



Northern California Child Development Inc.

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### Tehama County Head Start & Early Head Start Programs

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## GOVERNING BOARD MEETING MINUTES

220 SYCAMORE STREET, SUITE 200

RED BLUFF, CA 96080

July 23, 2014

12:15 p.m. – 1:45 p.m.

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

### 1. ATTENDANCE

*Members in attendance:* Beverly Grace, Linda J. Lucas, Sandy Burkett, Marianne Willard, Teresa Curiel, Arthur Burgenn

*Members that were missed:* Lillian Smith

A quorum was met.

*Staff:* Tori Prest, Paige Davison, Rosie Flores-Wilfong, Beth Janes, Michael Lindsey

Beverly welcomed everyone and introductions were made.

### 2. NCCDI MISSION MOMENT

Mike shared Araceli De Los Santos' powerful story relating her experience with the staff at the Tadpoles to Toads Early Head Start Center. Her son came into the program with developmental concerns and mom was taking care of him full-time at home. As a result of the support and interventions in the classroom, he has made miraculous developmental strides. In addition, mom was engaged with the family services program and developed a trusting relationship with her Family Advocate. Our staff encouraged her to attend an orientation for a health care technician training that was provided locally at no charge. Araceli lost the flyer and forgot about the training. Her Family Advocate did not and called her three hours before the class.

To make a long story short, Araceli qualified for and completed the training. As a result she landed a job and has been successfully employed for over seven months and is looking forward to a promotion in the near future. All this is the result of the professionalism displayed by our Family Advocate and the trusting relationship she has with our staff. Of course Araceli had to do the work and follow through, but she is convinced that without the Early Head Start program none of the progress both her son and herself have made would have happened.

She is also on a mission to make education a priority at home with her husband and her parents, as they lack an education and see themselves as locked into their low education levels.

### 3. ADDITIONS TO AGENDA

No additions to the agenda at this time.

### 4. REVIEW PLANNING CYCLE CALENDAR

At the August meeting the Annual Report and the Program Information Report will be presented.

### 5. STATE PRESCHOOL SELF EVALUATION & BUDGET- Rosie shared information that was submitted to the California Department of Education for our State Preschool program.

## 6. ACTION ITEMS

\*Approval of May 28, 2014 Governing Board Minutes – *Teresa Curiel made a motion to approve the May Meeting Minutes, Linda J. Lucas seconded; the motion carried.*

\*Approval of June 25, 2014 Governing Board Minutes – *Sandy Burkett made a motion to approve the June Meeting Minutes, Linda J. Lucas seconded; the motion carried.*

\*CACFP Meal Counts Report- Paige reported that in May there were 8345 meals and snacks served for a reimbursement of \$17,813.19. She also reported that in June there were 1857 meals and snacks served for a reimbursement of \$3,791.24. *Marianne Willard made a motion to approve the May and June CACFP Meal Counts Report, Teresa Curiel seconded; motion carried.*

\*Fiscal Report May and June – Brian presented the Fiscal Report in Kelly's absence. Budgets and expenditures are either at or below projection. Our Experience Works Assistant, Diane Sugarman, has worked diligently to calculate all In-Kind and we have met our obligations. *Teresa Curiel made a motion to approve the Fiscal Reports for May and June, Marianne Willard seconded; motion carried.*

\* Use of Projected Surplus – As we near the end of the fiscal year, we have been monitoring our budget. As of June 30, Brian has projected an unobligated balance for our Head Start and Early Head Start programs of approximately \$130,000. Over the next few weeks, our Centers will begin purchasing their start up supplies as well as having minor repairs and improvements to their Centers. While we expect these purchases and repairs to utilize some of this surplus, we would like to request approval for possible purchases in excess of \$5,000 that would include the following (in order of priority):

- Painting exterior of Tehama Center.

-Facility and classroom supply upgrades at our Early Head Start Centers in order to have them National Association for the Education of Young Children accredited.

-Playground equipment for Rancho Tehama center.

-Vehicle(s) not to exceed \$25,000 to replace vehicle that was totaled and a couple other vehicles that are more than 10 years old.

-Hallway Floors at Tehama Center. Salaries.

-In the upcoming 2014-15 grant year, NCCDI was awarded a 1.3% COLA that will be added to our base funding to increase salaries for our staff. While our grant funding won't increase until 9/1/14 to fund the COLA, we can implement the COLA prior to that utilizing our current base funding. If after the startup supplies have been purchased and all the above priorities have been met, Brian would like to implement the COLA increase prior to 9/1/14 up to the 1.3%. If only enough funds remain to give a 1% increase prior to 9/1/14, then we will give that and the full 1.3% COLA will go into effect on 9/1/14.

After lots of discussion regarding the prioritization of the Projected Surplus Funds, Teresa and other board members stated that they would like the advance of the 1.3% COLA to be moved up on the list. *Teresa Curiel made a motion to approve the Use of Projected Surplus Funds, Marianne Willard seconded; motion carried.*

\*ERSEA Report – Jennifer Torres reported that all eligible transitioning children have been accepted and the program slots are seventy five percent filled. She is working to fill the thirteen slots available for the Rancho Tehama Home Base program. *Sandy Burkett made a motion to approve the ERSEA Report, Linda J. Lucas seconded, the motion carried.*

\*Tracking and File Monitoring Report – Paige reported the final Tracking and File Monitoring Report for the 2013-2014 school year. *Linda J. Lucas made a motion to approve the Tracking and File Monitoring Report, Marianne Willard seconded; motion carried.*

\*Head Start DRDP and School Readiness Final Results – Rosie presented the baseline, midterm and final percentages of the DRDP and School Readiness Goals. *Teresa Curiel made a motion to approve the DRDP and School Readiness Goals final results, Linda J. Lucas seconded; motion carried.*

\*Early Head Start DRDP and School Readiness Goals Final Results – Tori reviewed the DRDP IT and School Readiness Goals final results. Toddlers came very close to meeting the percentage goals. *Marianne Willard made a motion to approve the EHS DRDP and School Readiness Goals Final Results, Linda J. Lucas seconded; motion carried.*

\*Self-Assessment Part Two – Brian reviewed the Self-Assessment areas, Health, Nutrition, Facilities, Materials, Equipment, Transportation, and Disabilities. She shared the Promising Practices and the Areas of Improvement. *Linda J. Lucas made a motion to approve the Self-Assessment Two, Marianne Willard seconded; motion carried.*

\*NCCDI CSPP Policies-Calculating Income – Jennifer explained need for change of wording to the policy. Happy Trails is the only state preschool/head start combo.

\*NCCDI CSPP Policies-Collection of Fees- Jennifer reviewed NCCDI will collect fees for the California State Preschool Program.

\*NCCDI ERSEA Recruitment Plan- Jennifer reviewed the Recruitment Plan updates. Informational inserts will no longer be mailed through the local Social Services Agency. *Marianne Willard made a motion to approve changes to the Policies and Recruitment Plan, Sandy Burkett seconded; motion carried.*

\*Federal Form 990-Brian presented the Federal Form 990. The document is given to the IRS for our 501(c) Exemption Form Income Tax. *Sandy Burkett made a motion to approve Federal Form 990, Marianne Willard seconded; motion carried.*

\*Job Descriptions-Ashley presented the job description for the new position of Family and Community Outreach Director. *Sandy Burkett made a motion to approve the Family and Community Outreach Director, Marianne Willard seconded; motion carried.*

Changes to the following job titles will allow for another level of management should NCCDI grow to need it. The Education, Disabilities & Mental Health will be Head Start/Preschool Director, the job title Social Services/Family Partnerships/Early Head Start Manager will be Early Head Start Director, the job title ERSEA Coordinator will be ERSEA Manager and Human Resources Coordinator will be Human Resources Director. *Linda J. Lucas made a motion to approve the changes to the job titles, Marianne Willard seconded; motion carried.*

7. **DIRECTOR'S REPORT** – Brian introduced the Family Community Partnership Grant. This grant is available to Head Starts and Early Head Starts that want to collaborate with community agencies, private childcares, and businesses to provide more services for families in Tehama County. *Linda J. Lucas made a motion to approve writing of the Family Community Partnership Grant, Marianne Willard seconded; motion carried.*

8. **SERVICE AREA REPORTS**

\*Education, Disabilities and Mental Health – Rosie Flores-Wilfong

\*Health & Safety Services Report – Paige Davison

\*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/ANNOUNCEMENTS -**

No correspondence at this time.

10. **POLICY COUNCIL REPORT**

For the first time during the 2013-2014 school year a quorum was not met.

11. **COMMUNITY AWARENESS INFORMATION**

The Corning Youth Fair has been canceled for this year.

Chile Abuse Prevention Council is holding a Mandated Reporter Training on August 28, 2014, 2-4 p.m..

A Tailgate Food Give Away will be held in Los Molinos on July 19<sup>th</sup>.

12. **UNFINISHED BUSINESS**

No unfinished business at this time.

13. **NEW BUSINESS**

No new business at this time.

14. **ANNOUNCEMENTS**

Beverly announced that board members are needed to fill the Fiscal Board Member position, and the Legal Board Member position. And if anyone had any candidates in mind to please let her know.

**15. CLOSED SESSION**

\*Open Session Report – Ashley reported that there were 7 new hires, 2 re-hires, 3 terminations, 3 resignations, and 3 promotions.

**16. ADJOURNMENT**

Beverly Grace, Chairperson, adjourned the meeting at 2:15 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, August 27, 2013**

DRAFT