

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

I. Call to Order/Roll Call

The meeting was called to order at 9:08 a.m. by Calvin Sheppard, Chair. He asked for a volunteer to take minutes of the meeting and to take roll. Jeffrey James from Woodbine volunteered. He took roll and a quorum was established.

II. Consent Items

A. Approval of the Minutes of the October 20, 2016 Meeting

Minutes of the October 20, 2016 meeting were reviewed. Andrea Scharnow moved to approve the minutes. Stacey Soloman seconded the motion. Show of hands vote: Aye: 11 (Andrea Scharnow, Stacey Soloman, Erika Albarren Artega, Taneya Zimmerman, Alma Acevedo, Julie Phillips, Brychana Daniels, Mayra Vindiola-Huerta, Anchil Goswami, Deanna Quintanilla, and Jeffrey James) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

III. Action Items

A. Approval of Past Parents & Community Representative

Calvin Sheppard, Chair, shared why he would like to be a Past Parent, and continue to serve on the Policy Committee. Andrea Scharnow moved to approve Calvin Sheppard as a Past Parent. Stacey Soloman seconded the motion. Show of hands vote: Aye: 11 (Andrea Scharnow, Stacey Soloman, Erika Albarren Artega, Taneya Zimmerman, Alma Acevedo, Julie Phillips, Brychana Daniels, Mayra Vindiola-Huerta, Anchil Goswami, Deanna Quintanilla, and Jeffrey James) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

Calvin Sheppard, Chair, asked for a motion to table the Community Representative until next month's meeting. Stacey Soloman moved to table the Community Representative. Andrea Scharnow seconded the motion. Show of hands vote: Aye: 11 (Andrea Scharnow, Stacey Soloman, Erika Albarren Artega, Taneya Zimmerman, Alma Acevedo, Julie Phillips, Brychana Daniels, Mayra Vindiola-Huerta, Anchil Goswami, Deanna Quintanilla, and Jeffrey James) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

B. Election of Officers (Chair, Vice Chair, Secretary and Parliamentarian)

BraJona Harris, Parent Advisor, reviewed the executive board positions and their responsibilities. The first position to be elected was Chair. Calvin Sheppard, Chair, nominated himself for the position of Chair, and asked if there were any other nominations. No one else was nominated. Andrea Scharnow moved to approve Calvin Sheppard as

Chair. Stacey Soloman seconded the motion. Show of hands vote: Aye: 11 (Andrea Scharnow, Stacey Soloman, Erika Albarren Artega, Taneya Zimmerman, Alma Acevedo, Julie Phillips, Brychana Daniels, Mayra Vindiola-Huerta, Anchil Goswami, Deanna Quintanilla, and Jeffrey James) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

The second position to be elected was Vice Chair. Calvin Sheppard, Chair, asked if there were any nominations for Vice Chair. Andrea Scharnow nominated herself for the position of Vice Chair. The Chair asked if there were any other nominations, but no one else was nominated. Stacey Soloman moved to approve Andrea Scharnow as Vice Chair. Mayra Vindiola-Huerta seconded the motion. Show of hands vote: Aye: 11 (Andrea Scharnow, Stacey Soloman, Erika Albarren Artega, Taneya Zimmerman, Alma Acevedo, Julie Phillips, Brychana Daniels, Mayra Vindiola-Huerta, Anchil Goswami, Deanna Quintanilla, and Jeffrey James) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

The third position to be elected was Secretary. Calvin Sheppard, Chair, asked if there were any nominations for Secretary. Mayra Vindiola-Huerta nominated herself for the position of Secretary. The Chair asked if there were any other nominations, but no one else was nominated. Taneya Zimmerman moved to approve Mayra Vindiola-Huerta as Secretary. Andrea Scharnow seconded the motion. Show of hands vote: Aye: 11 (Andrea Scharnow, Stacey Soloman, Erika Albarren Artega, Taneya Zimmerman, Alma Acevedo, Julie Phillips, Brychana Daniels, Mayra Vindiola-Huerta, Anchil Goswami, Deanna Quintanilla, and Jeffrey James) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

The final position to be elected was Parliamentarian. Calvin Sheppard, Chair, asked if there were any nominations for Parliamentarian. Taneya Zimmerman nominated herself for the position of Parliamentarian. The Chair asked if there were any other nominations, but no one else was nominated. Andrea Scharnow moved to approve Taneya Zimmerman as Parliamentarian. Stacey Soloman seconded the motion. Show of hands vote: Aye: 11 (Andrea Scharnow, Stacey Soloman, Erika Albarren Artega, Taneya Zimmerman, Alma Acevedo, Julie Phillips, Brychana Daniels, Mayra Vindiola-Huerta, Anchil Goswami, Deanna Quintanilla, and Jeffrey James) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

C. Election of Policy Council Representatives and Alternates

Vicki Wasson, Coordinator, reviewed the details of the Policy Council. She discussed who could be representatives, and their duties. Calvin Sheppard, Chair, asked if there were anyone that would be interested in being a part of the Policy Council. Stacey Soloman, Andrea Scharnow, Taneya Zimmerman, and Mayra Vindiola-Huerta volunteered to be Policy Council representatives. Taneya Zimmerman volunteered to be the Early Head Start Policy Council representative. Anchil Goswami, and Jeffrey James volunteered to be the Policy Council alternates. Marie Desha briefly spoke about the Policy Council, and mentioned that the meetings were every fourth Tuesday of the month. Taneya Zimmerman moved to approve Stacey Soloman, Andrea Scharnow, Mayra Vindiola-Huerta, and herself as Policy Council representatives. As well as Anchil Goswami and Jeffrey James as the Policy Council alternates. Andrea Scharnow seconded the motion. Show of hands vote: Aye: 11 (Andrea Scharnow, Stacey Soloman, Erika Albarren Artega, Taneya Zimmerman, Alma Acevedo, Julie Phillips, Brychana Daniels, Mayra Vindiola-Huerta, Anchil Goswami, Deanna Quintanilla, and Jeffrey James) 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

Jacque Bonini, Director, wanted to introduce the site coordinators to the Policy Committee. She introduced coordinators Vicki Wasson, Doris Reese, Jennifer Osalbo, Tammy Sanchez, and Noel Estacio. She let the Policy Committee know that they could contact their site's coordinators if they had any questions or concerns.

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

Rose Moya, Supervisor, provided the ERSEA report. She informed the representatives that there are 65+ openings in the Head Start programs. The Wrap programs are currently doing well, but the Part Day programs are struggling. She mentioned that there are still openings in the Early Head Start programs, and families should try to get on the waitlists. Rose went over the Average Daily Attendance. She asked the Policy Committee to encourage families to come to school, and on time. Mayra Vindiola-Huerta, representative for John D. Sloat Wrap, asked how many days a child could be late, or miss school before they would be dropped from the program. Rose explained to her that they do not kick children out of the program, but will work with families with other options. She mentioned that there are resources such as temporary bus passes, and staff like the School Community Liaisons that would be able to help.

C. Fiscal Monthly Report

Shelagh Ferguson, Program Technician for Head Start Funding, presented the fiscal monthly report. October fiscal reports were available as a hand out and color coded to help identify the three programs. Reports are sent to SETA and after review we receive reimbursement for the expenses. Credit card charges were discussed; food for meetings, lock for cabinet and diapers for infants & toddlers. Meal and snacks served for month of September were received too late for inclusion on November report but will be included on December report. Letter received from SETA advising that there were no findings or recommendations for the Head Start and Early Head Start audit which took place on September 26-30, 2016. She mentioned that Vicki Wasson would talk about the selection of parents to attend the CHSA Conference in Sacramento in January. Questions were invited, there were none.

D. Policy Council Report

Andrea Scharnow, Vice Chair, spoke about her experience being on the Policy Council, and recently approving the hiring of teachers. She was honored at the end of the year celebration, but did not attend. At their Policy Council meeting, she was honored and received a plaque which she was very happy about. Calvin Sheppard, Chair, spoke about being on the Policy Council at SETA. He mentioned this year's end of the year celebration,

and how it was different from previous celebrations. He also encouraged representatives to join and at least attend a meeting.

E. Nutrition Update

Tammy Sanchez, Health/Nutrition Coordinator, discussed her content areas:

Thanksgiving Break-

Full day Collaboration classrooms will operate November 21/22 of Thanksgiving Week. Some classrooms will collapse/combine together. Nurses will provide staff with information on students transferring over with medications, health concerns or special diets. The menus for those two days will be posted in the classrooms. If your child is attending an alternative classroom on those days, and has any special dietary or medical needs, be sure to connect with the teacher when you drop your child off on Monday to ensure they are fully aware of this information.

Nutrition Workshop-

Karen Ito, Nutrition Consultant, will provide a Nutrition Workshop for parents at Capital City, following the January PC meeting. A flyer will be forwarded to the classroom teacher next month to post for parents, and PC parents will be given fliers to take back to their sites at our December meeting. There will be a limit to the number we can accommodate, so parents are encouraged to sign-up early.

Health/Nutrition Committee-

Parents are encouraged to take advantage of the opportunity to serve on a content area committee and assist in the Program Self-Assessment process. If parents sign-up for the Health, Nutrition & Safe Environments (HNSE) Committee, they will join our nurses, health clerks, facilities specialist and HNSE Coordinator in reviewing and revising our plan for delivering services in these three areas.

F. Facility Update

There were no facility updates.

G. First 5 Update

There were no First 5 updates.

H. Education / Parent Engagement Update

Doris Reese, Coordinator, discussed the following updates:

Desired Results Developmental Profiles (DRDP) student assessments were completed by teachers and submitted to SETA to process and create reports. The DRDP's provide information on children's developmental milestones as to where they are. An Individual Development Plan (IDP) is created for each student with all the DRDP domain results. These IDP report is utilized during parent conferences as allows and encourages parent

input on how they can contribute and engage with their children's learning and development.

CLASS Assessment – Resource Teachers in collaboration with SETA are actively administering the Classroom Assessment Scoring System (CLASS) in all preschool classrooms. The CLASS rates the level of interaction between staff and children in various areas. The results are utilized for coaching and to provide instructional support. In effect, it provides teachers an opportunity to enrich their learning environment. All CLASS assessments are due the second week of December to SETA. The goal is to get results out to teachers by the end of January.

Education and Disability Content Coordinators are asking for parent volunteers to help with the Self-Assessment.

The APPLE bag – The All Parents Participate in Literacy and Education (APPLE) bag will be distributed to classrooms in January. This family literacy and family engagement bag was created to engaged families in early literacy activities and to utilized to connect with families. Each child will be taking home a new bag on a weekly basis. Each bag will contain numerous books, pamphlets, newsletters, and other educational information and/or activities. Each week children will have different book titles to share. Parents are encouraged to share and read to their children. Theresa Perez, Resource Teacher, shared an example of the Apple bag with the Policy Committee. The Policy Committee was able to see some of the items that would be included in the bag.

VI. Open Discussion and Comments

Vicki Wasson, Coordinator, spoke to parents about signing up to be a part of content area committees. The different committees are Family and Community Partnerships, Health Services, Education and Early Child Development Services, and Management Systems. She encouraged the Policy Committee to sign up for a committee, and get a better understanding of how the department works.

Noel Estacio, Supervisor, spoke about the CHSA conference being local this year and that parents will have an opportunity to attend by getting nominated at next month's PC meeting.

BraJona Harris, Parent Advisor, shared information on the parent workshop taking place Thursday, December 8, 2016. The workshop will be 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 and Spanish.

VII. Public Participation

There was no public participation

VIII. Adjournment

Meeting was adjourned at 10:29 am.