



# Central California Child Development Services, Inc.

2250 Rockefeller Dr., Ste 1 P.O. Box 2540, Ceres, CA 95307 (209)581-9000 Fax (209) 581-9009

## HEAD START PRESCHOOL / EARLY HEAD START POLICY COMMITTEE MEETING

### CCCDS / Central Office

2250 Rockefeller Dr., Ste 1, Ceres CA 95307

Wednesday, October 23, 2024

2:00 p.m. – 4:00 p.m.

### AGENDA

- 2:00 – 2:10 p.m. Registration
- 2:10 – 2:20 p.m. Ms. Lilia Hernandez, Program Specialist-Family & Community Services:
- Call Meeting to Order / Welcome
  - Roll Call / Establish Quorum
  - How to Make a Motion
  - October 23, 2024 Agenda *(action)*
  - May 17, 2024 Minutes (Off-Season) *(action)*
  - 2024-2025 HSP/EHS Policy Committee Meeting Plan *(action)*
  - Informational Items:
    - ✓ Communication of the Office of Head Start
    - ✓ Shared Governance
    - ✓ Monthly Program Information Summary Report for Policy Council & Governing Body

### AUDIENCE PARTICIPATION:

- 2:20 – 2:30 p.m. The first ten minutes of the meeting are reserved for members of 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.

### PROGRAM UPDATE / ACTION ITEMS

- 2:30 – 2:45 p.m. Mrs. Karina Jimenez, Program Operations Coordinator:
- 2024-2025 HSP/EHS Community Assessment Update *(action)*

- 2:45 – 3:00 p.m. Claudia Villatoro, Nutrition Services Coordinator:
- 2024-2025 CCFP Menus
- 3:00 – 3:30 p.m. Ms. Concha Alvarez, Executive Director:
- Active Supervision
  - COVID 19 updates
  - 2023-2024 HSP Program Information Report (PIR)
  - 2023-2024 EHS Program Information Report (PIR)
  - 2024-2025 HSP/EHS Program Goals and Objectives *(action)*
  - Revision Job Description – Executive Director *(action)*
  - Revision Job Description – Center Supervisor *(action)*
  - Revision Job Description – Teacher *(action)*
  - Revision Job Description – Assistant *(action)*
  - Revision Job Description – Program Assistant-Health *(action)*
- 3:30 – 3:45 p.m. Mr. Ferdinand Gonzaga, Finance Supervisor:
- HSP/EHS Policy Committee Budget *(action)*
  - Audit Report *(action)*
  - Financial Program Report:
    - Non-Federal Share
    - Number of Meals Served
    - Enrollment
    - Attendance
    - Over Income
    - Disabilities
  - Credit Cards
- 3:45 – 4:00 p.m. Ms. Lilia Hernandez, Program Specialist-Family & Community Services:
- Election of Officers *(action)*
  - Representatives/Alternates for Stanislaus County Regional/Early Head Start Policy Council *(action)*
- 4:00 p.m. **MEETING ADJOURN** *(action)*

**Date of Next Meeting:**

*Tuesday, November 26, 2024*

**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.