

**Shasta Head Start
BOD Meeting Minutes
Hybrid Meeting
April 25, 2024**

Time Convened: 4:38 pm

Meeting Adjourned: 6:20 pm

Attendees:

<p>BOD Present: Bill Jostock Linda Cole Jeanne Veich Eddie Shanks</p>	<p>BOD Absent: Wendy Dickens Tyson Casper</p>
<p>Shasta Head Start Staff: Gordon Chatham Tracey Vierra Amanda Keefer</p>	

Action Items:

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| <ul style="list-style-type: none"> • Minutes • Personnel Report • Weed Center Lease | <ul style="list-style-type: none"> • Program Philosophy, Goals, and Objectives • Adjourn |
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AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1. Introductions & Brief Announcements	The meeting was called to order by Linda Cole at 4:38 pm.
2. Minutes	The BOD reviewed the minutes. A motion was made by Bill Jostock and seconded by Linda Cole to approve the March minutes. Motion passed.
3. Audit Results Report Presentation	Representatives from D.H. Scott & Co. presented our 2023 Financial Audit.
4. Fiscal Report	Tracey Vierra gave the Fiscal Report. Head Start March expenditures were \$707,239 and year to date expenses are 59.91% of budget. Admin expenses were 9.25% and in kind is 22.43%. Early Head Start March expenditures were \$674,521 and year to date expenses are 58.01% of budget. Admin expenses were 7.28% and in kind is 23.90%.
5. Director's Report	Gordon Chatham gave the Director's Report.
6. Attendance/Monthly Progress Report	Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%.

7.	Personnel Report	Gordon Chatham presented the personnel report. A motion was made by Bill Jostock and seconded by Jeanne Veich to approve the Personnel Report. Motion passed.
8.	PC Report	PC chairperson was absent from meeting no report was given.
9.	Weed Center Lease	Lease for Weed Classrooms for monthly rent \$16,600 for 22 years with an enrollment funding out clause. A motion was made by Jeanne Veich and seconded by Bill Jostock to approve the Weed Center lease. Motion passed.
10.	Community Assessment	A copy of the 2022 Community Assessment report was provided to the BOD. No updates were noted to the 2022 Community Assessment used for our 2023-2024 year (one grant year).
11.	Program Philosophy, Goals, and Objectives	A motion was made by Bill Jostock and seconded by Jeanne Veich to approve the 5-year Goals and Objectives presented in the 2024-2025 grant application. Motion passed.
12.	Draft Basic/TTA/COLA Grant Application	A draft copy of the basic grant was provided to the BOD.
13.	Adjournment	A motion was made by Jeanne Veich and seconded by Bill Jostock to adjourn the meeting at 6:20pm. Motion passed.

Approved as to form and content:


Linda Cole, Board of Directors Chair