

*THOUGHT OF THE DAY: "Attitude is a little thing that makes a big difference."
~~ Winston Churchill*

SPECIAL MEETING OF THE HEAD START/EARLY HEAD START POLICY COUNCIL

DATE: Tuesday, May 30, 2017

TIME: 9:00 a.m.

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

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

AGENDA

I. Call to Order/Roll Call/Review of Board Member Attendance

- PC Meeting Attendance Update

II. Action Item

- A. Approval of Budget Modification for Head Start Fiscal Year 2016-2017

III. Other Reports

- A. Chair's Report
- B. Open Discussion and Comments
- C. Public Participation

IV. Adjournment

DISTRIBUTION DATE: WEDNESDAY, MAY 24, 2017

GOVERNING BOARD

LARRY CARR
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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Sacramento, CA 95815

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

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Elnora Nears, Elk Grove Unified School District
- _____ Linda Harris, Elk Grove Unified School District
- _____ Reginald Castex, WCIC/Playmate Child Development Center
- _____ Vocheri Thomas, WCIC/Playmate Child Development Center
- _____ Andrea Scharnow, Sacramento City Unified School District
- _____ Henrietta Gutierrez, SETA-Operated Program
- _____ Angel Chenault, SETA-Operated Program
- _____ Taneya Zimmerman, Early Head Start, Sacramento City Unified School Dist.
- _____ Calvin Sheppard, Men's Activities Affecting Children Committee
- _____ Penelope Scott, Community Representative
- _____ Linda Litka, Community Representative
- _____ Terri McMillin, Community Representative
- _____ Robin Blanks, Community Representative
- _____ Kenneth Tate, Outgoing Chair

Seats Vacant:

- _____ Vacant (Soloman), Sacramento City Unified School District
- _____ Vacant (Goswami), Sacramento City Unified School District
- _____ Vacant (Lane), Twin Rivers Unified School District
- _____ Vacant (Humphrey-Grant), Twin Rivers Unified School District
- _____ Vacant (Robinson), San Juan Unified School District
- _____ Vacant (Lesnick), San Juan Unified School District
- _____ Vacant (Burnell), SETA-Operated Program
- _____ Vacant (Schneider), SETA Operated Program
- _____ Vacant (Mulhern), SETA-Operated Program
- _____ Vacant (Isaac), SETA-Operated Program
- _____ Vacant, Home Base Option
- _____ Vacant (Self), Early Head Start (SETA)
- _____ Vacant (Siegel), Early Head Start, San Juan Unified School District
- _____ Vacant (White), Early Head Start/Home Base (SOP)
- _____ Vacant (Jean), Birth and Beyond

**** Please call your alternate, Policy Council Chair (Kenneth Tate: (916) 236-7407), 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 2016-2017**

The 2016-2017 Board was seated on **November 22, 2016** and
January 24, 2017

BOARD MEMBER	SITE	11/22	1/24	2/28	3/28	4/25	5/23	5/30	6/27	7/25	8/22	9/26	10/24	11/28
R. Blanks Seated 1/24	CR		X	X	X	X	X							
R. Castex s/b/seated 11/22; seated 1/24	WCIC	E	X	X	U	X	X							
A. Chenault Seated 11/22	SOP	X	E	X	X	X	X							
A. Goswami Seated 3/28	SCUSD				X	U	U							
H. Gutierrez Seated 11/22	SOP	X	X	X	X	X	X							
L. Harris Seated 11/22	ELK	X	X	X	X	X	X							
E. Humphroy Grant Seated 11/22	TR	X	E	E	X	X	U							
J. Lane Seated 11/22	TR	X	X	X	U	E	U							
D. Lesnick Seated 11/22	SJ	X	E	X	X	E	R							
L. Litka Seated 1/24	CR		X	X	X	X	X							
T. McMillin Seated 1/24	CR		X	X	X	X	X							
E. Nears Seated 11/22	ELK	X	E	E	X	X	X							
A. Scharnow Seated 11/22	SAC	X	X	X	X	X	X							
P. Scott Seated 1/24	CR		X	X	X	X	X							
C. Sheppard Seated 1/24	CR		X	X	X	X	X							
K. Tate Seated 1/24	OGC		X	X	E	X	X							
V. Thomas Seated 11/22	WCIC	X	X	X	X	X	U							
T. Zimmerman Seated 11/22	SAC EHS	X	X	X	X	X	X							

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
HB	Home based Option
MAACC	Men's Activities Affecting Children Committee
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 5/24/2017

ITEM II-A – ACTION

APPROVAL OF BUDGET MODIFICATION FOR HEAD START FISCAL YEAR 2016-2017

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve a budget modification for fiscal year 2016-2017 for up to \$725,000 to purchase a replacement modular building for SETA's Hopkins Park Early Learning Center (ELC).

SETA applied and was awarded supplemental funding to extend service hours (Duration) for 140 Head Start children. As part of the funding, SETA received \$275,000 in start-up funds to renovate and set-up a new center location and add one additional classroom at Vineland Elementary Head Start. To date, staff has been unable to identify a suitable new location in which to expand services at the same time Twin Rivers Unified School District is unable provide an additional classroom on the Vineland campus. Hence, staff is recommending to shift Duration enrollment slots from Vineland Elementary and the new unidentified location to the Hopkins Park Early Learning Center.

Since 2006, SETA has been leasing a modular building to serve children and families at the Hopkins Park Early Learning Center. Previous to SETA, the modular unit was leased by a SETA Delegate Agency, Meadowview Community Action, resulting in more than 20 years of use. Over the decades, the modular unit has had several modifications and repairs to ensure health and safety for the children, parents and staff. However, the modular is beyond further repair and is in need of a full replacement to meet Head Start performance standards, ADA requirements, and SETA quality standards. The current leasing company does not have a replacement modular suitable for the space. As a result, staff has been working with vendors to acquire estimates for leasing and/or building-to-suit. Staff recommends a build-to-suit solution utilizing supplemental (Duration) start-up funds and under-spent Head Start basic funds in the current fiscal year.

Supplemental (Duration) start-up funds in the amount of \$275,000 will be reprogrammed to support the modular purchase and provide extended services to Head Start children at the Hopkins Park ELC. In addition, approximately \$450,000 will be reprogrammed from Personnel, Fringe Benefits, and Allocated Services and Supplies within the Head Start basic budget. The \$450,000 from the Head Start Basic budget is available due to various unplanned vacancies in the SETA Operated Program throughout the program year. Vacancies are largely teaching positions with various support positions vacated due to retirement and/or external job opportunities. Funds will be combined, not to exceed \$725,000, to replace the modular unit at Hopkins Park ELC.

PRESENTER: Denise Lee

ITEM II-A – ACTION (continued)
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A detailed budget outlining changes from each cost category will be sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve a budget modification in fiscal year 2016-2017 for up to \$725,000 of which approximately \$275,000 will be reprogrammed from the supplemental (Duration) start-up funds and approximately \$450,000 will be reprogrammed from under-spent Head Start Basic funds.

PRESENTER: Denise Lee

ITEM III - OTHER REPORTS

BACKGROUND:

- A. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Mr. Kenneth Tate), 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.

- B. 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.

- C. 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.
