

GOVERNING BOARD

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County of Sacramento

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County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

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Website:
<http://www.headstart.seta.net>

*Thought of the day: "When we give unconditional love to children, we give the most valuable gift we can."
Author: Katherine M. Olson*

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, August 23, 2011

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.

AGENDA

- I. Call to Order/Roll Call/Review of Board Member Attendance
- II. Consent Item
 - A. Approval of the Minutes of the July 26, 2011 Special Meeting
- III. Action Item
 - A. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957
 - Approval of Eligible List for: Early Head Start Educator
 - Report out of Closed Session

IV. Information Items

A. Standing Information Items

- Introduction of Newly Seated Representatives
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account
– Mr. Roger Bartlett
- Parent/Family Support Unit Events and Activities – Ms. Coventry St. Mary
- PC/PAC Calendar of Events – Ms. Coventry St. Mary
 - ◆ PC/PAC Joint Parent Activity Report(s)
- Parent/Staff Recognitions – Ms. Coventry St. Mary
- Community Resources-Parents/Staff – Ms. Coventry St. Mary

B. Fiscal Monitoring Report

- River Oak Center for Children

V. Committee Reports

A. Executive Committee: Ms. Coventry St. Mary

B. Budget/Planning Committee: Ms. Coventry St. Mary

C. Personnel/Bylaws Committee: Ms. Mary Brown

D. Social/Hospitality Committee: Ms. Lisa Daniels

- ◆ PC/PAC End-of-Year Appreciation Luncheon

E. Monitoring and Evaluation Committee (AKA Self-Assessment Committee)

F. Program Area Committees

- Early Childhood Development & Health Services Committee and Parent/Family Committee (AKA Customer Service/Attendance and Child Safety Subcommittee)

G. Male Involvement Committee/Community Advocating Male Participation (CAMP):
Mr. Victor Goodwin

H. Health Services Advisory Committee Report: Ms. Rebecca Lewis, Ms. Amarjit Gill

I. Community Partnerships Advisory Committee (CPAC): Ms. Lisa Daniels, Ms. Amarjit Gill, Ms. Sarah Proteau, Ms. Kiersten Gonzales

J. Maternal, Child and Adolescent Health Advisory Board: Ms. Rebecca Lewis

VI. Other Reports

A. Executive Director's Report

B. Head Start Deputy Director's Report

- Monthly Head Start Report (see attachment)

C. Chair's Report

D. Head Start Managers' Reports

- ✓ Brenda Campos
 - ◆ SETA Monitoring/Quality Assurance Review Report
- ✓ Lisa Carr
 - ◆ Mayor Kevin Johnson's Third Grade Reading Campaign

- ♦ Annual County-wide Parent Conference
- ✓ Karen Gonzales
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, AUGUST 17, 2011

Policy Council meeting hosted by:
Chair: Coventry St. Mary
Vice Chair: Rebecca Lewis
Secretary: Lisa Daniels
Treasurer: Vacant
Parliamentarian: Mary Brown

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Amarjit Gill, Elk Grove Unified School District
- _____ Willie Jean Peck, Elk Grove Unified School District
- _____ Michela Barbosa'Gage, Twin Rivers Unified School District
- _____ Kiersten Gonzales, Sacramento City Unified School District
- _____ Sandra Renteria, Sacramento City Unified School District
- _____ Darlene Low, San Juan Unified School District
- _____ Sarah Proteau, San Juan Unified School District
- _____ Lisa Daniels, WCIC/Playmate Child Development Center
- _____ Mary Brown, SETA-Operated Program
- _____ Connie Wallace, SETA-Operated Program
- _____ Lucero Canto, Home Base Option
- _____ Blanca Rosales, Home Base Option
- _____ Rebecca Lewis, Grandparent Representative
- _____ Dina Patterson, Foster Parent Representative
- _____ Christina Cisco, Early Head Start (SOP)
- _____ Coventry St. Mary, Early Head Start (San Juan)
- _____ Tamara Knox, Past Parent Representative
- _____ David Quintero, Past Parent Representative
- _____ Victor Goodwin, Community Advocating Male Participation

Member to be Seated:

- _____ Erika Contreras, SETA-Operated Program
- _____ Devon McCracken, SETA-Operated Program
- _____ Yvette Hernandez, SETA-Operated Program
- _____ Socorro Gutierrez, SETA-Operated Program

Seats Vacant:

- _____ Vacant (Sandoval), Sacramento City Unified School District
- _____ Vacant (Ramsey-Gilbert), Twin Rivers Unified School District
- _____ Vacant (Hendricks), Early Head Start (Sac. City)
- _____ Vacant (Juarez), Child Health & Disability Prevention Program
- _____ Vacant (Ramirez), WCIC/Playmate Child Development Center

**** Please call your alternate, the Policy Council Chair
(Coventry St. Mary: 849-2012, 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 2010-2011

The 2010-2011 Board was seated on **November 23, 2010** and
December 14, 2010

BOARD MEMBER	SITE	11/23	12/14 *	1/25	2/22	3/3 *	3/22	4/26 *	5/24 *	6/28 *	7/26 *	8/23 *	9/27 *	10/25 *	11/22
M. Barbosa'Gage (11/23)	TR	X	X	X	X	X	E	X	X	X	X				
M. Brown (11/23)	SOP	X	PC	X	X	X	X	X	X	X	X				
L. Canto (6/28)	HB									X	X				
C. Cisco (7/26)	EHS/SOP										X				
L. Daniels (11/23)	WCIC	X	X	X	X	X	X	X	X	X	X				
A. Gill (4/26)	ELK							X	X	X	X				
K. Gonzales (3/22)	SAC						X	X	X	X	X				
V. Goodwin (s/b/s 4/26)	CAMP							AP	X	X	U				
S. Gutierrez	SOP														
Y. Hernandez	SOP														
T. Knox (11/23)	PP	X	PC	X	X	X	X	X	X	X	X				
R. Lewis (11/23)	GRAND	X	E	X	X	X	X	X	X	X	X				
D. Low (4/26)	SJ							X	E	X	X				
K. Martin (s/b/s 3/22)	SOP						E	X	U	X	E				
L. Moza (s/b/s 6/28)	SOP									E	E				
D. McCracken	SOP														
D. Patterson (11/23)	FOSTER	X	PC	E	X	X	X	X	X	X	X				
W.J. Peck (7/26)	Elk										X				
S. Proteau (4/26)	SJ							X	X	X	X				

BOARD MEMBER	SITE	11/23	12/14 *	1/25	2/22	3/3 *	3/22	4/26 *	5/24 *	6/28 *	7/26 *	8/23 *	9/27 *	10/25 *	11/22
D. Quintero (s/b/s 6/28)	PP									E	X				
D. Ramirez (11/23)	WCIC	X	X	U	X	E	X	X	X	X	U				
S. Renteria (4/26)	SAC							X	X	X	X				
B. Rosales (6/28)	HB									X	X				
C. St. Mary (11/23)	EHS/SJ	X	PC	X	X	X	X	X	X	X	X				
C. Wallace (s/b/s 3/22)	SOP						E	X	X	X	X				

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
FOSTER	Foster Parent Representative
GRAND	Grandparent Representative
HB	Home based Option
PAST	Past Parent Representative
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
TR	Twin Rivers School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

- X:** Present
- E:** Excused
- R:** Resigned
- U:** Unexcused Absence
- S/B/S:** Should be Seated
- AP:** Alternate Present
- E/PCB:** Excused, Policy Council Business
- E/PCB:** Excused, Policy Committee Business
- OGC:** Outgoing Chair
- *:** Special Meeting

Current a/o 8/4/11

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JULY 26, 2011 POLICY COUNCIL MINUTES

BACKGROUND:

Attached for the Policy Council's review are the minutes of the July 26, 2011 meeting.

RECOMMENDATION:

That the Policy Council approve the July 26, 2011 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Tuesday, July 26, 2011
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Coventry St. Mary called the meeting to order at 9:06 a.m. Ms. St. Mary read the Thought of the Day. Ms. Lisa Daniels called the roll. Ms. Willie Jean Peck, Elk Grove Unified School District, was seated. Ms. St. Mary stated that the Executive Committee approved the reseating of Ms. Peck.

Members Present:

Amarjit Gill, Elk Grove Unified School District
Sandra Renteria, Sacramento City Unified School District (arrived at 9:12 a.m.)
Sarah Proteau, San Juan Unified School District
Darlene Low, San Juan Unified School District
Michela Barbosa'Gage, Twin Rivers Unified School District (arrived at 10:05 a.m.)
Lisa Daniels, WCIC/Playmate Child Development Center
Mary Brown, SETA-Operated Program
Kiersten Gonzales, SETA-Operated Program
Connie Wallace, SETA-Operated Program
David Quintero, Past Parent
Rebecca Lewis, Grandparent Representative (arrived at 9:10 a.m.)
Dina Patterson, Foster Parent Representative
Tamara Knox, Past Parent
Lucero Canto, Home Base
Blanca Rosales, Home Base
Coventry St. Mary, Early Head Start (San Juan)

New Member to be Seated:

Willie Jean Peck, Elk Grove Unified School District
Christina Cisco, Early Head Start (SOP)

Members Absent:

Socorro Gutierrez, SETA-Operated Program (excused)
Kelly Martin, SETA-Operated Program (excused)
Laura Meza, SETA-Operated Program (excused)
Delia Ramirez, WCIC/Playmate Child Development Center (unexcused)
Victor Goodwin, CAMP (unexcused)

II. Consent Item

A. Approval of the Minutes of the June 26, 2011 Special Meeting

The minutes were reviewed. Ms. St. Mary stated that the minutes will be corrected to thank Ms. Blanca Rosales for acting as translator.

Moved/Brown, second/Quintero, to approve the June 26, 2011 minutes as corrected.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (St. Mary)

III. Action Items

A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of New Classification of Head Start Program Analyst and Pay Range

Mr. Rod Nishi corrected the pay range for Program Analyst as follows:

Step A	Step B	Step C	Step D	Step E
\$19.75	\$20.74	\$21.77	\$22.85	\$24.01

Mr. Nishi stated that this agenda items proposes the establishment of a new classification of Program Analyst. In April 2011, the SETA Governing Board took action to reallocate six (6) incumbents of the Accounting Technician to Accountant I. Over a period of time their jobs evolved towards the financial areas of the Accounting Technician position. This new job specification describes the duties and responsibilities of the remaining Accounting Technician whose duties evolved toward the data collection and report generation. Given approval by the Policy Council, an agenda item reallocating the remaining incumbent of the Accounting Technician position to Program Analyst will be made to the SETA Governing Board.

Mr. Nishi made one correction to the section of the new Program Analyst job specification by noting that under the "Ability to" section an applicant must have the ability to type 35 words per minute on a keyboard.

Ms. Sandra Renteria arrived at 9:12 a.m.

Ms. St. Mary opened a public hearing for this item; there was no public testimony.

Moved/Low, second/Daniels, to close the public hearing and adopt the modification to the Agency classification plan and approve the new job classification of the Program Analyst, as well as the pay range.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (St. Mary)

B. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of Classifications of Children and Family Services Education Program Officer, Children and Family Services Support Services Program Officer, Children and Family Services Administrative Program Officer and the Related Salary Ranges

Mr. Nishi stated that the Program Officer position is the highest ranked non-management position in the Agency. The Program Officer classification is used across the organization. The Program Officer position was broken down identifying separate and distinct job duties. Staff identified three specific areas within the Program Officer classification in the Head Start program: Education, Administrative, and Support Services. The Education Program Officer work primarily in the child care centers. The Administrative Program Officer is primarily responsible for grant writing and other administrative duties. The Support Services Program Officers supervise the Family Services Workers.

There are a number of Program Officers on staff and the intention is to ask the Governing Board for permission to reallocate the existing Program Officers into the new classifications according to their abilities.

Ms. Connie Wallace inquired about the number of Program Officers currently employed. Mr. Nish replied that there are eight Program Officers under Head Start and two in the Workforce Department.

Ms. Brown asked why the pay range was sent under separate cover. Mr. Nishi stated that the meeting with the union was held past the deadline for the board packet. The information was not ready until after the board packet was completed.

Ms. St. Mary opened a public hearing for this item; there was no public testimony.

Moved/Gonzales, second/Gill, to close the public hearing and approve the classifications of Children and Family Services Education Program Officer, Children and Family Services Support Services Program Officer, Children and Family Services Administrative Program Officer and the related salary ranges
Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (St. Mary)

Ms. Christina Cisco, Early Head Start, was seated.

C. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Modification of the Agency Classification Plan to Establish the New Classification Family Services Worker and Proposed Pay Ranges

The Family Services Worker (FSW) position is under Ms. Lisa Carr's responsibility and direction. This board item creates an opportunity for FSWs to advance within the organization within that particular classification. All current

FSWs will be reallocated to FSW Range 1. There are three pay ranges being proposed. Based on the caseload and the assignment to sites that require State Department of Education reporting, there will be range 2 and range 3 FSWs. Once this is approved by the Governing Board on August 4, staff currently in the FSW classification will go through an assessment process.

Mr. Nish stated that the Agency contracted with CSUS to develop an assessment tool. The tool allows people to take the assessment test to be considered for promotion. The tool includes assessment by the supervisor. This simple approach offers FSWs an opportunity to obtain a pay raise based on their assignment.

Ms. Brown inquired whether FSWs would have the opportunity to stay at a center if they choose to stay at the FSW1 range. Mr. Nishi replied that the determination of the range structure will be done by the Deputy Director and managers. A Community needs assessment will be done and utilized to determine the staffing needs. The Agency will identify the needs of each center. It is not expected that there will be great upheaval due to this classification modification. This is seen as a positive environment to give FSWs a choice for advancement.

A board member asked what would happen to FSW staff that do not have the abilities to go to range 2 or range 3. Mr. Nishi replied that these staff can remain a FSW 1 at that site. An employee can go on-line, look at the skills necessary for advancement, take a test to see if they can pass the test, seek coursework to attain that skill, and then go to the supervisor to say that they are ready to be considered for higher duties/salary.

Current FSWs will be reallocated to the FSW1 range. They have the ability to be considered for an upgrade to FSW2.

Ms. Wallace restated that it is not mandatory for all FSWs to take the assessment. Mr. Nishi concurred that current FSWs do not need to take the assessment. The employees applying for the FSW will use the on-line screening tool.

Ms. St. Mary opened a public hearing for this item; there was no public testimony.

Moved/Wallace, second/Lewis, to close the public hearing and adopt the modification to the Agency classification plan and approve the job specification and pay ranges of Family Services Worker.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (St. Mary)

IV. Information Items

A. Standing Information Items

- Introduction of Newly Seated Representatives: Ms. Willie Jean Peck introduced herself and thanked the board for reinstating her to the Policy Council. Ms. Christina Cisco introduced herself. Her child is enrolled in the Early Head Start/Home Based program.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reported that the Agency is 11 months into the grant year with an expected expenditure of 92% of the budget; the expenditures are a little behind to date. Management is developing ideas of things to be purchased before the end of the fiscal year. There are two salary pay periods that are not include in the report. Staff is finishing up the Bright Beginnings modular installation. Mr. Bartlett stated that staff is expecting that the budget will be \$200,000-\$300,000 underspent. The Agency has collected \$10.3 million of our federal share which is 27% of the grant. Currently, the Agency is at 10% administrative costs. The corporate card account was reviewed. Of the \$78,000 spent, \$30,000 was workforce charges. There were no questions.
- Parent/Family Support Unit Events and Activities: Ms. St. Mary reviewed the upcoming events.
- PC/PAC Calendar of Events: Ms. St. Mary reviewed the details of the PC/PAC Joint Parent Activity. Attendees were asked to arrive promptly. Contact Ms. Lori Black, 263-4068 if there are questions.
- Parent/Staff Recognitions: Ms. Daniels was wished a Happy Birthday.
- Community Resources-Parents/Staff: Ms. Rebecca Lewis distributed information on some programs offered by The Effort. She thought was interesting was that The Effort has a program that deals with kids 15-26 years of age. The Effort will assist these kids to disassociate with the gangs, and give them job skills training. The Effort utilizes the job training facilities at SETA.

B. Governing Board Minutes for the June 2, 2011 Meeting: No questions or comments.

C. Fiscal Monitoring Reports: No questions or comments.

V. Committee Reports

- A. Executive Committee: Ms. Daniels reviewed the Executive Committee critique.
- B. Budget/Planning Committee: No additional report.
- C. Personnel/Bylaws Committee: Ms. Brown stated that the committee is on target for bylaws revisions. Committee members have read the bylaws and have made some very minor changes. The bylaws will be brought to the Policy Council in September for the first reading.
- D. Social/Hospitality Committee: Ms. Daniels reported the Committee met July 13 to plan the Parent Activity at the Old Sacramento Underground and History Museum. The Committee has begun planning the End-of-Year Parent

Appreciation luncheon scheduled for Saturday, October 8, 12:00-3:00 p.m. at the Doubletree Hotel. The Committee has chosen the color scheme, venue and has selected the invitation. The committee meets on first Wednesday of every month, and extra input is welcomed

- E. Monitoring and Evaluation Committee: No report.
- F. Program Area Committees
 - Early Childhood Development & Health Services Committee and Parent/Family Committee: The next meeting will be Wednesday, July 27, 1:30 p.m. in the Redwood Room.
- G. Male Involvement Committee/Community Advocating Male Participation (CAMP): Ms. Knox reported that there were only two people in attendance. Mr. Bob Silva distributed CAMP shirts. Mr. Silva had a training video but he tabled it until the next meeting. Male Involvement Committee meetings did not work out at 4 p.m.; meetings will now be held the third Wednesday of the month at 11 a.m.
- H. Health Services Advisory Committee Report: No report.
- I. Community Partnerships Advisory Committee: No meeting scheduled.
- J. Maternal, Child and Adolescent Health Advisory Board: Ms. Lewis stated that there are no meetings during the summer; the board will reconvene the first week in September.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick stated that WCIC will be celebrating their 75th anniversary with gala dinner; it is great to have an organization that has been around for 75 years. Ms. Kossick stated that Congress is looking at cutbacks and staff is expecting that CSBG funds will be cut back by 50%. Next month the Community Action Board will be approving the release of a CSBG RFP. It is expected that approximately \$400,000 will be available to community organizations. The Employer Services Department presented a statement of activity for the 2010-2011 fiscal year. For the period July 1-June 30, a total 3,586 employees have been affected by layoffs in our community. Employer Services staff and a Rapid Response team have worked with employers to make them aware of services available for their dislocated employees. On the flip side, 1,438 jobs have been generated by employers. This is a good number of jobs.

Ms. Michela Barbosa'Gage arrived at 10:05 a.m.

- B. Head Start Deputy Director's Report
 - Monthly Head Start Report: Ms. Carr this is the last week of Head Start's fiscal year; staff will begin closing out the books on Friday, July 29. Staff is looking at maintenance issues that have been deferred to ensure there was sufficient money. The fiscal department has worked to make sure that the Agency is on budget. There will be maintenance done that was put off that will now be done. In addition, staff is considering upgrading some new hatch computers. An upcoming Budget Committee meeting will be held in August where staff will talk

about the fiscal impact of the new FSW salary range which is expected to be minimal. The modified FSW salary range is an incredible opportunity for FSWs to be recognized for what their jobs entail. Staff is finalizing the numbers for the Program Information Report which is due to the Office of Head Start by the end of August.

C. Chair's Report: Ms. St. Mary reviewed the schedule of committee meetings; board members were asked to please attend the meetings as this is where all of the work is done. Board members were asked to make appointments with LaShaun Burke or Nancy Hogan to pick up their reimbursement money ASAP.

D. Head Start Managers' Reports

Ms. Carr stated that Ms. Brenda Campos, Ms. Karen Gonzales, and Ms. Denise Lee are attending a CHSA conference in San Diego.

Ms. Lisa Carr: Ms. Carr reported that Mayor Kevin Johnson's committee on school attendance, readiness and summer learning, Sacramento Reads, has been meeting monthly. One of the things Head Start is working with them on is the attendance issue. It is crucial to get children to school. There is a kickoff event on August 24 at the Forty Acres Gallery in Oak Pak. Ms. Carr provided flyers. Mayor Johnson will be speaking at 5:30 p.m.

Ms. Carr reminded board members that tomorrow is a Customer Service/Attendance Committee meeting, 1:30 p.m. in the Redwood Room. She will be sharing information from the Mayor's Committee. National Public Radio will be doing a series on high school dropouts. It talks about the prospects of kids dropping out of school and the financial repercussions.

The monthly Positive Discipline workshop will be held this evening from 6:00-8:00 p.m. in the Shasta Room; call Ron Jones to make a reservation.

Staff is attending various recruitment events on Saturdays and Sundays to ensure SETA's name is getting out there and to ensure there will be full classroom enrollment.

Ms. Valerie Powell, spoke on behalf of **Ms. Brenda Campos** and reiterated the importance of the lead assessment meeting which will meet to determine ways to impress upon parents how important the lead assessment test is for their children. It is important that Head Start is in compliance with the new school year. The meeting will be held Thursday, August 11, 9:00 a.m. – 11:00 a.m. in the Oak Room. She will distribute flyers.

Secondly, there is a Program Support Services, Monitoring and Evaluation Committee meeting scheduled for Tuesday, August 30, 9:00-10:30 a.m. in the

Redwood Room. This gives parents an opportunity to learn about the Program Support Unit.

III. Action Items (continued)

D. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

The board went into closed session at 10:18 a.m. Ms. St. Mary called the meeting back to order at 10:34 a.m. and reported out of closed session that the Policy Council approved the Eligibility List for Associate Teacher/Infant Toddler, and Site Supervisor

VI. Other Reports (continued)

E. Open Discussion and Comments: No comments.

F. Public Participation: Ms. Michela Barbosa'Gage stated that a librarian that came to her center recently passed away; he was really great with the kids and read with them.

Ms. Gonzales reported that the Banana Festival will be held August 14 at William Land Park.

Ms. Lewis announced that a fundraiser for "Stop the Violence" will be held at McClatchy Park. The O'Jays will be playing. Costs \$35 in advance, with \$45 at the gate.

VII. Adjournment: The meeting was adjourned at 10:36 a.m.

ITEM III- A - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- Introduction of Newly Seated Representatives
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account –
Mr. Roger Bartlett
- Parent/Family Support Unit Events and Activities – Ms. Coventry St. Mary
- PC/PAC Calendar of Events – Ms. Coventry St. Mary
 - ◆ PC/PAC Joint Parent Activity Report(s)
- Parent/Staff Recognitions – Ms. Coventry St. Mary
- Community Resources-Parents/Staff – Ms. Coventry St. Mary

NOTES:

CALENDAR OF EVENTS AND ACTIVITIES
PARENT/FAMILY SUPPORT UNIT

<u>EVENT</u>	<u>DATE</u>
Happiest Baby on the Block & Shaken Baby Free Parent Training	Tuesday, August 23, 2011 6:00-8:00 p.m. 925 Del Paso Blvd. Shasta Room (Flyer attached)
Sacramento READS! Community Resource Fair	Wednesday, August 24, 2011 3:00-5:00 p.m. 40 Acres in Oak Park 3428 3 rd Ave., Sacramento, CA (Flyer attached)
PC/PAC Early Childhood Development & Health Services Committee (AKA Customer Service/Attendance Sub- committee) Meeting	Friday, August 26, 2011 1:30 p.m. 925 Del Paso Blvd. Redwood Room

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Social/Hospitality Committee Meeting	Monday, August 22, 2011 12:30-2:30 p.m. 925 Del Paso Blvd. Oak Room
Sacramento READS! Community Resource Fair	Wednesday, August 24, 2011 3:00-5:00 p.m. 40 Acres in Oak Park 3428 3 rd Ave., Sacramento, CA (Flyer attached)
PC Executive Committee Meeting	Thursday, August 25, 2011 9:00 – 10:00 a.m. 925 Del Paso Blvd. Olympus Room
PC/PAC Personnel/Bylaws Committee Meeting	Friday, August 26, 2011 10:00 a.m. – 12:00 p.m. 925 Del Paso Blvd. Oak Room
Early Childhood Development & Health Services Committee (AKA Customer Service/Attendance Sub- committee) Meeting	Friday, August 26, 2011 1:30 p.m. 925 Del Paso Blvd. Redwood Room
PC/PAC Monitoring & Evaluation Committee Meeting	Tuesday, August 30, 2011 9:00 – 10:30 a.m. 925 Del Paso Blvd. Redwood Room (Flyer attached.)
PC/PAC Budget/Planning Committee Meeting	Tuesday, September 13, 2011 9:00 – 10:00 a.m. 925 Del Paso Blvd. Oak Room



Free Parent Training

August 23, 2011 6:00 pm - 8:00 pm

Happiest Baby on the Block & Shaken Baby

You will learn sensible advice for soothing babies cries and increase their sleep.

- **All workshops are free and are offered on a first come, first serve basis.**
- **Dinner and Childcare will be provided.**



To reserve, contact Ron Jones @ 263-0609

Sacramento READS!

You're Invited!!! August 24th Community Resource Fair

Come out for an afternoon of free fun and activities!

30+ vendors and activities including: Sesame Street featuring Abby Cadabby, Scholastic Books featuring Clifford the Big Red Dog, Sacramento Zoo, Crocker Art Museum, story time with the Sacramento Library, face painting and much more!

Event Details:

When: August 24th, 2011 3:00-5:00pm

Where: 40 Acres in Oak Park
3428 3rd Ave
Sacramento, CA 95817



Sponsored by Mayor Kevin Johnson and Sacramento READS!

Sacramento READS!

¡Usted está invitado! 24 de agosto Feria de Recursos Comunitarios

Venga a una tarde de actividades divertidas y gratuitas.

Más de 30 vendedores y actividades incluyendo: Sesame Street presentando a Abby Cadabby, Scholastic Books presentando a Clifford the Big Red Dog, Zoológico de Sacramento, Museo de Arte Crocker (*Crocker Art Museum*), hora de narración de cuentos con la Biblioteca de Sacramento, dibujos en la cara (*face painting*) y mucho más!

Detalles del evento:

Cuándo: 24 de agosto, 2011, 3:00-5:00 pm

Dónde: 40 Acres in Oak Park
3428 3rd Ave
Sacramento, CA 95817



Patrocinado por el Alcalde Kevin Johnson y Sacramento READS!

PAC/PC

Program Support Services Unit – Monitoring and Evaluation Meeting



You are invited to attend the annual Monitoring and Evaluation Meeting held by the Program Support Services Unit. This meeting is being held to provide an overview of the activities of the past year, the CACFP Audit results, and the Tri-Annual OHS Review. Management will share strengths and areas of improvement.

We encourage you to attend as this is an excellent opportunity to hear about the Program Support Services and provide input for future planning.

The meeting will be held on Tuesday, August 30. The meeting times will be 9:00 – 10:30 a.m. and will be located in the Redwood Room.

We look forward to seeing you!

If you have any questions, please contact Valerie Powell, (916) 263-5658.

Program Support Services

Manager: Brenda Campos
925 Del Paso Blvd.
Suite 200
Sacramento, CA 95815
Valerie Powell
Phone: (916) 263-5658
VJPowell@seta.headstart.net

ITEM IV-B - INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest fiscal monitoring report.

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Laurie Clothier **DATE:** August 4, 2011
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
EHS	Expansion	\$ 467,420	9/30/10-9/29/11	9/30/10-4/30/11

Monitoring Purpose: Initial X Final ___
Date of review: 6/29-30/11 & 7/6/11

		SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
AREAS EXAMINED		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	X			
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation		N/A		
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records		N/A		

Program Operator: River Oak Center for Children

Findings and General Observations:

- 1) The total costs as reported to SETA from September 30, 2010 to April 30, 2011 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) Our monitoring letter dated March 4, 2011 contained recommendation for corrective action due to findings in the documentation of the in-kind expenses.
Our review indicated that the corrective actions have been implemented and therefore, the findings are now considered closed.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM V

COMMITTEE REPORTS

BACKGROUND:

- 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 July 26, 2011 special Policy Council meeting.

Good	Needs Improvement
Thank you, Ms. Lisa Daniels and Ms. Consuelo Lopez, for making reminder calls for PC meeting.	Members arriving on time; members should be seated and ready for meeting by 8:50 a.m.
Great Attendance!	Please do not bring children to the meetings.
Thank you for turning off your cell phones and electronic devices.	Remain seated during all presentations.
Thank you, Mr. Jaime Serrano, for your technical support.	
Thank you, Ms. Blanca Rosales, for translating.	
Good participation in open discussion.	
Thank you, Mr. Rod Nishi, for your presentation and answering questions.	
Thank you, Ms. Lisa Carr, for reporting for Ms. Denise Lee.	

- B. Budget/Planning Committee: Ms. Coventry St. Mary

ITEM V- COMMITTEE REPORTS (Continued)
Page 2

C. Personnel/Bylaws Committee: Ms. Mary Brown

D. Social/Hospitality Committee: Ms. Lisa Daniels
 ♦ PC/PAC End-of-Year Appreciation Luncheon (attachment)

E. Monitoring and Evaluation Committee
(AKA Self-Assessment Committee)

F. Program Area Committees
 ➤ Early Childhood Development & Health Services Committee and
 Parent/Family Committee (AKA Customer Service/Attendance
 Subcommittee): Ms. Coventry St. Mary

G. Male Involvement Committee/Community Advocating Male Participation (CAMP):
Mr. Victor Goodwin

ITEM V- COMMITTEE REPORTS (Continued)

Page 3

H. Health Services Advisory Committee Report: Ms. Rebecca Lewis, Ms. Amarjit Gill

I. Community Partnerships Advisory Committee (CPAC): Ms. Lisa Daniels, Ms. Amarjit Gill, Ms. Sarah Proteau, Ms. Kiersten Gonzales

J. Maternal, Child and Adolescent Health Advisory Board – Ms. Rebecca Lewis

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board 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 board packet.
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- B. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

- Monthly Head Start Report (attached)
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- C. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. Coventry St. Mary), 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.

- D. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

- ✓ Brenda Campos
 - ◆ SETA Monitoring/Quality Assurance Review Report
 - ✓ Lisa Carr
 - ◆ Mayor Kevin Johnson's Third Grade Reading Campaign
 - ◆ Annual County-wide Parent Conference
 - ✓ Karen Gonzales
-
-
-

SETA Head Start Food Service Operations Monthly Report * July 2011

July 6th - Elkhorn Centers Opens two Toddlers Classes.
All Preschool classes increased to 20 count servings.

July 7th - Home Base Socials Provided Paper goods for Socials
cost \$294.39.

July 11th - Kennedy Estates classes cut to 15 count servings

July 15th - Class Changes:
Broadway - Full Day Classes to 1 AM & 1 PM Class
Fruitridge - 1 Full Day Class to 1 AM Class

July 15th & 16th - Central Kitchen was painted & FRP Repaired.
RJ Painting completed the project over the weekend.
cost \$2000.00

July 18th - WCIC Hood Fire System Serviced by Kevin Uker
from Central Valley Fire Control

Meetings and Trainings:
No Meeting or Trainings Attended this month.

Total Number of Meals and Snacks Prepared for All Kitchens	Lunch	PM Snack	Breakfast	Field Trips
	39,376	24,340	28,827	500

Total Amount of Meals and Snacks Prepared	93,043
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Purchases:

Food	\$69,816.63
Non - Food	\$13,950.99

Building Maintenance and Repair:	\$750.69
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Kitchen Small Wares and Equipment:	\$10,093.51
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Vehicle Maintenance and Repair :	\$4,095.11
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Vehicle Gas / Fuel:	\$2,093.71
Normal Delivery Days	20

**Sacramento County Head Start/Early Head Start
Delegate Monthly Enrollment Report
July, 2011
Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	380	-	-	-	-
Elk Grove ARRA Expansion	40	-	-	-	-
Sacramento City USD	1,272 (323)	250	77	136	42
Sac City ARRA Expansion	20	-	-	-	-
Sacramento Employment and Training Agency	1,860 (2,778)	1,871	101	1,093	59
Sacramento Employment Training Agency AARA Expansion	18	20	111	6	33
San Juan USD	680	-	-	-	-
San Juan ARRA Expansion	20	16	80	12	60
Twin Rivers USD	179	-	-	-	-
Twin Rivers ARRA Expansion	32	-	-	-	-
WCIC/Playmate Head Start	100 (20)	20	100	16	80
WCIC ARRA Expansion	20	-	-	-	-

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	115	115	100	46	40
Sac City ARRA Expansion	32	30	94	8	25
Sacramento Employment and Training Agency	213	221	104	143	67
Sacramento Employment Training Agency AARA Expansion	132	134	102	71	54
San Juan USD	129	135	105	111	86
San Juan ARRA Expansion	32	32	100	19	59

(a) Includes children who have dropped during the month and whose slot will be filled within the 30 days allowable period.

(b) If enrollment is less than 100%, agency must include corrective plan of action.

(c) Attendance on the last day of month

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 07/31/11)

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	21	(10%)	N/A	
Elk Grove USD (420)	71	(17%)	N/A	
Sacramento City USD (1292)(147)	170	(13%)	15	(10%)
San Juan USD (700) (161)	80	(11%)	30	(19%)
WCIC (120)	13	(11%)	N/A	
SETA (2796) (345) (1878 Tracks)	210	(11%)	64	(19%)
County (4621)* (653)*	565	(12%)	109	(17%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment



Monthly Head Start Report

July 2011

SETA Operated Program

Program Support Services Update:

Employee Wellness Program

SETA Children and Family Services is collaborating with SETA Workforce Development to implement an Employee Wellness Program. A survey was sent to staff to provide input as to types of activities which were of interest to them. The results were tabulated and the top five are: Emotional wellness and physical activity, stress management, nutrition education, weight management, and health/fitness evaluation. A committee has been formed to determine how to provide a wide variety of activities in a fun and convenient way to benefit staff whether you are in the central office, child development center or a one stop career center.

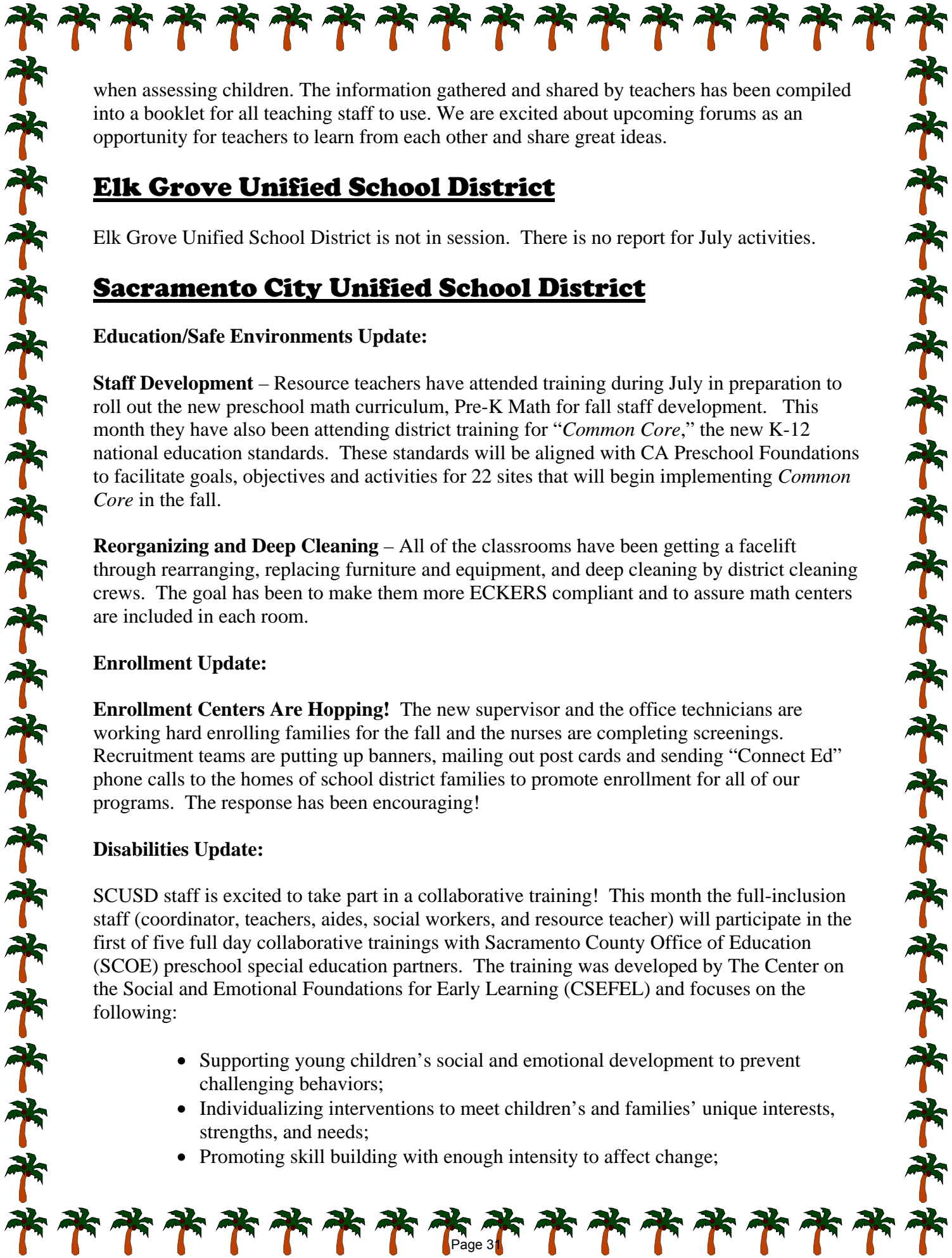
Addressing Disruptive Behaviors and Intruders at Head Start Centers

During the recent Disaster Preparedness Plan trainings, staff expressed concern regarding how to handle situations when disruptive behaviors occur or when an uninvited or unidentified person comes on campus. There is an increased awareness and incidence of disruptive behaviors. It is time to revisit the current procedures to assure effectiveness toward the safety of the children, parents and staff. The committee that includes Head Start staff, professionals in the field and law enforcement are meeting to develop policies and procedures along with a training plan for staff to continue to support a safe and healthy environment for the children and staff of SETA Head Start.

Education Update:

Head Start Teachers went through a very well received training on the latest version of the Creative Curriculum. The curriculum is now in 5 volumes with focused books on supporting literacy and mathematics. Teacher feedback indicated that the information from the training would be effectively incorporated into daily classroom activities and the environment.

The Mentor Coach project has continued to support teachers throughout the summer. They held a Teacher Forum on the Desired Results Developmental Profile and strategies to be used



when assessing children. The information gathered and shared by teachers has been compiled into a booklet for all teaching staff to use. We are excited about upcoming forums as an opportunity for teachers to learn from each other and share great ideas.

Elk Grove Unified School District

Elk Grove Unified School District is not in session. There is no report for July activities.

Sacramento City Unified School District

Education/Safe Environments Update:

Staff Development – Resource teachers have attended training during July in preparation to roll out the new preschool math curriculum, Pre-K Math for fall staff development. This month they have also been attending district training for “*Common Core*,” the new K-12 national education standards. These standards will be aligned with CA Preschool Foundations to facilitate goals, objectives and activities for 22 sites that will begin implementing *Common Core* in the fall.

Reorganizing and Deep Cleaning – All of the classrooms have been getting a facelift through rearranging, replacing furniture and equipment, and deep cleaning by district cleaning crews. The goal has been to make them more ECKERS compliant and to assure math centers are included in each room.

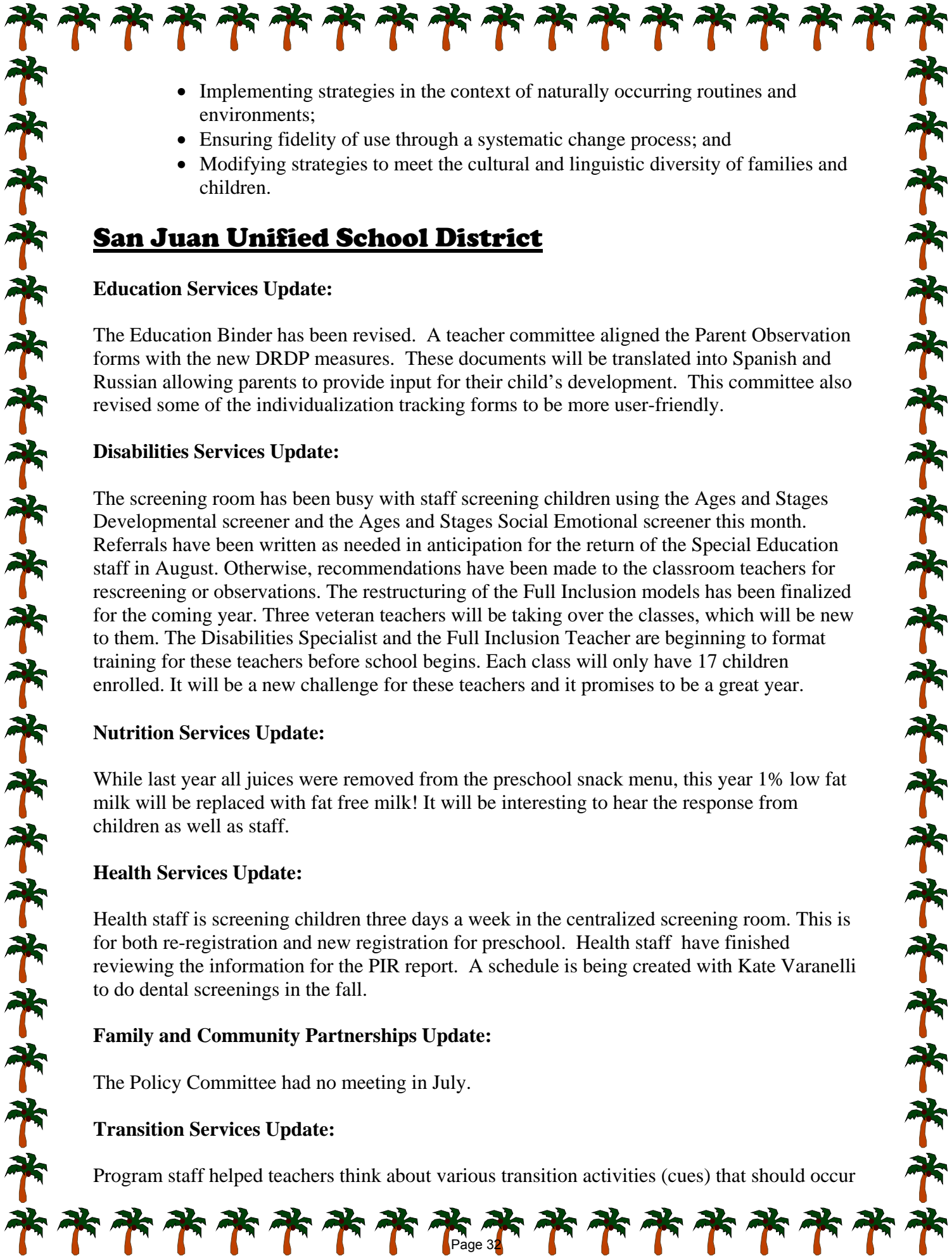
Enrollment Update:

Enrollment Centers Are Hopping! The new supervisor and the office technicians are working hard enrolling families for the fall and the nurses are completing screenings. Recruitment teams are putting up banners, mailing out post cards and sending “Connect Ed” phone calls to the homes of school district families to promote enrollment for all of our programs. The response has been encouraging!

Disabilities Update:

SCUSD staff is excited to take part in a collaborative training! This month the full-inclusion staff (coordinator, teachers, aides, social workers, and resource teacher) will participate in the first of five full day collaborative trainings with Sacramento County Office of Education (SCOE) preschool special education partners. The training was developed by The Center on the Social and Emotional Foundations for Early Learning (CSEFEL) and focuses on the following:

- Supporting young children’s social and emotional development to prevent challenging behaviors;
- Individualizing interventions to meet children’s and families’ unique interests, strengths, and needs;
- Promoting skill building with enough intensity to affect change;

- 
- Implementing strategies in the context of naturally occurring routines and environments;
 - Ensuring fidelity of use through a systematic change process; and
 - Modifying strategies to meet the cultural and linguistic diversity of families and children.

San Juan Unified School District

Education Services Update:

The Education Binder has been revised. A teacher committee aligned the Parent Observation forms with the new DRDP measures. These documents will be translated into Spanish and Russian allowing parents to provide input for their child's development. This committee also revised some of the individualization tracking forms to be more user-friendly.

Disabilities Services Update:

The screening room has been busy with staff screening children using the Ages and Stages Developmental screener and the Ages and Stages Social Emotional screener this month. Referrals have been written as needed in anticipation for the return of the Special Education staff in August. Otherwise, recommendations have been made to the classroom teachers for rescreening or observations. The restructuring of the Full Inclusion models has been finalized for the coming year. Three veteran teachers will be taking over the classes, which will be new to them. The Disabilities Specialist and the Full Inclusion Teacher are beginning to format training for these teachers before school begins. Each class will only have 17 children enrolled. It will be a new challenge for these teachers and it promises to be a great year.

Nutrition Services Update:

While last year all juices were removed from the preschool snack menu, this year 1% low fat milk will be replaced with fat free milk! It will be interesting to hear the response from children as well as staff.

Health Services Update:

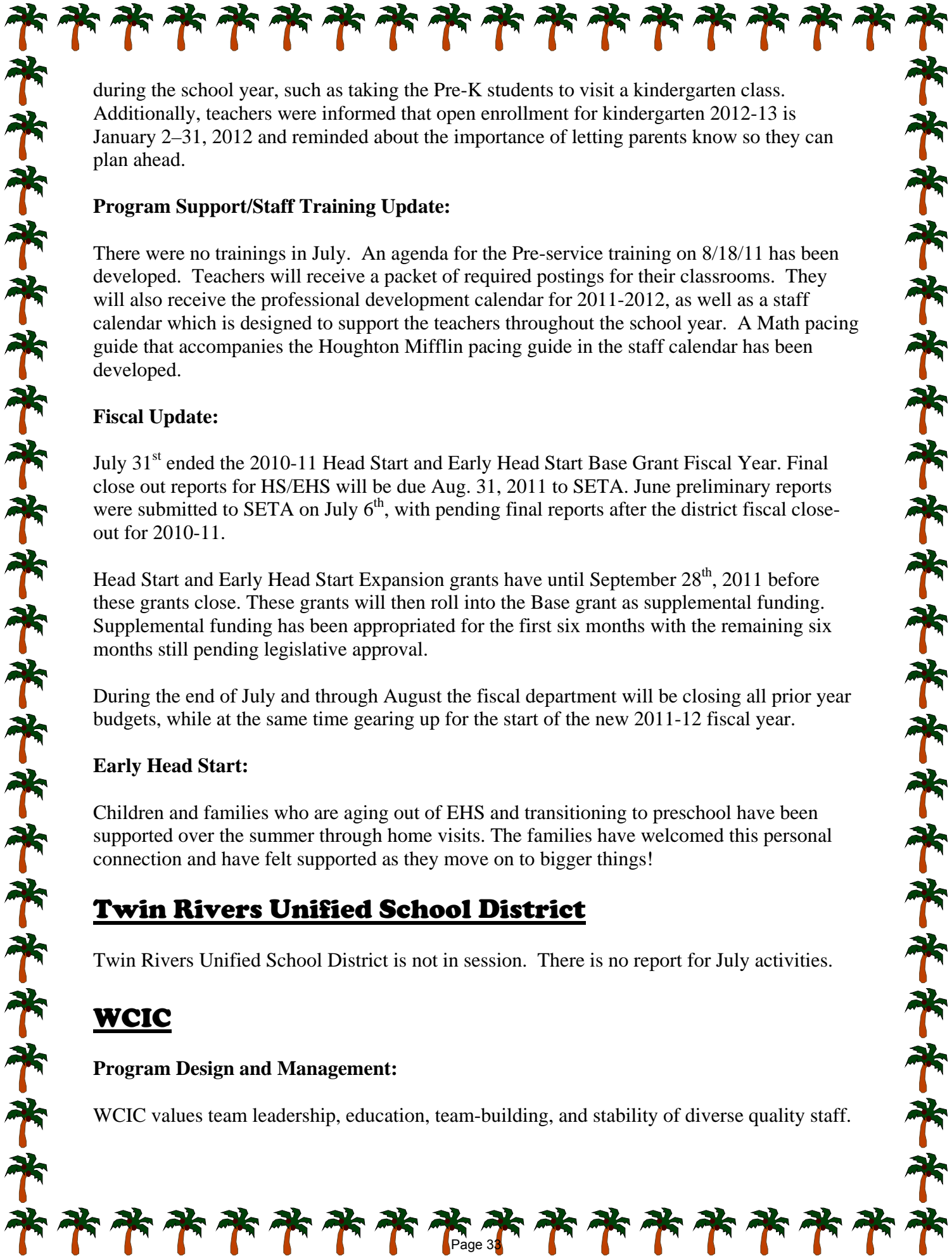
Health staff is screening children three days a week in the centralized screening room. This is for both re-registration and new registration for preschool. Health staff have finished reviewing the information for the PIR report. A schedule is being created with Kate Varanelli to do dental screenings in the fall.

Family and Community Partnerships Update:

The Policy Committee had no meeting in July.

Transition Services Update:

Program staff helped teachers think about various transition activities (cues) that should occur



during the school year, such as taking the Pre-K students to visit a kindergarten class. Additionally, teachers were informed that open enrollment for kindergarten 2012-13 is January 2–31, 2012 and reminded about the importance of letting parents know so they can plan ahead.

Program Support/Staff Training Update:

There were no trainings in July. An agenda for the Pre-service training on 8/18/11 has been developed. Teachers will receive a packet of required postings for their classrooms. They will also receive the professional development calendar for 2011-2012, as well as a staff calendar which is designed to support the teachers throughout the school year. A Math pacing guide that accompanies the Houghton Mifflin pacing guide in the staff calendar has been developed.

Fiscal Update:

July 31st ended the 2010-11 Head Start and Early Head Start Base Grant Fiscal Year. Final close out reports for HS/EHS will be due Aug. 31, 2011 to SETA. June preliminary reports were submitted to SETA on July 6th, with pending final reports after the district fiscal close-out for 2010-11.

Head Start and Early Head Start Expansion grants have until September 28th, 2011 before these grants close. These grants will then roll into the Base grant as supplemental funding. Supplemental funding has been appropriated for the first six months with the remaining six months still pending legislative approval.

During the end of July and through August the fiscal department will be closing all prior year budgets, while at the same time gearing up for the start of the new 2011-12 fiscal year.

Early Head Start:

Children and families who are aging out of EHS and transitioning to preschool have been supported over the summer through home visits. The families have welcomed this personal connection and have felt supported as they move on to bigger things!

Twin Rivers Unified School District

Twin Rivers Unified School District is not in session. There is no report for July activities.

WCIC

Program Design and Management:

WCIC values team leadership, education, team-building, and stability of diverse quality staff.



Special Events:

WCIC's staff, Board of Directors and members have been working on WCIC's 75th Anniversary Celebration. The Planning Committee members are planning an exciting weeklong schedule of events for August 1- 6, 2011. Activities include an Art Exhibit hosted by The Brick House; Children's Literacy & Storytelling hosted by NIA-Women of Purpose; Poetry and Spoken Word hosted by The Black Group, NSAA the Black Root, the Black United Fund of Sacramento Valley and Sacramento Area Black Caucus; Health, Wellness and Cease Fire Youth Symposium hosted by Enlightened Minds Group; House Party hosted by Brenda Usher and WCIC Staff; and Banquet Gala Celebration hosted by WCIC Board of Directors, staff and members.

Early Childhood Education:

During the month of July 2011, WCIC's team was busy recruiting children for the 2011-2012 program year to ensure 100% enrollment on the first day of school, which is scheduled for Tuesday, September 6, 2011.

Family and Community Partnerships:

WCIC/Playmate Head Start Program has partnered with the UC Davis Healthy Kids Project. The project has several WCIC/Playmate Head Start parents involved. There were five, 75 minute education sessions that were provided to parents. The parents received tailored nutrition and child feeding information, and set goals based on their personalized assessment. Each education session featured research-based nutritional, physical activity and child feeding information and was complimented with food tastings and interactive activities. The session topics included were: Get Moving with your Kids; Making Veggies & Fruits Yummy; Planning Healthy Meals for your Kids; Building Strong Kids; and Make a Change by Trying New Foods.

Recent Program Instruction Memos from Administration for Children and Families (ACF)

ACF-IM-HS-11-01 Participation in Your State's Race to the Top Early Learning Challenge Plan

ACF-IN-HS-11-01 Head Start's Father's Day Communication in Support of Responsible Fatherhood

ITEM VI- OTHER REPORTS (continued)
Page 2

- E. 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.

- F. 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.
