

**Head Start Policy Committee Meeting Minutes  
Thursday, March 17, 2016**

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

The meeting was called to order at 9:12 a.m. by Chair, Calvin Shepherd. Calvin asked for a volunteer to take minutes in the Secretary's absence. Maura Maldonado-Vazquez volunteered, called roll and a quorum was established.

**II. Consent Items**

**A. Approval of the Minutes of the February 18, 2016 Meeting**

Minutes of the February 18, 2016 meeting were reviewed. Phoua Lee moved to approve the minutes. Cathleen Brown seconded the motion. Show of hands vote: Aye: 9 (Marielena Sandoval, Maria Cruz, Maria Mendez, Stephanie Garcia, Alma Acevedo, Maura Maldonado-Vazquez, Phoua Lee, Cathleen Brown and Sondra Mattingly). Nay: 0 Abstentions: 1, Chair.

**III. Action Items**

**A. Election of Parliamentarian**

Parliamentarian was elected at the last Policy Committee meeting.

**B. Election of Policy Council Representative**

Rose Moya facilitated the election. She reviewed the role and responsibility of the position. Maria Cruz, from CP Huntington, nominated herself for the Policy Council Representative position. There were no other nominations. Sondra Mattingly moved to approve Andrea. Cathleen Brown seconded the motion. Show of hands vote: Aye: 9 (Marielena Sandoval, Maria Cruz, Maria Mendez, Stephanie Garcia, Alma Acevedo, Maura Maldonado-Vazquez, Phoua Lee, Cathleen Brown and Sondra Mattingly). Nay: 0 Abstentions: 1, Chair.

**C. Approval of 2016-2017 Head Start/Early Head Start Grant**

- **Grant Funding**
- **5 Year Program Goals & Objectives**
- **Service Area Plans**

Jacque Bonini, Interim Director, presented the request for approval the 2016-2017 Head Start/Early Head Start Grant. There were very small changes made to the grant. The program goals still stay the same for the next 5 years.

Alma Acevedo moved to approve the 2016-2017 Grant. Maria Mendez seconded the motion. Show of hands vote: Aye: 8 (Marielena Sandoval, Maria Cruz, Maria Mendez, Stephanie Garcia, Alma Acevedo, Maura Maldonado-Vazquez, Cathleen Brown and Sondra Mattingly). Nay: 1 (Phoua Lee), Abstentions: 1, Chair.

#### **D. Approval of 2016-2017 Early Head Start Expansion/Partnership CCP Grant**

Jacque Bonini, Interim Director, presented the request to approval the 2016-2017 EHS Expansion/Partnership CCP Grant. Parents asked for a handout to be provided to better understand the grant. Jacque replied that one would be provided at the next meeting.

Alma Acevedo moved to approve the 2016-2017 EHS Expansion/Partnership CCP Grant. Maria Mendez seconded the motion. Show of hands vote: Aye: 8 (Marielena Sandoval, Maria Cruz, Maria Mendez, Stephanie Garcia, Alma Acevedo, Maura Maldonado-Vazquez, Cathleen Brown and Sondra Mattingly). Nay: 1 (Phoua Lee), Abstentions: 1, Chair.

### **III. Action Items (Closed Session Personnel-Pursuant to Government Code Section 54957)**

#### **A. Staff Approval**

The committee went into closed session at 9:30 a.m.; and returned back into open session at 9:40 a.m. The committee approved Danielle LeRude for the Instructional Aide position, and BraJona Harris for the Parent Advisor position.

### **IV. Information Items**

#### **A. Director's Report**

Jacque Bonini, Interim Director, reported on the results from the Seta Quality Assurance Review. Seta conducted reviews on all content areas at 11 school sites, 14 classrooms and reviewed 39 student files. The report showed we were exemplary in adult/child ratios and our substitute systems. Area needing improvement was in Health, screenings and documentation, Family Partnership Agreement, goals with families. There was little or no documentation of monthly parent meetings and Pedestrian Training, which is required within the first 30 days of enrollment. There was also little or no follow up on mental health referrals. In ERSEA there was limited recruitment material in various languages at the sites. There was also a concern that we need to assure database matches student's files.

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

Rose Moya, Registration Supervisor, provided the ERSEA report. Handouts were provided on the current enrollment status and actual monthly attendance. We met full enrollment for Head Start, however still have a few openings at sites. Enrollment for new students begins Monday, April 25<sup>th</sup>. She asked the parents to please spread the word on enrollment.

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

- **Department Credit Card Statement**
- **USDA Meals/Snacks**

Jacque Bonini, Interim Director, provided the fiscal report for Shelagh Ferguson who was busy finalizing the State budgets. She reported that we are on target with our Head Start budgets. We will spend down the money that is allocated for so that we don't have to give any money back. There were no credit card expenses.

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

Phoua Lee reported on the last Policy Council meeting. She shared that the committee approved new staff and they were provided Ethics Training.

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

Vicki Wasson, Coordinator, reported for Tammy Sanchez. Parents were provided with copies of the menus to take back to their sites and share with other parents to get their feedback. PC representatives can email Tammy with any questions. Nutrition Services staff will come to the April 21, 2016 Policy Committee meeting.

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

Patti Lewkowitz, Facilities and Licensing Specialist, reported that she is following up on the areas needing improvement based on the review from Seta's Quality Assurance.

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

Doris Reese, Coordinator, announced that Arturo Jimenez has been hired as the new Supervisor for First 5. She shared that parents from the 11 targeted sites are completing a parent survey. She provided flyers on the Summer Academy program. It is a 4 week summer program. The priority is to children who have had no preschool experience. She reported that over 45,000 postcards were sent out in the community to recruit families for the program and the deadline to enroll is June 8<sup>th</sup>.

#### **V. Open Discussion and Comments**

Jennifer Osalbo, Coordinator, reported that interviews were going to be held on March 23<sup>rd</sup> and asked if any parents were available to assist.

Phoua Lee from Susan B. Anthony informed the parents that she is a community organizer for "Lift Up California". She is an advocate and is assisting in campaigning to raise the minimum wage for low income families. She also is campaigning to raise the reimbursement rate for medi-cal. The reimbursement rate is low and this is why it is hard for families to find doctors who accept medical.

Valerie Willover, School Social Worker, provided flyers and shared information on the upcoming parent workshops. The workshop will begin on March 31<sup>st</sup> and will be held at Capital City in the multipurpose room. The focus is on parent and child engagement, using CSEFL, which ties in with what is going on in the classroom. A light dinner will be provided for the families from 5:00-5:30, and the workshop will be provided in English and Spanish.

#### **VI. Public Participation**

#### **VII. Adjournment**

Meeting adjourned at 10:36