



**Policy Council  
Meeting Minutes  
February 6, 2008**

9AM Breakfast  
9:30AM Regular Meeting

**Packet Distribution:** Policy Council Members, All Centers, and Central Office

Attending: Melissa Sampley, Keith Sullivan, Tracy Ballard, *Angelica Lopez (via conference call)*, Kathy Nangle, Crystal Durocher, Samantha Troy, Susanna Lamborn, Michelle Tubera, Elizabeth Agurto, Apryl Napoles, Jo Ann Wojcik, Luz Garcia, Francine Nunes, Jennifer Riley, Tom Grayson, Maria Galvan, Terry Tyler, Susi Cardenas, Danielle Simpson

Staff: Carol Len Shackelford, Judith Irons, Heidi Lutzer, Crystal Smith, Tiffany Mair, Denyse Cardoza, *Chris Otto, Elena Guzman (via conference call)*, Linda Scudder, Coya Dunks, Colene Patton, Corina Cabrera, Cathy Vaughan, Stormy Nelson, Lisa Fuller, Trina Quinn, Pat Drost, Carol Len Shackelford, Christine Mattos, Diane Katz

Desired Outcome: By the end of this meeting, we will

- Review minutes from the previous Policy Council meeting
- Hear reports from the Executive Director and Finance Director
- Hear an update on the Self Assessment
- Hear a presentation on NRS
- Hear the Executive Committee report
- Hear reports from Finance and Program Committees
- Hear Personnel Committee's report and vote on Provisional Employees
- Share what is happening at sites and community in Center and Community reports
- Hear reports from Advisory Committees

**Agenda**

<u>Item</u>	<u>Presenter</u>
Holiday Picture Presentation	Tom Grayson
<b><u>Call to Order @ 9:27am</u></b>	Melissa Sampley
Roll Call	Melissa Sampley
Pledge of Allegiance	Melissa Sampley

Introductions

**Approval of Minutes** *December 5, 2007*

Melissa Sampley  
Melissa Sampley

**MSC / Tracy Ballard / Keith Sullivan to approve minutes as presented.**

**Approval of Agenda**

Melissa Sampley

**MSC/ Tracy Ballard / Apryl Napoles to approve the agenda as amended.**

PC Treasurer's Report \$772.29

Tracy Ballard

**Action Items:**

*Seating Board Liaison – Jo Ann Wojcik*

Melissa Sampley

*Seating Delegates – Elizabeth & Theresa*

**MSC / Tracy Ballard / Keith Sullivan to seat Jo Ann, Elizabeth, and Theresa as members of the Policy Council.**

**Executive Director Report**

Denyse Cardoza

- Program Update
  - \$154,000,000 that was designated for the Head Start program is no longer available. The government was planning on taking these funds from childcare to give to us. Head Start is a part of the collation of childcare and we would not want to take this money from them.
  - Additionally, there was a \$10 million cut to the program. Fortunately, the Office of Head Start has agreed to absorb the costs of this cut, rather than pass them on to regional programs.
  - The National Head Start Association will be strategizing to see how we can save this program and provide quality care for children and families through the Head Start program.
  - As parents and staff, we need to be sure to

advocate for the program and the rights of children. Please talk to other parents and let them know that the program is in danger.

- We are asking Melissa Sampley along with other parents to meet with Ed Condon to help advocate for the program.
- We are able to look to the League of Women's Voters & coordinate to offer our facilities as a location to register to vote. The new Reauthorization allows us to do this (we were not legally allowed to in the past).

### **Finance Director Report**

Christine Mattos

- Christine reviewed Head Start revenue and spending in Nancy Myers' absence.
- She additionally reviewed the program's budget for Training and Technical Assistance.
- Additional information is in the Finance Committee report.

### **Self Assessment Update**

Christine Mattos

- We conduct a Self Assessment to identify areas of the program that are working well and those that need to be strengthened in order to be in compliance with our funding streams.
- We are currently in the process of designing our Corrective Action Plan to address weaker areas in the program. We will finish up this planning process on Friday.
- Christine will be bringing back the Self Assessment report once it is compiled and complete.
- We will be looking at increasing training for Family Advocates in order to make sure they receive enough support in their job role.

### **NRS Outcomes Presentation**

Diane Katz

- Diane Katz presented the NRS Spring 2007 Assessments.
- The Reauthorization has dismissed this assessment process in the future.

- The report shows the growth of children within one year. Recognition of shapes, and early literacy and math skills were assessed. Assessments were also conducted in Spanish for English Language learners.
- Social and emotional development is evaluated by behaviors – positive approaches to learning, positive relationships with others, absence of problem behaviors, etc.
- We are very close to the national averages in Head Start programs.
- DRDP-r provides an evaluative assessment process rather than testing for children. Diane will report on DRDP-r data next month.

### **Executive Committee**

Melissa Sampley

- Discussed roles and responsibilities of officers. We will be contacting one of the officers to determine if she will be continuing on as an officer. It is possible that we will have an officer election in the future.

### **Standing Committees**

- **Finance Committee**

Tracy Ballard & Christine Mattos

- The focus of the last meeting was on finishing up the end of the fiscal year.
- Staff's spending freeze was successful in saving funds in order to finish out the year.
- Unrestricted funds were discussed, as well as new monitoring processes for the cash flow.
- PC would like the golf ambassador to attend next meeting.

- **Program Committee**

Jo Ann Wojcik

- Jo Ann reviewed the minutes from the Program Committee.
- Jo Ann spoke to the importance of having parents on committees and as active members of program governance. It is so important to have parents' voices and

involvement in making decisions that will affect the program and families.

- Please also encourage parents who attend your center meetings to sign up for committees. Please let Linda Scudder know if you are interested in these committees.

- **Personnel Committee**

Suzanne Roberts

**Action Item:**

**Provisional Employees**

Susan Bales – provisional hire  
Anne Berreman – provisional hire  
Michele Dunne-Phillips – resignation  
Melonie Ensign – provisional hire  
Virginia Esteban – provisional hire  
Judith Irons – provisional hire  
Ana Kilmer – rehire  
Lilia Navarro – provisional hire  
Michael Rahilly – resignation  
Roni Sharp – resignation  
Lori Wirta – provisional hire  
Mariana Worden - rehire

**MSC / Francine Nunes / Terry Tyler to approve the provisional hires, rehires, and resignations as presented.**

**Center Committee and Community Reports**

Delegates/Alternates and  
Community Members

Denyse and Linda are available to attend parent meetings to help create interest.

**Sheridan (Michele):** The site is selling handmade photo albums for a fundraiser. Please let Corina know if you are interested in purchasing albums.

**North San Juan (Danielle):** Fundraisers in the local stores at NSJ, big fundraiser for 2/16 Valentine's Dance and live auction, live music. Making Valentine's again this year and will distribute them at the senior center. The seniors are always delighted by the preschoolers' visits. The cookbook is coming along well. They have recently secured an illustrator.

**Roseville 2 (Luz):** Is interested in more information on how to incite interest in parents and how to motivate to get them more involved. The site had a training on fire preparedness for the children. The children are working on recognizing signs and spelling.

**Auburn (Samantha):** We are starting a raffle for Easter baskets. Money will go toward raising funds to replace the fence around the play yard. We are looking at presenting to the Kiwanis club to get assistance with funds and installation. Christmas fundraising provided for toys for the children. Auburn has had good turnout for parent meetings. Parents have stayed in the classroom to encourage others to attend.

**Sierra College (Jenny):** There is a workshop today on helping children with self control. There was a special nutrition meeting at the center, attended by the Nutrition Specialist. Parents are discussing the possibility of contacting Briar Patch to see about setting up a pilot program to assist with providing healthy food. The site is focusing on recycling. They are having a puppet show on February 8<sup>th</sup> to teach the children on the importance of recycling. They will also be having a recycling fundraiser. The center is also interested in possibility putting together a cookbook like North San Juan is working on. They are coordinating with parents and staff to see if parents can volunteer as extra help when children do not want to play outside when they want to stay in due to snow. We have a donation and borrowing closet for children's clothes and one is being started for adult's clothing. Also working on a parent childcare co-op for spring break.

**Grass Valley (Susi):** Fully enrolled and two on the waiting list.

**Ready Springs (Terry):** The children shared thoughts and ideas about Martin Luther King, Jr.'s birthday and his contributions. They have been making easel art, played with artificial snow in preparation for the real snow, made edible clay out of oatmeal, peanut butter, flour and honey, watercolor painting, African language learning. Terry complemented everyone on the success of the Toy Run. Frog Leap Week at the site for Leap

Year. Parent meeting tonight at 4pm.

**Oakland Conference (Melissa):** Melissa was able to attend great workshops at the CHSA conference. Eco-Moms session showed how interested Head Start classrooms are interested in healthy eating and living. Melissa passed around information on what fruits and vegetables are the heaviest in pesticides if not purchased organically. Eco-Moms is interested in reducing environmental toxins and ingested food toxins, both of which influence children's health. They also provide a way to go online and look at your carbon footprint. Advocacy 101: Melissa relayed information learned in this session. She encourages all parents to think of their "Head Start Story" to use for positive advocacy for the program. There is a PBS Video – War on Poverty that features Head Start.

**Advisory Committees:**

- Family Involvement Advisory Committee
  - Linda suggested that we get together to talk about parent involvement conversations and trainings to help parents engage others.
  - Linda acknowledged the committee for their work on the Light Parade in December. Thank you to Sandy and Chris Heller for their ongoing work with the Toy Run.
  - Celebrating Families is beginning. The program is about celebrating who you are as parents and families. Facilitators will discuss and share on communication, stress reduction, self esteem, and other empowering topics.
  
- Involved Males Advisory Committee
  - Tom Grayson had the opportunity to present the improved male involvement program at the Oakland CHSA Conference.
  - The primary objective is to develop the concept of Site Male Ambassadors.

Linda Scudder

Tom Grayson

- Male involvement tracking has been improved so that we can more accurately report on the male involvement contributions of our families.
- Tom presented the Male Involvement Ambassador training binder and the resources it offers.

- Health Advisory Committee

Diane Katz

- The committee did not meet in January.
- We are looking for parents to be involved on this committee who are interested in health and safety in the classroom.

- Child Development Services

Diane Katz

- This committee needs parents to get involved to discuss curriculum, field trips, teacher's responsibilities, disaster preparedness, and other child development-related topics.

- ERSEA

Lisa Fuller

- The committee changed the meeting date to the Thursday after Policy Council.
- The Open House is February 13, 5-7pm at Lincoln Head Start.
- February is the recruitment month. Family Advocates are heavily involved in this process in order to create interest in the program for next year.

**Old Business**

**New Business**

- We'd like to look at having a mini training from 9:30-10am at the next Policy Council meeting.

**Adjournment @ 12:10pm**