

**Child Development Programs Policy Council Meeting**  
**May 17, 2019**  
County Office of Education – Conference Room B1&2  
**MINUTES**

**Those present:**

Sites

Al Tahoe Representative: Andy Burt\*, Chair; Charles Brown Representative: Zach Patterson\*; Pinewood Representative: Jacki Mullinax\*; Placerville Representative: Caitlyn Cooper\*; Sutter's Mill Representative: Joanna Freidig; Tahoe Representative: Charles Rounds; 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; Betsy Bateson, Nutrition Coordinator; Karen Van Patten, Education Coordinator; Robyn Scott, Education Coordinator; Veronica Arechiga, Program Assistant.

**1. Call to Order**

Mr. Burt, Chair, called the meeting to order at 9:37 a.m.

**2. Welcome and Introductions**

Mr. Burt, Chair welcomed the Policy Council members.

**3. Public Comment**

Mr. Andy Burt, 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 members to establish quorum. A minimum of three officers were present. The Policy Council Chair, Secretary, Sargent-At-Arms and Treasurer were all present and the meeting could continue executive status.

## 5. Action Items

### 5.1 Approval of the May 17, 2019 Policy Council Agenda

Mr. Burt, presented the Agenda for the May 17, 2019 Policy Council Meeting. Representatives were asked to take a moment and review the Agenda.

Zach Patterson, Secretary, made the motion to approve the Agenda for the May 17, 2019 Policy Council Meeting as presented. Jackie Mullinax, Sargent-At-Arms, second the motion. 4-Aye; 0-Nae; 0-Abstain. **Motion Passed**

### 5.2 Approval of the April 26, 2019 minutes

Mr. Burt presented the Minutes from the April 26, 2019 meeting. He Asked representative to take a moment to review the minutes and if there were no changes to accept the minutes as taken.

Jackie Mullinax, Sargent-At-Arms, made the motion to approve the minutes to the April 26, 2019 Policy Council Meeting as presented. Caitlyn Cooper, Treasurer, second the motion. 3-Aye; 0-Nae; 0-Abstain. **Motion Passed**

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

**6.1 Budget** – Ms. Pettit, Director reviewed the most recent budget reports and credit card expenses for the Child Development Programs. There was discussion regarding rolling over the budgets and Ms. Pettit gave clarification as to why budgets could not be rolled over to next program year.

**6.2 In-kind** – Ms. Gordon, Family Engagement Coordinator, reviewed the current In-Kind reports for the Child Development Programs. She shared a graph that showed how well the sites were doing and which site was the winner of the In-Kind Competition. Ms. Gordon announced that Al Tahoe C2 is the In-Kind competition winner and the class will receive a build your own pizza party for earning the most In-kind.

## 7. **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**

Ms. Pettit, shared that program the Waiver for non-federal share and the Program Improvement Grant are both in the approval process. Once Program receives official notification, it will share with the Policy Council.

## 9. **Content Area Reports**

### **Education**

Karen VanPatten, Education Coordinator shared the DRDP data for the end of year. She was happy to report that most of the goals program set were meet. The Education team looks at the data to identify the strengths and weakness in the specific domains. With that information they are able to provide teachers support and training in the areas they may need improvement.

**Nutrition**

Betsy Bateson, Nutrition Coordinator thanked the Policy Council representatives for their participation and gave them each a recipe book.

**9. Class Reports**

Zach Patterson, Charles Brown Representative shared their classroom will be having an open house on Monday, May 20, 2019.

Joanna Friedig, Valle View representative shared they will also be having an open house on Monday, May 20, 2019.

Ms. Pettit, Director thanked the representatives for attending the Policy Council meetings throughout the year and presented each representative with a certificate of participation. She reminded them to come back for the first meeting of 19-20 so that new officers could be selected.

**11. Adjournment**

Mr. Andy Burt, Chair asked for a motion to adjourn the meeting.

Jackie Mullinax, Sargent-At-Arms, made the motion to adjourn the Policy Council Meeting. Caitlyn Cooper, Treasurer, second the motion. 4-Aye; 0-Nae; 0-Abstain. **Motion Passed**

Meeting adjourned at 10:34 a.m.