

*Northern California Child Development, Inc.*

# Head Start & Early Head Start Programs

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**GOVERNING BOARD MEETING MINUTES**

220 SYCAMORE STREET, SUITE 200

RED BLUFF, CA 96080

June 27th, 2018

12:15 p.m. – 1:45 p.m.

Chairperson, Linda J. Lucas, called the June Governing Board meeting to order at 12:20 p.m.

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

1. **ATTENDANCE**

*Members in attendance*: Linda J. Lucas, Tara Loucks-Shepherd, Phyllis Avilla, Alejandra Beltran, Drew Chevere

*Members that were missed:* None

*Guests:* Michelle Lobsien, Policy Council elected Representative to the Governing Board

A quorum was met.

*Staff in attendance:* Ashley Williams, Beth Janes, Jennifer Torres, Kelly May, Rosie Flores Wilfong, Tori Prest, Mike Lindsey

1. **NCCDI MISSION MOMENT**

Rosie shared a video of a little girl from the Maywood Center reading for her. She is an emerging reader. The Teacher Director at Maywood Center has three children that are emerging readers. They have had a combination of four years of Early Head Start and Head Start. Starting children early really does make a difference.

1. **ADDITIONS TO AGENDA**

There are no additions to the agenda this month.

1. **PROGRAM GOVERNANCE REPORT SCHEDULE**

The regular monthly Consent Agenda items and the Final Head Start School Readiness DRDP Update dates will be added to the schedule this month.

1. **ACTION ITEMS**

\*Approval of Policy Council Representatives to the Governing Board – Policy Council elected Michelle Lobsien as a representative to the Governing Board. *Phyllis Avilla made a motion to approve Michelle as a Policy Council representative to the Governing Board; Tara Loucks-Shepherd seconded, motion carried.*

\*Approval of Minutes

Linda J. Lucas requested a motion to approve the May 2018 Governing Board Minutes*. Phyllis Avilla made a motion to approve the April 2018 meeting minutes; Tara Loucks-Shepherd seconded; motion carried.*

\*Consent Agenda

\*ERSEA Report-Jennifer Torres

\*CACFP Meal Counts Report – Tina Robertson

\*Chief Fiscal Officer Report – Kelly May

*Phyllis Avilla made a motion to approve the Consent Agenda as presented; Tara Loucks-Shepherd seconded; motion carried.*

~ ERSEA Policy 18: Staff & Family Enrollment Policy – Jennifer Torres, ERSEA Manager, reviewed the policy regarding staff and staff family enrollment requirements. They receive no preferential treatment, no priority points for being staff or staff family and the child must maintain the same ADA as any other applicant. ERSEA staff is not allowed to approve their own family members eligibility. *Michelle Lobsien made a motion to approve the ERSEA Policy 18: Staff & Staff Family Enrollment Policy, Phyllis Avilla seconded; motion carried.*

~ Final Head Start School Readiness Report for 17-18 – Rosie reviewed the final Head Start School Readiness Report for the 2017-2018 school year. Though not every goal was reached there is steady and significant growth. *Tara Loucks Shepherd made a motion to approve the Final Head Start School Readiness DRDP report, Michelle Lobsien seconded, motion carried.*

~ Education Services Coordinator Job Description – Ashley reviewed the job description for this newly created position. The person selected for this position will work closely with the Head Start Program Director; provide program support, and supervision of staff in the areas of curriculum, licensing, and assessment. This is not a new position in the budget. *Michelle Lobsien made a motion to approve the Education Services Coordinator Job Description; Drew Chevere seconded; motion carried.*

1. **EXECUTIVE DIRECTOR’S REPORT** – Brian has attended many meetings. A conference call with Robyn, our Program Specialist from the Regional Office regarding proposed conversion of Head Start slots to Early Head Start slots and the Family Child Care option in Rancho Tehama. During our Early Childhood Education Specialist’s next visit, Rosie will take her to observe Lil’ Pups Family Daycare in Rancho Tehama. Plans to have an Early Head Start Center at Salisbury High School are moving forward. A Strategic Planning meeting will be held on June 29th, at 12:30 p.m. at NCCDI Central Office. The focus will be on parent engagement and the Parent’s Choice Conference. Brian’s written report is included for your review.
2. **SERVICE AREA REPORTS**

* Enrollment & Recruitment Report – Jennifer nothing to add to her ERSEA Report in the Consent Agenda.

* Head Start Director Report – Rosie reviewed the final Head Start CLASS Report for 2017-2018. She explained that CLASS uses specific strategies and is a time-consuming process but it insures the high quality of our Head Start Program. Her goal for the 2018-2019 school year is to keep the same staff at the individual centers because consistency is key to achieving the desired outcomes. The West Street Center in Corning has had the same staff for five years and has maintained the highest scores. The national score is 2.5%. NCCDI’s Head Start classrooms scored 5.1%.

* Early Head Start Director Report –Tori stated that this is the last week of work for the Early Head Start staff at the centers until August. She reviewed the disability numbers, she shared that twenty-six families requested NCCDI Community Counseling services. Home Base is still in session until mid July.
* Nutrition Manager Report – Tina shared that she has been comparison shopping for the items most used in the center's food preparation at all local markets. She will continue to strive for the highest quality for the lowest cost.
* Parent and Father Engagement Coordinator Report –Mike shared that Sports Night was held at Tehama Center and was a great success. There were over one hundred fifty in attendance. He also shared the total amount of in-kind required and the amount that has been acquired so far. A Strategic Planning meeting will take place on Friday, June 29th, from 12:30 p.m. to 3:00 p.m. here at Central Office.
* Human Resources Manager Report – Ashley did not have a written report this month. There were three resignations and one termination this month.

1. **CORRESPONDENCE**

A letter from DANYA INTERNATIONAL, LLC stating that a program review will take place at some point in the 2018-2019 school year.

1. **POLICY COUNCIL REPORT**

Drew Chevere, Policy Council Chairperson, shared that a Community Development Funds check was given to the Court Appointed Special Advocate (CASA) program at last week’s Policy Council meeting, in the amount of $600.00 to aide children in the foster care system. The P.A.L Program sent a thank you note for the generous donation of community Development Funds to get needed equipment for the different sports the P.A.L. program facilitates.

Michelle Lobsien was elected by the Policy Council to represent the Policy Council at the Governing Board meetings.

1. **COMMUNITY AWARENESS and ANNOUNCEMENTS**

Phyllis Avilla shared that she is consulting with 211 Tehama and the United Way to research what medical and dental services are available in Tehama County.

Alejandra Beltran shared that August is National Healthcare Center month. Ampla Health in Los Molinos will hold their open house on August 14th, 2018 from 10:00 a.m. to 2:00 p.m.

1. **UNFINISHED BUSINESS**

There was no Unfinished Business this month.

1. **NEW BUSINESS**

There was no New Business this month.

1. **CLOSED SESSION**

Linda Lucas, Governing Board Chairperson, called a closed session.

1. **ADJOURNMENT**

Linda J. Lucas, the Chairperson, adjourned the meeting at 1:25 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, July 25th, 2017**