



COUNTY-WIDE POLICY COUNCIL

Tuesday, January 12, 2021

6:00 P.M.

Via ZOOM

AGENDA

	<u>Presenter</u>	<u>Motion</u>	<u>Page</u>
I. CALL TO ORDER	Carlos Lopez		
II. ROLL CALL	Margarita Mancilla		1-2
III. APPROVAL OF MINUTES	Carlos Lopez	Approval	3-7
IV. FRESNO EOC PROGRAM REPORT – School of Unlimited Learning (SOUL)	Dr. Mark Wilson	Information	
V. COMMUNITY REPRESENTATIVE REPORTS	Carlos Lopez	Information	
VI. FRESNO EOC COMMISSIONERS REPORT	Zina Brown-Jenkins	Approval	8-11
VII. MONTHLY FINANCIAL STATUS REPORTS	Jessica Aquino	Approval	12-18
VIII. ACTION ITEMS			
A. November Average Daily Attendance (ADA) Reports Early Head Start Head Start Center Base Head Start Home Base	Yessenia Magallon	Approval	19-22
B. Health Services Advisory Committee Bylaws	Marie Sani	Approval	23-29
IX. INFORMATIONAL ITEMS			
A. State California Department of Education (CDE) Monitoring Review	Helen Uyeda	Information	30
B. FY 2022 Early Head Start/Head Start Budget Process	Nidia Davis/ Rosa M. Pineda	Information	31-32
C. Head Start Center Base/Home Base Education Committee/Plan Process	Elizabeth Turner/ Guadalupe Zuniga	Information	33-42
D. Early Head Start Curriculum Planning Process Outline	Stephanie Lambrecht	Information	43-45
E. FY 2020-2021 Head Start 0 to 5 School Readiness 1 st Aggregation	Stephanie Lambrecht/ Christina Coble/ Elizabeth Turner	Information	46-50
F. Early Head Start/Head Start Monthly Program Update Report (PUR)	Nidia Davis/ Rosa M. Pineda	Information	51-52
G. Personnel Committee Reports	Candace Liles	Information	53-54
X. ANNOUNCEMENTS	Candace Liles		
A. February 2, 2021 – Next CWPC Meeting Via ZOOM at 6:00 p.m.			
B. February 8, 2021 – Lincoln’s Day Holiday – No School			
C. February 15, 2021 – President’s Day Holiday – No School			
D. February 16, 2021 – Next Executive Board Meeting Via ZOOM at 6:00 p.m.			
XI. ADJOURNMENT			

COUNTY-WIDE POLICY COUNCIL MINUTES

January 12, 2021

CALL TO ORDER	The meeting was called to order at 6:03 p.m. by Carlos Lopez, CWPC Chairperson via ZOOM Call.
ROLL CALL	<p>Roll Call was called by Margarita Mancilla, CWPC Secretary. The following Representatives were present: Patricia Lopez, Margarita Mancilla, Jessica Aquino, Mashona Buma, Tran Thao, Maria G. Moreno, Karla Manuel, Monica Rodriguez, Yessenia Magallon, Cesia Munoz, Ofelia Sandoval, Soraya Ifticene, Alma Ramos, Candace Liles, Veronica Aguilera, Ashleigh Rocker Greene, Rosio Gutierrez, Emilia Juarez, Ana Torres Amezcua, Jolanna Grayson, Railene Zepeda Mayra Cedano-Heredia, Araceli Zavalza, Carlos Lopez, Danielle Cash, Ana Yareli Galarza, Sonia Tiznado, William Triguero, Natisha Goins, LaVera Smith, Zina Brown-Jenkins, Lupe Jamie-Mileham and Jimi Rodgers.</p> <p>Carlos Lopez, CWPC Chairperson, informed Representative that meeting will move on to Information Items due to a lack of quorum at this time.</p>
STATE CALIFORNIA DEPARTMENT OF EDUCATION (CDE) CONTRACT MONITORING REVIEW	<p>Helen Uyeda, Braided Funding Manager, informed Representatives of the State California Department of Education (CDE) Contract Monitoring Review. This information was sent to Representatives prior to tonight's meeting.</p> <p>Federal and state laws require the California Department of Education (CDE) to monitor implementation of programs operated by Non-Local Agencies (Non-LEAs). Non-LEAs are responsible for creating and maintaining programs, which meet minimum fiscal and programmatic requirements.</p> <p>For Fiscal Year 2021, CDE will be reviewing remotely; CDE previously notified Fresno EOC that our review is scheduled for the week of January 11, 2021 through January 15, 2021. CDE recently has contacted us that the monitoring review has been re-scheduled for a later date (pending). CDE will give us a sixty (60) day notification with new review date.</p>
FY 2022 EARLY HEAD START/HEAD START ANNUAL BUDGET PREPARATION PROCESS	<p>Rosa M. Pineda, Early Care & Education Director, informed Representatives of the Annual Budget Preparation Process. This information was sent to Representatives prior to tonight's meeting.</p> <p>The Annual Budget Preparation Process outlines the steps that staff, parents, County-Wide Policy Council and Fresno EOC Board of Commissioners implement from creation of local site budgets and submission of the continuation funding application to the Office of Head Start for final approval and awarded of the needed funds.</p> <p>Parents and staff will be notified when Center Base, Home Base and Early Head Start Budget Training Meetings will be scheduled via ZOOM.</p>
FRESNO EOC PROGRAM REPORT – SOUL	Dr. Mark Wilson, Chief Academic Officers/Principal for Fresno EOC School of Unlimited Learning (SOUL), was unable to attend tonight's meeting.
COMMUNITY REPRESENTATIVE REPORTS	There were no Community Representative Reports given at tonight's meeting.

HEAD START CENTER
BASE/HOME BASE
EDUCATION
COMMITTEE/PLAN PROCESS

Guadalupe Zuniga, Home Base Services Manager, informed Representatives of the Head Start Center Base/Home Base Education Committee/Plan Process. This information was sent to Representatives prior to tonight's meeting.

In accordance with Head Start Program Performance Standard 1301.4 Parent Committee

(a) Establishing parent committee. A program must establish a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible. This committee must be established at the center level for center-based program and at the local program level for other program options. When a program operates more than one options, parents may choose to have a separate committee for each option or combine membership. A program must ensure that parents of currently enrolled children understand the process for elections to the policy council or policy committee and other leadership opportunities.

(b) Requirement of parent committee. Within the parent committee structure, a program may determine the best methods to engage families using strategies that are most effective in their community, as long as the program ensures the parent committee carries out the following minimum responsibilities.

- (1) Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families.
- (2) Have a process for communication with policy council and policy committee; and
- (3) Within the guidelines established by the governing body, policy council or policy committee, participate in the recruitment and screening of Early Head Start and Head Start employees.

FY 2020-2021 HEAD START
0 TO 5 EARLY HEAD START
CURRICULUM PLANNING
PROCESS

Stephanie Lambrecht, Early Head Start Child Development Coordinator, informed Representatives of the FY 2020-2021 Head Start 0 to 5 Early Head Start Curriculum Planning Process. This information was sent to Representatives prior to tonight's meeting.

Per Head Start Program Performance Standards 1302.32 (a) (1) center-based and family child care programs must implement developmentally appropriate research-based early childhood curricula, including additional curricular enhancements, as appropriate that:

- (i) Based on scientifically valid research and have standardized training procedures and curriculum materials to support implementation
- (ii) Are aligned with Head Start Early Learning Outcomes Framework: Ages Birth to Five
- (iii) Have an organized developmental scope and sequence that include plans and materials for learning experiences based on developmental progressions and how children learn.

(2) A program must support staff to effectively implement curricula and at a minimum monitor curriculum implantation and fidelity, and provide support, feedback, and supervision for continuous improvement of its implementation through the system of training and professional development.

Head Start Program Performance Standard 1302.35 (d) (1) a home-based program that operated the home-based early childhood home-based curriculum must implement developmentally appropriate research-based early childhood curricula, including additional curricular enhancements, as appropriate that:

- (i) Promotes the parent's role as the child's teacher through experiences focused on the parent-child relationship and, as appropriate, the family's traditions, culture, values and beliefs;
- (ii) Aligns with the Head Start Early Learning Outcomes Frameworks: Ages Birth to Five and, as appropriate, state early learning standards, and, is sufficiently content-rich with the Frameworks to promote measurable progress towards goals outlined in the Framework; and,

FY 2020-2021 HEAD START
0 TO 5 EARLY HEAD START
CURRICULUM PLANNING
PROCESS – (Cont.)

- (iii) Have an organized developmental scope and sequences that includes plans and materials for learning experiences based on developmental progressions and how children learn.

(3) Support staff in the effective implementation of the curriculum and at a minimum monitor curriculum implementation and fidelity, and provide support, feedback, and supervision for continuous improvements and its implementation through the system of training and professional development.

Early Head Start Center Base Curriculum is Creative Curriculum for Infants, Toddler & Twos and the Early Head Start Home Base Curriculum is Partners for Healthy Babies.

FY 2020-2021 HEAD START
0 TO 5 SCHOOL READINESS
1ST AGGREGATION

Stephanie Lambrecht, Early Head Start Child Development Coordinator and Elizabeth Turner, Early Child Education Coordinator informed Representatives of the FY 2020-2021 Head Start 0 to 5 School Readiness 1st Aggregation. This information was sent to Representatives prior to tonight's meeting.

Per Head Start Program Performance Standard 1302.33 (b) (1) A program must conduct standardized and structured assessments, which may be observation-based or direct, for each child that provide ongoing information to evaluate the child's developmental and progress in outcomes aligned to the goals described in the Head Start Early Learning Outcome Framework: Ages Birth to Five. Such assessments must result in usable information for teachers, home visitors, and parents and conducted with sufficient frequency to allow for individualization within the program year.

Ongoing child assessment occurs in Head Start 0 to 5 with all enrolled children. In order to determine how children are progressing and where support may be needed, Fresno EOC Head Start 0 to 5 collects and analyzes child assessment data 3 times a year. The data aggregation assessment periods: Fall, Winter and Spring.

For each data aggregation period, data is collected and sent to Child Care Results Analytics to be analyzed, Child Care Results Analytics provides reports: program wide reports, site and classroom reports and individual child reports. The reports assist the program in planning and supporting positive child outcomes. Teacher and Home Visitors also utilize this data to plan and implement according to each child's strengths and needs.

Early Head Start assessed 229 children for center base and 22 children in home based in the areas of: Gross Motor, Fine Motor, Relationships to Inanimate Objects, Language/Communications, Self-Help, Relationship to Persons, Emotions and Feeling States and Coping Behavior.

Head Start assessed a total of 1,367 children for center base and home base in the areas of: Approaches to Learning, Social and Emotional Development, Language and Literacy, Cognition and Perceptual, Motor, and Physical Development.

At this time, Carlos Lopez, CWPC Chairperson, informed Representatives that a full quorum has been met and meeting will continue with Approval Items.

APPROVAL OF PREVIOUS
CWPC MINUTES

Carlos Lopez, CWPC Chairperson, informed Representatives of the December 1, 2020 CWPC Minutes. This information was sent to Representatives prior to tonight's meeting.

Motion to approve the December 1, 2020 CWPC Minutes as written and read was made by Candace Liles and seconded by Veronica Aguilera. Motion carried.

FRESNO EOC
COMMISSIONERS' REPORT

Zina Brown-Jenkins, Fresno EOC Commissioner, informed Representatives of the October 28, 2020 Fresno EOC Board meeting minutes. This information was sent to Representatives prior to tonight's meeting.

Ms. Brown-Jenkins shared the following from the December 16, 2020 Special Meeting:

- New Fresno EOC Commissioners were seated

FRESNO EOC
COMMISSIONERS' REPORT –
(Cont.)

- Kathleen Shivaprasad, Early Care & Education Director, will be retiring after 27 years
- Food Express Bus will be out in the rural areas from June 1, 2021 through May 31, 2022
- Food Express Bus is conducting a designing contest

Motion to approve the October 28, 2020 Fresno EOC Board meeting minutes as written and read was made by Veronica Aguilera and seconded by Maria G. Moreno. Motion carried.

MONTHLY FINANCIAL
STATUS REPORTS

Jessica Aquino, CWPC Treasurer, informed Representatives of the Monthly Financial Status Report for Early Head Start and Head Start programs for November 2020. These reports were sent to Representatives prior to tonight's meeting.

Ms. Aquino reported that the Monthly Financial Status Reports show all expenditures for the entire Early Head Start and Head Start programs for the month of November 2020 and year-to-date.

Motion to approve the Monthly Financial Status Reports for November 30, 2020 for Early Head Start and Head Start was made by William Triguero and seconded by Emilia Juarez. Motion carried.

ADA REPORTS

Yessenia Magallon, Early Head Start Representative, informed Representatives of the Average Daily Attendance (ADA) Report for Early Head Start and Head Start. This information was sent to Representatives prior to tonight's meeting.

The Early Head Start monthly ADA for November 2020 is 76.23% for Center Base and 65.84% for Home Base.

The Head Start monthly ADA for November 2020 is 94.59% for Center Base and 86.48% for Home Base.

Attendance should maintain an 85% daily rate and show opportunities for correction and resources for continuous improvement and partnership.

Motion to approve the ADA Reports for Early Head Start, Head Start Center Base and Home Base for November 2020 was made by Veronica Aguilera and seconded by Margarita Mancilla. Motion carried.

HEALTH SERVICES ADVISORY
COMMITTEE BYLAWS
REVISIONS

Marie Sani, Health Services Manager, informed Representatives of the Health Services Advisory Committee Bylaws Revisions. This information was sent to Representatives prior to tonight's meeting.

The Health Services Advisory Committee Bylaws were last reviewed in 2011. Changes reflect updating current letterhead, titles, formatting and modeling the bylaws after the 2020 revisions that were made to the Head Start 0 to 5 CWPC Bylaws.

The Health Services Advisory Committee (HSAC) acts as a consulting committee. It includes many persons from the community and it helps to assist us in reviewing policies and procedures for health program – to 5. The committee consists of a physician, dentist, Public Health Nurses and Head Start 0 to 5 parents.

Per Head Start Program Performance Standard: 1302.40(b), a program must establish and maintain a Health Services Advisory Committee that included Head Start parents, professionals and other volunteers from the community.

School Readiness begins with health and it is even more relevant now during a pandemic. At the last HSAC meeting in June 2020 the COVID-19 infection control procedures and short-term exclusion policies were reviewed.

HEALTH SERVICES ADVISORY
COMMITTEE BYLAWS
REVISIONS - (Cont.)

The purpose of the HSAC committee is to provide medical expertise to our health services program and the bylaws provide guidance on how this is done.

Motion to approve the Health Services Advisory Committee Bylaws revisions was made by Yessenia Magallon and seconded by Sonia Tiznado. Motion carried.

EARLY HEAD START/
HEAD START MONTHLY
PROGRAM UPDATE REPORT
(PUR)

Nidia Davis, Program Support Director, informed Representatives of the Early Head Start/Head Start Monthly Program Update Report (PUR). This information was sent to Representatives prior to tonight's meeting.

As mandated by the Office of Head Start, all Early Head Start and Head Start Programs are to comply with a Monthly Program Information Report to the CWPC.

The monthly report covers the following areas: Program Information Summary, Communication and Guidance from the HHS Secretary, Wait List Totals, and Meals/Snacks Totals for Children, for the Early Head Start and Head Start program.

PERSONNEL COMMITTEE
REPORT

Candace Liles, CWPC Personnel Committee Chairperson, informed Representatives of the Personnel Committee Report, which is presented monthly to CWPC. This information was sent to Representatives prior to tonight's meeting.

Ms. Liles reported the hiring/separation/job descriptions, personnel actions of Early Head Start and Head Start staff, as well as eligibility lists created for January 12, 2021.

ANNOUNCEMENTS

Candace Liles, CWPC Personnel Committee Chairperson, made the following Announcements:

- A. February 2, 2021 – Next CWPC Meeting Via ZOOM at 6:00 p.m.
- B. February 8, 2021 – Lincoln's Day Holiday – No School
- C. February 15, 2021 – President's Day Holiday – No School
- D. February 16, 2021 – Next Executive Board Meeting Via ZOOM at 6:00 p.m.

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made by William Triguero and seconded by Karla Manuel. Motion carried.

The meeting adjourned at 7:30 p.m.

Submitted by:

Esther Lepe
Recording Secretary