

**Head Start Policy Committee Meeting Minutes
Thursday, April 19, 2018**

I. Call to Order/Roll Call

The meeting was called to order at 9:04 a.m. by Andrea Scharnow, Chair. Jessica Bradsberry, from Parkway Wrap volunteered to take minutes of the meeting in the Secretary's absence. Jessica took roll and a quorum was established.

II. Consent Items

A. Approval of the Minutes of the March 15, 2018 Meeting

Minutes of the March 15, 2018 meeting were reviewed. Veronica Gaddy moved to approve the minutes. Marche Bernard seconded the motion. Show of hands vote: Aye: 10 (Maria Garcia, Bernadette Fitchie, Claudett Sanders, Veronica Gaddy, Debra Lee, Maria Torres, Maria Castro-Flores, Jessica Bradsberry, Marche Bernard, Kimberly Person) Nay: 0 Abstentions: 1, Andrea Scharnow, Chair.

III. Action Items

There were no action items.

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

A. Staff Approval

There were no staff approvals.

V. Information Items

A. Nutrition Services Department Presentation

Rebecca Penland and Elesia Dixson from Nutrition Services came to speak to the committee about meals and menus. Tammy Sanchez, Coordinator provided copies of the preschool menus for review. Rebecca reported that their warehouse is under reconstruction and due to the reconstruction the menu cycle has changed from a 3 week cycle to 2 weeks. The goal is to have a centralized kitchen within the next 3 years. This is to insure the consistency with the food served and to be able to provide a more enhanced menu. There are currently no new guidelines from USDA. There were several questions from parents in regards to certain foods that were popular with the children and those foods that were not so popular. Rebecca reported that they are changing their produce supplier. The new supplier should help increase more variety and freshness in the produce served. There was discussion on the diversity of our district and providing more diversity to the menu. Rebecca shared that yes we are a diverse district, however not all school like certain foods, so it is a challenge to provide something for the entire district that everyone likes. Elesia shared they hope to bring back the soup and salad combination next year, since it was very

popular. She also shared she does the ordering and tests items throughout to see what the children like.

B. Director's Report

Jacque Bonini, Director, reported the second part of the Federal Review (CLASS), was completed. This was a county-wide review where reviewers will be in the classrooms siting and observing the quality of interactions of teaching staff with the children. There will only be one score for the entire county of Sacramento. Seta will be coming out to review preschool and CCP Early Head Start programs during 5/7-5/25. There will be an entrance and exit meeting. During the exit meeting Seta will share their findings with a list of items to fix. With the Federal Review we have to be 100% compliance and hope we will be able to share that report at the June PC meeting.

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

Rose Moya, Registration Supervisor provided the ERSEA report. Handouts were provided and she reviewed the enrollment report for the month of March. She shared that we currently have 41 openings in preschool. She also shared the report to Seta that shows the various sites where we were under-enrolled and the reasons why, i.e., no waiting list or too many 3 year olds enrolled in the class. Rose shared that enrollment will begin on Monday, April 23, 2018. Some of our recruitment efforts include: postcards going out into the entire district, participation in community events. The department also has created Facebook, Twitter and Instagram accounts. She encouraged members to share information about our program and our social media accounts.

D. Fiscal Monthly Report

Shelagh Ferguson, Program Technician, advised the committee that the department is working hard to meet deadlines due to the districts cut-off dates for ordering for the year. Staff are busy ensuring supplies are met for the summer. There was no credit card report. She reported that in the month of February there was a fiscal review done by Seta and there were no findings and no action required.

D. Policy Council Report

Andrea Scharnow, Chair, reported on the last Policy Council meeting that was held on Tuesday, March 27th. Meetings are usually held the week after our Policy Committee meetings. The Policy Council approved staff hires. Andrea talked about the upcoming fishing event, sponsored by Seta. The event is this Saturday, April 21st in Natomas. Jessica Bradsberry, shared her first meeting experience. She shared that it is more formal than our Policy Committee meetings.

E. Nutrition Update

No nutrition update.

F. Facility Update

Ahisha Lewis, Facility and Licensing Specialist, reported on the deep cleaning that is planned for this summer. She said she is still dealing with the soap concern and it seems that it may be the pink soap that is the cause of the irritation.

G. First 5/Education Update

Doris Reese, Coordinator, provided the education update. She reported on how support is given to teachers during. It occurs during Professional Learning (PL), teachers are provided resources on the Teaching Pyramid, we bring in guest speakers to present on a variety of topics. Instruction support is also provided at Open House for the teachers, this occurs quarterly where they get one-on-one instruction. There is also one-on-one coaching with their support staff, which includes a resource teacher, social worker, and nurse. The department is moving forward with Creative Curriculum. Classroom schedules are also being adjusted to minimize transitions. Teachers will have flexibility but boundaries, helping our teachers become stronger teachers. Looking at classroom environments, so that there is consistency with materials and lesson plans.

H. Parent Engagement Update

Vicki Wasson, Coordinator, reminded everyone of the Parent Engagement workshop that will be held tonight, Thursday, April 15, 2018 at Hiram Johnson from 5:00 pm to 7:30 pm. A light dinner will be provided for the families from 5:00-5:30.

VI. Open Discussion and Comments

Andrea Sharnow, Chair, shared her experience at the Parent Leadership Institute she attended at Seta. Tracy Tamaski was the presenter and she gave everyone a copy of her book. Part 2 of her presentation will be on May 11th from 8:30-2:00. She shared that she really enjoyed the workshop and encouraged those who had time to go to attend. Claudette Sanders from EHS Home-based also reiterated that she enjoyed the workshop.

VII. Public Participation

There was no public participation.

VIII. Adjournment

Meeting was adjourned at 9:55 am.