



**HEAD START/EARLY HEAD START
POLICY COUNCIL MEETING
MINUTES
January 26, 2018
626 West Lincoln Avenue, Woodland CA 95695**

Council Members Present:

*Richard Niz
Mary Sample
Maria Ibarra
Mayra Flores
Griselda Orozco
Irma Patino
Jennifer Miller*

Staff:

*Gail Nadal, ECE Director
Genet Telahun, Program Administrator
Marco Raya, Translator/Interpreter
Jacqueline Tam, Site Coordinator
Stephanie Gray, Nutrition & Wellness Coordinator
Leslie Valentine, Sr. Bus. Svcs. Tech
Vanessa Quintana, Lincoln Head Start Secretary*

Community Members Present:

Crystal Elias

YCOE Administration:

Margie Valenzuela, Executive Director

AFSCME Council 57:

1. **Call to Order:** The meeting was called to order by **Mary Sample** at 10:44 a.m.
2. **Introductions/Recognition of Visitors:** Policy Council Members introduced themselves.
3. **Consent Agenda:**
 - 3.1 Approve January 26, 2018 Agenda- **M1: Crystal Elias, M2: Richard Niz**
 - 3.2 Approve November 17, 2017 Minutes- **M1: Crystal Elias, M2: Richard Niz**
4. **Public Comment:** Griselda Orozco shared with us today that she attended an evening event and was a guest speaker to share her experience of the program Hui. This program was announced to be the #1 program in Yolo County. This event took place in Davis, Ca and it was an honor to be part of this great experience.
5. **Adjourn to Closed Session:**
 - 5.1 Employment of New Hires- *Margie Valenzuela*
M1: Crystal Elias, M2: Maria Ibarra
 - 5.2 Employment of Substitutes- *Margie Valenzuela*
M1: Crystal Elias, M2: Maria Ibarra
 - 5.3 Employment of Variable Service Providers- *Margie Valenzuela*
M1: Crystal Elias, M2: Jennifer Miller



6. Open Session:

6.1 Old Business:

6.2 New Business:

6.2.1 Policy Council Members attending the Parent Conference for CHSA- *Gail Nadal*
G Nadal shared three members will participate in the CHSA conference. We have Richard Niz, Maria Ibarra and Bethel Ibarra-Avalos. They will be going to Costa Mesa to the Head Start Policy Council Conference. Genet Telahun and Silvia Figueroa will be attending and will be the appoint in contact.

6.2.2 Approval: CSPP/QMIG QRIS Grant Application- *Gail Nadal*
M1: Maria Ibarra, M2: Richard Niz

6.2.3 Approval: Infant Toddler Block Grant Application – *Gail Nadal*
M1: Crystal Elias, M2: Mayra Flores

7. Financial Report/Finance Committee: YCOE Fiscal Staff

Kim Magallanes reported on **November 2017 / December 2017** the Financial report. The amount of the budget spent this year is **34.14% / 40.64 %** and **35.21% / 36.94%** is in the encumbered category, **30.65% / 22.42%** is not obligated or has not been spent at this time. The amount spent for the month in credit card accounts was **\$6,037.11 / \$4,552.33**. The administrative percentage is at **15% / 15%**. There is an in-kind surplus of **\$82,099.08 / \$71,429.51**.

8. Program Operation: (10-15 minutes)

8.1 Service Area Reports- *Gail Nadal*

There was one item to talk about. G. Nadal shared that the program has about 18 teacher vacancies here in YCOE Head Start. We have a new opportunity for our parents. We are looking for adults of the age of 22 years old and older. This is a program that helps you get your GED and also with college credits for your associate teacher's credential. This requires 480 hours of experience working directly with children. Registration Session is March 1st here at our Lincoln site from 2pm-3pm. This is a great opportunity.

8.2 Program Operations- *Genet Telahun*

Consecutive absences were added at the end of our attendance form. Attendance is getting better. We have good news: there was 6 or 7 applicants that applied for teacher positions. We just finished our self-assessments with the help of one of our Lincoln parent Bethel Ibarra-Avalos.

8.3 Child Health Services- *Gustavo Melgoza*

Genet reported: Gustavo is providing trainings on Technical Assistance On Child Plus, Recordkeeping, Tracking and Reporting, Prevention, Intervention and Treatment. The health department is working on self-assessments, facility site visits- conduction health and safety checks/ deliver health supplies and addressing the 90-day mandate with family support and itinerant teaching staff. They are also working on referrals by addressing them, creating health care plans and provide training on medication administration. They are



focusing on up-dating staff on health and nutrition mandates, having team meetings to go over desk reviews, case management progress, troubleshooting reports, go over program needs, technology upgrades, relocations and progress, outcomes. Address health services and technology needs and continue to address requests on teacher assignments, placements, access to child plus, identify and addressed computer, software, copier and internet connection requests.

8.4 Family Support Services- Silvia Figueroa
No Report

8.5 Education Services/Special Services- Amee Dowkes
Genet reported: Amee is providing training for teachers on individualization workshop on Friday, December 15th, data training on Tuesday, January 16th, education manager and one teacher will attend teacher learning collaboration training on January 17th & 18th in Modesto. They are working on referrals for in-house and the districts are being processed. IEP's are being held and transitional meetings for kindergarten are being scheduled. Areas focusing on to finish gathering information for self-monitoring, currently entering data into child plus, completing sending out corrective action plans, working with teachers on completing corrective action plans, observations for students who require follow up based on ASQ's, teachers have been collecting data for winter DRDP's and working on developmental progress reports for upcoming parent conferences. Amee is also working with on bring the teachers 3 times a year for training on how they can make children better.

8.6 Nutrition Services- Stephanie Gray
Genet reported: Stephanie currently has one Head Start parent helping in the kitchen as a substitute while permanent staff is out on leave/vacation. She has been helping in the kitchen for the months of December and January. The self-assessments were completed in December. Nutrition services team included: nutrition and wellness coordinator, HS teacher, staff from maintenance/operations and registered dietician from WIC. Areas of monitoring meal services time in classrooms, nutrition education observation, CACFP enrollment forms, central kitchen and van inspections for safety. Next menu planning committee meeting and health services advisory committee meetings will be scheduled for the month of February. They are focusing on childhood obesity prevention, food safety and sanitation.

8.7 Home Base Services/Site Coordinator- Connie Luna
No Report

8.8 Site Coordinator- Lana Volchansky
Jacqueline reported: On January 8th Maricela Cisneros, Head Start Early Learning coach trained the West Sacramento teaching staff on teachers' learning collaboration (TLC) session. All teaching staff are currently working on DRDP's completion and preparing for 3rd parent teacher conferences. Kinder registration for West Sacramento Unified School District will start on Saturday, January 20th at 9:00 a.m.- Noon. Raising a Reader program is in progress. The bags with books are being exchanged weekly. On January 17th, 18th, 19th, and 24th parent meetings will take place at the all West Sacramento sites. They are focusing on West Sacramento teachers on receiving a feedback for their first CLASS reports and



ready to improve their instructional support, quality of feedback and language modeling areas.

8.9 Site Coordinator- Jacqueline Tam

In December all teachers from Valley Oak, Esparto and Plainfield had a training on Individualizing Lesson Plans. Associate Teacher Yesenia from Plainfield, Esthela and Maria G from Esparto and Alejandra from Valley Oak all completed their semesters at local colleges. They are working on obtaining their Associate and Master's Degrees. Teacher will attend TLC in January from Esparto, Plainfield and Valley Oak. They will also attend a training for DRDP's with Ameer Dowkes our Education Manager. The Woodland Opera House donated toys to our Head Start Sites that were distributed to some of our most eligible children and families. Fifteen families benefitted from this donation. Parent meetings were held in January for Valley Oak, Esparto and Plainfield with a guest speaker from the CommuniCare agency, as well as from UC Davis Nutrition Study.

8.10 Site Coordinator- Sandra Hernandez

On January 9th and 10th Lincoln site had their teacher meeting, they also had TLC on December 15th. Raising a Reader program is in process and the bags are being exchanged weekly. Parent meeting was held on December 14th here at Lincoln with special speaker Miriam Escalera Vega from CommuniCare Program and Lizania Romero from Niño's Sanos (UC Davis). Kaplan students did health assessments and nutrition activities with children on December 20th and children also received a free book from Yolo County Office of Education. Classroom 3 has a new Associate Teacher Viviana Ramos and our site has two new volunteers from Rise Program, Victoria Sanchez and Ashleigh Casillas. Teachers are continuing to observe children and collect evidence for DRDP assessment reports that are due at the end of January and also working on Correction Action Plan for Self-Assessment.

9. Program Reports:

9.1 Community Update- No Report

9.2 Lincoln Center- No Report

9.3 Westfield Center- No Report

9.4 Lemen Center- No Report

9.5 Esparto Center- No Report

9.6 Home Base Center- No Report

9.7 Alyce Norman Center- No Report

9.8 Charter Center- Irma Patino reported concerns from the Charter site. Director encouraged her to communicate these concerns with the site coordinator for Charter.



- 9.9** Valley Oak Center- Maria Ibarra reported: She has/had a concern in regards of a substitute. Parent is now a volunteer for the classroom. Director supported the parent by asking to speak about the concern after the meeting.
- 9.10** Elkhorn Center- No Report
- 9.11** Plainfield Center- No Report
- 10. Confirm Next Meeting Date** – The next meeting will be on February 23, 2018 at 10:30 a.m.-12:30 p.m. **M1: Richard Niz, M2: Crystal Elias**
- 11. Motion for Adjournment** – The meeting adjourned at 12:06 p.m.