

**Child Development Programs Policy Council Meeting**  
**December 14, 2018**  
County Office of Education – Conference Room B1&2  
**MINUTES**

**Those present:**

Sites

Al Tahoe Representative: Andy Burttt\*, Vice Chair; Charles Brown Representative: Zachary Patterson\*; Placerville Representative: Caitlyn Cooper\*; Pollock Pines Representative: Jackie Mullinax\*; Tahoe Representative; Charles Rounds\*, Valley View Representative: Angela Honoroff\*

EARLY HEAD START

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; Stacia Ponce, Disabilities/Mental Health Coordinator; Betsy Bateson, Nutrition Coordinator; Veronica Arechiga, Program Assistant; Nathaly Vasquez, Family Services Associate

**1. Call to Order**

Andy Burttt, Vice Chair, called the meeting to order at 9:35 a.m.

**2. Welcome and Introductions**

Mr. Burttt welcomed the Policy Council members.

**3. Public Comment**

Mr. Andy Burttt, Vice 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 no public comment.

**4. Roll Call – Establish Quorum**

Veronica Arechiga, Program Assistant took roll call to establish quorum. There were not enough voting representatives present to establish quorum. As stated in the Policy Council By-Laws if quorum is not established the meeting may go into executive if a minimum of three officers present. The Secretary, Sargent-at-Arms and the Treasurer were all present bringing the meeting into executive.

## 5. Action Items

### 5.1 Approval of the December 14, 2018 Policy Council Agenda

Mr. Burt presented the Agenda for the December 14, 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 December 14, 2018 Agenda as presented. Brianna Harold, EHS representative, seconded the motion. 3-Aye; 0-Nae; 0-Abstain **Motion passed.**

### 5.2 Approval of the November 16, 2018 minutes

Mr. Burt presented the minutes from the November 16, 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.

Brianna Harold, EHS representative, made a motion to approve the November 16, 2018 minutes as taken. Caitlyn Cooper, Placerville representative, seconded the motion. 3-Aye; 0-Nae; 0-Abstain **Motion passed.**

### 5.3 Approval of the 2019-2020 Early Head Start/Head Start/State Preschool Eligibility, Recruitment, Selection, Enrollment and Attendance Policy

Ms. Pettit, Director, asked the Policy Council representatives to take a moment and review the 2019-2020 Early Head Start/Head Start/State Preschool Eligibility, Recruitment, Selection, Enrollment and Attendance Policy. Ms. Pettit gave a brief summary of the policy such as recruitment efforts and selection. Recruitment efforts are made by advertising and going out to school sites during kindergarten registration. Selection points are based on different risk factors such as Foster, At Risk, McKinney Vento and income. The children are enrolled from the waiting list based on the highest priorities. There was a question regarding families who are full cost and what kind of eligibility they would have. Ms. Pettit explained program would have to enroll all income eligible families first before any full cost families due to the way the criteria is set up however, most sites have availability to enroll families who are full cost.

Charles Rounds, Tahoe representative, made a motion to approve the 2019-2020 Early Head Start/Head Start/State Preschool Eligibility, Recruitment, Selection, Enrollment and Attendance Policy. Zachary Paterson, Charles Brown representative seconded the motion. 3-Aye, 0-Nae, 0-Abstain. **Motion Passed.**

## 6. Program Accountant Report – Information Item – Handout

**Budget** – Ms. Jenny Pettit, Director reviewed the most recent budget reports and credit card expenses for the Child Development Programs.

**In-kind** – Ms. Pettit reviewed the current In-Kind reports for the Child Development Programs. Clarification was given on the In-kind competition coming in January in regards how it will be tracked. Ms. Pettit explained it will be tracked by site and the State Preschool sites that are not currently on the in-kind tracking form will be added. It was also shared that In-kind can be earned in different ways such as, wiping shelves, reading to your child, taking home cut-outs, donating items to the classroom, wiping/sanitizing book shelves and toys. 15 minutes a day of volunteering will equal to the 5-hour In-kind requirement for Head Start.

## 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. A question was asked as to why program was over enrolled in Head Start and if program over enrolls does program have to then pay for that child's meals and costs? Ms. Pettit explained that was true for Head Start however typically program will not over enroll unless there is an extenuating circumstance and will find out why Head Start over enrolled at this time. If program over enrolls in State Preschool program would earn the ADA for that child and because historically program starts low with numbers at the beginning of the year, typically they will over enroll in State Preschool. The real cost that program would incur by over enrolling is paying for the child's meal.

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

Mrs. Pettit shared the communication from the Office of Head Start was for the 2019-2020 COLA - Cost of Living increase for Head Start. The increase is 1.77% and will be included in the current salary negotiations.

**9. Content Area Reports**

**Disabilities**

Stacia Ponce, Disabilities and Mental Health Coordinator gave a brief presentation on milestone moments for children. Ms. Ponce stated the importance for parents to know all children learn at different levels. There is no wrong or right in parenting and the Parent is the first and foremost advocate of the child, as they know their child best. The program is to support and work with the parent in advocating for their child. Ms. Ponce shared different strategies and encouraged parents to start with their teacher, which could then start the referral process.

**Nutrition**

Betsy Bateson, Nutrition Coordinator asked parents to look for the book Duck Soup in their classrooms and if they have the opportunity to sit and read it with their child. There are several books on soups in the classroom and Ms. Bateson encouraged everyone to check out these books.

**10. Class Reports**

There were no class reports.

**11. Adjournment**

Mr. Burt, Policy Council Vice Chair, asked for a motion to adjourn the meeting.

Charles Round, Tahoe 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 10:55 a.m.