

**Head Start Policy Committee Meeting Minutes
Thursday, January 21, 2016**

I. Call to Order/Roll Call

Executive Board members were not present so Cathleen Brown was appointed to chair the meeting. Andrea Scharnow volunteered to act as secretary. The meeting was called to order at 9:10 a.m. by Cathleen Brown. Andrea called roll and a quorum was established.

II. Consent Items

A. Approval of the Minutes of the December 17, 2015 Meeting

Minutes of the December 17, 2015 meeting were reviewed. Andrea Scharnow moved to approve the minutes. Maura Maldonado-Vazquez seconded the motion. Show of hands vote: Aye: 11 (Jose Bazan, Brianda Gonzalez-Loreto, Maria Mendez, Maria Mendez, Cassandra Carls, Ana Granados, Andrea Scharnow, Alma Acevedo, Maura Maldonado-Vazquez, Maria Renteria, and Phoua Lee. Nay: 0 Abstentions: 1, Cathleen Brown, Acting Chair.

III. Action Items

A. Election of Chair, Vice Chair and Parliamentarian

There was a recommendation to table the elections because there were no current Executive Board members who possibly want to be nominated for a position. Maria Renteria moved to table the elections. Brianda Gonzalez-Loreto seconded the motion. By show of hands vote: Show of hands vote: Aye: 11 (Jose Bazan, Brianda Gonzalez-Loreto, Maria Mendez, Maria Mendez, Cassandra Carls, Ana Granados, Andrea Scharnow, Alma Acevedo, Maura Maldonado-Vazquez, Maria Renteria, and Phoua Lee. Nay: 0 Abstentions: 1, Cathleen Brown, Acting Chair.

B. Approval of the EHS CCP Grant Funding

A recommendation was made to table the item because the Chair was absent and his signature is needed once approved by the committee. Maria Renteria moved to table the item. Maura Maldonado-Vazquez seconded the motion. By show of hands vote: Show of hands vote: Aye: 11 (Jose Bazan, Brianda Gonzalez-Loreto, Maria Mendez, Maria Mendez, Cassandra Carls, Ana Granados, Andrea Scharnow, Alma Acevedo, Maura Maldonado-Vazquez, Maria Renteria, and Phoua Lee. Nay: 0 Abstentions: 1, Cathleen Brown, Acting Chair.

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

A. Staff Approval

None at this time.

IV. Information Items

A. Director's Report

Jacquie Bonini, introduced herself as the new Interim Director and welcomed everyone to the meeting. She reported that at the December, Professional Learning the focus was on Pre-K Math and Safety and Supervision. Pre-K Math was presented by consultant Jon Dueck, where he provided hands-on workshop with activity ideas teachers could take back to their classrooms. The Safety and Supervision focus provided training regarding assessing fire extinguishers, exit and evacuation maps, and outdoor play areas. She share that training for Balanced Literacy Cohort 3 occurred with consultant Andy Hess presenting. In Mental Health, Social Workers and Resource Teachers are receiving Teaching Pyramid Coaching Certification training from West Ed. Seta's Quality Assurance Monitoring Review will begin a comprehensive review, January 25 thru February 23, 2016. Seta will review 10 sites and the new EHS CCP Grant. Sign-ups are still available to review the Service Area Plans for our self-assessment. Seta uses the monitoring tool similar to what will be provided today.

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 stressed the importance of recruitment of families and trying to maintain waiting list. Rose shared that kindergarten enrollment has begun and encouraged families who children will be moving on to kindergarten to enroll at their school of residence. She also reported that families whose child will be returning to preschool will be receiving a returning student packet soon.

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 reported that were are five months into the program and are on target with the budget. She shared that Seta was out in December to do a six month review and that she would provide the audit report once it is available. She reported that there were no credit card expenses and provided the meal breakdown expenses. She shared that staff will be meeting with Seta on Monday to prepare for next year's grant application.

D. Policy Council Report

No representatives were present to give the Policy Council Report. However, Marie Deshae shared that elections of the Executive Board were held. The next PC meeting will be held next Tuesday, January 26, 2016 at 925 Del Paso Boulevard.

E. Nutrition Update

Tammy Sanchez, Coordinator, reported that preschool menus

F. Facility Update

Patti Lewkowitz, Facilities and Licensing Specialist, reported that at Professional Learning teachers will receive a SDS binder. The binder is a resource of information on the various chemicals that are used in the classrooms. She shared that SDS information is also available online if anyone is interested. Patti provided the Parent Self-Assessment Safe Environments Checklist for parents to complete at their classroom. She reviewed the tool and how to complete the form. The checklist is due at the next PC meeting in February.

G. First 5 Update

No report.

V. Open Discussion and Comments

Rose Moya said that flyers are available regarding the free "Sac Town Veg Fest" which will be held Saturday, January 30, 2016 at the Serna Center.

Phoua Lee from Susan B. Anthony asked what her role is being on the committee. Where does change happen. She said her site does not have a lot of parent involvement or participation at their parent meetings. She said parents have to have background checks to volunteer. Vicki Wasson, Coordinator, shared that a lot of the planning is done in the committees. Volunteers must have their TB clearance and the background checks for the safety of the children. She also shared that we can only encourage parents to be involved. Marie Deshae also shared that all parents are not at the same level as she is, and that parents are the best recruiter.

VI. Public Participation

VII. Adjournment

Meeting adjourned at 10:18.