



**COUNTY-WIDE POLICY COUNCIL**

Tuesday, February 1, 2022

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	Senovia Murillo		7-8
III. APPROVAL OF MINUTES	Ashleigh Rocker Greene	Approval	9-18
IV. COMMUNITY REPRESENTATIVE REPORTS	Ashleigh Rocker Greene	Information	
V. FRESNO EOC COMMISSIONERS REPORT	Zina Brown-Jenkins	Approval	
VI. MONTHLY FINANCIAL STATUS REPORTS FOR THE MONTH OF NOVEMBER 2021	Angela Diaz	Approval	19-26
 VII. ACTION ITEMS			
A. Average Daily Attendance (ADA) Reports For the month of December 2021 Head Start and Early Head Start	Ashleigh Rocker Greene	Approval	27-32
B. Election of Officers 2021-2022 School Year/Installation Sergeant at Arms and Historian	Olga Jalomo-Ramirez	Approval	33-36
C. Head Start 0 to 5 Recruitment and Enrollment Policy	Sara Flores/ Olga Jalomo-Ramirez	Approval	37-43
D. Head Start 0 to 5 Selection Criteria	Sara Flores/ Olga Jalomo-Ramirez	Approval	44-47
 VIII. INFORMATIONAL ITEMS			
A. Personnel Committee Report	Peter Uresti	Information	48-50
B. Head Start 0 to 5 Program Update Report (PUR) for the month of December 2021	Rosa M. Pineda/ Nidia Davis	Information	51-53
C. Head Start 0 to 5 COVID-19 Updates	Marie Sani	Information	54
 IX. ANNOUNCEMENTS	Ashleigh Rocker Greene	Information	
A. March 1, 2022 – CWPC Meeting via ZOOM at 6:00 p.m.			
B. March 15, 2022 – CWPC Executive Board Meeting via ZOOM at 6:00 p.m.			
C. March 31, 2022 – Cesar Chavez Day Holiday – No School			
 X. ADJOURNMENT	Ashleigh Rocker Greene		



Early Care & Education

### COUNTY-WIDE POLICY COUNCIL MINUTES

January 11, 2022

**CALL TO ORDER** The meeting was called to order at 6:06 p.m. by Ashleigh Rocker Greene, CWPC Chairperson via ZOOM call.

**ROLL CALL** Roll Call was called by Senovia Murillo, CWPC Secretary. The following Representatives were present: Brenda Velasquez, Anna Fernandez, Alma Martinez Guillen, Uvilla Ibarra, Erica Cortez, Natalie Montano, Laura Barnes, Youa Xiong, Yeng Vang, Stephanie Salazar, Stephanie Vasquez, Ovelia Viramontez, Cesia Munoz, Vianey Contreras, Haydee Garcia, Blanca Lopez, Senovia Murillo, Cynthia Rivera, Lisett Rodriguez, Jerry Vang, Susana Islas, Ashleigh Rocker Greene, Rebecca Ramos, Carlos Campos, Christina Martinez, Aurora Rios, Anyssa De La Cruz, Clarrisa Varela, Naomi Jackson, Angela Diaz, Fawnda Cole, Shaday Williams, Pedro Uresti, Maria Castellanos, Nasthia Goins, LaVera Smith, Zina Brown-Jenkins, Jewel Hurtado and Jimi Rodgers. A quorum was present.

**APPROVAL OF PREVIOUS CWPC MINUTES** Ashleigh Rocker Greene, CWPC Chairperson, informed Representatives of the CWPC Minutes from the December 7, 2021 meetings. This information was sent to Representatives prior to tonight's meeting.

Motion to approve the December 7, 2021 CWPC Minutes as written and read was made by Naomi Jackson and seconded by Fawnda Cole. Motion carried

**COMMUNITY REPRESENTATIVE REPORTS** No Community Representatives 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 November 17, 2021 meetings. This information was sent to Representatives prior to tonight's meeting.

Ms. Brown-Jenkins shared information from the Fresno EOC Board of Commissioners meeting held on December 15, 2021.

Seating of Commissioners:

Target Area Elections Results, Community Sector Nominations and Public Official Appointments

- |                                      |   |
|--------------------------------------|---|
| Dr. Roberto Pimentel                 | State Center Community College District               |
| Brian King                           | Office of Mayor Jerry Dyer                            |
| James Martinez                       | Fresno Reel Pride                                     |
| Itzi Robles                          | Southeast Fresno Community Economic Development, Inc. |
| Jimi Rodgers                         | Association of Black Social Workers                   |
| Pastor Bruce McAlister               | West Fresno Faith Based Organization, Inc.            |
| Daniel Martinez                      | Target Area D   |
| Lisa Nichols                         | Target Area E   |
| Elizabeth Jonasson                   | Target Area G   |
| 14 <sup>th</sup> Senatorial District | Appointment Letter Pending                            |
| Board of Supervisors                 | Appointment Letter Pending                            |

The term of office is for two year commencing on January 1, 2022.

FRESNO EOC  
COMMISSIONERS' REPORT

Also on the agenda was the Fresno EOC Community Services Block Grant (CSGB) Budget for 2022 in the amount of \$1,905,650 for the period of January 1, 2022 to May 31, 2023. The CSGB Budget covers: Programs, Agency Wide Priorities and Administrative Personnel

Motion to approve the November 17, 2021 Fresno EOC Board Minutes as written and read was made by Alma Martinez Guillen and seconded by Senovia Murillo. Motion carried.

FINANCIAL STATUS REPORT  
FOR THE MONTH OF  
OCTOBER 2021

Angela Diaz, CWPC Treasurer, informed Representatives of the Monthly Financial Status Report for Early Head Start and Head Start programs for the month of October 2021. These reports were sent to Representatives prior to tonight's meeting.

Ms. Diaz reported that the Monthly Financial Status Reports show all expenditures for the entire Early Head Start and Head Start programs for the month of October 2021 and year-to-date.

Motion to approve the Monthly Financial Status Reports for October 31, 2021 for Early Head Start and Head Start was made by Carlos Campos and seconded by Natalie Montano. Motion carried.

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

Ashleigh Rocker Greene, CWPC Chairperson, informed Representatives of the Average Daily Attendance (ADA) Report for the month of November 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 November 2021 is 70.88% for Center Base and 94.66% for Home Base. Total Early Head Start enrollment for November is 247.

The Head Start monthly ADA for November 2021 is 74.39% for Center Base and 93.10% for Home Base. Total Head Start enrollment for November 2021 is 1358.

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 November 2021 was made by Maria Castellanos and seconded by Alma Martinez Guillen. Motion carried.

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 January 11, 2022.

FY 2023 HEAD START 0 TO 5  
BUDGET PROCESS

Rosa M. Pineda, Head Start Director, informed Representatives of the FY 2023 Head Start 0 to 5 Budget Process. This information was sent to Representatives prior to tonight's meeting.

The Annual Budget Preparation Process outlines the steps that staff, parents, County-Wide Policy Council and Fresno EOC Board of Commissioners implement from drafting of local site budgets and submission of the continuation funding application to the Office of Head Start for final approval and award of the needed funds.

Jim Rodriguez, Chief Financial Officer, will be conducting the Budget Training. Head Start and Early Head Start Chairpersons and Teacher Director/Center Directors are to attend. Budget Training date and time is pending at this time. Invites will be sent out and your attendance is encouraged.

HEAD START CENTER BASE &  
HOME BASE EDUCATION  
COMMITTEE PLAN PROCESS

Guadalupe Zuniga, Head Start 0 to 5 Home Base Manager and Helen Uyeda, Education 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 1304.4 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

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.

EARLY HEAD START CENTER  
BASE & HOME BASE  
CURRICULUM PLANNING  
PROCESS OUTLINE

Christina Coble, Early Head Start Child Development Site Coordinator, informed Representatives of the FY 2021-2022 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,
- (iii) Have an organized developmental scope and sequences that includes plans and materials for learning experiences based on developmental progressions and how children learn.

EARLY HEAD START CENTER BASE & HOME BASE CURRICULUM PLANNING PROCESS OUTLINE – (Cont.)	(iv) 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.
HEAD START AND EARLY HEAD START STRENGTHS, NEEDS AND INTERESTS PARENT SURVEY (SNIP)	Olga Jalomo-Ramirez, Family/Community Services Manager and Guadalupe Zuniga, Head Start 0 to 5 Home Base Manager, informed Representatives of the Early Head Start Strengths, Needs, Interest, Parent Survey (SNIPS) Results. This information was sent to Representatives prior to tonight's meeting.
	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.
	The SNIPS Survey is completed annually by Early Head Start parents/guardians. It is distributed each school year to inform staff of the family's strengths and/or needs.
	This year, the SNIPS Survey was sent to parents/guardians by email in October 2021. We sent a total of 1462, and received a total of 809 surveys from Center Base and Home Base in the Early Head Start program.
STATE OF CALIFORNIA DEPARTMENT OF EDUCATION (CDE) CSPP CONTINUED FUNDING APPLICATION	Helen Uyeda, Education Services Manager, informed Representatives of the State of California Department of Education (CDE) CSPP Continued Funding Application. This information was sent to Representatives prior to tonight's meeting.
	We were notified by the CDE that monies are available for existing CDE/EESD contractors to request continued funding for fiscal year 2022-2023.
	The State Preschool Program (CSPP contract) operated three (3) full day/full year classrooms in the following centers (Dakota Circle and Sequoia in Fresno) operating 243 days per year, 11 hours per day, 5-days per week. In addition, CSPP will operate three (3) part day/part year classrooms in the following centers (Franklin in Fresno, Wilson in Selma and Cantua in Cantua Creek) 175 days per year, 7½ hours per day, 5 days per week. All six classrooms licensed by Community Care Licensing Division (CCLD) serving a maximum of 120 children. Head Start funds are braided with State contract to provide full-day services to these communities.
EARLY HEAD START/ HEAD START MONTHLY PROGRAM UPDATE REPORT (PUR) FOR THE MONTH OF NOVEMBER 2021	Rosa M. Pineda, Head Start Director, informed Representatives of the Early Head Start/Head Start Monthly Program Update Report (PUR) for the month of November 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.
SELF-ASSESSMENT DATA REVIEW WEEK FEBRUARY 8 TO FEBRUARY 11, 2022/INVITATION TO PARTICIPATE IN SELF- ASSESSMENT	Veronica Galvan, Quality Assurance Manager, informed Representatives of the Self-Assessment Data Review Week of February 8 to February 11, 2022 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.

SELF-ASSESSMENT DATA  
REVIEW WEEK FEBRUARY 8  
TO FEBRUARY 11,  
2022/INVITATION TO  
PARTICIPATE IN SELF-  
ASSESSMENT – (Cont.)

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 February 3, 2022 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.

ANNOUNCEMENTS

Senovia Murillo, CWPC Secretary, made the following Announcements:

- A. February 1, 2022 – Next County-Wide Policy Council Meeting at 6:00 pm via ZOOM
- B. February 7, 2022 – Lincoln's Day Holiday – No School
- C. February 15, 2022 – Next CWPC Executive Board Meeting at 6:00 pm via ZOOM
- D. February 21, 2022 – President's Day Holiday – No School

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made by Maria Castellanos and seconded by Alma Martinez Guillen. Motion carried.

The meeting adjourned at 8:40 p.m.

Submitted By:

Esther Lepe  
Recording Secretary