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Thought of the Day: "Our success depends on people like you, whose commitment, skills and positive energy make great things happen."

Author, unknown

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, February 28, 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.

AGENDA

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| A. | Approval of the Minutes of the January 24, 2012 Regular Meeting | 4-11 |
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| A. | Head Start Deputy Director's Report | 12-23 |
| | ✓ Monthly Head Start Report (attached) | |

IV. Action Item

24

A. CLOSED SESSION PERSONNEL: PURSUANT TO GOVERNMENT CODE SECTION 54957

- Approval of Eligible List for: 1) Head Start Coordinator (Education) (Supervisory); 2) Program Analyst; 3) Head Start Typist Clerk III; and 4) Family Services Worker, Range I

CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Pursuant to Government Code Section 54957

- ➔ Report out of Closed Session

V. Adjournment

VI. Training

The Parent Advisory Committee and Head Start Policy Council will participate in AB 1234 Ethics Training

DISTRIBUTION DATE: WEDNESDAY, FEBRUARY 22, 2012

Policy Council meeting hosted by:
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
- _____ Devon McCracken, SETA-Operated Program
- _____ Johnny Sanders, SETA-Operated Program
- _____ Lucero Canto, Home Base Option
- _____ Blanca Rosales, Home Base Option
- _____ Rebecca Lewis, Grandparent Representative
- _____ 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:

- _____ Apryl Strayhand, Elk Grove Unified School District

Seats Vacant:

- _____ Vacant (Anderson), SETA-Operated Program
- _____ Vacant (Diaz), Early Head Start (San Juan)
- _____ 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	R										
L. Canto reseated 1/3	HB	X	X	X										
J. Diaz Seated 11/22	EHS/SJ	X	U	U										
R. Florez s/b/s 1/3	EHS/SOP		X	X										
A. Gill Seated 11/22	PP	X	X	E										
K. Gonzales Seated 11/22	SAC	X	E	X										
S. Gutierrez Seated 11/22	SOP	X	X	X										
V. Gutierrez Seated 11/22	WCIC	X	X	X										
T. Knox Seated 11/22	PP	X	X	X										
R. Lewis Seated 11/22	GP	X	X	X										
D. McCracken s/b/s 11/22	SOP	U	X	E										
W. Peck Seated 1/3	FP		X	X										
T. Pelton s/b/s 11/22	TR	U	X	E										
S. Proteau Seated 11/22	SJ	X	X	E										
C. Riddick Seated 1/3	ELK		X	U										
B. Rosales Reseated 1/3	HB	X	X	X										
N. Ruelas Seated 11/22	SAC	X	X	X										
J. Sanders Seated 1/24	SOP			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	X										
A. Strayhand	ELK													
A. Taylor Seated 11/22	SOP	X	X	X										
C. Wallace Seated 11/22	SOP	X	E	X										
C. Wilson Seated 11/22	TR	X	X	X										
F. Ybarra Seated 11/22	WCIC	X	X	X										

GLOSSARY OF ACRONYMS

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

X: Present

E: Excused

R: Resigned

U: Unexcused Absence

S/B/S: Should be Seated

AP: Alternate Present

E/PCB: Excused, Policy Council Business

E/PCB: Excused, Policy Committee Business

OGC: Outgoing Chair

***:** Special Meeting

Current a/o 2/15/12

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JANUARY 24, 2012 POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the January 24, 2012 regular meeting.

RECOMMENDATION:

That the Policy Council approve the January 24, 2012 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 24, 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 9:11 a.m. and read the Thought of the Day. Ms. Connie Wallace will serve as Secretary and called the roll. Ms. Rebecca Lewis will be serving as Parliamentarian.

Members Present:

Nadezhda Ruelas, Sacramento City Unified School District
Kiersten Gonzales, Sacramento City Unified School District (arrived at 9:15 a.m.)
Coventry St. Mary, 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
Connie Wallace, SETA-Operated Program
Lucero Canto, Home Base Option
Blanca Rosales, Home Base Option
Reina Florez, Early Head Start (SOP)
Rebecca Lewis, Grandparent Representative
Tamara Knox, Past Parent Representative
Willie Jean Peck, Foster Parent Representative

New Members Seated:

Mr. Johnny Sanders, SETA-Operated Program was seated.

Members Absent:

Codie Riddick, Elk Grove Unified School District (unexcused)
Sarah Proteau, San Juan Unified School District (excused)
Trina Pelton, Twin Rivers Unified School District (excused)
Devon McCracken, SETA-Operated Program (excused)
Latrece Anderson, SETA-Operated Program (resigned)
Amarjit Gill, Past Parent Representative (excused)
Janet Diaz, Early Head Start (SJ) (unexcused)

Ms. Reina Florez assumed the Secretary position.

Ms. Kiersten Gonzales arrived at 9:15 a.m.

II. Consent Item

A. Approval of the Minutes of the January 3, 2012 Special Meeting

Minutes were reviewed; no questions or corrections.

Moved/S. Gutierrez, second/Lewis, to approve the January 3, 2012 special meeting minutes.

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

III. Action Items

A. Selection of Committee Representatives for Program Year 2011-2012

1) Head Start Personnel/Bylaws Committee Representatives

Ms. Rebecca Lewis reviewed the purpose of this meeting. Ms. Vivian Gutierrez, the Parliamentarian, already serves on this committee. Others interested in serving: Rebecca Lewis, Coventry St. Mary, and Socorro Gutierrez.

2) Head Start Budget/Planning Committee Representatives

Mr. Roger Bartlett reviewed the purpose of this committee. This committee reviews the expenditures over the past month and make recommendations regarding budget modifications.

Ms. Nadezhda Ruelas already serves on this committee as Treasurer. Others interested in serving: Coventry St. Mary.

3) Head Start Social/Hospitality Committee: Ms. Florez and Ms. Ruelas are already on the committee. Ms. St. Mary provided an overview. Others interested in serving: Carolyn Wilson, Willie Jean Peck, Coventry St. Mary

4) Program Area Committees

a) Early Child Development and Health Services and Parent/Family Support Committee: Ms. Gonzales stated that this committee looks at school readiness, attendance and family engagement. Those interested: Connie Wallace and Socorro Gutierrez

b) Monitoring & Evaluation (aka: Self-Assessment) Committee: Ms. Brenda Campos reviewed this item, which is a committee of the whole. All board members were asked to participate in this committee.

c) Male Involvement Committee: Mr. Robert Silva provided an overview of this committee. The third Wednesday of February is the regular meeting. Those interested: Reina Florez, Frank Ybarra, Vivian Gutierrez.

Moved/Ruelas, second/S. Gutierrez, to ratify the committee selections.

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

B. Election of Representative and Alternate to the Community Action Board

Ms. St. Mary reviewed this item. Ms. Nancy Hogan provided an overview of the board.

Those interested in serving: Reina Florez, Willie Jean Peck.

Moved/Taylor, second/Peck, that the Policy council elect a representative and an alternate to the Community Action Board.

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

Ms. Peck and Ms. Florez spoke of their interest in serving on the CAB.

Votes: Reina: 7; Willie Jean: 8

Ms. Peck will serve as representative and Ms. Reina Florez will serve as alternate.

C. Selection of the SETA Head Start Health Services Advisory Committee (HSAC)

Ms. Brenda Campos stated that this committee is required due to the standards. This committee meets twice a year; the next meeting is in February in the Sequoia Room. This committee is open to all but Ms. Campos asked that those interested in participating must inform staff. All parents must confirm their attendance if they plan to attend. Those interested: Johnny Sanders, Socorro Gutierrez, Kiersten Gonzales, Rebecca Lewis, Reina Florez, Connie Wallace.

Moved/S. Gutierrez, second/Knox, to ratify the selection of members to serve on the SETA Head Start Health Services Advisory Committee.

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

D. Selection of the Community Partnerships Advisory Committee (CPAC)

Ms. Terri Carpenter reviewed this committee. Ms. Carpenter is looking for parents to get involved in bringing information back to their centers. This committee meets twice a year, from 9-10:30 a.m. A lot of information is distributed via e-mail. Participation in this committee is a great way to find out what is happening in the community. Those interested: Vivian Gutierrez, Reina Florez, Connie Wallace, Willie Jean Peck, and Coventry St. Mary.

Ms. Carpenter asked for parents to keep an eye out for potential news articles. Call Ms. Carpenter at 263-7891.

Moved/Wallace, second/Sanders, to ratify the selection of members to serve on the Community Partnerships Advisory Committee.

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

Ms. Ruelas and Mr. Sanders left the room at 10:02 a.m.

E. Selection of Children's Dental Task Force Representative and Alternate

Ms. St. Mary reviewed this committee; the next meeting is scheduled for Wednesday, January 25.

Ms. Ruelas returned to the meeting at 10:06 a.m.

Those interested: Coventry St. Mary. Reina Florez.

Moved/Knox, second/Wallace, that the PC elect one representative and one alternate.

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

Ms. Florez volunteered to be the alternate. Ms. St. Mary will serve as the representative and Ms. Florez will serve as the alternate.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. St. Mary reviewed the calendar of events.

Mr. Sanders returned to the meeting at 10:13

There are Budget/Planning Committee meetings scheduled for March 2, 9-11 a.m., and March 9, 9-11 in the Oak Room.

Ms. Socorro Gutierrez left the room at 10:15 a.m.

- Parent/Family Support Unit Events and Activities: The Social Hospitality Committee will meet the last Thursday in February.
- Parent/Staff Recognitions: January birthdays: Tamara Knox (January 15), Reina Florez (January 25), Rebecca Lewis (January 13).

Ms. Socorro Gutierrez returned at 10:20 a.m.

- Community Resources-Parents/Staff: Ms. Lewis reported on the most recent Black Infant Health Committee held the second Tuesday; they talked about the public health officer position which is still unfilled since September of last year. Dr. Moynihan feels the reason is that the public health officer is not granted a car (they have to submit mileage) and they are not given the support needed. Dr. Moynihan said that the pay for public health officer is commensurate with positions state wide. Field Infant Mortality Review was reported; epidemiologists are needed for this review. There is a budget of \$3-4,000 to cover 60 jurisdictions. Ms. Sharon Sappho of the Black Infant Health Committee, is applying for a \$25,000 grant. The Committee will be celebrating Healthy Family on March 17. On January 21 there was a mental health kickoff at Sam Pannell Community Center; post-partum

depression workshops are available. The good news is that Life Plan for teen moms was awarded a state-wide grant for three years. Dee Dunn can be contacted for additional information regarding teen pregnancy programs.

Ms. Reina Florez spoke of a teen pregnancy prevention program called Field of Dreams located at 1800 T Street. The kids can go there to be tested.

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reported that five months into the grant year there is an expectation that the grant would be spent by 41.7%; the total grant spent is around 36%. The Agency is required by law to provide 25% of the federal share in the form of non-federal match; this number is slightly behind due to slow reporting at the delegate level. Administration must not be spent over 15% of the federal funds and the budget shows administrative expenditures at 10.8% funds. There is a small ARRA mentor coach grant that ends February 28. Currently, 71% of the grant has been expended, which is almost all personnel; Mr. Bartlett expects to have it completely spent. The American Express card report was reviewed.

Ms. Tamara Knox left the room at 10:26 a.m.

Ms. Nadezhda Ruelas was excused 10:30 a.m.

B. Governing Board Minutes of November 3, 2011: No questions.

C. Fiscal Monitoring Report: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Florez reviewed the Executive Committee critique.
- Budget/Planning Committee: Ms. Socorro Gutierrez provided a review of the last Budget/Planning Committee. There are several meetings being planned to work on the upcoming budget.

VI. Other Reports

A. Executive Director's Report: No report.

B. Head Start Deputy Director's Report

- Monthly Head Start Report: Ms. Lee reported that the Federal government has signed appropriations for 2012-2013 with no apparent Head Start cuts. Ms. Lee has not received an actual refunding letter. Advocacy is a really important issue. There is a lot going on with the elections so parents' voices are very much needed. At the State level, there is a lot of energy; Governor Brown proposed significant cuts especially for First 5, but this money was almost all returned. Proposed State cuts are at \$23 million. If a program is under earning, then the money will be *swept* for the coming year.

Ms. Knox returned at 10:37 a.m.

When a child is not in attendance, the program they are enrolled in is not paid. This could result in a significant amount of money lost. Staff anticipates a standard reduction in the amount given for kids in classes. This could result in fewer programs or fewer slots for kids.

Ms. Lewis asked if there would be modifications made at Head Start regarding the expected number of kids in a classroom. Ms. Lee replied that Ms. Carr is heading up an attendance campaign at the city level as well as the Head Start program. The overall goal is school readiness. CDE has already taken the dollars from under earning programs, but the delegate agencies may have had funds taken back. The proposal for the reduced daily rate may affect SETA. Many stand-alone programs may not be able to afford to provide services if the cuts continue.

C. Head Start Managers' Monthly Reports

- Lisa Carr, Parent/Family Support Unit: Fishing in the City in the Elk Grove Park flyers will be distributed to sites for SOP and delegates. On February 15, KVIE will be holding a workshop entitled "TV as a Learning Tool, at the SETA offices; board members were asked to sign up beforehand. Dinner and child care will be available. The county-wide parent conference will be held April 21 at the Charles A. Jones Skills Center. Child care will be available; flyers will be sent out.

Ms. Carr reviewed some changes coming to the state-funded programs. There will be eligibility changes in the 2012-13 program, which begins July 1. To qualify for the full day program, families must be: 1) referred by CPS (automatically qualify for full day slot), 2) families with lowest income and the highest need, and 3) income qualified and need. For full day services there has always been a need requirement (school, working, or statement of incapacity). The governor is looking at a program for moving parents from cash assistance to working. If the child is under 6 years of age, the parent must be in work or a work activity for a minimum of 20 hrs./week. No program will be able to serve families seeking employment or families in school unless parents are in a vocational training program, or seeking a high school diploma or GED. If there is a statement of incapacity, families will no longer qualify for Head Start services.

Mr. Sanders asked when parents will be notified and Ms. Lee stated that parents will be given a minimum of 14 days' notice.

Ms. Florez asked if this would affect Head start staff and Ms. Carr replied that it probably will not affect staff but it will affect mostly the children that will be enrolled. Eligibility is not a definite, although there will be a budget cut. Parents are encouraged to lobby on behalf of Head Start. Ms. Lee stated that board members will be sent information regarding the potential cuts. Ms. Carr stated

that child care is just one portion of the proposal to make families eligible for their participation in a child care program.

- Brenda Campos: Grantee Program Support Services: The Quality Assurance Unit began in January; staff will be introduced in February. Each program is being requested to do a program information report. This report is an overview of the program due to the Office of Head Start by August 1.
 - Karen Gonzales: Child Development and Education Services: Ms. Gonzales stated that her department looks at school readiness, and where kids are at the mid-point of the year. Some of the delegates do assessments at the beginning and the end of the program. With the new school readiness, it has been shown that it is important to do three assessments: beginning, middle of the program, and at the end. Staff has been meeting with the delegates to encourage them to perform a third assessment. Data received show children scoring the highest levels in the creative arts (63%) and physical development (59%). Areas to work on include: literacy (31%) and math (34.9%). A second assessment will be done in February so data will be brought forward in March.
- D. Chair's Report: Ms. St. Mary asked if Board members were amenable with sharing their information included in the roster; all agreed.

Ms. Kierstan Gonzales was excused at 11:06 a.m.

Mr. Johnny Sanders was excused at 11:15 a.m.

III. Action Items (continued)

- F. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957** – and -
CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Pursuant to Government Code Section 54957: Dropped from the agenda.

The board went into closed session at 11:18 a.m. Ms. St. Mary called the meeting back to order at 11:41 a.m. and reported out of closed session that the Policy Council approved the Eligibility List for: 1) Early Head Start Educator, 2) Associate Teacher, Tier II & III, and 3) Associate Teacher/Infant Toddler.

VI. Other Reports (continued)

- E. Open Discussion and Comments: Board members were asked to contact Ms. LaShaun Burke at 263-3878 or Ms. Nancy Hogan at 263-3827 for their meeting reimbursements.
- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11:43 a.m.

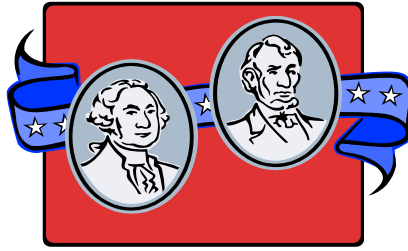
ITEM III - OTHER REPORTS

HEAD START DEPUTY DIRECTOR'S REPORT

BACKGROUND:

Attached are monthly reports on:

- ❖ Deputy Director's Report
- ❖ Enrollment
- ❖ Special Education Report
- ❖ Food Service Report



President's Day

Monthly Head Start Report

February 2012

SETA Operated Program

Education Update:

The Northview and Hillsdale full inclusion classrooms have been going through a 4 month training series on the CSEFEL concepts (Center for Social Emotional Foundations for Early Learning). This training has been a collaborative partnership with the Sacramento County Office of Education. The participating staff attended the last part of this series on January 27th. Helping children with appropriately expressing emotions and problem solving is often a challenge in classrooms. We are excited to hear the stories from the teachers that showcase the new skills children are learning from this curriculum. Education Program Officers have been concurrently attending the Training of Trainers for CSEFEL to build sustainability in the program. We will be bringing this Social Emotional training to the rest of the teaching staff in the next coming months.

Staff that support both center based and home based programs attended the California Head Start Association (CHSA) conference in Garden Grove, CA the week of January 30-February 3. All expressed an appreciation for the content that was presented around topics such as School Readiness, The CLASS Assessment, Socialization Effectiveness, and Alignment between state and federal requirements. Information will be shared with Home Visitors and Site Supervisors in February meetings.

Family Partnership Unit:

The Family Partnership Unit has just finished up their portion of the annual Self Assessment process. We are looking at how we provide services to our families and how we partner with community agencies. We looked at how well we were doing, and what we could do better.

Family Service Workers have just finished a professional development strand on how to write effective case notes. Our intention is that case notes become a little more standardized throughout our program. The feedback received has been very positive and staff was happy with the training along with clearing up questions they had around effective case note management.

Staff also attended the Parent and Family Engagement Conference held in Orange Grove, CA the week of January 30-February 3. Staff was given the opportunity to learn about best practices around family engagement and especially around school readiness. Ten staff will also be attending a two day workshop in Auburn around helping Head Start/Early Head start parents to learn about financial literacy and economic stability.

We continue to stay busy with providing services to families daily, and ensuring that all early learning centers stay fully enrolled.

Program Support Services Unit Update:

CFS Quality Assurance Unit:

The new unit composed of 6 recently-hired Quality Assurance Analysts has started the planning process in January to reinvigorate the program monitoring and evaluation of SETA-Operated Programs (SOP) and 5 Delegate Agencies. Staff has been attending training, visiting programs and meeting to plan and lay the groundwork for the redevelopment of processes and tools. For more information about the new CFS Quality Assurance Unit, please contact Melanie Nicolas, mpnicola@headstart.seta.net

SETA Monitoring, Training and Technical Assistance for Delegates:

Content Coordinators for Health and Nutrition, Disabilities and SETA Educational Consultant have ongoing monthly site visits at each Delegate Agency to conduct site inspection, class observation and children's file reviews and other pertinent documents. Feedback is provided to delegate supervisors and coordinators and necessary technical assistance and training are arranged as appropriate. A new Child Plus Administrator has been assigned full time to support our delegate agencies to adopt and optimize the use of Child Plus, the electronic record-keeping system used by SETA. A series of webinars have been scheduled in January and February. Individualized training plan per delegate agency is in place. As part of grantee monitoring of delegates, several monthly reports are also submitted to the Grantee for enrollment, attendance and compliance with mandated screening.

Special Projects:

Healthy Futures Project at Grizzly Hollow Head Start and Galt Head Start is halfway through its funded year. Cooking demonstration and workshops on reading nutrition labels and food safety offered in January had high participation by parents. Workshops were offered by Health Education Council's "In the Grow" and Latino Campaign programs. Healthy Futures Project also has a case management component assisted by a Health & Nutrition Specialist and a consulting Registered Dietitian. For more information, please contact mpnicola@headstart.seta.net

Elk Grove Unified School District

Education Services Update

The Staff in-service this month was held at Prairie Elementary School on January 20. Irene Ladd, the PreK instructional coach, reviewed anecdotal note taking for the Desired Results Developmental Profile (DRDP). Teachers in the PreK program use this assessment tool at the beginning and end of each school year to gather information in order to individualize instruction and gain knowledge of their children in order to provide services to best support each child.

Claudia Charter, Program Specialist, shared the results from the Assessment Committee. Eight teachers, the Academic Program Coordinators, and the Program Specialist met with the task of looking at the time frames and assessments that the PreK program currently had in place and making recommendations concerning how to gather relevant and current data for use at co-ops, parent conferences and classrooms. The committee decided that the program would benefit from using the DRDP assessment tool at a mid point in the school year and by using the School Readiness Screening assessment at the end of October and March in addition to the beginning of the school year when it is currently used. Teachers agreed that adding these additional assessments would be beneficial and they will begin using them this school year.

Enrollment

The Elk Grove Unified School District Head Start program is fully enrolled with 420 students in the program. Average Daily Attendance for the month of January was 88%.

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 40 students with active IEPs being served.

Health Services Update

Program Educators are monitoring files and providing additional support to ensure that children in need of further dental treatment receive those services.

Family and Community Partnerships Update

“Making Parenting A Pleasure”, a class designed to help parents build their parenting skills, was held at Kennedy Elementary School on January 10, 17, and 31. An average of 2 parents attended these classes.

“Latino Family Literacy”, a class that focuses on teaching Spanish speaking families specific strategies they can use to assist their children in the area of literacy, was held at Charles Mack Elementary School on January 11 and 18, and at Prairie Elementary School on January 12 and 19. An average of 8 parents attended the classes at Charles Mack and an average of 7 parents attended the classes at Prairie Elementary.

“Read To Me Daddy”, a class designed to teach fathers and male father figures how simple, brief interactions make a big difference in the lives of their children, was held at Kennedy Elementary School on January 19 and Prairie Elementary School on January 25. Four fathers attended the class at Kennedy Elementary and 17 fathers attended the class at Prairie Elementary.

Recruitment

PreK registrations continue to take place and students are being 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.

An internal office calendar with registration dates for January through June 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

Policy Committee representatives were selected to attend the annual California Head Start Association conference in Garden Grove, CA. Individuals are expected to report back at the February 9, 2012 Policy Committee meeting.

Parent Education

The social workers and one resource teacher began their second six-week CSEFEL Parenting Workshops series in January. Workshops are slated for Tuesdays for English speaking families and Thursdays for Spanish speaking families. Workshops will extend through the beginning of March 2012.

Education

In January, the teaching staff attended training devoted to two topics; “Delivering Excellent Customer Service” presented by Schools Insurance Authority and “Preventing Sexual Harassment” presented by the District’s Human Resources Department. Both trainings were informative and well received by participants.

As part of the Reading Is Fundamental (RIF) program, children received their second book out of the 3 to 5 books they will receive over the course of the school year. SCUSD Child Development Department continues to participate in the RIF program, which supports the “Books for Ownership” initiative for at risk children.

Early Head Start and Home Base

EHS Center-Based staff has finished their ongoing training with PITC on the new CA Infant/Toddler Learning Foundations with Judy Isiura. Kris Lawson and Sandi Appleton were able to attend the PITC “Module 5,

Beginning Together” Institute in San Diego and came away with a wealth of knowledge and understanding regarding full inclusion for infants and toddlers.

The Child Development Preschool Nurses completed their audits for the Self-Assessment Program Improvement Plan for the 2011-2012 year. Results of their preschool site audits were shared at the resource staff meeting on December 12th. New goals and action steps were devised, as a result of findings generated by the nurses’ observations.

Lisa Stevens attended the Health Education Council’s nutrition meeting held at the Mexican Consulate on January 10th. Lisa reports that very productive networking took place at this meeting. The “Rethink Your Drink” campaign was presented to the attendees. This campaign was designed to reduce the use of sodas and sugary drinks in students of all ages. Parent pamphlets, campaign posters and suggested classroom activity templates were distributed to those attending this meeting.

California Regional Health and Nutrition Cluster Meeting on January 19th at Union City. They met with fellow Head Start and Early Head Start, Home Base, Mental Health and Special Needs Managers, Advocates and Coordinators from Northern California to share their concerns and success stories.

The children’s dental health status is being actively monitoring by the Head Start Preschool nurses and active follow-ups are in progress.

Children without dental insurance that have had urgent dental needs were registered for the “Smiles for Kids Day” on February 4th. The “Smiles for Kids” program promotes oral health in children living in Sacramento County and four neighboring counties. The organization’s goal is to provide dental care to children residing in economically underserved areas where there exists little to no access to dental care. Many families in these underserved areas are also without dental insurance. Sacramento District Dental Society (SDDS) dentists provide free dental care to these children on the first Saturday of February each year. Many SDDS dentists continue to provide dental care to children through their Adopt-A-Child follow-up treatment program.

The “I’m Moving, I’m Learning (IMIL)” curriculum continues to be implemented by our teachers. Parent handouts from the IMIL and “Be Choosy, Be Healthy” programs were distributed to the teachers to share at parent meetings for the remainder of the school year. The Preschool Child Development Nurses have also been actively involved with presenting health and nutrition information at these monthly parent meetings.

In an effort to support preschool teachers in keeping children well and attending school, Child Development Nurses Lisa Stevens, Espie Millendez and Victoria Benson gave a presentation on “How to Avoid the Spread of Germs in the Classroom” at the two Staff Development meetings on January 13th. The nurses stressed the importance of hand washing along with coughing and sneezing in your elbow to prevent the spread of germs. A 3-minute film entitled “The Sneeze” was shown to the teachers. Written information for parents and hand washing posters for the classroom were distributed. Nurses are requesting teachers to contact them, should they have children with multiple absences due to illnesses or large groups of absent children so that nurses may contact parents and offer support.

Child Development Nurses met with Dr. Wanda Roundtree, Interim Child Development Department Director, on January 18th to discuss the vision of health and wellness for preschoolers within the Sacramento City Unified School District. The Child Development Nurses also met with Karen Ito, Child Development Nutrition Consultant on January 25th. Policies and procedures were clarified for referrals to the Child Development Nutrition Consultant in an effort to provide comprehensive support services for children at risk for being anemic, underweight or overweight.

Dr. Roundtree continues to work closely with Dr. Olivine Roberts to devise a list of individuals who will participate on the SCUSD Child Development Restructuring Committee. The group will be interdisciplinary and will consist of a wide range of stakeholders. Meetings are expected to get underway very soon.

Program Updates

CSEFEL parenting workshops are occurring in English and Spanish on Tuesdays and Thursdays, respectively (Hiram Johnson).

Registration staff training entitled: Registration: Staff: Key Players in the Family Partnership Process was held on January 20, 2012

Janet Love attended the Northern CA Regional Cluster Meeting on January 19, 2012 in Union City, CA

Staff attended West-Ed CSEFEL training in January 2012.

Individual/coaching support in CSEFEL strategies is currently being provided to teaching staff.

CSEFEL Positive Behavior Supportive Team Meetings are taking place (includes social workers and staff who received CSEFEL Training).

San Juan Unified School District

Education Services Update

Midyear assessments in the areas of letter recognition, number recognition, beginning sounds and oral counting have been completed. Staff have been comparing data with the first assessment period and the children have shown substantial growth. Staff are now implementing this information into the individualization of their lesson plans. This data and planning is an important step for transitioning into kindergarten successfully.

Disabilities Services Update

During the month of January the final pieces of the Preschool Operations Guide updates were given to the department secretary to complete and enter into the district's website for teachers to access. Open enrollment for Kindergarten began and the IEP teams have begun to consider placement for the Kindergarten eligible special needs students. The IEP numbers have steadily increased and now are currently at 9% of the total enrollment. More referrals have come in and staff will continue to enroll and screen children for the turnover spots.

Mental Health Services Update

The Mental Health Therapist participated in parent-teacher conferences to both address specific social-emotional needs of identified children as well as to provide community resources/mental health referral information. Ongoing Limit Setting workshops are provided to parents with special attention to kindergarten social-emotional readiness. Additionally, there is training for the counseling interns on the topic of Parent/Child Attachment styles.

Nutrition Services Update

Gardens are beginning to produce as spring quickly approaches. The children and parents have had opportunities to munch on radishes, beets and a few tiny potatoes. Children helped prepare the vinaigrettes, dips and added salad items encouraging excitement regarding healthy food choices. There are more vegetables preparing to sprout from the ground, giving the children more to look forward to!

Health Services Update

Health is screening one day a week in the centralized screening room. Staff is reviewing forms to prepare for the 2012-2013 registration. Health has continued doing dental screenings with Kate Varanelli. These dental screenings will start the second round of classes in March. Children who qualify and who are in need of dental

restoration are being referred to 'Smiles for Kids Day'. Dental work for children who are referred to 'Smiles for Kids Day' began on Saturday, February 4, 2012. Health Services is following up with the children that have high and low BMI's as well as following up with any children that have a blood lead level. Health representatives are attending the Child Plus.net trainings at SETA via web cast.

Family and Community Partnerships Update

This month the Policy Committee has been focusing on self assessment and reviewing the Head Start budget. Self Assessment teams have been created to go to the five sites chosen for review. Parents will look at several aspects of the program, including but not limited to health and safety, education, facilities and materials. The Executive Board has revised the survey given to parents at the chosen sites that had been used in the past. The revisions make the form more responsive to the current program offered.

In addition, the budget committee has met twice this month. One more meeting is planned for early February.

Transition Services Update

Kindergarten registration for 2012-2013 is beginning on February 15th and staff have been assisting parents on how to complete this process. This year it is on a walk in basis for the month of February and by appointment the following months.

Program Support/Staff Training Update

All preschool teachers were trained on the CDE Preschool Curriculum Framework Volume 1 which aligns with the Preschool Learning Foundations; formerly known as the Preschool Standards. The learning domains included in this volume are Social Emotional, Language and Literacy, English Language Development and Mathematics.

Fiscal Update

SJUSD staff is in full swing with budget development. Currently, staff have had two meetings with the Parent Budget Committee going over the 2012-13 Budget Assumptions, the reductions to several of our grants due to state cuts, and increased costs in Health coverage. At this time the fiscal staff is estimating the fiscal impact of these revenue reductions and increased costs on all the Child Development Budgets.

Head Start and Early Head Start fiscal staff submitted to SETA the Fiscal Report for December 2011 on January 10th. At this time SJUSD's spending is in line with the budgets. Management and Fiscal staff are keeping a close eye on both the Head Start and Early Head Start budgets to make sure that we do not exceed the budgets and have put plans in place in case expenses begin to exceed budgets.

Early Head Start

The staff has completed the CDE Reflective Planning training series. Reinforcing this training continues to be a focus for the rest of this year. Evidence of reflective planning can be seen in the classrooms through the use of storyboards, digital photos and other visual displays.

The self-assessment process has begun with parent/staff teams preparing to review selected sites. Parent and staff input have also been gathered through surveys and letters. This input will be utilized during the grant writing process which has begun this month.

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

Students returned from the Winter Break on January 3rd and began the clothing investigation in the Creative Curriculum. Teachers and students have enjoyed the initial exploration of this study which included learning

how to clean clothes and about different kinds of clothing. Teachers have used their creativity to make washer and dryers in the dramatic play areas as well as transform the areas into clothing boutiques. The students will continue the clothing study through the month and will learn about ethnic clothing and how to repair clothing.

Professional Development

Staff participated in CPR and First Aid training to renew their certifications as part of the Training and Technical Assistance Plan. Plans are underway for the up-coming professional development on March 31, 2012 with the continued focus on implementation of the Enlightened Discipline philosophy. The book's author will again be present for the training opportunity to provide great insight to preschool staff regarding the three rules of "Be safe, Be clean and Be kind." Staff participated in the monthly Education Component meeting with the focus of individualization for lesson plans.

Components

The Nutrition Component Leader continues the follow-up on hemoglobin and blood lead tests as well as plans for the monthly parents and student nutrition activities. The students' weights and heights assessments have been completed for the final time this school year.

The Health Component Leader continues to follow-up on screenings and to send parents notification for any needed medical information.

The School Social Worker/Counselor continues the Family Partnership Agreement with the incoming families as well as supporting classroom teachers with classroom observations and implementation of behavioral strategies/interventions.

The Component Leader continues 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 continue for referred students who need assistance with anger management techniques and social skills.

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

The Education Component Leader continues to support classroom teachers with file management and classroom strategies. Teachers completed parent conferences and are implementing the action plans from ECERS and DRDP results. The second home visit for this year is scheduled for the week of February 6-10th.

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

Policy and parent Committees

The Parent Committees at Woodridge and Kohler held parent meetings. The Policy Committee held the monthly meeting on January 18, 2012. During the meeting, members approved the prior meeting minutes and discussed meeting dates, fundraiser ideas and Extended Day program. Members received copies of monthly Component reports. The next Policy Committee meeting will be held on February 15, 2012 at 10:00am.

Parenting

Parents have been invited to attend parenting classes in collaboration with the nearby elementary school, Gaden Valley. The parenting classes in collaboration with the Mutual Assistance Network (MANN) will begin in March 2012 with childcare also being provided through Child Action.

Fiscal: any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds. Teaching staff are completing their final classroom orders based on the results of their ECERS and DRDP-PS action plans.

WCIC

Program Design and Management

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

Family and Community Partnerships

Community supporters from the University of California, Davis provided a gift to the WCIC/Playmate Head Start children on January 10, 2012.

Health Screenings

WCIC/Playmate Head Start Program children received dental screening and fluoride varnishes from the Sacramento County Smile Keepers Dental Health Program on January 4, 2012 and January 10, 2012.

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

WCIC/Playmate Family Services Workers also continue to do first height/weight measurements on newly enrolled children.

Early Childhood Education

WCIC/Playmate Head Start Program received the "Five Senses" Training by Wanda Baker, Mentor Coach from Sacramento Employment Training Agency on January 18, 2012." She stated we need to be actively listening to our children and get down to the child's level. She discussed the five senses: [hearing](#), [sight](#), [touch](#), [smell](#), and [taste](#). Ms. Baker had the parents participate in an ice breaker by pairing up with another parent in the room. She asked each parent what they did last year that they were proud of. All parents were given a chance to speak. The next activity was engaging the parents in a sense of smell activity. All parents got a chance to smell and recognize what spices were in a jar. They also participated in a sense of touch activity in which items to feel were described and written down on paper. Open-ended questions were used in this activity.

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

ACF-IM-HS-12-01 FY 2012 Head Start Funding Increase

ACF-IM-HS-12-02 Non-Federal Share Issues

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

January, 2012

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	420	418	100	370	88
Sacramento City USD	1,292	1,304	101	1,115	86
Sacramento Employment and Training Agency	1,874 (2,778)	1,917	102	1,555	83
San Juan USD	700	715	102	562	80
Twin Rivers USD	211	211	100	170	81
WCIC/Playmate Head Start	120	120	100	97	81

*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	148	101	97	66
Sacramento Employment and Training Agency	345	348	101	243	70
San Juan USD	161	165	102	129	81

- (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 1/31/12)

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)	20	(9%)	N/A	
Elk Grove USD (420)	40	(10%)	N/A	
Sacramento City USD (1292)(147)	131	(10%)	13	(9%)
San Juan USD (700) (161)	62	(9%)	17	(11%)
WCIC (120)	8	(7%)	N/A	
SETA (2796) (345) (1878 Tracks)	173	(9%)	47	(14%)
County (4621)* (653)*	434	(9%)	77	(12%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SETA Head Start

Food Service Operations Monthly Report

*January 2012

January 2nd - Holiday - Happy New Year!

January 3rd - Bright Beginnings - Reopens New Center
Grant Skills PM Half Class increase to a Full Class

January 16th - Holiday - Martin Luther King Day

January 27th - Closed for Training - Northview 1 PM Class and
Hillsdale 2 AM & 1PM Classes
Minimum Day - No PM Class Except for Parker, WCIC , Playmate.

January 30th - Hopkins Closed

Meetings and Trainings:

Connie Otwell attended The SETA Injury and Illness Prevention Program meeting
on January 24, at Plaza Del Paso

Congratulations to Shantell Lutin and Lorena Medina on the completion of the
ServSafe Certification Exam

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
42,400	24,926	29,090	0

Total Amount of Meals and Snacks Prepared 96,416

Purchases:

Food \$77,131.02

Non - Food \$15,219.47

Building Maintenance and Repair: \$4,105.97

Central Kitchen quarry tile floor repair completed over Winter Break.

Kitchen Small Wares and Equipment: \$2,057.33

Vehicle Maintenance and Repair : \$2,419.21

Regular Service Completed on the Food Service Vans over Winter Break.

Vehicle Gas / Fuel: \$1,851.83

Normal Delivery Days 20

ITEM IV

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: