

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

**POLICY COMMITTEE MINUTES**

**May 16, 2019**

- I. Call to Order:** The meeting was call to order at 9:10 A.M.
- II. Welcome/Rules**
- A. Welcome:** Desiree Apgar welcomed the committee to the meeting.
  - B. Sharing and Celebrations:** Jennifer Souza informed about the betterment in her daughter's behavior after a family talk.
  - C. Roll Call:** Melissa Workman performed the roll call. 9 of 17 representatives were present so quorum was met.
- III Consent Items:**
- A. Approval of Minutes from April 11, 2019:**  
Moved/ Alicia Katnik-Canney, second/ Jennifer Souza  
Show of hands vote:  
Ayes: 8  
Nays: 0  
Abstention: 1 (abstention of chair)  
Minutes from April was approved
  - B. Treasurer's Report:**  
Moved/ Alicia Katnik-Canney, second/ Tami Rebello  
Show of hands vote:  
Ayes: 8  
Nays: 0  
Abstention: 1 (abstention of chair)  
Treasurer's Report was approved.
- IV Action Items**
- A. Closed Session – Personnel – Pursuant to Government Code Section 54957:**  
None presented.
  - B. Elect SETA Policy Council representatives (2 HS/1 EHS)**  
No nominations.
  - C. Head Start Expansion for the 2019-2020 program year – Jim Walters,**  
Program Manager.  
Jim Walters, Program Manager reviewed the expansion budget.  
Moved/ Melissa Workman, second/ Devi Khatiwoda  
Show of hands vote:  
Ayes: 8  
Nays: 0  
Abstention: 1 (abstention of chair)  
Head Start Expansion Grant which included Startup was approved.
  - D. Policy Committee meet & Greet Family Resource Fair – September 10, 2019**  
Executive Committee recommended holding an event for Policy Committee Representatives to speak with prospective parents. Agencies will be invited to share resources and the budget for the event will be \$500.

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Moved/ Jennifer Souza, second/ Tami Rebello

Show of hands vote:

Ayes: 8

Nays: 0

Abstention: 1 (abstention of chair)

Policy Committee meet & Greet Family Resource Fair and the budget money was approved.

### **V. Informational Items**

#### **A. Registration and Comprehensive Screening – Norma Hammer-Agor, ECE Administrator**

Norma Hammer-Agor, ECE Administrator reviewed the enrollment process and compliance requirements from Head Start, Licensing, First 5 and State Preschool. Norma Hammer-Agor reminded the parents on the importance of attendance and explained how low attendance can impact the funding we receive from the office of Head Start.

#### **B. Family Engagement Spring Events – Geri Hodges, ECE Content Specialist** Geri Hodges reviewed the following events: Mad Science, Nature's Critters, and Soccer Event.

#### **C. CCTR expansion in Early Head Start – Jim Walters, Program Manager**

Jim Walters informed that committee that CCTR expansion was not approved and that the available funding went to the Fresno and Coastal area. Colusa Indian Reserve received a part of the grant.

#### **D. Moving Policy Committee and Executive Committee meetings to Marvin Marshall for 2019-2020**

Jim Walters informed the committee that starting August 2019, the Policy Committee meetings will be held at Marvin Marshall as it is a more central location with ample parking.

#### **E. 2019-2020 Policy Committee meeting schedule**

Jim Walters presented the 2019-2020 Policy Committee meeting schedule.

### **VI. Fiscal/Enrollment Reports – Chris Peden, Fiscal Tech II (HS)/Diane Schneider, Fiscal Tech II (EHS)**

#### **A. HS/EHS Enrollment** Chris Peden reviewed monthly enrollment report for March and April.

#### **B. HS/EHS Budget** Diane Schneider reviewed the Budget Report for March and April.

#### **C. HS/EHS: In-Kind Reports** Chris Peden reviewed In-Kind Report for March and April.

#### **D. Meal/Snack Report** Chris Peden reviewed the Meal/Snack Report for March.

#### **E. Cal Card report** Chris Peden reviewed the Cal Card Report for March and April.

### **VII. Reports to Policy Committee**

#### **A. Chair report/Executive Committee report:** Desiree Apgar informed the committee about the highlights of Executive Committee meeting which involved agenda for

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## **POLICY COMMITTEE MINUTES**

Policy Committee Meeting and designing of Fall Event.

### **B. Management**

- 1. Program Manager:** Jim Walters, Program Manager  
None shared.
- 2. HS/EHS Administrators/ECE Content Specialist:** Management Content Reports
  - **SETA Content Report** – Jim Walters, Program Manager  
Jim Walters reviewed the SETA Content Report for April.
  - **Job Openings-** Jim Walters reviewed the various job opportunities at San Juan Unified School District.

### **C. Standing Committee Reports**

- 1. SETA Policy Council report** – vacant  
None shared.

### **D. School Board Report** – Jim Walters, Program Manager

Jim Walters informed the committee that Policy Committee Impasse Procedures, New Preschool Slots and the Head Start Resolution will be approved in the upcoming San Juan School Board Meeting.

### **E. Prototype Steering Committee Report** – Jim Walters, Program Manager

None shared.

### **F. Community Partner Reports** – Mutual Assistance

None shared.

### **VIII. New Business**-None shared.

### **IX. Public Participation** -None shared.

### **X. Adjournment**-10:24 A.M