



Policy Committee Meeting

Thursday, July 6, 2023

Minutes

1. **Welcome:**

At 7:00 pm, the president of the Policy Committee, Jose Carlos Gómez, began the meeting by welcoming those present. A *quorum* was established with 12 members.

2. **Public Comment Period:**

There were no public comments.

3. **a) Agenda:**

Mr. Jose Carlos Gomez read the agenda. Added an announcement under #14. With this addition, the agenda was approved unanimously, with the motion being made by Mrs. Clemencia Juárez and seconded by Mrs. María Corrales.

b1.) Review of the Minutes

The minutes of June 8, 2023 were reviewed. There being no corrections, the minutes were approved unanimously with Ms. Juana Martínez giving the motion and being seconded by Ms. Clemencia Juárez.

4. **Policy Council Members Report – off-season meetings/activities**

Ms. María Corrales reported that the reduction of slots for agencies was approved at the last meeting.

5. **Reports from Policy Committee members on Local Parent Committee meetings**

María E. Nárez , Family Services Advocate, explained the process for reporting the activities of the local parent committees. Representatives to the Policy Committee had the opportunity to give a brief report on the topics that were presented in their local committee.

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

The Director reviewed the June 2023 report.

Enrollment of Children

Registration of children continues. The program continues to participate in community events to recruit families.

Staff

Interviews were conducted for some teacher positions. Ms. Rocío Contreras participated in the interview panel and gave a report.

Contracts

To date, 42 providers have been hired.

Activities and Services Calendar

During the third week of June, the program hosted the National Family Child Care Home Forum. About 70 participants from across the country attended to learn about best practices for children's learning.

Monitoring

The grantee conducted monitoring of CRRSA and ARP expenditures, which was completed in February 2023, to verify that purchases were in compliance with federal regulations. Everything was in compliance.

Safety and Supervision Practices

During the local committee meetings the following topics were reviewed: the importance of not using cell phones and signing children in and out each day.

7. Financial Report

José Rocha, Program Operations Supervisor, reviewed the financial report for May 2023. José reviewed the basic budget report, which is the main budget of the program, expenses to date and the budget balance. The percentage spent from the basic funds budget was 14.70%. He also reported that 4.87% of the budget has been generated from non-federal funds. Additionally, José reviewed the following reports: the training and technical assistance budget report, the credit card report, the programmatic data report, and the food served at the centers report.

There was a discussion on the importance of parents consistently taking their children to services to support their school readiness and to maintain the required monthly attendance rate, which is 85%. Representatives were asked to make this announcement in local committees.

8. PVUSD 2021-2022 Fiscal Audit Report

Director Angelica C. Renteria explained that one of the requirements when accepting federal funds is that each agency have a fiscal audit conducted by an independent agency. The principal reported that the fiscal audit of the school district for the fiscal year 2021-2022 was carried out and there were no findings or corrective plan to report. The Head Start Performance Standards require that this information be submitted to the Policy Committee as part of the shared governance process.

Ms. Rocio Contreras gave the motion to accept the 2021-2022 tax audit report, it was seconded by Ms. Jovita Matías and unanimously approved.

9. Preliminary Program Services Plan 2024-2025

Director Angelica C. Rentería explained that the preliminary service plan for the program for 2024-2025 is a preliminary plan because it has not been compared with the program budget. This plan includes potential spaces, number of days of services, and proposed dates. Later when the program has the budget, it will be determined if a revision is necessary. The principal also explained that this plan was developed based on the reduction of 112 spaces.

Representatives participated with questions and comments.

Ms. Juana Martínez gave the motion to approve the preliminary service plan of the 2024 program, it was seconded by Ms. Revecca Hernández and unanimously approved.

10. Policy Committee Bylaws

Irene Herrera- Noh , Parent Involvement Supervisor, reviewed the Policy Committee Bylaws *Standards of Conduct document*. The document was also reviewed during the shared governance

training on June 24. Irene stressed that it is very important to remember that the role of the Representatives is always to advocate for the interests of the children and families of the Program and not for their own interests. The representatives signed and delivered the document.

11. Shared Decision Making Planning Calendar

Angelica C. Renteria , Director, reviewed the document titled *2023 Shared Governance Planning Calendar* and described in detail each of the components required for the annual funding request. This is a process that is followed annually and the deadline to submit the request for funds to the federal government is December 1.

Typically, issues are presented to the Policy Committee first and then presented to the School District Board of Trustees. Approvals should not be delayed so as not to affect the funding request process. The director explained that the funds received by the program have to be requested each year following different steps so that the federal government can determine if the program is eligible to continue receiving funds. The director explained that the Policy Committee, the Board of Directors of the School District and the administrative personnel of the program that make up the shared governance of the Program, are the ones that participate in the process of requesting funds. He also explained that the annual monitoring process of the program is important to verify that the requirements are being met. Another important component in the planning calendar is the community assessment that is used to ascertain the needs of families and the community.

12. Board of Trustees Liaison Report

No report given.

13. Elections – Testimonies of Policy Committee Representatives

a. Review of Roles and Responsibilities

Irene Herrera- Noh , Parent Engagement Supervisor, and Executive Committee members briefly reviewed the responsibilities of the five Executive Committee positions. Membership of the Executive Committee is for one year through July 2024. Representatives received a binder during the shared governance training that includes a list of Policy Committee meeting dates for them to post in a prominent location and know in advance the dates of the meetings. Before carrying out the elections it was clarified that, according to the statutes, Alternates cannot be elected to positions on the Executive Committee.

b. Executive Committee Members

Nominations and Elections to the Executive Committee of the Policy Committee

Nominations for President :

Carolina Sierra Blanco; Juana Martinez
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Juana Martínez was elected by majority.

Nominations for Vice President :

Zenon Hernandez; Miguel Angel Morales

Zenón Hernández was elected by majority.

Nominations for Secretary :

Clemencia Juarez

Clemencia Juárez was unanimously elected.

Nominations for Treasurer:

Jovita Matias

Jovita Matías was unanimously elected.

Nominations for Sergeant-at-Arms:
Eleutheria Casia; Miguel Angel Morales

Miguel Ángel Morales was elected by majority.

c. Community Representatives

Irene Herrera-Noh, Parent Involvement Supervisor, explained that the Policy Committee is made up of current parents and Community Representatives. There are two types of Community Representatives; parents who have participated in the program in previous years and community members who are interested in supporting families in the Program. Former parents may participate as Community Representatives as long as they have not been on the Policy Committee for five years. Irene shared that Ms. Elisa Morales was a Representative to the Policy Committee in 2015, 2020, 2021 and 2022. Ms. Elisa introduced herself and addressed the Committee to express her desire to be a Community Representative and was unanimously elected.

d. 3 Representatives/Alternantes to the Policy Council

Irene Herrera- Noh , explained that the Policy Council is the regional group of parents of the Grantee Agency. Three (3) Representatives and three (3) Alternates are elected from each delegate agency and make decisions similar to those of the Policy Committee, but at a regional level; this year the first meeting will be held in Santa Nella and at that meeting a survey will be conducted to decide if the other meetings will also be in person. All meetings are held on Saturday. Transportation, breakfast, lunch, reimbursement for childcare and lost wages are provided, and a letter is provided to the employer to support participation. There will also be a training for Representatives and Alternates on Saturday, July 15 via Zoom . Before carrying out the elections, it was clarified that, according to the bylaws, Alternates and Community Representatives cannot participate.

Nominations and Elections for the 3 Representatives to the Policy Council

These were the results of the elections for the Policy Council:

3 Representatives to the Policy Council
1. Ana Maria Cervantes
2. Carolina Sierra Blanco
3. Rocio Contreras

3 Alternates (in the order of substitution)
1. Eleuteria Casia
2. Miguel Angel Morales
3. Zenon Hernandez

Ms. Carolina Sierra made the motion to close the elections for the members of the Executive Committee of the Policy Committee, the Community Representative and the Representatives/ Alternates to the Policy Council, it was seconded by Ms. Jovita Matías and approved unanimously.

14. Questions/Other

It was announced that Cabrillo School will be offering two introductory child development classes completely free starting August 30. Classes will be in Spanish and it is a way to explore the field of child development.

The president of the policy committee asked about the lack of participation of the board liaisons. The director will follow up.

15. Next Meeting

The next meeting date will be Thursday, August 3, 2023 at 7:00 pm in the Board Room.

16. Adjournment

The meeting was adjourned at 9:40 pm, with the motion being made by Ms. Rocio Contreras, seconded by Ms. Carolina Sierra Blanco and approved unanimously .