

**Head Start Policy Committee Meeting Minutes
Thursday, January 19, 2017**

I. Call to Order/Roll Call

The meeting was called to order at 9:10 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 December 15, 2016 Meeting

Minutes of the December 15, 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, Maria Cruz, Erika Albarran Arteaga, Sandi Appleton, and Alma Acevedo) Nay: 0 Abstentions: 7, Calvin Sheppard, Chair, Louann Dotson, Jessica Fraga, Julie Phillips, Anchil Goswami, Jolene Henry, and Lee Vue.

III. Action Items

A. Approval of Community Representative

BraJona Harris, Parent Advisor, shared information about Sondra Mattingly from our Foster Grandparent Program, and why she would like to be a Community Representative. Andrea Scharnow moved to approve Sondra Mattingly as the Community Representative. Sandi Appleton seconded the motion. Show of hands vote: Aye: 13 (Andrea Scharnow, Sandi Appleton, Taneya Zimmerman, Kassity Presley-Shelton, Maria Cruz, 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

Jennifer Osalbo, Coordinator, provided information for the hiring of a new Head Start Teacher. The interviews were held on December 5th. Yolanda Jones Hankerson was selected as the new Head Start Teacher at Parkway in room P2. Jennifer Osalbo shared that there were 3 candidates that interviewed for the teaching position. Alma Acevedo moved to approve the hiring of Yolanda Jones Hankerson. Andrea Scharnow seconded the motion. Show of hands vote: Aye: 13 (Andrea Scharnow, Alma Acevedo, Sandi Appleton, Taneya Zimmerman, Kassity Presley-Shelton, Maria Cruz, Erika Albarran Arteaga, Louann Dotson, Jessica Fraga, Julie Phillips, Anchil Goswami, Jolene Henry, and Lee Vue) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

V. Information Items

A. Director's Report

Jacque Bonini, Director, shared an update of the Self Assessments. We are in the middle of the Self Assessments, and committees are out collecting data. They will look at trends, and decide what we need to do as a program to get better. The document created after the assessment will become a part of the grant. We will be getting ready for presentation in February, and the grant would be approved in March. She explained to the Committee that the next two Policy Committee meetings are going to be important, and attendance at those meetings will help them know and understand what is going on with the department.

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 97%. There are 27 openings still available. The Average Daily Attendance was 83% in December, with 31 classes being under the 81% threshold due to the cold and flu season. Rose mentioned that in other circumstances, there are support staff that help get the child to school. We currently have an ad in a Vietnamese newsletter from the Vietnamese church located on Florin Road. 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 Harris know. Small enrollment flyers are being sent out, along with staff going to the Network Café at the Sacramento Food Bank. Recruitment is also happening at open house, as well as back to school night.

C. Fiscal Monthly Report

Shelagh Ferguson, Program Technician for Head Start Funding, presented the fiscal monthly report. December 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 mentioned that there was a delay in the mail due to the break. There were no credit card charges this month. We will be having a budget training and hands on workshop in February after the Policy Committee Meeting from 11:30-1:00pm. Lunch will be provided, and there will be a review of this year's grant application. Shelagh encouraged the representatives to sign up for the budget training.

D. Policy Council Report

Andrea Scharnow, Vice Chair, mentioned there was no Policy Council meeting in December due to renovations at SETA. Their next meeting will be Tuesday, January 24, 2017.

E. Nutrition Update

Tammy Sanchez, Health/Nutrition Coordinator, shared that we had to cancel the Healthy Eating Workshop due to no one signing up. We will try again in the spring. Vicki Wasson, Coordinator, reminded everyone that it is important that interested parents call the number on the flier to pre-register to attend a workshop. In this case, Karen Ito, Presenter, needed

a count to purchase fresh produce for a hands-on cooking experience. Since no one pre-registered, the purchase was not able to be made and the workshop was cancelled. Tammy Sanchez mentioned that the Self-Assessment Committee meetings for the Health and Nutrition content areas will be on January 23rd and 31st. Parents were encouraged to attend.

F. Facility Update

Jennifer Osalbo, Coordinator, reported for Patti Lewkowitz. She went over the Safe Environments checklist again with the representatives. She asked representatives to fill out the checklist for the classroom they represent, and return it to Patti Lewkowitz by February 1st.

G. First 5 Update

There were no First 5 updates.

H. Education Update

Doris Reese, Coordinator, shared with the committee that Non-Instructional Day memos will be coming February 21st – 24th. She also mentioned that the Self-Assessment content area meeting for Education and Disabilities will be January 23rd from 10:30-11:30am. Professional Development will be on January 27th, and will cover the Teaching Pyramid.

I. Parent Engagement Update

Vicki Wasson, Coordinator, asked Vice Chair, Andrea Scharnow, to speak on the California Head Start Association (CHSA) Conference. Andrea shared that she attended the Kindergarten and Beyond workshop, and received so much information to share with other parents. She learned a lot from the workshops she was able to attend, and has been using the new techniques and strategies she learned. Sandra Appleton, representative for Hiram Johnson Early Head Start, also was able to attend the CHSA Conference, but only for the first day on January 9th. She saw speaker Ronald Mah, and attended the Self-Esteem and Positive Discipline workshops. She mentioned that she has attended the conferences in the past, but was able to go as a parent this time.

VI. Open Discussion and Comments

BraJona Harris, Parent Advisor, shared that she attended this year's California Head Start Association (CHSA) Conference January 9th-10th. She attended several workshops including one focusing on Male Involvement. She received information about materials provided by presenter Tom Grayson that could be used to help aide the encouragement of male involvement in the Child Development Department. She also attended the Self-Esteem workshop, with presenter Ronald Mah, and the workshop on Positive Discipline. The information, and content provided during the conference can be found on the CHSA website www.caheadstart.org.

VII. Public Participation

There was no public participation

VIII. Adjournment

Meeting was adjourned at 9:53 am.