

**Head Start Policy Committee Meeting Minutes  
Thursday, December 17, 2015**

**I. Call to Order/Roll Call**

The meeting was called to order at 9:05 a.m. by Calvin Sheppard, Chair. Victoria Ruiz, Secretary, called roll and a quorum was established.

**II. Consent Items**

**A. Approval of the Minutes of the November 19, 2015 Meeting**

Minutes of the November 19, 2015 meeting were reviewed. Andrea Scharnow moved to approve the minutes. Victoria Ruiz seconded the motion. Show of hands vote: Aye: 11 (Victoria Ruiz, Maria Cruz, Stacy Soloman, Maria Mendez, Michelle Richardson, Marisol Ramos, Irene Sanillan, Andrea Scharnow, Alma Acevedo, Derek Lamb and Cathleen Brown. Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

**III. Action Items**

**A. Election of Secretary**

Rose Moya facilitated the election of secretary. She reviewed the duties of the secretary. Michelle Richardson from Golden Empire nominated herself for the position. There were no other nominations. Cathleen Brown moved to approve Michelle for the secretary position. Andrea Scharnow seconded the motion. By show of hands vote: Show of hands vote: Aye: 11 (Victoria Ruiz, Maria Cruz, Stacy Soloman, Maria Mendez, Michelle Richardson, Marisol Ramos, Irene Sanillan, Andrea Scharnow, Alma Acevedo, Derek Lamb and Cathleen Brown. Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

**B. Approval of the 2015-2016 Self-Assessment Plan**

Jennifer Osalbo, Coordinator provided copies of the 2015-2016 Self-Assessment Plan. She reviewed the purpose and the process of self-assessment. She shared that the PC representatives will be asked to sign up for sub committees today. Andrea Scharnow moved to approve the minutes. Victoria Ruiz seconded the motion. Show of hands vote: Aye: 11 (Victoria Ruiz, Maria Cruz, Stacy Soloman, Maria Mendez, Michelle Richardson, Marisol Ramos, Irene Sanillan, Andrea Scharnow, Alma Acevedo, Derek Lamb and Cathleen Brown. Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

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

**A. Staff Approval**

None at this time.

**IV. Information Items**

**A. National Head Start Association Conference Reports**

Vicki Wasson, Coordinator reported 1 parent and 3 staff attended the conference. One of the parents slated to go had a family emergency and was unable to attend. Vicki was hoping that Rodney Fernandez, the parent who attended the conference was in attendance today to give a report from his experience. However, Vicki did share that Rodney enjoyed the conference. The first day Rodney attended a workshop on children with special needs and began connecting and networking with other parents who also had children with disabilities. Each day this group of parents grew to about 21 parents, who were able to network with each other. Vicki shared it was a great conference, many parents in attendance and a lot of networking going on. She reported the keynote speaker talked about setting and reaching your goals. Each participant attending the conference also received an American Doll, which are very popular. She shared that she would be raffling one at the end of the meeting.

**B. Service Area Plans**

- **Program Design and Management**
- **Education and Early Childhood Development Services**
- **Family and Community Partnerships**

Rose Moya, Registration Supervisor, provided a brief description of each of the service area plans. She asked parents to sign up for one or more of the sub committees. She reported that lead staff will be contacting them to set up the days and times they will meet to review the various service area plans. Parents will be reimbursed their mileage and childcare expenses. No childcare will be provided on-site.

**C. Director's Report**

Vicki Wasson, Coordinator, provided the Director's report. Vicki reported that our Interim Director, Becky Bryant is stepping down. The new Interim Director will be coming in January. Her name is Jackie Bonini, and she will continue until the Director position is filled. Vicki reviewed the Head Start Update handout. She reported that the Data Specialist has been providing weekly email updates to the health and enrollment staff regarding newly enrolled children. The nurses noted that this has been helpful tool to alert them to newly enrolled children, who are in need of medical and dental follow-up and sensory screening, in a more accurate and timely manner. Nurses also presented Universal Precautions training to the instruction staff at the Professional Learning meeting in

November. Nurses continue to present health talks to parents in the Head Start and Sate programs this month. In Mental Health, Social Workers continue to support teachers and parents with children exhibiting challenging behaviors in the classroom and at home. Social Workers presented at the November Professional Learning a review session for teaching staff on how to complete the Family Partnership Agreement Goal Sheet. The Data Technician, May Song, presented a Child Plus Family Partnership Training to School Community Liaisons. Early Head Start staff continue with the Family Partnership Process and following up with families with goals setting and updates. In an effort to reach our 10% of children enrolled with special needs the resource staff in EHS has been collaborating with SCOE Infant Development program for referrals. To date we have served 108 children with IEPs and an additional 13 children have pending IEPs. In EHS Basic we have 14 children with IFSPs and in EHS Expansion we have 2 children with IFSPs.

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

Rose Moya, Registration Supervisor, provided the ERSEA report. Handouts were provided on enrollment and attendance. A tracking handout on Head Start classes' actual monthly attendance was also provided. She stressed the importance of recruitment of families and trying to maintain waiting list.

#### **E. Fiscal Monthly Report**

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

Shelagh Ferguson, Program Technician, reported that parents should have received in the mail the fiscal report, however extra copies were available if they did not receive them in time. She briefly reviewed the budgets since the budget training was going to be provided right after the PC meeting today.

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

Victoria Ruiz reported on the November 24<sup>th</sup> meeting she attended. She reported that the Committee reviewed the Safety and Supervision checks that Seta conducted at their sites. They elected three male officers. Orientation for PC Representatives will be provided on January 8, 2016 and Officers Training will be provided on January 15, 2016.

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

No report at this time.

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

Patti Lewkowitz, Facilities and Licensing Specialist, explained the importance of each classroom having a clear and visible evacuation plan posted by each door. Parents should see a red line indicating the primary evacuation route and a yellow line for the secondary route. Patti also reported that shade fabric repairs are being made in January at 5 schools.

## **G. First 5 Update**

Doris Reese, Coordinator, reported that they interviewed 3 candidates for the First 5 Supervisor position. First 5 provide the Summer Academy for kinder-bound children who have had little or no preschool experience. There are 6 playgroups provided at several locations and currently are struggling with enrollment at the Leataata Floyd location. It is a beautiful classroom and hope more families will enroll in the program.

## **V. Open Discussion and Comments**

No open discussion and or comments.

## **VI. Public Participation**

Vicki Wasson, Coordinator, acknowledged and thanked Rose Moya, who was the former Parent Advisor who oversaw the Policy Committee Meetings. Rose has taken a new position as the Registration Supervisor. Vicki provided her with flowers and a cake. Rose thanked everyone and will miss working with the committee, however will still be attending the meetings, but in a different capacity.

## **VII. Adjournment**

Meeting adjourned at 10:15.