

**Head Start Policy Committee Meeting Minutes
Thursday, May 17, 2018**

I. Call to Order/Roll Call

The meeting was called to order at 9:11 a.m. by Andrea Scharnow, Chair. Jessica Bradsberry, from Parkway Wrap volunteered to take minutes of the meeting in the roll and a quorum was established.

II. Consent Items

A. Approval of the Minutes of the April 19, 2018 Meeting

Minutes of the April 19, 2018 meeting were reviewed. Claudett Sanders moved to approve the minutes. Debra Lee seconded the motion. Show of hands vote: Aye: 12 (Maria Garcia, Claudett Sanders, Veronica Gaddy, Debra Lee, Maria Torres, Maria Castro-Flores, Jessica Bradsberry, Yolanda Pantoya, Flor Sierra-Munoz, Aurelia Garcia, Kashani Daniels and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Chair.

III. Action Items

Agenda item A, should have read, Approval of Head Start & Early Head Start C.O.L.A. Agenda item B, should have read, Approval of Early Head Start CCP C.O.L.A. Veronica Gaddy moved to make the corrections to both agenda items. Claudett Sanders seconded the motion. Show of hands vote: Aye: 12 (Maria Garcia, Claudett Sanders, Veronica Gaddy, Debra Lee, Maria Torres, Maria Castro-Flores, Jessica Bradsberry, Yolanda Pantoya, Flor Sierra-Munoz, Aurelia Garcia, Kashani Daniels and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Chair.

A. Approval of Head Start & Early Head Start C.O.L.A

B. Approval of the Early Head Start CCP C.O.L.A.

Jacquie Bonini, Director, shared information regarding the Head Start, Early Head Start and

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

A. Staff Approval

There were no staff approvals.

C. Fiscal Monthly Report

Shelagh Ferguson, Program Technician, referred to the 3 color copies of the different budget reports, Head Start, Early Head Start and Early Head Start CCP. She said we still have 3 months to go before our program ends in July. She expressed her satisfaction with the In-kind contributions, and thanked the PC members who volunteer and help to contribute to those numbers. We have to show how we meet 25% on non-federal dollars, \$2,169,156.00, which includes business services such as the dental varnishes, and volunteers in the classroom. The hours are accumulated and used for in-kind. EHS is more difficult to meet. Shelagh reported that there are no credit card charges to report. She also reported that staff is working diligently on completing year end closeout, and that expenses are looking good. Andrea Scharnow, Chair reminded parents to make sure to complete and return their in-kind forms to their teachers.

D. Policy Council Report

Claudett Sanders spoke about the Parent Leadership Institute II that she attended at Seta. She said it was fabulous and encouraged parents to go next year. It was also a good way to network and meet with other people. The Policy Council approved the Head Start/Early Head Start and Early Head Start CCP Grants for 2018-2019. The Policy Council meetings are always held the 4th Tuesday of each month, which is usually after our Policy Committee meetings.

E. Nutrition Update

No nutrition update.

F. Facility Update

Ahisha Lewis, Facility and Licensing Specialist, will be phased out, and we will be replaced with soft soap with aloe. She reported that Washington will be undergoing some construction during the summer and room Z will move to room P during the summer. Capital City will undergo a 2 year paint project and be completed three phases. Phase 1 will begin in September with the doors, railing and fencing being completed. Bret Harte will have a huge sycamore tree removed, because of the huge allergy problem the tree is causing.

G. First 5/Education Update

Doris Reese, Coordinator, provided the education update. She reported that parent conferences are coming up during the week of May 21st thru the 25th. Parents should have received a letter regarding the conferences and set up schedules with their teacher. During that week there will be an abbreviated schedule, depending on the program type.

H. Parent Engagement Update

Vicki Wasson, Coordinator, reminded everyone of the Parent Engagement workshop that will be held tonight, Thursday, May 17, 2018 at Hiram Johnson from 5:00 pm to 7:30 pm. A light dinner will be provided for the families from 5:00-5:30. Numerous parents spoke about

