

Child Development Programs Policy Council Meeting

October 26, 2018

County Office of Education – Conference Room D

MINUTES

Those present:

Sites

Al Tahoe: Andy Burt*^{*}, Vice Chair; Camino: Tami Christner*^{*}, Alternate Representative; Georgetown: Adrienne Frere*^{*}, Representative; Gold Oak: Debbey Blanchard*^{*}, Alternate Representative; Jackson: Nadia Stamos, Representative; Pinewood: Jackie Mullinax*^{*}, Representative; Pinewood: Melissa Schley, Alternate Representative; Placerville: Caitlyn Cooper*^{*}, Representative; Rescue: Emily Lossius*^{*}, Representative; Sutter's Mill: Jennifer Candelario, Chair; Tahoe Center: Ashley Anderson*^{*}, Representative; Valley View: Angela Honoroff, 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; Stacia Ponce, Disabilities and Mental Health Coordinator; Patricia Gordon, Family Engagement Coordinator; Karen Van Patten, Education Coordinator, Robyn Scott, Education Coordinator; Betsy Bateson, Nutrition Coordinator; Veronica Arechiga, Program Assistant; Angela Helgeson, EHS Teacher; 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 9:33 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

Mrs. Jennifer Candelario, Chair explained to the Council the first 10 minutes of the meeting are reserved for public members to address 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 a question in regards to a clothes drive for sites and how to go about it. Patricia Gordon, Family Engagement Coordinator spoke to the policy representatives about the timing with the holiday's it would be best to wait for a clothes drive in the springtime. During the holidays, there are many opportunities for families in need to receive gifts and coats through the El Dorado County Toys for Tots program and EDCOE Coat Drive.

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 November 16, 2018 Policy Council Meeting

Mrs. Candelario presented the Agenda for the November 16, 2018 Policy Council Meeting. Representatives were asked to take a moment and look at the Agenda for approval.

Briyana Harold, EHS representative, made a motion to approve the November 16, 2018 Agenda as presented. Adrienne Frere, Georgetown representative, seconded the motion. 8-Aye; 0-Nae; 0-Abstain **Motion passed.**

5.2 Approval of the October 26, 2018 minutes

Mrs. Candelario presented the minutes from the October 26, 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.

Jackie Mullinax, Pinewood representative, made a motion to approve the October 26, 2018 minutes as taken. Briyana Harold, Early Head Start representative, seconded the motion. 8-Aye; 0-Nae; 0-Abstain **Motion passed.**

5.3 Approval of the Program Parent Curriculum Policy

Jenny Pettit, Director presented the Parent Curriculum Policy for approval and gave a brief description of the 6-week series, parent curriculum for ages 0-5 called Parents as Teachers that program offers to parents to children enrolled children.

Jackie Mullinax, Pinewood representative, made a motion to approve the Program parent Curriculum Policy as presented. Adrienne Frere, Georgetown representative seconded the motion. 8-Aye, 0-Nae, 0-Abstain. **Motion Passed.**

5.4 Approval of the Standard Code of Ethical Conduct Policy

Ms. Pettit presented the Standard Code of Ethical Conduct Policy for approval. Ms. Pettit explained the expectations for Policy Council representatives are the same as all EDCOE volunteers and employees as outlined in the Standard Code of Ethical Conduct Policy.

Caitlynn Cooper, Placerville representative, made the motion to approve the Standard Code of Ethical Conduct Policy as written. Jackie Mullinax, Pinewood Alternate representative seconded the motion. 8-Aye, 0-Nae, 0-Abstain. **Motion Passed.**

5.5 Approval of the Program Planning Policy

Ms. Pettit presented the Program Planning Policy for approval as drafted. Ms. Pettit gave a brief summary on how program will conduct the annual self-assessment process to review data and conduct program planning for the upcoming year. Results from the Programs Self-Assessment will be shared with the Policy Council and Governing Board each year.

Andy Burt, Vice Chair, made the motion to approve the Program Planning Policy as written. Ashley Anderson, Tahoe Center representative, seconded the motion. 8-Aye, 0-Nae, 0-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 a question in regards to the purchases made to Amazon with the

credit card. Ms. Pettit explained often books are purchased for the classroom through Amazon at a better price than other available vendors and due to amazon purchase requirements the CDP credit card is used.

- 6.2 In-kind** – Mrs. Gomez reviewed the current In-Kind reports for the Child Development Programs. A representative asked for clarification on which sites actually earn In-kind. Ms. Jenny Pettit, Director gave clarification on which sites actually track In-kind. Ms. Pettit explained though In-kind is a Head Start requirement, State Preschool only sites can earn community In-kind that also counts towards Head Start In-kind. It was asked if a Girl Scout troop could come and read to the children and would that earn the site In-Kind. That would be a good example of community In-kind. Any volunteering or community In-kind donations should go through Patricia Gordon, Family Engagement Coordinator. Discussion followed on possibly having an In-Kind competition between sites. Ms. Pettit stated she would come up with a fun competition idea and bring it to the next Policy Council meeting.

7. Attendance/Enrollment – *Information Item - Handout*

Ms. Pettit, gave an overview of the attendance and enrollment for the Child Development Programs. Ms. Pettit was happy to report all programs have reached full enrollment. Head Start has not exceeded the 130% of poverty level or over income slots. Ms. Pettit shared program has met the performance standard of 10% of children served with special needs. A representative asked if a child currently enrolled in a classroom is found to have a special need or disability would they be moved out of their classroom. Ms. Pettit, Director explained, not just because there is a diagnosis, necessarily means the child would be moved from a classroom. It depends on the findings, how and where program would be able to meet the child's needs.

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

Ms. Pettit shared recent communication received from the Office of Head Start regarding new Head Start performance standards on background checks. Head Start Regulations now require four different background checks for new employees. Overall some states are struggling with this new regulations so therefore OFHS has delayed compliance. The deadline to comply is September of 2019. Ms. Pettit is happy to report the Child Development Programs has already been doing all four-background checks with the help of EDCOE. All new hires are fingerprinted through EDCOE though Department of Justice, Federal Bureau of Investigation, Child Abuse Index and Sex Offender Registry.

9. Content Area Reports

Program Design and Management Strategic Planning Update

Ms. Pettit, Director gave a presentation and update on the Child Development Strategic Planning. A team consisting of Teachers, Classroom Assistants, Secretaries, Coordinators, and the Director met to analyze current program and operations such as program structure, program staffing and recruitment efforts as well as program strengths, weakness and solutions to ensure program continues to provide high quality services. The pilot program is one example of how program is looking at the structure and staffing of program. The pilot program is a Head Start and State Preschool combined site with only one teacher for both programs and one classroom assistant for each program. The capacity is 17 children for Head Start and 16 children for State Preschool with all children enrolled in a full day with the exception of the one Head Start only child. This helps with staffing shortage that program is currently experiencing, as there is three staff versus the five staff needed in current structure of a Head Start and State Preschool sites. A representative expressed concern about the class size reduction to 17 making it more difficult for children to enroll and remain on waiting lists longer. Ms. Pettit explained that currently most of children on the waiting list are three which is due to the current structure of ratios of three and four year olds and not being able to enroll more than half of the class of three year olds. If program were to cap at 17 that would allow for more three year olds in the classroom. As vacancies for staff, occur program would look at the site to see if they would be a fit for the proposed structure.

A representative expressed concern regarding aligning the preschool hours with the school site due to the school traffic. Having separate starting times for the preschool and the school helps with the traffic congestion. The representative suggested program should keep a staggered start time from the school site for the safety of all.

Ms. Pettit, Director shared the state funding renewal application has been sent and program is looking for funding opportunities. Funds are available through a duration grant and Ms. Pettit, alongside program coordinators, will be writing for this grant and bringing it forward to Policy Council for approval at the next meeting.

Education

Karen Van Patten, Education coordinator shared a video on School Readiness goals. Ms. Van Patten shared, teacher - parent conferences are taking place this month to share results of the DRDP assessments.

10. Class Reports

Pinewood representative shared that today was letter D – sharing day. The children are to take an object, which is not a toy that starts with the letter D and fits in a small brown lunch bag.

Jackson representative shared their site the children get to bring home a pet hamster for a week. When their family brought it home, they really enjoyed it and was a good reminder of whether or not they are ready for a pet.

Camino representative shared at their site they have a bucket with gently used clothes that is there for those who may need. Everyone puts in or takes if needed.

11. Adjournment

Ms. Candelario, Policy Council Chair, asked for a motion to adjourn the meeting.

Emily Lossius, Rescue representative made the motion of adjourning the Policy Council meeting. Briyana Harold, Early Head Start representative seconded the motion. 5-Aye, 0-Nae, 0-abstained. **Motion Passed.**

Meeting adjourned at 11:05 a.m.