

**Shasta Head Start
BOD Meeting Minutes
Hybrid Meeting
December 21, 2023**

Time Convened: 4:35 pm

Meeting Adjourned: 5:52 pm

Attendees:

<p>BOD Present: Wendy Dickens Jeanne Veich Bill Jostock</p>	<p>BOD Absent: Eddie Shanks Melissa Kalinowski Linda Cole</p>	<p>Shasta Head Start Staff: Tracey Vierra Kaylee Cambra Cassie Johnson Gordon Chatham (via Zoom)</p>
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report • Personnel Policy Updates 	<ul style="list-style-type: none"> • CCTR Application • Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	The meeting was called to order by Gordon at 4:35 pm. Quick round of introductions since not everyone knows each other.
2.	Minutes	The BOD reviewed the minutes. A motion was made by Bill and seconded by Wendy to approve Nov the minutes as amended. Motion passed.
3.	Parent Survey	Silvia shared the Parent Survey will be sent out mid-Jan via Learning Genie.
4.	Director's Report	<p>Gordon Chatham gave the Director's Report which included the following: PC term ends in Dec. This is Silvia's last meeting. New officers were nominated in Nov. We have a new PC chairperson, vice chairperson and secretary to be sworn in on January 1st. Melissa has served 3 years, this will be her last term in PC. Recognition to outgoing PC members.</p> <p>Program Self-Assessment, Friday Jan 12. Start of planning period, look at data and objectives. Good way to look at agency and some of the data we collect. Program Planning will come next.</p>

		<p>Discussion of Holiday Activities.</p> <p>Notice of Proposed Rule Making - issued when they change our performance standards.</p> <p>No questions from the Board.</p>
5.	Fiscal Report	<p>Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$642,537 and year to date expenses are 24.74%. Admin expenses were 10.35% and in kind is 0%. Early Head Start expenditures were \$584,515 and year to date expenses are 23.17%. Admin expenses were 8.84% and in kind is 0%.</p> <p>Gordon talked about Weed project. Currently have 1.9 mil allocated towards Weed. Talked to Regional office, once we get 1303 application - environmental assessment, once they approve, we can allocate those dollars towards the project.</p>
6.	Attendance/Monthly Progress Report	<p>Gordon presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. Have been stuck at the 81% level. EHS is a little better at 83%.</p> <p>Monthly Progress report shows how many screenings we have done to date. Total funded enrollment is 501. Total cumulative enrollment is kids we have served throughout the year. 302 kids on the waitlist. Attendance overall is 82%. Disabilities for all classrooms is at 12%. 384 families are receiving services.</p> <p>No questions from the Board.</p>
7.	Personnel Report	<p>Gordon presented the personnel report. A motion was made by Wendy and seconded by Silvia to approve the Personnel Report. Motion passed. Kaylee shared we have 10-11 new employees completing onboarding right now.</p>
8.	PC Report	<p>Cassie shared list of Take Back items from PC Meeting on December 19th - Has been sent to all Family workers, Home Visitors, Head Teachers, and Site Supervisors:</p> <ol style="list-style-type: none"> 1. Earned Income tax credit and free tax preparation resource coming out soon. A flyer will be sent to all Family Workers and Home Visitors to distribute to families. 2. The parent survey will be sent out to all families via Learning Genie in mid-January. Parents can fill out each survey online or can ask their Family Worker/Home Visitor for a paper copy to complete. 3. New Policy Council Officers were elected yesterday based on parent votes via Learning Genie. The Chairperson is Nathan Smith (Juniper), Vice Chairperson is Tyson Casper (Gateway) and Secretary is Morganne Lewin (Lake). Congratulations to these three wonderful parents! 4. Please complete In-Kind every week.
9.	Officer Nominations	<p>Gordon asking if anyone is interested in volunteering. Jeanne asked Gordon to define roles.</p> <p>Chairperson: Linda has nominated herself /expressed interest in position as primary contact for OHS. When we submit our Grant, we put them on grant submission. Chair is CCed on all communications from OHS. Chair authorizes any purchased over 50k. Chair runs the PC meetings.</p> <p>Vice Chairperson: fills in when chair is unavailable. Wendy volunteers. Jeannie nominates Wendy for vice chair.</p>

		<p>Secretary is the easiest position: they take notes and approve minutes. Wendy nominates Jeannie for Secretary.</p> <p>Officers will be voted in during January meeting. Will be ready to start with new officers for January meeting, will be one of our first action items.</p>
10.	Selection Priorities	<p>We had our selection and priority meeting last month. We look at center information and enrollment. Didn't see any necessary changes when we looked at point system. Selecting the neediest of the needy. The way we point our families, Gordon went over eligibility categories. Establishes when child is eligible for preschool. We can have 35% of our families as income eligible. Can reserve up to 3% of our slots for families who may need our services immediately (foster, homeless) Reserved slots are for these families. Small community (population below 2000) 50% of enrollment for that center can be over income. Gordon went over points table - how families apply and how they are selected.</p> <p>Jeanne asked if they still must reapply when going from EHS to HS. Yes - must reapply and go through eligibility again. This is unfortunate - parents might be making more money than they were when their child started EHS, no longer qualify. Gordon thinks some of the changes they are going to make might help these families. CalFresh is now categorically eligible. If families are getting CalFresh they are automatically eligible.</p> <p>No questions from Board.</p>
11.	Self-Assessment Meeting	<p>The Program Self-Assessment will take place at the admin building on January 12, 2024. Flyer with details was displayed. We will review data and see how we are doing, and if there are any changes we need to make to our goals. We break out into groups, review data, then debrief as a large group and make any changes and updates as needed.</p>
12.	Personnel Policy Updates	<p>Kaylee Cambra went over the personnel policy updates. A couple of updates are due to new laws going into effect in 2024, and a couple are policies we wanted to change.</p> <p>Sick accrual has been changed/increased and is now combined with PTO. Gordon explained: Up until last year, we had sick leave and PTO. Sick leave was not part of PTO.</p> <p>Wendy asked if employees are required to call when absent. Silvia asked if this new policy is sent out to all employees. Kaylee and Tracey confirmed new policies will be sent out to all employees and employees are required to sign acknowledgement.</p> <p>Temporary employees are also given 5 days or 40 hours of Paid Sick Leave.</p> <p>Next update is regarding center cameras.</p>

		<p>Question on cameras - is there a training for supervisors and HT to use cameras to surveillance staff? Is it used as a strength-based approach?</p> <p>Great idea brought up by Jeanne to catch employees doing things right. Well received by the group. Acknowledge employees for positive, not only negative incidents where discipline is needed.</p> <p>Getting rid of administrative leave. Still have FMLA and CFRA. Up to the manager if they want to fill position or not. A couple years ago, we had a claim filed against us at the labor board.</p> <p>Another law for 2024 is reproductive loss leave. Kaylee went over details.</p> <p>Motion made by Wendy and seconded by Jeanne. PTO and PSL. With additional removal of one paragraph on page 36. Motion approved.</p>
13.	CCTR Continued Funding Application	Motion made by Bill and seconded by Silvia. All in favor. No one opposes. Motion approved.
14.	Adjourn	<p>Gordon - still looking for Board members, as we still have 2 spots to fill. Board member for Siskiyou County isn't going to work out.</p> <p>A motion was made by Wendy and seconded by Bill to adjourn the meeting at 5:52 pm. Meeting adjourned.</p>

Approved as to form and content:


 Linda Cole, Board of Directors Secretary