

*Thought of the Day: "Talk happiness. The world is sad enough."*

*Author: Ella Wheeler Wilcox*

**GOVERNING BOARD**

BONNIE PANNELL  
Council Member  
City of Sacramento

DON NOTTOLI  
Board of Supervisors  
County of Sacramento

ILLA COLLIN  
Board of Supervisors  
County of Sacramento

SOPHIA SCHERMAN  
Public Representative

ROBBIE WATERS  
Council Member  
City of Sacramento

**REGULAR MEETING OF THE HEAD START  
POLICY COUNCIL**

**DATE:** Tuesday, October 26, 2004

**TIME:** 9:00 a.m.

**LOCATION:** SETA Board Room  
925 Del Paso Blvd.  
Sacramento, CA 95815

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

**ADMINISTRATION**

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Sacramento, CA 95815  
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Fax: (916) 263-3779  
Website:  
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KATHY KOSSICK  
Executive Director

NORMA JOHNSON  
Deputy Director

**AGENDA**

**I. Call to Order/Roll Call/Review of Board Member Attendance**

**II. Consent Items**

A. Approval of the Minutes of September 28, 2004 Regular Meeting

**III. Action Items**

A. Review of Applications and Election of Past Parent Representatives and Alternates

B. Review of Applications and Election of Grandparent Representatives and Alternates

C. Review of Applications and Election of Foster Parent Representatives and Alternates

- D. Approval of Revised Sacramento County Program Options, Site Locations and Budget Summary

**IV. Information Items**

A. Standing Information Items

- Introduction of New Staff
- Upcoming Meetings, Training, Conferences and Events
  - ★ Ms. Alma Walton, Mr. Robert Silva, Ms. Belinda Malone and Ms. Julita Bentz
- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Monthly Special Education Report – Ms. Beverly Sanford
- PC/PAC End-of-Year Appreciation Reports, Sat., Oct. 16, 2004, Shriner's Hospitals for Children
- Head Start Awareness/Family Day Reports, Friday, October 1, 2004, William Land Park
- CHSA Report
- Region IX Head Start Report
- Sacramento City Unified School District's Citizen's Title I/SCE Program Advisory Committee Report: Ms. Darlene Anderson
- Fiscal Report (January, April, July, October) – Mr. Kim Peck
- Community Resources/Recognitions - Policy Council Members/Staff
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Willie Williams, Ms. Beverly Shah and Ms. Mary Lenoir

B. Sacramento Regional Transit District (RT) Presentation

**V. Committee Reports**

- A. Executive
- B. Personnel/Bylaws
- C. Budget/Planning
- D. Hospitality
- E. Program Area Committees
  - Early Childhood Development and Health Services
  - Family & Community Partnerships/Training
  - Monitoring & Evaluation (Self-Assessment)
  - Early Head Start
- F. Community Advocating Male Participation (CAMP)

**VI. Other Reports**

- A. SETA Executive Director's Report
- B. Chair's Report
- C. Head Start Deputy Director's Report
- D. Head Start Managers' Report
- E. Community Agency Report
  - Women Escaping a Violent Environment - Vacant

- Child Health and Disability Prevention Program – Vacant
  - Community Services Planning Council - Vacant
  - Advisory Board of Perinatal & Infant Health Committee – Ms. Jacolla Moody
  - Maternal, Child and Adolescent Health Board – Ms. Beverly Shah
  - Community Action Board: Ms. Darlene Anderson
- F. Health and Dental Report
- Sacramento County Dental Health Advisory Committee Reps: Ms. LaRisa Yarbrough and Ms. Betty Walker
- G. Open Discussion and Comments
- H. Public Participation

**VII. CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT CODE SECTION 54957**

- ◆ Approval of Eligible List for the following positions: Early Head Start Educator and Associate Teacher
- Report out of Closed Session

**VIII. Adjournment**

**DISTRIBUTION DATE: THURSDAY, OCTOBER 21, 2004**

ITEM I - CALL TO ORDER/ROLL CALL

A member of the Policy Council will call the roll for the following members:

- \_\_\_\_\_ Harriett Oden, Elk Grove Unified School District
- \_\_\_\_\_ Raymond Muñoz, San Juan Unified School District
- \_\_\_\_\_ Penny Campbell-Mays, SETA-Operated Program
- \_\_\_\_\_ Hasan McWhorter, SETA-Operated Program
- \_\_\_\_\_ Denise Nelson, SETA Operated Program
- \_\_\_\_\_ Betty Walker, SETA-Operated Program
- \_\_\_\_\_ LaRisa Yarbrough, SETA-Operated Program
- \_\_\_\_\_ Darlene Anderson, Past Parent Representative
- \_\_\_\_\_ Lyle LeTourneau, Past Parent Representative
- \_\_\_\_\_ Margie Mitchell, Past Parent Representative
- \_\_\_\_\_ Janet Foster, Early Head Start (San Juan)
- \_\_\_\_\_ Jacoolla Moody, Early Head Start (SETA)
- \_\_\_\_\_ Mary Lenoir, Foster Parent Representative
- \_\_\_\_\_ Beverly Shah, Grandparent Representative
- \_\_\_\_\_ Willie Williams, Grandparent Representative
- \_\_\_\_\_ Akilah Parks, Community Representative
- \_\_\_\_\_ Van Huynh, Alternate, Child Health and Disability Prevention Program

- \_\_\_\_\_ Vacant, Playmate Child Development Center
- \_\_\_\_\_ Vacant, Playmate Child Development Center
- \_\_\_\_\_ Vacant, Del Paso Heights
- \_\_\_\_\_ Vacant, Del Paso Heights
- \_\_\_\_\_ Vacant, Elk Grove Unified School District
- \_\_\_\_\_ Vacant, Meadowview Community Action
- \_\_\_\_\_ Vacant, Meadowview Community Action
- \_\_\_\_\_ Vacant, Sacramento City Unified School District
- \_\_\_\_\_ Vacant, Sacramento City Unified School District
- \_\_\_\_\_ Vacant, Sacramento City Unified School District
- \_\_\_\_\_ Vacant, San Juan Unified School District
- \_\_\_\_\_ Vacant, San Juan Unified School District
- \_\_\_\_\_ Vacant, SETA-Operated Program
- \_\_\_\_\_ Vacant, Elk Grove Unified School District
- \_\_\_\_\_ Vacant, Early Head Start (Sacramento City USD)
- \_\_\_\_\_ Vacant, CAMP Representative

**\*\* Please call your alternate, the Policy Council Chair (Margie Mitchell: 683-5747) or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. \*\***

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 28, 2004 REGULAR POLICY  
COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the September 28, 2004 Policy Council meetings for your review.

RECOMMENDATION:

That your Council review, modify if necessary, and approve the attached minutes.

NOTES:

ACTION: Moved: \_\_\_\_\_ Second: \_\_\_\_\_

VOTE: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

## **REGULAR MEETING OF THE HEAD START POLICY COUNCIL**

### Minutes/Synopsis

SETA Board Room  
925 Del Paso Blvd.  
Sacramento, CA 95815

Tuesday, September 28, 2004  
9:00 a.m.

#### **I. Call to Order/Roll Call/Review of Board Member Attendance**

Ms. Mitchell called the meeting to order at 9:21 a.m. Ms. Denise Nelson read the thought of the day. Ms. Willie Williams called the roll. Ms. Mitchell stated the Ms. Huynh would be serving as an alternate for the Child Health and Disability Prevention Program.

#### **Members Present:**

Harriett Oden, Elk Grove Unified School District  
Tawfiq Alnassiri, Sacramento City Unified School District (Seated later in the meeting.)  
Raymond Muñoz, San Juan Unified School District  
Penny Campbell-Mays, SETA-Operated Program  
Hasan McWhorter, SETA-Operated Program  
Denise Nelson, SETA-Operated Program  
Betty Walker, SETA-Operated Program  
LaRisa Yarbrough, SETA-Operated Program  
Darlene Anderson, Past Parent Representative (Arrived at 9:29 a.m.)  
Lyle LeTourneau, Past Parent Representative  
Margie Mitchell, Past Parent Representative  
Janet Foster, Early Head Start, San Juan Unified School District  
Jacolla Moody, Early Head Start  
Mary Lenoir, Foster Parent Representative  
Akilah Parks, Community Representative  
Beverly Shah, Grandparent Representative  
Willie Williams, Grandparent Representative  
Van Huynh, Alternate, Child Health and Disability Prevention Program

#### **Members Absent:**

Kama Meredith, SETA-Operated Program (Excused)

#### **II. Consent Items**

- A. Approval of the Minutes of August 24, 2004 Regular Meeting and September 14, 2004 Special Meeting

Some corrections were noted on the minutes. Ms. Mitchell stated that the minutes stand approved as corrected.

### III. Action Items

- A. **TIMED ITEM: 9:00 a.m. AND PUBLIC HEARING:** Second Reading and Approval of the Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Moved/Parks, second/ by Muñoz, to close the public hearing and approve the modifications to the Policy Council bylaws, by a show of hands vote.

Some corrections were noted. Ms. Mitchell read a clarification to Section 6: Reinstatement, which will be included in the bylaws.

Show of Hands Vote: 16, with one abstention (McWhorter, Parliamentarian).

- B. Selection of Representatives and Alternates to Attend the 3<sup>rd</sup> Annual California Head Start Association Parent Conference

Ms. Mitchell reviewed the board item. Ms. Elsie Bowers spoke of the conference to be held at the Holiday Inn Downtown. Ms. Bowers is the Chair for the volunteers. Attendees from the agencies are being asked to volunteer to staff the workshops. The guideline for volunteers was distributed to the Policy Council. Ms. Desha shared that light rail passes will be provided for conference representatives for both days of the conference.

Moved/Campbell-Mays, second/Williams, to select ten representatives and ten alternates to the 3<sup>rd</sup> Annual California Head Start Association Parent Conference, by a ballot vote, with the persons receiving the highest number of votes attending as representatives, and the persons with the least amount of votes will attend as alternates.

Those interested in attending the conference: Darlene Anderson, Denise Nelson, Akilah Parks, Penny Campbell-Mays, Janet Foster, Harriett Oden, Jacoolla Moody, and Raymond Muñoz.

No vote was taken on the motion. However, a voice vote was taken to ratify the members that were chosen to attend the conference.

Ms. Willie Williams stated that Mr. Tawfiq Alnassiri, representing Sacramento City Unified School District, was reinstated on the board.

### IV. Information Items

- A. Standing Information Items

- Introduction of New Staff: No new staff.
- Upcoming Meetings, Training, Conferences and Events
  - ✳ Ms. Alma Walton, Mr. Robert Silva, Ms. Belinda Malone and Ms. Julita Bentz

Ms. Julita Bentz spoke of volunteer positions for the Parent Resource Assistants. Grandparents, Foster Parents and all parents are encouraged to sign up for volunteering on the committees and support groups. November 19 will be the first Child Development Conference for parents.

Mr. Robert Silva spoke of Family Day in the Park. Parking will be available at St. Paul Baptist Church beginning at 8:30 a.m. with shuttles going to the park. A stage for demonstrations of services available in the community will be provided. The dragon will be in attendance this year. All SETA Operated Delegate Agencies will be identified by colored tee shirts. There will be a Community Resource area and literature and information about the various programs will be available. Mr. Silva stated that there have been small media blurbs on TV and it is hoping that Supervisor Don Nottoli will be in attendance.

Ms. Walton spoke of The Lost Child area, which will be by the goal posts. She distributed a brochure on the Grandparent and Foster Parent Support group. The meetings will be held the second Wednesday of the month, with the next meeting scheduled for November 10 in the Redwood Room. In lieu of books, a newsletter was distributed, Building Readers, which comes out nine months of the year. Ms. Walton is in the process of ordering books for the literacy program. Mr. Muñoz asked if there has been any progress in setting up visits to other support groups. Ms. Walton stated that she has called and is in the process of setting up visits.

- Average Daily Attendance Report – Ms. Elsie Bowers reviewed the May, June and July reports. She answered questions regarding the report and Performance Standards.
- Monthly Special Education Report – No report this month.

Gifts were presented to: Jacoolla Moody, Akilah Parks, and Willie Williams. The Policy Council took a break from 10:41 a.m. until 10:55 a.m.

- Policy Council/Parent Advisory Committee Parent Activity Reports – U. C. Berkeley Lawrence Hall of Science: Ms. Darlene Anderson reported on this parent activity. She reported that it was a wonderful event.
- PC/PAC End-of-Year Appreciation: Ms. Mitchell reviewed the event visitor guidelines and copies were distributed to the Board. Attendees will be asked to remain in our defined area. The parents are not to go and visit anyone. The parking is free in the parking lot. This event will be in the first floor auditorium. For the guests, Ms. Desha needs the money for the guests by this coming Thursday, September 30.
- Head Start Awareness/Family Day: This event will be at William Land Park. Ms. Mitchell asked for volunteers to assist with the voter registration



booth. Tee shirts will be distributed at the end of this meeting in the board room.

- CHSA Report: No report.
- Region IX Head Start Report: The Region IX conference is coming up.
- Sacramento City Unified School District's Citizen's Title I/SCE Program Advisory Committee Report: No meeting.
- Fiscal Report: No report.
- Community Resources/Recognitions - Policy Council Members/Staff: No report.
- Parent/Staff Recognitions: A number of birthdays were announced.
- Grandparent/Foster Parent Report – Ms. Willie Williams, Ms. Beverly Shah and Ms. Mary Lenoir: No report.

- B. Program Information Report: Ms. Denise Lee reviewed the most recent Program Information Report (PIR) which is submitted annually to ACF.

**V. Committee Reports**

- A. Executive: Ms. Darlene Anderson read the Executive Committee critique.
- B. Personnel/Bylaws: No report.
- C. Budget/Planning: No report.
- D. Hospitality: Ms. Mitchell asked that members of this committee meet with Ms. Desha after today's meeting. Ms. Mitchell reviewed the dates of upcoming committee meetings. Because no one attended the meeting to assist in the preparation of a skit, there will not be a skit at the PC/PAC End-of-Year Appreciation.
- E. Program Area Committees
- Early Childhood Development and Health Services: No meeting.
  - Family & Community Partnerships/Training: This committee met to discuss Family Day in the Park.
  - Monitoring & Evaluation: No report.
  - Early Head Start: No meeting.
- F. Community Advocating Male Participation: No report.

**VI. Other Reports**

- A. SETA Executive Director's Report: Ms. Walker inquired why Ms. Kossick does not attend meetings. Ms. Norma Johnson will be informed about Ms. Walker's concern.
- B. Chair's Report: Ms. Mitchell announced that today is the deadline for Past Parent/Grandparent/Foster Parent applications. A newsletter from National Head Start was distributed. A report was distributed from Ms. Janet Foster who attended the Parent Mentoring Training Conference. The California Head Start Association has applications available for Parent Ambassadors. This would be a good 'push' out the door to transition out of Head Start. Contact Ed Condon or Catherine de la Torre for additional questions at 444-7760.
- C. Head Start Deputy Director's Report: No report.

- D. Head Start Managers' Report: Ms. Brenda Campos-Peck announced that the Sharon Neese Early Learning Center would be opening shortly. This center will be licensed for 48 children and babies. Licensing will be coming to evaluate the playground for children. On November 4, 11:00 a.m., an open house will be held after the SETA Governing Board's regular meeting. A Health Services Advisory Committee meeting will be held October 20, from 5:30 p.m. until 7 p.m. in the Sequoia Room. The Sacramento Hunger Commission is recognizing Head Start for community awareness for hunger issues in Sacramento. Ms. Campos-Peck stated that she is attending a meeting where SETA will be recognized. Ms. Mitchell asked if SuperCupboards will continue and Ms. Campos-Peck replied that this would be implemented again in January, 2005. The program will be provided to 12 of our centers. This will begin in January and go through June. Ms. Campos-Peck explained what this program does is provide nutritional information. Call Susan Jaffe, 263-5661, to get information on the contact person. Ms. Moody asked if SuperCupboards would be done for Home base. This will be done at one of the socialization events.
- E. Community Agency Report
- Women Escaping a Violent Environment - Vacant
  - Child Health and Disability Prevention Program – Vacant
  - Community Services Planning Council - Vacant
  - Advisory Board of Perinatal & Infant Health Committee – No report.
  - Maternal, Child and Adolescent Health Board: Ms. Shah stated that the meeting was canceled and will not meet again until October.
  - Community Action Board: No meeting.
- F. Health and Dental Report
- Sacramento County Dental Health Advisory Committee Reps: Ms. LaRisa Yarbrough and Ms. Betty Walker: No information.
- G. Open Discussion and Comments: Members discussed various parent representation groups. Ms. Shah spoke of the Grandparent/Foster Parent support group. A Grandparent report will be given next month. Ms. Oden stated that the phone number on the roster was incorrect but that the cell phone number is still good.
- H. Public Participation: No reports.

**VII. CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT CODE SECTION 54957**

The Policy Council went into closed session at 11:35 a.m. At 11:59 a.m., Ms. Mitchell called the meeting back to order and reported that Eligible Lists were approved for the following positions: Associate Teacher, Head Start Manager and Program Coordinator.

- VIII. Adjournment:** The meeting was adjourned at 12:00 p.m.

ITEM III-A – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF PAST PARENT  
REPRESENTATIVES AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for Policy Council Past Parent Applications to be reviewed and candidates elected for Program Year 2004 -2005.

RECOMMENDATION:

That the Policy Council elect three (3) Past Parent Representatives and three (3) Alternates.

NOTES:

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

ITEM III -B- ACTION

REVIEW OF APPLICATIONS AND ELECTION OF GRANDPARENT REPRESENTATIVES AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for Policy Council Grandparent Applications to be reviewed and candidates elected for Program Year 2004 -2005.

RECOMMENDATION

That the Policy Council elect two (2) Grandparent Representatives and two (2) Alternates.

NOTES:

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

ITEM III -C - ACTION

REVIEW OF APPLICATIONS AND ELECTION OF FOSTER PARENT  
REPRESENTATIVES AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for Policy Council Foster Parent Applications to be reviewed and candidates elected for Program Year 2004-2005.

RECOMMENDATION

That the Policy Council elect two (2) Foster Parent Representatives and two (2) Alternates.

NOTES:

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

ITEM III-D - ACTION

APPROVAL OF REVISED SACRAMENTO COUNTY PROGRAM OPTIONS,  
SITE LOCATIONS AND BUDGET SUMMARY

BACKGROUND:

SETA's Children and Families Division is seeking approval to augment Elk Grove Unified School District's Head Start Program from 260 children and families to 300. The augmentation, if approved, is a result of transferring 40 funded slots from the SETA Operated Program to Elk Grove. Augmented slots will go to Prairie Elementary where they have an available classroom as well as Home Based services.

The total amount of funds to be transferred is \$199,728, representing a ten-month allocation.

The SETA program has had difficulty recruiting children at some sites, i.e., Center of Praise site (Rancho Cordova) and believe this request will ensure slots are filled immediately with minimal impact on the SETA Operated program.

RECOMMENDATION:

That the Policy Council approve the above augmentation to the Elk Grove Unified School District to increase their Head Start funded enrollment from 260 to 300.

# HEAD START-EARLY HEAD START BUDGET

Agreement # **09CH0012**

Fiscal Year: **2004-2005**

Budget Period **From 8/01/04 To 7/31/2005**

Grantee/Delegate: **Sacramento Employment & Training Agency**

Street address: **925 Del Paso Blvd, Suite 200**

City: **Sacramento**

Zip Code: **95815**

Phone: **916/263-3872**

Program contact: **Norma Johnson**

Policy Council approval: \_\_\_\_\_  
chair date

HEAD START						EARLY HEAD START									
# of children enrolled		<b>5389</b>		Number of Class Sites		<b>32</b>		Number of children to be enrolled:		<b>457</b>		Number of Class Sites		<b>10</b>	
# of handicapped		<b>539</b>		Number of Classes:		<b>114</b>		Number of Handicapped:		<b>46</b>		Number of Classes:		<b>16</b>	
	Head Start Basic	Head Start COLA	Head Start T&TA	Head Start Total	Head Start * Non-Federal	EHS Basic	EHS COLA	EHS TA & TQ	EHS Total	EHS * Non-Federal	Collaboration Total	SETA Total			
<b>Personnel</b>	\$10,444,743			\$10,444,743	\$1,374,402	\$1,264,794			\$1,264,794	\$100,000	\$1,481,246	\$13,190,783			
see attached Schedule A. Personnel															
<b>Fringe Benefits</b>	5,625,770			5,625,770	549,761	682,621			682,621	54,572	799,873	7,108,264			
(@ 54% ( FICA 7.65% UI 1.12 Workers Comp 12.9% Health/Dental 15.65 Retirement 16.78% )															
<b>Travel</b>	31,600		21,632	53,232		5,000		1,644	6,644			59,876			
see attached Schedule C. Travel															
<b>Equipment</b>	60,000			60,000								60,000			
Playground Equipment															
Vehicles Replacement	60,000			60,000											
<b>Supplies</b>	824,070			824,070		48,220			48,220		18,114	890,404			
Office	180,000			180,000		10,000			10,000						
Child & Family Services	320,988			320,988		5,220			5,220						
Medical/Dental/Disabilities	33,000			33,000					-						
Food Service	133,082			133,082					-						
Custodial	80,000			80,000		10,000			10,000						
Transition	17,000			17,000					-						
Classroom (other)	40,000			40,000		23,000			23,000		18,114				
Other (Expendable tools)	20,000			20,000					-						
<b>Contractual</b>	17,033,498		65,000	17,098,498	5,332,155	2,331,361		51,997	2,383,358	1,012,411		19,481,856			
Del Paso (253)	1,503,017		7,500	1,510,517	617,500				-						
Elk Grove (300)	1,735,758		7,500	1,743,258	483,140				-						
Meadowview Community (260)	1,541,674		7,500	1,549,174	385,419				-						
Sacramento City USD (1272)	7,587,540		20,000	7,607,540	1,907,311	1,104,160		17,667	1,121,827	267,703					
San Juan USD (680)	4,000,389		15,000	4,015,389	1,780,005	1,212,201		19,330	1,231,531	744,708					
WCIC (100)	635,120		7,500	642,620	158,780				-						
CSUS	30,000			30,000											
SCOE				-		15,000		15,000	30,000						
<b>Construction - none</b>												-			
<b>Other - see Schedule H. Other</b>	4,174,293		274,436	4,456,729	2,384,443	251,352		60,943	312,295			4,769,024			
Occupancy	2,047,878			2,047,878	355,921	163,536			163,536			2,211,414			
Child Services	550,000			550,000	1,417,329	34,548		30,358	64,906			614,906			
Parent Services	224,910		165,314	390,224	611,193	18,929		11,750	30,679			420,903			
Nutrition Services	439,687			439,687		13,589			13,589			453,276			
Operating Costs	911,818		117,122	1,028,940		20,750		18,835	39,585			1,068,525			
<b>TOTAL</b>	\$ 38,193,974	\$ -	\$ 361,068	\$ 38,555,042	\$ 9,640,761	\$ 4,583,348	\$ -	\$ 114,584	\$ 4,697,932	\$ 1,166,983	\$ 2,299,233	\$ 45,560,207			

## Schedule A. Personnel

Grantee: Sacramento Employment and Training Agency FY: 2004-2005

Program: HS Basic & T/TA

	Number of Persons Employed	Cost for Program Operations	Cost for Training & TA	Non- Federal Share
<b>Child Health &amp; Developmental Services Personnel</b>				
1. Program Managers & Content Area Experts	2.5	162,126		
Includes program managers, supervisors, and content experts in child development, health, mental health nutrition, and disabilities services. Include home-based and family child care supervisors.				
2. Teachers/Infant Toddler Teachers	226.5	4,613,874		1,178,837
Include all teachers, infant and toddler.				
3. Family Child Care Personnel				
Includes family child care staff if they are agency employees. If providers are not agency employees, enter costs under item (f)(6) or (h)(7).				
4. Home Visitors	2	296,525		
5. Teacher Aides & Other Education Personnel	3	36,275		36,275
6. Health/Mental Health Services Personnel	7	298,776		
Includes nurses, health service aides, speech therapists, mental health staff and other health services personnel.				
7. Disabilities Services Personnel	4.5	137,152		
8. Nutrition Services Personnel	14.5	376,630		7,888
Includes nutritionists, cooks, and other food services staff.				
9. Other Child Services Personnel	18	714,853		8,870
Include any personnel that provide services to children that cannot be reported in any other category.				
<b>Family &amp; Community Partnerships Personnel</b>				
10. Program Managers & Content Area Experts	9.5	450,020		7,605
Include program managers, coordinators, supervisors, and content experts in parent involvement, social services, volunteer coordination, or other family and community partnership activities.				
11. Other Family & Community Partnerships Personnel	48	1,238,406		
Include social workers, family service workers, social services aides, parent involvement aides, and other family and partnerships staff.				
<b>Program Design and Management Personnel</b>				
12. Managers	0.5	82,625		7,667
Include executive directors, Head Start or Early Head Start directors, deputy or assistant directors, and other administrators.				
13. Staff Development	2	119,933		
Include staff responsible for coordinating staff development and training. (Note: Report any salaries paid by T&TA funds in the second column.)				
14. Clerical Personnel	12.5	374,126		
15. Fiscal Personnel	5.5	144,221		
16. Other Program Design Personnel	19.5	866,313		109,451
<b>Other Personnel</b>				
17. Maintenance Personnel	9.5	297,182		17,809
18. Transportation Personnel				
19. Other Personnel	9	355,542		
<b>TOTAL PERSONNEL</b>	<b>394</b>	<b>\$10,564,579</b>		<b>#####</b>



## Schedule A. Personnel

Grantee: Sacramento Employment & Training Agency    FY: 2004-2005    Program: EHS Basic & T/TA

	Number of Persons Employed	Cost for Program Operations	Cost for Training & TA	Non- Federal Share
<b>Child Health &amp; Developmental Services Personnel</b>				
1. Program Managers & Content Area Experts	0.5	22,038		
Includes program managers, supervisors, and content experts in child development, health, mental health nutrition, and disabilities services. Include home-based and family child care supervisors.				
2. Teachers/Infant Toddler Teachers	27.5	500,952		80,000
Include all teachers, infant and toddler.				
3. Family Child Care Personnel				
Includes family child care staff if they are agency employees. If providers are not agency employees, enter costs under item (f)(6) or (h)(7).				
4. Home Visitors	13	260,042		20,000
5. Teacher Aides & Other Education Personnel	7	112,788		
6. Health/Mental Health Services Personnel	1	26,760		
Includes nurses, health service aides, speech therapists, mental health staff and other health services personnel.				
7. Disabilities Services Personnel	0.5	8,136		
8. Nutrition Services Personnel	2.5	53,679		
Includes nutritionists, cooks, and other food services staff.				
9. Other Child Services Personnel	4	137,771		
Include any personnel that provide services to children that cannot be reported in any other category.				
<b>Family &amp; Community Partnerships Personnel</b>				
10. Program Managers & Content Area Experts	0.5	5,737		
Include program managers, coordinators, supervisors, and content experts in parent involvement, social services, volunteer coordination, or other family and community partnership activities.				
11. Other Family & Community Partnerships Personnel	0.5	23,795		
Include social workers, family service workers, social services aides, parent involvement aides, and other family and partnerships staff.				
<b>Program Design and Management Personnel</b>				
12. Managers	0.5	5,784		
Include executive directors, Head Start or Early Head Start directors, deputy or assistant directors, and other administrators.				
13. Staff Development				
Include staff responsible for coordinating staff development and training. (Note: Report any salaries paid by T&TA funds in the second column.)				
14. Clerical Personnel	0.5	16,238		
15. Fiscal Personnel	0.5	10,097		
16. Other Program Design Personnel	0.5	12,067		
<b>Other Personnel</b>				
17. Maintenance Personnel	1.5	42,150		
18. Transportation Personnel				
19. Other Personnel	1	26,760		
<b>TOTAL PERSONNEL</b>	<b>61.5</b>	<b>\$1,264,794</b>		<b>\$ 100,000</b>

## Schedule A-1 Personnel Detail Head Start Staffing 2004-2005

#	Title	Rate	Hrs	Wks	Annual	% HS	HS Total	EHS	State CDE
<b>Grantee Program Operations - Head Start</b>									
1	H/S Managers	\$33.63	40	52	\$69,950	83%	58,059	11,892	
4	Program Officers	\$24.97	40	52	\$207,750	80%	166,200	41,550	
4	Social Workers	\$18.75	40	52	\$156,000	93%	145,080	10,920	
4	Site Supervisors	\$18.75	40	38	\$114,000	100%	114,000	-	
28	Site Supervisors	\$18.75	40	52	\$1,092,000	90%	982,800	29,700	79,500
63	Teachers	\$16.97	30	52	\$1,667,812	100%	1,667,812	-	
69	Child Care Teachers / TA	\$11.48	30	52	\$1,235,707	94%	1,161,565		74,142
48	Child Care Teachers / TA	\$11.48	40	52	\$1,146,163	60%	687,698		458,465
4	Special Education Field Techs	\$13.97	40	52	\$116,230	93%	108,094	8,136	
2	Child Care Teacher Assistants	\$8.72	40	52	\$36,275	100%	36,275	-	
3	Education Specialists (mentors)	\$18.75	40	52	\$117,000	93%	108,810	8,190	
1	Custodian	\$9.51	40	52	\$19,781	93%	18,396	1,385	
2	Typist Clerk III	\$14.99	40	52	\$62,358	93%	57,993	4,365	
<b>233</b>	<b>Subtotal</b>				<b>\$6,041,026</b>		<b>\$5,312,781</b>	<b>\$116,137</b>	<b>\$612,108</b>
<b>Grantee Program HS Support Services</b>									
1	Program Officer	\$26.22	40	52	\$54,538	100%	54,538	-	
4	SS/PI Specialist Supervisors	\$19.69	40	52	\$163,821	100%	163,821	-	
1	Psychologist	\$40.00	30	52	\$62,400	100%	62,400		
2	Family Service Workers	\$13.62	40	52	\$56,659	100%	56,659	-	
33	Family Service Workers	\$13.62	35	52	\$818,017	100%	818,017	-	
<b>41</b>	<b>Subtotal</b>				<b>\$1,155,435</b>		<b>\$1,155,435</b>	<b>\$0</b>	
<b>Head Start Home Based</b>									
8	Home VIsitors (HB)	\$17.82	40	52	\$296,525	100%	296,525		
<b>8</b>	<b>Subtotal</b>				<b>\$296,525</b>		<b>\$296,525</b>	<b>\$0</b>	
<b>Special Projects</b>									
1	Manager	\$31.44	40	52	\$65,395	80%	55,249	10,146	
1	Family Service Worker Lead	\$14.30	40	52	\$29,744	20%	5,949	23,795	
1	Special Education Field Techs	\$13.97	40	52	\$29,058	100%	29,058	-	
1	Social Workers (sup)	\$20.67	40	52	\$42,994	100%	42,994	-	
1	Program Officer	\$24.97	40	52	\$51,938	93%	48,302	3,636	
2	Education Specialists	\$18.75	40	52	\$78,000	100%	78,000	-	
<b>7</b>	<b>Subtotal</b>				<b>\$297,129</b>		<b>\$259,552</b>	<b>\$37,577</b>	<b>\$0</b>
<b>Grantee Program Operations - EHS</b>									
1	Site Supervisors	\$18.75	40	52	\$39,000	0%	-	19,500	19,500
28	Child Care Teachers / TA	\$12.05	40	52	\$701,792	0%	-	154,562	547,230
8	EHS Educators	\$17.86	40	52	\$297,190	0%	-	297,190	
7	EHS Educators (homebase)	\$17.86	40	52	\$260,042	0%	-	260,042	
6	Child Care Teachers / TA	\$12.05	30	52	\$112,788			112,788	
1	Health Coordinator	\$23.47	10	52	\$12,204	0%	-	12,204	
1	SS/PI Specialist Supervisor EHS	\$19.69	40	52	\$40,955	0%	-	40,955	
1	Spec Ed/Ed Specialist (Non-Sup)	\$18.75	40	52	\$39,000	0%	-	39,000	
2	Custodian	\$9.51	40	52	\$39,562	0%	-	19,781	19,781
<b>55</b>	<b>Subtotal</b>				<b>\$1,542,533</b>		<b>\$0</b>	<b>\$956,022</b>	<b>\$586,511</b>
<b>School Age Services</b>									
5	Child Care Teachers / TA	\$12.05	40	52	\$125,320	0%	-		125,320
2	Child Care Teacher Assistants	\$8.72	40	52	\$36,275	0%	-		36,275
<b>7</b>	<b>Subtotal</b>				<b>\$161,595</b>		<b>\$0</b>	<b>\$0</b>	<b>\$161,595</b>
<b>Facilities/Maintenance</b>									
1	Program Coordinator	\$22.37	40	52	\$46,530	93%	43,273	3,257	
1	Facilities Specialist	\$20.66	40	52	\$42,973	93%	39,965	3,008	
1	Courier/Maintenance Supervisor	\$20.66	40	52	\$42,973	93%	39,965	3,008	
6	Courier/Maintenance	\$14.99	40	52	\$187,075	93%	173,980	13,095	
2	Facilities Analysts 2	\$15.74	40	52	\$65,478	93%	60,895	4,583	
1	Typist Clerk III	\$14.99	40	52	\$31,179	93%	28,996	2,183	
1	Courier	\$11.68	40	52	\$24,294	93%	22,593	1,701	
<b>13</b>	<b>Subtotal</b>				<b>\$440,502</b>		<b>\$409,667</b>	<b>\$30,835</b>	

## Schedule A-1 Personnel Detail Head Start Staffing 2004-2005

Food Services									
1	Food Service Coordinator	\$22.35	40	52	\$46,488	80%	37,190	4,649	4,649
2	Head Cooks	\$15.41	40	52	\$64,106	80%	51,285	6,411	6,411
13	Cook/Drivers	\$10.88	40	52	\$294,195	80%	235,356	29,420	29,420
16	<b>Subtotal</b>				<b>\$404,789</b>		<b>\$323,831</b>	<b>\$40,479</b>	<b>\$40,479</b>
Training/Staff Development/Parent Involvement									
1	Manager	\$31.44	40	52	\$65,395	100%	65,395		
1	Program Officer	\$26.22	40	52	\$54,538	100%	54,538		
1	Education Coordinator	\$23.47	40	52	\$48,818	100%	48,818		
4	Education Specialists	\$18.75	40	52	\$156,000	100%	156,000		
1	Health/Nutrition Specialist	\$17.94	40	52	\$37,315	100%	37,315		
1	ITA II	\$22.91	40	52	\$47,653	100%	47,653		
3	SS/PI Specialists	\$18.75	40	52	\$117,000	100%	117,000		
3	Typist Clerk III	\$14.99	40	52	\$93,538	100%	93,538		
1	Typist Clerk II	\$12.58	40	52	\$26,166	100%	26,166		
16	<b>Subtotal</b>				<b>\$646,423</b>		<b>\$646,423</b>		
Delegate Support/Content Area Experts									
1	Manager	\$31.73	40	52	\$65,998	80%	52,798	13,200	
1	Health Coordinator	\$23.47	40	52	\$48,818	100%	48,818		
1	Nutrition Coordinator	\$23.47	40	52	\$48,818	100%	48,818		
1	Special Education Coordinator	\$23.47	40	52	\$48,818	100%	48,818		
2	SS/PI Coordinator	\$23.47	40	52	\$97,635	100%	97,635		
1	Health/Nutrition Specialist	\$17.94	40	52	\$37,315	100%	37,315		
1	Social Worker	\$18.75	40	52	\$39,000	100%	39,000		
1	Typist Clerk III	\$14.99	40	52	\$31,179	100%	31,179		
9	<b>Subtotal</b>				<b>\$417,581</b>		<b>\$404,381</b>	<b>\$13,200</b>	
Monitoring Unit									
1	Program Officer	\$26.22	40	52	\$54,538	93%	50,720	3,818	
1	Education Specialist (Supervisor)	\$20.67	40	52	\$42,994	93%	39,984	3,010	
1	Education Specialist	\$18.75	40	52	\$39,000	93%	36,270	2,730	
1	Education/Special Ed Specialist	\$18.75	40	52	\$39,000	93%	36,270	2,730	
1	Health/Nutrition Specialist	\$18.75	40	52	\$39,000	93%	36,270	2,730	
2	SS/PI Specialist	\$18.75	40	52	\$78,000	93%	72,540	5,460	
1	Typist Clerk III	\$14.99	40	52	\$31,179	93%	28,996	2,183	
8	<b>Subtotal</b>				<b>\$323,711</b>		<b>\$301,051</b>	<b>\$22,660</b>	
Deputy Director's Office									
1	Deputy Director's Office	\$46.19	40	52	\$96,075	86%	82,625	5,784	7,667
1	Program Coordinator	\$23.47	40	52	\$48,818	86%	41,983	2,939	3,896
3	Typist Clerk III	\$14.99	40	52	\$93,538	86%	80,443	5,631	7,464
2	SS/PI Coordinator (Supervisor)	\$22.91	40	52	\$95,306	86%	81,963	5,737	7,605
1	Network Engineer	\$27.08	40	52	\$56,326	86%	48,440	3,391	4,495
2	ITA 2	\$22.91	40	52	\$95,306	86%	81,963	5,737	7,605
1	Accounting Tech	\$18.31	40	52	\$38,085	0%	-	-	38,085
1	Accounting Clerk	\$13.51	40	52	\$28,101	60%	16,861	1,180	10,060
3	Placement Workers	\$13.62	40	52	\$84,989	86%	73,091	5,116	6,782
1	Typist Clerk II	\$12.58	40	52	\$26,166	86%	22,503	1,575	2,088
5	Bilingual Aides	\$9.25	32	52	\$76,960	100%	76,960		
21	<b>Subtotal</b>				<b>\$739,670</b>		<b>\$606,831</b>	<b>\$37,091</b>	<b>\$95,748</b>
Fiscal									
3	Accounting Tech	\$19.23	40	52	\$119,993	86%	103,194	7,225	9,575
1	Accounting Clerk	\$13.51	40	52	\$28,101	86%	24,167	1,692	2,242
1	Typist Clerk III	\$14.99	40	52	\$31,179	86%	26,814	1,877	2,488
5	<b>Subtotal</b>				<b>\$179,273</b>		<b>\$154,175</b>	<b>\$10,793</b>	<b>\$14,306</b>
SETA Administrative Support									
16	Varies (Personnel, Contracts Fiscal, Admin)		40	52	\$743,927		\$693,926		\$50,000
<b>455</b>	<b>Grand Total</b>				<b>\$ 13,390,119</b>		<b>10,564,579</b>	<b>1,264,794</b>	<b>1,560,746</b>



**Schedule H. Other**

Grantee: SETA Head Start-Early Head Start

FY 2004-2005

Program: Basic, T&TA

	Head Start			Early Head Start				
	Basic	HS NRS	HS T/TA	Non-Fed	Basic	NRS	TQ	T/TA
<b>OCCUPANCY</b>	<b>2,047,878</b>			<b>355,921</b>	<b>163,536</b>			
Rent	1,500,000			355,921	132,128			
Insurance	2,878							
Utilities, Telephone	230,000							
Building & Child Liability Insurance	65,000							
Building Maintenance/Repair and Other Occupancy/Jan	200,000				31,408			
Incidental Alterations/Renovations	50,000							
<b>CHILD SERVICES</b>	<b>550,000</b>		<b>-</b>	<b>1,417,329</b>	<b>34,548</b>			<b>30,358</b>
Child Services Consultants					3,000			15,358
Child Psychologist	55,000							
Nutritionist	2,000				6,500			
Medical/Dental Services	30,000			100,000	9,548			
Disability Services	2,000			183,969	3,000			
CSUS Interns - 40 x 10hr/wk x #11.39 x 34 weeks				154,904				
Local travel	61,000			500,000				
Volunteers				478,456				
Substitutes (if not paid benefits)	400,000				12,500			15,000
<b>PARENT SERVICES *</b>	<b>224,910</b>		<b>165,314</b>	<b>611,193</b>	<b>18,929</b>			<b>11,750</b>
PAC meetings @ \$20/mtg.	15,000				1,200			
PC meetings @ \$20/mtg	15,000				1,200			
Parent newsletter, Literacy newsletter, Handbook	47,040				7,500			
PC activities	3,000							
PAC activities	3,000							
SOP Center activities \$125 @ 110 classes	13,750							
Home Base activities	4,000				1,000			
PC/PAC supplies, including hospitality/food supplies	8,000							
Parent aides - \$160/month x 12 months x 36 Aides	69,120							
Grandparent/Foster Parent support group	5,000							
Choir	2,000							
Home visits-2,432 x 2 year x \$15 (Center Based)				72,960				
Home visits-32 x 132 x \$15 (home Base)				80,560				
Parent interns			10,000					1,500
Parent Volunteers				457,673				
Transition services	20,000		5,000					500
Interpreters/Translation	10,000		10,494		3,000			500
Parent resource asst			19,040					500
Parent Leadership Institute			17,000		2,279			500
Male Involvement Services			12,580					2,500
Literacy (ESL,GED,Kinder readiness)	10,000		10,500		1,000			
Grandparent Conference			7,000		1,000			500
Bus tokens			1,000					250
T/Ta activity projects (PRISM @ \$7,000, other @ \$10,000)			17,000					1,000
Family Awareness Day			15,000					1,000
Parent Mentor/Program Governance			4,500					500
Supercupboards Workshop / Nutrition Education			5,000					
Local Con. (Public Policy, Multicultural, Violence Prevention)			5,200					500
Parent Services T/TA out of town travel: (# parents attending based on amount allocated)								
CHSA Parent Conference			4,000					
Region IX Conference			2,500					1,000
CHSA Conference			10,000					1,000
NHSA Training Conference(s)			6,000		750			
Miscellaneous Parent Travel			1,500					
CHSA Board Meeting			2,000					
<b>* these are best estimated costs</b>								

**Schedule H. Other**

Grantee: SETA Head Start-Early Head Start

FY 2004-2005

Program: Basic, T&TA

	Head Start			Early Head Start				
	Basic		HS T/TA	Basic	Cola/Qual		TQ	T/TA
<b>NUTRITION SERVICES</b>	<b>439,687</b>			<b>13,589</b>				
Non-reimbursable adult meals - 110 classes	266,471							
Nutritional activities in classrooms - 110 x \$100	11,000							
Vehicle insurance	60,450							
Vehicle operations	94,400							
Center Committee meetings	7,366			1,589				
Lactation services				12,000				
<b>OPERATING COSTS</b>	<b>911,818</b>	<b>-</b>	<b>109,122</b>	<b>20,750</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,835</b>
Publications/advertising/printing	190,000			2,000				
Training or staff development			59,122					14,000
Employee medical exams/fingerprinting	5,000			750				
Field trips-\$600/class x 110 classes	66,000							
Home Base/Socializations	25,000			18,000				
Security/alarm systems	40,000							
Community Collaboration Outreach	5,000							
Delegate kickoff			24,000					1,335
Staff appreciation	30,000							
Cluster training								
Career Start Incentive Plan			20,000					3,000
Disabilities Training			6,000					
Health & Safety Training								500
Admin services & supplies	550,818							



**TABLE A**

**Revised 10/2004**

**SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES  
FY 2004-2005**

	<b>Program Options:</b>	<b>OPTION 1 (CB) 5 days/ week 10-11 hrs/day 32-50 weeks</b>	<b>OPTION 2 (CB) 5 days/week 6.5-8 hrs/day 32-38 weeks</b>	<b>OPTION 3 (CB) 5 days/week 9 hrs/day 32-48 weeks</b>	<b>OPTION 4 (CB) 5 days/week 6-8 hrs/day 46-47 weeks</b>	<b>OPTION 5 (CB) 5 days/week 3.5-5.5 hrs/day 32-38 weeks</b>	<b>OPTION 6 (CB) 4 days/week 3.5-4 hrs/day 34-44 weeks</b>	<b>OPTION 7 (OT) Child Care Collaboration 6-11 hrs/day 32 weeks</b>	<b>OPTION 8 (HB) Home Base 32-38 weeks</b>
<b>AGENCY</b>	<b>Total Funded Enrollments</b>								
SETA	2,524	620	80		12	1,560	120		132
Del Paso	253		40			201			12
Elk Grove	300						291		9
MCA	260						200		60
Sacramento City	1,272	380	80 (6 hrs/day)				740		72
San Juan	680	120		40		480			40
WCIC (Playmate)	100				20	80			
<b>TOTALS</b>	<b>5,389</b>	<b>1,120</b>	<b>200</b>	<b>40</b>	<b>32</b>	<b>2,321</b>	<b>1,351</b>		<b>325</b>
Comments									

Please refer to individual program overviews for specific detail of the above options.

Table A



**SETA OPERATED PROGRAM (Grantee)**  
**Funded Enrollment:**  
**2,524**

**Administrative Office:**  
 925 Del Paso Blvd.,  
 Suite 200  
 Sacramento, CA 95815  
 (916) 263-3804

**Auberry Park**  
 8120 Power Inn  
 Sacramento, CA 95828  
 681-5535 (60)

**Bannon Creek**  
 2775 Millcreek Drive  
 Sacramento, CA 95833  
 263-5336 (80)

**Bright Beginnings**  
 10487 White Rock  
 Road, P52  
 Rancho Cordova, CA  
 95670  
 255-4720 (80)

**Broadway**  
 263 Seavey Circle  
 Sacramento, CA 95818  
 263-0961 (60)

**Center of Praise**  
 10455 Investment Circle  
 Rancho Cordova, CA  
 95670 255-1666/255-  
 1665 (80)

**Country Woods Apts.**  
 5700 Mack Rd.  
 Sacramento, CA 95823  
 262-3232 (120)

**Crossroad Gardens**  
 7322 Florinwood Dr.  
 Sacramento, CA 95823  
 262-0911 (60)

**CSUS Head Start**  
 6000 J Street  
 Sacramento, CA 95819  
 227-0392 (20)

**Dos Rios**  
 510 Louise Street  
 Sacramento, CA 95814  
 322-7058 (20)

**Fruitridge**  
 5746 40th Street  
 Sacramento, CA 95824  
 262-2696 (80)

**Galt**  
 615 2<sup>nd</sup> Street  
 Galt, CA 95632  
 (209) 745-6458 (180)

**Grace Lutheran**  
 2201 Benita Drive  
 Rancho Cordova, CA  
 95670  
 464-0707 (40)

**Grant Skill Center**  
 577 Las Palmas  
 Sacramento, CA 95815  
 263-3807 (120)

**Hillsdale**  
 5665 Hillsdale Ave.,  
 Bldg. 4  
 Sacramento, CA 95842  
 263-1031 (200)

**Job Corps.**  
 3100 Meadowview  
 Sacramento, CA 95832  
 427-4010 (40)

**Kennedy Estates**  
 6501 Elder Creek  
 Sacramento, CA 95824  
 227-3003 (60)

**La Riviera**  
 9000 La Riviera Drive  
 Sacramento, CA 95826  
 255-4556 (40)

**LaVerne Stewart**  
 5545 Sky Parkway  
 Sacramento, CA 95828  
 262-0929 (60)

**Mather**  
 Mather Air Force Base  
 10546 Peter A.  
 McCuen Rd.  
 Mather, CA 95655  
 231-0632 (120)

**Mulberry Commons**  
 3530 41<sup>st</sup> Avenue  
 Sacramento, CA 95824  
 263-1389 (40)

**Nedra Court**  
 #90 Nedra Court  
 Sacramento, CA 95822  
 (40)

**Northview**  
 2401 Northview  
 Sacramento, CA 95833  
 263-8108 (120)

**Norwood**  
 3265 Norwood Avenue  
 Sacramento, CA 95838  
 263-3425 (60)

**Parker Avenue**  
 4516 Parker Avenue  
 Sacramento, CA 95820  
 227-0695 (12)

**Phoenix Park**  
 7481 El Mango Way  
 Sacramento, CA 95823  
 (140)

**Plaza Del Paso**  
 925 Del Paso Blvd.,  
 Suite 300  
 Sacramento, CA 95834  
 (916) 263-3804 (100)

**Strizek Park**  
 3829 Stephen Drive  
 North Highlands, CA  
 95660  
 263-5333 (80)

**Vineland**  
 6450 20th Street  
 Rio Linda, CA 95673  
 263-5326 (40)

**Walnut Grove**  
 14273 River Road  
 Walnut Grove, CA  
 95690 776-1408 (40)

**Freedom Park**  
 6015 Watt Ave., S #5  
 North Highlands, CA  
 95660  
 274-6196 (160)

**Whispering Pines**  
 7610 Amherst Street  
 Sacramento, CA 95832  
 262-3143 (40)

**Home Based Program**  
 (132)

**DEL PASO HEIGHTS  
 EARLY CHILDHOOD  
 DEVELOPMENT  
 CENTER**  
**Funded Enrollment:**  
**253**

**Morey Avenue**  
 155 Morey Avenue  
 Sacramento, CA 95838  
 (916) 641-5360 (241)  
 Home Base (12)

**ELK GROVE USD**  
**Funded Enrollment:**  
**260**

**Administrative Office:**  
 9510 Elk Grove-Florin  
 Rd., Room 214  
 Elk Grove, CA 95624  
 (916) 686-7712

**Charles Mack  
 Elementary**  
 4701 Brookfield Dr.  
 Sacramento, CA 95823  
 422-5524 (20)

**David Reese  
 Elementary**  
 7600 Lindale Drive  
 Sacramento, CA 95828  
 429-7780 (40)

**Florence Markofer  
 Elementary**  
 9759 Tralee Way  
 Elk Grove, CA 95624  
 686-5042 (40)

**Florin Elementary**  
 7300 Kara Drive  
 Sacramento, CA 95828  
 383-6620 (40)

**Kennedy Elementary**  
 7037 Briggs Drive  
 Sacramento, CA 95828  
 387-8902 (40)

**Prairie School**  
5251 Valley Hi Drive  
Sacramento, CA 95823  
422-9383

**Prairie North**  
392-1344 (40)

**Prairie West**  
433-6149 (40)

**MEADOWVIEW  
COMMUNITY ACTION**  
Funded Enrollment:  
260

**Administrative Office:**  
2251 Florin Road  
Suite 156  
Sacramento, CA 95822  
(916) 399-9116

**Florin Meadows**  
7301 29th Street  
Sacramento, CA 95822  
394-1050 (40)

**Hopkins Park**  
2317 Matson Drive  
Sacramento, CA 95822  
394-1040 (80)

**Solid Foundation  
(Prince of Peach  
Church)**  
7501 Franklin Blvd.  
Sacramento, CA 95823  
394-9644 (80)

**Child Care  
Collaboration/  
Home Based (60)**

**SACRAMENTO USD**  
Funded Enrollment:  
1,272

**Administrative Office:**  
Serna Center  
5735 47<sup>th</sup> Ave.  
Sacramento, CA 95824  
(916) 643-7800

**Abraham Lincoln  
Children's Center**  
3324 Glenmoor Drive  
Sacramento, CA 95827  
228-5867 (18)

**A.M. Winn Elementary**  
3351 Explorer Drive  
Sacramento, CA 95827  
228-5883 (20)

**American Legion  
Children's Center**  
3801 Broadway  
Sacramento, CA 95817  
277-6608 (18)

**Bear Flag  
Children's Center**  
6620 Gloria Drive  
Sacramento, CA 95831  
433-2747 (18)

**Bowling Green  
Elementary**  
4211 Turnbridge Dr.  
Sacramento, CA 95823  
433-5598 (20)

**Bret Harte  
Children's Center**  
2761 9th Avenue  
Sacramento, CA 95818  
277-6469 (31)

**C.B. Wire Elementary**  
5100 El Paraiso Avenue  
Sacramento, CA 95824  
433-5585 (20)

**Charles A. Jones  
Skills Children's  
Center**  
5451 Lemon Hill Ave.  
Sacramento, CA 95824  
433-2655 (36)

**Collis P. Huntington  
Elementary**  
5921 26th Street  
Sacramento, CA 95822  
433-5437 (20)

**Collis P. Huntington  
Children's Center**  
5921 26th St.  
Sacramento, CA 95822  
433-5438 (32)

**Earl Warren  
Elementary**  
5420 Lowell Street  
Sacramento, CA 95820  
382-5934 (40)

**Edward Kemble  
Elementary**  
7495 29th Street  
Sacramento, CA 95822  
433-5028 (20)

**Edward Kemble  
Children's Center**  
7495 29th Street  
Sacramento, CA 95822  
433-5028 (19)

**Elder Creek  
Elementary**  
7934 Lemon Hill  
Avenue  
Sacramento, CA 95824  
382-6016 (20)

**Elder Creek  
Children's Center**  
7800 Lemon Hill Ave.  
Sacramento, CA 95824  
382-5979 (78)

**Ethel I. Baker  
Elementary**  
5717 Laurine Way  
Sacramento, CA 95824  
433-5448 (40)

**Ethel Phillips  
Elementary**  
2930 21st Avenue  
Sacramento, CA 95820  
277-6780 (40)

**Father Keith B. Kenny  
Elementary**  
3525 Martin L.King Jr.  
Blvd.  
Sacramento, CA 95817  
277-6512 (40)

**Freeport Elementary**  
2118 Meadowview  
Road  
Sacramento, CA 95832  
433-5037 (20)

**Freeport  
Children's Center**  
2118 Meadowview  
Road  
Sacramento, CA 95832  
433-2777 (18)

**Fremont (Full Day)**  
2420 N Street  
Sacramento, CA 95816  
277-6615 (20)

**Fruitridge Elementary**  
4625 44th Street  
Sacramento, CA 95820  
277-6288 (20)

**Golden Empire  
Elementary**  
9045 Canberra Drive  
Sacramento, CA 95826  
228-5890 (20)

**Harkness Elementary**  
2147 54th Avenue  
Sacramento, CA 95822  
433-5045 (20)

**Hiram Johnson Family  
Education Center**  
Hiram Johnson  
Part Day  
3535 65<sup>th</sup> Street  
Sacramento, CA 95820  
277-6767 (20)

**Hiram Johnson Family  
Education Center -**  
Hiram Johnson  
Children's Center  
3535 65<sup>th</sup> Street  
Sacramento, CA 95820  
277-6767 (18)

**Isador Cohen  
Elementary**  
9025 Salmon Falls  
Drive  
Sacramento, CA 95826  
228-5863 (40)

**James Marshall  
Elementary**  
9525 Goethe Road  
Sacramento, CA 95827  
228-5856 (20)

**Jedediah Smith  
Elementary**  
401 McClatchy Way  
Sacramento, CA 95818  
264-4181 (20)

**John Bidwell Elementary**  
1730 65th Avenue  
Sacramento, CA 95822  
433-5451 (20)

**John Cabrillo Elementary**  
1141 Seamas Avenue  
Sacramento, CA 95822  
264-3765 (20)

**Joseph Bonnheim Elementary**  
7300 Marin Ave.  
Sacramento, CA 95820  
277-6517 (20)

**Maple Elementary**  
3200 37th Avenue  
Sacramento, CA 95824  
433-7389 (20)

**Marian Anderson Children's Center**  
2850 49th Street  
Sacramento, CA 95817  
277-6259 (42)

**Mark Hopkins Elementary**  
2221 Matson Dr.  
Sacramento, CA 95822  
433-7317 (40)

**Mark Twain Elementary**  
4914 58<sup>th</sup> Street  
Sacramento, CA 95820  
277-6458 (20)

**New Helvetia Community Recreation Center**  
816 Revere Street  
Sacramento, CA 95818  
264-4188 (20)

**Nicholas Elementary**  
6601 Steiner Drive  
Sacramento, CA 95823  
433-5079 (20)

**Oak Ridge Elementary**  
4501 Martin L King Jr.  
Blvd.  
Sacramento, CA 95820  
277-6684 (20)

**Pacific Elementary**  
6201 41<sup>st</sup> Street  
Sacramento, CA 95824  
433-5324 (20)

**Parkway Elementary**  
4720 Forest Parkway  
Sacramento, CA 95823  
433-5309 (20)

**Parkway Children's Center**  
4720 Forest Parkway  
Sacramento, CA 95823  
433-5309 (18)

**Peter Burnett Elementary**  
6032 36th Avenue  
Sacramento, CA 95824  
277-6522 (20)

**Susan B. Anthony Elementary**  
7864 Detroit Blvd.  
Sacramento, CA 95832  
433-5356 (20)

**Washington Elementary**  
520 18<sup>th</sup> Street  
Sacramento, CA 95814  
264-4163 (20)

**Washington Children's Center**  
530 18<sup>th</sup> Street  
Sacramento, CA 95814  
264-4364 (34)

**William Land Elementary**  
2120 12<sup>th</sup> Street  
Sacramento, CA 95818  
264-4169 (20)

**Woodbine Elementary**  
2500 52<sup>nd</sup> Ave.  
Sacramento, CA 95822  
433-5358 (20)

**Home-Base 72**

**SAN JUAN USD**  
Funded Enrollment:  
680

**Administrative Office:**  
5309 Kenneth Avenue  
Carmichael, CA 95608  
(916) 971-7375

**Carmichael Elementary**  
6141 Sutter Avenue  
Carmichael, CA 95608  
575-2380 (20)

**Citrus Heights**  
7085 Auburn Blvd.  
Citrus Heights, CA 95621  
725-9207 (20)

**Coleman Elementary**  
6545 Beach Avenue  
Orangevale, CA 95662  
986-2207 (20)

**Coyle Elementary**  
6330 Coyle Avenue  
Carmichael, CA 95608  
867-2015 (20)

**Creekside Elementary**  
2641 Kent Drive  
Sacramento, CA 95821  
575-2381 (20)

**Dyer Kelly**  
2236 Edison Avenue  
Sacramento, CA 95821  
566-2151 (40)

**Edison Elementary**  
1500 Dom Way  
Sacramento, CA 95864  
575-2344 (20)

**Encina**  
1400 Bell Street  
Sacramento, CA 95825  
971-5812 (40)

**Garfield**  
3700 Garfield Avenue  
Carmichael, CA 95608  
575-2432 (20)

**Grand Oaks**  
7901 Rosswood Dr.  
Citrus Heights, CA 95621  
971-5208 (20)

**Holst**  
4501 Bannister  
Fair Oaks, CA 95628  
867-2121 (40)

**Howe Elementary**  
2404 Howe Avenue  
Sacramento, CA 95825  
566-2182 (60)

**Laurel Ruff**  
5325 Garfield Avenue  
Sacramento, CA 95841  
331-6768 (20)

**Lichen Elementary**  
8319 Lichen Drive  
Citrus Heights, CA 95621  
722-6677 (20)

**Littlejohn Elementary**  
6838 Kermit Lane  
Fair Oaks, CA 95628  
867-2122 (20)

**Mariposa Elementary**  
7940 Mariposa Avenue  
Citrus Heights, CA 95610  
971-5298 (20)

**Marvin Marshall**  
5309 Kenneth Avenue  
Carmichael, CA 95608  
971-5970, ext. 31 (80)

**Pasadena Elementary**  
4330 Pasadena Avenue  
Sacramento, CA 95821  
575-2374 (20)

**Ralph Richardson**  
4840 Cottage Way  
Carmichael, CA  
(20)

**Roberts Elementary**  
5630 Illinois Avenue  
Fair Oaks, CA 95628  
867-2087 (40)

**Skycrest Elementary**

5641 Mariposa Ave.  
Citrus Heights, CA  
95610  
867-2103 (20)

**Sunrise Elementary**

7322 Sunrise Blvd.  
Citrus Heights, CA  
95610  
723-5943 (40)

**Home Based (40)**

**WOMEN'S CIVIC  
IMPROVEMENT  
CENTER**  
Funded Enrollment:  
100

**Administrative Office:**

W.C.I.C.  
3555 3rd Avenue  
Sacramento, CA 95817  
(916) 457-8661

**Playmate**

3930 8th Avenue  
Sacramento, CA 95817  
(916) 451-8870 (100)

Revised 8/2004

/G:Grants/2005/  
2004 HS Site Listing

## ITEM IV-A - INFORMATION

### STANDING INFORMATION ITEMS

#### BACKGROUND:

This agenda item provides an opportunity for upcoming meetings, trainings, conferences, and events to be shared with the Policy Council.

#### Standing Information Items

- Upcoming Meetings, Training, Conferences and Events
  - Ms. Alma Walton, Mr. Robert Silva, Ms. Belinda Malone and Ms. Julita Bentz
- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Monthly Special Education Report – Ms. Beverly Sanford
- PC/PAC End-of-Year Appreciation Reports, Saturday, October 16, 2004, Shriner's' Hospitals for Children
- Head Start Awareness/Family Day Reports, Friday, October 1, 2004, William Land Park
- CHSA Report
- Region IX Head Start Report
- Sacramento City Unified School District's Citizen's Title I/SCE Program Advisory Committee Report: Ms. Darlene Anderson
- Fiscal Report (January, April, July, October) – Mr. Kim Peck
- Community Resources/Recognitions - Policy Council Members/Staff
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Willie Williams, Ms. Beverly Shah and Ms. Mary Lenoir

#### **NOTES:**

ITEM IV-B – INFORMATION

SACRAMENTO REGIONAL TRANSIT DISTRICT (RT) PRESENTATION

BACKGROUND:

This agenda item provides an opportunity for the Sacramento Regional Transit District (RT) to share information with the Policy Council on current services and future plans.

NOTES:

ITEM V- COMMITTEE REPORTS

- A. EXECUTIVE COMMITTEE:** This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council.

The Executive Committee met and evaluated the September 28, 2004 Policy Council meeting.

<b>Good</b>	<b>Needs Improvement</b>
Excellent Attendance.	
Members are continually being prepared for meeting.	
Program Information Report (PIR) summary by Denise Lee was very timely.	
Good input from members on ADA report.	

- B. PERSONNEL/BYLAWS COMMITTEE:** A report on the most recent meeting will be given at this time.

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- C. BUDGET/PLANNING COMMITTEE:** This item provides the opportunity for the Planning/Budget Committee to submit an oral report to the Policy Council.

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ITEM V- COMMITTEE REPORTS (Continued)

Page 2

**D. HOSPITALITY COMMITTEE:** A report on the most recent meeting will be given at this time.

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**E. PROGRAM AREA COMMITTEES:**

☼ Early Childhood Development & Health Services

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☼ Family & Community Partnerships/Training

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☼ Monitoring & Evaluation Committee (Self-Assessment)

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☼ Early Head Start

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**F. COMMUNITY ADVOCATING MALE PARTICIPATION (CAMP)**

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ITEM VI- OTHER REPORTS

BACKGROUND:

- A. SETA EXECUTIVE DIRECTOR'S REPORT:** This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) to report to the Council on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal Policy Council packet.

The Executive Director's report also allows the Executive Director to apprise the Council of upcoming events, significant agency activities or conferences.

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- B. CHAIR'S REPORT:** The Chair of the Head Start Policy Council (Ms. Margie Mitchell), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.

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- C. HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT:** This item is set aside to allow the Head Start Deputy Director (Ms. Norma Johnson) to report to the Council on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal Head Start Policy Council packet.

The Deputy Director's Report also allows the opportunity for the Head Start Director to apprise the Council of upcoming events, significant agency activities, or conferences.

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ITEM VI- OTHER REPORTS (Continued)

**D. HEAD START MANAGER’S REPORTS:** This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

Brenda Campos-Peck: Grantee Program Support Services Manager  
Vacant: Grantee Program Operations  
Vacant, Early Head Start, Special Projects and Community Partnerships  
Buffie Engstrom, Head Start Administration

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**E. COMMUNITY AGENCY REPORT:** This item provides the opportunity for Community Agencies to submit an oral report to the Policy Council.

- Women Escaping a Violent Environment – Vacant
  - Child Health and Disability Prevention Program – Vacant
  - Community Services Planning Council - Vacant
  - Advisory Board of Perinatal & Infant Health Committee – Ms. Jacoolla Moody
  - Maternal, Child and Adolescent Health Board – Ms. Beverly Shah
  - Community Action Board – Ms. Darlene Anderson
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**F. HEALTH AND DENTAL REPORT:** This item provides an opportunity for Policy Council representatives to submit an oral report to the Policy Council.

- Sacramento County Dental Health Advisory Committee Representatives:  
Ms. LaRisa Yarbrough and Ms. Betty Walker
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**G. OPEN DISCUSSION AND COMMENTS:** This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

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**H. PUBLIC PARTICIPATION:** Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.

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ITEM VII-A – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

This item provides an opportunity for the Council to take action on personnel items.

NOTES:

The 2003-2004 Board was seated on **November 18, 2003** and **December 23, 2003**

POLICY COUNCIL - BOARD MEETING ATTENDANCE - PROGRAM YEAR 2003-2004

BOARD MEMBER	SITE	11/18	12/23	1/27	2/24	3/23	5/4	5/25	6/22	8/3	8/24	9/14	9/28	10/26
T. Alnassiri (reinstated 9/28/04)	SAC												X	
D. Anderson (11/18)	PAST	X	X	X	X	X	X	X	X	X	X	X	X	
P. Campbell-Mays (5/25)	SOP							X	AP	U	X	X	X	
J. Foster (11/18)	EHS	X	X	X	X	X	X	X	X	X	X	X	X	
M. Lenoir (11/18)	FOSTER	X	X	X	E	X	X	X	X	X	X	X	X	
L. LeTourneau (11/18)	PAST	X	E	X	X	X	X	X	X	X	E	X	X	
H. McWhorter (12/23)	SOP		X	X	X	X	X	X	X	X	X	X	X	
<del>K. Meredith (11/18)</del>	<del>SOP</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>E</del>	<del>E</del>	<del>E</del>	
M. Mitchell (11/18)	PAST	X	X	X	X	X	X	X	X	X	X	X	X	
J. Moody (11/18) reinstated 4/08)	EHS						X	X	X	X	X	X	X	
R. Muñoz (5/04)	SJ						X	X	X	X	X	X	X	
D. Nelson (1/27)	SOP			X	X	X	E	X	X	X	X	E	X	

<u>BOARD MEMBER</u>	SITE	11/18	12/23	1/27	2/24	3/23	5/4	5/25	6/22	8/3	8/24	9/14	9/28	10/26
H. Oden (1/27)	EG			<u>X</u>	X	X	X	E	X	X	X	U	X	
A. Parks (12/23)	CR		X	<u>X</u>	X	X	X	E	X	U	X	X	X	
B. Shah (11/18)	GRAND	X	X	X	X	X	X	X	X	X	X	X	X	
B. Walker (11/18)	SOP	X	X	X	X	X	X	X	AP	X	X	X	X	
W. Williams (11/18)	GRAND	X	X	X	X	X	X	X	X	X	X	X	X	
L. Yarbrough (11/18)	SOP	X	X	X	X	X	X	X	X	X	X	X	X	
<del>V. Benson (11/18)</del> V. Huynh, Alternate	CHDP	X	AP	X	X	X	AP	X	X	E	X		AP	
Vacant	WEAVE													
Vacant	CSPC													

DP: Del Paso Heights School District   DHA: Dept. Of Human Assistance   CCCP: Child Care Collaboration Program   SOP: SETA-Operated Program   SJ: San Juan Unified School District   HB: Home Based Option   EG: Elk Grove Unified School District  
Alta: Alta California Regional Center   SAC: Sac. City Unified School District   EHS: Early Head Start   PAST: Past Parent Representative  
WCIC: Playmate Child Child Center   CHDP: Child Health & Disability Prevention Program   CAMP: Community Advocating Male Participation  
MCA: Meadowview Community Action   ACTION: Child Action   CSPC: Community Services Planning Council   CR: Community Representative  
**S/B/S:** Should be Seated   **AP:** Alternate Present   **X:** Present   **E:** Excused   **U:** Unexcused Absence  
**E/PCB:** Excused, Policy Council Business   **E/PCB:** Excused, Policy Committee Business  
**GRAND:** Grandparent representative   **FOSTER:** Foster parent representative

Current a/o 10/18/04