



1280 Santa Anita Court, Ste. 100
Woodland, CA 95776-6127
PHONE (530) 668-6700
FAX (530) 668-3848
www.ycoe.org

Garth Lewis
Yolo County Superintendent of Schools

**HEAD START/EARLY HEAD START
POLICY COUNCIL MEETING MINUTES
August 24, 2023, at 9:30 am - 11:00 am
1280 Santa Anita Court Suite 140 Woodland CA 95776**

Council Members Present:

Alysia Damián
Maria Hernandez
Kati Ojeda
Jacklyn Macias

YCOE Administration:

Cindy Nguyen, HR Executive Director
Frances Palu, Director IFS
Veronica Moreno, Director EBS
Maria Arvizu-Espinoza, Assoc. Supt/Ed Svcs.
Garth Lewis, Superintendent
Shannon McClarin, ECE Director

YCOE Staff:

Marco Raya, Interpreter
Maria Cardenas, Administrative Sec.
Sonya Martinez, Sr. Bus. Service Tech.
Naomi Gonzalez, Disability/Mental Health Manager
Gustavo Melgoza, Health Services Manager
Connie Luna, Site Coordinator
Nicole Castrejon, FSSA Manager
Katrina Hopkins, Program Administrator

AFSCME Council 57:

Community Members Present:

Action

1.0 Call to Order – 9:36 A.M.

2.0 Introductions/Recognition of Visitors

3.0 Consent Agenda:

These items are expected to be routine and non-controversial. They will be acted upon by the Policy Council at one time without discussion unless a Policy Council member or citizen requests that an item(s) be removed for discussion and separate consideration. In that case, the designated item(s) will be considered following approval of the remaining items.

Action

3.1 Approval – August 24, 2023, Agenda

M1: Jacklyn Macias

M2: Maria Hernandez

3.2 Approval – July 27, 2023, Minutes

M1: Kati Ojeda

M2: Jacklyn Macias

Action

4.0 Public Comment: None

This item is placed on the agenda for providing visitors the opportunity to address the Policy Council on any item(s) of business that does not appear on the formal agenda. You may request recognition by completing the form provided at the door.

Visitors may also request recognition from the chairperson, to address the Policy Council concerning an item on the agenda by completing the form provided at the door.

The Policy Council reserves the right to establish a time limit on these discussions, or to refer them to the next regular meeting for further deliberation.

Discussion & Possible Action **5.0 Adjourn to Closed Session: Cindy Nguyen, HR Executive Director**

5.1 Employment of New Hires:

M1: Jacklyn Macias

M2: Maria Hernandez

5.2 Employment of Substitutes: *None*

5.3 Employment of Various Service Providers: *None*

Open Session

**Information,
Discussion &**

Possible Action

6.0 Financial Reports: - Sonya Martinez, Sr. Bus. Svcs. Tech.

6.1 Monthly Financial Report

Sonya reported on the financials for the month of July 2023.

6.2 Monthly Financial Report Carry Over: *None*

**Discussion &
Possible Action**

7.0 Regular Session:

7.1 Old Business: None

7.2 New Business:

7.2.1 C.R.R.S.A. Resource 5256 Budget Extension Approval – Shannon McClarin

M1: Jacklyn Macias

M2: Kati Ojeda

Information

8.0 Program Operations: Service Area Reports

8.1 Program Director/ECE – Shannon McClarin

All programs are back in session. We had our staff orientation training and went well. During the summer some projects were completed. The playground for Woodland Central Center was finished. Sand boxes were placed in Greengate, Plainfield and Alyce Norman.

Shannon shared how we appreciate the policy council members for participating and commitment this year. October will be the last meeting for this group unless they would like to continue for this following school year.

8.2 Program Administrator HS/EHS – Katrina Hopkins

Our staff attended pre-service training. The STEM lab for our children is almost completed at our Alyce Norman site.

8.3 Family Support Services Manager – Nicole Castrejon

Our staff has been working hard on enrollment, recruiting, and giving out recourse information to parents in our community. For the month of July, we scored 97% for enrollment for all sites. Head Start 70%, Early Head Start 93%, State program 81%. For the month of August, we are at 76%. We have attended about 20 events this summer. We attended the Yolo County Fair on Wednesday August 16 – August 20. YCCA was also there handing out resource information as well as they had a set up of a changing table, and an area for breastfeeding. We believe that the big banners that have been placed in our sites have made a huge impact with enrolling. Starting September 1st, the DVM will be showing our Head Start information on their screens. During our staff orientation our FSSA's were recognized for the program award for Yolo County Excellence in Education.

8.4 Health Services Manager – Gustavo Melgoza

Health and Safety reports have been completed for all sites. Working on health care plans for our children.

8.5 Education Services Manager – Jade Mehl

8.6 Disabilities/Mental Health Manager – Naomi Gonzalez

We completed in-service training. Making a Parenting a Pleasure will be in person this year starting in September. Program Help me Grow is helping with our ASQ's.

8.7 Site Coordinator/Home Base – Connie Luna

Teachers attended pre-service training. We had substitute coverage for our 12-month program classes. All staff are working on the mandatory online training due at the end of September. All site classes now have digital sign-in for our children. In September we will have our Open House and Parent Meeting for all sites.

8.8 Site Coordinator – Jacqueline Tam

8.9 Site Coordinator – Sandra Hernandez

8.10 Site Coordinator – Silvia Meza-Lara

**Information,
Discussion &
Possible Action**

9.0 Suggested Future Agenda Item(s):

Members asked for an update on nutrition for the children.

Discussion

10.0 Program Reports

10.1 Community Updates- Community Members- None

10.2 Alyce Norman EHS & HS Representative – **Jacklyn shared about the digital sign-in has started. She mentioned how her son loves to play in the new sand box.**

10.3 Esparto Center HS Representative- **Kati shared about the digital sign-in and how sometimes it doesn't work due to the internet connection.**

10.4 Home Base EHS Representative – None

10.5 Greengate Center HS Representative -

10.6 Lemen Center EHS Representative- None

10.7 Marguerite Montgomery EHS & HS Representative-None

10.8 Plainfield Center HS Representative – None

10.9 Prairie Center HS Representative- None

10.10 Wolfskill Center HS Representative-None

10.11 Woodland Central Center – None

Action **11.0 Confirmation Next Meeting Date** *September 28, 2023, at 9:30 AM*

M1: Jacklyn Macias M2: Kati Ojeda

Action **12.0 Motion for Adjournment:** 10:22 A.M.

M1: Jacklyn Macias M2: Maria Hernandez

The meeting shall be conducted in conformity with the Brown Act. Items may be taken out of order.

Notice:

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact Maria Cardenas (530) 668-3756 for further information. In addition, a person with a disability who requires modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact, Vanessa Lopez as soon as possible and preferably at least 24 hours prior to the meeting. (Government Code § 54954.2)

**Yolo County Office of Education Head Start/Early Head Start Programs
1280 Santa Anita Court, Suite 140, Woodland, CA 95776
(530) 668-3030 / (530) 668-3840**