

**Shasta Head Start
BOD Meeting Minutes
Zoom Meeting
February 16th, 2023**

Time Convened: 4:35 pm

Meeting Adjourned: 5:39 pm

Attendees:

BOD Present In-Person: John Pappas, Melissa Kalinowski, Linda Cole, Mary Jo Boyle BOD Present via Zoom: Heather Buchanan	BOD Absent: Joan Landry Eddie Shanks Carol Nye	Shasta Head Start Staff: Gloriana Rhodes Gordon Chatham Amanda Keefer Tracey Vierra
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report • Selection Priorities 	<ul style="list-style-type: none"> • Self-Assessment and Plan of Correction • Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	The meeting was called to order at 4:32 pm by John Pappas.
2.	Minutes	The BOD reviewed the minutes from December 2022 (previously tabled) and January 2023. A motion was made by Linda Cole and seconded by Melissa Kalinowski to approve both minutes. Motion passed.
3.	Fiscal Report	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$552,802 and year to date expenses are 34.63%. Admin expenses were 10.74% and in kind is 0%. Early Head Start expenditures were \$516,448 and year to date expenses are 34.51%. Admin expenses were 11.27% and in kind is 0%. Tracey will have the updated August 2022 numbers at the next meeting.
4.	Audit Results Report	Tracey Vierra informed the BOD that we had a clean 2022 Audit with no findings. This is an information item. Tracey will schedule the Auditors to come attend a future meeting to present to the BOD.
5.	Director's Report	Gordon Chatham gave the Director's Report which included the following: We are bringing back the EAT committee with a staff representative from each center to brainstorm activities for agency team building and staff participation. Shasta Lake construction should be completed by the end of May and functional for next program year. Amanda Keefer displayed pictures of the building construction. The application to build the Weed classrooms on the Weed Elementary Campus is still in process. Construction for this project should be completed by December 2024. We will sign an MOU with Weed Elementary to run the center on their campus for 30 years. We would build our own playground as well. We will remain in our current Weed location until then. The Parent Café on January 26 th went well. The

		Agency Picnic event is scheduled for the first time since 2019. It will be on June 3 rd at Anderson River Park.
6.	Attendance/Monthly Progress Report	Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. Food Service is onto their second round of food monitoring. The disabilities numbers will increase because there are 7 total ISFPs and IEPs in progress for our enrolled children.
7.	Personnel Reports	Gordon Chatham presented the personnel reports from December and January. We are slowly getting more staff, but we are still down about 30 positions. Yreka is closed currently. We are at 60% enrollment because of staffing. We avoided the first round of regional enrollment plans. Gordon will present more strategies for increasing staff in March or April. A motion was made by Linda Cole and seconded by Mary Jo Boyle to approve the personnel reports. Motion passed.
8.	Policy Council Report	Melissa Kalinowski gave the PC Report. It was a short meeting on Valentine's Day! PC attendance is still low. Next month at the Joint Meeting we will serve dinner.
9.	Selection Priorities	Gordon Chatham reviewed the Selection Priorities that were tabled last month. A motion was made by Linda Cole and seconded by Heather Buchanan to approve the Selection Priorities. Motion passed.
10.	Self-Assessment Report and Plan of Correction	Gordon Chatham reported that we had a very successful Self-Assessment meeting. The report shows findings from the 5 areas examined. Gordon and the SHS leadership determined that the current goals do not need a plan of correction, as we will have updated goals in our new grant cycle application in May. The group discussed the hurdles of dental exams and the successful attendance at the Self-Assessment meeting. A motion was made by Melissa Kalinowski and seconded by Linda Cole to approve the Self-Assessment Meeting Report. Motion passed.
11.	Program Planning Results	Gordon Chatham presented the findings of the Program Planning meeting SWOT analysis. This is a part of our planning process and will help us in writing our grant. The second meeting had very few participants. Next year we will have this meeting on a day when we don't have kids at the center. We would like more parent participation as well. This meeting is very productive.
12.	COVID Mitigation Plan	Amanda Keefer informed the BOD that the Office of Head Start had edited the performance standards and now requires a "COVID Mitigation Policy." We took our current plan and updated it in accordance with OSHA and CDC regulations. We were able to relax some restrictions. No policy or procedure changes will affect our parents.
13.	Weed Classroom Construction 1303	Gordon Chatham presented the updated 1303 for the Weed classroom construction. This will be voted on at the next meeting.
14.	Adjourn	A motion was made by Melissa Kalinowski and seconded by Mary Jo Boyle to adjourn the meeting at 5:39 pm. Motion passed.

Approved as to form and content:

John Pappas, Board of Directors Chair