



**Las Cruces Public Schools Board of Education
Training
Thursday, April 21, 2017 • 9:30 a.m.
Professional Development Center, Dona Ana Room**

I. Head Start Training

The meeting began at 9:35 a.m.

Those present were:

- Sra. Maria A. Flores, President
- Mr. Ed Frank, Vice President
- Mr. Ray Jaramillo, Secretary
- Mrs. Terrie Dallman, Member

Mr. Maury Castro, Member was absent. Superintendent Dr. Gregory Ewing was also in attendance..

Also in attendance:

- Erlinda Martinez – Associate Superintendent of Instruction
- Jo Galvan – Chief Communications Officer
- Miguel Serrano – Chief Human Resources Officer
- Albert Vega – Chief Technology and Resource Officer
- Roberto Lozano – Director of Dual Language/Migrant Education
- Tina Gonzalez – Executive Assistant to the Superintendent
- Rebecca Archuleta – Administrative Assistant to the Superintendent
- Marlena Metzgar – Accountant/Grants
- Melissa Zuniga – Controller
- Bruce Hartman – NEA-LC President

Dr. Maria Artiaga, Director of Head Start, welcomed attendees to the meeting and introduced the Head Start staff also in attendance:

- Rosario Sanchez – Health and Safety Facilitator
- Linda Lopez – ERSEA/Education Facilitator
- Lillian Duran – Coordinator/Education Facilitator
- Julie Hallock – Education Facilitator
- Sylvia Huerta – Family and Community Engagement Facilitator
- Lourdes Johnson – Parent, Family, and Community Engagement Facilitator
- Luis Alberto Guzman – Disabilities Facilitator
- Lillian Montoya – Accounting Specialist
- Karleen Gorham – Head Start Secretary
- Janeth Soto – ERSEA Secretary
- Christy Enriquez – Records Secretary
- Valerie Gonzalez – NMSU Student Worker
- Justine Jimenez – NMSU Student Worker

- Michael Rackey - Community Representative and Ngage New Mexico
- Helen Garcia – Policy Council Representative

Training covered major content areas:

- Overview and Objectives
- Head Start Content Areas
 - Disabilities
 - Education
 - ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance)
 - Family, Community, and Engagement
 - Health, Safety, and Nutrition
 - In-Kind
 - Parent, Family, Community, and Engagement
- Administration
 - Head Start Timeline (Past, Present, and Future)
 - Philosophy
 - Vision and Mission
 - Program Goals
 - 5 Year Strategic Plan
 - School Readiness
- Governance, Leadership, and Oversight Capacity Screener
 - Annual Report
- Community Assessment
- Self-Assessment – Program Improvement Plan
- Head Start Manual
- FY 2016 Office of Head Start Leadership, Governance, Management Systems Monitoring Protocol
 - FY 2016 Office of Head Start Leadership, Governance, Management Systems Monitoring Protocol – Document Review Guide
 - FY 2016 Office of Head Start Leadership, Governance, Management Systems Monitoring Protocol – Governing Body Interview Guide

Dr. Artiaga advised the Early Childhood Learning & Knowledge Center (ECLKC) website has a wealth of information on the Head Start Program as a valuable resource. She explained that under the Governing Body Duties and Responsibilities the “Governing Body” refers to the Las Cruces Public Schools Board of Education. Facilitators conduct regular comprehensive needs assessments of the program, and every three months a report is provided to the Board of Education to ensure they are effectively overseeing and participating in the programs in the Head Start Program.

Mrs. Dallman inquired as to which standards we are utilizing to measure standards. Dr. Artiaga advised they have been utilizing Head Start Guidelines, which are nationwide, though they have been recently revised.

Ms. Sylvia Huerta shared a presentation on Family, Community, and Engagement processes. Ms. Jo Galvan, Chief Communications Officer, questioned if there are any changes or alterations that are made for immigrant students. Ms. Huerta advised that the initial screening aims to identify students of immigrant families that may have limited access to medical, dental, and other health care due to lack of insurance coverage. She

shared that several resources have been compiled to share with such families that educates them on providers who will aid them without such coverage.

Ms. Lillian Duran, Ms. Julie Hallock, and Ms. Linda Lopez shared a presentation on Head Start Education. Sra. Flores questioned the format of the three assessments given to students. They shared they are online assessments, however, the computer is controlled and read aloud by the teacher and the child responds verbally.

Ms. Janeth Soto provided a presentation on ERSEA processes. Mrs. Dallman questioned if Head Start students are dropped from enrollment after being absent for longer than ten (10) consecutive days as is procedure for other LCPS students. Dr. Artiaga advised that the students will be dropped from the program; however, several procedures are in place that make multiple attempts to contact the student’s family to provide support services prior to the dropping of the student from program. Mr. Jaramillo inquired if there are any adjustments being made to the income analysis process in regards to increasing minimum wage prices. Ms. Soto advised that a review of each student’s family situation is constantly reviewed to see if any changes in household may alter their eligibility. Ms. Erlinda Martinez, Associate Superintendent of Instruction, advised that Title I funds have no income-based requirements, so the Head Start Centers use a combination of Head Start funds as well as Title I funding that can support additional students who may not meet the initial low-income requirements. Mrs. Dallman inquired as to if transportation is ever an issue for student attendance. Dr. Artiaga advised it is, but having eighteen (18) classrooms within twelve (12) school sites allows more access to families across the city.

Dr. Artiaga provided a presentation on Head Start Administration Timeline. Mrs. Dallman inquired as to if current guidelines of curriculum are age appropriate to three and four-year-old students. Dr. Artiaga shared that they look at all alignments with New Mexico Early Learning Guidelines, Kindergarten Common Core Standards, and each student’s assessment results to measure their actual achievement and which standards they have already mastered. Mr. Jaramillo raised awareness to the emphasis of “Pre-School ready for Kindergarten”, and he wanted to ensure that a focus is still being placed on the physical, mental, and social well-being of each student in the Head Start Program.

II. Superintendent’s Update

Dr. Roberto Lozano, Director of Dual Language/Migrant Education, presented on the Procedures of Robert’s Rules of Order.

Superintendent Dr. Gregory Ewing shared with attendees the history of funding reclamation to date from the New Mexico Public Education Department, the total cost savings achieved within the district to date, and possible budgetary standings during the next fiscal year pending the upcoming Special Legislative Session being conducted in the New Mexico Capitol.

III. Adjournment

The meeting was adjourned at 12:36 p.m.

Board President

Board Secretary

Minutes taken by Rebecca Archuleta