

Child Development Programs Policy Council Meeting

March 01, 2019

County Office of Education – Conference Room B1&2

MINUTES

Those present:

Sites

Al Tahoe Representative: Andy Burt* , Vice Chair; Pinewood Representative: Jackie Mullinax* , Sargent-at-Arms; Placerville Representative: Caitlyn Cooper* , Rescue Representative: Lacey Johnson; Sutter’s Mill Representative: Jennifer Candelario, Chair, Tahoe Representative; Audrey Kokola, Valley View Representative: Angela Honoroff

EARLY HEAD START

Western Slope: No representative in attendance

South Lake Tahoe: No representative in attendance

STAFF & GUESTS

Jenny Pettit, Director; Patricia Gordon, Family Engagement Coordinator; Karen Van Patten, Education Coordinator, Robyn Scott, Education Coordinator; Deirdre Slater, Education Coordinator; Betsy Bateson, Nutrition Coordinator; Andrea Lindner Jones, Health Coordinator; Veronica Arechiga, Program Assistant.

1. Call to Order

Mrs. Jennifer Candelario, Chair, called the meeting to order at 9:44 a.m.

2. Welcome and Introductions

Mrs. Jennifer Candelario, Chair welcomed the Policy Council members.

3. Public Comment

Mrs. 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 no public comment.

4. Roll Call – Establish Quorum

Veronica Arechiga, Program Assistant took roll call to establish quorum. There were not enough voting members to establish quorum. The meeting went into executive with the Vice Chair, Sargent-at-arms and Treasurer present.

5. Action Items

5.1 Approval of the March 01, 2019 Policy Council Agenda

Mrs. Candelario presented the Agenda for the March 01, 2019 Policy Council Meeting. Representatives were asked to take a moment and review the Agenda for approval.

Jackie Mullinax, Pinewood representative, made a motion to approve the March 01, 2019 Agenda as presented. Caitlyn Cooper, Placerville representative, seconded the motion. 3-Aye; 0-Nae; 0-Abstain **Motion passed.**

5.2 Approval of the January 25, 2019 Minutes

Mrs. Candelario presented the Minutes from the January 25, 2019 meeting. She asked representatives to take a moment to 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 March 01, 2019 Agenda as presented. Caitlyn Cooper, Placerville representative, seconded the motion. 3-Aye; 0-Nae; 0-Abstain **Motion passed.**

5.3 Approval of the Program Self-Assessment 2018-2019

Ms. Pettit, Director, briefly explained the Program Self-Assessment process in which program assess areas such as school readiness, program budgets, component data, and data base entry. Agency Strengths, Concerns, and Plan of Actions were reviewed.

Jackie Mullinax, Pinewood representative, made a motion to approve the Program Self-Assessment 2018-2019 as presented. Caitlyn Cooper, Placerville representative seconded the motion. 3-Aye, 0-Nae, 0-Abstain. **Motion Passed.**

5.4 Approval of Program Goals and Objectives 2019-2020

Ms. Pettit, Director shared some of the programs goals and objectives for 2019-2020.

Jackie Mullinax, Pinewood representative, made a motion to approve the Program Goals and Objectives 2019-2020 as presented. Caitlyn Cooper, Placerville representative seconded the motion. 3-Aye, 0-Nae, 0-Abstain. **Motion Passed**

5.5 Approval of the 2019-2020 Early Head Start/Head Start Baseline Application

Ms. Pettit, Director shared program is ready to submit of the Early Head Start/Head Start Baseline Application with proposed changes.

6. Program Accountant Report – Information Item – Handout

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

In-kind – Ms. Pettit, Director reviewed the current In-Kind reports for the Child Development Programs. The In-Kind competition is full swing and sites are working diligently generating In-kind. Discussion followed on ideas of how to generate In-kind and what counts and does not count. The site teachers or Patricia Gordon, Family Engagement Coordinator can answer questions regarding In-kind.

Attendance/Enrollment – Information Item - Handout

Ms. Pettit gave an overview of attendance and enrollment for the Child Development Programs.

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

There was no communication from the Office of Head Start to report.

9. Content Area Reports

Program Updates

Mrs. Pettit, Director, gave a summary of findings of the Child Development 2018-2019 Program Annual Report.

Nutrition

Betsy Bateson, Nutrition Coordinator shared February Harvest of the Month was grapefruit and the children enjoyed making different recipes and trying grapefruit in the classroom. March Harvest of the Month will be cabbage and again the children will be making different recipes with cabbage in the classroom.

Health

Andrea Lindner Jones, Health Coordinator invited all representatives and parents to attend the Health Advisory Council Meeting on March 15, 2019 from 10:30 to 12:00 in Building D4. Parents can hear topics on health that are happening in the program or within the community in this meeting. Many different agencies from within the community will also attend.

Family Engagement

Patricia Gordon, Family Engagement Coordinator announced recruitment for the 2019-2020 school year started as of March 1, 2019. Applications for preschool services are available at the Child Development Central Office; Monday thru Friday from 8:00 to 4:30 p.m., Staff will also be out at all the school sites taking applications. Families interested in services can call the central Office for dates, times and locations staff will be out at sites.

Education

Robyn Scott, Education Coordinator gave a summary of findings of the Desired Results Developmental Profile for winter. Ms. Scott explained the teacher completes the DRDP three times a year for Head Start, Fall, Winter and Spring and Twice for State Preschool, Fall and Spring. Early Head Start completes the DRDP every 60 days that turns out to be three times a year. Based on data from these screenings the education team is able to provide individual support for children as well as classroom support to teachers. Ms. Scott gave a summary of the school readiness goals for the 2018-2019 school year for the three and four year olds for fall and winter. The percentages showing where children were in the fall and now in winter and where program would like to be in the spring.

10. Class Reports

There was no class reports.

11. Adjournment

Mrs. Jennifer Candelario, Chair, asked for a motion to adjourn the meeting.

Jackie Mullinax, Pinewood representative made the motion to adjourn the Policy Council meeting. Caitlyn Cooper, Placerville representative seconded the motion. 3-Aye, 0-Nae, 0-abstained. **Motion Passed.**

Meeting adjourned at 11:04 a.m.