

**Head Start Policy Committee Meeting Minutes
Thursday, May 19, 2016**

I. Call to Order/Roll Call

The meeting was called to order at 9:10 a.m. by Chair, Calvin Shepherd. Calvin asked for a volunteer to take minutes in the Secretary's absence. Maira Renteria, representative for Susan B. Anthony, volunteered, called roll and a quorum was established.

II. Consent Items

A. Approval of the Minutes of the April 21, 2016 Meeting

Minutes of the April 21, 2016 meeting were reviewed. Cathleen Brown moved to approve the minutes. Maira Renteria seconded the motion. Show of hands vote: Aye: 7 (Maria Cruz, Veronica Valdez, Maria Mendez, Stephanie Garcia, Andrea Scharow, Alma Acevedo, and Phoua Lee). Nay: 0 Abstentions: 1, Chair.

III. Action Items

A. Election of Secretary

Rose Moya, Registration Supervisor, explained that we needed to elect a new Secretary due to the removal of the previous Secretary. She went over what the position consists of. Chair then asked for nominations. Stephanie Garcia nominated Maira Renteria, representative for Susan B. Anthony for the new Secretary position. There were no other nominations. Maria Cruz moved to approve the staff. Andrea Scharow seconded the motion. Show of hands vote: Aye: 8 (Maria Cruz, Veronica Valdez, Maria Mendez, Stephanie Garcia, Alma Acevedo, Phoua Lee, and Cathleen Brown). Nay: 0 Abstentions: 1, Chair.

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

A. Staff Approval

There were no staff approvals.

IV. Information Items

A. Director's Report

Jacque Bonini, Interim Director, went over the 2016-2017 Head Start Budget Narrative. She provided handouts, and reviewed the Head Start program funds. She went over the

budget for personnel, fringe benefits, Cost of Living Adjustment (COLA), supplies, training, and other items. We have allocated \$4,402,103 in personnel salaries. For supplies, we have allocated \$276,659. Training and technical assistance was \$20,000, non-federal share \$2,158,958, and indirect charges \$295,257. Shelagh Ferguson explained the items that are considered “other resources.” She briefly mentioned the items listed under Early Head Start that were the same headings as the Head Start narrative.

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. Head Start and Early Head Start enrollment is at 100%. She explained that the absences could be due to allergies. She provided flyers and asked the parents to please spread the word on enrollment, and to continue to recruit. She also asked to encourage parents to follow up with enrolling if they have returning students. There is a health fair at Meadowview Park Saturday, May 21, 2016 that BraJona Harris, Parent Advisor, and Jennie Zapata, Home Visitor, will be recruiting at the event. She also asked to let herself, or BraJona Harris, know of any community events so that they can recruit families for enrollment.

C. Fiscal Monthly Report

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

Shelagh Ferguson reported that Tammi Kerch, auditor from SETA, would be with the department for the week of May 23rd 2016. An audit is conducted twice a year by SETA to review all fiscal activity to ensure that spending is appropriate and compliance is being followed. Shelagh remarked that the presentation of expense categories by Jacquie Bonini was good information as attendees at the budget workshop to be held in December will likely create a mock budget on the same format. Fiscal reports were mailed out to PC members and color coded copies are available as a handout. The 1.8% COLA applications have been submitted to SETA to be included in the 2016-2017 grant application and Child Development should be getting information back from SETA shortly. Training on the new District software should be provided soon. Year- end procedures are in place and being implemented. Veronica Valdez, representative for Edward Kemble, wanted to know why her site did not receive new tables. Jennifer Osalbo, Coordinator, explained how the funding is QRIS money received from the State. Only some State funded classes qualified and so as the selected State classes receive new furniture and equipment, the existing items in good condition are re-used in rooms that had a need for the item. Veronica Valdez confirmed that she now understands how the funding works.

D. Policy Council Report

Andrea Scharnow, Vice Chair discussed her second Policy Council meeting that was held on Tuesday, April 26, 2016. She discussed the actions that were approved at SETA. The Early Head Start budget for the 2016-2017 school year was approved. Quality assurance and teachers were also approved, as well as other grants. She shared that they also had to dismiss someone. There will be another PC meeting at SETA Tuesday, May 24, 2016.

E. Nutrition Update

There were no nutrition updates.

F. Facility Update

Jennifer Osalbo, Coordinator, reported for Patti Lewkowicz. Patti Lewkowicz, Facilities Licensing Specialist, could not attend because they are updating furniture in twenty sites. We have already installed newer computers and new printers at several sites. She discussed the current reconstruction of the playground at Hiram Johnson. Elder Creek is getting a playground for toddlers. Managers are planning to go to sites to look for any issues. She asked that if there are any issues that need to be addressed, they can contact Patti Lewkowicz directly by cell, and on 5/27/16 Patti will go out for surgery for the remainder for the year.

G. First 5 Update

There were no First 5 updates.

V. Open Discussion and Comments

Calvin Sheppard, Chair, discussed SETA's Overcoming Obstacles to Fatherhood Series. The second series on May 26, 2016 and will take place at SETA. There will be a dinner before the meeting, and child care will be provided.

Jennifer Osalbo, Coordinator discussed end of the year celebrations and site rules. If food is served, it has to have nutritional value. They are not allowed to have anything baked. Parents are allowed to attend, and are not considered volunteers. They can also bring other family members. Veronica Valdez, Edward Kemble, asked if parents could decorate the classroom and take photos of the students with caps and gowns. Jacquie Bonini, Interim Director, explained that the district wants to move away from "graduations" and more towards "promotions" within the programs. Maira Renteria, Susan B. Anthony, explained how their classrooms do celebrations just to give her other alternatives.

Jacquie Bonini, Interim Director, shared that next week is Head Start non-instructional day. Kinder bound children from each class classes will be getting backpacks full of items.

BraJona Harris, Parent Advisor, shared information on the next parent workshop taking place Thursday, May 26, 2016. The workshop will be held at Capital City in the multipurpose room. A light dinner will be provided for the families from 5:00-5:30, and the workshop will be provided in English and Spanish. She also shared information about the Parenting Workshop being held at SETA on June 16th and June 21, 2016.

Marie Desha, SETA Representative, discussed trainings that will soon take place at SETA. She will provide more information once it is available.

VI. Public Participation

Lee and Taylor, representatives from Birth and Beyond River Oak Resource Center, gave a presentation on their organization and the services that they provide. They informed us that they service families with children ages seventeen and under. They provide core services to nine different sites in the region. Their services help support families by having home visitors present them information on empathy, child development, and other resources. They help parents to evolve their parenting methods and strategies as the

children get older. Handouts, containing service information, flyers, and a calendar were provided to everyone.

VII. Adjournment

Meeting adjourned at 10:41am.