



## Policy Committee Meeting

Tuesday, March 28, 2023

### Minutes

**1. Welcome:**

At 6:37 pm, the president of the Policy Committee, Jose Carlos Gómez, began the meeting by welcoming those present. A *quorum* was established with 5 members.

**2. Public Comment Period:**

There were no comments.

**3. a) Agenda:**

Mr. Jose Carlos Gómez read the agenda. There being no changes, the agenda was approved unanimously with Ms. Carolina Sierra making the motion and being seconded by Ms. Rocío Contreras.

**b1.) Review of the Minutes**

The minutes of February 28, 2022 were reviewed. There being no corrections, the minutes were approved unanimously with Ms. Carolina Sierra Blanco giving the motion and being seconded by Ms. Gladis Sánchez.

**4. Policy Council Members Report – Off-Season Meetings/Activities**

Ms. Carolina Sierra Blanco reported that a policy council meeting will be held on March 29, 2023.

**5. Program Director Report (see written report)**

Report for February - March 2023

**Child Enrollment**

Enrollment of families began on March 1, 2023.

**Staff**

Recruitment for open positions are being announced. The program is recruiting for two site supervisor positions, teachers, parent education specialist, and a part-time custodian.

**Contracts**

The Family Child Care Home Coordinator offered a training for providers who wish to contract with the program. To date, 296 spaces have been secured in family child care homes to begin in May.

**Calendar of Activities and Services**

The National Migrant and Seasonal Head Start Association was selected to award USDA benefit cards to families working in agriculture. We are distributing \$600 cards to each of the families enrolled in the program. To date, almost 1,200 cards have been distributed. A collaboration is being coordinated with the migrant education department to continue helping more families.

**Monitoring**

This month there were no monitoring visits.

## **Safety and Supervision Practices**

Repairs at the centers continue. Due to the rains, challenges have arisen, but the projects are expected to be completed by the end of April. Freedom's downtown project also continues.

### **6. Financial report**

José Rocha, program operations supervisor, reviewed the financial report for February 2023. José reviewed the basic budget report, which is the main budget for the program, the expenses to date, and the balance of the budget. The percentage spent of the basic budget was 89.98%. He also reported that 112.50% of the non-federal share budget has been generated. In addition, José reviewed the following reports: the Training and Technical Assistance budget report, the COVID-ARP report, the COVID CRRSA report, the credit card report, the report on food served in the centers, and the programmatic data reporting.

### **7. Report and Recommendations of the Governance Task Force**

Angelica C. Rentería, Director, reported that a shared governance task force meeting was held on March 15. The purpose of these meetings is to discuss program operation issues further with the committee. At the March 15 meeting, the task force discussed the opportunity the Office of Head Start is providing to reduce or convert program slots. The director explained that for Migrant Head Start programs, converting spaces doesn't really work because this program already offers services for toddlers and preschoolers. Mrs. Carolina Sierra Blanco commented that the task force discussed the possibility that children who are replaced in August to replace kindergarten children can stay to participate in the winter program. This is because the staff registering families have many challenges replacing children later in the season. Providers who will be working in the winter program could be identified early and children placed with them. These changes would help to balance the budget and solve the increases in salaries.

### **8. Eligibility, Recruitment, Selection, Enrollment & Attendance Procedure 2023-2024**

Guadalupe Rocha, Family and Community Services Coordinator, explained that the procedure is a guide to register families. Changes to the 2023-2024 procedure were made to align with grantee policy and new Head Start guidance. One of the biggest changes was that children under the age of three now automatically qualify until they are three years old. For these children, the staff will be verifying each year that the family continues to work in agriculture. However, they will not have to meet the old requirement of meeting 51% or more of income from agriculture. In addition, young children will make their older siblings eligible in order to offer slots to all children in the family.

Guadalupe explained that as this new procedure begins to be implemented, challenges will be identified and it may be necessary to return to the committee to propose changes to the procedure.

Ms. Rocío Contreras gave the motion to approve the 2023-2024 eligibility, recruitment, selection, enrollment and attendance procedure. Mr. Gonzalo Vega seconded the motion and it was unanimously approved.

### **9. Family Child Care Home Provider Menu Suggestions**

The Health Services Supervisor, María Rocha, presented a sample of the four-week menu that was prepared by the program's nutritionist for child care home providers. The menu contains culturally appropriate foods that meet two-thirds of a child's nutritional needs. The menus are a suggestion from the program for the providers. They can modify it as long as they meet the nutritional requirements.

Maria commented that the nutritionist who works with the program provides individual support to the providers, especially new providers.

Committee members had an opportunity to review the menu and commented that it seemed appropriate for children. There were no recommendations or suggestions for changes.

#### **10. Request Suggestions for the Development of the Program's Curriculum**

Guadalupe Cortes, Child Development Coordinator, spoke about the Creative Curriculum, which is the curriculum adopted by the program to be implemented with children in centers and homes. Guadalupe explained that the Creative Curriculum is divided into three types of curricula: one for infants and toddlers, one for preschoolers, and one for family child care homes. She also explained with the use of photographs how a study topic is developed, based on three components. These components are: the initiation of the study, the investigation of the topic and the celebration of the study.

Guadalupe reviewed the proposed study topics for 2023 in centers and homes and asked for suggestions from the committee. This year an appropriate study plan will be incorporated into the winter program. In addition, she discussed how these topics help strengthen parent involvement in the curriculum through monthly activity calendars for families.

There were positive comments about the study topics by the members of the Policy Committee.

Ms. Carolina Sierra Blanco gave the motion to approve the study topics for the 2023 season, it was seconded by Ms. Gladis Sánchez and unanimously approved.

#### **11. Board of Trustees Liaison Report**

No report given.

#### **12. Communications from the Office of Head Start**

The following communications from the Office of Head Start were reviewed:

- Hurricanes Fiona and Ian Disaster Recovery Funds [ACF-PI-HS-23-03].
- Migrant and Seasonal Head Start Eligibility Duration for Children Younger than 3 [January 12, 2023].

#### **13. Questions/Other**

1. Volunteers were asked to participate in home visits to potential providers. The following volunteered: Jose Carlos Gómez, Carolina Sierra Blanco, Rocío Contreras, Gladis Sánchez and Angelita Ferreyra.
2. A special meeting of the Policy Committee will be held to review the application of funds from the cost of living adjustment and quality improvement. The meeting will be on Thursday, April 13 at 6:30 pm in the program's conference room.

#### **14. Next Meeting**

The next meeting date will be Thursday, May 4, 2023 at 6:30 pm in the program conference room and via videoconference.

#### **15. Adjournment**

The meeting was adjourned at 8:45 pm, giving the motion to Ms. Carolina Sierra Blanco, being seconded by Ms. Rocío Contreras and unanimously approved .