

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

POLICY COMMITTEE MINUTES

February 15, 2018

- I. Call to Order:** Ms. Carmen Gonzalez called the meeting to order at 9:05am.
- II. Welcome/Rules:**
- A. Welcome:** Ms. Gonzalez reminded the committee to maintain all cell phones on silence during the meeting.
 - B. Sharing & Celebrations:** Ms. Andrea Wait is quickly recovering from foot surgery.
 - C. Roll Call:** Mr. Cody McKibben called the roll. Quorum was established.
- Ms. Desiree Apgar was seated at 9:11am.
- III. Consent Items:**
- A. Approval of Minutes from January 18, 2018**

The minutes were reviewed.
Moved/Jorgensen, second/Rebello, to approve the January 18, 2018 Minutes.
No discussion.
Show of hands vote:
Yay: 12
Nay: 0
Abstention: 1 (Gonzalez)
 - B. Treasurer's Report:**

Ms. Jowell Bell reviewed the report.
Moved/Apgar, second/Berry, to approve the Treasurer's Report.
No discussion.
Show of hands vote:
Yay: 12
Nay:0
Abstention:1 (Gonzalez)
- Ms. Kalima Liyas was seated at 9:18am.
- C. Fundraiser Approval:** No fundraisers were presented.

Ms. Jan Haro asked for clarification on fundraisers. Mr. Jim Walters explained no field trip related activity should take place during class time and/or in school facilities. Mr. McKibben encouraged parents to help teachers organize events such as bake sales since fundraisers often fund classroom field trips.
Moved/Apgar, second/McKibben, to approve tabling this discussion item for the next Executive Committee Meeting
Show of hands vote:
Yay: 12
Nay: 0
Abstention: 1 (Gonzalez)
- IV. Action Items**
- A. Closed Session- Personnel-Pursuant to Government Code Section 54957**

The committee went into closed session at 9:22am. Ms Gonzalez called the meeting back to order at 9:29am.
 - B. Community Representative Elections**

Moved/Apgar, second/ Nauta to nominate Kalima Liyas, School Readiness Home Visitor from Mutual Assistance Network.

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No discussion.

Show of hands vote:

Yay: 12

Nay: 0

Abstention: 1 (Gonzalez)

V. Information

A. Family Resources: No resources were shared.

B. OHS Federal Review: Mr. Walters explained the Office of Head Start will soon provide a report summarizing all findings and feedback. However, the verbal feedback received at the end of the review was remarkably positive. Mr. Walters expressed gratitude to the committee for their support throughout the review.

VI. Fiscal/Enrollment Reports:

Marissa Nauta asked to see previous EHS T&TA reports to better understand the current budget. Mr. McKibben asked if low attendance currently affects the amount of funding received. Mr. Walters explained the Office of Head Start may report low attendance as a finding. Funding could be impacted if a corrective action plan is not successfully implemented.

VII. Reports to Policy Committee:

A. Chair Report/Executive Committee Report: Ms. Jowell Bell, Ms. Coline Jorgensen and Ms. Gonzalez attended the CHSA Annual Conference held in Costa Mesa, California during the first week of February, 2018. They shared multiple handouts and resources from the training sessions they found most helpful.

B. Management:

1. **Program Manager – Jim Walters:** No report.

2. **HS/EHS Administrators:** No report.

- **SETA Report:** Ms. Nauta requested a copy of the Center Monitoring Review Report used to monitor health and safety as well as basic requirements of the California Food Program. Ms. Jorgensen, Mr. James Van Scooter and Mr. McKibben encouraged Mr. Walters to continue updating the committee on the school district's efforts to avoid food waste.

- **Job Openings:** A handout was provided with a list of job openings.

C. Standing Committee Reports-No report.

D. SETA Policy Council report – No report.

E. School Board Report SPAC: The next SPAC meeting will take place in March 2018.

F. Prototype Steering Committee Report:

G. Community Partner Reports: Kalima Liyas of the Mutual Assistance Network provided calendars and flyers for upcoming events and workshops.

VIII. New Business: Ms. Gonzalez asked how the Early Childhood Education department is currently supporting the refugee students in our community. Mr. Walters explained 2 School Community Resource Assistants will be hired in an effort to provide support to these students in Farsi.

Public Participation: None.

IX. Adjournment: The meeting was adjourned at 10:31am.