

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

## POLICY COMMITTEE MINUTES

November 15, 2018

- I. **Call to Order:** Desiree Apgar, Chair called the meeting to order at 9:07 A.M
- II. **Welcome/Rules**
  - A. **Welcome:** Desiree Apgar welcomed the committee to the meeting.
  - B. **Sharing and Celebrations:** Birthdays of representatives were shared.
  - C. **Roll Call:** Melissa Workman, secretary performed the roll call. Twelve of 20 representatives were present so quorum was met.
- III. **Informational Items**
  - A. **Families as Learners:** Paola Vargas, School Community Worker highlighted the activities on the fall catalog. She also highlighted that HS encourages parent involvement in their programs. She shared her recent learning in technology with the committee.
  - B. **Duration expansion of Head Start:** Jim Walters, Program Manager explained the Duration Grant funding application program design.
- IV. **Consent Items:**
  - A. **Approval of Minutes from October 18, 2018:**

Moved/ Tami Rebello, second/ Melissa Workman  
Show of hands vote:  
Aye: 9  
Nay: 0  
Abstention: 1 abstention of chair  
Minutes from October was approved.
  - B. **Treasurer's Report:** No Treasurer elected. No report presented.
- V. **Action Items:**
  - A. **Closed Session – Personnel – Pursuant to Government Code Session 54957:**

Jim Walters informed about the interview for his secretary position.  
Moved/Tami Rebello, second/Melissa Workman  
Aye: 11  
Nay: 0  
Abstention: 1 abstention of chair  
Selection for the secretary position was approved and results reported to the committee.  
Jim Walters informed about the new ICT position.
  - C. **Elect Standing Committee representatives:**

Geri Hodges, ECE Content Specialist, solicited members for the various standing committees.  
Budget Planning Committee: No nominations at this time.  
Personnel Bylaws Committee: Alicia Katnik-Canney was appointed  
Social Hospitality Committee: Desiree Apgar was appointed  
Program Design Management: No nominations at this time  
Early Childhood Development and Health Services: Desiree Apgar was appointed  
Moved/Tamie Rebello, second/Toni Cerniglia  
Aye: 11  
Nay: 0  
Abstention: 1 abstention of chair  
The committee elections were approved.

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

## POLICY COMMITTEE MINUTES

- D. Head Start Duration funding application approval:** Jim Walters explained the planning and budgeting of the Head Start Duration funding.  
Moved/Tami Rebello, second/Marisa Soto  
Aye: 11  
Nay: 0  
Abstention: 1 abstention of chair  
The Head Start Duration funding application was approved.

### VI Fiscal/Enrollment Reports

- C. HS/EHS Enrollment:** Diane Schneider, Fiscal Tech II, reviewed monthly enrollment report for September. Committee requested the absence policy incentives outcome.
- D. HS/EHS Budget, In-Kind Reports:** Diane Schneider briefed the committee on the current budgets.
- E. Meal/Snack Report:** Diane Schneider shared information pertaining to CCFP/meals served.
- F. Cal Card Report:** Diane Schneider shared the Cal Card report.

### VII Reports to Policy Committee:

- A. Chair Report/Executive Committee Report:** None presented.
- B. Management:**
- i. Program Manager** – Jim Walters, Program Manager
  - ii. HS/EHS Administrators/ECE Content Specialist/Management Content Reports:**
    - 1. SETA Report** – None presented.
    - 2. Job Openings-** listing provided in the agenda.
- C. Standing Committee Reports-**
- i. SETA Policy Council report:** Toni Cerniglia shared that she will be seated on November 27.
  - ii. Budget/Planning Committee report-Treasurer-**None presented.
- D. School Board Report-** None presented.
- E. SPAC:** Jan Haro, PC representative- Representative not present.
- F. Prototype Steering Committee Report:** Jim Walters met with the steering committee and discussed the need for roving substitutes. The steering committee will meet next in January.
- G. Community Partner Reports: Mutual Assistance-** Kalima Liyas, Community Representative, shared the activity calendar of the Arcade Community Center along with the specifics of upcoming events.
- E. New Business:** None shared.
- F. Public Participation:** None.
- G. Adjournment:** 10:22 A.M.