

**Head Start Policy Committee Meeting Minutes  
Thursday, November 16, 2017**

**I. Call to Order/Roll Call**

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## **A. Staff Approval**

Jennifer Osalbo, Coordinator, provided information for the hiring of Zolia Vasquez-Rosales as Instructional Aide for Parkway P2 Wrap. Tanessa Lee moved to approve the hiring of Zolia Vasquez-Rosales as Instructional Aide. Veronica Gaddy seconded the motion. Show of hands vote: Aye: 14 (Tanessa Lee, Veronica Gaddy, Maria Garcia, Dryw Westerman, Haley Zapien, Sandra Olguin, Jasmine Luckey, Maria Torres, Maria Castro-Flores, Jessica Bradsberry, Marche Bernard, Chai Xiong, Kimberly Person, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Vice Chair.

Jacque Bonini, Director, provided information for the hiring of Debra Adams as Child Development Specialist. Debra has many years of experience as an elementary school office manager. Veronica Gaddy moved to approve the hiring of Debra Adams as Child Development Specialist. Tanessa Lee seconded the motion. Show of hands vote: Aye: 14 (Tanessa Lee, Veronica Gaddy, Maria Garcia, Dryw Westerman, Haley Zapien, Sandra Olguin, Jasmine Luckey, Maria Torres, Maria Castro-Flores, Jessica Bradsberry, Marche Bernard, Chai Xiong, Kimberly Person, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Vice Chair.

Rose Moya, Supervisor, provided information for the hiring of Eyanna Harris as Clerk III. Veronica Gaddy moved to approve the hiring of Eyanna Harris as Clerk III. Maria Castro-Flores seconded the motion. Show of hands vote: Aye: 14 (Tanessa Lee, Maria Castro-Flores, Maria Garcia, Dryw Westerman, Haley Zapien, Sandra Olguin, Veronica Gaddy, Jasmine Luckey, Maria Torres, Jessica Bradsberry, Marche Bernard, Chai Xiong, Kimberly Person, and Thuyen Tran) Nay: 0 Abstentions: 1, Andrea Scharnow, Vice Chair.

## **V. Information Items**

### **A. Director's Report**

Jacque Bonini, Director, reported that there will be a review of Child Development's Head Start grant. Along with the grant, SETA will be reviewing the process of how Child Development is being compliant, expectations, and what things need to be fixed.

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

Rose Moya, Supervisor, provided the ERSEA report. She informed the representatives there are still openings at the following sites: Mark Twain AM, Nicholas, and C.P. Huntington. Flyers with information about enrollment are provided during the meetings, and are given to teachers for their classrooms. She asked parents to take some flyers to pass along the information to try and help increase attendance at their schools.

### **C. Fiscal Monthly Report**

Shelagh Ferguson, Program Technician for Head Start Funding, presented the fiscal monthly report. She 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

down what each item represented. The items listed were personnel, benefits, travel, equipment, supplies, contractual/construction, and other.

#### **D. Policy Council Report**

Marie Desha, Social Services/Parent Involvement Coordinator for SETA, shared that the new Policy Council Representatives will receive their Welcome Letter and Bylaws soon. She also spoke about the next Policy Council meeting on Tuesday, November 28, 2017 at 9:00am.

#### **E. Nutrition Update**

Tammy Sanchez, Health/Nutrition Coordinator, shared that the SCUSD Nutrition Services Department provides the meals for the Child Development programs. They may provide breakfast, lunch, and snacks, depending on the program option and how many hours they operate. She mentioned that Nutrition Services usually visits the Policy Committee in the Spring. They want to hear from parents, and receive feedback about the items on the menus. Tammy shared that the menu should be posted in the classroom, and is also on the District website. Some children may receive different food for medical reasons, or if there is a specific food preference. Parents were reminded that it is important to contact the teacher at the start of class if the child is going to be absent or late, so the appropriate amount of food can be ordered for the class that day. She suggested speaking to the teacher first if there are any concerns related to food service. Many times a concern can be resolved by the teacher speaking directly to the Kitchen Manager. Or they may speak to their Coordinator who will decide next steps, which may involve contacting the Nutrition Services Supervisor or Tammy for assistance.

#### **F. Facility Update**

Jennifer Osalbo, Coordinator, shared that the self-assessment is starting, and the resource teachers are going into classrooms and checking files. She introduced Ahisha Lewis, the new Facilities and Licensing Specialist. Ahisha Lewis shared that she is currently doing site visits, and meeting Child Development staff. Ahisha asked parents to complete the SETA Safe Environments Screener packet that she provided and the due date is the next PC meeting, which is 12/21/17.

#### **G. First 5/Education Update**

Jacquie Bonini, Director, spoke on behalf of Doris Reese. She shared that the Child Development staff have been receiving training on everything, from safety, to how to deal with children who don't want to go to circle time. This week, there have trainings for the Child Care Attendants.

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possible. Teachers have already received the colored flyers and sign-up sheets for