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*Northern California Child Development, Inc.*

# Head Start & Early Head Start Programs

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***Enrich children's lives; Empower families; Engage our community***

**Policy Council Meeting Minutes**

Date: December 15th, 2016

1:00 p.m. to 3:00 p.m.

1. **CALL TO ORDER** – Bethany Sherrick, Policy Council Chairperson, called the meeting to order at

1:00 p.m. and welcomed all attendees.

1. **INTRODUCTIONS & ROLL CALL**

The roll was taken.

*Representatives in attendance*: Bethany Sherrick, Alejandra Beltran, Rosaura Contreras, Sarah Wolf, Guadalupe Hernandez, Lupe (Guadalupe) Valencia

*Representatives that were missed:* Patricia Becerra

*Alternates in attendance:* Drew Chevere

*Alternates that were missed:* Mayra Castillo, Heather Brayson

Guests: - Rita Shepard

S*taff in attendance*: Ashley Williams, Beth Janes, Jennifer Torres, Rosie Flores-Wilfong, Tori Prest, Michael Lindsey, Brian Heese

A quorum was met.

1. **ADDITIONS TO THE AGENDA**

There were no additions to the agenda this month.

1. **REVIEW PLANNING CYCLE CALENDAR**

The Planning Cycle Calendar is in the process of being revised to reflect the changes to the new Head Start Performance Standards.

1. **POLICY COUNCIL OFFICER REPORTS**

\*Chairperson’s Report – Bethany shared that new committees had yet to be organized.

\*Treasurer’s Report – Guadalupe shared that there were no plans as to how to spend the $2500.00 of

Community Improvement Funds.

1. **ACTION ITEMS\*\***

\*Approval of Minutes –Bethany Sherrick, Chairperson, requested a motion for approval of the November 2016 minutes. *Guadalupe Hernandez made a motion to approve the November 2016 minutes with the corrections, Sarah Wolf seconded; motion carried.*

\*Enrollment/Attendance Report – Jennifer reviewed the November 2016 Enrollment/Attendance Report. Head Start and Early Head Start programs are fully enrolled. The written ERSEA Report is included in the packet for your review. *Lupe Valencia made a motion to approve the November 2016 ERSEA Report, Rosaura Contreras seconded; motion carried.*

~Eligibility Violations Training – Jennifer reviewed the consequences of violating the program Eligibility Policy with the Policy Council. If the client is found to have violated the eligibility policy their child will not be allowed in or continue in the program. (*This training does not require approval*)

\*File Monitoring Report –Tori presented this report for Early Head Start. Rosie presented this report for Head Start. Their written reports are included for your review. *Guadalupe Hernandez made a motion to approve the report as presented, Lupe Valencia seconded; motion carried.*

\*CACFP Report – Brian reviewed the CACFP report. There were 7,094 meals and snacks served for a reimbursement of $15,864.32. Lower totals are due to the centers being closed for the Thanksgiving week. The CACFP Meal Counts Report is included in the packet for your review. *Lupe Valencia made a motion to accept the CACFP report as presented, Sarah Wolf seconded; motion carried.*

\*Chief Fiscal Officer Report - Brian reviewed the Fiscal Report/Narrative, Statement of Activity for Head Start, Early Head Start and Program Wide, the Check Register Report, and the In-Kind Report. There was nothing unusual to report. A portion of the Fiscal Report is included in the printed packet for your review. The complete Fiscal Report was included in the emailed packet. *Lupe Valencia made a motion to approve the November 2016 Fiscal Report, Guadalupe Hernandez seconded; motion carried.*

1. **CLOSED SESSION – PERSONNEL AND LEGAL MATTERS**

A closed session was not held this month.

1. **LOCAL PARENT MEETING REPORTS –** INFORMATION ONLY (3 minutes per Center)

*Bright Horizons Red Bluff Center –* Eight parents attended. The health topic was the use of tobacco and what resources are available to help a person quit smoking. They made puff paint also.

*Caterpillar Cottages/Butterfly Bungalow Centers* – Their meeting was held at the Central Office. They made crafts and watched a movie.

*Corning Center –* There were ten parents in attendance. Information was shared regarding the Corning Library Boxes that are available to families to check out, use them at home with their children and return. They also discussed ways to reduce stress during the holiday season.

*EHS Home Base North -* There is no report this month.

*EHS Home Base South –* There is no report this month.

*Happy Trails Center –* Five or six parents attended. Jennifer Murphy, our Nutrition Consultant, gave a presentation.

*Maywood Center –* Eight parents attended.

*Lil’ Pups, Rancho Tehama Center –* There is no report this month.

*Tadpoles to Toads & Little Hoppers Centers –* Their representative resigned their position on the Policy Council. There were seven families in attendance. They discussed nutrition and how to get your child to eat what is served at dinner time, community events, how parents are the first teacher, webbing, and they discussed having family pictures taken.

*Tehama Center –* Fifteen parents attended. Jennifer Murphy, our Nutrition Consultant gave a presentation regarding how to get a child to try new foods. They discussed how important it is for children to have good attendance. They discussed the carnival and fundraiser for Saint Jude’s Children’s Hospitals that they hold in the spring time.

*West Street Center –* Two parents attended. They reviewed Second Step curriculum, dental hints about how to have a good checkup, and how to eat right during the holidays.

1. **PROGRAM REPORTS**

# Executive Director’s Report: Brian summarized the activities, accomplishments and upcoming events for NCCDI. Brian’s written report is included for your review.

Head Start \ State Preschool Director’s Report: Rosie reviewed the Pre-CLASS Scoring Summary. She is pleased with the percentages beings it is the first assessment of the school year. The Pre-CLASS Scoring Summary is included for your review.

# Early Head Start Director’s Report: Tori had nothing to add to her written report. Tori’s written report is included for your review.

# Parent Engagement/Community Outreach Director Report: No report at this time.

# Parent/Fatherhood Engagement Manager Report: Mike’s written report is included for your review.

# Human Resources Report: Ashley’s written report is included for your review.

1. **Correspondence** – There was no correspondence this month.
2. **ANNOUNCEMENTS** – registration for spring semester classes at Shasta College is open.
3. **NEW BUSINESS –** There was no new business
4. **ADJOURNMENT** – Bethany Sherrick, Policy Council Chairperson, officially adjourned the meeting at 2:30 p.m.

Submitted by

Beth Janes

Administrative Assistant

**The next Policy Council meeting is scheduled for January 19th, 2017 at the NCCDI Central Office.**