

**Shasta Head Start
BOD Meeting Minutes
Hybrid Meeting
October 26, 2023**

Time Convened: 4:32 pm

Meeting Adjourned: 5:30 pm

Attendees:

<p>BOD Present: Eddie Shanks Wendy Dickens Linda Cole</p>	<p>BOD Absent: Melissa Kalinowski</p>	<p>Shasta Head Start Staff: Gordon Chatham Amanda Keefer Tracey Vierra</p>
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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 • Adjourn
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AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1. Introductions & Brief Announcements	The meeting was called to order by Linda Cole at 4:32 pm. New member Wendy Dickens was introduced and welcomed to the board.
2. Minutes	The BOD reviewed the minutes. A motion was made by Eddie and seconded by Linda to approve the minutes as amended. Motion passed.
3. Master Management Systems Training	Amanda shared the overall management systems plan which includes community assessment, self assessment, goals and objectives, grant and budget application and implementation. The plan is on-going and is monitored throughout the year with data and progress assessed for continuous quality improvement.
4. Fiscal Report	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$671,727 and year to date expenses are 8.27%. Admin expenses were 6.54% and in kind is 0%. Early Head Start expenditures were \$612,406 and year to date expenses are 7.81%. Admin expenses were 6.15% and in kind is 0%. She noted that this is the first month of the new grant year and in addition to regular grant funding we received \$249,190 in program improvement funds. Something new is that the in-kind requirement has returned. This requirement was excused during the pandemic.

5.	Director's Report	<p>Gordon Chatham gave the Director's Report which included the following:</p> <ul style="list-style-type: none"> -Enrollment Priority and Selection Committee will meet November 15th to review criteria. Board members are welcome to attend this meeting. -Enrollment for September was at 77% with a goal of 80% by the end of October which we will probably meet. -Staffing for Head Start teacher positions are all filled, however there are 24 other open positions, and a lack of primary caregivers preventing full Early Head Start enrollment. -In-service was a success with service awards and guest speaker Niki Spears. The Dollar per Child campaign was also a success. We collected \$2,300 which goes to NHSA to support advocacy efforts on behalf of Head Start's on million children and families. -Facilities- After speaking with the Office of Head Start region IX manager Gordon received permission to proceed with the Weed Elementary School 1303 application to partner in building two classrooms which if approved would be a win for the children and families in the Weed community.
6.	Attendance/Monthly Progress Report	<p>Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. Head Start is at 83% and Early Head Start is at 83%. Health and developmental screenings are making good progress. Disabilities enrollment is at 12% for Head Start and 18% for CSPA well over the requirement. Monitoring is progressing with child files, ITERS and the first round of food service monitors.</p>
7.	Personnel Report	<p>Gordon Chatham presented the personnel report. A motion was made by Eddie and seconded by Wendy to approve the Personnel Report. Motion passed.</p>
8.	401K Audit	<p>Tracey Vierra presented the D.H. Scott and Co. audit report for 2022. The report showed no misstatements or findings and noted that Shasta Head Start is meeting all requirements.</p>
9.	Governance Calendar	<p>Gordon presented the governance calendar which lines out the topics to be covered at monthly Board meetings.</p>
10.	Board Meeting Calendar	<p>Gordon presented the board meeting calendar for the year. All meetings are from 4:30 to 6:30 on the 4th Thursday of the month except for the November and December holidays with meetings adjusted as noted.</p>
11.	Code of Conduct and Conflict of Interest	<p>Gordon presented the Policy Council and Board of Directors Code of Conduct and Conflict of Interest. This includes the policy, procedures, and the code to be followed.</p>
12.	Adjourn	<p>A motion was made by Linda and seconded by Wendy to adjourn the meeting at ____ pm. Meeting adjourned.</p>

Approved as to form and content:


Linda Cole, Board of Directors Secretary