

**Head Start Policy Committee Meeting Minutes
Thursday, September 21, 2017**

I. Call to Order/Roll Call

The meeting was called to order at 9:15 a.m. by Andrea Scharnow, Vice Chair. Jonicia Williams, the previous Secretary, was asked to take minutes of the meeting and to take roll. She took roll and a quorum was established.

II. Consent Items

A. Approval of the Minutes of the June 15, 2017 Meeting

Vicki Wasson, Coordinator, briefly explained the process of the Policy Committee Meeting. Minutes of the June 15, 2017 meeting were reviewed. Claudett Sanders moved to approve the minutes. Stephanie Reeves seconded the motion. Show of hands vote: Aye: 11 (Claudett Sanders, Stephanie Reeves, Jonicia Williams, Maria Garcia, Tonie Garcia, Dryw Westerman, Haley Zapien, Debra Lee, Ana Mata, Maria Torres, and Marche Bernard) Nay: 0 Abstentions: 2, Andrea Scharnow, Vice Chair, and Veronica Perez.

III. 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 Meghan Toland from The Sacramento Children's Museum, and Aurelia Garcia from The Sacramento Food Bank, and why they would like to be Community Representatives. Haley Zapien moved to approve Meghan Toland and Aurelia Garcia as the Community Representatives. Claudett Sanders seconded the motion. Show of hands vote: Aye: 11 (Claudett Sanders, Stephanie Reeves, Jonicia Williams, Maria Garcia, Tonie Garcia, Dryw Westerman, Haley Zapien, Debra Lee, Ana Mata, Maria Torres, and Marche Bernard) Nay: 0 Abstentions: 2, Andrea Scharnow, Vice Chair, and Veronica Perez.

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

A. Staff Approval

Noel Estacio, Supervisor, provided information for the hiring of a new Child Development Teacher, Tracey Sieber. Tracey Sieber was an Instructional Aid in the Infant/Toddler classroom for 3 years. Claudett Sanders moved to approve the hiring of the new Child Development Teacher. Tonie Garcia seconded the motion. Show of hands vote: Aye: 11 (Claudett Sanders, Stephanie Reeves, Jonicia Williams, Maria Garcia, Tonie Garcia, Dryw

Westerman, Haley Zapien, Debra Lee, Ana Mata, Maria Torres, and Marche Bernard) Nay: 0 Abstentions: 2, Andrea Scharnow, Vice Chair, and Veronica Perez.

V. Information Items

A. Director's Report

Jacque Bonini, Director, shared that this school year will be a Federal review year. There will be a review by SETA next month.

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

Rose Moya, Supervisor, provided the ERSEA report. She informed the representatives that in the month of August, we met 68% of attendance. At a minimum, we are supposed to be at 85%. Rose Moya also mentioned that we are struggling with enrolling 4 year olds, but there have been a lot of 3 year olds enrolling this school year. She shared that C. P. Huntington still has 12 openings, which could be due to its location. C. P. Huntington does not have an elementary school on site, but only preschool. Freeport is another site with openings, as well as Abraham Lincoln in the Rancho area.

C. Fiscal Monthly Report

Shelagh Ferguson, Program Technician for Head Start Funding, presented the fiscal monthly report. The Year End close out reports are complete for the grants that ended on July 31st. The final close out reports were available as a hand out and color coded to help identify the three programs. Reports are sent to SETA and after review we receive reimbursement for the expenses. Shelagh Ferguson shared that an auditor will be coming from SETA to make sure we are compliant with how we are spending our money. She also mentioned that the USDA meal program handles meal plans for our programs, but we pay for any overages.

D. Policy Council Report

Andrea Scharnow, Vice Chair, spoke about her experience being on the Policy Council at SETA. She explained that as a member of the Policy Council, she is the voice for the Sacramento City Unified School District. SETA's next Policy Council meeting will meet next Tuesday, September, 26, 2017. She encouraged representatives to join and at least attend a meeting.

E. Nutrition Update

There were no nutrition updates.

F. Facility Update

There were no facility updates.

G. First 5 Update

Doris Reese, Coordinator, discussed the First 5 updates. She shared that there were 200 children at the Kindergarten Readiness Summer Academy, and it was very successful. She also talked about the First 5 playgroups. There are currently 5 sites: Capital City, C.A.J. Skills Center, Bret Harte, Leataata Floyd, and Marian Anderson.

H. Education

Doris Reese, Coordinator, talked about children in the classroom, and being able to get comfortable in the classroom. She also mentioned that the APPLE Bags will be coming soon. The APPLE bag – The All Parents Participate in Literacy and Education (APPLE) bag is a family literacy and family engagement bag. It was created to engaged families in early literacy activities and to utilized to connect with families. Each child will be taking home a new bag on a weekly basis. Each bag will contain numerous books, pamphlets, newsletters, and other educational information and/or activities. Each week children will have different book titles to share. Parents are encouraged to share and read to their children. Doris Reese also shared that parents should be seeing staff taking notes for DRDP. This is where they will be tracking skills for development. She also mentioned there will be parent conferences in November.

I. 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 Hiram Johnson 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.

VI. Open Discussion and Comments

VII. Public Participation

There was no public participation

VIII. Adjournment

Meeting was adjourned at 10:35 am.