

Head Start Policy Committee Meeting Minutes  
Thursday, May 19, 2016

I. Call to Order/Roll Call

The meeting was called to order at 9:10 a.m. by Chair, Calvin Shepherd. Calvin asked for a volunteer to take minutes in the Secretary's absence. Maira Renteria, representative for Susan B. Anthony, volunteered, called roll and a quorum was established.

II. Consent Items

A. Approva I of the Mi nutes of the April 21 , 2016 Meeting

Minutes of the April 21, 2016 meeting were reviewed. Cathleen Brown moved to approve the minutes. Maira Renteria seconded the motion. Show of hands vote: Aye: 7 (Maria Cruz, Veronica Valdez, Maria Mendez, Stephanie Garcia, Andrea Scharow, Alma Acevedo, and Phoua Lee). Nay: 0 Abstentions: 1, Chair.

III. Action Items

A. Election of Secretary

Rose Moya, Registration Supervisor, explained that we needed to elect a new Secretary due to the removal of the previous Secretary. She went over what the position consists of. Chair then asked for nominations. Stephanie Garcia nominated Maira Renteria, representative for Susan B. Anthony for the new Secretary position. There were no other nominations. Maria Cruz moved to approve the staff. Andrea Scharow seconded the motion. Show of hands vote: Aye: 8 (Maria Cruz, Veronica Valdez, Maria Mendez, Stephanie Garcia, Alma Acevedo, Phoua Lee, and Cathleen Brown). Nay: 0 Abstentions: 1, Chair.

III. Action Items (Closed Session Personnel -Pursuant to Government Code Section 54957 )

A. Staff Approval

There were no staff approvals.

IV. Information Items

A. Director's Report

Jacque Bonini, Interim Director, went over the 2016-2017 Head Start Budget Narrative. She provided handouts, and reviewed the Head Start program funds. She went over the

budget for personnel, fringe benefits, Cost of Living Adjustment (COLA), supplies, training, and other items. We have allocated \$4,402,103 in personnel salaries. For supplies, we have allocated \$276,659. Training and technical assistance was \$20,000, non-federal share \$2,158,958, and indirect charges \$295,257. Shelagh Ferguson explained the items that are considered “other resources.” She briefly mentioned the items listed under Early Head Start that were the same headings as the Head Start narrative.

#### B. Eligibility, Recruitment, Selection, Enrollment and Attendance Report

Rose Moya, Registration Supervisor, provided the ERSEA report. Handouts were provided on the current enrollment status and actual monthly attendance. Head Start and Early Head Start enrollment is at 100%. She explained that the absences could be due to allergies. She provided flyers and asked the parents to please spread the word on enrollment, and to continue to recruit. She also asked to encourage parents to follow up with enrolling if they have returning students. There is a health fair at Meadowview Park Saturday, May 21, 2016 that BraJona Harris, Parent Advisor, and Jennie Zapata, Home Visitor, will be recruiting at the event. She also asked to let herself, or BraJona Harris, know of any community events so that they can recruit families for enrollment.

#### C. Fiscal Monthly Report

- Department Credit Card Statement
- USDA Meals/Snacks

## F. Facility Update

Jennifer Osalbo, Coordinator, reported for Patti Lewkowitz. Patti Lewkowitz, Facilities Licensing Specialist, could not attend because they are updating furniture in twenty sites. We have already installed newer computers and new printers at several sites. She discussed the current reconstruction of the playground at Hiram Johnson.

children get older. Handouts, containing service information, flyers, and a calendar were provided to everyone.

VII. Adjournment

Meeting adjourned at 10:41am.