

**Head Start Policy Committee Meeting Minutes  
Thursday, April 20, 2017**

**I. Call to Order/Roll Call**

The meeting was called to order at 9:06 a.m. by Calvin Sheppard, Chair. He asked the representative for Earl Warren AM, Josephine Lewis, to take minutes of the meeting and to take roll. She took roll and a quorum was established.

**II. Consent Items**

**A. Approval of the Minutes of the March 16, 2017 Meeting**

Minutes of the March 16, 2017 meeting were reviewed. Sandi Appleton moved to approve the minutes. Andrea Scharnow seconded the motion. Show of hands vote: Aye: 9 (Sandi Appleton, Andrea Scharnow, Taneya Zimmerman, Kassity Presley-Shelton, Erika Albarran Arteaga, May Lyn Hallberg, Denise Burleson, Jolene Henry, and Julie Phillips) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

**III. Action Items**

There were no action items.

**IV. Action Items (Closed Session Personnel-Pursuant to Government Code Section 54957)**

**A. Staff Approval**

Jennifer Osalbo, Coordinator, provided information for the hiring of several new Head Start Instructional Aide positions. Carlos Morales, was selected for the position of Instructional Aide at John Cabrillo. Kim Makihela was selected for the position of Instructional Aide at John Bidwell. Lachia Christian was selected for the position of Instructional Aide at Nicholas. Thanh Thuy Nguyen was selected for the position of Instructional Aide at Parkway. Andrea Scharnow moved to approve the hiring of new staff. Emereti Martinez seconded the motion. Show of hands vote: Aye: 10 (Andrea Scharnow, Emereti Martinez, Kassity Presley-Shelton, Erika Albarran Arteaga, May Lyn Hallberg, Denise Burleson, Sandi Appleton, Jolene Henry, Julie Phillips, and Anchil Goswami) Nay: 0 Abstentions: 2, Calvin Sheppard, Chair, and Taneya Zimmerman, Parliamentarian.

**V. Information Items**

## **A. Director's Report**

Jacque Bonini, Director, shared that there are instructional aide positions still available, and interviews are still going on in April. She also gave the Parent Engagement and First 5 updates during this time.

## **B. Eligibility, Recruitment, Selection, Enrollment and Attendance Report**

Rose Moya, Registration Supervisor, provided the ERSEA report. She informed the representatives that last month we met full enrollment. Oak Ridge PM still has openings, as well as Abraham Lincoln, and James Marshall. She also explained that 85% is the threshold for Average Daily Attendance. Attendance could be low because children may be out during this allergy season. Parents should only keep children at home when they are sick. If there are other reasons why the child is not at school, we have resources that could help the family. Rose shared that Elder Creek and Lisbon were over 90% attendance. She mentioned that parents should have received packets for returning students. Part Day programs had on-site enrollments, and all Wrap and Full Day programs will be receiving their packets to reenroll. Monday, April 24, 2017, Fall enrollment will begin. Rose asked that the representatives share this enrollment information with other families. She also shared that 10,000 postcards went out into the community. Enrollment would be first come, first served, and some popular sites fill up quick. Priority goes to the students that are returning, 4 year olds, and then children who have turned 3 years old by September 1, 2017. For the Early Head Start program, 30 days prior to the child turning 3 years old, they can transition to the Head Start program. Rose mentioned that this is the biggest number of children that will be returning next school year, making it over 50% returning students. Families will automatically get priority at the sites they are currently enrolled at.

## **C. Fiscal Monthly Report**

Shelagh Ferguson, Program Technician for Head Start Funding, presented the fiscal monthly report. February fiscal reports were available as a hand out and color coded to help identify the three programs. A review of the fiscal report for resource 5212 Head Start Training and Technical Assistance was provided to the Policy Committee to outline how the reports are set up each year and how the expenses are categorized and tallied by month and cumulatively. An email was received from SETA advising that the review of our application for the 2017-2018 CCP grant was completed and approved. The review of the HS & EHS grant application was ongoing. Tammi Kerch, SETA auditor would be reviewing the Head Start, Early Head Start and CCP fiscal records the week of April 24, 2017.

## **D. Policy Council Report**

Taneya Zimmerman, Parliamentarian, briefly spoke about their Policy Council meeting. She is continuing to learn her role as Parliamentarian.

## **E. Nutrition Update**

Tammy Sanchez, Health/Nutrition Coordinator, introduced Nutrition Services Supervisor Hurst Philpot, and Chef/Manager David Edgar. Sample menus were distributed and she

asked that the Policy Committee use this opportunity to ask questions, share any concerns, give feedback about the menu items served and share what items the children most enjoy. Nutrition Services Supervisor, Hurst Philpot, explained USDA regulations must be followed when creating menus, and children's likes and dislikes are also considered. Nutrition Services shared that some regulations are coming and there would be some menu changes next year. For example, the USDA has decided cereal bars and muffins will now be considered as "breakfast desserts" and must be removed from the menu. Since children seem to like hot breakfast, so more items like eggs, protein, and whole grains will be served for breakfast. Vegetables and fruit used to be a combined portion, but it now has to be separate. And red or green vegetables will be served two times a week. Nutrition Services shared that Sacramento City Unified School District is already complying with some of these things, but it will now be regulated. The Policy Committee shared their individual site's questions and concerns with Nutrition Services and Hurst Philpot said he would take this information back to the Nutrition Services Department.

#### **F. Facility Update**

Patti Lewkowitz, Facilities Licensing Specialist, spoke about the large fire alarm upgrade at C. P. Huntington. Most alarm systems are up to date, but this upgrade will make it easier for them to work together. She mentioned that there has been a lot of activity at C. P. Huntington. She asked the Policy Committee to let their teacher know if they spot things like bugs/insects, or other pests. They will contact Pest Control to come out to the sites. Patti also mentioned there will be a technology upgrade, with the first being an electronic sign in. Over the course of the next year, we will be trying it out in select classrooms. She shared that they will be on iPads, and will be very easy to use. This upgrade will help manage enrollment, will be real time data, and tied to ChildPlus to help with our reports. Teachers will also be getting upgraded computers, with hopes to start in September 2017.

#### **G. First 5 Update**

Jacque Bonini, Director, shared information about First 5's Kindergarten Readiness Academy. It will be a 5 weeks program, with no income guidelines. Andrea Scharnow, Vice Chair, asked if they have announced the sites yet, and mentioned the 16 children Leataata Wrap that will be headed to kindergarten. Mrs. Bonini mentioned that Leataata should be having the Kindergarten Readiness Academy at that site.

#### **H. Education Update**

There were no Education updates.

#### **I. Parent Engagement Update**

Jacque Bonini, Director, shared information about this month's Parent Engagement Workshop. The workshop will be this evening, and held at Capital City in the multipurpose room from 5:00pm to 7:30pm. A light dinner will be provided for the families from 5:00-5:30, and the workshop will be provided in English, Spanish, and Chinese.

### **VI. Open Discussion and Comments**

There were no comments.

**VII. Public Participation**

There was no public participation

**VIII. Adjournment**

Meeting was adjourned at 10:40 am.