

**Head Start Policy Committee Meeting Minutes
Thursday, February 15, 2018**

I. Call to Order/Roll Call

The meeting was called to order at 9:08 a.m. by Andrea Scharnow, Chair. Jessica Bradsberry, representative for Parkway Wrap, was asked 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 January 18, 2018 Meeting

Minutes of the January 18, 2018 meeting were reviewed. Stephanie Reeves moved to approve the minutes. Debra Lee seconded the motion. Show of hands vote: Aye: 14 (Stephanie Reeves, Debra Lee, Tanessa Lee, Jessica Ruiz, Bernadette Fitchie, Veronica Gaddy, Maria Torres, Jessica Bradsberry, Laini Cobain, Flor Sierra-Munoz, Kimberly Person, Deanna Quintanilla, Aurelia Garcia, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Chair.

III. Action Items

A. Approval of Community Representatives

BraJona Rashada, Parent Advisor, shared information about Kashani Daniels from the Village Program. Kashani Daniels spoke about her experience with working with the Child Development Department, and why she would like to be a part of the Policy Committee. Tanessa Lee moved to approve Kashani Daniels as a Community Representative. Debra Lee seconded the motion. Show of hands vote: Aye: 15 (Tanessa Lee, Debra Lee, Jessica Ruiz, Maria Garcia, Bernadette Fitchie, Stephanie Reeves, Veronica Gaddy, Maria Torres, Jessica Bradsberry, Laini Cobain, Flor Sierra-Munoz, Kimberly Person, Deanna Quintanilla, Aurelia Garcia, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Chair.

B. Approval of 2017-2018 Self-Assessment Plan

Jennifer Osalbo, Coordinator, spoke about the review of the 2017-2018 Self-Assessment Plan. It is an internal review of our programs. She went over team assignments, thanked the member of the Policy Committee that were able to volunteer on different self-assessment teams. She also provided copies of the 2017-2018 Self-Assessment Plan. Veronica Gaddy moved to approve the 2017-2018 Self-Assessment Plan. Tanessa Lee seconded the motion. Show of hands vote: Aye: 16 (Veronica Gaddy, Tanessa Lee, Jessica Ruiz, Maria Garcia, Bernadette Fitchie, Stephanie Reeves, Debra Lee, Maria Torres, Jessica Bradsberry, Laini Cobain, Flor Sierra-Munoz, Kimberly Person, Deanna Quintanilla, Aurelia Garcia, Kashani Daniels, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Chair.

C. Approval of 2018-2019 Program Improvement Plan

Jennifer Osalbo, Coordinator, spoke about the 2018-2019 Plan of Action. This plan highlighted the goals of the Child Development Department that would be carried over to the 2018-2019 school year. She provided copies of the 2018-2019 Program Improvement Plan. Veronica Gaddy moved to approve the 2018-2019 Program Improvement Plan. Debra Lee seconded the motion. Show of hands vote: Aye: 16 (Veronica Gaddy, Debra Lee, Tanessa Lee, Jessica Ruiz, Maria Garcia, Bernadette Fitchie, Stephanie Reeves, Maria Torres, Jessica Bradsberry, Laini Cobain, Flor Sierra-Munoz, Kimberly Person, Deanna Quintanilla, Aurelia Garcia, Kashani Daniels and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Chair.

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

A. Staff Approval

Jennifer Osalbo, Coordinator, provided information for the hiring of Lisa Jimenez as a Child Care Attendant at C. P. Huntington Room 22. She also provided information for the hiring of Raquel Lopez as a Child Care Attendant at Ethel I. Baker Wrap. Stephanie Reeves moved to approve the hiring of Lisa Jimenez and Raquel Lopez as Child Care Attendants. Veronica Gaddy seconded the motion. Show of hands vote: Aye: 16 (Stephanie Reeves, Veronica Gaddy, Tanessa Lee, Jessica Ruiz, Maria Garcia, Bernadette Fitchie, Debra Lee, Maria Torres, Jessica Bradsberry, Laini Cobain, Flor Sierra-Munoz, Kimberly Person, Deanna Quintanilla, Aurelia Garcia, Kashani Daniels and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Chair.

Rose Moya, Supervisor, provided information for the hiring of Mario Baca as Child Development Specialist. Veronica Gaddy moved to approve the hiring of Eyanna Harris as Clerk III. Maria Castro-Flores seconded the motion. Veronica Gaddy moved to approve the hiring of Mario Baca as Child Development Specialist. Tanessa Lee seconded the motion. Show of hands vote: Aye: 16 (Veronica Gaddy, Tanessa Lee, Jessica Ruiz, Maria Garcia, Bernadette Fitchie, Stephanie Reeves, Debra Lee, Maria Torres, Jessica Bradsberry, Laini Cobain, Flor Sierra-Munoz, Kimberly Person, Deanna Quintanilla, Aurelia Garcia, Kashani Daniels and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Chair.

V. Information Items

A. Director's Report

Jacque Bonini, Director, reported that the Federal Review went smoothly and there was a lot of positive feedback from the reviewers. There were several data tours where delegates came together to share with the reviewers on how we conduct our business. This gave reviewers an idea of what we do in Sacramento County. Several sites were visited and teachers were interviewed on general questions. This gave reviewers an opportunity to see how our programs run and as a county we work as a team. The reviewers will turn in their notes to an analyst who will write up a countywide report. We do not have a date on when we will receive the report. Second part of the Federal Review will be on CLASS and will occur during April 2nd thru April 6th. There will be 25% of our classrooms visited and one score for the entire county. Jacque will share report as soon as she gets it. We are currently working on next year's grant and will present it at next month's PC meeting.

Jacque shared that this is BraJona's last PC meeting due to her pregnancy and will be out on maternity leave.

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

Rose Moya, Registration Supervisor provided the ERSEA report. She informed the representatives that we are still struggling with enrollment at a few sites. Head Start was at 98% enrollment for the month of January, Early Head Start was also at 98% enrollment at EHS Expansion was at 100% enrollment for the month of January. Provided this month was the report we send to SETA each month on which sites are under enrolled and the reasons why. We have also maxed out on 3 year olds in the classroom and are no 4 year olds on the waiting list, only 3 year olds. However, we are seeing an increase of families coming into enroll for the month of January because kindergarten enrollment has begun in our district. We will continue to enroll for this school year; however enrollment for the 2018-2019 school year begins April 23rd. Returning students will be receiving their returning student packet next month. Rose encouraged members to take fliers to share with family and friends.

C. Fiscal Monthly Report

Jacque Bonini, Director reported that staff are busy working on the grant which is due on Tuesday. She provided the fiscal monthly report handouts for review.

D. Policy Council Report

Andrea Scharnow, Chair, shared that this is her 3rd year on the PC. She said that she was part of the Federal Review data tour for the Policy Council. Reviewers wanted to know their personal story and it was an amazing experience. Reviewers were pleased and excited to here from the group.

E. Nutrition Update

Tammy Sanchez, Coordinator, provided the Nutrition update. She said she was really pleased with the self-assessment committee. She reported that the Federal Reviewers were able to review lunch time at some of our sites. She talked about the upcoming Quality Assurance review. Parents should be aware of menus posted, children washing their hands before they sit down to eat and observing adults talking with the children. Adults should be washing hands and wearing gloves. Every day a couple of children should assigned to help set the table and the children should be eating family style, which includes serving themselves and passing food to others. Adults should be encouraging the children to try the food. Tammy shared that each year we have Nutrition Services come to the PC and talk to the committee. She will provide copies of the meal menus for parents to take back to get feedback from other families. We want to know what food items children like and dislike. Nutrition Services will come to our April meeting where we will share the feedback received.

F. Facility Update

There were no facility updates.

G. First 5/Education Update

Doris Reese, Coordinator, shared that the second part of the Federal Review is the Class assessment. The review will occur during the week of April 2nd thru April 6th. We do not know which classes that will be reviewed or the exact times of the review.

H. Parent Engagement Update

BraJona Rashada, Parent Advisor, shared information about the Parent Engagement workshop that will be held on Thursday, February 22, 2018 at Capital City from 5:00 pm to 7:30 pm. A light dinner will be provided for the families from 5:00-5:30, and the workshop will be provided in English and Spanish. She discussed how to sign up for the workshops, as well as what information is provided to the teachers about the workshops. She asked representatives to remind families to RSVP ahead of time.

VI. Open Discussion and Comments

Jennifer Osalbo, Coordinator announced that our department has 20 Child Care Attendant posting on the scusd.edu website. The position closes today, and if anyone is interested they should apply.

VII. Public Participation

Thuyen Tran, Community Representative for Valley Hi Family Resource Center, provided flyers and referral forms for their agency.

Aurelia Garcia, Community Representative for Sacramento Food Bank, announced their ESL and parenting classes. Parents who attend the parenting classes earn baby bucks to shop at their boutique.

VIII. Adjournment

Meeting was adjourned at 10:21 am.