

**Head Start Policy Committee Meeting Minutes
Thursday, September 17, 2015**

I. Call to Order/Roll Call

The meeting was called to order at 9:10 a.m. by Derek Lamb, Parliamentarian. Derek called roll and then asked for a volunteer to take minutes of the meeting. Maura Maldonado-Vazquez from Peter Burnett volunteered. Quorum was established. Calvin Sheppard arrived and began to facilitate the meeting.

II. Consent Items

A. Approval of the Minutes of the June 4, 2015 Meeting

Minutes of the June 4, 2015 meeting were reviewed. Andrea Scharnow moved to approve the minutes. Derek Lamb seconded the motion. Show of hands vote: Aye: 10 (Brianda Gonzalez-Loreto, William Young, Maria Mendez, Irene Santillan, Andrea Scharnow, Maura Maldonado-Vazquez, Pauletta Silva-Arnold, Feuy Saelee, Cathleen Brown and Derek Lamb) Nay: 0 Abstentions: 2, Calvin Sheppard, Chair and Michelle Richardson.

III. Action Items

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

A. Staff Approval

Vicki Wasson, Coordinator, provided information on the interviews held for a teacher position at John Still and an Operation Specialist for Child Development. Chong Vang was recommended for the Teacher position and Richard Conn was recommended for the Operation Specialist. William Young moved to approve Chong Vang for the teacher position and Richard Conn for the Operation Specialist. Andrea Scharnow seconded the motion. Show of hands vote: Aye: 11 (Brianda Gonzalez-Loreto, William Young, Maria Mendez, Michelle Richardson, Irene Santillan, Andrea Scharnow, Maura Maldonado-Vazquez, Pauletta Silva-Arnold, Feuy Saelee, Cathleen Brown and Derek Lamb) Nay: 0 Abstentions: 1, Chair.

Noel Estacio, Coordinator, provided information on the interviews held for an Early Head Start Itinerate Teacher and an Early Head Start Home Visitor. Sandra Gonzales was recommended for the EHS Itinerate Teacher position and Ana Rodriguez was recommended the EHS Home Visitor position. William Young moved to approve Sandra Gonzales for EHS Itinerate Teacher and Ana Rodriguez for EHS Home Visitor. Andrea Scharnow seconded the motion. Show of hands vote: Aye: 11 (Brianda Gonzalez-Loreto, William Young, Maria Mendez, Michelle Richardson, Irene Santillan, Andrea Scharnow, Maura Maldonado-Vazquez, Pauletta Silva-Arnold, Feuy Saelee, Cathleen Brown and Derek Lamb) Nay: 0 Abstentions: 1, Chair.

Vicki Wasson, Coordinator, provided information on the interviews held for two Coordinator positions. Noel Estacio and Jennifer Osalbo were recommended for the positions. Andrea Scharnow moved to approve Noel Estacio and Jennifer Osalbo for the Coordinator positions. William Young seconded the motion. Show of hands vote: Aye: 11 (Brianda Gonzalez-Loreto, William Young, Maria Mendez, Michelle Richardson, Irene Santillan, Andrea Scharnow, Maura Maldonado-Vazquez, Pauletta Silva-Arnold, Feuy Saelee, Cathleen Brown and Derek Lamb) Nay: 0 Abstentions: 1, Chair.

IV. Information Items

A. Director's Report

Vicki Wasson, Coordinator, provided the Director's report, due to the fact that there is a vacancy for a department Director. Vicki informed the committee that the Director's position has been posted, and that we currently have two Interim Directors overseeing the department, Tracy Tomasky and Becky Bryant. Becky Bryant is currently the Director for the Special Education Department. Vicki reviewed the Head Start Update handout. She shared that the Family Development Credentialing classes have ended and 8 students will now have the credential. This credential will become a Head Start requirement within the next few years. Early Head Start Resource team is developing home visitation safety protocols. Teachers were provided training on the new DRDP 2015 tool, which is to be implemented by fall. The 12-month programs have started their 45-day screenings. During the month of August we served 7 Head Start students with IEP's and 11 Early Head Start students with EFSP's. We are actively enrolling students in collaboration with SCUSD Special Education Department and Sacramento Office of Education, to fully include students with disabilities in our preschool and infant toddler programs. Early Head Start Home-Base families indulged in two very exciting socializations. The Nurses collaborated with the Food Literacy Program and provided a hands-on cooking experience for the families. The second socialization focused on pedestrian and car seat safety. An officer from the CHP came and spoke with families and demonstrated how to properly install a car seat.

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

Noel Estacio, Coordinator, provided the ERSEA report. She informed the parents that Head Start requires that we maintain full enrollment and 85% attendance. She was happy to report that for the month of August we met full enrollment in both Head Start and Early Head Start. Unfortunately, we struggled with the 85% attendance. Head Start's overall attendance was 82%, Early Head Start basic was 68% and Early Head Start Expansion was 79%. Staff talks to families regarding their child's attendance to see if there is support that is needed.

C. Fiscal Monthly Report

Shelagh Ferguson, Program Technician, introduced herself and informed the committee that they will receive fiscal reports each month. At the next meeting the reports will be color coded to differentiate between the Head Start, Early Head Start and Early Head Start Expansion Grants. Today they were provided many reports because at the June PC meeting the fiscal reports were not provided and because of the new Early Head Start

Expansion, which began July 1st. Shelagh announced that the committee will be provided a budget training to help them understand the various budgets and how they are created. Shelagh also reviewed the HS/EHS Monthly Report Summary. The credit card and meal counts were not available at this time.

D. Policy Council Report

Calvin Sheppard, Chair, reported on the last Policy Council meeting held at SETA. He shared that he is part of the Male Involvement committee. The committee advocates male involvement and will be sponsoring a barbeque next month to promote dads involvement in their child's lives. Rose Moya, Parent Advisor, briefly described the Policy Council, when, where they meet and its purpose.

E. Nutrition Update

Tammy Sanchez, Coordinator, shared that she works closely with the nurses and Nutrition Services Department. This is a busy time of year in the department. Nurses are busy reviewing files of children with food allergies. She reported that parents should see the school lunch menu posted in their classrooms, which changes weekly. She also reported on the department policy that no outside food is allowed to be brought into the classroom. There are alternatives if parents want to celebrate their child's birthday, or other celebrations.

F. Facility Update

Patti Lewkowitz, Facilities and Licensing Specialist, reported that a lot of work was done this summer on cleaning classes to make sure the rooms were ready. The classroom and outdoor play areas should both be safe environments for the children. She asked if parents could help if they notice anything unsafe or of needing repaired or unsafe to notify the teacher immediately. Patti also shared that Richard Conn is our Operations Specialist and he oversees all of our custodians and follows up with them to make sure they have the needed resources to get their jobs done. She informed the parents that she will be out for a month beginning next Thursday, but provided her cell number and Richard Conn's cell number.

G. First 5 Update

Vicki Wasson, Coordinator, gave the First 5 report for Doris Reese, Coordinator of the program. Handouts were provided on the First 5 Infant & Toddlers Playgroups. Vicki shared that they are still accepting applications for the playgroups which will be provided at 6 different locations.

V. Open Discussion and Comments

Rose Moya, Parent Advisor, briefly informed the parents for the open discussion item. She announced that the department will be hosting a fall festival again this year, on Wednesday, October 28th.

Vicki Wasson, Coordinator, announced the parking lot concern. There are a limited number of parking spaces near the Child Development office, the other side of the parking lot is dedicated to Capital City students and staff. She asked parents to park in the

overflow parking located off of 25th street. The gates will be open by 8:00 am the morning of the meetings and has 65 spaces for parking.

VI. Public Participation

There was no public participation.

VII. Adjournment

Andrea Scharnow made a motion to adjourn the meeting at 10:26. Pauletta Silva-Arnold seconded the motion. Show of hands vote: Aye: 10 (Brianda Gonzalez-Loreto, Maria Mendez, Michelle Richardson, Irene Santillan, Andrea Scharnow, Maura Maldonado-Vazquez, Pauletta Silva-Arnold, Feuy Saelee, Cathleen Brown and Derek Lamb) Nay: 0 Abstentions: 1, Chair.