



Head Start and Early Head Start Policy Committee Meeting

Agenda

October 21, 2026

10:00am – 12:00pm

Marvin Marshall Room 19

5309 Kenneth Ave

Carmichael, CA 95608

- I. Call meeting to Order** – Christina Macias, PC Co-Chair
- II. Welcome/Rules**
 - A. Welcome – PC Representatives - Madison Lantz, PC Co-Chair
 - B. Sharing & Celebrations - Madison Lantz, PC Co-Chair
 - C. Seating of the 2026-2027 Policy Committee Representatives and Roll-Call/Establish Quorum – Madison Lantz, PC Co-Chair
- III. Consent Items-**
 - A. Approval of PC Minutes from September 16, 2026 Meeting - Madison Lantz, PC Co-Chair
- IV. Action Items**
 - A. Approval of Modifications to the Bylaws of the San Juan Unified School District Head Start/Early Head Start Policy Committee- Madison Lantz, PC Co-Chair
 - B. Voting in Past Parent Representatives - Madison Lantz, PC Co-Chair
- V. Informational Items**
 - A. Policy Committee Orientation - Christina Macias, ECE Content Specialist
 - B. Job Recruitment Update - Meghan Jorgensen, ECE Administrator
- VI. Fiscal/Enrollment Reports** – Stephanie Mejia, ECE Program Analyst
 - A. HS/EHS Enrollment
 - B. HS/EHS Budget
 - C. HS/EHS: In-Kind Reports
 - D. Meal/Snack Report
 - E. Cal Card Report
- VII. Reports to Policy Committee**
 - A. Chair Report/Executive Committee Report - Madison Lantz, PC Co-Chair
 - B. Management
 - a. Head Start Program Director's Report –Becky Marsolais, Director II - ECE/Expanded Learning
 - b. HS/EHS Administrators/ECE Content Specialist: Meghan Jorgensen, ECE Administrator
 - i. Management/Content Reports
 - ii. Job Openings
 - C. Standing Committee Reports
 - a. SETA Policy Council Representatives Report – Graciela Garduno(HS)
 - D. **New Business**
 - E. **Public Participation**
 - F. **Adjournment**



San Juan Unified
SCHOOL DISTRICT

Early Childhood Education

Consent Items

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

Wednesday, September 16, 2026
10:00 AM – 12:00 PM
Marvin Marshall
5309 Kenneth Ave
Carmichael, CA 95608

Call meeting to Order – Madison Lantz, Co-Chair – 10:03 am

1. Welcome/Rules

Welcome – PC Representatives:

- i. Madison welcomed the PC representatives to the September Policy Committee.

Sharing & Celebrations:

- ii. Isabelle shared that a child was in tears from not wanting to leave class at the end of the day. Isabelle stated that it is wonderful that we can create such a wonderful community and environment that children do not want to leave their classrooms.

Roll-Call/Establish Quorum:

Madison Lantz, Angela Lee, Graciela Garduno, Diana Lambert,
Ahmad Shah (arrived at 10:09 a.m.)

Quorum Established: Yes

Consent Items

Approval of PC Minutes from August 26, 2026, Meeting – Madison Lantz, Co-Chair:

Motion to Approve: Graciela Garduno

Second: Angela lee

Yes: 3

No: 0

Abstention: 1

Action Items -

Motion to Table Election of a PC Treasurer – Madison Lantz, Co-Chair

Motion to Approve: Graciela Garduno

Second: Angela Lee

Yes: 3 No: 0

Abstentions: 1

Motion to Table SETA Policy Council Rep (HS) – Madison Lantz, Co-Chair

Motion to Approve: Graciela Garduno

Second: Angela Lee

Yes: 3 No: 0

Abstentions: 1

First Reading of Modifications to the Bylaws of the San Juan Unified School District Head Start/Early Head Start Policy Committee – Madison Lantz, Co-Chair

Motion to Approve: Graciela Garduno

Second: Angela Lee

Yes: 3 No: 0

Abstentions: 1

Open the First Reading of Modifications to the Bylaws of the San Juan Unified School District Head Start/Early Head Start Policy Committee to the public at 10:14 a.m. and closed at 10:14 a.m. – Madison Lantz, Co-Chair

Motion to Approve: Graciela Garduno

Second: Diana

Lambert

Yes: 3 No: 0

Abstention: 1

Informational Items.

Job Recruitment Update – Meghan Jorgensen, ECE Administrator

Meghan gave an update on job recruitment.

Fall Festival PC Recruitment Table – Christina Macias, ECE Content Specialist

Christina provided an overview of the Fall Festival, and shared that Craig and Madison volunteered for slots at the recruiting table.

Christina also encouraged the PC reps to volunteer at the recruiting table.

Fiscal/Enrollment Reports – Stephanie Mejia, Program Analyst:

Stephanie reviewed the fiscal and the enrollment reports.

- iii. HS/EHS Enrollment
- iv. HS/EHS Budget
- v. HS/EHS: In-Kind Reports
- vi. Meal/Snack Report
- vii. Cal Card Report

Reports to Policy Committee

Chair Report/Executive Committee Report – Madison Lantz, Co-Chair:

- viii. Reviewed the minutes for August 26, 2026
- ix. Reviewed and approved September 16, 2026, PC Meeting Agenda

Management

Head Start Program Director's Report – Becky Marsolais, Director II ECE and Expanded Learning

- x. Becky was not available.

HS/EHS Administrators/ECE Content Specialist Reports - Meghan Jorgensen, ECE Administrator:

- xi. Meghan Jorgensen went over the monthly content reports.

Content Reports

Safety

Goal/Objective of the content (Include 5-year goal/objective if applies):

- xii. Increase the health, safety and wellbeing of children birth to age 5 by expanding communication systems and education that will include parent/guardian, staff and community partners.

Monthly Actions towards Objective (Include Grant work if applicable):

- xiii. The Content visited many of the program's classrooms to deliver safety items to staff, checks rooms for safety needs, and welcome staff back.

Data to Report:

- xiv. Not at this time.

Monitoring and/or Teacher Trainings:

- xv. The Content monitored classrooms for specific checklists.

Important ongoing Activities:

- xvi. The content trained all preschool staff during PD. They made their slides available to staff. SETA was in attendance for the presentation and were happy with what staff were trained on.
- xvii. The Content will be training IT and is building that presentation as well as gearing up for various monitorings this year.

Nutrition

Goal/Objective of the content (Include 5-year goal/objective if applies):

xviii. The goal of CACFP (Child and Adult Care Food Program), per the State of California, is to enhance participants' health and well-being by providing nutritious meals to infants, children, and adults.

xix. CACFP monitoring revealed a need to better inform parents and train them on the health benefits of daily family-style meals. By providing targeted training and emphasizing these benefits, the program aims to positively impact growth data throughout the year.

Monthly Actions towards Objective (Include Grant work if applicable):

- xx. To accomplish these goals, we vend through our school district's nutrition services program, to provide meals that meet the CACFP Meal Pattern requirements.
- xxi. Resources, recipes and healthy activities have been shared with the Family Engagement Content Specialist to provide resources for teachers and/or families.
- xxii. Created email contact list for people interested in nutrition classes hosted by ECE.

Data to Report:

xxiii. 17 people have signed up as being interested in nutrition classes being offered in the fall.

Monitoring and/or Teacher Trainings

- xxiv. Presented at the Aug. PDs for IT and Preschool.
- xxv. Research of materials/resources that would be beneficial to all HS/EHS programs.
- xxvi. Site visits to Toddler, Preschool and Discovery Club classes in August.
- xxvii. Monthly menus for ELA and Discovery Club.
- xxviii. Preparing for annual CACFP training for IT and Preschool PD in October 2026.

Important ongoing activities:

- i. None at this time.

Health

Goal & Objective

- ii. 5-Year Goal: Enhance health and wellbeing for children (Birth to Age 5) through systemic communication and integrated health services.
- iii. Monthly Objective: Standardize health requirement communication to reduce barriers to enrollment and maintain 100% compliance with Head Start Performance Standards.

The "Nurse's Corner": Monthly Highlights

Health Services & Data Tracking

<u>Service Category</u>	<u>Monthly Impact</u>
Comprehensive Screenings	545 students served YTD (Vision, Hearing, BP, Hgb, Height/Weight), 307 students required nurse follow up.
Health Care Plans	61 active plans developed and monitored by School Nurses.
Medication Management	31 medications currently safely managed in classrooms. This includes monthly medication log audits to ensure compliance.

Specialized Care	3 students receiving 1:1 daily LVN care with School Nurse oversight.
Dental Screenings	Collecting Early Smiles consent forms during screening appointments
Care Management	TBD
Follow up on missing events	Ongoing data entry and follow up on missing events for the 655 enrolled students by Health Assistants.

Safety & Staff Development

- iv. Education/Emergency Readiness: ECE school nurses provided 4 general health training sessions.
- v. Clinical Training: Nurses provided 23 specialized training on a 1:1 basis for staff working with **medically involved students**, ensuring every child is safe in our care.
- vi. Communication: Provided links to online health resources in newsletters.

Disabilities

- vii. The Content specialist focused on continuing to support our 12 month EHS staff, students and families with IFSP guidance, collaborating with the EHS administration, TOSAs and Leadership team in preparation for our September Professional Development activities and completing site visits for individual child interventions and tracking our completion of ASQ developmental and behavioral screeners.
- viii. For our 10 month EHS classrooms and for the Head Start preschool classrooms the Disabilities Content Specialist focused on supporting staff in welcoming all families back to the classroom, identifying materials and resources that specific teachers may need to provide an inclusive environment for all children and outlining the referral processes for any developmental or behavioral concerns.
- ix. The Content Specialist also provided all classrooms with current IEPs for any student receiving services from our district for symptoms of a disability, continued to monitor our screening appointments for any developmental or behavioral concerns and making sure that families are aware of all district and county resources for children with disabilities or behavioral challenges.
- x. All data was compiled and completed for our grant holder's records and was submitted on time.

Family Engagement / Governance

Goal/Objective of the content (Include 5-year goal/objective if applies):

- i. Empower parents to come together and support each other and the Head Start and Early Head Start Program through volunteering, leadership opportunities, and parent workshops.

Data to Report:

- ii. None at this time.

Monitoring / Teacher Trainings

- iii. Presented at Infant/Toddler PD on August 6, 2026.
- iv. Presented at Preschool PD on August 18, 2026.

Important Ongoing Activities

- v. The Content with the SCWs (School Community Workers) tabled at various Back to School Nights.
- vi. SCWs and Content are preparing for the Fall Festival.
- vii. Worked on updating Parent Meeting forms for all programs.

Standing Committee Reports:

SETA Policy Council Representatives Report – Graciela Garduno (HS)

- viii. Graciela shared that SETA will be having their BBQ Festival at the South Side Park. Gaylon shared that SETA will be having their 2nd Annual Parent Ambassador BBQ. Gaylon shared that SETA will be teaching parents about Policy Committee and parents will learn the importance of advocating for all of our 36 centers here in Sacramento. The BBQ will be held on September 26, 2026, from 10:00 a.m. to 3:00 p.m.

New Business

Christina shared that PC representatives elections will be held in October. Please let your teacher know if you are still interested in continuing to be a PC rep. Christina shared that you would need to be voted in. Christina will remind the teachers about the policy of voting in parents.

Public Participation

None.

Adjournment 10:33 AM

Action Items

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Approved by Policy
Committee on 5/18/2022
Approved by BOARD OF
EDUCATION on 8/23/2022

**Policy Committee
BYLAWS**

ARTICLE I

Name

This committee shall be named the San Juan Head Start/Early Head Start Policy Committee, hereafter referred to as PC.
A copy of these bylaws will be made available upon request.

ARTICLE II

Purpose

The general purpose of this committee is to organize constructive policy guidelines to give purpose and direction to the Head Start/Early Head Start (HS/EHS) program in the San Juan Unified School District, and to increase its maximum effectiveness. The actions of the committee shall not conflict with the regulations, policies, and laws of Head Start/Early Head Start or those of the San Juan Unified District Board of Education. In addition, committee members may not have a financial interest in the district.

ARTICLE III

Procedure

The PC follows procedures outlined in the San Juan Unified School District policy, which adheres to the Ralph M. Brown Act. PC meetings follow procedures using Robert's Rules of Order.

Robert's Rules of Order, Simplified and Applied, 2nd Edition, will be used by the PC and parent committees. A copy will be made available upon request.

ARTICLE IV

Duties & Responsibilities

The duties and the responsibilities of the PC shall be to coordinate the entire SJUSD HS/EHS program. For the benefit of each school, PC will function as a unit to:

- A. Assist in the development, review and approval of budgets and the yearly program plan.
- B. Evaluate and assist in the curriculum process.
- C. Train in the legislative process.
- D. Review and approve district and Head Start personnel policies per 45CFR 1304.50 Program Governance.
- E. Assist in the evaluation of the overall program according to Head Start Performance Standards.
- F. Participate in the training development of leadership skills.
- G. Report pertinent information at center/classroom parent meetings.
- H. Be involved with the HS/EHS classrooms and programs, attend classroom parent meetings, and attend all PC meetings.
- I. Serve as a link to the parent committees, public and private organizations, and the communities they serve.
- J. Assist parent committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS, and to encourage their participation in the program.
- K. Assist parent committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensure that funds set aside from program budgets are used to support parent activities.
- L. Assist in recruiting volunteer services from parents, community residents and community organizations and assist in the mobilization of community resources to meet identified needs.

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- M. In addition, federal regulations state that the PC must work in partnership with key management staff and the governing body to develop, review and approve or disapprove the following policies and procedures:
- a. All funding applications and amendments to funding application for HS/EHS, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 - b. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - c. Procedures for program planning in accordance with this part and the requirements of 642(c)(2)(A).
 - d. The program's philosophy and long and short-range program goals and objectives.
 - e. The composition of the PC and the procedures by which the Policy Committee members are chosen.
 - f. Criteria for defining recruitment, selection, and enrollment priorities in accordance with the requirements of 642(c)(2)(D)(ii).
 - g. The annual self-assessment of the SJUSD HS/EHS program progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the federal monitoring review.
 - h. The annual independent audit that must be conducted in accordance with 642(d)(2)(E).
 - i. Program personnel policies and subsequent changes to those policies, in accordance with 642(c)(2)(D)(vi), including standards of conduct for program staff, consultants and volunteers.
 - j. Decisions to hire or terminate the HS/EHS director of the SJUSD delegate agency.
 - k. Decisions to hire or terminate any person who works primarily for the HS/EHS program of the SJUSD delegate agency.
 - l. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS agency.
 - m. San Juan Unified School District Head Start policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high-quality program.
 - n. PC must establish written procedures for resolving internal disputes (internal dispute resolution), including impasse procedures between the governing body and the policy group.
 - o. Establish and maintain procedures for sharing and working with the SJUSD delegate agency to resolve community complaints about the program.
- N. Individual members, while representing the PC, shall not engage in any activities or assume any such powers, duties or functions that are contrary to, or inconsistent with, the goals and objectives of the Head Start/Early Head Start Child Development Program as established by either local, state, or federal laws, regulations or SJUSD policies.

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ARTICLE V

Membership

Allocation of center/classroom program option representation will be based on funded HS/EHS enrollment. Each Head Start classroom (~~class enrollment of 20 or 24~~) will have 1 representative and 1 alternate. Each Early Head Start center (~~center enrollment 8 or 16~~) will have 1 representative and 1 alternate. Early Head Start Home Based teacher groups (~~enrollment of 12 children~~) will have 1 representative and 1 alternate.

A. Center Representatives

1. Representative(s) will be elected from the parent committee of each program center/classroom and must have a child currently enrolled.
2. Representative(s) will serve a term of 1 full program year and will carry over until new representatives are elected. Each class reserves the right to recall their own representative by a vote of 2/3 majority, providing 2 weeks' notice has been given to parents through the PC Executive Committee.
3. No San Juan USD HS/EHS staff, SETA staff (or members of their immediate families), or delegate agency staff shall serve on the PC, except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as not exceeding 4 consecutive days in a month.

B. Community Representative

1. Past Parent Representatives: Up to 5 parents of former Head Start/Early Head Start parents may be elected by the outgoing PC to become voting Policy Committee representatives.
2. The PC members may recommend prospective neighborhood representatives to Executive Board for consideration. Candidates will attend the PC meeting for final approval. PC must approve the candidate by majority vote, and up to 3 neighborhood reps may serve at any one time.
3. Special Grants: Special grants involving adult volunteer members will hold additional voting community representative positions on PC. PC will approve 2 representatives by a majority vote.

C. Representative Membership Terms

1. The PC must limit the number of 1-year terms any individual may serve to a combined total of 5 program years.
2. At least 51 percent of the voting membership of the Policy Committee must consist of parents whose children are currently enrolled in the program.

D. Attendance

1. Any member ~~or alternate~~ in a voting capacity missing ~~2~~ 3 consecutive regular PC meetings without an excused absence or missing a total of ~~3~~ 5 meetings (regular/special, excused, or unexcused) during his/her term, will automatically be removed.
2. An excused absence is defined as: illness of self or immediate family member, family emergency or academic requirements of older siblings (i.e., awards banquet, parent conference).
3. A member requesting an excused absence must call or email the alternate, if the alternate is known, and the SJUSD ECE secretary liaison prior to the meeting. The SJUSD ECE secretary liaison will notify the PC chair of any known absences.

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E. Removal

1. Representatives will be recommended for removal from PC for behavior that does not follow “Parent Code of Conduct,” “Confidentiality Statement,” or other disruptive, disrespectful, or illegal behavior during PC meetings, trainings, or conferences.
2. Issues and concerns will be brought to the Executive Committee by any parent, PC member or staff. The member being recommended for removal will be notified in writing at a minimum of 1 week prior to the meeting and may state his/her case at this Executive Committee meeting. Recommendation for removal will be presented to the full PC during a closed session; 2/3 majority vote of members present is required for removal. Any member removed from PC may not serve on PC in any capacity for the remainder of the program year.

F. Reinstatement

1. The ~~center~~ member may request that a member who has been removed due to absences be reinstated. This request must be in writing, addressed to the Policy Committee chair. It is the final decision of the Executive Committee whether any representative shall be reinstated.
2. The PC representative removed for conduct may not appeal to be reinstated.

G. Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies he or she represents. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.

1. A Representative missing two ~~(2)~~ (3) consecutive regular meetings without an excused absence or missing a total of three ~~(3)~~ (5) meetings (regular/special, ~~PC Bylaws~~, *Executive, PC Committees Standing* excused, or unexcused) will automatically be removed and replaced by the Alternate.
2. The Alternate who attends meetings on behalf of an absent Representative will be recorded as Alternate Present (AP). An Alternate’s AP attendance will not count as “present” for the Representative.
3. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.
4. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting. However, an Alternate may not hold an office.
5. Alternates are encouraged to attend meetings of the PC on the same regular basis as members.
~~However, the Alternate will not receive a reimbursement if the Representative is present.~~

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ARTICLE VI

Officers

The officers of the committee will be as follows: Chair, Co-Chair, ~~4~~ 3 County Policy Council representatives (~~3~~ 2 HS, 1 EHS), Secretary, *Budget Liaison* ~~Treasurer~~, and Parliamentarian. The officers comprise the Executive Committee.

A. Procedures

1. The election of the officers will be held the *October* meeting immediately following the annual PC meeting held in October.
2. At least 5 of the 8 officers of the Executive Committee must be parents of currently enrolled children. Past parents or community representatives may hold a maximum of 3 of the 8 Executive Committee positions.
3. Officers may be replaced by roll call vote of 2/3 majority vote of members present. There must be a notice of recall at least 1 meeting in advance. If recalled as an officer, the member may remain a classroom representative to the PC.
4. Term of offices will be 1 full program year and will carry over until new officers are elected at the PC meeting immediately following the annual PC meeting held in October.
5. Officers who have missed ~~3~~ 5 regularly scheduled PC meetings will be replaced by a PC election without a recall procedure.
6. Officers are expected to be involved with the preschool classrooms and attend all PC meetings.
7. No member shall hold more than 1 SJUSD PC office at a time and no member shall be eligible to serve more than 2 consecutive terms in the same SJUSD PC office.
8. Officers elected at the PC meeting shall take office immediately following the election.
9. County Policy Council representatives must have a child currently enrolled in HS/EHS.

ARTICLE VII

Committees

The following committees will be volunteers from representatives of the PC. A representative may serve on no more than 3 committees.

ARTICLE VIII

Policy Committee Meetings

The PC shall conduct regular, special, and emergency meetings in an open session forum, in accordance with the Ralph M. Brown Act.

A. Annual Meeting

1. The annual meeting of the PC will be held in October of each year.

B. Regular Meeting

1. Regular meetings will be held monthly with the exception of June and July. Additional meetings may be called at the discretion of the chair, program director or staff advisor.

C. Special Meetings

1. Special meetings of the PC may be called by agreement of administration, the chair, or a majority vote of the Executive Committee. Notice of special meeting shall be delivered in the most expedient way possible, at least 24 hours before the time of the meeting.
2. No other business or discussion may be transacted or entertained at special meetings of the PC, except that business for which the special meeting was called.

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D. Emergency Meetings

1. The PC may hold emergency meetings, as defined in the Ralph M. Brown Act, with minimal notice provided the PC determines that an emergency situation exists.

E. Quorum

1. For the purpose of transacting the business of the PC, a quorum of the committee must be present. A quorum shall consist of 30 percent of the current PC representatives.

Meeting Notices

Meeting notices shall include an agenda for the next meeting and committee members shall be provided with the minutes of the preceding (annual, regular, special, or emergency) meeting as soon as possible.

A. Annual and Regular Meetings

1. Notice of annual and regular meetings of the PC shall be in writing, provided electronically to all members of the PC and posted on the SJUSD website under the ECE webpage at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least 5 calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. Special Meetings

1. Members of the PC must be notified of special meetings not less than 24 hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. ~~No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.~~

C. Emergency Meetings

1. The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of this Article VIII-E, provided that the PC determines that an emergency situation exists, as defined in the Ralph M. Brown Act.

D. Committee Meetings

1. Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings of the Executive Committee shall be provided in compliance with Article VIII-A, above. Notice of special meetings of other committees shall be provided in compliance with Article VIII-B, above, shall be delivered personally or by electronic or regular mail and shall be received at least 24 hours before the time of such meeting, as specified in the notice.

Meeting Reimbursement

Each PC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PC Reimbursement Policies and Procedures. *Childcare is provided at the meeting as needed.* ~~Parents are not to bring small children to the meetings. If small children are present, members will be reimbursed for transportation/mileage only.~~

A. Members will receive reimbursement for the actual cost of childcare (not to exceed \$40 in a 24- hour day when attending conferences, workshops, trainings, orientation, or participation in the hiring/interview process) to be in alignment with PC/PAC Reimbursement Policies and Procedures.

B. ~~Additionally~~ Transportation/mileage will be provided for attending required meetings/obligations listed below

1. PC (regularly scheduled, annual, emergency, and special meetings)
2. Interview/screening panels

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3. Standing ~~and Content Area~~ committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, the Program Design and Management, and the Early Childhood Development and Health Services).
4. Office of Head Start (OHS) Monitoring Protocol Training/Review and Program Self-Assessment
5. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
- C. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.
- D. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings.
- E. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

ARTICLE IX

Finance

- A. The ~~PC treasurer~~ *Budget Liaison* must be kept informed and updated of all PC financial matters.
- B. All donations received and spent by PC and individual center classes must be recorded in the treasurer's report. There is 1 PC budget overseen by a central office accountant.
 1. Each classroom can decide how and when to spend their funds.
 2. The funds must be spent following district and HS/EHS guidelines.
- C. Required reports to be presented to PC monthly. The purpose of reports is to maintain control of program quality and program accountability:
 1. Fiscal Reports (Budget Reports)
 2. Child Care Food Care Program(CCFP), Meal/Snack Report
 3. Program Information Summaries
 4. San Juan USD HS/EHS Enrollment Report
 5. Cal Card Report
- D. Required reports to be presented to PC annually. Annual Program Information Report (PIR).

ARTICLE X

Role of the Officers

CHAIR

- Conducts the meeting.
- Calls the meeting to order.
- Keeps the meeting on task and focused.
- Recognizes committee members by name during discussions.
- Calls for motions.
- Oversees the committee during the voting procedure.
- Calls for adjournment.
- Reviews and signs budgets and revisions.
- Reviews agenda and makes suggestions for agenda topics.
- Reviews minutes and makes arrangements to send to the committee members.
- Encouraged to attend scheduled monthly meetings of the county Policy Council.
- Accepts suggestions for agenda topics from representatives.
- Attends Head Start California annual training conference pending budget and district approval.
- Chairs Executive Committee.
- Ex-officio member of all committee.

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CO-CHAIR

- Acts as the chair during that officer's absence at any scheduled meeting.
- Assists the chair in monitoring and keeping the meeting focused.
- Attends Head Start California annual training conference in chair's absence.
- Reviews agenda and makes suggestions for agenda topics.
- Automatically assumes position of chair if it becomes vacant. An election will be held for Co-Chair.

COUNTY POLICY COUNCIL REPRESENTATIVES

- Attends monthly Policy Council meetings, representing San Juan Unified School District.
- Attends monthly Policy Committee meeting and is available to provide a report regarding the previous Policy Council meeting.
- Reviews and approves HS/EHS proposals.
- Acts to ensure standards for quality programming are met.
- Approves HS/EHS policies.
- Serves as a link between Policy Council and Policy Committee.
- Participates in the process of making recommendations about the nature and operation of the HS/EHS program.
- Reviews agenda and makes suggestions for agenda topics.

SECRETARY

- Records pertinent information during the PC meeting.
- Conducts roll call for the PC meeting.
- Records the names of members who present motions, second the motions, and abstentions.
- Records all votes.
- Reads correspondence during the meeting.
- Writes notes of appreciation to speakers and others helpful to the organization.
- Chair of Social/Hospitality Committee.
- Reviews agenda and makes suggestions for agenda topics.

~~TREASURER~~ *Budget Liaison*

- Reads treasurer's report.
- Reviews completed fundraising forms and presents them for review by the PC.
- Acts as liaison between accountant and the PC representative when necessary.
- Serves as chair of Budget/Planning Committee.
- Reviews agenda and makes suggestions for agenda topics.

PARLIAMENTARIAN

- Assists the chair and monitors and focuses the meeting.
- Assists the chair by maintaining order during the PC meeting.
- Advises on matters pertaining to parliamentary procedures.
- Chairs the Personnel/Bylaws Committee.
- Reviews agenda and makes suggestions for agenda topics.

In the absence of the chair and co-chair, any of the remaining officers may conduct the meeting. In the absence of the secretary or treasurer, the PC chair will determine which of the remaining officers present will fulfill their duties for that meeting.

San Juan Unified School District
EARLY CHILDHOOD EDUCATION
Head Start/Early Head Start

ARTICLE XI

Bylaw Amendment

These bylaws may be amended by 2/3 vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend the bylaws are submitted in open session as an action item at annual, regular, special, or emergency meetings of the PC. Proposals to amend these bylaws must originate at least 4 full calendar weeks prior to the final voting and acceptance or rejection to the proposals.
- C. Written notice of the intention to amend these bylaws is forwarded to members of the PC 10 calendar days prior to the annual, regular, special, or emergency meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific articles, sections, or sub-sections to be voted upon. Specific language of the amendments and/or alterations must be included in the notice of intention to amend.
- E. Any amendments must be approved by the San Juan Unified School District Board of Education.

First Reading, September 16, 2026

Second Reading, October 21, 2026

Final Reading,

Informational Items

The background is a light blue sky with several falling leaves in shades of orange, yellow, and green. On the left, there is a red brick schoolhouse with a yellow bell in a small tower. A yellow school bus is driving on a winding black road with yellow dashed lines. The landscape features rolling green hills, stylized trees with orange and yellow foliage, and several large orange pumpkins in the bottom right corner.

San Juan Unified School District Head Start Policy Committee/Governing Board Orientation

Presented by Christina Macias,
ECE Content Specialist
October 21, 2026

What is Head Start?

Click on the link below to see an overview of what we offer at our Head Start program.

[What is Head Start?](#)



***You can make a difference with our Head
Start Program!***

**Health, Nutrition, Social
Services**

**Family
Engagement**

**School
Readiness**

**Program
Design**



Topics for Today

- Policy Committee
- ECE Management Structure and Grant
- Standing Committees
- Bylaw Reminders
- Performance Standards
- Brown Act and Robert's Rules of Order
- Ethics Training
- Questions????





My responsibilities as a PC representative: §642(c)(2)(D)



(D) RESPONSIBILITIES- The policy council shall approve and submit to the governing body decisions about each of the following activities:

- (i) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
 - (ii) Program recruitment, selection, and enrollment priorities.
 - (iii) Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
 - (iv) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
 - (v) Bylaws for the operation of the policy council.
 - (vi) Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
 - (vii) Developing procedures for how members of the policy council of the Head Start agency will be elected.
 - (viii) Recommendations on the selection of delegate agencies and the service areas for such agencies. (Policy Council only)
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SJUSD Head Start/Early Head Start Policy Committee



WHAT DOES THE POLICY COMMITTEE DO?

- Helps plan Head Start and Early Head Start programs from parent needs
 - Takes part in program reviews, improvement planning, and recruiting
 - Approves bylaws, budgets, and funding applications
 - Provides input for family engagement activities
 - Connects Parent Meetings with the Policy Committee
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SJUSD Head Start/Early Head Start Policy Committee



WHO IS ON THE POLICY COMMITTEE?



- At least 51% must be current Head Start or Early Head Start parents (including elected reps and alternates)
 - The rest can be community members or past parents, chosen by the Committee
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SJUSD Head Start/Early Head Start Policy Committee



WHEN AND WHERE ARE THE POLICY COMMITTEE MEETINGS HELD?

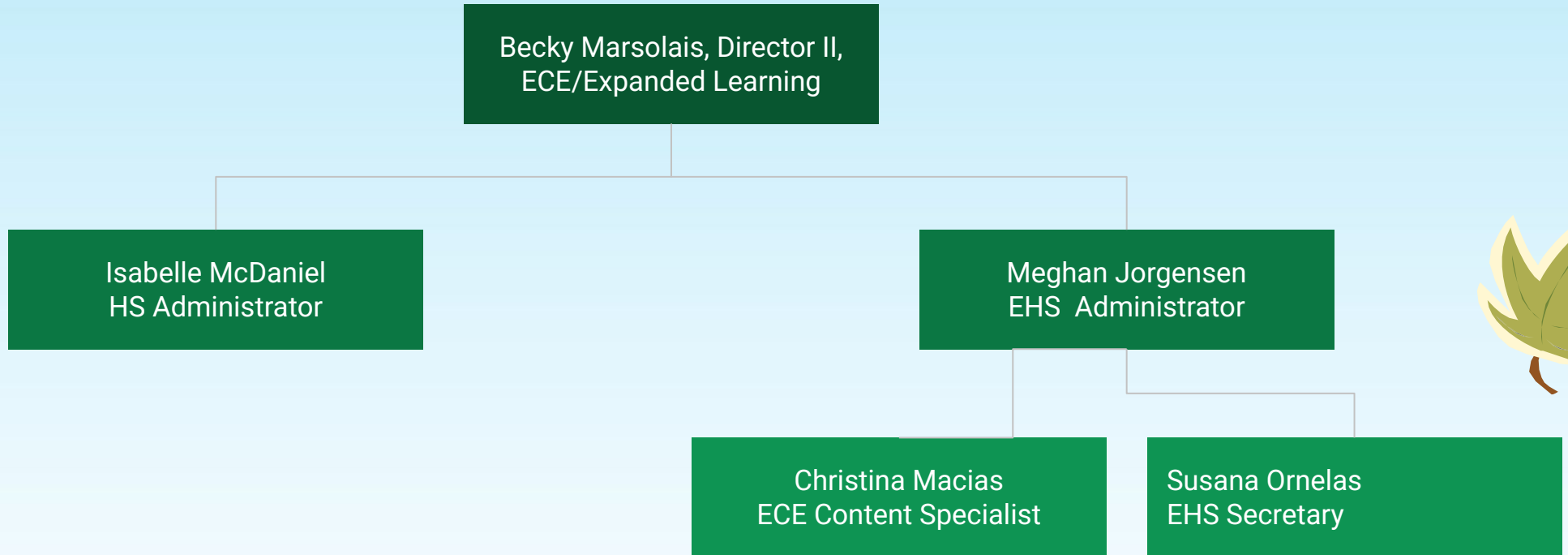


- Meetings are in person, 10:00 - 12:00, and last about 2 hours
 - Held once a month during the school year (October–May, plus August–September for the next year)
 - Location: Marvin Marshall, Room 19
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Head Start Leadership and Governance



Meet your ECE team





San Juan Unified School District Board of Education

What Does the School Board Do?

- Listens to the public
 - Sets school district rules and goals
 - Decides how to use district money
 - Works with other school boards and government
 - Manages staff relations
 - Approves contracts
 - Chooses curriculum and learning standards
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Board Advisory Committees

- Facilities Committee
 - Local Control and Accountability Plan Parent Advisory Committee (LCAP PAC)
 - Citizens Oversight Committee (Bond)
 - Curriculum, Standards, Instructional and Student Services Committee
 - Community Advisory Committee (CAC) for Special Education
 - Contact the Board of Education office at (916) 971-7111 for more information.
- 



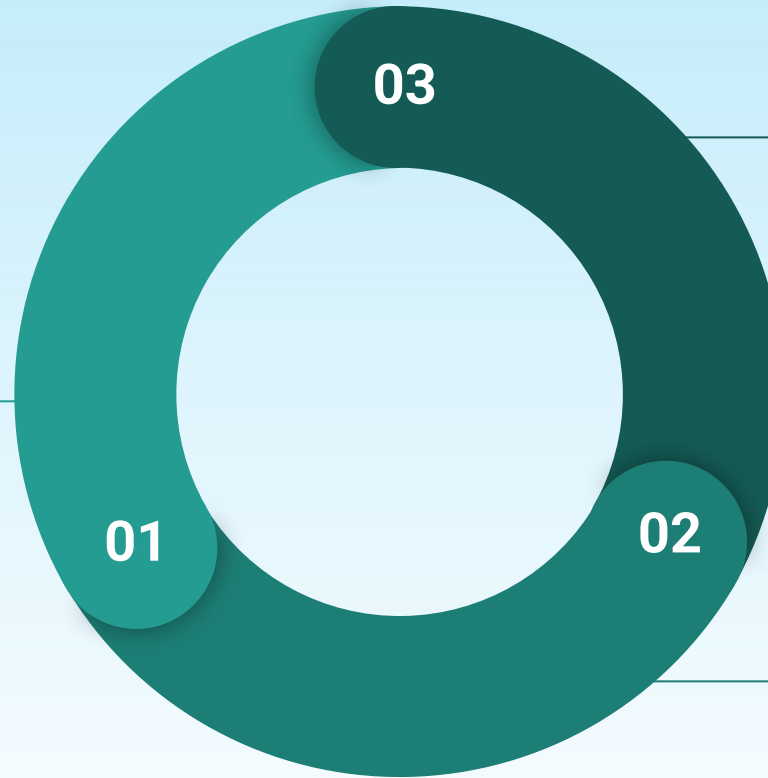
Opportunities to participate in our Head Start program

- **Classroom Representative**
 - Community/Past Parent Rep
 - Executive officers for PC
 - SETA Countywide Policy Council Representative
 - Standing committees
 - **Attend conferences/workshops**
 - **Family Events**
 - Curriculum ideas and planning
 - SJUSD parent committees (LCAP, SPAC, Site Council)
 - **Sit on interview panels**
 - Program Assessment/Continuous Quality Improvement Plan
 - Community and Family partnerships
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Program Planning for Continuous Improvement

Implement plan and Gather Data

August - January - Follow plan and gather data through monitoring, surveys, observations, informal conversations, and policy committee.



Update Implementation and Plan next year

April - July - Plan implementation for upcoming year

Draft and Approve Plan

January - March - Plans are written and drafted for approval.



Standing Committees

1. **The Executive Committee** shall oversee the business of the PC between regular meetings. Any actions taken must then be ratified by the PC at the next regular/special PC meeting. This committee is composed of the chair, co-chair, 4 County Policy Council representatives, (3 HS, 1 EHS), secretary, treasurer, and parliamentarian.

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- **CHAIR**
 - **CO-CHAIR**
 - **SECRETARY**
 - **TREASURER**
 - **PARLIAMENTARIAN**
 - **SETA COUNCIL MEMBERS (4)**
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Standing Committees

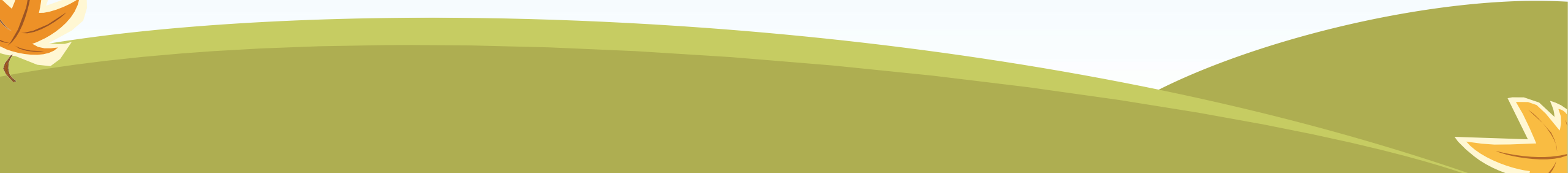
●**Budget/Planning Committee** is composed of the treasurer and other members who shall be selected after the second PC meeting of the program year. This committee shall assist in the development and review of all Head Start budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC on the fiscal status of the Head Start budget. (TREASURER)



●**The Personnel/Bylaws Committee** shall be composed of the parliamentarian and members who shall be selected after the second PC meeting of the program year. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in bylaws. If there are no volunteers for this committee, the Executive Committee will act as the Bylaws Committee. (PARLIAMENTARIAN)



●**Social/Hospitality Committee: Social/Hospitality Committee** shall be composed of the secretary, treasurer and other members who shall be selected after the second PC meeting of the program year. The duty of this committee shall be to plan for all social activities of the PC. It shall be the duty of this committee to report expenditures of funds to the PC. (SECRETARY AND TREASURER)





Content Area Committees

- **The Program Design and Management Committee**, comprised of **parents**, shall be responsible for working with staff to provide effective leadership and ensure that quality services are provided to children and families.
 - **The Early Childhood Development and Health Services Committee**, comprised of **parents**, shall be responsible for working with staff to provide each child with a safe, nurturing, stimulating, enjoyable and secure environment.
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Reminders from the Bylaws - Article VI



1. **How Long Officers Serve**

- Officers work for **1 full school year (October - May, August - October)**.
- They stay in their role until **new officers are chosen in November**.

2. **Limits on Serving**

- A person can only have **1 officer role at a time**.
- A person can only do the **same officer role for 2 years in a row**.

3. **When Officers Start**

- Officers are chosen at the **November Policy Committee Meeting**.
- They **start right after they are elected**.

4. **County Policy Council Representatives**

- Must have a **child in Head Start or Early Head Start** right now.

5. **If Officers Are Absent**

- If the **Chair and Co-Chair** are not at the meeting, **another officer** will lead the meeting.
 - If the **Secretary or Treasurer** is not there, the **Chair will choose another officer** to help for that meeting.
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Reminders for Attendance- Article V (from the Bylaws)

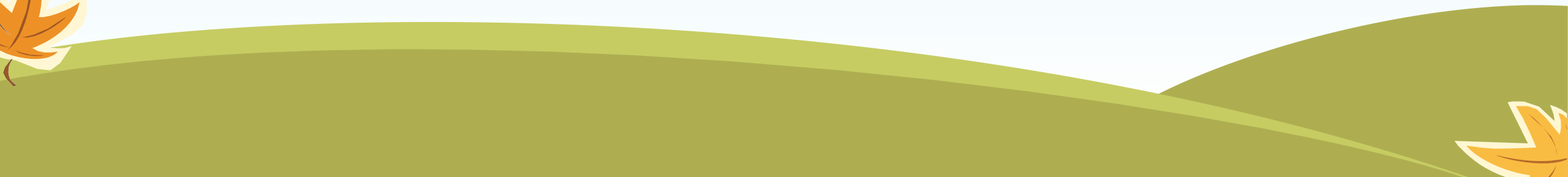
1. **Missing Meetings**

- If a member **misses 2 regular meetings in a row** without a good reason, they will be **removed**.
- If a member **misses 3 meetings total** (regular or special, with or without a good reason), they will also be **removed**.

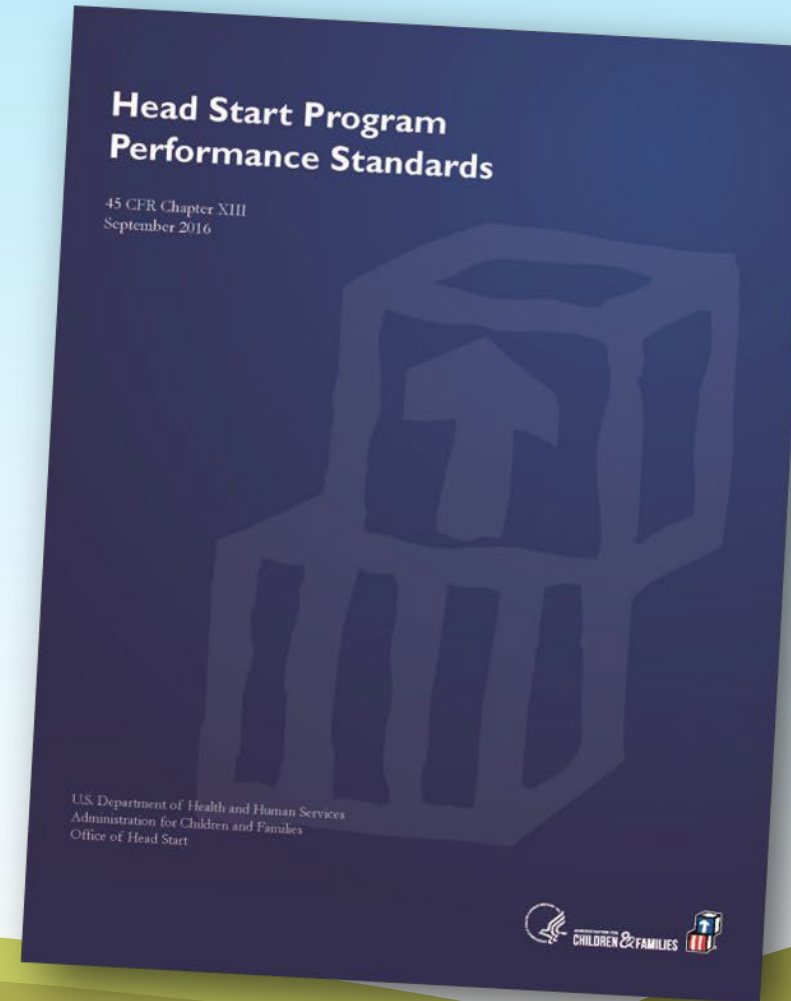
2. **What Is a Good Reason (Excused Absence)?**

- Being sick or having a sick family member
- A family emergency
- School events for older children (like awards or parent meetings)

3. **How to Ask for an Excused Absence**

- Call or email your **alternate** (if you know who they are)
 - Also contact Christina Macias **before the meeting**
 - The ECE Content Specialist will tell the **PC Chair** about your absence
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Head Start Act and HSPPS Requirements





§1301.1 Purpose.

- An agency, as defined in part 1305 of this chapter, must establish and maintain a formal structure for program governance that includes a governing body, a policy council at the agency level and policy committee at the delegate level, and a parent committee. Governing bodies have a legal and fiscal responsibility to administer and oversee the agency's Head Start and Early Head Start programs. Policy councils are responsible for the direction of the agency's Head Start and Early Head Start programs.

§1301.1 - §1301.6 are the governance performance standards.

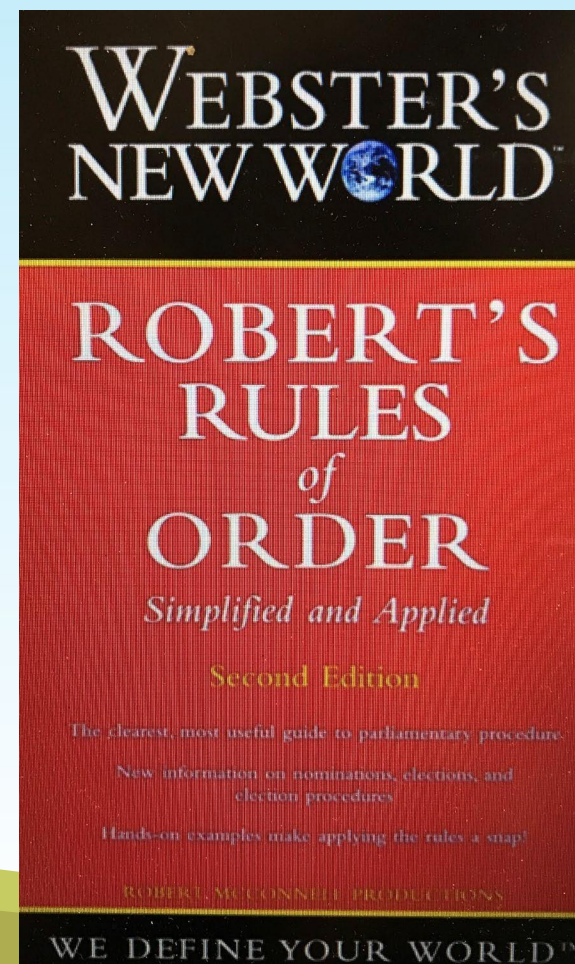




Policy Committee Bylaws

- Approved by Policy Committee on May 18, 2022 Approved by BOARD OF EDUCATION on August 23, 2022.
 - The Personnel/Bylaws Committee makes amendments that are recommended by management and then approved by the governing board (SJUSD Board of Education)
 - Supersedes all prevailing guidelines
 - Can be found in your binder and welcome packet
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Brown Act and Robert's Rules of Order





How to approve things in the PC meeting

During our Policy Committee meetings, there are many things that need to be motioned and then seconded and then voted on by the Policy Committee. The chair will ask can I get a motion and then if someone motions, s/he will ask can I get someone to second that.

How to Motion and Second the Motion

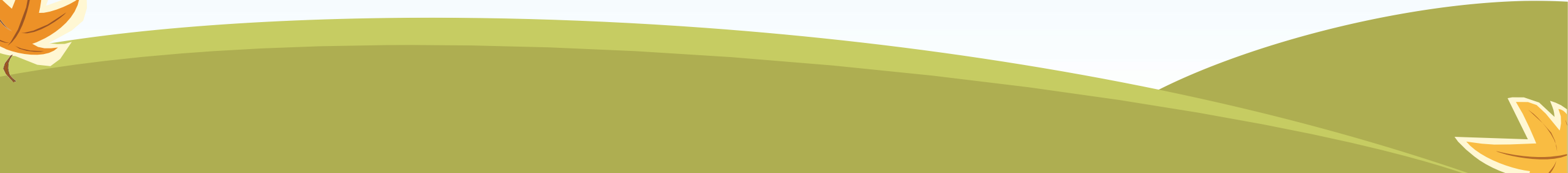


The Chair will call for a motion to approve- If you would like to approve what the chair is asking for- You would say “I (insert name) move to approve the _____.

Then it needs to be seconded - The chair will say, “Can I get someone to second.” If you would like to second the motion all you need to say is “I (insert name)second the motion”



After the motion is seconded- There will be a vote on the motion- The Chair says, those in favor raise your hand. Those opposed raise your hand. Any Abstentions? raise your hand. However the majority of the Policy Committee votes is how the decision is approved or denied.





GLOSSARY OF PARLIAMENTARY TERMS

The following is a glossary of words used in meetings (definitions are based on how these words may be used):

ABSTAIN To refrain from voting one way or the other on a motion

ADJOURN To end the meeting

ADOPT To approve or accept

AMEND To change a motion

APPOINT To assign a person to a job or position

CAUCUS A meeting of organization leaders in order to decide policy, candidates and or plans; or a meeting of special interest groups or power groups.

CHAIR Position held by Chair or leader of group

COMMITTEE A small group that studies, reports on, and recommends part of the organization's program

GENERAL CONSENT A silent, unanimous vote; if even one member objects, the motion must be voted on

MAJORITY OPINION The decision of most of the voting members of a group or committee

MINORITY OPINION The decision of less than half of the voting members of a group or Committee

MINUTES Official record of a meeting

NOMINATE To recommend a person for election. (Nominations do not require a second.)

PENDING Undecided, still before the group

PETITION A formally drawn request often bearing the names of a number of people, which is addressed to a person or a body of persons in power soliciting some sort of right or other benefit





GLOSSARY (continued)



- POINT OF INFORMATION** A way of asking for factual information relevant to the business at hand
- POINT OF ORDER** A motion that asks the Chair whether the meeting, or part of it, is being conducted properly
- PRO TEM** Latin for “temporary”
- PROXY** The authority to vote or act for another member. Not allowed in CAA Boards
- QUESTION** To subject to analysis
- QUESTION OF PRIVILEGE** A way of addressing personal concerns during the meeting, such as room temperature.
- QUORUM** The minimum number of members who must be present for a legal official meeting
- RESCIND** To take back, withdraw
- RESOLUTION** The act of determination; a policy statement
- SECOND** A sign from at least one other voting member of the Board that he thinks the motion should be considered and is willing to second it
- STANDING COMMITTEE** A committee that continues from year to year; a permanent committee
- SPECIAL (OR AD HOC) COMMITTEE** A committee created to perform a special task and is dissolved when the task is completed and a final report given
- SUB-COMMITTEE** A small committee formed within a committee
- TABLE** To put off discussion or vote on a motion to a later time, or to another meeting
- UNANIMOUS VOTE** When everyone votes the same way
- VETO** To disapprove
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Ethical Training





Required Ethics Training

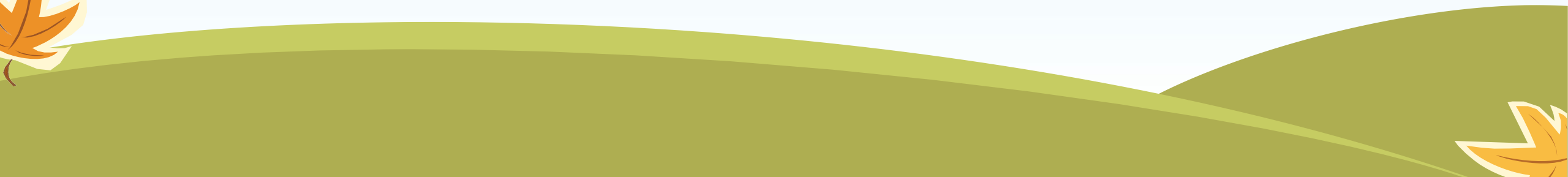


Effective January 1, 2006 state law (AB 1234) requires that local officials that receive compensation, salary, stipends, or expense reimbursements must receive training in public service ethics laws and principles every **two years**. This requirement applies to all Policy Council and Parent Advisory Committee representatives and alternates. Completion of an online course through the Fair Political Practices Commission will satisfy this requirement.

The course can be located by clicking on the below link:

<http://localethics.fppc.ca.gov/login.aspx>

The course takes at least two hours to complete. You may stop the course and then go back to complete the training.





Confidentiality of Our Families and Staff is Key!

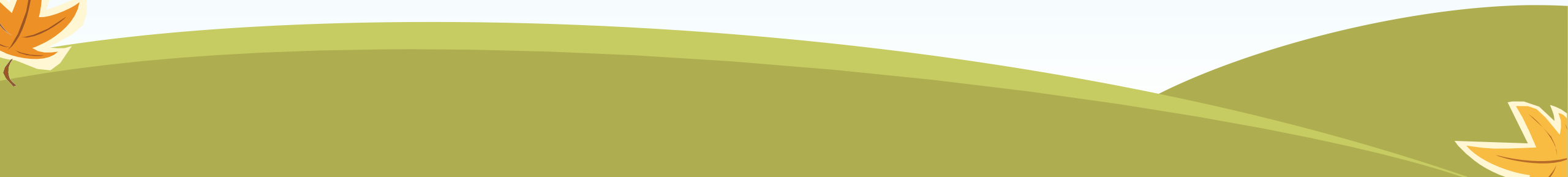
1. **Staff Must Keep Information Confidential**

- Head Start staff must **not share** family or child information with others.

2. **No Talking Outside Head Start**

- Do **not talk** about children or families **outside the Head Start program**.
- Only talk to people who **work in Head Start** and **need to know**.

3. **Volunteers Must Follow the Same Rules**

- Volunteers, substitutes, students, and other workers must also **keep family information confidential**, just like staff.
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All Records are Confidential

1. **Keep Family Information Private**

- Do **not share** any student or family information **unless the family gives written permission**.
- This includes **talking** or **writing** about the family.

2. **Respect Privacy While Volunteering**

- If you learn something about a Head Start family while volunteering, you must **keep it private**.

3. **Student Records Are Private**

- All student records are **locked and kept safe**.
- Records are **not shared** with anyone except staff, unless the parent gives **written permission**.

4. **Do Not Talk About a Child's Progress**

- You may **not talk** about how a child is doing in school with anyone outside the Head Start staff, unless the parent gives **written permission**.
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Confidentiality is very important for interviews and personnel.

1. **Do Not Share Program Information**
 - Parents in committees **cannot talk** about Head Start business with people **outside the program**.
 - This includes things like **reviews, audits, staff issues, or complaints**.
 2. **Public Information**
 - If something is okay to share, Head Start will send a **news message or memo**.
 3. **Looking at Child Folders**
 - Parents can **only look at their own child's folder**.
 - A staff member can help if needed.
 4. **Interviewing New Staff**
 - Parents helping with interviews must **keep everything private**.
 - Do **not talk** about the interview or who was chosen.
 5. **Breaking the Rules**
 - If a volunteer or committee member **shares private information**, they may be **asked to leave**.
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Any Questions????

Thank you!

October 2026 Job Update

Position	Site	Position Status
Head Start		
PM NISA (Non-Instructional Support Aide)	Coyle	Vacant
PM NISA (Non-Instructional Support Aide)	Encina	Vacant
CDA (Child Development Assistant)	Davie	Hired and started
Early Head Start		
NISA (Non-Instructional Support Aide)	Multiple Sites	Vacant
Marshall Main Office Support		
Health Assistant	Marshall	Hired
Education Content Specialist	Multiple Sites	Vacant



Fiscal/ Enrollment Reports

Monthly Enrollment & Attendance Report

Agency: San Juan Unified School District

Month/Year: September 2026

Program	Funded Enrollment		Number of children enrolled on the last day of enrollment	+	Number of children dropped during month	=	Number of enrolled children reporting for the month	% Actual to Funded Enrollment
Head Start	640		539	+	10	=	549	86%
Early Head Start	166		150	+	12	=	162	98%

Formula: % Actual to Funded Enrollment = “Number of enrolled children reporting for the month” divided by “Funded Enrollment”

If Enrollment is below 100%, indicate the reasons for under-enrollment for each classroom/site by completing the following page:

Center Name/ Classroom	CPID	Classrooms capped/closed due to limited staffing or other reason: ➤ What is the classification of limited staff? How many positions are vacant? ➤ How many classrooms are capped? How many enrollment slots is the class capped for? ➤ How long will the classroom be capped? ➤ When class is capped/closed due to child health & safety, explain:
Coyle Rm K1	1744R	Low enrollment area; TK on same site as classroom [95608]
Dyer Kelly Rm C113	1703R	Low enrollment area; TK on same site as preschool classroom [95821]
Howe Rm J7	1725X	Low enrollment area; TK on same site as preschool classroom [95825]
Marshall Rm 7 Rm8	1707V 17007T	Waitlists atypically low this year; Low enrollment area [95608]
Richardson Rm 1-3	1719Y; 1719V 1719R	Low enrollment area; TK on same site as preschool classrooms [95608]

Sunrise Rm 1 Rm 4	1746Y 1746V	Low enrollment area; TK on sites close by: Twin Lakes, and Earl Legette [95610]
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Reasons/Challenges for Under Enrollment should include but not limited to the following: % of families contacted need income waivers, provide details of vacancies for education and enrollment staff, sites with exhausted waiting list, delay of opening classroom due to facilities or building repairs, barriers affecting family engagement and recruitment efforts, list sites located in zip codes with low enrollment, identified changes in community need, etc.

- 15 online interest forms in the month of September were families above the income threshold
- 17 online interest forms in the month of September were participants who were not age eligible
- One (1) Admissions and Family Service Technician [AFST] supporting federal-enrollment on leave of absence—other AFSTs are supporting the caseload during absences.
- One (1) Admissions and Family Service Technician [AFST] supporting toddler state-enrollment [all toddler center-based sites are locally-designed options with braided state funding, therefore impacting toddler enrollment]] on leave of absence—ECE Support Specialist & AFSTs are supporting caseload during absence.
- San Juan Unified School District's Transitional Kindergarten [TK] program has expanded to 41. Of those 41 sites, 10 of those sites house our ECE Head Start Preschool Programs.

Strategies/ Action Steps toward Full Enrollment, can include but not limited to the following: list recruitment efforts and community partnerships, list recruitment activities, marketing campaigns, system changes toward the enrollment process, staff training on enrollment and recruitment, following up with families on waiting list and include steps, list hiring opportunities/events, list employment search website(s) used, number of new staff onboarded and classification, etc.

- In the month of September, School Community Workers, Content Specialists, and ERSEA Admin drove to all schools in San Juan Unified School District—providing EHS Home-Based Flyers, EHS Center-Based Flyers, and HS Center-Based Flyers to front office staff to increase visibility within the the district.
- One (1) Child Development Permit Teacher (CDPT) started in the month of September at General Davie Toddler Center-Based classroom.
- School Community Workers, Content Specialists, and ERSEA Admin prepare for the annual San Juan ECE Fall Literacy Festival for family engagement and recruitment opportunities for EHS & HS programs.

Monthly Attendance Report

Reminders:

- **Average Daily Attendance = Total Monthly Attendance divided by number of days served.**
- **ADA divided by Actual Enrollment = ADA percentage**
- **This is for the entire month (not just the last day of the month)**

Program	(Center-Based)* Actual Enrollment	Average Daily Attendance % for Month
Head Start	518.95	448.11/518.95= 86%
Early Head Start	83.20	69.05/83.20 = 83%

If Attendance is below 85%, indicate the reasons for each classroom/site by completing the following page:	
Site	Reasons
Early Head Start	
Encina IT	Child Illness (Primary); Transportation(Secondary) for September 2026
Fair Oaks IT	Transportation (Primary); Medical Appointment (Secondary) for September 2026
General Davie IT	Child Illness (Primary); Temporary Family Situation (Secondary) for September 2026
Marvin Marshall IT	Child Illness (Primary); Temporary Family Situation (Secondary) for September 2026
Summary— In the month of September 2026, the absence types: ‘child illness’, and ‘temporary family situation’ were the primary and secondary reasons for absence, respectively.	

San Juan EOM Reg Report

Reporting Month - September 2026 EOM

Infant/Toddler	Funded Enrollment	CPID	Dropped	Enrolled	Percent
General Davie EHS & CCTR Rm 4	8	1753 M	1	6	88%
General Davie EHS & CCTR Rm 5	8	1753 U	1	5	75%
Marshall EHS & CCTR Rm 10	8	1754 M		8	100%
Marshall EHS & CCTR Rm 11	8	1754 U		8	100%
Marshall EHS & CCTR Rm 12	8	1754 L	1	8	113%
Marshall EHS & CCTR Rm 13	8	1754 T	2	7	113%
Encina EHS & CCTR Rm U3a	8	1751 L		6	75%
Encina EHS & CCTR Rm U3b	8	1751 T		7	88%
Encina IT EHS Rm U2	8	1751 P	1	7	100%
Encina IT EHS Rm U2	8	1751 Q	2	4	75%
Meraki (Fair Oaks) IT EHS RM 21	8	1752 P		8	100%
Meraki (Fair Oaks) IT EHS RM 21	8	1752 O	1	8	113%
Total Center Totals	96		9	82	95%
HB Teacher A.D + Room A	10	1760 B		10	100%
HB Teacher M.D	10	1760 D	1	9	100%
HB Teacher AD.	10	1760 F		10	100%
HB Teacher K.W	10	1760 G		9	90%
HB Teacher D.S + No Classroom	10	1760 C	1	10	110%
HB Teacher L.C	10	1760 H	1	10	110%
HB Teacher S.H	10	1760 I		10	100%
Total Home Based	70		3	68	101%

Total IT Classrooms Dropped and Enrolled	Dropped	Enrolled	Percent
	12	150	98%

Preschool	Funded Enrollment	CPID	Dropped	Enrolled	Percent
Wrap (Head Start & CSPP)					
(Mitchell) Choices Rm 19	16	1704 W		15	94%
Cottage Rm B2	24	1709 X		22	92%
Coyle Rm K1	24	1744 R	1	19	83%
Davie Rm 1	24	1727 R		18	75%
Davie Rm 2	24	1727 P		17	71%
Davie Rm 21	16	1727 W		14	88%
Dyer-Kelly Rm C113	24	1703 R		18	75%
Encina Rm U4	24	1712 S	1	22	96%
Garfield Rm KA	24	1722 X		13	54%
Garfield Rm KB	24	1722 R	1	22	96%
Howe Rm J2	16	1725 S		16	100%
Howe Rm J6	24	1725 T	1	22	96%
Howe Rm J7	16	1725 X		9	56%
Kingswood Rm 18	16	1717 V		16	100%
Kingswood Rm 19	24	1717 S		24	100%
Lichen	16	1706 V		15	94%
Mariposa 3	16	1714 R		13	81%
Marshall Rm 2	24	1707 R	1	22	96%
Marshall Rm 3	24	1707 X		24	100%
Marshall Rm 4	24	1707 S	2	24	108%

Marshall Rm 7	16	1707 V	1	14	94%			
Marshall Rm 8	24	1707 T	1	16	71%			
Ralph Richardson Rm 3	16	1719 R		9	56%			
Skycrest Rm C1	16	1716 R		15	94%			
Skycrest Rm C2	24	1716 S		23	96%			
Sunrise Rm 2	16	1746 S		12	75%			
Total Wrap (Head Start & CSPP)	536		9	454	88%			
Duration (Head Start)	Funded Enrollment	CPID	Dropped	Enrolled	Percent			
Arlington Heights Rm 6	16	1700 V		16	100%			
Davie Rm 18	16	1727 S		15	94%			
Pasadena Rm 25	16	1718 V		15	94%			
Ralph Richardson Rm 1	16	1719 Y		9	56%			
Ralph Richardson Rm 2	16	1719 V		8	50%			
Sunrise Rm 1	16	1746 Y	1	11	75%			
Sunrise Rm 4	16	1746 V		11	69%			
TOTAL Duration	112		1	85	74%			
Total Preschool Classrooms Dropped + Enrolled			Dropped	Enrolled	Percent			
			10	539	86%			
FEE BASED	Enrollment Slots	CPID	Dropped	Enrolled	Percent			
ELA	24	2011Z	3	18	88%			

Actual/Accrued Expenses
Head Start Basic, and T & TA
Through: 9/30/2026

83.33% OF YEAR REMAINING (A)

Line	Description	Budget	Expenses	Remaining	% Remaining
1000	Certificated (B) \$ 2,459,880.00 \$ 2,459,880 \$ 432,427			\$ 2,027,452.68	82%
2000	Classified (C) \$ 1,610,483.00 1,610,483 \$ 292,461			\$ 1,318,022.00	82%
3000	Benefits \$ 2,357,741.00 2,357,741 \$ 341,977			\$ 2,015,764.50	85%
4000	Supplies (D) \$ 394,604.00 394,604 \$ 11,363			\$ 383,241.08	97%
	Administrative	85,000.00	2,217.27		
	Children & Classroom	80,250.00	8,172.45		
	Medical Supplies	13,000.00	707.27		
	Professional Dev. Supplies	-	108.01		
	Parent Supplies	3,900.00	34.40		
	Purchases over \$1,500.00	176,288.00	-		
	Food Services/Supplies	36,166.00	123.52		
		\$ 394,604.00	\$ 11,362.92		
5000	Services \$ 395,085.00 395,085 \$ 53,625			341,460	86%
	Administrative	5,000.00	363.00		
	Staff Mileage	5,000.00	-		
	Printing	-	-		
	Dues/Memberships	7,250.00	-		
	Insurance	1,500.00	1,460.71		
	Rental/Leases	21,292.00	18,954.49		
	Children & Classroom	19,243.00	19,164.59		
	Professional/Consulting	310,000.00	10,297.03		
	Other Services	25,800.00	3,385.54		
	Administrative/Repairs	-	-		
	Field Trips	-	-		
		\$ 395,085.00	\$ 53,625.36		
6000	Construction/Equipment				
7000	District Services \$ 439,126.00 439,126 \$ 31,529			407,597	93%
	Food Services Cost	2,352.00	2,351.64	(2,352)	
	Indirects	436,774.00	29,176.96		
		\$ 439,126.00	\$ 31,528.60		
	11 Month Budget	\$ 7,656,919	7,656,919	\$ 1,163,382	84.81%
	Abatement	\$ -		-	
	Total Budget	\$ 7,656,919	7,656,919	\$ 1,163,382	84.81%
	T&TA	\$ 33,400.00	33,400	\$ 5,031	85%
	Total Funds	\$ 7,690,319.00	7,690,319	\$ 1,168,413	84.81%
10/5/2026					% To Date
Allowable Percentage of Administrative Costs:				12%	
(E) Administrative Costs to Date:				\$ 67,667.99	5.82%
Maximum Allowable Costs we could have to Date:				\$ 139,639.86	
25% In-Kind Contribution required by Performance Standards:				\$ 1,922,580	
In-Kind Contribution from State Collaboration YTD:				\$ 340,149.27	
In-Kind Contribution from Parent Volunteers YTD:					
				Total	\$ 340,149.27
					18%

A. Percentage of the year remaining for the 2026-27 Head Start Grant, which runs from Aug. 1, 2026 - July 31, 2027

B. All credentialed and certified personnel (e.g. Teachers, Ld. Teachers, Nurses, and Management)

C. All classroom support staff (e.g. School Community Worker, Health Assistance, Clerical/Technical Staff, Registration)

D. All classroom supplies such as instructional supplies, medical and office supplies, and food supplies.

E. We are allowed to have 15% Admin. cost in total, as part of the Early Head Start Grant. SETA, our Grantee retains 3%, leaving us 12% Admin costs

Actual/Accrued Expenses
Early Head Start Basic, and T & TA
Through: 9/30/2026

83% OF YEAR REMAINING (A)

Line	Description	Budget	Expenses	Remaining	% Remaining
1000	Certificated	(B) \$ 1,387,077.00 \$ 1,387,077	\$ 295,448	\$ 1,091,628.78	79%
2000	Classified	(C) \$ 254,345.00 254,345	\$ 43,432	\$ 210,913.32	83%
3000	Benefits	\$ 826,149.00 826,149	\$ 137,547	\$ 688,602.03	83%
4000	Supplies	(D) \$ 231,914.00 231,914	\$ 2,734	\$ 229,179.60	99%
	Administrative	6,636.00	249.12		
	Children & Classroom	163,010.00	800.22		
	Medical Supplies	8,257.00	278.67		
	Professional Dev. Supplies	852.00	-		
	Parent Supplies	3,325.00	216.95		
	Purchases over \$1,500.00	28,346.00	-		
	Food Services/Supplies	21,488.00	1,189.44		
		\$ 231,914.00	\$ 2,734.40		
5000	Services	\$ 41,824.00 41,824	\$ 14,466	27,358	65%
	Administrative	3,912.00	393.30		
	Staff Mileage	10,377.00	-		
	Printing	-	-		
	Dues/Memberships	778.00	-		
	Insurance	1,244.00	388.29		
	Rental/Leases	7,324.00	6,606.88		
	Children & Classroom	5,427.00	5,426.85		
	Professional/Consulting	1,259.00	-		
	Other Services	11,003.00	1,650.59		
	Administrative/Repairs				
	Field Trips	500.00	-		
		\$ 41,824.00	\$ 14,465.91		
6000	Construction/Equipment				
7000	District Services	\$ 165,656.00 165,656	\$ 13,006	152,650	92%
	Food Services Cost	243.00	242.61	243	
	Indirects	165,413.00	12,763.13		
		\$ 165,656.00	\$ 13,005.74		
11 Month Budget		\$ 2,906,965 2,906,965	\$ 506,633	\$ 2,400,332	82.57%
Abatement		\$ -		-	
Total Budget		\$ 2,906,965 \$ 2,906,965	\$ 506,633	\$ 2,400,332	82.57%
T&TA		\$ 30,912.00 30,912	\$ 5,393	25,519	83%
Total Funds		\$ 2,937,877.00 \$ 2,937,877	\$ 512,025	2,425,852	82.57%
10/5/2026					% To Date
Allowable Percentage of Administrative Costs:				12%	
(E) Administrative Costs to Date:				\$ 45,534.59	8.99%
Maximum Allowable Costs we could have to Date:				\$ 60,807.30	
25% In-Kind Contribution required by Performance Standards:				\$ 734,470	
In-Kind Contribution from State Collaboration YTD:				\$ 136,787.46	
In-Kind Contribution from Parent Volunteers YTD:					
				Total	\$ 136,787.46 19%

A. Percentage of the year remaining for the 2026-27 Head Start Grant, which runs from Aug. 1, 2026 - July 31, 2027

B. All credentialed and certified personnel (e.g. Teachers, Ld. Teachers, Nurses, and Management)

C. All classroom support staff (e.g. School Community Worker, Health Assistance, Clerical/Technical Staff, Registration)

D. All classroom supplies such as instructional supplies, medical and office supplies, and food supplies.

E. We are allowed to have 15% Admin. cost in total, as part of the Early Head Start Grant. SETA, our Grantee retains 3%, leaving us 12% Admin costs

Child Care Food Program
Meals and Snacks Served Through September 2026
Head Start and Early Head Start

Month		Breakfast	Lunch	Snack	
July 2026:					
	Head Start	-	-		
	Early Head Start	544	587	178	
August 2026:					
	Head Start	3,121	3,081		
	Early Head Start	903	937	246	
September 2026:					
	Head Start				
	Early Head Start				
HS Total Meals Served (YTD):		3,121	3,081	-	6,202
EHS Total Meals Served (YTD):		1,447	1,524	424	3,395

San Juan Unified School District - Early Childhood Education
September 8, 2026 Cal Card Statement Expenses for
Head Start & Early Head Start
Fiscal Year 2026-27

Date	Vendor	Description	Amount	HS/EHS
August 10, 2026	Southwest Airlines	Airfare for Admin Conf. Travel (HS Health Institute)	\$ 434.00	EHS (TTA)
August 10, 2026	El Pollo Loco	Food items for EHS/IT PD	\$ 407.33	EHS
August 10, 2026	Noah's Bagels	Food items for EHS/IT PD	\$ 58.70	EHS
August 25, 2026	Sam's Club	Baby Wipes for Program	\$ 166.32	EHS
August 18, 2026	Panera Bread	Breakfast & Lunch food items for Preschool Preservice PD	\$ 1,308.72	HS (TTA)
August 19, 2026	Panera Bread	Breakfast food for Preschool Preservice PD	\$ 539.08	HS (TTA)
August 19, 2026	Dos Coyotes	Lunch food items for Preschool Preservice PD	\$ 1,293.07	HS (TTA)

Total \$ 3,140.87

Reports to Policy Committee

October 2026 Content Report

Nutrition:

Goal/Objective of the content (Include 5-year goal/objective if applies):

- The goal of CACFP (Child and Adult Care Food Program), per the State of California, is to enhance participants health and well-being by providing nutritious meals to infants, children, and adults.
- CACFP monitoring revealed a need to better inform parents and train them on the health benefits of daily family-style meals. By providing targeted training and emphasizing these benefits, the program aims to positively impact growth data throughout the year.

Monthly Actions towards Objective (Include Grant work if applicable)

- To accomplish these goals, we vend through our school district's nutrition services program, to provide meals that meet the CACFP Meal Pattern requirements.
- Resources, recipes and healthy activities have been shared with the Family Engagement Content Specialist to provide resources for teachers and/or families.
- Coordinated 6-week Nutrition Series to begin Oct. 8, 2026, with EFNEP (Expanded Food & Nutrition Education Program)/University of CA Agriculture and Natural Resources. Emailed interested families.

Data to Report

- N/A

Monitoring and/or Teacher Trainings

- N/A

Important ongoing activities

- Research of materials/resources that would be beneficial to all HS/EHS programs.
- Tabled at community event—Annual Fair Oaks Chicken Festival 9/19/26.
- Monthly menus for ELA and Discovery Club.
- Prepared for annual CACFP training for Infant-Toddler, Preschool and School Age.
- Attended SETA Delegate content meeting for Health and Nutrition.
- Attended Sept CACFP Roundtable member meeting.

Safety:

Goal/Objective of the content (Include 5-year goal/objective if applies):

- Increase the health, safety, and wellbeing of children birth to age 5 by expanding communication systems and education that will include parent/guardian, staff, and community partners.

Monthly Actions towards Objective (Include Grant work if applicable)

- The content, along with admins received training from SETA on new monitoring practices and scheduling. SETA did their first round of monitoring.

Data to Report

- SETA gave us the findings from their first round of monitoring. While we will not be trained on SETA's new Corrective Action Plan (CAP) until October, the findings are typical for the beginning of a school year and are already being addressed by the content,

Monitoring and/or Teacher Trainings

- The content, along with admins received training from SETA on new monitoring practices and scheduling. SETA did their first round of monitoring.
- The content trained IT staff on Safe Environments.

Important ongoing activities

- The Content participated in prep work for the Fall Literacy Festival, including reaching out to and confirming Lakeshore as a community partner with a table at the event.
- The Content is a CLASS Observer and did their first observation in a classroom.

Health:

Goal & Objective

- **5-Year Goal:** Enhance health and wellbeing for children (Birth to Age 5) through systemic communication and integrated health services.
- **Monthly Objective:** Standardize health requirement communication to reduce barriers to enrollment and maintain 100% compliance with Head Start Performance Standards.

Health Services & Data Tracking

<u>Service Category</u>	<u>Monthly Impact</u>
<u>Clinical Assessments and IEP Support</u>	ECE Credentialed School Nurses completed 10 IEP assessments/meetings to date . Their expertise ensures that children with disabilities have the health supports needed to access their education under CA Ed Code.
<u>Comprehensive Screenings</u>	587 students served YTD (Vision, Hearing, BP, Hgb, Height/Weight), 339 students required nurse follow up.

<u>Service Category</u>	<u>Monthly Impact</u>
<u>Clinical Assessments and IEP Support</u>	ECE Credentialed School Nurses completed 10 IEP assessments/meetings to date . Their expertise ensures that children with disabilities have the health supports needed to access their education under CA Ed Code.
<u>Health Care Plans</u>	73 active plans developed and monitored by School Nurses.
<u>Medication Management</u>	35 medications currently safely managed in classrooms. This includes monthly medication log audits to ensure compliance.
<u>Specialized Care</u>	3 students receiving 1:1 daily LVN care with School Nurse oversight.
<u>Dental Screenings</u>	Collated Early Smiles screening consents and organized pick up with ESS staff on 9/14/26.
<u>Care Management</u>	Nurses conducted care management services for 340 cases , supporting students with identified health needs and coordinating appropriate care and follow-up.
<u>Follow up on missing events</u>	Ongoing data entry and follow up on missing events for the 690 enrolled students by Health Assistants.

Safety & Staff Development

- **Education/ Emergency Readiness:** ECE school nurses provided 2 parent education sessions with home-based families.
- **Clinical Training:** Nurses provided 3 specialized training on a 1:1 basis for staff working with **medically involved students**, ensuring every child is safe in our care.
- **Communication:** Provided staff newsletter reminders on proper medication receipt and health care plan procedures, as well as completion of Public-School Works trainings.

Disabilities:

- For the month of September the Disabilities Content Specialist focused on classroom support in referring children for developmental assessment, providing staff training on the referral and screening process, identifying families and/or students who may need additional support upon enrollment and completing required surveys and documentation for grant-related funding.
- Weekly enrollment screening reviews were conducted, identifying children and families who may need additional supports through developmental and behavioral screening. Teachers were provided with additional information on screening results and suggested timeline(s) for any needed referrals or observations.

- A visual guide was created for a future staff professional development which displayed each document required when referring, tracking and supporting children with IEPs as well as children with additional developmental or behavioral needs. All documents were uploaded to the district intranet to facilitate timely intervention across all classrooms and programs.
- Several surveys were completed for both state and county funding, providing data on the number of children with IEPs enrolled in Head Start programs, the number of children referred for assessment for developmental delays and the number of children who were enrolled with same-age peers who were receiving Special Education services in our classrooms.

Family Engagement:

Goal/Objective of the content (Include 5-year goal/objective if applies):

- Empower parents to come together and support each other and the Head Start and Early Head Start Program through volunteering, leadership opportunities, and parent workshops.

Data to Report

- None at this time

Monitoring / Teacher Trainings

- None at this time

Important Ongoing Activities

- The Content tabled at the FACE Community Care Hub at Sylvan Middle School.
- SCWs and Content are preparing for the Fall Festival.
- Working on Preschool CLASS observations
- Attended multiple preschool parent meetings to recruit PC/PAC reps.

Jobs at San Juan Unified School District can
be found on the following website:

[https://www.applitrack.com/sanjuan/onlinea
pp/default.aspx?all=1](https://www.applitrack.com/sanjuan/onlineapp/default.aspx?all=1)