

**Head Start Policy Committee Meeting Minutes  
Thursday, November 16, 2017**

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

The meeting was called to order at 9:09 a.m. by Andrea Scharnow, Vice Chair. Dryw Westerman, representative for Golden Empire, was asked to take minutes of the meeting and to take roll. He took roll and a quorum was established.

**II. Consent Items**

**A. Approval of the Minutes of the October 19, 2017 Meeting**

Minutes of the October 19, 2017 meeting were reviewed. Veronica Gaddy moved to approve the minutes. Tanessa Lee seconded the motion. Show of hands vote: Aye: 12 (Veronica Gaddy, Tanessa Lee, Maria Garcia, Dryw Westerman, Sandra Olguin, Jasmine Luckey, Maria Torres, Jessica Bradsberry, Marche Bernard, Chai Xiong, Kimberly Person, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Vice Chair.

**III. Action Items**

**A. Approval of Community Representatives**

BraJona Rashada, Parent Advisor, asked that the approval of Community Representatives be tabled until the next meeting. The Community Representatives were not present during the meeting. Veronica Gaddy moved to table the approval of Community Representatives. Marche Bernard seconded the motion. Show of hands vote: Aye: 13 (Veronica Gaddy, Marche Bernard, Tanessa Lee, Maria Garcia, Dryw Westerman, Sandra Olguin, Jasmine Luckey, Maria Torres, Maria Castro-Flores, Jessica Bradsberry, Chai Xiong, Kimberly Person, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Vice Chair.

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

BraJona Rashada, Parent Advisor, reviewed the executive board positions and their responsibilities. The first position to be elected was Chair. Andrea Scharnow, Vice Chair, nominated herself for the position of Chair, and asked if there were any other nominations. No one else was nominated. Tanessa Lee moved to approve Andrea Scharnow as Chair. Veronica Gaddy seconded the motion. Show of hands vote: Aye: 14 (Tanessa Lee, Veronica Gaddy, Maria Garcia, Dryw Westerman, Haley Zapien, Sandra Olguin, Jasmine Luckey, Maria Torres, Maria Castro-Flores, Jessica Bradsberry, Marche Bernard, Chai Xiong, Kimberly Person, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Vice Chair.

The second position to be elected was Vice Chair. Andrea Scharnow, Vice Chair, asked if there were any nominations for Vice Chair. Veronica Gaddy nominated herself for the position of Vice Chair. The Vice Chair asked if there were any other nominations, but no one else was nominated. Tanessa Lee moved to approve Veronica Gaddy as Vice Chair. Marche Bernard seconded the motion. Show of hands vote: Aye: 14 (Tanessa Lee, Marche Bernard, Maria Garcia, Dryw Westerman, Haley Zapien, Sandra Olguin, Jasmine Luckey, Maria Torres, Maria Castro-Flores, Jessica Bradsberry, Chai Xiong, Kimberly Person, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Vice Chair.

The third position to be elected was Secretary. Andrea Scharnow, Vice Chair, asked if there were any nominations for Secretary. Veronica Gaddy nominated Dryw Westerman for the position of Secretary. The Vice Chair asked if there were any other nominations, but no one else was nominated. Veronica Gaddy moved to approve Dryw Westerman as Secretary. Jessica Bradsberry seconded the motion. Show of hands vote: Aye: 14 (Veronica Gaddy, Jessica Bradsberry, Tanessa Lee, Maria Garcia, Dryw Westerman, Haley Zapien, Sandra Olguin, Jasmine Luckey, Maria Torres, Maria Castro-Flores, Marche Bernard, Chai Xiong, Kimberly Person, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Vice Chair.

The final position to be elected was Parliamentarian. Andrea Scharnow, Vice Chair, asked if there were any nominations for Parliamentarian. Maria Castro-Flores nominated herself for the position of Parliamentarian. The Vice Chair asked if there were any other nominations, but no one else was nominated. Veronica Gaddy moved to approve Maria Castro-Flores as Parliamentarian. Tanessa Lee seconded the motion. Show of hands vote: Aye: 14 (Veronica Gaddy, Tanessa Lee, Maria Garcia, Dryw Westerman, Haley Zapien, Sandra Olguin, Jasmine Luckey, Maria Torres, Maria Castro-Flores, Jessica Bradsberry, Marche Bernard, Chai Xiong, Kimberly Person, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Vice Chair.

### **C. Election of Policy Council Representatives and Alternates**

BraJona Rashada, Parent Advisor, reviewed the details of the Policy Council. She discussed who could be representatives, and their duties. Andrea Scharnow, Vice Chair, asked if there were anyone that would be interested in being a part of the Policy Council. Andrea Scharnow, Jessica Bradsberry, and Maria Castro-Flores volunteered to be Policy Council representatives. Sandra Olguin volunteered to be the Early Head Start Policy Council representative. Haley Zapien and Marche Bernard volunteered to be the Policy Council alternates. BraJona Rashada briefly spoke about the Policy Council, and mentioned that the meetings were every fourth Tuesday of the month. Veronica Gaddy moved to approve Andrea Scharnow, Jessica Bradsberry, and Maria Castro-Flores as Policy Council representatives. As well as Haley Zapien and Marche Bernard as the Policy Council alternates. Veronica Gaddy also moved to approve Sandra Olguin as the Early Head Start Policy Council Representative. Tanessa Lee seconded the motion. Show of hands vote: Aye: 14 (Tanessa Lee, Veronica Gaddy, Maria Garcia, Dryw Westerman, Haley Zapien, Sandra Olguin, Jasmine Luckey, Maria Torres, Maria Castro-Flores, Jessica Bradsberry, Marche Bernard, Chai Xiong, Kimberly Person, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Vice Chair.

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

## **A. Staff Approval**

Jennifer Osalbo, Coordinator, provided information for the hiring of Zolia Vasquez-Rosales as Instructional Aide for Parkway P2 Wrap. Tanessa Lee moved to approve the hiring of Zolia Vasquez-Rosales as Instructional Aide. Veronica Gaddy seconded the motion. Show of hands vote: Aye: 14 (Tanessa Lee, Veronica Gaddy, Maria Garcia, Dryw Westerman, Haley Zapien, Sandra Olguin, Jasmine Luckey, Maria Torres, Maria Castro-Flores, Jessica Bradsberry, Marche Bernard, Chai Xiong, Kimberly Person, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Vice Chair.

Jacque Bonini, Director, provided information for the hiring of Debra Adams as Child Development Specialist. Debra has many years of experience as an elementary school office manager. Veronica Gaddy moved to approve the hiring of Debra Adams as Child Development Specialist. Tanessa Lee seconded the motion. Show of hands vote: Aye: 14 (Tanessa Lee, Veronica Gaddy, Maria Garcia, Dryw Westerman, Haley Zapien, Sandra Olguin, Jasmine Luckey, Maria Torres, Maria Castro-Flores, Jessica Bradsberry, Marche Bernard, Chai Xiong, Kimberly Person, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Vice Chair.

Rose Moya, Supervisor, provided information for the hiring of Eyanna Harris as Clerk III. Veronica Gaddy moved to approve the hiring of Eyanna Harris as Clerk III. Maria Castro-Flores seconded the motion. Show of hands vote: Aye: 14 (Tanessa Lee, Maria Castro-Flores, Maria Garcia, Dryw Westerman, Haley Zapien, Sandra Olguin, Veronica Gaddy, Jasmine Luckey, Maria Torres, Jessica Bradsberry, Marche Bernard, Chai Xiong, Kimberly Person, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Vice Chair.

## **V. Information Items**

### **A. Director's Report**

Jacque Bonini, Director, reported that there will be a review of Child Development's Head Start grant. Along with the grant, SETA will be reviewing the process of how Child Development is being compliant, expectations, and what things need to be fixed.

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

Rose Moya, Supervisor, provided the ERSEA report. She informed the representatives there are still openings at the following sites: Mark Twain AM, Nicholas, and C.P. Huntington. Flyers with information about enrollment are provided during the meetings, and are given to teachers for their classrooms. She asked parents to take some flyers to pass along the information to try and help increase attendance at their schools.

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

Shelagh Ferguson, Program Technician for Head Start Funding, presented the fiscal monthly report. She shared funding information for the 2017-2018 program year, and provided a handout giving information on the Head Start/Early Head Start and CCP programs. The handout provided information on how to read each fiscal report, and broke

down what each item represented. The items listed were personnel, benefits, travel, equipment, supplies, contractual/construction, and other.

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

Marie Desha, Social Services/Parent Involvement Coordinator for SETA, shared that the new Policy Council Representatives will receive their Welcome Letter and Bylaws soon. She also spoke about the next Policy Council meeting on Tuesday, November 28, 2017 at 9:00am.

#### **E. Nutrition Update**

Tammy Sanchez, Health/Nutrition Coordinator, shared that the SCUSD Nutrition Services Department provides the meals for the Child Development programs. They may provide breakfast, lunch, and snacks, depending on the program option and how many hours they operate. She mentioned that Nutrition Services usually visits the Policy Committee in the Spring. They want to hear from parents, and receive feedback about the items on the menus. Tammy shared that the menu should be posted in the classroom, and is also on the District website. Some children may receive different food for medical reasons, or if there is a specific food preference. Parents were reminded that it is important to contact the teacher at the start of class if the child is going to be absent or late, so the appropriate amount of food can be ordered for the class that day. She suggested speaking to the teacher first if there are any concerns related to food service. Many times a concern can be resolved by the teacher speaking directly to the Kitchen Manager. Or they may speak to their Coordinator who will decide next steps, which may involve contacting the Nutrition Services Supervisor or Tammy for assistance.

#### **F. Facility Update**

Jennifer Osalbo, Coordinator, shared that the self-assessment is starting, and the resource teachers are going into classrooms and checking files. She introduced Ahisha Lewis, the new Facilities and Licensing Specialist. Ahisha Lewis shared that she is currently doing site visits, and meeting Child Development staff. Ahisha asked parents to complete the SETA Safe Environments Screener packet that she provided and the due date is the next PC meeting, which is 12/21/17.

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

Jacquie Bonini, Director, spoke on behalf of Doris Reese. She shared that the Child Development staff have been receiving training on everything, from safety, to how to deal with children who don't want to go to circle time. This week, there have trainings for the Child Care Attendants.

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

Vicki Wasson, Coordinator, shared that there was a great Harvest Festival turn out, with a lot of resources provided to the families. She mentioned that the first Parent Engagement Workshop, held at Capital City, had to be cancelled due to lack of sign-ups. She also believes that might have been because it was right after Halloween. They were able to start with the second workshop, on November 9<sup>th</sup>, at Hiram Johnson, which also focused on male involvement. Vicki Wasson would like feedback on how to improve the workshops if

possible. Teachers have already received the colored flyers and sign-up sheets for December's Parent Engagement Workshops. Those workshops will be on December 7<sup>th</sup> at Capital City, and December 14<sup>th</sup> at Hiram Johnson.

**VI. Open Discussion and Comments**

BraJona Rashada, Parent Advisor, shared that there is a correction to the election of the Early Head Start Policy Council Representative. Sandra Olguin is currently the alternate representative for Early Head Start, and could not be elected to be a representative for the Policy Council. The Policy Council will have to vote for an Early Head Start Representative at next month's meeting.

Jennifer Osalbo, Coordinator, shared that Child Development still has vacancies, and will be holding interviews soon. She mentioned that BraJona Rashada, Parent Advisor, will be contacting Policy Committee Representatives to be a part of the interview panels.

**VII. Public Participation**

Thuyen Van, Community Representative for Valley Hi Family Resource Center, shared that she had a great time at the Harvest Festival, and would like to continue the partnership. She provided flyers about the programs offered at her organization. Home visitation services are currently open for enrollment. They also connect families to holiday resources and events. December 7, 2017, Valley Hi Family Resource Center will be having a Winter Festival from 4:00-6:00pm.

**VIII. Adjournment**

Meeting was adjourned at 10:45 am.