



Central California Child Development Services, Inc.

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HEAD START PRESCHOOL / EARLY HEAD START POLICY COMMITTEE MEETING

CCCDS / Central Office
2250 Rockefeller Dr., Ste 1, Ceres CA 95307

Wednesday, November 20, 2024
10:00 a.m. – 12:00 p.m.

AGENDA

- 10:00 - 10:05 a.m. Registration
- 10:05 – 10:15 a.m. Ms. Jessica Kananui, Policy Committee President:
- Call Meeting to Order / Welcome
 - Roll Call / Establish Quorum
 - How to Make a Motion
 - November 20, 2024 Agenda *(action)*
 - May 17, 2024 Minutes (Off-Season) *(action)*
 - 2024-2025 HSP/EHS Policy Committee Meeting Plan *(action)*
 - Informational Items:
 - ✓ Stanislaus Head Start and Early Head Start Policy Council Report
 - ✓ Communication of the Office of Head Start
 - ✓ Shared Governance
 - ✓ Monthly Program Information Summary Report for Policy Council & Governing Body

AUDIENCE PARTICIPATION

- 10:15 – 10:25 a.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.

TRAINING

- 10:25 – 10:35 a.m. Mrs. Karina Jimenez, Program Operations Coordinator:
- Child Abuse Reporting Procedures

PROGRAM UPDATE

- 10:35 – 10:50 a.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)

- 10:50 – 11:00 a.m. Mr. Ferdinand Gonzaga, Finance Supervisor:
- Financial Program Report:
 - Non-Federal Share
 - Number of Meals Served
 - Enrollment
 - Attendance
 - Over Income
 - Disabilities
 - Credit Cards

ACTION ITEMS

- 11:00 – 11:10 a.m. Ms. Claudia Villatoro, Nutrition Services Coordinator:
- 2024-2025 CCFP Menus *(action)*
- 11:10 – 11:30 a.m. Ms. Concha Alvarez, Executive Director:
- 2024-2025 HSP/EHS Program Goals and Objectives *(action)*
 - 2023-2024 HSP/EHS Self-Assessment & Corrective Action Plans for Improvement Summary *(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)*
- 11:30 – 11:45 a.m. Mr. Ferdinand Gonzaga, Finance Supervisor:
- HSP/EHS Policy Committee Budget *(action)*
 - Audit Report *(action)*
- 11:45 – 12:00 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)*
- 12:00 p.m. **MEETING ADJOURN** *(action)*

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.