

**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

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*Thought of the day: "The big secret in life is there is no secret. Whatever your goal, you can get there if you're willing to work."*

*Oprah Winfrey*

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

**DATE:** Tuesday, June 25, 2013

**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](http://www.seta.net).

**AGENDA**

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|             | ➤ PC Meeting Attendance Update  |     |
|             | ➤ Introduction of Newly Seated Representatives  |     |
| <b>II.</b>  | <b><u>Consent Item</u></b>  |     |
| A.          | Approval of the Minutes of the May 28, 2013 Regular Meeting   | 4-8 |
| <b>III.</b> | <b><u>Information Items</u></b>   |     |
| A.          | Presentation by the Sacramento Municipal Utility District on Upcoming Rate Increases: Mr. Gary King | 9   |

**VI. Action Items**

**A. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957 10**

- Approval of Eligible Lists for: Approval of Eligibility List for Family Services Worker, Range III

**CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE  
Pursuant to Government Code Section 54957**

- ➔ Report out of Closed Session

**III. Information Items (continued)**

**B. Standing Information Items 11-18**

- PC/PAC Calendar of Events – Mr. Nse Akang (attached)
- Parent/Family Support Unit Events and Activities – Mr. Nse Akang (attached)
- Parent/Staff Recognition – Mr. Nse Akang
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson
- PC/PAC Joint Parent Activity Oral Report(s)

**C. Governing Board Minutes of April 29, 2013 (attached) 19-28**

**V. Committee Reports 29-30**

- A. Executive Committee: Mr. Nse Akang
- B. Budget/Planning Committee: Annette Duran (Treasurer), LaTasha Windham, Toni Espinoza, Dominique Rios-Farias, Mayra Partida, Benjamin Bailey, and Nse Akang
- C. Personnel/Bylaws Committee: Carolyn Wilson (Parliamentarian), LaTasha Windham, Mayra Partida, Benjamin Bailey, Toni Espinoza, and Nse Akang
- D. Social/Hospitality Committee: Benjamin Bailey (Secretary), Annette Duran (Treasurer), Mayra Partida, Toni Espinoza, Dominique Rios-Farias, Ana Calderon, and Nse Akang

**VI. Other Reports 31-44**

- A. Executive Director's Report
- B. Head Start Deputy Director's Report
  - Monthly Head Start Report (attached)
- C. Head Start Managers' Reports
  - ✓ Brenda Campos: Grantee Program Support Services
  - ✓ Lisa Carr: Parent/Family Support Unit

- ✓ Karen Gonzales: Child Development & Education Services
- D. Chair's Report
- E. Open Discussion and Comments
- F. Public Participation

**VII. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, JUNE 19, 2013**

Policy Council meeting hosted by:  
Nse Akang (Chair), Mayra Partida (Vice Chair), Benjamin Bailey (Secretary),  
Annette Duran (Treasurer), Carolyn Wilson (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Dominique Rios-Farias, Sacramento City Unified School District
- \_\_\_\_\_ Benjamin Bailey, Sacramento City Unified School District
- \_\_\_\_\_ Sarah Proteau, San Juan Unified School District
- \_\_\_\_\_ Carolyn Wilson, Twin Rivers Unified School District
- \_\_\_\_\_ Annette Duran, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Teresa Jay, SETA-Operated Program
- \_\_\_\_\_ Mayra Partida, SETA-Operated Program
- \_\_\_\_\_ Marshaun Tate, SETA-Operated Program
- \_\_\_\_\_ LaTasha Windham, SETA-Operated Program
- \_\_\_\_\_ Ana Calderon, Early Head Start (SETA)
- \_\_\_\_\_ Nse J. Akang, Foster Parent Representative
- \_\_\_\_\_ Toni Espinoza, Home Base Option
- \_\_\_\_\_ Jonathan White, Community Advocating Male Participation

**Members to be Seated:**

- \_\_\_\_\_ Steven Wormley, Sacramento City Unified School District
- \_\_\_\_\_ Alicia Kafka, SETA-Operated Program
- \_\_\_\_\_ Colleen Fietzek, Home Base Option

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Potter), Elk Grove Unified School District
- \_\_\_\_\_ Vacant (Billoups), Elk Grove Unified School District
- \_\_\_\_\_ Vacant (Bogges), San Juan Unified School District
- \_\_\_\_\_ Vacant (Morgan), Twin Rivers Unified School District
- \_\_\_\_\_ Vacant (Germany), WCIC/Playmate Child Development Center
- \_\_\_\_\_ Vacant (Lacey), SETA-Operated Program
- \_\_\_\_\_ Vacant (Yang), Early Head Start (Sac. City)
- \_\_\_\_\_ Vacant (Aguilar), Early Head Start (San Juan)
- \_\_\_\_\_ Vacant (Gill), Past Parent Representative
- \_\_\_\_\_ Vacant (Flores), Early Head Start (SOP)
- \_\_\_\_\_ Vacant (Juarez), Child Health & Disability Prevention Program
- \_\_\_\_\_ Vacant (Roberson), Birth & Beyond Family Resource Centers

**\*\* Please call your alternate, Policy Council Chair (Nse Akang, (530) 331-0012), 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 2012-2013

The 2012-2013 Board was seated on **November 27, 2012** and  
**December 20, 2012**

BOARD MEMBER	SITE	11/27	12/20 *		1/22	2/26	3/26	4/23	5/21 *	5/28	6/25	7/23	8/27	9/24	10/22	11/26
N. Akang Seated 11/27	FOSTER	X	X		X	X	X	X	X	X						
B. Bailey Seated 12/20	SAC		X		X	X	X	X	E	E						
A. Calderon Seated 11/27	EHS/HB SETA	X	X		X	X	X	X	E	X						
A. Duran Seated 11/27	WCIC	X	X		X	X	X	X	X	X						
T. Espinoza Seated 11/27	HB	X	X		X	X	X	X	X	X						
C. Fietzek Seated	HB															
T. Jay Seated 11/27	SOP	X	X		X	X	X	X	X	X						
A. Kafka Seated	SOP															
M. Partida Seated 11/27	SOP	X	X		X	X	X	X	X	X						
S. Proteau s/b/s 11/27; seated 12/20	SJ	E	X		X	X	X	X	E	X						
D. Rios-Farias Seated 11/27	SAC	X	X		X	E	E	X	X	X						
M. Tate Seated 12/20	SOP		X		X	X	X	E	X	E						
J. White Seated 2/26	MIV					X	X	X	X	E						
C. Wilson Seated 11/27	TR	X	X		X	X	X	X	X	X						
L. Windham Seated 11/27	SOP	X	X		X	X	X	X	X	X						
S. Wormley Seated	SAC															

## GLOSSARY OF ACRONYMS

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

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

*Current a/o 6/14/13*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 28, 2013 SPECIAL  
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the May 28, 2013 meeting.

RECOMMENDATION:

That the Policy Council approve the May 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, May 28, 2013  
9:00 a.m.

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

Mr. Nse Akang called the meeting to order at 9:05 a.m. Ms. Sarah Proteau read the Thought of the Day for the Policy Council. Ms. Dominique Rios Farias called the roll; a quorum was established.

#### **Members Present:**

Dominique Rios Farias, Sacramento City Unified School District  
Sarah Proteau, San Juan Unified School District (excused)  
Carolyn Wilson, Twin Rivers Unified School District  
Annette Duran, WCIC/Playmate  
Teresa Jay, SETA-Operated Program  
Mayra Partida, SETA-Operated Program  
LaTasha Windham, SETA-Operated Program  
Toni Espinoza, Home Base Option (arrived at 9:10 a.m.)  
Ana Calderon, Early Head Start (SETA)  
Nse Akang, Foster Parent Representative

#### **Members Absent:**

Marshaun Tate, SETA-Operated Program (excused)  
Jonathan White, Male Involvement Committee (excused)  
Benjamin Bailey, Sacramento City Unified School District (excused)

### **II. Consent Item**

#### **A. Approval of the Minutes of the May 21, 2013 Special Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Wilson, second/Windham, to approve the May 21, 2013 minutes.  
Show of hands vote: Aye: 9, Nay: 0, Abstentions: 1 (Akang)

### **III. Action Items**

#### **A. Approval of the Parent Advisory Committee and Policy Council Joint Parent Activity**

Mr. Akang reviewed the parent activity details. There were no questions or comments on this item.



Moved/Espinoza, second/Proteau, that the Policy Council approve a joint parent activity with the Parent Advisory Committee.

Show of hands vote: Aye: 9, Nay: 0, Abstentions: 1 (Akang)

B. Approval of Policy Council Parliamentarian

Ms. Carolyn Wilson volunteered to serve as Parliamentarian.

Moved/Espinoza, second/Proteau, to elect Ms. Carolyn Wilson as Parliamentarian.

Show of hands vote: Aye: 9, Nay: 0, Abstentions: 1 (Akang)

Ms. Wilson assumed her position as Parliamentarian on the dais.

**IV. Information Items**

C. Presentation on Jobs.Sacramentoworks.org

SETA's Public Information Officer, Ms. Terri Carpenter, provided information on a web-based job search program that promotes all programs under SETA's umbrella. This job search program assists people in finding jobs through a virtual one-stop center. Board members were asked to go to the on-line web site: [www.sacramentoworks.org](http://www.sacramentoworks.org) is the website. There is information for job seekers including education and job resources.

SETA also operates one stop career centers that provide career assessments, training workshops, and interview workshops. The master calendar under "Events" gives an overview of the workshops at any career center in the county. There are different recruitments going on monthly.

Visitors do need to register in the system initially. Sacramento Works.org pulls jobs from EDD a, Career Builder, and Monster.com. Indeed. In addition, there are cover letter templates and information on job search techniques.

The Sacramento News and Review will have an insert in next week's paper. This insert will be covering all of SETA's programs. Board members were asked to spread the word about the programs available to the public.

A. Standing Information Items

- PC/PAC Calendar of Events: Mr. Akang stated that lunch has been added to the Parent Activity on June 7; lunch will be held at LaTerraza. The Male Involvement Committee meeting will be held June 19.
- Parent/Family Support Unit Events and Activities: None.
- Parent/Staff Recognition: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of

Account: Ms. D'et Patterson reported that the SOP expenditures are at 74% of budget, which is right on target; expect the grant to be completely expended by the end of the fiscal year. The non-federal share is at 25.4% and the administrative expenses are far below the maximum.

- Annual Parent Conference Reports: Ms. Mayra Partida attended the annual parent conference at Charles A. Jones. Ms. Ruthie Bolton was the keynote speaker and spoke of how she persevered through injuries and personal issues. Ms. Partida took a positive discipline workshop and nutrition workshop. Ms. Partida recommends that all parents attend next year and take advantage of this wonderful conference.
  - Annual Parent Leadership Institute Training Reports: Ms. Annette Duran was one of two Policy Council members attending the meeting. The training included how to deal with difficult people and how to listen and communicate with people. It is important to make eye contact with people so they know you are paying attention.
- B. Governing Board Minutes of April 4, 2013: No questions.

## **V. Committee Reports**

- A. Executive Committee: Ms. Dominique Rios Farias read the Executive Committee critique from the last board meeting.
- B. Budget/Planning Committee: No meeting.
- C. Personnel/Bylaws Committee: Ms. Partida reported that attendees at the last meeting went through bylaw modifications for both PC and PAC bylaws. Any board member wishing to have a modification to the bylaws is requested to either attend the meeting or notify a committee member. The next meeting will be June 21.
- D. Social/Hospitality Committee: Ms. Ana Calderon reported that the committee is working on the end-of year event. The colors will be green, pearl, and black, and the event will be held either October 5 or October 12 from 6-9 p.m. The guest minimum age is 18 and the number of guests will be two.

Ms. Espinoza stated that guests have to pay for their meals. If board members want to bring more than two guests, perhaps board members with fewer guests can share their guest slots.

Ms. Calderon reviewed the June 7 Parent Activity which will include a visit to Historic Old Sacramento and the Underground.

Ms. Partida stated that there will be a Daddy and Me fishing trip on Saturday, June 8 at Elk Grove Park, 9 a.m. – 12 p.m. Those interested in attending are asked to call to Bob Silva at 263-3809. A positive discipline series will be held on Wednesday evenings during the month of June.

**VI. Other Reports**

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: No report.
- C. Head Start Managers' Reports
  - ✓ Brenda Campos: No report.
  - ✓ Lisa Carr: No report.
  - ✓ Karen Gonzales: No report.
- D. Chair's Report: Mr. Akang announced that Toastmasters public speaking training is available. Last year a board member requested training and it was very successful. Ms. Jackie Bates provided the very popular training. A sign-up sheet was distributed; all that sign up are asked to please show up!
- E. Open Discussion and Comments: Ms. Duran asked that her name be included on her committee choices.
- F. Public Participation: None.

**VII. Adjournment:** The meeting was adjourned at 9:53 a.m.

ITEM III-A – INFORMATION

PRESENTATION BY THE SACRAMENTO MUNICIPAL UTILITY DISTRICT ON  
UPCOMING RATE INCREASES

BACKGROUND:

This item will provide an opportunity for Mr. Gary King, Chief Workforce & Technology Officer, Sacramento Municipal Utility District, to give a presentation regarding upcoming electricity rate increases.

**NOTES:**

ITEM IV-A - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM III-B – INFORMATION (continued)

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
- PC/PAC Calendar of Events – Mr. Nse Akang (attached)
  - Parent/Family Support Unit Events and Activities – Mr. Nse Akang (attached)
  - Parent/Staff Recognition - Mr. Nse Akang
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson
  - PC/PAC Joint Parent Activity Oral Report(s)

NOTES:

## PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Executive Committee	Thursday, June 20, 2013 9:30 a.m. Olympus Room
PC/PAC Social/Hospitality Committee	Thursday, June 20, 2013 11:00 a.m. Olympus Room
PC/PAC Personnel/ Bylaws Committee meeting	Friday, June 21, 2013 9:30 a.m. Olympus Room
PC/PAC Parent Ambassador Committee	Thursday, June 27 11:00 a.m. Oak Room
PC/PAC Budget/Planning Committee	Tuesday, July 9, 2013 9:00 a.m. Oak Room
PC/PAC Early Childhood Development & Health Services Committee	Thursday, July 11 10:00 – 11:00 a.m. Olympus Room
PC/PAC Parent Ambassador Committee	Thursday, July 11, 2013 11:30 a.m. Redwood Room
PC/PAC Social/Hospitality Committee meeting	Friday, July 12, 2013 9:00 a.m. Olympus Room
PC/PAC Male Involvement Committee	Wednesday, July 17, 2013 10:00 – 11:30 a.m. Olympus Room

**PC/PAC CALENDAR OF EVENTS**

(continued)

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
PAC Executive Committee	Thursday, July 18, 2013 9:00 a.m. Olympus Room
PC Executive Committee	Thursday, July 25, 2013 9:00 a.m. Olympus Room
Food Services Committee	Thursday, July 25, 2013 12:30 p.m. Oak Room
PC/PAC Personnel/Bylaws Committee	Friday, July 26, 2013 9:30 a.m. Olympus Room



**PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES**

**EVENT**

**DATE**

Male Involvement Committee	Wednesday, July 17, 2013 10:00 – 11:30 a.m. Olympus Room

ITEM III-C – INFORMATION (continued)

GOVERNING BOARD MINUTES

BACKGROUND:

The April 29, 2013 Governing Board minutes are attached for your review.

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 29, 2013  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 10:05 a.m.

Members Present:

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

**II. Consent Items**

- A. Minutes of the April 4, 2013 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Required Partner Representative to the Sacramento Works, Inc. Board
- D. Approval to Ratify 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 and Authorize the Executive Director to Execute the Agreement and Any Other Documents Required by the Funding Source
- E. Approval of Resolution to Accept Program Year 2013 Community Services Block Grant Discretionary Targeted Initiative Funds and Authorize the SETA Executive Director to Sign the Agreement and any Amendments to the Agreement
- F. Approval to Accept Funds from the California Department of Corrections and Rehabilitation to Implement a Transition Program at Folsom State Prison and Authorize the Executive Director to Execute the Agreement and any Modifications to the Agreement
- G. Approval of Annual Self-Assessment for 2013-2014 and Resulting Program Improvement Plan SETA-Operated Program
- H. Approval of Staff Recommendation for the Adult Vendor Services (VS) List

Ms. Scherman inquired about the number of people served in Item IID. Mr. Walker replied that in 2012, 59 participants were served; in 2013, it is expected that more people will be served with less money. Mr. Walker stated that only \$400,000 was authorized for this year, and last year, \$500,000 was authorized.

Mr. Nottoli inquired about IIF and asked about the reasoning behind the board item. Mr. Walker replied that SETA was approached by the Department of Corrections and asked to start up the program. This is a new population of females moving to the new facility being built at Folsom.

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

- A. Approve the April 4, 2013 minutes.
  - B. Approve the claims and warrants for the period 3/29/13 through 4/22/13.
  - C. Appoint Noah Harris to the vacant veterans representative required partner seat on the Sacramento Works, Inc. Board of Directors.
  - D. Ratify the submission of the Veterans Employment Assistance Program application to the California Employment Development Department requesting \$400,000 to provide services to 60 veterans. Authorize the SETA Executive Director to execute the agreements, modifications and any other documents required by the funding sources.
  - E. Approval of resolution to accept program year 2013 Community Services Block Grant (CSBG) discretionary targeted initiative funds and authorize the SETA Executive Director to sign the agreement and any amendments to the agreement
  - F. Approve the acceptance of \$237,572 per year for FY 2013-14 and 2014-15 in funding from the California Department Corrections and Rehabilitation with a possible extension in 2015-16 and authorize the Executive Director to execute the agreement and any amendments to the agreement.
  - G. Approve Program Year 2012-2013 Self-Assessment and resulting Program Improvement Plan.
- Voice Vote: Unanimous approval.

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

- 1. Approval to Contract for Participant Payroll Services

Ms. Christine Welsch stated the Agency is seeking approval to contract with the Community College Foundation (CCF). After the release of an RFP on March 12, staff received two bids. The current provider, CCF, was the best bid and offered the most competitive workers' compensation rate. This is a non-profit foundation.

Moved/Nottoli, second/Schenirer, to approve contracting with the Community College Foundation for participant payroll services for a two year period beginning July 1, 2013.

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

- 2. Approval to Submit a Proposal to the U.S. Department of Labor for Face Forward-Serving Juvenile Offenders Grant and Authorize the SETA Executive

Director to Execute the Subgrant Agreements, Modifications and any Other Documents Required by the Funding Source

Ms. Welsch stated that this proposal serves 18-24 year old youth, but the difference is they are looking at sealing the records of the offenders and will be working with a provider. This is a 39-month program. The Agency gets six months of planning in addition to the actual program for the \$1 million grant.

Moved/Schenirer, second/Scherman, to approve the submission of a proposal to the U.S. Department of Labor, Employment and Training Administration for Face Forward funding to serve juvenile offenders for up to \$1,000,000 and; Authorize the SETA Executive Director to execute any subgrant agreements, modifications, and any other documents required by the funding source.  
Voice Vote: Unanimous approval.

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval to Adjust the Salary Range for the Classification of Executive Assistant

Mr. Yee opened a public hearing; no questions or comments. Ms. Stephany Murphy was introduced to the board.

Moved/Scherman, second/Warren, to close the public hearing and approve the proposed pay range for the classification of Executive Assistant.  
Voice Vote: Unanimous approval.

4. Approval to Hire a Labor Relations Consultant

Mr. Rod Nishi stated that since 2011, when the City of Sacramento consolidated departments, SETA has utilized Mr. Ed Takach as a consultant to provide labor relations and act as chief negotiator for the Agency. On April 25, Mr. Takach resigned from the position of labor relations consultant. Staff is requesting approval to utilize the consulting services of Ms. Dee Contreras. Since labor negotiations have begun, it is important to fill this position and find that a non-competitive finding to support the hiring. Staff has identified the scope of services. Ms. Contreras would represent SETA as the chief negotiator and advise management staff dealing with employee relations. The fiscal impact will not exceed \$60,000 per year.

Mr. Greg Thatch read the following sole source finding: *The non-competitive procurement of labor relations consultant services for Ms. Dee Contreras is justified because the Agency is in current contract negotiations with the Union and is in immediate need of a consultant with expertise in labor relations and a full understanding of Agency operations. Dee Contreras is available and uniquely qualified to provide labor relations consulting services to the Agency based upon her previous experience in representing the Agency with respect to its labor relations.*

Moved/Yee, second/Scherman, to find that noncompetitive procurement of consulting services from Ms. Dee Contreras is justified because she is uniquely qualified to provide labor relations consulting services to the Agency based upon her previous experience in representing the Agency with respect to its labor relations and authorize the Executive Director to contract with Ms. Dee Contreras as a Labor Relations consultant at a rate of \$100 per hour not to exceed \$60,000 per year.

Mr. Schenirer asked what the timing would be if the board went to a bid process. Mr. Nishi replied that it would take at least a week to get public notice, so it would probably be a 30-day turn around period.

Ms. Contreras's primary duty would be to negotiate the labor contract. Once the contract is negotiated, she would then be available for interpretations of the contract.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 1 (Schenirer)

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

Community Services Block Grant: None.

### One Stop Services

1. Reconsideration of Approval to Release WIA Adult/Dislocated Worker Request for Proposals for Sacramento Works Training Centers

Ms. Purdy reported that SETA received 13 proposals requesting over \$10 million. All of the current Sacramento Works Career Centers submitted proposals. At the last meeting, there was concern that there would be a lack of core services in the Elk Grove area. Staff has developed two items. The first item would be the reconsideration of the approval to release the RFP. Staff is recommending that the board NOT reconsider this item because changes in the service delivery are necessary due to changes in legislation. There is less of a need for a universal services environment due to virtual job seeking abilities.

Mr. Warren stated that there are no findings to extend or change the RFP and Ms. Purdy replied that the Agency has received 13 proposals to provide services throughout the community. All of the stakeholders that have been active have submitted proposals. This is in line with where state and federal legislation is going.

Mr. Thatch recommended discussing B-2 in conjunction with B-1; the Clerk called the item:

## 2. Consideration of Options for the Provision of One-Stop Services in Elk Grove

Ms. Robin Purdy reviewed the three options; staff is recommending that the board allow staff to move forward to complete the current process with the current RFP. If we move forward there is flexibility and it requires centers to be in areas of high unemployment, and work with institutions that serve low income customers, requires to engage employees, and engage local employers.

The second option available today is to cancel the Sacramento Works training center RFP and release an RFP for career center services.

Option 3, is to separate out funds specifically for the Elk Grove community. Have to define the services that are needed in a certain geographic area, reduce the amount of funds available in the current RFP, and come back with a new RFP.

### **Speaker before the board:**

Karen Malkiewicz from Elk Grove Unified School District: Elk Grove is very much in favor of the current RFP. When she saw the agenda, she was concerned because a lot of hours went into the production of the RFP. There are a large number of people that cannot access services because they are not employable. Staff cannot offer these people support to get through their barriers if they have no employable skills. The training center allows someone to come in and work their way up the training path. Ms. Malkiewicz feels there is a great need for this type of services. Mr. Nottoli asked if this was being supported by the superintendent and Ms. Malkiewicz replied yes.

Ms. Malkiewicz stated that there will continue to be intensive case management at the center. There will be a triage approach to the customers. The hard-to-serve customers will receive help through instructors, academic advisors, and job search staff.

Ms. Scherman stated that she strongly believes that the South County Career Center should remain a career center since it has a proven track record. She cannot support what Elk Grove Unified School District is proposing to do. She feels the South County Career Center is not being treated fairly.

Mr. Nottoli stated that the he is not comfortable telling the host what they have to do or cannot do. The district has come forward and they are the host site.

Ms. Kossick stated that in the original RFP, there is an expectation that services will be provided that are not just training services but will help all customers coming in. The training center will be working with the closest career center

Ms. Purdy stated that staff is also in the process of doing transition planning and all of the training centers will be affiliates of the one stop career center virtual center. Everyone would be able to go on-line and read case management notes

and implement a case review system between training centers and career centers. We do not want to lose the quality of the customer service that our career centers have. Staff is hoping that through the training center RFP, we will achieve a neighborhood service to provide intensive services that do not give up on the partnerships. Job seeker services will become more and more virtual but there will still be people that need to go to a place where computers are available. The Agency has purchased hardware and software for all of the career centers.

Mr. Warren asked for clarification of the various options available. Mr. Thatch believes it is Option 3 that says withhold a certain portion of the money and set it aside to do a focused procurement for the Elk Grove area. The key factor is that there is a finite amount of money. If the board goes with Option 3, the board has to keep out a certain amount of funds for the Elk Grove area, if needed.

**Speakers before the board:**

1. Sue Gilmore, Sacramento City Unified School District, Lemon Hill: The nation is changing and there needs to be a combination of Title 1 and Title II services. They worked really hard on their proposal and they do not want to have the RFP pulled back. They have worked out relationships with the local career centers. Ms. Gilmore recommends approving the staff recommendation and not change the RFP.
2. Danny Marquez, Crossroads Diversified Services: He never heard any issues with all of the public hearings. Even if there is a decision to keep a career center, we need to have a center way further south. With diminishing resources, we may want a lot of things but do we really need it?
3. Stephanie Nguyen, Asian Resources. Ms. Nguyen stated that Asian Resources serves the needs of the community. The transition to a training center will capture the needs of the people that come to their career center every day. It will help staff to work more closely with the customers. Ms. Nguyen asked the board to think of the other host agencies so if the decision is made for Elk Grove, they would also have to think of the other host agencies.

Mr. Thatch reviewed the options available to the board. If there is no motion for reconsideration, staff will come back with recommendations based on the current RFP and will allow at a later date to make a decision to withhold money for procurement for a one stop center in Elk Grove.

Items B-1 and B-2 died for a lack of a motion.

Mr. Warren stated that the ZIP code information does not include information for the 95838 ZIP code. Ms. Purdy stated that she has a request in to EDD LMI for



the ZIP codes that were left off from the report. There are eight additional ZIP codes to get the full area.

### **C. CHILDREN AND FAMILY SERVICES**

1. Approval of Fiscal Year 2013-2014 Head Start/Early Head Start Budget
2. Approval of Fiscal Year 2013-2014 Head Start/Early Head Start Refunding Application
3. Approval of Fiscal Year 2013-2014 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals
4. Approval of Fiscal 2013-2014 Sacramento County Program Options/Grantee and Delegate Agencies

Ms. Denise Lee stated that this is the refunding application; the third year of a three year cycle. The funding will remain intact for the 2013-14 program year. There will be some changes since the Agency will be moving back to the traditional school year at several sites. It has been increasingly more challenging with federal reviews to prove that the tracks system fulfills the requirement of full enrollment. The Office of Head Start (OHS) decided not to make a finding in the last review. The major change is the SETA Operated Program is coming out of a year-round track system. The OHS agreed to keep our funding intact. Ms. Lee reviewed the various reductions in the centers with the Agency moving to a traditional school year for several sites.

Mr. Schenirer left at 11:19 a.m.

The full day Bannon Creek Center children will transition to Sharon Neese or Northview. Part of the issue was getting more capacity for the children. Staff will maximize the facility use in the centers.

SETA is in negotiations with Twin Rivers to open another center in Rio Linda, since there is a need to serve more children in Rio Linda. This new center will serve 80 children. New employees will be hired but they will be hired only for the traditional school year.

The majority of changes will impact staff by reducing their work schedules. Prior to being a track system, SETA had a traditional program and staff would qualify for unemployment during the summer months. Staff are being asked if they would like to have a reduced work year. The Agency is working with the union to work this through. There is a need to reduce 22 support staff positions in the budget since the centers will be closed during the summer months.

Ms. Lee stated that none of these recommendations address the upcoming sequestration. Staff received call from ACF to expect 5% lower funds, but it will now be a 5.72% reduction. SETA was asked to move forward with quality of

services in mind. However, staff has to look at programs and consider reducing funded enrollment and send the slots back. Ms. Lee has talked with the regional office about moving out of the track system and came to a verbal agreement not to open as many slots when sequestration comes. Staff will be coming back to the board with recommendations on sequestration cuts.

Mr. Warren left at 11:33 a.m.

**Speakers before the board:**

Clarrissa Jenkins: Ms. Jenkins stated that the layoff for five weeks will really affect her family and the services she provides to Head Start families.

Robert Silva: Mr. Silva stated that yes, the cuts will be a hardship but the staff have dealt with it before. Mr. Silva stated that if staff do not receive vacation time, there could be a morale issue, especially with a mandatory week off in December. There is a concern about quality of services. There is a mandate from ACF for teaching staff to have a Bachelor's degree; how will we hold these staff when there are no benefits.

Shondall Pearson: Special Education Field Tech. Ms. Pearson sat on PAC and PC and stated that this five week layoff will be very detrimental for her family. The morale has really gone down and asked the board to consider how it will affect staff and the Head Start families.

Patricia Marshall, Chapter Union President: Ms. Marshall stated that during contract negotiations, the Agency often says that they have to go to the board for approval. Ms. Marshall stated that it is important to focus on what is fair for co-workers through fairer hiring practices and removal of the glass ceiling. She feels that there needs to be better training for current employees and would like to see a fairer, less punitive discipline process. Close the contract loopholes so people know there will be a fairer contract.

Alma Hawkins: Ms. Hawkins stated that her interest is in maintaining the health benefits; the lower work hours also affects the retirement.

Afiya Simpson: Ms. Simpson stated that when she came to the Agency, she liked the Head Start motto, "Touching families making a difference". She understands the sequestration but it hard to have good morale when you are struggling. Ms. Simpson asked the board to consider another way to deal with the lower amount of money.

Karmen Ortloff: Ms. Ortloff asked that the board consider maintaining employee benefits throughout the year when looking at layoffs. The savings realized by the elimination of the benefits for staff should not be a windfall for the Agency from the backs of the lower paid employees. There should be a commitment to those being laid off to train them for vacant positions. There is no shared sacrifice. Ms. Ortloff stated that in recent labor negotiations, management stated that they will not take from the top to give to the bottom. Ms. Ortloff stated that is important for there to be shared sacrifice.

Mr. Nottoli stated that the staff has worked very hard and feels the impacts of those laid off; he recognizes the concerns expressed. The Agency needs to do

everything we can within our power to mitigate the stressors on staff and Head Start families.

Moved/Nottoli, second/Scherman, to approve Items C1-4 as follows:

1. Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Budget in the amount of \$50,410,127 for Basic and Training/Technical Assistance.
  2. Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Refunding Application.
  3. Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.
  4. Approve Fiscal Year 2013-2014 Sacramento County Program Options/Grantee and Delegate Agencies.
- Voice Vote: Unanimous approval.

#### **IV. Information Items**

- A. Fiscal Monitoring Report: No comment.
- B. Employer Success Stories and Activity Report No comment.
- C. Dislocated Worker Update: No comment.
- D. Unemployment Update/Press Release from the Employment Development Department: No comment.
- E. Unemployment Rate by Selected Sacramento County ZIP Codes: No comments.
- F. Head Start Reports: No comment.

#### **V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick stated that there is a special Governing Board meeting scheduled for 1:30 p.m. on May 23. Ms. Kossick would like to keep this meeting as an opportunity to report back; this should not be a long meeting.
- C. Deputy Directors: No comment.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman appreciated the self assessment summary; the results are outstanding. Ms. Scherman complimented all of the staff at the centers.
- F. Public: No comments.

#### **VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator

Employee Organization: AFSCME Local 146

The board went into closed session at 11:55 a.m.; Mr. Thatch stated that there would not be a report out of closed session.

- #### **VII. Adjournment:** The meeting was adjourned at 12:41 p.m. with no report out.

ITEM V

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 May 28, 2013 Policy Council meeting.

<b>GOOD!!!</b>
Congratulations to Ms. Carolyn Wilson on her election as Parliamentarian.
Thank you, Ms. Mayra Partida, for oral report on the Parent Conference.
Thank you, Ms. Annette Duran, for oral report on the Parent Leadership training.
Thank you, Ms. Ana Calderon, for your oral report on Social/Hospitality Committee activities.
Thank you, Ms. Tarri Carpenter, for the presentation on <a href="http://jobs.sacramentoworks.org">jobs.sacramentoworks.org</a>
<b>NEEDS IMPROVEMENT</b>
If you are late to meeting, please wait to be seated by the Chair.
No side barring.
Arrive on time and be seated for meeting to start on time.
Be seated and ready for meeting by 8:50 am.
No electronic devices allowed during meeting. Switch off.
Please signal to be recognized by Chair before you leave your seat.

B. Budget/Planning Committee: Annette Duran (Treasurer), LaTasha Windham, Toni Espinoza, Dominique Rios-Farias, Mayra Partida, Benjamin Bailey, and Nse Akang

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ITEM V- COMMITTEE REPORTS (Continued)

Page 2

- C. Personnel/Bylaws Committee: Carolyn Wilson (Parliamentarian), LaTasha Windham, Mayra Partida, Benjamin Bailey, Toni Espinoza, Annette Duran, and Nse Akang

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- D. Social/Hospitality Committee: Benjamin Bailey (Secretary), Annette Duran (Treasurer), Mayra Partida, Toni Espinoza, Dominique Rios-Farias, Ana Calderon, LaTasha Windham, and Nse Akang

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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.
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- 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)
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- 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 Unit  
Karen Gonzales: Child Development and Education Services
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- D. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Mr. Nse Akang), 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.

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# Head Start Monthly Report

## June 2013

### **SETA Operated Program**

#### **Program Operations:**

As the Agency continues the implementation of CSEFEL, teachers participated in a Make & Take workshop to develop classroom materials. This included visual schedules for their daily routines as well as expectation boards reflecting the, "Be safe, Be kind, Be respectful" values of our classrooms. It was a wonderful way for teachers to put their year of training into concrete steps towards higher quality social/ emotional support.



#### **Program Support Services:**

**Quality Assurance Unit** QA Monitoring was completed for Elk Grove Unified School District Head Start programs in May. Final report will be available during the first week of June and Exit Meeting with the program is scheduled on June 13, 2013. Each QA Analyst has been assigned to a Delegate to act as liaison for communication and follow-up, to ensure that areas of non-compliance are corrected. Delegates that were reviewed in February, March and April 2013 have submitted their QA Monitoring Response Plans. Exit Meetings were held with SCUSD and SJUSD on May 9 and May 24, respectively. SETA-Operated Program (SOP) Head Start and Early Head Start Home-Based Options will be monitored in June.

**School Readiness Goals (SRG) Implementation** Third and final assessments (DRDP, Learning Games and HELP) have been completed by Delegates and Partners, and have been submitted to SETA. Aggregate reports were provided to the programs and countywide reports will be available in early June. SRG assessment data is shared with parents and program staff for planning and evaluation.

**End-of-the-Year Content Meetings and Training** With programs closing in early June, the last content meetings for the program year were held in May: Education and Disabilities Content Meeting on May 14, 2013; Mental Health and Family Partnerships on May 16, 2013, Early Head Start Countywide Meeting on May 21, 2013. A special training on "Individualizing Services for Parents with Intellectual Disabilities" presented by Linda Kimura, M.A. was offered to countywide home-based staff on May 24, 2013. A small group consultation with supervisors and support staff followed after the training.



## **Elk Grove Unified School District**

### **Education Services Update**

At the May 10, 2013 teacher in-service, teachers looked at the results of their school readiness assessments and their DRDP class summary results to evaluate students' social and academic growth over the course of the school year. Time was allotted for teachers to discuss their results and to share ideas with one another. Teachers looked at the agency-wide results of school readiness assessments and DRDP summary results to evaluate agency-wide strengths and weaknesses and to discuss professional development needs for next school year. After reviewing assessment results, a decision was made to focus on language and literacy, and on learning strategies to promote children's curiosity and initiative.

The fourteen Head Start classes on a traditional calendar have successfully completed the school year. The seven Head Start classes on a modified calendar will end on June 26, 2013.

### **Enrollment**

The Elk Grove Unified School District Head Start Program is fully enrolled with 420 students in the program. Average Daily Attendance for the month of May was 90%.

### **Disabilities Services and Mental Health Services Update**

The program educators and clerks have worked closely with Florence Oneto, PreK social worker, and with Teresa Gannon, PreK psychologist, to place students with an active IEP into the Head Start program. There are 54 students with active IEPs being served which is thirteen percent (13%) of the Head Start student population.

### **Health Services Update**

Program Educators are monitoring files and providing additional support to parents and para-educators to ensure that children in need of further dental or medical treatment receive those services.

In May, 9,824 meals were served to Head Start students.

### **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.

An "I Am Moving, I Am Learning" class was held at Herman Leimbach Elementary School on May 3. This class teaches parents that children who have daily physical activity perform better in school and how to use simple materials found at home to create fun, physically active experiences for their children. Seven families attended this class.

Only one class was offered this month due to families being busy with end of the school year activities.





## **Recruitment**

The Head Start classes are fully enrolled. Each school has a waiting list and families are notified when space becomes available.

An internal office calendar, with registration dates for January through June, has been created to ensure sufficient time is allowed to have full enrollment by the end of June for the 2013-2014 school year.

Registration, for the 2013-2014 school year is taking place in each of the three regions. Region I, which includes Franklin Elementary, John Reith Elementary, Herman Leimbach Elementary, Union House Elementary and Prairie Elementary Schools, has registered 163 families. Region II, which includes Florin Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, has registered 77 families. Region III, which includes Maeola Beitzel Elementary, David Reese Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, has registered 140 families.

## **Sacramento City Unified School District**

### **Child Development Board Presentation**

On Thursday, May 16, the Child Development Department provided an in-depth program presentation to Sacramento City Unified School District's Board of Education.

Dr. Wanda Roundtree, Interim Child Development Director, and Dr. Olivine Roberts, Chief Academic Officer, provided an overview of all programs and services provided as a result of various funding sources. This presentation included information on Head Start and Early Head Start (center and home-based program options), State, Wrap and Full-day Preschool, First Five School Readiness Programs, and Fee-based and State-funded School-age Programs.

Head Start and Early Head Start's comprehensive services were explained in detail and data were shared, demonstrating the impact of the services offered to children and families. At the conclusion of the 45-minute presentation, various stakeholders took the podium to share their own personal reflections. Parents, teachers, instructional aides and a manager spoke from the heart, regarding their own personal experiences and thoughts about the early education services provided to our students.

After a Q & A period, various school board members commented on the importance of early education and intervention. Two board members requested that additional program information and data be provided at a later time, related to areas of specific interest to them. At the conclusion, board members commended the department for the work being done.

Nurses Espie Millendez, Lisa Stevens and Victoria Benson presented the Health and Nutrition Preschool Registration Process for Child Development Specialists and volunteers who will be working throughout the summer State and Head Start Preschool Registration time. Espie Millendez developed a "Registration Guideline" form to be used as a quick reference tool when the volunteers are compiling the classroom files. Immunization requirements, including Tuberculosis Risk Assessment and testing, were also reviewed at this meeting.



### **Early Head Start and Home Base**

Early Head Start is gearing up for summer home visits for center-based children and fun summer visits and socializations for all families receiving home visits.

Summer Professional Learning regarding collecting and utilizing data for all Early Head Start staff is being arranged for the summer.

### **Mental Health**

Social Workers Valerie Willover, David Aleman, and John Perez finished up monthly evening parent education workshop series: Positive Solutions for Families Series. The workshops are being held at Hiram Johnson Family Education Center.

Social Workers also completed coaching for selected teachers on the CSEFEL pyramid model. Social Workers also worked on preparing for the last year of the three year goals.

### **Family and Community Partnerships**

School Community Liaisons and Home visitors completed the goal setting process with parents.

Social Workers attended California Head Start Association *Empowerment for Family Service Workers Part 1 for Certified Family Development Credential Facilitators*.

### **Health**

Health Clerk Chia Cha attended the May 10 SETA Child Plus Training on Enrollment and Health. Chia reports that she came away with valuable information that she is already utilizing to enter health data and run summary health reports.

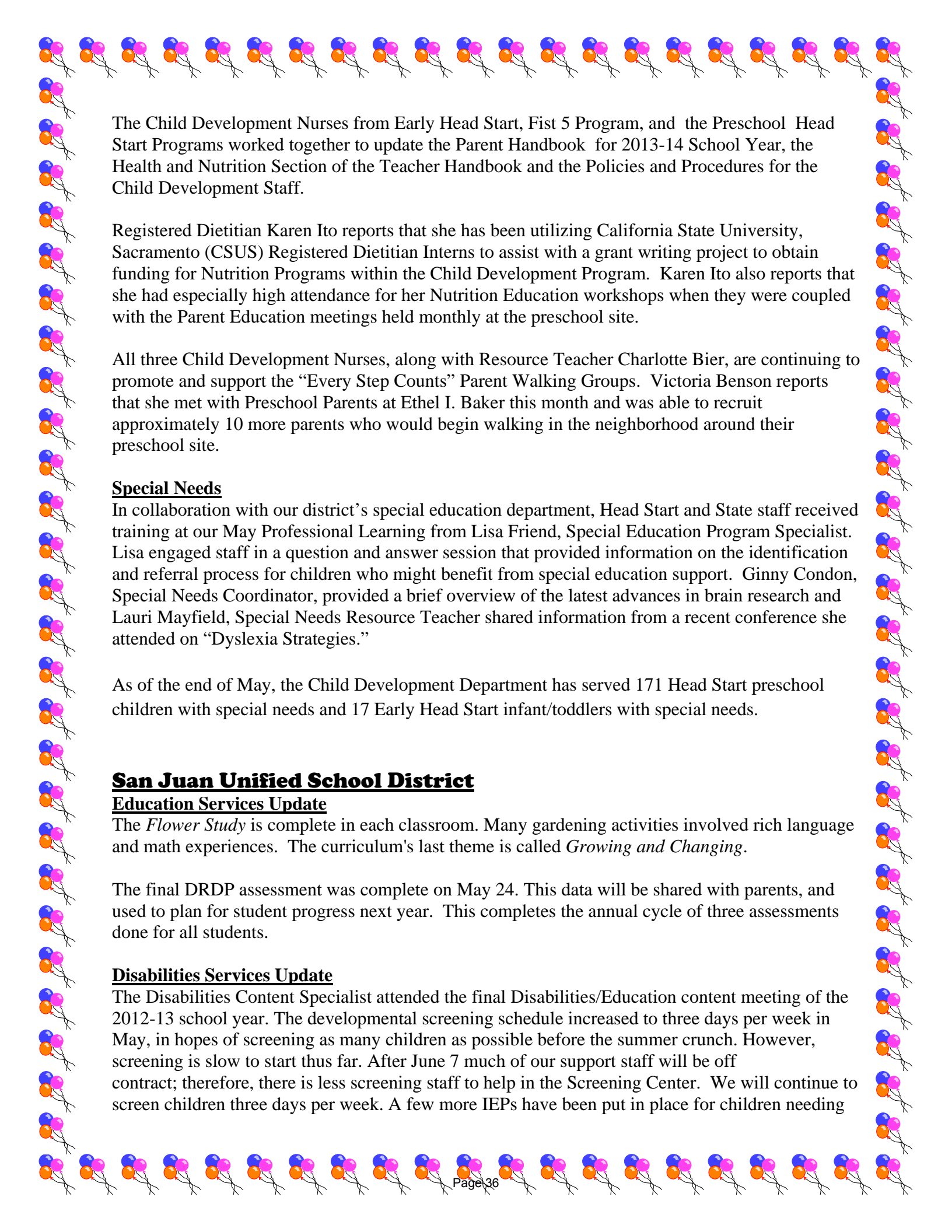
Nurses Espie Millendez and Victoria Benson welcomed Licensed Vocational Nursing students from CAJ Skills Center this month. Three of the LVN student nurses are bilingual and are providing valuable assistance in follow-up with Spanish and Hmong-speaking parents on dental and health issues for their preschoolers.

Nurses Lisa Stevens, Espie Millendez and Victoria Benson are continuing with their sensory screenings for new and returning students who will be attending preschool in the fall.

Nurses Victoria Benson and Lisa Stevens were able to submit all immunization corrections to the Immunization Assistance Program by the appointed deadline date in May. All immunization deficiencies have been corrected for Lisa Stevens' and Victoria Benson's preschool sites that were audited in April.

School Nurse Victoria Benson completed her Tuberculosis Screening Certification for the school district and volunteered at the Health Services TB Clinic held at the Serna Registration site this month.

Nurses Lisa Stevens, Espie Millendez and Victoria Benson attended the California Head Start Association (CHSA) Health Institute held this month. Each nurse attended a different workshop in order to maximize their ability to receive and share information within their department.



The Child Development Nurses from Early Head Start, Fist 5 Program, and the Preschool Head Start Programs worked together to update the Parent Handbook for 2013-14 School Year, the Health and Nutrition Section of the Teacher Handbook and the Policies and Procedures for the Child Development Staff.

Registered Dietitian Karen Ito reports that she has been utilizing California State University, Sacramento (CSUS) Registered Dietitian Interns to assist with a grant writing project to obtain funding for Nutrition Programs within the Child Development Program. Karen Ito also reports that she had especially high attendance for her Nutrition Education workshops when they were coupled with the Parent Education meetings held monthly at the preschool site.

All three Child Development Nurses, along with Resource Teacher Charlotte Bier, are continuing to promote and support the “Every Step Counts” Parent Walking Groups. Victoria Benson reports that she met with Preschool Parents at Ethel I. Baker this month and was able to recruit approximately 10 more parents who would begin walking in the neighborhood around their preschool site.

### **Special Needs**

In collaboration with our district’s special education department, Head Start and State staff received training at our May Professional Learning from Lisa Friend, Special Education Program Specialist. Lisa engaged staff in a question and answer session that provided information on the identification and referral process for children who might benefit from special education support. Ginny Condon, Special Needs Coordinator, provided a brief overview of the latest advances in brain research and Lauri Mayfield, Special Needs Resource Teacher shared information from a recent conference she attended on “Dyslexia Strategies.”

As of the end of May, the Child Development Department has served 171 Head Start preschool children with special needs and 17 Early Head Start infant/toddlers with special needs.

## **San Juan Unified School District**

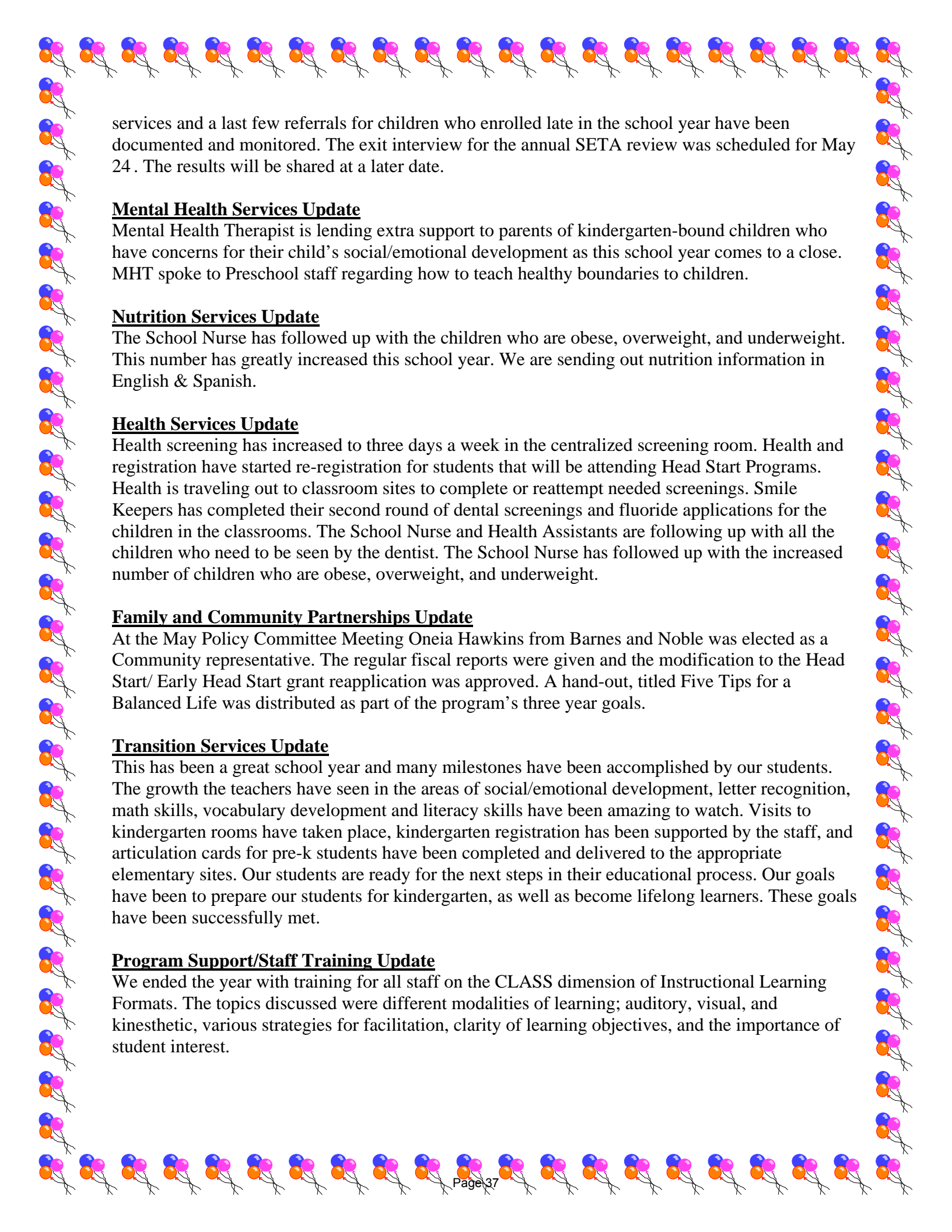
### **Education Services Update**

The *Flower Study* is complete in each classroom. Many gardening activities involved rich language and math experiences. The curriculum's last theme is called *Growing and Changing*.

The final DRDP assessment was complete on May 24. This data will be shared with parents, and used to plan for student progress next year. This completes the annual cycle of three assessments done for all students.

### **Disabilities Services Update**

The Disabilities Content Specialist attended the final Disabilities/Education content meeting of the 2012-13 school year. The developmental screening schedule increased to three days per week in May, in hopes of screening as many children as possible before the summer crunch. However, screening is slow to start thus far. After June 7 much of our support staff will be off contract; therefore, there is less screening staff to help in the Screening Center. We will continue to screen children three days per week. A few more IEPs have been put in place for children needing



services and a last few referrals for children who enrolled late in the school year have been documented and monitored. The exit interview for the annual SETA review was scheduled for May 24. The results will be shared at a later date.

### **Mental Health Services Update**

Mental Health Therapist is lending extra support to parents of kindergarten-bound children who have concerns for their child's social/emotional development as this school year comes to a close. MHT spoke to Preschool staff regarding how to teach healthy boundaries to children.

### **Nutrition Services Update**

The School Nurse has followed up with the children who are obese, overweight, and underweight. This number has greatly increased this school year. We are sending out nutrition information in English & Spanish.

### **Health Services Update**

Health screening has increased to three days a week in the centralized screening room. Health and registration have started re-registration for students that will be attending Head Start Programs. Health is traveling out to classroom sites to complete or reattempt needed screenings. Smile Keepers has completed their second round of dental screenings and fluoride applications for the children in the classrooms. The School Nurse and Health Assistants are following up with all the children who need to be seen by the dentist. The School Nurse has followed up with the increased number of children who are obese, overweight, and underweight.

### **Family and Community Partnerships Update**

At the May Policy Committee Meeting Oneia Hawkins from Barnes and Noble was elected as a Community representative. The regular fiscal reports were given and the modification to the Head Start/ Early Head Start grant reapplication was approved. A hand-out, titled Five Tips for a Balanced Life was distributed as part of the program's three year goals.

### **Transition Services Update**

This has been a great school year and many milestones have been accomplished by our students. The growth the teachers have seen in the areas of social/emotional development, letter recognition, math skills, vocabulary development and literacy skills have been amazing to watch. Visits to kindergarten rooms have taken place, kindergarten registration has been supported by the staff, and articulation cards for pre-k students have been completed and delivered to the appropriate elementary sites. Our students are ready for the next steps in their educational process. Our goals have been to prepare our students for kindergarten, as well as become lifelong learners. These goals have been successfully met.

### **Program Support/Staff Training Update**

We ended the year with training for all staff on the CLASS dimension of Instructional Learning Formats. The topics discussed were different modalities of learning; auditory, visual, and kinesthetic, various strategies for facilitation, clarity of learning objectives, and the importance of student interest.



### **Fiscal Update**

The fiscal report was given at the monthly PC meeting and the budgets are being spent in line with the time of year. At this time both EHS and HS are over spent by 5% but programs will be closed in June and spending is less.

The fiscal year is winding down and Programs have made necessary adjustment to budget due to the Sequestration of 5.27% for Grant year 13-14. The team was able to make this adjustment with no effect on the number of families served and minimum disruptive to staff.

### **Early Head Start**

All staff received the most current Child Abuse Mandated Reporter training. This annual training is important to ensure the safety and well-being of our youngest children.

SJUSD school board member Lucinda Luttgren and Chief Academic Officer Rodger Stock both visited the toddler classrooms at Marvin Marshall School during their tours of several ECE sites. Teaching and learning was evident through the children's play.

Teacher appreciation week was celebrated with a pancake breakfast prepared by the lead teachers and coordinators for the classroom staff. Wrapped apples with an inspirational note were provided as a simple gesture of gratitude.

## **Twin Rivers Unified School District**

### **Events**

The annual Multicultural Faire event occurred on May 23 for our students. Families participated in carnival games, hay wagon rides, face painting activities as well as make and take activities at the cultural booths. The event included student performances and local vendors showcasing their talents.

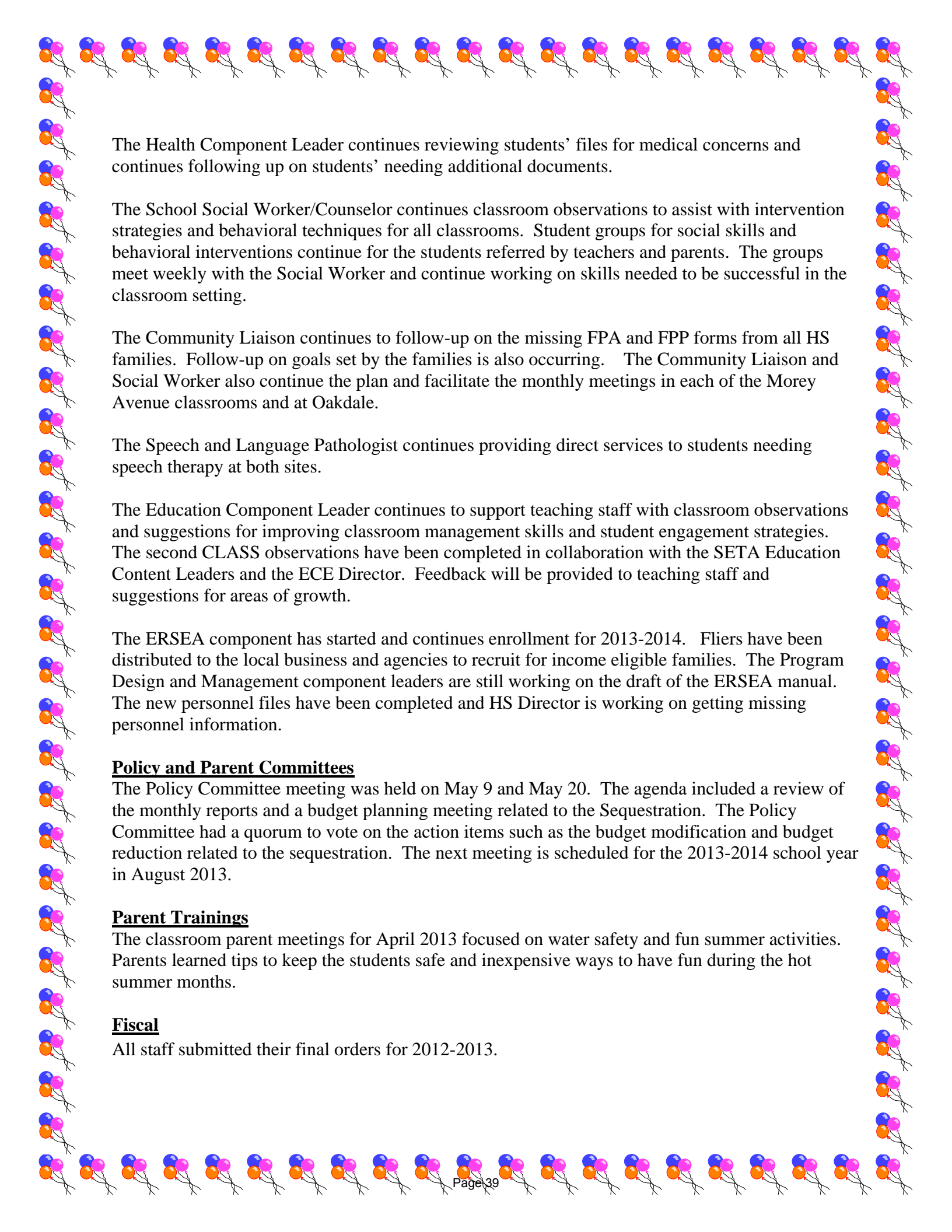
The monthly perfect attendance awards assemblies continued in May for all students who have not missed any school during the month of April. Students were celebrated and awarded certificates. During the ceremony, parents from each classroom with the most volunteer hours in April were also given certificates. The librarian from our community partner, Del Paso Heights Library, was also present for the assembly and read a book to the students.

### **Professional Development**

The final CLASS observation has been finished and teachers received feedback from the Education Resource Teacher. Per the observation ratings, training and professional development will continue next year on the Instructional Format domain.

### **Components**

The substitute Health Assistant, Kelli Carrillo, continues to focus on the Nutrition duties. The nutrition activities in the classrooms continue with a focus of healthy fruits and vegetables. The BMI referrals are finished being processed by the Registered Dietician. The Health Assistant assisted with the annual Roller Derby dates for each classroom as part of our obesity goal to increase physical activity.



The Health Component Leader continues reviewing students' files for medical concerns and continues following up on students' needing additional documents.

The School Social Worker/Counselor continues classroom observations to assist with intervention strategies and behavioral techniques for all classrooms. Student groups for social skills and behavioral interventions continue for the students referred by teachers and parents. The groups meet weekly with the Social Worker and continue working on skills needed to be successful in the classroom setting.

The Community Liaison continues to follow-up on the missing FPA and FPP forms from all HS families. Follow-up on goals set by the families is also occurring. The Community Liaison and Social Worker also continue the plan and facilitate the monthly meetings in each of the Morey Avenue classrooms and at Oakdale.

The Speech and Language Pathologist continues providing direct services to students needing speech therapy at both sites.

The Education Component Leader continues to support teaching staff with classroom observations and suggestions for improving classroom management skills and student engagement strategies. The second CLASS observations have been completed in collaboration with the SETA Education Content Leaders and the ECE Director. Feedback will be provided to teaching staff and suggestions for areas of growth.

The ERSEA component has started and continues enrollment for 2013-2014. Fliers have been distributed to the local business and agencies to recruit for income eligible families. The Program Design and Management component leaders are still working on the draft of the ERSEA manual. The new personnel files have been completed and HS Director is working on getting missing personnel information.

### **Policy and Parent Committees**

The Policy Committee meeting was held on May 9 and May 20. The agenda included a review of the monthly reports and a budget planning meeting related to the Sequestration. The Policy Committee had a quorum to vote on the action items such as the budget modification and budget reduction related to the sequestration. The next meeting is scheduled for the 2013-2014 school year in August 2013.

### **Parent Trainings**

The classroom parent meetings for April 2013 focused on water safety and fun summer activities. Parents learned tips to keep the students safe and inexpensive ways to have fun during the hot summer months.

### **Fiscal**

All staff submitted their final orders for 2012-2013.



## **Women's Civic Improvement Club (WCIC)**

### **Community Engagement**

WCIC/Playmate Head Start Programs received a Male Involvement Presentation by Robert E. Silva, SS/PI Specialist from Sacramento Employment and Training Agency on May 15, 2013. Mr. Silva gave a brief overview on Male Involvement and expressed the importance of fatherhood in children's lives. He stated Male Involvement Representatives recruit other male participants at Head Start Centers; plan fatherhood events; volunteer in Head Start classrooms; attend parents meetings and give reports; provide reports on men's activities affecting children and provide information on Head Start services to fathers. Mr. Silva stated there will be a Daddy and Me Breakfast/Lunch offered. The purpose of the activity is to invite men in their child's classroom: to participate during breakfast/lunch, to participate in circle time, to familiarize them with their child's center, and to promote more involvement in their child's education. Positive Discipline for Children Series is offered: June 5, 12, 18, 26, and July 10, 2013. Dinner and Childcare is provided. SETA Head Start Daddy and Me Fishing in the City is scheduled for June 8, 2013 from 9:00 am-Noon at Elk Grove Park. If fathers/males are interested in attending any of these events, please RSVP to Mr. Silva at (916) 263-3809.

WCIC/Playmate Head Start Programs 28 Annual Fathers' Barbecue and Awards Celebration took place on May 31, 2013. Parents, staff and community friends networked, shared Head Start success stories, encouraged/advocated for ongoing parent engagement throughout children's educational journey, as well as enjoyed great food, entertainment, and fellowship.

### **Enrollment**

During the month of May 2013, WCIC's Enrollment was 100%.

### **Education**

WCIC/Playmate Head Start Programs received a DRDP-PS Work Samples Training by Liz Aguilar, Education Consultant from SETA on May 17, 2013. Ms. Aguilar gave an overview on DRDP-PS Work Samples. She stated teachers need to put the child's name, date, time of day (i.e. circle *time*) and *Observer's initials, measure number on the anecdotal, and photos of the measure*. Observations may overlap and apply to more than one measure. All of the DRDP-PS measures 1-43 were discussed. Work Samples can be child's child portrait, drawings, story dictations, writing samples, and artwork. Portfolios may include: samples of drawings, writings, tape recordings, pictures, lists of books, stories read, checklists, rating scales and parent questionnaires. Writing objections anecdotal records must be factual.

Congratulations to teacher Ms. Masako for achieving her BA Degree in Child Development on May 24, 2013!!!

WCIC/Playmate Head Start Programs had the Transition to Kindergarten Field Trip to Father Keith B. Kenny Elementary School on May 28, 2013.

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

ACF-IM-HS-13-01 Involving Father Engagement in HS/EHS

# Sacramento County Head Start/Early Head Start Delegate Monthly Enrollment Report

**May, 2013**

## Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded
Elk Grove USD	420	420	100
Sacramento City USD	1,292	1,277*	99
SETA	1,880 (2,796)	1,902	101
San Juan USD	700	682*	97
Twin Rivers USD	211	203*	96
WCIC/Playmate Head Start	120	120	100

\*Delegates have chosen not to replace slots within 60 days of the end of the program year

## Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded
Sacramento City USD	147	147	100
SETA	345	345	100
San Juan USD	161	165	102

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 days allowable period.
- (b) If enrollment is less than 100%, agency must include corrective plan of action.
- (c) Attendance on the last day of month



# SETA Head Start

## Food Service Operations Monthly Report

### \* May 2013

May 1st - Galt Kitchen Safety & Sanitation Inspection completed by Connie Ot

May 14th - Strizek Park Center closed AM class due to staff shortage

May 21st - Solid Foundation closed, no power due to SMUD power pole replac

May 22nd - Home Base Preschool Field Trip  
Total Cost \$287.27 for 125 Guests

May 30th - Strizek Park Center closed PM class due to staff shortage

May 27th - Memorial Day Holiday

**Meetings and Trainings:**

Food Service Staff Meeting with Brenda Campos  
May 10th, 2012 at Plaza Del Paso

Food Service Staff Meeting and Latin Dance Wellness Activity  
May 24th at the Hillsdale Career Center

**Total Number of Meals and Snacks Prepared for All Kitchens**

Lunch	PM Snack	Breakfast	Field Trips
43,676	26,240	30,026	1710

**Total Amount of Meals and Snacks Prepared** 101,652

**Purchases:**

Food	\$78,020.21
Non - Food	\$23,884.36

**Building Maintenance and Repair:** \$1,449.64

**Kitchen Small Wares and Equipment:** \$1,300.51

**Vehicle Maintenance and Repair :** \$3,848.56

Vehicle Gas / Fuel:	\$2,317.39
Normal Delivery Days	22

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 05/31/13) Revised

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 (211)	26	(12%)	N/A	
Elk Grove USD (420)	54	(13%)	N/A	
Sacramento City USD (1292)(147)	175	(14%)	17	(12%)
San Juan USD (700) (161)	101	(14%)	16	(10%)
WCIC (120)	12	(10%)	N/A	
SETA (2796) (345) (1878 Tracks)	196	(10%)	52	(15%)
<b>County (4621)* (653)*</b>	<b>564</b>	<b>(12%)</b>	<b>85</b>	<b>(13%)</b>

\* Totals include ARRA enrollments

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.

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- 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.

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