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*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** **headstart@nccdi.com**

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

**Policy Council Meeting Minutes**

Date: October 20, 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.

*Representatives in attendance*: Bethany Sherrick, Michael Wentzel, Patricia Becerra, Rosaura Contreras, Sara Wolf, Guadalupe Hernandez, Cody Boutelle, Taylor Reid

*Representatives that were missed:* Guadalupe Valencia, Rickey Collins

*Alternates in attendance:* Mayra Castillo

*Alternates that were missed:* Drew Chevere, Gabriella Solis, Heather Brayson, Autumn Fields

Guests: - None

S*taff in attendance*: Ashley Williams, Beth Janes, Jennifer Torres, Kelly May, 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. **REVIEW PLANNING CYCLE CALENDAR**

The Planning Cycle Calendar is updated at each meeting.

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\*\***

\*Election of Policy Council Officers

Chairperson Bethany Sherrick

Vice Chair Person Sara Wolf

Secretary – Cody Boutelle *Michael Wentzel* *made a motion to elect Cody Boutelle for the office of Secretary, Taylor Reid seconded; motion carried.*

Treasurer - Guadalupe Hernandez *Cody Boutelle made a motion to elect Guadalupe Hernandez for the office of Treasurer, Sara Wolf seconded; motion carried.*

Health and Safety Officer - Taylor Reid *Patricia Becerra made a motion to elect Taylor Reid, Guadalupe Hernandez seconded; motion carried.*

\*Election of Community Representatives to Policy Council

 Patricia Becerra

\*Election of Policy Council Representatives to the Governing Board

Sara Wolf – *Cody Boutelle made a motion to approve Sara Wolf as a Policy council representative to the Governing Board, Mayra Castillo seconded; motion carried.*

\*Approval of Minutes –Bethany Sherrick, Chairperson, requested a motion for approval of the September 2016 minutes. *Patricia Becerra made a motion to approve the September 2016 minutes, Taylor Reid seconded; motion carried.*

\*Enrollment/Attendance Report – Brian reviewed the September 2016 Enrollment/Attendance Report. All slots have been filled. Head Start and Early Head Start programs are fully enrolled. The written ERSEA Report is included in the packet for your review. *Michael Wentzel made a motion to approve the September 2016 ERSEA Report, Rosaura Conteres seconded; motion carried.*

\*Head Start and Early Head Start PIR 2015-16 – Brian reviewed the EHS 3-year Comparison and Summary Report, the Grant State National PIR and the Head Start 3-year Comparison and Summary Report. *Cody Boutelle made a motion to approve the Head Start and Early Head Start PIR 2015-16, Guadalupe Hernandez seconded; motion carried.*

\*Policy 1301.6 Program Governance – Impasse Procedures – Brian reviewed Policy 1301.6 Program Governance – Impasse Procedures. He explained why this procedure is necessary. *Sara Wolf made a motion to approve, Taylor Reid seconded, motion carried.*

\*CACFP Report – Kelly May, CFO, reviewed the CACFP report. There were 7694 meals and snacks served for a reimbursement of $17,297.32. The CACFP Meal Counts Report is included in the packet for your review. *Cody Boutelle made a motion to accept the CACFP report as presented, Michael Wentzel seconded; motion carried.*

\*File Monitoring Report – Brian reviewed the report. *Taylor Reid made a motion to approve the report as presented, Michael Wentzel 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, the Check Register Report, and the In-Kind Report. There was nothing unusual to report. *Guadalupe Hernandez made a motion to approve the September 2016 Fiscal Report, Sara Wolf seconded; motion carried.*

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

A closed session was held.

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

*Caterpillar Cottages/Butterfly Bungalow Centers* –

*Corning Center –*

*EHS Home Base North -*

*EHS Home Base South –*

*Happy Trails Center –*

*Maywood Center –*

*Lil’ Pups, Rancho Tehama Center –*

*Bright Horizons Red Bluff Center –* They had a good attendance. They made a barfing pumpkin and looked at the Facebook page.

*Tadpoles to Toads & Little Hoppers Centers –* Six parents attended the meeting.

*Tehama Center –* five parents attended. They made Gak, went on a field trip to the Pumpkin Patch. Nutritional information was distributed and they were reminded of the Parents Choice Conference.

*West Street Center –*

1. **PROGRAM REPORTS**

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

Head Start \ State Preschool Director’s Report: Rosie did not have a written report this month.

# Early Head Start Director’s Report: Tori’s written report is included for your review.

# Parent Engagement/Community Outreach Director Report: Tina’s written report is included for your review.

# 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** – The Parents Choice Conference will be held on Friday, October 21st, 2016 at the Red Bluff Community Center from 8:00 a.m. - 2:00 p.m.

The Spooktacular will be held on October 28th, 2016 from 10:00 a.m. to 2:00 p.m. at the Sacramento River Discovery Center.

1. **NEW BUSINESS –** There was no new business this month.
2. **ADJOURNMENT** – Bethany Sherrick, Policy Council Chairperson officially adjourned the meeting at 3:20 p.m.

Submitted by

Beth Janes

Administrative Assistant

**The next Policy Council meeting is scheduled for November 17th, 2016 at the NCCDI Central Office.**