

**Shasta Head Start
BOD Meeting Minutes
In Person & Zoom Meeting
October 24, 2024**

Time Convened: 4:30pm

Meeting Adjourned: 5:43pm

Attendees:

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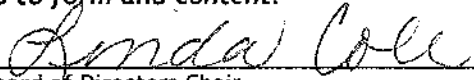
Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report • Tracey Vierra Bank Signing Authority • Authorization of CDE & CDSS Continued Funding Application 	<ul style="list-style-type: none"> • Director Authority to Sign Contracts • Approve Board Member Applications • Audit Results for FYE 2022/2023 • Contracted Attorney • Adjourn
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#	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	Linda called the meeting to order at 4:30pm. We are going to get action items first. We will start with voting in the new members. Linda thought it was great that Tess just got a 40-year pin, what an accomplishment.
2.	Minutes (Aug & Sept)	Linda asked we review the minutes. Linda asked for a motion to approve the August minutes. Bill motioned. Eddie second. Linda asked for a vote. Motion approved. Linda asked for a motion to approve the September minutes. Bill motioned. Eddie second. Linda asked for a vote. Motion approved.
3.	Director's Report	Gordon reviewed the director's report. Trudy asked if full enrollment meant at all centers. Gordon said yes and it's the first time in 4 years so it's a big accomplishment.

4.	Attendance/Monthly Progress Report	Gordon reviewed the monthly progress report. Crystal asked if we have 17 classrooms with multiple classes like A and B. Gordon said yes. Gordon reviewed the attendance report. Crystal asked what FCC is. Linda said it is centers within someone's home.
5.	Fiscal Report	Tracey reviewed the fiscal report. Trudy had a question on page 11 of the cornerstone financials. Tracey said it is rent for our Weaverville facility. Trudy asked if Maui Bob janitorial is for all centers. Gordon said majority of our centers use Maui Bobs.
6.	Personnel Report (Aug & Sept)	Linda asked for a motion to approve August and September personnel reports. Crystal motioned. Trudy second. Linda asked for a vote. Motion approved.
7.	PC Report	Tyson was not present. Gordon gave the PC report.
8.	401K Audit	Tracey reviewed the 401K Audit.
9.	Tracey Vierra Bank Signing Authority	Gordon explained how Tracey wasn't a signer due to separation of duties, but she has Melissa now, so it would be useful to have Tracey as a signer. Linda asked for a motion to approve Tracey being a signer authority. Crystal motioned. Trudy second. Linda asked for a vote. Motion approved.
10.	Authorization of CDE & CDSS Continued Funding Application	Gordon explained we have two state contracts, one is a preschool contract and one is a CSPP contact. Linda said she didn't recall doing this in prior years. Gordon explained that now non-profits must do this. Linda asked for a motion to approve the authorization CDE and CDSS continued funding application. Crystal motioned. Bill second. Linda asked for a vote. Motion approved.
11.	Governance & Meetings Calendar	Kristin reviewed the governance and meeting calendars. Crystal said she could not make the November meeting.
12.	Committee Sign Ups	Kristin reviewed the committees that the BOD can be a part of. We passed around the sign up sheets for those who were interested to sign up.
13.	Code of Conduct & Conflict of Interest	Gordon reviewed the code of conduct & conflict of interest.
14.	Director Authority to Sign Contracts	Linda asked for a motion to approve the director authority to sign contracts. Crystal motioned. Trudy second. Linda asked for a vote. Motion approved.
15.	Approve Board Member Applications	We moved to this action item first so that the new board members could participate in the meeting and action items. Linda asked for a motion to accept our new board member. Eddie motion to accept. Bill second. Linda asked for a vote. Motion approved.
16.	Audit Results for FYE 2022/2023	Gordon asked for Bill, Eddie and Linda to approve the audit results for FYE 2022/2023 as they were the ones who originally reviewed. Linda asked for a motion to approve the Audit results for FYE 2022/2023. Bill motioned. Eddie second. Linda asked for a vote. Motion approved.
17.	Contracted Attorney	Linda asked for a motion to approve. Crystal motioned. Trudy second. Linda asked for a vote. Motion approved.
18.	Adjourn	Linda motioned to adjourn. Eddie motioned. Trudy Second. Linda asked for a vote. Motion approved.

Approved as to form and content:



Linda Cole, Board of Directors Chair