

**Head Start Policy Committee Meeting Minutes
Thursday, October 14, 2021**

I. Call to Order/Roll Call

The meeting was called to order at 9:11 a.m. by Rose Moya, Registration Supervisor. There was only one parent representative at attendance at the start of the meeting.

Members Present:

Marisa Fierro, James Marshall (arrived at 9:26)
Tsz Yan Wu, Woodbine Wrap

II. Orientation

Since only one parent representative in attendance at the time the orientation will be conducted at a later date with the Registration Supervisor, representatives and alternates.

III. Consent Items

A. Approval of the Minutes of the May 20, 2021 Meeting

The approval of the May 20, 2021 meeting minutes were tabled until the next meeting.

IV. Action Items

No action items.

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

A. Staff Approval

Staff approvals were tabled until the next meeting.

VI. Information Items

A. Director's Report

Aida Buelna-Valenzuela, Interim Director welcomes our parent representative to the meeting. She announced that we have a new Director, Dr. Tabatha Thompson who will be starting on November 1st. She shared that due to several COVID cases we've had to close classes, based on Health Services dictating on how long we have to close the class. One of the other things we are facing is lack of staff. We don't have enough substitute teachers,

Child Care Attendants, or Instruction Aides. Coordinators have been working very diligently and have had to sub in classrooms. However when we oversee our capacity we are finding that we have to close classrooms. We are busy working on fiscal and I will let staff share out on that. Also I am busy working on evaluations.

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

Rose Moya, Registration Supervisor provided the ERESA report. She reported that we are still struggling with enrollments in our Head Start programs. She shared that we have Head Start and State preschool options and are able to easily enroll families into our State program then in our Head Start preschool because of the income guidelines. Families are exceeding the income eligibility for Head Start. We are struggling with one site in particular, Lisbon morning class. Families who did qualify wanted the wrap program which is more popular in that area than a part day class. We are participating at a free event this weekend at Southside Park to try and recruit families into the program. The flyer was shared with teachers to share with families. SETA is helping us with incentives to provide at the event, which is very helpful. Also like Aida mentioned regarding lack of staff, we no longer have the extra staff whose job was to go out into the community and post our flyers. Managers are the ones doing a lot of the work, making sure banners are up at our school sites, Coordinators sharing our flyer with Principals. We really count on word-of-mouth, parents and staff sharing information about our program. We currently are not monitoring student attendance. In the past we would send out letters to parents whose student attendance fell below 85%. But due to COVID many families are only choosing to send their child a couple days a week and easing them into the class. Many families are still not comfortable having their child in class all day every day. Ms. Wu asked about recruitment and what that is all about. Rose Moya responded that the recruitment is to promote the preschool program, letting families know we have a preschool program. She also shared that she will be attending a parent meeting this evening to try a recruit a parent representative to the Policy Committee. Rose asked Ms. Wu if her site has the new I-pad for parent to sign-in on. She replied they are still signing in on paper forms. Noel responded that only our double sessions have them at this time. That is coming soon and will help us to monitor attendance. Will be very useful for staff especially our nurses who go out to screen children in the classroom. They will be able to pull up a report to make sure the student/s that needs to be screened is in attendance before they go out to the site.

C. Fiscal Monthly Report

Shelagh Ferguson, Program Technician shared that everyone was provided copies of all the fiscal reports to review. She reported that there are no credit card charges to report on, and we are not being billed on overages for our meal like we typically would be. There will be no reporting to be done this year on the meals. She said is currently working with our SETA auditor, who is currently doing a review of our year end for last year's program 2020-2021. The other big thing that is being worked on right now is a \$1000 was allocated to each classroom for supplies. We are working on those orders from teachers so we can get their supplies in the classrooms right away.

D. Policy Council Report

Marie Deshae from SETA reported on the last meeting that was held on September 28th. Personnel closed session items were approved, eligibility list was approved. Information that was shared included fiscal reports. The end of year parent appreciation drive-thru event was announced and will held on October 21st from 11:00-1:00. The theme for the event is “Our Kids Reaching for the Stars”. Committee and Deputy Director Reports were also shared.

E. Health and Nutrition Update

Noel Estacio, Coordinator, reported that there is a lot to share with everything going on with COVID and the classroom needing all the supplies such as masks, hand sanitizer, and dividers for the tables. We have been ordering supplies to get them out to our classrooms as fast as we can. Teachers are trying to be diligent with children washing their hands and wearing their masks. Teachers give children masks breaks outside when needed, however most preschoolers are doing well with wearing their masks at school. She shared that as she is out at sites she is seeing more of the homemade meals coming out of the Central Kitchen. Central Kitchen used state funds to build this top notch state of the art kitchen. Most of our items will now be prepared there versus having frozen items sent to sites to warm up. More fresh meals coming out to our sites instead of processed items. Nutrition Services is very understaffed, they need more kitchen staff so they can provide more healthy meals out to our sites. They also have a food truck that goes out to middle and high schools to teach students who want to learn about culinary arts. The food truck can also come out to big event such as if we wanted to do a big family night the truck can come out. We are looking at possibly doing something in the spring. We will be working on collecting physical from families. Families are required to provide a physical exam for their child within 30 days from starting school. Enrollment staff will be sending out letters to families.

F. Facility Update

No facility update.

F. Education and First 5 Update

Doris Reese, Coordinator, asked if now is the time to share about outdoor seating since there was no facility update. Jennifer Osalbo, Coordinator responded that we are in the process of ordering picnic benches and we have a meeting scheduled with facilities next week. Doris reported that teachers continue to collect DRDP's. The DRDP is the assessment that is required by the State and Head Start. Teachers continue to collect information about children's learning. Teachers are also relying on parents to contribute to the assessment. Parent conferences are not going to be held until November 30th thru December 4th. Until that point teachers are collecting data to share with parents as part of their DRDP outcomes. The other thing is we are asking from parents is to complete the ASQ (Ages and Stages Questionnaire). Teachers are sending this out through email (online) and are providing copies for those parents who prefer to complete the paper copy. Parents have been asking about free books. In the past we had a program called the Apple Bag, similar to a lending library, however due to COVID restrictions we are unable to

rotate those bags from home to school. We are looking at purchasing books for the children.

G. Parent Engagement Update

Jennifer Osalbo, Coordinator for our newly named Early Learning and Care Department. She reiterated that the Apple Bag is temporarily on pause. Hopefully parents have received an invitation to participate in Learning Genie. It is the app that teachers use to record all of your children's observations and to take pictures of what the children are doing in the classroom. Parents can also upload pictures of what your children are doing at home. We also have a parent education curriculum called Ready Rosie. Every Monday Ready Rosie sends out five videos that you can watch that are less than two minutes each. There are different topics and strategies to help your child. The Coordinators are working on creating parent education workshops every month for virtual workshops. We sent out a survey to families and most wanted the workshops done in the morning, so we probably will hold them around 9:00-11:00, which we will record so it will be available for parents who are unable to attend.

VII. Open Discussion and Comments

Marisa Fierro from James Marshall asked if there was estimated time for the Central Kitchen. Noel replied that they wanted to be fully implemented this fall but are not fully staffed so will be rolling out slowly. Noel said to spread the word that they have positions available. Rose also shared that we also have Child Care Attendants positions available. Jennifer also said we have Instruction Aide positions available.

VIII. Public Participation

No public participation.

IX. Adjournment

Meeting was adjourned at 9:36 a.m.