

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

POLICY COMMITTEE MINUTES

March 15, 2018

- I. Call to Order:** Ms. Carmen Gonzalez called the meeting to order at 9:05am.
- II. Welcome/Rules**
 - A. Welcome:** Ms. Gonzalez welcomed all attendees.
 - B. Sharing and Celebrations:** Ms. Jan Haro attended the Parent Leadership Conference organized by the Family and Community Engagement department of the San Juan Unified School District.
 - C. Roll Call:** Ms. Gonzalez called the roll. Quorum was not established. Ms. Gonzalez guided the committee to the information section of the agenda.
- III. Information**
 - A. Families in transition:** Ms. Brenda Diaz, School Community Worker, invited the committee to the Summer Learning Resource Fair at Encina High School on March 21, 2018. Ms. Diaz also provided resources to help families transition from Preschool to Kindergarten.
- IV. Fiscal/Enrollment Reports:** Ms. Diane Schneider reviewed the reports. No questions or comments.

Ms. Heather Pedro signed in and picked up an agenda at 9:14am. She left the meeting immediately after. Ms. Shannon Pierce was seated at 9:14am.

Quorum was established.

- V. Consent Items:**
 - A. Approval of Minutes from February 15, 2018:** The minutes were reviewed. No comments or corrections.
Moved/Rebello, second/Cerniglia, to approve the February 15, 2018 minutes.
No discussion.
Show of hands vote:
Yay: 10
Nay: 0
Abstention: 1 (Gonzalez)
 - B. Treasurer's Report:** Ms. Jowell Bell reviewed the report.
Moved Jorgensen, second/Wait, to approve the Treasurer's report.
No discussion.
Show of hands vote:
Yay: 10
Nay: 0
Abstention: 1 (Gonzalez)
 - C. Fundraiser Approval:** No fundraisers.

- VI. Action Items:**
 - A. Closed Session – Personnel – Pursuant to Government Code Section 54957:** The committee went into closed session at 9:20am. Ms. Gonzalez called the meeting back to order at 9:24am.

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Ms. Kalima Liyas was seated at 9:27am.

B. Approval of HS/EHS Funding Application & Budget for the 2018-19 program year:

C. Approval of HS/EHS Training & Technical Assistance Budgets: Mr. Walters reviewed the Training and Technical Assistance Plan 2018-2019.

D. Approval of HS/EHS Self-Assessment Plan of Action 2018-2019: Mr. Walters guided the committee through the Self-Assessment Summary 2017-2018 and the Self-Assessment Plan of Action 2018-2019.

Ms. Haro asked why evaluating the current registration process to allow families to register in one visit had been added to the Self-Assessment Plan of Action 2018-2019.

Ms. Bell explained it currently takes parents several visits to complete the registration process. Christine Applewhite, visitor, mentioned her registration process consisted of one visit since she was able to provide all requested documentation.

Ms. Gonzalez called for a 5 minute recess at 9:40 am for the Budget Planning Committee to convene.

Ms. Gonzalez called the meeting back to order at 9:45am.

Ms. Bell, Chair of the Budget Planning Committee, recommended the approval of the HS/EHS Funding Application & Budget for the 2018-19 program year.

Moved/Cerniglia, second/Pierce, to approve the HS/EHS Funding Application & Budget for the 2018-2019 program year.

No discussion.

Show of hands vote:

Yay: 11

Nay: 0

Abstention: 1 (Gonzalez)

Moved/ Jorgensen, second/Pierce, to approve the HS/EHS Training & Technical Assistance Budgets.

No discussion.

Show of hands vote:

Yay: 11

Nay: 0

Abstention: 1 (Gonzalez)

Moved/Rebello, second/Cerniglia to approve the HS/EHS Self-Assessment Plan of Action 2018-2019.

No discussion.

Show of hands vote:

Yay: 11

Nay: 0

Abstention: 1 (Gonzalez)

VII. Reports to Policy Committee:

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

B. Management:

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- i. **Program Manager –**
- ii. **HS/EHS Administrators/ECE Content Specialist/Management Content Reports:**
 - 1. **SETA Report:** Mr. Jim Walters reviewed the report.
 - 2. **Job Openings:** A handout was provided including job openings within the Head Start Organization

C. **Standing Committee Reports-**

- i. **SETA Policy Council report:** Ms. Coline Jorgensen explained SETA recently hired an Associate Teacher and a Head Start Teacher.
- ii. **Budget/Planning Committee report-Treasurer:** Ms. Bell explained Mr. Chris Peden and Diane Schneider thoroughly reviewed the funding application and budget for the 2018-19 program during each meeting.

D. School Board Report SPAC: Ms. Haro announced she will provide a report in regard to the March 16 SPAC meeting during the April PC Regular Meeting.

E. Prototype Steering Committee Report: Mr. Walters explained the meeting held on February 16, 2018 focused on the ECE fiscal multiyear projection and the variables that will impact the department's fiscal standing in the future such as employee benefits and retirement costs. Other topics discussed included the district's efforts to increase support for the refugee population in the area and the SETA/OHS reviews.

Ms. Shannon Pierce asked for an update on fundraisers. Mr. Walters explained field trip and fundraisers should be parent driven. Efforts are being made toward understanding how the new parameters affect WRAP classes.

Ms. Jan Haro asked if the integration is progressing as expected considering the reductions in staff. Mr. Walters explained the lack of substitutes in our area has forced ECE Content Specialists and Teachers on Special Assignment to spend a large portion of their time in the classroom. This has prevented them from understanding whether their new workloads are feasible.

Ms. Toni Cerniglia asked if parent volunteers could support the department with clerical duties. Ms. Hodges explained there is a level of teaching experience and education required to fulfill the tasks Content Specialists complete.

Mr. Walters encouraged the representatives to pursue teaching careers in ECE.

Ms. Jam McKibben asked if the teaching degree she earned outside of the US could fulfill the ECE unit requirement for ECE jobs. Ms. Hodges advised Ms. McKibben to contact her School Community Worker to learn about transcript transcribing resources.

F. Community Partner Reports: Ms. Kalima Liyas announced Cecilia Laban gave birth to healthy baby girl. Ms. Laban served as the PC Community Representative during the 2016-2017 school year. Ms. Liyas also shared resources on upcoming Mutual Assistance events and classes.

VIII. New Business: Ms. Nila Brown expressed interest in planning an end of the year school dance for her grandkid's class. Ms. Hodges encouraged Ms. Brown to connect with her School Community Worker to plan an end of the year celebration.

IX. Public Participation: None

X. Adjournment: The meeting was adjourned at 10:30am.