

*Northern California Child Development, Inc.*

# 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** **admin@nccdi.com**

 **GOVERNING BOARD MEETING MINUTES**

220 SYCAMORE STREET, SUITE 200

RED BLUFF, CA 96080

Aug 23, 2018

12:15 p.m. – 1:45 p.m.

Chairperson, Linda J. Lucas, called the August Governing Board meeting to order at 12:15 p.m.

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

1. **ATTENDANCE**

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

*Members that were missed:* Drew Chevere

*Guests:* None

A quorum was met.

*Staff in attendance:* Ashley Williams, Jennifer Torres, Kelly May, Mallory Brown, Mike Lindsey, Brian Heese

1. **NCCDI MISSION MOMENT**

Tori Prest shared information about one of our new centers, Room to Bloom. This center is located at Salisbury High School. There are 9 spots available for children, and 3 staff positions. These spots will be filled by children of Red Bluff High School students, who are wishing to continue their education. This is a wonderful opportunity for these students, and everyone is pleased with the new program.

1. **ADDITIONS TO AGENDA**

There are no additions to the agenda this month.

1. **PROGRAM GOVERNANCE REPORT SCHEDULE**

 The regular monthly Consent Agenda items have been updated.

1. **ACTION ITEMS**

\*Approval of Minutes

Linda J. Lucas requested a motion to approve the July 2018 Governing Board Minutes*.* It was noted that in the Mission Moment portion of the minutes that the letter O was used instead of the number 0. Mallory will make the necessary corrections in the July minutes. *Tara Loucks-Shepherd made a motion to approve the July 2018 meeting minutes as amended; Alejandra Beltran seconded; motion carried.*

\*Consent Agenda

\*ERSEA Report-Jennifer Torres

\*CACFP Meal Counts Report – This report is not available until September.

\*Chief Fiscal Officer Report – Kelly May

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

***\*ERSEA Policy 16 Eligibility Violations 7-23-2018 – Jennifer Torres***

Jennifer shared that there has been a new policy put in place, specifically for parents who willingly provide false documents. Any family who intentionally provides false documentation will be terminated from services. The family has the option to appeal. Children will still receive services until after the appeal process is complete. If found guilty of providing false documents services will be terminated for the remainder of the school year. If a family is found to be guilty, they will have to provide original documents when attempting to enroll for services in the future.

*Tara Loucks-Shepherd made a motion to approve the new policy, Alejandra Beltran seconded; motion carried.*

**\*NCCDI’s Natural Disaster Leave Policy – Ashley Williams**

Ashley reviewed the new leave policy for employees affected by natural disasters. The new policy will allow active employees 1, 3, or 5 days of leave depending on the severity of the disaster. The leave request must be approved by Ashley or Brian and would take effect immediately to assist those employees affected by the Carr Fire. The board requested the policy be tabled until the next meeting, pending revisions.

1. **EXECUTIVE DIRECTOR’S REPORT** – Brian reminded Governing Board of changes that were made last year when certain projects were put on hold. Brian has requested $220,000 for program improvement funds. If the grant is approved, some of the funds will be used for a new security system, and a fence for the parking lot at Central Office.
2. **SERVICE AREA REPORTS**
* Enrollment & Recruitment Report – Nothing further.
* Head Start Director Report – Rosie shared that there will be 4 new interns helping with counseling and that they will also be helping with the Dignity Health Grant.
* Early Head Start Director Report –Tori shared that we have 2 new centers opening up. Room to Bloom and Fish Tales, and that the Home Visitors have been moved to the Cottages. They will have their own space for parent meetings, socializations and different things for the families.
* Nutrition Manager Report – Tina reports that the cooks will be back to work Monday, August 27th and that she will now be in charge of all the food shopping. Tina will be buying in bulk, and feels it will take some of the stress off the cooks.
* Parent and Father Engagement Coordinator Report –Mike reviewed his written report, and discussed all the moving that he has been helping with, to get the Home Visitors moved over to the Cottages. Mike has also been busy working on parent handbooks, and other things needed to be ready to start the new school year.

* Human Resources Manager Report – Ashley’s written report is included for your review. Ashley shared that we have a total of 86 employees, 46 of those employees are subs. These numbers will be more accurate once everyone comes back from lay-offs.
1. **CORRESPONDENCE**

There was no Correspondence this month.

1. **POLICY COUNCIL REPORT**

Linda J. Lucas shared that next month is the last meeting for the current Policy Council. Linda would like to attend the October 2018 Policy Council meeting to speak with new members about the becoming a Policy Council Representave to the Governing Board.

**COMMUNITY AWARENESS and ANNOUNCEMENTS**

 There was no Community Awareness & Announcements this month.

1. **UNFINISHED BUSINESS**

There was no Unfinished Business this month.

1. **NEW BUSINESS**

There was no New Business this month.

1. **CLOSED SESSION**

A closed session was not held this month.

1. **ADJOURNMENT**

Linda J. Lucas, the Chairperson, adjourned the meeting at 1:51 p.m.

Submitted by,

Mallory Brown

Education Coordinator

Governing Board meetings are *usually* held on the 4th Wednesday of each month.

**THE NEXT MEETING IS SCHEDULED FOR Wednesday, September 26th, 2018.**