

*Northern California Child Development, Inc.*

**Head Start & Early Head Start Programs**

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**JUNTA DEL CONSEJO GObernante**

220 Sycamore Street, Suite 200

Red Bluff, CA 96080

Día 25 de Eneró, 2017

12:15 p.m. – 1:45 p.m.

Chairperson, Linda J. Lucas, called the January 2017 Governing Board meeting to order at 12:21 p.m.

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

1. **ATTENDANCE**

*Members in attendance*: Linda J. Lucas, Martha Dixon, Bethany Sherrick, Rosaura Contreras

*Members that were missed:* Phyllis Avilla, Natalie Beeman, Alejandra Beltran, Sarah Wolf

*Guests:* None

A quorum was not met. All agenda items approved are pending one vote.

*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**

A Mission Moment was not presented this month.

1. **ADDITIONS TO AGENDA**

There were no additions to the agenda.

1. **REVIEW PLANNING CYCLE CALENDAR**

The Triennial Community Assessment Update, 2017-2018 Priority Worksheet, First Early Head Start School Readiness Goals, First Head Start School Readiness Goals update, State Audit Report

1. **ACTION ITEMS**

\*Review Application/Election of Community Representative

After a short discussion regarding the Community Representative position application and the candidate that applied, *Martha Dixon made a motion to approve Tara Loucks-Shepard as a Community Representative to the Governing Board, Rosaura Contreras seconded; motion carried pending one vote.*

\*Approval of Minutes

Linda J. Lucas requested a motion to approve the December 2016 Governing Board Minutes. Bethany Sherrick was listed as a board member in attendance but she was actually a guest at that time. *Bethany Sherrick made a motion to approve the December 2016 meeting minutes as amended, Martha Dixon seconded; the motion carried pending one vote.*

\*ERSEA Report

Jennifer presented the last Triennial Community Assessment Update. The new assessment calendar is every five years with updates annually. *Bethany Sherrick made a motion to approve the Triennial Community Update as presented, Martha Dixon seconded; motion carried pending one vote.*

\*2017-2018 Priority Worksheet

Jennifer reviewed the updated Priority Worksheet for 2017-2018 school year. *Martha Dixon made a motion to approve the Priority Worksheet for 2017-2018 school year, Bethany Sherrick seconded; motion carried pending one vote.*

\*EHS School Readiness Goals Report – Tori reviewed the first EHS School Readiness Goals assessments for the 16-17 school year. *Martha Dixon made a motion to approve the EHS School Readiness Goals, Rosaura Contreras seconded; motion carried pending one vote.*

\*HS School Readiness Report - This report was tabled to the February Meeting.

\*Family Childcare MOU “Lil’ Pups, Rancho Tehama – Brian presented the Memorandum of Understanding regarding the Lil’ Pups Child Care Home in Rancho Tehama. Lisa Stephens has received her childcare license. She is providing services to four Head Start children. Ratios are according to licensing requirements. She will have Head Start children until May 26th, 2017. *Martha Dixon made a motion to approve the Family Childcare MOU, Bethany Sherrick seconded; motion carried pend one vote.*

\*Governing Board Resolution for Emergency Closure – Brian presented the new requirement; Governing Board Resolution for Emergency Closure. The Happy Trails Center was closed due to sewage issues on Monday, January 9, Tuesday, January 10 and resumed Wednesday, January 11th, 2017. The resolution will be sent to Community Care Licensing also. *Rosaura Contreras made a motion to approve the Governing Board Resolution for Emergency Closure, Martha Dixon seconded; motion carried pending one vote.*

\*File Monitoring Report – This report was tabled to the February Meeting.

\*CACFP Meal Counts Report- This report was tabled to the February Meeting.

\*Fiscal Report – This report was tabled to the February Meeting.

\*State Audit Report - This report was tabled to the February Meeting.

1. **EXECUTIVE DIRECTOR’S REPORT** – Brian shared the meetings he attended, activities, accomplishments and upcoming events for NCCDI. He attended the CHSA quarterly meeting and learned that immunizations are now required of those that volunteer in the classroom no matter the amount of time they are in the classroom. With there being changes to the standards the part day class option will be changed to one six hour session although with special approval we may be allowed to continue our programs as we are. Scott Camp of Sunrise Rotary will be checking to see if there are churches in the area with rooms available as additional classrooms for NCCDI. Brian’s written report is included for your review.
2. **SERVICE AREA REPORTS**

Head Start/ Preschool Director Report: Rosie’s report was tabled to the February Meeting.

Early Head Start Director Report: Tori stated that the Little Hoppers classroom is fully licensed and reviewed her written report. Tori’s written report is included in this packet for your review.

Family & Community Outreach Director Report: Brian stated that the CACFP review has been rescheduled for April. The Health Services Advisory Committee meeting will be held March 14th, 2017 from 12:30 p.m. to 2 p.m.

Parent /Father Engagement Report: The Family Literacy Activity Nights are being held in preparation for the Read a Thon. Mike’s written report is included in the packet for your review.

Human Resources Report: Ashley’s report is included in the packet for your review.

1. **CORRESPONDENCE**

A flyer for the Tehama County Town Hall Meeting will be held Friday, January 27th, 2017 at the Red Bluff Community Center from 1:30 p.m. to 3:30 p.m.

1. **POLICY COUNCIL REPORT**

Bethany Sherrick, Policy Council Chairperson, shared that the Community Funds Committee is in support of a reading area for young children at the Corning Library. The cost would be approximately $750.00.

She attended the CHSA Conference in Sacramento. And she enjoyed and learned a lot from the workshops, More Math in the Home, and Challenging Behaviors. She would like to have these topics shared at monthly parent meetings and/or Parents Choice Conference.

1. **COMMUNITY AWARENESS ISSUES**

There were no Community Awareness Issues this month.

1. **UNFINISHED BUSINESS**

There was no Unfinished Business this month.

1. **NEW BUSINESS**

There was no New Business this month.

1. **ANNOUNCEMENTS**

Tehama County Town Hall Meeting Flyer is included in the packet.

A job fair will be held at the Shasta College Tehama Campus on March 17, 2017.

1. **CLOSED SESSION**

A closed session was held. Brian did not report out what took place.

1. **ADJOURNMENT**

Linda J. Lucas, the Chairperson, adjourned the meeting at 1:35 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 22, 2017**