

*Northern California Child Development, Inc.*

**Head Start & Early Head Start Programs**

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**GOVERNING BOARD MEETING MINUTES**

220 SYCAMORE STREET, SUITE 200

RED BLUFF, CA 96080

June 28, 2017

12:15 p.m. – 1:45 p.m.

Chairperson, Linda J. Lucas, called the June 2017 Governing Board meeting to order at 12:15 p.m.

Linda welcomed everyone, introductions were made, and roll was taken.

1. **ATTENDANCE**

*Members in attendance*: Linda J. Lucas, Alejandra Beltran, Tara Loucks-Shepherd, Bethany Sherrick, Sarah Wolf

*Members that were missed:* Natalie Beeman, Phyllis Avilla

*Guests:* Martha Dixon

A quorum was met.

*Staff in attendance:* Ashley Williams, Beth Janes, Jennifer Torres, Kelly May, Rosie Flores Wilfong, Tina Robertson, Tori Prest, Mike Lindsey, Brian Heese

1. **NCCDI MISSION MOMENT**

The Tadpoles to Toads, and Little Hoppers Centers will be holding their End of the Year Celebration this evening at 6 p.m. at the center location in Corning.

West Street Center will be holding their End of the Year celebration on Friday, June 30, 2017, at 9:00 a.m.

**ADDITIONS TO AGENDA**

A letter for the Governing Board to approve for the regional office, in regards to a classroom size waiver

1. **PROGRAM GOVERNANCE REPORT SCHEDULE**

The regular monthly reports were presented: Consent Agenda, EHS and HS School Readiness Goals.

1. **ACTION ITEMS**

\*Approval of Minutes

Linda J. Lucas requested a motion to approve the May 2017 Governing Board Minutes with a correction. *Tara Loucks-Shepherd made a motion to approve the May 2017 meeting minutes with the correction of Creative Curriculum rather than High Scope Curriculum for Early Head Start being approved at the May Governing Board meeting, Sarah Wolf seconded; motion carried.*

\*Consent Agenda

\*ERSEA Report

The wrong ERSEA Report was included in the packet. Jennifer printed and distributed the

correct report and reviewed it with the board.

\*File Monitoring Report -Tori Prest, EHS and Rosie Flores Wilfong, HS

\*CACFP Meal Counts Report – Kelly May

\*Chief Fiscal Officer Report – Kelly May

*Tara Loucks Shepherd made a motion to approve the Consent Agenda as presented, Bethany Sherrick seconded; motion carried.*

\*ERSEA Updated Policies 1,2,3,4,5,6,7,8,9,10,11,12,15,16

Jennifer presented updated ERSEA Policies, 1,2,3,4,5,6,7,8,9,10,11,12,15, and 16 to be approved. These updates will bring the policies in line with the new Head Start Standards. On Policy 6 under Implemented and Monitored by, it should read Enrollment and Recruitment Manager, not Coordinator.

*Tara Loucks Shepherd made a motion to approve the updates to the ERSEA Policies with amendments,*

*Bethany Sherrick seconded; motion carried.*

\*Early Head Start School Readiness Final Outcomes

Tori reviewed the final Early Head Start School Readiness Outcomes. Though not all goals were met the children grew leaps and bounds in most areas. Tori read a story by Kandace, a Primary Caregiver at the Tadpoles to Toads Center, about a child from a set of triplets and the changes staff saw for the better. *Bethany Sherrick made a motion to approve the Early Head Start School Readiness Final Outcomes; Tara Loucks Shepherd seconded; motion carried.*

\*Board Resolution for Early Head Start Relocation

Tori requested approval for the Early Head Start Resolution for the relocation of the Early Head Start Center from Antelope Blvd. to Suite 102 and not Suite 101 on the first floor of the Sycamore Center. *Bethany Sherrick made a motion to approve the Early Head Start Center move resolution as amended from Suite 100 to Suite 102, Sarah Wolf seconded; motion carried.*

\*NCCDI Food Service Policies and Procedures

Tina requested approval of the updated NCCDI Food Service Policies & Procedures Manual. The contracted nutritionist reviewed them and made changes and updates as appropriate. A question was raised regarding Tobacco Use and Transporting Food policies. It was suggested that the sentence “If you will transporting program materials, equipment, groceries, prepared foods, etc. in your private vehicle, smoking is prohibited while transporting” will be struck from the policy. Tina will address this issue and bring it back to the Governing Board at the August 2017 Governing Board meeting. *Tara Loucks Shepherd made a motion to approve the NCCDI Food Service Policies and Procedures as amended, Bethany Sherrick seconded; motion carried.*

\*Head Start DRDP Final Outcomes – Rosie reviewed a comparison of the first two assessments to the final assessments. She reviewed the percentages in each category and the overall growth. In most areas, the benchmark was reached. *Bethany Sherrick made a motion to approve the Head Start DRDP Final Outcomes as presented; Tara Loucks Shepherd seconded; motion carried.*

1. **EXECUTIVE DIRECTOR’S REPORT** – Brian did not have a written report this month. He noted that we have signed a lease with Mercy Housing for Suites 101 for the Family Visitation Center, and 102 for the Cottages Early Head Start Center. Two of the three Family Visitation Center staff have been hired. We are very excited to facilitate this program and work with the branch services.

NCCDI is working with a committee including First 5, Public Health, School Readiness, Strengthening Families, and the referral system for families that have children 0-5 years old. Strategies have been facilitating the process to get families started in the system. All agencies agree that NCCDI will be the entry point for this program.

Promised Neighborhoods is a home visiting grant awarded to the Nomlaki Tribe in Corning for families with children 0-12th grade. It pulls the early childhood education and the k-12 system together.

Update on a Head Start Grant correction. A letter regarding the funding guidance letter for our COLA was off by one dollar. The one dollar was moved from the health benefits budget to the COLA.

1. **SERVICE AREA REPORTS**

* Enrollment & Recruitment Report – Jennifer did not have a written report this month.
* Head Start/State Preschool Director Report – Rosie did not have a written report this month.
* Early Head Start Director Report – Tori did not have a written report this month.
* Family and Community Outreach Director Report – Tina shared the accomplishments of Maria Curiel, Family Advocate at Tehama Center. She has been working with parents to help them with their literacy by holding classes for Spanish speakers during the last two years. Tina’s written report is included for your review.
* Parent and Father Engagement Coordinator Report –Mike’s written report is included for your review.
* Human Resources Manager Report – Ashley shared that she is recruiting for many open positions. We have two partnerships going with Job Training Center at this time.

1. **CORRESPONDENCE**

A letter regarding the COLA

1. **POLICY COUNCIL REPORT**

There is $750.00 in the Community Improvement Fund. The committee is considering giving these funds to Gerber Park to upgrade their facilities.

1. **COMMUNITY AWARENESS ISSUES**

Tori invited the board to the Tadpoles to Toads and Little Hoppers end of the year celebration at the center in Corning.

1. **UNFINISHED BUSINESS**

A letter from the Governing Board to the regional office regarding a waiver to increase the number of three-year-olds in the Head Start classrooms was submitted to Keith Oulet, and he wanted more information from the Governing Board. *Tara Loucks Shepherd made a motion to approve the Governing Board Chair signing the letter, Bethany Sherrick seconded; motion carried.*

1. **NEW BUSINESS**

Governing Board has requested magnetic name tags, so when they visit the centers, they will be easily identified as a Governing Board member. Beth will look into purchasing these types of badges.

1. **ANNOUNCEMENTS**

Mike is facilitating soccer camps in both Corning and Red Bluff in July.

1. **CLOSED SESSION**

A Closed Session was held this month.

1. **ADJOURNMENT**

Linda J. Lucas, the Chairperson, adjourned the meeting at 2:37 p.m.

Submitted by,

Beth Janes

Administrative Assistant

Governing Board meetings are *usually* held on the 4th Wednesday of each month.

**THE NEXT MEETING IS SCHEDULED FOR Wednesday, July 26, 2017**