



COUNTY-WIDE POLICY COUNCIL

Tuesday, November 2, 2021
 6:00 P.M.

VIA ZOOM

AGENDA

	<u>Presenter</u>	<u>Motion</u>	<u>Page</u>
I. CALL TO ORDER	Ashleigh Rocker Greene		
II. ROLL CALL	Lilly Lao		1-2
III. APPROVAL OF MINUTES	Ashleigh Rocker Greene		3-14
IV. COMMUNITY REPRESENTATIVE REPORTS	Ashleigh Rocker Greene		
V. FRESNO EOC COMMISSIONERS REPORT	Zina Brown-Jenkins		
VI. MONTHLY FINANCIAL STATUS REPORTS FOR THE MONTH OF AUGUST 2021	Angela Diaz		15-21
VII. ACTION ITEMS			
A. Average Daily Attendance (ADA) Reports For the month of September 2021 Early Head Start and Head Start Center Base	Ashleigh Rocker Greene		22-27
B. Election of Officers 2021-2022 School Year/Installation Sergeant at Arms, Historian, and EHS Representative	Olga Jalomo-Ramirez		28-31
C. Community Representative Recommendations for the 2021-2022 Program Year	Olga Jalomo-Ramirez		32
D. Early Head Start/Head Start Program School Readiness Goals 2021-2022 Draft	Guadalupe Zuniga/ Helen Uyeda		33-50
E. Head Start 0 to 5 Continuation/Refunding Application – Year 1	Rosa M. Pineda/Nidia Davis		51-55
F. Head Start 0 to 5 Annual Report 2020-2021	Rosa M. Pineda/Nidia Davis		56-69
G. Head Start 0 to 5 Program Options for 2021-2022 Program Year	Rosa M. Pineda/Nidia Davis		70-74
H. Fresno EOC Early Head Start/Head Start Child Guidance and Behavior Policy	Marie Sani/Guadalupe Zuniga		75-77
VIII. INFORMATIONAL ITEMS			
A. Personnel Committee Report	Ashleigh Rocker Greene		78-80
B. Head Start 0 to 5 September 2021 Monthly Program Update Report (PUR)	Rosa M. Pineda/Nidia Davis		81-83
IX. ANNOUNCEMENTS	Ashleigh Rocker Greene		
A. November 11, 2021 – Veteran’s Day Holiday - No School			
B. November 16, 2021 – Next CWPC Executive Board Meeting via ZOOM at 6:00 p.m.			
C. November 16-19, 2021 – Self-Assessment via ZOOM			
D. November 22 - 26, 2021 – Thanksgiving Break – Head Start – No School			
E. December 7, 2021 – CWPC Meeting via ZOOM at 6:00 p.m.			
F. December 20, 2021 to January 2, 2022 – Winter Break – No School			
X. ADJOURNMENT	Ashleigh Rocker Greene		

**COUNTY-WIDE POLICY COUNCIL
MINUTES**

October 5, 2021

CALL TO ORDER

The meeting was called to order at 6:12 p.m. by Ashleigh Rocker Greene, Vice-Chairperson via ZOOM call. Araceli Zavalza, CWPC Chairperson was unable to attend tonight's meeting.

ROLL CALL

Roll Call was called by Ashleigh Rocker Greene, Vice-Chairperson. The following Representatives were present: Brenda Velasquez, Xiomara Cuyun, Anna Fernandez, Alma Martinez Guillen, Miroslava Woodward, Erica Cortez, Natalie Montano, Laura Barnes, Youa Xiong, Stephanie Salazar, Haydee Garcia, Stephanny Vasquez, Melissa Rivas, Maria Barajas, Aurora Rios, Anna Chavez, Blanca Lopez, Senovia Murillo, Cynthia Rivera, Jasmin Soto, Ashleigh Rocker Greene, Lilly Lao, Christina Marquez, Blanca Perez, Ana Angeliano, Brenda Marmolejo, Juanita Marquez, Anyssa De La Cruz, Angela Diaz, Fawnda Cole, Ashley Sierra, Anna Thomas, Pedro Uresti, Maria Castellanos, Yessenia Magallon, Emilia Juarez, Maria Moreno, Cesia Muniz, Zina Brown-Jenkins and Jimi Rodgers. A quorum was present.

**APPROVAL OF PREVIOUS
CWPC MINUTES**

Ashleigh Rocker Greene, CWPC Vice-Chairperson, informed Representatives of the August 3, 2021 and September 7, 2021 CWPC Minutes. This information was sent to Representatives prior to tonight's meeting.

Motion to approve the August 3, 2021 and September 7, 2021 CWPC Minutes as written and read was made by Anna Chavez and seconded by Anna Fernandez. Motion carried

**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 of the Fresno EOC Board of Commissioners minutes from the June 23, 2021 meeting. This information was sent to Representatives prior to tonight's meeting.

Ms. Brown-Jenkins shared information from the September 22, 2021 Fresno EOC Board of Commissioners meeting.

Transforming and Inspiring: A. Ochoa of Fresno EOC Food Services helped to get food to the Wellness Center in Mendota with the Community Food truck. This food distribution event was well managed.

Strategic Planning: The challenge is to define Fresno EOC's role in bringing people from poverty to prosperity through strategic vision. Strategic Planning consists of three (3) sessions which will cover Core Values, Mission and Vision.

SOUL Charter School: SOUL Charter School is for teenagers that do not do well in a regular school setting and it offers an Independent Study Program. If you have any questions, please feel free to contact Zina Brown-Jenkins.

Motion to approve the June 23, 2021 Fresno EOC Board Minutes as written and read was made by Fawnda Cole and seconded by Juanita Marquez. Motion carried.

**FINANCIAL STATUS REPORT
FOR THE MONTH OF JULY
2021**

Ashleigh Rocker Greene, CWPC Vice-Chairperson, informed Representatives of the Monthly Financial Status Report for Early Head Start and Head Start programs for the month of July 2021. These reports were sent to Representatives prior to tonight's meeting.

FINANCIAL STATUS REPORT
FOR THE MONTH OF JULY
2021 (Cont.)

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

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

AVERAGE DAILY
ATTENDANCE (ADA)
REPORTS FOR THE
MONTH OF JULY 2021
AND AUGUST 2021

Yessenia Magallon, Early Head Start Representative, informed Representatives of the Average Daily Attendance (ADA) Report for the month of July 2021 and August 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 July 2021 is 60.79% for Center Base and 35.99% for Home Base.

The Head Start monthly ADA for July 2021 is 80.56% for Center Base. Total Head Start enrollment for July 2021 is 36. Home Base was not in session as the program year ended May 20, 2021.

The Early Head Start monthly ADA for August 2021 is 72.71% for Center Base and 90.32% for Home Base.

The Head Start monthly ADA for August 2021 is 83.45% for Center Base. Total Head Start enrollment for August 2021 is 1,073.

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 July 2021 and August 2021 was made by Anna Fernandez and seconded by Linda Murillo. Motion carried.

HEAD START 0 TO 5 ANNUAL
SUMMARY OF SELF-
ASSESSMENT

Veronica Galvan, Quality Assurance Manager, informed Representatives of the Head Start 0 to 5 Annual Summary of Self-Assessment.

As per the Head Start Program Performance Standards, with regards to ongoing assessment of program goals, "a program must effectively oversee progress towards program goals on an ongoing basis and annually must: (i) 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 toward meeting goals establish under paragraph (a) of this section, compliance with program performance standards through the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness' and (ii) Communicate and collaborate with the governing body and policy council, program staff, and parents of enrolled children when conducting the annual self-assessment' and, (iii) Submit findings of the self-assessment, including information listed in paragraph (b)(2)(i) of this section to the responsible HHS officials (§1302.102 Achieving program goals(b)(2)).

Fresno EOC Head Start 0 to 5 performed three annual Self-Assessments in November, February and April during each program year. Staff invites parents and Board of Commissioners to participate, compile and analyze data that is aggregated during the program year to date. Together, they identify strengths and areas for improvements and prescribe actions to be taken for corrections, when necessary.

HEAD START 0 TO 5 ANNUAL SUMMARY OF SELF-ASSESSMENT (Cont.)

In May, the data collected during each self-assessment (quantitative and qualitative) is merged into one final document that is referred to the Annual Summary of Self-Assessment Review Decisions. Strengths that are outlined were defined as beyond the mandates, no area of non-compliance were discovered, and areas for continuous improvements to better support the program were identified.

Motion to approve the Head Start 0 to 5 Annual Summary of Self-Assessment Review Decisions for program year 2020-2021 was made by Emilia Juarez and seconded by Alma Martinez. Motion carried.

CWPC ELECTIONS FOR 2021-2022 PROGRAM YEAR/INSTALLATION OF NEW OFFICERS

Olga Jalomo-Ramirez, Family/Community Services Manager, informed Representatives of the CWPC Elections for 2021-2022 Program Year and Installation of New Officers.

To be in accordance with Head Start Program Performance Standards, Section 1301.3, an agency must (a) establish policy council and policy committees. Each agency must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level.

During the month of October, elections are held to fill the positions of the CWPC Executive Board, which shall be comprised of six (6) elected officers, standing committee chairpersons, and one (1) appointed Early Head Start Representative. In an effort to include equal representation for all Early Head Start/Head Start centers and all Home Base areas, the CWPC body will be assigned to a six (6) Cluster System. Once an Executive Board officer position has been filled from a specific cluster, no other Representative from that particular cluster may run or be nominated.

The term of office for Head Start 0 to 5 CWPC Representatives consists of one (1) year commitment from October 2021 to October 2022. Representative cannot serve more than a three (3) year term (any 3 years combined) in accordance with Head Start 0 to 5 CWPC Bylaws, Article III, Section 5, Term of Office.

Ms. Jalomo-Ramirez explained duties and responsibilities of the CWPC officers as each position was opened up to the floor. Ms. Jalomo-Ramirez informed Representatives the terms are from October 2021 through October 2022. This information was mailed to Representatives prior to tonight's meeting.

Ms. Jalomo-Ramirez explained that voting will be conducted by counting the "Show of Hands".

Nominations were opened for **Chairperson**. The following persons were nominated: Fawnda Cole, Ashleigh Rocker Greene and Senovia Murillo.

As there were no further nominations, voting was conducted by counting the "Show of Hands".

Ashleigh Rocker Greene (Kings Canyon Center Base Representative) was elected Chairperson.

Nominations were opened for **Vice-Chairperson**. The following person was nominated: Fawnda Cole.

As there were no further nominations, voting was conducted by counting the "Show of Hands".

Fawnda Cole (Roosevelt Center Base Representative) was elected Vice-Chairperson.

Nominations were opened for **Secretary**. The following person was nominated: Lilly Lao

As there were no further nominations, voting was conducted by counting the "Show of Hands".

Lilly Lao (Madison Center Base Representative) was elected Secretary.

Nominations were opened for **Treasurer**. The following person was nominated: Angela Diaz.

As there were no further nominations, voting was conducted by counting the "Show of Hands".

CWPC ELECTIONS FOR
2021-2022 PROGRAM
YEAR/INSTALLATION OF
NEW OFFICERS (Cont.)

Angela Diaz (Romain Center Base Representative) was elected Treasurer.

Nominations were opened for **Sergeant-At-Arms**. As there were no nominations, elections for the position of CWPC **Sergeant-At-Arms** will be tabled for the next CWPC Meeting on November 2, 2021.

Nominations were opened for **Historian**. As there were no nominations, elections for the position of CWPC **Historian** will be tabled for the next CWPC Meeting on November 2, 2021.

Ms. Jalomo-Ramirez, explained that a Representative from the Early Head Start program will also sit on the CWPC Executive Board.

At this time, Olga Jalomo-Ramirez, administered the Oath of Office to the newly elected CWPC Executive Board officers:

Ashleigh Rocker Greene	CWPC Chairperson
Fawnda Cole	CWPC Vice-Chairperson
Lilly Lao	CWPC Secretary
Angela Diaz	CWPC Treasurer

A round of applause was given to the newly elected CWPC Executive Board officers.

Motion to approve tonight's elections for CWPC Chairperson, CWPC Vice-Chairperson, CWPC Secretary and CWPC Treasurer was made by Maria Castellanos and seconded by Anna Thomas. Motion carried.

Ashleigh Rocker Greene will continue tonight's meeting as the newly elected CWPC Chairperson.

PERSONNEL COMMITTEE
REPORT

Ashleigh Rocker Greene, CWPC 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. Rocker Greene reported the hiring/separation/job descriptions, personnel actions of Early Head Start and Head Start staff, as well as eligibility lists created for October 5, 2021.

COUNTY-WIDE POLICY
COUNCIL PROGRAM
GOVERNANCE TRAINING,
TUESDAY, OCTOBER 26,
2021

Nidia Davis, Program Support Director, informed Representatives of the County-Wide Policy Council Program Governance Training, for Tuesday, October 26, 2021. This information was previously sent to Representatives prior to tonight's meeting.

Per the Head Start Program Performance Standards 1301.5 – Training, an agency must provide appropriate training and technical assistance or orientation to the governing body, and advisory committee members, and the policy council, including training on program performance standards and training indicated in §1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.

This year, staff will host a CWPC Program Governance Training on Tuesday, October 26, 2021 at 6:00 p.m. via ZOOM.

Ms. Davis encouraged all Representative to attend this important training. A ZOOM invite will be sent to all Representatives.

2020-2021 PIR: EARLY
HEAD START/HEAD START

Rosa M. Pineda, Early Care & Education Director, informed Representatives of the 2020-2021 Program Information Report (PIR): Early Head Start/Head Start. This information was previously sent to Representatives prior to tonight's meeting.

Per Section 642(d)(2) of the Head Start Act, each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations, including the Program Information Report (PIR).

2020-2021 PIR: EARLY
HEAD START/HEAD START
(Cont.)

The Office of Head Start (OHS) PIR provides comprehensive data on the services, staff, children, and families served by Head Start and Early Head Start program nationwide. All grantees and delegates are required to submit PIR for Head Start and Early Head Start programs. PIR data is compiled for use of the federal, regional, state and local levels. The PIR collects data on children, staff and family demographics and program characteristics including data on physical health, mental health, disabilities and family services. All of this data is aggregated at the end of each program year and reported to the Office of Head Start.

SELF-ASSESSMENT DATA
REVIEW WEEK NOVEMBER
16 TO NOVEMBER 19,
2021/INVITATION TO
PARTICIPANTS IN SELF-
ASSESSMENT

Veronica Galvan, Quality Assurance Manager, informed Representatives of the Self-Assessment Data Review Week of November 16 to November 19, 2021 and the Invitation to Participants in Self-Assessment. This information was previously sent to Representatives prior to tonight's meeting.

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 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 when conducting the annual self-assessment; and, submit findings of the self-assessment to the Office of Head Start.

This year, we are scheduled to have three (3) Triannual self-assessment data reviews that have been scheduled to take place in November, February and May. The date for the first triannual self-assessment will take place November 16 to November 19, 2021. We would like to invite all CWPC Representatives to participate in the process of using data to monitor progress toward program goals, compliance with Head Start Program Performance Standards, and effectiveness in promoting school readiness.

Ms. Galvan informed Representatives that the Self-Assessment Orientation Training is scheduled for November 10, 2021 from 9:00 a.m. to 10:00 a.m. via ZOOM for Head Start 0 to 5 staff, families and Fresno EOC Board members.

EARLY HEAD START/
HEAD START MONTHLY
PROGRAM UPDATE REPORT
(PUR) FOR THE MONTH OF
JULY 2021 AND AUGUST
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 July 2021 and August 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

Ashleigh Rocker Greene, CWPC Chairperson, made the following Announcements:

- A. October 11, 2021 – Indigenous People's Day Holiday – No School
- B. October 19, 2021 – Next CWPC Executive Board Meeting 6:00 p.m.
- C. October 26, 2021 (Tuesday) – County-Wide Policy Council Program Governance Training – via ZOOM at 6:00 p.m.
- D. November 2, 2021 – CWPC Meeting 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 Maria Castellanos. Motion carried.

The meeting adjourned at 7:59 p.m.

Submitted By:

Esther Lepe
Recording Secretary