



**Tehama County Head Start
& Early Head Start Programs**

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Northern California Child Development Inc.

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

GOVERNING BOARD MEETING MINUTES

220 SYCAMORE STREET, SUITE 200

RED BLUFF, CA 96080

January 22, 2014

12:15 p.m. – 1:45 p.m

Beverly Grace, Governing Board Chairperson, brought the January 2014 Governing Board meeting to order at 12:15 p.m.

1. ATTENDANCE

Members in attendance: Beverly Grace, Teresa Curiel, Marianne Willard, Linda J. Lucas, Sandy Burkett

Members that were missed: Arthur Bergenn

A quorum was met.

Guests: None

Staff: Tori Prest, Rosie Flores-Wilfong, Paige Davison, Beth Janes, Kelly May, Brian Heese, Mike Lindsey

WELCOME AND INTRODUCTIONS

Beverly welcomed everyone and introductions were made.

2. NCCDI MISSION MOMENT

Brian shared that the Local Childcare Planning Council gives Program Quality Awards quarterly to participant nominated childcare programs in Tehama County. Two NCCDI Head Start centers, Tehama Center and Maywood Center, and one Early Head Start Center were nominated and selected this quarter. Lisa Matheson from the Department of Social Services and Michelle Larson from Child Care Referral and Education along with Brian visited the centers. He shared pictures of the nominated center Teacher Directors accepting their awards.

3. ADDITIONS TO THE AGENDA

Priority Worksheet

4. REVIEW PLANNING CYCLE CALENDAR

Nothing to review at this time.

5. ACTION ITEMS

***ELECTION OF BOARD MEMBERS**

Linda J. Lucas and Sandy Burkett were nominated to the board as community members. *Teresa Curiel made a motion to approve Linda and Sandy as board members, Marianne Willard seconded; motion carried.*

***APPROVAL OF MINUTES**

Marianne Willard made a motion to approve the minutes, Teresa Curiel seconded; motion carried.

***CACFP Meal Count Report**

Paige gave this report. For the month of December the total reimbursement was \$12,870.33. *Marianne Willard made a motion to approve the CACFP Meal Count Report, Linda J. Lucas seconded; motion carried.*

***Community Assessment Update**

Jennifer reviewed the updates for the Community Assessment. A full *Teresa Curiel made a motion to approve the Community Assessment Update, Marianne Willard seconded; motion carried.*

***Priority Work Sheet**

Jennifer presented the Priority Work Sheet for the 2014-2015 school year. She explained the changes and why they are necessary. *Marianne Willard made a motion to approve the 2014-2015 Priority Worksheet, Sandy Burkett seconded; motion carried.*

***State Preschool Audit Report**

Kelly stated that the report has yet to arrive but hopes to present it to the board in February.

***Fiscal Report –** Kelly gave the report. She reviewed the check register, Head Start and Early Head Start Statement of Accounts, credit card bill, and In-kind totals through November 2013. *Sandy Burkett made a motion to approve the Fiscal Report, Marianne Linda J. Lucas seconded; motion carried.*

***Enrollment & Attendance Report**

Jennifer gave the report. Enrollment and attendance fluctuated some but all slots are full at this time. *Teresa Curiel made a motion to approve the Enrollment & Attendance Report, Sandy Burket seconded; motion carried.*

6. DIRECTOR'S REPORT

Brian asked if Beverly would share about her visit with Sara. Beverly met with Sara Kennedy the Region 9 Program Representative while she was here. They discussed Governing Board training from the regional level in the spring.

Brian went to the California Head Start Association Convention in Burlingame. He also attended the monthly cluster meeting.

Brian shared information regarding the state proposed SB837 TK Bill.

Brian's written report is included for your review.

7. SERVICE AREA REPORTS

***Education, Disabilities, and Mental Health Reports –** Rosie reported that the West Street Center is still in Candidacy. We are still waiting on scores for the Corning Center and the actual accreditation visit for the Red Bluff Inclusion Center. Rosie's complete written report is included for your review.

***Social Service, Family Partnerships, And Early Head Start Reports –** Tori's written report is included in the packet for your review.

***Parent /Father Engagement Report:** Mike's written report is included in the packet for your review.

***Personnel Report -** Ashley's written report is included for your review.

8. CORRESPONDENCE

News Release from State Schools Chief Tom Torlakson Co-Sponsoring Legislation to Expand Access to School Readiness for State's Youngest Learners.

9. POLICY COUNCIL REPORT

Mike gave this report.

10. COMMUNITY AWARENESS INFORMATION

Beverly Grace resigned from the First 5 Board of Directors.

11. UNFINISHED BUSINESS

Nothing at this time.

12. NEW BUSINESS

Nothing at this time.

13. ANNOUNCEMENTS

Give Kids a Smile Day is February 2, 2014

Linda J. Lucas announced the 3rd Annual Child Abuse Reporting Workshop is being held at the Community Center on February 4th, 2014 from 2-4 p.m. and 6-8 p.m. The same information will be given at each of the sessions. This workshop is for anyone that would like to attend but you do need to pre register to insure workshop materials are available.

14. BY-LAW REVIEW/BOARD TRAINING

Nothing at this time.

15. CLOSED SESSION

Nothing at this time.

16. ADJOURNMENT

Beverly Grace, Chairperson, adjourned the meeting at 1:45 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, February 26, 2014