

**Head Start Policy Committee Meeting Minutes
Thursday, December 15, 2016**

I. Call to Order/Roll Call

The meeting was called to order at 9:17 a.m. by Calvin Sheppard, Chair. He asked the Parliamentarian, Taneya Zimmerman 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 November 17, 2016 Meeting

Minutes of the November 17, 2016 meeting were reviewed. Andrea Scharnow moved to approve the minutes. Taneya Zimmerman seconded the motion. Show of hands vote: Aye: 7 (Andrea Scharnow, Taneya Zimmerman, Kassity Presley-Shelton, Nancy Xiong, Sandi Appleton, Flor Hernandez, and Jonicia Williams) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

III. Action Items

A. Approval of Community Representative

C. Approval of the 2016-2017 Self-Assessment Plan

Jennifer Osalbo, Coordinator, spoke about the review of the 2016-2017 Self-Assessment Plan. It is an internal review of our programs. She also went over team assignments, and provided copies of the 2016-2017 Self-Assessment Plan. Flor Hernandez moved to approve the 2016-2017 Self-Assessment Plan. Andrea Scharnow seconded the motion. Show of hands vote: Aye: 8 (Andrea Scharnow, Taneya Zimmerman, Kassity Presley-Shelton, Nancy Xiong, Sandi Appleton, Alma Acevedo, Flor Hernandez, and Jonicia Williams) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

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

A. Staff Approval

Doris Reese, Coordinator, provided information for the hiring of several new Head Start Instructional Aide positions. The interviews were held on October 15th and 16th. Andrea Scharnow, Vice Chair and representative for Leataata Floyd, was a part of the interview panel. Jennyfer Childs, was selected for the position of Instructional Aide at Fruit Ridge. Kiley Sohrakoff was selected for the position of Instructional Aide at Edward Kemble. Amanda McLain was selected for the position of Instructional Aide at C.P. Huntington. Maha Nour was selected for the position of Instructional Aide at Woodbine. Doris Reese shared that there were over 9 candidates that interviewed for the Instructional Aide positions. Andrea Scharnow moved to approve the hiring of staff. Alma Acevedo seconded the motion. Show of hands vote: Aye: 8 (Andrea Scharnow, Taneya Zimmerman, Kassity Presley-Shelton, Nancy Xiong, Sandi Appleton, Alma Acevedo, Flor Hernandez, and Jonicia Williams) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

V. Information Items

A.

Jacquie Bonini, Director, shared information about new school board members. One of which is Michael Minnick, a professor at Sacramento City College. He majored in Child Development, and will be a great advocate for preschool while serving on the board.

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

Rose Moya, Registration Supervisor, provided the ERSEA report. She informed the representatives that enrollment is currently at 95%. We are still struggling with a few sites, especially at Fruit Ridge and Parkway. For families that need a full day program, there are still spaces available at Charles A. Jones Skills Center. There were mailers providing enrollment information sent out to the school sites, as well as provided at recruitment events. Staff recently attend the Hmong New Year's event at Cal Expo, and provided 250 flyers with information about preschool enrollment. Rose explained that there are

program. Rose explained to her that they do not kick children out of the program, but will work with families with other options. She mentioned that there are resources such as temporary bus passes, and staff like the School Community Liaisons that would be able to help.

C. Fiscal Monthly Report

Shelagh Ferguson, Program Technician for Head Start Funding, presented the fiscal monthly report. November fiscal reports were available as a hand out and color coded to help identify the three programs. Handouts that were provided also included the USDA meals with two meal reports showing meal service. Two reports from September were included this month because they were not available last month. There was only one charge of \$151.51 this month for the Family Engagement Workshop. January will be busy due to staffing and grant applications. There will be a budget training in February, and that would also be around the same time grant applications will be done. Jonicia Williams,

also write in any notes they wanted to include and asked parents to bring it back completed to the next meeting in January.

G. First 5 Update

There were no First 5 updates.

H. Education / Parent Engagement Update

Doris Reese, Coordinator, discussed the following updates on the CLASS Assessments which focuses on teacher and child interactions. They have completed 50% of the classes, and SETA has committed to doing the other 50%. She mentioned one of the struggles they are facing is not having enough assessors. All resource teachers have also completed their file reviews, and file reviews from every site were completed on time.

Vicki Wasson, Coordinator, spoke about the Parent Engagement Workshops. They are presented by the social workers, and encourage building relationships with children. There is a light dinner provided, before the workshop and other activities begin. The workshops are given in English and Spanish, and also now available in Chinese, with the help of Bilingual Teaching Assistant Mai Wong.

VI. Open Discussion and Comments