

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

**I. Call to Order/Roll Call**

The meeting was called to order at 9:05 a.m. by Calvin Sheppard, Chair. He asked the representative for Earl Warren AM, Josephine Lewis, 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 February 16, 2017 Meeting**

Minutes of the February 16, 2017 meeting were reviewed. Andrea Scharnow moved to approve the minutes. Taneya Zimmerman seconded the motion. Show of hands vote: Aye: 13 (Andrea Scharnow, Taneya Zimmerman, Kassity Presley-Shelton, Maria Cruz, Josephine Lewis, Erika Albarran Arteaga, May Lyn Hallberg, Louann Dotson, Denise Burleson, Sandi Appleton, Emereti Martinez, Julie Phillips, and Lee Vue) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

**III. Action Items**

**A. Approval of 2017-2018 Head Start/Early Head Start Grant**

- **2016-2017 Self-Assessment and 2017-2018 Program Improvement Plan**
- **2017-2018 Head Start and Early Head Start Refunding Application**
- **2017-2018 Head Start and Early Head Start Training and Technical Assistance**

Jacque Bonini, Director, reviewed the following items of the 2017-2018 Head Start/Early Head Start Grant. PC Members were given opportunities to ask questions regarding each section.

2016-2017 Self-Assessment and 2017-2018 Program Improvement Plan: Mrs. Bonini reviewed the program strengths and improvement opportunities from the self-assessment and explained that those areas of improvement are now a part of the 2017-2018 Program Improvement Plan which was provided to PC.

Head Start/Early Head Start Budget: Mrs. Bonini shared the budget with committee members. She explained that this document shows how the Head Start/Early Head Start allocations will be spent next year.

Program Narrative: Mrs. Bonini went through the program narrative including the proposed conversion of 72 head Start slots into 8 Early Head Start slots. The conversion will meet the community's under-served needs for infant/toddler care, alleviate preschool enrollment challenges and increase per child allocation in both Head Start and Early Head Start. The additional funds will be used to convert 4 Part Day programs to Wraps which will meet the

new performance standard of duration. A chart documenting the changes was presented to PC members. An explanation of the Locally Designed Option was also presented.

Training and Technical Assistance: Mrs. Bonini presented the plan for training staff and parents for the upcoming year and how those events will be funded. Louann Dotson moved to approve the 2017-2018 Head Start/Early Head Start Grant. Taneya Zimmerman seconded the motion. Show of hands vote: Aye: 13 (Louann Dotson, Andrea Scharnow, Taneya Zimmerman, Kassity Presley-Shelton, Maria Cruz, Josephine Lewis, Erika Albarran Arteaga, May Lyn Hallberg, Denise Burleson, Emereti Martinez, Jolene Henry, Julie Phillips, and Lee Vue) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

#### **B. Approval of 2017-2018 Early Head Start Expansion/Partnership CCP Grant**

Jacque Bonini, Director, went through the same components of the Early Head Start Expansion/Partnership CCP Grant highlighting areas that differ from the Head Start/Early Head Start Grant. PC members were given an opportunity to ask questions. Andrea Scharnow moved to approve the 2017-2018 Early Head Start Expansion/Partnership CCP Grant. Taneya Zimmerman seconded the motion. Show of hands vote: Aye: 11 (Andrea Scharnow, Taneya Zimmerman, Kassity Presley-Shelton, Josephine Lewis, May Lyn Hallberg, Louann Dotson, Denise Burleson, Emereti Martinez, Jolene Henry, Julie Phillips, 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**

The Director's Report was given during the action items.

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

Rose Moya, Registration Supervisor, provided the ERSEA report. She informed the representatives that we are getting ready for Fall enrollment. Flyers with enrollment information were provided in different languages. Rose asked that the representatives to please share this enrollment information with other families. She also shared that there will be 10,000 postcards that will go out into the community. We will also be working on other recruitment items such as yard signs, as well as putting out an ad in the Connect Ed newsletter that the District sends out to families. 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.

##### **C. Fiscal Monthly Report**

Shelagh Ferguson, Program Technician for Head Start Funding, presented the fiscal monthly report. February 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 and credit card charges of which there were 2 for the month of January being meeting refreshments for parent engagement and policy committee. The Head Start program incurs expenses and is then reimbursed by the County of Sacramento following the review and approval of all expenses by SETA. The monthly fiscal reports provided to the PC contain current and cumulative expenses.

#### **D. Policy Council Report**

Calvin Shepard, Chair, shared that the Policy Council had one meeting, but their next meeting will be on March 28, 2017. During that meeting, they had an Ethics Training, and was able to learn a lot from that training. Andrea Scharnow, Vice Chair, shared that the Ethics Training was both educational and entertaining. The training was presented by Victor Verano.

#### **E. Nutrition Update**

Tammy Sanchez, Health/Nutrition Coordinator, reminded Policy Committee (PC) Representatives that Supervisors from the Nutrition Services Department will be attending the April PC Meeting. Sample menus were distributed, so PC Representatives could go back and ask the teacher and other preschool parents if they have any questions, concerns or feedback about the menu items served; such as, menu items the children like or dislike. She encouraged parents to email her prior to the meeting if they had any nutritional questions regarding specific food items, so Nutrition Services can come prepared to provide that information. Tammy also stated that Nutrition Services will share information about new meal service standards that will go into effect next school year.

#### **F. Facility Update**

There were no Facility updates.

#### **G. First 5 Update**

There were no First 5 updates.

#### **H. Education Update**

There were no Education updates.

#### **I. Parent Engagement Update**

Vicki Wasson, Coordinator, shared information about this month's Parent Engagement Workshop. The workshop will be on Thursday, March 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.

### **VI. Open Discussion and Comments**

Calvin Shepard, Chair, shared that MACC (Men Affecting Children Committee) is planning a fishing trip, but it has been pushed to July. There would be free fishing lines and bait

provided. On July 1, 2017, from 8:30am to Noon, there will be a fishing clinic located on Elk Grove-Florin Road. Louann Dotson, representative for Golden Empire, also shared that on April 1<sup>st</sup> – 2<sup>nd</sup> there will also be a free fishing in the city event at Rancho Seco Park.

**VII. Public Participation**

There was no public participation

**VIII. Adjournment**

Meeting was adjourned at 10:40 am.