

**Head Start Policy Committee Meeting Minutes  
Thursday, November 16, 2017**

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

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## **A. Staff Approval**

Jennifer Osalbo, Coordinator, provided information for the hiring of Zolia Vasquez-Rosales as Instructional Aide for Parkway P2 Wrap. Tanessa Lee moved to approve the hiring of Zolia Vasquez-Rosales as Instructional Aide. Veronica Gaddy seconded the motion. Show of hands vote: Aye: 14 (Tanessa Lee, Veronica Gaddy, Maria Garcia, Dryw Westerman, Haley Zapien, Sandra Olguin, Jasmine Luckey, Maria Torres, Maria Castro-Flores, Jessica

down what each item represented. The items listed were personnel, benefits, travel, equipment, supplies, contractual/construction, and other.

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

Marie Desha, Social Services/Parent Involvement Coordinator for SETA, shared that the new Policy Council Representatives will receive their Welcome Letter and Bylaws soon. She also spoke about the next Policy Council meeting on Tuesday, November 28, 2017 at 9:00am.

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

Tammy Sanchez, Health/Nutrition Coordinator, shared that the SCUSD Nutrition Services Department provides the meals for the Child Development programs. They may provide breakfast, lunch, and snacks, depending on the program option and how many hours they operate. She mentioned that Nutrition Services usually visits the Policy Committee in the Spring. They want to hear from parents, and receive feedback about the items on the menus. Tammy shared that the menu should be posted in the classroom, and is also on the District website. Some children may receive different food for medical reasons, or if there is a specific food preference. Parents were reminded that it is important to contact the teacher at the start of class if the child is going to be absent or late, so the appropriate amount of food can be ordered for the class that day. She suggested speaking to the teacher first if there are any concerns related to food service. Many times a concern can be resolved by the teacher speaking directly to the Kitchen Manager. Or they may speak to their Coordinator who will decide next steps, which may involve contacting the Nutrition Services Supervisor or Tammy for assistance.

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

Jennifer Osalbo, Coordinator, shared that the self-assessment is starting, and the resource teachers are going into classrooms and checking files. She introduced Ahisha Lewis, the new Facilities and Licensing Specialist. Ahisha Lewis shared that she is currently doing site visits, and meeting Child Development staff. Ahisha asked parents to complete the SETA Safe Environments Screener packet that she provided and the due date is the next PC meeting, which is 12/21/17.

#### **G. First 5/Education Update**

Jacquie Bonini, Director, spoke on behalf of Doris Reese. She shared that the Child Development staff have been receiving training on everything, from safety, to how to deal with children who don't want to go to circle time. This week, there have trainings for the Child Care Attendants.

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possible. Teachers have already received the colored flyers and sign-up sheets for