

**Head Start Policy Committee Meeting Minutes  
Thursday, October 15, 2015**

**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. Veronica Valdez from Edward Kemble volunteered. She took roll and a quorum was established.

**II. Orientation**

**A. Roles and Responsibilities**

Rose Moya, Parent Advisor, introduced herself and welcomed the members to the committee. She had the parents and staff introduce themselves. The committee reviewed the welcome letter that was provided in their PC folder. We reviewed the roles and responsibilities of being the PC representative.

**B. Executive Board**

The committee reviewed the executive board positions and their responsibilities. The executive board is comprised of the Chair, Vice Chair, Secretary and Parliamentarian. Members elected to the Executive Board are required to attend Executive Board meetings once a month.

**C. How to Make a Motion**

Members were provided with a two sided sheet on how to make a motion in their folders. This handout is to help guide representatives on the proper way to make a motion.

**D. Attendance and Reimbursements**

Rose Moya, Parent Advisor explained the importance of PC attendance to the meetings. She reviewed the reimbursement policy and the reimbursement form that representatives are to submit after each meeting.

**E. Conflict of Interest**

Rose Moya, Parent Advisor explained conflict of interest and what that meant. No representative may be related to any Head Start or Early Head Start staff member. If so, then it becomes a conflict of interest and there are ineligible to be a representative or alternate on the PC.

**III. Consent Items**

**A. Approval of the Minutes of the September 17, 2015 Meeting**

Minutes of the September 17, 2015 meeting were reviewed. Andrea Scharnow moved to approve the minutes. Cathleen Brown seconded the motion. Show of hands vote: Aye: 16 (Deborah Allred, Brianda Gonzalez-Loreto, , Maria Mendez, Irene Santillan, Andrea Scharnow, Maria Mendez, Michelle Richardson, Marisol Ramos, Stephanie Garcia, Nekeitha Carradine, Danielle Parsons, Veronica Valdez, Maura Maldonado-Vazquez, Phoua Lee, Cathleen Brown and Elizabeth Frazee) Nay: 0 Abstentions: 4 , Calvin Sheppard, Chair, Jordan Falon, Adriana Favela, and Sondra Mattingly.

#### **IV. Action Items**

##### **A. Approval of Past Parents and Community Representatives**

Rose Moya, Parent Advisor, reviewed the application process for past parents and community representatives. She asked the committee for approval of 2 community representatives; Deanna Quintanilla, Program Director for the Foster Grandparent Program, and Sondra Mattingly, Coordinator for the Foster Grandparent Program. Rose also asked the committee to approve 3 past parent representatives; Cathleen Brown, Derek Lamb, and Calvin Sheppard. Cathleen Brown moved to approve the community representatives and past parents. Andrea Scharnow seconded the motion. Show of hands vote: Aye: 19 (Victoria Ruiz, Deborah Allred, Jordan Falon, Brianda Gonzalez-Loreto, Maria Mendez, Irene Santillan, Andrea Scharnow, , Michelle Richardson, Marisol Ramos, Stephanie Garcia, Nekeitha Carradine, Danielle Parsons, Adriana Favela, Veronica Valdez, Maura Maldonado-Vazquez, Phoua Lee, Cathleen Brown and Elizabeth Frazee) Nay: 0 Abstentions: 4 , Calvin Sheppard, Chair, and Sondra Mattingly.

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

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

Noel Estacio, Coordinator, provided information on the interviews held for several Early Head Start Instructional Aide positions. Ker Thao, Shabana Khan, Lenina Murphy and Milouda Khan were recommended for the EHS Instructional Aide positions. Brianda Gonzalez-Loreto moved to approve Ker Thao, Shabana Khan, Lenia Murphy and Milouda Khan for the EHS Instruction Aide positions. Cathleen Brown seconded the motion. Show of hands vote: Aye: 20 (Victoria Ruiz, Deborah Allred, Jordan Falon, Veronica Valdez, Brianda Gonzalez-Loreto, Maria Mendez, Michelle Richardson, Marisol Ramos, Stephanie Garcia, Irene Santillan, Andrea Scharnow, Nekeitha Carradine, Danielle Parsons, Adriana Favela, Maura Maldonado-Vazquez, Marissa Guerrero, Phoua Lee, Elizabeth Frazee, Cathleen Brown and Sondra Mottingly) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

Noel Estacio, Coordinator, shared that the EHS Nurse, Lora Jones is leaving our department and asking that Alyssa Quinn, School Nurse be approved to replace her. Noel also asked to approve Christy Andlovec as the EHS Resource Teacher. Andrea Scharnow moved to approve Alyssa Quinn for the EHS School Nurse position and Christy Andlovec as the EHS Resource Teacher . Sondra Mottingly seconded the motion. Show of hands vote: Aye: 20 (Victoria Ruiz, Deborah Allred, Jordan Falon, Veronica Valdez, Brianda Gonzalez-Loreto, Maria Mendez, Michelle Richardson, Marisol Ramos, Stephanie Garcia, Irene Santillan, Andrea Scharnow, Nekeitha Carradine, Danielle Parsons, Adriana Favela,

Maura Maldonado-Vazquez, Marissa Guerrero, Phoua Lee, Elizabeth Frazee, Cathleen Brown and Sondra Mottingly) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

Jennifer Osalbo, Coordinator, provided information on the interviews held for several preschool teacher positions. Kelly Xiong, Christy Alva and Yumiko Trimmingham were recommended for the positions. Nekeitha Carradine moved to approve Kelly Xiong, Christy Alva and Yumiko Trimmingham for the teacher positions. Cathleen Brown seconded the motion. Show of hands vote: Aye: 20 (Victoria Ruiz, Deborah Allred, Jordan Falon, Veronica Valdez, Brianda Gonzalez-Loreto, Maria Mendez, Michelle Richardson, Marisol Ramos, Stephanie Garcia, Irene Santillan, Andrea Scharnow, Nekeitha Carradine, Danielle Parsons, Adriana Favela, Maura Maldonado-Vazquez, Marissa Guerrero, Phoua Lee, Elizabeth Frazee, Cathleen Brown and Sondra Mottingly) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

## **V. Information Items**

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

Noel Estacio, Coordinator, provided the Director's report, due to the fact that there is a vacancy for a department Director. Noel reviewed the Head Start Update for the month of September. She reported that the nurses provided training at pre-service on asthma and food anaphylaxis in preschoolers. Nutrition Services Department provided training on meal service compliance and Patti Lewkowitz, Facilities and Licensing Specialist, provided a thorough review of facility and safety compliance. In mental health a new referral process was introduced to teaching staff for children exhibiting challenging behaviors. Teaching staff and School Community Liaisons began the Family and Community Partnership process during home visits/conferences with families by reviewing the Family Worksheets. The process is to identify needs of families and begin action for follow up. Teaching staff were retrained at the September Professional Learning in the area of the program's referral processes to help teaching staff refer and support students who may need additional services or accommodations. In the month of September, the department served 81 Head Start preschool children with IEPs and 12 Early Head Start children with IFSPs. We now have a new Disabilities Coordinator, Jennifer Osalbo, who will be supporting all the classrooms within the program options in the area of special needs. EHS Expansion programs had the Baseline audit this month, and the reviewers gave great feedback.

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

Noel Estacio, Coordinator, provided the ERSEA report. She informed the parents that Head Start requires that we maintain full enrollment and 85% attendance. She was happy to report that for the month of August we met full enrollment in both Head Start and Early Head Start. Unfortunately, we struggled with the 85% attendance. Head Start's overall attendance was 82%, Early Head Start basic was 68% and Early Head Start Expansion was 79%. Staff talks to families regarding their child's attendance to see if there is support that is needed.

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

Shelagh Ferguson, Program Technician, introduced herself and informed the committee that they will receive fiscal reports each month. At the next meeting the reports will be color

coded to differentiate between the Head Start, Early Head Start and Early Head Start Expansion Grants. Today they were provided many reports because at the June PC meeting the fiscal reports were not provided and because of the new Early Head Start Expansion, which began July 1<sup>st</sup>. Shelagh announced that the committee will be provided a budget training to help them understand the various budgets and how they are created. Shelagh also reviewed the HS/EHS Monthly Report Summary. The credit card and meal counts were not available at this time.

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

Calvin Sheppard, Chair, reported on the last Policy Council meeting held at SETA. He reported that elections were held and expected changes for some sites may be coming soon, due to the proposed changes to the Performance Standards. Rose Moya, Parent Advisor, briefly described the Policy Council, when, where they meet and its purpose.

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

Noel Estacio, reported that the nurses are working closely with teachers and parents regarding children with special diets.

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

Jennifer Osalbo, Coordinator reported that many of the playgrounds are closes due to safety concerns; however bids have gone out to get them repaired or replaced soon. Also, we are working on several sites that are in need of shade structures.

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

Jennifer Osalbo, Coordinator, gave the First 5 report for Doris Reese, Coordinator of the program. There are 22 schools participating in the Accelerator School Readiness (ASR) kindergarten ready assessment was conducted during the 1<sup>st</sup> three weeks of school. Handouts were provided on the First 5 Infant & Toddlers Playgroups. Jennifer shared that they are still accepting applications for the playgroups which is being provided at 6 different locations.

### **VI. Open Discussion and Comments**

Rose Moya, Parent Advisor, briefly informed the parents for the open discussion item. She announced that the department will be hosting a fall festival again this year, on Wednesday, October 28<sup>th</sup>.

Jennifer Osalbo, Coordinator, shared that teachers will be receiving the parent handbooks to be distributed to the parents soon.

### **VII. Public Participation**

There was no public participation.

### **VIII. Adjournment**

Meeting was adjourned.