

**Head Start Policy Committee Meeting Minutes  
Thursday, March 15, 2018**

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

The meeting was called to order at 9:07 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 February 15, 2018 Meeting**

Minutes of the February 15, 2018 meeting were reviewed. Jessica Bradsberry moved to approve the minutes. Marche Bernard seconded the motion. Show of hands vote: Aye: 14 (Jessica Ruiz, Dryw Westerman, Stephanie Reeves, Veronica Gaddy, Maria Torres, Jessica Bradsberry, Marche Bernard, Flor Sierra-Munoz, Kimberly Person, Deanna Quintanilla, Meghan Toland, Aurelia Garcia, Kashani daniels, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Chair.

**III. Action Items**

**A. Approval of the 2018-2019 Head Start and Early Head Start Grant**

- **2018-2019 Head Start and Early Head Start Grant Refunding Application**
- **2018-2019 Head Start and Early Head Start Training and Technical Assistance**

Jacque Bonini, Director, provided handouts and discussed the Head Start and Early Head Start Grant refunding application that is good for 5 years. We are currently in the 3<sup>rd</sup> year cycle and next year will be the 4<sup>th</sup> year. She let parents know that they are going to hear a lot about the Teaching Pyramid, Creative Curriculum, Fidelity, and Coaching. Last month we talked about Self-Assessment. She reviewed the county-wide goals which are; School Readiness, Mental Health and Enrollment/Recruitment and how we plan to address each of these goals. She informed the committee that there will be no program changes to the 2018-2019 school year, with the exception to Early Head Start. We will be moving 8 slots from Hiram Johnson EHS to EHS Home-Based. Jacque provided handouts and reviewed the Head Start and Early Head Start Training and Technical Assistance plan for the 2018-2019 school year. She provided a handout and reviewed the Head Start and Early Head Start budget for 2018-2019. Marche Bernard moved to approve the 2018-2019 Head Start and Early Head Start Grant Application. Jessican Bradsberry seconded the motion. Show of hands vote: Aye: 15 (Jessica Ruiz, Dryw Westerman, Haley Zapien, Claudett Sanders, Stephanie Reeves, Maria Torres, Jessica Bradsberry, Marche Bernard, Flor Sierra-Munoz, Kimberly Person, Deanna Quintanilla, Meghan Toland, Aurelia Garcia, Kashani Daniels, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Chair.

## **B. Approval of 2018-2019 Early Head Start Expansion/Partnership CCP Grant**

- **2018-2019 Early Head Start Expansion/Partnership CCP Refunding Application**
- **2018-2019 Early Head Start Expansion/Partnership CCP Training and Technical Assistance**

Jacquie Bonini, Director, provided handouts and discussed the Early Head Start Expansion/Partnership CCP Grant. There will be no changes to the EHS Expansion/Partnership CCP Grant for next year. She reviewed the county-wide goals and how we plan to address each of these goals for EHS. She provided handouts and reviewed the T&TA plan for next year. She provided a handout and reviewed the Early Head Start budget for 2018-2019. Jessica Bradsberry moved to approve the 2018-2019 Early Head Start Expansion/Partnership CCP Grant. Stephanie Reeves seconded the motion. Show of hands vote: Aye: 15 (Jessica Ruiz, Dryw Westerman, Haley Zapien, Claudett Sanders, Stephanie Reeves, Maria Torres, Jessica Bradsberry, Marche Bernard, Flor Sierra-Munoz, Kimberly Person, Deanna Quintanilla, Meghan Toland, Aurelia Garcia, Kashani Daniels, and Thuyen Tran) 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**

Jacquie Bonini, Director, reported the second part of the Federal Review (CLASS), will start the week we return from Spring Break, April 2-6, 2018. Reviewers will be in the classrooms sitting and observing the quality of interactions of teaching staff with the children. There will only be one score for the entire county of Sacramento. Teachers have been notified of these dates. Director's will meet at SETA on April 2<sup>nd</sup> at 8:00 am and at that time we might know which sites will be reviewed. Jacquie shared that the Superintendent and the SCUSD School Board President visited the EHS program at Hiram Johnson and the Superintendent, Chief Academic Officer and another School Board member have scheduled a visitation of Johnson and Elder Creek.

### **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 February. She shared the February report 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. Rose reviewed the February average daily attendance report. Many sites fell under the 85% threshold, due to a variety of reasons such as; child was sick, and transportation. She also shared that Sacramento County is converting to one centralized ChildPlus data system beginning on April 1, 2018. This is a huge undertaking and the staff will still need to be trained on the program. We are

also starting enrollment on Monday, April 23, 2018 and encouraged members to share information with family, neighbors and friends.

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

Shelagh Ferguson, Program Technician, advised the committee that due to working on the grant applications she was only able to complete the CCP monthly budget reports which were provided as a handout. She reviewed the credit card expenses and meals and snacks provided to students in the month of January with the committee.

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

Andrea Scharnow, Chair, reported on the last Policy Council meeting that was held on Tuesday, February 27<sup>th</sup>. Meetings are held every 4<sup>th</sup> Tuesday of the month and encouraged anyone to attend. She said it was a good as they all are. The committee seated new members, they approved new staff and Ethic Training was provided to the committee.

### **E. Nutrition Update**

Tammy Sanchez, Coordinator, provided the Nutrition update. She provided copies of the preschool menus and asked parents to review and provide feedback from the other parents in the class and the teacher. Nutrition Services tentatively will be coming to next month's PC meeting to talk to the committee regarding meal service. They will also share what's coming up next year. Parents should see menus posted in the classroom and they are available on the website. Tammy shared that they are aware of the disposable trays currently being used that are very flimsy. The trays were shipped in error and have to be used up before the appropriate trays can be ordered.

### **F. Facility Update**

Ahisha Lewis, Facility and Licensing Specialist, followed up with the concern around hand soap that apparently was causing irritation for some children and adults. She learned that there are actually five different types of hand soap being used and will need to narrow it down to which soap is the problem before it can be switched out. Custodians will be doing deep cleaning during Spring Break at Abraham Lincoln, AM Winn, James Marshall, Isador Cohen, Theodore Judah and Father Keith B. Kenny. Summer work projects will include removing and replacing irrigation systems at Earl Warren and John Bidwell. Other work orders are in process and sometimes that work takes time to get completed.

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

There was no First 5/Education updates.

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

Vicki Wasson, Coordinator, shared information about the Parent Engagement workshop that will be held tonight, Thursday, March 15, 2018 at Capital City from 5:00 pm to 7:30 pm. A light dinner will be provided for the families from 5:00-5:30, very important for families to RSVP to make sure that we do not order too much food.

**VI. Open Discussion and Comments**

Meghan Toland, Community Representative from the Sacramento Children's Museum shared that the museum offers specialized programs for children with special needs once a month for free. This Sunday morning the museum will offer a program for children with autism.

Thuyen Tran, Community Representative from the Valley Hi Family Resource Center shared flyers on their upcoming event that will take place on April 21<sup>st</sup> at the Valley Hi Community Park. Shabazz Safety & Family Fun Day is a fun event for families to attend, with games for the children, entertainment, and a community fair. She encouraged families to attend and said it would be a great place for our department to set up a recruitment table.

**VII. Public Participation**

There was no public participation.

**VIII. Adjournment**

Meeting was adjourned at 10:26 am.