

**Head Start Policy Committee Meeting Minutes  
Thursday, November 19, 2020**

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

The meeting was called to order at 10:02 a.m. by Veronica Gaddy, Chair. Roll Call was conducted and a quorum was established.

**II. Consent Items**

**A. Approval of the Minutes of the October 15, 2020 Meeting**

Minutes of the October 15, 2020 meetings were reviewed. Diana Angulo moved to approve the minutes. Teresa Ellison seconded the motion. Show of hands vote: Aye: 2 (Teresa Ellison and Diana Angulo) Nay: 0, Abstentions: 1, Chair.

**III. Action Items**

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

**B. Election of Policy Council Representatives and Alternates**

Veronica Gaddy, Chair asked for a motion to table the election of Officers and Policy Council Representatives and Alternates to the next Policy Committee meeting. Diana Angulo moved to table the election of Officers and Policy Council Representatives and Alternates. Teresa Ellison seconded the motion. Show of hands vote: Aye: 2 (Teresa Ellison and Diana Angulo) Nay: 0, Abstentions: 1, Chair.

**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**

Jacque Bonini, Director, shared the department is focusing a lot of energy on preparing classrooms for reopening in order to ensure our classrooms are ready and safe for children. We continue to purchase and stock up on PPE such as sanitizer and foggers to clean the classrooms. In addition we have given teachers funds so they can personalize what distance learning will look like in their classrooms. So teachers are working on those

orders. Again, we have no date to reopen, as you know the county has gone back into the purple. Which means the school district is not allowed to open. We are standing by and preparing for when we are given that okay to open. Veronica concerned regarding reopening schools, will there be enough janitors to clean the rooms. Jacquie said that part of the reopening is that we have a schedule on cleaning and we are currently working on that. Veronica asked about are the air vents being cleaned. Jacquie replied that they are changing all the air filters and the controls on how the system works. The fan now stays on so circulation continues. Diana, about more chrome books, her child wasn't able to get one. How do teachers know when they are being distributed. Jacquie replied that each Coordinator lets teachers know when they are distributed chrome books so they can let the families know. Teresa asked about reopening and if there would be a blended program. Jacquie said those details are still being determined. However Child Development will always provide the option of Distance Learning if families don't feel comfortable bringing their children to school.

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

Rose Moya, Registration Supervisor, reported enrollment numbers are slowly increasing the percentage of enrollment. The enrollment staff are following up on missing health items and continue to enroll as applications come through.

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

Shelagh Ferguson, Program Technician, reported there were no credit card charges to report on and of course, there are no meals and snacks to report on. October reports should have been sent out to everyone so you know where we are for the year. She said we are three months into the fiscal year. We are below average with our spending, which can be expected but that can change anything can happen because we don't know what lies ahead of us and will continue to look at it monthly. Working on our year end audit Seta audits our books twice a year and currently are working on the year end from last year which is taking longer than expected due to working remotely from home. Everyone trying to provide everything that is needed since we are not hands on. It should be completed in a couple of weeks.

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

Marie Deshae from Seta provided the PC report. The last meeting was October 27<sup>th</sup>; the September 22<sup>nd</sup> meeting minutes were approved. There were no action items. The remainder of the meeting was on providing community resource information to the committee and additional information shared by managers and Denise Lee, Deputy Director.

### **E. Health and Nutrition Update**

No update.

### **F. Facility Update**

Jacquie reiterated that facilities have been preparing the classrooms to get ready for when schools will reopen.

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

Doris Reese, Coordinator, reported that parent/teacher conferences are coming up. Parent teacher conferences will take place November 4<sup>th</sup> thru December 30<sup>th</sup>. However, teachers can start them at any time. Teachers use DRDP Results. DRDP stands for Desired Results Developmental Profile. Teachers complete DRDP student assessments with information collected thru Zoom. Teachers are also receiving evidence from parents thru Learning Genie., zoom parent meetings and e-mail communications. Parents are sending pictures of children doing activities, such as stacking blocks, writing their name as an example. They have a lot of evidence to create a report called the IDP. IDP stands Individual Development Plan. It's a plan completed with the parent and teacher in partnering on getting the child ready for kindergarten. Teachers will also review the Ages and Stages Screener with parents and look at any concerns you or the teacher may have. The other item teacher will also review is the Family Partnership Worksheet on setting up goals. Parents will receive copies thru email and/or Learning Genie.

## **H. Parent Engagement Update**

No update.

## **VI. Open Discussion and Comments**

Teresa asked is there another day besides today for parents to receive a chrome book. Jacquie replied that moving forward teachers will connect with their Coordinator who will set up times for parents to pick up chrome books. Teresa said that she dropped the ball with the Policy Council meetings. Rose Moya confirmed with Marie Deshae from Seta that Teresa is an alternate and can cover for the vacant Policy Council Representative position until elections.

## **VII. Public Participation**

No public participation.

## **VIII. Adjournment**

Meeting was adjourned at 10:25 am.