

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

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Councilmember
City of Sacramento

JAY SCHENIRER
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City of Sacramento

SOPHIA SCHERMAN
Public Representative

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

ADMINISTRATION

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Executive Director

DENISE LEE
Deputy Director

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Thought of the day: "Some people succeed because they are destined to, but most people succeed because they are determined."

- Elmer Towns

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

DATE: Tuesday, June 23, 2015

TIME: 9:00 a.m.

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

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

AGENDA

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- A. Executive Committee: Ms. Lynda Williams
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- C. Personnel/Bylaws Committee: Ms. Lynda Williams
- D. Men's Activities Affecting Children Committee (MAACC): Mr. Calvin Sheppard
- E. Social/Hospitality Committee: Ms. Lynda Williams
- F. Parent Ambassador Report: Ms. Lynda Williams
- G. Maternal, Child and Adolescent Health Advisory Board: Ms. Lynda Williams
- H. Sacramento Medi-Cal Dental Advisory Committee: Ms. Amanda Self
- I. Community Reports: Ms. Jenna Kline and Ms. Nicole Chilton
- J. Community Action Board: Mr. Calvin Sheppard

VI. Other Reports

28-40

- A. Executive Director's Report
- B. Chair's Report
- C. Head Start Deputy Director's Report
- Monthly Head Start Report (attached)
- D. Head Start Managers' Reports
- ✓ Brenda Campos: Grantee Program Support Services
 - ✓ Lisa Carr: Parent, Family & Community Engagement
 - ✓ Karen Gonzales: Child Development & Education Services
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, JUNE 17, 2015

Policy Council meeting hosted by:
Lynda Williams (Chair), Kenneth Tate (Vice Chair), vacant (Secretary), Robin Blanks (Treasurer), vacant (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Robin Blanks, Elk Grove Unified School District
- _____ Tyrone Broxton, Elk Grove Unified School District
- _____ Feuy Saelee, Sacramento City Unified School District
- _____ Sonia Torres, Sacramento City Unified School District
- _____ Linda Litka, San Juan Unified School District
- _____ Lynda Williams, San Juan Unified School District
- _____ Brian Short, WCIC/Playmate Child Development Center
- _____ Tawana Craig, WCIC/Playmate Child Development Center
- _____ Todd Woods, SETA-Operated Program
- _____ Sabrina Lovelady, SETA-Operated Program
- _____ Amanda Self, Early Head Start (SETA)
- _____ Kenneth Tate, Past Parent Representative
- _____ Jasmine Jamison, Past Parent Representative
- _____ Calvin Sheppard, Men's Activities Affecting Children Committee
- _____ Jenna Kline, KVIE Channel 6
- _____ Nicole Chilton, Birth and Beyond

New Members to be Seated:

- _____ Brenda Cruz, Sacramento City Unified School District
- _____ Joe Morales, Twin Rivers Unified School District
- _____ Stacy Wilson, Twin Rivers Unified School District

Seats Vacant:

- _____ Vacant (Baty), SETA-Operated Program
- _____ Vacant (Paniagua), SETA-Operated Program
- _____ Vacant (Shepherd), SETA-Operated Program
- _____ Vacant (Craig), 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, Home Based Option
- _____ Vacant (Wheeler), Grandparent Representative
- _____ Vacant (Peck), Foster Parent Representative

**** Please call your alternate, Policy Council Chair (Lynda Williams: 333-2402 or 533-7389), 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 2014-2015**

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

BOARD MEMBER	SITE	11/25	12/18 *	1/27	2/24	3/24	4/28	5/26	6/23	7/28	8/25	9/___	10/27	11/24
R. Blanks Seated 11/25	EG	X	X	X	X	X	X	X						
T. Broxton Seated 2/24	EG				X	X	X	X						
N. Chilton s/b/seated 2/24; seated 3/24	CR				E	X	X	X						
T. Craig Seated 3/24	WCIC					X	X	X						
B. Cruz s/b/seated 5/26	SAC							U						
J. Jamison Seated 2/24	PP				X	X	X	X						
J. Kline Seated 2/24	CR				X	X	X	X						
L. Litka Seated 11/25	SJ	X	X	X	X	X	X	X						
S. Lovelady Seated 1/27	SOP			X	X	X	X	X						
J. Morales Seated	TR													
F. Saelee Seated 5/26	SAC							X						
A. Self Seated 11/25	HB	X	X	X	X	X	X	X						
C. Sheppard Seated 4/28	MAACC						X	X						
B. Short Seated 3/24	WCIC					X	X	X						
K. Tate Seated 11/25	PAST	X	X	X	X	X	X	X						
S. Torres s/b/seated 4/28; seated 5/26	SAC						U	X						
L. Williams Seated 11/25	SJ	X	X	X	X	X	E	X						
S. Wilson Seated	TR													
T. Woods Seated 12/18	SOP		X	U	X	X	X	X						

GLOSSARY OF ACRONYMS

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

X: Present

E: Excused

R: Resigned

U: Unexcused Absence

S/B/S: Should be Seated

AP: Alternate Present

E/PCB: Excused, Policy Council Business

E/PCB: Excused, Policy Committee Business

OGC: Outgoing Chair

*****: Special Meeting

Current a/o 6/1/15

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 26, 2015 REGULAR
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the May 26, 2015 meeting.

RECOMMENDATION:

That the Policy Council approve the May 26 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, May 26, 2015
9:00 a.m.

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

Ms. Lynda Williams called the meeting to order at 9:06 a.m. Ms. Robin Blanks was asked to serve as Secretary. The Pledge of Allegiance was recited. Mr. Todd Woods read the Thought of the Day. Ms. Blanks called the roll.

Members Present:

Linda Litka, San Juan Unified School District
Lynda Williams, San Juan Unified School District
Robin Blanks, Elk Grove Unified School District
Brian Short, Women's Civic Improvement Club (arrived and seated at 9:08 a.m.)
Tawana Craig, Women's Civic Improvement Club
Todd Woods, SETA-Operated Program
Sabrina Lovelady, SETA-Operated Program
Amanda Self, Home Base Option (seated at 9:12 a.m.)
Kenneth Tate, Past Parent Representative
Jenna Kline, KVIE Public Television
Tyrone Broxton, Elk Grove Unified School District
Calvin Sheppard, Men's Activities Affecting Children Committee
Nicole Chilton, Birth and Beyond
Jasmine Jamison, Past Parent (seated at 9:13 a.m.)

New Members to be Seated:

Sonia Torres, Sacramento City Unified School District
Feuy Saelee, Sacramento City Unified School District

New Members to be Seated but not Present:

Brenda Cruz, Sacramento City Unified School District (unexcused)

II. Consent Item

A. Approval of the Minutes of the April 28, 2015 Regular Meeting

Moved/Lovelady, second/Woods, to approve the April 28, 2015 minutes.

Show of hands vote:

Aye: 13 (Blanks, Broxton, Chilton, Craig, Kline, Litka, Lovelady, Saelee, Sheppard, Short, Tate, Torres, Woods)

Nay: 0

Abstentions: 1 (Williams)

III. Action Items

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

The board went into closed session at 9:12 a.m. The board went back into open session at 9:34 a.m. and Ms. Williams reported out that the board approve the following eligible lists: 1) Associate Teacher III, 2) Associate Teacher/Infant Toddler, 3) Head Start Teacher, 4) Site Supervisor, 5) Parent Intern, and 6) CFS Manager.

Ms. Self and Ms. Jamison arrived during closed session.

B. Election of Policy Council Secretary and Parliamentarian for Program Year 2014-2015

Ms. Williams reviewed the duties of the Secretary and Parliamentarian. Ms. Amanda Self offers to serve as Secretary.

Ms. Tawana Craig indicated her interest in serving as Parliamentarian.

Moved/Jamison, second/Tate to approve the election of Ms. Amanda Self as Secretary and Ms. Tawana Craig as Parliamentarian.

15-0-1 Aye: 15 (Blanks, Broxton, Chilton, Craig, Jamison, Kline, Litka, Lovelady, Saelee, Self, Sheppard, Short, Tate, Torres, Woods)

IV. Information Items

A. Presentation from Debra Payne, First Five Sacramento Commission: Ms. Payne was introduced and thanked board members for their participation on the MediCal Dental committee. This committee works to improve reimbursement rates to dentists. Ms. Payne brought information on First Five and distributed the information to board members. Ms. Payne stated that in 2013/14 they served over 70,000 families and worked to build five children's dental clinics that accept MediCal clients. A children's dental clinic will also be built in Galt. The Birth and Beyond Family Resource Center has nine centers around the county.

Prop 10 is 50¢ cents tax collected on every pack of cigarettes is utilized to fund gap services that are the most useful to parents. Their funding keeps going down since fewer people are smoking.

Ms. Williams thanked Ms. Payne for advocating for our children; she has seen such a great progression of things during Ms. Payne's tenure.

B. Standing Information Items

➤ PC/PAC Calendar of Events: Ms. Williams reviewed the calendar of events.

- Parent/Staff Recognitions: Mr. Tate extended major kudos to Head Start. All of his children have gone through Head Start. On May 21, his daughter won her class essay contest and won an essay contest for the State of California; she placed fourth. She's in the fourth grade and reads and writes at a ninth grade level. Ms. Williams's daughter, Chloe, did a solar system project on the planet Mars. She got a certificate of recognition during open house. Ms. Williams reported that she was nominated to be the PTA president at Sierra Oaks Elementary School. This will be a natural transition from her work in Head Start to the elementary school.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson reported that the report ending April 30 is 75.4% spent. Elk Grove is underspent and is doing a budget modification on how they plan to spend the unspent funds. In-kind is at 27.3% and Ms. Patterson is confident all delegates will meet their goals. Ms. Williams thanked Mr. Tate for stepping up and for covering the budget committee that he has been very supportive since she became a single parent.
- Toastmasters Training – Ms. Lynda Williams asked all participants to show up. There is a group of people that are already participating and she is inviting all board members to participate in Toastmasters. Ms. Williams will be providing a speech on volunteering.
- Community Resources-Parents/Staff: Ms. Williams reviewed flyers that were distributed.

Ms. Nicole Chilton spoke of a summer program that begins next Tuesday that will include workshops. This will be held every Tuesday in June and July.

Ms. Jenna Kline stated that she will bring activity books to the next PC meeting. There is an on-line only web series "Oh Noah" to help teach your child Spanish. She will bring a hard copy of their resources next month. KVIE actually provides tours, which is one of Ms. Kline's duties.

Ms. Williams, the Parent Leadership Institute was discussed. Ms. Williams urged all board members to sign up for the Parent Leadership Institute.

- C. Governing Board Minutes of April 2, 2015: No questions.
- D. Fiscal Monitoring Report: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Lynda Williams reviewed the upcoming Executive Committee meeting date.
- B. Budget/Planning Committee: Ms. Blanks provided an overview of the last meeting where attendees went over the expenditure report and discussed the 3% increase for teaching staff. The child care reimbursement for board members will be increased to \$8.50 per hour effective in the new program year.

- C. Personnel/Bylaws Committee: Mr. Tate reported on the May 22 meeting. There were seven members attending and attendees resumed the reading of the PC bylaws and then began the partial reading of the PAC bylaws. Mr. Tate appreciated the great turnout.
- D. Men's Activities Affecting Children Committee: Mr. Calvin Sheppard asked Mr. Todd Woods to provide the report. Mr. Woods stated that the MAACC has been talking about going to Crocker Art Museum but there has been difficulty setting it up. A **Daddy and Me** fishing trip is being planned for June 20. Flyers will be out soon.

Ms. Jamison excused at 10:42 a.m.

- E. Social/Hospitality Committee: Ms. Blanks reported on the most recent meeting. A sign-up sheet for the June 19 Rail Road Museum Parent Bonding event was distributed. They will begin work on the End-of-Year Parent Appreciation Banquet. Ms. Blanks urged all parents to participate.
- F. Parent Ambassador Report: Ms. Linda Litka reported that the committee members chose dates to go out and recruit and inform parents that do not know about Head Start. There are two parents per recruitment event. The next meeting is June 5, 1 p.m. There are now Head Start badges that parents should wear during the recruitment.
- G. Maternal, Child and Adolescent Health Advisory Board: Ms. Williams this is a quarterly meeting and a great way to learn and network. This is an open meeting and all parents are urged to attend.
- H. Sacramento Medi-Cal Dental Advisory Committee: Ms. Amanda Self reported that there is a meeting on Thursday. Ms. Williams spoke of the increased rate reimbursement to dentists. It is hoped that by increasing the reimbursement rates for dentists, it will improve the number of dentists taking MediCal patients.
- I. Community Reports: Ms. Chilton reported that her organization is hosting the Third Annual Safety Week, June 8 through June 12. All children attending will be fitted for life jackets. There will also be CPR training but space is very limited.
- J. Community Action Board: Mr. Calvin Sheppard reported on the most recent meeting and how uplifting he found the public testimony. It was inspiring to hear how many people have been helped at SETA.

VI. Other Reports

- A. Executive Director's Report: No report.
- B. Chair's Report: No report.
- C. Head Start Deputy Director's Report
- D. Head Start Managers' Reports
 - ✓ Brenda Campos: Grantee Program Support Services: Sacramento City's Quality Assurance report will be sent next month; Ms. Campos reviewed the other QA reports. All of the delegates will be closing out at the end of May and June. There are a number of trainings scheduled with a focus on coaching with staff and 'beefing' up class observation. Ms. Campos stated

- that while African Americans comprise 11% of the Sacramento community, 50% of SID children are African Americans. Ms. Campos stated that the next Food Service meeting is scheduled for Thursday, June 18. Ms. Connie Otwell will be bringing a sample of what a child's meal looks like.
- ✓ Lisa Carr: Parent, Family & Community Engagement: No report.
 - ✓ Karen Gonzales: Child Development & Education Services: No report.
- E. Open Discussion and Comments: Ms. Williams recently attended a meeting regarding the drought and how to conserve. She urged board members to please be aware of ways to conserve water.
- F. Public Participation: No comments.
- VII. Adjournment:** The meeting was adjourned at 11:14 a.m.

ITEM III-A - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM IV-A - INFORMATION

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT,
ATTENDANCE (ERSEA) TRAINING

BACKGROUND:

Ms. Monica Avila will provide a mandated training addressing recent changes to Head Start/Early Head Start Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) regulations.

NOTES:

ITEM IV-B – INFORMATION

STANDING INFORMATION

BACKGROUND:

- B. Standing Information Items
- PC/PAC Calendar of Events – Ms. Lynda Williams (attached)
 - Parent/Staff Recognitions – Ms. Lynda Williams
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson
 - Parent Leadership Institute Reports – Ms. Lynda Williams
 - PC/PAC Joint Parent Activity Reports (Old Sacramento Railroad Museum Tour)- Ms. Lynda Williams
 - Toastmasters Training – Ms. Lynda Williams
 - Community Resources-Parents/Staff – Ms. Lynda Williams

NOTES:

July

2015

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1 <u>1:00 p.m.</u> Social/Hospitality Meeting Olympus Room	2	3 FOURTH OF JULY HOLIDAY (see note below)	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 <u>9:00 a.m.</u> PAC Meeting SETA Board Room	22	23 <u>9:00 a.m.</u> PAC Executive Meeting Olympus Room	24 <u>10:00 a.m.</u> MAACC Meeting Olympus Room <u>11:30 a.m.</u> Bylaws Committee Olympus Room	25
26	27	28 <u>9:00 a.m.</u> PC Meeting SETA Board Room	29	30 <u>9:00 a.m.</u> PC Executive Meeting Olympus Room	31	

Due to Fourth of July Holiday falling on the first Friday of the month, Parent Ambassadors and Toastmasters will be canceled; SETA offices will be closed.

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Thursday, June 18, 2015 9:00 a.m. Olympus Room
PC Executive Committee	Thursday, June 25, 2015 9:00 a.m. Olympus Room
Men's Activities Affecting Children Committee	Friday, June 26, 2015 10:00 a.m. Olympus Room
PC/PAC Bylaws Committee	Friday, June 26, 2015 11:30 a.m. Olympus Room
PC/PAC Social Hospitality Committee	Wednesday, July 1, 2015 1:00 – 2:30 p.m. Olympus Room
PC/PAC Parent Ambassadors – and – Toastmasters Training	Friday, July 3, 2015 <i>Due to Fourth of July Holiday falling on the first Friday of the month, Parent Ambassadors and Toastmasters will be canceled; SETA offices will be closed.</i>
PAC Executive Committee	Thursday, July 23, 2015 9:00 a.m. Olympus Room
Men's Activities Affecting Children Committee	Friday, July 24, 2015 10:00 a.m. Olympus Room
PC/PAC Bylaws Committee	Friday, July 24, 2015 11:30 a.m. Olympus Room
PC Executive Committee	Thursday, July 30, 2015 9:00 a.m. Magnolia Room

ITEM IV-C - INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review the attached Governing Board minutes of the April 30, 2015 meeting.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, April 30, 2015
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:04 a.m.

Members Present:

Don Nottoli, Chair, Governing Board; Member, Board of Supervisors
Sophia Scherman, Vice Chair, Governing Board; Public Representative
Patrick Kennedy, Member, Board of Supervisors
Allen Warren, Councilmember, City of Sacramento (arrived at 10:10 a.m.)

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the April 2, 2015 Regular Board Meeting
- B. Approval of Claims and Warrants
- D. Ratification of the Submission of an Application to the Employment Development Department for the Supervised Population Workforce Training Grant Program and Authorize the Executive Director to Sign the Agreement and any other Required Documents Pertaining to the Agreement
- E. Ratification of the Submission of an Application to the Employment Development Department for Workforce Investment Act 15% and 25% funds for a Veteran's Employment-Related Assistance Program (VEAP) and Authorize the Executive Director to Execute the Agreement and Any Other Documents Required by the Funding Source

Mr. Thatch requested that IIC be moved to the action calendar.

Moved/Kennedy, second/Scherman, to approve the consent items as follows:

- A. Approve the April 2, 2015 minutes.
- B. Approve the claims and warrants for the period 3/27/15 through 4/22/15.
- D. Ratify the submission of an application for up to \$200,000 to the California Workforce Investment Board and the Employment Development Department (EDD) for a Supervised Population Workforce Training Grant Program, and authorize the Executive Director to sign the agreement and any other required documents pertaining to the agreement.

- E. Ratify the submission of the Veterans Employment Assistance Program application to the California Employment Development Department requesting \$500,000 to provide services to 65 veterans, and authorize the SETA Executive Director to execute the agreements, modifications and any other documents required by the funding sources.
Roll call vote:
Aye: 4 (Kennedy, Nottoli, Scherman, Warren)
Nay: 0
Abstentions: 0
Absent: 1 (Schenirer)
- C. Approval of Resolution and Ratification of the Submission of a Proposal for the Community Services Block Grant (CSBG) Discretionary Funding for Targeted Initiatives to the State of California Department of Community Services and Development, and Authorize the Executive Director to Execute the Agreement and any other Documents Required by the Funding Source

There were no questions or comments on this item.

Moved/Scherman, second/Kennedy, to Approve the resolution and ratify the submission of a proposal for the Community Services Block Grant (CSBG) Discretionary Funding to the State of California, Department of Community Services and Development, and authorize SETA's Executive Director to execute the agreement and any other documents required by the funding source.

Roll call vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval to Adjust the Pay Ranges for the Classifications of Associate Teacher, Associate Teacher – Infant/Toddler, and Head Start Child Care Teacher Assistant

Ms. Denise Lee reviewed this item.

Mr. Warren arrived at 10:10 a.m.

Ms. Lee stated that the recruitment of teaching staff has been challenging and the pay increase will allow for better recruitment. The minimum wage recently increased and this allows for a greater separation.

This board item affects around 145 employees. Some of the teaching staff are working their way to earning their AA degree. A lot of the employees are making great strides and management is providing several pathways to ensure their success in achieving their AA degree.

Mr. Nottoli opened a public hearing.

Moved/Kennedy, second/Scherman, to close the public hearing and approve the proposed pay range as listed above for the classifications of Associate Teacher (Tier I, II and III), Associate Teacher – Infant/Toddler, and Head Start Child Care Teacher Assistant.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Approval of the Submission of the Capital Region SlingShot Compact Development Plan/ Proposal to the California Workforce Investment Board and Authorization for the Executive Director to Execute the Funding Agreement, any Modifications, or other Documents Required by the Funding Source

Mr. Roy Kim stated that in October, 2014 an initial proposal was submitted to receive \$20,000 to develop a SlingShot initiative proposal. The funds can reach up to a million dollars for an out-of-the-box proposal. Regional partners include SETA, NCCT, Golden Sierra, and Yolo County and the proposal focuses on entrepreneurs. The Compact development plan agreement is expected by the end of June and will launch the implementation phase. Valley Vision worked on the initial development of the design phase and the partners wish to continue working with Valley Vision. Mr. Kim read a non-competitive procurement finding into the record.

Moved/Scherman, second/Warren, that the board finds that noncompetitive procurement of the services of Valley Vision is appropriate for the reasons set forth in the Background and approve the submission of the Capital Region Slingshot Compact Development Plan/Proposal to the CWIB, and authorize the Executive Director to execute the funding agreement, any modifications, or other documents required by the funding source.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

C. CHILDREN AND FAMILY SERVICES

1. Approval to Submit a Head Start Budget Modification Request for Program Year 2014-2015

Ms. Denise Lee stated that this item is brought forward due to expected underspent funds in the personnel area. It is the intent to move underspent funds from personnel to equipment, supplies, and deferred maintenance at the centers. The list of deferred maintenance was distributed and many of the maintenance items will be mostly performed after hours when children are not present.

Mr. Nottoli suggested perhaps upgrading the outdoor watering systems to meet goals for water savings. Ms. Lee replied that the majority of our sites are leased so the landlords manage water conservation efforts. Parents have been notified that there will be less green grass due to the severe drought. This is important to conserve water. Staff is looking at artificial grass in areas where it is difficult to grow grass. This will help with long-term conservation as well.

Ms. Lee stated that there is a lot of play yard rubber surface replacement due to very dry grounds from natural water shortages as well as outlived life span of the rubber surface.

Moved/Scherman, second/Kennedy, to approve the submission of a Head Start budget modification to the Administration for Children and Families (ACF) in the amount of \$600,000.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Ms. Lee asked to review items 2-5 together.

2. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Budget
3. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application
4. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Five-Year Goals

5. Approval of Fiscal 2015-2016 Sacramento County Program Options/Grantee and Delegate Agencies

Ms. Denise Lee introduced Robyn Caruso and D'et Patterson and thanked them for their work on the grant documents.

The grant application is just over \$51 million and the funds will serve 4,700 preschoolers and 673 infants/ toddlers. Staff is requesting to covert 58 preschool slots to 8 center based slots at Mather ELC and 12 home base infant/toddler slots. Mather is connected to the Mather Transitional Housing and there is a wait list for services. There are over 400 families on the home base wait list. The Parker Avenue Early Learning Center has been renovated and it now accommodates 20 children so an additional 25 slots will be offered there.

Staff is negotiating with ACF on the change of services from preschool to infant/ toddler. The federal government has really pushed quality of services rather than quantity of services. Staff is requesting to move \$350,000 from Head Start to Early Head Start in conjunction with the conversion of preschool to EHS.

There are 100 locations with 231 classrooms serving children across the county. The locations have not changed significantly. ACF is asking that we align our goals from three years to five years to match the new 5-year grant cycle. The goals include school readiness, mental health and marketing/recruitment.

Ms. Lee reviewed the variety of options available to families. Options available range from three and half to ten hours per day, full year and year round. Mr. Nottoli asked why checks cost \$205; he thinks this is way too high for checks. Loretta Su provided feedback.

Moved/Scherman, second/Warren, to approve the following:

2. Approve the Fiscal Year 2015-2016 Head Start/Early Head Start Budget in the amount of \$51,057,991 for Basic and Training/Technical Assistance.
3. Approve the Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application.
4. Approve the Fiscal Year 2015-2016 Head Start/Early Head Start Training/Technical grant application as aligned with established five-year goals and objectives.
5. Approve Fiscal Year 2015-2016 Sacramento County Program Options/Grantee and Delegate Agencies.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

IV. Information Items

- A. Review of Fiscal Monitoring Report from the Employment Development Department

Ms. Kossick stated that this is the first time we have had a monitor respond within five days of the monitoring visit.

- B. Sacramento Works Quarterly Dashboard: No comments.
- C. Employer Success Stories and Activity Report: No comments.
- D. Dislocated Worker Update: Mr. William Walker spoke of layoffs at Health Net that has a potential of impacting 950 employees. Staff has been working with Health Net staff. Bank of America is thinking of closing their Rancho Cordova call center; 800 employees will be impacted.
- E. Unemployment Update/Press Release from the Employment Development Department: Mr. George Marley has been promoted to another position and staff will be reaching out to his replacement.
- F. Head Start Reports: No comments.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick: announced that Bill Walker has been selected Professional of the Year by the California Workforce Association (CWA). He will be recognized and honored on May 14 in Anaheim. Ms. Kossick thanked the board for accommodating staff to have the Board meeting a week early to approve the Head Start grant submission.
- C. Deputy Directors: No comments.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

- VI. Adjournment:** The meeting was adjourned at 10:47 a.m.

ITEM V

COMMITTEE REPORTS

➤ 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 May 26, 2015 Policy Council meeting.

GOOD!!!
Thank you Ms. Bonnier Bilger for eligibility lists.
Thank you Ms. Lynda Williams for an excellent job chairing the meeting. Job well done!
Thank you Ms. Robin Blanks for acting Secretary.
Thank you parents for continued participation in the Agency's hiring process.
Thank you Ms. Debra Payne for a great presentation on the services provided by First 5.
Thank you to community partners for shared resource information.
Congratulations Ms. Amanda Self and Ms. Tawana Craig for your new positions as Secretary and Parliamentarian.
Thank you everyone for great attendance.
Thank you Board for following parliamentary procedures when requesting point of personal privilege.
NEEDS IMPROVEMENT
Please turn off all electrical devices, i.e., phones.
Please be recognized by the Chair before leaving your seat by saying, "question of privilege."
Please be recognized by the Chair by raising your hand before speaking.
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
REMINDERS
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

ITEM V (continued)
Page 2

- Budget/Planning Committee: Ms. Lynda Williams

- Personnel/Bylaws Committee: Ms. Lynda Williams

- Men's Activities Affecting Children Committee (MAACC): Mr. Calvin Sheppard

- Social/Hospitality Committee: Ms. Lynda Williams

- Parent Ambassador Committee: Ms. Lynda Williams

- Maternal, Child and Adolescent Health Advisory Board: Ms. Lynda Williams

- Sacramento Medi-Cal Dental Advisory Committee: Ms. Amanda Self

- Community Reports: Ms. Jenna Kline and Ms. Nicole Chilton

- Community Action Board: Mr. Calvin Sheppard

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.

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

- Monthly Head Start Report (attached)

- 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.



Monthly Head Start Report

June 2015

SETA Operated Program

Program Operations

The Desired Results Developmental Profile (DRDP) assessment data for children has been completed for this program year.

For preschool age children, key findings show:

In the Mathematics domain of the DRDP, 84.5 % of children that are kindergarten eligible in the next school year are rated at the Building and Integrating level. The measures showing the highest number of children scoring at this highest rating level were Number Sense of Counting and Quantity and Shapes while the lower areas were Number Sense of Mathematical Operations and Patterning. In Cognitive Development, 87.6% of children that are kindergarten eligible in the next school year are rated at the Building and Integrating level for measures that support logic and reasoning. These critical thinking skills are necessary as children transition into common core and are supported through strong instructional support by teachers.

For Early Head Start, key findings show:

In the Cognitive Development domain of the DRDP-I/T, 74.9% of toddler age children are displaying skill in the Discovering Ideas & Developing Ideas levels. The measures showing the highest number of children scoring at these rating levels were Attention Maintenance, while the lower areas were Classification and Matching. In the Language and Literacy Developmental domain of the DRDP-I/T, 54.1% of toddler age children are displaying skill in the Developing Ideas & Connecting Ideas levels. The measures showing the highest number of children scoring at these rating levels were Communication of Needs, Feelings and Interests, while the lower areas were Recognition of Symbols.

Family Engagement

Our Early Head Start home based program had a very successful socialization, with over 100 people in attendance. They met their families at the county fair, and were able to see all the animals and go to the petting zoo. Everyone had a great time! Our preschool home based program also had a successful socialization at the Sacramento Zoo. Again, for this socialization we had over 100 people in attendance.

For our center based programs, our SNAP-ED program has begun for three of our sites. In this program, the Health Education Council goes out to the Head Start program, and meets six times with our parent group. At the end of the six sessions, families will have learned how to make quick and healthy meals, how to eat healthy on a budget, how to cook with less sugar and salt, ideas for exercising with the family, and how to add more fruit and vegetables to their meals. At the end of each class, parents receive a recipe, and get to taste whatever they had made for that class session.



Our recruitment efforts have also been going strong. Every weekend, staff is manning tables at community fairs and events, in an effort to ensure that families are aware of our Head Start and Early Head Start program.

Program Support

Quality Assurance and Monitoring - Sacramento City Unified School District (SCUSD) Head Start was monitored on May 15-June 5, 2015. Report is being finalized and will be available later in the month. Unannounced follow-up visits for safety and supervision continued in the month of May.

Training and Technical Assistance (T/TA) - Numerous training and meetings took place this month: (1) Program Information Report 2015 (PIR) Informational Meeting on 5/5/2015; (2) Education/Disabilities Content Meeting on 5/12/2015; (3) Curriculum Training for the EHS-CC Partners on 5/16/2015; (4) Child Plus.Net 4.2 Training on 5/19 and 5/20/2015. Technical Assistance meeting with TRUSD on 5/12/2015, and onsite follow-up visits by Quality Assurance staff and Education/Disabilities Coordinator.

Teaching Pyramid (TP) Implementation 2015-2016 - Planning meetings are taking place for next program year's plan to expand use of Teaching Pyramid practices countywide. This will be incorporated in coaching activities for teaching staff as part of regular professional development activities.

Governance

PC/PAC Toastmasters training was held Friday, May 1.st Ms. Jackie Bates, Facilitator, reviewed lesson 6, which covered knowing the specific purpose of your presentation, facts that support presentation, and the importance of having an opening, body and closing. Assigned speech presented and evaluated. Next month, parents will make 3-5 or 5-7 minute presentations on: Get to the Point and Vocal Variety.

Ms. Lisa Carr, Parent and Community Engagement Manager, provided an excellent and enlightening visual presentation on Attendance and Chronic Absences. Ms. Carr asked parents to assist her in demonstration. The exercise showed how children miss out on learning opportunities when they are not in class. Ms. Carr reported poor attendance predicts children who will more than likely to drop out of high school. One in ten children in kindergarten miss a month in class cumulatively and it is higher in preschool children. By 3rd grade, children are ready to learn; not knowing how to read can cause low self-esteem. Latino children fall behind because of the language barrier. Children lose 2 months of learning when they are not in an enrichment program during the summer. Ms. Carr offered to make copies of demonstration for parents to share at their center parent meeting. Parents really appreciated the visual activity because they could actually see the importance of having their child in class versus child having poor attendance; and that a child is not getting full classroom experience when their attendance is irregular. Parents learned a child is more likely to excel academically when they have good attendance.

The PC/PAC Joint Parent Activity is Friday, June 19. Activity is to tour the Railroad Museum, Old Sacramento, 10-11 a.m. After activity, parents will have brunch at Perko's on 3rd and 'J' Streets.

PC/PAC has been very busy assisting the Human Resource (HR) Dept. by participating on various oral exam panels and screening applications of prospective HS/EHS candidates. For example,





there were 166 applications screened and 6 oral exam panels. PC/PAC commitment to the agency's hiring practice is greatly appreciated and welcomed. Thank you, Ms. Robin Blanks, (PC), Mr. Tyrone Broxton (PC), Ms. Linda Litka (PC), Mr. Brian Short (PC) and Ms. Deanna Yee, (PAC); HR, parents and staff teaming together in efforts to hire the most qualified HS/EHS candidate.

Sacramento City Unified School District **Health and Nutrition**

All preschool nurses were at the registration offices at Hiram Johnson and Capital City to screen new preschool applicants during the month of May. Every parent received written information regarding dental hygiene, general nutrition, lead poisoning and iron food sources.

Nurse Lori Souza met with the Hiram Johnson registration staff to review how the summer enrollment process could be streamlined and how to improve nursing services to Head Start parents during the registration process.

The last Health, Nutrition and Safe Environments Committee Meeting for the year was held on May 21st. There was discussion regarding the "No Outside Food" policy and how this differs from a "No Nut" policy in the district. It was also brought to the attention of the committee that further clarification is needed with the teaching staff regarding bringing in their own personal outside foods, where their personal foods can be stored and consumed, and what eating behaviors need to be more consistently modeled at the preschool meal-time tables.

Nurse Victoria Benson was in communication this month with Nutrition Services requesting that Nutrition Services create an updated Meal Plan Modification each school year in an effort to provide greater clarity to Special Diets for preschoolers. The district's Nutrition Services Department has been very receptive to the needs of the preschoolers in the Child Development program, and has expressed willingness to carry out this request.

The revisions for the health/nutrition section of the Staff Handbook and Parent Handbook were submitted by Nurse Victoria Benson and review/approved by Tammy Sanchez, Content Lead. Several forms were updated and referenced in the "Addendum" section of the Staff Handbook with directions on how teachers may access these forms on the Child Development website. These changes were recommended by the administrative staff in an effort to keep all forms current through the use of the Child Development website.

Preschool Nurses visited their preschool sites to place breakaway zip ties on all disaster backpacks in the classroom. A large "Disaster Backpack" sign was created depicting a red disaster backpack graphic and was placed near the disaster backpack storage place in an effort to more easily identify the disaster backpack location in case of emergency.

Several staff members representing Child Development Health Content attended the PIR meeting at SETA on May 5 and also attended the Child Plus training at Serna Center on May 13th. PIR updates were also shared with Child Development staff at the monthly SETA Health, Nutrition and Safe Environments Content Meeting on May 15.

The preschool nurses performed sensory screenings for rescreens and returning preschoolers during the last part of the month. They were also busy completing any outstanding dental, health or sensory screening needs identified throughout the school year.





Health Content Lead, Tammy Sanchez & Nurse Lisa Stevens attended the SETA Safe Environments/ Quality Assurance audit meeting chaired by Melanie Nicholas on May 15.

Nurse Victoria Benson attended the multidisciplinary Child Development PIR meeting chaired by Data Specialist May Song on May 13.

Nurse Victoria Benson gave end-of-the-year instructions to teaching staff, relating to preschooler health issues, at Professional Learning on May 8.

Education

In the month of May, SCUSD Special Education Department presented during Professional Learning. The topics included disabilities and the referral process. SETA began their classroom safety and supervision Quality Assurance monitoring visits.

The spring DRDP data was received by the teachers and their fourth home visits or parent conferences were completed.

Mental Health and Family Engagement

The district has been working with West Ed, as a partner site for the Teaching Pyramid Foundations. They collaborated together with the SCUSD internal Teaching Pyramid Leadership team.

The Leadership Team met and discussed the previous year. Partner site classrooms for 2015-2016 trainings for upcoming years, and coaching as part of the new 5-year goals were discussed.

A new matrix was created and will be placed in the employee handbook regarding the referral process for children exhibiting challenging behaviors. The new process is based on the Teaching Pyramid model.

Social workers continue to work with students, families, and teachers to provide support in the areas of mental health.

Family and Community Engagement

The third and final goal setting was completed with families during conferences the third week of May. Social Workers and School Community Liaisons will be working in the final two weeks of school to follow-up on any remaining needs.

Staff continues to provide positive feedback regarding the ongoing Family Development Credential training.

Special Education

SCUSD Child Development program has served 162 Preschoolers with IEPs and 17 Early Head Start students with IFSPs during May. The program has been actively enrolling students in collaboration with SCUSD's Special Education Department and Sacramento County Office of Education, to fully include students with disabilities in our preschool and infant toddler programs for the upcoming 2015-2016 school year.

The Head Start preschool full inclusion classrooms will continue collaborative programs at Edward Kemble, Earl Warren, Isador Cohen, Hiram Johnson, and Ethel I Baker, as in previous years. Children





with disabilities are fully included throughout the Early Head Start program.

Early Head Start and Home Based

Our families have been doing very well and are excited for the summer. Many of the parents have reached their goals or have progressed towards them, including graduating from high school, earning their GED, and getting driver's licenses!

Child Development has a collaborative relationship with ALTA and SCOE, to provide services to our children with special needs.

These combined efforts have resulted in measureable growth in the children's skills; especially in the area of language and mobility.

San Juan Unified School District

Education Services Update

Teachers are completing the theme of *Growing and Changing* and some classes have blended their study of *Flowers* with this theme. Their math focus ends with Comparing Lengths and Weights and Graphing, which has prompted many trips out to the class gardens to measure and compare plant growth. The last letters to be covered are Ll, Nn, and Kk.

Disabilities Services Update

The Disabilities Specialist attended the Content meeting at SETA on May 12th. At the meeting, the new Monthly Special Education Report form was reviewed and distributed. This form will more accurately reflect not only the number of current IEPs, but the students referred and the students pending in the IEP process. No screening was done in the month of May, but supplies were ordered for the upcoming "busy season" for both enrollment and screening. Purchasing the new updated version of the ASQ was approved and the items have been delivered. The final Disability data was double checked and entered into Child Plus and the final PIR before sending it off to SETA.

Mental Health Services Update

The Mental Health Therapist is lending extra support to those kindergarten-bound children's parents who have expressed a concern for their child's social and/or emotional development as the year comes to a close. Topics include but are not limited to limit setting, self-esteem building, and self-regulation skill building.

Health & Nutrition Services Update

Health is screening in the centralized screening room one day a week as needed. The Health Team is reviewing students' health, nutrition, and immunization status, completing health screenings, and counseling families in various health areas on a case by case basis. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. Smile Keepers second round screenings have been completed. Health is working diligently on the PIR Report, and is also preparing for the 2015-2016 enrollment year.

Family and Community Partnerships Update

Judy Ellis, the Preschool Education Content Lead Teacher, presented a review of child data for the 2014-2015 school year to the Policy Committee. Amy Slavensky also presented at this meeting on the Common Core State Standards as related to reading with young children. Wishes for a happy retirement were offered as Coordinator Karen Finley is retiring in June. The Policy Committee will not





meet in June but is planning to have a summer meeting on August 11, 2015.

Transition Services Update

The School Readiness team has been busy recruiting and registering families for participation in the Summer Camp Program, which includes some former Head Start students. The preschool teachers are compiling lists of their kindergarten-bound students' elementary school site choices, and they have turned in articulation cards to the future sites. These lists will also assure the CUM files go to the proper site late in the summer. Teachers completed sharing transition information with parents and have taken their pre-K students on visits to kindergarten classes.

Program Support/Staff Training Update

Teachers and Special Education staff attended an Introduction to the DRDP 2015 assessment tool in early May. They had opportunities for hands on experience with the tool as they viewed videos of children in typical classroom routines while trying to identify the new measures in the 2015 assessment. In mid May teachers attended a training on the DRDP Tech online process where they will create their child class rosters, enter individual child information, and then rate the child. This training was held in San Juan Unified School District computer lab where all teachers had access to a laptop to explore the new online system.

Fiscal Update

The fiscal team was busy in May preparing for the end of the year as well as gearing up for summer school, which includes many fun and adventurous field trips. Programs were reconciled and reports were submitted. Budget changes for the 2015-2016 school year were finished and multi-year projections were updated. Head Start and Early Head Start worked on the PIR in preparation for the deadline.

Early Head Start Update

This month the Early Head Start center-based staff participated in the second CSEFEL module training, and enjoyed several make-and-take activities that revolved around visual schedules and routines-based interventions. Teachers also shared IDPs at parent conferences this month, as two of the five sites prepared to close and shift into home visiting for the summer. Home-based teachers received some additional support on implementing and scoring the HELP assessment they have been using this year.

In addition, during the regularly scheduled staff meetings, center-based and home-based teachers were celebrated as part of Teacher Appreciation Week with special pins and gifts from the administration. EHS support staff have been working on planning for next year, including staff and parent calendars, updates to content procedures and guidelines, and plans to support the next level of reflective teaching practice through a shared "book club" approach.

Twin Rivers Unified School District

Events

The month of May is time for our annual celebration of diversity and cultural awareness. The other two Head Start sites rode the bus to Morey Avenue on May 28th and joined their fellow school peers for lots of fun and entertainment. During the event, the students performed along with several groups from the Grant High School. This year also showcased the Norwood Middle School Jazz band, Hispanic dancers, Thai dancers and even a Rio Linda parent who belly-danced! Students played carnival games with their parents and relatives as well as tasted many cultural foods in collaboration





with various vendors and the TRUSD Nutrition Department. This year-end event continues to be a major success and enjoyed by all from the three sites.

The Oakdale site had their annual Open House event on May 14, 2015. During this event, students were treated to a make-and-take activity with their parents and parents interacted with teaching staff to learn more about expectations for next year and student progress.

Professional Development

The last ECE workshop for 2014-15 was on May 20th for all teachers at the District Office. The workshop included a brief discussion on the new DRDP 2015 and alignment with the previous assessment as well as a celebration of our ECE Director, Sara Haycox. Head Start teaching staff will complete one last workshop at the Morey Avenue site to finalize plans for the upcoming school year.

Components

Each Community Liaison continues working with their respective complexes including meeting individually with parents to complete the Family Partnership Agreements and following up on the families' goals. The FPAs will permit the families to identify their goals and develop strategies to accomplish their goals. 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 as well as coordinating the parent involvement events. Many hours are currently being devoted to Childplus and ensuring the appropriate information has been inputted for the 2014-15 PIR report.

Our School Social Worker/Counselor is still on maternity leave until August 2015 and the programs have a substitute Social Worker, Mr. Grant and the MSW Intern. Mr. Grant is on all sites from Monday through Thursday and assist with classroom support, behavior plans and facilitating parent meetings. The MSW Intern is on-site two days per week and assists with friendship and social skills groups with the students. He is participating in classroom support for behavioral concerns. Mr. Chris' internship ended on May 18th so Mr. Grant will continue to support the students until the end of the school year. Mr. Grant facilitated the School Readiness meetings for students going to kindergarten and TK next year and parents were provide information about Kinder Kamp and summer academic activities.

The Head Start programs continue with a contracted SLP to assist with the speech screenings and testing while the district still looks for permanent staff. The SLP has started speech services for the students with IEPs and continues the testing process for students with failed screenings.

The Education Component Leader continues completing the classroom observations to assist with classroom 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 enrollment for the 2015-16 school year has begun and the program is about 50% full to date. Recruitment efforts continue including fliers to the local business, personal calls to parents who have picked up packets. Door hangers and mailers to the respective zip codes will also be delivered in August when the school office opens back up from the summer break.





Policy and Parent Committees

The monthly meeting was held on May 21, 2015 at Morey. The agenda included the approval of revised grant application with slot reduction corrected information and final reading of the Bylaws. Parent Committee meeting was held at Rio Linda on May 26, 2015 however the Oakdale Parent Committee Meeting on May 27, 2015 did not yield any participants. The Head Start Director continues working with the Community Liaison and teaching staff to recruit parents to attend the upcoming meetings.

Fiscal

The ordering of appropriate materials and supplies to support the Head Start programs continues as results of the action plans from CLASS observations, DRDP Spring assessments and ECERS have been provided.

WCIC

Enrollment

During the month of May 2015, WCIC’s enrollment was maintained at 100%.

Trainings

WCIC/Playmate Head Start Program staff and parents received a Birth and Beyond Family Resource Center Training on May 20, 2015 by Ms. Leslie Lem, Program Manager and Ejiro Okoro, Family Resource Center Coordinator from River Oak Family Resource Center. They provided “Birth and Beyond Family Resource Brochures” and “River Oak Family Resource Center Calendar of Events”. The center serves birth to 17 year old children. The center helps build strong families, meet the needs of growing children and ensure they receive the necessary resources or support families need. There is no cost to families. They provide family support services to pregnant women; parenting education classes, home visitations, and crisis intervention. There are 9 Family Resource Centers in Sacramento County. They offer school readiness which is linked to local school districts and helps families with enrollment. They have Saturday classes at the Sacramento Food Bank and Oak Park Community Center.

WCIC/Playmate Head Start Program staff and parents received School Readiness Training by Ms. Karen Taylor, Education Coordinator from Sacramento Employment and Training Agency on May 20, 2015. Ms. Taylor provided “Kindergarten Summer Academy Handouts”. Ms. Taylor stated that change for preschool children to Kindergarten can be difficult. Children need to learn a new set of school rules and adjust to meet new friends in the classroom. Kindergarten is a critical period for learning and development. Children will need to recite their full name, address and phone number. Children will need to share and take turns and model good manners. Children are expected to have good manners to say “please”, “thank you”, and “excuse me”. Children will need to prepare for bed early and get 10 to 12 hours of sleep each night in order to be ready for learning. Parents need to read daily to children to increase vocabulary. Parents need to encourage children to share school experiences and become involved with the teacher.

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

None to report.



**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
May 2015**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/29/15	(b) % Actual to Funded	(c) Average Daily Attendance for Month %
Elk Grove USD	480	480	100	86
Sacramento City USD	1,312	1,291*	99	89
SETA	2,002	2,184	103	81
San Juan USD	700	696*	99	83/77**
Twin Rivers USD	243	243	100	69
WCIC/Playmate	120	120	100	78
Total	4,857	5,014		

*In accordance with the Performance Standards, SCUSD & SJUSD did not replace vacancies within 60 days of the end of the program year.

** SJUSD average daily attendance is for April/May 2015

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/29/15	(b) % Actual to Funded	(c) Average Daily Attendance for Month %
Sacramento City USD	144	144	100	75
SETA	349	364	102	80
San Juan USD	160	172	108	83/76**
Total	653	680		

** SJUSD average daily attendance is for April/May 2015

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 day allowable period.
- (b) If enrollment is less than 100%, agency includes corrective plan of action.
- (c) Average Daily Attendance for month, excluding Home Based.



SETA Head Start Food Service Operations Monthly Report *May 2015

May 1st - Minimum Day Preschool & EHS Full Day Classes.

May 6th - Home Base Field Trip Food and Supplies provided for 320 guests for the Sacramento Zoo.

May 14th - Denise Lee visited the Central Kitchen and rode with Cook/Driver Juan Barragan on his delivery run to the Centers on Route 3.
The Hillsdale Center canceled one afternoon class due to no staff.

May 21st - EHS Home Base Field Trip Special Menu for food and supplies provided for 150 guests for the Sacramento County Fair.

May 25th - Holiday, Memorial Day.

May 28th - Last day of Traditional Classes for the Summer.

Meetings & Trainings:

The Food Service Staff attended a training on May 29th at Plaza Del Paso on Heat Illness/ Recovery Period (SB 1360), Driving Distractions of the Everyday Driver and Back Injury.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
38,418	22,842	25,128	2580

Total Amount of Meals and Snacks Prepared **88,968**

Purchases:

Food	\$69,132.89
Non - Food	\$16,028.43

Building Maintenance and Repair: \$1,195.79

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$2,468.16

Vehicle Maintenance and Repair : \$605.27

Vehicle Gas / Fuel: \$1,605.08
Normal Delivery Days 20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(May 31, 2015)

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)	25 (10 %)	N/A
Elk Grove USD (480)	47 (9.8 %)	N/A
Sacramento City USD (1312)(144)	162 (12.3 %)	17 (11.8%)
San Juan USD (700) (160)	95 (13.3%)	25 (15.6 %)
WCIC (120)	12 (10 %)	N/A
SETA (2002) (349)	244 (12 %)	85 (24%)
County (4857)* (653)**	585 (12%)	127 (19.4%)

*AFE = Annual Funded Enrollment

**% AFE = Percentage of Annual Funded Enrollment

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

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