

**Head Start Policy Committee Meeting Minutes
Thursday, December 15, 2016**

I. Call to Order/Roll Call

The meeting was called to order at 9:17 a.m. by Calvin Sheppard, Chair. He asked the Parliamentarian, Taneya Zimmerman 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 November 17, 2016 Meeting

Minutes of the November 17, 2016 meeting were reviewed. Andrea Scharnow moved to approve the minutes. Taneya Zimmerman seconded the motion. Show of hands vote: Aye: 7 (Andrea Scharnow, Taneya Zimmerman, Kassity Presley-Shelton, Nancy Xiong, Sandi Appleton, Flor Hernandez, and Jonicia Williams) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

III. Action Items

A. Approval of Community Representative

Calvin Sheppard, Chair, asked for a motion to table the Community Representative until next month's meeting. Andrea Scharnow moved to table the Community Representative. Taneya Zimmerman seconded the motion. Show of hands vote: Aye: 8 (Andrea Scharnow, Taneya Zimmerman, Kassity Presley-Shelton, Nancy Xiong, Sandi Appleton, Alma Acevedo, Flor Hernandez, and Jonicia Williams) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

B. Election of Representatives to attend CHSA Conference

Vicki Wasson, Coordinator, spoke about the CHSA Conference, and asked if there were any parents interested in attending. The CHSA Conference will be held at the Hyatt Regency Hotel in Downtown Sacramento January 9th and 10th of 2017. She let the representatives know that they will be able to send two Head Start parents and one Early Head Start parent to the conference. Jonicia Williams, representative for Susan B. Anthony Wrap, volunteered to attend the conference. Sandi Appleton, representative for Hiram Johnson's Early Head Start program, also volunteered to attend the conference. Andrea Scharnow moved to approve sending those 2 parents to the conference. Taneya Zimmerman seconded the motion. Show of hands vote: Aye: 8 (Andrea Scharnow, Taneya Zimmerman, Kassity Presley-Shelton, Nancy Xiong, Sandi Appleton, Alma Acevedo, Flor Hernandez, and Jonicia Williams) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

C. Approval of the 2016-2017 Self-Assessment Plan

Jennifer Osalbo, Coordinator, spoke about the review of the 2016-2017 Self-Assessment Plan. It is an internal review of our programs. She also went over team assignments, and provided copies of the 2016-2017 Self-Assessment Plan. Flor Hernandez moved to approve the 2016-2017 Self-Assessment Plan. Andrea Scharnow seconded the motion. Show of hands vote: Aye: 8 (Andrea Scharnow, Taneya Zimmerman, Kassity Presley-Shelton, Nancy Xiong, Sandi Appleton, Alma Acevedo, Flor Hernandez, and Jonicia Williams) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

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

A. Staff Approval

Doris Reese, Coordinator, provided information for the hiring of several new Head Start Instructional Aide positions. The interviews were held on October 15th and 16th. Andrea Scharnow, Vice Chair and representative for Leataata Floyd, was a part of the interview panel. Jennyfer Childs, was selected for the position of Instructional Aide at Fruit Ridge. Kiley Sohrakoff was selected for the position of Instructional Aide at Edward Kemble. Amanda McLain was selected for the position of Instructional Aide at C.P. Huntington. Maha Nour was selected for the position of Instructional Aide at Woodbine. Doris Reese shared that there were over 9 candidates that interviewed for the Instructional Aide positions. Andrea Scharnow moved to approve the hiring of staff. Alma Acevedo seconded the motion. Show of hands vote: Aye: 8 (Andrea Scharnow, Taneya Zimmerman, Kassity Presley-Shelton, Nancy Xiong, Sandi Appleton, Alma Acevedo, Flor Hernandez, and Jonicia Williams) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

V. Information Items

A. Director's Report

Jacque Bonini, Director, shared information about new school board members. One of which is Michael Minnick, a professor at Sacramento City College. He majored in Child Development, and will be a great advocate for preschool while serving on the board.

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

Rose Moya, Registration Supervisor, provided the ERSEA report. She informed the representatives that enrollment is currently at 95%. We are still struggling with a few sites, especially at Fruit Ridge and Parkway. For families that need a full day program, there are still spaces available at Charles A. Jones Skills Center. There were mailers providing enrollment information sent out to the school sites, as well as provided at recruitment events. Staff recently attend the Hmong New Year's event at Cal Expo, and provided 250 flyers with information about preschool enrollment. Rose explained that there are challenges to get staff to work recruitment events, especially on Saturdays. She asked that if there are things happening in the community, or any other events that may happen at a school site, please let Parent Advisor BraJona Harris know. We will try to send staff to the events to help recruit. Jonicia Williams, representative for Susan B. Anthony Wrap, asked how many days a child could be late, or miss school before they would be dropped from the

program. Rose explained to her that they do not kick children out of the program, but will work with families with other options. She mentioned that there are resources such as temporary bus passes, and staff like the School Community Liaisons that would be able to help.

C. Fiscal Monthly Report

Shelagh Ferguson, Program Technician for Head Start Funding, presented the fiscal monthly report. November fiscal reports were available as a hand out and color coded to help identify the three programs. Handouts that were provided also included the USDA meals with two meal reports showing meal service. Two reports from September were included this month because they were not available last month. There was only one charge of \$151.51 this month for the Family Engagement Workshop. January will be busy due to staffing and grant applications. There will be a budget training in February, and that would also be around the same time grant applications will be done. Jonicia Williams, representative for Susan B. Anthony Wrap, asked if teacher's orders were also included in the budget. She was also asked by her teacher to check on the status of the teacher's requests for supplies. Shelagh let the parent know that she would be happy to speak with her after the meeting, and to check on that specific order.

D. Policy Council Report

Andrea Scharnow, Vice Chair, took over in the Chair's absence. She spoke about the meet and greet breakfast she attended for SETA's Policy Council. She encouraged representatives to come out to the Policy Council Meetings. Marie Desha, SETA Representative, spoke about the breakfast being the 3rd year they have done it. It is also an opportunity for everyone to meet the parents and staff at SETA.

E. Nutrition Update

Tammy Sanchez, Health/Nutrition Coordinator, shared feedback from a recently completed State review of the District's meal service program. The SCUSD Nutrition Service Department and several Child Development programs were reviewed and Tammy was notified that the outcome of the review was very positive. It had been one of the best they have ever had. Tammy complimented Rose Moya, Registration Supervisor, for the thorough collection of the meal applications. It was also noted that most parents turned in their meal applications on time, and with minimal errors. Tammy also distributed fliers to Policy Committee Representatives regarding the upcoming Parent Education Workshop on "Healthy Eating", which will take place after the January 19th PC Meeting. PC Reps were asked to go back and share this information with other parents. Karen Ito, Nutrition Consultant, will be the workshop presenter. There will be space for twenty parents to participate in a cooking lesson and they will receive information on seasonal produce and healthy recipes to take home with them.

F. Facility Update

Jennifer Osalbo, Coordinator, reported for Patti Lewkowitz. She provided the Safe Environments checklist. She also explained what each notation meant, and to look for items on the list or to ask what they would need to look for. "M" stood for "Met," "P" stood for "Partially Met," "NM" stood for "Not Met," and "N/A" stood for "Not Applicable." She asked representatives to fill out the checklist for the classroom they represent. They can

also write in any notes they wanted to include and asked parents to bring it back completed to the next meeting in January.

G. First 5 Update

There were no First 5 updates.

H. Education / Parent Engagement Update

Doris Reese, Coordinator, discussed the following updates on the CLASS Assessments which focuses on teacher and child interactions. They have completed 50% of the classes, and SETA has committed to doing the other 50%. She mentioned one of the struggles they are facing is not having enough assessors. All resource teachers have also completed their file reviews, and file reviews from every site were completed on time.

Vicki Wasson, Coordinator, spoke about the Parent Engagement Workshops. They are presented by the social workers, and encourage building relationships with children. There is a light dinner provided, before the workshop and other activities begin. The workshops are given in English and Spanish, and also now available in Chinese, with the help of Bilingual Teaching Assistant Mai Wong.

VI. Open Discussion and Comments

Vicki Wasson, Coordinator, spoke to parents about signing up to be a part of content area committees. The different committees are Family and Community Partnerships, Health Services, Education and Early Child Development Services, and Management Systems. She encouraged the Policy Committee to sign up for a committee, and provided sign-up sheets for each content area.

Andrea Scharnow, Vice Chair, mentioned a child sitter who asked her if she had to attend a child sitter workshop. Doris Reese, Coordinator, spoke about it being a training. Flyers were sent to teachers about the workshop, and are usually scheduled in the evenings.

VII. Public Participation

There was no public participation

VIII. Adjournment

Meeting was adjourned at 10:17 am.