

Thought of the Day: "Vision without action is merely a dream. Action without vision just passes time. Vision with action can change the world."

Author: Joel Barker

GOVERNING BOARD

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City of Sacramento

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County of Sacramento

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County of Sacramento

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ROBBIE WATERS
Council Member
City of Sacramento

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

DATE: Tuesday, April 4, 2005

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.

ADMINISTRATION

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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 Item**
 - A. Approval of the Minutes of March 22, 2005 Regular Meeting
- III. **Action Items**
 - A. Approval of Fiscal Year 2005-2006 Head Start/Early Head Start Training/Technical Assistance Grant Application

B. Approval of Fiscal Year 2005-2006 Head Start/Early Head Start Budget Allocations

C. Approval of Revised Head Start Planning Process

IV. Information Items

A. Policy Council and the PRISM

B. Self-Assessment Questionnaire

C. Administration for Children and Families Correspondence of March 11, 2005 Regarding the Program Information Report (PIR)

V. Committee Report.

A. Executive

VI. Other Reports

A. Open Discussion and Comments

B. Public Participation

III. Action Items (Continued)

D. **CLOSED SESSION: PERSONNEL - Pursuant to Government Code Section 54957**

➔ Approval of Eligible List for the Classification of: Head Start Education Specialist (Non-Supervisory)

➤ Report out of Closed Session

VIII. Adjournment

DISTRIBUTION DATE: THURSDAY, MARCH 31, 2005

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Michelle Yost, Elk Grove Unified School District
- _____ Toni Allen, Sacramento City Unified School District
- _____ Tawfiq Alnassiri, Sacramento City Unified School District
- _____ Emma Vaziri, Sacramento City Unified School District
- _____ Felicia Harris, Meadowview Community Action
- _____ Maria Tijernia, Meadowview Community Action
- _____ Dani Saulsberry, San Juan Unified School District
- _____ Michele Walton, San Juan Unified School District
- _____ Art Arroyo, SETA-Operated Program
- _____ Antonette Dinges, SETA-Operated Program
- _____ Minerva Gillette, SETA-Operated Program
- _____ Laura Jones, SETA-Operated Program
- _____ Betty Walker, SETA-Operated Program
- _____ Beverly Shah, Past Parent Representatives
- _____ LaRisa Yarbrough, Past Parent Representatives
- _____ Janet Foster, Early Head Start (San Juan USD)
- _____ Mystee Marquez, Early Head Start (SETA)
- _____ Penny Campbell-Mays, Foster Parent Representative
- _____ Denise Nelson, Foster Parent Representative
- _____ Nora Mott, Grandparent Representative
- _____ Willie Williams, Grandparent Representative
- _____ Michael Thompson, CAMP Representative
- _____ Carol Schaefer, Child Health and Disability Prevention Program

Member to be Seated:

- _____ Linda Coleman, Elk Grove Unified School District
- _____ Mary Bishop, SETA-Operated Program
- _____ Tinisha Euwing, Playmate Child Development Center
- _____ Brenda Polite, Playmate Child Development Center

Seats Vacant:

- _____ Vacant (Evans), Past Parent Representatives
- _____ Vacant (Franklin), Del Paso Early Childhood Development Center
- _____ Vacant (Guzman), Del Paso Early Childhood Development Center

**** Please call your alternate, the Policy Council Chair (Willie Williams: 422-6935) or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

BOARD MEMBER	SITE	11/29	12/21	1/25	2/22	3/22	4/4				
W. Williams (11/29)	GRAND	X	X	X	X	X					
L. Yarbrough (11/29)	PAST	X	X	X	X	X					
M. Yost (1/25)	ELK			X	X	U					
C. Schaefer (11/29)	CHDP	X	X	X	X	X					
<i>Vacant</i>	WEAVE										
<i>Vacant</i>	CSPC										

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
ACTION	Child Action
ALTA	Alta California Regional Center
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
CSPC	Community Services Planning Council
DHA	Department of Human Assistance
DP	Del Paso Heights School District
EHS	Early Head Start
ELK	Elk Grove Unified School District
FOSTER	Foster Parent Representative
GRAND	Grandparent Representative
HB	Home based Option
MCA	Meadowview Community Action
PAST	Past Parent Representative
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

X: Present

E: Excused

U: Unexcused Absence

S/B/S: Should be Seated

AP: Alternate Present

E/PCB: Excused, Policy Council Business

E/PCB: Excused, Policy Committee Business

Current a/o 3/25/05

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MARCH 22, 2005 REGULAR POLICY COUNCIL
MEETING

BACKGROUND:

Attached are the minutes of the March 22, 2005 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: _____

ITEM III-A – ACTION

APPROVAL OF FISCAL YEAR 2005-2006 HEAD START/EARLY HEAD START
TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Head Start/Early Head Start Fiscal Year 2005-2006 Training/Technical Assistance Grant application in the amount of \$361,068 Head Start, and \$114,584 Early Head Start. The Parent Advisory Committee/Policy Council Training Committee met three times with staff to provide input on the budget.

Ms. Belinda Malone, SS/PI Specialist, will provide an oral report.

RECOMMENDATION:

That the Policy Council approve the Head Start/Early Head Start Fiscal Year 2005-2006 Training/Technical Assistance Grant Application.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B – ACTION

APPROVAL OF FISCAL YEAR 2005-2006 HEAD START/EARLY HEAD START
BUDGET ALLOCATIONS

BACKGROUND:

Attached please find the annual cost allocations for Head Start/Early Head Start programs for Fiscal Year 2005-2006.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the budget allocations for Fiscal Year 2005-2006.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-C – ACTION

APPROVAL OF REVISED HEAD START PLANNING PROCESS

BACKGROUND:

Attached is a copy of the Planning Process (revised 2005) that reflects our new fiscal calendar year (August 1 - July 31). The three-year grant application will not be due until May 1, 2006. SETA received a one-time, one-year deferment for submission of the three-year grant. As such, this fiscal year (August 1, 2005 – July 31, 2006) will be the fourth year of a three-year grant/planning cycle.

The Budget/Planning Committee will review the process at their April 1 meeting.

RECOMMENDATION:

That the Policy Council review, revise if necessary, and approve the attached revised Planning Process.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A – INFORMATION
POLICY COUNCIL AND THE PRISM

BACKGROUND:

This item will allow Policy Council members to review the PRISM procedure and activities for the week and the review team's meeting with the Policy Council.

NOTES:

ITEM IV-B – INFORMATION
SELF-ASSESSMENT QUESTIONNAIRE

BACKGROUND:

This agenda item provides an opportunity for Ms. Denise Lee, Grantee Programs Operations Manager, to share the Self-Assessment Questionnaire with the Policy Council.

NOTES:

ITEM IV-C – INFORMATION

ADMINISTRATION FOR CHILDREN AND FAMILIES CORRESPONDENCE OF
MARCH 11, 2005 REGARDING THE PROGRAM INFORMATION REPORT

BACKGROUND:

Attached please find recent correspondence from the Administration for Children and Families (ACF) regarding the county-wide Program Information Report. An oral summary will be provided by Norma Johnson, Deputy Director.

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 March 22, 2005 Policy Council meeting.

Good	Needs Improvement
Attendance (considering the weather)	Side barring
Participation and making and seconding motions	Requesting personal privilege
Managers' written/verbal reports – excellent.	Starting on time.
Deputy Director – excellent written/oral report.	Cell phones off or on silent.

ITEM VI- OTHER REPORTS

BACKGROUND:

A. 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.

B. 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.

ITEM III-D- ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: