

**Head Start Policy Committee Meeting Minutes
Thursday, June 7, 2018**

I. Call to Order/Roll Call

The meeting was called to order at 9:11 a.m. by Veronica Gaddy, Vice Chair. Jessica Bradsberry, from Parkway Wrap volunteered to take minutes of the meeting. Jessica took roll and a quorum was established.

II. Consent Items

A. Approval of the Minutes of the May 17, 2018 Meeting

Minutes of the May 17, 2018 meeting were reviewed. Haley Zapien moved to approve the minutes. Marche Bernard seconded the motion. Show of hands vote: Aye: 11 (Jessica Ruiz, Maria Garcia, Haley Zapien, Maria Torres, Jessica Bradsberry, Yolanda Pantoja, Marche Bernard, Flor Sierra-Munoz, Deanna Quintanilla, Meghan Toland, and Aurelia Garcia) Nay: 0 Abstentions: 1, Veronica Gaddy, Vice Chair.

III. Action Items

A. Approval of submission of the Head Start T&TA C.O.L.A

Jacque Bonini, Director, shared information regarding the Head Start T&TA Cost Of Living Adjustment (COLA) Grant. This Grant would provide an additional \$11,200 to the program. The funding would be applied toward the salary and benefits of a Resource Teacher who provide technical assistance to other staff. Marche Bernard moved to approve the application for the Head Start T&TA COLA. Flor Sierra-Munoz seconded the motion. Show of hands vote: Aye: 11 (Jessica Ruiz, Maria Garcia, Haley Zapien, Maria Torres, Jessica Bradsberry, Yolanda Pantoja, Marche Bernard, Flor Sierra-Munoz, Deanna Quintanilla, Meghan Toland, and Aurelia Garcia) Nay: 0 Abstentions: 1, Veronica Gaddy, Vice Chair.

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

A. Staff Approval

Jennifer Osalbo, Coordinator, provided information for two Child Care Attendants. Erika and Daniel. Jessica Ruiz moved to approve the hiring of the two Child Care Attendants. Flor Sierra-Munoz seconded the motion. Show of hands vote: Aye: 11 (Jessica Ruiz, Maria Garcia, Haley Zapien, Maria Torres, Jessica Bradsberry, Yolanda Pantoja, Marche Bernard, Flor Sierra-Munoz, Deanna Quintanilla, Meghan Toland, and Aurelia Garcia) Nay: 0 Abstentions: 1, Veronica Gaddy, Vice Chair.

V. Information Items

A. Director's Report

Jacquie Bonini, Director, reported that the department is focusing on the tasks for the summer. Deep cleaning will occur at several class rooms. We have 11 teaching staff vacancies that we have to fill before school starts back up. We still have 12 month programs that run throughout the summer and we are preparing for the next school year.

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

Rose Moya, Registration Supervisor, provided the ERSEA report. Handouts were provided and she reviewed the enrollment report for the month of May. She shared the report to SETA that shows the various sites where we were under-enrolled and the reasons why, i.e., no waiting list or too many 3 year olds enrolled in the class. Reported on the average daily reports and where we fell under the 85% threshold at various sites. Rose provided ½ sheet fliers in 5 different languages for families to pick up and share with family and friends. She also provided fliers regarding all the department social media accounts; Facebook, Twitter and Instagram. She encouraged members to share information about our program and our social media accounts. She also reported on the recruitment activities which included new banners that will be placed at sites in August before school starts and a community event which will be held on June 21st at the Susie Gaines-Mitchell office.

C. Fiscal Monthly Report

Shelagh Ferguson, Program Technician, provided all the credit card reports and meal and snack reports for the months of October thru May 2018. She referenced the monthly budget reports that were provided. We overspent in Head Start and EHS CCP and will be looking to the district for financial support to cover this. EHS Basic is actually underspent. June is a short month for a lot of our programs; however we still have programs that run through the summer. The recently approved COLA's will help reduce the deficits for next year.

D. Policy Council Report

Marie Deshae from SETA reported on the last Policy Council meeting held on May 22nd. The committee approved a new personnel list and the submission of the COLA's.

E. Nutrition Update

No nutrition update.

F. Facility Update

No facility update.

G. First 5/Education Update

No First 5 or education update.

H. Parent Engagement Update

No Parent Engagement update

I. Presentation of Appreciation Certificates

BraJona Rashada, Parent Advisor, thanked the PC members for their time and dedication on committee. BraJona and Vicki Wasson, Coordinator, presented members with appreciation certificates.

Aurelia Garcia, Community Representative from the Sacramento Food Bank, shared that this was her first year on the committee and that it was an honor to be part of the committee. She was very impressed of what we all do for children and families. She shared that she is leaving the Sacramento Food Bank after being with them for several years to go back home.

Veronica Gaddy said it has been a great experience for her. Jessica Bradsberry, said thank you to all the opportunities she had. Maria Castro-Flores also said thank you, this was her 5th child in the program and her last year. She was too busy with her other children to be involved because she was working, but since she is now a stay at home mom, she is busier and able to get involved with the committee. She is also part of her School Site Council.

VI. Open Discussion and Comments

Meghan Toland, Community Representative from the Sacramento Children's Museum shared a flyer on an event sponsored by the CA Care Force that will occur in September.

VII. Public Participation

There was no public participation.

VIII. Adjournment

Meeting was adjourned at 10:25 am.