

## POLICY COMMITTEE MINUTES

January 18, 2018

- I. Call to Order:** Ms. Carmen Gonzalez called the meeting to order at 9:05a.m.
- II. Welcome/Rules**
- A. Sharing & Celebrations:** Ms. Gonzalez attended the Officer Training at SETA on January 19 along with 4 SJUSD elected officers. Ms. Gonzalez was able to complete the Capitol March for the Dream with her 2 children.
  - B. Executive Report:** Ms. Gonzalez announced an Executive Committee Meeting was held on January 10, 2018. Mr. N. Cody McKibben, Ms. Jowell Bell and Ms. Gonzalez were in attendance.
  - C. Roll Call:** Mr. McKibben called the roll.
  - D. Establish Quorum:** Quorum was established.
- III. Consent Items:**
- A. Approval of Minutes:**  
The minutes were reviewed.  
Moved/ Jorgensen, second/ Berry, to approve the December 14, 2018.  
Show of hands vote:  
Yay: 9  
Nay: 0  
Abstention: 1 (Gonzalez)
- Devi Khatiwoda and Jowell Bell were seated at 9:10a.m.
- B. Treasurer's Report:**  
Ms. Bell reviewed the report.  
Moved/ Jorgensen, second/ Watson, to approve the treasurer's report  
Show of hands vote:  
Yay: 10  
Nay: 0  
Abstention: 1 (Gonzalez)
  - C. Fundraiser Approval:** No fundraisers.
- IV. Action Items:**
- A. Closed Session – Personnel – Pursuant to Government Code Session 54957:** No personnel issues
  - B. Past Parent Representative election:**  
Toni Cerniglia  
Moved/McKibben, second/Bell, to approve Toni Cerniglia as a past parent.  
Show of hands vote:  
Yay: 10  
Nay: 0  
Abstention: 1 (Gonzalez)  
Jan Haro  
Moved/Lowery, second/Pierce, to approve Jan Haro as a past parent.  
Show of hands vote:  
Yay: 10

San Juan Unified School District  
EARLY CHILDHOOD EDUCATION  
**HEAD START/EARLY HEAD START**

**POLICY COMMITTEE MINUTES**

Nay: 0

Abstention: 1 (Gonzalez)

Tammi Robello

Moved/Bell, second/Jorgensen, to approve Tammi Robello as a past parent.

Show of hands vote:

Yay: 10

Nay: 0

Abstention: 1 (Gonzalez)

**C. Community Representative Election:** No election.

**D. Mileage Reimbursement increase for 2018:** Mr. Chris Peden explained the IRS increased the mileage reimbursement rate from 53.5 cents per mile in 2017 to 54.5 cents per mile for 2018. The PC mileage stipend calculations were updated in accordance to this new guideline. No questions or corrections.

Moved/Van Scooter, second/Berry, to approve the new PC mileage stipend.

Show of hands vote:

Yay: 10

Nay: 0

Abstention: 1 Gonzalez

**E. Calendar of PC Committee meetings:** The Calendar was reviewed. No questions or corrections.

Moved/McKibben, second/Jorgensen, to approve the calendar of PC Standing Committee Meetings

Show of hands vote:

Yay: 10

Nay: 0

Abstention: 1 Gonzalez

**V. Information**

**A. Families as Lifelong Educators:** Ms. Holly Weir shared resources on the importance of family traditions and on the benefits of being bilingual.

**B. SETA QA- MCQI review summary:** Mr. Jim Walters reviewed the Monitoring Report Executive Summary.

i. Ms. Cynthia Berry asked if monitoring visits were prearranged. Mr. Walters explained reviewers did not announce visit locations ahead of time.

ii. Ms. Coline Jorgensen saw lesson plans posted in most classrooms while completing a safety self-assessment with Kim McIntosh, ECE Content Specialist. Ms. Jorgensen suggested moving the lesson plans to more visible areas in the classrooms to avoid future findings.

iii. Ms. Jessica Subici asked if the reviewers had teachers guide them through their classrooms while completing the monitoring checklists. Mr. Walters explained reviewers do not interrupt instruction time and meet with Teachers after they complete the monitoring checklist.

iv. Mr. Walters announced SJUSD is in the process of buying more mats so that every child can have the ability to rest/nap if they choose to.

San Juan Unified School District  
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HEAD START/EARLY HEAD START

## POLICY COMMITTEE MINUTES

**C. Upcoming OHS federal review- February 5-9, 2018** Mr. Walters explained the Federal Office of Head Start will review the Sacramento County Delegate Agencies. The review will consist of on-site interviews, classroom explorations, focus groups and student file reviews. Ms. Hodges explained reviewers may also interview Policy Committee parent representatives.

Ms. Jorgensen asked if the monitoring visits would be scheduled. Mr. Walters explained the federal Office of Head Start will provide a final schedule prior to the review.

**D. CHSA Conference – February 5-9, 2018:** Ms. Hodges announced Sandra Cardenas and Jowell Bell will attend the CHSA Conference taking place in Costa Mesa, CA.

### VI. Fiscal/Enrollment Reports:

**A.** Ms. Sharon Lowery asked if sick days affect the attendance percentages on the enrollment report. Mr. Peden explained sick days are not reflected on the enrollment report presented to Policy Committee every month.

**B.** Mr. Peden reminded parents in-kind funds must be twenty-five cents for every dollar received in grant money. Ms. Deanna Watson asked the ECE Administration to send volunteer application guidelines to the classrooms since several parents have questions and concerns that prevent them from volunteering.

### VII. Reports to Policy Committee:

**A. Chair Report/Executive Committee Report:** No report.

**B. Management:**

**1. Program Manager –**

**2. HS/EHS Administrators:**

**SETA Report:** No questions or comments.

**C. Standing Committee Reports-**

**i. SETA Policy Council report –** Mrs. Geri Hodges announced the next Policy Council meeting will take place at SETA on Tuesday, January 23, 2018.

**D. School Board Report SPAC:** Ms. Jan Haro was unable to attend the last SPAC Meeting but she encouraged parents to be heard via the Thought Exchange feature on the SJUSD official website.

**E. Prototype Steering Committee Report:** Mr. Walters announced the next Prototype Collaborative Group and Steering Committee will take place in February.

**F. Community Partner Reports:** No report.

### VIII. New Business:

**A.** Mr. James Van Scooter proposed using Policy Committee General Fund money to purchase a new coffee machine.

Moved/Jorgensen, second/Watson to approve the use of no more than \$100 dollars from the Policy Committee General Fund to purchase a coffee machine.

Show of hands vote:

Yay: 10

Nay: 0

Abstention: 1 (Gonzalez)

**B.** Ms. Subici shared her positive experience with Learning Genie. Ms. Subici has been able to stay in touch with her child through the interactive phone application.

**C.** Mr. McKibben expressed interest in discussing how parents can support Teachers with fundraisers. Ms. Hodges suggested forming a Fundraiser Committee consisting of

San Juan Unified School District  
EARLY CHILDHOOD EDUCATION  
**HEAD START/EARLY HEAD START**

**POLICY COMMITTEE MINUTES**

Teachers, parent representatives and ECE Administrators. Parents were encouraged to volunteer.

**IX. Public Participation:**

- X. Adjournment:** The meeting was adjourned at 10:50a.m.