



**HEAD START/EARLY HEAD START
POLICY COUNCIL MEETING
MINUTES
November 17, 2017
626 West Lincoln Avenue, Woodland CA 95695**

Council Members Present:

Richard Niz
Rabia Sadiq
Bertha Villegas
Bethel Ibarra-Avalos
Mary Sample
Gisela Lara
Maria Ibarra

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
Gustavo Melgoza, Health Service Manager
Vanessa Quintana, Lincoln Head Start Secretary

Community Members Present:

Nancy Mack
Crystal Elias

AFSCME Council 57:

YCOE Administration:

Margie Valenzuela, Executive Director
Jesse Ortiz, Ed. D. Superintendent
Ronda DaRosa, Ed. D. Deputy Superintendent

1. Call to Order: The meeting was called to order by **Crystal Elias** at 10:40 a.m.

2. Election of Officers- *Crystal Elias*

Crystal Elias welcomed the new Policy Council members to the table. Gail Nadal, Dr. Jesse Ortiz and Ronda DaRosa, opened up by welcoming the new members and thanked them for participating in the Policy Council.

2.1 Election for Chair, Vice Chair, and Secretary

- Chair: *Mary Sample*
M1: Crystal Elias, M2: Richard Niz
- Vice Chair: *Richard Niz*
M1: Bethel Ibarra-Avalos, M2: Mary Sample
- Secretary: *Bethel Ibarra-Avalos*
M1: Richard Niz, M2: Gisela Lara

3. Introductions/Recognition of Visitors: Policy Council members introduced themselves.

4. Consent Agenda:

4.1 Approval of November 17, 2017 Agenda M1: Crystal Elias, M2: Richard Niz

4.2 Approval of October 27, 2017 Minutes M1: Crystal Elias, M2: Nancy Mack

5. Public Comment: No public comment.

6. Adjourn to Closed Session:



- 6.1.1 Employment of New Hires – *Margie Valenzuela*- **M1: Gisela Lara, M2: Maria Ibarra**
- 6.1.2 Employment of Substitutes – *Margie Valenzuela*- **M1: Nancy Mack, M2: Richard Niz**
- 6.1.3 Employment of Variable Service Providers – *Margie Valenzuela* –
M1: Nancy Mack, M2: Bethel Ibarra-Avalos

7 Open Session:

7.1 Old Business:

7.2 New Business:

8 Financial Report/Finance Committee: *Leslie Valentine*

Leslie Valentine reported on the **October 2017** Financial report. The amount of the budget spent this year is **24.50%** and **39.55%** is in the encumbered category, **35.95%** is not obligated or has not been spent at this time. The amount spent for the month in credit card accounts was **\$6,036.04**. The administrative percentage is at **15%**. There is an in-kind surplus of **\$178,946.04**.

9 Service area reports: (10-15 minutes)

9.1 Program Design & Management- *Gail Nadal*

G. Nadal shared that not only are the representatives policy council representative, but we also receive funding from the California Department of Education. We receive about \$2.6 million that blends in with Head Start dollars so we can provide the quality program that needs to happen in the classroom. You also represent the State Preschool Advisory committee. We have received the renewal grant for CSPP QRIS grant application. This funding has been released and YCOE is the agency that writes for the grant. The grant this year will be approximately \$400,000. This is the fourth year of writing this grant. The grant will support teachers to improve in their practices and skills. This is a volunteer program. With improvement, teacher's will receive a stipend for teacher's supplies and classroom supplies. The grant will be submitted in January 2018. This year The California Head Start Association holds an annual conference. This year it will be the first week in February. This conference will focus the first two days on the policy council parent engagement and the other two-day focus on Education. We plan in the budget for the opportunity to have two members of the Policy Council to attend this conference. This year the conference will be held in Orange County on February 5 & 6 and a manager will be attending as well.

9.2 Program Operations- *Genet Telahun*

In term of enrollment we have one spot left in preschool and our FSSA are currently working on that. We have six slots open in our Home Base program due to we didn't have an itinerant teacher. Hoping this was approved for the new employee to start soon. Self-assessments are coming up. This takes about two weeks to do. Please get in contact with Vanessa if you are interested in helping us.

9.3 Child Health Services – *Gustavo Melgoza*

My job is to make sure all children coming in to our program before they enter the classroom are up to date with immunizations and TB. The next step is when the child starts school on the first day, parents have 30 days to have their child get a physical exam, which covers vision, hearing, blood pressure, growth assessment, lead test, and hemoglobin depending on the age. This allows us to have a 15 days to get the partial exam which is vision, hearing and growth assessments. The physical needs to be done within the 30 days, the health screening within 45 days, and 90 days for a dental. Parents will be working closely with the FSSA's if they need any type of help. We provide resources for our families. The last



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resort would be if the parent doesn't have insurance, or the insurance doesn't pay for treatments, we can submit a referral if the program can pay and/or help.

9.4 Family Support Services – *Silvia Figueroa*

No Report.

9.5 Education Services/Special Services- *Amee Dowkes*

IEP teacher training and language and literacy foundations follow up workshop will be held Friday, November 17th. Education specialist and 2 teachers will attend CLASS observation training November 17th and 18th to become certified CLASS observers. All sites are having their fashion shows the week of November 13th as a culmination to the unit study on clothing. We are working on referrals. DRDP's have been entered into DRDPTech, after reports have been processed we will provide teachers with feedback and create program wide DRDP goals as well as Classroom specific DRDP goals. Teachers are completing parent conferences and ASQ's have been processed activities have been distributed accordingly, observations will begin for those children who require follow up's.

9.6 Nutrition Services – *Stephanie Gray*

I have been supporting the cook who has relocated to West Sacramento. The partnership with WUSD kitchen staff is going well. Menu planning committee meeting went well. Parents from Lincoln site attended and they shared many great suggestions. An update change will reflect in the December menu. We have some upcoming events. Vision screening training/certification is scheduled for November 14th. Head start staff and health care workers from yolo county will be taking this course. We will be focusing on childhood obesity prevention and child food safety and sanitation.

9.7 Site Coordinator/Home Base Services – *Connie Luna*

Jacqueline Tam: Early head start teachers have completed all child's progress reports and are scheduling for parent-teacher conferences for November. Alyce Norman staff are having professional development training on how to enrich the environment by using Loose Pants in the classroom. On November 7th & 9th Lemen and Alyce Norman EHS parent committee meetings scheduled from 3:30pm-4:30pm. Lemen parents had a training on IFSP information and the presenter where from Yolo County First Steps, and SELPA organizations. We will continue with recruitment of families interested in Home Base visiting program to increase waiting list.

9.8 Site Coordinator – *Lana Volchansky*

Jacqueline Tam: Ten-month teaching staff will attend in-service staff training on Friday, November 17th. November 3rd, Maricela Cisneros, Head Start Early Mentor coach trained the West Sacramento teaching staff on teachers learning collaboration (TLC) sessions. The Fashion show will take place at Charter site on November 15th, this is a closing of teaching on clothing. Raising a Reader program is in progress and the bags are being exchanged weekly. Policy council nominations will be conducted at the parent meetings on November 28th, 29th, and 30th for all West Sacramento sites. Teacher's received a feedback for their first CLASS reports and ready to improve their instructional support, quality of feedback and language modeling areas.

9.9 Site Coordinator – *Jacqueline Tam*

All Site Coordinators had a training with our Human Resources Director, Margie Valenzuela on the classified staff union agreements and also on sexual harassment policies in the work place. Lincoln teachers have been receiving TLC training on a monthly basis. On November 16th we had a parent involvement event fashion show. Interviews are being conducted to fill the vacancies. Our program will be closed on November 17th and November 20-25 for holiday breaks.

9.10 Site Coordinator- *Sandra Hernandez*

Jacqueline Tam: Managers where provided with a training on sexual harassment on November 7th. All teachers from Esparto, Valley Oak, and Plainfield had a staff meeting on the first week of November. On October 23rd esparto site attended to a pumpkin science project at the organic Growers Ranch. Plainfield



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teachers were able to take their children to a local pumpkin patch at the school. Parent meetings were held on November 13th and the 15th and they had a special guest speaker Elena Jaime from Yolo County Health and Human Services. Eight families received a free booster seat. Valley Oak, Plainfield, and Esparto had their Fashion Show. Smile Saver did a presentation at Esparto and Plainfield for the children. Valley Oak has a new teacher Mali Wolff. Interviews are being conducted to fill the staff vacancies.

10 Program Reports:

10.1 Community Update: **No Report**

10.2 Lincoln Center: **Richard Niz**: Fashion show went great. Jacqueline Tam coordinated the show and was great. **Bethel Ibarra- Avalos**: Fashion show was a great turn out. It was a lot of fun. Jacqueline thanked Bethel for helping out on making 6 extra outfits for children. All children were able to wear an outfit.

10.3 Westfield Center: **No Report**

10.4 Lemen Center: **Gisela Lara**: Lemen site doesn't have a permanent teacher. I believe this is in the process of someone being hired.

10.5 Esparto Center: **Bertha Villegas**: The fashion show went great. All the children a very happy with the new playground structure.

10.6 Home Base Center: **No Report**

10.7 Alyce Norman Center: **No Report**

10.8 Charter Center: **No Report**

10.9 Valley Oak Center: **Maria Ibarra**: Everyone was so creative for the fashion show.

10.10 Elkhorn Center: No Report

10.11 Plainfield Center: **Rabia Sadiq**: The fashion show went fabulous. My daughter was a princess and son was an astronaut. I think this was really important for the children to create outfits on their own and feel proud. Raising A Reader program is really great.

11 Confirm Next Meeting Date:

No Policy Council meeting in the month of December due to the Holiday's.

The next meeting will be on **January 26, 2018 at 10:30am-12:30pm.**

M1: Crystal Elias, M2: Maria Ibarra

12 Motion for Adjournment - The meeting adjourned at 12:35 p.m.

M1: Bethel Ibarra- Avalos, M2: Maria Ibarra