**Child Development Programs Policy Council Meeting**

**January 25, 2019**

County Office of Education – Conference Room B1&2

**MINUTES**

**Those present:**

Sites

Al Tahoe Representative: Andy Burtt\*, Vice Chair; Charles Brown Representative: Zachary Patterson\*, Secretary; Georgetown Representative: Adrienne Fere\*; Gold Oak Alternate Representative: Debby Blanchard\*; Pinewood Representative: Jackie Mullinax\*, Sargent-at-Arms; Placerville Alternate Representative: Suszanne Mackendrick\*, Rescue Alternate Representative: Lacey Johnson; Sutter’s Mill Representative: Jennifer Candelario\*, Chair, Tahoe Representative; Charles Rounds\*, Valley View Representative: Angela Honoroff\*

EARLY HEAD START

Western Slope: Briyana Harold\* for teacher Debbie Dunbar

South Lake Tahoe: No representative in attendance

STAFF & GUESTS

Jenny Pettit, Director; Colleen Braunbeck, Program Coordinator; Laura Jensen, Patricia Gordon, Family Engagement Coordinator; Karen Van Patten, Education Coordinator, Robyn Scott, Education Coordinator; Stacia Ponce, Disabilities/Mental Health Coordinator; Betsy Bateson, Nutrition Coordinator; Veronica Arechiga, Program Assistant.

1. **Call to Order**

Mrs. Jennifer Candelario, Chair, called the meeting to order at 9:34 a.m.

1. **Welcome and Introductions**

Mrs. Jennifer Candelario, Chair welcomed the Policy Council members.

1. **Public Comment**

Mrs. Candelario, Chair explained to the Council the first 10 minutes of the meeting are reserved for public members to address Policy Council on items of interest to the public that are within the subject matter jurisdiction of the Council. Speakers are limited to three minutes. There was no public comment.

1. **Roll Call – Establish Quorum**

Veronica Arechiga, Program Assistant took roll call to establish quorum. Quorum was established.

1. **Action Items**
	1. **Approval of the January 25, 2019 Policy Council Agenda**

Mrs. Candelario presented the Agenda for the January 25, 2019 Policy Council Meeting. Representatives where asked to take a moment and review the Agenda for approval.

Jackie Mullinax, Pinewood representative, made a motion to approve the January 25, 2019 Agenda as presented. Zachary Patterson, Charles Brown representative, seconded the motion. 10-Aye; 0-Nae; 0-Abstain **Motion passed.**

* 1. **Approval of the December 14, 2018 Minutes**

Mrs. Candelario presented the Minutes from the December 14, 2018 meeting. She asked representatives to take a moment to review the minutes and if there were no changes to accept the minutes as taken.

Jackie Mullinax, Pinewood representative, made a motion to approve the December 14, 2018 minutes as taken. Lacey Johnson, Rescue representative, seconded the motion. 10-Aye; 0-Nae; 0-Abstain **Motion passed.**

* 1. **Approval of the Head Start/Early Head Start Community Assessment 2018-2019**

Ms. Pettit, Director, briefly explained the Community Needs Assessment and shared the statistics in the handout. Ms. Pettit also shared program accomplishments and challenges.

Jackie Mullinax, Pinewood representative, made a motion to approve the 2018-2019 Head Start/Early Head Start Community Assessment as presented. Adrienne Ferre, Georgetown representative seconded the motion. 10-Aye, 0-Nae, 0-Abstain. **Motion Passed**.

* 1. **Approval of the Early Head Start/ Head Start Continued Funding Allocation**

Ms. Pettit explained the Early Head Start/Head Start Continued Funding Allocation process. Program is ready to submit the application for Continued Funding Allocation.

Briyana Harold, Early Head Start representative, made a motion to approve the Early Head Start/Head Start Continued Funding Allocation. Jackie Mullinax, Pinewood representative, second the motion. 10-Aye, 0-Nae, 0-Abstain. **Motion Passed**

1. **Program Accountant Report** – *Information Item – Handout*

**Budget** – Mrs. Jackie Mullinax, Sargent-At-Arms, reviewed the most recent budget reports and credit card expenses for the Child Development Programs.

**In-kind** – Ms. Pettit, Director reviewed the current In-Kind reports for the Child Development Programs. There is a short fall for Head Start In-kind this month and Ms. Pettit explained it could be due to the fall weather with students and staff being absent. Ms. Pettit shared the importance of program earning all the In-kind necessary and the consequences if matching In-kind dollars is not met.

Patricia Gordon, Family Engagement Coordinator, explained there is a new In-kind form for the State Preschool only sites to keep track of In-kind hours. The classroom teacher can answer any questions regarding the In-kind form. Ms. Gordon gave a quick review of activities that can be completed in the classroom as well as at home that count as In-kind. Mrs. Gordon and Ms. Pettit encouraged everyone to do as many hours as they could; as little as fifteen minutes a day equals five hours a month. The In-kind competition kicks off as of January 1st and the site who earns the most In-kind will earn a celebration.

1. **Attendance/Enrollment** – *Information* *Item* - *Handout*

Ms. Pettit gave an overview of attendance and enrollment for the Child Development Programs. Ms. Pettit was happy to report all programs have reached full enrollment. Head Start is over enrolled, has not exceeded the 130% of poverty level or over income slots as well as program has met the performance standard of 10% of children served with special needs. Early Head Start is fully enrolled has not exceeded the 130% of poverty level or over income slots. State Preschool is over enrolled to offset absences and to make up for lost ADA at the beginning of the year.

**8. Communication from the Office of Head Start** *– Informational Item - Handout*

 There was no communication from the Office of Head Start to report.

**9. Content Area Reports**

 **Program Updates**

Mrs. Pettit, Director, shared the Child Development Program had its 2018-2019 financial audit and there were no findings. A summary of the audit was included in the Policy Council packets. A copy of the full report is available in the Child Development Central Office for review.

 **Nutrition**

 Betsy Bateson, Nutrition Coordinator gave a presentation on healthy eating habits, chooseyourplate.org, and the importance of Physical Activity especially at the ages of zero to five. Ms. Bateson shared January harvest of the month is the Carrot. All sites have been tasting carrots of different colors and varieties.

**10. Class Reports**

Gold Oak representative, Debbie Blanchard shared that the children made carrot muffins and shared the muffins with the parents to taste. The children enjoyed making the muffins and were quite proud of themselves. The children also worked on sounding out letters and matching letters with words.

Charles Brown representative, Zach Patterson shared that Learning Genie is awesome. He loves that he is able to see how his child is doing and stay informed of progress.

**11. Adjournment**

Mrs. Jennifer Candelario, Chair, asked for a motion to adjourn the meeting.

Jackie Mullinax, Pinewood representative made the motion to adjourn the Policy Council meeting. Briyana Harold, Early Head Start representative seconded the motion. 10-Aye, 0-Nae, 0-abstained. **Motion Passed**.

 Meeting adjourned at 11:00 a.m.