

**Head Start Policy Committee Meeting Minutes
Thursday, October 15, 2020**

I. Call to Order/Roll Call

The meeting was called to order at 9:01 a.m. by Veronica Gaddy, Chair. Roll Call for conducted and a quorum was established.

II. Orientation

A. Roles and Responsibilities

Veronica, Chair reviewed the roles and responsibilities of PC representatives. Important to remember you are representing all the parents of their site. Attend and report at their Parent Committee meetings of their site. Representatives have an opportunity to run for a seat on the executive board for the committee. Representatives will also have an opportunity to run for a seat on the Policy Council. The Policy Council consist of representatives from all the Delegate agencies and our Grantee SETA. There you will make decisions concerning Head Start in Sacramento County.

B. Executive Board

Veronica, Chair reviewed the Executive Board positions. The Chair oversees the meeting, Vice Chair steps in when the Chair is absent, Secretary takes minutes of the meetings and the Parliamentarian makes sure we are follow parliamentary procedures.

C. How to Make a Motion

Teresa Ellison, Vice Chair reviewed the steps on How to Make a Motion. First, you must get recognition from the Chair. Then you can make the motion. Next, another member will second the motion. The Chair will clearly restate the motion and ask is there any discussion. Group will discuss the motion or if no discussion, Chair restates the motion and asks for a vote by a show of hands. Then the chair announces the results.

D. Attendance and Reimbursements

Rose Moya, Registration Supervisor talked about the importance of attending the meetings. Ask representatives to let her know if you are unable to attend a meeting. Rose talked about PC reimbursements that helps cover mileage and childcare expenses. However due to families meeting from home there is no need for mileage reimbursements. However, if you have to pay someone to care for your child/ren so you can attend the meeting childcare reimbursement is available. Rose will email the fillable reimbursement form to complete if needed.

E. Conflict of Interest

Rose shared that members of the PC, representatives and alternates cannot have any conflict of interest in the program. They cannot make suggestions of companies that are owned by themselves or relatives, because there is a financial gain for them

III. Consent Items

A. Approval of the Minutes of the September 17, 2020 Meeting

Minutes of the September 17, 2020 meetings were reviewed. Natalie Holland moved to approve the minutes. Teresa Ellison seconded the motion. Show of hands vote: Aye: 3 (Natalie Holland, Teresa Ellison and Diana Angulo) Nay: 0, Abstentions: 1, Chair.

IV. Action Items

No action items.

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

A. Staff Approval

No staff approval.

VI. Information Items

A. Director's Report

Jacque Bonini, Director wanted to acknowledge how grateful we are that you are showing up every month. A shout out to Veronica and Natalie who are juggling your responsibilities. Talked about Distance Learning and what you should be seeing and expect to see with your child. Teachers should be connecting with parents once a week or more, either through phone call, text messages through Learning Genie, Zoom, emails etc.. Parents should receive every week a Student Activity Plan, which consists of a weekly schedule, activities to do at home and on-line links to view. Natalie from Bowling Green asked about chrome books and when might the department be getting more, since she knew of a family in need of one. Jacquie responded that she received an email yesterday that we should be receiving more chrome books today or tomorrow.

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

Rose Moya, Registration Supervisor reported that we are now at 40% of our funded enrollment. She worked with one of the districts communication staff to revamp some of the verbiage to our links for preschool. The district website is not parent friendly hopefully

now parents can easily access our online application and Distance Learning flyers that are in English and Spanish. The flyers were posted on the districts Facebook too. We also added contact information to staff assigned to sites and have set up a schedule to retrieve phone messages left at the Registration Office main phone line. Rose will email the parents the updated Distance Learning flyers to share and post on their social media. Please spread through word about our program because word of mouth is our number one recruitment effort that works.

C. Fiscal Monthly Report

Shelagh Ferguson, Program Technician, talked about two items on the agenda: credit card charges and meal/snack information. There is no information on meals and there were no credit card charges. The September fiscal reports, representatives should have received via email Head Start HS T&TA and Covid funding. Those are current to date and have been sent off to SETA for reimbursement.

D. Policy Council Report

Marie Deshae from SETA provided the Policy Council report. She reported that the council approved the joint Parent Activity. They approved the SETA Head Start/Early Head Start Health/Safety and Governance/Leadership/Oversight summary reports. They also approved a request to carry over funds from 19-20 years to the 2020-2021 year.

E. Nutrition Update

Noel Estacio, Coordinator, shared that she also supports the Health and Nutrition Content Area. She added that our nurses are putting together a library of trainings for families to attend virtual health trainings. The Dental Hygiene agency with the county has been holding some of the meetings and providing dental support for children, showing them how to brush their teeth and asking parents if they have concerns about their children's dental hygiene. Since many clinics are not really seeing children right now and are not being able to do the dental varnishes. It is their way of connecting with families. The district is still providing meals and hot meals too. One Friday of the month, the district provides a food box with fresh fruit and vegetables at limited sites. Natalie asked if there is information about the ability to pick up meals. Noel replied that you no longer have to have all the children in the car when picking up meals.

F. Facility Update

No facility update.

G. Education and First 5 Update

Doris Reese, Coordinator, shared teachers are starting to rate their children with the DRDP Modified Essential View. It went from 52 to 16 measures, which is useful during distance learning. DRDP is not a pass or fail test. It helps to see where children are at and where they may need help. Teachers will share the results during parent conferences. Parents can google DRDP and even watch a Youtube video on the tool.

H. Parent Engagement Update

No parent engagement update.

VII. Open Discussion and Comments

Veronica, Chair asked the committee if the 9am start time working for everyone. Many children start their Zoom meetings at 9am and sometimes there is log in issues so it takes time to get their children set up to start their distance learning. Afternoons is a challenge for a couple of the parents. The parents agreed that 10am is a better time for them to attend the meetings. Teresa, Vice Chair wanted to know if there would be training on Zoom etiquette for parents during distance learning. How to set up home environment so there are less distractions, background noise etc. Jacquie responded that this is something that could be presented at one of the monthly parent meetings. Natalie from Bowling Green shared that her child's teacher has the children practice with their technology, such as muting themselves.

VIII. Public Participation

No public participation.

IX. Adjournment

Meeting was adjourned at 9:55.