

PALMDALE SCHOOL DISTRICT
Early Childhood Education Programs
POLICY COMMITTEE MEETING

Wednesday, August 25, 2021
10 a.m.

MINUTES

1. Welcome/ Call to Order at 10:00 a.m. by P. Cuadra, Vice Chairperson
2. Roll Call/Verification of Quorum by N. Castanon

Verification of Quorum Established at: Quorum: 8/7 voting

<u>Ave. J:</u>	1	<u>Chaparral:</u>	0
<u>ECE Office:</u>	1	<u>EHS Home Base:</u>	1
<u>Highland</u>	0	<u>Manzanita:</u>	1
<u>Mesquite:</u>	1	<u>Ocotillo:</u>	0
<u>Palm Tree:</u>	0	<u>Site #18/HB Palm</u>	1
<u>Tamarisk:</u>	0	<u>Tierra Bonita/HB Lanc:</u>	0
<u>Tumbleweed:</u>	1	<u>Wilsona:</u>	1
<u>Yucca:</u>	0	<u>Community Reps:</u>	0

3. **Ordering of Agenda**

3.1 **Ordering of the Agenda** – Meeting of Wednesday, August 25, 2021.

Motion: A. Martinez
Second: N. Castanon
Discussion: None
Motion Carried: Approved: 6 Opposed: 0

4. **Approval of Minutes**

4.1 Approval of the Policy Committee Minutes – Meeting of Thursday July 29, and from Tuesday August 03, 2021.

Motion: A. Martinez
Second: Y. Reyes
Discussion: None
Motion Carried: Approved: 7 Opposed: 0

5. **Reports/Action Items**

5.1 Director Melanie Culver (See Board Admin. Report)

5.1.1 Board Administrative Report: Director Melanie Culver

- Administration Report – Lisa Fowler, Chris Burton

- **Education – Danielle Watson, Elizabeth Mora**
- **Health – Victoria Ermilio, RN**
- **Mental Health and Disabilities – Amy Wiley**
- **Nutrition – Rathney Min**
- **ERSEA – Joe Vega-Smith**
- **Program Governance/Family Community Partnership – Paulina Panduro**
- **Cost Report – Lisa Kincaid**

5.2 Executive Committee Report / Recommendation – H. Reeves

The Committee met on **8/19/2021** and provided a report on their committee's activities and will forward the following recommendations for approval.

5.2.1 Approval of Bylaws and Written Plans for School Year 2021-2022

Motion: A. Martinez
Second: J. Ramirez
Discussion: None
Motion Carried: Approved: 7 Opposed: 0

Next Executive Meeting is September 21, 2021 @ 10 am.

6. *PUBLIC COMMENT (15 Minutes)* Refer to the Policy Committee “Public Comment Procedure”

7. Announcements

- Parent Interest Survey
- Site parent meetings begin next month
- Next PC Meeting – September 29, 2021 @ 10am

8. Adjournment:

A motion was made by A. Martinez to adjourn the **August 25, 2021** Policy Committee Meeting.

Meeting adjourned at 10:40 am

Motion Carried: Yes Approved: 7 Opposed: 0

DISTRITO ESCOLAR DE PALMDALE
Programas de educación temprana

REUNIÓN DEL COMITÉ DE PÓLIZA
miércoles, 25 de agosto de 2021
10AM

ACTAS

1. Bienvenida/ Llamar al Orden – 10 a.m. por P. Cuadra, Vice- Chairperson
2. Roll Call/Verification of Quorum / (Pasar lista de asistencia) – N. Castanon
Verificación del Quórum Establecido en - 8 Quórum/7 votante

<u>Ave. J:</u>	1	<u>Chaparral:</u>	0
<u>ECE Office:</u>	1	<u>EHS Home Base:</u>	1
<u>Highland</u>	0	<u>Manzanita:</u>	1
<u>Mesquite:</u>	1	<u>Ocotillo:</u>	0
<u>Palm Tree:</u>	0	<u>Site #18/HB Palm</u>	1
<u>Tamarisk:</u>	0	<u>Tierra Bonita/HB Lanc:</u>	0
<u>Tumbleweed:</u>	1	<u>Wilsona:</u>	1
<u>Yucca:</u>	0	<u>Community Reps:</u>	0

3. **Ordenación de Agenda**
 - 3.1 **Ordenación de Agenda** - Reunión del **miércoles, 25 de agosto de 2021.**

Moción: A. Martinez
Apoyo: N. Castanon
Discusión: Ninguna
Moción Aprobada: Aprobada: 6 Opuesto: 0

4. **Aprobación de Actas**
 - 4.1 Aprobación de las Actas del Comité de Póliza del **jueves, 29 de julio de 2021 y martes, 03 de agosto de 2021.**

Moción: A. Martinez
Apoyo: Y. Reyes
Discusión: Ninguna
Moción Aprobada: Aprobada: 7 Opuesto: 0

5. **Artículos de Acción/Reportes:**
 - 5.1 **Directora Melanie Culver**
 - 5.1.1 **Reporte Administrativo de la Junta: Directora Melanie Culver**

- **Reporte de la Administración- Lisa Fowler, Chris Burton**
- **Educación – Danielle Watson, Elizabeth Mora**
- **Salud – Victoria Ermilio, RN**
- **Salud mental y discapacidades – Amy Wiley**
- **Nutrición – Rathney Min**
- **ERSEA – Joe Vega-Smith**
- **Gobernanza del Programa/Enlace Comunitario de la Familia – Paulina Panduro**
- **Reporte de Finanzas – Lisa Kincaid**

5.2 Reporte del Comité Ejecutivo/ Recomendaciones – H. Reeves

El comité se reunió el **8/19/2021** y proporcionó un reporte de las actividades del comité.

5.2.1 Aprobación de Bylaws y Planes del año escolar 21-22.

Moción: N. Castanon
Apoyo: J. Ramirez
Discusión: Ninguna
Moción Aprobada: Aprobada: 7 Opuesto: 0

La siguiente junta será el 21 de Septiembre de 2021 a las 10am.

6. *COMENTARIOS PÚBLICOS (15 Minutos)* Consulte el “Procedimiento para Comentarios Públicos” del Comité de Póliza

7. Anuncios

- Encuesta de interés de los padres
- Reuniones de padres comienzan el próximo mes
- Próxima junta – 29 de septiembre 2021@ 10am

8. Se levanta la sesión:

A. Martinez hizo una moción para terminar la reunión de Comité de Póliza del **25 de agosto de 2021** a las 1:33 pm

Moción Aprobada: Si Aprobada: 7 Opuesto: 0

PALMDALE SCHOOL DISTRICT
Early Childhood Education Programs

Updates to Policies and Procedures 2021-2022

The Office of Head Start requires for grantee and delegate Head Start programs to develop written area procedures. Written area procedures support Office of Head Start Performance Standards. In addition, written area plans support ongoing implementation of services, monitoring and continuity of program improvement. Written Areas are approved on a year basis. The complete documents for PSD ECE Policies and Procedures for all service areas can be found here:

<https://drive.google.com/drive/folders/1CNwDgMxq5yMUInzZMYWgVgK0ROCSghg-?usp=sharing>

The following changes for written areas 2021-2022 for the PSD/ECE program are as follows:

- Health
 - To ensure the health and safety of our students and staff the 2021-2022 Health Plan was developed and is updated to meet the guidelines set forth by the LA County Department of Health, California Health Department, and The Center for Disease and Control while abiding to The Office of Head Start, Performance Standards. Included in this plan is PPE, cleaning and disinfecting, health screenings, positive COVID test, COVID exposures, communication, contact tracing and quarantine. Palmdale School District Head Start, follows the “Decisions Pathway” published by the LA County Department of Health.
 - https://docs.google.com/document/d/1FjddNe_6HMnrA5W4dIALTK8kWkRIzrMnNF9D-s7TbJE/edit?usp=sharing
- Nutrition
 - To safeguard accurate and updated Policies and Procedures, COVID-19 Addendums have been or will be added to: Holiday Observances and Celebrations Procedure, Meal Services and Food Safety Procedures, Internal Nutrition Monitoring Procedures, and Oral Health Practices.
- Fiscal
 - No changes
- Mental Health and Disabilities
 - Individualization forms will be used in the EHS program and will align with services that are being provided through the IFSP. Parent concerns will also generate an individualization form to best support the needs of the child and family. This will be done to support Head Start standards.
 - A new in-house referral form has been created to stream-line the process for teachers to obtain materials or assistance for parent needs, specific child needs and classroom support.
 - The MDTM process and forms have been updated to create a cohesive process to best support the needs of children, families and staff.
 - The process for placing referrals to the LEA has been updated and stream-lined to help expedite the process for families with documented developmental concerns.

- How and where staff document parent concerns, developmental needs and staff efforts has been altered for both the mental health and disabilities tab so there is a consistent method of documentation.
- Care and Supervision
 - To ensure a safe work environment, ECE is following the PSD Covid-19 Prevention Program and CDPH guidelines to decrease exposure to the Covid virus and maintain a safe environment. To the extent possible, staff and students abide by physical distancing, stable cohorts, appropriate adult-student ratio, daily staff and student screening, ingress/egress points, closed campus with gates locked, signage, consistent cleaning and disinfecting classrooms and toys protocols, face covering requirements, consistent delivery of PPE, hand sanitizers on hand, zoning maps, and consistent discussion on the importance of Care and Supervision to decrease any potential injuries or problems.
 - Keeping students safe - Internal monitoring of the classroom environment conducted by Admins, Lead Teachers, Teachers, Teacher Assistants, and Custodians. Consistent communication between all staff members in reducing potential hazards. 45-Day Safety Walks conducted by the Administration.
- Family Engagement and Program Governance
 - In order to ensure that families receive quality services in a timely manner, the timeline for provision of services was updated for Emergency/ Crisis situations. Families will be referred within 24-48 hours and follow-ups will be completed within 10 days. Referrals and resources were also clearly defined to staff to avoid confusion and create consistent documentation (FCP-3).
 - Due to Covid 19, parent volunteers are not being permitted in the classroom in order to reduce the number of people in enclosed spaces. PSD ECE will keep parents updated and informed with any changes (FCP-7).
 - The Family Partnership Specialist in collaboration with service area specialists will be responsible for inputting workshops and trainings coordinated and given to parents into ChildPlus (FCP- 5,6).
 - The Policy Committee will have one Sub Committee, the Executive Committee, that will meet on the third Thursday of the month. All meetings, trainings, and voting will take place virtually or over the phone (By-Laws).
- Education
 - Home based Programs

This year home visits and socializations will be in person. Home visitors will request that families complete the health screening being sent out via learning genie prior to the home visit and socialization. During the home visits, home visitors will complete a screening with parents to ensure that the health screening was completed in learning genie prior to the visit as well as ask

With dignity and respect for all, the Palmdale School District will empower every child with essential skills and knowledge, inspire lifelong learning and develop responsible citizens who are fair, trustworthy, responsible and respectful.

any pertinent questions to ensure safety for all parties involved. Families can opt to hold the home visit at the site or any other agreed upon location that is outside of the home

- ERSEA
 - Information in regards to COVID 19 will be kept in the ERSEA policy procedures. Eligibilities and Enrollment will continue to be conducted through online and phone for the program year 2021/2022. Attendance added a section for the 60-day process with detailed information along with dates that the 60-day follow up will take place and monitored throughout the year. Added recruitment plan to the eligibility procedures.