

Shasta Head Start
Joint PC and BOD Meeting Minutes
Hybrid Meeting (Shasta Room and Zoom)
November 17, 2022

Time Convened: 4:44 pm

Meeting Adjourned: 6:15 pm

Attendees:

BOD Members: John Pappas Carol Nye Mary Jo Boyle	Linda Cole Eddie Shanks Joan Landry	Absent BOD Members: Heather Buchanan	PC Members: Melissa Kalinowski Silvia Velasquez Monique Garber	Bradley Perez Tanisha Coleman Margaret Crawford	Shasta Head Start Staff: Gloriana Rhodes Tracey Vierra	Gordon Chatham Amanda Keefer
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report 	<ul style="list-style-type: none"> • Community Reps (PC only) • Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	The meeting was called to order at 4:44pm by John Pappas and Silvia Velasquez.
2.	Minutes	The BOD reviewed last meeting's minutes. A motion was made by Joan Landry and seconded by Linda Cole to approve the BOD minutes. Motion passed. The PC reviewed last meeting's minutes. A motion was made by Bradley Perez and seconded by Tanisha Coleman to approve the PC minutes. Motion passed.
4.	Fiscal Report	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$536,671 and year to date expenses are 13.50%. Admin expenses were 10.78% and in kind is 0%. Early Head Start expenditures were \$490,170 and year to date expenses are 12.58%. Admin expenses were 11.61% and in kind is 0%. The Office of Head Start is not requiring an In-Kind match this program year, but we will still collect to keep up the habit.
5.	Director's Report	Gordon Chatham gave the Director's Report. He included our current enrollment numbers, the selection and priority meeting and federal updates. Head Start is combating low enrollment and a staff shortage, even with slot reductions. The group discussed recruiting strategies for staff.
6.	Attendance and Progress Report	Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. Program staff is continuing to report more screeners. We had a successful dental event and will have the Hill Country dental truck come onsite at Lake and Anderson. The biggest hurdle is having parents complete the paperwork beforehand.

7.	Personnel Report	Gordon Chatham presented the Personnel Report. We have a new Area Manager starting soon! A motion was made by Carol Nye and seconded by Linda Cole to approve the Personnel Report. Motion passed. A motion was made by Silvia Velasquez and seconded by Margaret Crawford to approve the Personnel Report. Motion passed.
8.	Roles and Responsibilities in Governance Training	Gordon Chatham gave an overview of governing body responsibilities to SHS. He also explained the conflict of interest policy.
9.	Community Reps (PC only)	Gordon Chatham reminded the PC that they have two community representatives currently, Vicki Rinear from Far Northern, and Margaret Crawford from Rowell. A motion was made by Silvia Velasquez and seconded by Tanisha Coleman to approve the Community Representatives. Motion passed.
10.	Code of Conduct and Conflict of Interest	Gordon reviewed the Code of Conduct and Conflict of Interest Policy. This is up for annual approval next month.
11.	Sign-on Bonus	Gordon Chatham presented the new Sign-on bonus policy. It is difficult finding quality staff. Gordon would like to be more aggressive in recruiting and offer a higher sign-on bonus. The bonus will only be for certain positions we struggle to hire. We already have a separate quarterly retention bonus. The group discussed the staff shortage issue. Melissa Kalinowski mentioned that there is less and less teacher appreciation. Gordon mentioned that post-COVID, our culture has changed, and burnout has increased. Our In-Service speaker gave tools for avoiding burnout. Many other agencies in our area are actively recruiting. We will start sending out staff birthday cards at John Pappas's previous recommendation, we give staff free lunch at trainings, and we have regular town hall meetings. Gordon will get a teacher/staff appreciation committee organized to help explore new ideas. The new bonus will attract new staff as well.
12.	Policy Council Officer Nominations	Gordon Chatham reviewed the officer positions. Melissa Kalinowski nominated herself for Chair and nominated Silvia Velasquez for Vice Chair. There were no nominations for Secretary. Glori Rhodes will email the PC and ask for nominations.
13.	PC Take Back Items	Items to take back to parent meetings included: In-Kind, officer elections, and brainstorm how to encourage teacher appreciation at parent meetings.
14.	Adjournment	A motion was made by Joan Landry and seconded by Mary Jo Boyle to adjourn the meeting at 6:15 pm. A motion was made by Silvia Velasquez and seconded by Margaret Crawford to adjourn the meeting. Meeting adjourned.

Approved as to form and content:

Melissa Kalinowski, Policy Council Chair

John Pappas, Board of Directors Chair