

**Head Start Policy Committee Meeting Minutes
Thursday, October 20, 2016**

I. Call to Order/Roll Call

The meeting was called to order at 9:11 a.m. by Calvin Sheppard, Chair. He asked for a volunteer to take minutes of the meeting and to take roll. Baltazar Villalpando from Marian Anderson volunteered. He took roll and a quorum was established.

II. Orientation

A. Roles and Responsibilities

Vicki Wasson, Coordinator, and BraJona Harris, Parent Advisor, introduced themselves and welcomed the members to the committee. Vicki Wasson 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

BraJona Harris, 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

BraJona Harris, Parent Advisor explained conflict of interest and what that meant. Representatives may not be related to any Head Start or Early Head Start staff member. It becomes a conflict of interest and they are ineligible to be a representative or alternate on the PC.

III. Consent Items

A. Approval of the Minutes of the September 15, 2016 Meeting

Minutes of the September 15, 2016 meeting were reviewed. Stacey Soloman moved to approve the minutes. Andrea Scharnow seconded the motion. Show of hands vote: Aye: 17 (Andrea Scharnow, Stacey Soloman, Vivian Cepeda, Maria Cruz, Maria Aguilar, Erika Albarren Artega, Louann Dotson, Taneya Zimmerman, Marina Miranda, Alma Acevedo, Julie Phillips, Baltazar Villalpando, Flor Hernandez, Jessica Fraga, Brychana Daniels, Maria Gutierrez, and Jeffrey James) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

IV. Action Items

A. Approval of COLA for Head Start, Early Head Start, and EHS CCP for fiscal year 2016-2017

Jacquie Bonini, Director, went over COLA for Head Start, Early Head Start, and EHS CCP, for fiscal year 2016-2017. In the Head Start grant that was approved last spring there was a provision for a COLA. If Head Start provided a COLA, those funds would be applied to the increase of staff health benefits. In May, she told Policy Committee we did receive a COLA of 1.8%. We did not at that time take a vote to approve the use of the COLA towards employee health cost. This should have been an action item at the time. Jacquie Bonini asked for approval at this time of the COLA to be used towards the increase in staff health benefits. Andrea Scharnow moved to approve the minutes. Maria Aguilar seconded the motion. Show of hands vote: Aye: 17 (Andrea Scharnow, Stacey Soloman, Vivian Cepeda, Maria Cruz, Maria Aguilar, Erika Albarren Artega, Louann Dotson, Taneya Zimmerman, Marina Miranda, Alma Acevedo, Julie Phillips, Baltazar Villalpando, Flor Hernandez, Jessica Fraga, Brychana Daniels, Maria Gutierrez, and Jeffrey James) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

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

A. Staff Approval

Doris Reese, Coordinator, provided information for the hiring of a new Child Development Teacher, and several new Head Start Instructional Aide positions. Wangui Ndirangu was selected for the position of Child Development Teacher at Woodbine. Elba Corleto, was selected for the position of Instructional Aide at Ethel Phillips. Hoda Aflakibeni selected for the position of Instructional Aide at Peter Burnett. Kiabeth Rentiria was selected for the position of Instructional Aide at Oak Ridge. Marina Gorbenko was selected for the position of Instructional Aide at Parkway. Sedigheh Heidari was selected for the position of Instructional Aide at Rosa Parks. Doris Reese shared that only 5 out of the 11 candidates qualified for the Instructional Aide positions. There are still 6 vacancies. Vivian Cepeda moved to approve the hiring of new staff. Marina Miranda seconded the motion. Show of hands vote: Aye: 17 (Andrea Scharnow, Stacey Soloman, Vivian Cepeda, Maria Cruz, Maria Aguilar, Erika Albarren Artega, Louann Dotson, Taneya Zimmerman, Marina Miranda, Alma Acevedo, Julie Phillips, Baltazar Villalpando, Flor Hernandez, Jessica Fraga, Brychana Daniels, Maria Gutierrez, and Jeffrey James) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

VI. Information Items

A. Director's Report

Jacque Bonini, Director, provided the Director's report. She talked about the release of new Head Start Performance Standards on September 1st. There will be a change in the duration, resulting in an increase in time. An expected 1,020 hours of preschool within the next 5 years. This would mean school days of 6 hours. It will have an impact on part day and 3 ½ hour programs.

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

Rose Moya, Supervisor, provided the ERSEA report. She informed the representatives about the two registration offices located at Hiram Johnson and Capital City. This year we did not meet full enrollment, and there are no waiting lists. She mentioned that a lot of people are not aware of the preschool programs. She asked that the parents help promote and spread the word about the Head Start and Early Head Start programs. She reviewed the average daily attendance, and asked representatives to encourage families to bring their children to school. Brychana Daniels, representative for Susan B. Anthony room 24, asked if there were still openings for Early Head Start. Rose talked about the waitlist for Early Head Start. Once the child turns three, then they can apply for the Head Start program.

C. Fiscal Monthly Report

Jacque Bonini, Director spoke for Shelagh Ferguson in her absence. She drew members' attention to the reports. She also discussed the meals count and told them there were no credit card purchases.

D. Policy Council Report

Calvin Sheppard, Chair, spoke about being on the Policy Council at SETA. He mentioned the different committees he is involved with, and the end of the year celebrations. He also encouraged representatives to join and at least attend a meeting. Andrea Scharnow, Vice Chair, also encouraged representatives to join and represent for the Sacramento City Unified School District.

E. Nutrition Update

Tammy Sanchez, Health/Nutrition Coordinator, shared two important reminders:

NO OUTSIDE FOOD POLICY

For the safety of our children, all food served to the children during meals is provided by Nutrition Services.

The only time other foods are allowed in the classroom is if the teacher is providing an educational food activity. A cooking project or food experience must meet these standards:

- * has an educational purpose and is incorporated into the lesson plan
- * activity involves healthy foods
- * food/ingredients is provided by Nutrition Services or grocery store (cannot come from someone's home)

Parents may not bring in/distribute food to students anywhere on school grounds. If a parent requests to bring something to share for a birthday or celebration, it must be non-food items (suggestions can be provided by the teacher, and may include things like pencils, stickers, etc.).

MEAL SERVICE MONITORING

The district's Nutrition Services Dept. receives funds from the State to provide nutritious meals/snacks. They are currently being reviewed to ensure the district is complying with all regulations, so you may see some special visitors observing meal service in the classrooms. During the last two weeks of October, the following preschool sites will be monitored: S.B. Anthony, E. Creek, Bear Flag, H. Johnson and Cap. City.

Parents are being reminded to call the classroom if their child will arrive late or will be absent. The teacher needs to ensure that a correct meal count is being called into the cafeteria so the correct number of meals are ordered for the day.

F. Facility Update

Patti Lewkowitz, Facilities Licensing Specialist, discussed how we have had incidents of Hand, Foot & Mouth disease and lice, along with cold and flu being upon us. Daily custodial cleaning, our classroom staff use of disinfectant to clean tables, toys and other surfaces and thorough hand washing are the best deterrents to spreading the germs. Special "Deep Cleaning" is no more effective than the measures we use every day. Remember to remind children using tissues to wash hands afterwards. Be aware that some medicines like Nyquil capsules look like jelly candy to children and we should handle medicines safely. Don't carry medicines loosely in your pockets where they could fall out and children would be exposed. Ask your classroom teacher where you can put your purses and bags out of reach of children when visiting or working in the classrooms. Strollers should be left outside so all the extra items in strollers are not available to children. Please let your teacher know if you think the rooms are too dark to safely navigate the room during naptimes. There needs to be some amount of light to safely move about the room. We are in the process of completing bike repairs. No bikes with missing pedals, damaged hand grips or broken parts should be on the playgrounds for play. Let your teacher know if you observe damaged bikes, trikes or scooters. Goody bags that contain small toys, candy, fruits, crackers and other items may be hazardous to children with food allergies to such common things as nuts, apples, gluten and many more. Goody bags should not be distributed at school and you should be cautious of things your child receives during the upcoming holidays.

G. First 5 Update

There were no First 5 updates.

VII. Open Discussion and Comments

Louann Dotson, representative for Golden Empire, asked about having children to wear costumes on Halloween. She shared that the parents at her site had signed a petition to request that their children be allowed to wear costumes to school on Halloween. Vicki Wasson, Coordinator, shared that the request must be approved by the Coordinator of her site.

VIII. Public Participation

Vicki Wasson, Coordinator, talked about the Child Development's 3rd Annual Harvest Festival. It will take place Tuesday, October 25, 2016 at Hiram Johnson from 4:00pm to 6:00pm. She encouraged families to come, and to bring flyers back to their classes to promote the event.

BraJona Harris, Parent Advisor, shared information on the first parent workshop of the school year taking place Thursday, November 3, 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.

IX. Adjournment

Meeting was adjourned at 11:10am.