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*Northern California Child Development, Inc.*

# Head Start & Early Head Start Programs

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***Enrich children's lives; Empower families; Engage our community***

**Policy Council Meeting Minutes**

Date: November 17th, 2016

1:00 p.m. to 3:00 p.m.

1. **CALL TO ORDER** – Bethany Sherrick, Policy Council Chairperson, called the meeting to order at

1:00 p.m.

1. **ROLL CALL**

The roll was taken and Mike explained that a quorum is one Policy Council Member over half.

*Representatives in attendance*: Bethany Sherrick, Patricia Becerra, Rosaura Contreras, Sara Wolf, Guadalupe Hernandez, Lupe (Guadalupe) Valencia

*Representatives that were missed:* Taylor Reid, Cody Boutelle, Rickey Collins

*Alternates in attendance:* Drew Chevere

*Alternates that were missed:* Mayra Castillo, Heather Brayson, Autumn Fields

Guests: - None

S*taff in attendance*: Ashley Williams, Beth Janes, Heidi Hazelwood, Jennifer Torres, Marielena Bernal, Rosie Flores-Wilfong, Tori Prest, Michael Lindsey, Brian Heese

A quorum was met.

1. **ADDITIONS TO THE AGENDA**

Election for Policy Council Community Representative #2

Election Two Policy Council Representatives to the Governing Board

1. **REVIEW PLANNING CYCLE CALENDAR**

The Planning Cycle Calendar is in the process of being revised to reflect the changes to the new Head Start Performance Standards.

1. **POLICY COUNCIL OFFICER REPORTS**

\*Chairperson’s Report – There was no Chairperson’s report this month.

\*Treasurer’s Report – There was no Treasurer’s report this month.

1. **ACTION ITEMS\*\***

\*Approval of Minutes –Bethany Sherrick, Chairperson, requested a motion for approval of the October 2016 minutes. A correction was made to the Local Parent Group Meeting Report for Bright Horizons. They did not look at the Facebook but it was suggested that each center have their own Facebook page. S*ara Wolf made a motion to approve the October 2016 minutes with the change, Lupe Valencia seconded; motion carried.*

\* Alejandra Beltran volunteered to be Community Representative #2 for the Policy Council. She shared her work experience and her heart for the Latino people. *Lupe Valencia made a motion to approve Alejandra as Community Representative #2, Rosaura Contreras seconded; motion carried.*

\*Policy Council By-laws state that 3 Policy Council members be elected to represent on the Governing Board. First refusal goes to Policy Council officers. Bethany Sherrick and Rosaura Contreras would each like to be a representative to Governing Board. *Alejandra Beltran made a motion to approve Bethany and Rosaura Contreras Policy Council Representatives to the Governing Board, Guadalupe Hernandez seconded; motion carried.*

~ERSEA Income and Age Verification Training – Heidi and Marielena presented the training. Training is required by the new Head Start Performance Standards for the Policy Council and Governing Board. Heidi and Marielena explained what documents are needed for income and age verification and what the steps in the process are. *(Board approval is not required*.)

\*Enrollment/Attendance Report – Jennifer reviewed the October 2016 Enrollment/Attendance Report. Head Start and Early Head Start programs are fully enrolled. There are two spots open in the State Preschool programs. Attendance has vastly improved since the first of September 2016. The written ERSEA Report is included in the packet for your review. *Lupe Valencia made a motion to approve the October 2016 ERSEA Report, Patricia Becerra seconded; motion carried.*

\*ERSEA Policy 8: Attendance – Jennifer reviewed the updates to NCCDI’s attendance policy so it aligns with the new Head Start Performance Standards. *Lupe Valencia made a motion to approve the updates, Rosaura Contreras seconded; motion carried.*

\*Employee Handbook Revision – Brian reviewed the updates to the handbook. There are changes in wording as well as hours of service and the term EHS Full Year will be changed to Extended Year. *Lupe Valencia made a motion to approve the handbook updates, Rosaura Contreras seconded; motion carried.*

\*File Monitoring Report – Brian reviewed the File Monitoring Report. Jeanne Dolan, Program Information Monitor, is reviewing all children’s files. Due to the Computer Firewall crashing we were not able to send or receive faxes from doctors, dentists, etc. It has been repaired. An updated report will be presented in December 2016. *Patricia Becerra made a motion to approve the report as presented, Guadalupe Hernandez seconded; motion carried.*

\*CACFP Report – Brian reviewed the CACFP report. There were 8,383 meals and snacks served for a reimbursement of $18,848.96. The CACFP Meal Counts Report is included in the packet for your review. *Lupe Valencia made a motion to accept the CACFP report as presented, Rosaura Contreras seconded; motion carried.*

\*Chief Fiscal Officer Report - Brian reviewed the Fiscal Report/Narrative, Statement of Activity for Head Start, Early Head Start and Program Wide, the Check Register Report, and the In-Kind Report. There was nothing unusual to report. *Lupe Valencia made a motion to approve the October 2016 Fiscal Report, Patricia Becerra seconded; motion carried.*

1. **CLOSED SESSION – PERSONNEL AND LEGAL MATTERS**

A closed session was not held this month.

1. **LOCAL PARENT MEETING REPORTS –** INFORMATION ONLY (3 minutes per Center)

*Bright Horizons Red Bluff Center –* Five parents attended. The health topic was dental care.

*Caterpillar Cottages/Butterfly Bungalow Centers* – No report

*Corning Center –* Eight or nine families attended. The nutritionist shared information about how to get picky eaters to eat food that is good for them.

*EHS Home Base North -* No report

*EHS Home Base South –*Two parents attended the meeting. Mike presented a budgeting workshop for the parents.

*Happy Trails Center –* Five or six parents attended. The health topic was tooth brushing and dental care.

*Maywood Center –* Eight parents attended but most parents were from the afternoon class.

*Lil’ Pups, Rancho Tehama Center –* No report

*Tadpoles to Toads & Little Hoppers Centers –* No report

*Tehama Center –* No report

*West Street Center –* No report

1. **PROGRAM REPORTS**

# Executive Director’s Report: Brian’s written report is included for your review.

Head Start \ State Preschool Director’s Report: Rosie reviewed the Pre-CLASS scores. She was pleased with the percentages.

# Early Head Start Director’s Report: Tori had nothing to add to her written report. Tori’s written report is included for your review.

# Parent Engagement/Community Outreach Director Report: No report at this time.

# Parent/Fatherhood Engagement Manager Report: Mike’s written report is included for your review.

Human Resources Report: Ashley did not have a written report this month.

1. **Correspondence** – There was no correspondence this month.
2. **ANNOUNCEMENTS** – No announcements
3. **NEW BUSINESS –** No new business
4. **ADJOURNMENT** – Bethany Sherrick, Policy Council Chairperson, officially adjourned the meeting at 3:10 p.m.

Submitted by

Beth Janes

Administrative Assistant

**The next Policy Council meeting is scheduled for December 15th, 2016 at the NCCDI Central Office.**