



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

220 Sycamore St., Suite 200, Red Bluff, CA 96080

(530) 529-1500

FAX: (530) 529-1560

Web site www.nccdi.com

Email headstart@nccdi.com

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

April 23, 2014

12:15 p.m. – 1:45 p.m.

Teresa Curiel, Governing Board Vice Chairperson, brought the April 2014 Governing Board meeting to order at 12:15 p.m.

1. ATTENDANCE

Members in attendance: Teresa Curiel, Linda J. Lucas, Sandy Burkett, Alma Higinio, Lillian Smith, Arthur Bergenn

Members that were missed: Beverly Grace, Marianne Willard

A quorum was met.

Guests: Region 9 T and TA, Judy Brummel, GS Lead

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

WELCOME AND INTRODUCTIONS

Teresa welcomed everyone and introductions were made.

2. NCCDI MISSION MOMENT

No Mission Moment this month due to time constraints.

3. ADDITIONS TO THE AGENDA

Nothing at this time.

4. REVIEW PLANNING CYCLE CALENDAR

The Planning Cycle Calendar will be included in the May packet.

5. ACTION ITEMS

***APPROVAL OF MINUTES**

Teresa Curiel requested that “MOU” be stricken from the minutes. *Sandy Burkett made a motion to approve the minutes with correction, Alma Higinio seconded; motion carried.*

***Self Assessment Summary**

Brian reviewed part one of the Self Assessment Summary in the areas of Health, Disabilities, Safety, Family Community Partnerships, Child Development, Fiscal Management, Program Design and Management. Part two will be reviewed for approval at the May meeting. *Lillian Smith made a motion to approve the Self Assessment Summary part one, Linda J. Lucas seconded; motion carried.*

***CACFP Meal Count Report**

Paige presented this report. There were 8,592 meals served in March with reimbursement of \$18,458.65. *Arthur Burgenn made a motion to approve the CACFP/Meal Count Report, Sandy Burkett seconded; motion carried.*

***CACFP Eligibility Procedure**

Paige introduced this procedure as the corrective action recommended by the CACFP Auditor to insure eligibility for the Free or Reduced Price Meals. *Arthur Burgenn made a motion to approve the CACFP Eligibility Procedure, Alma Higinio seconded; motion carried.*

***Fiscal Report** –Kelly reviewed the Check Register and gave explanation why there were three checks made to Transamerica Corporation. She shared the current In-kind totals through March. *Linda Lucas made a motion to approve the Fiscal Reports, Alma Higinio seconded; motion carried.*

Brian shared the high lights of the Independent Auditors' Report from Randolph Scott and Company. It was a clean audit. A hard copy of the complete audit report was given to the board members. *Alma Higinio made a motion to approve the Auditors' Report, Linda J. Lucas seconded; motion carried.*

***Enrollment & Attendance Report**

Jennifer gave this report. New applications and re-enrollment applications for the 2014-2015 school year are being taken at this time. Jennifer is working on the Community Assessment. She had 150 responses to the survey sent out to community members and parents. Next a focus group will be established. *Lillian Smith made a motion to approve the Enrollment & Attendance Report, Alma Higinio seconded; motion carried.*

***Tracking and File Monitoring Report**

Paige presented this report. Jeanne Dolan the Program Monitor reviews all the children's files and included the month when the centers and home base files were last reviewed by her. *Sandy Burkett made a motion to approve the Tracking and File Monitoring Report, Linda J. Lucas seconded; motion carried.*

***Approval of the E Rate Proposal**

Brian presented the E Rate proposal to the board. This proposal will allow for much needed upgrades to our computer system and save NCCDI thousands of dollars. *Linda J. Lucas made a motion to approve the E Rate Proposal, Alma Higinio seconded; motion carried.*

***Approval to pursue the EHS/Partnership Grant**

Brian requested approval to pursue the EHS/Partnership Grant. Before the grant is submitted it will be brought to Governing Board for final approval. *Linda J. Lucas made a motion to approve Brian's pursuit of the EHS/Partnership Grant and be brought back to GB for consideration, Arthur Burgenn seconded; motion carried.*

***Approval of Emergency Purchase of New Phone System**

Brian requested board approval for the purchase of the New Phone System. It was an emergency situation, as Central Office had no phones. *Alma Higinio made a motion to approve the purchase of the new phone system, Sandy Burkett seconded; motion carried.*

6. DIRECTOR'S REPORT

Plans for a Rancho Tehama Head Start Center are being considered. Brian and Rosie will be meeting with the Corning Union School District Superintendent to discuss how to move forward with this project. Four out of five Head Start Centers have been NAEYC Accredited. West Street Center has yet to be reviewed but it is expected to take place in the next two weeks. Brian's written report is included for your review.

Bright Horizons will continue next year.

7. SERVICE AREA REPORTS

***Education, Disabilities, and Mental Health Reports** –

*** Health & Safety Services/CACFP Reports** – Measles are going around

***Social Service, Family Partnerships, and Early Head Start Reports** –

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

***Personnel Report** – Saturday Ashley will be attending the Job Fair at Chico State. Ashley's written report is included for your review.

8. CORRESPONDENCE

*Letter from the Administration for Children & Families

Letter outlining the restoration of funding to the pre sequestration amount.

9. POLICY COUNCIL REPORT

Nothing at this time.

10. COMMUNITY AWARENESS INFORMATION

Teresa Curiel reminded everyone that a Spaghetti Dinner Fundraiser will take place at the Red Bluff Community Center and she has tickets if anyone is interested in attending. The proceeds will assist in funding the Senior Nutrition Programs.

11. UNFINISHED BUSINESS

Nothing at this time.

12. NEW BUSINESS

Nothing at this time.

13. ANNOUNCEMENTS

Nothing at this time.

14. BY-LAW REVIEW/BOARD TRAINING

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, May 28, 2014