



**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

February 26, 2014

12:15 p.m. – 1:45 p.m.

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

**1. ATTENDANCE**

*Members in attendance:* Beverly Grace, Teresa Curiel, Linda J. Lucas,

*Members that were missed:* Marianne Willard, Sandy Burkett, Arthur Bergenn

A quorum was met.

*Guests:* None

*Staff:* Ashley Williams, Rosie Flores-Wilfong, Paige Davison, Beth Janes, Kelly May, Jennifer Torres, Brian Heese, Mike Lindsey

**WELCOME AND INTRODUCTIONS**

Beverly welcomed everyone and introductions were made.

**2. NCCDI MISSION MOMENT**

Brian shared that the sequestration funds that were taken from Head Start has been restored. He is very proud of our agency because the management did not cut slots but cut service days instead.

**3. ADDITIONS TO THE AGENDA**

No additions at this time.

**4. REVIEW PLANNING CYCLE CALENDAR**

Nothing to review at this time. The update will be available at next month's meeting.

**5. ACTION ITEMS**

**\*ELECTION OF BOARD MEMBERS**

Lillian Smith and Alma Higinio were nominated to the board as representatives from the Policy Council. *Teresa Curiel made a motion to approve Lillian and Alma as board members, Linda J. Lucas seconded; motion carried.*

**\*APPROVAL OF MINUTES**

*Teresa Curiel made a motion to approve the minutes, Linda J. Lucas seconded; motion carried.*

**\*CACFP Meal Count Report**

Paige gave this report. For the month of January there were 7994 meals and snacks served. The total reimbursement was \$17,012.00. *Linda J. Lucas made a motion to approve the CACFP Meal Count Report, Teresa Curiel seconded; motion carried.*

**\*CACFP Review Report**

A State of California Adult Childcare Food Program Audit was conducted. An audit is done every three years. Paige reviewed the findings and corrective action plan for NCCDI. *Teresa Curiel made a motion to approve the CACFP Review Report, Linda J. Lucas seconded; motion carried.*

**\*Fiscal Report –** Kelly gave the report. *Linda J. Lucas made a motion to approve the Fiscal Report, Lillian Smith seconded; motion carried.*

**\*State Preschool Audit Report**

Kelly shared that there were no findings in the State Preschool Audit Report. *Lillian Smith made a motion to approve the State Preschool Audit Report, Alma Higinio seconded; motion carried.*

**\*Enrollment & Attendance Report**

Jennifer gave the report. Head Start and Early Head Start are fully enrolled at this time. Re-enrollment applications for the 2014-2015 school year are being distributed by the teaching staff. Jennifer is working on the Triennial Community Assessment. A round table with Cal Works participants will be held on March 18, 2014. *Teresa Curiel made a motion to approve the Enrollment & Attendance Report, Alma Higinio seconded; motion carried.*

**\*IT Services Proposal**

Brian reviewed a proposal from Computer Logistics that would give us more services and explained the fiscal impact it would have. The subject of hiring an IT was discussed briefly. *The proposal was tabled until the March meeting.*

**\*Self Assessment Process-** Brian explained the 2013-2014 assessment instrument and process used in the self evaluation of our program. The summery will be provided during the April Governing Board meeting. *Linda J. Lucas made a motion to approve the Self Assessment Process, Teresa Curiel seconded; motion carried.*

**\*Head Start & Early Head Start 14-15 Program Options –** Brian reviewed the 2014-15 Program Options. He stated that he and Rosie had met with the Corning Elementary School Superintendant to view a site for a Head Start classroom in Rancho Tehama. A decision as to whether or not to open a site there will need to be made before the Grant Application is submitted. *Lillian Smith made a motion to approve opening a site in Rancho Tehama if feasible, Alma Higinio seconded; motion carried.*

**6. DIRECTOR'S REPORT**

Brian's written report is included for your review.

**7. SERVICE AREA REPORTS**

**\*Education, Disabilities, and Mental Health Reports** – Rosie reported on the National CLASS results compared to the NCCDI scores in 2011, 2012 and 2013.

**\*Health & Safety Services/CACFP Reports** – Paige's report was the CACFP Review Report.

**\*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 shared that Pan Cake's with Pop is the kick off for the Read-a-Thon in the month of March. He shared the totals of in-kind dollars the read-a-thon generated in 2012 and 2013. 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**

Nothing at this time.

**9. POLICY COUNCIL REPORT**

Alma Higinio gave this report. She shared her experience at the CHSA Conference in Burlingame, CA.

**10. COMMUNITY AWARENESS INFORMATION**

The Color Run to support the Soroptimist's International Scholarships Fund will be held Saturday, March 8<sup>th</sup>, 2014.

A Senior Nutrition fundraiser will be held Friday, May 16<sup>th</sup>, 2014 from 6:00 to 8:30 p.m. at the Red Bluff Community Center on South Jackson Street.

**11. UNFINISHED BUSINESS**

Nothing at this time.

**12. NEW BUSINESS**

Non-Disclosure Agreements- Non Disclosure Agreement forms were given to board members to sign and have on file with NCCDI.

**13. ANNOUNCEMENTS**

Nothing at this time.

**14. BY-LAW REVIEW/BOARD TRAINING**

Nothing at this time.

**15. CLOSED SESSION\*\***

\*Open Session Report – One termination, and one promotion was approved.

**16. ADJOURNMENT**

Beverly Grace, Chairperson, adjourned the meeting at 2:00 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, March 26, 2014**