

**Shasta Head Start  
BOD Meeting Minutes  
Hybrid Meeting  
May 23, 2024**

Time Convened: 4:42 pm

Meeting Adjourned: 5.:50 pm

Attendees:

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| <p><b>BOD Present:</b><br/>Linda Cole</p> <p><b>On Zoom:</b><br/>Tyson Casper<br/>Eddie Shanks<br/>Jeanne Veich (joined zoom at 4:45)</p> | <p><b>BOD Absent:</b><br/>Bill Jostock<br/>Wendy Dickens</p> | <p><b>Shasta Head Start Staff:</b><br/>Gordon Chatham<br/>Amanda Keefer<br/>Tracey Vierra<br/>Melissa Skudlarek<br/>Cassie Johnson</p> |
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**Action Items:**

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| <ul style="list-style-type: none"> <li>• Minutes</li> <li>• Personnel Report</li> <li>• Basic/TTA/COLA Grant</li> <li>• Fiscal Policies</li> <li>• Budget Revision</li> </ul> | <ul style="list-style-type: none"> <li>• In-kind Waiver</li> <li>• Employee Waitlist Incentive</li> <li>• Parent Waitlist Incentive</li> <li>• Adjourn</li> </ul> |
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| AGENDA ITEM/TOPIC  | DISCUSSION/SUMMARY   |
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| <p><b>1. Call to Order and Brief Announcements</b></p>                     | <p>The meeting was called to order by Linda Cole at 4:42 pm. Wendy Dickens was awarded superhero award from Far Northern Regional center. Congratulations Wendy!</p>     |
| <p><b>2. Minutes</b></p>   | <p>The BOD reviewed the minutes from the April meeting. A motion was made by Jeannie Veich and seconded by Eddie Shanks to approve April the minutes. Motion passed.</p> |
| <p><b>3. Eligibility, Enrollment, and Prevention of Fraud Training</b></p> | <p>Melissa Skudlarek, Fiscal &amp; Enrollment Manager for Shasta Head Start, presented on Eligibility, Enrollment, and Prevention of Fraud. No questions from Board.</p> |
| <p><b>4. Director's Report</b></p>   | <p>Gordon Chatham presented the Directors Report.</p>  |

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|     |                                     | Linda asked if anything was learned about licensing at Cluster meeting. Gordon confirmed there should be no problem getting the 6-month waiver.  |
| 5.  | Fiscal Report                       | Tracey Vierra presented the Fiscal Report for April 2024. Head Start expenditures were \$622,402 and year to date expenses are 67.55%. Admin expenses were 9.9% and in kind is 121.87%. Early Head Start expenditures were \$644,585 and year to date expenses are 66.22%. Admin expenses were 7.85% and in kind is 54.45%.  |
| 6.  | Attendance/Monthly Progress Report  | Jeannie asked if lead testing is annual, Amanda confirmed it takes place every 5 years, but must get lead testing for any buildings that were built before 2010. So, we had to perform lead testing for new SLC building.<br>Amanda Keefer 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.<br>Also presented monthly progress report for April and noted an increase in disabilities. Amanda talked about how behaviors are not included in these percentages. Amanda also talked about introduction of IPP (Individual Program Plan), similar to an IEP.<br>Wrapping up monitoring as we approach the end of the year.<br>Gordon Chatham went over the Personnel Report for April.<br>A motion was made by Jeanne Veich and seconded by Eddie Shanks to approve the Personnel Report.<br>Motion passed. |
| 7.  | Personnel Report                    | Jeanne mentioned that Shasta College had 84 graduating students last week.<br>Tyson Casper shared take back items from PC meeting:   |
| 8.  | PC Report                           | <ol style="list-style-type: none"> <li>1. Waitlist for parents and employees</li> <li>2. In Kind</li> <li>3. Instated Connie as Co-Chair</li> </ol>  |
| 9.  | CDE & CDSS Program Self Evaluations | Amanda verbally presented information regarding CDE & CDSS Program Self Evaluations, as this is the time of year that we do program self-evaluations for state contracts. We don't have anything that is out of compliance. Will be submitting these evaluations by June 1 <sup>st</sup> .<br>Gordon Chatham presented the grant application. A draft of the document was provided to the BOD during the April meeting.  |
| 10. | Basic/TTA/COLA Grant Application    | We will have a reduction of 43 Head Start slots. We are not enrolling 2 classes at the Lake Center; will keep one classroom enrolled in case we can't fill slots in outlying areas. We struggle in Mt Shasta, hoping Yreka is a little better. Gordon is confident we will get a waiver to extend being fully enrolled for 6 months. Funded enrollment will be reduced. The additional funds will help increase pay scales for the associate teacher position.<br>We will be fully enrolled next year.   |

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|     |                                    | Costs are rising much faster that we can receive COLA. Hoping we can get ahead of the inflation curve we are currently facing.   |
|     |                                    | A motion was made by Jeanne Veich and seconded by Eddie Shanks to approve the Basic/TTA/COLA Grant Application. Motion passed.   |
| 11. | <b>Fiscal Policies</b>             | Tracey Vierra presented an update to the fiscal policies. No change in function, swapping out formal job titles and changes in roles on fiscal team.<br>A motion was made by Eddie Shanks and seconded by Jeanne Veich and to approve the fiscal policies. Motion approved.  |
| 12. | <b>Budget Revision</b>             | Tracey Vierra explained the low-cost budget extension revision. There was a discussion around construction funds. No questions from Board<br>A motion was made by Jeanne Veich and seconded by Tyson Casper and to approve the budget revision. Motion passed.   |
| 13. | <b>In-Kind Waiver</b>              | Tracey Vierra presented the Early Head Start Non-Federal Waiver request.<br>A motion was made by Jeanne Veich and seconded by Eddie Shanks to approve the In-Kind Waiver. Motion passed.   |
| 14. | <b>Employee Waitlist Incentive</b> | Gordon Chatham presented the employee waitlist incentive program.<br>A motion was made by Jeanne Veich and seconded by Tyson Casper and to approve the employee waitlist incentive. Motion passed.<br>Gordon Chatham presented the parent waitlist incentive program.  |
| 15. | <b>Parent Waitlist Incentive</b>   | Jeanne Veich mentioned due to rise in wages for ECE professionals, many of her students do not qualify. Jeanne asked if we do not have enough eligible children on the waitlist; Gordon confirmed it depends on the area.<br>Gordon mentioned this enables us to collect data, can find where our referrals are coming from. We need more kids on our waitlist in certain areas.<br>Linda asked if there was any talk about wages increasing and if HS was planning to adjust the scale. Gordon mentioned items in performance standards; there is an adjustment for housing cost, Things out there for families who are min wage, but still in poverty.<br>Jeanne asked if there was anything on the application that asks parent "How did you hear about us?" Gordon confirmed yes, we do track referrals. Amanda noted its often a referral.<br>Gordon confirmed there would be an informational packet distributed once this is approved.<br>A motion was made by Eddie Shanks and seconded by Tyson Casper and to approve the parent waitlist incentive. Motion approved. |

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| 16. | Summer Quorum | Gordon wanted to remind everyone that we are not having a meeting in July. Gordon will not be here for the June meeting, mentioned a few things that will be on agenda for June meeting. |
| 17. | Adjourn       | A motion was made by Jeanne Veich and seconded by Tyson Casper to adjourn the meeting at 5:50 pm. Meeting adjourned.   |

Approved as to form and content:

  
 Linda Cole, Board of Directors Chairperson