

**Shasta Head Start
BOD Meeting Minutes
Zoom Meeting
May 25, 2023**

Time Convened: 4:31 pm

Meeting Adjourned: 5:47pm

Attendees:

BOD Present: John Pappas Eddie Shanks Carol Nye Melissa Kalinowski Heather Buchanan	BOD Absent: Linda Cole	Shasta Head Start Staff: Gloriana Rhodes Gordon Chatham Amanda Keefer Tracey Vierra Jessica Dennis Eileen Kelley Diane Hacker
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report 	<ul style="list-style-type: none"> • Basic, T/TA, and COLA Grant Applications • State Self Evaluation • Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	The meeting was called to order by John Papas at 4:31 pm.
2.	Minutes (March and April)	The BOD reviewed the minutes. A motion was made by Carol Nye and seconded by Eddie Shanks to approve the March and April minutes. Motion passed.
3.	Disabilities and Mental Health Training	Jessica Dennis introduced herself as the Disabilities and Mental Health Manager. She presented the number of children with disabilities served, referral information, behavioral incident reports, and an overview of the connections program. 67 referrals came from Far Northern Regional Center and we are working on finding slots for these kids. Our agency is required to have 10% of our funded enrollment comprised of children with disabilities. Even with low enrollment, we meet that requirement. Eileen Kelley introduced herself to the group and presented her End of the Year Report. The main challenge they are facing this year is the risk to benefit ratio of having challenging behaviors in the classrooms and they are balancing Head Start rules of non-suspension and no expulsions with the Community Care Licensing rules for keeping children safe. She noted that the referral gender gap is closing- more girls are being referred than in the past. EHS referrals are increasing, which is good for early intervention. Staffing remains an issue because most kids have trouble with transitions. The agency is working on getting qualified, long-term staff.

4.	Family Outcomes and PFCE	Diane Hacker displayed the 21/22 Family Outcomes. 461 family goals were written! Every family gets a Family Opportunity and Interest Assessment- and 674 of those were completed. Family Well-being was the highest need/opportunity recorded. She showed the goal completion rate over time.
5.	Parent Survey Results Report	Diane Hacker presented the results from the recent Parent Survey. There were 76 surveys submitted. 84% were very satisfied and 16% were satisfied. Diane read off some of the comments. The majority of comments were positive with some suggestions and concerns. For barriers to attending parent meetings, many parents said work, transportation, scheduling, and other. For the program as a whole, 0% were not satisfied! We offer a variety of ways parents can participate so those with busy schedules can still do In-Kind activities, etc. Each year Family Services conducts the parent survey, then takes the results to improve our program.
6.	Fiscal Report	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$533,031 and year to date expenses are 55.07%. Admin expenses were 9.09% and in kind is 0%. Early Head Start expenditures were \$484,515 and year to date expenses are 54.70%. Admin expenses were 8.08% and in kind is 0%. Tracey mentioned the PI statements reflect the approved carryover funds added for the Shasta Lake City project and the Weed project.
7.	Director's Report	Gordon Chatham gave the Director's Report which included the following: Alumni Scholarship winner, last year of classes for part year classes, and resent cluster meeting. The Shasta Lake location is getting its playground started. There have been some equipment supply chain issues at that project. The Burney open house event was very successful. SHS had a Wolf Trap training for both staff and the community. We are working to get our name out in the community.
8.	Attendance/Monthly Progress Report	Amanda Keefer presented the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%. Amanda noted that there are a few numbers missing for outlying areas' attendance. As centers close for the summer, all monitoring and assessments are being entered into Child Plus. Food Service is in round 3 of monitoring and the Safe Environments monitoring is getting wrapped up.
9.	Personnel Report	Gordon Chatham presented the personnel report. Our agency needs more teachers, associate teachers, and primary caregivers. A motion was made by Carol Nye and seconded by Eddie Shanks to approve the Personnel Report. Motion passed.
10.	Policy Council Report	Melissa Kalinowski reported that the PC meeting this month was quick and easy. The PC is excited to get the grant approved with the slot reduction and higher wages for staff. They had 5 participants at the PC meeting!
11.	Basic, T/TA, and COLA Grant Applications	Gordon Chatham presented the final draft of our Basic, T/TA, and COLA Grant applications for the new 2023-2028 grant cycle. There are very few changes from the draft that was presented last month. Gordon mentioned that the main change this year is the reduction of slots to increase staff wages. A motion was made by Melissa Kalinowski and seconded by Heather Buchanan to approve the Basic, T/TA, and COLA Grant applications for the new grant cycle of 2023-2028. Motion passed.
12.	State Self Evaluation	Amanda Keefer reviewed the State Self Evaluation. The yearly evaluation cycle is included in this: parent survey, self-assessment, monitoring, etc., showing that we are meeting state standards. SHS had a virtual state review the first week of May and they reported no findings or issues. We are doing very well as a program. A motion was made by Melissa Kalinowski and seconded by Eddie Shanks to approve the State Self Evaluation. Motion passed.

13.	Enrollment Plan	Gordon Chatham shared that OHS has us on an enrollment plan. He presented the document that will record our strategy for enrollment, which is predominately finding qualified staff. It consists of various action plans. Gordon showed the factors contributing to under enrollment: workforce, service area, and saturation of service area for home base. This document will be updated regularly to track our progress toward our goals. We are removing the requirement of doing THC preemployment drug testing in an attempt to make onboarding quicker for staff. Gordon would like to get marketing campaign ideas going by July 1 st .
14.	Summer Quorum	Gordon Chatham mentioned that the BOD will have another meeting in June, then break for summer in July, returning in August, unless an emergency meeting is called. This will be an action item next meeting.
15.	Adjourn	A motion was made by Carol Nye and seconded by Eddie Shanks to adjourn the meeting at 5:47 pm. Meeting adjourned.

Approved as to form and content:

John Pappas, Board of Directors Chair