

**GOVERNING BOARD**

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County of Sacramento

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

**ADMINISTRATION**

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*Thought of the day: "There is no elevator to success...you have to use the stairs, one step at a time."*

*Esteemed Human Development International*

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

**DATE:** Tuesday, January 24, 2012

**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](http://www.seta.net).

**AGENDA**

**PAGE NUMBER**

- |             |   |       |
|-------------|---|-------|
| <b>I.</b>   | <b><u>Call to Order/Roll Call/Review of Board Member Attendance</u></b> | 1-3   |
|             | ➤ PC Meeting Attendance Update  |       |
|             | ➤ Introduction of Newly Seated Representatives                          |       |
| <b>II.</b>  | <b><u>Consent Item</u></b>  |       |
| A.          | Approval of the Minutes of the January 3, 2012 Special Meeting          | 4-11  |
| <b>III.</b> | <b><u>Action Items</u></b>  |       |
| A.          | Selection of Committee Representatives for Program<br>Year 2011-2012    | 12-13 |
|             | 1) Head Start Personnel/Bylaws Committee Representatives                |       |
|             | 2) Head Start Budget/Planning Committee Representatives                 |       |
|             | 3) Head Start Social/Hospitality Committee                              |       |

A.	Selection of Committee Representatives for Program Year 2011-2012 (cont.)	
4)	Program Area Committees	
	a) Early Child Development and Health Services and Parent/Family Support Committee	
	b) Monitoring & Evaluation (aka: Self-Assessment) Committee)	
	c) Male Involvement Committee	
	d) Early Head Start Committee	
B.	Election of Representative and Alternate to the Community Action Board	14-16
C.	Selection of the SETA Head Start Health Services Advisory Committee (HSAC)	17-20
D.	Selection of Community Partnerships Advisory Committee (CPAC)	21-23
E.	Election of the Children’s Dental Task Force Representative and Alternate	24
<b>IV.</b>	<b><u>Information Items</u></b>	25-31
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	
➤	Community Resources-Parents/Staff: Ms. Coventry St. Mary	
➤	Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett	
B.	Governing Board Minutes of November 3, 2011 (attached)	32-37
C.	Fiscal Monitoring Report	38-40
	✓ Sacramento City Unified School District	
<b>V.</b>	<b><u>Committee Reports</u></b>	41
➤	Executive Committee Meeting Critique: Ms. Coventry St. Mary	
➤	Budget/Planning Committee: Ms. Coventry St. Mary	
<b>VI.</b>	<b><u>Other Reports</u></b>	42-52
A.	Executive Director’s Report	
B.	Head Start Deputy Director’s Report	
➤	Monthly Head Start Report (attached)	
C.	Head Start Managers’ Monthly Reports	
➤	<u>Brenda Campos</u> : Grantee Program Support Services	
➤	<u>Lisa Carr</u> , Parent/Family Support Unit	
	❖ Countywide Parent Conference Update	
	❖ Healthy Marriage Workshops	
➤	<u>Karen Gonzales</u> : Child Development and Education Services	

- D. Chair's Report
- E. Open Discussion and Comments
- F. Public Participation

**III. Action Items** (continued)

**F. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957** 53

- Approval of Eligible List for: 1) Early Head Start Educator, 2) Associate Teacher, Tier II & III, and 3) Associate Teacher/Infant Toddler

➤ **CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**  
Pursuant to Government Code Section 54957

- ➔ Report out of Closed Session

**VII. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, JANUARY 18, 2012**

Policy Council meeting hosted by:  
Ms. Coventry St. Mary, (Chair), Tamara Knox (Vice Chair), Reina Florez (Secretary),  
Nadezhda Ruelas (Treasurer), Vivian Gutierrez (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Codie Riddick, Elk Grove Unified School District
- \_\_\_\_\_ Kiersten Gonzales, Sacramento City Unified School District
- \_\_\_\_\_ Nadezhda Ruelas, Sacramento City Unified School District
- \_\_\_\_\_ Sarah Proteau, San Juan Unified School District
- \_\_\_\_\_ Coventry St. Mary, San Juan Unified School District
- \_\_\_\_\_ Trina Pelton, Twin Rivers Unified School District
- \_\_\_\_\_ Carolyn Wilson, Twin Rivers Unified School District
- \_\_\_\_\_ Vivian Gutierrez, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Frank Ybarra, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Connie Wallace, SETA-Operated Program
- \_\_\_\_\_ Socorro Gutierrez, SETA-Operated Program
- \_\_\_\_\_ Amber Taylor, SETA-Operated Program
- \_\_\_\_\_ Latreece Anderson, SETA-Operated Program
- \_\_\_\_\_ Devon McCracken, SETA-Operated Program
- \_\_\_\_\_ Lucero Canto, Home Base Option
- \_\_\_\_\_ Blanca Rosales, Home Base Option
- \_\_\_\_\_ Rebecca Lewis, Grandparent Representative
- \_\_\_\_\_ Janet Diaz, Early Head Start (San Juan)
- \_\_\_\_\_ Reina Florez, Early Head Start (SOP)
- \_\_\_\_\_ Willie Jean Peck, Foster Parent Representative
- \_\_\_\_\_ Amarjit Gill, Past Parent Representative
- \_\_\_\_\_ Tamara Knox, Past Parent Representative

**New Member to be Seated:**

- \_\_\_\_\_ Johnny Sanders, SETA-Operated Program

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Tillman), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Hendricks), Early Head Start (Sac. City)
- \_\_\_\_\_ Vacant (Juarez), Child Health & Disability Prevention Program
- \_\_\_\_\_ Vacant (Goodwin), Community Advocating Male Participation

**\*\* 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 2011-2012

The 2011-2012 Board was seated on **November 22, 2011** and  
**January 3, 2012**

BOARD MEMBER	SITE	11/22	1/3 *	1/24	2/28	3/27	4/24	5/22	6/26	7/24	8/28	9/25	10/23	11/27
L. Anderson Seated 11/22	SOP	X	E											
<del>C. Ayala</del> <del>Seated 11/22</del>	<del>SOP</del>	<del>X</del>	<del>U</del>											
L. Canto reseated 1/3	HB	X	X											
J. Diaz Seated 11/22	EHS/SJ	X	U											
<del>V. Doty</del> <del>s/b/s 11/22</del>	<del>EG</del>	<del>U</del>	<del>U</del>											
R. Florez s/b/s 1/3	EHS/SOP		X											
A. Gill Seated 11/22	PP	X	E											
K. Gonzales Seated 11/22	SAC	X	E											
S. Gutierrez Seated 11/22	SOP	X	X											
V. Gutierrez Seated 11/22	WCIC	X	X											
T. Knox Seated 11/22	PP	X	X											
R. Lewis Seated 11/22	GP	X	X											
D. McCracken s/b/s 11/22	SOP	U	X											
W. Peck Seated 1/3	FP		X											
T. Pelton s/b/s 11/22	TR	U	X											
S. Proteau Seated 11/22	SJ	X	X											
C. Riddick Seated 1/3	ELK		X											
B. Rosales Reseated 1/3	HB	X	X											
N. Ruelas Seated 11/22	SAC	X	X											

BOARD MEMBER	SITE	11/22	1/3 *	1/24	2/28	3/27	4/24	5/22	6/26	7/24	8/28	9/25	10/23	11/27
C. St. Mary Seated 11/22	OGC/SJ	X	X											
J. Sanders	SOP													
A. Taylor Seated 11/22	SOP	X	X											
<del>L. Tillman</del> <del>s/b/s 11/22</del>	<del>SAC</del>	<del>U</del>	<del>U</del>											
C. Wallace Seated 11/22	SOP	X	E											
C. Wilson Seated 11/22	TR	X	X											
F. Ybarra Seated 11/22	WCIC	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 1/17/12

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JANUARY 3, 2012 POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the January 3, 2012 special meeting.

RECOMMENDATION:

That the Policy Council approve the January 3, 2012 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, January 3, 2012  
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 9:05 a.m. and read the Thought of the Day. Ms. Sarah Proteau will serve as Secretary; Ms. Proteau called the roll. Ms. Rebecca Lewis will be serving as Parliamentarian.

##### Members Present:

Nadezhda Ruelas, Sacramento City Unified School District  
Coventry St. Mary, San Juan Unified School District  
Sarah Proteau, San Juan Unified School District  
Carolyn Wilson, Twin Rivers Unified School District  
Vivian Gutierrez, WCIC  
Frank Ybarra, WCIC  
Amber Taylor, SETA-Operated Program  
Socorro Gutierrez, SETA-Operated Program  
Rebecca Lewis, Grandparent Representative  
Tamara Knox, Past Parent Representative  
Amarjit Gill, Past Parent Representative

##### New Members Seated:

Codie Riddick, Elk Grove Unified School District (arrived at 9:53 a.m.)  
Trina Pelton, Twin Rivers Unified School District  
Devon McCracken, SETA-Operated Program  
Reina Florez, Early Head Start (SOP) (arrived at 9:12 a.m.)  
Lucero Canto, Home Base Option  
Blanca Rosales, Home Base Option  
Willie Jean Peck, Foster Parent Representative

##### Member Absent:

Kiersten Gonzales, Sacramento City Unified School District (excused)  
Connie Wallace, SETA-Operated Program (excused)  
Latrece Anderson, SETA-Operated Program (excused)  
Claudine Ayala, SETA-Operated Program (unexcused)  
Janet Diaz, Early Head Start (SJ) (unexcused)

##### New Members Absent:

Venetea Dosty, Elk Grove Unified School District (unexcused)  
LuJuan Tillman, Sacramento City Unified School District (unexcused)



## II. Consent Item

### A. Approval of the Minutes of the November 22, 2011 Regular Meeting

Minutes were reviewed; there were no questions or corrections.

Moved/V. Gutierrez, second/S. Gutierrez, to approve the November 22, 2011 minutes as distributed.

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

## III. Action Items

### A. Approval to Revise Head Start Coordinator (Education) (Supervisory) Job Classification

Mr. Rod Nishi stated that this item is requesting approval to revise the job classification of the Head Start Coordinator (Education) (Supervisory). The scope has not changed but regulations require that those individuals that serve as curriculum specialist have a BA degree in Early Childhood Education. This item requests revision to the job specification to require that education. Mr. Nishi reviewed the modifications outlined on the job specification. Management met with AFSCME regarding this item. There are two incumbent staff in this position already and this modification will affect only in-coming employees.

Moved/Lewis, second/Knox, to approve a revision to the Head Start Coordinator (Education) (Supervisory) job classification.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 2 (McCracken and St. Mary)

Ms. Reina Florez arrived and was seated at 9:12 a.m.

### B. TIMED ITEM 9:00 P.M. AND PUBLIC HEARING: Approval to Revise the Salary Schedule for the Classification of Family Services Worker

In July, the Policy Council approved revisions to the Family Services Worker classification creating three ranges within the classification. This classification was created to have a 'deep class' designating staff at various sites in different responsibilities. The salary ranges in Range 2 and Range 3 need slight correction. The pay differential reflects the upgrade in job responsibilities.

Ms. St. Mary opened a public hearing; there were no comments.

Moved/Lewis, second/McCracken, to approve the revised Family Services Worker Salary Ranges as outlined in the board packet.

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

C. 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. Marie Desha stated that this item delegates authority to the Parent Advisory Committee to participate in the screening and interviewing of prospective applicants. Both PAC and PC members are required to participate in the screening and interviewing of Head Start applicants.

Moved/Taylor, second/Peck, that the Policy Council approve the delegation of authority to the Parent Advisory committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

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

D. Election of Policy Council Officers for Program Year 2011-2012

Ms. St. Mary reviewed the board item. Ms. Desha reminded the board that no more than one representative per each of the SOP, Delegate Agencies, or Community Representative shall serve as an officer (Article V, Section 2[b]).

Moved/Peck, second/Taylor, that the Policy Council elect officers for Program Year 2011-2012.

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

**Chair:**

Those interested in the Chair position: Coventry St. Mary. Ms. St. Mary spoke of her interest in serving as Chair.

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

Ms. St. Mary will serve as Chair for the 2011-2012 Program Year.

**Vice Chair**

Ms. Proteau reviewed the duties of the Vice Chair.

Those interested in the Vice Chair position: Tamara Knox. Ms. Knox spoke of her interest in serving as Vice Chair.

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

Ms. Knox will serve as Vice Chair for the 2011-2012 Program Year.

**Secretary**

Those interested in the Secretary position: Reina Florez. Ms. Florez spoke of her interest in serving as Secretary.

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

Ms. Florez will serve as Secretary for the 2011-2012 Program Year.

**Treasurer**

Those interested in the Treasurer position: Nadezhda Ruelas, Carolyn Wilson.  
Candidates spoke of their interest in serving as Treasurer.

Votes: Nadezhda Ruelas: 7, Carolyn Wilson: 7

Revote: Nadezhda Ruelas: 8, Carolyn Wilson: 7

Ms. Ruelas will serve as Treasurer for the 2011-2012 Program Year.

**Parliamentarian:**

Those interested in the Parliamentarian position: Vivian Gutierrez. Ms. Gutierrez spoke of her interest in serving as Parliamentarian.

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

Ms. Gutierrez will serve as Parliamentarian for the 2011-2012 Program Year.

Ms. Codi Riddick, Elk Grove Unified School District was welcomed and seated at 9:53 a.m.

E. Selection of Representatives and Alternates to Attend the Annual California Head Start Association (CHSA) Parent Training Conference

Ms. St. Mary reviewed the conference highlights. Ms. Desha reviewed the requirements of board members voted to attend the conference. All attendees must submit a written report after returning.

Those interested in attending the conference:

Representatives: Vivian Gutierrez and Codie Riddick

Alternates: Trina Pelton and Nadezhda Ruelas

Moved/Taylor, second/Ruelas, to elect two representatives and two alternates to attend the CHSA Annual Parent Conference

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

All those in favor of Vivian Gutierrez and Codie Riddick as representatives, and Trina Pelton and Nady Ruelas as alternates.

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

**IV. Information Items**

A. Standing Information Items

- PC/PAC Calendar of Events – Ms. Coventry St. Mary: New Member Orientation will be Friday, January 6; it is important for all new members to attend this orientation.
- Parent/Family Support Unit Events and Activities: None scheduled.
- Parent/Staff Recognitions: None.

- Community Resources-Parents/Staff: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reviewed the monthly fiscal report. The non-federal share is required to be at least a 25% community match of the federal expenditures. The match may be in the form of cash donations but is mostly comprised of parent participation. Mr. Bartlett reminded the board how important parent participation is and urged board members to get their classroom parents involved. Only 15% of the expenditures can be administrative expenses; currently, administrative expenses is 11% of the budget. There is a \$45.8 million budget and members of the Budget/Planning Committee are responsible for deciding the ways in which the budget should be developed.

B. Governing Board Minutes of October 6, 2011: No comments.

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

- Executive Committee Meeting Critique: Ms. St. Mary reviewed the critique.
- Budget/Planning Committee: Ms. St. Mary reminded the board that the next committee meeting is scheduled for January 10 in the Oak Room.

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

- A. Executive Director's Report: Ms. Kossick congratulated the new Officers. Ms. Kossick wished the board a Happy New Year!
- B. Head Start Deputy Director's Report: Ms. Denise Lee reviewed the reauthorization of the Head Start Act. In 2007, Head Start designated a renewal system by which organizations that are not meeting requirements must resubmit a proposal for grants. For those operating less than expected, they would have to re-compete for funds. The government released seven areas under which programs would be required to re-compete. Recompensation is part of the new landscape and accountability is crucial. There are five agencies in California that would have to re-compete; the closest neighbor is in Marysville. Nationwide, 132 organizations have been designated to re-compete for funds. Requests for Proposals (RFPs) will be released later in the year. This is the first time in 46 years that organizations will have to re-compete for funds. The Office of Head Start is requiring that parents are engaged in the process of planning the services and engaging their children.

The state is struggling with the budget. When it was renewed, there were several conditions to the budget. If certain revenues are not received, there will be a \$23 million cut in state programs but it is not known exactly how that will affect Head Start. If there are cuts, many of the delegates are running a dually funded program from Head Start and the State. Programs that are under-earning programs with lower enrollment will be in danger of having funding cuts first and after that, there will be consideration if there will be across the board cuts.

Ms. Lewis thinks SETA/Head Start should be proud. There is a real commitment here to children, both academically and socially. She feels that this new threat of funding cuts will not affect SETA because the program provides outstanding services to families.

C. Head Start Managers' Reports

✓ Brenda Campos: No report.

- ✓ Lisa Carr: Ms. Carr stated that when Mr. Bartlett spoke about the power that the board members have in the development of Head Start budgets. Parent input is especially important in the development of the Training/Technical Assistance Budget. Parents provide a lot of input on this budget.
- ❖ **Countywide Parent Conference Update**: The planning process for the 2012 Parent Conference has begun. Upcoming planning meetings are: January 13 and January 27, 9:00 – 11:00 a.m. in the Redwood Room. The venue is still being sought. Parent voices are crucial to the planning of this conference. Call Lisa Carr at 263-8123 if there are questions. There will be monthly meetings until the conference. The date of the conference is not yet known.
- ❖ **Program Self-Assessment**: The SOP programs are beginning the self-assessment activities. Each program should be starting or finishing up self-assessment to determine what is working well and what needs improvement. All parents are urged to participate in the self-assessment process. This is a great way for Board members to learn the inner workings of the Agency. It is hoped that there will be at least one parent in each assessment committee. Parents are encouraged to sign up to participate in the SOP self-assessment by contacting the Program Area Team Leaders; contact information was distributed to the board. A Governance sign-in sheet was provided as well.
- ❖ **Healthy Marriage Program Initiative**: Ms. Carr stated that staff is still trying to get the program up and running. It has taken them longer than expected to get going; she hopes to have flyers at the next meeting with the class schedules. There are three types of classes available. Classes for: 1) single parents, 2) parents in a committed relationship, and 3) parents that are married. Some classes will be held at SETA and others will be held throughout the county.
- ✓ **Karen Gonzales**: All Head Start programs have been mandated to have school readiness goals. The Office of Head Start has requested programs have kindergarten standards, and that they are aligned with the assessment tool. SETA utilizes the Desired Results R Program assessment tool. Last year, staff developed means to ensure the school readiness tools are in place. Staff will be meeting with the delegate directors to see how they are moving forward in their school readiness program.

D. **Chair's Report**: Ms. St. Mary stated that as she was calling to see who was going to attend the PC meeting, some of the phone numbers were disconnected or wrong. Ms. St. Mary asked that board members review their contact information and inform staff immediately of changes. Ms. St. Mary reported that she appointed Ms. Rebecca Lewis to the Appointment of Maternal, Child and Adolescent Board. Ms. Lewis was selected as the representative last year and

she is still holding that position on the board. Ms. Lewis stated that she was voted into a three-year term on the Maternal, Child and Adolescent Board which she will serve on although her term on the Policy Council will be concluded.

Board members were asked to completely fill out their reimbursement form and leave it with Ms. Desha. Ms. Hogan and Ms. Burke process reimbursements and it is important that parents pick up their money as soon as possible.

Members were urged to attend the New Member Orientation on January 6, 2012.

E. Open Discussion and Comments: None.

F. Public Participation: None.

**VII. Adjournment:** The meeting was adjourned at 10:55 a.m.

ITEM III-A – ACTION

SELECTION OF COMMITTEE REPRESENTATIVES FOR PROGRAM  
YEAR 2011-2012

BACKGROUND:

The following standing committees require Policy Council representatives be appointed. It is hoped every member will participate on committees. A description of each committee is included in the Policy Council bylaws. Staff will be available to provide an oral report and answer questions.

**1) Head Start Personnel/Bylaws Committee Representatives**

Oversight by: Marie Desha

- a) Parliamentarian - Vivian Gutierrez
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_

**2) Head Start Budget/Planning Representatives**

Oversight by: Roger Bartlett and Denise Lee

- a) Treasurer - Nadezhda Ruelas
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_

**3) Head Start Social/Hospitality Committee**

Oversight by: Marie Desha

- a) Secretary - Reina Florez
- b) Treasurer – Nadezhda Ruelas
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_

**4) Program Area Committees**

The Performance Standards are structured around comprehensive program content areas of Early Childhood Development and Health Services, Parent/Family Support, and Program Design and Management. The program

ITEM III-A – ACTION (continued)  
Page 2

areas provide additional support to quality services and families. Each program area will be composed of one staff and a minimum of three parents shall be selected by the Policy Council to plan and review each program area as well as participate in the writing of program plans and narratives.

The Program Monitoring and Evaluation (Self-Assessment) Committee is designed to assist the SETA Head Start Monitoring/Evaluation staff in conducting on-center evaluations throughout the program year. Committee members will have the opportunity to visit and evaluate classroom(s) throughout the County.

A) Early Child Development and Health Services and Parent/Family Support Committee

Oversight by: Karen Gonzales

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_

B) Monitoring/Evaluation (aka: Self-Assessment) Committee – Committee of the Whole - Policy Council members will participate as a Committee of the Whole.

Oversight by: Brenda Campos

C) Male Involvement Committee

Oversight by: Robert Silva

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

RECOMMENDATION:

As each committee is reviewed, interested Policy Council members will be added to that committee. After all committee slots are filled, it is recommended that the Policy Council ratify the committee membership.

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_



ITEM III-B – ACTION

ELECTION OF REPRESENTATIVE AND ALTERNATE TO THE  
COMMUNITY ACTION BOARD

BACKGROUND:

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

In the past, Lisa Daniels (former PC Representative from WCIC/Playmate) served as the Head Start representative from the Low-Income Sector. Policy Council representatives to the Community Action Board receive a meeting reimbursement.

RECOMMENDATION:

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

**NOTES:**

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

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

## **COMMUNITY ACTION BOARD OVERVIEW**

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

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

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

### **MEETING SCHEDULE**

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

### **COMPOSITION OF THE COMMUNITY ACTION BOARD**

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

## SECTOR PROFILES

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

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

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

## APPLICATION/APPOINTMENT PROCESS

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

## CONFLICT OF INTEREST

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

ITEM III-C – ACTION

SELECTION OF THE SETA HEAD START HEALTH SERVICES  
ADVISORY COMMITTEE (HSAC)

BACKGROUND:

The Policy Council is requested to select Committee members to serve on the Head Start Health Services Advisory Committee. This committee is an advisory group to the health program area plan, assists with creation of policies, and serves as one of our primary community resources for health information. Members on the committee include Head Start staff and parents and health professionals from the community with an interest in Head Start. The group meets two times per year for a dinner meeting. The next meeting of the Health Services Advisory Committee is scheduled for Wednesday, February 22, 2012, 5:30 – 7:00 p.m., in the Sequoia Room at the SETA offices. An interest in health would be appropriate for those serving on this committee. Ms. Brenda Campos will be available to share information and answer questions.

Please see attached minutes of last meeting, Wednesday, October 26, 2010.

RECOMMENDATION:

That the Policy Council select Health Services Advisory Committee members.

**NOTES:**

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_



## SETA Head Start Program Support Services

<b>Subject:</b>	Health Services Advisory Meeting	<b>Date:</b>	October 26, 2011
<b>Facilitator:</b>	Brenda Campos	<b>Minutes:</b>	Valerie Powell
<b>Attendees Present:</b>	<b>See Attached</b>		

Topic	Minutes	Action Items	Due By
Welcome and Introductions	Ms. Campos welcomed the group. Each member introduced themselves and the organization they represented.		
OHS Tri-annual Review Follow-up	<p>Ms. Campos provided a re-cap of the OHS Tri-annual Federal Review of the Head Start program. She stated that a team of 27 reviewers came to SETA for two weeks from January 24 through February 4. The reviewers audited the services of SETA Operated Programs, Delegate Programs and the Partners.</p> <p>A report was received and two findings were listed for further review:</p> <ul style="list-style-type: none"> <li>• In-Kind: Documentation of volunteer services</li> <li>• Health Screenings: The reviewers found that there were deficits in acquiring information from parents and physicians on Lead assessments and testing.</li> </ul> <p>ACF Representatives visited SETA to examine files and</p>		



## SETA Head Start Program Support Services

	<p>discuss the in-kind process on September 29 and 30. 96 files were examined with 100% documentation results. In addition, Program Support Services created an organization-wide campaign on the importance of lead assessment and education for families. Ms. Campos thanked the group for their assistance during the review and follow-up.</p>		
<p>CACFP Review</p>	<p>The California Adult and Child Food Program reimburses SETA Head Start for meal services to the centers. SETA provides over 4,200 meals a day. The State requires that 1/3 of the nutrition for child come from the meals served. Included in the services, children with special diets must be accommodated. SETA has over 150 children needing special diets. Centers and kitchens were inspected by State staff. There were a couple of findings regarding the accuracy of meal counts as parents come and go prior to the child being served and the implementation of “family style” service. Corrections were made and staff will be receiving a more comprehensive annual training regarding the requirements of the CACFP.</p> <p>Ms. Campos pointed out that in the 29 years SETA has been in operation, there has been no food poisoning outbreak and she attributes that to the food service staff with their practice of good hygiene and health practices. This school year there has been an introduction of healthier foods such as whole wheat and organics.</p>		



## SETA Head Start Program Support Services

<p>Dental Presentation: Study-Insurance and Dental Disparities</p>	<p>Taylor Priestly, post-graduate of UC-Berkeley, presented her graduate project on Insurance and Dental Disparities of which she used SETA Head Start data. Her findings indicated that there is a direct disparity between dental care and access to insurance. Those students that receive service support from insurance through HS funding are more likely to have better dental check-ups than those that do not have or take advantage of services. It was evident that the outreach efforts by SETA Head Start are successful in increasing the child and family wellness in dental health.</p>		
<p>Dental Presentation: SETA Head Start Dental Services 2008-Present</p>	<p>Meghan Marshall, Health Nutrition Specialist for SETA, prepared a presentation on the progression of dental services provided through SETA Head Start. Brenda Campos presented the information in her absence. The data indicated that through consistent and aggressive support of families in the program costs to SETA, as the last resort funding provider, have decreased over time as well as the children needing services even though enrollment has increased.</p>		
<p>Healthy Futures Grant Presentation</p>	<p>Melanie Nicolas, Program Officer in the Program Support Services unit, provided an overview of the grant funded project Healthy Futures.</p>		
<p>Next Meeting</p>	<p>Wednesday, February 22, 2012 from 5:30 – 7:00 p.m.</p>		

Approved By: Brenda Campos  
Date: 11/14/11

ITEM III-D – ACTION

SELECTION OF COMMUNITY PARTNERSHIPS ADVISORY COMMITTEE (CPAC)

BACKGROUND:

The Policy Council is requested to select Committee members to serve on the Community Partnership Advisory Committee (CPAC). This advisory committee is an advisory group to the Head Start social services program area of Head Start. Members of this committee include Head Start staff, parents and social services professionals from the community with an interest in the Head Start Program. Each program year a PC Representative is selected to sit on this committee. The CPAC meetings will be held semi-annually. The next meeting of the CPAC is scheduled for Thursday, April 19, 2012, 9:00 a.m. in the Redwood Room of the SETA offices. Having an interest in social service collaboration would be appropriate for those wishing to serve on this committee.

Ms. Terri Carpenter will be available to share additional information and answer questions.

Please see the attached minutes of the last meeting held on Thursday, September 23.

RECOMMENDATION:

That the Policy Council select members to serve on the Community Partnership Advisory Committee.

NOTES:

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_



## SETA Head Start Program Support Unit

<b>Subject:</b>	CPAC Meeting Minutes	<b>Date:</b>	September 15, 2011
<b>Facilitator:</b>	Terri Carpenter, SETA Public Information Officer	<b>Minutes:</b>	Terri Carpenter
<b>Present:</b>	Belinda Malone, SETA Head Start; Carl Gayle, Cover the Kids; Claudia Charter, EGUSD; Denise Belcher, Child Abuse Prevention Center; Kelly Young, Warmline FRC; Luda Ivanyuk, SJUSD; Maria Gaona, SJUSD; Mary Brown, SETA PAC Chair; Moua Moua, WCIC/Playmate; Rocio Galvan Rice, EGUSD; Sandy Perez, EGUSD; Tanisha Mayers, KVIE; Teresa Cole, TRUSD; Terri Carpenter, SETA; Sam Starks, SMUD; Robert Silva, SETA Head Start; Francisco Navarro, SETA Head Start; Michelle McCarver, Sacramento County Department of Child Support Services; Willie Jean Peck, SETA PC Representative; David Aleman, SCUSD; Alma Hawkins, SETA Head Start.		

Topic	Minutes
1. Welcome and Introductions	Meeting was called to order. Terri Carpenter introduced herself and welcomed the attendees. Participants were self introduced.
2. Member Updates	Alma Hawkins- Grandparents' Month is September.  Grandparents, Kinship and You Event on October 12 <sup>th</sup> , 6:00-9:00 pm. at the SETA office- Chili cook-off and other activities, flyers distributed– Open to the community for participation.
	Michelle McCarver- Public outreach- Knows about services intended for relationship with parents- Develop relationships with families- Look further to needs of families for services (jobs, employment assistance)- Building relationships with partners- Changes from law enforcement program to service agency- Wants to step-up community outreach about changes in department focus.  August- Child Awareness Support Month- Materials sent to group- What can we do for the community? - Back to school drive & Mustard Seed School- 1,700 items collected for school.  Sacramento Stand Down- Program thru Veteran's Services- Service offered to homeless vets: Dental, medical, other, child support services available to homeless veterans.  Celebrate Sacramento- October 1 <sup>st</sup> - Dickinson/Pannell  October 26 <sup>th</sup> at Head Start.  Distributed brochure on "Smart Pay" Program, a payment plan for parents with past due support payments- Brochures available, contact Michelle for copies of the brochure- Available to come out to Head Start sites for presentations.

## SETA Head Start Program Support Unit

	<p>Robert Silva- Parent, Family &amp; Community Engagement Framework- Information distributed on a week of events and webcasts.</p> <p>Isela Murrieta from Child Abuse Prevention Council presenter of Mandated Reporting of Child Abuse and Neglect trainings, future dates 11/30/11, 1/25/12, 3/28/12 and 5/30/12- Brochures distributed- Phone 916-244-1959, e-mail imurrieta@thecapcenter.org</p> <p>Child Abuse Prevention Council of Sacramento, Inc. has been offering Quality Child Care Collaborative Trainings- Free trainings available to community- Topics: Happiest Baby on the Block, Safe Beginnings, Impact on Violence on Children- Future dates: 11/15/11, 6:00-8:00 pm, Impact of Violence on Children; 12/6/12, 6:00-8:00 pm., Understanding Temperament- Flyers distributed.</p>
	<p>Sam Starks- Stimulus funded programs: Free refrigerators, appliances- Energy efficient programs for low-income participants- Free appliances to stimulate energy efficiency- \$9,000 savings in rebates available to homeowners- \$99 for whole house audit- Ends March 2012.</p> <p>Louise Perez at CRP for low-income families/individuals for energy efficiency weatherization.</p> <p>Senior ID Program- Don't shut off parent's service without contacting me first.</p>
	<p>Willie Jean Peck- PC/PAC End of the Year Appreciation Event 10/8/11.</p>
	<p>Tanisha Mayers- Ready to Learn, workshops available for parents- Learning to Read, using public television as a tool for education- Books/videos available for parents- Available for outreach events- 4 workshops a year.</p>
	<p>Belinda Malone- SETA Head Start offers Parent Training Topics available for SETA Head Start as well as for delegate agencies- Brochures distributed.</p>
	<p>Carl Gayle- 50% staff reduction- Still ? sites- Help families to get low cost or free health insurance- Always willing to participate in community events: Russian, Hmong, Spanish, need for other languages check information online. Will provide new updated flyers to SETA and other partners- Contact Carl at 808-5722 or e-mail <a href="mailto:CGayle@cityofsacramento.org">CGayle@cityofsacramento.org</a> Also, provides staff trainings to complete screening forms.</p>
	<p>Francisco Navarro- SETA Head Start lead poisoning intensive campaign showing on You Tube channel- Send link on You Tube Channel.</p>
	<p>Terri Carpenter- Sacramento Works- <a href="http://Jobs.Sacramentworks.org">Jobs.Sacramentworks.org</a>- New job posting system- Information distributed.</p>
	<p>Kelly Young- Program for children with special needs- Early Head Start good resource for the families that ? work with children with disabilities- Work with families- Family picnic- Flyers distributed. Website <a href="http://www.warmlinefrc.org">www.warmlinefrc.org</a></p>
	<p>Meeting adjourned.</p>
	<p>Next meeting will be April 19, 2012, same place, same time.</p>

ITEM III-E – ACTION

ELECTION OF THE CHILDREN’S DENTAL TASK FORCE  
REPRESENTATIVE AND ALTERNATE

BACKGROUND:

The Policy Council is requested to elect one (1) Representative and one (1) Alternate to serve on the Children’s Dental Task Force. SETA/Head Start has had representation on this committee since January, 2008.

This task force works diligently to improve children’s oral health by recommending funding of five new children’s dental clinics that accept Denti-Cal, funding the Smile Keeper’s Van that visits Head Start sites and other preschools

The Children’s Dental Task Force meets quarterly and is scheduled for 2012 on the following dates:

- \* Wednesday, January 25
- \* Wednesday, April 25
- \* Wednesday, July 25
- \* Wednesday, October 24

The meeting starts at 3:00 p.m. and usually lasts until 5:00 p.m. The meetings are held at 2750 Gateway Oaks Drive, Suite 330, Sacramento, CA.

Staff will be available to share additional information and answer questions.

RECOMMENDATION:

That the Policy Council elect one (1) Representative and one (1) Alternate to serve on the Children’s Dental Task Force.

NOTES:

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

ITEM IV-A – INFORMATION

STANDING INFORMATION ITEMS

BACKGROUND:

- 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
  - Community Resources-Parents/Staff: Ms. Coventry St. Mary
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett

NOTES:

**PC/PAC CALENDAR OF EVENTS**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
PAC Executive Committee Meeting	Thursday, January 19, 2012 9:00 a.m. 925 Del Paso Blvd. Redwood Room
Food Service Committee Meeting	Thursday, January 19, 2012 9:00 a.m. 925 Del Paso Blvd. Oak Room
PC Executive Committee Meeting	Thursday, January 26, 2012 9:00 a.m. 925 Del Paso Blvd. Oak Room
Countywide Parent Conference Planning Meeting	Friday, January 27, 2012 9:00 a.m. 925 Del Paso Blvd. Redwood Room
California Head Start Association 2012 Annual Parent Training Conference	Monday, January 30 – Tuesday, January 31, 2012 Hyatt Regency Orange County Garden Grove, CA
PC/PAC Budget/Planning Committee Meeting	Friday, February 3, 2012 1:00 – 3:00 p.m. 925 Del Paso Blvd. Oak Room
PC/PAC Budget/Planning Committee Meeting	Tuesday, February 7, 2012 9:00 a.m. – 11:00 a.m. 925 Del Paso Blvd. Oak Room
PC/PAC Budget/Planning Committee Meeting	Friday, February 17, 2012 9:00 a.m. – 11:00 a.m. 925 Del Paso Blvd. Oak Room
PC/PAC Budget/Planning Committee Meeting	Friday, February 24, 2012 9:00 a.m. – 11:00 a.m. 925 Del Paso Blvd. Oak Room

ITEM IV-B- INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

The November 3, 2011 Governing Board minutes are attached for your review.

NOTES:

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

Minutes/Synopsis

*(Minutes reflect the actual progression of the meeting.)*

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

Thursday, November 3, 2011  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:05 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

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento

Mr. Nottoli stated that two items would be continued to the December 1 Governing Board meeting:

Item II-D-Consent: Approval of the Abolishment of the Program Officer and Head Start Family Services Worker Classifications – and -

III-A-3-Action: **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Specification Revisions for the Accountant I Classification and Abolishment of the Accounting Technician Classification

**II. Consent Items**

- A. Minutes of the October 6, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Required Partner Member to the Sacramento Works, Inc. Board
- E. Approval to Modify Elk Grove Unified School District – Adult and Community Education's (EGACE) Youth Vendor Services Contract

The consent items were reviewed; no questions or corrections.

Moved/Scherman, second/Pannell, to continue Item II-D to the December 1 meeting and approve the consent items as follows:

- A. Approve the minutes of the October 6, 2011 meeting.
- B. Approve the claims and warrants for the period 9/30/11 through 10/27/11.

- C. Appoint Mr. Paul Castro to the vacant required partner seat on the Sacramento Works, Inc. Board of Directors.
- E. Approve the attached recommendation for modification of the Elk Grove USD – Adult and Community Education’s (EGACE) Youth Vendor Services contract.  
Voice Vote: Unanimous approval.

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

- 1. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick stated that Ms. Scherman would be chair, and Ms. Pannell would become Vice Chair, if the current rotation is continued.

Moved/Nottoli, second/Yee, to approve Ms. Scherman as Chair, and Ms. Pannell as Vice Chair.

Voice vote: Unanimous approval.

Ms. Kossick expressed appreciation to Mr. Nottoli for his outstanding leadership as chair. Ms. Scherman appreciated Mr. Nottoli’s consistent attendance at meetings.

- 2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Mr. Roy Kim introduced Ms. Carolyn Reynolds, Account Executive, for Arthur J. Gallagher. Ms. Reynolds reported that she went out to market to get the best possible coverage and pricing for SETA. Ms. Reynolds made note of the carriers that will write policies for public agencies are with either very high deductibles or the client having self-insurance, which is not SETA. Philadelphia is one of the largest markets that will write insurance for organizations such as SETA.

The premiums have increased 3.7% overall with property liability partly because of the new buildings at Bright Beginnings and Bannon Creek. In addition, there was an increase in the number of employees, computers, and assets.. Bannon Creek was added to the flood policy.

Mr. Kim was asked how many new employees there were and Mr. Kim replied that there has been an increased number of employees due to expansion programs. Last year there were a number temporary employees and vacant slots which have since been filled. The Directors and Officers liability premium is also based on the number of employees.



Ms. Pannell asked Ms. Reynolds to check with the city because Phoenix Park may be out of the flood zone. Ms. Reynolds will check to see if they are in the flood zone or not.

All coverages renewed exactly as expired and there are no changes in the limitations or coverages. There were no losses this year. Ms. Reynolds stated that she thinks there will be a change next year with a 10-12% increase. Every ten years there are peaks and valleys which will be the same for Workers' Compensation.

The board asked if there was anything the agency could do to lower the premium and Ms. Reynolds said no; the Agency definitely needs the coverage. A lot of the Directors and Officers coverage is employment practice liability, and this experiences peaks and valleys as well.

Ms. Scherman inquired whether if insurance goes up during the next cycle, Ms. Reynolds foresees SETA needing more insurance? Ms. Reynolds replied that she does not see issues in the future and that there have been no claims in the past five years that have gone anywhere close to the limits.

Ms. Reynolds will check on the premium savings to eliminate comprehensive coverage on older vehicles.

Moved/Pannell, Scherman, to approve the purchase Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

### **Refugee Services**

1. Approval of Revised Funding Recommendations for the Refugee Employment Social Services (RESS), Targeted Assistance (TA), Targeted Assistance Discretionary (TAD), and Older Refugee Discretionary (ORD) Programs, Program Year 2011-2012

Ms. Michelle O'Camb reviewed the revised funding recommendations for the RESS, TA, TAD and ORD programs. By leveraging the funds, staff was able to lower the costs for the program.

Ms. O'Camb explained that the Hmong Women's Heritage Association provides translation services, social services, crisis intervention, and information referral to public assistance..

Moved/Pannell, second/Scherman, to approve revised funding recommendations for the PY 2011-12 Refugee Employment Social Services (RESS), Targeted Assistance (TA), Targeted Assistance Discretionary (TAD), and Older Refugee Discretionary (ORD), as indicated on the attached funding charts.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

**One Stop Services:** None.

**Youth Services:** None.

## **C. CHILDREN AND FAMILY SERVICES**

1. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Ms. Denise Lee reviewed the bylaw modifications. There were discussions regarding reimbursement of costs for mileage and child care.

Moved/Yee, second/Pannell, to approve the modifications to the Policy Council bylaws.

Voice Vote: Unanimous approval.

2. Workshop/Overview of the Children and Family Services Department

Ms. Denise Lee reported that the SETA Head Start program provides services to 6,200 children county-wide. There are an additional 650 children (county wide) in the Early Head Start program. There are 229 classrooms countywide. These children are served in collaboration with five delegate agencies. There are 400 staff working in the program. Ms. Lee introduced the Head Start managers: Lisa Carr, Family Support Unit, Brenda Campos, Program Support Unit, and Karen Gonzales, Program Operations Unit who presented the Board members with operational information.

Board members expressed their appreciation for the presentation.

## **IV. Information Items**

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: Ms. Scherman asked if staff were in contact with a collection call center in Elk Grove. Ms. Scherman stated that she will research the company and call Mr. Walker.
- C. Dislocated Worker Update: Mr. William Walker reported that Goore's will be going out of business; SETA staff has contacted the company to offer assistance.

- D. Unemployment Update/Press Release from the Employment Development Department: No questions.
- E. Head Start Reports: Ms. Lee reported that there was a follow-up review on September 28-29 regarding the tracking of in-kind hours and blood lead levels. The reviewers were able to close out and recommend clearing the findings to the Office of Head Start. All three findings were dropped.

The center on LaRiviera Drive has served 56 families. Unfortunately this center has been deteriorating over time. The church's well is dry, and after \$30,000 in improvements it was decided to close the center. Some of the improvements were offset by offering free rent. Some of the children were moved to Mather and others to Broadway. Ms. Campos is working with two different brokers and Child Action to secure another child care facility. Mr. Nottoli suggested that staff consider SCOE as a site. Also, the Franchise Tax Board has a lot of space that may be available to be utilized for a center. Ms. Campos is also working with Folsom/Cordova School District to locate a site. Mr. Nottoli stated that Capital Christian Center may be another option.

Mr. Larsen reported that their office has been working on a termination settlement on the LaRiviera Head Start lease. There is a \$3,500 credit and legal counsel has worked out an arrangement to forego the credit to get out of the lease. Mr. Larsen stated that while this item is not on the agenda today, he asked of the board was okay with Ms. Kossick signing the agreement. All board members agreed that it was alright for Ms. Kossick to sign the agreement.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board
- F. Public: No comments.

**VI. Adjournment: The meeting was adjourned at 12:10 p.m.**

ITEM IV-C - 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:** Dr. Wanda Roundtree **DATE:** January 3, 2012  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Sacramento City U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$ 8,186,344	8/1/10-07/31/11	8/1/10-07/31/11
Head Start	T & TA	20,000	8/1/10-07/31/11	8/1/10-07/31/11
Head Start	Expansion	130,697	9/30/10-9/29/11	9/30/10-9/29/11
Early HS	Basic & COLA	1,133,870	8/1/10-07/31/11	8/1/10-07/31/11
Early HS	T & TA	18,249	8/1/10-07/31/11	8/1/10-07/31/11
Early HS	Expansion	372,600	9/30/10-9/29/11	9/30/10-9/29/11
Early HS	Expansion T & TA	18,630	9/30/10-9/29/11	9/30/10-9/29/11

**Monitoring Purpose:** Initial  Follow-Up  Special  Final

<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 Davis Bacon Act		N/A		
9 Indirect Cost Allocation	X			
10 Adherence to Budget	X			
11 In-Kind Contribution	X			
12 Equipment Records		N/A		

**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2010 to Sept. 29, 2011 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) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

ITEM V- COMMITTEE REPORTS)

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 3, 2012 Policy Council meeting.

<b>GOOD!!!</b>
Thank you, Ms. Coventry St. Mary, for making reminder calls for the PC meeting.
Thank you, Board members, for a clean board room.
Thank you, Ms. Nancy Hogan, for providing PC/PAC reimbursements.
Thank you, Board members, for participation in discussion.
Thank you, Board members, for recognizing Chair prior to speaking.
Thank you, Ms. Nicole Castron, for being present to translate.
<b>NEEDS IMPROVEMENT</b>
Members arriving on time.
Members should be seated and ready for meeting by 8:50 a.m.
Members remain seated during all presentations.
Members please, no use of electronic devices or cell phones during the meeting.
Members plan to stay until meeting is adjourned.
<b><i>ABSOLUTELY NO FOOD ALLOWED IN THE BOARD ROOM. NO EXCEPTIONS.</i></b>

NOTES:

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

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) 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
  - Lisa Carr, Parent/Family Support Unit
    - ❖ Countywide Parent Conference Update
    - ❖ Healthy Marriage Workshops
  - Karen Gonzales: Child Development and Education Services
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- D. 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.

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# Monthly Head Start Report

January 2012

## **SETA Operated Program**

### **Education Update:**

The New Year brings us another cycle of CLASS observations SOP Head Start program. This tool assesses teacher effectiveness and interactions in the classroom. Information gathered will also allow us to measure the impact of the Mentor Coach project as well as give us information to plan for future professional development.

We are excited to welcome a new batch of Teachers and Site Supervisors to SETA. They will be participating in a 4 week New Teacher Training Session. Through this training, they will learn about SETA's approach and procedures in Education, Special Education, Mental Health, Health and Family Engagement. Our talented site staff shines as trainers in this collaborative learning opportunity!

### **Family Partnership Unit:**

The Family Support unit is in the process of developing workshops for parents around the topic of School Readiness; how to prepare themselves and how to make sure that their children are ready to transition to Kindergarten.

A topic that is closely related to school readiness is the topic of attendance. The Family Support unit is ready to roll out an initiative to educate parents about the importance of bringing their child to school each day, and the effects on children when they do not come to school regularly.

Family Service Workers are busy updating their Family Partnership Agreements and providing resources to parents.

### **Program Support Services Unit Update:**

#### **School Readiness for All**

On December 6, 2011, a meeting with ACF Program Specialist Shirley Karrer and Early Childhood Education Specialist Rob Colombini was held in our SETA offices.

A team from SETA that included Educational Consultant Liz Aguilar and Program Officer Melanie Nicolas presented on the status of School Readiness goals in our county. SETA-Operated Program (SOP) and three delegates (SJUSD, EGUSD, and WCIC) have adopted the same School Readiness Program Goals. TRUSD and SCUSD are in discussions in their programs if they will adopt the same goals or re-write them with a different focus for their own programs. SETA collects and aggregates assessment data for all programs that is used for program planning and evaluating outcomes. Grantee is assisting delegates and ensuring a plan is in place to meet federal mandates. SCUSD held a CLASS training in November, and SJUSD and EGUSD are holding one in January 2012.

### **Self-Assessment**

Members of Program Support Services Unit are participating in the annual Self-Assessment for Ongoing Monitoring of SOP. Site visits to interview staff and review documents were scheduled in December 2011 and January 2012. Final report is due February 1, 2012.

### **Content Area Services**

The Education/Disabilities Countywide Meeting was held on December 13, 2011 with representatives from all delegate agencies. School Readiness Goals was the primary topic of discussion. Mental Health Content Meeting and Family Partnerships Meeting were held on December 19, 2011. The primary topic of discussion was evaluating outcomes for Parent, Family and Community Engagement. Follow-up meeting is scheduled at delegate level to discuss outcome-based Family Partnerships Agreement process.

### **Monitoring Activities and Hiring of CFS Quality Assurance Analysts**

In December 2011, on-site monitoring, for compliance in the area of Health and Nutrition, Education, Disabilities, mandated screenings and follow-up, ERSEA and Family Partnerships was conducted by unit staff. Monitoring of the mandated 45 day developmental screens and the review of Individual Education Plans (IEPs) and referrals started in November and continues on a monthly basis with site visits. Summary screening reports are reviewed by staff on monthly basis and followed-up on as necessary. Each delegate provides the Disabilities Coordinator a monthly report on the number of children receiving early intervention and special educations services which is reported to PAC and PC.

A new CFS Quality Assurance Unit is in place as of January 3, 2012. Congratulations to the following staff that accepted the CFS Quality Assurance Analyst positions and will serve in their new capacity: Cami Saling, Heather McClellan, Judy Weber, Monica Avila, Monica Barber and Valerie Powell.

## **Elk Grove Unified School District**

### **Enrollment:**

The Office of Head Start has combined the regular Head Start and expansion programs into one program. Elk Grove Unified School District is funded to serve 420 students and is fully enrolled. The Average Daily Attendance for the month of November was 89%.

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

The program educators and clerks have worked closely with the PreK social worker, Florence Oneto, and with the PreK psychologist, Teresa Gannon, to place students with an active IEP into the Head Start program. There are 38 students with active IEPs being served.

### **Health Services Update:**

Program Educators are monitoring files and providing additional support to ensure that children who need health services receive them.

### **Family and Community Partnerships Update:**

"Positive Discipline," a class designed to help parents learn behavior modification techniques and positive approaches to discipline was held at Prairie Elementary School on December 5, 2011. Twenty parents attended this class.

### **Recruitment:**

PreK registrations continue to take place and students are placed on a waiting list. The Head Start classes are fully enrolled. Each school has a waiting list and families are notified when space becomes available.

A calendar with registration dates for January through June 2012 has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2012 -2013 school year.

## **Sacramento City Unified School District**

No report for December 2011.

## **San Juan Unified School District**

### **Education Services Update:**

Teachers are introduced three new letters to children in December; Vv, Ww, and Xx. As children discover and use words beginning with these letters, they will be added to the Word Wall. December is also a Math Review month where all concepts maybe reviewed as needed.

The Education Self Review plan is being produced and will be implemented in January, 2012. Parents and teachers will participate in teams and will visit Head Start classrooms to document their observations in regard to the focus of the Self Review for 2012.

**Disabilities Services Update:**

This month the classroom teachers spent time connecting with the Speech Therapists on any outstanding referrals. Any concerns were reported to the Disabilities Specialist and connected with the Speech and Language Pathologist for needed support and follow up. The teachers also received their first semester DRDP-r data results. They have been using it as part of the need for Special Education referrals and individualizing. Open enrollment flyers have been distributed to all pre-K students and families; general education and special education. The systems committee has also had their first self review meeting for this school year.

**Mental Health Services Update:**

The Mental Health Therapist provided Holiday Stress Management parent support workshops throughout the month of December. The MHT provided families with community resource phone numbers in the event of need or crisis over the school break.

**Nutrition Services Update:**

The new tooth brushing procedure that was implemented in August is working very well in the classrooms. The process requires the children to sit at tables and apply toothpaste from a paper cup and brush their teeth as a group. The intent is to keep fluoride on teeth for a longer amount of time and to cut down on the time it takes children to wait for a turn at a sink. By the end of the school year, staff will have the opportunity to provide feedback regarding this process.

**Health Services Update:**

Health Services has been monitoring files in the office and the classrooms to ensure that all required paperwork is current in conjunction with ChildPlus. Staff also contacted parents who have no dental insurance and have a child that is in need of dental care.

**Family and Community Partnerships Update:**

This month the representatives received training on the materials in their Policy Committee binder including a review of the complaint procedure. In addition, the committee that reviews the Program Area Plans met this month. Content specialists presented to the parents their area of program specialty as well as reviewed any changes that were made to their program content section. A representative also joined an interview panel for the first time this program year. The budget committee has been formed and will begin to meet in January.

**Transition Services Update:**

The second half of the school year is underway and the pre-kindergarten children are advancing in their kindergarten readiness skills. The three-years-olds are demonstrating school readiness skills as well. The parents have been engaged with the teachers regarding home activities to encourage the continuation of advancements made and promote further progress. The teaching staff's goal at this point in the year is to assist the children in their further engagement of classroom activities that promote school readiness.

Open enrollment for kindergarten for the 2012-2013 school year is also underway and much support has been given to the parents to assist with this process.

**Program Support/Staff Training Update:**

In early December, George Dozet presented a wonderfully interactive workshop on *Music in Education* to all teachers, teaching assistants, and bilingual teaching assistants.

Teachers are completing a reflective assignment outlining the implementation of new strategies they have used as a result of the *Music in Education* training and the math training (Introduction of Division) from November.

**Fiscal Update:**

The results of the parent volunteer hours are higher than what is being required each month. This makes it easier for San Juan to meet the 25% match requirement. Also, many projects funded by Measure J that benefit Head Start and Early Head Start will be included into the Fiscal Report as the projects are completed. These projects are at Dom Way, Cottage, and possibly Encina.

Reconciliation for Head Start shows that expenses exceed the budget by approximately 5% and various ways are being considered for reduction. One area of reducing expenses will be in salary savings due to vacant positions. Early Head Start's expenses exceed the budget by approximately 2%. Possible reductions in EHS are also being considered.

As January comes into view preparing for the 2012-13 HS/EHS Budget will begin to take place. This will include meeting with the Budget Committee from the Parent Committee over the next 6 weeks.

Budget preparation will be ongoing as the State of California and the Federal Government review possible appropriations or reductions for the programs.

**Early Head Start:**

The 30 hours of CDE Infant/Toddler Foundations training concludes in December. The staff has become more reflective and purposeful in their planning process. This is evidenced by the activities and interactions seen in the classroom as well as through their planning documentation.

Home visits finish out the year by providing personalized connections between the caregivers and the families.

**Twin Rivers Unified School District**

**Highlights:** challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r, self assessment, PIR, program highlights and significant program changes, expansion updates, etc.

**Events:**

During the month of December, Head Start students and staff participated in the Winters of Wonderland festival. This parent involvement event included a carnival of entertaining activities, exciting games and literacy stations for the enjoyment of all. Students were delighted with sensory tables filled with "snow", reading by the neighborhood librarian and a memorable snowflake art activity. The finale of the event was student performances of skits and songs that delighted the audience.



In partnership with the Sacramento Food Bank and Family Services, parents participated in a parent workshop entitled "Recycle-It's Only a Plastic Bag" on December 13th. The workshop provided parents with insightful information on the negative effects of plastic bags and benefits of recycling. The well attended and interactive workshop also demonstrated how to make reusable bags from t-shirts.

**Professional Development:**

Preschool staff participated in professional development on December 8<sup>th</sup> with the continued focus on implementation of the Enlightened Discipline philosophy. The book's author was present for the training opportunity and provided great insight to preschool staff regarding the three rules of be safe, be clean and be kind. Preschool staff will complete the last professional development opportunity with the author in March 2012.

**Components:**

The Nutrition Component Leader continued the hemoglobin and blood lead test follow-up, as well as planning for the monthly parents and student nutrition activities.

The Health Component Leader continued to follow-up on screenings and sent parents' notification for any needed medical information.

The School Social Worker/Counselor continued the Family Partnership Agreement with the incoming families as well as supported classroom teachers with classroom observations and implementation of behavioral strategies/interventions. The Component Leader continued assessing mental health referrals that have been submitted by the teaching staff and parents

for social skills and behavior intervention. The social skills and friendship groups continued for referred students who need assistance with anger management techniques and social skills.

The Speech and Language Pathologist (SLP) continued providing speech services to students with speech IEPs.

The Education Component Leader continued to support classroom teachers with file management and classroom strategies. Teachers completed parent conferences and continued implementing the action plans from ECERS and DRDP results.

The ERSEA Component Leaders continued enrolling students and maintaining enrollment files. Data input into ChildPlus, CDMIS and AERIES school database continues and a wait list has been formed. The component leaders also continued their file monitoring to ensure all necessary documents are correctly completed.

#### **Policy and parent Committees:**

The Parent Committees meetings were held at both supplemental sites. The Policy Committee held their monthly meeting on December 10, 2011. During the meeting, members approved the prior meeting minutes, discussed the upcoming Black History Month program, by-law revisions and meeting dates. Members received copies of monthly component reports. The next Policy Committee meeting will be held on January 18 at 10:00am.

#### **Parenting:**

Parents were invited to attend parenting classes in collaboration with the nearby elementary school, Garden Valley. Plans are underway to provide parenting classes in collaboration with the Mutual Assistance Network (MANN) during spring of 2012 depending on space available.

#### **Fiscal:**

TRUSD completed the Head Start audit of in-kind hours and no concerns were noted. Teaching staff will complete their final classroom orders based on the results of their ECERS and DRDP results no later than February 2012.

## **WCIC**

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

#### **Happy New Year to everyone from the entire WCIC Team/Family!!!**

WCIC's management values staff development/education, team leadership, team-building, and stability of diverse quality staff.

WCIC/Playmate Annual Self-Assessment took place from November 28, 2011 to December 15, 2011. Report includes: parents and staff engagement, 103 completed Self-Assessment Parent Questionnaires, Head Start facilities/sites safety checklists, staff and children file reviews, state licensing requirements review, Content Areas File Reviews; resulted in compliance and positive feedback. A copy of the report is forthcoming to SETA upon return from the holidays vacation schedule/school closure.

Ms. Davis, Executive Director/Head Start 30<sup>th</sup> Anniversary Celebration with WCIC/Playmate Head Start Programs was a success. The celebration took place November 17, 2011 through December 16, 2011. **“Theme: 30 days of Celebration for 30 years of Dedication.”** The community party was held on December 16, 2011; family and friends congratulated and thanked Ms. Davis for her unwavering dedication to the Sacramento community.

#### **Family and Community Partnerships:**

WCIC/Playmate Head Start Programs community supporters are scheduled to provide gifts to the children in January 2012, due to the December 2011 holidays vacation schedule/school closure. A report will be included in the January 2012 report.

#### **Health Screenings:**

WCIC/Playmate children received hearing re-screening from The Maryjane Rees Language, Speech and Hearing Center, Department of Speech Pathology and Audiology, California State University, Sacramento on December 2, 2011.

Family Services Workers continue to encourage the parents to get the children's annual physicals and dental exams and any dental follow-up treatments to meet our Head Start Performance Standards.

WCIC/Playmate Family Services Workers also continue to do 1<sup>st</sup> Height/Weight measurements on newly enrolled children.

**Early Childhood Education:**

WCIC/Playmate Head Start Programs Teachers received CLASS Observations the week of December 5-9, 2011 by Ms. Gwendolyn Jackson, Teacher/Reliable Assessor.

WCIC/Playmate Head Start Program staff received the Four Principles of Stress Management Training by Marilyn Palmer, Clinical Social Worker from Sacramento Employment Training Agency on December 9, 2011. She asked staff what stresses are relieved during our lunch hour. Staff stated some work out, shop, dance, and meditate. She stated when we have thoughts, it leads us to our emotional state. We create our emotions. Thoughts are inside our heads, emotions are inside our bodies and we have no choice but to own them. Power of choice is ours. Stress and emotions can be felt on physical level by tears, broken heart, and somatic problems. If we unsuccessfully deal with it, it may lead to difficulties such as medical issues, substance abuse or other health problems. We should always set healthy boundaries. It takes strength to identify limits. Limit setting is a healthy behavior.

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

ACF-IM-HS-11-06 Head Start and Early Head Start; Parent, Family and Community Engagement

# Sacramento County Head Start/Early Head Start Delegate Monthly Enrollment Report

**December, 2011 (revised)**

## Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	420	420	100	248*	59
Sacramento City USD	1,292	1,298	100	1,036	80
Sacramento Employment and Training Agency	1,874 (2,778)	1,900	101	868	46
San Juan USD	700	701	100	560	80
Twin Rivers USD	211	212	100	178	84
WCIC/Playmate Head Start	120	120	100	97	100

\*7 classes were not in session for the month of December, which reflects the low attendance numbers.

## Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	147	144	98	91	62
Sacramento Employment and Training Agency	345	347	101	138	40
San Juan USD	161	164	102	118	73

- (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 12/31/11)

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)	14	(7%)	N/A	
Elk Grove USD (420)	38	(9%)	N/A	
Sacramento City USD (1292)(147)	114	(9%)	10	(7%)
San Juan USD (700) (161)	59	(8%)	17	(11%)
WCIC (120)	6	(5%)	N/A	
SETA (2796) (345) (1878 Tracks)	159	(8%)	42	(12%)
<b>County (4621)* (653)*</b>	<b>390</b>	<b>(8%)</b>	<b>69</b>	<b>(11%)</b>

\* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment



# SETA Head Start

## Food Service Operations Monthly Report

### \*December 2011

December 1st - Grant Skills opens a PM Class with 10 children.

December 9th - Closed for SCOE / CFEL Training  
 Northview 1 AM & 1 PM Classes  
 Hillsdale 2 AM & 1 PM Classes

December 15th through January 3rd - SCOE Children on Winter Break.

December 19th through January 3rd - WCIC Classes Closed

December 22nd - Minimum Day All Classes - Except Parker

December 23rd, 12:00 Noon through January 3rd - Winter Break

**Meetings and Trainings:**

Program Support Services Meeting attended by the Food Service Staff  
 at Plaza Del Paso, December 9, 2011

Cook Drivers; Shantell Lutin & Lorena Meding attended  
 a SERV SAFE Training provided by, SYSCO on December 13, 2011

CFS Strategic Planning Retreat attended by Connie Otwell  
 December 15 & 16, 2011

Injury and Illness Prevention Plan attended by Connie Otwell  
 December 16th, 2011 at Plaza Del Paso

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

Lunch	PM Snack	Breakfast	Field Trips
30,124	17,294	21,230	340

**Total Amount of Meals and Snacks Prepared** **68,988**

**Purchases:**

Food	\$56,974.30
Non - Food	\$13,135.58

Building Maintenance and Repair: \$120.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$1,314.57

Vehicle Gas / Fuel:	\$1,735.70
Normal Delivery Days	16

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.

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- 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.

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ITEM III-F- ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: