

**Head Start Policy Committee Meeting Minutes
Thursday, January 21, 2021**

I. Call to Order/Roll Call

The meeting was called to order at 10:01 a.m. by Veronica Gaddy, Chair. Roll Call was conducted and a quorum was established.

II. Consent Items

A. Approval of the Minutes of the November 19, 2020 Meeting

Minutes of the November 19, 2020 meetings were reviewed. Teresa Ellison moved to approve the minutes. Julie Smith seconded the motion. Show of hands vote: Aye: 2 (Teresa Ellison and Julie Smith) Nay: 0, Abstentions: 1, Chair.

III. Action Items

A. Approval of Community Representative

Rose Moya, Registration Supervisor, asked to approve Past Parent Veronica Gaddy for Community Representative. Veronica has been actively involved in the program for the past several years. Teresa Ellison moved to approve Veronica Gaddy as a Community Representative. Julie Smith seconded the motion. Show of hands vote: Aye: 2 (Teresa Ellison and Julie Smith) Nay: 0 Abstentions: 1, Chair.

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

Rose Moya, Registration Supervisor, said that due to few elected Policy Committee Representatives it is up to the committee to table elections until more PC Representatives can be elected to the committee. Rose shared that she has attended several parent meetings to assist in recruiting parents to the committee. Teresa Ellison offered to assist in recruiting parents to the committee. Veronica asked for a motion to table the election of officers. Teresa Ellison moved to table the election of officers. Julie Smith seconded the motion. Show of hands vote: Aye: 2 (Teresa Ellison and Julie Smith) Nay: 0 Abstentions: 1, Chair.

C. Election of Policy Council Representatives and Alternates

Veronica asked that we table the elections of the Policy Council Representatives and Alternates. Teresa Ellison moved to table the election of officers. Julie Smith seconded the

motion. Show of hands vote: Aye: 2 (Teresa Ellison and Julie Smith) Nay: 0 Abstentions: 1, 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

Jacque Bonini, Director, talked about the biggest question parents have on their minds right now and that is when we are reopening. Sorry to say there is no new information at this time. The Greater Sacramento area has moved out of state lockdown, and we are still in the purple tier. As long as we are in purple schools will remain closed. We are working to be prepared to open when allowed.

January is usually the time when we start talking about Self-Assessment. On a normal year we would have engaged parents help in that process. In December we would have provided you with a checklist and ask you to do some assessments of classrooms and their preparedness, cleanliness and safety. Obviously we have no classrooms to go and check so we are not able to engage you in that process. In fact our Self-Assessment process as a whole is dramatically changed being in distance learning. What we're focusing on in Self-Assessment is the things we are doing. We are going to look at screenings and how were we able to do screenings in a timely fashion, considering that we are not seeing children in person. We will evaluate how did that go, how can we do it better next time, what are lessons that we learned, not only for when we are in distance learning but also when we open up for in person learning. We are going to look at our DRDP's, which are like a report card. How are the children developing throughout the year, and again this is something that were really versed at doing when we're in person learning. Teachers are able to observe children doing a variety of things all at the same time. When you are on zoom you are limited to that three inch square that child is in. We will look at what teachers were able to rate, what they were not and how are children progressing as we are in our virtual learning environment.

We will assess our ability to support our teaching staff through the move to virtual teaching. As all staff are learning new skills, we will look at how we were able to support our staff as they move to this virtual enrollment and having to do move things online and less things paper and pencil. We're looking at all staff, not just our classroom staff, but everyone in our department. Basically everyone in the department has had to work from home or in an environment they're not used to. How have we been able to overcome some of the challenges that it has created.

As part of Self-Assessment we are looking at what we did well and what we need to fix, how we would like to move forward. What things we would like to continue when we do open up. Things like registration processes that completely changed this year. Looking at our collection of health information and how that has gone. We will also look at family engagement and you going to hear a presentation on Ready Rosie. We are very excited about the roll out of Ready Rosie, so we will be assessing the roll out of that program. We

hope to have information and data next month. Jacquie asked if anyone had any questions and there were none.

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

Rose Moya, Registration Supervisor, shared that we are still struggling with our enrollment; families are hesitant about distance learning. We currently are at 46% of our funded enrollment. We are seeing an increase of online applications possibly because kindergarten registration has begun. Families begin to think about enrollment around this time. We are seeing a lot of families with very young children applying, which is fine because we can place them into our vacant slots. Again, word of mouth is our best recruitment effort. As a reminder families can be enrolled and not participate in virtual learning. There are a variety of ways families can participate in their child's education without having to Zoom. Families can pick up activity packets from the teacher, and stay connected with the teacher through emails, phone calls and texts. Reminder: there are two ways for families to apply: our online application, which is the fastest and easiest way to apply or families can also, go to the District Enrollment Center located next to the Serna Center, and pick up an enrollment packet. The office is open Monday through Friday from 8:00-1:00. The website to apply is www.scusd.edu/preschoolapplication. Veronica asked about Distance Learning and the requirement to maintain enrollment and 85% attendance. Rose responded that we are not required to take attendance. Jacquie responded and said that we are required to meet full enrollment, however we will not going to get in trouble.

C. Fiscal Monthly Report

Shelagh Ferguson, Program Technician, said you should have two fiscal reports for the month of November and December since we did not meet last month. That will give you all the information as far as to where we are with expenditures etc. You should have received a single fact sheet for 2020-2021, which gives you an overview of the basics of our program. The sheet provides information on our funding, number of students, number of classes, and basic information. She shared that yesterday we had our meeting with SETA to discuss our grant application for next year. This is the start of when we start preparing our application and putting together our program and staffing and it all revolves around the budget. In March you will be asked to review that application and approve it. Next month she will be sending out a couple of handouts that will give a lot of information regarding the budgets and what you will be looking at to actually approve. In our meeting yesterday with SETA it looks as if though we will receive the same funding next year as we did this year which is good news. There were no credit card charges since we're all working from home and no meal counts. Teresa Ellison said that she's heard rumors that we are not going to have a Head Start program next year. Shelagh replied that she has no heard that, so there is still funding for next year. Jacquie said that our department has multiple funding streams and one of those is Head Start. This meeting is to talk about the Head Start funding. We cannot operate without the additional funding and some of that funding is through the State CSPP preschool program and some of the funding is through district contribution. That is probably what you have heard about, whether or not the district will continue to provide that contribution. Now where we are in that process is that decision has not been made by the

School Board yet. It is our intent and our priority to continue to provide preschool services in Sac City.

D. Policy Council Report

Marie Deshae from SETA asked if she could provide the Policy Council report. She reported that there was no meeting last month and next meeting will be held on Tuesday, January 26th at 11:00 am.

E. Health and Nutrition Update

Noel Estacio, Coordinator, shared she currently has no report to update. She shared she was on the phone with Nutrition Services this morning regarding the Central Kitchen. When they get closer to opening she's asked Nutrition Services to come speak and provide information and will let us know. They are working on recipes and menu items for next year and how they are going to cook these large meals out of one central kitchen for the entire district. Next month she should have more of a formal update about Nutrition Services.

F. Facility Update

Ahisha Lewis, Facilities, Licensing Specialist said she has not update right now. The update will come when we get ready to reopen schools.

G. Education and First 5 Update

Doris Reese, Coordinator, shared information on the Parent Survey that was sent out to parents. In the past we send a comprehensive survey that was connected with the DRDP. Because we are doing things differently now we still need feedback from parents. We need information on services we are providing. She shared some of the questions. One hundred sixty-two parents replied to the survey, which is a good response. First question asked "Do you and your child participate in virtual classroom meetings?" Ninety-eight and one one-tenth percent of families responded as to participating in Zoom, which is very positive. Second question asked, "Please select your child's school/teacher". We wanted to get information as to where the survey's was coming from and it was good to see that there were responses from came from all our sites. Third question asked, "How often do you and your child participate in virtual learning?" Almost half our children (47.5%) participate at least 2-3 times a week in virtual learning which is good. We were very impressed with our numbers. The next question was "How satisfied are you with your child's distance learning experience?" More than 81% of our parents were more than satisfied. We are also going to address the parents who provided feedback in a question below. "Which topics interest you in parent meetings?" Parents were able to provide multiple answers 69% language and literacy, 76.5% more information on school readiness and transition to kindergarten. This is very important to know for planning parent meetings. Next question asked, "When is it convenient for you to attend a parent meeting?" Parents replied with a variety of days and times; however, a majority requested meetings in the late afternoon. Next the survey provided parents an opportunity to ask questions or provide comments, where we received 51 responses. The questions were part of our Self-Assessment and how we are meeting the needs of our families and our community. Teresa asked if they could be provided a

copy of the survey. Doris will provide a copy to Rose to send out to the parents after the meeting today.

H. Parent Engagement Update

Noel Estacio, Coordinator provided the report for Jennifer Osalbo who is the Coordinator for Parent Engagement content. Noel shared information on the new parent engagement curriculum that the department is going to roll out next month. This is an online tool that's available to parents via their iPhone, mobile device, smart phone, or a computer/chrome book. It is going to be a library of video and resources that parents can access. Videos are available in English and Spanish and can be sent via a text or email to our parents. Another great feature is the resources are aligned with our Creative Curriculum that teachers are using in the classrooms to create their student lesson plans. One other factor is that this resource is available from birth to third grade. So if you have newborns/toddlers or you have a first, second or third grader there are resources for the whole family. The tool is called Ready Rosie. Noel showed parents what they will see when they receive the invitation. It will be a letter on how to utilize the tool and the resources. The videos are called Modeled Moments, which are fun easy videos that families can do at home or on the go to strengthen bonds and build on classroom learning. Every Monday families will receive a text or email with a playlist with three sample videos that parents can watch and then do the activity with their child. The videos are not long and are designed for all types of families. The videos are based on standards and are available in English and Spanish. Noel shared a sample video for parents to view. Noel asked if there were any questions. Veronica asked if Ready Rosie is provided through the school district. Noel responded that our department will be providing this to all our families that are enrolled. Families who are not enrolled can go to their local community library and request a Ready Rosie subscription, which is funded by First 5.

VI. Open Discussion and Comments

Teresa said she wanted to extend her services/time to the department, whether it is recruiting via Zoom or setting up a table in her community, besides assisting on interviews. Jacquie said that her volunteering to assist Rose in talking at parent meetings to parents to talk about PC's role was a great idea. Rose will connect with Teresa as teachers request her to speak at their meetings.

VII. Public Participation

No public participation.

VIII. Adjournment

Meeting was adjourned at 10:54 a.m.