

**Head Start Policy Committee Meeting Minutes
Thursday, February 18, 2016**

I. Call to Order/Roll Call

The meeting was called to order at 9:11 a.m. by Chair, Calvin Shepherd. Calvin asked for a volunteer to take minutes in the Secretary's absence. Cathleen Brown volunteered, called roll and a quorum was established.

II. Consent Items

A. Approval of the Minutes of the January 21, 2016 Meeting

Minutes of the January 21, 2016 meeting were reviewed. Andrea Scharnow moved to approve the minutes. Maira Renteria seconded the motion. Show of hands vote: Aye: 12 (Maria Sandoval, Rodney Fernandez, Veronica Valdez, Brianda Gonzalez-Loreto, Maria Mendez, Stephanie Garcia, Irene Santillan, Andrea Scharnow, Alma Acevedo, Maria Renteria, Cathleen Brown and Deanna Quintanilla. Nay: 0 Abstentions: 1, Chair.

III. Action Items

A. Election of Chair, Vice Chair and Parliamentarian

Rose Moya facilitated the election. She gave a brief description of the each of the positions.

Calvin Sheppard, Past Parent, nominated himself for Chair. There were no other nominations. By show of hands vote: 12 for Calvin. Calvin becomes Chair.

Andrea Scharnow, from Leataata Floyd nominated herself for Vice Chair. There were no other nominations. By show of hands vote: 12 for Andrea. Andrea becomes Vice Chair.

Stephanie Garcia, from John Cabrillo nominated herself for Parliamentarian. There were no other nominations. By show of hands vote: 12 for Stephanie. Stephanie becomes Parliamentarian.

Andrea Scharnow moved to approve Calvin for Chair, Andrea for Vice Chair and Stephanie for Parliamentarian. Maira Renteria seconded the motion. Show of hands vote: Aye: 12 (Maria Sandoval, Rodney Fernandez, Veronica Valdez, Brianda Gonzalez-Loreto, Maria Mendez, Stephanie Garcia, Irene Santillan, Andrea Scharnow, Alma Acevedo, Maria Renteria, Cathleen Brown and Deanna Quintanilla. Nay: 0 Abstentions: 1, Chair.

B. Election of Policy Council Representatives and Alternates

Rose Moya facilitated the election. She reviewed the role and responsibility of the position. Andrea Scharnow, from Leataata Floyd, nominated herself for the Policy Council Representative position. There were no other nominations. By a show of hands vote: 12 for Andrea. Andrea becomes a Policy Council Representative. Cathleen Brown moved to approve Andrea. Andrea Scharnow seconded the motion. Show of hands vote: Aye: 12 (Maria Sandoval, Rodney Fernandez, Veronica Valdez, Brianda Gonzalez-Loreto, Maria Mendez, Stephanie Garcia, Irene Santillan, Andrea Scharnow, Alma Acevedo, Maria Renteria, Cathleen Brown and Deanna Quintanilla. Nay: 0 Abstentions: 1, Chair.

C. Approval of the EHS CCP Grant Funding

Shelagh Ferguson, Program Technician, presented to the Policy Committee for approval the additional funding for the Early Head Start Expansion Partnership CCP Grant. The original grant has been extended by six months from February 1, 2016 to July 31, 2016. The basic funding amount is \$350,000 and the additional Training & Technical Assistance funding amount is \$21,141. This will provide funding and extend the CCP program to serve 40 infant toddlers at three locations.

Cathleen Brown moved to approve the EHS CCP Grant Funding. Andrea Scharnow seconded the motion. Show of hands vote: Aye: 12 (Maria Sandoval, Rodney Fernandez, Veronica Valdez, Brianda Gonzalez-Loreto, Maria Mendez, Stephanie Garcia, Irene Santillan, Andrea Scharnow, Alma Acevedo, Maria Renteria, Cathleen Brown and Deanna Quintanilla. Nay: 0 Abstentions: 1, Chair.

D. Budget modification of the EHS CCP Grant – original 12 month contract

Shelagh Ferguson, Program Technician, presented a request for approval to modify the original 12 month CCP grant. The modification will move funding in the amount of \$150,000 from the category of salaries and benefits to equipment. Funds will be used on the playground equipment at Elder Creek and Hiram Johnson for the infant toddler programs.

Cathleen Brown moved to approve the budget modification of the EHS CCP Grant-original 12 month contract. Andrea Scharnow seconded the motion. Show of hands vote: Aye: 12 (Maria Sandoval, Rodney Fernandez, Veronica Valdez, Brianda Gonzalez-Loreto, Maria Mendez, Stephanie Garcia, Irene Santillan, Andrea Scharnow, Alma Acevedo, Maria Renteria, Cathleen Brown and Deanna Quintanilla. Nay: 0 Abstentions: 1, Chair.

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

A. Staff Approval

The committee went into closed session at 9:43 a.m.; and returned back into open session at 9:46 a.m. The committee approved Linda Lee for the Instructional Aide position.

IV. Information Items

A. Director's Report

Jacque Bonini, Interim Director, reported that January and February have been very busy months for the Child Development Department. Seta's Quality Assurance staff have been conducting reviews on all content areas at several of our sites. We should receive feedback from Seta regarding these reviews sometime in March. Child Development staff have also been conducting the self-assessment of our program to assure we are in compliance. Jacque shared that in January the professional learning focused on the topics of CSEFEL: Going Deeper into Emotional Literacy and Self-Regulation.

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 reported that families whose child will be returning to preschool will be receiving a returning student packet soon. Enrollment for the new school year is also fast approaching.

C. 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 shared that the fiscal reports are color copied so the committee can differentiate between all the reports. She reported that we are five months into the program and are on target with the budget. She reported that there were no credit card expenses and provided the meal breakdown expenses. Shelagh shared that staff are busy working on the grant application for the 2016-2017 school year, which is due to Seta on March 3, 2016. Staff is also busy on one-stop staffing with Human Resources regarding program and staffing needs.

D. Policy Council Report

No Policy Council Report.

E. Nutrition Update

Tammy Sanchez, Coordinator, reported that Nutrition Services staff will be meeting with our health staff on March 10th. This is a collaboration meeting to discuss menu items, special diets and food preferences. Each year we ask Nutrition Services staff to attend one of our Policy Committee meetings to share updates on meal service and to get parent feedback regarding the current menus. Tammy said she will provide menus at the next PC meeting for the committee to take back to their sites. She asked that representatives share the menus with other parents and collect feedback. Nutrition Services staff will come to the April 21, 2016 Policy Committee meeting. Tammy reminded parents to please call their teacher if their child is going to be absent, so that the teacher does not order a meal for the child. The department has to pay for meal overages and the cost adds up per day, per site.

F. Facility Update

Patti Lewkowitz, Facilities and Licensing Specialist, reported that at the last PC meeting parents were provided the Parent Self-Assessment Safe Environments Checklist for parents to complete at their classroom. She shared that checklist is due today, but if parents were interested they can still go back to their site and complete the checklist. However the checklist is due back to her by tomorrow. Patti provided an update on the EHS playground at Elder Creek and the rubber matting on the playground at Hiram Johnson. The cement around the Hiram Johnson playground is lifting and a tree will have to be removed.

G. First 5 Update

No report.

V. Open Discussion and Comments

Jennifer Osalbo, Coordinator, provided flyers for parents to share regarding an upcoming focus group for parents with children who have autism. Parents will receive a \$25 gift card for participating.

Calvin Shepherd, Chair, apologized for his absence at the last PC meeting. He had a family emergency and was unable to attend.

Vicki Wasson, Coordinator, asked the parents if anyone was available to assist with interviews today at 12:00 at the Serna Center for the Parent Advisor position. A prior email had gone out asking for a parent and unfortunately no one had responded. There were no available representatives to assist with the interviews.

VI. Public Participation

VII. Adjournment

Meeting adjourned at 10:20