

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Phone: (916) 263-3804
Fax: (916) 263-3779

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

THOUGHT OF THE DAY: *"Believe in yourself. What you believe yourself to be right now, you are. What you believe you can be in the future, you will become."*
Esteemed Human Development International

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

DATE: Tuesday, November 25, 2014

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

PAGE NUMBER

- | | | |
|-------------|---|------|
| I. | <u>Call to Order/Roll Call/Review of Board Member Attendance</u> | 1-6 |
| II. | <u>Consent Item</u> | |
| A. | Approval of the Minutes of the October 28, 2014 Regular Meeting | 7-13 |
| III. | <u>Action Items</u> | |
| A. | <u>CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957</u>
Pursuant to Government Code Section 54957 | 14 |
| ➤ | Approval of Eligible Lists for: Head Start Teacher, Head Start Site Supervisor, and CFS Education Program Officer
➔ Report out of Closed Session | |

- B. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Second Reading and Approval of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council 15-31

IV. Information Items

- A. Standing Information Items 32-36

- Parent/Staff Recognition: Ms. Lynda Williams
- Introduction to Toastmasters Report(s)
- Committee Reports: Ms. Lynda Williams
 - ✓ Executive Committee: Ms. Lynda Williams
 - ✓ Budget/Planning Committee: Ms. Lynda Williams
- Seating of New Policy Council Members (2014-2015)
- Introduction of Policy Council Members: Ms. Lynda Williams
- How to Present and Make Motions: Ms. Lynda Williams
- Introduction of Staff
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. Loretta Su
- Board Procedures
 - ✓ Reimbursements & Budget/Planning: Ms. Loretta Su
 - ✓ Personnel: Ms. Bonnie Bilger
 - ✓ Conflict of Interest: Ms. Nancy Hogan
- Committee Reports (continued): Ms. Lynda Williams
 - ✓ Maternal, Child and Adolescent Advisory Committee
 - ✓ Medi-Cal Dental Advisory Committee: Ms. Lynda Williams
- Officer Elections – December 18, 2014: Ms. Lynda Williams
- PC/PAC Calendar of Events: Ms. Lynda Williams
- Community Resources: Parents/Staff: Ms. Lynda Williams

- B. Governing Board Minutes of October 2, 2014 (attached) 37-42

- C. Region IX Scholarship Opportunities – Ms. Lynda Williams 43-45

- D. Fiscal Monitoring Report – Ms. Loretta Su 46-48
✓ Women's Civic Improvement Club

V. Other Reports 49-63

- A. Executive Director's Report
- B. Head Start Deputy Director's Report
- Monthly Head Start Report (attached)
- C. Head Start Managers' Monthly Reports
- Brenda Campos: Grantee Program Support Services
 - Lisa Carr, Parent/Family Support Unit
 - Karen Gonzales: Child Development and Education Service
- D. Chair's Report

- E. Open Discussion and Comments
- F. Public Participation

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, NOVEMBER 18, 2014

Policy Council (PAC) meeting is hosted by:
Vacant, Chair; Lynda Williams, Vice Chair; Vacant, Secretary; Vacant, Treasurer;
Vacant, Parliamentarian

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Toni Espinoza, Elk Grove Unified School District
- _____ Steven Wormley, Sacramento City Unified School District
- _____ Jill Julian, Sacramento City Unified School District
- _____ Linda Litka, San Juan Unified School District
- _____ Lynda Williams, San Juan Unified School District
- _____ Kris Ingram, Twin Rivers Unified School District
- _____ Kenneth Tate, SETA-Operated Program
- _____ Lenda Wheeler, SETA-Operated Program
- _____ Annette Duran, Past Parent Representative
- _____ Colleen Fietzek, Home Base Option
- _____ Kenny Williams, Men's Activities Affecting Children Committee
- _____ Jenna Kline, KVIE Public Television, Community Rep.
- _____ Genevieve Levy, Sacramento Food Bank & Family Services

Seats Vacant:

- _____ Vacant (Bailey), Sacramento City Unified School District
- _____ Vacant (Ali), Twin River Unified School District
- _____ Vacant (Siackasorn), WCIC/Playmate Child Development Center
- _____ Vacant (Harris), SETA-Operated Program
- _____ (Windham), SETA-Operated Program
- _____ Vacant (Soberanes), SETA-Operated Program
- _____ Vacant (Adams), SETA-Operated Program
- _____ Vacant (Cullen), Early Head Start (San Juan)
- _____ Vacant (Hill), Early Head Start (Sac. City)
- _____ Vacant (White), Early Head Start/Home Base (SOP)
- _____ Vacant (Peck), Foster Parent Representative

**** Please call your alternate, Policy Council Chair (Lynda Williams (333-2402), 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 2013-2014**

The 2013-2014 Board was seated on **November 26, 2013** and
December 17, 2013

BOARD MEMBER	SITE	11/26	12/17 *	1/28	2/25	3/25	4/22	5/27	6/24	7/29 *	8/26	9/23	10/28	11/25
A. Duran Seated 2/25	PAST				X	X	X	U	X	X	U	X	X	
T. Espinoza Seated 11/26	ELK	X	X	E	X	X	X	X	X	X	U	X	X	
C. Fietzek Seated 3/25	HB					X	X	X	X	X	X	X	X	
K. Williams Seated 7/29	MAACC									X	X	X	X	
J. Julian Seated 3/25	SAC					X	X	X	X	X	U	X	X	
K. Ingram Seated 11/26	Twin Rivers	X	X	X	X	X	X	E	X	X	X	E	X	
G. Levy Seated 1/28	Comm. Rep.			X	X	X	E	AP	X	X	AP	E	X	
L. Litka Seated 11/26	SJ	X	X	E	X	X	X	X	X	X	X	X	X	
J. Kline Seated 11/26	Comm. Rep.	X	X	X	X	X	X	X	E	X	X	E	X	
R. Siackason Seated 11/26	WCIC	X	X	X	X	X	X	E	U	X	X	X	U	
K. Tate Seated 11/26	SOP	X	X	X	X	X	X	X	X	X	X	X	X	
L. Wheeler Seated 3/25	SOP					X	X	U	X	X	E	X	X	
L. Williams Seated 11/26	SJ	x	E	x	x	X	X	X	X	X	X	X	X	
L. Windham Seated 11/26	SOP	X	X	X	X	X	X	E	X	X	U	X	E	
S. Wormley Seated 11/26	SAC	X	X	X	X	X	X	X	X	X	X	X	U	

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 10/29/14

ITEM I - CALL TO ORDER/ROLL CALL

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

New Members to be Seated:

- _____ Robin Blanks, Elk Grove Unified School District
- _____ Josh Shurtz, Sacramento City Unified School District
- _____ Calvin Sheppard, Sacramento City Unified School District
- _____ Lynda Williams, San Juan Unified School District
- _____ Linda Litka, San Juan Unified School District
- _____ Madiline George, Twin Rivers Unified School District
- _____ Tulani Simpson, Twin Rivers Unified School District
- _____ Maria Carranza, WCIC/Playmate Child Development Center
- _____ Gabriela Alarcon, WCIC/Playmate Child Development Center
- _____ Dawnna Paniagua, SETA-Operated Program
- _____ Itza Martin-Benitez, SETA-Operated Program
- _____ Susana Hernandez , SETA-Operated Program
- _____ Destini Shephard, SETA-Operated Program
- _____ Amanda Self, Home Base Option
- _____ Toni Espinoza, Past Parent Representative
- _____ Kenneth Tate, Past Parent Representative
- _____ Lenda Wheeler, Grandparent Representative

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2014-2015**

The 2014-2015 Board was seated on **November 25, 2014** and
December 18, 2014

BOARD MEMBER	SITE	11/25	12/18 *	1/28	2/24	3/24	4/22	5/26	6/23	7/28	8/25	9/___	10/27	11/24
G. Alarcon Seated	WCIC													
R. Blanks Seated	EG													
M. Carranza Seated	WCIC													
T. Espinoza Seated	PAST													
M. George Seated	Twin Rivers													
S. Hernandez Seated	SOP													
L. Litka Seated	SJ													
J. Kline Seated 11/26	Comm. Rep.													
I. Martin-Benitez Seated	SOP													
D. Paniagua Seated	SOP													
A. Self Seated	HB													
D. Shephard Seated	SOP													
C. Sheppard Seated	SAC													
J. Shurtz Seated	SAC													
T. Simpson Seated	Twin Rivers													
K. Tate Seated	PAST													
L. Wheeler Seated	GRAND													
K. Williams Seated 7/29	MAACC													
L. Williams Seated	SJ													

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

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 28, 2014 REGULAR
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the October 28, 2014 meeting.

RECOMMENDATION:

That the Policy Council approve the October 28 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR 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, October 28, 2014
9:00 a.m.

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

Ms. Lynda Williams called the meeting to order at 9:15 a.m. Ms. Lenda Wheeler read the thought of the day. Ms. Linda Litka called the roll.

Members Present:

Toni Espinoza, Elk Grove Unified School District
Jill Julian, Sacramento City Unified School District
Lynda Williams, San Juan Unified School District
Linda Litka, San Juan Unified School District
Kristyn Ingram, Twin Rivers Unified School District
Annette Duran, Past Parent Representative
Lenda Wheeler, SETA-Operated Program
Kenneth Tate, SETA-Operated Program
Colleen Fietzek, Home Base Representative
Kenny Williams, Men's Activities Affecting Children Committee
Genevieve Levy, Sacramento Food Bank & Family Services
Jenna Kline, Community Representative, KVIE Public Television

Members Absent:

Steven Wormley, Sacramento City Unified School District (unexcused)
LaTasha Windham, SETA-Operated Program (excused)
Richina Siackasorn, WCIC/Playmate Child Development Center (unexcused)

II. Consent Item

A. Approval of the Minutes of the September 23, 2014 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Espinoza, second/Wheeler, to approve the September 23 minutes as distributed.

Show of hands vote:

Aye: 11 (Duran, Espinoza, Fietzek, Ingram, Julian, Kline, Levy, Litka, Tate, Wheeler, K. Williams)

Nay: 0

Abstention: 1 (L. Williams)

B. Approval of Revised Fiscal Policies and Procedures

This item is brought forward for approval every year; Ms. D'et reviewed changes.

Moved/Wheeler/second/Ingram, to approve the revised fiscal Policies and Procedures.

Aye: 11 (Duran, Espinoza, Fietzek, Ingram, Julian, Kline, Levy, Litka, Tate, Wheeler, K. Williams)

Nay: 0

Abstention: 1 (L. Williams)

III. **Action Item**

A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** First Reading and Public Hearing of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council

Ms. Williams reviewed this board item.

A public hearing was opened and Ms. Williams solicited public testimony.

Moved/Tate, second/Julian, to continue this item to the next Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC Bylaws as attached.

Aye: 11 (Duran, Espinoza, Fietzek, Ingram, Julian, Kline, Levy, Litka, Tate, Wheeler, K. Williams)

Nay: 0

Abstention: 1 (L. Williams)

B. Election of Community Representatives: Past Parents, Foster Parent, and Grandparent

Ms. Fietzek left at 9:25 a.m.; returned at 9:28

Applications for Past Parent and Grandparent representatives were distributed.

Vote for Past Parent:

Tate: 8

Espinoza: 2

Jamison:0

(Fietzek out of the room during the vote.)

Vote for Grandparent: Mr. Tate withdrew his name for Grandparent

Wheeler: 11

Ms. Desha asked if the board would consider Ms. Jamison as an alternate, the board agreed to move her as alternate for Past Parent.

Moved/Tate, second/Wheeler, to approve the Past Parent representative and alternate members and the Grandparent representative.

Aye: 11 (Duran, Espinoza, Fietzek, Ingram, Julian, Kline, Levy, Litka, Tate, Wheeler, K. Williams)

Nay: 0

Abstention: 1 (L. Williams)

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

The board went into closed session at 9:37 a.m. The board went back into open session at 9:51 a.m. Ms. Lynda Williams reported out that the Policy Council approve the eligible lists for the Family Services Worker, Range III; Associate Teacher, Tier II & III; and Personnel/Human Resources Department Chief.

Mr. Roy Kim urged all board members to consider participating in application screening in the personnel/human resources department. All parents are given training.

IV. **Information Items**

A. *Life After Head Start....*Ms. Mary Brown (former PAC Chair & PC representative)

Ms. Desha introduced Ms. Mary Brown, a PAC board member from 2008-2011. Ms. Brown also served on the Policy Council. Ms. Brown urged all board members to be involved in their child's classroom and to get to know the teachers.

The PAC took a break until 10:40 a.m.

B. Standing Information Items

- PC/PAC Calendar of Events: Ms. Williams reviewed the calendar of events; there will be a Budget/Planning Committee and Parent Ambassador meeting held November 14. The November 13 Sacramento City meeting is at 9:00 a.m., not 11:00 a.m.
- PC/PAC End-of-Year Appreciation Oral Reports: Ms. Williams attended the event along with her husband; she had a great time. Ms. Lenda Wheeler reported that she had a great time and felt so empowered. Ms. Williams thanked staff for their support and how much they empower board members.
- Parent/Family Support Unit Events and Activities: No additional report.
- Parent/Staff Recognition – Ms. Williams presented the following members with gifts and certification of recognition: Jenna Kline, Kristyn Ingram, Genevieve Levy, and Kenneth Tate. Ms. Williams announced that Mr. Tate has perfect

attendance as does Mr. Kenny Williams, but Mr. Williams he has not been on the board long enough to be recognized.

- Community Resources-Parents/Staff: Ms. Levy distributed a food distribution calendar and information for the Sacramento Food Bank. Ms. Levy stated that the free turkey distribution is scheduled for Monday, November 24, beginning at 8:00 a.m., 3333 3rd Avenue, Sacramento. Additional flu shot clinics are scheduled for November 6 and 13. Ms. Levy announced that she will not be on the board next year but will provide program updates to staff.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reviewed the Head Start expenditures ended 9/30, two months into the new program year. The non-federal share is low because it is the beginning of the new program year. The administrative expenditures are at 11.5%. During the Budget/Planning Committee meeting, expenses were reviewed. While reviewing the occupancy costs we noticed that the security costs were over budget. Ms. Patterson said she would look into it to see why it was high. After doing some research Ms. Patterson found that the Agency is providing additional security at Nedra Court which greatly increases the security costs. Ms. Patterson urged all board members to attend the Friday, November 14 meeting.

C. Governing Board Minutes of September 4, 2014: No questions.

D. Fiscal Monitoring Reports: No questions.

V. Committee Reports

A. Executive Committee: Ms. Williams reviewed the Executive Committee critique.

B. Budget/Planning Committee: Mr. Tate reported on the October budget meeting. It was a short meeting since it is a new program year. Mr. Tate thanked board members for their participation. Ms. Patterson provided a report attaching a dollar amount to the hours participated in board and subcommittee meetings. It totaled over \$65,000 over the past year.

C. Personnel/Bylaws Committee: These meetings are complete.

D. Social/Hospitality Committee: These meetings are complete.

E. Parent Ambassador Committee: Ms. Linda Litka reported that attendees at the last meeting did a lot on the \$2 per Child activity. Committee members will be making greeting cards with children's art; these cards will be available for sale.

F. Men's Activities Affecting Children Committee (MAACC): Mr. Kenny Williams thanked those that worked on the September 17 BBQ.

- G. Maternal, Child and Adolescent Health Advisory Board: This board meets quarterly and will meet again in November.
- H. Sacramento Medi-Cal Dental Advisory Committee: Ms. Williams attended this meeting and reported that dental vans are being planned. These vans will be going 'live' in the near future. The next meeting will be November 20.
- I. Community Agency Reports: Ms. Levy stated that in order to do the distribution on November 24, turkeys need to be donated on November 21st. Ms. Levy urged anyone willing to donate a turkey to come to her office between 4:30 a.m. – 7:00 p.m. to donate. The turkeys donated on Friday are then donated on Monday. Sacramento Food Bank has a number of volunteer opportunities; she will send information on ways to participate in the Food Bank's activities. She will not be at the November PC meeting.

VI. Other Reports

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: Ms. Denise Lee had a follow up visit from the T/TA group that visited the delegate agencies. They had very good feedback on environments. Additional information has been requested so staff has requested an extension to December 13. The curriculum is being updated and all staff are in the process of being trained on the new curriculum and how staff address safety in the classroom.

Ms. Lee reviewed the Program Information Report which is a statistical report that is required by the Office of Head Start.

Ms. Lee thanked Ms. Levy and Ms. Kline for their participation over the year.

Parent Intern opportunities will be posted very soon. Positions were selected based on their possible lead to jobs here or jobs in delegate agencies. All parents will be sent a copy of the job openings.

- C. Head Start Managers' Reports
 - ✓ Brenda Campos: Grantee Program Support Services: In November, the Quality Assurance team will be doing unannounced visits to implement the Five Steps To Supervision. In December, the Quality Assurance team will be in Elk Grove monitoring their program.
 - ✓ Lisa Carr: Parent, Family & Community Engagement: No report.
 - ✓ Karen Gonzales: Child Development & Education Services: Ms. Gonzales reported that staff is in the process of collecting assessment data for children. The DRDP data will be processed here and results will be sent out to each

parent. An action plan will be submitted teachers. The delegates will be submitting their updated action plan this week.

- D. Chair's Report: Ms. Williams stated that Head Start celebrated its 50th year anniversary last month.
- E. Open Discussion and Comments: Ms. Campos distributed a survey form to board members and asked that they return the form listing any community agency that is utilized that may be helpful to other families. SETA is working to compile a list of organizations which will be distributed.

Ms. Marie Desha asked board members that signed up for Introduction to Toastmasters and Social/Hospitality Committee to see her after meeting.

- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11:45 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 III-B - ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:
SECOND READING AND APPROVAL OF MODIFICATIONS TO THE BYLAWS OF
THE SETA-OPERATED HEAD START/EARLY START POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee 2013-2014 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council.

Additions are indicated by ***bold italic*** type and deletions are indicated by ~~strikethrough~~.

A public hearing was opened on October 28, 2014 to hear testimony on modifications to the bylaws.

RECOMMENDATION:

Hear any additional testimony, close the public hearing and approve the amendments to the Policy Council Bylaws as attached.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

BYLAWS OF THE SACRAMENTO COUNTY

**HEAD START/EARLY HEAD START
POLICY COUNCIL
(PC)**

Policy Council First Reading:	10/28/14
Policy Council Final Approval:	11/25/14
Governing Board Approval:	

Table of Contents

	<u>Page Number</u>
Article I: Name	1
Article II: Purpose, Powers, Duties and Functions	
Section 1: Purpose (A-E)	1
Section 2: Powers, Duties and Functions (A-F)	1-3
Article III: Membership	
Section 1: Election/Appointment of Members	3-4
Section 2: Parent/Community Representatives (A-B)	4
Section 3: Alternates (A-E)	5
Section 4: Other Provisions (A-F)	5
Section 5: Terms	6
Section 6: Attendance (A-D)	6
Section 7: Removal	7
Article IV: Meetings	
Section 1: Meetings (A-D)	7
Section 2: Meeting Notice (A-D)	7-8
Section 3: Open Meetings	8
Section 4: Mailing Address	8-9
Section 5: Rules of Procedure	9
Section 6: Nominations/Elections	9
Section 7: Voting	9
Section 8: Meeting Reimbursement (A-C)	9-10
Article V: Officers	
Section 1: Officers	10
Section 2: Election and Term of Office (A-C)	10-11
Section 3: Duties of Officers (A-E)	11
Section 4: Vacancy (A-B)	12
Article VI: Committees	
Section 1: Standing Committees	
➤ Executive Committee	12
➤ Budget/Planning Committee (A-B)	12-13
➤ Personnel/Bylaws Committee	13
➤ Social/Hospitality/Fundraising Committee	13
➤ Parent Ambassador Committee	13
Section 2: Program Area Committees	13-14
Section 3: Special Committees	14
Article VII: Required Reports	
Section 1: Required Reports	14
Article VIII: Bylaws Amendment(A-F)	14-15

**BYLAWS FOR THE SACRAMENTO COUNTY
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

ARTICLE I

Name

This Council shall be named the Sacramento County Head Start (HS)/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC). Head Start/Early Head Start hereinafter shall be referred to as HS/EHS.

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the PC shall be to promote the objectives of the HS/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of HS/EHS programs in Sacramento County.

45 Code of Federal Regulations (CFR) 1306.3 (h): A HS/EHS parent means a HS/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.

- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local HS/EHS programs.
- C. Initiating suggestions and ideas for HS/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, with individuals and groups interested in the aims, goals, and objectives of HS/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

Section 2: Powers, Duties and Functions

The PC must perform the following powers, duties and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.

- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 - 1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
 - 4. The program's philosophy and long- and short-range program goals and objectives.
 - 5. The selection of delegate agencies and their service areas.
 - 6. The composition of the PC and the procedures by which policy group members are chosen.
 - 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
 - 8. The annual self-assessment of the Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
 - 9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.
 - 10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, volunteers and hiring and firing criteria for program staff.

11. Decisions to hire or terminate the HS/EHS Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the HS/EHS program of the grantee agency. For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
 13. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.
 14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
 15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
 16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III Membership

Section 1: Election/Appointment of Members

As outlined in Article III, Section 2, the PC shall consist of elected voting representatives from each delegate agency Policy Committee, the SETA-operated PAC, Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PC. Additional Community Representatives shall be ~~appointed by community agencies~~ **elected by the PC**. Home Base Option and EHS Representatives shall be elected by delegate agency Policy Committees and SETA-Operated Program parent committees. The Outgoing PC Chair shall have a reserved seat.

The Male Involvement Representative shall be elected by the SOP Men's Activities Affecting Children Committee (MAACC).

Section 2: Parent Representatives

A. The Parent Membership shall consist of:

- Six (6) Representatives elected from the SOP PAC
- Three (3) Representatives from Sacramento City Unified School District
- Two (2) Representatives from San Juan Unified School District
- Two (2) Representatives from Elk Grove Unified School District
- Two (2) Representatives from Twin Rivers Unified School District
- Two (2) Representatives from Women’s Civic Improvement Club/Playmate (WCIC)
- Two (2) Representatives from Home Base Option
- One (1) Representative from EHS - SOP
- One (1) Representative from EHS - Sacramento City Unified School District
- One (1) Representative from EHS - San Juan Unified School District

The above parent representatives must be a parent of a child/children currently enrolled in the HS/EHS Program.

B. Community Representatives

Additional PC members will include:

- One (1) Representative elected by the Men’s Activities Affecting Children Committee (MAACC) - This representative may or may not be a current parent. There will be one (1) Alternate position.
- Two (2) Past Parent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children enrolled in the HS/EHS Program. There will be two (2) Past Parent alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community Representatives ~~appointed by agencies~~ **elected by the PC.**
- One (1) Foster Parent Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Foster Parent alternate position.
- One (1) Grandparent Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Grandparent alternate position.

Section 3: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies he or she represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
 - 1. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting.
- C. Alternates may not hold an office.
- D. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Representative is present.
- E. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA).

Section 4: Other Provisions

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be reappointed must express their desire to remain on the PC. Otherwise, the Agency may designate a replacement for that representative.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency HS/EHS staff (or members of their immediate families) shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 5: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three (3)

program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

Section 6: Attendance

- A. **Absences:** Any member or alternate in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.

- B. **Reinstatement:** The representative agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.

1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within ten (10) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.

- C. **Punctuality:** Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

- D. **Policy Council/Policy Committee Business:** Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

Section 7: Removal

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

ARTICLE IV **Meetings**

Section 1: Meetings

A. Annual Meeting

The annual meeting of the PC shall be held on the 4th Tuesday in November of each year.

B. Regular Meetings

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

C. Special Meetings

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Children and Family Services Deputy Director, SETA Executive Director or upon petition by at least a majority of the members of the PC.

D. Quorum

For the purpose of transacting the business of the PC at any annual, regular, special, or emergency meeting, a quorum of the PC shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum. A majority (51%) of the quorum must be current parents.

Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. Annual and Regular Meetings:

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. Special Meetings:

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings:**

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. **Committee Meetings:**

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused may be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

Section 3: Open Meetings

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

Section 4: Mailing Address

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

Section 5: Rules of Procedure

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's

Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

Section 6: Nominations/Elections

PC Board Members or candidates must be present to be nominated or elected. However, if PC member is absent due to PC business, the member may be nominated or elected.

Section 7: Voting

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

Section 8: Meeting Reimbursement

Each PC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PC Reimbursement Policies and Procedures.

Parents are not to bring small children to the meetings. If small children are present, members will be reimbursed for transportation/mileage only.

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day when attending conferences, workshops, trainings, orientation, Parent Leadership Institute, or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and

¹Robert's Rules of Order: Simplified and Applied, 2nd ed., Copyright, 2001.

Procedures. Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:

1. PC (regularly scheduled, annual, emergency and special meetings)
2. Interview/screening/exam panels
3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) and Program Self Assessment

5. Program Area Committees
6. Community Partnership Advisory Committee (CPAC)
7. Health Services Advisory Committee (HSAC)
8. Ad Hoc (special) Committee meetings
9. Community Action Board meetings (CAB)
10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
11. Workforce Investment board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)

B. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.

C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

ARTICLE V

Officers

Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.
- C. A SOP Parent Advisory Committee (PAC) member who has not been re-elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

Section 3: Duties of Officers

The duties of the PC officers shall be as prescribed in these Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

Section 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the board, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment of the officer must be made from among the membership of the PC.

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.

- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

ARTICLE VI **Committees**

There is hereby created standing committees of the PC. At least 51% of all Committees shall be current parents. The quorum of any committee shall be 51% of the Committee membership. No committee meeting shall have a majority of PC members present without proper public notice.

Section 1: Standing Committees

Executive Committee

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

Budget/Planning Committee

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all HS/EHS budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP HS/EHS Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

Personnel/Bylaws Committee

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

Social/Hospitality Committee

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this

committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

Parent Ambassador Committee

Parent Ambassador Committee shall be composed of the Vice Chair, who shall oversee the Committee, the Secretary, Treasurer, former parents, and other members who shall be selected after each annual meeting of the PC. Former parents who no longer serve on the PC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PC trainings/events, and childrens' activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PC monthly.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Parent, Family and Community Engagement, Monitoring and Evaluation.

- **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program area, and review the Early Childhood Development and Health Services program area, participate in curriculum/instruction and health and safety.
- **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Parent/Family Support program area.
- **The Men's Activities Affecting Children Committee (MAACC)** shall be comprised of one (1) staff and representatives who shall plan and review the Male Involvement Program.
- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the committee of the whole who shall plan, review and oversee program monitoring and evaluation.

PC member representatives shall select at least two (2) Program Area Committees to serve on as described above. Special circumstances may be excused by the Chair.

Section 3: Special Committees:

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

ARTICLE VII

Required Reports

Section 1: Required Reports

The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- Fiscal Reports (Budget Reports)
- Corporate Card Statement of Accounts (Credit Card Expense Report)
- USDA Meal/Snacks Report (Child and Adult Care Food Program [CACFP]) Report (SOP)
- Program Information Summaries (Monthly Head Start Report)
- Sacramento County HS/EHS Program Enrollment Report (Enrollment Report)

ARTICLE VIII Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- ~~A.~~ **C.** Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

First reading: 10/28/14
Second reading: 11/25/14

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
- Parent/Staff Recognition: Ms. Lynda Williams
 - Introduction to Toastmasters Report(s)
 - Committee Reports: Ms. Lynda Williams
 - ✓ Executive Committee: Ms. Lynda Williams
 - ✓ Budget/Planning Committee: Ms. Lynda Williams
 - Seating of New Policy Council Members (2014-2015)
 - Introduction of Policy Council Members: Ms. Lynda Williams
 - How to Present and Make Motions: Ms. Lynda Williams
 - Introduction of Staff
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account:
Ms. Loretta Su
 - Board Procedures
 - ✓ Reimbursements & Budget/Planning: Ms. Loretta Su
 - ✓ Personnel: Ms. Bonnie Bilger
 - ✓ Conflict of Interest: Ms. Nancy Hogan
 - Committee Reports (continued): Ms. Lynda Williams
 - ✓ Maternal, Child and Adolescent Advisory Committee
 - ✓ Medi-Cal Dental Advisory Committee: Ms. Lynda Williams
 - Officer Elections – December 18, 2014: Ms. Lynda Williams
 - PC/PAC Calendar of Events: Ms. Lynda Williams
 - Community Resources: Parents/Staff: Ms. Lynda Williams

NOTES:

COMMITTEE REPORTS

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 October 28, 2014 Policy Council meeting.

GOOD!!!
Thank You Ms. Denise Lee for updates on Quality Assurance and 5 Steps to Step Up Supervision.
Thank You Ms. Marie Desha for all council collaboration and inviting Ms. Mary Brown to inspire parents during transition from Head Start to kindergarten.
Thank you Program Managers for sharing reports and parent opportunities.
Thank you Mr. Roy Kim and Ms. Bonnie Bilger for providing excellent information and encouraging parent involvement in the agency's hiring process.
Thank you Ms. Lynda Williams for your continuous support to the council and being available to conduct PC meetings effectively. Job well done!
Thank you Mr. Kenneth Tate for your excellent budget report and for thanking parents for their participation.
Thank you Mr. Kenneth Williams for sharing MAAC BAR-B-QUE power point presentation.
Thank you Community Agency Representatives, Ms. Genevieve Levy (Sacramento Food Bank & Family Services) and Ms. Jenna Kline (KVIE-Public Television) for agency reports.
NEEDS IMPROVEMENT
Being present and on time to meetings. Please call/e-mail alternate, Ms. Marie Desha, Ms. Nancy Hogan, or Ms. Lynda Williams, if you will not be present or on time.
REMINDERS
Please committee members, if you have information to share with the committee, bring your forms/flyers to Ms. Marie three to four days prior to the meeting to be approved.

B. Budget/Planning Committee: Toni Espinoza, Jenna Kline, Steven Wormley, Kenneth Tate, Lynda Williams, Kenny Williams

ITEM IV-C – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The October 2, 2014 Governing Board minutes are attached for your review.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, October 2, 2014
10:00 a.m.

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

Members Present:

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

Member Absent:

Allen Warren, Chair, Governing Board; Councilmember, City of Sacramento

Mr. Nottoli stated that Item II-D- Consent - Approval of Staff Recommendation for the Adult Vendor Services List would be dropped from the agenda.

- ➔ **Recognition of long-term employee:** Richard Davis, Network Engineer (20 years): Mr. Edward Proctor acknowledged Mr. Richard Davis, a 20 year employee with the IT department.
- ➔ **Presentation by George Marley,** Labor Market Information Consultant, Employment Development Department: Mr. Marley reviewed the process by which data is processed to produce the monthly LMI report.

II. Consent Items

- A. Minutes of the September 4, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification for Position of Early Head Start Educator
- E. Approval of Resolution Providing Signature Authority for the Executive Director to Sign all Documents, both Federal and State Governments, as well as Private Sources, Provide other and Additional Financial Assistance to Local Governments to Conduct Human Service Programs or Components of such Programs
- F. Approval of Revised Fiscal Policies and Procedures

The consent calendar was reviewed; no questions or comments.

Moved/Yee, second/Scherman, to approve items A,B,C,E and F as follows:

- A. Approve the September 4, 2014 minutes.
- B. Approve the claims and warrants for the period 8/29/14 through 9/25/14.
- C. Extend the temporary reclassification of Ms. Malia Xiong, Early Head Start Educator from October 7, 2014 to November 7, 2014.
- E. Approve a resolution providing signatory authority to the SETA Executive Director for all documents, both federal and state governments, as well as private sources.
- F. Approve the revised Head Start fiscal Policies and Procedures.
Voice vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Reappointment of the Public Representative Member to the SETA Governing Board

Ms. Kossick stated that this item is brought forward every two years. Once approved, Ms. Scherman's reappointment will be presented to the City Council and Board of Supervisors for approval.

Moved/Schenirer, second/Yee, to approve the reappointment of Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November, 2016 and forward this nomination for approval to the City Council and Board of Supervisors.

Voice vote: Unanimous approval.

- 2. Approval to Submit an Application to the Sacramento County Department of Human Assistance Under the Subsidized Employment Program and Authorize the Executive Director to Execute the Agreement and any Modification to the Agreement and Enter into Subcontracts with Collaborating Organizations

Ms. Robin Purdy stated that the Department of Human Assistance recently released an RFP for this program. This board item is requesting approval to submit a proposal on behalf of a collaboration of organizations that have gone through a procurement for OJT. The first contract for this RFP would be for six months through June 30 and includes two extensions.

The SETA collaborative is proposing to serve 250 CalWORKs recipients in the first six months of the program for a cost of \$1,726,709. SETA has been operating this program successfully for the last ten years.

Moved/Yee, second/Scherman, to approve submission of the Subsidized Employment/Short Term Vocational Training proposal to the Sacramento County Department of Human Assistance. Authorize the Executive Director to execute

the funding agreement, any modifications, or other documents required by the funding source, and enter into subcontracts with collaborating organizations.
Voice Vote: unanimous.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Concurrence on the Submission of a Project Slingshot Proposal to Grow Jobs and Supportive Economic Mobility By Creating the Conditions for Entrepreneurs and Start-Up Companies to Thrive in the Sacramento Region

Ms. Purdy stated that this is an initiative of the CWIB and has been in process since early 2014. The WIB has been working to identify challenges and three regional challenges were identified. The four regional WIBs got together to work on a regional approach to this proposal.

Staff is requesting approval to move forward to submit a proposal for the first \$20,000. This is an exciting and new way to help build companies that will turn around and hire our customers. Staff will be coming to the board to develop the action plan.

Moved/Scherman, second/Schenirer, to concur with the Sacramento Works Board to submit a SlingShot proposal to **Support Entrepreneurs and Start-ups**.

Roll Call Vote:

Aye: 4 (Schenirer, Yee, Scherman, Nottoli)

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

2. Concurrence on Local Workforce Investment Area Performance Goals, PY 2014-15

Ms. Purdy stated that the performance goals were increased because the Agency met or exceeded last year's goals. Staff will look at second quarter data to determine if the goals could be met; if not, staff will negotiate the goals with the State.

Moved/Schenirer, second/Scherman, to concur with the Sacramento Works Board on the proposed performance goals for Workforce Investment Act (WIA) Adult, Dislocated Worker, and Youth programs for PY 2014-15.

Roll Call Vote:

Aye: 4 (Schenirer, Yee, Scherman, Nottoli)

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. Media Coverage Summary for Period January 1, 2014 – June 30, 2014: No questions.
- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: Mr. William Walker reported that staff continues to work with employers and have recently added 541 additional openings for 31 employers.
- D. Dislocated Worker Update: Mr. William Walker reported that Verizon did issue a WARN notice but they are moving employees from one facility to another.
- E. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- F. Head Start Reports: Ms. Denise Lee stated that the Agency has been on corrective action from the Office of Head Start (OHS) monitoring review. The due date for the full response is November 6. Staff is working diligently to address the safety issue for children by doing unannounced visits to centers. Each center will receive one visit per quarter by a Program Officer, Manager or other support staff. There has been a lot of staff training and documentation around child safety. The regional office has been providing technical assistance to staff. Parents, staff and volunteers are all working together to ensure the issue will be resolved.

The Office of Head Start is moving away from indefinite grants where a grant is funded every year. OHS will move to five year designated grants which will align with monitoring protocol according to the contract. In the future, OHS will be taking chunks of the contract in the first three years to ensure a comprehensive approach to the review. OHS has been proactive and engaging in dialogue with grantees to ensure accountability and keeping standards high. This begins the 2015/2016 fiscal year with the five-year grant process.

Staff is continuing recruitment efforts to keep classes fully enrolled. It has made it more challenging to find four-year olds coming into Head Start, so we are now serving very young three-year olds. Ms. Lee stated that 84% of all California grantees have been experiencing difficulty in getting 4 year olds. Ms. Lee stated that she has spoken before all of the city councils to spread the word about our program.

Ms. Scherman stated that the Ebola outbreak has become a very important concern. Is staff trained to be aware symptoms in the Head Start children? Ms. Lee stated that staff does a quick physical health check and if children have any symptoms, the child would be sent home and there would be communication with parents. Ms. Lee will discuss this idea with the health team.

V. Reports to the Board

- A. Chair: None.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman announcement Debbie Travis, President of Cosumnes River College is retiring October 10. Ms. Scherman asked that the board adjourn the meeting in memory of Isabelle Reynoso. Ms. Reynoso was on vacation in Mexico, felt ill and died suddenly. She was an Elk Grove resident and long term employee of Healthy Start.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:11 a.m. in memory of Isabelle Reynoso.

ITEM IV-C – INFORMATION

REGION IX SCHOLARSHIP OPPORTUNITIES

BACKGROUND:

Ms. Jasmine Jamison will provide information on scholarship opportunities available through the Office of Head Start, Region IX.

NOTES:

[Contact Us](#)



RIXHSA Annual Scholarship Opportunity

The Region 9 Head Start Association is pleased to announce this year's R9HSA scholarship awards. R9HSA offers (3) memorial scholarships, in commemoration of Al Orozco, Torcey Wiley, and Ron Bernard, three people who supported Head Start's efforts and were committed to its goals. Each scholarship is \$1,000. See below for requirements and instructions.

- **Al Orozco Memorial Scholarship** is offered to present or former Head Start parents who will be or are presently attending college or an accredited vocational or technical school.
- **Torcey Wiley Memorial Scholarship** is offered to current Head Start employees who will be or are currently attending college or an accredited vocational or technical school.
- **Ron Bernard Memorial Scholarship** is offered to high school seniors who graduated from a Region 9 Head Start program who will be attending college or an accredited vocational or technical school.

Current RIXHSA membership is required: Parents and staff applying for a scholarship must be from agencies that are current members of RHSA. Non-member applications will not be considered.

Scholarship Application:

- **Part One:** Online application ([here](#))
- **Part Two:** Submit application attachments via one single email
- **Full Applications (Part 1 + 2) DUE BY JANUARY 31, 2015**

Application Attachments:

- Be prepared to scan and email 1). either high school or college transcripts, and 2). four letters of recommendation.

Letters of Recommendation:

- For the Al Orozco and Torcey Wiley Scholarships: submit 4 letters of recommendation; At least one must be from your Head Start Grantee or Delegate Agency Director, and at least one must be from another Head Start staff member.
- For the Ron Bernard Scholarship: submit 4 letters of recommendation; At least one must be from your high

Follow Region IX HSA!

Click below to connect with Region IX Head Start Association.



Join Our Email List

Email Address

school counselor, and at least two must be from other teachers at your high school.

How to Submit Attachments:

- Submit one single email with attachments to headstartr9@region9hsa.org
- Subject line must read "Scholarship Submission – Your Last Name, Your First Name"
- Email must be received by January 31, 2015 to be considered.

[Complete Part One Here](#)

Recent Posts

“Children learn more in their first 5 years than any other time. We can’t lose this window.”

Alumni of the Head Start Program

If you are a Head Start Alumni from Arizona, California, Hawaii & the Outer Pacific, or Nevada, we want to hear about your experience and memories at Head Start. Contact us to share your story!

Join Our Email List

Our Sponsors



ITEM IV-D – INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest fiscal monitoring reports.

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Edenausegboye Davis **DATE:** October 22, 2014

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 772,492	8/1/13-7/31/14	8/1/13-7/31/14
Head Start	T & TA	\$7,500	8/1/13-7/31/14	8/1/13-7/31/14

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 9/30-10/1/14

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

Program Operator: WCIC

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2013 to July 31, 2014 for the Head Start program have been traced to the subgrantee's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.

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

- Monthly Head Start Report (attached)

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

- D. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. Lynda Williams), 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.

ITEM VI-OTHER REPORTS (continued)

Page 2

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

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

Head Start Monthly Report

November 2014



SETA Operated Program

Program Support Services Unit

Quality Assurance and Monitoring Unit: QA staff conducted unannounced health and safety supervision co-observations with visiting OHS Grantee Specialists on October 2-3 at all 5 Delegates. Comprehensive QA monitoring visits were also conducted at SOP centers namely Marina Vista, Mather, Crossroads, Fruitridge, Elkhorn, Bannon Creek, Freedom Park, Galt and LaVerne Stewart Head Start centers. Individual Exit Meetings with centers are being scheduled to share monitoring results.

Delegate Kick-Off Meeting: 'Head Start: 50 Years of Opportunity October; SETA: 32 Years of Success: Celebrating Our Diversity': Our annual meeting and training event was held on October 16, 2014 at the Citrus Heights Community Center. WCIC/Head Start received special recognition and award for their 50 years as a Head Start Program. Guests included Rick Mockler, Executive Director of CHSA and Carl Mack, Ph.D. who facilitated a group discussion on revisiting the concept of diversity and its meaning in our current times, 50 years after Head Start was started.

Step Up to SUPERVision Training and Protocol: As of October 31, 2014, all Delegates have participated in this mandatory training to enhance our current systems of child safety and supervision at the centers. Continuing unannounced child safety and supervision site visits will be based on this enhanced system. This training was developed and provided by SETA-Operated Program Operations Education staff led by Karen Gonzales, Manager and Program Support Services Education Coordinators.

Program Operations Unit

SETA has been in a multi-year process with full implementation of The Teaching Pyramid, which is based on CSEFEL strategies (Center on Social Emotional Foundations for Early Learning). All teaching staff has now completed the standard 3 modules of the training program with many classrooms also receiving enhanced coaching supports.

We are excited to be taking this project farther with the participation in the “Teaching Pyramid Going Deeper Training Series” that occurred this month. Teaching staff who are participating are learning additional strategies to strengthen their teaching methods, classroom environments and relationships with children and families.

In addition, all lead Teachers attended a session to discuss the new mental health policies and procedures that reflect the Teaching Pyramid tools and expectations. By putting consistent referral expectations and practices in place, the response and plans developed for children will be much more effective.

Family Engagement Unit

This month, Family Service workers participated in the following community events to increase visibility and recruitment opportunities for our Head Start/ Early Head Start Programs:

- Harvest Festival sponsored by the Mutual Assistance Network
- Sacramento County Farm Bureau Health and Safety Fair
- Fall into Health Community and Outreach Fair sponsored by Bridge Network
- North Highlands Jubilee Sponsored by the Rotary Club

The Family Service Worker is a standing agenda item the last Wednesday of every month at the Louise A Perez community center in the south area. This helps keep the community aware of the Illa Collin Head Start program.

In addition to the on-going recruitment, the Head Start website gets about 10-20 inquiry requests for information almost every day. These requests are forwarded to either a delegate agency for potential enrollment, or to a grantee site for possible enrollment.

Elk Grove Unified School District Education Services Update

Karen Taylor, Education Specialist from the Sacramento Employment and Training Agency (SETA), presented training on how to keep children within sight and sound in the classroom and accounted for during transitions in and out of the classroom. Her presentation included, “Six Steps To Supervision” as a model for staff to use to assure no child is left alone or unsupervised while under their care. Teachers were asked to use the “Six Steps to Supervision” plan as a guide for creating their own supervision plan. These plans will be posted in our classrooms.

Enrollment

The Elk Grove Unified School District Head Start Program is fully enrolled with 480 students in the program. Average Daily Attendance (ADA) for the month of September was 89%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Catherine Barbero, PreK social worker and Teresa Gannon, PreK psychologist, to place students with an active IEP into the Head Start program. There are 31 students with active IEPs being served, which is six percent (6%) of our Head Start student population.

Health Services Update

Files are being monitored by our Program Educators to assure that all students needing follow-up from their 45 day screenings for height, weight, and vision and hearing screenings are referred to a health care provider.

USDA Meals/Snacks

In October, 15,222 meals were served to our Head Start students. October's Elk Grove Meals/Snack calendars are attached.

Fiscal Update

This month's Fiscal report is attached.

Family and Community Partnerships Update

Family education activities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated in part by the desires and needs of families expressed in a yearly survey and in part by the School Readiness grant. Parents are notified of classes at monthly meetings, by publication of a monthly newsletter, and individually by teachers when a teacher knows that a workshop will be of particular benefit to a family.

"Junior Amazing Reader", a workshop designed to help parents understand the importance of reading with their children and the link between reading with children and brain development, vocabulary development, and future school success, was presented at David Reese Elementary School and William Daylor High School. These workshops took place in the classroom at the beginning or end of class periods in order to maximize parent participation. An average of 16 parents attended from each of the sites.

An "English Family Literacy" workshop was held on October 7, October 14, October 21 and October 28, at Herman Leimbach Elementary School. The class provides English speaking parents with information to assist them with strategies for establishing a reading routine in their home. An average of seven (7) parents attended the workshop.

"Read To Me Daddy/Pizza With Papa", a workshop designed to help males learn the critical impact the male role-model has upon a child's development and success in life, as well as give strategies for making the most of the time they spend with their children, was held at Herman Leimbach on October 1, at David Reese on October 8, at Charles Mack on October 15, at Samuel Kennedy on October 22, and at Florin Elementary on October 29. Thirty-nine (39) parents attended the workshop at Herman Leimbach Elementary, forty-three (43) parents attended the workshop at David Reese Elementary, thirty (30) parents attended the workshop at Charles Mack Elementary, thirty-nine (39) parents attended the workshop at Samuel Kennedy Elementary, and eighteen (18) parents attended the workshop at Florin Elementary.

Recruitment

Individual registrations are taking place and 16 students are on the wait list for the Head Start program.

Sacramento City Unified School District

Health and Nutrition

Preschool Nurses have completed all the sensory screenings within the 45 day time line and are now screening children who were late entries to the Head Start program.

All three Preschool Nurses attended the SETA Head Start Annual Delegate Kick-Off on October 16th. The nurses reported that the keynote speaker's interactive presentation on "Celebrating Our

Diversity” was informative and interesting. The audience participation gave additional emphasis to this important topic and challenged the ways that a person thinks of and approaches diversity.

The Dental Varnish clinics for fall season began with good preschool participation to date. Nurses are all contacting families to assist and ensure Head Start and State students with dental needs have a dental provider to render care for them.

All three preschool nurses are currently conducting telephone or in-person contact with Head Start parents regarding BMI follow-up from September heights and weights measurements. In addition, children with low hemoglobin/hematocrit status are being referred for follow-up by our Registered Dietitian, Karen Ito. The Child Development (CHDV) Department is fortunate to have a contracted Registered Dietitian to provide counseling for the families of preschoolers who are underweight, overweight, obese, anemic or have been exposed to lead.

The Registered Dietitian will be conducting Nutrition Workshops at 19 preschool locations this year. She will be presenting these nutrition topics at the monthly Parent Meetings held at the school site.

The preschool nurses continue to remain vigilant regarding communicable illnesses in the classroom and continue to instruct teachers on symptoms of various communicable illnesses and ways to prevent the spread of infectious illness in the classroom. As well, the nurses provided each preschool Head Start and State classroom with Enterovirus D68 color posters and Parent Factsheets in English and Spanish from the Center for Disease Control (CDC).

Mental Health and Family Engagement

Early Head Start home visitors, Resource Teacher, and the social worker attended the first of Four Module Trainings of the Teaching Pyramid for Family Coaching Infant/Toddlers through SCOE and presented by West Ed. The social worker and home visitor attended the second Leadership Team meeting this month also.

Selected home visitors continue to attend the monthly Family Development Credentialing Training.

The Early Head Start Professional Learning trainings included a presentation by, Tracy Tomasky, Ed.D., who is continuing her work with the EHS team on managing change. Her work included group discussions, team building exercises, break-out groups, and facilitation of discussion regarding creating and establishing the home visitors’ mission and purpose when engaging with families.

Special Education

During the month of October, Sacramento City Unified School District Child Development Department served 91 Head Start preschool children with IEPs and 14 Early Head Start children with IFSPs.

In collaboration with the Special Education Department and SCOE programs that co-teach in our Head Start full inclusion preschool programs, Child Development staff engaged in training all the staff in the newly devised Child Safety and Supervision Policy and Procedures.

The collaborative staff also had the opportunity to attend additional CSEFEL, social emotional development trainings. These trainings have increased staff’s previous knowledge in this

framework, which have been a part of CHDV's professional learning agenda over the course of the past three years. The topics engage attendees in "Deeper" discussion and thought compared to previous presented information/material. These opportunities have significantly helped staff to maintain fidelity with regard to the implementation of CSEFEL strategies—to "freshen up" and "reboot" the social emotional teachings for this school year.

Early Head Start

Early Head Start has had great success thus far, with one home visitor recently transferred to EHS who is currently facilitating meeting with home visitor staff.

Home visitors are working on serving younger, pregnant moms who speak a language other than English. Additionally, CHDV has ordered curriculums in Spanish in order to better support monolingual Spanish families.

Children's smooth transitions from the home visiting option to preschool have also been occurring with much success. Successes in this area are being vetted and discussed among staff during staff professional learning events.

CHDV sponsored a Fall Festival on October 28th; approximately 100 Head Start and Early Head Start enrollees attended. Families reported they had a lot of fun and shared their hope the event will be an annual one.

Five of the home visitors are participating in the Family Education Credential program, indicated above. Individuals are learning a lot of critical information that will help to bolster their work with families.

Six staff members are participating in the Infant/Toddler Teaching Pyramid for Home Visitors, which is being sponsored by SCOE. This is yet another training venue that is providing staff a wealth of information relative to working effectively with participating families.

Child Development has set up an account with WellSpace Health in order to provide assistance to the families in acquiring a TB test. Hopefully, this will increase families' ability to volunteer in the program. Please note that SCUSD is no longer providing this service to families.

San Juan Unified School District

Education Services Update

Teachers are finishing their first DRDP assessments of all children in late October. This will give them information to begin to plan for strategies to use with their whole class as well as with individual children. This data will be shared with families in November and December in the first parent conferences. Those classes piloting the *Creative Curriculum* studies are beginning the study of "Trees" and those using *Houghton Mifflin* are beginning the theme of "My Family, My Community". All classes are focusing on the letters Ss and Pp. Children continue their math work on counting and cardinal numbers. By the end of the month they will be introduced to the construction of simple sets of 1-5 objects.

Disabilities Services Update

There are currently 77 children with IEPs enrolled in the San Juan preschool program. The month of October is also the deadline for rescreening certain children that have been enrolled since the first day of school. Many, many referrals have been submitted to the Special Education Department's Speech Therapists, who also serve the preschools. The timeline for many of these referrals is quickly coming to a close, so results are beginning to emerge and more students are being placed in the preschool programs with Special Education support, entering Special Education classes, or they are being referred for further assessment. The hours have been reduced in the screening center used for initial screenings to one day a week for two hours per day.

Mental Health Services Update

The Mental Health Therapist has given talks to staff, teachers, and parents on the Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management. The Mental Health Therapist's focus continues to be on providing support and referrals for children whose social and emotional functioning is lacking. Also, teachers continue to be given support on the implementation of mental health criteria found in the Operations Guide.

Nutrition Services Update

The annual CACFP Roundtable conference provided a variety of workshops addressing the needs of multiple program types. Since most providers were anxiously awaiting the updated USDA meal pattern, it was disappointing to be informed that the document is still in review! As a keynote speaker, Dr. Barbara Bettencourt of the Children's Television Workshop presented a nostalgic walk through the history of Sesame Street and the strong influence the characters, specifically Elmo, have on families throughout the world.

Health Services Update

Health is screening for the 2014-15 school year in the centralized screening room one day per week. The team is reviewing students' health, nutrition, and immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. The Health Team is continuing to work with Smile Keepers to complete dental screenings in the classrooms through November.

Family and Community Partnerships Update

The Policy Committee held its first meeting of the 2014-15 school year that included new representatives in attendance. Outgoing board members were recognized and the newly elected executive board was welcomed. At next month's meeting the committee will begin creating subcommittees as well as taking the names of those interested in sitting in on interviews to hire staff. The new executive board met for the first time to set next month's agenda and create orientation folders for new representatives.

Transition Services Update

October has been a very busy month with many fall harvest literacy events occurring. Connections between the families and the classroom have been strong with many families attending these events. The families are gaining a better understanding of how their children are being prepared for kindergarten by all the fun and meaningful activities that are occurring in the preschool classrooms.

Program Support/Staff Training Update

Teachers participated in various Professional Learning Community gatherings in early October. They were able to choose from a variety of topics, including “Creative Curriculum Studies and Planning for Activities Generated by Student Interest,” “How the Preschool Learning Foundations and Curriculum Framework Lay the Foundation for Common Core Standards,” and “Successful Science Activities Shared by Teachers.” The mid-month training was on “Communication Judo” where different strategies for conflict resolution were discussed. This topic pertained to difficult communication between adults.

Fiscal Update

All reports were submitted on time for the month of October, including the End Of Month Attendance and Enrollment Reports, which are due the 3rd of each month; the In-Kind and Attendance Report due to SETA on the 10th of each month; the Credit Card Report (which provides all charges made to both the HS and EHS programs), the Parent In-Kind and Attendance Report, the CCFP HS and EHS Meal Count Report, and the Attendance and Enrollment Report, all of which are due for the Parent Committee meeting on the second Thursday of the month; and all Board Communiqué Reports due to San Juan Unified School District’s Board of Education. Not only were all the reports submitted to SETA and to other groups, but a preliminary 1st Interim was done so that Early Childhood Education could see if all budgeted lines were budgeted at the correct amount for Fiscal Year 2014-15. A Multi-Year Projection was also completed so that costs could be considered across three years. With this report one is able to look at the whole ECE department and make changes accordingly.

Early Head Start Update

This month the Early Head Start staff heard from a panel of local community partners in a Disability Awareness discussion at the First Friday Training. The panel included representatives from the Sacramento County Office of Education, Alta Regional Center, and the San Juan Unified Special Education department. The referral process was discussed, as well as what kind of services each program provides. As part of the training, each site received a binder with information about the common types of special needs that are encountered in the program, as well as resources for staff and the updated referral process. In addition, several support and teaching staff attended a two day web-based conference on inclusion that was hosted at the Sacramento County Office of Education. The information gathered there will help staff to further support each other and the families of children with special needs.

Twin Rivers Unified School District

Events

During the month of October, all sites participated in the annual Red Ribbon Week celebration which emphasizes healthy lifestyles, free of drugs and alcohol. As part of the celebration, every classroom decorated their classroom doors with anti-drug slogans that were judged by District personnel and parents. During the week, the School Social Worker facilitated classroom lessons on the effects of drugs on your body and focused on the need for students to make positive choices. Students also participated in spirit days along with teaching staff to show their support for being drug-free.

On October 30th, all sites gathered at Morey Avenue for the annual Fall Festival celebration. The exciting event was well attended by parents and students who had fun with sensory tables, pumpkin picking games, classroom photos and hay wagon rides.

The Rio Linda site continues to operate at the alternate location of Sierra View due to the classroom not being licensed yet. The anticipated completion date is projected to be November or December.

The Oakdale site continues to operate with substitute staffing until further notice.

Challenges

The recruitment of eligible students/families continues to be an issue for the Rio Linda site and slightly for the Morey site. For Rio Linda, the families' incomes exceed the eligible levels so recruitment will continue to fill the 18 vacant slots. Community Liaisons are distributing fliers and packets to local area churches and businesses.

Professional Development

On October 23rd, the ECE Department participated in the Professional Development Workshop related to action plans for the recent CLASS observations. The CLASS scores for TRUSD were discussed overall and teaching staff also reviewed their individual scores. On October 31st, all teaching staff also participated in a district wide Professional Development Day with an emphasis on CLASS and Safety and Supervision. Education Coordinators from SETA facilitated SUPERvision training with teaching staff and safety plans for all classrooms were developed. The next workshop is scheduled for November 12th and will focus on developing action plans for ECERS and DRDP assessments.

Components

The third Community Liaison, Claudia Rodgers, came onboard on October 27th with the fourth position possibly being filled by December 2014. Community Liaisons continue working with their respective Complexes to complete Family Partnership Agreements with all parents and provide services/resources as needed. The staffing group also continues providing monthly nutrition activities and the tracking of blood lead results, hemoglobin and lead risk assessments for Childplus tracking purposes.

Students participated in dental varnishings with the Health Component Leader on October 7, 8 and 9th as well as October 14th at Oakdale. The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis. The District Nurse and Health Assistant completed hearing and vision screenings for Rio Linda students on October 15th.

Our School Social Worker/Counselor continues providing in classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. Case staffing with the School Psychologist, Lead Teacher, Head Start Director and Social Worker continue every other week to discuss strategies and techniques for any students displaying academic difficulties or challenging behaviors. The School Social Worker is also scheduling the first round of meetings with parents to discuss any behavior or academic concerns noted by teaching staff.

The Community Liaisons continue meeting individually with parents to complete the Family Partnership Agreements. The FPAs will permit the families to identify their goals and develop strategies to accomplish their goals.

The Head Start programs still do not have a Speech and Language Pathologist (SLP) assigned to the three sites as the district has 5 vacant SLP positions. Two SLPs from different sites assisted with the initial screenings and a SLP for the Head Start programs will be assigned as soon as the district finds an available SLP.

The Education Component Leader continues completing the classroom observations to assist with behavior management and planning for the monthly Education Component meetings. File checks are also occurring monthly to ensure the teachers' files continue the appropriate documentation and assessment information. The CLASS observations and ECERS assessments have been completed and teaching staff are working on their respective action plans.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families to keep the program fully enrolled. Fliers for local business and community based agencies have been delivered for recruitment purposes. The ERSEA Component Leaders are busily enrolling to fill vacant slots from students who have dropped from the program. The Program Design and Management component leaders will begin updating the personnel files in October.

Policy and Parent Committees

The first meeting for 2014-2015 group was held on October 23rd at Morey. The new group was seated by the former group and an Officer Orientation was also held. The agenda included approval of the meeting minutes from the September meeting and the election of Committee Officers. Parent Committee meetings were held at Oakdale and Rio Linda on October 21, 2014. Each group elected a Chair and Vice Chair.

The classroom parent meetings for October 2014 focused on lead prevention and included a presentation from the County Office of Health.

Fiscal

The ordering of appropriate materials and supplies to support the Head Start programs has started as results of the CLASS observations and ECERS have been provided.

Women's Civic Improvement Club (WCIC)

Enrollment

During the month of October 2014, WCIC's Enrollment was maintained at 100%.

Health

WCIC/Playmate Head Start Program's children received Dental Screenings on October 6, 2014 from Dr. Eric D. Phillips.

Trainings

WCIC/Playmate Head Start Program staff received a Strengthening Families by Building Protective Factors Training by Ms. Kalyca Seabrook, MCART Training Specialist from The Child Abuse

Prevention Center (CAPC) on October 3, 2014. Ms. Seabrook gave an overview on Strengthening Families by Building Protective Factors. Families thrive when protective factors are robust in their lives and communities. There are 6 Protective Factors: Nurturing and Attachment; Knowledge of Parenting and Child Development; Parental Resilience; Social Connections; Concrete Supports in Times of Need; and Social and Emotional Competence of Children.

WCIC/Playmate Head Start Program received training on Safety and Supervision by Kim Bonnema and Karen Taylor, Education Coordinators from SETA Head Start on October 31, 2014. They gave an overview of Safety and Supervision. They passed out the following: “1248A Classroom Safety Plan, SETA Head Start Transition Log, Classroom Supervision Plan, Transition Form Guidance and STEP Up to S.U.P.E.R.” Ms. Bonnema and Ms. Taylor discussed “What is S.U.P.E.R. vision?” S-Stop, U-Unite and Gather, P-Perform a Sweep, E-Exact Count, R-Roll Call and Recount. Stop is a clear attention getter and signals the stopping of what the children are doing. Unite and Gather is a designated spot to gather all the children away from traffic. Perform a Sweep is when a designated staff does a sweep of the area to ensure children are not hiding or unsupervised for any reason. Exact Count is when a staff person counts out loud and compares a head count to see if all the children are in the designated area. Roll Call and Re-Count is when staff use a transition log to make visual and physical contact with each child and marks them off to ensure they are there and moving to the next area. When used correctly the Transition Log is an essential tool to ensure children transition from one area to another in full supervision.

Fiscal

Ms. Davis, Executive Director/Head Start received WCIC’s Fiscal Monitoring Letter dated October 22, 2014 from Ms. Mayxay Xiong, Fiscal Monitor with Grantee (Sacramento Employment and Training Agency). There are no corrective actions required.

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

- ACF-IM-HS-14-05 2014 Head Start Audit Compliance Supplement
- ACF-IM-HS-14-06 Helping Children and Families Experiencing Domestic/Intimate Partner Violence



SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 10/31/14)

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

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

<u>Agency/AFE (HS)*(EHS)**</u>	<u>Head Start #IEP (% AFE)</u>	<u>Early Head Start #IFSP (% AFE)</u>
Twin Rivers USD (243)	13 (5 %)	N/A
Elk Grove USD (480)	31 (6.4 %)	N/A
Sacramento City USD (1312)(144)	91 (7 %)	14 (10%)
San Juan USD (700) (160)	77 (11%)	19 (11.8 %)
WCIC (120)	2 (1.6 %)	N/A
SETA (2002) (349)	143 (7 %)	59 (17%)
County (4857)* (653)**	357 (7.3%)	92 (14%)

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *October 2014

October 3rd - Minimum Day Preschool & EHS Full Day Classes

October 10th - Closed the Mather Kitchen due to staffing issues.
Mather staff and production moved to the WCIC and Central kitchens.
Some classes closed due to WestEd Training.
The morning class closed at Vineland due to staffing issues.
The Phoenix Park Center closed due to lack of water.

October 16th - The morning class closed at Illa Collin due to staffing issues.

October 17th - Delegate Kick-Off - Supplemental food and supplies provided for 120 guests.
Some classes closed due to WestEd Training.

October 22nd - Home Base Field Trip Special Field Trip Menu provided for 96 guests.

October 24th - Home Base Field Trip Special Field Trip Menu provided for 160 guests.
Daddy & Me at the North Avenue Center - 20 extra breakfasts & lunches sent for the event.

October 28th - Daddy & Me at the Sharon Neese Center - 20 extra breakfasts sent for the event.

October 29th - Kennedy Estates closed for pest management.

Meetings:

October 16th - Central Kitchen Staff Meeting- email sent to all kitchens on items discussed.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
43,462	25,980	28,338	640

Total Amount of Meals and Snacks Prepared 98,420

Purchases:

Food	\$82,217.97
Non - Food	\$14,360.72

Building Maintenance and Repair: \$591.97

Janitor & Restroom Supplies \$0.00

Kitchen Small Wares and Equipment: \$501.87

Vehicle Maintenance and Repair : \$17.59

Vehicle Gas / Fuel: \$1,904.42
Normal Delivery Days 23

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
October 2014**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/2014	(b) % Actual to Funded	Attendance on Last Day of Month	(c) % Attend. to Funded
Elk Grove USD	480	480	100	427	89
Sacramento City USD	1,312	1,312	100	1,136	87
SETA	2,002	1,964	98	1,350	67
San Juan USD	700	702	100	554	79
Twin Rivers USD	243	207	85	175	72
WCIC/Playmate	120	120	100	102	85
Total	4,857	4,785			

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/2014	(b) % Actual to Funded	Attendance on Last Day of Month	(c) % Attend. to Funded
Sacramento City USD	144	144	100	95	66
SETA	349	360	103	230	66
San Juan USD	160	163	101	122	76
Total	653	667			

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

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

(c) Attendance on the last day of month.