

**Shasta Head Start
BOD Meeting Minutes
Hybrid Meeting
January 25, 2023 ~~2024~~**

Time Convened: 4:35 pm

Meeting Adjourned: 5:52 pm

Attendees:

<p>BOD Present: Wendy Dickens Linda Cole Bill Jostock Tyson Casper</p> <p>On Zoom: Eddie Shanks Jeanne Veich</p>		<p>BOD Absent:</p>	<p>Shasta Head Start Staff: Gordon Chatham Amanda Keefer Tracey Vierra Kaylee Cambra Cassie Johnson Tessa Buell Christina Knowles</p>
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Action Items:


<ul style="list-style-type: none"> • Officer Elections • Minutes • Personnel Report 	<ul style="list-style-type: none"> • Personnel Policy Updates • Selection Priorities • Adjourn
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AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY	
1. Introductions & Brief Announcements	The meeting was called to order by Gordon at 4:30pm. Quick introduction of Tyson Casper as new PC Chairperson.	
2. BOD Officer Elections	<p>Chairperson: Linda Vice Chairperson: Wendy Secretary: Jeanne</p> <p>A motion was made by Bill to approve officers as named and seconded by Tyson to approve the new officers. Motion passed.</p>	

3.	Minutes	The BOD reviewed the minutes from the December meeting. A motion was made by Wendy and seconded by Bill to approve Dec the minutes. Motion passed.
4.	School Readiness Goals/Child Outcomes	Tessa Buell and Christina Knowles presented data on school readiness goals and child outcomes for 2022-2023. Looking at data for Fall, Winter and Spring data (infants, toddlers, and preschool age).
5.	Director's Report	Gordon Chatham gave the Director's Report which included the following: Program Planning, Enrollment, developments/setbacks for new center in Shasta Lake City, struggles and possible plan with Weaverville center. Wendy mentioned First 5 just got new ED in Trinity County, Wendy will send email to introduce her to Gordon. Conversation around possible partnership with Montessori school in Weaverville. Gordon summarized recent center improvements that have been made and went over the federal update. No questions from the Board.
6.	Fiscal Report	Tracey Vierra gave the Fiscal Report for December 2023. Head Start expenditures were \$702,232 and year to date expenses are 33.39%. Admin expenses were 8.48% and in kind is 7.99%. Early Head Start expenditures were \$679,281 and year to date expenses are 31.84%. Admin expenses were 7.41% and in kind is 9.77%. Tracey also went over cost per child, credit card statements, etc.
7.	Attendance/Monthly Progress Report	Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. Monthly Progress report shows how many screenings we have done to date. No questions from the Board.
8.	Personnel Report	Gordon presented the exceptional personnel report, with many new hires. Conversation around how new PSL policy might be affecting classroom closures. Big kudos to Shasta College for partnership with SHS. A motion was made by Wendy and seconded by Tyson and Jeanne to approve the Personnel Report. Motion passed.
9.	PC Report	Tyson shared take back items from PC meeting: 1. In Kind 2. Parent surveys 3. Dental Clinic coming in March
10.	Personnel Policies Update	Kaylee Cambra went over update to personnel policies. PSL updates were presented last month, a couple more updates have been made. Wendy asked why it is easier to lump PTO and PSL together. Conversation around different options from different lawyers. Easier to discipline. A motion was made by Wendy and seconded by Eddie to approve the updated Personnel policies. Motion passed.
11.	Selection Priorities	Gordon went over selection priorities. No questions from Board. A motion was made by Bill and seconded by Wendy to approve the Selection Priorities. Motion passed.

12. Program Planning Process	Gordon went over the program planning process. Linda shared her appreciation of strengths, reporting and transparency. Wendy shared strengths - building relationships in the community
13. Program Area Roadmaps	Amanda went over program area roadmaps. SHS works with Acorn evaluations to help us with all of the data that we collect. Every 6 months we have a roadmap with Acorn, looking at what we are going to work on for the next 6 months, steps we will take to complete those activities. Plan for Jan - June 2024. In June, we will sit down with Acorn again and evaluate where we are. Linda asked if these roadmaps are connected to program goals, sees some overlap. Amanda meets with Acorn once per month to check in. Some Acorn staff are former HS employees.
14. Adjourn	Gordon announced BOD photo shoot at next meeting, requested all members attend Feb meeting in person as photographer will be here. A motion was made by Jeanne and seconded by Tyson to adjourn the meeting at 5:45 pm. Meeting adjourned.

Approved as to form and content:


 Linda Cole, Board of Directors Secretary