

Thought of the Day: "Time is not reimbursed, so spend it wisely."

Author: Unknown

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, February 28, 2006

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

925 Del Paso Blvd., Suite 200
Sacramento, CA 95815
Tel: (916) 263-3804
Fax: (916) 263-3779
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 24, 2006 Regular Meeting
- III. Action Items
 - A. Election of Representative and Alternate to the Community Action Board (CAB)

- B. Approval of Revision to Job Specification of Associate Teacher
- C. Adoption of Resolution Establishing the Salary Range for the Classification of Associate Teacher
- D. Approval to Reclassify Existing Head Start Teacher Assistants to Associate Teachers
- E. Approval to Revise Section 14.2 of the Labor Agreement, Head Start Substitute Teacher Allowance
- F. Approval of Fiscal Year 2006-2007 Tracks and Center Locations
- G. Approval of Fiscal Year 2006-2007 SETA Head Start Program Options
- H. Approval of Head Start/Early Head Start Budget Allocations for Fiscal Year 2006-2007

IV. Information Items

- A. Standing Information Items
 - Introduction of New Staff
 - Upcoming Meetings, Training, Conferences and Events
 - Ms. Alma Hawkins, Mr. Robert Silva, Ms. Belinda Malone, Ms. Julita Bentz, Ms. Cathy Spivey or Ms. Judy Weber
 - Average Daily Attendance (ADA Report – Ms. Elsie Bowers
 - Monthly Special Education Report - Ms. Beverly Sanford
 - Program Content Area/Disabilities Services Report – Ms. Beverly Sanford (February, April, June, August, October)
 - Program Content Area/Mental Health Report – Ms. Melanie Nicolas (February, April, June, August, October)
 - CHSA Report
 - Region IX Head Start Association Report
 - Fiscal Report (February, May, August, November) – Mr. Kim Peck
 - Community Resource/Recognitions – PC Representatives/Staff
 - Parent/Staff Recognitions
 - Grandparent/Foster Parent Report – Ms. Felicia Harris
- B. Governing Board Minutes
- C. Fiscal Monitoring Report
 - ✓ Del Paso Heights School District

V. Other Reports

- A. Executive

- A. 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) – (vacant)
- G. Community Partnerships Advisory Committee (CPAC) – Mr. Alvin Fincher
- H. Health Services Advisory Committee (HSAC) – Mr. James Williams

VI. Other Reports

- A. SETA Executive Director's Report
- B. Chair's Report
- C. Head Start Deputy Executive Director's Report
- D. Head Start Managers' Report
- E. Community Agency Report
 - Women Escaping a Violent Environment - Vacant
 - Child Health and Disability Prevention Program – Ms. Carol Schaefer
 - Community Services Planning Council - Vacant
 - Perinatal & Infant Health Advisory Committee – Ms. Sherry Gangloff
 - Maternal, Child and Adolescent Health Board – Ms. Toni Allen
 - Community Action Board - (vacant)
 - Sacramento Housing Alliance – Mr. Alvin Fincher
- F. Health and Dental Report
 - Sacramento County Dental Health Advisory Committee Reps: Ms. Toni Allen, Ms. Zebadeisha Grooms, and Ms. Katrina Emerson
- G. Open Discussion and Comments
- H. Public Participation

III. Action Items (Continued)

I. CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT Code Section 54957

- Approval of Eligible Lists for the following positions: Special Education Field Technician and Associate Teacher
- Approval to Hire Program Staff at the Meadowview Community Action, Inc. Effective March 1, 2006
 - ✓ Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, FEBRUARY 22, 2006

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Katrina Emerson, Del Paso Early Childhood Development Center
- _____ Lupe Martinez, Elk Grove Unified School District
- _____ Gloria Neal, Meadowview Community Action
- _____ Toni Allen, Sacramento City Unified School District
- _____ Victoria Camargo, Sacramento City Unified School District
- _____ James Williams, Sacramento City Unified School District
- _____ Janet Foster, San Juan Unified School District
- _____ Marilyn Osborn, San Juan Unified School District
- _____ Donald M. Clark, SETA-Operated Program
- _____ Sara Fuentes, SETA-Operated Program
- _____ Sherry Gangloff, SETA-Operated Program
- _____ Kenesha Gray, SETA-Operated Program
- _____ Zebadeisha Grooms, SETA-Operated Program
- _____ Kayla Green, Early Head Start
- _____ Penny Campbell-Mays, Past Parent Representative
- _____ Felicia Harris, Foster Parent Representative
- _____ Minerva Gillette, Past Parent Representative
- _____ Denise Nelson, Past Parent Representative
- _____ Carol Schaefer, Child Health and Disability Prevention Program
- _____ Alvin Fincher, Sacramento Housing Alliance

Members to be Seated:

- _____ Ana Melara, SETA-Operated Program

Seats Vacant:

- _____ Vacant (Rosales), Elk Grove Unified School District
- _____ Vacant (Bowden), Playmate Child Development Center
- _____ Vacant (Traylor), Playmate Child Development Center
- _____ Vacant (Weissman), Del Paso Early Childhood Development Center
- _____ Vacant (Gomez), Early Head Start (San Juan)
- _____ Vacant (Marquez), Early Head Start (SETA)

**** Please call your alternate, the Policy Council Vice Chair (Denise Nelson, 427-9226) or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

BOARD MEMBER	SITE	11/22	12/21	1/24	2/28										
J. Williams (12/21)	SAC		X	X											
A. Fincher (12/21)	SHA		X	X											
C. Schaefer (11/29/04)	CHDP	X	X	E											
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
SHA	Sacramento Housing Alliance
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 2/17/06

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JANUARY 24, 2006 REGULAR POLICY COUNCIL
MEETING

BACKGROUND:

Attached are the minutes of the January 24, 2006 Policy Council meeting 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, January 24, 2006
9:00 a.m.

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

Ms. Denise Nelson called the meeting at 9:07 a.m. Mr. Alvin Fincher read the thought of the day. Ms. Nelson called the roll. Ms. Sara Fuentes, SETA Operated Program, was seated.

Members Present:

Katrina Emerson, Del Paso Early Childhood
Lupe Martinez, Elk Grove Unified School District
Toni Allen, Sacramento City Unified School District (arrived at 9:18 a.m.)
Victoria Camargo, Sacramento City Unified School District
James Williams, Sacramento City Unified School District
Janet Foster, San Juan Unified School District
Sherry Gangloff, SETA-Operated Program
Kenesha Gray, SETA-Operated Program (unexcused)
Zebadeisha Grooms, SETA-Operated Program
Belinda Gomez, Early Head Start (San Juan)
Penny Campbell Mays, Past Parent Representative
Minerva Gillette, Past Parent Representative
Denise Nelson, Past Parent Representative
Alvin Fincher, Sacramento Housing Alliance

Members Absent:

Gloria Neal, Meadowview Community Action (unexcused)
Marilyn Osborn, San Juan Unified School District (unexcused)
Kayla Green, Early Head Start (Sacramento City) (unexcused)
Donald Clark, SETA-Operated Program (excused)
Felicia Harris, Foster Parent (excused)
Mystee Marquez, Early Head Start (unexcused)
Carol Schaefer, Child Health & Disability Prevention Program (excused)

Members to be Seated But Absent:

Ana Melara, SETA Operated Program

II. Consent Item

A. Approval of the Minutes of December 21, 2005 Special Meeting

The minutes were reviewed. No corrections.

Moved/Williams, second/Gray, to approve the minutes as distributed, by show of hands vote.

Show of hands vote: 13, Nay: 0, Abstentions: 1 (Nelson)

III. Information Items

A. Ice Breaker: Ms. Denise Nelson, Chair, conducted an ice breaker from 9:09 a.m. until 9:36 a.m.

B. Head Start and Program Governance Overview: Ms. Norma Johnson, Deputy Executive Director, Head Start Children and Family Services

Ms. Norma Johnson reviewed the governance and the various responsibilities of the Policy Council.

➤ Introduction of Newly Seated Members: Ms. Fuentes introduced herself.

C. How to Present and Make a Motion: Ms. Nelson reviewed the process by which Policy Council board members make and second motions.

IV. Action Items

A. Election of Policy Council Officers for Program Year 2005-2006

Chair:

Mr. Williams nominated Ms. Denise Nelson; there were no other nominees.

Moved/Gangloff, second/Williams, to appoint Denise Nelson as Chair.

Show of hands vote: 14, Nay: 0, Abstentions: 1 (Nelson)

Vice Chair:

Those interested in the position: Sherry Gangloff, James Williams, Janet Foster.

Show of hands vote: Sherry: 6, James: 5, Janet: 2

Ms. Gangloff will be the new Vice Chair.

Secretary:

Those interested in the position: James Williams, Katrina Emerson. Nominees spoke of their interest in the position.

Show of hands vote: James: 9, Katrina: 5

Mr. Williams will be the new Secretary.

Treasurer:

Those interested in the position: Janet Foster and Victoria Camargo. Nominees spoke of their interest in the position.

Show of hands vote: Janet: 9, Victoria: 3

Ms. Foster will be the new Treasurer.

Parliamentarian:

Those interested in the position: Zebadeisha Grooms and Minerva Gillette. Nominees spoke of their interest in this position.

Show of hands vote: Zebadeisha: 8, Minerva: 5

Moved/Allen, second/Gangloff, by show of hands vote, to ratify the Vice Chair, Secretary, Treasurer and Parliamentarian officers.

Vote: 14, Nay: 0, Abstentions: 1 (Nelson)

Ms. Grooms will be the new Parliamentarian.

The new officers took their position on the dais.

B. CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT Code Section 54957

The board went into closed session at 10:11 a.m. At 10:32 a.m., the board went back into open session. Ms. Nelson reported out of closed session that the eligible lists were approved for the following positions: Teacher Assistant and Associate Teacher.

C. Selection of Committee Representatives for Program Year 2005-2006

- 1) Head Start Personnel/Bylaws Committee Representatives: Ms. Desha stated that members of this committee have an opportunity to make change to the bylaws. Those interested: Zebadeisha Grooms, Lupe Martinez, and Minerva Gillette. The first meeting of this committee will be February 7, 9:00 a.m.
- 2) Head Start Budget/Planning Committee Representatives: Ms. Johnson reviewed the duties of this committee. Those interested in this committee: Janet Foster, Kenesha Gray, Belinda Gomez, and Kenesha Gray.
- 3) Head Start Social/Hospitality/Fundraiser Committee: Those interested in this committee: James Williams, Janet Foster, and Katrina Emerson.
- 4) Program Area Committees

- A) Early Child Development and Health Services Committee: Ms. Denise Lee provided an overview of this committee. Those interested in this committee: Belinda Gomez, Sara Fuentes, and Sherry Gangloff.
 - B) Family and Community Partnership/Training Committee: Ms. Norma Johnson provided an overview of this committee. Those interested in this committee: Janet Foster, Donald Clark, and Minerva Gillette.
 - C) Monitoring & Evaluation (Self-Assessment) Committee: This is a committee of the whole.
- 5) Appointment of Representatives to Advisory Committee on Perinatal and Infant Health: Ms. Nelson appointed Sherry Gangloff.
 - 6) Appointment of Representative and Alternate to the Maternal, Child and Adolescent Health Advisory Board: Ms. Nelson appointed Toni Allen (representative), and James Williams (alternate).
 - 7) Appointment of Three Representatives to the Sacramento County Dental Health Advisory Committee: Ms. Nelson appointed Zebadeisha Grooms, Toni Allen, and Katrina Emerson.
 - 8) Early Head Start Committee: Those interested in this committee: Belinda Gomez, Lupe Martinez, and Alvin Fincher.

Moved/Williams, second/Gangloff, that the committee members be approved and voted on by a show of hands vote.

Show of hands vote: Aye: 13, Nay: Abstentions: 2 (Nelson and Grooms)

D. Selection of Representative to the SETA Head Start Community Partnerships Advisory Committee (CPAC)

Moved/Gomez, second/Emerson, to select one representative, by show of hands vote.

Interested in serving on this committee: Alvin Fincher and Victoria Camargo. Nominees spoke of their interest in serving on this committee.

Show of hands vote: Alvin: 9, Victoria: 3

Amended motion: Moved/Gomez, second/Emerson, to accept Mr. Fincher as the representative, and Camargo as the alternate.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 2 (Nelson and Grooms)

E. Selection of Representative and Alternate to the SETA Head Start Health Advisory Committee (HSAC)

Ms. Brenda Campos provided an overview of this committee which meets in the evenings.

Those interested in serving: James Williams and Katrina Emerson

Moved/Allen, seconded/Gillette, to elect one representative and one alternate, by show of hands vote.

Aye: 12, Nay: 0, Abstentions: 3 (Nelson, Gray, Grooms)

After a show of hands vote, Mr. Williams was elected representative with Ms. Emerson to serve as the alternate. Vote results: Katrina: 4, James: 8

Ms. Gangloff and Ms. Gray were excused at 11:03 a.m.

III. **Information Items** (Continued)

D. Standing Information Items

- Introduction of New Staff: No new staff.
- Upcoming Meetings, Training, Conferences and Events
 - Ms. Julita Bentz reminded board members of the Early Head Start Transition Fair to be held February 3, 9 a.m.-1:30 p.m. This will be held at Del Paso and will provide information to assist parents in transitioning their children from Head Start to kindergarten. She asked for volunteers to assist in the preparation and Janet Foster, Belinda Gomez, and Lupe Martinez offered to assist.

Ms. Alma Hawkins reviewed the list of groups participating in the transition fair. Ms. Hawkins also provided an update on the grandparent/foster parent group and the children's literacy program. She attended a conference in Burlingame and spoke of a workshop she attended. This month, she provided tips on reading with your child; these tips are available several different languages. Ms. Hawkins thanked the participants in the most recent Daddy and Me event. Ms. Foster stated that the Daddy and Me event was featured on channel 10.

Ms. Amy Bahn, Health Nutrition Specialist, stated that SETA/Head Start received a grant through CHSA to provide dental health training to parents. She distributed information on the dental health training sessions. The focus group is for any parent that wants to attend. Ms. Allen spoke of the difficulty getting meetings together for the dental health programs. This grant will assist parents in learning about dental health. March 10 is the initial training and then parents will be asked to return in August for an assessment on how well they did.

Ms. Johnson stated that there will be an update on the SETA dental program and what we are training to do to improve the program.

- PC/PAC and Delegate Agency Officer Training, Friday, January 27, 2006: This will be held in the Redwood Room. Ms. Desha asked that all officers that were elected today attend this training.
- National Head Start Association Parent Training Conference Report – Report attached.
- Fiscal Report: Contact Kim Peck at 263-3804 if there are any questions.
- Community Resource/Recognitions – PC Representatives/Staff:
- Parent/Staff Recognitions: CHSA report: Ms. Martinez and a number of other parents attended the conference. Reports are forthcoming.

E. Governing Board Minutes: No additional information.

V. Committee Reports

A. Executive: Ms. Janet Foster read the Executive Committee report.

VI. Other Reports

A. SETA Executive Director's Report: Ms. Norma Johnson reported that MCA is relinquishing their grant effective February 28, 2006. SETA is in the process of bringing on the MCA staff. There is discussion as to whether the agency will go out with an RFP or have the MCA funds join the SETA Operated Program.

Ms. Johnson reported recently after a big storm, some structural damage at the WCIC program occurred and staff had to move out quickly. This program is currently doing a home based option right now. The structural damage to the building is the city's responsibility; Ms. Johnson reported that the WCIC director had previously asked the city to remove the tree. The building will be repaired by the city.

Del Paso Heights School District Head Start program is under enrolled and there may be a recommendation that they will be losing some slots to the Elk Grove School District. This will be based on the community needs assessment. Next month, there will be a very large agenda for Policy Council review.

- B. Chair's Report: Ms. Martinez and Mr. Williams provided an overview of the CHSA conference. The first Executive Committee will be February 1, 1:00 p.m.
- C. Head Start Deputy Executive Director's Report: No additional report.
- D. Head Start Managers' Report: None.
- E. Open Discussion and Comments: Mr. Fincher asked what was going on with MCA and why are they relinquishing their grant. Ms. Desha asked that anyone wishing further clarification to contact Ms. Norma Johnson.

Ms. Minerva Gillette spoke of problems at Kennedy Estates. Their teacher is not there and will not be there for a while and the assistant teacher will be leaving. The FSW is hardly ever there. Ms. Gillette is a Parent Intern at her center.

There has not been a parent meeting and she keeps asking when there will be a parent meeting. She feels like there is no communication or partnership with staff at the center. Who does she talk to? Ms. Desha stated that the Program Officer for Kennedy Estates will be made aware of the situation.

F. Public Participation: None.

VII. **Adjournment**: Meeting adjourned at 11:40 a.m.

ITEM III-A – ACTION

ELECTION OF REPRESENTATIVE AND ALTERNATE TO THE
COMMUNITY ACTION BOARD

BACKGROUND:

The SETA Community Action Board is comprised of representatives from the Private, Public and Low-Income Sectors. The duties of the Board include recommending allocations of Community Services Block Grant (CSBG) funds to community services agencies throughout Sacramento County. Attached for your review is a CAB overview.

In the past, Janet Foster served as the Head Start representative from the Low-Income Sector. Policy Council representatives to the Community Action Board receive a meeting reimbursement.

RECOMMENDATION:

That the Council elect a representative and alternate to serve as Low-Income Sector representatives to the Community Action Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

COMMUNITY ACTION BOARD OVERVIEW

The Community Action Board (CAB) is a twelve-person board representing a number of public, private and low-income interests. SETA, as the designated Community Action Agency for Sacramento County, receives Community Services Block Grant (CSBG) and funds from the U. S. Department of Health and Human Services through California's Department of Community Services and Development. SETA administers CSBG programs with the advice of the tri-partite Community Action Board.

The SETA CAB was established as an advisory body to the SETA Governing Board and is entrusted with a mission to make the entire community respond to the needs and interests of the poor. Its members assess the needs of the low-income community, receive and review proposals for CSBG funding, and made recommendations to the Governing Board to fund programs which most effectively address those needs.

The long-range objective of the CSBG program is to enable individuals to deal with the problems of poverty and attain self-sufficiency. Because the social needs in SETA's service delivery area are diverse - from drug abuse among youth to the problems of seniors - and because funding for programs is relatively scarce, Board members exercise great care in setting program priorities, allocating funds and evaluating program performance.

MEETING SCHEDULE

Regular meetings of the Community Action Board are held on the second Wednesday of each month at 10:00 a.m., 925 Del Paso Blvd. Meetings seldom exceed one hour in length with the exception of annual funding meetings.

COMPOSITION OF THE COMMUNITY ACTION BOARD

The Community Action Board is composed of twelve members with four members representing each of three constituent groups: 1) Public Officials or their representatives; 2) Private Sector, consists of business, industry, labor, religious groups, welfare, education, or other major groups and interests in the community; and 3) Low Income Sector, or representatives of the poor residents within the Community Action Board jurisdiction.

SECTOR PROFILES

Public - Public officials bring expertise in public relations, meetings, administration, funding and fiscal affairs. They represent the interests of the general public, yet can also serve as ambassadors of goodwill to the client groups.

Low Income - Representatives of the poor are the fundamental source of information on conditions and problems of poverty. Their participation and involvement on the Board, on its committees and at neighborhood levels is critical to Community Action efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs -- and the positive effects those programs can have on the community.

Private - Representatives of the private sector provide good decision-making capabilities. They normally have business, management and fiscal expertise. They are major sources of funds and other resources. Finally, they provide balance to the Board by representing the remainder of the community.

APPLICATION/APPOINTMENT PROCESS

Those wishing to apply for membership on the CAB are asked to fill out an application form available at 925 Del Paso Blvd., Sacramento, CA 95815, Attention: Nancy Hogan (Phone 263-3827). Completed applications should be returned to SETA. These applications go through an application/appointment process for each sector. CAB members serve one-year terms beginning in January of each year.

CONFLICT OF INTEREST

Upon appointment, each applicant is required to submit a completed Statement of Conflict of Interest (form provided by SETA).

ITEM III-B - ACTION

APPROVAL OF REVISION TO JOB SPECIFICATION OF ASSOCIATE TEACHER

BACKGROUND:

The Agency Executive Director is proposing a modification to the Associate Teacher job specification. The duties and responsibilities identified in the job specification would not substantively change. However, the proposed job specification would include three tiers of pay based upon the attainment and retention of educational and permit requisites.

The Agency informed the employee union, the American Federation of State, County and Municipal Employees (AFSCME), of the Agency's intent and met regarding the specification changes and potential impacts of those changes upon the incumbents as Associate Teacher. This item and the subsequent item regarding salary are the product of those meetings and represent agreement by the Agency and AFSCME.

The salary range would be established in three (3) tiers as follows:

- Associate Teacher I (formerly Teacher Assistant)
 - Requirements: 6 Early Childhood Education (ECE) units with no experience. Acquisition of 6 additional ECE units for a total of 12 within the first year. (30 hours/week)
 - Salary range:

Step A	Step B	Step C	Step D	Step E
\$9.06	\$9.51	\$9.99	\$10.49	\$11.01

- Associate Teacher II
 - Requirements: 12 core ECE units, no permit, 30 hours/week, no experience
 - Salary range:

Step A	Step B	Step C	Step D	Step E
\$9.97	\$10.47	\$10.99	\$11.54	\$12.12

- Associate Teacher III
 - Requirements: Associate Teacher Permit, current salary range of AT, 30-40 hours/week
 - Salary range:

Step A	Step B	Step C	Step D	Step E
\$10.93	\$11.48	\$12.05	\$12.65	\$13.28

The candidate or employee's tier level will be based on their educational qualifications (# of units and requisite classes) and/or the attainment of permits. However, all would be classified as an Associate Teacher with similar job duties.

The pay range difference between Tier levels is approximately 10%. An employee is placed on the next tier when the agency receives written evidence from the employee that they have met the qualifications. The pay will be effective pursuant to Section 7.15.b. of the Labor Agreement.

The subject modification will give the Agency greater flexibility in recruitment and hiring while giving employees an incentive to continue their education.

Attached is the job specification with additions emboldened and deleted language appears with strike out.

RECOMMENDATION:

Approve the modification to the Associate Teacher job specification.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ASSOCIATE TEACHER

Definition: Under general supervision, to conduct activities for children to 42 **9** years old in a Head Start **and/or California Department of Education child development** ~~preschool and day care~~ program; to supervise and assist children with learning activities; to work with parents; to provide direction to parent volunteers; and to do related work as required.

EXAMPLES OF DUTIES

Under general supervision, to conduct classroom activities which provide individual developmental experiences for children; to perform classroom teaching duties; to be responsible for the health, safety, and personal welfare of assigned children, to assist in planning and implementing educational activities in a Head Start classroom; **to** assist with observing and assessing the progress of children; **to** supervise children in outdoor activities and field trips; **to** participate in parent and staff meetings; **to** assist children with basic needs; to provide some direction for parent volunteers; to promote parent involvement in the classroom; and to do related work as required.

Minimum Qualifications:

Knowledge of: Child Care programs and functions, developmental stages and needs of infants to 42 **9** year olds; problems and needs of low-income families; teaching methods and techniques.

Ability to: Perform care-giving routines for children from 6 months to 42 **9** years in a child care program operated by SETA; provide guidance for the parent volunteers and teacher assistants; promote the SETA program within the community it serves; work effectively with low-income families and parent groups; speak and write effectively; ~~mainstream~~ **maintain** records and prepare reports; deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions; establish and maintain cooperative working relationships.

Training and Experience Requirements: ~~Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:~~

Tier I

A minimum of six (6) college units in Early Childhood Education (ECE) and obtain an additional six (6) units in ECE within one year from hire date; or

Tier II

A minimum of twelve (12) college units in core courses in Early Childhood Education (ECE); or

Tier III

At least **A minimum of** one (1) year of successful work experiences as a teacher or a teacher assistant in a day-care **child development** program in an educational or recreational setting, **and possession of a current Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing.**

Special Requirements: ~~Candidates must be eligible for a Child Development Associate Teacher Permit as verified by the State of California Commission on Teacher Credentialing.~~ When assigned to infant care, the **Associate Teacher shall have** at least three (3) of the semester units above related to the care of infants.

~~When assigned to school age care, the teacher may substitute twelve (12) units appropriate to elementary school age children on a unit-per-unit basis or recreation units relevant to elementary school-age children.~~

When appointed, the candidate will be placed at the highest Tier for which they qualify.

ITEM III-C - ACTION

ADOPTION OF RESOLUTION ESTABLISHING THE SALARY RANGE FOR THE
CLASSIFICATION OF ASSOCIATE TEACHER

BACKGROUND:

The prior action item involved modification of the Agency classification plan. SETA Personnel Policies and Procedures require a Board resolution to establish a salary range.

RECOMMENDATION:

Approve the attached resolution establishing the salary range for the Associate Teacher classification.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

RESOLUTION NO. 2006-1

WHEREAS, the Head Start Policy Council modified the Agency classification plan and modified the classification of **Associate Teacher**; and

WHEREAS, it is necessary to establish the salary range for this classification; NOW THEREFORE, IT IS RESOLVED, that in accordance with Sections 11.01 and 11.02 of the SETA/Head Start Personnel Policies and Procedures, the following salary range is hereby established for this classification:

Associate Teacher I

Step A	Step B	Step C	Step D	Step E
\$9.06	\$9.51	\$9.99	\$10.49	\$11.01

Associate Teacher II

Step A	Step B	Step C	Step D	Step E
\$9.97	\$10.47	\$10.99	\$11.54	\$12.12

Associate Teacher III

Step A	Step B	Step C	Step D	Step E
\$10.93	\$11.48	\$12.05	\$12.65	\$13.28

NOW BE IT FURTHER RESOLVED AND ORDERED, that the Head Start Policy Council authorizes the Sacramento Employment and Training Agency (SETA) to establish these salary ranges in accordance with Sections 11.01 and 11.02 of the SETA/Head Start Personnel Policies and Procedures.

On a motion made by Member _____, seconded by Member _____, the foregoing resolution was passed and adopted by the Head Start Policy Council of the Sacramento Employment and Training Agency, State of California, this twenty-eighth day of February, 2006, by the following vote, to wit:

AYES: _____

NOES: _____

ABSENT: _____

Chair, Head Start Policy Council

Attest:

Clerk of the Boards
Nancy L. Hogan

ITEM III- D - ACTION

APPROVAL TO RECLASSIFY HEAD START TEACHER ASSISTANTS TO
ASSOCIATE TEACHERS

BACKGROUND:

Employees currently holding status in the job classification of Head Start Teacher Assistant qualify for the classification of Associate Teacher Tier I because they meet the requirements of the revised job specification.

The Agency Executive Director is proposing the reclassification of the 15 incumbent Head Start Teacher Assistants to Associate Teacher (Tier I), per Section 3.02 of the SETA Personnel Policies and Procedures. There is no fiscal effect from this action.

RECOMMENDATION:

Approve the reclassification of the 15 incumbent Head Start Teacher Assistants to Associate Teacher (Tier I). The incumbents will retain their seniority in this revised classification.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III- E - ACTION

APPROVAL TO REVISE SECTION 14.2 OF THE LABOR AGREEMENT, HEAD START SUBSTITUTE TEACHER ALLOWANCE

BACKGROUND:

The effect of modifications to the Associate Teacher job specification creates the need to modify Section 14.2, Head Start Substitute Teacher Allowance, of the Labor Agreement with the American Federation of State, County and Municipal Employees (AFSCME) and the Agency.

The Agency informed the employee union of the Agency's intent and met regarding the specification changes and potential impacts of those changes upon the incumbents as Associate Teacher.

This item is the product of those meetings and represents agreement by the Agency and AFSCME. The following is Section 14.2 with additions emboldened and deleted language appears with strike out.

14.2 HEAD START SUBSTITUTE TEACHER ALLOWANCE

In the event the ~~Head Start Division Chief~~ **Children & Family Services Deputy Director** or designee requires a ~~Head Start Teacher Assistant~~ an **Associate Teacher II or III** to substitute for an absent Head Start Teacher or an absent ~~Head Start Head Teacher~~ **Site Supervisor**, such employee shall receive Step A of the Head Start Teacher hourly rate for each required hour of substitute work ~~provided the employee substitutes for three (3) or more consecutive working days.~~ **The substitute assignment shall be for up to four hours per shift. Any variation shall be pre-authorized in writing by the Deputy Director, Children & Family Services or designee.**

Employees whose substitute assignment is in excess of 10 consecutive work days will be paid for six hours of Head Start Teacher pay beginning on the eleventh consecutive work day.

~~Head Start employees who are on the Head Start Substitute Teacher list shall receive Step A of the Head Start Teacher hourly rate beginning on the first working day.~~

RECOMMENDATION:

Approve the revisions to Section 14.2, Head Start Substitute Teacher Allowance, of the Labor Agreement.

ITEM III-F - ACTION

APPROVAL OF FISCAL YEAR 2006-2007 SETA OPERATED PROGRAM TRACKS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the SETA Operated Program Tracks for Fiscal Year 2006-2007 (see attachment).

RECOMMENDATION:

That the Policy Council approve the Fiscal Year 2006-2007 SETA Operated Program Tracks.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-G - ACTION

APPROVAL OF FISCAL YEAR 2006-2007 SETA HEAD START PROGRAM OPTIONS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Program Options for Fiscal Year 2006-2007 (see attachment)

RECOMMENDATION:

That the Policy Council approve the Fiscal Year 2006-2007 Head Start Program Options.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-H – ACTION

APPROVAL OF HEAD START/EARLY HEAD START BUDGET ALLOCATIONS FOR
FISCAL YEAR 2006-2007

BACKGROUND:

Attached please find the budget allocations for Fiscal Year 2006-2007 for the Head Start and Early Head Start programs. The funding allocations for both programs include a one percent reduction as a result of the Defense Appropriations Act which reduced Fiscal Year 2006 funding levels of virtually all discretionary programs.

The Elk Grove Unified School District program will expand from 300 to 376 children and families primarily due to the under enrollment and subsequent reduction of slots previously allocated to the Del Paso Heights School District.

RECOMMENDATION:

Approve the Head Start/Early Head Start budget allocations for Fiscal Year 2006/2007.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

HEAD START FUNDING ALLOCATION FOR FY 2006 - 07

	#	FY 2005-2006 BASIC	1% Reduction per PI 06-02	Slots	Expansion	FY 2006-2007 Basic	FY 2006 T/TA	TOTAL FEDERAL	Minimum Inkind 25%	cost / child
Del Paso Heights School District	253	\$1,534,639	(15,194)	179	(444,444)	\$1,075,001	\$7,500	\$1,082,501	\$270,625	6,006
Elk Grove Unified District	300	1,809,826	(17,919)	376	456,456	\$2,248,363	9,000	\$2,257,363	\$564,341	5,980
Sacramento City Unif. School District	1,272	7,765,507	(76,886)	1,272	-	\$7,688,621	20,000	\$7,708,621	\$1,927,155	6,045
San Juan Unified School District	680	4,124,997	(40,842)	680	-	\$4,084,155	15,000	\$4,099,155	\$1,024,789	6,006
W.C.I.C.	100	644,039	(6,377)	100	-	\$637,662	7,500	\$645,162	\$161,291	6,377
TOTAL DELEGATE	2,605	\$15,879,008	-\$157,218	2,607	\$12,012	\$15,733,802	\$59,000	\$15,792,802	\$3,948,201	6,040
SOP Operations MCA	2,624 160	16,145,917 974,000	(155,504) (14,000)	2,624 158	(12,012)	\$15,990,413 \$947,988	20,000 7,500	\$16,010,413 \$955,488	\$4,002,603	6,094
Grantee Support		2,271,864	(26,374)			\$2,245,490	274,568	\$2,520,058	\$630,015	
SETA Admin		3,922,340	(38,835)	-		\$3,883,505		\$3,883,505	\$970,876	
TOTAL SOP	2,784	\$23,314,121	-\$234,713	2,782	-\$12,012	\$23,067,396	\$302,068	\$23,369,464	\$5,603,494	
TOTAL GRANT	5,389	\$39,193,129	-\$391,931	5,389	\$0	\$38,801,198	\$361,068	\$39,162,266	\$9,551,695	

Budget Notes
2/22/2006 11:11

Admin Max
12% of
Federal

Budget Mod's that require ACF Approval
(1) any change in scope of pgm (2) out of country travel
(3) Equipment purchase of > \$5,000 (4) Construction

Startup & Program Imp.
any change in requires
ACF approval
Budget Mods
45 b4 end of yr

Early Head Start Funding For FY '2006-'07

	#	FY 2005-2006 BASIC	1% Reduction per PI 06-02		FY 2006-2007 Basic	FY 2007 T&TA	TOTAL FEDERAL	Minimum Inkind 25%
Sacramento City Unif. School District	115	1,075,580	(10,649)	-	\$1,064,931	\$18,249	\$1,083,180	\$270,795
San Juan Unified School District	129	1,181,083	(11,694)	-	\$1,169,389	\$20,112	\$1,189,501	\$297,375
TOTAL DELEGATE	244	\$2,256,663	-\$22,343	\$0	\$2,234,320	\$38,361	\$2,272,681	\$568,170
SOP Operations	213	1,882,043	(18,634)	-	\$1,863,409	\$29,312	\$1,892,721	\$473,180
Grantee Support / SETA Admin		549,543	(6,055)		\$543,488	\$34,908	\$578,396	\$144,599
SCOE		15,000		-	\$15,000	\$15,000	\$30,000	\$7,500
TOTAL SETA/SCOE	213	\$2,446,586	-\$24,689	\$0	\$2,421,897	\$79,220	\$2,501,117	\$617,779
TOTAL GRANT	457	\$4,703,249	-\$47,032	\$0	\$4,656,217	\$117,581	\$4,773,798	\$1,185,950

Budget Notes
2/22/2006 11:14

Admin Max	Budget Mod	Budget Mod's that require ACF Approval	Startup & Program Imp.
12% of Federal	25% or \$5,000 in cost category Memo to Yolanda Macias	(1) any change in scope of program (2) out of country travel (3) Equipment purchase of > \$5,000 (4) Construction	any change in requires ACF approval

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.

- A. Standing Information Items
- Introduction of New Staff
 - Upcoming Meetings, Training, Conferences and Events
 - Ms. Alma Hawkins, Mr. Robert Silva, Ms. Belinda Malone, Ms. Julita Bentz, Ms. Cathy Spivey or Ms. Judy Weber
 - Average Daily Attendance (ADA Report – Ms. Elsie Bowers
 - Monthly Special Education Report - Ms. Beverly Sanford
 - Program Content Area/Disabilities Services Report – Ms. Beverly Sanford (February, April, June, August, October)
 - Program Content Area/Mental Health Report – Ms. Melanie Nicholas (February, April, June, August, October)
 - CHSA Report
 - Region IX Head Start Association Report
 - Fiscal Report (February, May, August, November) – Mr. Kim Peck
 - Community Resource/Recognitions – PC Representatives/Staff
 - Parent/Staff Recognitions
 - Grandparent/Foster Parent Report – Ms. Felicia Harris

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

A copy of the Governing Board minutes is attached for your review.

NOTES:

**REGULAR MEETING OF THE SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY GOVERNING BOARD**

Minutes/Synopsis

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

Thursday, December 1, 2005
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Collin called the meeting to order at 10:06 a.m.

Members Present:

Illa Collin, Chair, SETA Governing Board; Member, Board of Supervisors
Sophia Scherman, Vice Chair, SETA Governing Board; SETA Governing Board;
Public Representative
Bonnie Pannell, Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors
Robbie Waters, Councilmember, City of Sacramento

- Recognition of Long-Term Employees: Mr. William Walker was presented with a gift in recognition of his 20 years of service to SETA.

II. **Consent Items**

The consent calendar included approval of the minutes of the November 21, 2005 special board meeting, and approval of claims and warrants for the period 10/27/05 – 11/22/05. There were no questions or comments.

Moved/Pannell, second/Waters, to approval the consent calendar as distributed.

Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Revision to Job Specification of Associate Teacher
2. Adoption of Resolution Establishing the Salary Range for the Classification of Associate Teacher
3. Approval to Reclassify Existing Head Start Teacher Assistants to Associate Teachers
4. Approval to Revise Section 14.2 of the Labor Agreement, Head Start Substitute Teacher Allowance

Ms. Kossick stated that AFSCME requested that items A-1-4 be continued to the January meeting.

Moved/Pannell, second/Scherman, to move items A1-4 to the January meeting.

Voice Vote: Unanimous approval.

5. Approval of Procurement of Worker's Compensation Insurance

Mr. Jim Toner, Arthur J. Gallagher and Company, presented information on the Worker's Compensation insurance. He stated that there is a significant reduction to the insurance quote and that his company is looking at insurance quotes from other vendors. The other quotes cannot come until the next workers compensation modification is published.

Mr. Thatch stated that the recommendation is to authorize the Executive Director to procure the worker's compensation insurance. Ms. Kossick will report back as to the final amount.

Moved/Scherman, second/Pannell, to authorize the Executive Director to procure Worker's Compensation coverage for the calendar year 2006.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

6. Approval to Accept Funding from the Chancellor's Office for California Community Colleges Workforce and Economic Development Funds

Ms. Purdy reviewed this item. Staff is requesting authorization to submit a proposal and accept funds from the Los Rios Community Colleges and authorize the Executive Director to seek approval from the City and County to accept funds.

The survey will be completed by January and the results will be reported back to staff. The WIB has an Ad Hoc Education Committee and there are representatives from many school districts.

Moved/Pannell, second/Scherman, to authorize the SETA Executive Director to submit and accept \$20,000 in funds from the Chancellor's Office for California Community Colleges Workforce and Economic Development Funds. In addition, authorize the SETA Executive Director to seek approval from the City and County of Sacramento pursuant to the Joint Exercise of Powers Agreement to accept funding from a new funding source, the Chancellor's Office for California Community Colleges Workforce and Economic Development Funds.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Approval to Release the Workforce Skills Preparation Services Request for Qualifications for 2006

Ms. Purdy stated that staff is requesting approval to release a Request for Qualifications for vendorized services that will be purchased off-the-shelf through the Sacramento Works, Inc. Career Center system. This is for adults 18 years of age and older. Staff are proposing an on-going RFQ where proposals are evaluated on a quarterly basis. This allows staff to constantly add new services that may be of use for the career centers.

Moved/Scherman, second/Collin, to approve the release of the Workforce Skills Preparation Services Request for Qualifications (RFQ).

Voice Vote: Unanimous approval.

Margie Schirling was acknowledged for the development of the RFQ.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Community Services Block Grant Funding recommendations for Fiscal Year 2006

Ms. Cindy Sherwood-Green reviewed this item. Over \$2.2 million was requested. Thirteen SETA staff and one CalNeva staff reader developed the funding recommendations. New and innovative programs were solicited and requested by the Community Action Board. Four new programs are being recommended for funding. Included in this recommendation is continued funding for Daren Maeda in the amount of \$30,000.

CAB members Janet Foster and Starine Reese were acknowledged in the audience. Mr. Victor Bonanno was thanked for coordinating the funding process.

Mr. Thatch stated that he serves on the advisory board of the Salvation Army. His office has refrained from participation in any decision regarding this procurement and funding recommendations.

Ms. Mary Nakamura, Transitional Living and Community Support, spoke before the board and requested that the funding recommendation be modified.

Ms. Collin suggested TLCS submit funding through Proposition 63.

Moved/Scherman, second/Collin, to approve CAB funding recommendations for the Fiscal Year 2006 Community Services Block Grant and approve the continued funding of Daren Maeda as a SETA Consultant for an additional year.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

Moved/Collin, second/Pannell, that should additional funds become available under this program, the TLCS program be returned to the CAB for funding consideration.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

E. REFUGEE PROGRAMS

1. Approval of Funding Augmentation for the Refugee Employment Social Services and Targeted Assistance Programs, PY 2005-2006

Mr. Roy Kim reviewed this item and explained that over \$690,000 in TA and RESS funds have been identified as carry over funds.

Moved/Pannell, second/Nottoli, to approve staff funding augmentation recommendations for the Refugee Employment Social Services and Targeted Assistance programs, Program Year 2005-2006.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Grant Award to the Mexican American Alcoholism Program, Inc.: Ms. Purdy stated that this is a new partner with the career systems. They will be working with Franklin, Lemon Hill, South County and Broadway to provide services to customers.
- C. Dislocated Worker Update: Mr. Walker reported that Metro 1 Communications is closing and moving to the mid-west. Standard Parking is picking up 151 employees that are being displaced. Ms. Scherman asked if there was any information about a store coming into Elk Grove called Stupid Prices. Mr. Walker will follow-up and report back.

V. Reports to the Board

- A. Chair: Ms. Collin asked if SETA is working with Yolo County to assist Ikea in the staffing of the West Sacramento store.
- B. Executive Director: Ms. Kossick suggested moving the January meeting to January 12.

A copy of the SACTO economic profile was distributed. The One Stop career Centers are on pages 30 and 31.

The new SETA pocket calendar was distributed. SETA received a letter from EDD notifying us that we received an exemplary performance award. We have met all 17 standards and have received over \$21,000 as an incentive award.

Ms. Kossick reported that over the weekend, Bob Scharff, Network Engineer, passed away. He was just weeks away from retirement.

C. Counsel: No report.

D. Members of the Board

Ms. Scherman asked that the meeting be adjourned in memory of her daughter who would have been 42 today, and in memory of Bob Scharff.

E. Public

May Lee distributed information on the Lunar New Year Dinner. Deborah Ortiz will be honored. The Martin Luther King celebration will be held at the Sacramento Convention Center on January 16, 2006. The Sacramento Federation of Program Operators has dissolved. The remaining funding will be distributed in the form of \$12,000 in scholarships going toward the Martin Luther King celebration and another \$12,000 will go to the One Stops to buy bus passes.

The board adjourned into closed session at 11:29 a.m.

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Initiation of litigation pursuant to Subdivision (c) of Section 54956.9

One potential case

VII. Adjournment: The meeting adjourned at 11:41 a.m. in memory of Bob Scharff and Ms. Scherman's daughter. There was no report out of closed session.

ITEM IV-C – INFORMATION

FISCAL MONITORING REPORT

BACKGROUND:

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

NOTES:

MEMORANDUM

TO: Mr. Wyman Sanders **DATE:** January 6, 2006

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Del Paso Heights School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
Head Start	Basic, COLA, Quality	\$ 1,270,192	9/30/04-07/31/05	9/30/04-7/31/05
Head Start	T & TA	7,500	9/30/04-07/31/05	9/30/04-7/31/05

Monitoring Purpose: Initial Follow-Up Special Final
Dates of review: Various dates

	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	X			

Findings and General Observations:

- 1) The total costs as reported to SETA from September 30, 2004 to July 31, 2005 have been traced to the delegate's records. The records were verified and appeared to be in order.
- 2) There are no findings.

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 24, 2006 Regular Policy Council meeting.

Good	Needs Improvement
No side bars.	Cell phones "off" or on vibrate.
Attendance.	Punctuality.
Making motions by members.	Being recognized by the Chair before leaving your seat (question of privilege).
Chair, Denise Nelson – 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.

- 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)

G. COMMUNITY PARTNERSHIPS ADVISORY COMMITTEE (CPAC)

H. HEALTH SERVICES ADVISORY COMMITTEE (HSAC)

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. Denise Nelson), 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 EXECUTIVE DIRECTOR'S MONTHLY REPORT:** This item is set aside to allow the Head Start Deputy Executive 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 Executive 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
 - Perinatal & Infant Health Advisory Committee – Ms. Sherry Gangloff (appointed by Chair)
 - Maternal, Child and Adolescent Health Board – Ms. Toni Allen (appointed by Chair)
 - Community Action Board – (vacant)
 - Sacramento Housing Alliance – Mr. Alvin Fincher
-
-
-

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 (appointed by Chair): Ms. Toni Allen, Ms. Zebadeisha Grooms, and Ms. Katrina Emerson
-
-
-

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-I- ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: