

**Head Start Policy Committee Meeting Minutes
Thursday, September 15, 2016**

I. Call to Order/Roll Call

The meeting was called to order at 9:10 a.m. by Vice Chair, Andrea Scharnow in the Chair's absence. The Secretary, Maira Renteria, called roll and a quorum was established.

II. Consent Items

A. Approval of the Minutes of the June 9, 2016 Meeting

Minutes of the June 9, 2016 meeting were reviewed. Maira Renteria moved to approve the minutes. Mayra Vindiola-Huerta seconded the motion. Show of hands vote: Aye: 8 (Maira Renteria, Mayra Vindiola-Huerta, Maria Cruz, Maria Aguilar, Erika Albarren Artega, Stacey Soloman, John Babauta, and Julie Phillips). Nay: 0 Abstentions: 1, Vice Chair.

III. Action Items

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

A. Staff Approval

The committee went into closed session at 9:16 a.m.; and returned back into open session at 9:20 a.m. The committee approved Lisa Vue for the Early Head Start teacher position. The committee also approved Chrystal Davis, and Jamie Elder for the two Child Development Specialist I positions. Maira Renteria moved to approve the staff. Maria Cruz seconded the motion. Show of hands vote: Aye: 8 (Maira Renteria, Mayra Vindiola-Huerta, Maria Cruz, Maria Aguilar, Erika Albarren Artega, Stacey Soloman, John Babauta, and Julie Phillips). Nay: 0 Abstentions: 1, Vice Chair.

IV. Information Items

A. Director's Report

Jacque Bonini, Director, introduced Rose Moya, Registration Supervisor, to talk about the purpose of PC and PAC. She explained that Head Start requires their representatives' involvement, and State (PAC) representatives are selected by the teacher. State only requires representatives to attend three meetings. During those meetings, they cannot vote on staff approvals or other items. They are welcomed to stay and listen to the information.

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. She also provided preschool enrollment flyers that were provided for teachers at all sites. She discussed how the committee approved two new staff members that were hired to help with enrollment. The enrollment was not met, and some sites do not have a waiting list. She asked that the committee share that information with the community. There are sites that still have openings: Marian Anderson, Isador Cohen, Parkway, Abraham Lincoln, Susan B. Anthony, and C.P. Huntington. She also mentioned a homebased option where home visitors go to the home and help parents prepare their child for school. Rose also asked the committee to share with other parents that we need to be at 85% for attendance, along with being on time and being picked up on time.

C. Fiscal Monthly Report

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

Shelagh Ferguson, Program Technician for Head Start Funding, discussed how at the end of every fiscal year, reports have to be turned into SETA. SETA then will reimburse the department for the money spent. Fiscal reports were mailed out to PC members and color coded copies were available as a handout. She went over purchases made, such as diapers for Head Start infant and toddler programs, that were made in June. A review for the Head Start, Early Head Start, and CCP was made, and everything was satisfactory. This September 26th, the auditor will be back to review year end funds for the entire program. She also mentioned that there are several positions to be filled, and PC parents will have the opportunity to sit in on interview panels in the future.

D. Policy Council Report

Andrea Scharnow, Vice Chair discussed her experience with SETA's Policy Council meetings. Calvin Sheppard, Chair, also shared his experience being on the Policy Council. He mentioned the different committees he is involved with.

E. Nutrition Update

Tammy Sanchez, Coordinator, provided nutrition updates. At the beginning of the year, teachers are establishing routines and helping children learn how to conduct themselves during meal time. District menus for preschool are always available online, and should also be posted in the classroom. If the cafeteria ever has to make a change to the menu, the teacher is notified and the change is noted on the menu posted in the classroom. The department has been very busy identifying special diet needs. If a child needs a special diet for a medical reason, the parent should request the form for the physician, have their doctor complete it and the cafeteria will accommodate the need. At school a couple student helpers wash their hands and assist with setting the table. All children wash their hands before and after meals. The Child Development Department contracts with a Nutrition Consultant; Karen Ito. Karen receives referrals to provide nutrition counseling and support to parents and families. The Nutrition Consultant has agreed to do two nutrition workshops during the school year.

F. Facility Update

Patti Lewkowitz, Facilities Licensing Specialist, discussed the concern for safety. Safety is a concern especially when children are having trouble separating from parents at dropoff. Whether it is at the beginning, or end of the day. She also talked about how the children should never open the door. She also asked that parents who have a few minutes at drop off stand by the doors to help make sure a child does not run after a parent. Along with safety, there are a lot of people getting sick. She mentioned how everyone in the classroom, including the children, are washing their hands multiple times throughout the day. Contact numbers for staff are available in the classroom for the parents if needed. Shellby Lippencott, representative for H.W. Harkness, asked about allergies and sending her child to school. Patti let her know that it is ok to send her child as long as they do not have a fever, and are feeling well enough to participate in class. If you have health concerns, you should contact your site nurse.

G. First 5 Update

Jacque Bonini, Director, introduced First 5's Paola Lopez. She gave an update of the Literacy Bag (Apple Bag) and any First 5 information. The Apple Bag's order has been submitted, and we should be getting the bags mid-November. First 5 will be distributing bags to all Child Development sites around January 2017. The bags will include books and activities for the family. She also discussed updates on the First 5 Playgroups for ages 0-3. There are six locations, with am and pm playgroups available. Flyers, post card and a banner was provided. This program promotes playgroups with family and friends, and there are spaces still available. For more information, parents should contact 916-643-7858.

H. State (PAC) Update

BraJona Harris, Parent Advisor, and Vicki Wasson, Coordinator, went over the new volunteer forms and the new immunization requirements. Effective September 1, 2016 a new law (Senate Bill 792) is now required for all Child Development Department staff and Volunteers. Volunteers will need to provide evidence of immunization for the influenza, pertussis, and measles vaccinations, along with a TB clearance. Someone who does not have any record of their immunizations, can request a blood test from their doctor which will show whether they have immunities to measles, mumps and rubella. If the results show they do have immunities, they won't need a vaccination. If they do not show immunities, they will need a MMR Booster. If they did not get an influenza shot last year, and it is not available to the public yet, they can sign to decline the shot at the bottom on the form that will be provided to volunteers. Any questions or concerns involving the volunteer process that parents or staff may have, they can contact BraJona Harris.

V. Open Discussion and Comments

VI. Public Participation

VII. Adjournment

Meeting adjourned at 10:24