

Sacramento City Unified School District (SCUSD)  
Child Development Department

**Head Start Policy Committee Meeting Minutes  
Thursday, October 15, 2015**

Minutes of the September 17, 2015 meeting were reviewed. Andrea Scharnow moved to approve the minutes. Cathleen Brown seconded the motion. Show of hands vote: Aye: 16 (Deborah Allred, Brianda Gonzalez-Loreto, Maria Mendez, Irene Santillan, Andrea Scharnow, Maria Mendez, Michelle Richardson, Marisol Ramos, Stephanie Garcia, Nekeitha Carradine, Danielle Parsons, Veronica Valdez, Maura Maldonado-Vazquez, Phoua Lee, Cathleen Brown and Elizabeth Frazee) Nay: 0 Abstentions: 4, Calvin Sheppard, Chair, Jordan Falon, Adriana Favela, and Sondra Mattingly.

#### **IV. Action Items**

##### **A. Approval of Past Parents and Community Representatives**

Rose Moya, Parent Advisor, reviewed the application process for past parents and community representatives. She asked the committee for approval of 2 community representatives; Deanna Quintanilla, Program Director for the Foster Grandparent Program, and Sondra Mattingly, Coordinator for the Foster Grandparent Program. Rose also asked the committee to approve 3 past parent representatives; Cathleen Brown, Derek Lamb, and Calvin Sheppard. Cathleen Brown moved to approve the community representatives and past parents. Andrea Scharnow seconded the motion. Show of hands vote: Aye: 19 (Victoria Ruiz, Deborah Allred, Jordan Falon, Brianda Gonzalez-Loreto, Maria Mendez, Irene Santillan, Andrea Scharnow, , Michelle Richardson, Marisol Ramos, Stephanie Garcia, Nekeitha Carradine, Danielle Parsons, Adriana Favela, Veronica Valdez, Maura Maldonado-Vazquez, Phoua Lee, Cathleen Brown and Elizabeth Frazee) Nay: 0 Abstentions: 4, Calvin Sheppard, Chair, and Sondra Mattingly.

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

##### **A. Staff Approval**

Noel Estacio, Coordinator, provided information on the interviews held for several Early Head Start Instructional Aide positions. Ker Thao, Shabana Khan, Lenina Murphy and Milouda Khan were recommended for the EHS Instructional Aide positions. Brianda Gonzalez-Loreto moved to approve Ker Thao, Shabana Khan, Lenia Murphy and Milouda Khan for the EHS Instruction Aide position./2 Tg 1 3 7 Instrurown

Maura Maldonado-Vazquez, Marissa Guerrero, Phoua Lee, Elizabeth Frazee, Cathleen Brown and Sondra Mottingly) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

Jennifer Osalbo, Coordinator, provided information on the interviews held for several preschool teacher positions. Kelly Xiong, Christy Alva and Yumiko Trimmingham were recommended for the positions. Nekeitha Carradine moved to approve Kelly Xiong, Christy Alva and Yumiko Trimmingham for the teacher positions. Cathleen Brown seconded the motion. Show of hands vote: Aye: 20 (Victoria Ruiz, Deborah Allred, Jordan Falon, Veronica Valdez, Brianda Gonzalez-Loreto, Maria Mendez, Michelle Richardson, Marisol Ramos, Stephanie Garcia, Irene Santillan, Andrea Scharnow, Nekeitha Carradine, Danielle Parsons, Adriana Favela, Maura Maldonado-Vazquez, Marissa Guerrero, Phoua Lee, Elizabeth Frazee, Cathleen Brown and Sondra Mottingly) Nay: 0 Abstentions: 1, Calvin Sheppard, Chair.

## **V. Information Items**

### **A. Director's Report**

Noel Estacio, Coordinator, provided the Director's report, due to the fact that there is a vacancy for a department Director. Noel reviewed the Head Start Update for the month of September. She reported that the nurses provided training at pre-service on asthma and food anaphylaxis in preschoolers. Nutrition Services Department provided training on meal service compliance and Patti Lewkowitz, Facilities and Licensing Specialist, provided a thorough review of facility and safety compliance. In mental health a new referral process was introduced to teaching staff for children exhibiting challenging behaviors. Teaching staff and School Community Liaisons began the Family and Community Partnership process during home visits/conferences with families by reviewing the Family Worksheets. The process is to identify needs of families and begin action for follow up. Teaching staff were retrained at the September Professional Learning in the area of the program's referral processes to help teaching staff refer and support students who may need additional services or accommodations. In the month of September, the department served 81 Head Start preschool children with IEPs and 12 Early Head Start children with IFSPs. We now have a new Disabilities Coordinator, Jennifer Osalbo, who will be supporting all the classrooms within the program options in the area of special needs. EHS Expansion programs had the Baseline audit this month, and the reviewers gave great feedback.

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

Noel Estacio, Coordinator, provided the ERSEA report. She informed the parents that Head Start requires that we maintain full enrollment and 85% attendance. She was happy to report that for the month of August we met full enrollment in both Head Start and Early Head Start. Unfortunately, we struggled with the 85% attendance. Head Start's overall attendance was 82%, Early Head Start basic was 68% and Early Head Start Expansion was 79%. Staff talks to families regarding their child's attendance to see if there is support that is needed.

### **C. Fiscal Monthly Report**

Shelagh Ferguson, Program Technician, introduced herself and informed the committee that they will receive fiscal reports each month. At the next meeting the reports will be color

coded to differentiate between the Head Start, Early Head Start and Early Head Start Expansion