

Child Development Programs Policy Council Meeting
September 21, 2018

County Office of Education – Conference Room B1-B2

MINUTES

Those present:

Sites

Al Tahoe: Derek Kolkana, Representative; Al Tahoe: Andy Burt, Alternate; Buckeye: Bethany Hernandez, Representative; Charles Brown: Zachary Patterson, Representative; Jackson: Nadia Stamos, Representative; Ken Lowry: Tiffany Tonso, Representative; Ken Lowry: Karon Lee, Alternate; Pinewood: Jackie Mullinax, Representative; Placerville: Caitlyn Cooper, Representative; Rescue: Emily Lossius, Representative; Sutter's Mill: Jennifer Candelario, Representative; Tahoe Center: Charles Rounds, Representative.

EARLY HEADSTART

Western Slope: Briyana Harold for teacher Debbie Dunbar

South Lake Tahoe: No representative in attendance

STAFF & GUESTS

Jenny Pettit, Director; Colleen Braunbeck, Program Coordinator; Laura Jensen, Program Coordinator; Dr. Ed Manansala, County Superintendent of Schools; Kevin Monsma, Stacia Ponce, Disabilities and Mental Health Coordinator; Patricia Gordon, Family Engagement Coordinator; Karen Van Patten, Education Coordinator, Robyn Scott, Education Coordinator; Veronica Arechiga, Program Assistant; Jennifer Hibbard, Parent at Gold Oak, Ana Najera, Parent at Ken Lowry; Amanda Miklos, parent at Sutter's Mill.

1. Call to Order

Ms. Jenny Pettit, Director, called the meeting to order at 9:42 a.m.

2. Welcome and Introductions

Ms. Pettit welcomed the Policy Council members. She asked each representative and guest to introduce themselves.

3. Public Comment

Ms. Pettit explained to the Council the first 10 minutes of the meeting are reserved for members of the public to address the Policy Council on items of interest to the public that are within the subject matter jurisdiction of the Council. Speakers are limited to three minutes. There was no public comment.

4. Roll Call – Establish Quorum

Veronica Arechiga, Program Assistant took roll call to establish quorum. Quorum was established.

5. Action Items

5.1 Approval of the Agenda September 21, 2018 Policy Council Meeting

Ms. Pettit presented the Agenda for the September 21, 2018 Policy Council Meeting. Representatives were asked to take a moment and look at the Agenda for approval.

Zacchary Patterson, Charles Brown representative, made a motion to approve the September 21, 2018 Agenda as presented. Jennifer Candelario, Sutter's Mill representative, seconded the motion. 12-Aye; zero-Nae; Zero-Abstain **Motion passed.**

5.2 Approval of the July 23, 2018 minutes

Ms. Pettit presented the minutes from the July 23, 2018 meeting. She asked representatives to take a moment and review the minutes and if there were no changes to accept the minutes as taken.

Karon Wilson-Lee, Ken Lowry representative, made a motion to approve the July 23, 2018 minutes as taken. Briyana Harold, Early Head Start representative, seconded the motion. 12-Aye; zero-Nae; Zero-Abstain **Motion passed.**

5.3 Approval of the Policy Council Dates and Times for 2018-2019

Ms. Pettit presented the Schedule of Dates and Times for Policy Council 2018-2019 and if there were no questions or concerns to approve the schedule as drafted.

Jennifer Candelario, Sutter's Mill representative, made a motion to approve the Policy Council Dates and Times for 2018-2019 as drafted. Briyana Harold, Early Head Start representative seconded the motion. 12-Aye, Zero-Nae, Zero-Abstain. **Motion Passed.**

5.5 Election of Officers 2018-2019

Jenny Pettit, Director gave a summary of the duties for President, Vice President, Treasurer, Secretary and Sargent-at-Arms. Ms. Pettit asked representative to consider what role might be of interest and that a vote would occur for each seat of the Policy Council Officers.

President - Jennifer Candelario, Sutter's Mill representative and Andy Burttt, Al Tahoe Alternative representative both indicated an interest in the seat of President. Both gave a brief speech as to why they would like to be President and an anonymous vote took place. Sutter's Mill representative, Jennifer Candelario was designated as president with a 7 to 5 vote in her favor.

Vice-President - Andy Burttt, Al Tahoe Alternate representative and Karon Wilson-Lee, Ken Lowry representative both indicated an interest in the seat of Vice President. Karon Wilson-Lee gave a brief speech as to why she would like to be Vice President and an anonymous vote took place. Al Tahoe representative, Andy Burttt was designated as vice-president with a 8 to 4 vote in his favor.

Secretary - Zachary Patterson, Charles Brown representative ran unopposed for the seat of Secretary and won by unanimous vote.

Treasurer - Caitlyn Cooper, Placerville representative ran unopposed for the seat of Treasurer and won by unanimous vote.

Sargent-at-Arms Briyana Harold, Early Head Start representative and Jackie Mullinax, Pinewood representative both indicated an interest in the seat of Sargent-at-Arms. Both gave a brief speech as to why they would like to be Sargent-at-Arms and an anonymous vote took place. Pinewood representative, Jackie Mullinax was designated Sargent-at-Arms with a 7 to 5 vote in her favor.

Officers of the 2018-2019 Policy Council voted in as follows; President, Jennifer Candelario; Vice President, Andy Burttt; Secretary, Zachary Patterson; Treasurer, Caitlyn Cooper; Sargent-At-Arms, Jackie Mullinax.

5.6 Approval of Program Governance Policy

Ms. Pettit presented the Program Governance Policy in Draft form and gave a summary of the Policy for approval.

Jennifer Candelario, Sutter's Mill representative, made the motion to approve the Program Governance Policy as written. Briyana Harold, Early Head Start representative, seconded the motion. 12-Aye, Zero-Nae, Zero-abstained. **Motion Passed.**

5.4 Approval of the Bylaws of the Policy Council

Ms. Pettit presented and gave a summary of the Bylaws of the Policy Council for approval.

Karon Wilson-Lee, Ken Lowry representative made the motion to approve the Bylaws of the Policy Council as written. Jennifer Candelario, Sutter's Mill representative seconded the motion. 12-Aye, Zero-Nae, Zero-abstained. **Motion Passed.**

5.5 Approval of the Impasse Procedures El Dorado County Office of Education and the Head Start Policy Council

Ms. Pettit presented the Impasse Procedures El Dorado County Office of Education and the Head Start Policy Council and gave a summary of the Impasse Procedures for approval.

Zachary Patterson, Charles Brown representative, made the motion to approve the Impasse Procedures El Dorado County Office of Education and the Head Start Policy Council as written. Briyana Harold, Early Head Start representative, second the motion. 12-Aye, Zero-Nye, Zero-abstained. **Motion Passed.**

6. Program Accountant Report – Information Item – Handout

6.1 Budget – Shannon Gomez, Program Accountant reviewed the most recent budget reports and credit card expenses for the Child Development Programs. There was question in regards to how Child Development Programs were funded through EDCOE. Ms. Pettit responded to the question by explaining programs are funded through grants from the State and Federal Government.

6.2 In-kind – Mrs. Gomez reviewed the current In-Kind reports for the Child Development Programs. Ms. Jenny Pettit, Director explained how In-kind is earned and the importance of Inkind. Discussion followed resulting in representatives asking for better communication from teachers at the classroom level on the importance and benefits of Inkind to program.

7. Attendance/Enrollment – Information Item - Handout

Ms. Pettit, gave an overview of the attendance and enrollment for the Child Development Programs. Ms. Pettit shared with the Policy Council which sites have openings and the average daily attendance ADA per classroom. There was discussion in regards to ADA as program is reimbursement based on ADA therefore ADA is very important and asked the Policy Council to share with their sites the importance of daily attendance. If program can get full ADA they would not have to ask EDCOE to contribute funds and be self-sufficient. Ms. Pettit also explained that Head Start needs to have full enrollment on October 1 or program could be in danger of going on a corrective action plan and possible reduction in slots. The office staff is working diligently on screening and accepting completed applications that qualify under the Head Start and State Preschool Requirements. Ms. Pettit also encouraged Policy Council representatives to share with their family and friends who may have children that are preschool age eligible to apply for program. Parents are our best source for recruitment.

8. ERSEA Training – Information Item - Handout

Ms. Pettit, Director, gave a presentation on ERSEA eligibility. The training included eligibility on applicable federal regulations and program policies and procedures.

9. Communication from the Office of Head Start – Informational Item - Handout

Ms. Pettit shared recent communication received from the Office of Head Start regarding duration. Duration is a new regulation that requires Head Start programs to provide 1020 hours a year approximately 6 hours a day 175 days a year. There is grants available for additional funding to help programs comply with this new requirement. Child Development Programs will be applying for this opportunity for additional funds. Program has tried a pilot program this year at a few sites to model what the 6-hour a day program might look like. Currently program is running this pilot program at Charles Brown and Gold Oak.

The other recent communication from OHS stressed the importance of program's having full enrollment by end of the month and the consequence of not being fully enrolled. The consequence being a corrective plan of action and the possibility of reduction of slots.

10. Adjournment

Ms. Pettit, Director, asked for a motion to adjourn the meeting.

Jennifer Calendario, Sutter's Mill representative made the motion of adjourning the Policy Council meeting. Briyana Harold, Earl Head Start representative second the motion. 12-Aye, Zero-Nae, Zero-abstained. **Motion Passed.**

Meeting adjourned at 10:59 a.m.