

**Head Start Policy Committee Meeting Minutes
Thursday, April 21, 2016**

I. Call to Order/Roll Call

The meeting was called to order at 9:06 a.m. by Chair, Calvin Shepherd. Calvin asked for a volunteer to take minutes in the Secretary's absence. Stephanie Garcia, the Parliamentarian, volunteered, called roll and a quorum was established.

II. Consent Items

A. Approval of the Minutes of the March 17, 2016 Meeting

Minutes of the March 17, 2016 meeting were reviewed. Cathleen Brown moved to approve the minutes. Maira Renteria seconded the motion. Show of hands vote: Aye: 9 (Jose Bazan, Marielena Sandoval, Maria Mendez, Deborah Allred, Stephanie Garcia, Irene Santillan, Andrea Scharow, Maura Maldonado-Vazquez and Phoua Lee). Nay: 0 Abstentions: 1, 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 9:17 a.m.; and returned back into open session at 9:20 a.m. The committee approved Gabina Lopez, Racher Pinola, and Laura Chavez for the three Instructional Aide positions. Maira Renteria moved to approve the staff. Andrea Scharow seconded the motion. Show of hands vote: Aye: 8 (Jose Bazan, Marielena Sandoval, Maria Mendez, Deborah Allred, Stephanie Garcia, Maura Maldonado-Vazquez, Phoua Lee and Cathleen Brown). Nay: 0 Abstentions: 1, Chair.

IV. Information Items

A. Nutrition Services Department Presentation

Tammy Sanchez, Coordinator, introduced the SCUSD Nutrition Services Department staff. They gave a presentation on their Farm to School program. They discussed their pilot grant, which is currently at three school sites (Ethel I. Baker, Pacific, and Oak Ridge). They are working with local urban farmers, and are using a "Farm to Preschool" theme for the program. Preschool menus were provided as a reference. Parents were given the opportunity to review the menus, provide feedback to foods their children like/dislike and ask questions about meal service. Stephanie Garcia, Parliamentarian, had a concern

about food allergies, and the confusion of the food and menus. The Nutrition Services staff explained that they are working with staff at the sites, to have better communication when it comes to children with food allergies.

B. Director's Report

Jacque Bonini, Interim Director, reported on the Early Head Start and Head Start 5 Year Goals and Objectives. She provided handouts that went over years 1-2. She first went over the Goals and Objectives of Early Head Start. Goal 1 discussed School Readiness, and Goal 2 discussed Mental Health. There were three goals for Head Start. Goal 1 discussed School Readiness, Goal 2 discussed Mental Health, and Goal 3 discussed Enrollment and Recruitment.

C. Parent Activity Fund

Vicki Wasson, Coordinator, presented the Parent Activity Fund. She provided handouts of the guidelines.

D. 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. Enrollment for new students begins Monday, April 25th. She asked the parents to please spread the word on enrollment. Program option changes were discussed. The Wrap program at Leataata Floyd will be closing, and slots will be moved to Marian Anderson as a Full Day program. The program at Bowling Green Chacon will stay the same, but Bowling Green McCoy will change to a Wrap program.

E. Fiscal Monthly Report

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

Shelagh Ferguson reported that we are 2/3rds into the program year with 4 months remaining and based on the expenses through March, we are on target with our Head Start budgets. Fiscal reports were mailed out to PC members and color coded copies are available as a handout. There were no credit card expenses to report and the USDA report for meals and snacks served to Head Start and Early Head Start students was for the month of February. The District has released the year end closing dates and Friday, April 15th was the cut off for processing purchase orders. The cut- off date this year is earlier than normal in preparation for the implementation of the new District Fiscal software, Workday, which will go live on July 1st, 2016. Blanket orders with Office Depot, Lakeshore and Supply Works will be available through mid- June, this will ensure classroom, custodial and administrative supplies are available. The Policy Committee was thanked for approving the modification of the CCP grant at the February meeting, which in turn was recently approved by SETA to enable funds to be moved from the salary and benefits category to equipment. The funds will be spent on the playground installation/upgrade at Elder Creek and Hiram Johnson.

D. Policy Council Report

Andrea Scharnow, Vice Chair discussed her first Policy Council meeting. She will be attending next week's meeting on Tuesday, April 26, 2016. She discussed the actions that were approved at SETA. Budget modification for 2015-2016 for Head Start was approved. The written service plan, and elected Parliamentarian were also approved.

E. Nutrition Update

Tammy Sanchez gave an update during the Nutrition Services staff's presentation.

F. Facility Update

Jennifer Osalbo, Coordinator, reported for Patti Lewkowicz. She discussed the current reconstruction of the playground at Hiram Johnson.

G. First 5 Update

V. Open Discussion and Comments

Calvin Sheppard, Chair, discussed SETA's Overcoming Obstacles to Fatherhood Series. The first series starts on April, 28, 2016 and will take place at SETA. He provided handouts of the scheduled series to everyone.

BraJona Harris, Parent Advisor, and Vicki Wasson, Coordinator, shared information on tonight's parent workshops. 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.

VI. Public Participation

VII. Adjournment

Meeting adjourned at 10:58