

**Head Start Policy Committee Meeting Minutes
Thursday, March 18, 2021**

I. Call to Order/Roll Call

The meeting was called to order at 10:03 a.m. by Veronica Gaddy, Chair. Roll Call was conducted and a quorum was established.

Members Present:

Veronica Gaddy, Past Part/Community Representative
Teresa Ellison, Golden Empire Wrap
Julie Smith, Woodbine Wrap
Diana Augulo, Isador Cohen Wrap (joined at 10:18)

Members Absent:

Yvonne Osorio, Camellia (excused)

II. Consent Items

A. Approval of the Minutes of the March 18, 2021 Meeting

Minutes of the March 18, 2021 meeting were reviewed. Julie Smith moved to approve minutes. Teresa Ellison seconded the motion. Roll call vote: Aye: 2 (Julie Smith and Teresa Ellison) Nay: 0, Abstentions: 1, Chair.

III. Action Items

A. Election of Officers (Chair, Vice Chair, Secretary and Parliamentarian)

Veronica Gaddy, Chair asked for a motion to table the elections of officers. Julie Smith moved to table election of officers. Teresa Ellison seconded the motion. Roll call vote: Aye: 2 (Julie Smith and Teresa Ellison) Nay: 0, Abstentions: 1, Chair.

B. Election of Policy Council Representatives and Alternates

Veronica Gaddy, Chair asked for motion to table the election of Policy Council representatives and alternates. Julie Smith moved to table the election of Policy Council representatives and alternates Teresa Ellison seconded the motion. Roll call vote: Aye: 2 (Julie Smith and Teresa Ellison) Nay: 0, Abstentions: 1, Chair.

C. Approve the submission of the Head Start refunding application, including Basic and Training/Technical Assistance, to SETA in the amount of \$6,184,476 and

authorize Jacquie Bonini, Director to execute the agreement, modifications, and any other documents required by the funding source.

Jacquie Bonini, Director presented the Head Start grant application. She reported there are no changes to any of the program options for next year. She talked about the countywide goals and our objectives to each of the goals. The Countywide Goals; School Readiness, Health, Attendance and Family Engagement. Jacquie reviewed the summary page of the Head Start budget. She also shared we have other funding sources that support preschool too, such as State, First 5, Family Literacy and district contribution. Julie Smith moved to approve the submission of the Head Start refunding application, including Basic and Training/Technical Assistance, to SETA in the amount of \$6,184,476 and authorize Jacquie Bonini, Director to execute the agreement, modifications, and any other documents required by the funding source. Teresa Ellison seconded the motion. Roll call vote: Aye: 2 (Julie Smith and Diana Augulo) Nay: 0, Abstentions: 2, Teresa Ellison and Chair. Due to a tie the Chair had to make the deciding vote. Chair voted Aye. Final Roll call vote: Aye: 3 (Julie Smith, Diana Augulo and Veronica Gaddy, Chair), Nay: 0, Abstentions: 1, Teresa Ellison.

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

A. Staff Approval

No staff approval.

V. Information Items

A. Director's Report

Jacquie Bonini, Director talked about the return to school proposed schedule for the different program option. Cohorts cannot have more than 13 children in the class. If we have more than 13 children enrolled, we would break up the children into two cohorts. Monday's would be no school for children in part day and wrap options. For wrap, if we only have 13 children enrolled children could attend every morning for three hours and take activities home. In the afternoon, the teacher would Zoom with all the children in distance learning. Again no class on Mondays. The five full-day childcare options would run Monday through Friday 7 hours a day, with the limit of 13 children per class.

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

Rose Moya, Registration Supervisor provided the ERESA report. She reported we are at 51% enrollment. Enrollment staff are busy preparing student folders for when in-person classes begins. Recertification of returning students will begin on April 19. Families of returning students should begin receiving information for their child to return on or after that date. Next year's enrollment will begin on May 3.

C. Fiscal Monthly Report

Shelagh Ferguson, Program Technician reported that members should have received one handout on the Head Start monthly expenses for the prior month. There are no credit card charges or meal/snacks to report.

D. Policy Council Report

Marie Deshae from SETA reported on the last Policy Council meeting which was held on February 23, 2021 through Zoom. PC approved the eligibility list for Accountant III. PC tabled the election of PC officers for program year 20-21. The PC elected Community Action Board representatives and alternates. The Deputy Director shared a report as well as the managers at the last meeting.

E. Health and Nutrition Update

Noel Estacio, Coordinator, reported on the Return to School and shared that we have to follow all the guidelines, such as CDC, CDE, licensing and CDPH. She encouraged parents to go to the district website and view the Return to Health, Health & Safety Plan during COVID-19. The district also has a dashboard that provides so many resources. Noel shared pictures of what the classroom will look like when they return. CDC requires that all children over the age of two wear a mask. Students will be asked to wear a mask at school. We understand this may be a challenge for many students and are encouraging teachers to provide them with masks breaks and provide more outside time than they normally would on their schedule. There is going to be a lot of cleaning and sanitizing in our classroom because CDC does not allow children to have shared material. We are going opposite of what we teach children about sharing. Children will have their own material and they will need to be cleaned after use. We have created procedures and areas, such as trays or bins where staff will put items to clean and dry at the end of the day. Students will eat breakfast in the classroom. There will be vinyl dividers between the children and children will place their masks in brown paper bags while they eat. Lunch will be a prepackaged to go bag that they will take home to eat. Children Centers will get their full meals, breakfast, lunch and a snack. Nutrition Services is requiring that all of our families who are picking up curbside meals show a letter in order to pick up meals. Families will be provided a letter that proves their child is enrolled and you must show the letter in order to pick up meals. Meals will be available on Mondays for the entire week. Noel shared that the district has taped up water faucets and cannot be utilized. We will provide cups and water jugs for children to have water inside and outside.

F. Facility Update

Jacque directed parents to the district website because the dashboard talks about all of the improvements that have been made to facilities. Such as the thermal scanners as you enter school site to the different type of air filters. Everything that happens to the school site will happen for preschool classrooms too.

F. Education and First 5 Update

Doris Reese, Coordinator, provided pictures of what a classroom environment might look like as it will vary site to site. Parents will not be able to go into the classroom. Entrances to the classroom will be different at each site, depending on how you enter the campus. An example is Woodbine has their own entrance, however will have to take their school-age child around to the main campus entrance. As you sign in you should see containers for clean and used pens. Doris showed pictures of the vinyl dividers that will be on the tables. All children will have their own learning material that will be in Ziploc bags or bins for the children to use. Children will not be able to share material. Each child will have their own

cubby with bins or hanging plastic bags. Children will not be allowed to bring in backpacks or toys. Doris showed pictures of some of the area in the room, where children will learn to place their dirty toys and materials. She shared pictures on how teachers have created space for the children in order to keep the six feet distancing. She showed pictures of the outside environment. Diana Augulo asked if children will be required to have a COVID test to go to school. Jacquie replied, there is mitigation screening process that has to occur before you can enter the campus. It may vary site by site on how you enter the campus. Parents will be asked to answer four questions and take their child's temperature. If they pass they can enter the classroom. Regular COVID testing will occur for staff and students. We are waiting to find out if the testing will include preschool students. Jacquie talked about our hand washing protocols.

G. Parent Engagement Update

Jacquie Bonini, Director provided the parent engagement update. She shared once in-person begins we will continue to engage parents the same way we are doing it now. Parent meetings will continue through Zoom. We will continue to send out activities and videos through Learning Genie and the same thing for Ready Rosie.

VI. Open Discussion and Comments

No open discussion and/or comments.

VII. Public Participation

No public participation.

VIII. Adjournment

Meeting was adjourned at 11:25 a.m.