

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

December 12, 2019

- I. Call to Order:** The meeting was called to order at 9:11 AM.
- II. Welcome/Rules**
 - A. Welcome:** Desiree Apgar welcomed the committee.
 - B. Sharing and Celebrations:** Representatives shared upcoming birthdays of family members.
 - C. Roll Call:** Desiree Apgar performed the roll call and the quorum was met.
- III. Informational Items:**
 - A. Family Well-Being (Employment and Financial Stability): Paola Vargas, School Community Worker**

Paola Vargas shared handouts about employment workshops, training program for youth and young adults and explained about comprehensive program, legal assistance offered by these programs.
 - B. Program Information Report: Norma Hammer-Agor, ECE Administrator**

Jim Walters talked about the ChildPlus database and how it is used to generate reports which is used to review at the end of the school year.
 - C. Classroom ledges/accounts: Chris Peden, Fiscal Tech II**

Chris Peden explained about the field trip expenditure and about the attendance incentive that classrooms get for high attendance.
- IV. Consent Items:**
 - A. Approval of Minutes from November 14, 2019-Chair**

Moved/Alicia Katnik-Canney, second/ Kara Otter

Show of hands vote:

Ayes: 17

Nays: 0

Abstention: 1

Minutes from November was approved.
 - B. Treasurer’s Report:** None presented.
- V. Action Items**
 - A. Closed Session – Personnel – Pursuant to Government Code Section 54957:**
 - Approval of hiring of Non-Instructional Support Aide.**

Moved/Susannah Quigley, second/ Kara Otter

Show of hands vote:

Ayes: 17

Nays: 0

Abstention: 1

Hiring of Non-Instructional Support Aide was approved
 - Approval of hiring of Child Development Assistant.**

Moved/Cami Pullen, second/ Susannah Quigley

Show of hands vote:

Ayes: 17

Nays: 0

Abstention: 1

Hiring of Child Development Assistant was approved.

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B. Approving the 2019-2020 Committee Calendar and seating of volunteers to the committees:

Jim Walters went over the various committees and their schedule.

Executive Committee (meeting monthly)

Budget/Planning Committee (meeting in January, February, March) – Emily Sterling, Chantel James, Melissa Workman

Personnel/Bylaws Committee (meeting in February, March) – No volunteers

Social/Hospitality Committee (meeting in May, September) – Desiree Apgar, Brittany Estep, Susannah Quigley, Kara Otter

Program Design and Management Committee (meeting in January, February) – No volunteers

Early Childhood Development and Health Services Committee (meeting in March, August) – No volunteers

Moved/ Susannah Quigley, second/ Cami Pullen

Show of hands vote:

Ayes: 17

Nays: 0

Abstention: 1

The 2019-2020 Committee Calendar was approved.

VI Fiscal/Enrollment Reports

A. HS/EHS Enrollment:

Chris Peden reviewed monthly enrollment report for November.

B. HS/EHS Budget, In-Kind Reports:

Chris Peden reviewed In-Kind Report for HS for November.

C. Meal/Snack Report:

Chris Peden reviewed the Meal/Snack Report for October.

D. Cal Card Report:

Chris Peden reviewed the Cal Card Report for November.

VII Reports to Policy Committee:

A. Chair Report/Executive Committee Report: Chair

Desiree Apgar informed the committee about the Policy Committee Executive Board meeting and agenda for the Policy Committee meeting.

B. Management:

i. Program Manager – Jim Walters, Program Manager

None presented.

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

1. Management Content Report –

None presented.

2. Job Openings- Jim Walters reviewed the current job openings on EDjoin.org.

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C. Standing Committee Reports-

i. SETA Policy Council Representatives report: Cami Pullen, Kanade Oishi, & Jeremy Rathbone

Cami Pullen shared handouts with the representatives and the highlights from the meeting. She also informed about the family resource locations, free services provided by Sacramento Food Bank & Family.

D. School Board Report- Jim Walters, Program Manager- None presented.

E. Community Partner Reports: Mutual Assistance, Amber Busby- None presented.

VIII New Business: None presented.

IX Public Participation: None

X Adjournment: 10:52 AM.