

Child Development Programs Policy Council Meeting
November 16, 2018
County Office of Education – Conference Room B1&2
MINUTES

Those present:

Sites

Al Tahoe: Andy Burt* , Vice Chair; Al Tahoe, Audrey Kolkana Representative; Charles Brown: Zachary Patterson* , Representative; Jackson: Nadia Stamos, Representative; Placerville: Caitlyn Cooper* , Representative; Rescue: Lacey Johnson* , Alternate Representative; Sutter’s Mill: Jennifer Candelario, Chair; 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; Patricia Gordon, Family Engagement Coordinator; Karen Van Patten, Education Coordinator, Robyn Scott, Education Coordinator; Andrea Lindner Jones, Health Coordinator; Veronica Arechiga, Program Assistant;

1. Call to Order

Jennifer Candelario, Policy Chair, called the meeting to order at 9:37 a.m.

2. Welcome and Introductions

Mrs. Candelario welcomed the Policy Council members.

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 November 16, 2018 Policy Council Agenda

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.

Zachary Patterson, Charles Brown representative, made a motion to approve the November 16, 2018 Agenda as presented. Briyanna Harold, EHS representative, seconded the motion. 5-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.

Nadia Stamos, Jackson representative, made a motion to approve the October 26, 2018 minutes as taken. Briyana Harold, Early Head Start representative, seconded the motion. 5-Aye; 0-Nae; 0-Abstain **Motion passed.**

5.3 Approval of the Head Start Duration Grant

Jenny Pettit, Director presented the application for the Head Start Duration Grant for approval. Ms. Pettit gave a brief description of what the program would do if awarded the grant. Program has been struggling with enrollment since the transitional kindergarten came about. 4 year olds that turn five in the current school year are enrolling into these TK programs, which leaves CDP classes with more three year olds than 4 year olds. Due to staff-child ratios, classes have to cap at 17 and program is not enrolling to full capacity of 20. If awarded the grant, program will be taking two classrooms to be continuous care classrooms providing Head Start and State Preschool services just as it currently designed. The class size would be 16 and the staff would be the same for Head Start and State Preschool. This model will allow the enrollment of more three year olds in the classroom and the opportunity for staff to have longer hours, which creates consistency of staff in the classroom. Ms. Pettit shared there is vacancies throughout program at this time allowing program to make these structural changes without the need to impact or layoff of staff at this time. The classrooms that would be part of this duration grant would be Tahoe Center and one of the classrooms at Ken Lowry. There was a question in regards to the funding amount requested and Ms. Pettit clarified that the \$585,000 would be the startup of these programs such as buildings and equipment. The \$238,000 would be an ongoing cost to maintain operation of program. There were no further questions or discussion.

Nadia Stamos, Jackson representative, made a motion to approve the HS Duration Grant as presented. Briyanna Harold, EHS representative seconded the motion. 5-Aye, 0-Nae, 0-Abstain. **Motion Passed.**

5.4 Acceptance of the Standard Code of Ethical Conduct Policy

Ms. Pettit presented the Standard Code of Ethical Conduct Policy to the Policy Council representatives. Last Policy Council meeting the Standard Code of Ethical Conduct was presented in draft form for approval and now that it has been approved, Ms. Pettit asked each representative accept the Standard Code of Ethical Conduct Policy by signing and dating the form. No action or approval needed and the representatives all signed and turned in their form accepting the Standard Code of Ethical Conduct Policy.

6. Program Accountant Report – Information Item – Handout

6.1 Budget – Ms. Jenny Pettit, Director reviewed the most recent budget reports and credit card expenses for the Child Development Programs. Ms. Pettit explained often books or other items are purchased for the classroom through Amazon at a better price than other available vendors are and that is why there are charges to Amazon. Ms. Pettit explained to the Policy Council Program is currently working on budgets to decrease the EDCOE contribution. The ultimate goal would be for program to be self-sufficient and have a zero contribution from EDCOE.

A representative asked in regards to the meal cost and there being a charge on a monthly basis. Mrs. Pettit explained that program provides meals at a higher cost than the reimbursement rate currently received due the meals being high in nutritional value standards. Program is comfortable with having a deficit in meals as it provides exceptional and nutritional meals to the children.

A representative asked what the carry forward amount was on the State Preschool Budget. Ms. Pettit explained program received additional funding through a Quality Improvement Grant through the Early Learning Local Planning Council for 17-18 school year. These funds are used for quality improvement of classrooms and program has received funding for this year as well. Program Coordinators are looking at all sites and seeing what the need is to improve classrooms to use the funds.

A representative asked if it was allowed for program to do any fundraising to cover costs for classroom improvement or program expenses. Ms. Pettit stated program is allowed to fundraise however, it needs to be done with good organization and complete plan. It would be something that would need to be organized and set up through program.

- 6.2 In-kind** – Ms. Pettit reviewed the current In-Kind reports for the Child Development Programs. As promised, there will be a competition on In-Kind with a class celebration for the class who earns the most In-kind. The competition will start in January and end in April with a winner announced in May.

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 and program has met the performance standard of 10% of children served with special needs. Ms. Pettit explained with the State Preschool contract, program receives funds based on actual attendance of children. Robyn Scott, Education Coordinator explained the importance of attendance for children not only for meeting the contracted funding but also for the importance of school readiness in upper grades, as children get older.

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

Mrs. Candelario shared there was no communication from the Office of Head Start.

9. Content Area Reports

Program Design and Management Strategic Planning Update - *Handout*

Ms. Pettit gave a review of the recruitment efforts for 2018-2019. There was various ideas brought forward and Ms. Pettit stated program continues to work on recruitment efforts and thanked everyone for their ideas.

Health

Andrea Lindner Jones, Health coordinator gave a presentation on the health requirements such as physicals that include a TB risk assessment, hemoglobin, lead assessment, immunizations, and vision and hearing screenings. In addition to those mentioned, program also requires a Health History and Nutritional Questionnaire for a child upon enrollment. Ms. Linder Jones explained the physical, TB risk assessment and immunization are licensing requirements and not complying with these can result in a child not being accepted for enrollment and or interruption of services if already enrolled. Mrs. Lindner Jones also gave a presentation on the flu vaccine and the importance of children receiving the vaccine every year. If there is any questions in regards to meeting the program requirements or need of resources, anyone can contact Mrs. Linder Jones.

10. Class Reports

Charles Brown representative shared their site is ready for the In-kind competition.

Sutter's Mill representative shared at their site a parent will be a secret Santa for the children and the children are excited!

Early Head Start representative shared many field trips have been cancelled due to poor air quality. Discussion occurred regarding the API and Ms. Pettit reassured everyone that program is keeping track of the air quality and communication with sites if there is the need to stay indoors or cancel class. Program is also working on improving communication in regards to emergencies.

11. Adjournment

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

Zachary Patterson, Charles Brown representative made the motion of adjourning the Policy Council meeting. Briyana Harold, Early Head Start representative seconded the motion. 3-Aye, 0-Nae, 0-abstained. **Motion Passed.**

Meeting adjourned at 11:01 a.m.