

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

POLICY COMMITTEE MINUTES

February 14, 2019

- I. **Call to Order:** Desiree Apgar, Chair called the meeting to order at 9:14 A.M.
- II. **Welcome/Rules**
 - A. **Welcome:** Desiree Apgar welcomed the committee to the meeting.
 - B. **Sharing and Celebrations** – Jennifer Souza shared her kid’s enrollment into kindergarten. Geri Hodges, Content Specialist had activities that the parent representatives could share with their kids.
 - C. **Roll Call:** Melissa Workman, secretary performed the roll call. 8 of 22 representatives were present so quorum was met.
- III **Informational Items**
 - A. **Continuous Quality Improvement (CQI) process:** Juliann Wolney, Early Childhood Education Administrator, passed flyers on Understanding Performance for Continuous Program Improvement and walked through the process writing grant for Head Start.
 - B. **Program Information Report (PIR):** Chris Peden, Fiscal Tech II, reviewed the PIR report for 2017-18.
 - C. **Family Well-Being: Nutrition @ CCFP:** Robin Hoppe, Content Specialist reviewed the practices implemented among children to get them prepared for meal time at kindergarten school. Robin Hoppe highlighted the importance of family meal time and how it is implemented in Infant Toddler classrooms.
 - D. **Bylaws Committee meetings:** Since no volunteers for the Bylaws Committee, per our current policy committee Bylaws, the responsibility is deferred to executive committee.
- IV **Consent Items:**
 - A. **Approval of Minutes from January 17, 2019:**

Moved/ Jennifer Souza, second/ Alicia Katnik-Canney
Show of hands vote:
Ayes: 7
Nays: 0
Abstention: 1 (abstention of chair)
Minutes from January was approved.
 - B. **Treasurer’s Report:** Geri Hodges reviewed the Treasurer’s Report.

Moved/ Jennifer Souza, second/ Marisa Soto
Show of hands vote:
Ayes: 7
Nays: 0
Abstention: 1 (abstention of chair)
Treasurer’s Report was approved.
 - C. **2018-2019 Head Start/Early Head Start Mileage Reimbursement Rate:** Chris Peden reviewed the revised IRS standard mileage rate.

Moved/ Jennifer Souza, second/ Marisa Soto
Show of hands vote:
Ayes: 7
Nays: 0

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Abstention: 1 (abstention of chair)

Mileage Reimbursement Rate was approved.

V Action Items:

A. Closed Session – Personnel – Pursuant to Government Code Section 54957:

None presented.

D. Elect SETA Policy representatives(1 HS/1 EHS):

No nominations. Election will be held the following month.

VI Fiscal/Enrollment Reports

A. HS/EHS Enrollment: Chris Peden reviewed monthly enrollment report
For January.

B. HS/EHS Budget, In-Kind Reports: Chris Peden reviewed In-Kind report for January.

C. Meal/Snack Report: Chris Peden reviewed Meal/Snack Report for January.

D. Cal Card Report: Chris Peden reviewed Cal Card Report for January.

VII Reports to Policy Committee:

a. Chair Report/Executive Committee Report: Desiree Apgar shared information
from the California Head Start Association Conference on preparing the child for
the real world.

b. Management:

i. Program Manager – None presented.

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

1. SETA Content Report – Juliann Wolney presented the SETA
report for January.

2. Job Openings- Juliann Wolney reviewed the various job
opportunities at San Juan Unified School District.

c. Standing Committee Reports-

i. SETA Policy Council report: Marie Desha from SETA reviewed the
highlights from the meeting January 22.

d. School Board Report- None presented.

e. SPAC: Representative not present.

f. Prototype Steering Committee Report: None presented.

g. Community Partner Reports: Mutual Assistance- None presented.

C. New Business: None shared.

D. Public Participation: None.

E. Adjournment: 10:39 A.M.