

**Head Start Policy Committee Meeting Minutes  
Thursday, June 9, 2016**

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

The meeting was called to order at 9:06 a.m. by Chair, Calvin Shepherd. Maira Renteria, Secretary, called roll and a quorum was established.

**II. Consent Items**

**A. Approval of the Minutes of the May 26, 2016 Meeting**

Minutes of the May 26, 2016 meeting were reviewed. Andrea Scharnow, representative for Leataata Floyd, moved to approve the minutes. Maura Maldonado-Vazquez, representative for Peter Burnett, seconded the motion. Show of hands vote: Aye: 9 (Andrea Scharnow, Maura Maldonado-Vazquez, Maira Renteria, Marielena Sandoval, Maria Mendez, Stephanie Garcia, Deanna Quintanilla, Alma Acevedo, and Phoua Lee). Nay: 0 Abstentions: 1, Chair.

**III. Action Items**

There were no action items.

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

**A. Staff Approval**

There were no staff approvals.

**IV. Information Items**

**A. Director's Report**

Jacque Bonini, Interim Director, went over Child Development accomplishments for 2015-2016. The department has opened the Early Head Start CCP centers. Final cohorts of Balanced Literacy completed training and implementation. We have finally opened the playground at Hiram Johnson. There are also playground improvements at Elder Creek. Shade Structures were replaced. CSEFEL cohort 5 began this year. We had 4 parent engagement nights this year. Resource teachers completed year 1 of Teaching Pyramid coaching. Social workers and a resource teacher went through the Practice Based Coaching sessions and are waiting on certification. We had 8 employees receive their Family Services Credential after completing the 'Empowerment Skills for Family Workers', conducted by the Departments Social Workers.

## **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. Head Start and Early Head Start enrollment is at 99%. We also met the threshold of the minimum attendance with 86%. Enrollment offices have been steady, as we approach the busiest months of July and August. Everyone should have received a returning student packet. She asked the parents to please continue to spread the word on enrollment, and to continue to recruit. She also asked to encourage parents to follow up with enrolling if they have returning students.

## **C. Fiscal Monthly Report**

- **Department Credit Card Statement**
- **USDA Meals/Snacks**

Jacque Bonini, Interim Director, spoke for Shelagh Ferguson in her absence. She reported that we just had a fiscal audit from SETA. We should be receiving written notices soon. Fiscal reports were color coded, and copies are available as a handout.

## **D. Policy Council Report**

Andrea Scharnow, Vice Chair discussed her third Policy Council meeting that was held on Tuesday, May 24, 2016. She discussed the actions that were approved at SETA. The Early Head Start Cost of Living Adjustment (COLA) for the 2016-2017 school year was approved. The submission of Head Start Extended Duration of Services Application was also approved.

## **E. Nutrition Update**

There were no nutrition updates.

## **F. Facility Update**

There were no facility updates.

## **G. First 5 Update**

Arturo Jimenez, School Readiness Supervisor, gave updates on several programs currently going on for First 5 in our District. We have 384 register children for the Kinder Summer Academy. 118 of them have no previous preschool experience and we have 76 children in the wait list. The Family engagement Literacy Project is in in the process of getting a new concept. Where the bag will include not only books, but also Family and school two way communication opportunities. We are also in the process of transferring and relocating a couple of infant toddler playgroup sites to create more opportunities for children and families in our area to participating in School readiness activities. Leataata site is moving from room 18 to room 1 at the front entrance of the school. Hiram Johnson site is moving to Bret Harte to reach new families in that area. The Capital City site will be offering Am and PM playgroup session. The other sites will remain without change.

## **I. Presentation of Appreciation Certificates**

Rose Moya, Supervisor, BraJona Harris, Parent Advisor, and Vicki Wasson, Coordinator, wanted to thank and appreciate all the parents and representatives involved with our Policy Committee. There were certificates of appreciation given to all the representatives that have participated this year.

## **V. Open Discussion and Comments**

BraJona Harris, Parent Advisor, shared information on the final parent workshop taking place Thursday, June 9, 2016. The workshop will be held at Capital City in the multipurpose room. 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 also shared information about the Parent Leadership Institute taking place at SETA Friday, June 10, 2016 from 9:00-4:30pm.

Phoua Lee, representative for Susan B. Anthony Wrap, discussed the SCUSD's LCAP. She encouraged parents to get involved with it, and the developing of the 5 year plan.

## **VI. Public Participation**

## **VII. Adjournment**

Meeting adjourned at 9:40am.