

**Shasta Head Start
BOD Meeting Minutes
Joint PC Meeting
In Person & Zoom Meeting
November 21, 2024**

Time Convened: 430pm

Meeting Adjourned: 645 pm

Attendees:

<p>BOD Present: Bill, Tyson, Trudy On Zoom: Wendy, Crystal, Linda</p>	<p>BOD Absent: Eddie</p>	<p>Shasta Head Start Staff: Tracey, Amanda, Amy, Gordon, Kristin, Kevyn Absent: Jenna</p>
-----------------------------------------------------------------------------------	------------------------------	------------------------------------------------------------------------------------------------------------

Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report 	<ul style="list-style-type: none"> • Code of Conduct & Conflict of Interest • Adjournment
-----------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------

#	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	Wendy called the meeting to order as Linda was having tech issues. We did introductions. Linda was able to get her audio working.
2.	Minutes	Linda asked for a review of the minutes. Linda asked for a motion to approve the minutes. Trudy motioned. Bill Second. Vote passed. Motion approved.
3.	Director's Report	Gordon reviewed the director's report. Linda asked how we could donate to the Winter donations. Gordon said to donate directly to the facilities listed in the report and they will help our family's needs. Linda asked about FA1 reviews, do they review all areas or just ED? Gordon confirmed it reviews all areas.
4.	Attendance/Monthly Progress Report	Amanda reviewed the progress report. Trudy asked how does the waitlist work? Amanda explained the process. Amanda reviewed the attendance report.
5.	Fiscal Report	Tracey reviewed the fiscal report. Trudy asked about Robertson's. Tracey said it was for a playground. Crystal asked who is Stacey Shoemaker. Tracey said it is for a rental. Bill asked if our PTO bank account balance go down? Tracey said yes as employees take PTO.

6.	Personnel Report	Gordon reviewed the personnel report. Tyson asked of a motion. Wendy motioned. Crystal Second. Vote passed. Motion approved.
7.	PC Report	Tyson was not at the PC orientation. Gordon gave a report on the PC orientation.
8.	PIR Report	Gordon reviewed the PIR report.
9.	Roles & Responsibilities in Governance/Fraud Training	Gordon said we will do the Fraud portion of this training at a later date. Gordon trained on roles & responsibilities of governance.
10.	Health/Safe Environments	Kevyn reviewed the health/safe environments, Jenna was absent. Bill asked do we do injury reports when there is an incident at the school? Kevyn said yes. Crystal asked about the procedure if a child tests positive for lead. Kevyn said it gets reported and we would refer them back to the provider.
11.	Intro to Monitoring Process & Internal Monitoring Outcomes	Gordon said we will table this training until next month.
12.	Code of Conduct & Conflict of Interest	Linda asked for a motion. Trudy motioned. Wendy second. Vote passed. Motion approved.
13.	Adjournment	Linda asked of a motion. Bill motioned. Trudy Second. Vote passed. Motion approved.

Approved as to form and content:

Linda Cole, Board of Directors Chair