

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

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City of Sacramento

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County of Sacramento

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THOUGHT OF THE DAY: " Success is the sum of small efforts repeated day in and day out."

~ Robert Collier

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

DATE: Tuesday, February 23, 2016

TIME: 9:00 a.m.

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

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

AGENDA

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| I. | <u>Call to Order/Roll Call/Review of Board Member Attendance</u> | 1-3 |
| | ➤ PC Meeting Attendance Update | |
| | ➤ Introduction of Newly Seated Representatives | |
| II. | <u>Consent Item</u> | |
| A. | Approval of the Minutes of the January 26, 2016 Meeting | 4-12 |
| III. | <u>Action Item</u> | |
| A. | <u>CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957</u> | 13 |
| | ➤ Approval of Eligible Lists for: Teacher, Associate Teacher I & III, Associate Teacher IT, Site Supervisor, FSW I, FSW III
- and - | |
| | <u>CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/ DISMISSAL/RELEASE</u> | |
| | Pursuant to Government Code Section 54957 | |
| | ➔ Report out of Closed Session | |

IV. Information Items

A. Standing Information Items 14-20

- PC/PAC Calendar of Events – Mr. Kenneth Tate
- Parent/Staff Recognitions – Mr. Kenneth Tate
- Community Resources-Parents/Staff – Mr. Kenneth Tate
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne
- Toastmasters Training – Mr. Kenneth Tate
- Early Learning Advocacy Day at the Capitol (Oral Reports) and National Families & Fathers Conference Report - Mr. Kenneth Tate

V. Committee Reports

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- Executive Committee Meeting Critique: Mr. Kenneth Tate

VI. Other Reports

22-25

- A. Head Start Deputy Director’s Report
- Monthly Head Start Report (attached)
- B. Chair’s Report
- C. Open Discussion and Comments
- D. Public Participation

VII. Training

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

VIII. Adjournment

DISTRIBUTION DATE: THURSDAY, FEBRUARY 18, 2016

Policy Council meeting hosted by:
Kenneth Tate, Chair; Linda Litka, Vice Chair; Amanda Self, Secretary;
Reginald Castex, Treasurer, and (Vacant) Parliamentarian

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Lydia Razo, Elk Grove Unified School District
- _____ Phoua Lee, Sacramento City Unified School District
- _____ Linda Litka, San Juan Unified School District
- _____ Amanda Robinson, San Juan Unified School District
- _____ Reginald Castex, WCIC/Playmate Child Development Center
- _____ Brian Short, WCIC/Playmate Child Development Center
- _____ Stacey Webster, Home Base Option
- _____ Natalie Craig, SETA-Operated Program
- _____ Monica Reynoso, SETA-Operated Program
- _____ Penelope Scott, SETA-Operated Program
- _____ Georgina Schroeder, SETA-Operated Program
- _____ Amanda Self, Early Head Start (SETA)
- _____ Robin Blanks, Grandparent Representative
- _____ Nicole Chilton, Birth and Beyond
- _____ Jasmine Jamison, Past Parent Representative
- _____ Kenneth Tate, Past Parent Representative

Member to be seated:

- _____ Tyrone Broxton, Elk Grove Unified School District

Seats Vacant:

- _____ Vacant (Ruiz), Sacramento City Unified School District
- _____ Vacant (Saelee), Sacramento City Unified School District
- _____ Vacant (Shepherd), SETA-Operated Program
- _____ Vacant (Johnson), SETA-Operated Program
- _____ Vacant (Williams), Twin Rivers Unified School District
- _____ Vacant (Rossetti), Twin Rivers Unified School District
- _____ Vacant (Siegel), Early Head Start, San Juan Unified School District
- _____ Vacant (Hill), Early Head Start (Sac. City)
- _____ Vacant (White), Early Head Start/Home Base (SOP)
- _____ Vacant (Peck), Foster Parent Representative
- _____ Vacant, Men's Activities Affecting Children Committee

**** Please call your alternate, Policy Council Chair (Kenneth Tate: (916) 236-7407), or Head Start staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2015-2016**

The 2014-2015 Board was seated on **November 24, 2015** and
December 16, 2015

BOARD MEMBER	SITE	11/24	12/16 *	1/26	2/23	3/22	4/26	5/24	6/28	7/26	8/23	9/27	10/25	11/22
H. Bell Seated 11/24	SJ	X	X	R										
R. Blanks Seated 11/24	GRAND	X	X	X										
T. Broxton s/b/seated 1/26	ELK			E										
R. Castex Seated 11/24	WCIC	X	X	X										
N. Chilton s/b/seated 2/24; seated 3/24	CR	X	X	X										
N. Craig Seated 11/24	SOP	X	E	X										
J. Jamison s/b/seated 11/24; seated 12/16	PP	E	X	E										
P. Lee s/b/seated 11/24; seated 12/16	SAC	U	X	X										
L. Litka Seated 11/24	SJ	X	X	X										
L. Razo Seated 12/16	EG		X	X										
M. Reynoso Seated 11/24	SOP	X	U	X										
A. Robinson Seated 1/26	SJ			X										
V. Ruiz Seated 11/24	SAC	X	E	U										
G. Schroeder s/b/seated 11/24	SOP	E	X	U										
P. Scott s/b/seated 11/24; seated 12/16	SOP	E	X	X										
A. Self Seated 11/24	EHS/HB	X	X	X										
C. Sheppard Seated 4/28	MAACC	E	E	U										

BOARD MEMBER	SITE	11/24	12/16 *	1/26	2/23	3/22	4/26	5/24	6/28	7/26	8/23	9/27	10/25	11/22
B. Short s/b/seated 11/24; seated 12/16	WCIC	U	X	X										
K. Tate Seated 11/24	PAST	X	X	X										
S. Webster Seated 11/24	HB	X	E	X										

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
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
MAACC	Men's Activities Affecting Children Committee
PAST	Past Parent Representative
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
TR	Twin Rivers School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

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

Current a/o 2/16/16

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JANUARY 26, 2016 REGULAR
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the January 26, 2016 meeting.

RECOMMENDATION:

That the Policy Council approve the January 26 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

**MINUTES OF THE SPECIAL MEETING OF THE
HEAD START POLICY COUNCIL**
(Minutes reflect the actual progress of the meeting.)

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

Tuesday, January 26, 2016
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:05 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Amanda Self called the roll and a quorum was established.

PC Members Present:

Lydia Razo, Elk Grove Unified School District
Phoua Lee, Sacramento City Unified School District
Linda Litka, San Juan Unified School District
Reginald Castex, WCIC/Playmate Child Development Center
Brian Short, WCIC/Playmate Child Development Center
Natalie Craig, SETA-Operated Program
Penelope Scott, SETA-Operated Program
Amanda Self, Early Head Start, SETA Operated Program
Stacey Webster, Home Base Option
Kenneth Tate, Past Parent Representative
Nicole Chilton, Birth and Beyond
Robin Blanks, Grandparent Representative
Monica Reynoso, SETA-Operated Program (seated at 9:13 a.m.)

PC Members Absent:

Victoria Ruiz, Sacramento City Unified School District (unexcused)
Heart Bell, San Juan Unified School District (resigned)
Georgina Schroeder, SETA-Operated Program (unexcused)
Calvin Sheppard, MAACC (unexcused)
Jasmine Jamison, Past Parent Representative (excused)

New Members to be Seated but Absent:

Tyrone Broxton, Elk Grove USD (excused)

Ms. Amanda Robinson, San Juan Unified School District, was seated.

Mr. Tate stated that he selected Ms. Lydia Razo to serve as an interim Parliamentarian.

II. Consent Item

A. Approval of the Minutes of the December 16, 2015 Special Meeting

Minutes were reviewed; no questions/corrections.

Moved/Blanks, second/Litka, to approve the minutes of the December 16, 2015 meeting.

Show of hands vote:

Aye: 12 (Blanks, Castex, Chilton, Craig, Lee, Litka, Razo, Robinson, Scott, Self, Short, Webster)

Nay: 0

Abstentions: 1 (Tate)

Ms. Monica Reynoso was seated at 9:13 a.m.

III. Action Items

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

Went into closed session at 9:14 a.m.; back into open session at 9:25 a.m.

The board approved eligible lists for Site Supervisor and Associate Teacher I; two will be continued to the February PC meeting: Teacher III, Associate Teacher/Infant Toddler.

B. **TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING:** Approval of Revised Salary Schedules for Head Start Parent Intern, Head Start Substitute Assistant, Head Start Childcare Teacher Assistant, Head Start Student Intern, and Bilingual Aide

Mr. John Allen, HR Chief, thanked the board for their participation in the personnel screening process and stated that there will be more coming in the near future. This board item approves the creation of indexed raises if/when the minimum pay rate increases. It will make the Agency legally compliant. Mr. Allen stated that the union has reviewed and recommends the approval of this item.

Ms. Lee stated that the Parent Intern job specs have been around for years. They actually are a classification for the organization and have a five-step pay scale. When it was designed, it was based on the reasonable hours needed for a person to be trained in a trade and be hired at an entry-level position. A person in the Parent Intern job spec probably will not get to the next pay step because of the 600 hour per year limit.

Mr. Tate opened a public hearing; no questions or comments.

Moved/Craig, second/Castex, to close the public hearing and approve the new pay ranges for Head Start Parent Intern, Head Start Substitute Assistant, Head Start Child Care Teacher Assistant, Head Start Student Intern, and Bilingual Aide.

Show of hands vote:

Aye: 13 (Blanks, Castex, Chilton, Craig, Lee, Litka, Razo, Reynoso, Robinson, Scott, Self, Short, Webster)

Nay: 0

Abstentions: 1 (Tate)

C. Approval of Budget Modification for Head Start Fiscal Year 2015-2016

Ms. D'et Saurbourne reviewed the board item which is a budget modification request for Elk Grove. This requests the movement of funds into the equipment line item to allow for the purchase of two shade structures. In addition, some playground structures will be modified to better accommodate Head Start children. The amount is an estimate based on quotes received by contractors.

Moved/Blanks, second/Razo, to approve a budget modification in the amount of \$60,000 from Personnel and Fringe Benefits to Equipment for the Elk Grove Unified School District, a SETA delegate agency for the 2015-2016 Head Start fiscal year.

Show of hands vote:

Aye: 11 (Blanks, Chilton, Craig, Lee, Litka, Razo, Reynoso, Robinson, Self, Short, Webster)

Nay: 0

Abstentions: 2 (Castex and Tate)

Ms. Scott out of the room during the vote.

D. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs

Ms. Lee stated that the Selection Criteria is the order in which an enrollment is done when there is room in a classroom. This provides an established criteria in order to determine who will be called first, second or third. The eligibility lists specific to sites tends to work better so families are drawn to their closest Head Start site.

Ms. Self inquired where disabled children are on the list and Ms. Lee stated that they are in a high risk category. SETA Head Start continuously recruits to serve disabled children.

Mr. Brian Short left at 9:53 a.m.

Moved/Scott, second/Blanks, to approve the Early Head Start Enrollment Selection Criteria and the Head Start Enrollment Selection Criteria for Sacramento County as presented.

Show of hands vote:

Aye: 12 (Blanks, Castex, Chilton, Craig, Lee, Litka, Razo, Reynoso, Robinson, Scott, Self, Webster)

Nay: 0

Abstentions: 1 (Tate)

E. Selection of Committee Representatives for Program Year 2015-2016

- 1) Head Start Personnel/Bylaws Committee Representatives; Ms. Lydia Razo will be included in this committee since she is the interim Parliamentarian. Those interested in serving: Reginald Castex, Linda Litka, Amanda Self, Robin Blanks, and Kenneth Tate.
- 2) Head Start Budget/Planning Committee Representatives: Those interested: Monica Reynoso, Amanda Self, Robin Blanks, Linda Litka, and Kenneth Tate.
- 3) Head Start Social/Hospitality Committee: Ms. Self and Mr. Castex are already members of this committee. Those interested in serving: Robin Blanks, Linda Litka, and Lydia Razo.
- 4) Head Start Parent Ambassador Committee: Those interested: Natalie Craig, Robin Blanks, Stacey Webster, Linda Litka, Amanda Self, and Reginald Castex.
- 5) Program Area Committees
 - a) Early Child Development and Health Services and Parent, Family and Community Engagement Committee: Those interested: Amanda Robinson, Penelope Scott, Robin Blanks, Phoua Lee, Linda Litka, Amanda Self, Natalie Craig
 - b) Monitoring & Evaluation (aka: Self-Assessment) Committee: This will be a committee of the whole.

Ms. Razo excused at 10:15 a.m.

- c) Male Involvement Committee: Mr. Tate reviewed the MAACC and the variety of activities they have. He reminded the board that this committee is open to both male and female board members. Those interested: Monica Reynoso, Reginald Castex, Linda Litka, Robin Blanks, and Kenneth Tate.

Moved/Craig, second/Blanks, to approve the committee membership.

Show of hands vote:

Aye: 11 (Blanks, Castex, Chilton, Craig, Lee, Litka, Razo, Reynoso, Scott, Self, Webster)

Nay: 0

Abstentions: 1 (Tate)

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

Mr. Tate reviewed this item and additional information was provided regarding the purpose of the Community Action Board.

Those interested: Amanda Self, Reginald Castex, Penelope Scott, and Phoua Lee. Nominees spoke of their interest in this board. Ms. Scott declined the nomination prior to the vote.

Votes:

Amanda: 2

Phoua: 6

Reginald: 3

Ms. Self withdrew as a candidate for the CAB. Ms. Lee indicated her interest in serving only as the alternate; Mr. Castex will serve as representative.

Moved/Self, second/Litka, to approve Mr. Reginald Castex as representative and Ms. Phoua Lee as alternate to serve on the Community Action Board.

Show of hands vote:

Aye: 11 (Blanks, Castex, Chilton, Craig, Lee, Litka, Razo, Reynoso, Scott, Self, Webster)

Nay: 0

Abstentions: 1 (Tate)

G. Selection of Representatives to the SETA Head Start Health Services Advisory Committee (HSAC)

Ms. Martha Cisneros reviewed this board item. Ms. Self asked how many people could participate and Ms. Cisneros replied that as many as are interested. The meetings are in the evening because it best suits the medical professionals that attend. This committee meets twice per year and dinner is provided.

Ms. Reynoso excused at 10:32 a.m.

Those interested: Natalie Craig, Reginald Castex, Amanda Self, Linda Litka, Robin Blanks, Penelope Scott, Amanda Robinson, Stacey Webster

Moved/Scott, second/Self, to approve the representatives to serve on the SETA Head Start Health Services Advisory Committee.

Show of hands vote:

Aye: 10 (Blanks, Castex, Chilton, Craig, Lee, Litka, Razo, Scott, Self, Webster)

Nay: 0

Abstentions: 1 (Tate)

H. Ratification of Representative to Serve on the Sacramento Medi-Cal Dental Advisory Committee

Mr. Tate reviewed this item; meetings are held 3:00 p.m. – 5:00 p.m.

Ms. Amanda Self has been the representative for this committee and this board item seeks ratification of that appointment.

Moved/Scott, second/Castex, to ratify the appointment of Ms. Amanda Self to serve on the Medi-Cal Dental Advisory Committee.

Show of hands vote:

Aye: 10 (Blanks, Castex, Chilton, Craig, Lee, Litka, Razo, Scott, Self, Webster)

Nay: 0

Abstentions: 1 (Tate)

I. Selection of Maternal, Child & Adolescent Advisory Board Representative and Alternate

Ms. Cisneros reviewed this committee and provided additional details. Ms. Cisneros will be attending as well as the PC representative.

Those interested: Amanda Self, Robin Blanks

Vote:

Amanda: 7

Robin: 3

Ms. Self is the new representative and Ms. Blanks will be the alternate.

Moved/Castex, second/Scott, to confirm the appointment of Amanda Self as representative and Robin Blanks as alternate to serve on the Maternal, Child & Adolescent Advisory Board.

Show of hands vote:

Aye: 10 (Blanks, Castex, Chilton, Craig, Lee, Litka, Razo, Scott, Self, Webster)

Nay: 0

Abstentions: 1 (Tate)

J. Election of Community Agency Representatives

Mr. Tate reviewed this item. One application was received in response to the solicitation of community agencies. Ms. Nicole Chilton spoke of how she enjoyed her tenure on the board. Their services are free to anyone in Sacramento County. They provide in-home visitation, parenting workshops, crisis intervention, and school readiness programs.

Ms. Self stated that she has attended several of their events and they are a great asset to the community. She urged all board members to approve their continued service on the board.

Moved/Lee, second/Self, to approve Birth and Beyond as the Community Agency representative.

Show of hands vote:

Aye: 10 (Blanks, Castex, Chilton, Craig, Lee, Litka, Razo, Scott, Self, Webster)

Nay: 0

Abstentions: 1 (Tate)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events – Mr. Tate reviewed the calendar of events.
- Parent/Staff Recognitions – None.
- Community Resources-Parents/Staff – Mr. Tate spoke of a flyer from SMUD offering low cost internet at home.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne reviewed the monthly report for the month ending December 31; the expenditures are at 39.9% of budget. The Child Care Partnership Program will be greatly underspent and staff in the process of talking with the delegates on how to utilize the funds. Mr. Tate inquired whether there were a contingency plan in place to move the funds around. Ms. Saurbourne replied that there is no way to move around; staff is looking at facility repairs and making equipment purchases and whatever else can be done for the program.
- PC/PAC Orientation & Officer Training Reports – Mr. Tate thanked those that attended this very enlightening training.

B. Governing Board Minutes for December 3, 2015: No questions.

C. Fiscal Monitoring Report: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Self reviewed the critique.

VI. Other Reports

A. Executive Director’s Report: No report.

B. Head Start Deputy Director’s Report: Ms. Lee reviewed the annual report which is cumulative and represents delegate agencies as well. Mr. Tate congratulated Ms. Lee and the team for coming up with the new formatting.

- Information and Resources – Ms. Marie Desha (Parent Resource Information: Performance Standards, bylaws, the Brown Act, and Roberts Rules of Order. Additional parent resources are available

on the web: www.headstart.seta.net). The information was briefly referenced due to the time.

- Jeopardy: The Head Start Way – Ms. Alma Walton Hawkins took the board through a short Jeopardy game.
- C. Chair's Report: Mr. Tate stated that anyone having information on community resources that can be distributed to the board to submit the suggestions to Ms. Desha.
- D. Open Discussion and Comments: No comments.
- E. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11:35 a.m.

ITEM III-A - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- PC/PAC Calendar of Events – Mr. Kenneth Tate
- Parent/Staff Recognitions – Mr. Kenneth Tate
- Community Resources-Parents/Staff – Mr. Kenneth Tate
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne
- Toastmasters training – Mr. Kenneth Tate
- Early Learning Advocacy Day at the Capitol (Oral Reports) and National Families & Fathers Conference Report - Mr. Kenneth Tate.

NOTES:

CALENDAR OF EVENTS

PC/PAC Budget/Planning Committee	Friday, March 4, 2016 9:00 a.m. Olympus Room
PC/PAC Toastmasters Training	Wednesday, March 4, 2016 11:30 a.m. Redwood Room
Parent Ambassador Committee	Friday, March 4, 2016 1:00 – 3:00 p.m. Olympus Room
PC/PAC Budget/Planning Committee	Friday, March 18, 2016 9:00 a.m. Olympus Room (tentative)
PAC Executive Committee	Friday, March 18, 2016 10:30 a.m. Olympus Room (tentative)
PC Executive Committee	Thursday, March 24, 2016 9:00 a.m. Olympus Room

March

2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
HAPPY BIRTHDAY Feb 16 th Ms. Denise March 9 TH Ms. Belinda 13 th Mr. Bob 26 th Ms. Marie 30 th Ms. Alma		1	2	3	4 9:00 a.m. PC/PAC Budget/Planning Committee Olympus Room 11:30 a.m. Toastmaster's Meeting. Redwood Room 1:00 p.m. Parent Ambassadors Meeting Olympus Room	5
6	7	8 9:00 a.m. Elk Grove PC Meeting Prairie Pre-K 2 5251 Valley Hi Drive Sacramento 95823	9	10	11 9:00 a.m. PC/PAC Budget/Planning Committee Olympus Room	12
13	14	15 9:00 a.m. PAC Meeting SETA Board Room	16 5:15 p.m. WCIC PC Meeting 3555 3rd Avenue Sacramento 95817	17 8:30 a.m. Twin Rivers PC Meeting 155 Morey Avenue Sacramento 95838 9:00 a.m. Sacramento City PC Meeting - Capital City Multipurpose Room,- 7220 24th Street Sacramento 95823 9:00 a.m. San Juan PC Meeting General Davie Center 1500 Dom Way Sacramento 95864	18 9:00 a.m. PC/PAC Budget/Planning Committee (tentative) Olympus Room 10:30 a.m. PAC Executive Olympus Room (tentative)	19
20	21	22 9:00 a.m. PC Meeting SETA Board Room	23	24 9:00 a.m. PC Executive Meeting Olympus Room	25	26
27	 Cesar Chavez HOLIDAY	28	29	30	31	

ITEM V

COMMITTEE REPORT

➤ 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 January 26, 2016 Policy Council meeting.

GOOD!!!
Thank you board members for your interest in participating on Standing and program area committees.
Thank you Mr. Kenneth Tate for facilitating an excellent meeting.
Congratulations Mrs. Jackie Bates on being hired as a Toastmasters consultant for parent trainings.
Thank you Ms. Denise Lee for providing and sharing information on the SETA Head Start Annual Report 2014/15.
Thank you Mr. John Allen for information on the revised salary schedule.
Thank you Head Start managers for shared information on monthly reports.
Thank you Ms. Bonnie Bilger for shared information on the employment eligibility lists.
NEEDS IMPROVEMENT
Attendance. Please make every effort to attend all PC meetings.
Please turn off all electrical devices, i.e., phones.
Please be recognized by the Chair before leaving your seat by saying, "question of privilege."
Please be recognized by the Chair by raising your hand before speaking.
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
REMINDERS
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.
✓ Monthly Head Start Report (attached)

- B. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Mr. Kenneth Tate), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.

- C. 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.

- D. 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.



SETA Head Start Food Service Operations Monthly Report *January 2016

January 1st - New Year's Day Holiday.

January 11th - Fruitridge Class 1216C closed due to lack of staff.

January 15th - Mayxay Xiong, Fiscal Monitor, inventoried the vans and equipment in the Food Service Department.

January 18th - Holiday.

January 19th - Hillsdale Class B & D closed due to a water leak.
Nedra Court limited class numbers in the morning due to staffing.

1995 Ford Van License Number E010649 no longer to get parts for - unsafe to drive, it will be parked until it can be removed from service.

Meetings & Trainings:

Connie Otwell attended the AB1825: Preventing Sexual Harassment Training on January 29th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
39,100	23,164	24,925	80

Total Amount of Meals and Snacks Prepared **87,269**

Purchases:

Food	\$71,531.49
Non - Food	\$18,157.50

Building Maintenance and Repair: **\$593.46**

Janitorial & Restroom Supplies: **\$0.00**

Kitchen Small Wares and Equipment: **\$0.00**

Vehicle Maintenance and Repair : **\$1,064.24**

Vehicle Gas / Fuel: **\$1,280.60**
 Normal Delivery Days **19**

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 01/31/16)

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

Agency/AFE (HS)*(EHS)**(CCP)*** Head Start #IEP (% AFE) Early Head Start #IFSP (% AFE)

Twin Rivers USD (233)	26 (11 %)	N/A
Elk Grove USD (440)	45 (10%)	N/A
Sacramento City USD (1,211)(144)	126 (10 %)	17 (12%)
San Juan USD (668) (160)	87 (13%)	17 (11%)
WCIC (120)	12 (10 %)	N/A
Early Head Start/ Child Care Partnership (84)***		5 (6%)
SETA (2028) (369)	206 (10 %)	91 (24%)
County (4700)* (673)** (84)*** (Total 5,457)	502 (11%)	130 (17%)

(AFE- Annual Funded Enrollment)

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
January 2016**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/29/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	490	111	85
Sacramento City USD	1,211	1,214	101	84
SETA	2,028	2,067	102	76
San Juan USD	668	683	102	79
Twin Rivers USD	233	233	100	85
WCIC/Playmate	120	120	100	78
Total	4,700	4,807		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/29/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	151	105	75
SETA	369	387	105	74
San Juan USD	160	184	115	76
Total	673	722		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/29/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	34	94	TBD
Sacramento City USD	40	41	100	78
Unspecified Partner	8	0	0	N/A
Total	84	75		

(a) Includes children who have dropped during the month and whose slot will be filled within the 30 day allowable period.

(b) If enrollment is less than 100%, agency includes corrective plan of action.

(c) Average Daily Attendance for month, excluding Home Based