

**Head Start Policy Committee Meeting Minutes  
Thursday, May 17, 2018**

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

The meeting was called to order at 9:11 a.m. by Andrea Scharnow, Chair. Jessica Bradsberry, from Parkway Wrap volunteered to take minutes of the meeting in the Secretary's absence. Jessica took roll and a quorum was established.

**II. Consent Items**

**A. Approval of the Minutes of the April 19, 2018 Meeting**

Minutes of the April 19, 2018 meeting were reviewed. Claudett Sanders moved to approve the minutes. Debra Lee seconded the motion. Show of hands vote: Aye: 12 (Maria Garcia, Claudett Sanders, Veronica Gaddy, Debra Lee, Maria Torres, Maria Castro-Flores, Jessica Bradsberry, Yolanda Pantoya, Flor Sierra-Munoz, Aurelia Garcia, Kashani Daniels and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Chair.

**III. Action Items**

Agenda item A, should have read, Approval of Head Start & Early Head Start C.O.L.A. Agenda item B, should have read, Approval of Early Head Start CCP C.O.L.A. Veronica Gaddy moved to make the corrections to both agenda items. Claudett Sanders seconded the motion. Show of hands vote: Aye: 12 (Maria Garcia, Claudett Sanders, Veronica Gaddy, Debra Lee, Maria Torres, Maria Castro-Flores, Jessica Bradsberry, Yolanda Pantoya, Flor Sierra-Munoz, Aurelia Garcia, Kashani Daniels and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Chair.

**A. Approval of Head Start & Early Head Start C.O.L.A**

**B. Approval of the Early Head Start CCP C.O.L.A.**

Jacque Bonini, Director, shared information regarding the Head Start, Early Head Start and Early Head Start CCP Cost Of Living Adjustment (COLA). This additional funding of 2.6% COLA would be used for health benefits that continue to increase each year. The 2.6% COLA funds will include \$225,072 for Head Start, \$46,341 for Early Head Start and \$18,713 for Early Head Start CCP, with a total revenue amount of \$290,126. Claudett Sanders moved to approve the application for the COLA's. Veronica Gaddy seconded the motion. Show of hands vote: Aye: 12 (Maria Garcia, Claudett Sanders, Veronica Gaddy, Debra Lee, Maria Torres, Maria Castro-Flores, Jessica Bradsberry, Yolanda Pantoya, Flor Sierra-Munoz, 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**

Jacque Bonini, Director, shared that there are 19 more days until the end of the school year. We should be receiving the results at our June PC meeting from the Seta review. Jacque provided a handout on the results of the Federal Review. Overall performance summary interpreted as follows; green circle with a "✓", is your program met requirements, yellow circle with an "x" is an area of concern, and a red circle with "!!" is there is a deficiency. In the areas of Program Management, Governance, and Fiscal Management we met the requirement. In the area of ERSEA we had an area of concern regarding attendance and the use of data when attendance falls below the 85% threshold. We have 120 days to come up with a plan on how to address this concern. In the areas of Education and child Development, Health, and Family and Community Engagement Services, we met all the requirements and were compliant. Jacque reviewed the county-wide CLASS results, and the 7 is a perfect score. In the area of Emotional Support, the score was higher than the national average. Classroom Organization was slightly lower than other program reviewed and in Instructional Support, the score was above a 3, which is good. The county will look at data to assist with professional learning and other was to improve our programs.

##### **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 April. She also 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. Rose shared that she will be collaborating with our Policy Committee Community Representatives to help advertise our program. She reminded everyone that the department has created Facebook, Twitter and Instagram accounts. She encouraged members to share information about our program and our social media accounts. She also shared that enrollment packets are available on the department's website. She encourages families to enroll early and not wait until August when the registration offices are their busiest. She also reported that the county is still in the transition stages of its county-wide Child Plus data system. We expected to get the returning student letters out by August. Veronica Gaddy, from James Marshall asked about transportation services. Could we get buses to pick up children and bring them to school? Rose replied, unfortunately it is a huge liability to provide transportation. Marie Deshae from SETA confirmed that Head Start looked at this years ago and it is too much of a liability. Noel Estacio, Coordinator, shared that EHS Home-based option will be expanding July 1<sup>st</sup>, which is another option for families with no transportation.

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

Shelagh Ferguson, Program Technician, referred to the 3 color copies of the different budget reports, Head Start, Early Head Start and Early Head Start CCP. She said we still have 3 months to go before our program ends in July. She expressed her satisfaction with the In-kind contributions, and thanked the PC members who volunteer and help to contribute to those numbers. We have to show how we meet 25% on non-federal dollars, \$2,169,156.00, which includes business services such as the dental varnishes, and volunteers in the classroom. The hours are accumulated and used for in-kind. EHS is more difficult to meet. Shelagh reported that there are no credit card charges to report. She also reported that staff is working diligently on completing year end closeout, and that expenses are looking good. Andrea Scharnow, Chair reminded parents to make sure to complete and return their in-kind forms to their teachers.

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

Claudett Sanders spoke about the Parent Leadership Institute II that she attended at Seta. She said it was fabulous and encouraged parents to go next year. It was also a good way to network and meet with other people. The Policy Council approved the Head Start/Early Head Start and Early Head Start CCP Grants for 2018-2019. The Policy Council meetings are always held the 4<sup>th</sup> Tuesday of each month, which is usually after our Policy Committee meetings.

### **E. Nutrition Update**

No nutrition update.

### **F. Facility Update**

Ahisha Lewis, Facility and Licensing Specialist, provided an update on the “pink soap” that will be phased out, and we will be replaced with soft soap with aloe. She reported that Washington will be undergoing some construction during the summer and room Z will move to room P during the summer. Capital City will undergo a 2 year paint project and be completed three phases. Phase 1 will begin in September with the doors, railing and fencing being completed. Bret Harte will have a huge sycamore tree removed, because of the huge allergy problem the tree is causing.

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

Doris Reese, Coordinator, provided the education update. She reported that parent conferences are coming up during the week of May 21<sup>st</sup> thru the 25<sup>th</sup>. Parents should have received a letter regarding the conferences and set up schedules with their teacher. During that week there will be an abbreviated schedule, depending on the program type.

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

Vicki Wasson, Coordinator, reminded everyone of the Parent Engagement workshop that will be held tonight, Thursday, May 17, 2018 at Hiram Johnson from 5:00 pm to 7:30 pm. A light dinner will be provided for the families from 5:00-5:30. Numerous parents spoke about

their positive experiences at the workshop. Vicki said she would share their comments with the social workers. Vicki also talked about the Parent Survey. These surveys are confidential and the information will be summarized and used for program planning. Vicki talked about the importance of attendance for next month's PC meeting.

**VI. Open Discussion and Comments**

Thuyen Tran, Community Representative from the Valley Hi Resource Center, shared flyers regarding the May events at their center.

Maria Garcia from Ethel Phillips asked if parents can donate water for the classrooms for when children are outside. Vicki Wasson, Coordinator, responded that we are not allowed to ask parents to purchase items for the program. If your school does not have a water faucet outside then we provide pitchers and paper cups for the site.

Aurelia Garcia, Community Representative from the Sacramento Food Bank shared flyers regarding the services their agency has to and summer programs. Vicki asked parents to post these fliers in the classroom.

**VII. Public Participation**

There was no public participation.

**VIII. Adjournment**

Meeting was adjourned at 10:25 am.