



# Northern California Child Development, Inc.

## 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](http://www.nccdi.com)

Email [headstart@nccdi.com](mailto: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

May 28, 2014

12:15 p.m. – 2:00 p.m.

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

#### 1. ATTENDANCE

*Members in attendance:* Beverly Grace, Teresa Curiel, Linda J. Lucas, Lillian Smith, Arthur Burgenn

*Members that were missed:* Marianne Willard, Sandy Burkett, Alma Higinio

A quorum was met.

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

#### WELCOME AND INTRODUCTIONS

Beverly 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. CHAD DADA - Child Interview Center

Mr. Dada sent Brian an email regarding further development of a Child Interview Center at NCCDI's Central Office. The Governing Board is requiring an MOU between NCCDI and the sheriff's office exclusively. Any other agency wanting to use the facility would have gain access through the sheriff's office. The agreement would be for a one year period and considered a pilot program. The board is requiring the MOU be brought to the June or July meeting for their approval.

#### 5. REVIEW PLANNING CYCLE CALENDAR

The Planning Cycle Calendar was reviewed. There will be some changes to the format for next year.

#### 6. ACTION ITEMS

##### \*APPROVAL OF MINUTES

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

##### \*CACFP/Meal Count Report

Paige presented the report. A total of 7,469 meals served in April with reimbursement of \$16,001.47 *Teresa Curiel made a motion to approve the CACFP/Meal Count Report, Linda J. Lucas seconded; motion carried.*

##### \*Fiscal Officer Report

Kelly presented the Fiscal Officer Report. She reviewed the check register. She also shared that we have met out In-kind requirement for the 2013-2014 school year. *Linda J. Lucas made a motion to approve the Fiscal Reports, Lillian Smith seconded; motion carried.*

**\*Enrollment/Attendance Report**

Brian gave the ERSEA report in Jennifer's absence. He reviewed the enrollment and attendance numbers for HS and EHS for the month of April 2014. ERSEA is taking applications for the 2014-2015 school year at this time. The last day of Head Start classes is May 30<sup>th</sup>, 2014 and the last day for Early Head Start is July 3<sup>rd</sup>, 2014. *Teresa Curiel made a motion to approve the Enrollment/Attendance Report, Linda J. Lucas seconded; motion carried.*

**\*Tracking and File Monitoring Report** – Paige reviewed this report. The number of missing documents in the children's files is declining. The missing documents may be in a file folder and have not yet been put in the child's cumulative file. All documents will be in the children's files before staff leave for the summer layoff. *Linda J. Lucas made a motion to approve the Tracking and File Monitoring Report, Teresa Curiel seconded; motion carried.*

**\*Grant Application Approval** – Brain presented the 2014-2015 Grant Application for approval. He explained how the Five Year Grant cycle works, reviewed the budgets and the long range program goals. He reviewed the grant application instructions alongside NCCDI's Program Design and Approach to Service Delivery plan. *Lillian Smith made a motion to approve the 2014-2015 Grant, Linda J. Lucas seconded; motion carried.*

**\*Self-Assessment Summary Part Two**

This agenda item was tabled until the June Governing Board meeting.

**7. DIRECTOR'S REPORT**

No report due to time constraints.

**8. SERVICE AREA REPORTS**

**\*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.

**9. CORRESPONDENCE**

Nothing at this time.

**10. POLICY COUNCIL REPORT**

Mike presented the Policy Council Report for the meeting on May 22, 2014.

**11. COMMUNITY AWARENESS INFORMATION**

Nothing at this time.

**12. UNFINISHED BUSINESS**

Nothing at this time.

**13. NEW BUSINESS**

Nothing at this time.

**14. ANNOUNCEMENTS**

Brian invited board members to the Head Start Center's End of the Year Celebrations and gave them a schedule.

**15. 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, June 25th, 2014**