

**Shasta Head Start  
BOD Meeting Minutes  
Hybrid Meeting  
June 27, 2024**

Time Convened: 4:38 pm

Meeting Adjourned: 5:41 pm

**Attendees:**

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

<ul style="list-style-type: none"> <li>• Minutes</li> <li>• Personnel Report</li> <li>• Summer Quorum</li> <li>• Workplace Violence</li> </ul>	<ul style="list-style-type: none"> <li>• Personnel Policy Updates</li> <li>• Hiring Process</li> <li>• Budget Revision</li> <li>• Adjourn</li> </ul>
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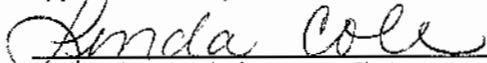
AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1. Call to Order and Brief Announcements	The meeting was called to order by Linda Cole at 4:38 pm.
2. Minutes	<p>The BOD reviewed the minutes from the May meeting. A motion was made by Jeanne Veich and seconded by Linda Cole to approve May the minutes. Electronic approvals sent via email, received from: Wendy Dickens and Eddie Shanks. Motion passed.</p> <p>Bill Jostock asked the question if he is permitted to make a motion on this agenda item, since he was absent for the May meeting.</p>

3.	<b>Director's Report</b>	<p>Gordon Chatham was absent from the meeting. Amanda Keefer presented the Directors Report.</p> <p>Bill Jostock asked how the scholarship approval process works. Amanda Keefer explained the process briefly. There was a discussion about the applicants, how impressive the essays were, and how it all works.</p> <p>Notable mention about how SLC center is finally licensed and opening. Amanda shared a few details about new center.</p> <p>There were no questions from the board.</p>
4.	<b>Attendance/Monthly Progress Report</b>	<p>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. It was noted that this is the last month the classrooms are reporting since the end of May. Pretty much all EHS classrooms run through the summer.</p> <p>The Monthly progress report was also presented, it was noted that we almost have the final numbers. All monitors have been completed. Linda Cole commented that it was good to see all the completed monitors.</p> <p>Linda Cole asked what the total funded number was. Amanda Keefer confirmed 501 was funded and 576 was cumulative.</p> <p>Tracey Vierra and Amanda Keefer confirmed for next year, we are funded for:</p> <ul style="list-style-type: none"> <li>• 256 HS</li> <li>• 202 EHS</li> <li>• Total 458</li> </ul> <p>Linda Cole mentioned it has been a while since we have been below 500.</p>
5.	<b>Fiscal Report</b>	<p>Tracey Vierra presented the Fiscal Report for May 2024. Head Start expenditures were \$726,492 and year to date expenses are 9.08%. Admin expenses were 7.97% and in kind is 125.37%. Early Head Start expenditures were \$679,875 and year to date expenses are 7.86%. Admin expenses were 7.14% and in kind is 58.83%.</p> <p>There were no questions from the board.</p>
6.	<b>Personnel Report</b>	<p>Kaylee Cambra went over the Personnel Report for May.</p> <p>A motion was made by Bill Jostock and seconded by Jeanne Veich to approve the Personnel Report. Electronic approvals sent via email, received from: Wendy Dickens and Eddie Shanks.</p> <p>Motion passed.</p>

7.	PC Report	<p>Cassie shared take back items from PC meeting, as Tyson Casper was absent:</p> <ol style="list-style-type: none"> <li>1. Summertime = recruitment. Asking parents to tell friends about HS, we're enrolling!</li> <li>2. In-kind</li> <li>3. Shasta Lake opening in July!</li> </ol>
8.	Summer Quorum	<p>Amanda Keefer discussed the summer quorum. There is no meeting scheduled for July; our next meeting will be in August. We might be calling a meeting in July, will probably have some fiscal action items. Tracey explained we will need to vote on a budget revision, moving funds around categorically. More so on HS side, rather than EHS. Discussion regarding a possible meeting in July. Still completing the action item to approve summer quorum.</p> <p>There was a motion made by Jeanne Veich and seconded by Bill Jostock to approve the summer quorum. Electronic approvals sent via email, received from: Wendy Dickens and Eddie Shanks. Motion approved.</p>
9.	Workplace Violence Prevention Plan	<p>Kaylee Cambra presented the Workplace Violence Prevention Plan packet, which will go live on July 1<sup>st</sup>.</p> <p>Linda Cole asked if this will be something covered at In-Service? Kaylee explained this needs to go live in July, can't wait until October. Linda gave Kaylee a praising, and said she did a nice job on the packet.</p> <p>A motion was made by Bill Jostock and seconded by Jeanne Veich to approve the Workplace Violence Prevention Plan. Electronic approvals sent via email, received from: Wendy Dickens and Eddie Shanks. Motion approved.</p>
10.	Personnel Policy Updates	<p>Kaylee Cambra presented the Personnel Policy Updates. A motion was made by Bill Jostock and seconded by Linda Cole to approve the Personnel Policy Updates. Electronic approvals sent via email, received from: Wendy Dickens and Eddie Shanks. Motion passed.</p>
11.	Hiring Process	<p>Kaylee Cambra presented the step-by-step Hiring Process. Kaylee mentioned that Gordon had told her that BOD members attended interviews and helped decide in the past. This is our way of currently including the BOD in the hiring process.</p> <p>Bill Jostock asked how often we lose someone in the onboarding process? Kaylee answered this happens maybe 5 or 6 times per year. Kaylee mentioned that we like to go as fast as possible through this process, but sometimes the situation is out of our control. Amanda Keefer mentioned that sometimes, it's not really us causing the issue. They must go through the background process, and they get stuck in the clearance process. If they have an exemption, they must go through a fairly lengthy process.</p>

		<p>Linda Cole asked if HR gets feedback about the process. Kaylee said no but is interested in asking employees about their experience.</p> <p>Jeanne Veich mentioned that one of the things that she teaches in her site supervisor class, one of the questions asked is if they check in with new employees after 6 months? Jeanne recommended that this is an important process to add here. All the work you are doing helps people feel supported in their new position. Amanda agreed it would be good to check in as most employees go to work in a different location (center employees).</p> <p>A motion was made by Jeanne Veich and seconded by Linda Cole to approve the well drafted Hiring process. Electronic approvals sent via email, received from: Wendy Dickens and Eddie Shanks. Motion approved.</p> <p>Bill Jostock added feedback and mentioned maybe the key employees would be more relevant, and not the front line.</p>
12.	Budget Revision	<p>Tracey Vierra explained the program improvement budget revision. There was a discussion around approvals and assets. Tracey explained some details around equipment, and that we are repurposing funds. No questions from the Board.</p> <p>A motion was made by Bill Jostock and seconded by Jeanne Veich to approve the budget revision. Electronic approvals sent via email, received from: Wendy Dickens and Eddie Shanks. Motion approved.</p>
17.	Adjourn	<p>No questions or announcements from BOD members.</p> <p>A motion was made by Linda Cole and seconded by Bill Jostock to adjourn the meeting at 5:41 pm. Electronic approvals sent via email, received from: Wendy Dickens and Eddie Shanks. Meeting adjourned.</p>

Approved as to form and content:

  
 Linda Cole, Board of Directors Chairperson