

**Shasta Head Start
BOD Meeting Minutes
Hybrid Meeting
August 22, 2024**

Time Convened: 4:35 pm

Meeting Adjourned: 5:32 pm

Attendees:

<p>BOD Present: Gordon Chatham Tracy Viera Amanda Keefer Jeanne Veich Bill Jostock</p> <p>On Zoom: Linda Cole Tyson Casper</p>	<p>BOD Absent: Wendy Dickens Eddie Shanks</p>	<p>Shasta Head Start Staff: Gordon Chatham Tracey Vierra Amanda Keefer</p> <p>Absent:</p>
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Action Items:

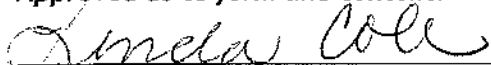
<ul style="list-style-type: none"> • Minutes • Personnel Report • Budget Revision • Waitlist Incentive Revision 	<ul style="list-style-type: none"> • PI Grant Application • Policy Council Composition • Employee Retention Bonus • Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Call to Order and Brief Announcements	4:35Pm No Announcements
2.	Minutes	Motion to approve: Bill 2 nd : Tyson Motion Approved

3.	Director's Report	<p><u>New Program Year:</u> Gordon Chatham shared, New Program year has begun except for McArthur, Sept. 11. Weaverville open on Aug. 19th. Looking for qualified staff, goal is to have enough substitutes.</p> <p><u>Facilities:</u> HRN Weaverville collaboration is enrolled to 11, need to get to 16. Located in the HRN building on the Weaverville Elementary School campus.</p> <p><u>Federal Review:</u> CLASS Assessment will be done in 2025. Still working out logistics, either in person or via Zoom.</p> <p><u>Enrollment:</u> Enrollment looks good and is expect to be fully enrolled by end of September, but needing more toddler enrollments. Amanda is going to do some direct mailing, which will be a new approach.</p> <p>Currently at full enrollment for EHS, maintain for 6 months. Head Start will get a waiver due to SLC site getting up and going.</p>
4.	Attendance/Monthly Progress Report	Amanda Keefer shared attendance is off to a good start, not much to report. First month of the year, monitoring has not started.
5.	Fiscal Report	Tracey Vierra presented the Fiscal Report for July 2024. Head Start expenditures were \$545,344 and year to date expenses are 89.02%. Admin expenses were 9.56% and in kind is 127.5%. Early Head Start expenditures were \$612,657 and year to date expenses are 89.73%. Admin expenses were 8.12% and in kind is 125.93%. There were no questions from the board.
6.	Personnel Report	Gordon shared No longer bussing in Burney. June Motion made by Jeanne Veich 2 nd Tyson Motion Approved July Motion made by Jeanne Veich 2 nd Tyson Motion Approved
7.	PC Report	Discussion about the importance of In-kind at PC. Overall normal meeting.
8.	Budget Revision	Remaining budget funds in personnel, benefits, and contractual are reallocated to the other budget category to complete repairs and maintenance projects. Moving fund from the personnel, benefits, and contractual budget to the other budget category provides \$197,000 Head Start and \$165,000 EHS. The

		positive personnel budget variance was due to open positions that were not filled during the budget year. Motions made by Bill Jostock 2 nd Tyson Casper Motion approved
9.	Waitlist Incentive Revision	EHS is now struggling to be enrolled and HS only language is removed. Motion made by Tyson Casper 2 nd by Jeanne Veich Motion Approved
10.	PI Grant Application	Teaching Pyramid kick off is being held in Hawaii. A program improvement grant was submitted for staff to attend the Region IX Family Engagement Conference and Pyramid Cohort kick off in the amount of \$17,950. Attending the conference will be [1] AM [4] PM and [1] Program Director. Motion made by Jeanne Veich 2 nd Bill Motion Approved
11.	Policy Council Composition	The Policy Council Composition policy for the 2024-2025 program year as approved. Motion made by Tyson Casper 2 nd Jeanne Veich Motion Approved
12.	Employee Retention Bonus	Funding moved for project, but still money left for personnel and provide retention bonuses. Coming out of the current remaining funds. Motion made by Bill Jostock 2 nd Tyson Casper Motion Approved
13.	ED Evaluation	Process discussion- Gordon will send out an email and provide to BOD and then email to Linda and she will organize.
14.	2024-2025 Meeting Schedule	Overview and dates provided for 24-25 schedule
15.	Adjournment	Motion made by Bill Jostock 2 nd Jeanne Veich Motion Approved

Approved as to form and content:



Linda Cole, Board of Directors Chairperson