



COUNTY-WIDE POLICY COUNCIL

Tuesday, August 3, 2021
6:00 P.M.

MEETING WILL BE HELD VIA ZOOM

AGENDA

	<u>Presenter</u>	<u>Motion</u>	<u>Page</u>
I. CALL TO ORDER	Araceli Zavalza		
II. ROLL CALL	Margarita Mancilla		7-8
III. APPROVAL OF MINUTES	Araceli Zavalza	Approval	9-20
IV. COMMUNITY REPRESENTATIVE REPORTS	Araceli Zavalza	Information	
V. FRESNO EOC COMMISSIONERS REPORT (RECESS)	Zina Brown-Jenkins	Approval	
VI. MONTHLY FINANCIAL STATUS REPORTS FOR THE MONTH OF JUNE 2021	Jessica Aquino	Approval	21-26
VII. ACTION ITEMS			
A. Average Daily Attendance (ADA) Reports for the Month of June 2021 Early Head Start Head Start Center Base	Yessenia Magallon	Approval	27-30
B. Early Head Start Curriculum Philosophy	Christina Coble	Approval	31-37
VIII. INFORMATIONAL ITEMS			
A. Personnel Committee Reports	Candace Liles	Information	38-39
B. Family Outcomes Narrative Report 2020-2021	Olga Jalomo-Ramirez	Information	40-44
C. Center Base Recruitment Statistics	Sara Flores	Information	45-47
D. Head Start 0 to 5 Program Update Report (PUR) for the Month of June 2021	Rosa M. Pineda/ Nidia Davis	Information	48-50
E. County-Wide Policy Council Appointment of New Historian	Audrey Metcalf	Information	51
IX. ANNOUNCEMENTS	Candace Liles	Information	
A. September 6, 2021 – Labor Day Holiday – No school			
B. September 7, 2021 – Next CWPC Meeting in person at Franklin Head Start, 1189 Martin St., Fresno, CA 93706 at 6:00 p.m.			
C. September 21, 2021 – Next CWPC Executive Board Meeting in person at Executive Plaza, 1920 Mariposa St., Suite #230, Fresno, CA 93721 at 6:00 p.m.			
X. ADJOURNMENT			

**COUNTY-WIDE POLICY COUNCIL
MINUTES**

August 3, 2021

CALL TO ORDER

The meeting was called to order at 6:03 p.m. by Ashleigh Rocker Greene, CWPC Vice-Chairperson via ZOOM Call.

Araceli Zavalza, CWPC Chairperson was unable to attend tonight's meeting.

Ashleigh Rocker Greene, CWPC Vice-Chairperson, informed Representatives at tonight's meeting that only Executive Board members can make a motion and second on Action Items and vote.

As per the Fresno EOC Head Start 0 to 5 County-Wide Policy Council Bylaws under ARTICLE V. MEETINGS, Section 3. Quorum:

A quorum shall be constituted by 51% of the CWPC's membership.

The CWPC Executive Board shall act on behalf of the CWPC body in the summer months (June, July and August) in the event there is no quorum of the general body.

ROLL CALL

Roll Call was called by Jessica Aquino, CWPC Treasurer. The following Representatives were present:

Ashleigh Rocker Greene, Margarita Mancilla, Jessica Aquino, Fawnda Cole, Emilia Juarez, Tran Thao, Yessenia Magallon, Natalie Montano, Cesia Munoz, Veronica Aguilera, Soraya Ifticene, Sonia Tiznado, LaVera Smith, Zina Brown-Jenkins, Jewel Hurtado and Jimi Rodgers. A quorum of the Executive Board was present.

APPROVAL OF PREVIOUS
CWPC MINUTES

Ashleigh Rocker Greene, CWPC Vice-Chairperson, informed Representatives of the July 6, 2021 CWPC Minutes. This information was sent to Representatives prior to tonight's meeting.

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

FRESNO EOC PROGRAM
REPORT -

The Fresno EOC Program Report is in Summer Recess (June, July and August) and will resume in September.

COMMUNITY
REPRESENTATIVE REPORTS

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

FRESNO EOC
COMMISSIONERS' REPORT

Zina Brown-Jenkins, Fresno EOC Commissioner, informed Representative that the Fresno EOC Board of Commissioners remains on Summer Recess and meetings will resume in September.

MONTHLY FINANCIAL
STATUS REPORTS FOR THE
MONTH OF JUNE 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 June 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 June and year-to-date.

Motion to approve the Monthly Financial Status Reports for June 30, 2021 for Early Head Start and Head Start was made by Fawnda Cole and seconded by Emilia Juarez. Motion carried.

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

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

Per Head Start Program 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 June 2021 is 62.46% for Center Base and 82.73% for Home Base.

The Head Start monthly ADA for June 2021 is 91.53% for Center Base and Home Base was not in session as the program year ended May 20, 2021.

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 and Head Start Center Base for June 2021 was made by Margarita Mancilla and seconded by Jessica Aquino. Motion carried.

EARLY HEAD START
CURRICULUM PHILOSOPHY

Christina Coble, Early Head Start Child Development Site Coordinator, informed Representatives of the Early Head Start Curriculum Philosophy. This information was sent to Representatives prior to tonight's meeting.

Head Start 0 to 5 staff recommends approval for the Early Head Start Curriculum Philosophy. It will allow the program to continue to implement the curriculum planning process to provide families and children with high quality experiences that align with our six philosophy principles. These principals also align with our partnering agencies such as Fresno County Superintendent of Schools.

Head Start Program Performance Standard 1302.32(a)(1) states, center-based and family childcare program must implement developmentally appropriate research-based early childhood curricula, including additional curricular enhancements, as appropriate that:

- (i) Are 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 experience based on developmental progressions and how children learn.

Early Head Start utilizes two research based curriculum used to support children's development:

- Center Base – Creative Curriculum for Infants, Toddlers and Twos
- Home Base – Partners for a Healthy Baby

Ms. Coble explained the six (6) philosophical principles. This principles include the following:

1. The Early Head Start curriculum is relationships based.
2. The Early Head Start curriculum is developmentally appropriate.
3. The Early Head Start curriculum is individualized to accommodate the strengths, needs and interests of each family and child.
4. The Early Head Start curriculum is based upon the belief that the prenatal, infant and toddler phases of life represent critical periods in each child's and family's development.

EARLY HEAD START CURRICULUM PHILOSOPHY - (Cont.)

- 5. The Early Head Start curriculum is based upon cultural sensitivity and the concept of the uniqueness of each family's life way.
- 6. The Early Head Start curriculum supports bilingualism and biliteracy.

Motion to approve the Early Head Start Curriculum Philosophy was made by Margarita Mancilla and seconded by Fawnda Cole. Motion carried.

PERSONNEL COMMITTEE REPORT

Yessenia Magallon, Early Head Start Representative, 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. Magallon reported the hiring/separation/job descriptions, personnel actions of Early Head Start and Head Start staff, as well as eligibility lists created for August 3, 2021.

FAMILY OUTCOMES NARRATIVE REPORT 2020-2021

Olga Jalomo-Ramirez, Family/Community Services Manager, informed Representative of the Family Outcomes Narrative Report 2020-2021. This information was sent to Representatives prior to tonight's meeting

The Family Outcomes Survey is completed annually by Head Start parents/caregivers. It is distributed at the end of each school year to measure parents' opinions on how much they and their families have benefited from Head Start. The survey is fully aligned to "The Head Start Parent, Family and Community Engagement Framework (PFCE." The seven (7) Outcome Areas of the PFCE Framework that are measured are:

- 1. Family Well-Being
- 2. Positive Parent-Child Relationships
- 3. Families as Lifelong Educators
- 4. Families as Learners
- 5. Family Engagement in Transitions
- 6. Family Connections to Peers and Community
- 7. Families as Advocates and Leaders

The outcomes of the survey are used as one of many tools to guide the overall program planning process. Staff also utilize this data to plan for parent workshops according to parents' interests and/or needs.

This year, the Family Outcomes Survey was sent to parents/caregivers by mail or email in April 2021. We received a total of 1359 surveys from Center Base and Home Base, of which 889 were English and 470 were Spanish.

The percentage of Responses as "Very Helpful" were:

- Overall, how much did the program help you? 83%
- Overall, how much did the program help your child? 89%
- Overall, how much did the program help your family: 82%

CENTER BASE RECRUITMENT STATISTICS

Sara Flores, ERSEA Coordinator, informed Representatives of the Center Base Recruitment Statistics 2021-2022. This information was sent to Representatives prior to tonight's meeting.

Per the Head Start Program Performance Standard 1302.13, a program must develop and implement a recruitment process designed to actively inform all families with eligible children within recruitment area of availability of program services, reach those most in need of services, and assist them in apply for admission to the program.

The report tracks our recruitment efforts for the upcoming program term for the Head Start Center Base program. This report includes our Head Start Center Base Sites, New Grant Sites, and Partners. We have a total funded enrollment of 1,992. Our recruitment data began on March 8, 2021 and includes our recruitment efforts up to July 23, 2021. As of July 23, 2021, we have completed 485 new applications.

CENTER BASE RECRUITMENT
STATISTICS – (Cont.)

This report contains the number of confirmed repeaters and by Home Base transfers to center by site. We have a total of 730 children that have confirmed to repeat. A repeater child is a child who completed the previous school year and is age eligible to repeat. This report also contains our confirmed number of Head Start Home Base transfer to Head Start Center Base. These are children who completed the previous school year in Head Start Home Base and are transferring to Head Start Center Base for this school year because they are eligible to repeat.

Our new applications plus our total number of confirmed repeaters and transfers gives us a total of 1,278 participants. This places us at a need of 764 new applications to fulfill our enrollment.

Despite COVID-19, staff continue to make every effort to recruit. We are identifying age eligible siblings of Head Start children and reaching out to Community Partners to let them know we are actively recruiting children. We continue to provide marketing materials and participate in community recruitment events.

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

Olga Jalomo-Ramirez, Family/Community Services Manager, informed Representatives of the Early Head Start/Head Start Monthly Program Update Report (PUR) for the month of June 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.

COUNTY-WIDE POLICY
COUNCIL APPOINTMENT OF
NEW HISTORIAN

Audrey Metcalf, Family Engagement/Volunteer Services Specialist, informed Representative of the County-Wide Policy Council Appointment of New Historian.

On July 6, 2021, Jolanna Grayson submitted her resignation as Historian for the County-Wide Policy Council (CWPC). As a result, the office of CWPC Historian is vacant. According to the CWPC Bylaws, "should a vacancy be of an elected CWPC Executive Board member, the CWPC Chairperson will appoint a new officer (Article III, Section 9 – CWPC Executive Board Vacancy).

Araceli Zavalza, CWPC Chairperson, has appointed Emilia Juarez to be the new CWPC Historian for the remainder of 2020-2021 program year. The newly appointed CWPC Historian, Emilia Juarez will take office effective August 3, 2021.

At this time, Olga Jalomo-Ramirez, Family/Community Services Manager, administered the Oath of Office to Emilia Juarez, CWPC Historian.

ANNOUNCEMENTS

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

- A. September 6, 2021 – Labor Day Holiday – No School
- B. September 7, 2021 – CWPC Meeting in person at Franklin Head Start, 1189 Martin Street, Fresno, CA 93706 at 6:00 p.m.
- C. September 21, 2021 – Next CWPC Executive Board Meeting in person at Executive Plaza, 1920 Mariposa Street, Suite 230, Fresno, CA 93721 at 6:00 p.m.

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made by Yessenia Magallon and seconded by Margarita Mancilla. Motion carried.

The meeting adjourned at 6:50 p.m.

Submitted By:

Esther Lepe
Recording Secretary