

**Head Start Policy Committee Meeting Minutes  
Thursday, November 19, 2015**

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

The meeting was called to order at 9:15 a.m. by Calvin Sheppard, Chair. Derek Lamb, Parliamentarian, called roll and a quorum was established.

**II. Consent Items**

**A. Approval of the Minutes of the October 15, 2015 Meeting**

Minutes of the October 15, 2015 meeting were reviewed. Andrea Scharnow moved to approve the minutes. Derek Lamb seconded the motion. Show of hands vote: Aye: 10 (Victoria Ruiz, Rodney Fernandez, Veronica Valdez, Stephanie Garcia, Andrea Scharnow, Maura Maldonado-Vazquez, Phoua Lee, Maira Renteria, Feuy Saele, and Derek Lamb. Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

**III. Action Items**

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

Rose Moya facilitated the election of officers. She referenced the bylaws on the descriptions of the duties of officers.

Calvin Sheppard, Past Parent, Victoria Ruiz, from Bear Flag, and Phoua Lee, from Susan B. Anthony, nominated themselves for Chair. The committee agreed to vote twice for Chair and Vice Chair, the person with the highest votes becoming Chair, and the lowest votes becoming Vice Chair. By show of hands vote: 9 for Calvin, 6 for Victoria and 4 for Phoua. Calvin Sheppard becomes Chair and Victoria Ruiz, Vice Chair.

There were no nominations for Secretary. Andrea Scharnow moved to table the election the Secretary position until the next meeting. Victoria Ruiz, seconded the motion. By show of hands vote: Show of hands vote: Aye: 11 (Victoria Ruiz, Rodney Fernandez, Veronica Valdez, Marisol Ramos, Stephanie Garcia, Andrea Scharnow, Maura Maldonado-Vazquez, Phoua Lee, Maira Renteria, Feuy Saelee, and Derek Lamb. Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

Derek Lamb, Past Parent nominated himself for Parliamentarian and there were no other nominations. By show of hands vote: 11 for Derek. Derek Lamb becomes Parliamentarian.

## **B. Election of Policy Council Representatives and Alternates**

Rose Moya facilitated the election. She referenced the bylaws on the descriptions of the duties. The committee agreed to vote for the three (3) Policy Council Representatives and Alternates together, instead of voting separately, those with the highest becoming the representatives and those with the lowest votes becoming the Alternates. Victoria Ruiz, Feuy Saelee and Phoua Lee nominated themselves for the position. There were no other nominations. Andrea Scharnow moved to approve all three for the Policy Council Representative positions. Rodney Fernandez, seconded the motion. By show of hands vote: Show of hands vote: Aye: 11 (Victoria Ruiz, Rodney Fernandez, Veronica Valdez, Marisol Ramos, Stephanie Garcia, Andrea Scharnow, Maura Maldonado-Vazquez, Phoua Lee, Maira Renteria, Feuy Saelee, and Derek Lamb. Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

## **C. Selection of two (2) Parent Representative to attend the Annual National Head Start Association (NHSA) Conference, Tuesday-Friday, December 1-4, 2015, in San Diego, CA.**

Vicki Wasson, Coordinator, provided information on the NHSA Conference that will be held in San Diego, CA. We will be sending two (2) staff and needed to select two (2) parents to attend. Rodney Fernandez and Marisol Ramos nominated themselves to attend the conference. Andrea Scharnow moved to approve Rodney and Marisol to attend the conference. Victoria Ruiz, seconded the motion. By show of hands vote: Show of hands vote: Aye: 11 (Victoria Ruiz, Rodney Fernandez, Veronica Valdez, Marisol Ramos, Stephanie Garcia, Andrea Scharnow, Maura Maldonado-Vazquez, Phoua Lee, Maira Renteria, Feuy Saelee, and Derek Lamb. Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

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

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

Vicki Wasson, Coordinator, provided information on the interviews held for the Registration Supervisor position. Rose Moya was recommended for the position. Andrea Scharnow moved to approve Rose for the Registration Supervisor position. Victoria Ruiz, seconded the motion. Show of hands vote: Aye: 11 (Victoria Ruiz, Rodney Fernandez, Veronica Valdez, Marisol Ramos, Stephanie Garcia, Andrea Scharnow, Maura Maldonado-Vazquez, Phoua Lee, Maira Renteria, Feuy Saelee, and Derek Lamb. Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

### **IV. Information Items**

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

Vicki Wasson, Coordinator, provided the Director's report, due to the fact that there is a vacancy for a department Director. She reported that the Fall Festival held on October 28, 2015, was a great success. Many families turned out for the event and had a lot of fun. Vicki also reported on the Recruitment Job Fair that was held last Saturday at the Serna Center. Over 700 participants attended the event. Staff were able to collect names of people interested for employment and for future positions. We are still in search of the

Director position. The last interviews scheduled, one of the candidates had taken another position and the other cancelled at the last minute. We will have to start the process of posting the position again. Coordinators are busy conducting pre-evaluations on certificated teachers. Social Workers are following up on the social emotional screeners referrals from teachers. At the last professional learning, teaching staff were provided CSEFEL training on friendship skills.

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

Rose Moya, provided the ERSEA report, handouts were provided and reviewed. Rose informed the parents that Head Start requires that we maintain full enrollment and 85% attendance. She asked parents to talk with the other parents about the importance of bringing their children to school. Rose shared that the department is struggling at a few sites with enrollment and waiting list. Rose asked the parents to please encourage friends and families with young children to apply for the program.

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

Rose Moya shared that Shelagh Ferguson, Program Technician, could not attend the meeting today because of an audit being conducted. She shared that that the fiscal reports are provided each month and are color coded. She also reported that at the next PC meeting a Budget Training will be provided immediately following the regular scheduled PC meeting and asked for a show of hands of how many would attend. Lunch and childcare will be provided.

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

Marie Deshae from SETA reported on the last Policy Council meeting held at SETA. Policy Council Representatives were seated and bylaws reviewed.

### **E. Nutrition Update**

Tammy Sanchez, Coordinator, shared that she works closely with the Nurses and Nutrition Services Department. This is a busy time of year in the department. Nurses are busy reviewing files of children with food allergies. She reported that parents should see the school lunch menu posted in their classrooms, which changes weekly. She also reported on the department policy that states “no outside food is allowed to be brought into the classroom.” There are alternatives if parents want to celebrate their child’s birthday, or other celebrations.

### **F. Facility Update**

Patti Lewkowitz, Facilities and Licensing Specialist, reported that a lot of work was done this summer on cleaning classes to make sure the rooms were ready. The classroom and outdoor play areas should both be safe environments for the children. She asked if parents could help if they notice anything unsafe or of needing repaired or unsafe to notify the teacher immediately. Patti also shared that Richard Conn is our Operations Specialist and he oversees all of our custodians and follows up with them to make sure they have the needed resources to get their jobs done. She informed the parents that she will be out for a month beginning next Thursday, but provided her cell number and Richard Conn’s cell number.

## **G. First 5 Update**

Jennifer Osalbo, Coordinator, gave the First 5 report for Doris Reese, Coordinator of the program. First 5 just received a large grant and Resource Teachers are working on order supplies for the classrooms.

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

Victoria Ruiz, from Bear Flag asked if the nurses were available to present at parent meetings. Tammy Sanchez replied yes, however go thru their teachers.

## **VI. Public Participation**

There was no public participation.

## **VII. Adjournment**

Meeting adjourned at 11:10.