

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

POLICY COMMITTEE MINUTES

April 19, 2018

- I. Call to Order:** Ms. Carmen Gonzalez called the meeting to order at 9:06am.
- II. Welcome/Rules**
- A. Welcome:** Ms. Gonzalez welcomed all attendees.
- B. Sharing and Celebrations:**
- C. Roll Call:** Mr. McKibben called the roll. Quorum was established.
- III. Consent Items:**
- A. Approval of Minutes from March 15, 2018.**
The minutes were reviewed.
Moved/Berry, second/Rebello, to approve the March 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. Invited parents to receive their classroom ledger at the end of the meeting.
Moved/Berry, second/Lowery to approve the Treasurer's report
No discussion.
Show of hands vote:
Yay: 10
Nay: 0
Abstention: 1 (Gonzalez)
- C. Fundraiser Approval:**
Ms. Geri Hodges explained a fund raiser proposal at Ralph Richardson is being explored. Jim Walters is following up with the grantee and the district to ensure the fund raiser can take place. Suggested PC approves the fundraiser contingent on grantee and district approval. Mr. McKibben explained his classroom is planning the event. His goal is to gain support from the community in order to make this event a neighborhood party of May 5th, 2018.
Moved/Bell, second/Nauta to approve fund raiser at Ralph Richardson pending approval from grantee and school district.
Show of hands vote
Yay: 10
Nay: 0
Abstention: 1 (Gonzalez)
- Ms. Desiree Apgar was seated at 9:17am.
- IV. Action Items:**
- A. Closed Session – Personnel – Pursuant to Government Code Session 54957:**
The committee went into closed session at 9:19am. Ms. Gonzalez called the meeting back to order at 9:25.

V. Information

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- A. Aetna Better Health of California – Martin N. Gonzalez, Community Outreach Coordinator:** Ms. Hodges explained the Community Representative from Aetna could not attend.
 - B. Family Connections to Peers and Community – Paola Vargas, School Community Worker:** Ms. Paola Vargas, School Community Worker, shared information on upcoming local community events.
 - C. Child Care Food Program – Summation report from review – Robin Hoppe, ECE Content Specialist:** Ms. Hoppe reviewed findings in the following areas: safety and sanitation, meal counts, and civil rights. Teaching staff was trained on: logging refrigerator temperature, importance of having parents sign in, and special diets/food prohibitions. Mr. Chris Peden reviewed findings in eligibility and fiscal accountability. Meal Benefit Forms will now be reviewed twice. Ms. Christine Applewhite expressed concern in regard to the cost effectiveness of this new measure. Ms. Hoppe, Ms. Hodges and Mr. Peden explained the importance of showing we have a system in place and we are trying to meet the mandate of being 100% compliant. The worksheet used to record daily meal counts was revised. Cells containing formulas were locked. Communication was sent to the Accounts Payable department of the San Juan Unified School District to ensure receipts were being paid out of the correct budget.
 - D. Ready Rosie Parenting Research based Parenting:** The New Head Start Performance Standards mandate all Head Start Program provide a research-based parenting skills curriculum. The Ready Rosie curriculum allows parents to browse a library of videos on topics parents may be specifically interested in.
- VI. Fiscal/Enrollment Reports:** Mr. Peden reviewed the reports. Ms. Jan Haro expressed concern in regard to the absences reported by Encina IT. Ms. Hodges explained immigrant families often travel to their place of birth for extended periods of time. Children are not dropped from the program until after 30 days of being absent. Ready Rosie is donating all services to Head Start and Early Head Start families as in-kind hours. Ms. Nauta asked if attendance is also recorded with excused absences. Ms. Hodges and Mr. Peden explained excused absences are also recorded when reported. Ms. Haro asked for clarification on several items listed on the Cal Card Report. Mr. Peden clarified all items.
- VII. Reports to Policy Committee:**
- A. Chair Report/Executive Committee Report:** No report.
 - B. Management:**
 - i. Program Manager –**
 - ii. HS/EHS Administrators/ECE Content Specialist/Management Content Reports:**
 - 1. SETA Report:** Mr. 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:** Mrs. Marie Desha shared certain positions were approved at the Policy Council Meeting in March.
 - ii. Budget/Planning Committee report-Treasurer:** No report

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- D. School Board Report SPAC:** Ms. Haro explained new graduation requirements were presented. School safety was discussed.
- E. Prototype Steering Committee Report:** A Prototype Steering Committee Meeting is scheduled for Friday, April 20, 2018.
- F. Community Partner Reports:** No report.
- VIII. New Business:** Ms. Hodges invited parents to the Parent Institute at SETA on May 11, 2018.
- IX. Public Participation:** No public participation.
- X. Adjournment:** The meeting was adjourned at 10:35am.

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