

**Head Start Policy Committee Meeting Minutes
Thursday, December 21, 2017**

I. Call to Order/Roll Call

The meeting was called to order at 9:04 a.m. by Andrea Scharnow, Chair. Dryw Westerman, Secretary, took roll and a quorum was established.

II. Consent Items

A. Approval of the Minutes of the November 16, 2017 Meeting

Minutes of the November 16, 2017 meeting were reviewed. Jessica Bradsberry moved to approve the minutes. Tanessa Lee seconded the motion. Show of hands vote: Aye: 15 (Jessica Bradsberry, Tanessa Lee, Haley Porteous, Maria Garcia, Dryw Westerman, Bernadette Fitchie, Claudette Sanders, Stephanie Reeves, Veronica Gaddy, Debra Lee Maria Torres, Jessica Bradsberry, Oliva Carter, Meghan Toland, Aurelia Garcia, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Chair.

III. Action Items

A. Approval of Community Representatives

BraJona Rashada, Parent Advisor, shared information about Deanna Quintanilla, and Sondra Mattingly from the Foster Grandparent Program. Deanna Quintanilla spoke about her experience with working with the Child Development Department, and why she would like to be a part of the Policy Committee. Tanessa Lee moved to approve Deanna Quintanilla and Sondra Mattingly as Community Representatives. Jessica Bradsberry seconded the motion. Show of hands vote: Aye: 16 (Jessica Bradsberry, Tanessa Lee, Haley Porteous, Maria Garcia, Dryw Westerman, Bernadette Fitchie, Claudette Sanders, Stephanie Reeves, Veronica Gaddy, Debra Lee, Maria Torres, Oliva Carter, Meghan Toland, Aurelia Garcia, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Chair.

B. Election of Policy Council Representatives and Alternates

BraJona Rashada, Parent Advisor, reviewed the details of the Policy Council. She asked if Claudette Sanders would like to be the Early Head Start Policy Council representative, and she accepted. Tanessa Lee moved to approve Claudette Sanders as the Early Head Start Policy Council Representative. Stephanie Reeves seconded the motion. Show of hands vote: Aye: 16 (Tanessa Lee, Stephanie Reeves, Jessica Ruiz, Haley Porteous, Maria Garcia, Dryw Westerman, Bernadette Fitchie, Claudette Sanders, Veronica Gaddy, Debra Lee, Maria Torres, Jessica Bradsberry, Oliva Carter, Meghan Toland, Aurelia Garcia, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Chair.

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

A. Staff Approval

Jennifer Osalbo, Coordinator, provided information for the hiring of Danielle Williams as an Instructional Aide at Ethel Phillips Wrap, Room D8. Danielle Williams has experience as a substitute Aide in the infant/toddler classroom at Hiram Johnson. Jessica Bradsberry moved to approve the hiring of Danielle Williams as Instructional Aide. Tanessa Lee seconded the motion. Show of hands vote: Aye: 15 (Jessica Bradsberry, Tanessa Lee, Stephanie Reeves, Jessica Ruiz, Haley Porteous, Maria Garcia, Dryw Westerman, Bernadette Fitchie, Claudette Sanders, Veronica Gaddy, Debra Lee, Oliva Carter, Meghan Toland, Aurelia Garcia, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Chair.

V. Information Items

A. Director's Report

Jacque Bonini, Director, reported in January, the Child Development Department will be getting ready for a Self-Assessment, and Federal Review. The Federal Review will take place during the week of February 5, 2018 through the February 9, 2018. Head Start and Early Head Start classes will be visited during that time. The Child Development Department will be working on the grant for next year. Jacque Bonini also shared that in November, the Early Head Start grant was reviewed by SETA. The Department is currently working on coming up with a corrective action plan.

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

Rose Moya, Supervisor, provided the ERSEA report. She informed the representatives enrollment is only at 97%, and the average daily attendance is at 84%. The minimum average daily attendance should be at 85%. Rose Moya shared that Jacque Bonini, Director, will present a plan for the attendance problems. There are 20 openings for enrollment, with openings at the following sites: Abraham Lincoln, Bowling Green, Edward Kemble, Susan B. Anthony, and C.P. Huntington. There have also been a lot of 4 year olds finally enrolling in the programs as opposed to the many 3 year olds that have been enrolling. She mentioned that she is still trying to find out why, which could be due to the families needing program options.

C. Fiscal Monthly Report

Shelagh Ferguson, Program Technician for Head Start Funding, presented the fiscal monthly report. She provided information on the results of the recent audit conducted by our grantee, SETA. All reviewed areas were satisfactory and there were no findings or concerns of the fiscal audit. SETA conducts two audits per year and this report was on the audit conducted the week of September 25 – 28, 2017. Based on the monthly fiscal reports, the expenses are right on target for the month of November.

D. Policy Council Report

Jessica Bradsberry, representative for Parkway Wrap room 2, shared her experience at SETA's Policy Council meeting. There is a lot that she still has to learn, but it was a great experience.

E. Nutrition Update

There were no nutrition updates.

F. Facility Update

Ahisha Lewis, Facilities and Licensing Specialist, collected the SETA Safe Environments Screener packet that she provided during November's Policy Committee meeting.

G. First 5/Education Update

Doris Reese, Coordinator, shared that all resource teachers are currently in the classrooms doing file reviews. They are making sure teachers are following up, and monitoring children's development. She also mentioned that SETA will be visiting in the classrooms to check teacher-child interactions. First 5 will be ending their third year grant cycle in June 2018. A grant will be submitted to First 5 to continue to get funding for programs like the A.P.P.L.E. Bags.

H. Parent Engagement Update

BraJona Rashada, Parent Advisor, shared information about the Parent Engagement workshop that was recently held at Hiram Johnson. She mentioned that we also had to cancel the workshop at Capital City due to lack of sign-ups. She discussed how to sign up for the workshops, as well as what information is provided to the teachers about the workshops. The next Parent Engagement workshop will be on January 25, 2018 at Capital City. She asked representatives to remind families to RSVP ahead of time.

VI. Open Discussion and Comments

Jessica Bradsberry, representative for Parkway Wrap room 2, shared her concern for the soap being used at the sites. There have been complaints about the soap by several parents.

Jennifer Osalbo, Coordinator, discussed sign-ups for the Self-Assessment teams. She passed out sign-up sheets, and asked the Policy Committee to sign up for a team to review performance standards.

VII. Public Participation

Meghan Toland, Community Representative for The Sacramento Children's Museum, gave out free passes for the California Museums.

Thuyen Van, Community Representative for Valley Hi Family Resource Center, shared the current activities calendar for her organization.

VIII. Adjournment

Meeting was adjourned at 10:07 am.