

**Shasta Head Start
BOD Meeting Minutes
Zoom Meeting
September 28, 2023**

Time Convened: 4:30pm

Meeting Adjourned: 5:20 pm

Attendees:

BOD Present: Linda Cole Heather Buchanan Eddie Shanks	BOD Absent: Melissa Kalinowski	Shasta Head Start Staff: Gordon Chatham Amanda Keefer Tracey Vierra
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Action Items:

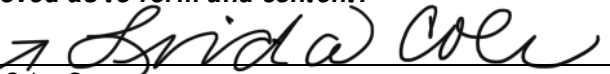
<ul style="list-style-type: none"> • Minutes • Personnel Report • Authority to Sign Contracts 	<ul style="list-style-type: none"> • Composition of PC • Budget Revision • Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	The meeting was called to order by Linda Cole at 4:30 Gordon announced that an email went out regarding John Pappas' recent passing and services will be held at the Veterans Cemetery Monday Oct. 2 at 2:00 PM. He was a wonderful, dedicated Board member and he will be greatly missed.
2.	Minutes	The BOD reviewed the minutes. A motion was made by Eddie and seconded by Heather to approve the minutes. Motion passed.
3.	Fiscal Report	Tracey Vierra gave the Fiscal Report and noted that it is an estimated close out which is on-going and will be revisited in December. She also mentioned that the class supplies and classroom furnishings were higher due to year end wish list items. Tracey further pointed out the new account with USBank in addition to Cornerstone bank. Head Start expenditures were estimated at \$1,604,218 and year to date is 100.45% Admin expenses were estimated at \$100,738 and year to date 98.81% Early Head Start expenditures were \$1,807,406 and year to date 100.93% Admin expenses were estimated \$92,748 and year to date 96.59%
4.	Director's Report	Gordon Chatham gave the directors report which included the following:

		<p>-Notification was received for program improvement fund availability and a grant application was submitted. Funds will be used for deferred maintenance, shade structure, and information monitors.</p> <p>-Enrollment is 72%of our requirement and effort is being made to continue to enroll especially in the outlying areas.</p> <p>-Staffing is on-going struggle especially for primary caregivers. There is some good news in that all Head Start teacher positions have been filled. This is probably a result of the Advertising campaign and the wage increases. An effort is being made to try to stabilize staffing further by hiring two full time subs.</p> <p>-SHS has requested TTA training through regional Head Start regarding child supervision. A TTA team came to make observations and review procedures which will be followed with suggestions and recommendations.</p> <p>-The application to partner with Weed Elementary School and build two classrooms was denied. Gordon has a meeting with the Weed Superintendent and hopefully we will be able to lease two classrooms.</p> <p>-The Weaverville Center which we have occupied for about 30 years is being sold. Gordon will start the application and process to possibly purchase this building to maintain our future in Trinity County.</p> <p>-All Staff In-service is October 13th!</p>
5.	Attendance/Monthly Progress Report	Amanda Keefer presented the Attendance and Progress Reports. Currently Head Start is at 83%and Early Head Start is at 82%attendance. Funded enrollment is 501 and current enrollment is 369. On-going monitoring is in process and screeners are being completed in all areas.
	Personnel Report	Gordon Chatham presented the personnel report with 9 new hires, several reassignments and 5 separations. A motion was made by Heather and seconded by Eddie to approve the Personnel Report. Motion passed.
7.	Intro to Monitoring Process and Internal Monitoring Outcomes	This item was tabled.
8.	Auditor Selection	A motion was made by Eddie and seconded by Heather to approve DH Scott Auditors. Motion passed.
9.	Composition of Policy Council Revised	Gordon made a correction to the Policy Council representation from 11 to 8 members under EHS Center representatives. A motion was made by Heather and seconded by Eddie to approve the revised composition of the Policy Council. Motion passed.
10.	ED Evaluation	This item was tabled.
11.	New Board Member Applicants	Gordon received two applications for potential Board Members. Jeanne Veich is a former SHS employee and currently a full time Early Childhood faculty member at Shasta College. Wendy Dickens is the Executive Director for First Five Shasta. Both are highly qualified and would be an asset to the board. A motion was made by Eddie and seconded by Heather to approve these to applicants to the Board. Motion passed.

12.	Program Improvement Grant	Gordon presented the Program Improvement Grant which was submitted. Highlights include repair and maintenance, shade structure, electronic message boards and Burney roof snow brakes. A motion was made by Heather and seconded by Eddie to approve this grant. Motion passed.
13.	Adjournment	Meeting was adjourned at 5:20.

Approved as to form and content:


Linda Cole, Secretary