

**Head Start Policy Committee Meeting Minutes
Thursday, October 19, 2017**

I. Call to Order/Roll Call

The meeting was called to order at 9:11 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. She took roll and a quorum was established.

II. Orientation

A. Roles and Responsibilities

Vicki Wasson, Coordinator, and BraJona Rashada, Parent Advisor, introduced themselves and welcomed the members to the committee. BraJona Rashada reviewed the roles and responsibilities of being the PC representative.

B. Executive Board

The committee reviewed the executive board positions and their responsibilities. The executive board is comprised of the Chair, Vice Chair, Secretary and Parliamentarian. Members elected to the Executive Board are required to attend Executive Board meetings once a month.

C. How to Make a Motion

Members were provided with a two sided sheet on how to make a motion in their folders. This handout is to help guide representatives on the proper way to make a motion. Vicki Wasson reviewed the process with the Policy Committee. The parent Reps practiced on how to make a motion.

D. Attendance and Reimbursements

BraJona Rashada, Parent Advisor explained the importance of PC attendance to the meetings. She reviewed the reimbursement policy and the reimbursement form that representatives are to submit after each meeting.

E. Conflict of Interest

Vicki Wasson, Coordinator, explained conflict of interest and what that meant. Representatives may not be related to any Head Start or Early Head Start staff member. It becomes a conflict of interest and they are ineligible to be a representative or alternate on the PC.

III. Consent Items

A. Approval of the Minutes of the September 21, 2017 Meeting

Minutes of the September 21, 2017 meeting were reviewed. Stephanie Reeves moved to approve the minutes. Tonie Garcia seconded the motion. Show of hands vote: Aye: 17 (Stephanie Reeves, Tonie Garcia, Jessica Ruiz, Dryw Westerman, Haley Zapien, Graciela Fuentes, Claudett Sanders, Veronica Gaddy, Jasmine Luckey, Debra Lee, Maria Torres, Jessica Bradsberry, Laini Cobain, Chai Xiong, Kimberly Person, Meghan Toland and Aurelia Garcia) Nay: 0 Abstentions: 2, Andrea Scharnow, Vice Chair, and Sandra Olguin.

IV. Action Items

A. Approval of Past Parents & Community Representative

BraJona Rashada, Parent Advisor, explained that there was not a Past Parent to approve during this time. She shared information about Thuyen Tran and Diana Truong from The Valley Hi Family Resource Center, and why they would like to be Community Representatives. Veronica Gaddy moved to approve Thuyen Tran and Diana Truong as the Community Representatives. Claudett Sanders seconded the motion. Show of hands vote: Aye: 17 (Stephanie Reeves, Tonie Garcia, Jessica Ruiz, Dryw Westerman, Haley Zapien, Graciela Fuentes, Claudett Sanders, Veronica Gaddy, Jasmine Luckey, Debra Lee, Maria Torres, Jessica Bradsberry, Laini Cobain, Chai Xiong, Kimberly Person, Meghan Toland and Aurelia Garcia) Nay: 0 Abstentions: 2, Andrea Scharnow, Vice Chair, and Sandra Olguin.

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

A. Staff Approval

Vicki Wasson, Coordinator, provided information for the hiring of Thuyvan Patrick, who is replacing Melinda Plaza as Child Development Specialist. Thuyvan comes from the private sector, and has a history of excellent customer service. She also provided information for the hiring of Ahisha Lewis, who is replacing Patti Lewkowitz as Licensing/Facilities Specialist. Ahisha has experience dealing with licensing as a home care provider. She also has experience working as a preschool teacher, and creating programs for community based organizations. Vicki Wasson also provided information for the hiring of a new Child Development Teacher, Sierra Appleby. Sierra Appleby will be the new co-teacher at Camellia State Preschool. Tonie Garcia moved to approve the hiring of the new Child Development Teacher. Veronica Gaddy seconded the motion. Show of hands vote: Aye: 19 (Stephanie Reeves, Tonie Garcia, Jessica Ruiz, Dryw Westerman, Haley Zapien, Graciela Fuentes, Claudett Sanders, Veronica Gaddy, Jasmine Luckey, Debra Lee, Maria Torres, Maria Castro Flores, Jessica Bradsberry, Laini Cobain, Chai Xiong, Kimberly Person, Meghan Toland and Aurelia Garcia) Nay: 0 Abstentions: 2, Andrea Scharnow, Vice Chair, and Sandra Olguin.

VI. Information Items

A. Director's Report

Vicki Wasson, Coordinator, spoke on behalf of Director Jacquie Bonini. It was reported that Child Development Nurses provided medical training for all teaching staff during the August 31st Professional Learning presentation. Teaching staff also received training on *Licensing Regulations, Personal Rights of Children, Child Abuse, and Mandated Reporting Requirements*. She also shared information regarding the *Instructional Open House* that was provided to teaching staff, by Child Development Resource Staff. Teaching staff were invited to drop by and receive additional support in various areas of our Department Requirements, Curriculum, Teaching Pyramid, Enrollment, etc. She also mentioned that Child Development Coordinators are currently working on pre-evaluations for classroom staff.

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

Rose Moya, Supervisor, provided the ERSEA report. She informed the representatives the need for more 4 year olds to enroll. There is currently a longer list of 3 year olds waiting to enroll. There are various ways to recruit for the program, social media, flyers, and banners. However, word of mouth is the best advertisement. Rose shared that there are currently 62 spaces available for enrollment, with openings at the following sites: Hiram Johnson Full Day program, Edward Kemble both AM and PM, and in the morning class at Mark. She also shared that we are required to meet a minimum of 85% attendance, and it is important that parents bring their children to school and on time when they are not sick. We are currently working on the Immunization Report that is due to the State on November 1st. It is very important that children are up to date with their immunizations. If a child is not up to date with immunizations, families will receive an exclusion letter and the child cannot attend school until documentation is provided. Children are also required to have a complete physical exam within the first 30 days of enrollment. If one is not provided parents will receive a termination letter.

C. Fiscal Monthly Report

Shelagh Ferguson, Program Technician for Head Start Funding, presented the fiscal monthly report. There were no credit card charges to report this month. Shelagh Ferguson 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 grant allocation, funding per student, number of students served, number of sites that programs are held at, the number of classes, and types of programs offered. She also mentioned that Child Development has expensed a million dollars in the Head Start program from August 1st through September 30th.

D. Policy Council Report

Andrea Scharnow, Vice Chair, spoke about the Policy Council at SETA. She explained that they just had their End of the Year Board Recognition Brunch, which was a wonderful experience. SETA's next Policy Council meeting will meet the Tuesday following our Policy Committee meeting. She encouraged representatives to join and at least attend a meeting.

E. Nutrition Update

There were no nutrition updates.

F. Facility Update

Vicki Wasson, Coordinator, shared that the construction for the new water fountain at Golden Empire was complete.

G. First 5/Education Update

There were no First 5/Education updates.

H. Parent Engagement Update

BraJona Rashada, Parent Advisor, shared information on the parent workshops that will be taking place soon. The workshops will be held at Capital City in the multipurpose room, as well as at the Hiram Johnson Family Education from 5:00pm to 7:30pm. A light dinner will be provided for the families from 5:00-5:30, and the workshop will be provided in English and Spanish. She also mentioned the Child Development's 4th Annual Harvest Festival that will take place on Wednesday, October 25, 2017 from 4:00pm-6:00pm at Hiram Johnson. She encouraged families to come, and to bring flyers back to their classes to promote the event.

VII. Open Discussion and Comments

Meghan Toland, Community Representative with the Sacramento Children's Museum, shared flyers and coupons from her organizations up and coming events.

VIII. Public Participation

There was no public participation

IX. Adjournment

Meeting was adjourned at 11:09 am.