

**Shasta Head Start
BOD Meeting Minutes
Zoom Meeting
January 26th, 2023**

Time Convened: 4:32 pm

Meeting Adjourned: 5:28 pm

Attendees:

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

<ul style="list-style-type: none"> • Minutes • Personnel Report • Selection Priorities 	<ul style="list-style-type: none"> • Personnel Policies • Carryover Funds • 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	Tabled.
	School Readiness Goals and Child Outcomes	Tessa Buell and Christina Knowles presented the school readiness data from the DRDPs. They compared the Fall, Winter, and Spring data for preschool ages and infant/toddlers. The completed assessment numbers were low last year due to COVID- classroom closures and limited capacity in classrooms. Our kids still showed considerable growth as the year progressed, despite COVID. The Child Development Department will be doing a teaching training to work on raising the social/emotional measure and the language and literacy measure.
3.	Fiscal Report	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$635,898 and year to date expenses are 27.51%. Admin expenses were 10.54% and in kind is 0%. Early Head Start expenditures were \$605,489 and year to date expenses are 27.50%. Admin expenses were 10.50% and in kind is 0%.
4.	Director's Report	Gordon Chatham gave the Director's Report which included the new officers will be installed later in the meeting, Self-Assessment meeting went well, the Program Planning meeting is coming up, and he gave an overview of the planning process. The Head Start Performance Standards were updated back when COVID started for mandated (but not enforceable) mask wearing. OHS removed the mask

		requirement but not the vaccine requirements. Gordon said this is unfortunate, because we will need to keep the weekly testing requirement for our unvaccinated staff. This is inconvenient and other industries do not have this requirement. A COVID mitigation plan will be submitted to the BOD to approve next month. The Burney center has the new heating systems retrofitted to handle the low temperatures. They also finally have internet in the new building. At the Shasta Lake project, they have found asbestos and lead. This is being worked on and will be eradicated before the center is functional. It is an old building, and Gordon did not want to risk just painting over it. We are still on budget for the project despite the lead and asbestos. Gordon will not be at the meeting next month. Jerry Gomez will come in to give his governance training next month.
5.	Attendance and Progress Report	Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. Most of our kids have had their screeners completed. We had our usual dental clinic at Shasta Community Health, and we had the Hill Country dental van visit Lake and Anderson centers. We will continue partnering with Hill Country to provide this onsite service. Good progress is being made on classroom monitors. The 9% disabilities number will go up because we have many children in the IEP/ISFP process.
6.	Personnel Report	Tabled
7.	PC Report	Melissa Kalinowski gave the PC Report. She explained that she and the rest of the Policy Council were hesitant to approve the Sign-On Bonus because current teachers would feel unappreciated because of the large gap in retention bonus and sign-on bonus. Gordon Chatham and Tracey Vierra will look at the budget and present the PC with solid numbers for increasing the retention bonus with the logistics and budget impact. The PC approved the Sign-on Bonus at the meeting. Melissa said the PC appreciates the work leadership is doing to show staff appreciation and recruitment. The BOD discussed PC involvement and considered if the meeting time was the most convenient for the parents. It was suggested to add a question about PC meeting time on the Parent Survey.
8.	Selection Priorities	Tabled
9.	Personnel Policies Update	Tabled
10.	Carryover Funds	Tracey Vierra presented the Carryover Funds request. It is mostly program improvement funds for construction projects. OHS allows us to carry forward PI funds. A motion was made by Melissa Kalinowski and seconded by Linda Cole to approve the Carryover Funds. Motion passed via emailed votes.
11.	Parent Survey	Amanda Keefer informed the BOD that the Parent Survey would be sent to all parents via Learning Genie on January 27 th . Families can complete the surveys (one survey per family) online or they can complete a hard copy at their center.
12.	Program Planning Meeting	Gordon Chatham announced that the Program Planning will be taking place this Friday, January 27 th . All staff, BOD, PC, and parents are encouraged to attend. There will be a second meeting on the 30 th at 5:30 pm for those who can't make it to the first one.
13.	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.
14.	Adjourn	John Pappas adjourned the meeting at 5:28pm.

Approved as to form and content:

John Pappas, Board of Directors Chair