



*Creative Child Care Inc. Governing Board Meeting Notice*

Notice is hereby given that Creative Child Care Inc. will hold a Board of Director's meeting as listed below.

Date: Thursday, February 15, 2024

Time: 4:00 p.m. Action Items & Public Comments

Location: Creative Child Care, Inc. 4651 Quail Lakes Drive, Stockton CA 95207 (209) 941-9100

Public input on specific agenda items: Any person of the public desiring to speak shall be allowed to speak during public comment time and has the option of speaking once on any agenda item when it is being discussed. Speaking time shall generally be limited to three minutes unless a longer period is permitted by the Board President. Agenda speakers will be limited to five minutes.

Special needs: If you have special needs because of a disability which makes it difficult for you to participate in the meeting or you require assistance or auxiliary aid to participate in the meeting, please contact Cecilia Warren at (209) 941-9100. Creative Child Care, Inc. will attempt to accommodate your disability.

Call to Order

Roll Call

Oral/Written communications from the public:

ACTION ITEM 1:	Board Meeting Minutes
ACTION ITEM 2:	Board of Director's Meeting Schedule
ACTION ITEM 3:	Annual Program Self-Evaluation Plan Fiscal Year 2024-2025
ACTION ITEM 4:	Agency Budget
ACTION ITEM 5:	Agency Benefits Updates
ACTION ITEM 6:	2024 Fiscal Year Calendar
ACTION ITEM 7:	Federal/State Trainings

INFORMATION ITEM 1:	Executive Director Report
INFORMATION ITEM 2:	Fiscal Report
INFORMATION ITEM 3:	Enrollment Report
INFORMATION ITEM 4:	Program Report
INFORMATION ITEM 5:	Human Resource Report
INFORMATION ITEM 6:	Monitoring and Compliance Report

Close Session

Board Discussion

Adjournment

Next meeting: TBD



AGENDA

THURSDAY, FEBRUARY 15, 2024

TIME	TOPICS AND CONVERSATIONS
4:00pm	<b>Welcome</b> <ul style="list-style-type: none"><li>❖ Call to Order</li><li>❖ Roll Call</li><li>❖ Oral/Written Communications from the public</li></ul>
4:10pm	<b>Action Items</b> <ul style="list-style-type: none"><li>❖ Board Meeting Minutes</li><li>❖ Board of Director's Meeting Schedule</li><li>❖ Annual Program Self-Evaluation Plan Fiscal Year 2024-2025</li><li>❖ Agency Budget</li><li>❖ Agency Benefits Updates</li><li>❖ 2024 Fiscal Year Calendar</li><li>❖ Federal/State Trainings</li></ul>
4:45pm	<b>Information Items</b> <ul style="list-style-type: none"><li>❖ Executive Director Report</li><li>❖ Fiscal Report</li><li>❖ Enrollment Report</li><li>❖ Program Report</li><li>❖ Human Resource Report</li><li>❖ Monitoring and Compliance Report</li></ul>
5:15pm	Close Session
6:00pm	<b>Adjournment</b>

**Informational Items**



❖ **Executive Director Report**

- Agency Policies and Procedures Draft Updates
- Enrollment and Staffing Updates
- Agency Training Updates
- Community Partnership Updates

❖ **Fiscal Report**

- Agency Budget for FY 2023-24

❖ **Enrollment Report**

- Enrollment Report:

**SJCOE CCTR:** [OBJ]

Slots: 181

Enrolled: 86

Waitlist: 137

**SJCOE CSPP:**

Slots: 386

Enrolled: 254

Waitlist: 121

**CCCI CCTR:**

Slots: 84

Enrolled: 25

Waitlist: 81

**CCCI CSPP:**

Slots: 96

Enrolled: 76

Waitlist: 75

- Attendance Report: January  
ADA (Average Daily Attendance):

**SJCOE:**

EHS: 82.27%

HS: 78.42%

CCTR: 77.07%

CSPP: 81.13%

**CCCI**

CCTR: 96.48%

CSPP: 75.60%

- Action Plan:

- The Family Services Team continues to build community connections to inform the public about the services CCCI provides to low-income families throughout San Joaquin County. We also continue participating in community events and canvass the neighborhoods with the highest need for services. The Family Services Team also continues to attend training to stay on top of the changes that are taking place within the State & Federal guidelines.

- The Family Services Team conducts monthly refresher training and one-on-one coaching/assistance. We also could attend conferences to obtain more knowledge and tools to be more successful.

### ❖ Program Report

- Education and Child Development Program Services:
  - Planning: Rating Periods
    - Fall Rating Period closed January 19, 2024.
      - Summary of Findings prepared.
    - Spring Rating Period began on January 22, 2024.
  - Strengths: Center Directors
    - Center Director Focus group has regularly met to tackle challenges head on
      - Call-In coverage among the sites
      - Task List
  - Professional Development: Refresher on Site Responsibilities
    - Customer Service and Family Rapport
    - Health Checks
    - Parent Conferences/ Upload to ChildPlus
    - Health & Safety of Children
    - Paperwork refresher including Daily 7, Meal Counts, Sign In and Outs, Lesson Planning, and Anecdotal Notes
  - Action: Monthly Meeting/Training Schedule
    - See Agency Calendars where these sessions are built in.
- Disabilities Report:
  - EHS:
  - HS: 246
  - CCCI Total:
  - Pending: 2
  - Action Plan: New Disabilities Coordinator to take over the vacated position. We have a person from in-house to replace.
    - Cecilia and Victoria have a meeting coming up with Doreen from SJCOE to discuss the vacancy, training and plan moving forward.

### ❖ Nutrition Report



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- Chow Mein noodles and stir-fried veggies were served to all locations on 1-31-24 (waiting to get feedback from sites) Mushroom pizza is on the February menu to try out.
- Got in contact with 1 vendor and he will be bringing the kitchen samples for a Vegetarian Halal Gluten gluten-free breaded chicken!
- February all site Directors have been notified for 1 announced meal monitoring each location. (if you would like the calendar monitoring schedule for 2024 year it is available by request)
- I am looking forward to getting in contact with SJCOE personnel to observe and sit in on an available parent meeting and get ideas to share with CCCI parents. (I will reach out to them on our next scheduled meeting (February 21<sup>st</sup>))

### ❖ Human Resource Report

- Agency Benefits updates
- Vacation and Sick Accruals updates
- SJCOE Audit Updates

### ❖ Monitoring and Compliance Report

#### Buildings and Grounds

##### Completed Repairs:

Creative Kids: the roof leak was fixed, and bark was replaced in play yards.

Oro: 3 bids for Play Structure and concrete repair submitted to SJCOE. Room 3 is currently being painted.

Ruthie Keener: the bark was replaced in the play yard.

Tam O' Shanter: the bark was replaced in the play yard.

Don Avenue: the bark was replaced in the play yards.

Hutchins: all repairs, and maintenance are completed by building owner

\*Several minor repairs were also completed at multiple sites throughout the month.

##### Pending repairs:

Oro: Room 3 pending: changing ceiling tiles, and sink repair, to be completed by 2/9/24.

4<sup>th</sup> Street: roof repairs pending from owner, completion date TBD.

Country Club: roof repairs pending from owner, completion date TBD.

Grigsby: replacement of door frame is pending, to be completed by end of February.

##### Overall pending repairs:

1. Concrete replacement is pending for multiple sites. (date TBD, pending response/approval from SJCOE)



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2. Fremont, Oro, Michigan Heights, and 4<sup>th</sup> Street: floors are being stripped and waxed the weekend of President's Day, 2/17-2/19

Monitoring:

The following sites were visited: Fremont, Oro, Country Club, Michigan Heights, and 4<sup>th</sup> Street. They were monitored utilizing the Classroom Monitoring Tool, focusing on in classroom setup, ratios, sign in/out accuracy, first aid kits, emergency medication documentation, and the environment. The only findings were at Country Club, they had an expired business license posted, and I observed that toothbrushing wasn't completed after lunch, prior to naptime.

Patterns and Trends: Play yards aren't being set up in the mornings, toothbrushing isn't happening consistently.

Compliance:

Business Licenses and Fire Permits were reviewed for all sites.

Fire Permits: all sites have current permits.

Business Licenses: Creative Kids, 4<sup>th</sup> Street, Oro, Don Avenue, Hutchins, Grigsby, Fremont, and Michigan Heights are all current. The business licenses for Tam O' Shanter, Country Club, and Ruthie Keener were reissued as of 1/29/24, we are pending receipt.

A binder was created for the Monitoring and Compliance department to ensure all licenses and permits stay in compliance and are renewed timely.

Due to transitioning children's files to a new filing system, we will be going out to all sites in February to review their completion and compliance.