

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

## POLICY COMMITTEE MINUTES

December 13, 2018

- I. **Call to Order:** Desiree Apgar, Chair called the meeting to order at 9:09 A.M
- II. **Welcome/Rules**
  - A. **Welcome:** Desiree Apgar welcomed the committee to the meeting.
  - B. **Sharing and Celebrations:** Birthdays of representative's family's children were shared.
  - C. **Roll Call:** Melissa Workman, secretary performed the roll call. 9 of 25 representatives were present so quorum was met.
- III. **Informational Items**
  - A. **Families Well-Being:** Maria Goana, School Community Worker introduced Ravera Sambrani and McRuben Fleurinord, representatives from Bank of America to the audience. The representatives introduced various options that Bank of America offers for better money management and shared strategies for financial growth and stability.
  - B. **Head Start/ Early Head Start Program Information Report (PIR):** Jim Walters, Program Manager. No report presented.
- IV. **Consent Items:**
  - A. **Approval of Minutes from November 15, 2018:**

Moved/ Alicia Katnik-Canney, second/ Oluwadamilare Gabriel  
Show of hands vote:  
Aye: 7  
Nay: 0  
Abstention: 2 (one of them being abstention of chair)  
Minutes from November 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 front desk ICT position.  
Moved/ Alicia Katnik-Canney, second/Jennifer Souza  
Aye: 8  
Nay: 0  
Abstention: 1 abstention of chair  
Selection for the front desk ICT position was approved and results reported to the committee when general session resumed.  
Jim Walters informed the committee about a vacancy for CDA position at Marvin Marshall.
  - C. **Elect SETA Policy representatives(1 HS/1 EHS):**

No nominations. Election will be held the following month.
- VI. **Fiscal/Enrollment Reports**
  - C. **HS/EHS Enrollment:** Chris Peden, Fiscal Tech II, reviewed monthly enrollment report for November.
  - D. **HS/EHS Budget, In-Kind Reports:** Chris Peden reviewed the In-Kind report from November.
  - E. **Meal/Snack Report:** Chris Peden reviewed the meal/snack report from August thru October.

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**F. Cal Card Report:** Chris Peden shared the Cal Card report for October thru November.

### VII Reports to Policy Committee:

**A. Chair Report/Executive Committee Report:** Chair shared that parliamentary processes and PC bylaws were reviewed and the agenda items for the December 13, 2018 meeting were approved. She also emphasized the importance of participating in your child's education. The chair also shared that a PC orientation and ethics training was provided immediately after the Executive Committee meeting.

**B. Management:**

**i. Program Manager** – Jim Walters, Program Manager – shared information about Open Enrollment for San Juan USD T-K/12. Mr. Walters facilitated a brief conversation with representatives about locating home school assignments and the open enrollment process.

**ii. HS/EHS Administrators/ECE Content Specialist/Management Content Reports:**

**1. SETA Content Report** – Jim Walters provided information about the various content areas, highlighting the fiscal update.

**2. Job Openings-** listing from San Juan Unified School District provided in the agenda and a conversation was facilitated by Geri Hodges, ECE Content Specialist about the job listings provided.

**C. Standing Committee Reports-**

**i. SETA Policy Council report:** Marie Desha shared that the SETA Countywide Policy Council approved the submission of the duration funding application and provided a save the date flyer about an upcoming family event, Powerhouse Science Center on Saturday, February 23, 2019 open to all HS/EHS families. More information to follow.

**D. School Board Report-** Jim Walters presented School Board Report for November noting that approval for the HS duration grant was approved.

**E. SPAC:** Jan Haro, PC representative- Representative not present.

**F. Prototype Steering Committee Report:** Jim Walters shared that the next steering committee will be held 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.

**D. New Business:** None shared.

**E. Public Participation:** None.

**F. Adjournment:** 10:27 A.M.