

San Juan Unified School District
EARLY CHILDHOOD EDUCATION
HEAD START/EARLY HEAD START
POLICY COMMITTEE MINUTES

November 14, 2019

- I. **Call to Order:** The meeting was called to order at 9:11 A.M.
- II. **Welcome/Rules**
- A. **Welcome:** Desiree Apgar, Chair, welcomed committee to the meeting
 - B. **Sharing and Celebrations:** Parent representative shared about their new business.
 - C. **Roll Call:** Natalie Mora, Secretary, was absent. Duties passed to treasurer. Veronica Zimmer performed the roll call. 22/43 representatives were present and the quorum was met.
- III **Informational Items:**
- A. **Families as Learners:** School Community Worker was not present. Geri Hodges, ECE Content Specialist, highlighted the importance of developing curiosity and exploration in children. Handouts are to be given to teachers. Parents will be able to obtain handout from teacher.
 - B. **SETA Delegate Kick-off:** Jim Walters, Program Manager, reviewed the information of last month's meeting SETA Delegate Kick-off.
 - C. **Sacramento County Community Needs Assessment:** Jim Walters, Program Manager, explained to the committee about this being the first year of the five-year grant writing collaborative. The process goes in depth to assess, review, and collaborate. Involvement is encouraged.
- IV **Consent Items:**
- A. **Approval of Minutes from October 17, 2019-Chair**
Moved/Brittney Estep, second/ Kara Otter
Show of hands vote:
Ayes: 21
Nays:
Abstention: 1 (abstention of chair)
Minutes from October was approved at 9:33 A.M.
 - B. **Treasurer's Report:** Nothing to present.
- V **Action Items**
- A. **Closed Session – Personnel – Pursuant to Government Code Session 54957:**
 - i. **Approval of New Hires**
 - 1. 17 Teacher positions
Moved/ Melissa Workman, second/ Susannah Quigley
Ayes: 22
Nays: 0
Abstention: 1 (abstention of chair)
Hiring of 17 Teacher positions was approved.
 - 2. 9 Child Development Assistant positions
Moved/ Melissa Workman, second/ Brittney Sharp
Ayes: 23
Nays: 0
Abstention: 1 (abstention of chair)
Hiring of 9 Child Development Assistants was approved.

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3. 12 NISA positions
Moved/Susannah Quigley, second/ Melissa Workman
Ayes: 23
Nays: 0
Abstention: 1 (abstention of chair)
Hiring of 12 NISAs was approved.
4. 2 TOSA positions
Moved/ Britany Hurtado, second/ Kara Otter
Ayes: 22
Nays: 0
Abstention: 1 (abstention of chair)
Hiring of 12 NISAs was approved.
5. 1 Fiscal Tech I position
Moved/ Susannah Quigley, second/ Kara Otter
Ayes: 22
Nays: 0
Abstention: 1 (abstention of chair)
Hiring of 1 Fiscal Tech I was approved.
6. 2 Bilingual Assistant positions
Moved/ Susannah Quigley, second/ Kara Otter
Ayes: 23
Nays: 0
Abstention: 1 (abstention of chair)
Hiring of 2 Bilingual Assistants was approved.
7. 1 Intermediate Clerk Typist position
Moved/ Melissa Workman, second/ Toni Cerniglia
Ayes: 22
Nays: 0
Abstention: 1 (abstention of chair)
Hiring of 1 Intermediate Clerk Typist was approved.
8. 2 Content specialist positions
Moved/ Susannah Quigley, second/ Kara Otter
Ayes: 23
Nays: 0
Abstention: 1 (abstention of chair)
Hiring of 2 Content Specialists was approved.
9. 4 School Community Workers (3 new positions, 1 back fill)
Moved/ Susannah Quigley, second/ Brittney Sharp
Ayes: 24
Nays: 0
Abstention: 1 (abstention of chair)
Hiring of 4 School Community Workers was approved.
10. 1 Administrator, Early Childhood Education position
Moved/ Britany Hurtado, second/ Kara Otter
Ayes: 24
Nays: 0

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Abstention: 1 (abstention of chair)

Hiring of 1 Administrator was approved.

- B. Elect Past Parent and Community Representatives** Geri Hodges, ECE Content Specialist, explained the role of community representative. Amber Busby was introduced. Amber Busby, guest, talked about her position and involvement with the community.

Amber Busby nominated for the community representative chair.

Moved/ Melissa Workman, second/ Susannah Quigley

Ayes: 24

Nays: 0

Abstention: 1 (abstention of chair)

Amerber Busby was elected to the seat of community representative. 10:08 A.M.

- C. Alignment of the mileage reimbursement for PC meetings held at Marvin Marshall, Chris Peden, Fiscal Tech II**

Moved/ Natalie Mora, second/ Melissa Workman

Ayes: 22

Nays: 0

Abstention: 1 (abstention of chair)

Alignment of the mileage reimbursement was approved.

VI Fiscal/Enrollment Reports

B. HS/EHS Enrollment: Tabled until next meeting.

C. HS/EHS Budget, In-Kind Reports: Tabled until next meeting.

D. Meal/Snack Report: Tabled until next meeting.

E. Cal Card Report: Tabled until next meeting.

VII Reports to Policy Committee:

A. Chair Report/Executive Committee Report: Nothing to report.

B. Management:

i. Program Manager – Jim Walters, Program Manager

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

1. Management Content Report – Monthly report for October 2019 was reviewed. Report went over the following; health & nutrition services update, fiscal update, data/technology update, parent, family and community engagement, governance policy committee, education training, education services, disabilities, and mental health services update.

2. Job Openings- All open positions are posted on EDJOIN.ORG. Several positions are now open with minimum qualifications of high school diploma and at least 18 years of age. To apply for any position, look at the job descriptions, or look at the qualifications go the EdJoin.org and look at available job openings.

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C. Standing Committee Reports-

- i. SETA Policy Council Representatives report: Cami Pullen, Kanade Oishi, & Jeremy Rathbone** the next meeting November 26, 2019 the Policy Council will be seated.

D. School Board Report- Nothing to report

E. Community Partner Reports: Nothing to report.

VIII New Business: Nothing to report

IX Public Participation: None

X Adjournment: 10:39 A.M.