

**Head Start Policy Committee Meeting Minutes
Thursday, June 8, 2017**

I. Call to Order/Roll Call

The meeting was called to order at 9:11 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 May 18, 2017 Meeting

Minutes of the May 18, 2017 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, Erika Albarran Arteaga, Denise Burleson, Sandi Appleton, Jolene Henry, and Julie Phillips) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

III. Action Items

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

Jacque Bonini, Director, shared information about the Child Development Department End of the Year Celebration that was held Wednesday night at the Serna Center. We had a dinner, highlighted this year's accomplishments, celebrated those who acquired Educational degrees this year, and honored those who are retiring. She then gave a list of accomplishments from the school year. She also mentioned the use of technology, with teachers being able to put attendance in ChildPlus. Mrs. Bonini also shared that there were 20-30 vacancies in the Child Development Department, and as of today, there are only two vacancies. We now have an Early Head Start Nurse and an Early Head Start Social Worker. She mentioned the success of our Parent Engagement Workshops has caused a need to expand the workshops to two locations. The parents have requested that the workshops be held at other location so more families would be able to attend. Chief Academic Officer, Iris Taylor, went on a tour with Jacque Bonini and Jennifer Osalbo, which resulted in great feedback. Mrs. Bonini also shared that this year was the largest cohort, with 20 people, in the Teaching Pyramid Training. Susan B. Anthony got a new

playground provided by Home Depot. Jacquie shared with the parents that Child Development now has the keys to the classrooms at the Enrollment Center, which is located at Serna. In the fall of 2017 we will be moving Capitol City Registration Center, and Hiram Johnson Registration Center to Serna. This will be our centralized Enrollment Center.

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

Jacquie Bonini, Director, reported for Rose Moya, Registration Supervisor, in her absence. She provided the ERSEA report. She informed the representatives that in the month of May we were fully enrolled. She mentioned that the Average Daily Attendance information for May is still good, even with the Norovirus. She asked the Policy Committee to share enrollment information with other families, and to remind them to call the classroom when their children are sick.

C. Fiscal Monthly Report

Shelagh Ferguson, Program Technician for Head Start Funding, presented the fiscal monthly report. May fiscal reports were available as a hand out and color coded to help identify the three programs. There were no meals reported, as well as no credit card statements. Shelagh shared the report from SETA's auditor Tammi Kerch, which provided the results for the audit in April. There were no findings, and everything is in order. Shelagh went over the report with the Policy Committee, and explained what was in the reports. Tammi Kerch will be back at the end of September to conduct the year-end audit on the 2016-2017 fiscal year. The Department will receive a 1% COLA increase for the HS, EHS, and CCP grants.

D. Policy Council Report

Taneya Zimmerman, Parliamentarian, briefly spoke about their Policy Council meetings. She shared that there were two meetings this month, and during one meeting, SETA hired five new employees. Calvin Sheppard, Chair, shared that the positions were for a maintenance carrier, three teacher positions, and an HR Manager position. He also mentioned that during a special meeting, the Policy Council approved the grant for the 1% COLA increase.

E. Nutrition Update

Jacquie Bonini, Director, reported for Tammy Sanchez, Health/Nutrition Coordinator, in her absence. She let the Policy Committee know that they would be able to find the most recent Nutrition update in the Head Start update handout provided.

F. Facility Update

Jennifer Osalbo, Coordinator, reported for Patti Lewkowitz, Facilities Licensing Specialist, in her absence. She shared that C. P. Huntington will be getting updates to their security systems. The program will be relocated for the summer to Parkway Elementary at the end of June until further notice. Jennifer mentioned that Full Day programs usually get updates during the summer.

G. First 5 Update

Jacque Bonini, Director, provided information about the Kindergarten Readiness Academy. The priority goes to 4 and 5 year olds, but if there are still spaces available, then they will take children with preschool experience. Parents should have notification about their placement sometime next week.

H. Education Update

There were no Education updates.

I. Parent Engagement Update

Vicki Wasson, Coordinator, shared that our last Parent Engagement Workshop was very successful, and that next year we will try two locations. BraJona Rashada, Parent Advisor, and Vicki Wasson gave the Policy Committee Parent Participation Certificates. Vicki Wasson thanked parents for being a part of the Policy Committee and let them know their participation and dedication were very much appreciated. She also encouraged parents who had children moving on to Kindergarten to participate in "School Site Councils," at their children's schools.

VI. Open Discussion and Comments

There were no comments.

VII. Public Participation

There was no public participation

VIII. Adjournment

Meeting was adjourned at 9:45 am.