



COUNTY-WIDE POLICY COUNCIL

Tuesday, August 1, 2023
 5:30 P.M. – Dinner
 6:00 P.M. – Meeting

FRESNO EOC BOARD ROOM
 1920 MARIPOSA STREET SUITE #310
 FRESNO, CA 93721
 (559) 263-1200

AGENDA

	<u>Presenter</u>	<u>Motion</u>	<u>Page</u>
I. CALL TO ORDER	Stephanie Salazar		
II. ROLL CALL	Denisse De Dios		6-7
III. APPROVAL OF MINUTES	Stephanie Salazar	Approval	8-17
IV. FRESNO EOC PROGRAM REPORT – SUMMER RECESS		Information	
V. COMMUNITY REPRESENTATIVE REPORTS	Stephanie Salazar	Information	
VI. FRESNO EOC COMMISSIONERS REPORT FOR THE MONTH OF JUNE 2023	Zina Brown-Jenkins	Information	18
VII. MONTHLY FINANCIAL STATUS REPORTS FOR THE MONTH OF JUNE 2023	Jesus Sanchez	Approval	19-26
VIII. ACTION ITEMS			
A. Average Daily Attendance (ADA) Report for the month of June 2023 for Head Start Center Base and Early Head Start	Maria Yolanda Padilla/ Zoua Thao	Approval	27-32
B. Early Head Start Curriculum Philosophy	Christina Coble	Approval	33-39
C. County-Wide Policy Council Proposed Meeting dates for 2023-2024 Program Year	Olga Jalomo-Ramirez	Approval	40-42
IX. INFORMATIONAL ITEMS			
A. Full Enrollment Initiative Updates	Olga Jalomo-Ramirez/ Sara Flores	Information	43-47
B. Personnel Committee Report	Amber Daniels	Information	48-50
C. Family Outcomes Narrative Report 2022-2023	Olga Jalomo-Ramirez	Information	51-55
D. Activities Integrating of Mathematics and Science (AIMS) Data Discoveries	Paul Reimer	Information	56
E. Head Start 0 to 5 Program Update Report (PUR) For the Month of June 2023	Rosa M. Pineda/ Nidia Davis	Information	57-59
X. ANNOUNCEMENTS	Angel Macias	Information	
A. August 2023 – Food Distribution			60
B. August 1-4, 2023 – EHS Center Base Classes Closed			
C. August 3-4, 2023 – CSPP FD Classes Closed			
D. August 7, 2023 – CSPP FD Classes Resume			
E. August 11, 2023 – HS Center Base Phase-In			
F. August 14, 2023 – HS Center Base First Day of Classes			
G. September 5, 2023 – Next County-Wide Policy Council Meeting at 6:00 p.m.			
XI. ADJOURNMENT	Stephanie Salazar	Approval	



**COUNTY-WIDE POLICY COUNCIL (CWPC)
MINUTES
JULY 11, 2023**

- CALL TO ORDER** The meeting was called to order at 6:05 p.m. by Stephanie Salazar, CWPC Chairperson.
- ROLL CALL** Roll Call was called by Fawnda Cole, CWPC Vice-Chairperson. The following Representatives were present: Stephanie Salazar, Fawnda Cole, Jesus Sanchez, Alma Martinez, Angel Macias, Amber Daniels, Natasha Chalk, Laura Barnes, Angela Diaz and Maria Yolanda Padilla. A quorum was present.
- APPROVAL OF PREVIOUS CWPC MINUTES** Stephanie Salazar, CWPC Chairperson, informed Representatives of the June 6, 2023 CWPC Minutes. This information was sent to Representatives prior to tonight’s meeting.
- Motion to approve the June 6, 2023 CWPC Minutes as written and read was made by Stephanie Salazar and seconded by Fawnda Cole. Motion carried.
- FRESNO EOC PROGRAM REPORT – SUMMER RECESS** No reports provided during Summer Recess.
- COMMUNITY REPRESENTATIVE REPORTS** Stephanie Salazar, CWPC Chairperson, welcomed the Community Representatives to tonight’s meeting and asked if they had any reports to share.
- Annette Thornton, Women, Infant and Children (WIC) Director, stated their office is open to the public again, as of July 1, 2023, including Saturdays. The office on Shields and First is open from 9:00 a.m. to 1:00 p.m.
- WIC’s collaboration with the Farmers Market was a success. All 1,200 vouchers were given out to participants very quickly.
- Ms. Thornton stated next month is Breast Cancer Awareness month, and on August 5, 2023 WIC will be conducting a walk at 9:00 a.m. to support the cause. WIC will also be providing education on breast feeding at the Woodward Park library and moms can receive special breast-feeding items.
- Angela Diaz, CWPC Representative, asked if the Breast Cancer Walk is free or if a fee is required.
- Ms. Thornton replied it is free and moms can get help with lactation as well. The details will be posted on Facebook.
- FRESNO EOC COMMISSIONERS’ REPORT FOR THE MONTH OF MAY 2023** Zina Brown-Jenkins, Fresno EOC Commissioner, informed Representatives that the CWPC and the Fresno EOC Board of Commissioners must have timely and accurate information to ensure programmatic and fiduciary accountability of Fresno EOC Head Start 0 to 5. The information provided within the summary was discussed and mentioned during the Fresno EOC Board of Commissioners meeting that took place May 10, 2023.
- Motion to approve the Fresno EOC Commissioners’ Report was made by Stephanie Salazar and seconded by Fawnda Cole. Motion carried.
- MONTHLY FINANCIAL STATUS REPORTS (FSR) FOR THE MONTH OF MAY 2023** Jesus Sanchez, CWPC Treasurer, read the report in Spanish and Stephanie Salazar, CWPC Chairperson, translated the report. She stated this report shows expenditures for the Head Start/Early Head Start Program Basic and Trainings & Technical Assistance budgets for the month of May 2023, which also includes credit expenses as required by the Head Start Act of December 12, 2007.

Motion to approve the Monthly Financial Status Reports for May 2023 for Head Start and Early Head Start was made by Stephanie Salazar and seconded by Fawnda Cole. Motion carried.

AVERAGE DAILY ATTENDANCE (ADA) REPORT FOR THE MONTH OF MAY 2023 FOR HEAD START CENTER BASE AND EARLY HEAD START

Maria Yolanda Padilla, Early Head Start Home Base Representative, informed Representatives of the Average Daily Attendance (ADA) Report for the month of May 2023 for Head Start Center Base and Early Head Start.

Head Start's monthly ADA for May 2023 for Center Base was 83.40%. Total Head Start Home Base Visits completed were 345. Early Head Start's monthly ADA for May 2023 for Center Base was 72.71%. Total number of Early Head Start Home Base Visits completed were 713.

Motion to approve the ADA Report for the month of May 2023 for Head Start Center Base and Early Head Start was made by Stephanie Salazar and seconded by Laura Barnes. Motion carried.

PROPOSED HEAD START 2023-2024 EDUCATION PLAN

Helen Uyeda, Education Services Manager, stated the Education Plan is designed to provide strategies for achieving the education services objectives indicated in the Head Start Program Performance Standards (HSPPS) and Head Start Early Learning Outcomes Framework. The local Education plan is in the accordance with the local community needs and with the cooperation of the Fresno EOC Head Start parents. The purpose of the Education Committee is to meet throughout the school year to review and revise the education plan provided at each local center. The Education Committee includes the ECE Specialist, Center Director or Teacher Director and parents of currently enrolled children. Franklin Head Start's Education Plan was placed in the CWPC packet for an example. The plan is unique to Franklin such as the centers different program options based on the classroom. Each Education Plan is specifically written for the center.

Ms. Salazar asked if parents can review the education plan for their center.

Ms. Uyeda stated they are currently being revised, but once completed they will be posted at the center.

Motion to approve the Proposed Head Start 2023-2024 Education Plan was made by Stephanie Salazar and seconded by Angel Macias. Motion carried.

HEAD START 0 TO 5 CHILD GUIDANCE AND BEHAVIOR POLICY

Marie Sani, Health Services Manager, stated all managers reviewed this policy, and approved all changes. The policy focuses on children's wellness promotion to support a program-wide culture that promotes children's mental health, social and emotional well-being, and overall health, the program must:

1. Provide support for effective classroom management and positive learning environments; supportive teacher practices; and, strategies for supporting children with challenging behaviors and other social, emotional, and mental health concerns;
2. Secure mental health consultation services on a schedule of sufficient and consistent frequency to ensure a mental health consultant is available to partner with staff and families in a timely and effective manner;
3. Obtain parental consent for mental health consultation services at enrollment; and,
4. Build community partnerships to facilitate access to additional mental health resources and services, as needed.

Ms. Cole asked Ms. Sani why the line, "where children feel safe, comfortable, and have fun," was being removed from the policy.

Ms. Sani stated because we ultimately cannot guarantee students will feel safe, comfortable and have fun. This is a subjective statement. Although, she ensures our staff create a very safe and comfortable environment for children.

Motion to approve the Head Start 0 to 5 Child Guidance and Behavior Policy was made by Stephanie Salazar and seconded by Angel Macias. Motion carried.

FY 2022 Proposed Carryover for January 1, 2022 through December 31, 2022

Rosa Pineda, Head Start Director, stated the information presented is a Proposed Carryover for January 1, 2022 through December 31, 2023 for Fiscal Year (FY) 2022 in the amount of \$11,550,987 (Head Start: \$8,224,924.54 and Early Head Start \$3,326,062.58). Fresno EOC

Head Start 0 to 5 experienced savings during the 2021 and 2022 Fiscal Year, fringe benefits, and various program operation line items such as: travel and supplies.

Ms. Pineda stated some of the monies will go towards buying property, updating buildings, play structures, supplies for children and other major items needed at the centers.

Mr. Sanchez asked where is the location of the Clinton and Blythe center.

Ms. Pineda stated it is off of Clinton and Blythe. When the pandemic hit, it delayed the process of opening the center.

Ms. Salazar asked if the center would accommodate children 0 to 3 years old.

Ms. Pineda stated it will accommodate 0 to 5 year old children. Some of the monies of the carryover is going towards adding a 0 to 2 year old classroom at Franklin Head Start. She would like for Franklin Head Start to become a model center, which is a lab school so that students in Child Development, attending local colleges, can come and observe and interact with Teachers and children.

Ms. Reyes stated we will invest a lot into Franklin Head Start to make it a model site. She would like to have it upgraded and have students come learn the Head Start way. It is already a model program, but she would like to make a bigger emphasis on Franklin to partner with community colleges and other organizations.

FY 2023 PROPOSED
BUDGET REVISION FOR
AMERICAN RESCUE PLAN
ACT (ARPA) AND
CORONAVIRUS RESPONSE
AND RELIEF
SUPPLEMENTAL
APPROPRIATIONS (CRRSA)
ACT JULY 1, 2021 – JUNE
30, 2023

Rosa Pineda, Head Start Director, stated Head Start 0 to 5 received monies in 2021 due to COVID-19. The monies had a spending deadline but due to the program not spending the funds in a timely manner, Ms. Pineda asked for an additional twelve months to spend the monies.

Ms. Cole stated Home Base and Center Base Representatives have been speaking with her about items they need. Perhaps, some of the monies can be spent on parents in need. A Home Base parent needed a shade cover to protect her child and Home Base Educator from the sun during home visits, and once communicated, she was provided an Easy-Up from the Warehouse. Some Reps are unaware that they can request these types of items.

Ms. Reyes asked if we can provide better advocacy for parents. Each site has a parent Representative and perhaps having a standing agenda item for things needed, could be a monthly item. She asked if anyone had other suggestions.

Ms. Salazar stated parents request items, but rarely receive follow-up. There are also parents who do not voice concerns. The same five parents attend Local Parent Meetings.

Ms. Diaz asked if can we talk to parents throughout the month and ask if they need anything.

Ms. Cole stated parents' issues aren't being resolved because their delegates aren't advocating. She used to check in with her Teachers and parents to ensure they weren't running low on any items.

Ms. Pineda stated the Family Engagement/Volunteer staff will be more intentional, go to sites to make parents aware of what it means to be a volunteer. The Center Director/Teacher Director is the first point of contact.

FULL ENROLLMENT
INITIATIVE UPDATES

Sara Flores, ERSEA Coordinator, stated per Performance Standard 1302.15, a program must maintain its funded enrollment level and fill any vacancy as soon as possible. On March 24, 2023 the program received a letter from the Regional Program Manager of Office of Head Start for Region IX letting us know that we are underenrolled under the criteria listed in the Head Start Act, which "requires the government to determine which Head Start agencies are operating with an actual enrollment that is less than full funded enrollment for at least four consecutive months". Our agency had to develop and implement a plan to eliminate underenrollment. The plan was due to the Regional Office on May 12, 2023. Our plan identifies four (4) factors that have contributed to our underenrollment. The factors are workforce, family need, facilities and lack of marketing/advertisement. Our agency has been given 12 months to attain at least 97% enrollment.

This report includes our Head Start and Early Head Start Center Base Sites, New Grant-Sites, and Partners. We have a total funded enrollment of 1,992 in Head Start Center Base and a total funded enrollment of 94 in Early Head Start Center Base. This report also includes our Head Start Home Base and Early Head Start Home Base recruitment efforts. We are identifying age eligible siblings of Head Start 0 to 5 children and reaching out to Community Partners to let them know we are actively recruiting children.

Ms. Salazar asked how staffing was coming along.

Ms. Flores stated that at the job fair there were lots of interviews conducted and conditional offers provided on the spot.

Ms. Jalomo-Ramirez stated Family/Community Services had 28 vacancies prior to the job fairs, and now there are 7 vacancies.

Personnel Committee Report

Amber Daniels, Personnel Committee Chairperson, stated the Personnel Committee report consists of a list of: Hiring/Personnel Action Positions, Resignations/Separations, Promotion/Status Change, and Job Descriptions for Positions for the month. All promotions, transfers, separations and new hires are to be presented to the CWPC monthly, as an informational item.

EARLY HEAD START SCHOOL READINESS 2ND AGGREGATION

Christina Coble, EHS Site Development Coordinator, stated per HSPPS the Head Start 0 to 5 program conducts standardized structured assessments to gather information on children's developmental level and progress. The assessment aligns with social and emotional, cognitive development, physical and language and literacy. This assessment tool is ongoing and every child needs to be assessed with the developmental tool. Data is gathered three times a year, Winter, Fall and Spring Assessments. Every aggregation period Head Start 0 to 5 sends information to CCR Analytics and they compile all of the data gathered. Data gathered is used for training purposes, for Teachers to set and achieve goals as a program. Jane Addams and the Child Development Center's data was put on screen for review. Staff utilize the information to ensure children needs are being met. It is a lot of information, and Ms. Coble informed the CWPC if they would like more information they could connect with her at a later date.

HEAD START 0 TO 5 HEALTH COMPLIANCE REPORT AUGUST 2022 – MAY 2023

Marie Sani, Health Services Manager, stated we have a HSPPS that states we must keep children up-to-date for dentals and physicals. In reviewing reports, Head Start 0 to 5 had 85% of physicals completed August to May. This is a 10% increase from last year. 56% of the dentals completed by May, which was a 4% increase from last year. 98% of immunizations were completed in the same time period, unchanged from the previous year. Children's dentals need improvement, and RODA is currently assisting Head Start 0 to 5 with more education, training and following up providing on-spot dental exams at centers.

CWPC Appointment of New Historian and Personnel

Stephanie Salazar, CWPC Chairperson, stated on April 11, 2023, Leticia Villasenor submitted her resignation as Historian and on March 10, 2023, Juana Cervantes submitted her resignation as Personnel Committee Chairperson for the CWPC. As a result, the office of CWPC Historian and Personnel Committee Chairperson was vacant. According to the CWPC ByLaws, "should a vacancy be of an elected member, the Chairperson will appoint a new officer".

At this time, Stephanie Salazar, CWPC Chairperson, appointed Angel Macias to be the new CWPC Historian. Also, Ms. Salazar appointed Amber Daniels to be the new Personnel Committee Chairperson as of June 6, 2023. These will be the new officers for the remainder of 2022-2023 program year. The new appointed CWPC Historian will take office July 11, 2023 following the CWPC meeting.

Angel Macias represents Reedley Head Start and Amber Daniels represents Parc Grove Early Head Start.

HEAD START 0 TO 5 PROGRAM UPDATE REPORT (PUR) FOR THE MONTH OF MAY 2023

Rosa M. Pineda, Head Start Director, stated the PUR is provided to parents each month to display what is going on in the program. Ms. Pineda stated one highlight of the program information she is proud of discussing is 39 staff plus the CEO and CFO attended the National Head Start Conference in Phoenix, Arizona in May. This was the first time Head Start 0 to 5 was able to send so many staff. There were a variety of staff who attended, Teacher Directors, Teachers, Family

Services Assistants, Home Base staff, etc. Staff had to submit a narrative to state why they wanted to attend the conference. Fresno EOC staff created a committee of representatives to read the narratives and score their responses. The trip provided staff with a lot of information on Head Start, and helped staff build relationships with other staff within the program, whom they hardly come into contact with.

ANNOUNCEMENTS

Stephanie Salazar, CWPC Chairperson made the following Announcements:

- A. July 2022 – Food Distribution
- B. Summer Recruitment for 2023-2024 School Year continues at Dakota Circle Head Start until July 28, 2023
- C. August 1, 2023 – County-Wide Policy Council Meeting – Executive Plaza – Board Room
- D. August 1-4, 2023 – Early Head Start Center Base Closed for Home Visits and Training

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made Stephanie Salazar and seconded by Fawnda Cole. Motion carried.

The meeting adjourned at 7:18 p.m.

Submitted By:

Brionna Warren
Secretary I