

**Head Start Policy Committee Meeting Minutes  
Thursday, September 17, 2015**

**I. Call to Order/Roll Call**

The meeting was called to order at 9:10 a.m. by Derek Lamb, Parliamentarian. Derek called roll and then asked for a volunteer to take minutes of the meeting. Maura Maldonado-Vazquez from Peter Burnett volunteered. Quorum was established. Calvin Sheppard arrived and began to facilitate the meeting.

**II. Consent Items**

**A. Approval of the Minutes of the June 4, 2015 Meeting**

Minutes of the June 4, 2015 meeting were reviewed. Andrea Scharnow moved to approve the minutes. Derek Lamb seconded the motion. Show of hands vote: Aye: 10 (Brianda Gonzalez-Loreto, William Young, Maria Mendez, Irene Santillan, Andrea Scharnow, Maura Maldonado-Vazquez, Pauletta Silva-Arnold, Feuy Saelee, Cathleen Brown and Derek Lamb) Nay: 0 Abstentions: 2 , Calvin Sheppard, Chair and Michelle Richardson.

**III. Action Items**

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

**A. Staff Approval**

Vicki Wasson, Coordinator, provided information on the interviews held for a teacher position at John Still and an Operation Specialist for Child Development. Chong Vang was recommended for the Teacher position and Richard Conn was recommended for the Operation Specialist. William Young moved to approve Chong Vang for the teacher position and Richard Conn for the Operation Specialist. Andrea Scharnow seconded the motion. Show of hands vote: Aye: 11 (Brianda Gonzalez-Loreto, William Young, Maria Mendez, Michelle Richardson, Irene Santillan, Andrea Scharnow, Maura Maldonado-Vazquez, Pauletta Silva-Arnold, Feuy Saelee, Cathleen Brown and Derek Lamb) Nay: 0 Abstentions: 1, Chair.

Noel Estacio, Coordinator, provided information on the interviews held for an Early Head Start Itinerate Teacher and an Early Head Start Home Visitor. Sandra Gonzales was recommended for the EHS Itinerate Teacher position and Ana Rodriguez was recommended the EHS Home Visitor position. William Young moved to approve Sandra Gonzales for EHS Itinerate Teacher and Ana Rodriguez for EHS Home Visitor. Andrea Scharnow seconded the motion. Show of hands vote: Aye: 11 (Brianda Gonzalez-Loreto, William Young, Maria Mendez, Michelle Richardson, Irene Santillan, Andrea Scharnow, Maura Maldonado-Vazquez, Pauletta Silva-Arnold, Feuy Saelee, Cathleen Brown and Derek Lamb) Nay: 0 Abstentions: 1, Chair.

Vicki Wasson, Coordinator, provided information on the interviews held for two Coordinator positions. Noel Estacio and Jennifer Osalbo were recommended for the positions. Andrea Scharnow moved to approve Noel Estacio and Jennifer Osalbo for the Coordinator positions. William Young seconded the motion. Show of hands vote: Aye: 11 (Brianda Gonzalez-Loreto, William Young, Maria Mendez, Michelle Richardson, Irene Santillan, Andrea Scharnow, Maura Maldonado-Vazquez, Pauletta Silva-Arnold, Feuy Saelee, Cathleen Brown and Derek Lamb) Nay: 0 Abstentions: 1, Chair.

#### **IV. Information Items**

##### **A.**

Vicki Wasson, Coordinator, provided the Director's report, due to the fact that there is a vacancy for a department Director. Vicki informed the committee that the Director's position has been posted, and that we currently have two Interim Directors overseeing the department,

Expansion, which began July 1<sup>st</sup>. Shelagh announced that the committee will be provided a budget training to help them understand the various budgets and how they are created. Shelagh also reviewed the HS/EHS Monthly Report Summary. The credit card and meal counts were no available at this time.

#### **D. Policy Council Report**

Calvin Sheppard, Chair, reported on the last Policy Council meeting held at SETA. He shared that he is part of the Male Involvement committee. The committee advocates male involvement and will be sponsoring a barbeque next month to promote dads involvement in their child's lives. Rose Moya, Parent Advisor, briefly described the Policy Council, when, where they meet and its purpose.

#### **E. Nutrition Update**

Tammy Sanchez, Coordinator, shared that she works closely with the nurses and Nutrition Services Department. This is a busy time of year in the department. Nurses are busy reviewing files of children with food allergies. She reported that parents should see the school lunch menu posted in their classrooms, which changes weekly. She also reported on the department policy that no outside food is allowed to be brought into the classroom. There are alternatives if parents want to celebrate their child's birthday, or other celebrations.

#### **F. Facility Update**

Patti Lewkowitz, Facilities and Licensing Specialist, reported that a lot of work was done

overflow parking located off of 25<sup>th</sup> street. The gates will be open by 8:00 am the morning of the meetings and has 65 spaces for parking.

**VI. Public Participation**

There was no public participation.

**VII. Adjournment**

Andrea Scharnow made a motion to adjourn the meeting at 10:26. Pauletta Silva-Arnold seconded the motion. Show of hands vote: Aye: 10 (Brianda Gonzalez-Loreto, Maria Mendez, Michelle Richardson, Irene Santillan, Andrea Scharnow, Maura Maldonado-Vazquez, Pauletta Silva-Arnold, Feuy Saelee, Cathleen Brown and Derek Lamb) Nay: 0 Abstentions: 1, Chair.