



**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

December 18, 2013

12:15 p.m. – 1:45 p.m.

Beverly Grace, Governing Board Chairperson, brought the December 2013 Governing Board meeting to order at 12:15 p.m.

1. ATTENDANCE

Members in attendance: Beverly Grace, Teresa Curiel, Marianne Willard, Arthur Bergenn

Members that were missed:

A quorum was met.

Guests: None

Staff: Tori Prest, Rosie Flores-Wilfong, Ashley Williams, Beth Janes, Brian Heese

WELCOME AND INTRODUCTIONS

Beverly welcomed everyone and introductions were made.

2. NCCDI MISSION MOMENT

Rosie shared what is happening at the centers during this Season of Giving. A family at the Red Bluff Center donated Christmas trees to every family at the center. At the Tehama Center Toys for Tots gave every child a toy and a family that would have otherwise not had Christmas gifts were given even more gifts for their children.

Accreditation is taking place at the centers. The Happy Trails Center received an overall score of 99%. The other centers will soon be reviewed and scored.

The Local Child Care Planning Council is recognizing child care programs that prove to be high quality. Happy Trails Center received the High Quality Program Award for the first quarter of the year. Two more centers have been nominated.

Brian let the members know that there is a new sign out in front of our building and new logos on all NCCDI vehicles.

3. ADDITIONS TO THE AGENDA

There are no additions to the agenda.

4. REVIEW PLANNING CYCLE CALENDAR

Nothing to review at this time.

5. ACTION ITEMS

***ELECTION OF BOARD MEMBERS**

Teresa Curiel was elected to the board as a community member. Marianne Willard made a motion to approve Teresa Curiel as a board member, Arthur seconded; motion carried.

Teresa was also nominated as the Vice Chairperson. *Marianne Willard made a motion to approve Teresa Curiel as the Vice Chairperson, Arthur seconded; motion carried.*

***APPROVAL OF MINUTES**

Marianne Willard made a motion to approve the minutes, Arthur Bergenn seconded; motion carried.

***State Review Corrective Action Plan**

Rosie stated it was overall a very good review though there were two findings in the areas of Eligibility and the other is the Environmental Rating Scale or ECERS. For Finding #1 staff will be cross trained in correct income calculations. This finding did not change eligibility. Jennifer is responsible for correction by January 31, 2014. For Finding #2 at the Berrendos site, a defined area for music and movement and a defined science area and a collection of natural science materials will be provided by January 30, 2014. Rosie is responsible for these changes. *Teresa Curiel made a motion to approve the State Review Corrective Action Plan, Marianne Willard seconded; motion carried.*

***State Income Attendance Policy**

Jennifer updated the State Income Calculations and Attendance Policy and Procedures to include the cross training of staff and will track changes for Governing Board. *Teresa Curiel made a motion to approve the State Income calculations and Attendance Policy, Marianne Willard seconded; motion carried.*

***CACFP Meal Count Report**

Brian gave this report in Kelly and Paige's absence. For the month of November the total reimbursement was \$13,084.14. *Marianne Willard made a motion to approve the CACFP Meal Count Report, Arthur Bergenn seconded; motion carried.*

***Head Start DRDP and School Readiness First Assessment**

Rosie gave this report. The first assessment is done within the first forty five days of school. The higher percentages in three year olds are due to having attended Early Head Start. *Marianne Willard made a motion to approve the Head Start DRDP and School Readiness First Assessment, Arthur Bergenn seconded; motion carried.*

***Early Head Start DRDP and School Readiness First Assessment**

Tori presented this report. Like Head Start the first assessment is done within the first forty five days of school. The second assessment will reflect the areas of growth. *Teresa Curiel made a motion to approve the Early Head Start DRDP and School Readiness First Assessment, Arthur Bergenn seconded; motion carried.*

***Fiscal Report** – Brian presented the fiscal report in Kelly's absence. He reviewed the check register and the credit card statement. With the changes in the Fiscal Department the In-kind totals are not available. *Teresa Curiel made a motion to approve the Fiscal Report, Marianne Willard seconded; motion carried.*

***Enrollment & Attendance Report**

Brian presented this report in Jennifer's absence. Enrollment and attendance is holding steady. *Marianne Willard made a motion to approve the Enrollment & Attendance Report, Arthur Bergenn seconded; motion carried.*

6. DIRECTOR'S REPORT

Brian met with Tom Welch on December 17th, 2013 to discuss development of the NCCDI web site. He said it was very educational and Tom gave homework to be done before site development can start. Brian's complete written report is included for your review.

7. SERVICE AREA REPORTS

***Education, Disabilities, and Mental Health Reports** – Rosie's report was the Head Start DRDP and School Readiness First Assessment.

***Social Service, Family Partnerships, And Early Head Start Reports** –Tori's report was the Early Head Start DRDP and School Readiness First Assessment.

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

Tori added that the Parent's Choice Conference was well attended. Very positive feedback in the evaluations from the attendees.

*Personnel Report - Ashley's written report is included for your review.

8. CORRESPONDENCE

Brian shared an email from the National Head Start Association regarding the Head Start budgets for the 2014/2015 school years.

9. POLICY COUNCIL REPORT

No report at this time.

10. COMMUNITY AWARENESS INFORMATION

Nothing to report at this time.

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

Nothing at this time.

15. CLOSED SESSION

Nothing at this time.

16. ADJOURNMENT

Beverly Grace, Chairperson, adjourned the meeting at 1:30 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, January 22, 2014