

**Shasta Head Start
BOD Meeting Minutes
Zoom Meeting
August 24, 2023**

Time Convened: 4:30pm

Meeting Adjourned: 5:20 pm

Attendees:

<p>BOD Present: John Pappas Eddie Shanks Heather Buchanan Linda Cole</p>	<p>BOD Absent: Melissa Kalinowski Carol Nye</p>	<p>Shasta Head Start Staff: Gordon Chatham Amanda Keefer Tracey Vierra</p>
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Action Items:

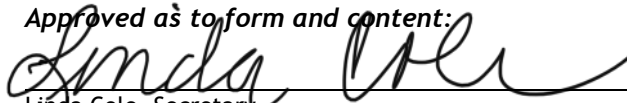
<ul style="list-style-type: none"> • Minutes • Personnel Report • Authority to Sign Contracts 	<ul style="list-style-type: none"> • Composition of PC • Budget Revision • Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	The meeting was called to order by John Papas at 4:30 pm.
2.	Minutes	The BOD reviewed the minutes. A motion was made by Linda and seconded by Heather to approve the minutes. Motion passed.
3.	Fiscal Report	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$459,285 and year to date expenses are 79.23% Admin expenses were \$55,063 and year to date is 84.29%, in kind is 0%. Early Head Start expenditures were \$491,602 and year to date expenses are 76.51% Admin expenses were \$50,927 and year to date is 83.12%. and in kind is 0%.
4.	Director's Report	Gordon Chatham gave the Director's Report which included the following: OHS approved the grant application which included the slot reduction needed to make staff wage increases to help recruit and train our workforce.

		<p>All HS classrooms are scheduled to open for the first time since Covid shutdown. EHS classrooms are set to open with possible limited enrollment just until support staff are fully onboard.</p> <p>All staff in-service is 10/13/23. The BOD is invited to this event which will be held at a new location: Pathways Church 777 Loma Vista Dr. Redding. The facility has the complete audio-visual equipment needed so that we won't have rent equipment.</p> <p>Gordon had contracted with Michael Burke to create video testimonials for updated, and distinctive ads to attract employees. The media blitz is set for October.</p> <p>Federal Updates included a memo issued regarding rebates, refunds, discounts and similar cost saving with instructions on how to treat these items. In addition, a memo on the 2024 monitoring process for focus areas 1,2, and CLASS reviews.</p> <p>The old Burney Center which was sold is currently in escrow. Funds obtained from the sale will go into the non-federal account.</p>
5.	Attendance/Monthly Progress Report	<p>Amanda Keefer presented the Progress and Attendance Reports. Classes are starting and children are being accepted and ready to start the year. Currently HS is at 57% enrolled, EHS is at 80%. These numbers will steadily increase as children enter the program moving us toward our attendance goal of 90%.</p>
	Personnel Report	<p>Gordon Chatham presented the personnel report which is evolving as new staff are being hired and several are being reassigned.</p> <p>A motion was made by Linda and seconded by Eddie to approve the Personnel Report. Motion passed.</p>
7.	Authority to Sign Contracts	<p>The authorization to sign was presented by Gordon. A motion was made by Linda and seconded by Heather to approve the authorization. Motion passed.</p>
8.	Composition of PC	<p>The Election and Composition of Policy Council was presented for approval. A motion was made by Eddie and seconded by Heather. Motion passed.</p>
9.	Budget Revision	<p>Tracey Vierra presented the budget revision. After talking with the HS regional office, it is not going to be possible to move forward with a classroom on the Weed Elementary School campus location. As an alternative it was suggested that the funds be used to pay off the Lake Blvd. facility as well as the Cornerstone Community Bank mortgage for Birchwood, Cottonwood and Oakview centers. With these payoffs SHS will have no debt which is perfect timing before the interest rate hikes.</p> <p>A motion was made by Linda and seconded by Heather. Motion passed.</p>
10.	Auditor Selection	<p>The audit will be conducted by D.H. Scott company.</p>
11.	ED Evaluation	<p>It's time for Executive Director evaluation which happens every two years. John will get that ready for the BOD to complete.</p>

12.	Adjourn	A motion was made by Linda and seconded by Heather to adjourn the meeting at 5:18pm. Meeting adjourned.

Approved as to form and content:


Linda Cole, Secretary