



COUNTY-WIDE POLICY COUNCIL

Tuesday, May 4, 2021

6:00 P.M.

VIA ZOOM

AGENDA

	<u>Presenter</u>	<u>Motion</u>	<u>Page(s)</u>
I. CALL TO ORDER	Araceli Zavalza		
II. ROLL CALL	Margarita Mancilla		1-2
III. APPROVAL OF MINUTES	Araceli Zavalza	Approval	3-14
IV. FRESNO EOC PROGRAM REPORT – FOOD DISTRIBUTION	Gabriela Romero	Information	
V. COMMUNITY REPRESENTATIVE REPORTS	Araceli Zavalza	Information	
VI. FRESNO EOC COMMISSIONERS REPORT	Zina Brown-Jenkins	Approval	15-17
VII. MONTHLY FINANCIAL STATUS REPORTS FOR THE MONTH OF MARCH 2021	Jessica Aquino	Approval	18-22
VIII. ACTION ITEMS			
A. Average Daily Attendance (ADA) Reports for the Month of March 2021 Early Head Start Head Start Center Base Head Start Home Base	Yessenia Magallon	Approval	23-27
B. Head Start 0 to 5 Budget Modification	Rosa M. Pineda/ Nidia Davis	Approval	Hand carry
C. Head Start 0 to 5 Site Boundaries	Veronica Galvan/ Olga Jalomo-Ramirez	Approval	28-76
IX. INFORMATIONAL ITEMS			
A. Personnel Committee Report	Candace Liles	Information	77-78
B. CWPC Summer Months Meetings (June, July, August)	Olga Jalomo-Ramirez	Information	79
C. Third Triannual Review for Self-Assessment	Veronica Galvan	Information	80-81
D. Early Head Start School Readiness 2 nd Aggregation	Stephanie Lambrecht/ Christina Coble	Information	82-87
E. Head Start Center Base and Home Base End-of-Year Activities	Helen Uyeda/ Guadalupe Zuniga	Information	88
F. Representative Appreciation 2021	Patricia Gonzalez de Martinez/ Marisela Acosta	Information	89
G. Contract Monitoring Review (CMR)	Helen Uyeda	Information	90
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I. Head Start 0 to 5 Program Update Report (PUR) for the Month of March 2021	Rosa M. Pineda/ Nidia Davis	Information	92-94
X. ANNOUNCEMENTS	Jolanna Grayson	Information	
A. May 13, 2021 – CWPC Parent Planning & Review Committee Meeting via ZOOM			
B. May 18, 2021 – Next Executive Board Meeting via ZOOM at 6:00 p.m.			
C. May 21, 2021 – Last day for Home Base Socialization			
D. May 31, 2021 – Memorial Day – Holiday			
E. June 1, 2021 – Head Start 0 to 5 Recruitment for 2021-2022 Program Year			
F. June 1, 2021 – CWPC Meeting via ZOOM at 6:00 p.m.			
G. June 8, 2021 – Last Day for Center Base Classes (3.5 Hour Classes)			
H. June 8, 2021 – Last Day for CSPP Classes (7.5 Hour Classes)			
I. June 22, 2021 – Last Day for 6 Hour Classes			
J. June 30, 2021 – Last Day for CSPP Program Year Classes 2021 (10 Hour Classes)			
K. July 1, 2021 – Classes Begin for New CSPP Program Year 2021-2022			
XI. ADJOURNMENT			

**COUNTY-WIDE POLICY COUNCIL
MINUTES**

May 4, 2021

- CALL TO ORDER** The meeting was called to order at 6:01 p.m. by Araceli Zavalza, CWPC Chairperson via ZOOM Call.
- ROLL CALL** Roll Call was called by Jessica Aquino, CWPC Treasurer. The following Representatives were present: Marycruz Rojas Maravillas, Patricia Lopez, Alma Martinez, Margarita Mancilla, Jessica Aquino, Natalie Montano, Tran Thao, Maria G. Moreno, Cynthia Carrisalez, Monica Rodriguez, Sara Quintana, Yessenia Magallon, Cesia Munoz, Ofelia Sandoval, Maricela Velazquez, Alma Ramos, Cynthia Rivera, Candace Liles, Veronica Aguilera, Carol Perez, Daniela Martinez, Ashleigh Rocker Greene, Rosio Gutierrez, Emilia Juarez, Railene Zepeda, Blanca Yulianna Perez Torres, Brenda Marmolejo, Mayra Cedano-Heredia, Amber Jaimes, Alma Gonzalez, Araceli Zavalza, Fawnda Cole, Sonia Tiznado, William Trigueros, Natisha Goins, LaVera Smith, Jeorgina Padilla, Zina Brown-Jenkins, and Jimi Rodgers.
- Araceli Zavalza, CWPC Chairperson, informed Representatives that due to a lack of full quorum the meeting will move forward to Informational Items.
- 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 May 4, 2021.
- CWPC SUMMER MONTHS MEETING (JUNE, JULY, AUGUST)** Olga Jalomo-Ramirez, Family/Community Services Manager, informed Representatives of the CWPC Summer Months Meeting (June, July, August). This information was sent to Representatives prior to tonight's meeting.
- In accordance with CWPC Bylaws, the CWPC Executive Board shall act on behalf of the CWPC body during the summer months of June, July and August (CWPC Bylaws, Article V. Section 3). However, Head Start 0 to 5 staff encourages all Representatives to continue attending the CWPC meetings during the summer months in order to participate in the decision-making process of the program.
- The meetings will continue via ZOOM due to COVID-19 and in compliance with the Fresno Economic Opportunities Commission COVID-19 Safety Program. All Representatives will continue to receive the CWPC packet as the summer CWPC meeting are combined with the Executive Board meetings and take place once a month.
- The dates for the summer CWPC meetings are as follows:
- Tuesday, June 1, 2021 at 6:00 p.m.
 - Tuesday, July 6, 2021 at 6:00 p.m.
 - Tuesday, August 3, 2021 at 6:00 p.m.
- THIRD TRIANNUAL REVIEW FOR SELF-ASSESSMENT** Veronica Galvan, Quality Assurance Manager, informed Representatives of the Third Triannual Review for Self-Assessment. This information was sent to Representatives prior to tonight's meeting.

THIRD TRIANNUAL REVIEW
FOR SELF-ASSESSMENT –
(Cont.)

Head Start 0 to 5 must conduct a Self-Assessment that uses program data including aggregated child assessment data, and professional development and parent and family engagement data as appropriate, to evaluate the program's progress towards meeting goals established under paragraph (a) of this section, compliance with Head Start Program Performance Standards throughout the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness; communicate and collaborate with the governing body and policy council, program staff, and parents of enrolled children with conducting the annual Self-Assessment; and submit findings of the Self-Assessment to the responsible Health and Human Services (HHS) official.

Self-Assessment take place on the triannual basis throughout the program term and the aggregation periods are: Fall, Winter and Spring. At this time, we are preparing for the Third Triannual Review for Self-Assessment of this school year; as it is scheduled for May 11 through May 14, 2021.

Ms. Galvan shared that parents and Commissioners are invited to participate in AM or PM Sessions.

EARLY HEAD START
SCHOOL READINESS 2ND
AGGREGATION

Christina Coble, Early Head Start Child Development Site Coordinator and Patricia Gonzalez de Martinez, Early Head Start Family Engagement Coordinator informed Representatives of the Early Head Start School Readiness 2nd Aggregation. This information was sent to Representatives prior to tonight's meeting.

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 teacher, home visitors, and parents and be 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 are 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. Teachers and Home Visitors also utilize this data to plan and implement according to each child's strengths and need.

Ms. Coble shared that we use the Desired Results Developmental Profile (DRDP) tool to assess and evaluate the children in the Center Base sites three times a year. The Winter report from November 2020 to January 2021 aggregated data on 42 children.

Ms. Gonzalez de Martinez shared that in Home Base we use the Infant/Toddler Developmental Assessment (IDA) tool. The Winter report from November 2020 to January 2021 aggregated data on 232 children.

HEAD START CENTER BASE
AND HOME BASE END-OF-
YEAR ACTIVITIES

Guadalupe Zuniga, Home Base Services Manager, informed Representatives of the Head Start Center Base and Home Base End-of-Year Activities. This information was sent to Representatives prior to tonight's meeting.

For the 2020-2021 program year, due to COVID-19, the presentation of children's certificates will be given to children during the following:

- Center Base children certificates will be given on the last week of attendance.
- Distant Learner certificates will be included in their Education Packet or given to children on their last day.

HEAD START CENTER BASE
AND HOME BASE END-OF-
YEAR ACTIVITIES – (Cont.)

- Home Base will be including children's certificates in their last curriculum packet distribution.

At this time, Araceli Zavalza, CWPC Chairperson, informed Representatives that a full quorum has been met and the meeting will continue with Action Items.

APPROVAL OF PREVIOUS
CWPC MINUTES

Araceli Zavalza, CWPC Chairperson, informed Representatives of the April 6, 2021 CWPC Minutes. This information was sent to Representatives prior to tonight's meeting.

Motion to approve the April 6, 2021 CWPC Minutes as written and read was made by Fawnda Cole and seconded by Margarita Mancilla. Motion carried.

FRESNO EOC PROGRAM
REPORT – FOOD
DISTRIBUTION

Gabriela Romero, Community Services Program Manager, Fresno EOC Food Services, was unable to attend tonight's meeting.

COMMUNITY
REPRESENTATIVE REPORTS

No Community Representative Reports were given at tonight's meeting.

FRESNO EOC
COMMISSIONERS' REPORT

Zina Brown-Jenkins, Fresno EOC Commissioner, informed Representatives of the February 24, 2021 Fresno EOC Board of Commissioners meeting minutes. This information was sent to Representatives prior to tonight's meeting.

Ms. Brown-Jenkins shared the following:

- Fresno EOC Board Retreat took place on April 16-17, 2021 at the Fresno Executive Plaza. It was a welcomed change to see one and other in person again. Others participated in the Retreat via ZOOM. Topics covered were the Bylaws, Responsibilities of the Commissioners and unfinished business was discussed.
- Fresno EOC Commissioner Richard Keyes passed away earlier this year. Mr. Keyes was a trailblazer for many years in the community of Fresno. A Memorial Bench for Mr. Keyes was dedicated at the Fresno Executive Plaza in his memory. Many of his family members were at the dedication.
- Rural Food Bus Contest was open to ages 4-18 years and the voting will be taking place. The winners of the will contest will receive \$100 and their art work will be displayed on the Rural Food Buses.

Motion to approve the February 24, 2021, Fresno EOC Board of Commissioners meeting minutes as written and read was made by Railene Zepeda and seconded by Fawnda Cole. Motion carried.

At this time, Ms. Brown-Jenkins, shared the following information on the Food Distributions dates, times and locations:

May 7, 2021 at 8:00 a.m. – Parlier New Senior Center, 690 S. Newmark Avenue, Parlier, CA

May 10, 2021 at 9:00 a.m. – Del Rey Community Center, 10649 E. Morro Avenue, Del Rey, CA

May 17, 2021 at 9:00 a.m. – Our Lady of Lourdes Mission (Cantua Creek Neighborhood Market), 16101 South Derrick, Cantua Creek, CA

May 18, 2021 at 8:00 a.m. - Orange Cove Community Center, 1705 S. Anchor Avenue, Orange, Cove, CA

May 21, 2021 at 8:00 a.m. - Parlier New Senior Center, 690 S. Newmark Avenue, Parlier, CA

MONTHLY FINANCIAL
STATUS REPORTS FOR THE
MONTH OF MARCH 2021

Jessica Aquino, CWPC Treasurer, informed Representatives of the Monthly Financial Status Report for Early Head Start and Head Start programs for the month of March 2021. 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 March and year-to-date.

Motion to approve the Monthly Financial Status Reports for March 31, 2021 for Early Head Start and Head Start was made by Fawnda Cole and seconded by Margarita Mancilla. Motion carried.

AVERAGE DAILY
ATTENDANCE (ADA)
REPORTS FOR THE
MONTH OF MARCH 2021

Yessenia Magallon, Early Head Start Representative, informed Representatives of the Average Daily Attendance (ADA) Report for the month of March 2021 for Early Head Start and Head Start. This information was sent to Representatives prior to tonight's meeting.

Per Performance Standard 1302.16, a program must track attendance for each child and implement a process to ensure children are safe when they do not arrive at school. In addition, a program must implement strategies to promote attendance by providing information about the benefits of regular attendance; support families to promote the child's regular attendance; conduct a home visit or make other direct contact with a child's parent if a child has multiple unexplained absences' and thereafter, use individual child attendance data to identify children with patterns of absences that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children.

The Early Head Start monthly ADA for March 2021 is 51.03% for Center Base and 55.18% for Home Base.

The Head Start monthly ADA for March 2021 is 92.83% for Center Base and 85.75% 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 March 2021 was made by Alma Martinez and seconded by Fawnda Cole. Motion carried.

HEAD START 0 TO 5
BUDGET MODIFICATIONS

Nidia Davis, Program Support Director, informed Representative that the Head Start 0 to 5 Budget Modifications was not completed in time for tonight's meeting. Ms. Davis recommended that Action Item B. Head Start 0 to 5 Budget Modification be removed from the agenda.

Araceli Zavalza, CWPC Chairperson, requested a motion to remove Action Item B. Head Start 0 to 5 Budget Modification from the tonight's agenda, a motion was made by Yessenia Magallon and seconded by Margarita Mancilla. Motion carried.

HEAD START 0 TO 5
SITE BOUNDARIES

Veronica Galvan, Quality Assurance Manager, informed Representatives of the Head Start 0 to 5 Site Boundaries. This information was sent to Representatives prior to tonight's meeting.

In accordance with Head Start Program Performance Standards, a program must develop and implement a recruitment process designed to actively inform all families with eligible children with the recruitment area of the availability of program services, and encourage and assist them in applying for admission to the program. A program must include specific efforts to actively locate the recruitment children with disabilities and other vulnerable children, including homeless children and children in foster care (§1302.13 Recruitment for children).

During last month's CWPC meeting, Representatives were informed that there will be changes to the program options for Head Start. As a result, staff reviewed all Head Start 0 to 5 Site boundaries to ensure the revisions align with the community assessment and continue to serve families most in need.

HEAD START 0 TO 5
SITE BOUNDARIES – (Cont.)

Recommended changes include Head Start Center Base sites and Early Head Start Home Base and Center Base areas. In order for changes to be adopted, revisions must be reviewed and approved by the CWPC.

If approved by the CWPC this item will move forward for full EOC Board consideration at the May 26, 2021 Board of Commissioners meeting. If approved, staff will use revised Head Start 0 to 5 Site boundaries to reach those most in need of services.

Motion to approve the Head Start 0 to 5 Site Boundaries, was made by Amber Jaimes and seconded by Yessenia Magallon. Motion carried.

REPRESENTATIVE
APPRECIATION
2021

Patricia Gonzalez de Martinez, Early Head Start Family Engagement Coordinator, informed Representatives of the Representative Appreciation for the 2021 program year.

Annually, the Head Start 0 to 5 staff expresses their appreciation to all the Representatives, Community Representatives and Fresno EOC Commissioners that participated in the County-Wide Policy Council during the program year.

In compliance with the Fresno Economic Opportunities Commission COVID-19 Safety Program, a certificate of appreciation will be mailed during the month of May 2021.

Ms. Gonzalez de Martinez extended a "Thank You" to all Representatives, Community Representatives and Fresno EOC Board Commissioners for their participation in the Head Start 0 to 5 CWPC.

CONTRACT MONITORING
REVIEW (CRM)

Helen Uyeda, Interim Education Services Manager/Braided Funding Manager, informed Representatives of the Contract Monitoring Review (CRM). This information was sent to Representatives prior to tonight's meeting.

Federal and state laws require the California Department of Education (CDE) to monitor implementation of programs operated by Non-Local Education Agencies (Non-LEAs). Non-LEAs are responsible for creating and maintaining programs, which meet minimum fiscal and programmatic requirements.

For Fiscal Year 2021, CDE will be reviewing remotely. Originally, CDE notified Fresno EOC our review was scheduled for the week of January 11, 2021 through January 15, 2021, however CDE canceled the January review. Recently, CDE notified Fresno EOC our review is rescheduled for the week of May 10, 2021 through May 14, 2021.

CDE will be using the Early Learning and Care 2020-21 Program Instrument that indicates all the items that CDE will be looking at for this review. Our assigned CDE consultant, Christina Toney, is working with us to ensure we have a successful review.

CSPP PROGRAM'S SELF
EVALUATION (PSE)

Helen Uyeda, Interim Education Services Manager/Braided Funding Manager, informed Representatives of the California State Preschool Program (CSPP) Self Evaluation (PSE). This information was sent to Representatives prior to tonight's meeting.

The California Department of Education (CDE), Early Education and Support Division (EESD), implemented a monitoring system for evaluating child care programs funded through the state, called the Program Self Evaluation (PSE) and will be done remotely this year.

The self-evaluation process requires various data sources be conducted throughout the program year in order to arrive at the final step of Board review and approval for the final report. The six CSPP sites are the following centers in Fresno County; Cantua Creek, Dakota Circle, Franklin, Sequoia, Wilson and Yosemite. The results of the program evaluation were based on findings of the following documents:

1. *Desired Results Developmental Profile (DRDP) Summary of Finding (EESD 3900)* - A critical step toward supporting children's learning and developmental progress is for teachers to complete a Desired Results Developmental Profile (DRDP) for each child in the classroom.

CSPP PROGRAM'S SELF
EVALUATION (PSE) – (Cont.)

2. *Program Review Instrument Summary Findings and Corrective Action Plans (EESD 4001)* – This form summarizes all the results of Program Self Evaluation and Corrective Action Plans associated with each section.
3. *Preschool Environmental Rating Scale Summary of Findings (EESD 4002)* – An environmental rating scale is completed at each of the six CSPP sites. The Rating Scale consists of 49 items, and the findings identified areas of strength and need for improvement.
4. *Parent Survey Summary of Findings (EESD 4003)* – Parents' input was requested about the quality of the children's care by staff, the classroom environment, the curriculum and suggestions for improvement of services.

The CSPP Program's Self Evaluation is the presentation of the final draft document that requires Board approval, especially forms EESD 4000. The deadline for submitting this PSE to the California Department of Early Education and Support Division is by June 1, 2021

EARLY HEAD START/
HEAD START MONTHLY
PROGRAM UPDATE REPORT
(PUR) FOR THE MONTH OF
MARCH 2021

Rosa M. Pineda, Early Care & Education Director, informed Representatives of the Early Head Start/Head Start Monthly Program Update Report (PUR) for the month of March 2021. 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.

ANNOUNCEMENTS

Yessenia Magallon, Early Head Start Representative, made the following Announcements:

- A. May 13, 2021 – CWPC Parent Planning & Review Committee Meeting via ZOOM
- B. May 18, 2021 – Next Executive Board Meeting Via ZOOM at 6:00 p.m.
- C. May 21, 2021 – Last day for Home Base Socialization
- D. May 31, 2021 – Memorial Day Holiday
- E. June 1, 2021 – Head Start 0 to 5 Recruitment for 2021-2022 Program Year
- F. June 1, 2020 – CWPC Meeting via ZOOM at 6:00 p.m.
- G. June 8, 2021 – Last Day for Center Base Classes (3.5 Hours Classes)
- H. June 8, 2021 – Last Day for CSPP Classes (7.5 Hour Classes)
- I. June 22, 2021 – Last Day for 6 Hour Classes
- J. June 30, 2021 – Last Day for CSPP Program Year Classes 2021 (10 Hour Classes)
- K. July 1, 2021 – Classes Begin for New CSPP Program Year 2021-2022

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made by Veronica Aguilera and seconded by Carol Perez. Motion carried.

The meeting adjourned at 7:31 p.m.

Submitted By:

Esther Lepe
Recording Secretary