

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

Time Convened: 4:38 pm

Meeting Adjourned: 6:34 pm

Attendees:

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

<ul style="list-style-type: none"> <li>• Minutes</li> <li>• Personnel Report</li> </ul>	<ul style="list-style-type: none"> <li>• Self-Assessment &amp; Plan of Correction</li> <li>• Adjourn</li> </ul>
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AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
<p><b>Photos /Heat shots</b></p>	<p>Michael Burke on site today for BOD headshots. Photos before start of meeting.</p>
<p><b>1. Call to Order and Brief Announcements</b></p>	<p>The meeting was called to order by Linda at 4:38 pm.</p>
<p><b>2. Minutes</b></p>	<p>The BOD reviewed the minutes from the January meeting. Linda requested to add: In addition to appreciation of strengths and reporting, also loves the transparency. Request to amend minutes. A motion was made by Wendy and seconded Bill by to approve Jan the minutes as revised. Motion passed.</p>
<p><b>3. Nutrition</b></p>	<p>Michelle Behling presented Nutrition data. Displayed menus that we are providing this year. Noted the 1-2 yr. old menu is exactly like the menu for 3-5 yr. olds, except serving size. 1 and 2-year-olds do not get goldfish crackers.</p>

		<p>Michelle recently had training meeting with cooks for next year's menu, which will start in July. Trying to get as much variety as we can. Vitamin A and C every day.</p> <p>CACAP and USDA have changed grain component this year.</p> <p>Menus have 6-week rotations. 2 or 3 choices are available each day. Becoming 12-18-week rotating menu. During meeting, cooks asked for less sandwiches. It takes less time to make a pot of soup than sandwiches.</p> <p>Michelle works hard with staff to find out what kids like and don't like.</p> <p>Jeanne asked what outcome of that was. Michelle noted that the opinions varied between EHS and HS.</p> <p>Jeanne also asked if we are still doing cultural food? Michelle confirmed they took away international foods, it was too much to train on for a whole month, they felt bombarded. The curriculum went away but the international cookbook remains. Intl food not taken away, but no longer required.</p> <p>Bill asked if Michelle is ever required to make modifications for supply in demand? Michelle talked about difficulty finding good melons in season.</p> <p>Michelle talked about difficulties with labeling and specifics.</p>
<p>4.</p>	<p><b>Disabilities and Mental Health / End of Year report</b></p>	<p>Zoom audio issues with Amanda; Gordon presented Disabilities/Mental Health data from 2023. Went over breakdown. Children with disabilities served, there were very high numbers this year. Report breaks down different types of disabilities, lot of speech issues. Went over Mental Health summary and totals, BIRs for EHS and HS (always higher for HS).</p> <p>Jeanne asked if we have considered separating children with behaviors.</p> <p>Wendy noted the Pearl's assessment would work. Used in clinical setting, also used with parents. Would help target more intensive trauma and help with training.</p> <p>Gordon will talk to Amanda and Jess Dennis in our Disabilities department.</p> <p>It was noted that during the 21-22 program year we had more families. During the 22-23 year, we had lower enrollment.</p> <p>Gordon read Mental Health summary report.</p> <p>Linda noted this data helps us to be more empathetic with children.</p> <p>It was noted that the ratio of children in families with Mental Health illness is high. Might have something to do with stigma going away, people are more comfortable with reporting this nowadays.</p>

	<p>Wendy brought up epigenetics. Not that surprising when you have ppl with a mental illness, more likely to have children with those issues.</p>
<p><b>5.</b></p> <p><b>Director's Report</b></p>	<p>Gordon presented the Directors Report. The CSPP contract was reviewed, last one was 9 years ago, Linda Cole oversaw it. Grateful to ED staff and Amanda for working with reviewer this year. Got through with no findings.</p> <p>Always going to mention enrollment until we are fully enrolled. If we don't get to enrollment within 12 months, we will get a strongly worded letter from office of Head Start.</p> <p>With enrollment, we have made EHS goal, and are working on the HS goal.</p> <p>Shasta Lake City will be licensed in March. They have changed how they do licensing inspections.</p> <p>We are in the second cohort who received letters. We are not alone, there are many other HS organizations who are in the same boat. We have continued improvement. We had 38 open positions, many classes closed. Now we are fully staffed, all classrooms open, and at 97% -- we are doing pretty good for 10 months.</p> <p>Gordon attended webinars with attorneys, who gave him a different story than the regional office. We are going to do the best we can. If we get the letter, we must appeal the letter. Letter will say we are chronically under enrolled, HS will take slots and funding from us. We have spent the money, trying to fill the slots.</p> <p>Wendy feels like the rural areas should be taken into consideration.</p> <p>Gordon assured we will appeal with all the facts. We will show how much progress we have made, and how hard we have worked. We will have to appeal, then will get a waiver. Region 9 is telling Gordon what they think is going to happen - we will appeal, they won't take out money, region 9 will give us 6 more months to get to full enrollment. Scary part is timing vs law. Technically they can take our money.</p> <p>Gordon noted how much effort has been put towards enrollment, and reassured that we WILL get to 97%, just maybe not in 2 months. Maybe if we had 6 months.</p> <p>We have a robust amount of time off that is provided to staff. We must have enough staff to cover when others are out. More staff costs more money, which means less kids.</p> <p>Gordon asking Managers to look at 10% reduction of our available slots. 10% reduction would happen at our regional office and not in DC. This reduction will take place in a couple of ways - elimination of classrooms, EHS to HS classrooms. Becoming more services for 3- and 4-year-olds. They have higher needs. Must have the qualified staff to serve them.</p> <p>Wendy asked who Gordon is meeting with in Trinity County, will introduce Gordon to new First5 Trinity ED, who might be able to help. She understands needs in the area.</p>
<p><b>6.</b></p> <p><b>Fiscal Report</b></p>	<p>Tracey Vierra presented the Fiscal Report for January 2024. Head Start expenditures were \$789,594 and year to date expenses are 9.32%. Admin expenses were 9.83% and in kind is 16.65%. Early Head Start</p>

	<p>expenditures were \$746,990 and year to date expenses are 8.31%. Admin expenses were 8.58% and in kind is 16.31%.</p> <p>Wendy asked: When you are looking at some of the services you utilize, how often and at what level does the policy indicate we have to do an RFP? Gordon confirmed the threshold is \$215K; we just did and RFP for Apex and our cleaning service. Gordon recalled we did another RFP a few years ago.</p> <p>Wendy mentioned that we are required to change accountants every 5 years.</p> <p>Tracey noted we go thru our contracted vendors to make sure - if something is outside of the contract, we might be able to find more cost-effective services. We used Peerless to clean our floors as they were cheaper than Maui Bobs (regular cleaning company).</p>
<p>7.</p> <p>Attendance/Monthly Progress Report</p>	<p>Gordon presented the Attendance Reports for HS and EHS. Shasta Head Start has an attendance goal of 90%, which aligns with public school standards for attendance. It was noted that enrollment is looking much better, still working to getting fully enrolled.</p> <p>Jeanne noted there is a sign at Shasta College that reads "Now Enrolling" but nothing that mentions SHS. Suggested that we add a new sign. Not enough HS presence in Jeanne's Shasta College program. Misnomer that mentoring is too hard. In the past, mentors have felt like they are teaching. Made big shift. Mentoring and Coaching are very different.</p> <p>Gordon asked Jeanne who we should talk to at the College about putting a new sign up. Jeanne said she would talk to the college for us.</p> <p>Disabilities are high. Gordon noted we need to support staff, so we don't lose teachers.</p> <p>Jeanne noted that she was excited to have been part of recent T4T. She has since developed 3 free classes as Shasta College. Approved by curriculum committee, has gone to chancellor's office, Jeanne should know by April. Not a conference, ongoing semester long - hopefully every semester. Educational wide. Classes will be an option in Fall 2024.</p>
<p>8.</p> <p>Personnel Report</p>	<p>Gordon presented the Personnel Report for January. It was noted that we have made some good progress this month in hiring. Still looking for substitute teachers. Not going to stop hiring until we have that equilibrium where teachers can take days off and we have qualified staff to cover.</p> <p>A motion was made by Bill and seconded by Jeanne and to approve the Personnel Report. Motion passed.</p>
<p>9.</p> <p>PC Report</p>	<p>Tyson shared take back items from PC meeting:</p> <ol style="list-style-type: none"> <li>1. In-Kind - new list is out at all centers. Receiving more items already.</li> <li>2. Rowell Family open position</li> <li>3. Spanish translator button on website</li> </ol>

		4. Parent survey success
		The 2024 Self-Assessment was presented by Gordon Chatham. Jeanne noted that families are not being educated on other options to TK. Wendy told Jeanne she could work with her on this. Gordon mentioned we have been running ad campaigns and that we need to advertise why we are unique. Everyone agrees.
10.		There was a discussion about school districts. It was noted that we have 25 school districts in our county. Principals often move teachers around. Moving without legal requirements in place. Jeanne shared she learned of a 6 <sup>th</sup> grade teacher who was moved into TK. Jeanne wants to make sure children are getting what they need to be successful later. Behaviors are getting worse. Public school TK and bus drivers are not equipped to work with these children with behaviors. Jeanne emphasized the need to educate parents and educate the community on why HS is unique. HS has 1 to 8 ratio in the classroom. Jeanne asked if learning path checklist is the same as new employee checklist.
	<b>Self-Assessment &amp; Plans of Correction</b>	The group went through strengths, concerns, and recommendations. Part of program planning. No objectives currently, may have in future. Jeanne made motion to approve, Wendy seconded. Motion passed.
11.	<b>Program Planning Results</b>	Gordon presented the Program Planning results. Went over strengths, weaknesses, opportunities, and threats. Asking Board to review, as we will ask for approval next month, wanted to give BOD a chance to look at them.
12.	<b>Audit Results</b>	Auditors will be present at April meeting. It has submitted at state level, Feb 15 was deadline. The audit is quite throughout, auditors walk through everything, and it requires a lot of scheduling. Tracey will give report during March meeting, auditors will be here in April and Board can ask questions.
13.	<b>Adjourn</b>	Tracey noted that we will have the August final financials at next months meeting. A motion was made by Jeanne and seconded by Wendy to adjourn the meeting at 6:34 pm. Meeting adjourned.

Approved as to form and content:



Linda Cole, Board of Directors Chairperson