

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

**February 13, 2020**

- I. Call to Order:** The meeting was called to order at 9:00 AM.
- II. Welcome/Rules**
- A. Welcome:** Chair.  
Desiree Apgar welcomed the committee.
- B. Sharing and Celebrations:** Chair.  
Cami Pullen started taking college units and passed her tests with A's.  
Melissa Workman celebrated her 20<sup>th</sup> wedding anniversary.
- C. Roll Call:** Desiree Apgar performed the roll call. 17 representatives were present, and the quorum was established.
- III Consent Items:**
- A. Approval of Minutes from December 12, 2019** -Chair  
Moved/ Cami Pullen, second/ Davetta Hawk-Crittenden  
Show of hands vote:  
Ayes: 16  
Nays: 0  
Abstention: 1  
Motion to approve December 12, 2019 minutes was carried.
- B. Approval of Minutes from January 16, 2020** -Chair  
Moved/ Cami Pullen, second/ Davetta Hawk-Crittenden  
Show of hands vote:  
Ayes: 16  
Nays: 0  
Abstention: 1  
Motion to approve January 16, 2020 minutes was carried.
- C. Treasure's Report:** Treasurer – None presented.
- IV Action Items:** Jim Walters
- A. Closed Session – Personnel – Pursuant to Government Code Session 54957:**  
Approval of hiring the Head Start Secretary.  
Moved/ Susannah Quigley, second/ Kara Otter  
Show of hands vote:  
Ayes: 17  
Nays: 0  
Abstention: 1  
Motion for new hire of the Head Start Secretary was carried.
- B. Election for vacant Head Start Policy Council Representative**  
Moved/ Susannah Quigley, second/ Cami Pullen  
Show of hands vote:  
Ayes: 16  
Nays: 0  
Abstention: 1  
Motion to approve the election of Kara Otter was carried.

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**V Informational Items:**

- A. Family Well-Being** – Karina Cervantes and Mustafa Almady  
Karina Cervantes passed out flyers regarding hygiene, a “How to make a dental appointment with a Medi-Cal dental Geographic Managed Care dentist” flyer, a “Toothy Tips for Parents” flyer, and a tooth brushing calendar. She also passed out toothbrushes to the committee, went into depth about the flyers, and answered questions.

Mustafa Almady informed the committee that a workshop is being held on 02/14/2020, at Marvin Marshall, at 8am. A chance for schools to set up their own Farsi speaking workshops are available upon contact with Mustafa Almady. The workshop is a general review for Early Childhood Education for Farsi speaking parents and within the discussion, the importance of attendance will be brought up as well as hygiene kits being passed out.

- B. Community Assessment Data** – Jim Walters, Program Manager  
Jim Walters informed the committee we are writing the grant for the next five years. He explained that SETA does a thorough county assessment to see what the needs are and what changes have been made to the community’s needs. Only 13% of eligible children are being served through HS, and only 6% are EHS.
- C. Progress of 2020-2021 HS/EHS** – Jim Walters, Program Manager  
Jim Walters informed the committee we are currently writing year one of our five-year Grant. He discussed some of our goals for the 2020-2021 school year with the committee. Some of these goals were asking for a waiver so that we can have 24 kids in each classroom, spreading out the special education children to more classrooms, digital sign-ins for each classroom, and looking into getting a new classroom for the 2021-2022 school year at Thomas Edison. Jim also informed the committee that all classes will be going to full, 6-hour days from Monday – Thursday, and half, 3.75hr days on Fridays. Discussion about aligning HS/EHS calendars with Elementary school calendars was held.

**VI Fiscal/Enrollment Reports** – Chris Peden

- B. HS/EHS Enrollment:**  
Review of January’s report.
- C. HS/EHS Budget, In-Kind Reports:**  
Review of January’s report.
- D. Meal/Snack Report:**  
Review of December’s report.
- E. Cal Card Report:**  
Review of December and January’s reports.

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**VII Reports to Policy Committee:**

**A. Chair Report/Executive Committee Report - Chair**

None presented. Just went over Executive Committee agenda.

**B. Management:**

i. **Program Manager** – Jim Walters, Program Manager  
Grant writing and five-year goals.

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

• **Management Content Report –**

Jim Walters presented the monthly SETA Report for the month of January.

• **Job Openings-**

Jim encouraged the committee to look at the job postings on EdJoin.

**C. Standing Committee Reports:**

i. **SETA Policy Council Representatives report - Kanade Oishi, & Jeremy Rathbone**

None Presented.

**D. School Board Report-** Jim Walters, Program Manager

Nothing on agenda. March 25, school board will approve grant. Mention of “Week of the Young Child.”

**D. Community Partner Reports – Mutual Assistance, Amber Busby**

Amber Busby went over the following upcoming events.

•Engaging Families of African American Youth Workshop this Saturday 2/15, 8:30am-2:30pm, at El Camino High School

•VITA Program & Super Saturdays for free tax return filing. Two separate flyers are attached regarding VITA and California Earned Income Tax Credit qualifications

•Northern Sacramento Leadership Committee presented by Mutual Assistance Network, first meeting 02/13/2020 at 6pm at the Arcade Community Center, 2427 Marconi Avenue.

**VIII New Business:**

A donation from Jersey Mike’s was accepted.

**IX Public Participation:**

None Presented.

**X Adjournment:**

Meeting was adjourned at 10:25 AM