

**Head Start Policy Committee Meeting Minutes  
Thursday, January 18, 2018**

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

The meeting was called to order at 9:08 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 December 21, 2017 Meeting**

Minutes of the December 21, 2017 meeting were reviewed. Claudett Sanders moved to approve the minutes. Debra Lee seconded the motion. Show of hands vote: Aye: 14 (Claudett Sanders, Debra Lee, Jessica Ruiz, Haley Porteous, Dryw Westerman, Bernadette Fitchie, Stephanie Reeves, Maria Torres, Jessica Bradsberry, Jonicia Williams, Kimberly Person, Meghan Toland, Aurelia Garcia, and Diana Truong) Nay: 0 Abstentions: 1, Andrea Scharnow, Chair.

**III. Action Items**

**A. Approval of Community Representatives**

BraJona Rashada, Parent Advisor, asked that the approval of Community Representatives be tabled until the next meeting. The Community Representatives were not present during the meeting. Kimberly Person moved to table the approval of Community Representatives. Jessica Bradsberry seconded the motion. Show of hands vote: Aye: 16 (Kimberly Person, Jessica Bradsberry, Jessica Ruiz, Haley Porteous, Dryw Westerman, Bernadette Fitchie, Claudett Sanders, Stephanie Reeves, Debra Lee, Maria Torres, Jessica Bradsberry, Jonicia Williams, Kimberly Person, Meghan Toland, Aurelia Garcia, and Diana Truong) Nay: 0 Abstentions: 1, Andrea Scharnow, Chair.

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

**A. Staff Approval**

There were no staff approvals.

**V. Information Items**

**A. Director's Report**

Jacque Bonini, Director, shared that we are in the middle of completing our Self-Assessment. Staff will be going out to sites to look at classrooms and files to see what we are doing well and what changes/improvements need to be made. The results of our self-assessment and our program improvement plan will be shared with PC in February. 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. She mentioned that SETA does their own internal monitoring, and just finished the review of Early Head Start.

Noel Estacio, Early Head Start Supervisor, went over the report, highlighting the strengths and weaknesses. It was reported that health screenings were done on time. Anything that was incorrect was marked as incorrect. There were slots not filled in October, which was considered noncompliance. There were also some areas in nutrition that needed attention. As well as some licensing postings that were not listed. There is a work order to have some things updated, such as needing to install carbon monoxide detectors. The Department is currently working on coming up with a corrective action plan to make sure they are in compliance.

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

Noel Estacio, Early Head Start Supervisor, spoke on behalf of Rose Moya, and provided the ERSEA report. She informed the representatives that in the month of December, we were under enrolled. There are close to 40 vacancies, and are looking to fill them with 4 year olds. The minimum average daily attendance is at 82%, but should be at 85%. She believes the drop in attendance could be due to the flu season being at its highest.

#### **C. Fiscal Monthly Report**

Shelagh Ferguson, Program Technician for Head Start Funding, presented the fiscal monthly report. She shared that the fiscal reports this month were not signed, but will be available next month. There were no credit card charges, and she did not receive a meal count. The Department met with SETA and reviewed the grant writing application for the 2018-2019 school year. It will be submitted next month.

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

Maria Castro-Flores, representative for Oak Ridge, shared her experience at SETA's Policy Council meeting. She mentioned there were a lot of good opportunities, and information not just for parents, but for the whole community. They are currently discussing the upcoming federal review.

Andrea Scharnow, Chair, spoke about the December 20, 2017 meeting, where the Policy Council approved new hires. They also had elections for their officers. Andrea was voted to be Vice Chair. Both representatives are loving the experience.

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

There were no nutrition updates.

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

There were no facility updates

#### **G. First 5/Education Update**

Doris Reese, Coordinator, shared that all resource staff are scheduling site visits. Class assessments are currently being done by SETA. DRDP data being collected, can help identify the strengths of the teachers. Along with strengths, goals and what they would like to improve is also mentioned. Staff will be working one on one with teachers as well. Doris Reese also shared that Jacquie Bonini, Director, submitted the First 5 renewal. She will have a meeting to find a way to include new and old services.

#### **H. Parent Engagement Update**

BraJona Rashada, Parent Advisor, shared information about the Parent Engagement workshop that will be held on Thursday, January 25, 2018 at Capital City from 5:00pm to 7:30pm. A light dinner will be provided for the families from 5:00-5:30, and the workshop will be provided in English and Spanish. She discussed how to sign up for the workshops, as well as what information is provided to the teachers about the workshops. She asked representatives to remind families to RSVP ahead of time.

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

Haley Zapien, representative for Hiram Johnson PM, shared there will be a workshop at Hiram Johnson for great resources.

Jacquie Bonini, Director, spoke to WRAP parents about her concern for early dismissals for older children. She wanted to get feedback about any problems that the Department should address. She asked that the WRAP parents connect with other parents at their sites to see if there are any concerns.

#### **VII. Public Participation**

Meghan Toland, Community Representative for The Sacramento Children's Museum, shared that February 3, 2018 will be Free Museum Day at the California Museums. There will be about 30 museums providing free admission, as well as the Zoo and Fairy Tale Town will be half off.

Diana Truong, Alternate Community Representative for Valley Hi Family Resource Center, shared the Valley Hi Family Resource Center will be having Section 8 application workshops on Friday, January 26, 2018 from 10:00-12:00 p.m. in Spanish, and 1:00-3:00 p.m. in English.

Marie Desha, Social Services/Parent Involvement Coordinator for SETA, reminded the representatives of SETA's Policy Council of their Self-Assessment interviews tomorrow from 9:30-11:30 a.m., as well as Tuesday, February 6, 2018 at 9:00 a.m. at SETA.

#### **VIII. Adjournment**

Meeting was adjourned at 10:02 am.