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Thought of the Day: "What the mind of a man can conceive and believe, it can achieve."

Author: Napoleon Hill

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

DATE: Tuesday, April 27, 2010

TIME: 1:00 p.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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- ✓ Disaster Preparedness Subcommittee
 - ✓ Emergency Preparedness for Families Subcommittee
 - Monitoring and Evaluation (aka Self Assessment)
 - Male Involvement Committee/Community Advocating Male Participation (CAMP) – Mr. Troy Luna
- E. Community Partnerships Advisory Committee (CPAC) – Ms. Coventry St. Mary
- F. Health Services Advisory Committee (HSAC) – Ms. Mary Pope

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- C. Chair's Report
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 - Community Action Board – Mr. Victor Wilson
- F. Open Discussion and Comments
- G. Public Participation

III. Action Items (continued)

K. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957 70

- Approval of Eligible List for: Approval of Eligibility List for Head Start Coordinator (Education)(Supervisory)
 - ➔ Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: TUESDAY, APRIL 20, 2010

The Policy Council meeting is hosted by:
Jennifer Ryon, Policy Council Chair
Patrice Hill, Policy Council Vice Chair
Violet Morrison, Secretary
Jeanine Vandermolen, Parliamentarian
Tamara Knox, Treasurer

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Jennifer Ryon, Elk Grove Unified School District
- _____ Victor Wilson, Elk Grove Unified School District
- _____ Patrice Hill, Sacramento City Unified School District
- _____ Sandra Renteria, Sacramento City Unified School District
- _____ Violet Morrison, San Juan Unified School District
- _____ Coventry St. Mary, San Juan Unified School District
- _____ Michela Barbosa, Twin Rivers Unified School District
- _____ Electa Broussard, Twin Rivers Unified School District
- _____ Shernita Crosby, WCIC/Playmate Child Development Center
- _____ Katherine Yaipen-Faulter, SETA-Operated Program
- _____ Mary Brown, SETA-Operated Program
- _____ Yvette Hernandez, SETA-Operated Program
- _____ Kara Mann, SETA-Operated Program
- _____ David Quintero, SETA-Operated Program
- _____ Kelly Martin, SETA-Operated Program
- _____ Tamara Knox, Home Base Program
- _____ Samih Shehadeh, Alternate, Early Head Start (SOP)
- _____ Jeanine Vandermolten, Past Parent Representative
- _____ Brenda Vincent, Past Parent Representative
- _____ Mary Pope, Grandparent Representative
- _____ Elenita Salazar, Child Health and Disability Prevention Program

Members to be Seated:

- _____ Troy Luna, Community Advocating Male Participation/Male Involvement

Seats Vacant:

- _____ Vacant (Johnson), Sacramento City Unified School District
- _____ Vacant (Marshall), Sacramento City Unified School District
- _____ Vacant (Long), WCIC/Playmate Child Development Center
- _____ (Vacant), SETA-Operated Program
- _____ Vacant, Early Head Start (SOP)
- _____ Vacant, Early Head Start (Sac. City)
- _____ Vacant, Early Head Start (San Juan)
- _____ Vacant, Foster Representative
- _____ Vacant, Community Representatives

**** Please call your alternate, the Policy Council Chair (Jennifer Ryon, 996-9954, 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 2009-2010**

The 2009-2010 Board was seated on **November 30, 2009** and
December 18, 2009

BOARD MEMBER	SITE	11/30 *	12/18 *	1/26	2/23 *	3/23	4/27 *								
M. Barbosa (s/b/s 2/23)	TR				U	X									
E. Broussard (s/b/s 2/23)	TR				U	X									
M. Brown (11/30)	SOP	X	X	X	X	X									
S. Crosby (12/18)	WCIC	U	X	E	X	X									
Y. Hernandez (3/23)	SOP					X									
P. Hill (s/b/s 12/18)	SAC		X	X	X	X									
T. Knox (11/30)	SOP	X	X	E	X	X									
T. Luna s/b/s 4/27	CAMP														
C. Mack (2/23)	EHS/SOP				X	AP									
K. Mann (1/26)	SOP			X	X	E									
R. Marshall (s/b/s 2/23)	SAC				U	U									
K. Martin (11/30)	SOP	U	X	X	X	X									
V. Morrison (11/30)	SJ	X	X	X	X	E									
M. Pope (11/30)	GRAND	X	X	X	X	X									
D. Quintero (11/30)	SOP	X	X	X	X	X									
S. Renteria (12/18)	SAC	U	X	X	E	X									
J. Ryon (11/30)	ELK	X	X	X	X	X									
E. Salazar (11/30)	CHDP	X	X	X	E	E									
C. St. Mary (11/30)	SJ	X	X	X	X	X									

BOARD MEMBER	SITE	11/30*	12/18*	1/26	2/23*	3/23	4/27*								
J. Vandermolen (11/30)	PP	X	X	X	X	X									
B. Vincent (11/30)	PP	X	X	X	X	X									
V. Wilson (1/26)	ELK			X	X	U									
K. Yaipen-Faulter (1/26)	SOP			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 4/8/10

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MARCH 23, 2010 SPECIAL
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the March 23, 2010 meeting.

RECOMMENDATION:

That the Policy Council approve the March 23, 2010 meeting minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Tuesday, March 23, 2010
10:45 a.m.

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

Ms. Jennifer Ryon called the meeting to order at 10:55 a.m. Ms. Mary Brown will be serving as Secretary. Ms. Jeanine Vandermolen read the thought of the day. Ms. Brown called the roll; a quorum was established.

New members were seated:

- Michela Barbosa, Twin Rivers Unified School District
- Electa Broussard Twin Rivers Unified School District
- Yvette Hernandez, SETA-Operated Program

Members Present:

Jennifer Ryon, Elk Grove Unified School District
Patrice Hill, Sacramento City Unified School District
Sandra Renteria, Sacramento City Unified School District
Coventry St. Mary, San Juan Unified School District
Michela Barbosa, Twin Rivers Unified School District
Electa Broussard Twin Rivers Unified School District
Shernita Crosby, Playmate/WCIC
Katherine Yaipen-Faulter, SETA-Operated Program
Mary Brown, SETA-Operated Program
Yvette Hernandez, SETA Operated Program
Kelly Martin, SETA-Operated Program
Kara Mann, SETA-Operated Program
David Quintero, SETA-Operated Program
Jeanine Vandermolen, Past Parent Representative
Brenda Vincent, Past Parent Representative
Mary Pope, Grandparent Representative
Tamara Knox, Home Base Program
Samih Shehadeh, Alternate

Members Absent:

Elenita Salazar, Child Health & Disability Prevention Program (excused)
Cynthia Mack, Early Head Start (excused)
Violet Morrison, San Juan Unified School District (excused)
Victor Wilson, Elk Grove Unified School District (unexcused)

Unseated Members Absent:

Raychelle Marshall, Sacramento City Unified School District (unexcused)

VI. Other Reports

A. SETA Executive Director's Report

Ms. Kossick asked if anyone has had an opportunity to visit a career center; Ms. Tamara Knox stated she went to La Familia and they were very helpful.

Ms. Kelly Martin's significant other went to the Franklin Career Center and he just got a job.

Ms. Ryon's husband went to the center on Gerber. She reported that Mr. Victor Wilson went to one and he found it very helpful.

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reported that the Agency is seven months into the year which should be 58% of the grant; expenses are lower than expected. The school districts are slower to report their expenditures. The Head Start basic program summer results expenditures of 46.75%; this does not include CDE programs which are shown differently. Mr. Bartlett reviewed the summary sheets for ARRA funds. These grant periods are 15 months instead of 12 months. The COLA funds budgeted have been entirely spent.

II. Consent Item

A. Approval of the Minutes from the February 23, 2010 Special Meeting

Minutes were reviewed; no questions or corrections..

Moved/Martin, second/St. Mary, to approve the February 23, 2010 special meeting minutes.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

III. Action Items

A. Appointment of Representative and Alternate to the Maternal, Child and Adolescent Health Advisory Board

Ms. Ryon provided an overview of the board. Ms. Ryon appointed Ms. Brenda Vincent as representative with Ms. Mary Brown as the alternate.

Moved/Hill, second/Crosby, to ratify the appointment of Brenda Vincent as representative and Mary Brown as alternate to the Maternal, Child and Adolescent Health Advisory Board.
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (Ryon and Vandermolen; Ms. Barbosa was out of the room during the vote).

IV. Information Items

A. Standing Information Items

➤ Introduction of Newly Seated Members: The following new members introduced themselves:

Ms. Electa Broussard, Twin River Unified School District
Ms. Yvette Hernandez, SETA Operated Program
Mr. Samih Shehadeh, SOP, Early Head Start (alternate)
Ms. Michela Barbosa, Twin River Unified School District

Ms. Katherine Arrue is newly married and her new name is Katherine Yaipen-Faulter.

Ms. Ryon wished everyone a Happy Birthday and read off the names of past or upcoming birthdays.

- PC/PAC Calendar of Events: Ms. Ryon stated that the next Male Involvement Committee will be March 24; she reviewed the upcoming meetings.
- Parent/Family Support Unit Events and Activities: No comments.
- Community Resources – PC Representatives: No reports.
- The Region IX Head Start Scholarship Awards: Ms. Ryon reviewed the scholarship paperwork. The scholarships are available to current Head Start parents and Head Start staff. The deadline is April 1. The application has to be typed and you must follow the guidelines. Ms. Desha stated that if parents need a letter of recommendation, they should contact Ms. Denise Lee or their delegate director.
- Annual Parent Leadership Institute: 'Effective Communication for Team Building' - Trainer, Ms. Betsy Haas, MA, Esteemed Human Development: Ms. Ryon Thursday, April 22, 9 a.m. – 5:00 p.m.: Ms. Ryon stated that this will be a great team building workshop.
- Parent/Staff Recognitions: Ms. Ryon and Ms. Jeanine Vandermolen presented Mr. Victor Bonanno with a certificate of appreciation for the Ethics Training. Ms. Ryon and Ms. Vandermolen presented Ms. Desha with flowers for her birthday. Elk Grove School District will be saluting Jennifer Ryon and her family on Tuesday, April 6 at 8 p.m. Ms. Vandermolen urged PC members to support Ms. Ryon by attending.

B. Fiscal Monitoring Reports: No questions.

C. Governing Board Minutes for the February 4, 2010 Meeting: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Tamara Knox read the Executive Committee critique.
- B. Budget/Planning Committee: The committee has been meeting for the past three Friday to review schedule H of the budget and suggesting changes. The Committee would like to bring a county-wide conference to Sacramento so all can enjoy the event. The Social/Hospitality Committee will plan the event. Ms. Lisa Carr reported that kindergarten transitioning is also continuing and the budget will be bringing back the opportunity for parents to attend a National Head Start Conference.
- C. Personnel/Bylaws Committee: The next meeting will be on Thursday
- D. Program Area Committees
 - Early Childhood Development & Health Services Committee and Parent/Family Support Committee: Ms. Yaipen-Faulter reported on the last Disaster Planning Committee. She said that it is helpful to know what to do in case of an emergency; it is peace of mind. The committee is hoping to do a binder for each center as to what to do in case of disaster.

III. Action Items (continued)

C. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

The board went into closed session at 11:31 a.m. The board went back into open session at 11:27 a.m. Ms. Ryon reported out of closed session that the Board took the following action in closed session: Approved the Eligible List for Head Start Family Placement Worker.

V. Committee Reports (continued)

- Monitoring and Evaluation: No report.
- Male Involvement Committee/Community Advocating Male Participation (CAMP): The next meeting will be March 24 at 2 p.m.
- E. Community Partnerships Advisory Committee: Ms. Coventry St. Mary reported that the meeting will be Thursday, April 29.
- F. Health Services Advisory Committee: The meeting was just set; a meeting will be placed on the PC/PAC Calendar of Events.

VI. Other Reports (continued)

B. Head Start Deputy Director's Report: Ms. Lisa Carr, manager for Family and Parent Support unit is reporting for Ms. Denise Lee who is in negotiations today.

➔ Discussion of the Policy Council (PC) Meeting

Ms. Carr stated that currently, there is a PAC meeting from 9-10:30 and the PC meets immediately afterward. The agenda is really condensed and there is no time for quality discussion. Staff is suggesting that the PAC and the PC continue to meet on the same day (fourth Tuesday of each month). The PAC would meet at the regular meeting time of 9:00 a.m. and the PC at 1:00 p.m. For members who are both PAC and PC, lunch vouchers in the amount of \$8.00 would be distributed. At the next meeting on April 27 the boards will be presented with the refunding grants. Staff would like to try the modified times for the April 27 meeting and then have a discussion on how the board members like it. If the modified times go well, the Boards will then vote at the April meeting. Ms. Martin inquired if there would be a second choice and Ms. Desha replied that this will be an opportunity for parents to discuss it.

Ms. Ryon stated that plans are beginning for a county-wide Parent Conference probably at a local hotel. There should be a lot of information for all parents. The SS/PI Unit and the Social Hospitality Committee will be planning this. There will also be an introduction to the first aid/CPR. The Parent Conference will probably be planned for the spring of 2011.

Staff received good news that the COLA received has been made permanent. In addition, the Agency received a pro-rated COLA for the month of July in the amount of approximately \$60,000.

The new manager for Education will be announced by Ms. Lee in the near future. The SOP centers will be closed 4/1-2 for staff development. For Regions 2 and 3, the centers will be closed on April 5 (for SOP only).

D. Head Start Managers' Reports

Ms. Lisa Carr, Manager of the Family Support Unit, reported that the career centers received 4,000 vouchers from Microsoft. If you already have some computer skills, and there is training you are interested in, the vouchers can be utilized to become proficient in Microsoft software. Once you are certified, you'll receive a certificate of proficiency. It is a great tool to upgrade computer skills and completely free. Those wishing to utilize the voucher must have access to a computer since the training cannot be done at a career center. The training is downloadable. For those not at all competent in computers, the career centers have training for basics in computers.

There will be a workshop on Why Children Misbehave on April 14. Dinner and child care will be provided.

A Disaster Preparedness Committee meeting will be held April 8 for the SOP board members.

Ms. Brenda Campos, manager of Program Support Services, reported that staff is doing an annual monitoring review of the various delegate agencies. The content coordinators go out to visit with the delegate agencies to ensure that all is well. Ms. Campos stated that Head Start will never ask a parent to pay for services or to bring classroom supplies or materials. If parents are asked to bring something in, talk to the site supervisor or program coordinator to address those issues. Parents are NOT to pay for Head Start services.

A board member inquired whether the newly approved health bill will it affect Head Start. Ms. Campos replied that she does not yet know but is optimistic that it will help the Head Start families, especially with dental.

Ms. Yaipen-Faulter stated that she has a 13 year old that did not attend Head Start; it was hard for her to become proficient in English. Her five year old just finished Head Start is proficient in the year. She said that this shows the difference of one child utilizing Head Start services and the other did not.

➔ Classroom Assessment Scoring System Overview, Mr. Nathanael Gale

Mr. Gale distributed handouts on Effective Teacher-Student Interactions. The Classroom Assessment Scoring System (CLASS) was developed by researchers at the University of Virginia looking for a tool teacher/child interactions and what the kids are getting out of the interactions. This tool helps teachers to expand on their teaching methods, especially utilizing open-ended questions. Mr. Gale feels this will improve the quality of information and teaching for services in Head Start. Also, the federal government is utilizing this new tool. Mr. Gale is in the process of training staff; he provided an overview of the training. He will be training 30 staff to utilize the tool reliability. The feedback from staff has been very positive. Mr. Gale is in the process of condensing the six hour training into four hours. Mr. Gale will give Ms. Desha the dates of the three overview meetings and perhaps board members can attend them.

- C. Chair's Report: No report.
- E. Community Agency Reports: No reports.
- F. Open Discussion and Comments: Ms. Desha reported that attaché cases are available for new board members.

Ms. Barbosa reported that May 8 is Teacher Appreciation Day at Twin Rivers.

- G. Public Participation: No comments.

VII. Adjournment: The meeting was adjourned at 12:24 p.m.

ITEM III-A – ACTION

APPROVAL OF FISCAL YEAR 2010-2011
HEAD START/EARLY HEAD START BUDGET

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Head Start/Early Head Start Budget for Fiscal Year 2010-2011 in the amount of \$41,757,750 for Head Start and \$5,086,623 for Early Head Start. The budget includes a 1.84% Cost of Living Adjustment, both for the full year of funding as well as a pro-rated amount for the month of July 2010. Budget details are as follows:

Head Start Basic	\$40,588,342
Head Start Training and Technical Assistance	\$ 384,611
Head Start COLA Pro-rated (July 2010)	\$ 60,146
Head Start COLA Full Year	\$ 724,651
Early Head Start Basic	\$ 4,870,678
Early Head Start Training and Technical Assistance	\$ 121,767
Head Start COLA Pro-rated (July 2010)	\$ 7,218
Head Start COLA Full Year	\$ 86,960

The Budget/Planning Committee met several times with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Roy Kim, Fiscal Chief; Mr. Roger Bartlett, Fiscal Manager; Head Start Managers, Ms. Brenda Campos, Ms. Lisa Carr and Ms. Karen Gonzales; Governance/Social Services/Parent Involvement (SS/PI Coordinator), Ms. Marie Desha and the PC/PAC Chairs, to provide input on the budget.

A copy of the 2010-2011 Head Start/Early Head Start Budget will be sent under separate cover.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the Fiscal Year 2010-2011 Head Start/Early Head Start Budget.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B – ACTION

APPROVAL OF FISCAL YEAR 2010-2011
HEAD START/EARLY HEAD START GRANT APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Fiscal Year 2010-2011 Head Start/Early Head Start Grant Application.

A copy of the Fiscal Year 2010-2011 Head Start/Early Head Start Grant Application will be sent under separate cover.

Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the Fiscal Year 2010-2011 Head Start/Early Head Start Grant Application.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION

APPROVAL OF FISCAL YEAR 2010-2011 HEAD START/EARLY HEAD START TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION AS ALIGNED WITH ESTABLISHED THREE-YEAR GOALS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Fiscal Year 2010-2011 Head Start/Early Head Start Training/Technical Assistance Grant Application in the amount of \$384,611 for Head Start, and \$121,757 for Early Head Start. The Budget/Planning Committee met several times with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Roy Kim, Fiscal Chief; Mr. Roger Bartlett, Fiscal Manager; Head Start Managers, Ms. Brenda Campos, Ms. Lisa Carr and Ms. Karen Gonzales; Governance/Social Services/Parent Involvement (SS/PI Coordinator), Ms. Marie Desha and the PC/PAC Chairs, to provide input on the budget.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the Fiscal Year 2010-2011 Head Start/Early Head Start Training/Technical Grant Application as aligned with established three-year goals.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

TRAINING AND TECHNICAL ASSISTANCE PLAN 2010-2011

PHILOSOPHY

PHILOSOPHY

SETA Head Start's program philosophy is based on the premise that all families share certain basic needs and that the Head Start population, in particular, can reap even greater benefits from a comprehensive service delivery system that ensures their needs are met. Our program mission is to improve the lives of low-income children by providing comprehensive child development services that are family focused, including education, health, nutrition, mental health and social services. SETA Head Start's goals are accomplished by involving parents in the complete operation and administration of the program and by supporting the growth of families and staff through the development of advocacy skills, enhanced self-esteem and empowerment. The overall goal is to develop a greater degree of independence among families and the decisions which impact their lives. Finally, SETA Head Start has established as its vision, "Touching Families, Making A Difference."

SETA continually strives to recruit, train and retain the highest quality staff. Ongoing training and technical assistance ensures that all staff are knowledgeable about the Head Start philosophy, goals and objectives, mission, values and Performance Standards of the Head Start and Early Head Start programs.

PLANNING PROCESS

SETA employs an exacting strategic planning process to identify and accomplish the training and professional development needs of Head Start staff, parents, and delegate agencies. This process results in a T/TA Plan which carefully incorporates needs identified through PIR, OHS Monitoring Protocol, Self Assessment, Community Assessment, on-going monitoring results, Desired Results and Child Outcomes, as well as analysis of embedded program and operational reporting systems such as ERSEA reports, ADA reports, etc., and established countywide goals. Ultimately, under the direction of SETA's strong parent organizations (PC/PAC), specific dollars are allocated to these prioritized needs (see attached budget) to ensure staff, parents and delegate agencies receive the necessary training and professional development to move SETA's organization forward.

Several T/TA planning sessions take place in late winter. Participants in the T/TA planning include the SETA Leadership team, Policy Council and Parent Advisory Committee members and delegate agency directors. Participants share information about their community assessment results, Program Self Assessment, most recent ERSEA and health and child outcomes reports, ie., DRDP-r. Participants identify program strengths and service gaps. A number of areas are identified through these meetings as priorities for T/TA and countywide goal statements are formulated.

Sub-committees which include staff, parents and countywide content coordinators update written program area plans and modify or develop policies and procedures for key management systems.

The Training and Technical Assistance Plan was the direct result of an exhaustive and highly collaborative partnership between Head Start Grantee staff, parents, and delegate agencies. Finally, the T/TA plan was submitted to SETA's assigned GPSS who reviewed the document and provided feedback on the plan. The feedback provided by the GPSS was incorporated into this T/TA plan.

TRAINING AND TECHNICAL ASSISTANCE PLAN 2010-2011

APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT

Adjustments to the Training and Technical Assistance Plan (T/TA) proposed for PY 2010-2011 reflect the combined needs identified and prioritized by 1) parents on the Refunding Grant Application Planning Committee, 2) parents on the Budget/Planning Review Committee, and 3) the resulting goals established in the 2009-2010 Self Assessment Action Plan through careful analysis of results from: PIR, Community Assessment, countywide goals, on-going monitoring, DRDP-r, and ERSEA reports.

A systematic approach was taken to ensure that our 2010-2011 Self Assessment Action Plan, and associated budget, would reflect current needs identified through a) on-going monitoring, b) PIR results, c) committee reviews of the existing T/TA Plan, as well as the continuing Three Year Goals and Objectives.

The T/TA Plan was adjusted to align with The Three Year Goals and Objectives, and the Self Assessment Action Plan. Items which were modified on the current T/TA, to support specific PIP goals are denoted with an asterisk *.

OUTCOMES AND TIMETABLES

Outcomes and timetable attainment of the Program Improvement Plan will be tracked and measured on a monthly basis. Leadership Team and Management meetings are conducted weekly with specific agenda content. Agendas will include status reports and check-ins on a bi-weekly basis. This process will allow for careful tracking of progress as it relates to timetables and outcomes attainment in the defined priorities and sub-groups: Early Intervention and Prevention; Record Keeping and Reporting; Planning; Communication; Human Resources/Staff Development/Training and Health and Nutrition Services.

TRAINING AND TECHNICAL ASSISTANCE PLAN 2010-2011

[NOTES LEGEND: M=Mandated; G/O= Goals and Objectives; PIP= Program Improvement Plan; SA=Self Assessment]

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/ T & TA Budget Source		Notes
					HS	EHS	
1. Priority: Improve Management Systems							
A. ERSEA - Strengthen paperwork system							
Cluster Training	FSWs, Site Supervisors, EHS Educators, Home Visitors	ERSEA Coordinator	Staff fully trained on the new Enrollment Verification form. Procedure to be developed and included in the ERSEA binder	August 2010	Minimal	Minimal	PIP
B. Recordkeeping and Reporting – Strengthen recordkeeping and reporting system							
Cluster Training	FSWs, Site Supervisors, EHS Educators, Home Visitors, HS Teachers, Program Officers, Family Placement Workers	ERSEA Coordinator and I/T department	Develop Policies and Procedures around the new EZ-ID electronic sign-in system. Train all staff on the new system.	June 2010 and on-going	Minimal	Minimal	G/O
Cluster Training	FSWs, Site Supervisors, EHS Educators and Home Visitors	Program Support Manager	Review the EZ-IZ policy and conduct follow-up training for staff to ensure compliance. Articulate the tie in of the EZ-IZ to the EZ-ID program	September 2010	Minimal	Minimal	M
FPA follow-up training	EHS Educators, Home Visitors and FSWs	SS/PI Supervisors and EHS Education	Staff will improve their knowledge and documentation skills in the	October 2010	Minimal	Minimal	PIP

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2010-2011**

		Coordinator	areas of FPA. Staff will achieve an understanding of the FPA process and how to provide follow-up				
Development of new filing system for children's files	FSWs, Site Supervisors, EHS Educators, Home Visitors, HS Teachers, Program Officers, Family Placement Workers	Family Support Unit Program Officers	Staff will research and implement a new filing system for children's files. Roll out of the new filing system to occur no later than August 2010	August 2010	Sept. 2010	Minimal	M
45 day Educational Screening Training	All Teaching Staff	Program Operations Unit Program Officers	Conduct follow-up training on timelines associated with education screenings. This will ensure that 45 day mandates are met and files are complete.	September/ October 2010	Minimal	Minimal	PIP
Develop tracking system for DRDP-r Assessments	All Teaching Staff	Program Operations Program Officers, Education Coordinator	Develop a tracking system to ensure all DRDP-r assessments submitted on a timely basis. Develop a training session to train on new tracking system	August 2010	Minimal	Minimal	PIP
Update/redesign IDP	All Teaching Staff	Program Operations Unit Program Officers, Education Coordinator	Develop an updated IDP form to ensure consistent documentation. Train teachers on appropriate documentation and effective use of IDP	April 2010	Minimal	Minimal	PIP
Food Service Policy and Procedure Manual	All Food Service Staff	Program Support Manager, Food Services Coordinator	Develop Policy and Procedure Manual for food service staff. Provide training on new procedures	September 2010	Minimal	Minimal	M
Update Health/Nutrition Policy and Procedures	Health/Nutrition Specialists,	Health/Nutrition Specialists,	Update and train staff on any changes to the Health/	July 2010	Minimal	Minimal	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2010-2011**

	FSWs, Teaching Staff, EHS Educators	Program Support Manager	Nutrition Policies and Procedure Manual. Ensure that all staff are complaint with new policies and procedures and best practices are being followed				
C. Human Resources - Strengthen Human Resources Systems							
Career Incentive Plan	All Staff	Community colleges, 4 year colleges/universities	Staff will receive up to \$1,500 per grant year to return back to school to continue their education and meet Head Start/Early Head Start requirements	July 2010 and on-going	\$18,966	\$3,466	M
New Employee Orientation	All new staff	Education Coordinators, Program Officers, Staff Training officer, other staff as needed	New staff will understand agency policies and procedures and Head Start/Early Head Start requirements	On-going as new staff are hired	Minimal	Minimal	M
Conferences (NHSA, CHSA, WIPFLI, CAEYC, CDPI, Zero to Three) and other identified staff development opportunities	Staff, Parents	Conference Presenters	Ensure staff and parents are exposed to updated information on changes to HS/EHS; parents and staff will demonstrate increased knowledge and skill, maintain connections to regional, state and national HS/EHS agencies.	September 2010 and on-going throughout year	\$23,550	\$3,300	M
Develop and train on a new Polices and Procedures manual for SETA's EHS Expansion Partners	River Oak and SCOE Staff	Program Support Manager, Content Coordinators, Program Officer, Education Coordinator, SS/PI for EHS	Develop comprehensive EHS Policies and Procedures manual for SETA's EHS partners. This will ensure that SCOE and River Oak staff are complying with all EHS mandates and consistency is achieved in	July/August 2010	Minimal	Minimal	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2010-2011**

		Expansion	both programs				
D. On-going Monitoring - Strengthen On-going Monitoring Systems							
Development of improved on-going monitoring systems, including a process by which follow-up is documented	Content Coordinators, Program Officers, Teaching staff, FSWs, mental health and disabilities staff	Management team, Content Coordinators	Refinement of on-going monitoring for all SETA Operated Programs. Updated training on ChildPlus.net and how to read and analyze reports. Develop a system to ensure all findings are followed-up in a timely manner	August/Sept 2010	Minimal	Minimal	PIP
Update procedures for ensuring compliance with CCFP monitoring protocols	Teaching staff	Program Support Manager, Health/Nutrition Specialists	Staff will review current and any new procedures for CCFP on-going monitoring. Staff will demonstrate an increased awareness how accurate record-keeping and on-going monitoring relates to continued funding of the CCFP program. Automate meal counts and incorporate recording counts in EZ-ID.	October/ November 2010	Minimal	Minimal	PIP
E. Program Support - Strengthen Delegate Support							
Delegate Kick off	Delegate staff, Delegate Support team, Grantee managers and Deputy Director	Deputy Director, Program Support Manager	Increase knowledge of and training on up-coming OHS Triennial Review. Ensure compliance in all areas of performance standards. Continue to build supportive relationships	October 2010	\$3,000		M
Content Coordinator Meetings	Content Coordinators from Delegate Agencies	SOP Content Coordinators	All Head Start staff will increase their knowledge of service delivery methods, develop county-wide systems	August 2010 on-going monthly	Minimal	Minimal	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2010-2011**

			to bring to their agencies				
Career Incentive for Delegate Staff	All delegate staff	Community colleges, 4 year colleges and universities	Staff will receive up to \$750 per grant year to return back to school to continue their education and meet reauthorization requirements	August 2010 and on-going	\$6,000		M
OHS Webinars	All delegate and SOP staff	Various contract companies	Develop opportunities for key delegate agency and SOP staff to participate in monthly webinars to prepare for Triennial Review. Staff will be given opportunities to ensure systems are in place countywide to guarantee a successful review	On-going	Minimal	Minimal	M
F. Self Assessment - Strengthen Self Assessment Systems							
Self Assessment Training	Parents and Staff	Management staff	Train staff and parents on extensive self assessment process. Improve data analysis for accurate interpretation of data documents for planning purposes	January 2011	Minimal	Minimal	M
G. Program Governance - Strengthen Program Governance							
PAC/PC Training	PAC/PC members	SS/PI Coordinator and SS/PI staff	Demonstrate increased knowledge of roles and responsibilities of members, including Robert's Rules of Order, Brown Act, and parliamentary procedures	October 2010	Minimal	Minimal	M
Parent Leadership Training	PAC/PC members	SS/PI Coordinator and Keynote speaker	Deeper understanding of leadership roles parents play in HS/EHS and deepen relationship with parents	April 2011	\$8,000	\$500	M
Governing Board Training	Governing Board members, PAC/PC Chairs	Deputy Director, SS/PI Coordinator	Demonstrate deeper understanding of the roles and responsibilities the Governing Board has in relation to the	January 2011	Minimal	Minimal	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2010-2011**

			HS/EHS programs, and how the PC fits into that relationship				
Ethics Training	PAC/PC members	Workforce Development staff	Members will be trained in the topic of ethics and responsibility. Members will be made aware of their ethical responsibilities in regards to serving on PAC/PC.	February 2011	Minimal	Minimal	M
Local Conferences- parents	Parents	Local conferences	Parents will achieve greater awareness of the process of becoming an advocate, and how the state and local budgets affect child care funding	Spring 2011	\$2,000	\$1,000	PIP
CHSA Parent Conference	Parents	CHSA	Parents will have an opportunity to network with other HS/EHS parents and bring back information and training to other parents	January 2011	\$6,000	\$1,200	
H. Program Planning - Strengthen Planning Systems							
Staff training on OHS Monitoring System	Staff, parents	Cluster training	Staff and parents will receive training on OHS Monitoring system and preparing for the Triennial Review. Systems and procedures will be reviewed to ensure all staff are consistent	Fall 2010 and on-gong	Minimal	Minimal	M
2. PRIORITY: Improve Service Delivery (Develop a comprehensive Parent Education Program to promote self-sufficiency, improve the quality all Head Start/ Early Head Start delivery service methods to ensure all Performance Standards are being met.)							
A. HEALTH & SAFETY							
Disaster Preparedness Professional Strand #1 (Program Support Unit)	Staff and parents	Program Support Manager, Family Support Manager,	Disaster protocols will be developed by staff and parents for each early learning site, and for home	Roll out to happen by August 2010	\$7,000	\$1,000	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2010-2011**

		identified expert speakers	use. Staff and parents will demonstrate increased awareness of the importance of planning for disasters and be able to articulate the plans for either their early learning site or their home. Protocol will be based on the OHS IM posted on the ECLKC site				
BBP/ Universal Precaution Training	All Staff	Program Support Manager, Health/Nutrition Specialists/ Identified outside trainers	All staff will be trained on Blood Borne Pathogens and other mandated training including Child Abuse and food safety.	September 2010 and April, 2011	Minimal	Minimal	M
CPR Training	Teaching Staff	Health/Nutrition Specialists	Teaching staff certified in Pediatric CPR and First Aide	Monthly	Minimal	Minimal	M
Health Fair for River Delta families	Parents and children in River Delta Area	Program Support Manager, Content Coordinators, EHS Expansion Partners, outside speakers to be identified	Health fair for hard to reach population in the River Delta area will be developed. Health screenings and information will be provided to parents to ensure access to health and nutrition resources.	May 2011	\$500	\$500	M
Pedestrian Training	Parents	FSWs, Health/Nutrition Specialists, Teaching Staff	Increased knowledge of health and safety issues and of pedestrian safety	September 2010 and on-going	\$4,000	\$1,000	M
Professional Strand #2, (Program Support Unit)	Staff, parents	To be determined	Staff will gain a greater understanding of health related topics and how it affects children's learning and their own job performance.	August 2010 and on-going	\$3,000		M
Parent Health and Safety fair	Parents and children	Health/Nutrition and outside	Parents and children will be given the opportunity to	May 2011	Minimal	Minimal	SA

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2010-2011**

		speakers	attend a three hour workshop to become familiar with basic pediatric first aid, infant/child CPR and other health and safety issues				
Health Consultant	Parents, staff	Nurse	Parents and staff will gain knowledge about health concerns and typical development in their child birth-3. Services and education will be offered to pregnant women to guide them in achieving a healthy pregnancy	On-going	Minimal	\$5,000	M
<i>B. NUTRITION</i>							
Nutrition and Child Obesity	Parents	Health Nutrition Specialists, staff trained in I Am Moving, I Am Learning curriculum	Parents will demonstrate increased knowledge on ways to combat childhood obesity and how to increase physical activity at home.	September 2010 and on-going at parent meetings and countywide training	\$6,500	\$1,500	G/O
Farm Stands	Parents and staff	Soil Born Farms and Master Gardeners'	Parents will be trained on how to run a fruit/vegetable stand, and how to incorporate healthy fruits and vegetables into their diet.	On-going or until grant runs out	Minimal	Minimal	G/O
Parent Aide Training	Parents	SS/PI and Head Cook	Parents will gain knowledge and skills in the areas of employment and food service. Parents will work in the classrooms to prepare food, and to become on-call cook/drivers	July 2010 and on-going monthly	\$20,000	\$1,000	G/O
Parent Education Workshops	Parents	Health/Nutrition Staff, outside speakers	Parents will increase their knowledge regarding healthy eating, incorporating exercise into their daily routine, food	On-going at monthly parent meetings and	Minimal	Minimal	G/O

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2010-2011**

			safety, obesity prevention, and the advantages of breastfeeding	annually at county-wide parent training			
Health Advisory/CPAC	Community	Outside professionals	Health professionals and staff will come together to discuss and strategize best practices and to ensure consistency on health related topics throughout Sacramento County	Annually	\$1,500	\$500	M
Dietician Consultant	Parents, staff	R.D. Consultant	Parents and staff increase their knowledge about the proper feeding of infants and toddlers. RDA will counsel parents and work on referrals with parents and staff		\$3,000	\$3,000	M
<i>C. MENTAL HEALTH</i>							
Love and Logic Parenting Workshops	Parents	Parent Support Manager	Parents will be offered a series of parenting classes dealing with the issues of addressing challenging behaviors as identified on the FPA.	January 2011 and May 2011	Minimal	Minimal	On-going monitoring
Parent Education Workshops	Parents	Mental Health Specialists, SS/PI staff	Parents will increase their knowledge in the areas of stress management, healthy eating and the relationship to mental health or other mental health services identified on the FPA	Ongoing monthly at parent meetings at the Early Learning Sites	Minimal	Minimal	On-going monitoring
River Oak Training	Teaching staff	River Oak Staff	Teachers in Therapeutic Preschool will increase knowledge in the areas of addressing challenging behavior and supporting parents on appropriate child	Monthly at child study meetings	Minimal		M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2010-2011**

			discipline methods				
Mental Health Workshops	EHS Staff	Infant/Child Mental Health providers	Staff will gain greater knowledge in the areas of infant mental health and post partum depression	Spring 2010	\$2,000	\$500	M
<i>D. DISABILITIES</i>							
Special Education Workshops (teachers)	Teachers	Disabilities Coordinator, Special Education Staff, SCOE Staff	Staff will gain knowledge on types of disabilities, identification of children with disabilities, accessing services and implementing general education adaptations	Spring 2011	\$2,000	\$500	M
Special Education Workshops (Parents)	Parents	Disabilities Coordinator, Special Education Staff,	Parents will increase their knowledge of typical child development, interpretations of child screenings, disability services available, and transition in and out of HS/EHS	On-going at parent meetings and socializations	\$1,000	\$500	M
<i>E. CHILD DEVELOPMENT</i>							
Best Practices in Caring for Children Birth-5	EHS Educators, Teaching staff	Identified outside trainers	Staff will gain increased knowledge in the areas of best practices in EHS care	Spring 2011	\$4,796	\$1,000	M
CLASS Training - Professional Strand #1- (Program Operations Unit)	All classroom teachers and identified Delegate Staff	Educational Program Officers	Staff will gain competence in the new classroom assessment tool, CLASS.	On-going	\$4,000		M
Regional Site Supervisor Meetings	Site Supervisors	Program Operations Unit Program Officers	Site Supervisors will meet monthly to discuss best practices in the ECE field, implementation of the new oral language curriculum, and the new classroom assessment tool, updated policies/procedures/practices	Monthly	Minimal	Minimal	M
Oral Language Curriculum –Professional Strand #2- (Program	All teaching staff	Program Operations Unit Program	All teaching staff will receive on-going teacher training to support their increased	Bi-monthly beginning in March 2010	\$4,000	\$1,000	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2010-2011**

Operations Unit)		Officers, Identified outside training experts	competence in the new oral language curriculum being adopted for the 2010-2011 school year (Houghton Mifflin).				
Preschool Learning Foundations/- DRDP Child Assessment-Professional Strand #3- (Program Operations Unit)	All teaching staff	Sacramento County Office of Education, Program Operations Unit Program Officers	Staff will gain competence and be able to articulate how the Preschool Learning Foundations are reflected in lesson plans and identify strategies to achieve those benchmarks. Staff will also become familiar with the new DRDP-r tool and how it relates to the Preschool Standards	Bi-monthly beginning September 2010	\$3,296		M
<i>F. FAMILY SERVICES AND COMMUNITY PARTNERSHIPS</i>							
Parent Education Workshops	Parents-county-wide	SS/PI Staff, FSWs, outside presenters	Parents will be offered a variety of topics related to needs identified on the FPA. Training will happen at monthly parent meetings, monthly countywide training and other modes as identified as successful	Summer 2010 and monthly	\$10,000	\$1,200	G/O
Kindergarten Readiness (Transition)	Parents	Family Support Manager, SS/PI staff, FSWs, Site Supervisors	Parents will increase their knowledge of what is involved in preparing children for kindergarten; routines, dispositions, home work packets and attendance are among the topics to be addressed	Fall 2010 and Monthly	Basic		M
Male Involvement Services	Parents, staff	SS/PI Staff	Fathers will gain greater knowledge around health	September 2010 and	\$4,759	\$806	G/O

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2010-2011**

			issues, child development, literacy development in children, and how to strengthen the parent/child bond. Staff will increase knowledge of how to increase male involvement at the site level, and to develop activities that are designed for men	monthly			
Family Literacy Involvement Project (FLIP)	Parents	SS/PI staff, teaching staff	Children's books will be given out monthly to each family enrolled in HS/EHS along with an activity to enhance the book. Families will gain knowledge of methods to foster oral language development in their child	Monthly	\$16,000	\$1,000	M
Grandparent/Foster Parent services	Grandparents, foster parents, parents	SS/PI staff, community representatives	Grandparents and foster parents will increase knowledge of services available to them, and obtain support. Workshops will be offered on topics identified by grandparents/foster parents through the support meeting held monthly	Monthly	\$8,000	\$1,500	M
Oral language workshops for parents-Professional Strand #1- (Family Support Unit)	Parents	Manager, Family Support, SS/PI staff, FSWS, teaching staff	Parents will be trained on the new oral language curriculum adopted in the Early Learning classrooms. Parents will gain an understanding of their role in fostering literacy development in their child, and be given ideas and resources on how to incorporate this learning at	September 2011 and on-going	\$3,000	Minimal	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2010-2011**

			home				
Best Practices in the Social Service Field Professional #2- (Family Support Unit)	FSWs, EHS Educators, Home Visitors, SS/PI staff	Outside agencies to be determined	Staff will gain greater understanding and competency in their chosen field	January 2010 and as needed	\$3,000	Minimal	G/O
Resiliency Training- Professional Strand #3- (Family Support Unit)	FSWs, EHS Educators, Home Visitors, SS/PI staff	Outside agencies to be determined	Staff will increase skills in helping parents identify their strengths and how to achieve their stated goals.	Spring 2011	\$4,000	Minimal	G/O
Translation Services	Parents	Identified bilingual staff and consultants	Increase all parent's access to training and materials	On-going	\$3,000	Minimal	M
Parent Activity Projects	Parents	SS/PI staff, Employment Service Specialist, Health/Nutrition staff and outside guest speakers as identified	Parents will choose educational workshops to attend based on their interests. Topics will be discussed and voted on at parent meetings and socializations	On-going	\$14,000	\$1,000	M
Parent Conference	Parents	Outside guest speakers	Parents will be offered a countywide parent conference on a variety of topics. Collaboration will occur with the Male Involvement committee and the Grandparent/Foster Parent committee	Spring 2011	Basic	Basic	PIP
Parent Career Incentive Program	Parents	Various learning institutes	Parents will be reimbursed up to \$600 per grant year to attend college, vocational education or adult education	On-going	\$3,500	Minimal	M
Staff Support for T/TA	Staff	N/A	A portion of staff salaries are being charged off since these staff supports training and technical assistance to	On-going	\$81,226	\$24,209	

TRAINING AND TECHNICAL ASSISTANCE PLAN
2010-2011

			parents, staff and delegate agencies. This will be more fully addressed in the budget narrative				
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ITEM III-D - ACTION

APPROVAL OF COUNTY-WIDE HEAD START AND
EARLY HEAD START CENTER LOCATIONS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve Head Start and Early Head Start center locations for Fiscal Year 2010-2011.

This listing of SETA-Operated Program center locations is attached for your review.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve Fiscal Year 2010-2011 Head Start and Early Head Start Center Locations

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

**SETA OPERATED
HEAD START
PROGRAM**
**Funded enrollment:
2778 (2784)**

Administrative Office:
925 Del Paso Blvd.,
Suite 200
Sacramento, CA 95815
(916) 263-3804

Auberry Park
8120 Power Inn
Sacramento, CA 95828
681-5535 (60)

Bannon Creek
2775 Millcreek Drive
Sacramento, CA 95833
263-5336 (80)

Bright Beginnings
10487 White Rock
Road, P52
Rancho Cordova, CA
95670
255-4720 (160)

Broadway
263 Seavey Circle
Sacramento, CA 95818
263-0961 (60)

Center of Praise
10455 Investment Circle
Rancho Cordova, CA
95670 255-1666/
255-1665 (100)

Country Woods Apts.
5700 Mack Rd.
Sacramento, CA 95823
262-3232 (120)

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823
262-0910 (80)

Freedom Park
6015 Watt Ave., S #5
North Highlands, CA
95660
274-6196 (180)

Fruitridge
5746 40th Street
Sacramento, CA 95824
262-2696 (80)

Galt
615 2nd Street
Galt, CA 95632
(209) 745-6458 (180)

Grant Skill Center
577 Las Palmas
Sacramento, CA 95815
263-3807 (160)

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632
209-744-7728 (60)

Hillsdale
5665 Hillsdale Ave.,
Bldg. 4
Sacramento, CA 95842
263-1031 (200)

Hopkins Park
2317 Matson Drive
Sacramento, CA 95822
262-0934 (120)

Illa Collin Center
3530 41st Avenue
Sacramento, CA 95824
263-1389 (20)

Job Corps
3100 Meadowview
Sacramento, CA 95832
427-4010 (20)

Kennedy Estates
6501 Elder Creek
Sacramento, CA 95824
227-3003 (60)

La Riviera
9000 La Riviera Drive
Sacramento, CA 95826
255-4556 (60)

LaVerne Stewart
5545 Sky Parkway
Sacramento, CA 95823
262-0929 (60)

Mather
Mather Air Force Base
10546 Peter A. McCuen
Rd.
Mather, CA 95655
231-0632 (120)

Nedra Court
#60 Nedra Court
Sacramento, CA 95822
262-0947 (80)

New Helvetia II
816 Revere Street
Sacramento, CA 95818
322-1951 (40)

**Norma Johnson
Early Learning Center**
3265 Norwood Avenue
Sacramento, CA 95838
263-3425 (60)

Northview
2401 Northview
Sacramento, CA 95833
263-3985 (120)

Parker Avenue
4516 Parker Avenue
Sacramento, CA 95820
227-0695 (12)

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823
262-2385 (60)

**Sharon Neese Early
Learning Center**
925 Del Paso Blvd.,
Suite 300
Sacramento, CA 95815
263-5470 (70)

**Solid Foundation
(Prince of Peace
Church)**
7505 Franklin Blvd.
Sacramento, CA 95823
262-3167(80)

Strizek Park
3829 Stephen Drive
North Highlands, CA
95660
263-5333 (60)

Vineland
6450 20th Street
Rio Linda, CA 95673
263-0266 (60)

Walnut Grove
14273 River Road
Walnut Grove, CA
95690 776-1408 (60)

***Whispering Pines**
7610 Amherst St.
Sacramento, CA 95823
262-3143 (20)

**Home Based Program
(102)**

***ARRA funded
expansion site**

**TWIN RIVERS USD
ECD CENTER
HEAD START
Funded Enrollment:
179**

Morey Avenue
155 Morey Avenue
Sacramento, CA 95838
(916) 643-8680 (179)

**ELK GROVE UNIFIED
SCHOOL DISTRICT
HEAD START
Funded Enrollment:
380**

Administrative Office:
9510 Elk Grove-Florin
Rd., Room 214
Elk Grove, CA 95624
(916) 686-7595

**Charles Mack
Elementary**
4701 Brookfield Dr.
Sacramento, CA 95823
422-5524 (20)

**David Reese
Elementary**
7600 Lindale Drive
Sacramento, CA 95828
429-7780 (80)

**Florence Markofer
Elementary**
9759 Tralee Way
Elk Grove, CA 95624
686-5042 (40)

Florin Elementary
7300 Kara Drive
Sacramento, CA 95828
383-6620 (20)

Herman Leimbach
8101 Grandstaff Drive
Sacramento, CA 95823
689-2120 (20)

HEAD START/EARLY HEAD START SITE LOCATIONS – SETA OPERATED AND DELEGATE AGENCIES '10-'11

John Reith
8401 Valley Lark Drive
Sacramento CA 95823
399-0110 (40)

Maeola Beitzel
8140 Caymus Drive
Sacramento CA 95829
688-7579 (20)

Prairie Elementary
5251 Valley Hi Drive
Sacramento, CA 95823
424-7665 (80)

**Samuel Kennedy
Elementary**
7037 Briggs Drive
Sacramento, CA 95828
387-8902 (40)

**William Daylor
Continuation High
School**
6131 Orange Ave.
Sacramento, CA 95823
427-5428 (20)

**SACRAMENTO CITY
UNIFIED SCHOOL
DISTRICT HEAD
START
Funded Enrollment:
1,272**

Administrative Office:
Serna Center
5735 47th Ave.
Sacramento, CA 95824
(916) 643-7800

**Abraham Lincoln
Children's Center**
3324 Glenmoor Drive
Sacramento, CA 95827
228-5867 (15)

A.M. Winn Elementary
3351 Explorer Drive
Sacramento, CA 95827
228-5883 (20)

**Bear Flag
Children's Center**
6620 Gloria Drive
Sacramento, CA 95831
433-2747 (15)

**Bowling Green
Elementary**
6807 Franklin Blvd.
Sacramento, CA 95823
433-5598 (20)

**Bret Harte
Children's Center**
2761 9th Avenue
Sacramento, CA 95818
277-6932 (28)

Capital City (Ext Day)
7222 24th Street
Sacramento, CA 95823
264-3950 (40)

C.B. Wire Elementary
5100 El Paraiso Avenue
Sacramento, CA 95824
433-5585 (20)

**Charles A. Jones
Skills Children's
Center**
5451 Lemon Hill Ave.
Sacramento, CA 95824
433-2655 (28)

**Collis P. Huntington
Elementary**
5917 26th Street
Sacramento, CA 95822
433-5437 (20)

**Collis P. Huntington
Children's Center**
5917 26th St.
Sacramento, CA 95822
433-5438 (28)

**Earl Warren
Elementary**
5420 Lowell Street
Sacramento, CA 95820
382-6038 (40)

**Edward Kemble
Elementary**
7495 29th Street
Sacramento, CA 95822
433-5028 (40)

**Edward Kemble
Children's Center**
7495 29th Street
Sacramento, CA 95822
433-2813 (15)

**Elder Creek
Elementary**
7800 Lemon Hill
Avenue
Sacramento, CA 95824
382-6004 (20)

**Elder Creek
Children's Center**
7800 Lemon Hill Ave.
Sacramento, CA 95824
382-5979 (42)

**Ethel I. Baker
Elementary**
5717 Laurine Way
Sacramento, CA 95824
433-5448 (40)

**Ethel Phillips
Elementary**
2930 21st Avenue
Sacramento, CA 95820
277-6780 (40)

Fr. Keith B. Kenny
3525 Martin Luther King
Jr. Blvd.
Sacramento, CA 95817
277-6500 (20)

Freeport Elementary
2118 Meadowview Rd.
Sacramento, CA 95832
433-5037 (20)

**Freeport
Children's Center**
2118 Meadowview Rd
Sacramento, CA 95832
433-2777 (15)

**Fremont
(Wrap Around)**
2420 N Street
Sacramento, CA 95816
277-6615 (20)

Fruitridge Elementary
4625 44th Street
Sacramento, CA 95820
277-6288 (40)

**Golden Empire
Elementary (Ext Day)**
9045 Canberra Drive
Sacramento, CA 95826
228-5848 (20)

**Harkness Elementary
(Wrap Around)**
2147 54th Avenue
Sacramento, CA 95822
433-5045 (20)

**Hiram Johnson Family
Education Center**
3535 65th Street
Sacramento, CA 95820
277-6767 (20)

**Hiram Johnson
Children's Center**
3535 65th Street
Sacramento, CA 95820
(15)

**Isador Cohen
Elementary**
9025 Salmon Falls
Drive
Sacramento, CA 95826
228-5863 (20)

**James Marshall
Elementary**
9525 Goethe Road
Sacramento, CA 95827
228-5856 (20)

**Jedediah Smith
Elementary
(Wrap Around)**
401 McClatchy Way
Sacramento, CA 95818
264-4181 (20)

**John Bidwell
Elementary**
1730 65th Avenue
Sacramento, CA 95822
433-5451 (20)

**John Bidwell
Children's Center**
1730 65th Avenue
Sacramento, CA 95822
(15)

**John Cabrillo
Elementary**
1141 Seamas Avenue
Sacramento, CA 95822
264-3765 (20)

John Sloat
7525 Candelwood Way
Sacramento, CA 95822
433-5054 (20)

HEAD START/EARLY HEAD START SITE LOCATIONS – SETA OPERATED AND DELEGATE AGENCIES '10-'11

Joseph Bonnheim Elementary
7300 Marin Ave.
Sacramento, CA 95820
277-6517 (20)

Maple Elementary
3200 37th Avenue
Sacramento, CA 95824
433-7389 (20)

Marian Anderson Elementary
2850 49th Street
Sacramento, CA 95817
277-7139 (20)

Marian Anderson Children's Center
2850 49th Street
Sacramento, CA 95817
277-7139 (42)

Mark Hopkins Elementary
2221 Matson Dr.
Sacramento, CA 95822
433-7317 (20)

Mark Twain Elementary
4914 58th Street
Sacramento, CA 95820
277-6458 (20)

Nicolas Elementary
6601 Steiner Drive
Sacramento, CA 95823
433-5079 (20)

Oak Ridge Elementary
4501 Martin L King Jr. Blvd.
Sacramento, CA 95820
277-6684 (20)

Pacific Elementary
6201 41st Street
Sacramento, CA 95824
433-5324 (20)

Parkway Elementary
4720 Forest Parkway
Sacramento, CA 95823
433-2843 (20)

Parkway Children's Center
4720 Forest Parkway
Sacramento, CA 95823
433-2842 (15)

Peter Burnett Elementary
6032 36th Avenue
Sacramento, CA 95824
277-6522 (40)

Susan B. Anthony Elementary (Ext Day)
7864 Detroit Blvd.
Sacramento, CA 95832
433-5356 (40)

Washington Elementary (Wrap Around)
520 18th Street
Sacramento, CA 95814
264-4163 (20)

Washington Children's Center
530 18th Street
Sacramento, CA 95814
264-4364 (28)

William Land Elementary
2120 12th Street
Sacramento, CA 95818
264-4169 (20)

Woodbine Children's Center
2500 52nd Ave.
Sacramento, CA 95822
433-5318 (16)

Home-Based Program (72)

SAN JUAN UNIFIED SCHOOL DISTRICT HEAD START 680

Administrative Office:
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

Citrus Heights
7085 Auburn Blvd.
Citrus Heights, CA 95621
728-3175 (20)

Coleman Elementary
6545 Beach Avenue
Orangevale, CA 95662
986-2207 (79)

Cottage Elementary
2221 Morse Avenue
Sacramento, CA 95825
575-1981 (20)

Coyle Elementary
6330 Coyle Avenue
Carmichael, CA 95608
867-2015 (20)

Dyer Kelly
2236 Edison Avenue
Sacramento, CA 95821
566-2151 (20)

Edison Elementary
1500 Dom Way
Sacramento, CA 95864
575-2346 (20)

Encina
1400 Bell Street
Sacramento, CA 95825
971-5812 (20)

Garfield
3700 Garfield Avenue
Carmichael, CA 95608
575-2432 (20)

Grand Oaks
7901 Roswood Dr.
Citrus Heights, CA 95621
728-3199 (20)

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825
566-2181 (108)

Kingswood Elementary
5700 Primrose Drive
Fair Oaks, CA 95628
867-2122 (20)

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA 95621
728-3230 (20)

Mariposa Elementary
9740 Mariposa Blvd.
Citrus Heights, CA 95610
728-3203 (20)

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608
971-7380 (98)

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821
575-2374 (20)

Ralph Richardson
4848 Cottage Way
Carmichael, CA 979-8092 (20)

Skycrest Elementary
5641 Mariposa Ave.
Citrus Heights, CA 95610
867-2103 (20)

Sunrise Elementary
7322 Sunrise Blvd.
Citrus Heights, CA 95610
728-3191 (67)

Home Based (48)

WOMEN'S CIVIC IMPROVEMENT CLUB/ PLAYMATE HEAD START Funded Enrollment: 100

Administrative Office:
W.C.I.C.
3555 3rd Avenue
Sacramento, CA 95817
(916) 457-8661

Playmate
3930 8th Avenue
Sacramento, CA 95817
(916) 451-8870 (100)

**SETA OPERATED
EARLY HEAD START
Funded enrollment:**

213

**SETA Early Head Start
Administrative Office:**

925 Del Paso Blvd.,
Suite 200
Sacramento, CA 95815
263-3804

Crossroad Gardens

7322 Florinwood Dr.
Sacramento, CA 95823
262-0910 (8)

Grizzly Hollow

805 Elk Hills Drive
Galt, CA 95632 (8)

Job Corps

3100 Meadowview
Sacramento, CA 95832
427-4010 (16)

La Riviera

9000 La Riviera Drive
Sacramento, CA 95826
255-4556 (16)

Mather Air Force Base

10546 Peter A. McCuen
Rd.
Mather, CA 95655
231-0632 (8)

New Helvetia

2640 A/B Muir Way
Sacramento, CA 95818
322-7068 (16)

**Norma Johnson
Early Learning Center**

3265 Norwood Avenue
Sacramento, CA 95838
263-3425 (8)

Northview

2401 Northview
Sacramento, CA 95833
263-3985 (8)

Phoenix Park

4400 Shining Star Dr.
Sacramento, CA 95823 (8)
262-2385

Sharon Neese

Early Learning Center
925 Del Paso Blvd., S. 300
Sacramento, CA 95815
263-5470 (8)

Home Base (102)

**SACRAMENTO CITY
USD EARLY HEAD
START**

Funded Enrollment:

115

**Sacramento City USD
Administrative Office**

Hiram Johnson Family
Education Center
3535 65th Street
Sacramento, CA 95820
(916) 277-6767

American Legion

3801 Broadway
Sacramento, CA 95817
277-6608 (16)

**Hiram Johnson Family
Education Center**

3535 65th Street
Sacramento, CA 95820
277-6767 (30)

**Community/Home Base
Capital City**

7222 24th Street
Sacramento, CA 95823
264-3950 (74) (8)

**SAN JUAN USD
EARLY HEAD START
Funded Enrollment:**

129

**San Juan Unified School
District Early Head Start
Administrative Office**

5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

Home Base Center

10700 Fair Oaks Blvd.
Fair Oaks, CA 95628
971-5873 (48)

**Encina/Sierra Nueva:Cal-
SAFE Infant/Toddler
Center**

1400 Bell Street
Sacramento, CA 95825
921-9714 (41)

Marvin Marshall

5309 Kenneth Avenue
Carmichael, CA 95608
971-7380 (16)

**San Juan Infant/Toddler
Center**

7551 Greenback Lane
Citrus Heights, CA 95610
725-6125 (16)

**Sierra Arden
Infant/Toddler Center**

890 Morse Ave.
Sacramento, CA 95864
575-2464 (8)

ITEM III-E - ACTION

APPROVAL OF FISCAL YEAR 2010-2011 SETA OPERATED PROGRAM TRACKS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve Fiscal Year 2010-2011 SETA Operated program tracks.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve Fiscal Year 2010-2011 SETA Operated Program Tracks.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

SETA PROGRAM YEAR OPTIONS/TRACKS:

FY 2010 - 2011

August 2010 - August 2011

Program Year November 2010 - July 2011 TRACK I			Program Year August 2011 - April 2012 TRACK II			Program Year April 2011 - December 2011 TRACK III			Program Year August 2010 - July 2011 TRACK V			Year Round Early Head Start			
Auberry	PD	20	Auberry	PD	20	Auberry	PD	20	Parker	ED	12	Crossroads	FD/CS	8	
Bannon	FD/S	20	Bannon	FD/S	20	Bannon	PD	40				Grizzly Hollow	FD/CS	8	
Bright Beginnings	PD	80	Bright Beginnings	PD	80							Job Corp	FD/CS	16	
Broadway	FD/CS	20	Broadway	FD/CS	20	Broadway	FD/CS	20	Home Base	HB	12	La Riviera	FD/CS	16	
Center of Praise	PD	20	Center of Praise	PD	20	Center of Praise	PD	20				Mather	FD/CS	8	
	FDS	20		FDS	20							New Helvetia I	FD/CS	16	
Crossroads	FD/CS	20	Crossroads	FD/CS	20	Crossroads	FD/CS	20				Norma Johnson	FD/CS	8	
	PD/TP	10		PD/TP	10							Northview	FD/CS	8	
Country Woods	PD	40	Country Woods	PD	40	Country Woods	PD	40				Phoenix	FD/CS	8	
Freedom Park	PD	20	Freedom Park	PD	20	Freedom Park	PD	60				Sharon Neese	FD/CS	8	
	FD/S	40		FD/S	40										
Fruitridge	FD/S	20	Fruitridge	FD/S	20	Fruitridge	PD	40				Subtotal EHS		104	
Galt	PD	60	Galt	PD	60	Galt	PD	60				Home Base		109	
Grant	PD	40	Grant	PD	40	Grant	PD	40				TOTAL	24	TOTAL EHS	213
	FD/S	20		FD/S	20										
Grizzly Hollow	PD	20	Grizzly Hollow	PD	20	Grizzly Hollow	PD	20				KEY			
Hillsdale	PD	40	Hillsdale	PD	40	Hillsdale	PD	40	PD - Part day, 5 days per week						
	FD/S	40		FD/S	40				FD - Full day, 5 days per week						
Hopkins	PD	40	Hopkins	PD	40	Hopkins	PD	40	S - Wrap Around, State Preschool						
									CS - Comprehensive Services (HS & State)						
						Illa Collin	FD/S	20							
						Job Corp	FD/S	20							
Kennedy	PD	20	Kennedy	PD	20	Kennedy	PD	20							
La Riviera	FD/CS	20	La Riviera	FD/CS	20	La Riviera	FD/CS	20							
La Verne	PD	20	La Verne	PD	20	La Verne	PD	20							
Mather	PD	20	Mather	PD	20	Mather	PD	20							
	FD/S	20		FD/S	20		FD/S	20				SUMMARY			
Nedra Court	PD	20	Nedra Court	PD	20	Nedra Court	PD	40	Center Based/Full Day @ 840			EHS Center Base @ 104			
						New Helvetia II	PD	40	Center Based/Part Day @ 1830			EHS Home Base @ 109			
Norma Johnson	FD/CS	20	Norma Johnson	FD/CS	20	Norma Johnson	FD/CS	20	Extended Day @ 12						
Northview	PD	20	Northview	PD	20	Northview	PD	20	Home Base @ 102						
	FD/S	20		FD/S	20		FD/S	20							
Phoenix Park	FD/CS	20	Phoenix Park	FD/CS	20	Phoenix Park	FD/CS	20							
Sharon Neese	FD/CS	20	Sharon Neese	FD/CS	20	Sharon Neese	FD/CS	20							
							PD/TP	10							
Solid Foundation	PD	20	Solid Foundation	PD	20	Solid Foundation	PD	40							
Strizek Park	PD	20	Strizek Park	PD	20	Strizek Park	PD	20							
Vineland	PD	20	Vineland	PD	20	Vineland	PD	20							
Walnut Grove	PD	20	Walnut Grove	PD	20	Walnut Grove	PD	20							
Subtotal		890	Subtotal		890	Subtotal		890							
Home Base		30	Home Base		30	Home Base		30							
TOTAL		920	TOTAL		920	TOTAL		920							
Full Day Totals		320	Full Day Totals		320	Full Day Totals		200	GRAND TOTAL SOP HEAD START		2778 (2784)	+6			
Part Day Totals		570	Part Day Totals		570	Part Day Totals		690	GRAND TOTAL SOP EHS		213				

TRACKS DESCRIPTION

The SETA Operated Head Start Program offers services using a Track system which allows for year-round services to children and families for FY 2010-2011. The Track system has been very successful in meeting the needs of families and staff by:

- (1) offering year-round employment to all Head Start staff;
- (2) allowing services for families to be continuous and uninterrupted from one year to the next;
- (3) providing children and families the continuity of the same teaching staff for two years; and
- (4) decreasing the need to hire additional teaching staff due to breaks in full employment

Each Track will meet all Performance Standards, including days and months of center operations, record keeping/reporting, ages of children eligible and fiscal compliance.

Annual Number of Required Days 1306.32(b)(3)

Each Track meets all Performance Standards, including days and months of center operations. Tracks reflect a minimum of 160 days for their program year. Children attend 5 days per week for 35 weeks, with the exception of Track IV which is a traditional 34-week Track. Specifically, Tracks are divided as follows:

Track sessions for 2010-2011 will be offered as follows:

Track Service Dates No. of Days of Operation	Total Funded Enrollment	Enrollment: Part Day	Enrollment: Full Day	Enrollment: Home Base
Track I November 8, 2010 – July 29, 2011 166 days	920	570	320	30
Track II August 1, 2011 – April 20, 2012 165 days	920	570	320	30
Track III April 11, 2011 - December 16, 2011 167 days	920	690	200	30
Track V August 2, 2010 – July 31, 2011 234 days	24	--	12 (Extended Day)	12
TOTALS	2,784	1,830	852	102

Early Head Start is a year-round program however does not operate under the SETA Track System.

** A detailed description, "Program Tracks and Options" is found under the Appendix – Tables A and B*
Record Keeping/Reporting 1304.51(g) and Enrollment and Re-enrollment 1305.7(a)

Each Track equals one program year of service. All performance standards, mandates, screenings, home visits/parent conferences are provided in each Track (as would be in a traditional program).

In Child Plus, SETA's data tracking system, when the Track period ends (a program year ends), the child's information is rolled over to the second program year and a new Track. New screenings, home visits/parent conferences, etc. are repeated.

To ensure full enrollment is maintained, a PIR is run at the end of each Track. The PIR is verified against the Monthly Attendance and Enrollment reports.

Example of a child enrolled on a Track (in accordance with Table A under Appendix)

A child, called Johnny, enrolls in Track I (Blue Track I) on September 24, 2008. Johnny is three years old on or before the December 2nd cut off date, making him age eligible to enroll in Head Start. Upon enrollment, Johnny will receive all mandated screenings with 45 days of his first day of enrollment. Updated screenings will be provided upon expiration of individual screenings. Johnny will also receive two home visits and two parent conferences within Track I and all other mandated performance standards.

On June 16, 2009, Track I will roll over to Track II. Johnny's electronic record will be closed out for Track I and enrolled with a new enrolment date for Track II. Track I records will be maintained and a Track I PIR will be run and verified.

Johnny's new enrollment date for Track II (Blue Track II) will be June 16, 2009. Johnny will receive mandated screenings in his new Track II (except for those screenings not yet expired). Johnny will receive new screening for those not yet expired on or before their individual expiration date. Johnny will also receive two home visits and two parent conferences within Track II. He will also receive all other mandated performance standards required per program year.

Each Track equates to one program year of service. In the example given, Johnny will be enrolled for two years, Year 1 will be Track I and Year 2 will be Track II. Once Johnny is age eligible, he will promote to kindergarten. Individual kindergarten dates are determined based on public school system. Should Johnny transition after March of 2010, he will be enrolled for a few months in Track III before going on to kindergarten.

Age of Children 1305.4(a)

Age eligibility is determined by the public school cut-off date and aligns with SETA's funding periods.

Fiscal Compliance

The attached *Tracks by Fiscal Year Funding* reflects and verifies that each Track is only counted once per fiscal year. In the *End of the Month Enrollment Report*, the 920 enrollments in Tracks I, II and III serves more than SETA's funded enrollment due to the fact that SETA is able to maximize facility use, ensuring full enrollment at any time.

Meeting the Needs of Parents and Staff

Parents and staff have expressed complete satisfaction with the Track System primarily because of the continuity of services. The vast majority of children receive year-round continuous services until they transition into kindergarten.

ITEM III- F - ACTION

APPROVAL OF FISCAL 2010-2011 SACRAMENTO COUNTY PROGRAM
OPTIONS/GRANTEE AND DELEGATE AGENCIES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve Fiscal Year 2010-2011 Sacramento County Program Options/Grantee and Delegate Agencies.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve Fiscal Year 2010-2011 Sacramento County Program Options/Grantee and Delegate Agencies.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

**SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES
FY 2010-2011**

	Program Options:	OPTION 1 (CB) 5 days/ week 10-11 hrs/day 32-50 weeks	OPTION 2 (CB) 5 days/week 6.5-9hrs/day 32-38 weeks	OPTION 3 (CB) 5 days/week 6-8 hrs/day 46-47 weeks	OPTION 4 (CB) 5 days/week 3.5-5.5 hrs/day 32-38 weeks	OPTION 5 (CB) 4 days/week 3.5-4 hrs/day 34-44 weeks	OPTION 6 (CB) 4 days/week 6 hrs/day 33 weeks	OPTION 7 (HB) Home Base 32-38 weeks
AGENCY	Total Funded Enrollments							
SETA	2,778	480	360	12	1794 (1800)*	30		102
Twin Rivers	179		48			131		
Elk Grove	380					380		
Sacramento City	1,272	319				687	194	72
San Juan	680		132		500			48
WCIC (Playmate)	100			20	80			
TOTALS	5,389	799	540	32	2380	1228	194	222
Comments								

* SETA intends to serve more children than we are funded to serve to insure full enrollment and obtain our MRA from the State Department of Education.

Please refer to individual Program Approach forms for specific detail of the above options.

EARLY HEAD START

SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES FY 2010-2011

	Program Options:	<u>OPTION 1</u> (CB) 5 days/ week 10 hrs/day 47 weeks	<u>OPTION 2</u> (CB) 5 days/week 8.5 hrs/day 48 weeks	<u>OPTION 3</u> (CO) 5 days/week 8–8.5 hrs/day 46-48 weeks	<u>OPTION 4</u> (HB) Home Base 32-38 weeks
AGENCY	Total Funded Enrollments				
SETA	213	104			109
Sacramento City	115			53	62
San Juan	129		40	41	48
TOTALS	457	104	40	94	219
Comments					

Please refer to individual Program Approach forms for specific detail of the above options.

ITEM III – G - ACTION

APPROVAL TO SUBMIT A REPROGRAMMING REQUEST/BUDGET MODIFICATION
FOR HEAD START PROGRAM IMPROVEMENT FUNDS

BACKGROUND:

In September 2009, SETA received a Program Improvement award from the Office of Head Start. The award included several program improvement projects within the county. One of the projects was to replace flooring at five Head Start centers with a projected cost of \$199,122. However, actual costs were \$67,321, resulting in \$131,801 of under-spent funds.

SETA is seeking approval to reprogram the under-spent funds to other priority program improvement (health and safety) projects within the county.

SETA's original Program Improvement grant submission was funded through Priority #38 as outlined in the original grant submission (with exception of a few priorities in between). SETA seeks approval to continue through the original list of projects that were not funded through Program Improvement and/or have not been covered with other Basic Head Start/Early Head Start funds to date. Specific proposed projects are outlined on the attached Narrative.

In addition to the remaining Program Improvement projects, SETA has two additional proposed projects that were not included in the original PI application. These two projects have transpired over the past few months and take health/safety priority over the remaining non-priority projects requested in the original PI grant submission. The two new projects include replacement of Pour-in-Place rubber surface and replacement of an HVAC unit. Details are outlined on the attached Narrative.

This approval will result in category adjustments to the line item budget for the Program Improvement award.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve the submission of a reprogramming request/budget modification for Head Start Program Improvement funds in the amount of \$131,801.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____



**Program Improvement Funds
Reprogramming Request Fiscal Year 2009-2010**

Narrative

SETA’s original Program Improvement grant submission included 46 health and safety projects for the grantee and its five delegate agencies. In order to ensure funds were allocated based on the most significant needs within the county; SETA prioritized each project request which the grantee deemed most critical for health and safety. Of the 46 projects, 32 were fully funded.

Unexpected under-spent funds from one of SETA’s delegate agencies in the amount of \$131,801 are being requested for the following projects. Projects contained within the list are a continuation of the original request but were not funded during the first round.

Priority: 21

Delegate/Grantee:	Sacramento City USD Site: Pacific
Funding Level Requested:	\$1,000
Purpose of Funding Request:	Install Door with Window
Health or safety issue:	YES

To increase security and safety of our children and staff, a door with a window is needed in the event of a lock down. The window will allow for increased visibility for staff in the event of an emergency. Our current budget increases have not allowed for the covering of this cost.

Priority: 26

Delegate/Grantee:	Sacramento City USD Site: J Bonnheim
Funding Level Requested:	\$4,000
Purpose of Funding Request:	Fencing Slats
Health or safety issue:	YES

Solid fencing slats are needed to deter access to neighboring dogs which has, in the past, been an issue. Prevention of access to dogs is necessary to ensure the physical safety of the children, as well as the prevention of possible disease. Present funding has not allowed for deferred maintenance projects.

Priority: 27

Delegate/Grantee: Sacramento City USD Site: Mark Twain
Funding Level Requested: **\$1,000**
Purpose of Funding Request: Remove Parallel Bars
Health or safety issue: YES

Parallel bars need to be removed from the preschool play area because they are not age appropriate. Improperly spaced bars will continue to create a falling hazard to children who use them if funding is not obtained. Deferred maintenance projects have been postponed due to flat funding.

Priority: 40

Delegate/Grantee: Sacramento City USD Site: Father K B Kenny
Funding Level Requested: **\$500**
Purpose of Funding Request: New sink/locking cabinet
Health or safety issue: YES

A new sink will more adequately maintain sanitary conditions in the classroom. Having a locking cabinet will allow staff to keep harmful chemicals locked and out of reach of the children. Locking away dangerous chemicals will help to prevent accidental exposure and ingestion. Flat funding in the basic grant has prohibited deferred maintenance projects.

Priority: 41

Delegate/Grantee: Sacramento City USD Sites: M Anderson,
Susan B Anthony,
Earl Warren
Funding Level Requested: **\$3,600**
M Anderson - \$1,200
Susan B Anthony - \$1,200
Earl Warren - \$1,200
Purpose of Funding Request: ADA Compliance Outdoor Picnic Tables
Health or safety issue: YES

Picnic tables that are in compliance with the ADA will help to reduce risk of injury to children with disabilities while participating in outside play. This includes purchase and installation of 3 tables. Flat funding in the basic grant has prohibited deferred maintenance projects. Consequences if funding is denied may increase the risk of injury to children with disabilities.

Priority: 42

Delegate/Grantee: San Juan USD Site: Mariposa
Funding Level Requested: **\$25,000**
Purpose of Funding Request: Remove Heater
Health or safety issue: YES

During the annual self review process, it was determined that the previous heating unit was not properly disposed of at the time of replacement. It is taking up valuable classroom and playground space. The old electrical wiring of the unit poses health and safety hazards to our families and staff if left alone. Flat funding in the basic grant has prohibited deferred maintenance projects.

Priority: 44

Delegate/Grantee: Grantee Sites: La Riviera (2),
Grant (1), Mather (1),
Fruitridge (1),
Walnut Grove (1)
Funding Level Requested: **\$27,380**
Purpose of Funding Request: Outdoor Playhouse Replacements (6)
Health or safety issue: YES

Currently six (6) Early Learning Centers have wooden playhouses in their outdoor play areas. Unfortunately, they are more than ten (10) years old and are in need of replacement. The playhouses are one of the most popular areas of play for all children at the centers. SETA’s maintenance staff has made numerous repairs replacing boards, nuts, bolts, sanding and painting. In addition, four (4) of the six (6) have been treated for or currently have termites. The playhouses SETA is requesting to purchase are made of 85% recycled plastic and are ADA accessible. Flat funding in the basic grant has prohibited deferred maintenance projects.

Priority: 45

Delegate/Grantee: Grantee Sites: All
Funding Level Requested: **\$10,364**
Purpose of Funding Request: Safety Curriculum Kits
Health or safety issue: YES

SETA Head Start has created “Paws for Safety”, a child and staff safety curriculum, in response to a recent increased number of safety concern findings by Community Care Licensing at our centers. “Paws for Safety” is a standardized, monthly classroom curriculum designed to enhance the overall safety of the children in our care. Special equipment as well as general safety supplies are necessary to ensure the success of this program. Items such as: “Play it Safe”

hand-held traffic signs, “Kid Alert” safety signs, cones, self-standing traffic signs, safety shape walking ropes, adult safety vests and adult stop signs are needed to effectively implement this program. Flat funding in the basic grant has prohibited purchase of supplies for the safety curriculum. Consequences if funding is declined will be teaching staff not having a consistent curriculum for child safety.

Priority: 46

Delegate/Grantee: Sacramento City USD Site: Maple
Funding Level Requested: **\$1,000**
Purpose of Funding Request: Remove trees from playground
Health or safety issue: YES

Tree roots are exposed causing a tripping hazard to both children and staff. The roots are also pushing up concrete creating even more hazard. Removing the trees will reduce the risk of injury while on the playground. Flat funding in the basic grant has prohibited deferred maintenance projects. If funding is declined, children risk injury due to tree root exposure.

Priority 47 - Resurfacing of Blacktop

Delegate/Grantee: San Juan USD Site: Pasadena
Funding Level Requested: **\$25,000**
Purpose of Funding Request: Resurface blacktop area in playground
Health or safety issue: YES

Currently, the blacktop area where the children play is uneven and unsafe. The proposed work would level the area and prevent tripping hazards for children, parents and staff. During the annual self review process, it was determined that the blacktop surface was deteriorating and creating a tripping hazard. The requested funding would provide for new surfacing materials and labor. Due to the flat funding of our Head Start and Early Head Start grants over the past few years, the base grant has not been able to provide any extra funds for deferred maintenance. The consequence of non-funding would be the blacktop would continue to deteriorate, creating increased risk of tripping.

Revised Priority Projects

Projects not funded by Program Improvement and/or eliminated from the original priority list have been funded through other means and/or are no longer a priority for the grantee or the delegate agency.

Two additional projects which are being requested include:

Priority 48 - Replacement of HVAC System

Delegate/Grantee:	Grantee	Site: Northview
Funding Level Requested:	\$19,500	
Purpose of Funding Request:	Replace HVAC unit	
Health or safety issue:	YES	

Northview is one of SETA's only owned and operated Early Learning Centers. Recently staff was complaining about constant headaches and dizziness. Staff felt there were more significant headaches when the HVAC system was running and circulating heat or air throughout the building. SETA contacted its insurance company, The Hartford Insurance Group, and scheduled an air quality test which was performed on February 24, 2010 by an Executive Loss Control Consultant. The purpose of the survey was to evaluate the levels inside the office for carbon dioxide, carbon monoxide, relative humidity and temperature. Additionally, sampling was also done for formaldehyde. The measured carbon dioxide levels, although well below the OSHA permissible exposure level, are considered above the recommended levels by the American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE). The HVAC unit is several years old and is best replaced than repaired. If the improvements are delayed and/or not completed, staff and children's health may be impacted.

Priority 49 - Resurfacing of Unsafe Rubber Surface

Delegate/Grantee:	Grantee	Site: Sharon Neese
Funding Level Requested:	\$13,457	
Purpose of Funding Request:	Resurface Pour-in-Place Rubber	
Health or safety issue:	YES	

Currently, the rubber Pour-in-Place surface at the Sharon Neese Early Learning Center is lifting and separating, causing uneven surfaces and tripping hazards for staff and children. The Sharon Neese ELC is located in the administrative building at Del Paso. Uneven surfaces are caused by inclement weather and normal wear and tear which have buckled the playground rubber surface. The requested funds would pay for replacement Pour-in-Place rubber surface, materials and labor. Due to the flat funding of our Head Start and Early Head Start grants over the past few years, the base grant has not been able to provide any extra funds for deferred maintenance. The consequence of non-funding would be continuous deterioration and increased risk of tripping for children and adults.

Total reprogramming request equals \$131,801.

ITEM III - H- ACTION

APPROVAL TO SUBMIT A BUDGET MODIFICATION REQUEST FOR HEAD START BASIC FUNDS

BACKGROUND:

In September 2009, SETA received a program improvement award from the Office of Head Start. The award included the removal, installation, and 25% of the purchase price for two modular classrooms to replace existing modular buildings at the Bannon Creek and Bright Beginnings Head Start sites. The unfunded 75% of the purchase price, \$404,572, was to be financed over a term of years and repaid with Head Start Basic funds.

Numerous attempts have been made to obtain financing for the modular classrooms, however, due to the federal interest in the modular classrooms, financing companies are required to subordinate their interest to the federal interest. To date, staff has been unable to find a financing company that is willing to subordinate its interest.

In addition, the current year's budget contains no funds for vehicle replacement. However, at least two vehicles are no longer operable and need to be replaced.

Sufficient funds are available in the current year's Head Start Basic Program to cover the additional costs. Current fiscal projections reflect that SETA's Head Start Basic Program will be under spent, primarily in the Occupancy category of the budget, resulting from reduced rent, janitorial and building maintenance costs. Therefore, staff is recommending reprogramming the funds for the modular classrooms and vehicle replacement.

The budget modification request will be sent under separate cover.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve the submission of a budget modification request for Head Start Basic funds in the amount of \$460,000.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III- I - ACTION

APPROVAL OF SETA HEAD START/EARLY HEAD START SELF ASSESSMENT RESULTS FOR 2009-2010

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the SETA Head Start/Early Head Start Self Assessment results for 2009-2010.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the Head Start/Early Head Start Self Assessment results for 2009-2010.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

Self Assessment

A Year in Review: 2008-2009 PIP Status

In preparation for SETAs 2009-2010 Self Assessment process, the management team met and reviewed the 2008-2009 Self Assessment Program Improvement Plan (PIP) to assess each goal and obtain status of completion. The team determined remarkable success of each intended goal. A summary is outlined below.

FAMILY COMMUNITY PARTNERSHIPS

Goals:

- To improve the skill level of the Family Services Workers in providing case notes in the child's file
- To increase parent participation at the site level
- To develop a new and usable Family Partnership Agreement
- To increase the number of parents who will attain their GED

Case Management - Training was provided by a variety of outside trainers on professional skill building for Family Service Workers and other staff who have responsibility for working directly with families. While this goal has been achieved as written, this goal will continue into the 2010-2011 program year. Improving documentation in the child's file is an ongoing training issue, and outside trainers have been identified and scheduled for the upcoming program year to fulfill this goal.

Parent Participation - The Family Support Unit along with the Family Service Workers and Site Supervisors developed a systematic format for conducting parents meetings, including templates for agendas and meeting minutes and information on how to conduct effective and energetic parent meetings and how best advertise them to maximize attendance. As a result parent representation at parent meetings are slowly increasing. This goal will also be carried over in the 2010-2011 program year. Standing agenda items will include kindergarten readiness, disaster preparedness, obesity prevention and stress management. These topics tend to be largely requested each year and support the agency's Program Improvement Plan and Goals and Objectives.

GED Attainment for Parents – SETA will continue to offer GED information, GED study guides, and reimbursement for tuition from the Parent Career Incentive in the T/TA plan in order to help parents reach their goal of attaining their GED. Staff will continue to connect parents with the SETA One-Stop Careers Centers which support GED and Career Development goals.

Family Partnership Agreements – Staff embarked on creating a new Family Partnership Agreement which was user-friendly and provided staff and families with the information and timelines needed to achieve identified goals. A committee was formed to include Family Service Workers, Early Head Start Educators and Home Visitors. The committee developed a new document which was rolled out at the beginning of the program year. Staff received in-depth training and continues to provide feedback for future enhancements. The new form has been highly successful. Staff is working with families to develop strength-based family goals, to assign time lines which are appropriate, and to identify staff responsible for providing follow-up. Follow-up training will continue to be provided for the 2010-2011 program year.

HEALTH/NUTRITION

Goal – To increase follow-up services on medical and dental concerns by:

- increasing funding for medical and dental services
- reducing the barriers for families with transportation challenges
- identifying families/children without medical and dental homes
- educating families on the importance of medical and dental issues

Increased Funding – Through ARRA COLA Quality Improvement, SETA was awarded \$60,000 to help off-set medical and dental expenses for children without medical coverage and/or without a medical/dental home. As payer of last resort, SETA was able to provide medical procedures and dental procedures to 48 children who otherwise would not have received care without the additional funds. Procedures included, but are not limited to, anesthesia, payment of surgical suites, extractions, pulpotomies and crowns. With ARRA funds being temporary and resources becoming increasingly scarce in Sacramento County, this goal will continue for the new program year. Funds have been increased in the HS/EHS Basic budget to help off-set the ARRA decrease however, an increased effort will be placed on administration to secure special grants and awards.

Transportation – SETA allocated funds in the Training and Technical Assistance grant to ensure bus and light rail passes were available to families for medical and dental appointments who otherwise would not attend due to transportation challenges. Bus passes are available upon request at each early learning center and from home visitors. Parent may request the bus passes for medical and dental appointments and follow-up visits. On occasion, taxis have also been provided for families who are more rural and not within reasonable distance to public transportation lines. Availability of bus/light rail passes will continue through the upcoming year and funded through the T/TA budget.

Medical/Dental Homes - Families are identified during the enrollment process that do not have a medical or dental home. Family Services Workers are trained and supported with current information on available resources within the community. Once identified, families are referred to *Cover the Kids*. Fifty-eight (58) children were identified and referred in the 2008-2009 program year resulting in all fifty-eight families obtaining coverage for their child.

Medical and Dental Education - Medical and dental information is shared with families regularly through flyers, PAC and PC meetings, parent workshops, parent orientation and enrollment. Information is available in a variety of languages and is readily available in the Parent Den at each early learning center. An increase emphasis this year was placed on the H1N1 virus, including recognizing the symptoms and taking universal precautions to minimize the risk of the contagious disease. Special H1N1 care packages were assembled and distributed to all early learning centers. Staff and parents received detailed and up-to-date information on an on-going basis. Health/Nutrition specialist information was posted at all centers for private consult, questions and/or concerns.

EDUCATION/SPECIAL EDUCATION

Goals:

- Enhance curriculum development in the areas of language, literacy, math, child safety and health and nutrition
- Refine and update Head Start Teacher Tool Kit
- Strengthen internal monitoring systems for teacher-child interactions

Curriculum Development – The Child Development and Health Services committee, along with staff and management researched and piloted several new oral language curricula. This intensive and exhaustive process resulted in the purchase of the Houghton Mifflin curriculum to compliment Creative Curriculum in the classrooms. Special ARRA funding made this purchase possible. Staff are in the process of being trained and will continue with on-going training through the summer months. Full implementation of the curriculum will take place in the fall.

Teacher Tool Kit – A task force committee consisting of parents, teachers, Program Officers, specialists and coordinators assembled to revise the Head Start and the Early Head Start Teacher Tool Kits, including the IDP form. Both were revised in the early spring 2009. Staff was trained in cluster/regional meetings and fully implemented the changes in early fall. Additionally, new guidelines were developed to provide consistent and timely Case Management expectations.

Internal Monitoring (CLASS) – Last year, SOP education administrative staff attended the CLASS reliability training offered through OHS/ACF, which resulted in 5 SETA staff becoming “reliable.” Additionally, one SOP staff and five delegate agency staff also participated in the “Train-the-Trainer” session which allowed them to train more assessors to become reliable within the county. As a result fifty (50) SOP staff is in the process of being trained and tested for reliability. These fifty staff will become the agency’s assessors for the upcoming program year. With the large number of assessors, SETA is scheduled to complete at least on CLASS assessment in each SOP classroom in the upcoming program year.

The internal substitute tracking system was reviewed and revamped to include a simplified mechanism for tracking substitute work hours and location assignments. This upcoming fall, SETA will launch a proprietary automated substitute tracking system which will track contact information, availability, sign-in/out logs and payroll/time sheets. The accrued data will enable the agency to analyze data and make more precise budget and staffing decisions.

Policies and Procedures continue to be revised and are scheduled for full completion in summer 2010.

Self Assessment Summary of Results 2009-2010

Project Background:

In January 2010, SETA Head Start/Early Head Start assembled a comprehensive team consisting chiefs, managers, coordinators, specialists, field staff and parents. A thorough two week self assessment process resulted in an in-depth review of the quality and compliance of the SETA Head Start/Early Head Start program.

The team utilized the *Head Start Self Assessment: Your Foundation for Building Program Excellence* tool and the *SETA Head Start/Early Head Start Monitoring Tool*. Each team developed an in-depth, cross-combination tool for their use and trained all staff, parents and volunteers to ensure they were clear on the protocols. Field reviews were performed during the weeks of February 1st and February 8th. Team reviews included, but not limited to, children's files, on-going monitoring reports, program information reports, policies and procedures manuals, monthly reports, Childplus reports, self assessment results, goals and objectives, classroom observations, home visit observations, etc. Results were analyzed in early March and resulted in a detailed Self Assessment Program Improvement Plan (PIP).

Additionally, a parent survey was distributed to each parent and resulted in 681 surveys being completed and submitted. Results were analyzed and a detailed report resulted.

Team Composition:

Five (5) major teams were developed. Each team designed sub-teams as needed. Each team leader assembled staff, parents and volunteers to serve on their team. Some parents and volunteers may have served on more than one team. Major teams were as follows:

- *Program Design and Management* - which includes governance, communication, planning, on-going monitoring, self assessment, human resources, fiscal and ERSEA
- *Education and Disabilities* – which includes curriculum and instruction, child outcomes, classroom environments, teacher-child interactions and special education services
- *Family Community Partnerships* – which includes family and community partnerships, parent involvement and social services
- *Health and Nutrition* – which includes health, oral health, mental health, nutrition and safe environments
- *Home Base* – which includes preschool and infant/toddler home base and socializations

Summary of Program Strengths: The SETA Head Start/Early Head Start program has many notable strengths. A few, in summary, include:

- Long standing community partnerships, such as (but not limited to)
 - UC Davis – Healthy Kids Project
 - California State University, Sacramento – ACES, substitutes and Healthy Kids Project, BA Co-hort Program,
 - UC Berkeley – Math Project
 - Western Career College – dental screening program
 - Elks Lodge – no-cost vision screening program
 - California Department of Education – full day, wrap-round services
 - Sacramento County Office of Education – Full Inclusion Program
 - River Oak Center for Children – Therapeutic Preschool
 - SETA One-Stop Career Centers
 - Health Education Council, Soil Born Farms and First 5 – on-site farm stands
- Diverse staff who reflect cultures and languages of the children/families served
- Implementation of the “PAWS for Safety” Classroom curriculum
- Parents are give a variety of options to volunteer and share in decision making
- PC and PAC representatives are actively engaged in program decisions, parent committees and center representation
- Various program options to serve the needs of the community (i.e. full day, part, year-round, ome base, full inclusion and therapeutic preschool)
- Classrooms are full of rich activities in all eight domains of learning and development
- Strong parent-staff partnerships to provide optimal learning and development
- Various monthly staff development opportunities to ensure professional growth and career enhancement opportunities
- Actively seek supplemental grants which support staff qualifications, program expansion and technology
- Parent trainings are individualized by center and parent interest
- New Family Partnership Agreement is working very well for staff and parents
- Creative ways developed to engage with parents, including text and e-mail
- Regular Multi-Disciplinary Team (MDT) meetings to ensure communication about family case management and follow-up services
- All enrolled Home Base families have obtained their TB screens
- Opportunities to attend socializations in the nearest zip code area for the families resulting in increased attendance
- Home Visitors demonstrate individualized relationships with children/families. Home Visits include strong emphasis o language and literacy
- On-site bi-weekly mental health consultations with the MFT and Consultant Psychologist
- Rapid response to mental health referrals, including child study team meetings and consultations
- On-going (formal and informal) communication between staff and parents; management and staff; supervisors and employees
- Dedicated Quality Assurance team to provide on-going monitoring in SOP and delegate agencies

Summary of Program Improvement Opportunities: Teams identified areas of improvement and opportunities for growth. Below, in summary, are a few highlighted areas. A full Program Improvement Plan (PIP) with action steps, time lines and staff responsible is attached.

- Minimal natural disaster procedures/supplies and monthly drills (beyond fire drills)
- Limited evidence of follow-up regarding CCFP monitoring findings
- Diminishing public health clinics that provide medical/dental treatment

- Monthly board reports do not contain all required or relevant information
- Limited evidence that (internal) program monitoring findings are being shared with boards on a routine basis, including delegate agencies
- Vacant seats on PAC for an extended period of time
- Documentation in child's file is sometimes inconsistent, missing, inaccurate and/or out of order
- Teacher-child interactions are often directional and not conversational
- Inconsistent follow-up on families stated goals (on the FPA)
- Limited parent participation in center-based parent meetings
- Staff long-term vacancies create reduced services to children and families
- Challenging behaviors in the classroom which pose a threat to one's self and others (limited services/options when interventions are not working)

A full Program Improvement Plan (PIP) is attached.

Summary of Parent Survey Results:

The parent survey is an important component in the Self Assessment process as it gives SETA Head Start management and staff a glimpse into parents' perceptions of the Head Start/Early Head Start program. Overall, data from this parent survey revealed that Head Start/Early Head Start is providing excellent customer service and children and families are receiving comprehensive, quality services. An overwhelming majority of parents:

- Routinely talk with the teacher regarding their child's educational progress;
- Developed a Family Partnership Agreement;
- Receive health/nutrition resources as well as the results of their child's screening and;
- Know that food safety and nutrition protocols are being followed.

Further, a significant majority of the 681 parents who completed the survey believe the following:

- Their overall experience in Head Start/Early Head Start is excellent or above average;
- Teachers are actively engaged with the children and use a positive tone;
- Head Start is effective in preparing their children for the future;
- Teachers provide a safe environment for the children;
- The parent meetings are informative and;
- The enrollment process is easy.

Results from the parent survey have dual purpose in that they can be used to validate that a majority of what Head Start staff is doing is effective, while also serving as a tool to help shape monitoring efforts as well as staff training.

ITEM III-J – ACTION

DISCUSSION AND APPROVAL OF THE POLICY COUNCIL (PC) MEETING
TIME CHANGE

BACKGROUND:

At the March 23, 2010 Policy Council meeting, staff presented the option of moving the Policy Council meetings. Currently, the Policy Council meets immediately after the Parent Advisory Committee. Having back-to-back meetings has proved to be difficult for board members to fully discuss board items and issues.

Staff suggested board members consider moving Policy Council board meetings to the fourth Tuesday of each month, 1:00 p.m., in the SETA Board Room.

Staff will be available to answer questions.

RECOMMENDATION:

Discuss and consider a motion to move the regular Policy Council meeting time to 1:00 p.m. on the fourth Tuesday of each month.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

A. Standing Information Items

- Introduction of Newly Seated Members – Ms. Jennifer Ryon
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account - Mr. Roger Bartlett
- PC/PAC Calendar of Events – Ms. Jennifer Ryon
- Parent/Family Support Unit Events and Activities – Ms. Jennifer Ryon
- Sacramento County Head Start/Early Head Start Program Enrollment Report – Ms. Elsie Bowers
- Community Resources – PC Representatives – Ms. Jennifer Ryon
- Annual Parent Leadership Institute Reports (oral): “Effective Communication for Team Building,” Ms. Betsy Haas, Trainer

NOTES:

CALENDAR OF EVENTS
PARENT/FAMILY SUPPORT UNIT AND ACTIVITIES

<u>EVENT</u>	<u>DATE</u>
Basic First Aid for Parents	Thursday, May 13, 2010 6:00-8:00 p.m. 925 Del Paso Blvd. Sequoia Room

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Annual Parent Leadership Institute: <i>Effective Communication for Team Building</i> – Ms. Betsy Haas, MA, Esteemed Human Development	Thursday, April 22, 2010 9:00 a.m. - 5:00 p.m. 925 Del Paso Blvd. SETA Boardroom
Early Child Development & Health Services (AKA Child Safety Disaster Planning and Parent/Family Support) Committee Meeting – Committee of the Whole (All Committee Members)	Friday, April 23, 2010 9:00 a.m. - 12:00 p.m. 925 Del Paso Blvd. Sequoia Room
Community Partnerships Advisory Committee (CPAC) Meeting	Wednesday, April 28, 2010 9:00 - 10:30 a.m. 925 Del Paso Blvd. Shasta Room
PC/PAC Personnel/Bylaws Committee Meeting	Thursday, April 29, 2010 9:00 - 11:00 a.m. 925 Del Paso Blvd. Oak Room
PAC Executive Committee Meeting	Friday, April 30, 2010 9:00 a.m. 925 Del Paso Blvd. Oak Room
PC Executive Committee Meeting	Thursday, May 6, 2010 9:00 a.m. 925 Del Paso Blvd. Redwood Room
PAC Food Service Committee General Meeting	Thursday, May 13, 2010 9:00 a.m. 925 Del Paso Blvd. Oak Room
Health Services Advisory Committee (HSAC) Meeting	Wednesday, May 26, 2010 5:30 p.m. 925 Del Paso Blvd. Sequoia Room

ITEM IV-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The March 4, 2010 Governing Board minutes are attached for your review.

NOTES:

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

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

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

Thursday, March 4, 2010
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Kevin McCarty called the meeting to order at 10:08 a.m.

Members Present:

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

II. Consent Items

The consent calendar was reviewed; no questions or comments.

- A. Minutes of the February 4, 2010 Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approve the February 4, 2010 minutes.
 - B. Approve the claims for the period 1/29/10 through 2/24/10.
- Voice Vote: Unanimous approval.

IV. Information Items

- C. Dislocated Worker Update: Mr. William Walker reported that staff has received additional dislocation reports from Regional Transit, Elk Grove Unified School District, AAA, Hard Rock Café, Twin Rivers School District and Comcast. In addition, Hewlett Packard may be dislocating 1200 employees located in Roseville and Rancho Cordova.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2010
Mr. Roy Kim reviewed this item which requests the extension of an audit services agreement. The extension agreement is for same amount as last year.

Moved/Yee, second/Scherman, to approve the extension of the agreement with Gilbert Associates, Inc., for audit services for the fiscal year ending June 30, 2010, in the amount of \$44,634.

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

2. Receive, Adopt and File Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2010

Mr. Kim stated that the Joint Powers Agreement requires the county to be the fiscal agent for SETA. This item is a 'house keeping' item.

Moved/Scherman, second/Pannell, to receive, adopt, and file this Investment Policy for the Pooled Investment Fund for the calendar year 2010.

Voice Vote: Unanimous approval.

3. Approval to receive funding from the City of Sacramento for the Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) Program to Provide Employment Services

Ms. Christine Welsch stated that in 2007, the governor created the CalGRIP program that works specifically with gang members. For the past couple of years, SETA has partnered with CalGRIP. In 2008, the City and Sacramento City Unified School District applied for CAL Grip funds. The program became operational last November targeting McClatchy, Hiram Johnson and Burbank High Schools and kids coming out of the Boys Ranch.

Staff requests the board approve the receipt of \$140,000 to include subsidized employment; SETA will be leveraging its own CalGRIP funds for case management. It is expected that 50 young people will be served in a two-year program span.

Moved/Pannell, second/Scherman, to approve the receipt of funding from the City of Sacramento Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP). The amount is estimated to up \$140,000 for youth employment services, support services and counseling. In addition, authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT: No items.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Reallocation of Unspent 2009 Community Services Block Grant (CSBG) Recovery Act Funding

Ms. Cindy Sherwood-Green stated that the board previously approved CSBG funding to reallocate 2009 Recovery Act funding. There were significant delays and the operators only spent part of the funds; staff is requesting approval to reallocate funds to five service providers. Staff looked at the services need and whether services provided were adequate in an area. Staff is recommending the highest amount of funding for South County Services in Galt which is the only social services program in the south county area.

Moved/Nottoli, second/Pannell, to approve staff recommendations to augment Folsom Cordova Community Partnership, Francis House, Sacramento Area Emergency Housing, South County Services and Travelers Aid with unspent 2009 CSBG ARRA funding.

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

E. REFUGEE PROGRAMS

1. Approval to Augment the Slavic Assistance Center with Older Refugee Discretionary Grant Funds

Ms. Michelle O’Camb stated that this funding targets specifically older refugees to assist them in receiving their citizenship. The secondary goal is to help them get assistance with Area 4 Agency on Aging. Staff is recommending reallocating the funds to Slavic Assistance Center because they are able to serve older refugees and their program performance was really good last year. The augmented funds will assist another 22 older refugees.

Moved/Pannell, second/Scherman, to approve the augmentation of \$7,122 in ORDG funds to the Slavic Assistance Center to serve an additional 22 older refugees.

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

IV. Information Items (continued)

- A. Fiscal Monitoring Reports: No questions or comments.
- B. Head Start Fiscal Report: No questions or comments.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick reported that SETA recently had the first Recovery Act monitoring visit. The State Office of Inspector General is doing audits and SETA is one of the six workforce investment areas that may be audited. SETA will be notified by letter as to when the audit is scheduled. Secretary of Labor Hilda Solis toured one of the SETA-funded programs. Secretary Solis stated that she was pleased that our Recovery Act funds were being utilized so well. The SETA/AFSCME labor contract expires June 30; labor negotiations are beginning soon. Mr. Edward Proctor has set up a display the new child tracking system now in Head Start classrooms. At the last meeting, there was a question about weatherization. Ms. Kossick spoke with Louise Perez. By September, 12,000 units are to be through the process of weatherization. If the system does not produce the required number of weatherizations, 50% of the funds will be taken back statewide. Ms. Perez feels the goal will be met.

C. Deputy Directors

Ms. Robin Purdy report that all of the programs except for Green Plumbers are up and running; staff is anticipating having a workforce to meet the needs of the companies doing the retrofit on the 4,000 weatherization homes. SMUD just received \$19 million to provide rebates to homeowners interested in having their home retrofitted. The workforce is being trained to meet these occupations. An Energy Retrofit Summit will be held April 6 at CSUS alumni center. This will be the kickoff of the HomeStar initiative, which will pay up to 50% for energy efficient appliances. This allows the financing through property tax assessment. Staff will send out more information.

Ms. Denise Lee stated that the monthly Head Start report will be revamped for the next month. The Board will be provided the results of the self assessment questionnaire. There will be a federal review in the spring of 2011. Two modulars purchased with ARRA funds are being worked on; the other projects are already expended and waiting for billing. Mr. Nottoli received a letter from Ms. Campos regarding the updates done to the Walnut Grove center. Information was distributed on how children are being prepared for kindergarten.

Mr. Nottoli stated that he is encouraged that staff are tracking class enrollment to ensure the Agency continues to receive full funding.

D. Counsel: No report.

E. Members of the Board: No comments.

F. Public: No comments.

VI. Adjournment: Meeting adjourned at 10:44 a.m.

ITEM V -COMMITTEE REPORTS

BACKGROUND:

- A. Executive Committee: This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council.

The Executive Committee met and evaluated the March 23, 2010 regular Policy Council meeting.

Good	Needs Improvement
Thank you to Katherine Yaipen-Faulter for translating.	Side barring
Thank you Becky Smith for reminder calls to attend the board meeting.	Attendance; please call if you will not be attending PC meeting(s), Program Area, and Standing Committee meetings.
Thank you Board Members for raising hands high and keeping them held up during the voting process.	Please remember to clean your area after the meeting.
Thank you Board Members for remembering to turn off your cell phones.	

- B. Budget/Planning Committee

- C. Personnel/Bylaws Committee

- D. Program Area Committees

- Early Childhood Development & Health Services Committee and Parent/Family Committee Subcommittee
 - ✓ Disaster Planning/Disaster Preparedness
 - ✓ Emergency Preparedness for Families Subcommittee

ITEM V- COMMITTEE REPORTS (Continued)
Page 2

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

- E. Community Partnerships Advisory Committee (CPAC) – Ms. Coventry St. Mary

- F. Health Services Advisory Committee (HSAC) – Ms. Mary Pope

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. SETA EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

- 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.

- C. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. Jennifer Ryon), 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.

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

ITEM VI- OTHER REPORTS (Continued)

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- E. COMMUNITY AGENCY REPORT: This item provides the opportunity for Community Agencies to submit an oral report to the Policy Council.
- Child Health and Disability Prevention Program – Ms. Elenita Salazar
 - Community Action Board – Mr. Victor Wilson

- F. 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.

- G. 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.

ITEM III- K - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: