

## GOVERNING BOARD

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**BONNIE PANNELL**  
Councilmember  
City of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**JIMMIE YEE**  
Board of Supervisors  
County of Sacramento

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## ADMINISTRATION

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

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

Phone: (916) 263-3804  
Fax: (916) 263-3779

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

*Thought of the Day: "Through teamwork and the contributions of everyone, we advance our purpose and improve the world around us. Together we are stronger. Together we can make a difference."*

*Author: Unknown*

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

**DATE:** Tuesday, February 22, 2011

**TIME:** 10:30 a.m.

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

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

### **AGENDA**

- I. Call to Order/Roll Call/Review of Board Member Attendance**
- II. Information Items**
  - A. Standing Information Items
    - AB 1234 Ethics Training – Mr. Victor Bonanno
- III. Consent Item**
  - A. Approval of the Minutes of the January 25, 2011 Regular Meeting

#### **IV. Action Items**

- A. Appointment of Representative and Alternate for Child and Adolescent Health Advisory Board – Ms. Coventry St. Mary
- B. Appointment of Representative and Alternate to the Children’s Dental Task Force – Ms. Coventry St. Mary

#### **II. Information Items (continued)**

- A. Standing Information Items
  - PC/PAC Calendar of Events – Ms. Coventry St. Mary
  - Parent/Family Support Unit Events and Activities – Ms. Coventry St. Mary
  - Parent/Staff Recognitions – Ms. Coventry St. Mary
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
  - National Head Start Association (NHSA) Parent Training Conference Reports – Ms. Coventry St. Mary
  - Officer Training Report - Ms. Coventry St. Mary
  - Community Resources-Parents/Staff – Ms. Coventry St. Mary
- B. Governing Board Minutes for the January 6, 2011 Meeting
- C. Fiscal Monitoring Reports
  - Elk Grove Unified School District
  - Twin Rivers Unified School District

#### **V. Committee Reports**

- A. Executive Committee
- B. Budget/Planning Committee – Ms. Coventry St. Mary
- C. Male Involvement Committee/Community Advocating Male Participation (CAMP): Mr. Troy Luna

#### **VI. Other Reports**

- A. Executive Director’s Report
- B. Head Start Deputy Director’s Report
  - Monthly Head Start Report (see attachment)
- C. Head Start Managers’ Reports
- D. Open Discussion and Comments
- E. Public Participation

#### **VII. Adjournment**

#### **DISTRIBUTION DATE: WEDNESDAY, FEBRUARY 16, 2011**

Policy Council meeting hosted by:

Chair: Coventry St. Mary

Secretary: Lisa Daniels

Parliamentarian: Mary Brown

Vice Chair: Rebecca Lewis

Treasurer: Haley Joslin

#### **IV. Action Items**

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#### **II. Information Items (continued)**

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  - Parent/Family Support Unit Events and Activities – Ms. Coventry St. Mary
  - Parent/Staff Recognitions – Ms. Coventry St. Mary
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Parliamentarian: Mary Brown

Vice Chair: Rebecca Lewis

Treasurer: Haley Joslin

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Willie Jean Peck, Elk Grove Unified School District
- \_\_\_\_\_ Lora Tellez, Elk Grove Unified School District
- \_\_\_\_\_ Arisdelyc Ornelas, Sacramento City Unified School District
- \_\_\_\_\_ Brianna Mitchell, Sacramento City Unified School District
- \_\_\_\_\_ Brandy Krueger, San Juan Unified School District
- \_\_\_\_\_ Darlene Low, San Juan Unified School District
- \_\_\_\_\_ Michela Barbosa, Twin Rivers Unified School District
- \_\_\_\_\_ Ekuah Ramsey, Twin Rivers Unified School District
- \_\_\_\_\_ Lisa Daniels, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Delia Ramirez, WCIC/Playmate Child Development Center
- \_\_\_\_\_ David Quintero, SETA-Operated Program
- \_\_\_\_\_ Haley Joslin, SETA-Operated Program
- \_\_\_\_\_ Michelle Burgess, SETA-Operated Program
- \_\_\_\_\_ Mary Brown, SETA-Operated Program
- \_\_\_\_\_ Rebecca Lewis, Grandparent Representative
- \_\_\_\_\_ Dina Patterson, Foster Parent Representative
- \_\_\_\_\_ Coventry St. Mary, Early Head Start (San Juan)
- \_\_\_\_\_ Samih Shehadeh, Early Head Start (SOP)
- \_\_\_\_\_ Marybell Barron, Home Base Option
- \_\_\_\_\_ Moses Barron, Home Base Option
- \_\_\_\_\_ Troy Luna, Community Advocating Male Participation
- \_\_\_\_\_ Gloria Juarez, Child Health & Disability Prevention Program
- \_\_\_\_\_ Tamara Knox, Past Parent Representative
- \_\_\_\_\_ Electa Broussard, Past Parent Representative

**Members to be Seated:**

- \_\_\_\_\_ Manuel Cano, Sacramento City Unified School District
- \_\_\_\_\_ Kristen Hendricks, Early Head Start (SOP)

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Garcia), Early Head Start (Sac. City)
- \_\_\_\_\_ Vacant (Reyes), SETA-Operated Program
- \_\_\_\_\_ Vacant (Dixon), SETA-Operated Program

**\*\* 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**

<b>BOARD MEMBER</b>	<b>SITE</b>	<b>11/23</b>	<b>12/14 *</b>	<b>1/25</b>	<b>2/22 *</b>	<b>3/22</b>	<b>4/26</b>	<b>5/24</b>	<b>6/28</b>	<b>7/26</b>	<b>8/23</b>	<b>9/27</b>	<b>10/25</b>	<b>11/22</b>
M. Barbosa (11/23)	TR	X	X	X										
Marybell Barron (12/14)	HB		X	U										
Moses Barron (12/14)	HB		X	U										
E. Broussard	PP	E	E	X										
M. Brown (11/23)	SOP	X	PC	X										
M. Burgess	SOP	E	U	X										
M. Cano	SAC			U										
L. Daniels (11/23)	WCIC	X	X	X										
<del>M. Dixon</del>	<del>SOP</del>	<del>E</del>	<del>U</del>	<del>U</del>										
K. Hendricks	EHS/SOP													
H. Joslin	SOP	E	E	X										
G. Juarez (11/23)	CHDP	X	E	X										
T. Knox (11/23)	PP	X	PC	X										
B. Krueger (11/23)	SJ	X	U	X										
R. Lewis (11/23)	GRAND	X	E	X										
D. Low (11/23)	SJ	X	X	E										
T. Luna (11/23)	MI	X	X	E										
B. Mitchell	SAC			X										
A. Ornelas (11/23)	SAC	X	U	X										

BOARD MEMBER	SITE	11/23	12/14 *	1/25	2/22 *	3/22	4/26	5/24	6/28	7/26	8/23	9/27	10/25	11/22
D. Patterson (11/23)	FOSTER	X	PC	E										
W. J. Peck (12/14)	ELK	U	X	X										
D. Quintero (11/23)	SOP	X	X	X										
D. Ramirez (11/23)	WCIC	X	X	E										
E. Ramsey (11/23)	TR	X	E	E										
<del>R. Reyes</del>	<del>SOP</del>	<del>E</del>	<del>PC</del>											
C. St. Mary (11/23)	EHS/SJ	X	PC	X										
S. Shehadeh (8/24)	EHS/SOP			X										
L. Tellez (11/23)	ELK	X	X	U										

### 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 2/8/11*

ITEM II-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
  - AB 1234 Ethics Training – Mr. Victor Bonanno

**NOTES:**

ITEM III-A - CONSENT

APPROVAL OF MINUTES OF THE JANUARY 25, 2011 REGULAR  
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the January 25, 2011 meeting.

RECOMMENDATION:

That the Policy Council approve the January 25, 2011 meeting minutes.

**NOTES:**

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

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



## **REGULAR 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, January 25, 2011  
1:00 p.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Jennifer Ryon called the meeting to order at 1:10 p.m. and read the Thought of the Day. Ms. Coventry St. Mary called the roll.

The following board members were seated and welcomed to the board: Brianna Mitchell, Michelle Burgess, Mary Brown, Tamara Knox, and Electa Broussard. It was announced that Mr. Roberto Reyes has resigned.

#### Members Present:

Arisdelcy Ornelas, Sacramento City Unified School District  
Willie Jean Peck, Elk Grove Unified School District  
Brandy Krueger, San Juan Unified School District  
David Quintero, SETA-Operated Program  
Haley Joslin, SETA-Operated Program  
Rebecca Lewis, Grandparent Representative  
Coventry St. Mary, Early Head Start  
Gloria Juarez, Child Health & Disability Prevention Program  
Michela Barbosa, Twin Rivers Unified School District  
Lisa Daniels, WCIC/Playmate Child Development Center  
Troy Luna, CAMP  
Jennifer Ryon, Outgoing Chair  
Samih Shehadeh, Early Head Start (SOP)

#### Members Absent:

Lora Tellez, Elk Grove Unified School District (unexcused)  
Darlene Low, San Juan Unified School District (excused)  
Ekuah Ramsey, Twin Rivers Unified School District (excused)  
Dina Patterson, Foster Parent Representative (excused)  
Delia Ramirez, WCIC/Playmate Child Development Center (excused)  
Marybell Barron, Home Base Option (unexcused)  
Moses Barron, Home Base Option (unexcused)  
Tiffany Garcia, Early Head Start (Sac. City) (unexcused)  
Roberto Reyes, SETA-Operated Program (resigned from the board)  
Michele Dixon, SETA-Operated Program (unexcused)  
Manuel Cano, Sacramento City Unified School District (unexcused)  
Kristen Hendricks, Early Head Start (SOP) (excused)

## **II. Consent Items**

- A. Approval of the Minutes of the December 14, 2010 Special Meeting
- B. Approval of Selection Criteria for Enrollment in Head Start
- C. Approval of Selection Criteria for Enrollment in Early Head Start

Ms. Ryon reviewed Items II A-C together; there were no questions or comments on these consent items.

Moved/Brown, second/Daniels, to approve consent items as follows:

- A. Approve the minutes of the December 14, 2010 special meeting;
  - B. Approve the Selection Criteria for Enrollment in Head Start.
  - C. Approve the Selection Criteria for Enrollment in Early Head Start.
- Show of hands vote: Aye: 16, Nay: 0; Abstentions: 1 (Ryon)

The Board went off agenda.

## **IV. Information Items**

- A. Standing Information Items
  - Parent/Staff Recognitions: Ms. Ryon acknowledged Ms. Jeanine Vandermolen for all she has done for Head Start and presented her with flowers. Ms. Marie Desha thanked Ms. Jennifer Ryon for the work and assistance for Head Start. Ms. Desha thanked Ms. Ryon and Mr. Luna for their work and wished them well. Ms. Ryon spoke about how important her work on the Policy Council has been and wishes the board the best of success.

## **II. Consent Items (continued)**

- D. Approval of Delegating Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

Ms. Ryon reviewed the board item; no questions or corrections.

Moved/Brown, second/Knox, to approve the Delegation of Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program.

Show of hands vote: Aye: 16, Nay: 0; Abstentions: 1 (Ryon)

## **III. Action Items**

- A. Election of Policy Council Officers for Program Year 2010-2011

Ms. Ryon reviewed the duties for Chair.

Those interested in running for Chair: Mary Brown and Coventry St. Mary.

Ms. Michela Barbosa arrived at 1:29 p.m.

Votes: Mary: 5; Coventry: 11 (2 Abstentions: Knox and Ryon)  
Ms. Coventry St. Mary will serve as Chair.

Vice Chair: Michela Barbosa, Rebecca Lewis

Votes: Michela: 4, Rebecca: 12 (2 Abstentions: Knox and Ryon)  
Ms. Rebecca Lewis will serve as Vice Chair.

Secretary: Lisa Daniels

Votes: Lisa 16 (2 Abstentions: Knox and Ryon)  
Ms. Lisa Daniels will serve as Secretary.

Treasurer: Brandy Krueger, Haley Joslin

Votes: Brandy: 5, Haley: 11 (2 Abstentions: Knox and Ryon)  
Ms. Haley Joslin will serve as Treasurer.

Parliamentarian: Michela Barbosa, Brandy Krueger, Mary Brown

Votes: Michela: 3, Brandy: 4, Mary: 9 (2 Abstentions: Knox and Ryon)  
Ms. Mary Brown will serve as Parliamentarian.

Moved/Barbosa, second/Burgess, to ratify the officer elections.  
Show of hands vote: Aye: 17, Nay: 0, Abstentions: 1 (Ryon)

The new officers took their positions.

#### B. Approval of SETA Head Start/Early Head Start Written Service Plans

Ms. Coventry St. Mary reviewed this board item. Ms. Denise Lee stated that the board is required to approve written service plans. The written service plans can be considered a 'road map.' Also listed on the written service plans are the Performance Standards for which all Head Start grantees are required to provide. Each delegate agency also has a written service plan.

Ms. Krueger expressed concern that there is one mental health provider for the entire program; will there ever be more than one mental health provider? Ms. Lee stated that this document is the SETA operated program document. San Juan Unified School District has a written service plan for their program which is very similar. SETA Head Start assists parents to connect with mental health providers.

Moved/Peck, second/Barbosa, to approve the SETA Head Start/Early Head Start Written Service Plans, modified November/December, 2010.  
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (St. Mary and Knox)

C. Approval to Eliminate Class Specifications

Ms. St. Mary reviewed the staff report. Mr. Rod Nishi stated that this item requests the elimination of some class specifications. Some of the class specifications that do not have an incumbent, or have not been used for a period of time and the agency did not expect to use the classifications are being recommended for elimination. The union has reviewed and approved the abolishment of these specifications.

Ms. Lewis thinks it would have been better to show which classifications were combined.

Ms. Lee reviewed some of the positions that have been blended or deleted and explained why they are being recommended for elimination.

Moved/Kruger, second/Barbosa, to approve the elimination of classifications identified on the backup material.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (St. Mary and Burgess)

D. Approval of Revised Job Classifications

Ms. St. Mary reviewed the staff report.

Mr. Rod Nishi reviewed the job classifications and descriptions. He distributed copies of the revised job classifications. The changes are not substantive. The recommended revisions have been reviewed by the Union.

Mr. Quintero left the meeting at 2:30 p.m.

Mr. Calvin McGee was introduced; Mr. McGee did a job classification study that was begun last year. Mr. McGee prepared a survey that went to every employees in the organization. He got 50% of the responses from staff. In addition, Mr. McGee connected with supervisors and managers to discuss the job classifications.

Ms. Joslin asked whether there was a loophole by not having disabled people in the classroom. Mr. Nishi stated that the person would be allowed to stay within the classroom as long as the agency can make reasonable accommodations for the disabled person.

Moved/Brown, second/Burgess, to approve the revisions to the classifications identified in the job classification documents.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (Barbosa and St. Mary)

#### **IV. Information Items**

##### **A. Standing Information Items**

- PC/PAC Calendar of Events: Ms. St. Mary reviewed the calendar.
- Parent/Family Support Unit Events and Activities: No comments.
- Parent/Staff Recognitions: Ms. Tamara Know received the “Beating the Odds” award and received a \$1,000 gift. Through Region IX, Ms. Knox received The Al Orozco Award and received \$1,000 for tuition and books.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reviewed the monthly report. The expenditures are at 39% for the fiscal year. Some of the insurance costs had to be reclassified which was shown on the fiscal report. Mr. Bartlett reviewed the credit card expenditures. The payment of flood insurance was for two SETA buildings: the administrative building and the facilities building.
- National Head Start Association Parent Training Conference Reports: There were three parents that attended the conference. Ms. Knox, Ms. Brown, and Ms. St. Mary spoke of their experience at the parent training conference.
- Community Resources-Parents/Staff: Mr. Troy Luna announced that Little League will be starting up. Little League cannot turn kids away for their inability to pay. Ms. Knox reminded board members that LaFamilia Counseling Center has karate and martial arts classes for \$25.00 for the year. The ages are from 5 years of age and older.

B. Governing Board Minutes for the December 2, 2010 Meeting: No comments.

#### **V. Committee Report**

A. Executive Committee: No questions or corrections.

#### **VI. Other Reports**

- A. Executive Director’s Report: Ms. Kossick reminded board members to go to [www.jobs.sacramentoworks.org](http://www.jobs.sacramentoworks.org) for job information. She encouraged members to share with neighbors/friends to check out the web site for upward mobility.
- B. Head Start Deputy Director’s Report: Ms. Denise Lee congratulated Ms. Tamara Knox for receiving the awards. Staff is in the process of writing the annual funding grant that will be presented to the Policy Council in April and submitted to ACF in May. The next Budget/Planning meeting is scheduled for February 8. This committee regularly meets the second Tuesday of each month. Ms. Lee thanked parents that participated in the interview with the federal reviewers.
- C. Head Start Managers’ Reports: Tabled.
- D. Open Discussion and Comments: No comments.
- E. Public Participation: No comments.

**VI. Adjournment:** The meeting was adjourned at 3:35 p.m.

ITEM IV-A – ACTION

APPOINTMENT OF REPRESENTATIVE AND ALTERNATE FOR CHILD AND ADOLESCENT HEALTH ADVISORY BOARD

BACKGROUND:

This item provides the Policy Council Chair an opportunity to appoint a representative and an alternate to sit on the Sacramento County Maternal, Child and Adolescent Health Advisory Board.

The Sacramento County Maternal, Child and Adolescent Health Advisory Board has requested one representative and one alternate to serve from Head Start. Current health issues are addressed, providing an opportunity for Head Start parents to contribute in the discussion and receive valuable information for Head Start. The committee meets five times a year on the second Tuesday of the month (January, March, May, September, and November). The meetings are held at 9333 Tech Center Drive, Suite 800, Sacramento, CA, from 8:00 – 10:00 a.m. If you have any questions, please contact Brenda Campos, 263-3881.

RECOMMENDATION:

Ratify the Chair's appointment of one representative and one alternate to serve on the Sacramento County Maternal, Child and Adolescent Health Advisory Board.

**NOTES:**

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

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

ITEM IV-B - ACTION

APPOINTMENT OF REPRESENTATIVE AND ALTERNATE TO THE CHILDREN'S DENTAL TASK FORCE

BACKGROUND:

This item provides the Policy Council Chair an opportunity to appoint a representative and an alternate to sit on the Children's Dental Task Force.

The Children's Dental Task Force was first co-convened in January, 2008 by First 5 Sacramento and Cover the Kids, to work collaboratively to address dental access problems for children in Sacramento County. As a result, a report was created that examines the strengths and challenges of the current system of dental care for children in Sacramento County titled, "Embracing an Oral Health Agenda for Sacramento County's Youngest and Most Vulnerable Residents." This report recommends nine steps to improve the availability of dental services for children and the utilization of those services. The Children's Dental Task Force is following up on those nine recommendations to improve dental access for Sacramento County Children.

The Children's Dental Task Force meets quarterly, on the fourth Wednesday, from 3:00 p.m. – 5:00 p.m., at First 5 Sacramento, 2750 Gateway Oaks Drive, Suite 330, Sacramento. The next meeting is Wednesday, April 27, 2011.

If you have any questions, please contact Brenda Campos, 263-3881.

RECOMMENDATION:

Ratify the Chair's appointment of one representative and one alternate to serve on the Children's Dental Task Force.

**NOTES:**

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

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

## ITEM II-A – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- PC/PAC Calendar of Events – Ms. Coventry St. Mary
- Parent/Family Support Unit Events and Activities – Ms. Coventry St. Mary
- Parent/Staff Recognitions – Ms. Coventry St. Mary
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account –  
Mr. Roger Bartlett
- National Head Start Association (NHSA) Parent Training Conference  
Reports – Ms. Coventry St. Mary
- Officer Training Report - Ms. Coventry St. Mary
- Community Resources-Parents/Staff – Ms. Coventry St. Mary

#### **NOTES:**



**CALENDAR OF EVENTS AND ACTIVITIES**  
**PARENT/FAMILY SUPPORT UNIT**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
Male Involvement Committee Meeting	Friday, February 25, 2011 11:00 a.m. 925 Del Paso Blvd. Redwood
Countywide Parent Conference	Friday, April 20, 2011 8:00 a.m. – 4:00 p.m. Charles A. Jones 5451 Lemon Hill Avenue Sacramento, CA

**PC/PAC CALENDAR OF EVENTS**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
PC/PAC/Delegate Agency Officer Training	Friday, February 18, 2011 Registration 8:30 a.m. Training 9:00 a.m.-12:00 p.m. 925 Del Paso Blvd. Sequoia Room
PAC Executive Committee Meeting	Thursday, February 24, 2011 9:00 a.m. 925 Del Paso Blvd. Magnolia Room
PC/PAC Personnel/Bylaws Committee meeting	Friday, February 25, 2011 9:00 a.m. – 11:00 a.m. 925 Del Paso Blvd. Redwood Room
Male Involvement Committee Meeting	Friday, February 25, 2011 11:00 a.m. 925 Del Paso Blvd. Redwood Room
PC/PAC Budget Planning Committee Special Meeting – 2011-2012 Refunding Application Planning Meeting	Tuesday, March 1, 2011 9:00 – 10:30 a.m. 925 Del Paso Blvd. Oak Room
PC Executive Committee Meeting	Thursday, March 3, 2011 9:00 a.m. 925 Del Paso Blvd. Oak Room
PC/PAC Budget Planning Committee Special Meeting – 2011-2012 Refunding Application Planning Meeting	Tuesday, March 8, 2011 9:00 – 10:30 a.m. 925 Del Paso Blvd. Oak Room
PC/PAC Budget Planning Committee Special Meeting – 2011-2012 Refunding Application Planning Meeting	Tuesday, March 15, 2011 9:00 – 10:30 a.m. 925 Del Paso Blvd. Oak Room

<p>PC/PAC Budget Planning Committee  Special Meeting – 2011-2012 Refunding Application  Planning Meeting</p>	<p>Tuesday, March 22, 2011  9:00 – 10:30 a.m.  925 Del Paso Blvd.  Oak Room</p>
<p>PC/PAC Budget Planning Committee  Special Meeting – 2011-2012 Refunding Application  Planning Meeting</p>	<p>Tuesday, March 29, 2011  9:00 – 10:30 a.m.  925 Del Paso Blvd.  Oak Room</p>
<p>PC/PAC Personnel/Bylaws Committee</p>	<p>Thursday, March 31, 2011  10:00 a.m.  925 Del Paso Blvd.  Oak Room</p>
<p>Countywide Parent Conference</p>	<p>Friday, April 20, 2011  8:00 a.m. – 4:00 p.m.  Charles A. Jones  5451 Lemon Hill Avenue  Sacramento, CA</p>

Lisa Daniels

## CHSA Conference Recap

The 2011 California Head Start Association Parents Conference provided parents, family members, teachers, and caregivers with tools that empowered and educated those who attended. The two-day conference consisted of classes that included topics, such as: kindergarten transition, communication and discipline skills for parents and educators, stress management skills, and basic budgeting. It was an opportunity to meet other parents, network with educators and presenters, and bond with those who traveled with me. We looked out for each other, ensuring that the trip will run smoothly.

Two of the classes that impacted me were Lynton Smith's "16 Essential Communication Skills for Parents," which followed Smith's strategies from his books, "The Parent Stick" and "Journey of the Child," and Betsy Haas' "Emergent Leadership: Leading through Challenge." Smith, a retired school psychologist from Glenn County, shared the ways children utilize and understand behavior and the consequences of both. He also discussed flexible curriculum development that adapts behavior; where parents can spend at least two hours with their child. One hour is dedicated to the child's homework, while the other is an opportunity to learn new skills by both parent and child. His "Four Parts of the Circle," which consists of: 1) love and respect; 2) helping others; 3) courage; and 4) knowledge. The goal of obtaining these communication skills between parents and children is to express what both parties are feeling and what both parties want. Dr. Smith gave the attendees an opportunity to provide training to their own schools and parents, using the materials he used. He provided learning materials to their agencies free of charge, and will come meet with those who are interested in conducting the

training. This provides an excellent opportunity to empower and engage parents, agencies, and children.

Betsy Haas' workshop, "Emergent Leadership through Challenge," focused on the importance of not only being a good leader (and the skills to make a good leader), but how being a good "follower" makes a good leader. Ms. Haas discussed the principles of the "Facilitator's Guide" by James M. Kouzes, Barry Z. Posner. These five principles include: 1) modeling the way; 2) inspiring a shared vision; 3) challenging the process; 4) affirming shared ideals; and 5) enlisting others. Haas also stressed how humor, encouragement, and empowerment of yourself and your colleagues can bring a positive collaboration and respectful dialogue amongst the team.

This conference personally was an excellent opportunity to bond with Sacramento's Head Start Policy Council members, learn about why they became a part of Head Start, and to enjoy what San Francisco has to offer. The workshops were informative and empowering. I also had a chance to meet other Head Start parents and teachers and share each other's experiences. Every Head Start story is different, and I am so grateful that my family is a part of the Head Start legacy. I encourage anyone who wants their child to be ready for Kindergarten to enroll their child in Head Start, as they make that extra effort to empower families to be a success.

cc: Laurie Black

ITEM II-B- INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

The January 6, 2011 Governing Board minutes are 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, January 6, 2011  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:02 a.m.

Members Present:

Don Nottoli, Chair, SETA Governing Board; Member, Board of Supervisors  
Sophia Scherman, Vice Chair, SETA Governing Board; Public Representative  
Jimmie Yee, Member, Board of Supervisors  
Bonnie Pannell, Councilmember, City of Sacramento  
Kevin McCarty, Councilmember, City of Sacramento

- Recognition of Green Job Corps Participants: Ms. Christine Welsch reported that SETA was awarded Green Jobs Corps funding 1 ½ years ago. Ms. Welsch introduced Stacy Hu, Asoka Ishiura-Lluch and Joy Otero, the staff that made the program 'rock in Sacramento. The youth participants enrolled in the Green Jobs Corps are charged with learning about green jobs, environmental stewardship plus go to school and do community service. There were 24 young people that completed the hours. The participants will go before the city council to receive recognition from the mayor and city council.
- Recognition of Long-term employees: Ms. Christine Bem and Ms. Dettie MacCracken (20 years) were acknowledged for their years of service to SETA Head Start. Both Ms. Bem and MacCracken spoke of their experience working for SETA Head Start

II. **Consent Items**

- A. Minutes of the December 2, 2010 Regular Board Meeting
- B. Approval of Claims and Warrants  
The consent calendar was reviewed; no questions or corrections.

The consent calendar was reviewed; no questions or comments.

Moved/Pannell, second/Scherman, to approve the consent calendar as follows:

- A. Approve the minutes of the December 2, 2010 meeting.
- B. Approve the claims and warrants for the period 11/24/10 – 12/21/10.  
Voice Vote: Unanimous approval.

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

1. Approval of American Express Corporate Account Policy and Procedure

Ms. Kossick stated that this requests an account policy for the utilization of points earned on the agency's American Express Card. Currently there is a balance of 2 million points. The points will be utilized in the same way that federal dollars have been spent. The board will be notified as to how the points are utilized.

Mr. Yee wanted to ensure legal counsel approved this policy; Mr. Larsen stated that the policy was tailored to ensure that it meets federal regulations with regard to the expenditure of funds. Ms. Kossick stated that the Agency is earning a resource but it has a very low dollar value.

Moved/Pannell, second/McCarty, to approve the American Express Corporate Account Policy and Procedure.

Voice Vote: Unanimous approval.

2. Approval of Revisions to the Sacramento Employment and Training Agency 2010-2011 Budget

Ms. Kossick stated that four new sources of funding added to the budget increasing the current budget by \$2.5 million. The City Council and Board of Supervisors will take action to approve this budget as well.

Moved/Scherman, second/Yee, to approve the revised budget for fiscal year 2010-2011.

Voice Vote: Unanimous approval.

3. Approval of Selection of Audit Firm

Ms. Kossick stated that this would be a three-year contract. Staff is recommending Gilbert and Associates be awarded the contract due to their extensive background in government funding.

Moved/Scherman, second/Yee, to approve the selection of Gilbert Associates, Inc. for audit services for SETA for the fiscal year ending June 30, 2011 for a fee not to exceed \$49,000 for one year with two optional, additional one-year terms.

Voice Vote: Unanimous approval.

4. Approval of Out of State Travel to Washington D.C. for the Gold Standard Evaluation of the Workforce Investment Act



Ms. Kossick stated that this is a meeting of all 30 local areas participating in the Gold Standard Evaluation; Ms. Kossick will be attending as well as Ms. Robin Purdy.

Moved/Pannell, second/Scherman, to approve out of state travel to Washington D.C. for the Executive Director and Deputy Director to attend the Gold Standard Evaluation meeting on February 9-10, 2011 in Arlington, VA.

Voice Vote: Unanimous approval.

5. Authorize Executive Director to Sign Lease Agreement for Warehouse/ Workshop/Office Space

Mr. Rod Nishi reported that the Governing Board approved the release of a request for proposals for office space/workshop. Staff is requesting authority to enter into a five-year lease with North 10th Street Park, with the dates for the lease approximately 4/1/11-3/31/16. This is the current landlord of our warehouse facility.

Moved/Yee, second/Pannell, to authorize the Executive Director to execute the five year lease agreement with Carson Development, Inc.

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

**B. WORKFORCE INVESTMENT ACT**

1. Appointment of Economic Development Representative to the Sacramento Works, Inc. Board

Ms. Kossick stated that this would fill a vacancy on the WIB.

Moved/Yee, second/Pannell, to appoint Troy Givens to fill an Economic Development sector seat on the Workforce Investment Board operating as Sacramento Works, Inc.

Voice Vote: Unanimous approval.

2. Approval to Accept Additional Veterans Employment Assistance Program (VEAP) Funds and Approval of Sole Source Contract to American River College and Authorize the Executive Director to Execute the Subcontract

Ms. Michelle O'Camb reviewed this item. In November, the Fresno WIB stated that SETA had to sole source with them which mean an additional \$5,000 for SETA. EDD has approved this subcontract. The new funding allocation would increase from \$50,000 to \$150,000.

Ms. Pannell inquired whether the services can be offered in South Sacramento. Mr. Walker stated that there is a Power Pathways program at Cosumnes River

College. He explained that the veterans enrolled in the program will be from Sacramento County.

Moved/Pannell, second/Scherman, that contingent upon EDD approval, find that ARC is the only approved PG&E PowerPathways provider in Northern California and provides the only Line Worker/Utility Worker certificate course and accept an additional \$100,000 in Governor's WIA 15% VEAP funds from the Fresno County WIB to administer a \$95,000 sole source subcontract with ARC to provide the Power Pathways Utility Line Worker certificate program to 25 students. Additionally, authorize SETA's Executive Director to execute the subcontract. Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

3. Approval to Augment the Sacramento Tree Foundation with WIA 15% Green Jobs Corps Funds for Program Enhancement and Expansion of the Green Jobs Corps Program

Ms. Christine Welsch stated that this item approves the augmentation of funds to the Sacramento Tree Foundation; there were no questions or comments.

Moved/Pannell, second/McCarty, to approve the augmentation of WIA 15% Green Jobs Corps funds to the Sacramento Tree Foundation with \$20,000 for an additional cohort of the LEAF program serving 15 to 20 youth. Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

4. Approval to Accept Workforce Investment Act Governor's 15% Discretionary Funds for the New Start Program and Augment Subgrantees

Mr. William Walker introduced Ms. Elvina Carrington and Mr. Ed Johnson that have worked with the ex-offender population. Mr. Johnson has worked in this program for 10 years. Stephanie Duran and Juanita Sendejas Lopez have also work in this program. Mr. Walker stated that this population has different needs than most unemployed people; they need services to stabilize them. Mr. Johnson stated that the recidivism of ex-offenders in this program is very low. The participants need to be engaged and keeping them engaged to be viable community members.

Moved/Scherman, second/McCarty, to approve augmenting and extending the subgrant agreements of Asian Resources, Inc., Sacramento City Unified School District, Elk Grove Unified School District and Greater Sacramento Urban League for \$40,000 each to continue funding staff to provide services to New Start customers through September 30, 2011. Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

## **C. HEAD START**

1. Approval of Selection Criteria for Enrollment in Head Start – and -

2. Approval of Selection Criteria for Enrollment in Early Head Start

Items 1 and 2 were reviewed together.

Ms. Denise Lee stated that these two documents govern how the children are enrolled in the Head start and Early Head Start programs. The priority is low income children and then children with disabilities.

Ms. Scherman inquired how staff assists families coping with abuse and homelessness. Ms. Lee replied that staff does not directly ask if there are issues, but the enrollment process allows staff to glean out information so the families can be provided the appropriate services. It can be challenging.

Moved/Pannell, second/Scherman, to approve the Head Start Selection Criteria: Sacramento County, and the Early Head Start Selection Criteria: Sacramento County.

Voice Vote: Unanimous approval.

**D. COMMUNITY SERVICES BLOCK GRANT: No items.**

**E. REFUGEE PROGRAMS**

1. Approval to Submit a Proposal to the Office of Refugee Resettlement under the Rescue & Restore Victims of Human Trafficking Program

Ms. Mary Jennings stated that the Office of Refugee Resettlement recently released a funding opportunity. The purpose of this item is to request approval to apply for funding, up to \$300,000 per year.

Ms. Scherman asked if Ms. Jennings knew about the chaplain program and Ms. Jennings stated that she has worked with a large group of programs to develop a system to assist child victims.

Moved/Scherman, second/Yee, to approve the submission of a proposal to ORR requesting up to \$300,000 per budget period, and authorize SETA's Executive Director to sign the proposal and other documents required by the funding source, and to execute the agreement and any modifications if awarded funding.

Voice Vote: Unanimous approval.

**IV. Information Items**

- A. Fiscal Monitoring Reports: Francis House was monitored; Mr. Greg Bunker recently passed away. Ms. Sherwood green stated that there will be a memorial service in memory of Mr. Bunker.

- B. Head Start Reports: Ms. Lee stated that staff is preparing for the federal review. An annual report was distributed to board members which highlights the services that were provided in the program. Ms. Lee thanked board members for their willingness to participate in the review process. Ms. Lee provided information and guidelines for board members during their interview with the federal review team. Most questions will be asked about communication and how the board works with staff as a team. Many of the items are provided to Governing Board members in the monthly Head Start report. The planning process document was reviewed. A team of 22 people will be participating in the review process. The final report will be sent 90 days after the review.
- C. American Recovery and Reinvestment Act Fiscal and Procurement Review Final Monitoring Report, Program Year 2009-10: No comments.
- D. Summary of Media Coverage Received for SETA, Sacramento Works and Head Start from July 1, 2010 through December 31, 2010: No comments.
- E. Dislocated Worker Update: No comments.
- F. Employer Activity Report: No comments.
- G. Unemployment Update/Press Release from the Employment Development Department: No comments.
- V. **Reports to the Board**
  - A. Chair: No report.
  - B. Executive Director: Ms. Kossick reported that staff received a proposal from McCuen Properties reducing the rent and extending the lease for this office.
  - C. Deputy Directors: No report.
  - D. Counsel: No report.
  - E. Members of the Board: Mr. McCarty announced that this would be his last meeting; our new board member will be Jay Schenirer. Mr. McCarty thanked the board and staff and stated that he has enjoyed the experience. Mr. McCarty and Ms. Pannell were wished a Happy Birthday!
  - F. Public: No comments.
- VI. **CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54956.8:** This item was pulled from the agenda.
- VII. **Adjournment:** Meeting adjourned at 11:12 a.m.

ITEM II-C – INFORMATION  
FISCAL MONITORING REPORTS

**BACKGROUND:**

Attached are copies of the latest fiscal monitoring reports. Staff will be available to answer questions.

**NOTES:**

MEMORANDUM

**TO:** Mr. Robert Roe **DATE:** January 18, 2011  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
Head Start	Basic & COLA	\$ 2,380,588	8/1/09-7/31/10	8/1/09-7/31/10
Head Start	T & TA	9,000	8/1/09-7/31/10	8/1/09-7/31/10
Head Start	Prog. Impv	141,020	8/1/09-7/31/10	8/1/09-7/31/10
HS/ARRA	COLA	42,439	8/1/09-6/30/10	8/1/09-6/30/10
HS/ARRA	Quality Impv.	119,276	8/1/09-9/30/10	8/1/09-9/30/10
HS/ARRA	Expansion	261,394	10/1/09-9/30/10	10/1/09-9/30/10

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** 11/30/10-12/3/10

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

**Program Operator:** Elk Grove Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2009 to September 30, 2010 have been traced to the delegate agency records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Dr. Sara Haycox **DATE:** January 13, 2011  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA, Quality	\$ 1,124,514	8/1/09-07/31/10	8/1/09-7/31/10
Head Start	T & TA	7,500	8/1/09-07/31/10	8/1/09-7/31/10
Head Start	Prog. Improvement	15,000	8/1/09-07/31/10	8/1/09-7/31/10
Head Start	Expansion	209,115	10/1/09-9/29/10	10/1/09-9/29/10
HS/ARRA	COLA	20,077	8/1/09-06/30/10	8/1/09-6/30/10
HS/ARRA	Quality Improvement	56,426	8/1/09-09/30/10	8/1/09-9/30/10

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Dates of review:** 12/8-10/10

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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 August 1, 2009 to September 30, 2010 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

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 January 25, 2011 regular Policy Council meeting.

Good	Needs Improvement
Thank you to Ms. Roneca Provost and Ms. Mary Brown for making reminder calls to Board members to attend the meeting and the orientation.	Attendance.
Thank you to all members for turning off cell phones before meeting.	
Board members asking Chair for point of personal privilege.	
Clean Board Room.	

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

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- C. Male Involvement Committee/Community Advocating Male Participation (CAMP):  
Mr. Troy Luna

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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. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:  
Brenda Campos: Grantee Program Support Services  
Karen Gonzales: Child Development and Education Services  
Lisa Carr, Parent/Family Support Unit

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- D. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

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ITEM VI- OTHER REPORTS (continued)

Page 2

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

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## Monthly Head Start Report February 2011

### SETA Operated Program

#### Head Start Federal Review Comes to a Close!

We have successfully completed our 2011 triennial OHS monitoring review. As most staff report, it was a very intense process. However, it was also a valuable opportunity to obtain outside feedback on our high quality services and potential process improvement. A team of 27 reviewers observed, interviewed and monitored the grantee, its' five delegate agencies and two partners.

After an intense two week review, I am pleased to announce that each reviewer witnessed and felt the high quality services Sacramento County Head Start /Early Head Start programs are providing to children and families. Some noted strengths include:

- *Excellent ARRA expansion programs, including our Partners. The reviewers were thoroughly impressed that expansion was up and running and services were seamless (as if the programs have been operating for many years).*
- *The high caliber and qualifications of teaching staff both in preschool and EHS (center based and home based). The reviewers also noted the excellent professional development and continuing education opportunities for staff.*
- *Strong nutrition programs, including gardens and engaging conversations during meal times.*
- *Excellent parent involvement opportunities, including literacy, parent education, disabilities education, exercise/kick-boxing, ESL, etc. The reviewers noted that parents were excited about the program and felt comfortable and welcomed at all times.*
- *Culturally and linguistically diverse staff, meeting parents needs in their primary language.*
- *CLASS - high quality programming, positive interactions with children (noting children were engaged and excited to learn), teachers responsiveness to children, children were comfortable in the classrooms (and welcomed the reviewers)*

• *Wonderful home visits and home visitor relationships with parents and children*

• *Strong communication and respect between staff, parents and management. The reviewers noted that the high quality programming is a result of strong communication from management to staff and from staff to management. They also noted the deep passion and pride that staff exhibit about their work.*

There were also three noted areas of improvement. Those include:

*In-kind (volunteers/donations) tracking - the reviewers noted that our paperwork for identifying in-kind contributions needs more detail to ensure it is allowable and verifiable. This is easily remedied with updates to the forms and staff development/training, both of which are under-development as I write.*

*Health Screenings - the reviewers noted that we are not tracking/following up on Lead Blood Tests as part of our 45 screening requirements. This too is already being addressed. New tracking information and training will be forthcoming.*

*Tracks (for the SETA Operated Program only) - The SETA Track system is being reviewed by OHS to ensure it meets full enrollment performance standards. This system has already been approved by the regional office (ACF) and we anticipate support during the review process.*

The three areas of improvement are simply noted by the review team. They are not final and will be reviewed by OHS to determine if they are substantiated or not. Final determination will be made and we will be notified within 60-90 days.

As we continue to strive for excellence, we also celebrate the accomplishments of the quality services we offer today.

### **New Monitoring Report – Coming Soon!**

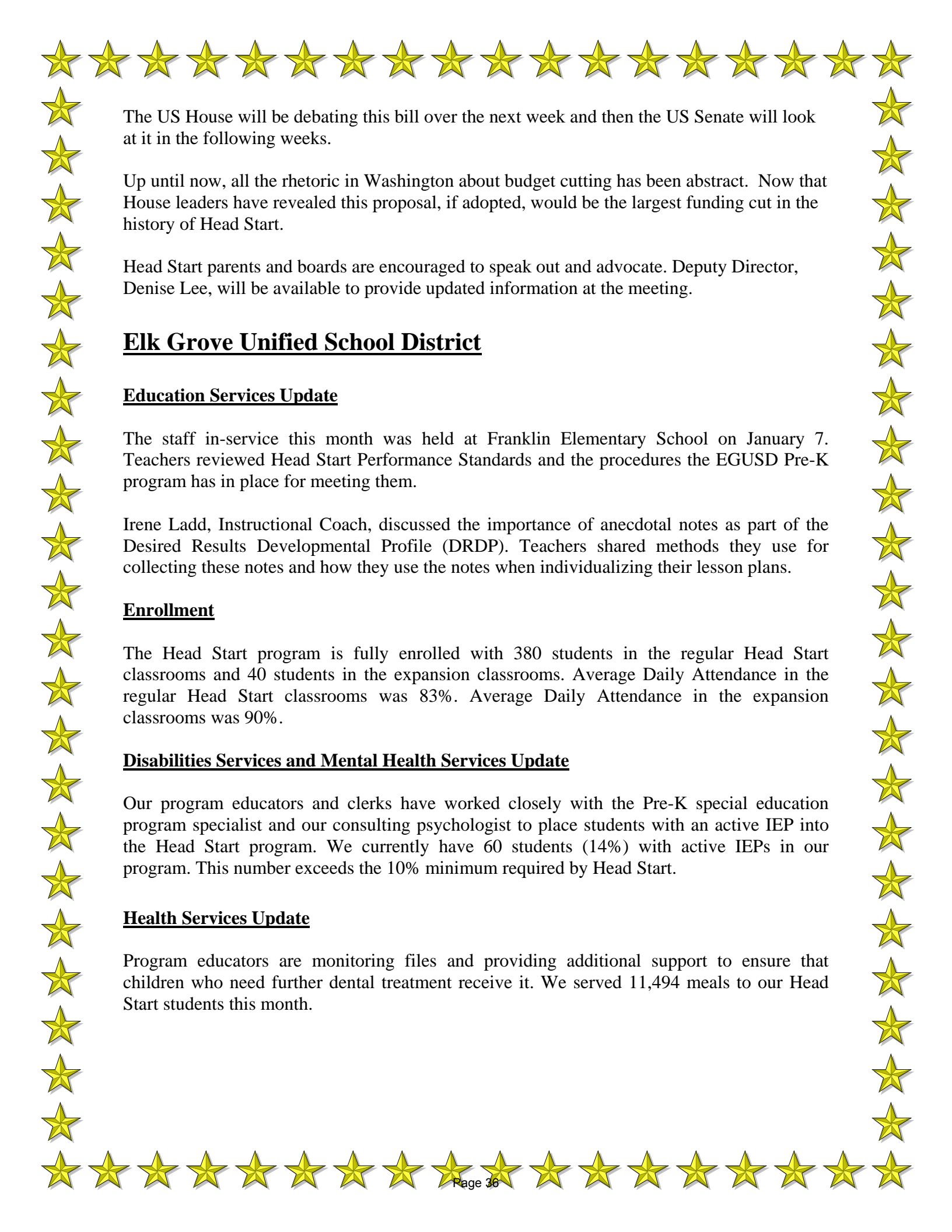
Next month we will launch a new format for reporting on-going monitoring results on a monthly basis to the boards. The written report will include information that is routinely provided verbally. This will allow board members to review the information in advance and ask questions at each board meeting.

### **Current Landscape on Head Start/Early Head Start Budgets**

While deliberations are on-going, it remains uncertain if Head Start/Early Head Start will maintain its current funding levels for 2011-2012 and/or if cuts are inevitable. This includes the heated debates on whether ARRA Expansion funding will continue.

The California Head Start Association along with National Head Start Association sent several representatives to Washington DC to introduce themselves to new house leaders and advocated for their support and continued funding for Head Start.

On Friday, February 11 the US House of Representatives introduced details in H.R. 1, a proposal to slash many important services during the current fiscal year. This included a nearly 22.4 percent cut to Head Start that would result in over 200,000 children losing services nationally (approximately 22,000 in California).



The US House will be debating this bill over the next week and then the US Senate will look at it in the following weeks.

Up until now, all the rhetoric in Washington about budget cutting has been abstract. Now that House leaders have revealed this proposal, if adopted, would be the largest funding cut in the history of Head Start.

Head Start parents and boards are encouraged to speak out and advocate. Deputy Director, Denise Lee, will be available to provide updated information at the meeting.

## **Elk Grove Unified School District**

### **Education Services Update**

The staff in-service this month was held at Franklin Elementary School on January 7. Teachers reviewed Head Start Performance Standards and the procedures the EGUSD Pre-K program has in place for meeting them.

Irene Ladd, Instructional Coach, discussed the importance of anecdotal notes as part of the Desired Results Developmental Profile (DRDP). Teachers shared methods they use for collecting these notes and how they use the notes when individualizing their lesson plans.

### **Enrollment**

The Head Start program is fully enrolled with 380 students in the regular Head Start classrooms and 40 students in the expansion classrooms. Average Daily Attendance in the regular Head Start classrooms was 83%. Average Daily Attendance in the expansion classrooms was 90%.

### **Disabilities Services and Mental Health Services Update**

Our program educators and clerks have worked closely with the Pre-K special education program specialist and our consulting psychologist to place students with an active IEP into the Head Start program. We currently have 60 students (14%) with active IEPs in our program. This number exceeds the 10% minimum required by Head Start.

### **Health Services Update**

Program educators are monitoring files and providing additional support to ensure that children who need further dental treatment receive it. We served 11,494 meals to our Head Start students this month.



## **Family and Community Partnerships Update**

“I Am Moving, I Am Learning”, a class designed to help families understand the impact that daily physical activity has on the health of their child and their child’s performance in school was held at Charles Mack Elementary School on January 6, Prairie Elementary School on January 11, and Samuel Kennedy Elementary School on January 12. Twelve parents attended the class at Charles Mack, 7 parents attended the class at Prairie Elementary, and 16 parents attended the class at Samuel Kennedy.

“Latino Family Literacy,” a class for our Spanish speaking parents to learn strategies for working with their children in the area of literacy, was held on January 26, at Charles Mack Elementary School; three parents attended this class.

“Discover Art”, a class presented in partnership with KVIE Sacramento, was held at Samuel Kennedy Elementary School on January 25. This class is designed to help parents learn the importance of art as a form of expression, creativity and problems solving in their child’s life. Twelve parents attended this class.

“Making Parenting a Pleasure”, a class for helping parents build their parenting skills, was held January 13, 20, and 27 at Prairie Elementary School and at Charles Mack Elementary School on January 19 and 26. An average of 15 parents attended the classes at Prairie Elementary and an average of 13 parents attended the classes at Charles Mack.

## **Recruitment**

Registrations for the 2011-2012 school year began for each of EGUSD’s three regions. Region I registered 41 families, Region II registered 22 families, and Region III registered 67 families. A calendar with registration dates for February through June has been developed to ensure full enrollment by the end of June for the 2011 - 2012 school year.

## **Federal Review**

On January 24, a team of Federal Reviewers began a two week review of the Head Start program both at the grantee and the delegate levels to make certain performance standards for operating a Head Start Program are being met. Members of the Federal Review Team spent January 27- 28 and February 1-2 reviewing the Elk Grove program. Their findings and recommendations will be forwarded to the Office of Head Start in Washington D.C. It is not expected that the final results of the review will be shared before May 2011.

## **Sacramento City Unified School District**

### **Education and Child Development**

Children’s Center staff received training from CPIN on Dialogic Reading Part II. CPIN coaches who are visiting classrooms report seeing many of the strategies from the training implemented with children.



During the January Staff Development, staff received additional practice answering Federal Review protocol questions in all content areas. They also received the annual Child Abuse and Prevention training during this time.

The Sacramento City Unified School District would like to welcome two new Children's Center Nurses, Lisa Stevens and Ellen King. The new nurses started with the Head Start Program shortly before the Federal Review, so they learned a great deal about the program in a very short period of time! Welcome, Ellen and Lisa! The two new Children's Center Nurses and the School Nurse were all busy preparing for the Federal review which began on January 24<sup>th</sup>.

The School Nurse has continued this month with orienting the two new nurses to the Head Start Program and their nursing responsibilities. All three nurses have been going out to the preschool sites for ongoing health screenings and file reviews. They also attended the opening ceremony of The Effort's new Pediatric Dental Clinic in the Oak Park Community Health Center.

Mid-January marked the completion of the fall/winter Dental Screening/Varnish Clinics held at all the preschool sites in the district. The second clinic will begin later in the spring.

The Relationship Series workshops began on January 21, 2011 and will continue one evening a week until the first week of March. Approximately 30 adults attended the kickoff night to watch a movie presentation about the secrets to a healthy relationship. Twelve couples participated in the first evening of the 6 week workshop. While parents are participating in the workshop, their children receive instruction and activities based on the Incredible Years Social Skills curriculum. Instruction was provided to over 20 children each night.

Currently there are ten mental health referrals, five of which are postpartum depression screening follow ups. Social Workers Janet Love and Valerie Willover will be presenting a staff training on postpartum depression in February. This staff training will explore the conditions and symptoms of postpartum depression mood disorder and the unique issues regarding the mother-infant relationship and the impact on parenting. The training will also include a review of SCUSD's process for postpartum depression screening and follow up.

## **San Juan Unified School District**

### **Education Services Update**

SJUSD continues to gather CLASS trends as staff look forward to having data on 19 classrooms by the end of the year. Per the different CLASS domains, San Juan classroom scores are on average above the national scores. At the end of the year, these trends will influence staff development for 2011-2012.



**Disabilities Services Update**

In preparation for the upcoming Federal Review all the full inclusion site classroom cumulative files have been checked and double checked. Training was provided for all the Part Day and Full Day Collaborative teachers, as well as Head Start teachers. They received information in a game show fashion utilizing Disabilities protocol questions, forms and classroom environments for children with disabilities. The classrooms have been reorganized and inventoried. Any special needs or disabilities awareness materials in need of replacement were ordered and replenished in the classroom. The Disabilities Specialist met with the Disabilities Coordinator from SETA and fine tuned some areas relating to the protocol.

**Mental Health Services Update**

Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management have been discussions provided by the Mental Health Therapist to staff, teachers, and parents since the beginning of the 2011. The therapist's focus continues to be on providing support and referrals for children whose social and emotional functioning is lacking. Also, teachers continue to be given support on implementation of the operations guide mental health criteria.

**Health Services Update**

The health team has finished the first round of dental screenings with Kate Varanelli from Smile Keepers and will start on the second round in February. Screening children in the centralized screening room one day a week has continued, as well as follow-up screenings in the classroom. The health team was also busy preparing for the Federal Review.

**Family and Community Partnerships Update**

The Policy Council is running very smoothly. Parents have been involved in preparing for and participating in the Federal Review process, sitting on interview panels for new hires and attending to budget planning. Two parents have been selected to go to the CHSA conference and it is with great enthusiasm and anticipation for this event.

**Transition Services Update**

January is the month for parents to make appointments to enroll their children in kindergarten. Materials were distributed to parents via their classroom teachers. The families enroll at SJUSD's Central Enrollment Center. Children who have already been enrolled in SJUSD's preschool programs will automatically be enrolled into a kindergarten program at their home school. If they wish to open enroll, they will make an appointment with an Enrollment Technician.

Transition binders have begun to be updated. Updated booklists, transition ideas for teachers and guides are being added to the binders that are housed in each classroom. Outdated information was purged from the binders and a new and improved "Process for Transitioning Special Needs Children Into/Out of Head Start" was added. The first round of updated binders have been distributed.

**Program Support/Staff Training Update**

In response to SJUSD’s fall DRDP-PS agency wide reports, staff are preparing a Math training for the month of May. A CPIN trainer will focus on Number Sense in Math Operations while aligning with the Math Development section of the Preschool Learning Foundations, Volume One.

**Early Head Start**

Returning refreshed from winter break, January brought with it several unique training opportunities. All staff were recertified in CPR and First Aid during an all day training with the program nurse. EHS’ most exciting training event was a joint parent/teacher training on child development by West Ed. This evening was the first of what is hoped to be many training opportunities for parents and staff to attend together, to learn side by side and from each other. The month ended in a flourish with the visit from the Federal Review team!

**Twin Rivers Unified School District**

**Events**

Students returned from the Winter Break on January 4<sup>th</sup>, well rested and ready to get back into the groove of school. On January 13<sup>th</sup>, the preschool students celebrated the spirit of Dr. Martin Luther King! The preschool students learned about his vision and ways that the African American leader inspired the world and headed to the streets to display their approval. Armed with banners displaying different traits that characterized Dr. King’s dream, the students marched throughout the Morey Avenue campus reciting famous quotes from the historic leader.




**Professional Development**

All Head Start teaching staff participated in staff meetings to practice for the Federal Review Site Visit. Training included answering of the protocol questions and review information on the school policies and systems for delivering services. All staff also participated in fire extinguisher training on January 21<sup>st</sup> to ensure familiarity in emergency situations. During this month, teaching staff also had another Child Abuse and Reporting Training held at the District Office with their preschool colleagues.

**Components**

The Component Leaders continued working on their monitoring binders and prepping for the Federal Review Site Visit. Component Leaders continued implementing the plan of action steps. The Education Component Leader is currently assisting with the scheduling of the home visits for all teaching staff that will occur February 7<sup>th</sup> – February 11<sup>th</sup>. The Speech Language Pathologist continues to provide direct services to students identified with speech



concerns. Nutrition and Health Components continue to follow-up on all identified health concerns. The School Social Worker continues to complete Family Partnership Agreements for families and started the Friendship Social Skills groups. The Leadership Team of Component Leaders will begin the task of revising the policy manual in February 2011.

### **Policy and Parent Committees**

Parent Committees meetings were held at both Kohler and Woodridge school sites. The Policy Committee meeting held on January 18, 2011. Members approved new ERSEA Component Leader, the self assessment and plan of action as well as minutes from prior meeting. Committee members also discussed the Black History Month Program for February, Head Start Parent Conference, Policy Committee reimbursement and decided to discuss a clothing giveaway next month.

### **Parenting**

Recruitment to begin an English as a Second Language (ESL) class at Morey Avenue occurred during January 2011. The sign-up sheet has been provided to the District's Bilingual Department with hopes of a class starting on February 7<sup>th</sup>. This will be a collaborative project with the TRUSD Bilingual Department and possibly Child Action as childcare will be provided.

### **WCIC**

#### **Special Events**

WCIC's 75th Anniversary Celebration Planning Committee met on January 25, 2011. The weeklong (August 1st through August 6th, 2011) celebration will include: an art show, a children's literacy program, poetry, a banquet, a house party, with a concluding reception at WCIC. Monthly updates will continue. The weeklong activities are scheduled at WCIC, 3555 3<sup>rd</sup> Avenue.

#### **Program Design and Management**

The WCIC/Playmate Head Start Programs' team members were engaged in preparation for the upcoming Federal Review during the month of January 2011. The Federal Review took place as scheduled during the week of January 24, 2011. The review included interviews with staff and parents, as well as a thorough review of all staff member's qualifications including initial physical exams, TB screenings, background clearances; content areas; ARRA/Expansion classroom; children's files, including eligibility, recruitment, selection, enrollment, and attendance. This was a very precise and thorough review process. The WCIC team members have reported back their positive learning experiences and exciting engagement in the Federal Review process. Staff and parents are motivated to strive for excellence everyday in life, family, community, and work. Together (In Unity) we can make this a better world.

# SETA Head Start Food Service Operations Monthly Report \*January 2011

January 3rd - Early Morning Milk Delivery made to all Centers for Breakfast  
Nedra Court Closed for Floor Repair  
Holiday - WCIC / Playmate Centers Closed

January 3rd & 4th - Bright Beginnings Closed

January 10th - Bright Beginnings moved to Cordova Lanes Elementary

January 25th - Federal Reviewer Visited Crossroads Gardens Kitchen

January 26th - Federal Reviewer Visited Mather Kitchen

January 28th - Kennedy Estates Closed - water turned off at the Complex  
Federal Reviewer visited Central Kitchen

**Meetings and Trainings:**

Leadership Meeting attended by Connie Otwell January 19th

Food Service Department Meeting with Brenda Campos January 21st.  
- Stretching Class provided by Dr. Simmons

**Total Number of Meals and Snacks Prepared for All Kitchens**

Lunch	PM Snack	Breakfast	Field Trips
41,120	26,180	28,120	0

**Total Amount of Meals and Snacks Prepared** **95,420**

**Purchases:**

Food	\$68,842.40
Non - Food	\$16,829.69
<b>Building Maintenance and Repair:</b>	<b>\$4,520.59</b>
<b>Kitchen Small Wares and Equipment:</b>	<b>\$2,470.70</b>
<b>Vehicle Maintenance and Repair :</b>	<b>\$6,462.52</b>
<b>Vehicle Gas / Fuel:</b>	<b>\$1,828.04</b>
Normal Delivery Days	20

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 1/31/11)

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)	22	(10%)	N/A	
Elk Grove USD (420)	60	(14%)	N/A	
Sacramento City USD (1292)(147)	113	(9%)	12	(8%)
San Juan USD (700) (161)	73	(10%)	20	(12%)
WCIC (120)	13	(11%)	N/A	
SETA (2796) (345) (1878 Tracks)	217	(11.5%)	43	(12%)
<b>County (4621)* (653)*</b>	<b>498</b>	<b>(11%)</b>	<b>75</b>	<b>(11%)</b>

\* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

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

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment</b>	<b>(b) % Actual to Funded</b>	<b>Attendance</b>	<b>(c) % Attend. to Funded</b>
Elk Grove USD	380	380	100	314	83
Elk Grove ARRA Expansion	40	40	100	36	90
Sacramento City USD	1,272	1,280	101	1,099	86
Sac City ARRA Expansion	20	20	100	19	95
Sacramento Employment and Training Agency	1,860 (2,778)	1,870	101	1,418	76
Sacramento Employment Training Agency AARA Expansion	18	20	111	15	75
San Juan USD	680	681	100	508	75
San Juan ARRA Expansion	20	20	100	15	75
Twin Rivers USD	179	179	100	179	100
Twin Rivers ARRA Expansion	32	33	103	33	103
WCIC/Playmate Head Start	100	100	100	85	85
WCIC ARRA Expansion	20	20	100	13	65

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment</b>	<b>(b) % Actual to Funded</b>	<b>Attendance</b>	<b>(c) % Attend. to Funded</b>
Sacramento City USD	115	115	100	90	78
Sac City ARRA Expansion	32	32	100	20	63
Sacramento Employment and Training Agency	213	222	104	153	72
Sacramento Employment Training Agency AARA Expansion	132	132	100	91	69
San Juan USD	129	129	100	92	71
San Juan ARRA Expansion	32	33	103	22	69

(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