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*Northern California Child Development, Inc.*

# Head Start & Early Head Start Programs

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 88

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

**Policy Council Meeting Minutes**

Date: September 15, 2016

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

1. **CALL TO ORDER** – Ashley McLeod, Policy Council Chairperson, called the meeting to order at 1:00 p.m. She welcomed everyone and introductions were made.
2. **ROLL CALL**

The roll was taken.

*Representatives in attendance*: Ashley McLeod, Bethany Sherrick, Martha Dixon, Patricia Becerra, Alejandra Beltran, Araceli Martinez

*Representatives that were missed:* Alicia Chavez, Jessica Perez, Guadalupe Valencia

*Alternates in attendance:* Mayra Castillo

*Alternates that were missed:* Cesar Preciado

Guests: Taylor Reid-2016-2017 Rep for Tehama Center

S*taff in attendance*: Ashley Williams, Beth Janes, Jennifer Torres, Kelly May, Rosie Flores-Wilfong, Tina Robertson, Tori Prest, Michael Lindsey, Brian Heese

A quorum was met.

1. **ADDITIONS TO THE AGENDA**

There were no additions to the agenda this month.

1. **WIC Program Presentation**

Leticia from the Tehama County WIC Program was a guest speaker at our September meeting. WIC provides nutritious foods for infants, young children, and pregnant moms to promote good health and nutrition. WIC can provide lactation specialists to help moms that are having difficulty with breastfeeding. She gave brochures and business cards.

1. **REVIEW PLANNING CYCLE CALENDAR**

The Planning Cycle Calendar is updated at each meeting. The Early Head Start DRDP School Readiness Goals will be added this month.

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 –Ashley McLeod, Chairperson, requested a motion for approval of the August 2016 minutes. *Bethany Sherrick made a motion to approve the August 2016 minutes, Araceli Martinez seconded; motion carried.*

\*Enrollment/Attendance Report – Jennifer reviewed the August 2016 Enrollment/Attendance Report. The complete ERSEA report is included for your review. *Mayra Castillo made a motion to approve the August 2016 ERSEA Report, Bethany Sherrick seconded; motion carried.*

\*CACFP Report – Kelly May, CFO, reviewed the CACFP report. There is only one center open so meal counts and reimbursements are much less for the month of August. There were 743 meals and snacks served for a reimbursement of $1,689. 39. The CACFP Meal Counts Report is included in the packet for your review. *Bethany Sherrick made a motion to accept the CACFP report as presented, Araceli Martinez seconded; motion carried.*

\*Early Head Start DRDP School Readiness Report

Tori reviewed the third 2015-2016 EHS DRDP School Readiness Report. There were seventy-five children that completed all three assessments. Though not all areas reached the desired percentage, most did. *Patricia Becerra made a motion to approve the third 2015-2016 Early Head Start DRDP School Readiness Report, Araceli Martinez seconded; motion carried.*

\*Chief Fiscal Officer Report – Kelly reviewed the Fiscal Report/Narrative, Statement of Activity for Head Start, Early Head Start and Program Wide, Check Register Report, and In-Kind Report. Kelly reviewed the Fiscal Report. There was nothing unusual to report, with the exception of adjustment to Salaries and Fringe Benefits – Reclassification of unreimbursed CCFP wages and benefits to Head Start and Early Head Start. NCCDI is 70.72% over the annual required In-Kind goal. She gave the parents Kudos for their hard work in helping attain our goal. A portion of the Fiscal Report is included in the printed packet for your review. The complete Fiscal Report was included in the email. The credit card account statements that NCCDI uses was included in the emailed packet. *Martha Dixon made a motion to approve the August 2016 Fiscal Report, Patricia Becerra seconded; motion carried.*

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

There was one new hire, and one resignation accepted.

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

*Caterpillar Cottages/Butterfly Bungalow Centers* –

*Corning Center –*

*EHS Home Base North -* Elected Policy Council Representative and a Parent Meeting Chairperson

*EHS Home Base South –*

*Happy Trails Center –*

*Maywood Center –*

*Lil’ Pups, Rancho Tehama Center –* Not yet open due to licensing issues but Lisa is doing home visits.

*Bright Horizons Red Bluff Center –*

*Tadpoles to Toads & Little Hoppers Centers –*

*Tehama Center –* Taylor Reid, the new Tehama Center Representative reported that they had a good parent meeting and Trisha showed the parents how Board Math works.

*West Street Center –*

1. **PROGRAM REPORTS**

Executive Director’s Report: Brian gave an oral report this month. He stated that the Fright Hike has been canceled due to Mendocino Nation Forest being indecisive about approving the use of the Discovery Center. The Spooktacular will be held on Saturday, October 29, 2016, from 10:00 a.m. to 2:00 p.m.

He stated that on September 6th, the new Head Start Performance Standards will require many of our policies to be change to reflect them. Policy Council By-laws will have to be updated by stating that Policy Council terms can now be up to five years.

Head Start \ State Preschool Director’s Report: Rosie’s written report is included in the packet for your review.

Early Head Start Director’s Report: Tori gave the DRDP School Readiness Goals 3 as her report this month.

# Parent Engagement/Community Outreach Director Report: Tina did not have a written report this month.

# 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** –
3. **NEW BUSINESS –** There was no new business this month.
4. **ADJOURNMENT** – Ashley McLeod officially adjourned the meeting at 2:55 p.m.

Submitted by

Beth Janes

Administrative Assistant

**The next Policy Council meeting is scheduled for October 20, 2016 at the NCCDI Central Office.**