

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
**Amador Tuolumne Community Action Agency
 BOARD OF DIRECTORS EMERGENCY MEETING**

Friday, August 09, 2024 | 10:30 A.M.

LOCATIONS

 Host, Cheryl Clark: **ATCAA Sonora Service Center**, 427 N. Hwy 49, Ste. 305, Sonora, CA 95370 (209) 533-1397

 Host, Joseph Bors, Janessa Stone: **ATCAA Jackson Service Center**, 10590 Hwy 88, Jackson, CA 95642 (209) 223-1485

AGENDA

1. **CALL TO ORDER:**
2. **ROLL CALL:**

ATCAA Board of Directors				
	<i>Frank Axe, Board Chairperson</i>			Amador - PUB
	<i>Joni Drake, Board Vice-Chair</i>			Amador - LIR
	<i>Claire Gunselman, Board Treasurer</i>			Amador - PUB
Amador			Tuolumne	
	Jeff Brown	PUB	Ryan Campbell	PUB
	Lynn Morgan	PRI	Jaron Brandon	PUB
	Pastor Mark Smith	PRI	Andy Merrill	PUB
	Carol Rush	PRI	Diane Bennett	PRI
	Susan Conn	LIR	Andréa-Victoria Lisbon	PRI
	Mary Pulskamp	LIR	Jennifer Grenland	LIR-HSPC
	Antoinette Del Rio Lopez	LIR	Cathy Parker	LIR
Calaveras				
	Sabrina Smith	LIR		

ATCAA Staff	
	Joseph Bors, Executive Director
	Talibah Al-Rafiq, Fiscal Officer
	Bruce Giudici, Outgoing Fiscal Officer
	Janessa Stone, Board Secretary
	Cheryl Clark, Sonora Service Secretary

Others Present:

3. PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.

4. NEW BUSINESS:

4.1. Request for Approval of Interim Head Start Director, Marcia Williams Pg. 3 (**ACTION ITEM**)

5. ADJOURNMENT:

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590. State Hwy. 88 Jackson, CA and the ATCAA Sonora Service Center 427 N. State Hwy. 49 Sonora, CA.

SPECIAL NEEDS: Persons who need auxiliary aids or services are requested to call our Sonora Service Center at 209-533-1397 or our Jackson Service Center at 209-223-1485 during business hours at least 48 hours before the meeting so appropriate arrangements may be made.

Marcia Williams

Education

1989	M.A., Mills College, Oakland, CA
Degree:	Education
1985	Teaching Credential Program, Mills College
Certificate:	Multiple Subject Teaching Credential
1977	B.A., Mills College, Oakland, CA
Degree:	Psychology

Special Skills:

- Program management including: program development, strategic planning staff development and fiscal management
- Budget management, reporting and preparation.
- Community Collaboration
- Grant writing and proposal preparation
- Working with English language learner and immigrant populations
- Coach for new teachers and directors
- Parent education and parent leadership training

Professional Experience

January 2020 – Present, Quality Assurance Manager, ATCAA Head Start

As the Quality Assurance Manager for ATCAA Head Start I work with other Service Area Managers to support a high-quality Head Start/Early Head Start Program. Duties include:

- Supervision of Lead Center Teachers in Tuolumne County
- Overseeing the teacher coaching program and supervising mentor coaches and outside contractors
- Help with grant writing and budget development
- Track staff training and plan for professional development
- Help with classroom safety and active supervision monitoring
- Writing the Head Start annual report

July, 2019- January 2020 Director, Sierra Waldorf School, Jamestown, CA

As the Administrative Director for a Waldorf School I supervised the Accounting Department, Outreach and Development Coordinator, Enrollment Director and Administrative Assistant. Duties included:

- Budget development and tracking
- Preparation of Reports and Agendas for Board and other committee meetings
- Overseeing Faculty Evaluations
- Overseeing the School Calendar
- Developing the Re-opening school plan and COVID related health and safety procedures for staff, students and visitors.

2009 – 2019 Head Start/Early Head Start Director, Amador Tuolumne Community Action Agency, Sonora, CA

During my tenure as Head Start Director we applied for and received an ARRA Early Head Start expansion grant. I oversaw the renovation of a building into a Family Center containing Early Head Start, Head Start and a Family Literacy program. I was selected by Region IX Head Start as a coach for new Head Start Directors. I was responsible for all aspects of program management and development including:

- Budget development and tracking for multiple grant and funding sources including California State Preschool, Head Start, Early Head Start and First 5
- Grant writing and reporting to funders
- Monitoring for quality and compliance with grant requirements
- Planning for sustainability and future expansion
- Supervision of management team
- Staff hiring, evaluation and professional development
- Program promotion and publicity
- Planning for training and staff development
- Community collaboration
- Supervising Practice Based Coaching Program

3/1998 to 12/2008 - Literacy Director, Amador-Tuolumne Community Action Agency, Sonora, CA

As program manager for ATCAA family literacy programs and family resource centers in Amador and Tuolumne County I was responsible for all aspects of program management and development including:

- Monitoring for quality and compliance with grant requirements
- Planning for sustainability and future expansion
- Oversight of adult education and early childhood education classrooms
- Budget development and tracking for multiple grant and funding sources for an annual total of approximately \$725,000
- Fiscal and program reporting
- Program promotion and publicity
- Supervision of staff including planning for training and staff development
- Program evaluation and data collection
- Community collaboration

One of the grants I supervised, "Work Start", was chosen as a model program for helping parents with substance abuse problems and is listed under "best practices" in the Employment Development Division.

8/1996 - 3/1998 - Even Start Family Literacy Instructor, ATCAA, Sonora, CA

As instructor for Even Start classes I was responsible for supervising the children's classroom staff, developing curriculum, recruiting students, working closely with local schools and community groups and collecting data for program evaluation.

1989 - 1996 - Classroom Teacher, Sierra School, El Cerrito, CA

At Sierra School, an independent K-6 school, I taught third grade for 2 years and fourth grade for 5 years. I was also a member of the Board of Trustees, and started the school's community service project doing native plant landscaping in a nearby park.

1984 - 1989 - Assistant Director for Academic Computing, Mills College, Oakland, CA

My duties included:

- Setting up a computer lab on campus and a training center for Mills faculty and staff;
- Grant and budget oversight and development;
- Developing courses and training materials;
- Providing input to the Mills strategic plan for technology.

1981 - 1983 - Account Representative, STSC, Inc. San Francisco, CA

Provided specialized programming and training services, account management and customer support.

1978 - 1981 - Consultant, Management Advisory Services, Price Waterhouse, San Francisco, CA

Our main business was creating financial modeling software for a variety of clients. I was responsible for writing software and providing technical support, writing training materials and developing in-house training and development for managers.

Special Training/Certification/Accomplishments

- California Even Start Coach through California Department of Education. As one of 10 Even Start Coaches, I provided trainings and technical assistance to 20 Even Start programs annually from 2001 through 2008.
- Certified Trainer, National Center for Family Literacy, Kentucky since 2004. As a Certified Trainer I have given trainings and presentations on a variety of topics in Florida, New Mexico, California and Kentucky
- Head Start Leadership Academy - Practice Based Coaching - April, 2013

Memberships/Affiliations

- 2000 - 2006 Member, Tuolumne County Peri-natal Multi-disciplinary Team
- 2001 - 2010 Summerville Union High School Board of Trustees
- 2000 Graduate of Leadership Tuolumne County
- 2009 - 2019 Ex-officio, member of Tuolumne County First 5 Commission
- 2009 - 2018 Member of Local Child Care Planning Council
- 2007 - 2011 Member, Social Services Transportation Advisory Committee, Amador County
- 2007 - 2008 Education Committee Member for Tuolumne County Community Indicators Project
- 2008 - 2009 Adjunct faculty member, Columbia Community College, ESL Instructor
- 2023 - Present Board Member, Columbia College Foundation

Professional Development/Trainings

- COVID Coordinator Training
- Program for Infant Toddler Caregivers Training
- Trauma Informed Practice
- Coaching Training
- Pyramid Model Training -- (Social Emotional Curriculum for Children)
- Working with substance exposed children
- Domestic Violence Awareness Training
- Culture of Poverty Training
- Infant/Toddler Child Development - 3 unit class through Columbia College
- Learning Differences - two day training presented by National Center for Dyslexia
- Heart Math - 30 hour stress management/emotional health techniques.
- Effective Supervision Techniques
- Prenatal to Three literacy training - Prenatal to Three Initiative
- Fiscal and Risk Management Training
- Mindful Communication



JACKSON SERVICE CENTER
10590 Highway 88
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Phone: (209) 223-1485

 ATCAA.ORG
  [@ATCAASince1981](https://www.instagram.com/ATCAASince1981)

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AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

The ATCAA Board approved the hire of Marcia Williams as Interim Head Start Director at the August 9, 2024 Board Meeting.

Frank Axe, ATCAA Board Chairperson