

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

January 16, 2020

- I. Call to Order:** The meeting was called to order at 9:05 AM.
- II. Welcome/Rules**
- A. Welcome PC & PAC Representatives:** Chair.
Robin Hoppe welcomed the committee.
 - B. Sharing and Celebrations:** Tami Rebello informed the committee about her new glasses.
 - C. Roll Call:** Desiree Apgar performed the roll call. 21 representatives were present and the quorum was met.
- III Informational Items:**
- A. T-K-12 SJUSD Enrollment Process- Luis Cruz Solache**
Luis Cruz Solache informed the committee about the enrollment criteria for TK-K enrollment and the documents required for enrolling a child. He also shared important dates with regard to open enrollment.
 - B. Plan for Self-assessment-the CQI process-Judy Ellis, Content Specialist**
Jim Walters talked about the Continuous Quality Improvement and its importance in the year-1 of 5-year cycle of grant writing.
Judy Ellis shared sections that were important in the grant writing process which include school readiness, education, training new teachers. Important goals and the CQI plan worksheet were discussed.
 - C. 2019-2020 Committee Calendar**
Geri Hodges said that she will email the meeting dates of various committees to the representatives.
 - D. Head Lice Policy-Jodie Benstead, School Nurse**
Jodie Benstead informed the committee about the draft version of the Head Life Policy and shared flyers on information of lice prevention and control for school districts and child care facilities.
 - E. Playground safety with wheeled equipment-Kim McIntosh, Content Specialist**
Kim McIntosh reviewed some of the supervision policy, safety of wheeled equipment and the play yard.
- IV Consent Items:**
- A. Approval of Minutes from December 12, 2019-Chair**
Motion to amend the minutes from December 12, 2019
Moved/ Veronica Zimmer, second/ Susannah Quigley
Show of hands vote:
Ayes: 15
Nays: 0
Abstention: 1
Motion to amend the minutes from December was approved.
 - B. Treasurer's Report: Treasurer**
None presented.

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V Action Items

A. Closed Session – Personnel – Pursuant to Government Code Session 54957:
None presented.

B. Election for Parliamentarian on Executive Committee

Motion to approve Melissa Workman as Parliamentarian.

Show of hands vote:

Ayes: 17

Nays: 0

Abstention: 1

Motion to approve Melissa Workman as Parliamentarian was approved.

VI Fiscal/Enrollment Reports

A. HS/EHS Enrollment:

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

C. Meal/Snack Report:

D. Cal Card Report:

Motion to table Fiscal/Enrollment Reports until next meeting.

Moved/ Kara Otter, second/ Melissa Workman

Show of hands vote:

Ayes: 17

Nays: 0

Abstention: 1

Motion to table Fiscal/Enrollment Reports until next meeting was approved.

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 Reports

Geri Hodges presented the SETA Content Report.

2. Job Openings

None presented.

C. Standing Committee Reports-

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

None presented.

D. School Board Report-Jim Walters, Program Manager

None presented.

E. Community Partner Reports: Mutual Assistance, Amber Busby

None presented.

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VIII New Business:

None presented.

IX Public Participation:

None presented.

X Adjournment: 10:58 A.M.