

HUMAN SERVICES DEPARTMENT – HEAD START POLICY COUNCIL  
 January 11, 2021  
 WebEx Virtual Meeting

<b>City of Phoenix Staff</b>	<b>Alternates Present</b>
Patricia Kirkland	Kimberly Olivas, GPUL
Jesus Alex Cadenas	
Daniela Canisales	
Marion Hill	<b>Alternates Absent</b>
Juliana Panqueva	Isabella Gil, DV
Jose M. Garcia	Rosa Marquez, DV
JoAnn Jackson	Aurora Leyva-Avila, Fowler
Janell Stringfellow	Jennifer Sanate Avendano, GPL
Katie Hunot	Deborah Lara Cornejo, GPUL
Stefanie Goodman	Monica Ramirez, WES
Amparo Arnold-Garza	Isatu Davis-Anthony, WES
<b>Members Absent</b>	<b>Community Representatives Absent</b>
Gabriela Flores Rojo, CCP	
Maricela Pinzon, BTW	
Esther A. Munoz Duran, EHS	
Wendy Hernandez, GPUL	
Jesus Navarette, GPUL	
<b>Members of the Public</b>	
Sandra Heredia (Translator)	

**1. Call to Order**

Chairperson Selina Peña called the meeting to order at 9:42 a.m. A quorum was convened, with fifteen (15) members present.

Members Present:

- Tatiana Carrillo Ruiz, Alhambra Representative
- Julissa Machado, Alhambra Representative
- Gloria Perez, Booker T. Washington Representative
- Sandy Estrada Garcia, Deer Valley Representative
- Tracie Harmond, Deer Valley Representative
- Rosa Bañuelos, Fowler Representative
- Salina Peña, Greater Phoenix Urban League Representative
- Elizabeth Garrido Goings, Washington Representative
- Claudia Garcia, Washington Representative
- Joelle Grande, Community Representative
- Xochitl Wilson, Community Representative
- Janice Varnado, Community Representative
- Anita Aguilar, Community Representative
- Dulce M. Ruelas, Community Representative
- Faith Stoddard, Community Representative

**2. Head Start Seating (Introduction of New Members)**

Chairperson Selina Peña called for introductions of new Policy Council members. Deputy Human Services Director Patricia Kirkland, there are no new members.

**3. Approval of November 23, 2020, and December 14, 2020, Meeting Minutes**

Chairperson Salina Peña asked the council members to review the meeting minutes from the November 23, 2020, and December 14, 2020, meetings. Chairperson Salina Peña reminded council members to only vote if they were present at the meetings. Chairperson Salina Peña called for a motion to approve the November 23, 2020, and December 14, 2020 meeting minutes. Fowler Representative, Rosa Bañuelos, motioned to approve, and Vice-Chairperson, Alhambra Representative, Tatiana Carrillo Ruiz, second the motion. The motioned passed.

Eleven (11) votes in favor:

**Members Present**

Tatiana Carrillo Ruiz, Vice-Chairperson, Alhambra Representative

Julissa Machado, Alhambra Representative

Sandy Estrada Garcia, Deer Valley Representative

Tracie Harmond, Deer Valley Representative

Rosa Bañuelos, Treasurer, Fowler Representative

Salina Peña, Chairperson, Greater Phoenix Urban League

Elizabeth Garrido Goings, Washinton Representative

Joelle Grande, Community Representative

Xochitl Wilson, Community Representative

Janice Varnado, Community Representative

Dulce M. Ruelas, Community Representative

Four (4) abstained votes,

Gloria Perez Booker T. Washington Representative

Claudia Garcia, Washington Representative

Anita Aguilar, Community Representative, and

Faith Stoddard, Community Representative

Zero (0) votes against.

**4. Introduction of Staff**

Chairperson, Selina Peña, called for introductions of staff; Deputy Human Services Director Patricia Kirkland said there was no new staff to introduce during this meeting.

**5. Acceptance of Budget Report / Fiscal Budget Ending**

Accountant III, Juliana Panqueva, explained there would be no review of the December 2020 budget due to the holidays. Mrs. Panqueva explained the budget reports would be reported one month behind due to the approval process by fiscal staff and the timing of the submission of the reports. Mrs. Panqueva explained that the December 2020 budget reports would be presented and recommended for approval during the February meeting.

**a. Treasurer Report:**

No report this month

**b. Budget Report:**

No report this month

**c. Education Service Provider Report:**

No report this month

**d. In-Kind Report:**

No report this month

**e. CARES Act Report:**

Accountant III, Juliana Panqueva, reviewed the CARES Act report and explained that this report is information only and does not need approval. Mrs. Panueva stated the Grantee had spent 18%, the Education Service Providers have spent 55%, and the Childcare Partnership spent 25%.

Chairperson Selina Peña indicated the above information does not need approval, and its only information as presented.

(9:53 a.m.) Kimberly Olivas, Greater Phoenix Urban League-Alternate joined the meeting, quorum at sixteen (16).

**6. Discussion and Possible Action on**

**a. Personnel Actions**

Deputy Human Services Director Patricia Kirkland stated there are no hiring requests this month, but several upcoming.

**b. Contracts**

Administrative Assistant II, Daniela Canisales, shared there are no updates.

(10:05 a.m.) Liliana Rodriguez, Early Head Start Representative joined the meeting quorum at seventeen (17).

c. Program Updates

Deputy Human Services Director Patricia Kirkland explained that staff would report on the various programmatic updates every month. Mrs. Kirkland introduced JoAnn Jackson and Janell Stringfellow as the program's Education Specialist and will provide a Practice-Based Coaching overview. Mrs. JoAnn Jackson indicated Mrs. Stefanie Goodman would provide her report.

Education Specialist Janell Stringfellow explained to the council her staff work with the Early Head Start and Childcare Partnerships and shared a PowerPoint overview of Practice-Based Coaching (PBC) is a coaching approach to professional development for early childhood educators. Practice Base Coaching is a useful model that has both a research base and experience base elements. Strategies are used to improve teacher practices and positive child outcomes.

Practice-Based Coaching includes the following components:

1. Shared goals and action planning
2. Engaging in focused observation
3. Reflection and feedback.

Mrs. Stringfellow explained that Practice Base Coaching occurs in a collaborative partnership where the coach and teacher work together to define and carry out professional development through the above components. Practice-Based Coaching connects directly to the Head Start Program Performance Standard §1302.92 (c). Each component informs the direction of coaching and the actions taken by the coach or coaches.

Program Assistant Mrs. Stephanie Goodman explained Practice-Based Coaching could be delivered in person or at a distance. Mrs. Goodman indicated due to the COVID-19, the staff is currently using distance coaching. She said the teachers could receive coaching from an expert (a coach) by working with a peer or support their development through self-coaching. Teachers can work one-on-one with a coach or in a group guided by a coach. Mrs. Goodman indicated that coaching hours from all City of Phoenix coaches had totaled 458 hours this school year; coaching hours include different things for each teacher. Staff observes teachers, provides feedback on their goals, and have conversations that help them reflect and solve problems. Mrs. Goodman indicated staff conduct research and share resources, ideas, and strategies for teachers to use in their curriculum and engaging children, both virtually and in person. Coaches model, role play, and use videotape to help teachers reflect and work on their goals. Mrs. Goodman indicated one crucial component of coaching hours is documentation. Staff document each step to provide a reference for teachers to guide their goals and, most importantly, celebrate their accomplishments.

d. Quality Assurance

Deputy Human Services Director Patricia Kirkland indicated this agenda item would continue to be a standing item for next month; there is no Quality Assurance report this month.

(10:24 a.m.) Diana Castillo, Fowler Representative joined the meeting quorum at eighteen (18).

**e. Enrollment Updates**

Data Manager Jose Garcia reviewed enrollment data indicating overall enrollment is stable at 60% for the grantee. Mr. Garcia stated the program has the same number of withdrawals as children enrolling. Mr. Garcia said Early Head Start Home-Based has 250 children enrolled, the Preschool has 1,700 children enrolled, and Child Care Partners have 126 children enrolled.

**f. MANCAVE Updates**

Deputy Human Services Director Patricia Kirkland introduced Program Coordinator Marion Hill. Mrs. Kirkland explained that MANCAVE had been a working project for Mr. Hill, and he has fostered this project with his team and has gone above and beyond.

Program Coordinator Marion Hill explained that the MANCAVE project fosters positive relationships between fathers and their children through innovative services and programming. Mr. Hill indicated that MANCAVE's importance is teaching fathers how to engage with their children and be an active father. MANCAVE is releasing a web application that will support responsible fathers, healthy marriages, and economic mobility. Mr. Hill explained how the application would work and encouraged the council to share this information with their perspective Education Service Providers and Head Start families. He stated any father could participate whether or not they are enrolled in Head Start. Families can text "fatherhood" from their cell phone to (602)932-6633. Mr. Hill encouraged the council to get the bulletin shared from Secretary III, Jesus Alex Cadenas.

**g. Governing Body Report**

Deputy Human Services Director Patricia Kirkland encouraged the council to review the report. Mrs. Kirkland reminded the council members that the information is sent to the Land Use and Livability Subcommittee, providing them with program updates on Fiscal Expenditures, Enrollments Reports, School Attendance, Medical/Dental Exams status, and Program information Summaries.

**h. Director's Report**

Deputy Human Services Director Patricia Kirkland stated Data Manager, Jose Garcia, reviewed the Continuous Quality Improvement with the council last month. Mrs. Kirkland encouraged the council members to join the committees, and if interested to please contact Secretary III, Jesus Alex Cadenas; the meetings will be quarterly. Mrs. Kirkland stated that if they cannot join a committee but have suggestions to please send them to her. Mrs. Kirkland said the Grantee's goal is always to provide high-quality programming and services to families.

Mrs. Kirkland shared the 2021 National Head Start Winter Leadership conference information and encouraged the council members to consider attending. She stated that if interested, email Secretary III, Jesus Alex Cadenas. The conference will take place March 9 – 11, 2021; Mrs. Kirkland indicated depending on the number of council members interested, a drawing may be conducted to select attendees.

Mrs. Kirkland indicated asked council members send a headshot of themselves to post on the City of Phoenix Head Start Birth to Five website; pictures can be sent to Secretary III, Jesus Alex Cadenas. Mrs. Kirkland indicated any member who had their photo taken last year is welcome to use the same one.

**7. Call to the Public**

Chairperson, Salina Peña did a call to the public. None.

**8. Issues and Concerns of Committee Members for Further Study and Future Agenda Items**

Chairperson, Salina Peña asked if there were any issues or concerns council members wanted to bring for further study or discussion at the next meeting. No one had any issues or concerns.

**9. Announcements**

Patricia Kirkland, Deputy Human Services Director, introduced Moe Gallegos, the Arizona Head Start Association Director.

Mr. Gallegos explained the Arizona Head Start Association would like to start a Parent Ambassador Program. Mr. Gallegos provided a brief overview of what the program would entail, added it is the voice of all the Arizona agencies. Mr. Gallegos indicated the Head Start Grantees in Arizona service between 21,000 to 23,000 children. Arizona has 24 Head Start grantees; 11 are non-tribal; 13 are tribal, seven are in Maricopa County, and two are Early Head Start only grantees. Mr. Gallegos indicated each state has an agency that collaborates and added Arizona's collaboration office is the Arizona Department of Education. Mr. Gallegos indicated Arizona Head Start Association has subcommittees: Disabilities and Mental Health, Early Childhood Development, Integrated Health and Safety, and Parent, Family, and Community Engagement.

Mr. Gallegos indicated one of many projects the program is trying to create is a Parent Ambassador Program; it will be open to current or past Head Start parents. Mr. Gallegos explained the Parent Ambassador program would consist of training on advocacy and leadership. The first meeting will be on March 6, 2021. Mr. Gallegos encouraged the Policy Council members to share the information with parents. Mr. Gallegos encouraged the Policy Council members to participate in the AZECA Early Childhood Day at the Legislature on March 9, 2021. Mr. Gallegos

stated it is a great opportunity for all parents to become leaders for their children and community and have their voices heard at the state level.

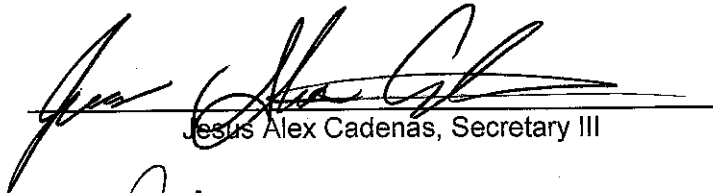
Mr. Gallegos said anyone interested in participating in this project could reach out to him via email at [Moises.gallegos@azheadstart.org](mailto:Moises.gallegos@azheadstart.org) or phone at (602) 338-0449. Mrs. Kirkland shared that two of the Policy Council parents attended last year's National Head Start Association Winter Conference. The state of Ohio introduced its own Parent Ambassador Program during that conference.

Secretary III, Jesus Alex Cadenas, asked any council members interested in being part of the Continuous Quality Improvement or the Parent Ambassador Program to email him with their interest.

Secretary III, Jesus Alex Cadenas, reminded everyone to please send their signed documents to him in the package's self-addressed envelope.

10. **Adjournment:** Chairperson Selina Peña adjourned the meeting at 10:50 a.m.

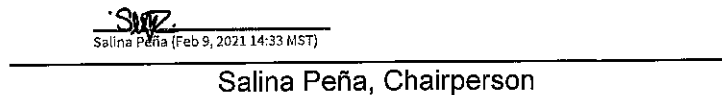
Prepared by:

  
Jesus Alex Cadenas, Secretary III

Submitted by:

  
Patricia Kirkland, Deputy Human Services Director

Approved by:

  
Salina Peña (Feb 9, 2021 14:33 MST)  
Salina Peña, Chairperson

