

GOVERNING BOARD

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County of Sacramento

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County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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

THOUGHT OF THE DAY: "Make it your goal to learn something new every day and you will journey to new worlds filled with new possibilities."

Esteemed Human Development International

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, July 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.

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 - A. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957** 10
 - Approval of Eligible List for: 1) Head Start Special Education Field Technician; 2) Head Start Cook/Driver; 3) Head Start Home Visitor; and 4) Associate Teacher, Tier III
 - ➔ Report out of Closed Session

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- A. Executive Committee: Ms. Coventry St. Mary
- B. PC/PAC Joint Executive Committee Report: Ms. Coventry St. Mary
- C. Budget/Planning Committee: Ms. Coventry St. Mary and Ms. Nadezhda Ruelas
- D. Personnel/Bylaws Committee: Ms. Vivian Gutierrez, Ms. Rebecca Lewis, Ms. Coventry St. Mary, and Ms. Socorro Gutierrez.
- E. Social/Hospitality Committee: Ms. Nadezhda Ruelas, Ms. Carolyn Wilson, Ms. Willie Jean Peck, and Ms. Coventry St. Mary
- F. Program Area Committees
- Early Childhood Development & Health Services Committee and Parent/Family Committee (AKA Customer Service/Attendance Subcommittee): Ms. Connie Wallace and Ms. Socorro Gutierrez
 - Monitoring and Evaluation Committee (AKA Self-Assessment Committee): Committee of the Whole
 - Male Involvement Committee/Community Advocating Male Participation (CAMP): Mr. Anthony Nelson, Mr. Frank Ybarra, and Ms. Vivian Gutierrez
- G. Health Services Advisory Committee Report: Ms. Rebecca Lewis, Ms. Amarjit Gill,
- H. Community Partnerships Advisory Committee (CPAC):
- I. Maternal, Child and Adolescent Health Advisory Board: Ms. Rebecca Lewis

VI. Other Reports

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- A. Executive Director's Report
- B. Head Start Deputy Director's Report
- Monthly Head Start Report (attached)
- C. Head Start Managers' Monthly Reports

- Brenda Campos: Grantee Program Support Services
 - Lisa Carr, Parent/Family Support Unit
 - Karen Gonzales: Child Development and Education Service
- D. Chair's Report
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, JULY 18, 2012

Policy Council meeting hosted by:
Coventry St. Mary, (Chair), Tamara Knox (Vice Chair), Vacant (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:

- _____ Oglá Martínez, 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
- _____ 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
- _____ Johnny Sanders, SETA-Operated Program
- _____ Erika Contreras, SETA-Operated Program
- _____ Hodari Polk, SETA-Operated Program
- _____ Rebecca Lewis, Grandparent Representative
- _____ Willie Jean Peck, Foster Parent Representative
- _____ Amarjit Gill, Past Parent Representative
- _____ Tamara Knox, Past Parent Representative
- _____ Anthony Nelson, Community Advocating Male Participation

Seats Vacant:

- _____ Vacant (Strayhand), Elk Grove Unified School District
- _____ Vacant (Riddick), Elk Grove Unified School District
- _____ Vacant (Gonzales), Sacramento City Unified School District
- _____ Vacant (Pelton), Twin Rivers Unified School District
- _____ Vacant (Canto), Home Base Option
- _____ Vacant (Rosales), Home Base Option
- _____ Vacant (Florez), Early Head Start (SOP)
- _____ Vacant (Diaz), Early Head Start (San Juan)
- _____ Vacant (Hendricks), Early Head Start (Sac. City)
- _____ Vacant (Juarez), Child Health & Disability Prevention Program

**** Please call your alternate, the Policy Council Chair (Coventry St. Mary: 849-2012, or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

POLICY COUNCIL BOARD MEETING ATTENDANCE PROGRAM YEAR 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	6/11 *	6/26	7/24	8/28	9/25	10/23	11/27
E. Contreras Seated 6/26	SOP									X					
A. Gill Seated 11/22	PP	X	X	E	X	X	X	X	X	X					
S. Gutierrez Seated 11/22	SOP	X	X	X	X	X	X	X	X	X					
V. Gutierrez Seated 11/22	WCIC	X	X	X	X	X	X	X	E	X					
T. Knox Seated 11/22	PP	X	X	X	X	X	X	X	X	X					
R. Lewis Seated 11/22	GP	X	X	X	X	X	X	X	E	X					
O. Martinez Seated 2/28	SAC				X	X	X	X	X	E					
A. Nelson Seated 6/26	MIV									X					
W. Peck Seated 1/3	FP		X	X	E	X	X	X	E	X					
H. Polk Seated 6/26	SOP									X					
S. Proteau Seated 11/22	SJ	X	X	E	E	X	X	X	X	X					
N. Ruelas Seated 11/22	SAC	X	X	X	X	X	X	X	E	X					
J. Sanders Seated 1/24	SOP			X	X	X	X	X	X	E					
C. St. Mary Seated 11/22	OGC/SJ	X	X	X	X	X	X	X	X	X					
A. Taylor Seated 11/22	SOP	X	X	X	E	X	X	X	X	X					
C. Wallace Seated 11/22	SOP	X	E	X	X	X	X	E	X	X					
C. Wilson Seated 11/22	TR	X	X	X	X	X	X	X	X	X					
F. Ybarra Seated 11/22	WCIC	X	X	X	X	X	X	X	X	X					

GLOSSARY OF ACRONYMS

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

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

Current a/o 7/9/12

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 26, 2012 POLICY
COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the June 26, 2012 regular meeting.

RECOMMENDATION:

That the Policy Council approve the June 26 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, June 26, 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 9:07 a.m. and read the Thought of the Day. Ms. Connie Wallace acted as Secretary and called the roll.

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
Connie Wallace, SETA-Operated Program
Tamara Knox, Past Parent Representative
Rebecca Lewis, Grandparent Representative
Willie Jean Peck, Foster Parent Representative
Amarjit Gill, Past Parent Representative (arrived at 9:17 a.m.)

Members Absent:

Ogla Martinez, Sacramento City Unified School District (excused)
Johnny Sanders, SETA-Operated Program (excused)

New members seated:

Erika Contreras, SETA Operated Program
Hodari Polk, SETA Operated Program
Anthony Nelson, Male Involvement Committee (arrived at 9:25 a.m.)

II. Consent Item

- A. Approval of the Minutes of the May 22, 2012 Regular Meeting and June 11, 2012 Special Meeting

Minutes were reviewed; no questions or comments.

Moved/Wilson, second/S. Gutierrez, to approve the minutes of the May 22, 2012 and June 11, 2012 meetings.

Show of hands vote: Aye: 11, Nay: 0, Abstentions: 3 (St. Mary, Lewis, and Contreras)

III. Action Items

A. Approval of Tentative Agreement to Labor Contract

Mr. Rod Nishi reviewed this item. The Agency is in a labor agreement that runs until 2013. Included in this contract is a re-opener which allows for the reopening of certain topics. This allows for a lump sum payment of \$1,500 plus an increase of the health subsidy by the Agency. The agreement also calls for an increase to the health care subsidy for employee and employee plus family effective January 1, 2013. The health care subsidy is an additional \$25 per month (total of \$495) for employee and \$50 per month (total of \$780) for employee and family. This went before the union and was approved by a very large percentage of employees.

The SETA Governing Board will review and take action on this item at their July 5 meeting.

Ms. S. Gutierrez asked if the lump sum payment would be a one-time check or will it be paid over time? Mr. Nishi stated that it will be paid before August 3 in the regular paycheck.

The increase for the health care subsidy will be a monthly increase of \$25 or \$50, depending upon whether dependents are included. The increased insurance subsidy will begin January 1, 2013 which is when the health care increases will occur.

Ms. Lewis asked if the payment would be like a bonus and taxed at a higher rate. Mr. Nishi replied that it is not a bonus so it will be added to their retirement but not taxed at a higher rate. It is each employee's decision as to whether they want to increase the number of dependents to seek a higher benefit of the lump sum.

Ms. Taylor asked what the health care subsidy was and how it will benefit staff. Mr. Nishi stated that the increased subsidy is funds that the agency will pay toward the coverage so it is not an additional charge to the employee; the employee will have less coming out of their paycheck and will not have a tax increase due to the increase in subsidy.

Moved/Taylor, second/Lewis, to approve the Tentative Agreement regarding wages and benefits.

Show of hands vote: Aye: 12, Nay: 1 (Ybarra), Abstentions: 1 (St. Mary)

Ms. Amarjit Gill arrived at 9:17 a.m.

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reviewed the monthly fiscal report, which includes activity through May 31. Mr. Bartlett reported that the grant is at the 10 month spot and 76% of the budget has been expended. The non-federal share is running at 25.8% and 25% is required. The administrative cost is limited to 15% and it is currently running at 10%.

Mr. Anthony Nelson arrived and was seated at 9:25 a.m.

- PC/PAC Calendar of Events: Ms. St. Mary reviewed the upcoming events. A sign-up sheet for Toastmasters Public Speaking Training was distributed; this event will be videotaped and attendees will be asked to sign a consent form.
- Parent/Family Support Unit Events and Activities: No additional report.
- Parent/Staff Recognitions: June birthdays include Ms. Coventry St. Mary, Ms. Carolyn Wilson, and Ms. Sarah Proteau.
- Early Learning Advocacy Day 2012: Ms. S. Gutierrez reported that there was a group of PC and PAC board members that attended the event which was very moving. There was discussion of taking 15 additional days out of the school year which would affect not only the education of children but it would be difficult for parents to get child care. Ms. Amber Taylor spoke of meeting with legislators regarding the possible cuts to child care services. It was helpful to understand how the process works. Ms. Willie Jean Peck found it very interesting to learn the process. It was good to know that parents do have a voice.
- Community Resources - Parents/Staff: Ms. St. Mary reviewed information on an upcoming health fair. Car seat resource information was reviewed. Ms. Taylor reviewed information on the PC/PAC Parent Activity; parents still wishing to attend this event are welcome! Ms. St. Mary distributed the activity sign-up sheet.

- B. Governing Board Minutes for the April 5, 2012 Meeting: No questions or comments.
- C. Fiscal Monitoring Reports: No questions or comments.

V. Committee Reports

- A. Executive Committee: Ms. Wallace reviewed the Executive Committee critique for the May 22 Policy Council meeting.
- B. PC/PAC Joint Executive Committee Report: Ms. Taylor reported out on the June 12 meeting. Some slight changes were made to the parent survey. This survey will be an instrument to find ways to get parents engaged and involved in meetings. It is important, as well, to get parents involved in the committees.
- C. Budget/Planning Committee: No comments.

- D. Personnel/Bylaws Committee: No report.
 - E. Social/Hospitality Committee: The End-of-Year Parent Celebration is scheduled for October 13 and the theme is "To Make our Stars Shine and Sparkle." It has not yet been decided if the event will be a lunch or dinner. The next meeting will be Friday, July 6, 9:30 a.m.
 - F. Program Area Committees
 - Early Childhood Development & Health Services Committee and Parent/Family Committee: No report.
 - Monitoring and Evaluation Committee: No report.
 - Male Involvement Committee/Community Advocating Male Participation: The Committee elected a new representative at the last meeting. Mr. Anthony Nelson was elected to serve on both the PC and PAC. Ms. S. Gutierrez reported on the last meeting. There is a Daddy and Me event on Saturday, June 30 from 10 a.m. – 1 p.m. at the Goldrush Discovery History Center. Call Mr. Bob Silva at 263-3809 to reserve a spot.
- Ms. Lewis suggested sending a letter to the White House to ask for donations of the book written by Michelle Obama. Ms. Lewis purchased American Gardens for her home and encouraged all board members to do likewise. All proceeds from the book go to the National Park Service.
- G. Health Services Advisory Committee Report: No meeting scheduled at this time.
 - H. Community Partnerships Advisory Committee: No report.
 - I. Maternal, Child and Adolescent Health Advisory Board: No report.

VI. Other Reports

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report
 - Monthly Head Start Report: Ms. Denise Lee spoke of potential State budget cuts to child care. There still remain some potential shifts at how child care will be done. The State will review the programs operating over the year that under-earned. These programs will be 'swept' of unearned amounts and then the State will go through and cut other programs. More likely than not, the school districts are thinking about where potential budget cuts will be. Ms. Lee stated that the school districts will probably reduce the number of children served or the number of hours of services provided. There is discussion of moving the funding source for the State child care services from the California Department of Education to the California Department of Social Services. The DSS is not focused on academic readiness for children but getting families self-sufficient. The child care provided by DSS is based on the parents' ability to keep a full time or part-time job. This does not allow for full-time exposure to children in the classroom. There may be a 10-15% reduction in the standard reimbursement rate of \$34.00 per day. This is an example of why parent voices are so crucial and Ms. Lee encouraged parents to continue to be advocates.

A grant will be submitted to further assist parents to advocate on behalf of SETA Head Start. Parents sitting on delegate agency boards need to ensure the delegates are aware of potential cuts.

C. Head Start Managers' Monthly Reports

➤ Brenda Campos: Grantee Program Support Services: Ms. Campos announced that the PAC Food Service Committee meeting time has been changed to 11a.m.-12:30 p.m. The Quality Assurance Unit will have a draft review tool in place for review. In July and August, staff will begin with SOP sites to use the tool. Staff plans to meet with the delegate agencies to go over the tool to see if there are comments or things to include in the tool. Ms. Campos stated that one of her responsibilities to the SETA Operated program is the health services component. When it comes to health and safety she has to make decisions immediately. Ms. Campos stated that she responds to things that happen right away, which is why she is on her I-pad during meetings.

➤ Lisa Carr, Parent/Family Support Unit: No report.

➤ Karen Gonzales: Child Development and Education Service: No report.

D. Chair's Report: Ms. St. Mary reported that Ms. Josie Werner from SETA Human Resources has three examinations and screenings; parent participation is being requested. Ms. St. Mary reviewed the various opportunities. Ms. St. Mary asked if anyone would be available for screenings. Mr. Nelson and Mr. Polk indicated their interest. Ms. Wallace and Ms. St. Mary will also provide assistance. Ms. Werner will provide training to the new parents.

Ms. St. Mary reviewed the reimbursement forms. Ms. St. Mary stated that it is crucial for parents to fill out their reimbursement forms using blue or black ink ONLY.

Information for a health fair on Tuesday and Thursday, June 26 and June 28, was distributed. Ms. St. Mary reminded board members of the Car Seat resource page.

E. Open Discussion and Comments: Mr. Anthony Nelson introduced himself.

Ms. Erika Contreras introduced herself; she has a child at the Northview Center.

Mr. Hodari Polk introduced himself; has a son at the Hillsdale Center.

F. Public Participation: Ms. Lewis reported that Ms. Tamara Knox's son wants to participate in the Sacramento High Junior Dragons; she will be accepting any financial donations for her son to participate in this group. Ms. Knox spoke of the Sacramento City Junior Dragons which is a football group to train children.

VII. **Adjournment**: The meeting was adjourned at 10:35 a.m.

ITEM III – A - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM IV-A – INFORMATION

STANDING INFORMATION ITEMS

BACKGROUND:

- A. Standing Information Items
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
 - PC/PAC Calendar of Events – Ms. Coventry St. Mary
 - Toastmasters Public Speaking Training – Ms. Coventry St. Mary
 - Parent/Family Support Unit Events and Activities – Ms. Coventry St. Mary
 - Parent/Staff Recognitions – Ms. Coventry St. Mary
 - PC/PAC Parent Activity Reports
 - Community Resources - Parents/Staff – Ms. Coventry St. Mary

NOTES:

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Male Involvement Committee Meeting	Wednesday, July 18, 2012 10:00 – 11:30 a.m. Magnolia Room
PAC Executive Committee	Thursday, July 19, 2012 9:00 a.m. 10:00 a.m. Olympus Room
Food Service Committee Meeting	Thursday, July 19, 2012 11:00 a.m. - 12:30 p.m. Oak Room
PC/PAC Joint Executive Committee Meeting	Friday, July 20, 2012 9:00 a.m. – 10:30 a.m. Olympus Room
PC Executive Committee Meeting	Thursday, July 26, 2012 9:00 – 10:00 a.m. Olympus Room
PC/PAC Personnel/Bylaws Committee Meeting	Thursday, July 26, 2012 10:30 a.m. – 12:00 p.m. Olympus Room
PC/PAC Social/Hospitality Committee	Tuesday, July 31, 2012 9:00 - 11:00 a.m. Redwood Room
PC/PAC Budget/Planning Committee Meeting	Tuesday, August 14, 2012 9:00 a.m. – 10:00 a.m. Oak Room
PC/PAC Male Involvement Committee Meeting	Wednesday, August 15, 2012 10:00 – 11:30 a.m. Magnolia Room
PAC Executive Committee	Thursday, August 23, 2012 9:00 a.m. 10:00 a.m. Olympus Room
PC/PAC Personnel/Bylaws Committee Meeting	Thursday, August 30, 2012 10:30 a.m. – 12:00 p.m. Olympus Room

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

<u>EVENT</u>	<u>DATE</u>
PC/PAC Male Involvement Committee Meeting	Wednesday, July 18, 2012 10:00 – 11:30 a.m. Magnolia Room
PC/PAC Male Involvement Committee Meeting	Wednesday, August 15, 2012 10:00 – 11:30 a.m. Magnolia Room

ITEM IV-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The April 30, 2012 Governing Board minutes are attached for your review.

NOTES:

**SPECIAL 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

Monday, April 30, 2012
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:01 a.m.

Members Present:

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

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento

- Recognition of Long Term Employee: Ms. Robin Purdy recognized Ms. Cindy Sherwood-Green's 25 years of service to SETA. Ms. Sherwood-Green expressed her appreciation for her co-workers and the agency.

II. Consent Items

- A. Minutes of the April 5, 2012 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Annual Self-Assessment for 2011-2012 and Resulting Program Improvement Plan SETA-Operated Program
- D. Approval to Submit the Continuation Application for Targeted Assistance Discretionary Grant Funds to Serve Newly Arrived Refugees, PY2012-2013
- E. Ratification of the Submission of a Proposal to the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance for "Anti-Human Trafficking Training and Technical Assistance for Tribal Law Enforcement" Grant and Authorize The Executive Director to Execute the Cooperative Agreement and any Modifications or other Documents Required by the Funding Source

The consent items were reviewed; no questions or corrections.

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

- A. Approve the April 5, 2012 Minutes.
- B. Approve the claims and warrants for the period 3/30/12 through 4/18/12.

- C. Approve Program Year 2011-2012 Self Assessment and resulting Program Improvement Plan.
- D. Approve the submission of the continuation application for Discretionary Targeted Assistance Discretionary Grant Funds to serve newly arrived refugees who have been unable to achieve economic self-sufficiency, PY2012-2013.
- E. Ratify the submission of the proposal for the Anti-Human Trafficking Training and Technical Assistance for Tribal Law Enforcement grant to U.S. DOJ / OJP / BJA requesting \$305,000 for the one year (12 month) project period and authorize SETA's Executive Director to execute the cooperative agreement, modifications and any other documents required by the funding source.
Voice vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval to Release a Request for Proposals for a Payroll Software System

Mr. Rod Nishi stated that this RFP solicits proposals from providers of payroll software systems designed to meet the Agency's current and projected needs. An offerors' conference is scheduled for May 7.

Moved/Yee, second/Pannell, to approve the release of a Request for Proposals (RFP) for a payroll software system.

Voice Vote: Unanimous approval.

- 2. Approve Augmentation for Safe Community Partnership Street Outreach Services

Ms. Christine Welsch reviewed this item. SETA currently partners with the City of Sacramento. The Effort is in need of funds to cover the gap to augment their existing contract. SETA and the City of Sacramento will be applying for grants to continue the initiative.

Ms. Pannell stated that she hopes to continue Cease Fire because it is working. Ms. Welsch stated that the Agency has applied for a state grant and a federal grant. In addition, the City of Sacramento is submitting a proposal, with some funds which will go directly to the Cease Fire program.

Moved/Pannell, second/Yee, to approve the augmentation of \$16,200 to the Effort for Safe Community Partnership Street Outreach Services.

Voice Vote: Unanimous approval.

Ms. Welsch stated that staff will be sending information under separate cover to show the outstanding results of the program in South Sacramento.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant: None.

C. CHILDREN AND FAMILY SERVICES

Ms. Denise Lee reported that she would review the items together and requested one vote on the action items. All of these items were reviewed and approved by the Head Start Policy Council at their April 24 meeting.

1. Approval of Fiscal Year 2012-2013 Head Start/Early Head Start Budget

The Head Start/Early Head Start Budget for Fiscal Year 2012-2013 in the amount of \$50,410,127, which includes Basic, including supplemental funding; Training and Technical Assistance, and a .72% Cost of Living Adjustment was presented and reviewed.

2. Approval of Fiscal Year 2012-2013 Head Start/Early Head Start Refunding Application

A copy of the Fiscal Year 2012-2013 Head Start/Early Head Start Refunding Application was distributed. Ms. Lee reviewed the listing of the SETA-Operated Program and delegate agency center locations.

3. Approval of Fiscal Year 2012-2013 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals

Ms. Lee reviewed the Fiscal Year 2012-2013 Head Start/Early Head Start Training/Technical Assistance Plan in the amount of \$394,361 for Head Start, and \$180,094 for Early Head Start. The Budget/Planning Committee met several times to develop these goals.

4. Approval of Fiscal Year 2012-2013 SETA-Operated Program Tracks

Ms. Lee reviewed the Fiscal Year 2012-2013 SETA Operated Program Tracks. Sacramento is the only program that offers year-round services via the program tracks. This allows continuous services to families and also allows staff to work throughout the year.

5. Approval of Fiscal Year 2012-2013 Sacramento County Program Options/Grantee and Delegate Agencies

Ms. Lee explained that options are whether the classrooms are four days a week or five days a week; this also includes the home based program.

Ms. Lee reported that there is one center change for the SETA Operated Program. SETA leases a center at Grant Skills Center through Twin Rivers Unified School District. The District has requested the use of the SETA classrooms and has offered alternative space at North Avenue. This is 2.4 miles from the existing location. All of the families will be coming back with the exception of 10 families that chose to go to other centers.

Ms. Lee discussed the possibility of providing longer hours at the Walnut Grove center during picking time and then modifying the hours when picking time is over.

Moved/Nottoli, second/Pannell, to approve items C1-5 as follows:

1. Approve the Fiscal Year 2012-2013 Head Start/Early Head Start Budget in the amount of \$50,410,127 for Basic, Training/Technical Assistance and Cost of Living Adjustment (COLA).
2. Approve the Fiscal Year 2012-2013 Head Start/Early Head Start Refunding Application.
3. Approve the Fiscal Year 2012-2013 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.
4. Approve Fiscal Year 2012-2013 SETA Operated Program Tracks.
5. Approve Fiscal Year 2012-2013 Sacramento County Program Options/Grantee and Delegate Agencies.

Voice Vote: Unanimous approval.

IV. Information Items

- A. Fiscal Monitoring Reports: No comments.
- B. Employer Success Stories and Activity Report: None
- C. Dislocated Worker Update: Mr. William Walker reported that he recently received notification of a call center closing in Folsom; this will result in 220 people being dislocated.
- D. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: Ms. Scherman reminded the audience of the upcoming Western Festival in Elk Grove.
- B. Executive Director: Ms. Kossick thanked the board for adjusting their schedules.

- C. Deputy Directors: Ms. Lee thanked board members for attending today's special meeting. In addition, Ms. Lee thanked Mr. Yee for reading to the children. He did a great job and was very animated. Ms. Lee reported that during Literacy Week, over 90 readers participated.
 - D. Counsel: No report.
 - E. Members of the Board: No comments.
 - F. Public: No comments.
- VI. **Adjournment**: The meeting was adjourned at 11:01 a.m.

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Laurie Clothier **DATE:** June 25, 2012
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
EHS	Expansion	\$ 389,516	9/30/11-7/31/12	9/30/11-3/31/12

Monitoring Purpose: Initial X Final
Date of review: May 24-25, 2012 and June 22,2012

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

Program Operator: River Oak Center for Children

Findings and General Observations:

- 1) The total costs as reported to SETA from September 30, 2011 to March 31, 2012 have been traced to the subgrantee'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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2011 to April 30, 2012 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 June 26, 2012 Policy Council meeting.

GOOD!!!
Thank you, Ms. Coventry St. Mary, for making reminder calls for the PC meeting.
Thank you, Ms. Nancy Hogan and Ms. LaShaun Burke, for providing PC/PAC reimbursements.
Thank you, Board members, for great participation in discussion.
Thank you, Board members, for recognizing Chair prior to speaking.
Thank you, Ms. Ms. Teresita Saechao, for being available to translate.
Thank you, Ms. Alma Hawkins, for assistance with completing reimbursement forms.
Thank you, Ms. Alma Hawkins, for all of your support.
Thank you, PC/PAC, for reporting on Learning Advocacy Reports.
Thank you Board members for turning off electronic devices.
Thank you Board members for clean board room.
Thank you Board members for remaining seated during meeting.
Thank you, Ms. Brenda Campos, for your acknowledging all phone usage during meeting.
NEEDS IMPROVEMENT
Arrive on time and start on time.
Seated and ready for meeting by 8:50 a.m.
Members remain seated during all presentations.
Plan to attend committee meeting(s) that you have signed up to participate on.
ABSOLUTELY NO FOOD ALLOWED IN THE BOARD ROOM. NO EXCEPTIONS.
Members please pick up reimbursements prior to leaving the meeting.
Board Members Please obtain child care during meeting.
Please no use of electronic devices during meetings.

B. PC/PAC Joint Executive Committee Report: Ms. Coventry St. Mary

ITEM V- COMMITTEE REPORTS (Continued)
Page 2

C. Budget/Planning Committee: Ms. Coventry St. Mary, Ms. Nadezhda Ruelas

D. Personnel/Bylaws Committee: Ms. Vivian Gutierrez, Ms. Rebecca Lewis, Ms. Coventry St. Mary, and Ms. Socorro Gutierrez

E. Social/Hospitality Committee: Ms. Nadezhda Ruelas, Ms. Carolyn Wilson, Ms. Willie Jean Peck, and Ms. Coventry St. Mary

F. Program Area Committees

- Early Childhood Development & Health Services Committee and Parent/Family Committee (AKA Customer Service/Attendance Subcommittee): Ms. Connie Wallace and Ms. Socorro Gutierrez

- Monitoring and Evaluation Committee (AKA Self-Assessment Committee): Committee of the Whole

- Male Involvement Committee/Community Advocating Male Participation (CAMP): Mr. Anthony Nelson

ITEM V- COMMITTEE REPORTS (Continued)

Page 3

- G. Health Services Advisory Committee Report: Mr. Johnny Sanders, Ms. Socorro Gutierrez, Ms. Rebecca Lewis, and Ms. Connie Wallace

- H. Community Partnerships Advisory Committee (CPAC): Ms. Vivian Gutierrez, Ms. Connie Wallace, Ms. Willie Jean Peck, and Ms. Coventry St. Mary

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

ITEM VI- OTHER REPORTS

BACKGROUND:

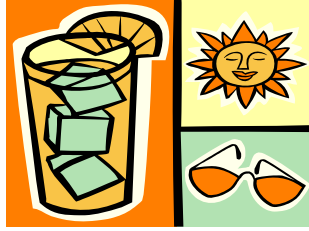
- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal 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
Karen Gonzales: Child Development and Education Services
-
-
-

- 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.



Monthly Head Start Report

July 2012

SETA Operated Program

Family Support Services:

With summer upon us, the main thing all Family Service Staff are working on is enrolling families. Staff is busy recruiting and enrolling eligible children into our Head Start and Early Head Start classrooms. Staff at the State funded programs are also busy recertifying that families are still eligible to attend full-day programs.

On June 30, a Daddy and Me day was held at the Crocker Museum. Families were able to attend the Crocker Museum, with tickets donated by the museum. Over 40 fathers and their children attended this educational and fun event.

Program Operations:

Child Development staff have attended some wonderful trainings this month. Preschool staff participated in CLASS-De-constructed: Emotional Support. This training supports teacher's skills in providing positive climates, regard for student's perspectives, and teacher sensitivity. These skills help develop relationships which are essential to effective classrooms. Our Early Head Start staff participated in Talking with Toddlers. This training looked at the exciting language and literacy milestones children make in their toddler years and how teachers can promote these skills. Feedback from teachers indicated that these professional development opportunities were well received.

Many children are getting ready to move on to kindergarten. Teaching staff are meeting with parents to discuss the progress made throughout the year as well as how they can support their child through this transition. Staff is excited to see these bright young minds take on their next adventure.

Elk Grove Unified School District

Enrollment

Elk Grove Unified School District Head Start has fourteen classes on a traditional calendar and seven classes on a modified traditional calendar. The seven classes on a modified traditional calendar remained open until June 19. Average daily attendance in the seven classes was 87%.

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. The program served 55 students (13%), with active IEPs during the 2011-2012 school year. This number exceeds the 10% minimum required by Head Start.

Recruitment

An internal office calendar with registration dates for January through July has been created to ensure full enrollment and create a waiting list to fill vacancies if families move between registration and the first day of school in August.

Region I, which includes John Reith Elementary, Herman Leimbach Elementary, Charles Mack Elementary, Union House Elementary and Prairie Elementary Schools, has registered 373 families between January 1 and June 30. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, has registered 251 families. Region III, which includes Maeola Beitzel Elementary, David Reese Elementary, Franklin Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, has registered 287 families.

Sacramento City Unified School District

Closed - no report for this month.

San Juan Unified School District

Education Services Update:

Committees were formed so teachers could be invited to help plan for the staff calendar, the parent calendar and the Professional Development plan for the 2012-2013 school year.

The DRDP data, Head Start Three-Year Goals, general mandates and teacher survey results were considered as the draft for our 2012-2013 Professional Development Plan was created. A comprehensive draft is in circulation for feedback and suggestions, before the new plan is approved.

Disabilities Services Update:

As teachers turned in their end-of-the-year paperwork, which included cumulative files and IEPs, the Disabilities Specialist combined the teacher IEPs with the file IEPs and checked the dates for aged-out students or continuing students. The IEPs for the older students were then, documented, boxed and prepared for storage. The continuing student IEPs were filed and readied for disbursement back to the teachers in August. Also during this time, the IEPs have been checked several times to complete and rectify the numbers for the PIR report. As students with IEPs register for the upcoming school year, IEPs are put into Child Plus and placed in a confidential red folder and filed into the class file.

Mental Health Services Update:

The Mental Health Therapist supporting screening process for the 2012/13 school year and addressing Red Flag mental health concerns that include providing families with early intervention resources as well as school readiness preparation skills.

Nutrition Services Update:

After completing the survey request by U.C. Berkeley's Center for Weight and Health, it became apparent that the implementation of Nutritional Best Practices is occurring. As a result, the following practices have been instituted:

- Non-flavored, fat free milk is served; 1% low fat is served for breakfast and lunch (cafeteria)
- Juice is not an option for snack, only breakfast (cafeteria)
- Staff are trained to decline sugar sweetened “extra’s” provided by the cafeteria
- Water is available at all times.

Health Services Update:

Health is screening three days a week in the Centralized Screening Room. Health is preparing for the 2012-2013 school year and is reviewing all reports and data entered in Child Plus for the PIR report.

Family and Community Partnerships Update:

Policy Committee is not holding a meeting in June.

Transition Services Update:

There are no Transition Services provided in June since school ended June 1, 2012.

Program Support/Staff Training Update:

There was no training for teachers in June since school ended June 1, 2012.

Fiscal Update:

Both programs are expected to be overspent by approximately 3%.

The requested waiver for the 2011-12 reduction of in-kind is still in the hands of the Office of Head Start.

At this time plans are to cover the entire 25% match required by the Head Start Performance Standards.

Early Head Start:

June marks the month when children enrolled in the combination option end their classroom experiences and begin home visits throughout the summer. This is especially valuable to families whose children will be entering preschool in August, 2012. This gives them individualized attention to facilitate this exciting transition. Enrollment is continuing along with entering information for the annual Program Information Report (PIR).

Twin Rivers Unified School District

Closed - No report for this month.

WCIC

WCIC/Playmate Head Start Programs 2012 Graduation Class consisted of 71 graduates.

WCIC’s 2011-2012 School Year ended Monday, June 4, 2012. However, the Full-Day Class Summer Program began on Wednesday, June 6, 2012. The summer program’s teaching team members are focusing on the following Readiness Skills: Enthusiasm Towards Learning, Solid Oral-Language Skills, Ability To Listen, Desire To Be Independent, Ability To Play Well With Others, Strong Fine Motor Skills, and Basic Letter and Number Recognition.

WCIC/Playmate Head Start Programs FY' 2012-13 Delegate Agreement Documents were submitted to SETA Contracts Unit as required.

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

June, 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 (140)	138	99	123	88
Sacramento City USD	1,292	1,258	97	1,017	79
SETA	1,874 (2,796)	1,903	102	1,155	62
San Juan USD	700 (0)	0	0	0	0
Twin Rivers USD	211 (0)	0	0	0	0
WCIC/Playmate Head Start	120 (20)	20	100	18	90

*Delegates have chosen not to replace slots within 60 days of end of school year.

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	147	100	59	40
SETA	345	350	101	212	61
San Juan USD	161	153	95	92	57

- (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 06/30/12)

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)	23	(11%)	N/A	
Elk Grove USD (420)	55	(13%)	N/A	
Sacramento City USD (1292)(147)	171	(13%)	17	(12%)
San Juan USD (700) (161)	78	(11%)	20	(12%)
WCIC (120)	12	(10%)	N/A	
SETA (2796) (345) (1878 Tracks)	228	(12%)	60	(17%)
County (4621)* (653)*	567	(12%)	97	(15%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

Seta Head Start

Food Service Operations Monthly Report

* May 2012

May 10th - WCIC Kitchen Inspection completed by Connie and Cheryl

May 18th - Home Base Preschool and Home Base EHS Field Trips
 Total Cost \$690.15 for 205 Guests

May 28th - Memorial Day Holiday

Quarry Tile Cleaned and resealed at Galt, Mather, Crossroads and
 WCIC Kitchens during the month.

Meetings and Trainings:

Injury and Illness Prevention Plan Meeting attended by Connie Otwell
 May 15th, 2012 at Plaza Del Paso

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
44,638	26,574	31,134	1380

Total Amount of Meals and Snacks Prepared 103,726

Purchases:

Food	\$86,700.28
Non - Food	\$17,359.86

Building Maintenance and Repair: \$8,960.11

Kitchen Small Wares and Equipment: \$2,627.78

Vehicle Maintenance and Repair : \$2,068.69

Vehicle Gas / Fuel:	\$780.23
Normal Delivery Days	22

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

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