

Thought of the Day: "Each Day Comes Bearing It's Own Gifts. Untie the Ribbons."

Author: Ruth Ann Schabacker

GOVERNING BOARD

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City of Sacramento

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

DATE: Tuesday, February 22, 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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Website: www.headstart.seta.net

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 January 25, 2005 Regular Meeting
- III. **Action Items**
 - A. Approval of Fiscal Year 2005-2006 Head Start Program Options and Tracks

- B. Approval of Fiscal Year 2005-2006 Head Start/Early Head Start Center Locations
- C. Approval of Delegating Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directed to the SETA Operated Program

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
- CHSA/Conference Report (written Due Friday, March 4, 2005)
- Parent Leadership Institute Reports (oral) – Event February 16-18, 2005, Hilton Hotel, Concord, CA
- Region IX Head Start Report
- 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 and Ms. Nora Mott

B. Fiscal Monitoring Reports

- ➔ Elk Grove Unified School District
- ➔ Sacramento City Unified School District
- ➔ San Juan Unified School District

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) – Mr. Michael Thompson

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. Denise Nelson
 - Maternal, Child and Adolescent Health Board – Ms. Beverly Shah
 - Community Action Board: Ms. Antonette Dinges
- F. Health and Dental Report
 - Sacramento County Dental Health Advisory Committee Reps: Ms. Carol Schaefer, Ms. Toni Allen and Ms. Michele Walton
- G. Open Discussion and Comments
- H. Public Participation

III. Action Items (Continued)

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

- ➔ Approval of Eligible List for: Head Start Associate Teacher
 - Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: TUESDAY, FEBRUARY 15, 2005

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Linda Coleman, Elk Grove Unified School District
- _____ 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
- _____ Brenda Polite, Playmate Child Development Center
- _____ 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
- _____ 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

Members to be Seated:

- _____ Jacqueline Casanova, SETA-Operated Program
- _____ Laura Jones, SETA-Operated Program
- _____ Barbara Franklin, Del Paso Early Childhood Development Center
- _____ Z. Guzman, Del Paso Early Childhood Development Center

Seats Vacant:

- _____ Vacant (Evans), Past Parent Representatives
- _____ Vacant (Euwing), Playmate Child 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. ****

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

The 20043-2005 Board was seated on **November 29, 2004** and **December 21, 2004**

BOARD MEMBER	SITE	11/29	12/21	1/25	2/22						
T. Allen (11/29)	SAC	X	X	X							
T. Alnassiri (11/29)	SAC	X	X	X							
A. Arroyo (11/29)	SOP	X	U	X							
P. Campbell-Mays (11/29)	FOSTER	X	E	X							
J. Casanova (s/b/s 12/21)	SOP		U	E							
L. Coleman (1/25) (Reinstated 1/28)	ELK			X							
A. Dinges (11/29)	SOP	X	X	X							
T. Euwing (s/b/s 11/29)	PLAY	E	X	U							
D. Evans (s/b/s 12/21)	PAST		U	U							
J. Foster (11/29)	EHS/SJ	X	X	X							
B. Franklin (s/b/s 1/25)	DP			U							
M. Frutoz (11/29)	SOP	X	E	E							
M. Gillette (11/29)	SOP	X	E	X							
Z. Guzman (s/b/s 1/25)	DP			U							
F. Harris (s/b/s 11/29, seated 12/21)	MCA	U	X	X							
L. Jones (s/b/s 2/22)	SOP										
M. Marquez (12/21)	EHS/HB		X	X							
N. Mott (s/b/s 11/29, seated 12/21)	GRAND	E	X	X							
D. Nelson (11/29)	FOSTER	X	X	X							
B. Polite (s/b/s 11/29, seated 1/25)	PLAY	E	E	X							
D. Saulisberry (11/29)	SJ	X	X	X							
B. Shah (11/29)	PAST	X	X	X							
M. Thompson (11/29)	CAMP	X	X	X							
M. Tijerina (11/29)	MCA	X	X	X							
E. Vaziri (1/25)	SAC			X							
B. Walker (11/29)	SOP	X	X	X							
M. Walton (11/29)	SJ	X	X	X							

BOARD MEMBER	SITE	11/29	12/21	1/25	2/22						
W. Williams (11/29)	GRAND	X	X	X							
C. Yanez (11/29)	SAC	X	U								
L. Yarbrough (11/29)	PAST	X	X	X							
M. Yost (1/25)	ELK			X							
C. Schaefer (11/29)	CHDP	X	X	X							
Vacant	WEAVE										
Vacant	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

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JANUARY 25, 2005 REGULAR POLICY COUNCIL
MEETING

BACKGROUND:

Attached are the minutes of the January 25, 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: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(The minutes reflect the actual progress of the meeting.)

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

Tuesday, January 25, 2005
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Williams called the meeting to order at 9:11 a.m. Ms. Shah called the roll. Ms. Michelle Yost was seated.

Members Present:

Linda Coleman, Elk Grove Unified School District *(seated later in the meeting at 9:25 a.m.)*

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 *(seated later in the meeting at 9:54 a.m.)*

Maria Tijernia, Meadowview Community Action (arrived at 9:23 a.m.)

Felicia Harris, Meadowview Community Action

Dani Saulisberry, San Juan Unified School District

Michele Walton, San Juan Unified School District

Antonette Dinges, SETA-Operated Program

Art Arroyo, SETA-Operated Program

Minerva Gillette, SETA-Operated Program

Betty Walker, SETA-Operated Program

Brenda Polite, Playmate Child Development Center *(seated later in the meeting at 9:54 a.m.)*

Beverly Shah, Past Parent Representative

LaRisa Yarbrough, Past Parent Representative

Denise Nelson, Foster Parent Representative

Nora Mott, Grandparent Representative

Willie Williams, Grandparent Representative

Janet Foster, Early Head Start, San Juan Unified School District

Mystee Marquez, Early Head Start, SETA Operated Program (arrived at 9:24 a.m.)

Michael Thompson, CAMP Representative

Carol Schaefer, Child Health and Disability Prevention Program

Members Absent:

Dominique Evans, Past Parent Representative (Unexcused)

Tinisha Euwing, Playmate Child Development Center (Unexcused)

Barbara Franklin, Del Paso Early Childhood Development Center (Unexcused)

Mary Frutoz, SETA-Operated Program (Excused)

Jacqueline Casanova, SETA-Operated Program (Excused)

Z. Guzman, Del Paso Early Childhood Development Center (Unexcused)

II. Consent Item

B. Approval of the Minutes of December 21, 2004 Special Meeting

Some corrections to the attendance were noted by the clerk.

Maria Tijerina present at 9:23 a.m.

Mystee Marquez present at 9:24 a.m.

Moved/Nelson, second/Mott, to approve the minutes as corrected.

Show of Hands Vote: Aye: 20, Nay: 0, Abstentions: 1 (Marquez).

Ms. Linda Coleman from Elk Grove Unified School District was seated at 9:25 a.m.

III. Action Items

A. Appointment of Representative and Alternate to the Community Action Board

Ms. Willie Williams reviewed this item. Ms. Nancy Hogan provided a brief history of this program and the funding.

Those interested in serving: Denise Nelson, Antonette Dinges, Felicia Harris, Beverly Shah.

It was announced that Ms. Nelson, Ms. Harris and Ms. Shah cannot serve since they are on the maximum number of committees.

Ms. Janet Foster indicated interest in serving.

Ms. Johnson reviewed some information from Legal Counsel regarding voting. This issue came up regarding the board members discussing agenda items over the phone. This type of activity is prohibited by the Brown Act. Legal Counsel recommends that all future balloting be either a voice vote or a show of hands vote.

Mr. Tawfiq Alnassiri indicated interest in serving.

Ms. Williams urged ALL board members to be actively involved in the various committees. It is important for all board members to be involved at the committee level.

Those interested in serving spoke of their interest in this board.

Show of Hands Vote: Antonette Dinges: 9 votes, Janet Foster: 8 votes, Tawfiq Alnassiri: 4 votes. (Ms. Williams abstained on all three votes.)

Ms. Dinges was announced as the representative, with Ms. Foster as the alternate

Moved/Thompson, second/Nelson, to ratify the selection of Antonette Dinges as representative and Janet Foster as alternate to the Community Action Board.
Show of hands vote: Aye: 22 Nay: 0, Abstention: 1 (Williams)

Ms. Brenda Polite, from Playmates, was seated at 9:54 a.m.

Ms. Kathy Kossick, Executive Director, was introduced.

Ms. Emma Vaziri, Sacramento City Unified School Dist., was seated at 9:55 a.m.

B. Selection of Representatives and Alternates to Attend the Public Policy Symposium

Ms. Williams reviewed last year's symposium. This year Universal Preschool throughout California will be the topic.

Those interested in attending: Tawfiq Alnassiri, Michele Walton, LaRisa Yarbrough, Mystee Marquez, Dani Saulisberry, Beverly Shah, Janet Foster, Toni Allen, Minerva Gillette, Betty Walker, and Brenda Polite.

Ms. Desha announced that the eleven members that expressed interest in attending the symposium can attend. Anyone else wishing to attend would have to serve as alternate. Alternates would be: Michael Thompson, Denise Nelson, Felicia Harris, and Nora Mott.

Moved/Nelson, second/Dinges, to approve the selection of all 11 representatives to attend the Symposium. This includes the four members indicating their willingness to serve as alternates.
Show of hands vote: Aye: 24, Nay: 0, Abstention: 1 (Williams)

IV. Information Items

A. Standing Information Items

- Introduction of New Staff: It was announced that Denise Lee is the new Manager for Operations.
- Annual Parent Leadership Institute – Ms. Williams reviewed this event. All transportation, food and lodging will be provided. Ms. Betsy Haas is the keynote speaker and will be speaking about Realizing Your Dreams. Ms. Williams urged all board members to sign up and get their babysitters in line. Ms. Desha reviewed what the Agency will provide for board members.
- 7th Annual California Head Start Association Conference: A travel meeting will be held February 7 at 1:30 p.m. in the Oak Room. A written report,

due March 4, will be requested from attendees. People elected to attend can see Ms. Desha for additional information.

➤ Upcoming Meetings, Training, Conferences and Events

Ms. Belinda Malone, stated that a legal workshop will be held on Friday, January 28, Hometown Buffet on Florin Road. Ms. Malone reviewed the topics of discussion at the workshop. Due to the nature of the subject, no children are allowed at this workshop. A Spanish translator will be available. This workshop is open to Head Start parents and one guest.

Ms. Alma Walton reviewed the literacy program. All of the Delegate Agencies have a literacy program. SETA usually gives a book a month or some other information to enhance literacy. She distributed a FLIP Activity Sheet which helps parents and children to work together.

Ms. Walton reported that at the last Grandparent/Foster Parent Support group meeting, Ms. Shah showed how to do flower arrangements. There was also a gerontologist that spoke at the meeting. The next meeting will be 2/9/05, 9 a.m. – 11:30 a.m. Mr. Raymond Munoz will bring in instruments to show how instruments can be used to interact with children.

➤ Average Daily Attendance Report – Tabled.

➤ Monthly Special Education Report – Ms. Beverly Sanford introduced herself and described the special education report. There is a Performance Standard that states that 10% of the number of enrollment opportunities must be made available to children with disabilities. She reviewed the most current report. Call her at 263-3056 if there are any questions. Ms. Sanford stated that services are available free of charge to any parent concerned with their child.

The Council took a break at 10:35 to 10:40 a.m.

➤ CHSA Report – No report.

C. Monitoring/Evaluation Report – Ms. Denise Lee, Manager of Program Operations stated that the board participates in the annual assessment of programs. There were five different items in which parents participate. This is an important perspective to get input from our 'customers'. She reviewed the results of the SOP evaluation.

➤ Region IX: Ms. Norma Johnson stated that this is our region's association. Mr. Thompson asked about participation on the Region IX board. Ms. Johnson stated that there used to be a parent and staff person on this board. Now there is a board elected by the state's board. To be a Region IX Representative, one must be elected by the board of directors.

Information was distributed about Region IX. The Association is made up of programs in Region IX elected by the California Head Start board of directors. There are four representatives to the Region IX board.

III. Action Items (Continued)

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

The Council went into closed session at 10:56. At 11:09 a.m. the Council went back into open session.

IV. Information Items (Continued)

B. National Reporting System – Ms. Norma Johnson reviewed the DRDP assessment tool which is used to assess children to see if they are ready to go into kindergarten. Ms. Allen asked if there was a kindergarten readiness packet available.

Ms. Williams announced that the following action was taken in closed session: approval of eligible list for the positions of Head Start **Cook/Driver** and Head Start **Family Services Worker**.

- Fiscal Report – In response to a question, Ms. Johnson stated that the program improvement funds have not yet been issued. Funds for Early Head Start have been distributed.
- Community Resources/Recognitions – No reports.
- Parent/Staff Recognitions- No report.
- Grandparent/Foster Parent Report – Ms. Mott has no report. Ms. Williams reported that there was a fieldtrip to attend the Sacramento Grandparent Networking Support group.

D. Governing Board Minutes: There were no questions.

E. Fiscal Monitoring Reports: Tabled.

V. Committee Reports

A. Executive: Ms. Nelson reviewed the evaluation of the meeting.

C. Personnel/Bylaws: This committee's first meeting will be 2/24 at 9 a.m.

C. Budget/Planning: Ms. Harris reported on the most recent meeting. Head Start's goals and objectives were reviewed at the first meeting.

D. Hospitality: This committee will not meet until June.

E. Program Area Committees

Early Childhood Development and Health Services: No date set.

Family & Community Partnerships/Training: No report.

Ms. Desha encouraged all new members to sign up for committees.

Monitoring & Evaluation: This was already covered.

Early Head Start: Waiting for a meeting date.

- F. Community Advocating Male Participation – Reviewed the report from Mr. Thompson. There is an upcoming meeting scheduled for 2/9. A Fishing in the City event was held with about 100 attendees.

VII. Other Reports

- A. SETA Executive Director's Report: No report.
- B. Chair's Report: Ms. Williams distributed list to sign up for birthdays and e-mail address.
- C. Head Start Deputy Director's Report: Previously given.
- D. Head Start Managers' Report: None.
- E. Community Agency Report
- Women Escaping a Violent Environment - Vacant
 - Child Health and Disability Prevention Program – Ms. Schaefer announced that Reiko Osaki is the new interim deputy director. Ms. Osaki was a public health nurse and was in charge of various county clinics. She will be there until June when a permanent program director will be hired.
 - Community Services Planning Council - Vacant
 - Advisory Board of Perinatal & Infant Health Committee – The next meeting will be 2/9/04.
 - Maternal, Child and Adolescent Health Board – No report.
 - Community Action Board: No report.
- F. Health and Dental Report
- Sacramento County Dental Health Advisory Committee Reps: The dental committee meets in April and October.
- G. Open Discussion and Comments: Janet Foster spoke of Parent Ambassadors. For the last two months she has been attending meetings at the Citrus Heights City Hall. She's attending Toastmaster's international and she's learning public speaking skills. She attended a meeting on grant writing in Citrus Heights. She will be attending orientation at Urban League for their women's group. The students at San Juan are collecting pennies, nickels and dimes to raise funds for Tsunami victims in Southeast Asia.
- H. Public Participation: No comments.

VII. Adjournment: The meeting was adjourned at 11:47 a.m.

ITEM III-A – ACTION

APPROVAL OF FISCAL YEAR 2004-2005 HEAD START
PROGRAM OPTIONS AND TRACKS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Program Options and Tracks for Fiscal Year 2005-2006.

RECOMMENDATION:

That the Policy Council approves the Fiscal Year 2005-2006 Head Start Program Options and Tracks.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B – ACTION

APPROVAL OF FISCAL YEAR 2005-2006 HEAD START AND EARLY HEAD
START CENTER LOCATIONS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve Head Start and Early Head Start center locations for Fiscal Year 2005-2005.

The listing of SETA-Operated Program center locations is attached for your review.

RECOMMENDATION:

That the Policy Council approves the Head Start and Early Head Start center locations for Fiscal Year 2005-2006.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION

APPROVAL OF DELEGATING AUTHORITY TO THE PARENT ADVISORY COMMITTEE TO FUNCTION IN THE SCREENING AND INTERVIEWING OF PROSPECTIVE APPLICANTS DIRECTLY RELATED TO THE SETA-OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Parent Advisory Committee's involvement in screening and interviewing prospective applicants directly related to the SETA-Operated Program. Reference the Policy Council bylaws:

Article II Purpose, Powers, Duties and Functions, Section 2: Powers, Duties and Functions, E12: For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SETA-Operated Program may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the Policy Council on an annual basis.)

RECOMMENDATION:

That the Policy Council approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

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

- 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
- CHSA/Conference Report (written Due Friday, March 4, 2005)
- Parent Leadership Institute Reports (oral) – Event February 16-18, 2005, Hilton Hotel, Concord, CA
- Region IX Head Start Report
- 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 and Ms. Nora Mott

NOTES:

ITEM IV-B – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached is a copy of the latest fiscal monitoring reports. Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Nancy Lucia **DATE:** January 28, 2005
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, Quality Impv., COLA	\$ 1,198,775	9/30/03-9/29 /04	9/30/03-9/29/04
Head Start	T & TA	7,500	9/30/03-9/29 /04	9/30/03-9/29/04
Head Start	Basic (Carry-over)	75,000	9/30/03-9/29 /04	9/30/03-9/29/04
Head Start	Prog Impv	200,000	9/30/03-9/29/04	9/30/03-9/29/04

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 12/20-21/04 & 1/21/05

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation		N/A		
4 Disbursement Control	X			
5 Staff Payroll/Files	X		X	
6 Fringe Benefits	X			
7 Participant Payroll		N/A		
8 OJT Contracts/Files/Payment		N/A		
9 Indirect Cost Allocation	X			
10 Adherence to Budget	X			
11 In-Kind Contribution	X			
12 Equipment Records		N/A		

Program Operator: Elk Grove Unified School District

Findings and General Observations:

1. The total costs as reported to SETA from September 30, 2003 to September 29, 2004 have been traced to the delegate agency records. The records were verified and appeared to be in order.
2. A review of the Personnel Activity Reports (PARs) for September and August, 2004 showed several instances of variances between the time allocation and the payroll allocation. The variances did not have any financial impact on Head Start as the negative variances were offset by the positive variances. It is recommended that the PARs be reviewed to reconcile the payroll allocation with the time allocation.

Recommendations for Corrective Action:

- 1) Review the PARs and reconcile the payroll allocation with the time allocation.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Joan Polster **DATE:** January 18, 2005

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento City U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA,Quality	\$ 6,872,402	9/30/03-09/29/04	9/30/03-9/29/04
Head Start	T & TA	20,000	9/30/03-09/29/04	9/30/03-9/29/04
Early H. S.	Basic, COLA,Quality	936,875	9/30/03-09/29/04	9/30/03-9/29/04
Early H.S.	T & TA	17,667	9/30/03-09/29/04	9/30/03 -9/29/04
Early H. S.	Fatherhood Grant	25,000	2/28/03-01/31/04	2/28/03-1/31/04

Monitoring Purpose: Initial _____ Follow-Up _____ Special _____ Final X
Date of review: 12/8,9, & 17/04

AREAS EXAMINED	COMMENTS/ RECOMMENDATIONS			
	SATISFACTORY		RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation	N/A			
4 Disbursement Control	X			
5 Staff Payroll/Files	X		X	
6 Fringe Benefits	X			
7 Participant Payroll	N/A			
8 OJT Contracts/Files/Payment	N/A			
9 Indirect Cost Allocation	X			
10 Adherence to Budget	X			
11 In-Kind Contribution	X			
12 Equipment Records	N/A			

Program Operator: Sacramento City Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from September 30, 2003 to September 29, 2004 have been traced to the delegate's records. The records were reviewed and appeared to be in order.
- 2) A review of the Personnel Activity Reports (PARs) of the Teachers and Teacher Aides showed that their time allocation method is considered reasonable as this is based on their class assignments. The non-teaching staff are preparing their PARs, showing the total time spent for each program based on a time study done years ago. This method is acceptable if the time study is done more frequently (e. g. quarterly) to ensure that the time allocation is a reasonable approximation of the activity actually performed. In the absence of a time study, it is recommended that the district adopt the detailed PARs showing time allocation on a daily basis and must be prepared monthly.

Recommendations for Corrective Action:

- 1) Adopt the detailed PARs for the non-teaching staff which shows the time allocation on a daily basis. This report must be prepared monthly to coincide with the pay period.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Pamela Costa **DATE:** January 20, 2005
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic , COLA, Quality	\$ 3,542,296	9/30/03-09/29/04	9/30/03-9/29/04
Head Start	T & TA	15,000	9/30/03-09/29/04	9/30/03-9/29/04
Head Start	Prog. Impv	60,000	9/30/03-09/29/04	9/30/03-9/29/04
Early HS	Basic, COLA, Quality	992,996	9/30/03-09/29/04	9/30/03-9/29 /04
Early HS	T & TA	4,000	9/30/03-09/29/04	9/30/03-9/29/04
Early HS	Prog Impv	36,000	9/30/03-09/29/04	9/30/03-9/29/04

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 11/30/04 & 12/1/04

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation		N/A		
4 Disbursement Control	X			
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 Participant Payroll		N/A		
8 OJT Contracts/Files/Payment		N/A		
9 Indirect Cost Allocation	X			
10 Adherence to Budget	X			
11 In-Kind Contribution	X			
12 Equipment Records		N/A		

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from September 30, 2003 to September 29, 2004 have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) There are no findings in the final monitoring.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

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 January 25, 2005 Policy Council meeting.

Good	Needs Improvement
Attendance - fantastic	Side barring.
Staff support	Speaking into microphones.
Ms. Norma Johnson's support and input was exceptional.	Timeliness of meeting.
Ms. Marie Desha's support outstanding.	Recognizing chair.
Participation.	Visible hand raising in voting process/recognition.
Mentoring newly seated representatives.	
Chair - Great job.	

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

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

ITEM V- COMMITTEE REPORTS (Continued)

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

E. PROGRAM AREA COMMITTEES:

☼ Early Childhood Development & Health Services

☼ Family & Community Partnerships/Training

☼ Monitoring & Evaluation Committee (Self-Assessment)

☼ Early Head Start

F. COMMUNITY ADVOCATING MALE PARTICIPATION (CAMP)

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.

- B. CHAIR'S REPORT:** The Chair of the Head Start Policy Council (Ms. Willie Williams), 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.

- 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.

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: Grantee Program Support Services Manager
Denise Lee: Grantee Program Operations
Vacant, Early Head Start, Special Projects and Community Partnerships
Buffie Engstrom, Head Start Administration

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 – Ms. Carol Schaefer
 - Community Services Planning Council - Vacant
 - Advisory Board of Perinatal & Infant Health Committee – Ms. Denise Nelson
 - Maternal, Child and Adolescent Health Board – Ms. Beverly Shah
 - Community Action Board – Vacant
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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. Carol Schaefer, Ms. Toni Allen, Ms. Michele Walton
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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.

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.

ITEM III-D- ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: