

**Head Start Policy Committee Meeting Minutes
Thursday, May 18, 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 representative for Oak Ridge AM, Flor Hernandez, 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 April 20, 2017 Meeting

Minutes of the April 20, 2017 meeting were reviewed. Andrea Scharnow moved to approve the minutes. Flor Hernandez seconded the motion. Show of hands vote: Aye: 8 (Andrea Scharnow, Flor Hernandez, Erika Albarran Arteaga, Louann Dotson, Denise Burleson, Jolene Henry, Julie Phillips, and Jessica Fraga) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

III. Action Items

A. First Reading of the Amended Bylaws

BraJona Rashada, Parent Advisor, provided copies of the revised amended Bylaws. She went over the changes and additions recommended by both the Executive Board and SETA Representative, Marie Desha. She asked the Policy Committee if they had any questions, comments, or concerns in regards to the changes made to the Bylaws. The Policy Committee did not have any questions or comments about the changes made. Vicki Wasson, Supervisor, asked if the Policy Committee would approve the amended Bylaws, and to move forward with the final reading. Andrea Scharnow moved to approve the minutes. Jolene Henry seconded the motion. Show of hands vote: Aye: 9 (Andrea Scharnow, Jolene Henry, Erika Albarran Arteaga, Louann Dotson, Denise Burleson, Alma Acevedo, Julie Phillips, Flor Hernandez, and Jessica Fraga) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

B. 2016-2017 Self-Assessment /State Reports

Vicki Wasson, Coordinator, briefly went over the Department's 2016-2017 Self-Assessment and State Reports. The Self- Assessment Plan was previously approved by Policy Council on March 16, 2017. Vicki explained that she was bringing the plan forward again to share the information with State class representatives. This month was our combined Head Start/State meeting. She further explained that the CHDV Department is required to turn in the Departments- Assessment Plan on June 1, 2017. The department is required to provide the information to State class representatives, before it goes to the California Department of Education for review.

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

A. Staff Approval

Noel Estacio, Supervisor, provided information for the hiring of a new Early Head Start Nurse, Tami Cisneros. Tami Cisneros has 25 plus years in the medical field specializing in public health. She has experience working with pregnant and parenting teens and nursing mothers. She also was a substitute school nurse for SCUSD for a year prior to being hired. Louann Dotson moved to approve the hiring of the new Early Head Start Nurse. Andrea Scharnow seconded the motion. Show of hands vote: Aye: 9 (Louann Dotson, Andrea Scharnow, Erika Albarran Arteaga, Denise Burleson, Alma Acevedo, Jolene Henry, Julie Phillips, Flor Hernandez, and Jessica Fraga) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

V. Information Items

A. Director's Report

Jacque Bonini, Director, shared information about the Norovirus, and provided notes on how to prevent the virus. Some of the symptoms of the Norovirus include: vomiting, diarrhea, headaches, fever, and stomach cramps. The symptoms usually last 48 hours, and parents are advised to keep their children home. Tami Cisneros, the new Early Head Start Nurse, mentioned that children do not have to have all of the symptoms at once for it to be considered the Norovirus. However, children need to stay home until symptoms are gone for 48 hours. If dehydration occurs, then children should be taken to the doctor. Jacque Bonini also mentioned that there is an article in the Sacramento Bee about the Norovirus if parents want more information about it.

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

Rose Moya, Registration Supervisor, provided the ERSEA report. She informed the representatives that we met 100% enrollment in April, with Early Head Start at 104%. The enrollment centers have started recertifying returning students. Most families should have met with their site's Child Development Specialist. If they have not met with them yet, they should make an appointment soon because priority for returning students will end soon. Rose shared that there have been a lot of new students and new families coming into the program. Some sites have already started filling up for the Fall. Students who are transfers have priority, then four year olds, three year olds, and children with disabilities that are over income. Unfortunately, siblings do not have priority with enrollment.

C. Fiscal Monthly Report

Shelagh Ferguson, Program Technician for Head Start Funding, presented the fiscal monthly report. April fiscal reports were available as a hand out and color coded to help identify the three programs. Shelagh shared that there are 3 more months left in the fiscal year, and we are right on target for spending. There were no credit card expenses to report this month. She mentioned that the auditor Tammi Kerch from SETA spent three days with our department, and found everything correct and appropriate. She will be back at the end

of September to conduct the year-end audit on the 2016-2017 fiscal year. The Head Start and Early Head Start grant has been reviewed and accepted by SETA and will be sent on to Head Start for approval along with the other grantee's applications.

D. Policy Council Report

Andrea Scharnow, Vice Chair, briefly spoke about their Policy Council meeting. She shared that SETA hired five new employees, and approved the funding for the new program year.

E. Nutrition Update

There were no Nutrition updates.

F. Facility Update

There were no Facility updates.

G. First 5 Update

There were no First 5 updates.

H. Education Update

Doris Reese, Coordinator, shared that the Head Start Parent Surveys went out, and asked that parents please return them as soon as possible. These surveys are about their experience, and services provided within the program. If they have not received them yet, they should be getting them during their conferences with their teacher.

I. Parent Engagement Update

BraJona Rashada, Parent Advisor, shared information about this month's Parent Engagement Workshop sponsored by Male Involvement. The workshop will be this evening, 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

There were no comments.

VII. Public Participation

There was no public participation

VIII. Adjournment

Meeting was adjourned at 9:56 am.