

**Head Start Policy Committee Meeting Minutes
Thursday, February 16, 2017**

I. Call to Order/Roll Call

The meeting was called to order at 9:14 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 January 19, 2017 Meeting

Minutes of the January 19, 2017 meeting were reviewed. Andrea Scharnow moved to approve the minutes. Taneya Zimmerman seconded the motion. Show of hands vote: Aye: 11 (Andrea Scharnow, Taneya Zimmerman, Kassity Presley-Shelton, Erika Albarran Arteaga, May Lyn Hallberg, Sandi Appleton, Emereti Martinez, Julie Phillips, Flor Hernandez, Lee Vue, and Jonicia Williams) Nay: 0 Abstentions: 4, Calvin Sheppard, Chair, Louann Dotson, Jessica Fraga, and Josephine Lewis.

III. Action Items

A. Election of Secretary

Calvin Sheppard, Chair, shared that the Policy Committee needed to elect a new Secretary to the Executive Board, and asked for any nominations. Jonicia Williams, representative for Susan B. Anthony room 24, nominated herself for Secretary. There were no other nominations. Andrea Scharnow moved to approve Jonicia Williams as Secretary. Taneya Zimmerman seconded the motion. Show of hands vote: Aye: 12 (Andrea Scharnow, Sandi Appleton, Taneya Zimmerman, Kassity Presley-Shelton, Josephine Lewis, Erika Albarran Arteaga, Alma Acevedo, Louann Dotson, Jessica Fraga, Julie Phillips, Anchil Goswami, Jolene Henry, and Lee Vue) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

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

A. Staff Approval

There were no staff approvals.

V. Information Items

A. Director's Report

Tammy Sanchez, Coordinator, spoke on behalf of Director Jacquie Bonini. She gave an overview of the Self-Assessment process that the Child Development Department participates in each year. It was explained that the purpose of Self-Assessment is to identify program strengths and weaknesses, and then write an annual Program Improvement Plan, which states goals and action steps for the year ahead. Progress on meeting the goals from the 2016-2017 Self-Assessment Program Improvement Plan was shared and goals still being working on will continue into the next year. Tammy stated that the Self-Assessment Program Improvement Plan is used when writing the new Head Start grant application for the coming year. Jacquie Bonini, CD Director, will present the completed grant application at the next Policy Committee meeting.

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

Rose Moya, Registration Supervisor, provided the ERSEA report. She informed the representatives that the Part Day State programs are doing better with enrollment. Early Head Start is currently over enrolled at 105%. She shared that we are required to maintain 85% of attendance in all classes. Rose mentioned that in other circumstances, there are support staff that help get the child to school. She also shared that our department was not able to participate in the Vietnamese celebration because it was a global event, and we need to focus on more local community events. She asked that if there are any recruitment opportunities in the community, or any other events that may happen at a school site, please let Parent Advisor BraJona Rashada know. Wednesday, February 15th through Friday, February 17th, Child Development will have a recruitment table at the Enrollment Center during Open Enrollment to provide information about our programs.

C. Fiscal Monthly Report

Shelagh Ferguson, Program Technician for Head Start Funding, presented the fiscal monthly report. January 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. She shared that the Budget Training was cancelled due to lack of sign-ups. The department has decided to incorporate budget training into every meeting, so everyone will be a part of it. January is the half way mark for the fiscal year and expenses should typically be at 50% for the grants. The percentage of Head Start funds is marginally below 50% due to the majority of classes operating ten month programs and starting in September. There was one credit card expense of \$53.06 for PC refreshments. The grants require 25% of funds be matched by non-federal dollars. The non-federal share is generated in a number of ways; volunteer hours in the classroom by parents and grandparents as well as the time parents spend working with their children at home on the class curriculum. Dental checks and varnishing is provided by Smile Keepers and counts as a donation to the non-federal share which for the Head Start program alone is almost 2.2 million dollars. Shelagh also shared that we are currently writing the 2017-2018 grant. She encouraged the representatives to sign up for the service area planning committee. Next meeting the Director will provide information about the grant.

D. Policy Council Report

Taneya Zimmerman, Parliamentarian, shared that she is new to SETA's Policy Council. There have been trainings, and she is trying to learn how to be a Parliamentarian. Andrea

Scharnow, Vice Chair, shared that they had an orientation, as well as officer training. She also shared that the meeting on February 21st was cancelled. There will be a Policy Council meeting on February 28, 2017.

E. Nutrition Update

Tammy Sanchez, Health/Nutrition Coordinator, shared that in October 2017 new USDA regulations will be implemented and this will mean some revisions to school menus. She mentioned that there will only be minor changes to preschool menus because the district is already complying with many of the new requirements. There will be some noticeable changes for our Infants that we serve. Child Development has invited a representative from Nutrition Services to attend our PC meeting in April, which we do annually. This will be an opportunity for parents to look at the current menus, ask questions and give feedback. Nutrition Services will also share information on the new pending regulations. She asked Parents Reps to go back and ask the other preschool parents if they have any questions, concerns or feedback about the foods that the children like or dislike. Parent Reps are encouraged to bring this information to the April meeting, so it can be shared during that presentation.

F. Facility Update

Jennifer Osalbo, Coordinator, reported for Patti Lewkowitz. She provided information and encouraged families to contact Patti if they had any questions or concerns about facilities. Jonicia Williams, Secretary, shared that her classroom did not have blinds, and there was concern about a shed. Shelagh Ferguson, Program Technician, shared that the Maintenance and Operations Department has put in an order, and Patti has checked out their shed. Jennifer explained that certain jobs had priority over others, and that may have been the reason why they did not have their blinds yet.

G. First 5 Update

Jennifer Osalbo, Coordinator, shared that the First 5 meetings usually take place at the same time as the Policy Committee meeting. Arturo Jimenez, Supervisor, was not able to attend, so she spoke on his behalf. She shared information about the First 5 infant and toddler playgroup program. It is a free parent participation program, provided at the following locations: American Legion, Bret Harte, Capital City, C.P. Huntington, Leataata Floyd, and Marian Anderson.

H. Education Update

Jennifer Osalbo, Coordinator, shared with the committee that we received funding for the Green Apple Bags. Unfortunately, we did not receive funding for the infant/toddler books, so EHS was working on getting books. She explained that the Apple Bag is a family literacy and family engagement bag that will contain numerous books, pamphlets, newsletters, and other educational information and/or activities. Flor Hernandez, representative for Oak Ridge, shared that their class had red bags, and asked if they were the same as the Apple Bag. Jennifer explained that there used to be red and blue bags and they would continue to use those, but other classrooms are receiving the green Apple Bags. Taneya Zimmerman, Parliamentarian, asked who would be the person parents could contact if they had questions about the curriculum being taught in the classroom.

Jennifer let her know that she could contact Coordinator Doris Reese for questions regarding education.

I. Parent Engagement Update

Jennifer Osalbo, Coordinator, shared information about this month's Parent Engagement Workshop. The workshop will be on Thursday, February 23, 2017, 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. Jonicia Williams, Secretary, asked about the Nutrition Workshop that was cancelled last month, and wanted to know if the Parent Engagement Workshop held in the evening was the same workshop. Tammy Sanchez, Health/Nutrition Coordinator, explained that the workshop in the evening was a different workshop presented by the Nurses, and we would have to reschedule the Healthy Eating Workshop sometime in the Spring.

VI. Open Discussion and Comments

There were no open discussions or comments.

VII. Public Participation

There was no public participation

VIII. Adjournment

Meeting was adjourned at 10:20 am.