



Central California Child Development Services, Inc.

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MIGRANT-SEASONAL / MIGRANT EARLY HEAD START POLICY COMMITTEE MEETING THURSDAY, JULY 21, 2016 FIRST PRESBYTERIAN CHURCH

AGENDA

5:00 – 5:45 p.m. Registration / Dinner

5:45 – 6:00 p.m. Mr. Osvaldo Camberos, Policy Committee President:

- Call Meeting to Order / Welcome
- Roll Call / Establish Quorum
- July 21, 2016 agenda *(action)*
- June 9, 2016 minutes *(action)*
- June 23, 2016 minutes *(action)*
- Informational Items:
 - ✓ Communication of the Office of Head Start
 - ✓ Share Governance
 - ✓ PIR Monthly Report

6:00 – 6:10 p.m.

AUDIENCE PARTICIPATION:

The first ten minutes of the meeting are reserved for members for the public to address the Policy Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee. Speakers shall be limited to three minutes. Attention is called to the fact that the Committee is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Committee does not respond to the public comment at this time.

6:10-6:30 p.m.

Mrs. Sonia Rodriguez, Human Resource Supervisor:

- Revision to Personnel:
 - ✓ Policies #607 *(action)*
 - Executive Director
 - Program Coordinator
 - Program Support Coordinator
 - Program Specialist-Family & Community Services
 - Program Specialist-Health
 - Program Specialist-Disabilities / Mental Health
 - Program Specialist-Child Development

- FCCH Specialist I & II
- FCCH Teacher Support Specialist I & II
- Program Assistant-Family & Community Services
- Support Services-Family & Community
- Program Assistant-Health
- Center Supervisor
- Head Teacher
- Teacher
- Teacher Assistant
- Health and Social Service Worker
- Family Advocates
- Secretary
- Cook
- Cook Aide
- Housekeeper
- Custodian

✓ Policies #216 (*action*)

- Cook Aid Job Descriptions Revision: (*action*)

EXECUTIVE SESSION

The Central California Child Development Services, Inc., Policy Committee members will meet in closed session to consider matters for “closed session” in accordance with Government Code 54954.2 and as provided by law:

6:30 – 6:40 p.m. Mrs. Sonia Rodriguez, Human Resource Supervisor:

- June 23, 2016 Executive Session minutes (*action*)
- Personnel (*action*)

6:40-6:45 p.m. Mr. Camberos:

- “Executive Session” Summarized Report of Action taken

PROGRAM UPDATE / ACTION ITEMS

6:45-7:15 p.m. Ms. Concha Alvarez, Executive Director:

- Head Start Parent Handbook Amendments (*action*)
- Comprehensive School Readiness Event
- Classroom Assessment Scoring System (CLASS) Event
- Parent Group Interview

7:15–7:30 p.m. Mrs. Deborah Padilla, Accountant & Mrs. Bertha Gomez, Account Clerk:

- FY 2016-2017 MHS / MEHS Budget Revision (*action*)
- Policy Committee Budget (*action*)

- Financial Program Report:
 - ✓ Non Federal Share
 - ✓ Number of Meals Served
 - ✓ Enrollment
 - ✓ Attendance
 - ✓ Over Income
 - ✓ Disabilities
- Credit Cards

OFFICERS' TRAINING & INPUT

7:30 – 8:00 p.m. Mrs. Padilla & Mrs. Gomez:

- 2017-2018 MSHS / MEHS Budget and Application

PROGRAM UPDATE / ACTION ITEMS

8:00 – 8:30 p.m. Mrs. Luz Franco, Program Specialist-Family & Community Services:

- MSHS Enrollment / Recruitment Update
- Representative & Alternates for Central California Migrant Head Start Policy Council *(action)*
- Establish Sub-committee for Personnel & Budget and Program Quality *(action)*

8:30 p.m. **MEETING ADJOURN**

Note: Any writings or documents that are public records and are provided to the majority of the governing board regarding an open session item on this agenda will be made available for public inspection at Central California Child Development Services, Inc. 2250 Rockefeller Dr. Ste. 1 Ceres, Ca 95307 during normal business hours from 8:00 a.m. – 5:00 p.m.