

**Shasta Head Start
BOD Meeting Minutes
Zoom Meeting
April 27, 2023**

Time Convened: 4:34 pm

Meeting Adjourned: 5:40 pm

Attendees:

BOD Present In-Person: Linda Cole, Heather Buchanan	BOD Absent: John Pappas Eddie Shanks Carol Nye Melissa Kalinowski	Shasta Head Start Staff: Gloriana Rhodes Gordon Chatham Amanda Keefer Tracey Vierra Michelle Behling
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report • Program Philosophy, Goals, and Objectives 	<ul style="list-style-type: none"> • Community Assessment • Employee Retention Bonus • Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	The meeting was called to order by Linda Cole at 4:34. It was noted that a quorum was not reached.
2.	Minutes	The minutes were tabled.
	Nutrition training	Michelle Behling presented the menus for the program. This year they added goldfish. Michelle showed the new charts and the one week MPR process. This is a much better streamlined process for the cooks to determine the quantities they need to serve. Our attendance numbers fluctuate so drastically, that giving the cooks the ability to adjust quantities is very helpful. Michelle is helping the cooks learn how and why we do this. The standards we follow adhere to the food buyers guide system. Michelle is ensuring the program is meeting the whole grain/wheat guidelines. This is difficult with the food shortages. Our food program is very well planned out. She has a training with the cooks on the 5 th and will train them on the MPR process.
3.	Fiscal Report	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$583,646 and year to date expenses are 48.21%. Admin expenses were 8.16% and in kind is 0%. Early Head Start expenditures were \$581,846 and year to date expenses are 48.57%. Admin expenses were 8.08% and in kind is 0%.
5.	Director's Report	Gordon Chatham gave the Director's Report which included the following: Gordon is confident that there are kids to serve out there, we just can't find enough teachers to serve them. The home based program is hard to fill, because it requires a lot from the parents. Other head starts in CA are struggling as well due to cost of living and universal pre-K. Our funding is based on federal costs, not California

		<p>costs. The school districts have a lot of funding currently, and they are recruiting aggressively. Not many are entering the ECE field. Gordon is working on developing a plan to solve our under enrollment problem. We have until May 12th to submit an enrollment plan to the regional office. They will reevaluate us in 12 months. If we are not fully enrolled, they will monitor for 6 months and reevaluate again. Then, if we still aren't enrolled, they could reduce our funding. The region has an employment crisis- there is a shortage of staff throughout the state. TK is a factor, UPK is a factor, and in the last few years inflation made the industry less competitive. The region expects grantees to reduce enrollment and keep our total funding so we can be competitive with wages and get fully staffed and fully enrolled. Gordon is optimistic that we can be competitive and get people to come back to work for SHS. Getting past the wage hurdle is the first step. Facilities update: Shasta Lake is moving along. The city held us up, but the plans got approved last week and we should be up and running by next program year. We still need to get the playground installed. The Weed classroom had to close because they discovered soil contamination due to construction. They shut down, tested, neutralized, and now are reopen.</p>
6.	Attendance/Monthly Progress Report	<p>Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. Lots of monitoring has been completed recently. Food service just finished the second round of monitoring. We are officially at 10% of funded enrollment children with disabilities. Our actual enrollment percentage is about 12-15%. Many of them are in state, full day and full year classrooms. This amount of time in school is tough for kids. Amanda said that the number of referrals is up and the number of children getting diagnosed is higher than ever. Most are only getting diagnosed for speech, but later they will probably get additional diagnosis.</p>
7.	Personnel Reports	<p>Gordon Chatham presented the personnel report. Heather Buchanan made a motion to approve the Personnel Report and Linda Cole seconded. The vote will be emailed to absent attendees. (Approved via emailed votes)</p>
8.	Policy Council Report	Item tabled.
9.	Program Philosophy, Goals, and Objectives	<p>Gordon Chatham reminded the BOD that this was presented last month. Heather Buchanan made a motion to approve the item, Linda Cole seconded. (Approved via emailed votes)</p>
10.	Community Assessment	<p>The BOD reviewed the Community Assessment. Our service area is a very tough area with a lot of hardships. Children born with symptoms of drug withdrawals is much higher in our counties than the state average. The child abuse rate is high as well. There are lots of foster kids in our area. Heather Buchanan made a motion to approve the item, Linda Cole seconded. (Approved via emailed votes)</p>
11.	Draft Grant Application	<p>Gordon Chatham presented the draft application. One of the major changes is a request for a slot reduction. He is asking for a reduction of 120 home based slots. The savings for this reduction will be rolled into wage comparability for staff. This will allow us to hire more staff for the center based 0-3 ages. Staffing these is a priority. SHS is asking to reduce just a few slots from HS: one class at Oakview and our Happy Valley Center. We will use the Oakview classroom to have a full day classroom. These funds will be rolled into our updated pay scale. This will help us meet our enrollment requirements. The reduction is from 663 to 501 total slots offered. Gordon asked the BOD to read over the draft grant application. This will be up for approval next month.</p>

12.	Employee Retention Bonus	On May 1st we are going to start advertising our sign on bonuses. Gordon Chatham wanted to do something for our current employees too. Gordon doesn't want staff those who stick with our program to be lured away by other sign on bonuses. The retention bonus will be for those employed June through August to keep staff. This will keep staff until COLA happens on September 1st. Hopefully mid-summer, Gordon can announce the new pay scale. Gordon looked at Region 9 CA and kindergarten teachers in our community to figure out wage comparability. Heather Buchanan made a motion to approve the item, Linda Cole seconded. (Approved via emailed votes)
13.	State Self-Evaluation	Next month Amanda Keefer will bring the completed evaluation and report to BOD. The yearly evaluation cycle is included in this: parent survey, self-assessment, monitoring, etc. This will show that we are meeting state standards.
14.	Adjourn	Heather Buchanan made a motion to adjourn, Linda Cole seconded. Meeting adjourned. The BOD Members received a Governance Training by Jerry Gomez, which concluded at 6:19 pm.

Approved as to form and content:

John Pappas, Board of Directors Chair