

**Head Start Policy Committee Meeting Minutes  
Thursday, February 18, 2021**

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

The meeting was called to order at 10:06 a.m. by Teresa Ellison, Vice Chair. Roll Call was conducted and a quorum was established.

**II. Consent Items**

**A. Approval of the Minutes of the January 21, 2021 Meeting**

Minutes of the January 21, 2021 meeting were reviewed. Rose Moya, Registration Supervisor shared her screen on "How to Make a Motion" for the new representatives in attendance. Julie Smith moved to approve minutes. Yvonne Osorio seconded the motion. Show of hands vote: Aye: 3 (Julie Smith, Yvonne Osorio and Diana Augulo) Nay: 0, Abstentions: 1, Vice Chair.

**III. Action Items**

**A. Election of Officers (Chair, Vice Chair, Secretary and Parliamentarian)**

Rose Moya, Registration Supervisor said we can continue to table elections due to few elected Policy Committee Representatives. Julie Smith moved to table election of officers. Yvonne Osorio seconded the motion. Show of hands vote: Aye: 3 (Julie Smith, Yvonne Osorio and Diana Augulo) Nay: 0, Abstentions: 1, Vice Chair.

**B. Election of Policy Council Representatives and Alternates**

Teresa Ellison said she assumed we would table the elections of the Policy Council Representatives and Alternates until more representatives are elected. Rose Moya replied yes they could table the elections. Julie Smith moved to table election of Policy Council Representatives and Alternates. Diana Augulo seconded the motion. Show of hands vote: Aye: 3 (Julie Smith, Yvonne Osorio and Diana Augulo) Nay: 0, Abstentions: 1, Vice Chair.

**C. Approval of Self-Assessment Plan of Action 2021-2022**

Jacque Bonini, Director started off by complimenting the PC members on how well they are able to jump in and follow Roberts Rules of Order. Jacquie reviewed the Self-Assessment process that we have to do every year for Head Start and for State too. In a normal year, we would look at our program and see what we are doing well and areas we could improve and then write up a Self-Assessment Action Plan. Last year's Self-Assessment Plan of Action for 20-21 was written before COVID hit and we did not expect schools would be closed this long. Therefore, many of the actions items are not relevant in a virtual learning setting. Because of that, we will carry over a lot the items until next year

where hopefully we are in person. Jacquie reviewed the Self-Assessment Plan of Action for 21-22. Again, some of the areas we were able to address and update and others we will carry over to next year because we were not able to address them this year. Yvonne Osorio moved to approve the 2021-2022 Self-Assessment Plan. Diana Augula seconded the motion. Show of hands vote: Aye: 3 (Julie Smith, Yvonne Osorio and Diana Augulo) Nay: 0, Abstentions: 1, Vice Chair.

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

**A. Staff Approval**

No staff approval.

**V. Information Items**

**A. Director's Report**

Jacquie Bonini, Director shared she would be reporting on fiscal and facilities too since they will tie in with her report. Every year the District gives us additional funding on top of our Head Start and State funding. Because the grant funding does not cover the cost of the program and the District truly believes that preschool is important and understands there needs to be a contribution. However, there is also a fiscal crisis going on and the Board is having to make tough decisions about what it is that they can afford to continue to support fiscally and what they can't. On the board meeting a couple weeks ago, there was a vote for the Fiscal Recovery Plan and on that plan was the Child Development district contribution of the \$564,000. On the slide where it specifically talked about the CD contribution were the words pending State budget/further review by 7/1/21. Members felt strongly that there was going to be some additional funding provided to preschool contractors and if that funding happened, then maybe preschool would not need the district contribution. If that funding is not made available then the Board could come back later in the spring, give back that contribution, and therefore bring back those positions that were paid for out of that contribution. The next part of the report that folds into facilities is on returning to school. There is a lot of energy about returning back to school. Positivity rates are down; Sacramento County is about to enter the space where we would be allowed to open. Another encouraging sign is that teachers and school staff are now eligible for the vaccine. In fact, Sac City has its own vaccination center for staff that starts tomorrow. We continue to ramp up our facilities to be ready to open. We want our facilities and teaching staff to be ready.

Ahisha Lewis, Facility and Licensing Specialist is literally out in the field with Facilities staff helping them gain access to our classrooms so air filters are changed and our classrooms are ready as well. In addition to getting our classrooms ready and the recent storms, we did have a classroom that lost a part of the roof and there was damage. The most traumatic thing was the huge shade structure at Hiram Johnson came down. It is essential that it get repaired right away because when we return we will be spending a lot of time outside. Facilities is balancing COVID mitigations and repairs from the storms that we just had. Teresa asked if there is a date to return. Jacquie replied that she cannot provide a date, it gets out into the community, and we don't open. She said she just wants our classrooms ready for when we do open. We have ordered all the necessary materials needed for teachers to open up their classrooms. We've ordered PPE, cleaning materials and basically everything that needs to be purchased. Facilities is working on everything that needs to be

installed. We created training for our staff back in the summer, on new protocols and procedures. One of the protocols is parents will not be able to go into the classrooms and knows that it is going to be hard, but these protocols had to be developed. We will look at those protocols and procedures and make sure they still apply and are aligned with the district. We want to make sure we are ready for when the State says we can open. Jacquie is more optimistic that we will open this year.

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

Rose Moya, Registration Supervisor provided the ERESA report. She said that we are at 48% enrollment, slowly getting more enrollments. We continue to look at our enrollment processes, such as the online application. How we can revamp the online application so it is easier and more user friendly for families to complete. Rose shared that she goes to the Enrollment Center every other week and looks at the set-up area of K-12 and preschool. Looking on how it could be more user friendly and provide clearer signage for families since it is not manned by staff. Looking at how we are going to revamp next year's enrollment and recruitment that normally starts around April and May. Again, since we don't know what school will look like next year it is hard to recruit. We are looking at our website, fliers; postcards etc. and see how we can recruit without saying what we're recruiting for. Basically advertising that we still have preschool. We also continuing to increase our Policy Committee membership and thanked the parents for their participation. Jacquie added that as we are looking at opening schools we also are looking at opening up our public building, such as the Serna Center and our preschool enrollment office. She wanted parents to know we will not be closed forever. Rose added that even when we open we would continue with some of our current processes such as the online application and the drop box at the Enrollment Center. Providing a variety of ways for families to enroll.

## **C. Fiscal Monthly Report**

Shelagh Ferguson, Program Technician said there are no credit card charges or meal/snacks to report on because of not being at the centers. The monthly fiscal reports were sent to members before the meeting. For the Head Start basic report, we have spent down about 45% of our allocation. The allocation being \$6,153,276 and that is good right now because August is always a slow month. We start with all of our big programs and staffing in September, so at this time of the year that would be about right. Usually we are over expensed or getting higher expenses than we would normally want when we are in classrooms. Looks like we are going to do well with our expenses this year. Next is the Training & Technical Assistance, which is \$31,200 and we spent right at 50%, which is good since we are six months into our program starting in August and these reports are for January. Our COVID funding, we have not spent much at this point on paper. When you see these reports, you are seeing what has been expensed and not what has been encumbered. Right now were about 8-9% expenses, but we do have many expenses that are encumbered. We process orders with large vendors with a credit card and we have to wait for accounting to process those charges before we see them on our books. So there are a variety of reasons why the expenses are looking a little slow on the COVID funding. You received handouts on the overview of what the department is doing, which is working on the grant. Next month we will ask the PC to approve that grant and the handout gives you an overview of what PC will approve. We will put together a whole packet and provide to the PC next month. Jacquie will present the packet for PC approval. The summary page handout is the total of all the expenses and the categories, salaries, fringe benefits,

supplies etc. Another handout explains each of the categories and what falls under that category. Also provided was a color-coded handout for the month of December for Head Start and if you follow the description sheet and match to the color-code it should help you understand the breakdown and easy to follow.

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

Due to not having current representatives, Rose Moya provided the Policy Council report. She said the next meeting will be Tuesday, February 23<sup>rd</sup>. The last meeting was held on January 26. The PC tabled their elections of the Board and Community/Past Parent Representatives. The PC approved modifications to the SETA 2019-2020 and 2020-2021 budget. The Policy Council is a public meeting provided through Zoom.

#### **E. Health and Nutrition Update**

Noel Estacio, Coordinator, said she is waiting on Nutrition Services to come report to the PC on their new Centralized Kitchen, which is now complete. They are transitioning into the new Centralized Kitchen which is quite fancy and upscale. Excited to have them come speak to the PC about it. To prepare for when we reopen we wanted to make sure teachers had the right materials for their students and for themselves. We ordered PPE supplies for the classrooms, packaged and teachers received these items already. Under the guidance of the nurses, we ordered the supplies we thought would be needed to open up our classrooms. Anything teachers would need to retro fit their classroom. Things will look different when children return.

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

Facility update provided in Director's report.

#### **F. Education and First 5 Update**

Doris Reese, Coordinator, shared about getting ready to reopen classrooms. Coordinators will be visiting classrooms to get a sense of and what that new environment will look like. She warned parents that things will not be the same as before. Items will be separated in sets in Ziploc baggies. There will not be a lot of sharing, which is contradictory to what we all know about preschool and child development. Teachers will need to redefine "sharing is caring." Due to COVID, children will be taught new skills. Many of these new skills are contradictory to what we use to teach prior to COVID. Sharing information, ideas and how navigating their new environment will redefine "sharing is caring." Since parents will not be able to go inside the classrooms, we will take pictures and share with parents. Doris, had the opportunity to visit three classrooms in Yolo County because they have preschools operating. They all have the same standard look, things in sets, in baggies, children sitting apart etc. Again, once we have an idea of what our classrooms will look like, pictures will be taken and information will be share with staff to set up their own classrooms and parents will be given an opportunity to see virtually or in pictures what this looks like so you do not feel as if you're about to walk into an apocalyptic scene that children will be coming to. Again, that is just the environment; the most important thing is the warm and supportive environment that teachers provide to children. We will continue to collaborate with SETA on what that classroom should look like to welcome the children back. Doris announced virtual home visits will take place March 1-5. Teachers will be scheduling to meet with parents to go over DRDP's. The DRDP's are kind of like a report card, it tells you

where your child's at and what are those activities you can do at home so you can contribute so your child gets ready for kindergarten.

## **G. Parent Engagement Update**

Jennifer Osalbo, Coordinator shared that she usually is in a First 5 meeting that actually ended early for the first time this school year so she was able to attend PC today. For Family Engagement, as Jacquie shared earlier we have Ready Rosie and over 300 families have registered that is more than 50% of our families enrolled. This is amazing because when our Grantee Seta first implemented Ready Rosie they only had 15% of their targeted goal. Jennifer shared a quote from one of the parents, because she receives a lot of feedback from families who watch some of the videos. One family said, "This video really helped us." This video was called Behavior is the Form of Communication". As parents, you have the ability to look at their resource library and watch any of the videos you want. You do not have to wait for the email on Mondays from Ready Rosie with the list of videos. You can search for any video you want as long as you are registered. As the First 5 Coordinator, First 5 has gifted us 1 book per family enrolled in our program. They were supposed to be shipped to us the beginning of February but we have not received them yet. Once we receive them, each family will receive a book. First 5 also funds an Infant/Toddler program for children 0-3. They are also doing distance learning so if you know of any families with children 0-3 you can refer them to First 5. The two playgroup teachers do virtual meetings every day with a different topic each day. Jennifer shared that we are still distributing Chromebooks to families who still need them. Please share with your families to let their teacher know. We are trying to distribute Chromebooks each week. Teresa asked for more information about First 5. Jacquie replied that we could send information to her.

## **VI. Open Discussion and Comments**

No open discussion and/or comments.

## **VII. Public Participation**

No public participation.

## **VIII. Adjournment**

Meeting was adjourned at 11:11a.m.