

**Oregon Child Development Coalition**  
**Board of Directors Meeting August 25, 2018**  
**Wilsonville, Oregon**

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**Call to Order**

Shari Lane, Board Chair called the meeting to order at 8:35AM approximately

**Roll Call**

Present, Shari Lane, Board Chair; Juan Preciado, Vice Chair; Dan Quiñones, Christyn Dundorf, Claudia Limon, Marta Hanna, Steve Petruzelli, Grant Baxter, Patricia Cuevas and Estomina Made.

OCDC Staff, Donalda Dodson, Executive Director; Juan Escobar, Director of Quality Assurance; Don Horseman, Financial Director; Angela Gomez, Fiscal Budgets and Grants Manager, Xin Gao (on Skype), Amy Lomanto, Preschool Content Specialist; and Linda Torres, Senior Executive Assistant

**Board Minutes Approval June and July 2018**

Board minutes of June 22, 2018 were approved. Remove first paragraph page 1 Shari mentioned in the minutes...correction noted.

Board minutes for July 11, 2018 were approved. Claudia mentioned a correction on page 2 Smith Foods ... correction noted.

**Motion:** Shari Lane entertains a motion to approve the June 22, 2018 Board minutes with correction. Christyn Dundorf made the motion, Juan Preciado seconded. No discussion, all in favor said aye. The motion passed.

**Motion:** Shari Lane entertains a motion to approve the July 11, 2018 Board minutes as corrected. Claudia Limon made the motion and Grant Baxter seconded. All in favor said aye. Motion carried.

**CLASS Observations Results**

The Board discussed the CLASS results. There were two categories that were very good. Discussion was on ways to improve the scores that were very low: instructional support, concept development, and quality of feedback, as was noted in the results from CLASS Observations 7/18/2018.

As she mentioned in memo sent to the Board, Christyn Dundorf comments were that concept development and quality of feedback relate more to how teachers support the development of children's knowledge; these two elements help children see themselves as thinkers, and problem solvers. These are important academic skills that support the children in their transition to formal school.

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Christyn believes that OCDC should undertake some intensive professional development looking at our resources for coaching, to support the concept development and quality of feedback skills for all classroom staff. The average nationwide CLASS scores are in the higher 3's, or 3.5.

Amy mentioned that if she can be in classroom once a month would be good to help teachers support each other. Many classes are improving in this area. There are coaching opportunities for teachers and they want to do better, but there are lots of transitions in our classroom, they just don't have time. But we have looked at the guidelines with teachers and slowly weaving these through.

Christyn informed that there is a Statewide initiative that came out of Illinois - Lead Learn Excel, brought to Oregon to the Early Learning Division, which helps support the everyday learning and improvement of teachers, and Christyn is participating in the LLE project which is in its first cohort. She encourages active participation for teachers in this project to help with the issues revealed by the CLASS report.

Shari agreed and mentioned having an actual plan of action, and who is responsible.

**Action:** Next steps: education staff will have a written plan going forward, or working on this. Build in the coaching plan and doing additional trainings on concept development. When would be a good time for an update?

Amy said that we might have some plan by September 22. Observing and learning from other teachers is good. Polk County is doing a great job. We can have Jennifer McMullen, Education Supervisor in Polk; ask what they are doing in that county.

**SCHOOL READINESS GOALS MSHS and OPK**

Xin Gao, Lead Education Specialist, gave an update on the School Readiness Goals 2018, and explained that she changed the Goal 4 to reflect that children will develop their math thinking skills. This makes more sense and math has been an emphasis in the Office of Head Start. All these objectives are from local counties, they have meetings where parents share and then gather the data from these parent teacher meetings. All objectives are developed by the local centers.

**Motion:** **Shari Lane entertained a motion to approve the School Readiness Goals 2018 update, contingent on the PC approval, Christyn Dundorf made the motion, and Steve Petruzelli seconded the motion to approve the School readiness Goals 2018 update, contingent on the PC approval. All in favor said aye, no oppositions. The motion passed.**

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Xin Gao, accepted a position in New York and has relocated. However, Donalda mentioned that she has agreed to work with us through the transition to the new Lead Education Specialist.

**EXECUTIVE DIRECTOR REPORT**

Donalda gave a brief update on the Executive Director Report to the Board:

1. The CLASS scores results in two of the three areas were good, but noticed we just barely are above the “2” in classroom instruction. Education staff is developing a plan to address this and also have our TTA consultant Maggie Pondolfino who will be assisting. Comments that Christyn Dundorf sent are very helpful, and have been shared with the education team.
2. We heard that the Duration funding is non-competitive. We have updated our class lists as requested to reflect hours served and current Duration.
3. Received the Federal Monitoring Review May 21-25 letter this last week. We were pleased to know that our program met all the Head Start regulations and requirements.
4. There were two incidents, and the OHS wants to combine the two, and we are now waiting for a new letter for these incidents. We are working on this issue, everyone getting training even the staff on layoff get the same training. We have a plan on active supervision, reviewing that with staff in each of the centers.
5. TTA Data Consultant, Seth Kopald, came to visit and had good feedback, he mentioned that within the Strategic plan to have more goals and timeframes and not so many objectives. He also met with the Policy Councils.
6. OPK – Emphasis on obtaining full enrollment in all the OPK sites. The Program Directors and ERSEA supervisors are working strategically for full enrollment. In Washington County, ELD has provided a special consultant, Dawn Barberis to assist.
7. RD Director, Brian was recruited to another agency and decided to leave OCDC. There is a big hole in Resource Development, and we will be recruiting for that position. Steve asked for a copy of the job description for RD Director.

**To Do List:** Marta Hanna was talking about maybe starting to have meetings with the PC and Board. Next meeting for PC is the transition in October. Shari also proposed that it would be great for the next year, to have the leadership of OCDC, the Board, and Directors and PC together going towards the same mission and on the same page. Maybe we can start planning on a broader retreat.

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**Proposal Note to Community** - Shari asked if there are any concerns of the Board, to send out letter to the OCDC community of Board support. She will probably email letter to Board first and present to the PC as well.

**SELECTION CRITERIA OPK Washington County and Jackson County**

Juan Escobar, Director of Quality Assurance, requested approval for Selection Criteria for Jackson County eligibility update, and Washington County for the Duration Program. ERSEA Jackson County form is an update to the criteria to reflect a new community agreement. Part of this is to take into consideration the new area that has been redefined to the zip code of Ashland and Talent/Phoenix for OPK program year 2017-2018. This was presented to the Policy Councils, and now to the Board. The PC approved in Umatilla Co. at their last meeting.

**Motion:** **Shari Lane called for a motion to approve the Jackson County update Selection criteria. Juan Preciado made the motion, Christyn Dundorf seconded the motion. All in favor said aye. Motion passed.**

Juan presented the OPK 2018-2019 Washington County 6 hour OPK program eligibility determination for Duration. With the addition of 6 hour OPK program OCDC proposes using the same application for this program. By using this form for both the 3.5 hour and 6 hour programs there is little to no disruption for the completion of the application. The amendment is included.

**Motion:** **Shari entertained a motion to approve the Selection Criteria for Duration Program as presented; Grant Baxter made the motion and Dan Quiñones seconded. No oppositions, all in favor said aye. The motion passed.**

**Memorandum of Understanding (MOU) OCDC Jackson County 2018-2019**

Juan presented the MOU shared between OCDC Jackson County and Southern Oregon Head Start for OPK. This agreement came out from the mediation. The memo defines service area for OCDC and SOHS in Jackson County. Copies were given out to the Board.

**Calendar Visit from ELD Team**

Shari talked about the response letter received from Early Learning Division 8/2/2018. There was a proposal to attend a board meeting to discuss in detail any issues. Shari suggested that we can invite the ELD team and spend maybe an hour at one of the Board meetings; we can talk about the goals for the State and the processes, and how we can better partner. More as a round table and ways we can work together. Also talk about enrollment, and how other programs are meeting enrollment. The Board agreed; Shari said she will get back to Nakeshia Knight Coyle, Director at ELD and will let the Board know of the response.

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**ODE Child and Adult Care Food Program**

**CACFP Administrative Budget Summary**

Donalda Dodson informed the Board of the CACPF program; she explained that we reimburse the home providers for the meals they provide to the children. This program serves five counties in Oregon. Angela Gomez gave a brief explanation of the administrative budget summary. There were some cutbacks made, the Manager of this program has stepped down. The staff members and hours have been decreased to keep cost at a minimum.

The Board reviewed the budget and some of the line items. Total budget is \$185,560.00/ number of homes 147.

Mary Warren, Accounts Payable Supervisor works well with the contact person, and will be sending this to ODE on due date August 31.

**Motion:**       **Shari Lane called for a motion to approve the CACPF budget FY 2019 as presented. Claudia Limon made the motion, and Patricia Cuevas seconded the motion. All those in favor said aye. The motion carries.**

*Note:* Shari mentioned that Board members need to see all the fiscal documents before signing the budget forms. The Board has been requesting that materials be emailed before the meeting so they can review the fiscal budgets in a timely manner. The OPK documents will be sent to the Board next week.

Shari Lane had to leave earlier due to a previous engagement; Juan Preciado, Vice Chair continued to preside the Board meeting.

*The OPK budget summaries are being presented today.*

**Oregon PreKindergarten OPK Budget Summary 2018-2019**

Angela will be sending the OPK summary to Karelia to present to the OPK PC. Marta Hanna explained how difficult it is for the PC to vote on such short timelines, and they know they need to vote, as this is part of their duties and responsibilities. They are contacted by text or phone call, and don't have time for questions. Questions about what the staff criteria is to meet those deadlines for grant budgets, to accomplish the goals, and how can we plan for future grant approvals.

Donalda said that we need to reengage in the Finance committee meetings to present the budgets. We would also include with Board Finance committee, members of the PC. And those individuals would be part of the recommendations to the parents.

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**Action:**        **Setting up the Finance Committee schedule - Don and Donaldda responsible for these.**

Discussion continued about wanting to make sure to get documents prior to presentation at the Board meeting. How can the board get these documents earlier? The need for earlier presentation of materials has been emphasized previously. The agency has been short of staff which has greatly impacted the ability to get documents out earlier. Christyn asked Steve about organizations he has previously mentioned that might have retired persons that might be available to help out. Steve noted there is a labor rich market that sometimes difficult to recruit.

Angela explained it has been a challenging year, Fiscal lost one of key people for OPK; and had to bring in temps. Don mentioned that when you get an overload of grants, it takes time for the coordination and effort and a certain timeframe to have these reviewed, before they are presented to the Board. But we do try to meet all the deadlines to get the information to the Board. The Board members agreed that they can move forward to approve the OEHS and OPK budgets.

**Oregon Head Start Prekindergarten Grant -OPK**

Angela went over the OPK budget summary 2018-2019. There is the form needs to be signed for the State, by the Board Chair, or Vice Chair. This is second biennium 2017-2019 grant. State funded slots: 748. Total budget year 2 is \$7,367,475, and Grand Total is \$13,997,477.00,

**Motion:**        **Juan Preciado called for a motion, for the approval of the OPK Grant Budget for 2018-2019; Steve Petruzelli made the motion, Grant Baxter seconded. Those in favor said aye, no oppositions. The motion passed.**

**Oregon Early Head Start Program-OEHS**

OEHS budget was presented; biennium 2017-2019 grant. State funded slots 14; Total budget Year 2 is \$165,893, and Grant total of \$279,584.

**Motion:**        **Juan Preciado called for a motion to approve the OEHS Grant budget as presented. Steve Petruzelli made the motion; Dan Quiñones seconded the motion to approve the OEHS Grant budget. Those in favor said aye, no oppositions, the motion passed.**

**Fiscal Updates**

**MSHS Grant due September 30** - The MSHS grant is due on September 30, and we are closing by the end of this month. We can send the final budgets to the Finance Committee, and maybe meet after Labor Day. Don said that we can go over that grant and bring for approval at the September 22 meeting.

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**OCDC Audit** - The Audit has to be approved as well. Don informed that the final draft was sent to the Auditors on Monday, and basically they put their opinion on it. Don can send the audit out to the committee for the Board to read and review and the Audit Committee makes their recommendation.

***Finance Committee for the USDA Budget*** - Friday, September 7<sup>th</sup>, the Finance committee will be scheduled with Steve and Juan. Juan is here in town, and we just need to get PC reps.

**Region XII Modification Revised Budget**

Angela informed the Board that this is just information for the Board. We had submitted the original budget in June. The Grant specialist that we had has left and now we have a new Lead Specialist, and she is looking at things differently, with the Migrant grant and with Region XII.

In those grants we know we may have vacancies, so there are various reasons we left unspent. We would have all the hours, and when we rolled it out we held some of that, 5 percent hold back, 7 percent hold back, and that gave us a way to balance the budget. We have done this a number of years, but the new Specialist didn't agree with that. We will be following and checking the projections and validate we do have the funds. Just letting you know for funding purposes; we had the same issue with the COLA, and we had to revise budgets. This is the long term programs.

**Financial Dashboards 2018/2017**

- Don presented the financial dashboards. There are not a lot of changes in the financials.
- Most concern is enrollment at the time, but the expenditures are in balance.
- Just a snapshot of various programs, expenditures for June and the current enrollment.
- Presented the Results by Funding Source. Summary of All Funds.
- The Board liked the summary and narrative. Easy to follow.

**Migrant and Seasonal Head Start PC Report**

- Claudia Limon reported that the MSHS and OPK meeting went really well with visit to Umatilla County.
- Both MSHS and OPK Policy Councils visited Boardman.
- Both OPK and MSHS members loved the housing in Boardman.
- We had good discussion with Region XII Data Consultant, Dr. Seth Kopald about program data.
- Regarding the incident in Klamath County one of the parents mentioned that the time the child was left unsupervised, was one hour. The report says 7 min. Donalda will follow up; the Office of Child Care reported on this.

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**Follow Up Action Items:** September 2018

1. Scheduling joint meeting of Board and PC. Deadline: 9/22/18 Board meeting. Responsible person: Board Chair and PC Chair.
2. Relay 8/17/18 Federal Review results to all Board members. Deadline: no later than 9/22/18 meeting. Responsible person: Linda
3. Update on coaching plan to address CLASS scores on Instructional Support. Deadline: (first update) 9/22/18 meeting. Responsible person: Amy
4. Translate revised Bylaws into Spanish. Deadline: \_\_\_ Responsible person: \_\_\_
5. HR complaints chart. Deadline. 9/22/18 meeting. Responsible person: Herberd/Walter (?)
6. Schedule retreat for Board, PC, ELT, and Center Directors. Deadline \_\_\_ Responsible person \_\_\_
7. Donalda's performance evaluation self-evaluation. Deadline: 9/15/18. Responsible person: Donalda
8. Letter of support to OCDC community from Board (submit to PC first). Deadline to submit draft to Board: 9/9/18. Responsible party: Shari
9. Unsupervised Child Incident Policy approved and distributed. Deadline \_\_\_ Responsible party: \_\_\_
10. Finance Committee schedule needs to be set up. Responsible: Don and Donalda.
  - Friday, September 7 Finance Committee Meeting 10 to 12 pm at Wilsonville Central office. Committee: Steve, Juan, Don, Angela and Donalda. Invite PC reps.
  - Next Board of Directors meeting - Saturday Sept 22 at Wilsonville office

**Board Meeting Adjourns – 2:30 pm PT**