

GOVERNING BOARD

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County of Sacramento

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Thought of the day: "Be grateful for all the things that cross your path and make your life better, no matter how insignificant they may seem."

Author: Esteemed Human Development International

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

DATE: Tuesday, October 22, 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.

AGENDA

PAGE NUMBER

- | | | |
|-------------|--|-------|
| I. | <u>Call to Order/Roll Call/Review of Board Member Attendance</u> | 1-3 |
| | ➤ PC Meeting Attendance Update | |
| | ➤ Introduction of Newly Seated Representatives | |
| II. | <u>Consent Item</u> | |
| A. | Approval of the Minutes of the September 24, 2013 Meeting | 4-10 |
| III. | <u>Action Items</u> | |
| A. | <u>TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:</u>
Second Reading and Approval of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council | 11-28 |
| B. | Election of Community Representatives: Past Parents, Foster Parent, and Grandparent | 29-30 |

- C. Approval of Modifications to the Reimbursement Policies and Procedures of the SETA-Operated Head Start/Early Head Start Policy Council/Parent Advisory Committee 31-33
- D. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957** 34
- Approval of Eligible Lists for: Approval of Eligibility List for: 1) CFS Administrative Program Officer; Head Start Site Supervisor; and 3) Head Start Coordinator (Education)(Supervisory)
 - ➔ Report out of Closed Session
- IV. **Information Items**
- A. Standing Information Items 35-39
- 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
 - Community Resources - Mr. Nse Akang
 - PC/PAC End of Year Appreciation Dinner Oral report(s)
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D’et Patterson
- B. Governing Board Minutes of August 1, 2013 (attached) 40-45
- V. **Committee Reports** 46
- A. Executive Committee: Mr. Nse Akang
- B. Budget/Planning Committee: Ms. Annette Duran (Treasurer), Ms. LaTasha Windham, Mr. Steven Wormley, and Mr. Nse Akang
- VI. **Other Reports** 47-70
- A. Executive Director’s Report
- B. Head Start Deputy Director’s Report
- Monthly Head Start Report (attached)
 - Quality Assurance Reports (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, OCTOBER 16, 2013

Policy Council meeting hosted by:
 Nse Akang (Chair), vacant (Vice Chair), vacant (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:

- _____ Steven Wormley, Sacramento City Unified School District
- _____ Carolyn Wilson, Twin Rivers Unified School District
- _____ Annette Duran, WCIC/Playmate Child Development Center
- _____ Teresa Jay, SETA-Operated Program
- _____ LaTasha Windham, SETA-Operated Program
- _____ Alicia Kafka, SETA-Operated Program
- _____ Ana Calderon, Early Head Start (SETA)
- _____ Justin Fietzek, Men's Activities Affecting Children
- _____ Nse J. Akang, Foster Parent Representative

Member to be seated:

- _____ Colleen Fietzek, SETA-Operated Program

Seats Vacant:

- _____ Vacant (Potter), Elk Grove Unified School District
- _____ Vacant (Billoups), Elk Grove Unified School District
- _____ Vacant (Bogess), San Juan Unified School District
- _____ Vacant (Proteau), San Juan Unified School District
- _____ Vacant (Bailey), Sacramento City Unified School District
- _____ Vacant (Rios-Farias), Sacramento City Unified School District
- _____ Vacant (Morgan), Twin Rivers Unified School District
- _____ Vacant (Germany), WCIC/Playmate Child Development Center
- _____ Vacant (Lacey), SETA-Operated Program
- _____ Vacant (Tate), SETA-Operated Program
- _____ Vacant (Yang), Early Head Start (Sac. City)
- _____ Vacant (Aguilar), Early Head Start (San Juan)
- _____ Vacant (Gill), Past Parent Representative
- _____ Vacant (Espinoza), Home Base Option
- _____ Vacant (Fietzek), Home Base Option
- _____ Vacant (Florez), 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	7/30 *	8/27	9/24	10/22	11/26
N. Akang Seated 11/27	FOSTER	X	X	X	X	X	X	X	X	X	X	X	X		
A. Calderon Seated 11/27	EHS/HB SETA	X	X	X	X	X	X	E	X	X	X	X	X		
A. Duran Seated 11/27	WCIC	X	X	X	X	X	X	X	X	X	X	X	X		
C. Fietzek Seated	SOP														
J. Fietzek Seated 8/27	MAAC											X	X		
T. Jay Seated 11/27	SOP	X	X	X	X	X	X	X	X	X	X	X	X		
A. Kafka Seated 6/25	SOP									X	X	X	X		
S. Proteau <small>e/b/c 11/27; seated 12/20</small>	SJ	E	X	X	X	X	X	E	X	X	X	X	X	U	
M. Tate Seated 12/20	SOP		X	X	X	X	E	X	E	X	X	X	X		
C. Wilson Seated 11/27	TR	X	X	X	X	X	X	X	X	X	X	X	X		
L. Windham Seated 11/27	SOP	X	X	X	X	X	X	X	X	X	E	X	X		
S. Wormley Seated 6/25	SAC									X	X	U	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
MAAC	Men's Activities Affecting Children
PAST	Past Parent Representative
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
TR	Twin Rivers School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

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

Current a/o 10/15/13

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 24, 2013 SPECIAL
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the September 24, 2013 meeting.

RECOMMENDATION:

That the Policy Council approve the September 24 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, September 24, 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 9:06 a.m. and read the Thought of the Day. Mr. Justin Fietzek was asked to serve as Secretary and called the roll; a quorum was established.

Members Present:

Steven Wormley, Sacramento City Unified School District (arrived at 9:10 a.m.)
Carolyn Wilson, Twin Rivers Unified School District
Annette Duran, WCIC/Playmate
Teresa Jay, SETA-Operated Program
Alicia Kafka, SETA-Operated Program
LaTasha Windham, SETA-Operated Program
Marshaun Tate, SETA-Operated Program (arrived at 9:12 a.m.)
Justin Fietzek, Home Base Option
Ana Calderon, Early Head Start (SETA)
Nse Akang, Foster Parent Representative

Members Absent:

Sarah Proteau, San Juan Unified School District (unexcused)

II. Consent Item

A. Approval of the Minutes of the August 27, 2013 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Calderon, second/Wilson, to
Show of hands vote: Aye: 7, Nay: 0, Abstentions 1 (Akang)

III. Action Items

A. Approval of Labor Agreements

Mr. Rod Nishi stated that this item requests approval of labor agreements between the AFSCME and management. AFSCME has represented employees since 1990.

The negotiations focused on non-financial issues, with the exception of one financial issue. This labor contract includes the provision that 100% of the dental premium will be covered by the Agency. Another issue is vacation accruals. With the transition from full year to part year Head Start services, beginning 8/1 vacation accruals will be included for part-year employees. What was negotiated was that less-than-full-year employees would accrue vacation on a pro-rated basis.

Re-opener language is included in this contract. If the Agency receives increased funding, the Agency will go back to the union to determine how the increased funding will be utilized.

Mr. Nishi was asked to elaborate on the agreement for the Agency to pay for the dental plan premium. Mr. Nishi stated that during negotiations, an agreement signed with the county included the 100% coverage. Previous agreements did not include the coverage. With the discovery of language in the agreement, the negotiated provision was accepted to cover 100% of the dental premium which is currently at \$135 per month. SETA's retirement and benefit package must be tied to Sacramento County.

Moved/Wilson, second/Calderon, to approve the labor agreements effective October 3, 2013 – June 30, 2016.

Show of hands vote: Aye: 7, Nay: 0, Abstentions: 1 (Akang)

Mr. Wormley and Mr. Tate were seated at 9:18 a.m.

Ms. Denise Lee stated that this is Mr. Nishi's last meeting. He has been with the agency for over 30 years most recently in the human resources department. Mr. Nishi was acknowledged his hard work for the agency.

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

Mr. Akang reviewed the modifications to the bylaws.

Mr. Akang opened a public hearing.

There was no public testimony.

Moved/Duran, second/Wilson, continue this item to the October 22 Policy Council meeting where the public hearing will be closed, and modifications to the bylaws will be approved.

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

C. Approval of Sacramento City Unified School District's Program Approach Change, Program Year 2013-2014

Ms. Lee stated that delegate applications are done very early to meet the March 1 submission date to SETA. SETA staff then submits the applications to the regional office on May 1. Sacramento City Unified School District is doing a 'right sizing' initiative which identified centers that would be closing. The ECE program was affected by some of the school closures.

Sac City is proposing to convert one of two classes from a 6.5 hour to 3.5 hour option. In addition, 16 slots will be relocated from Marian Anderson and 16 slots to Elder Creek for a total of 32 slots, of which eight slots will relocate to C.P. Huntington. In EHS, four center-based slots at Capital City will be converted to a combination option to allow the teens attending continuation high school/independent study classes to continue receiving home base services.

The changes have already gone to the Regional office and Ms. Lee received verbal approval by ACF.

Moved/Calderon, second/Wormley, to approve the Sacramento City Unified School District's proposed program changes as presented.

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

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

The board went into closed session at 9:41 a.m. The Policy Council went back into open session at 9:50 a.m. Mr. Akang reported out of closed session that the board approved eligibility list for Associate Teacher, Tier III, and approve the appointment of Ms. Loretta Su as Fiscal Department Chief and Mr. Roy Kim as the Administrative Services Deputy Director.

Ms. Loretta Su was introduced.

IV. **Information Items**

A. Standing Information Items

- PC/PAC Calendar of Events: Mr. Akang reviewed the calendar of events.
- Parent/Family Support Unit Events and Activities: No additional comments.
- Parent/Staff Recognition: None.
- Community Resources: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson reviewed the recent fiscal report ending August 31. The budget is 8.2% expended with in-kind totals at 26.9%. The administrative expense is 10.6% which is below the 15% allowed. The fringe benefit is 11.2% because it includes September's Workers' Compensation insurance payment.

B. Governing Board Minutes of July 18, 2013: No questions.

V. Committee Reports

- A. Executive Committee: Mr. Fietzek reviewed the Executive Committee critique.
- B. Budget/Planning Committee: Ms. Lee stated there was no report other than that given by Ms. Patterson.
- C. Personnel/Bylaws Committee: Ms. Wilson reported that the committee concluded changes to the bylaws that are now before the boards for approval. The final reading will be October 22.
- D. Social/Hospitality Committee: Ms. Calderon reported committee members went to Big Lots to get things for parent recognitions. They will be meeting again on Friday to wrap.
- E. Community Action Board (CAB) Report: No report.

VI. Other Reports

- A. Executive Director's Report: Ms. Kossick distributed information about Covered California and asked board members to pass the information to family and friends. This publication is based on the Affordable Care Act.
- B. Head Start Deputy Director's Report: Ms. Lee stated that there are new reports included in the board packet. There is a summary of a detailed report called the Infant/Toddler Environment Rating Scale and Agency-Early Childhood Environmental Rating Scale; this keeps track of the classroom environment. The scores are very high; staff has been working to improve the classroom environment. Personal care routines are when children wash their hands on a regular basis. In order to get a very high score, have to wash hands every single time a child touches something. Kids are definitely washing their hands enough to ensure health and safety compliance. The results are reported to the State Department of Education. This report is only submitted once per year. Assessment is done March-April and this is a compilation of the year's outcomes.

The Program Information Report is an annual statistical report including demographic information for families that we serve. It includes demographic information and summary of required events that must be provided such as health, dental, immunization, health insurance, staff qualifications, educational screenings, and mental health services. The SOP and delegate agencies are included in the report. Staff will participate in a conference call with the regional office and the regional office makes decision about funding based on the report. The OHS will take a look at each of the data elements and compare with national, regional or state. If the Agency falls below, we will be asked to write a corrective plan. Over the past few years, the Agency has worked to provide financial services and support for teaching staff to achieve their BA degree. Nationwide, 50% of teachers must have a Bachelor's degree. SETA exceeds the national requirement. Ms. Lee stated that she is very proud of staff working AND going to school to earn this degree.

Mr. Akang asked why mental health numbers are low; shouldn't it be higher? Ms. Lee replied that the numbers included in the report are fine. Mr. Akang inquired whether the agency employs a psychologist. Ms. Lee replied that the Agency employs a full time MSW and a LCSW on staff; a psychologist comes in as needed. Each district has something similar. SETA also links with outside resources to ensure the child continues to receive services after they leave Head Start.

C. Head Start Managers' Reports

- ✓ Brenda Campos: Grantee Program Support Services: Ms. Campos distributed an additional sign in sheet which is required for Covered California Training. Ms. Campos and eight Family Services Workers participated in training to get the word out to the public. Ms. Campos stated that the vision of this act is to improve the health of Californians by accessing affordable health insurance. Those eligible include legal residents of CA; those not eligible include undocumented people and incarcerated individuals. The Affordable Care Act guarantees health coverage for everyone. The rates are not based on health status; premiums are based on income. Many plans have zero deductible. There are certified enrollment counselors that are trained to help consumers through the enrollment process. Call Covered California at 1-800-300-1506 to get information on the Affordable Care Act.

Ms. Campos stated that next month, staff is meeting with the regional office to respond to our percentages in the PIR. She works with the Quality Assurance unit and responsible for reviewing each of the delegates' PIR. Staff is drafting a letter to the delegates regarding potential corrective action if numbers fall below a certain level; this letter will include a request for a plan of action within 30 days. The QA team will review the plan and then follow up to ensure everything is completed.

In October, the self assessment in safe environments and supervision of children will be done. A check list for safe environments will be done and training will be available today. Parent input is needed to go out to the centers for evaluation. By the end of October, it is expected that every center will be assessed.

- ✓ Lisa Carr: Parent/Family Support Unit: Ms. Carr stated that in the Program Information Report, the SOP showed a 90% completion rate for family services. When Family Partnership Agreements are less than 90% staff will be working county-wide to get written document of Family Partnership Agreements. This month, the topic for the parent meetings is: Building Relationships and Dental Awareness. Parents will be receiving a parent survey this gives staff an idea of what knowledge parents have and what they want to know. This survey will be distributed again in the spring. Tomorrow is the Health and Wellness Fair for Grandparents. The mutual assistance network will be here, and an attorney will be present. A Resource Fair will be held October 23 for agencies around the Del Paso area; 20 agencies are

committed. For last several years, the Agency sponsored a parent conference but found it was not successful. It is hoped that the resource fairs throughout the county will draw more participation.

✓ Karen Gonzales: No report.

D. Chair's Report: No report.

E. Open Discussion and Comments

Mr. Fietzek asked when the school readiness aide would be chosen at his center. Ms. Lee urged Mr. Fietzek to talk to Joanne to find out when the choice will be made. It is the decision of the Site Supervisor.

Ms. Wilson asked Ms. Lee and Ms. Kossick about the consequences to be faced if a board were not to comply with Roberts Rules of Order or the Brown Act. Ms. Kossick stated that the board that makes that particular error would be reeducated. If it is a serious issue, the Fair Political Practices Commission would be involved. It would probably be mostly re-education of the board.

F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 10:48 a.m.

ITEM III-A - ACTION

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

BACKGROUND:

The Personnel/Bylaws Committee 2012-2013 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council.

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

A public hearing was opened on September 24, 2013 to hear testimony on modifications to the bylaws.

RECOMMENDATION:

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

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading: 9/24/13
Policy Council Final Approval:
Governing Board Approval:

Table of Contents

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

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

ARTICLE I

Name

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

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

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

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

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

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

Section 2: Powers, Duties and Functions

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

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

10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, volunteers and hiring and firing criteria for program staff.
 11. Decisions to hire or terminate the HS/EHS Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the HS/EHS program of the grantee agency. For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
 13. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.
 14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
 15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
 16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III

Membership

SECTION 1: Election/Appointment of Members

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

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

SECTION 4 2: Parent Representatives

- A. The Parent Membership shall consist of:
- Six (6) Representatives elected from the SOP PAC
 - Three (3) Representatives from Sacramento City Unified School District
 - Two (2) Representatives from San Juan Unified School District
 - Two (2) Representatives from Elk Grove Unified School District
 - Two (2) Representatives from Twin Rivers Unified School District
 - Two (2) Representatives from Women's Civic Improvement Club/Playmate (WCIC)
 - Two (2) Representatives from Home Base Option
 - One (1) Representative from EHS - SOP
 - One (1) Representative from EHS - Sacramento City Unified School District
 - One (1) Representative from EHS - San Juan Unified School District

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

B. Community Representatives

Additional PC members will include:

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

Section 3: Alternates

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

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

Section 4: Other Provisions

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

Section 4 5: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three (3) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

Section 5 6: Attendance

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

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

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

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

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

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

Section 6 7: Removal

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

ARTICLE IV Meetings

Section 1: Meetings

A. Annual Meeting

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

B. Regular Meetings

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

C. Special Meetings

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

D. Quorum

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

Section 2: Meeting Notice

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

A. Annual and Regular Meetings:

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so

shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. Special Meetings:

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

C. Emergency Meetings:

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

D. Committee Meetings:

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

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

Section 3: Open Meetings

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

Section 4: Mailing Address

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their alternates and Community Members, shall be personally responsible for the

accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

Section 5: Rules of Procedure

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

Section 6: Nominations/Elections

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

Section 7: Voting

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

Section 8: Meeting Reimbursement

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

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

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

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

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

1. PC (regularly scheduled, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
 4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) and Program Self Assessment
 5. Program Area Committees
 6. Community Partnership Advisory Committee (CPAC)
 7. Health Services Advisory Committee (HSAC)
 8. Ad Hoc (special) Committee meetings
 9. Community Action Board meetings (CAB)
 10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
 11. Workforce Investment board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)
- B. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

ARTICLE V

Officers

Section 1: Officers

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

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.

C. SOP Parent Advisory Committee (PAC) members holding a seat at the annual PAC meeting shall not be eligible for election to represent PAC on PC or hold an officer position.

Section 3: Duties of Officers

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

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

Section 4: Vacancy

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

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

ARTICLE VI

Committees

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

Section 1: Standing Committees

Executive Committee

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

Budget/Planning Committee

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all HS/EHS budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.

- B. It is recommended that all SOP HS/EHS Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

Personnel/Bylaws Committee

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

Social/Hospitality Committee

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

Parent Ambassador Committee

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

Section 2: Program Area Committees

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

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

- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the committee of the whole who shall plan, review and oversee program monitoring and evaluation.

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

Section 3: Special Committees:

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

ARTICLE VII
Required Reports

Section 1: Required Reports

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

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

ARTICLE VIII
Bylaws Amendment

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

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- A. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.

- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

Current a/o 9/24/13

ITEM III-B – ACTION

ELECTION OF COMMUNITY REPRESENTATIVES:
PAST PARENTS, FOSTER PARENT, AND GRANDPARENT

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect community representatives to serve for Program Year 2013-2014.

Past Parent Representatives and Alternates:

Two (2) voting Community Representatives referred to as Past Parent Representatives shall be elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children currently enrolled in the HS/EHS program. Community members desiring to be reappointed must reapply for membership on a yearly basis. There will be two alternates for Past Parents.

Foster Parent and Alternate:

One (1) voting Foster Parent Representative selected by the outgoing PC. Representative may be elected by the current PC if the outgoing PAC has been dissolved. The Foster Parents elected to the PC must have a child/children currently or previously enrolled in the HS/EHS Program. A Foster Parent desiring to be reappointed must reapply for membership on a yearly basis. There will be one alternate for the Foster Parent Representative position.

Grandparent Representative and Alternate:

One (1) voting Grandparent Representative elected by the Outgoing PC. Representative may be elected by the current PC if the outgoing PAC has been dissolved. The Grandparent elected to the PAC must have a child/children currently or previously enrolled in the SOP HS/EHS program. A Grandparent desiring to be reappointed must reapply for membership on a yearly basis. There will be one alternate for the Grandparent Representative position.

RECOMMENDATION:

That the Policy Council elect two (2) Past Parent Representatives and two (2) Alternates, one Foster Parent representative and one alternate, and one Grandparent representative and one alternate.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

Past Parent Representatives and Alternates:

Representatives nominated:

Representatives elected (2):

Alternates nominated:

Alternates elected (2):

Foster Parent and Alternate:

Representatives nominated:

Representative elected (1):

Alternates nominated:

Alternate elected (1):

Grandparent and Alternate:

Representatives nominated:

Representative elected (1):

Alternates nominated:

Alternate elected (1):

ITEM III-C – ACTION

APPROVAL OF MODIFICATIONS TO THE REIMBURSEMENT POLICIES AND PROCEDURES OF THE SETA-OPERATED HEAD START/EARLY HEAD START POLICY COUNCIL/PARENT ADVISORY COMMITTEE

BACKGROUND:

The Head Start Management is recommending a revision to the Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee to modify the language regarding reimbursements for child care.

The revision is identified in the ***bold italic*** type.

RECOMMENDATION:

That the Policy Council/Parent Advisory Committee approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

PC/PAC Reimbursement Policies and Procedures

MILEAGE

1. Reimbursements will be made for actual costs of attending the REQUIRED meetings and other obligations associated with your participation as a member/officer of SETA Head Start PC/PAC.
 - a. Reimbursement will not be made for attendance at optional meetings or training meetings.
2. **Roundtrip** mileage will be calculated from your residence or workplace to the SETA offices or other location where the meeting is being held. ***If additional stops are required the additional mileage will not be reimbursed.*** If you come to the meeting directly from home and then proceed to your workplace, SETA will reimburse you for the total mileage incurred.
 - a. For example, assume that your home is 5 miles from the SETA offices, but your workplace is 20 miles from the SETA offices. You attend a meeting held at the SETA offices at 8:30am and then proceed directly to your workplace. You would be reimbursed for 25 total miles.
 - b. However, if you attend the meeting at 8:30 and then return home prior to proceeding to work, you would be reimbursed for 10 miles.
 - c. If you came directly from work to attend a meeting held at 1:00pm and then returned directly to work, you would be reimbursed for 40 miles.
3. If you utilized public transportation to attend a meeting at SETA, you would be reimbursed for the actual costs of that transportation.
 - a. Assume that you attended a meeting and rode RT Light Rail from your house to SETA offices and back to your house. You would be reimbursed for the cost of a round trip ticket.
 - b. If you were working out of town and rode Greyhound and RT Light Rail to attend a meeting at SETA and then rode RT Light Rail to your home after the meeting, you would be reimbursed for the cost of the Greyhound ticket to Sacramento and the RT Light Rail passes to SETA and home.

CHILD CARE

1. SETA will reimburse you at the rate of \$8.00 per hour, up to a maximum of \$30 per day, for the number of hours of child care necessitated by your attendance/participation in REQUIRED PC/PAC meetings when your child(ren) are cared for by a non-SETA care provider.

- a. Reimbursement will not be made for child care provided by spouse/significant other.
- b. Reimbursement will be for actual costs incurred up to a maximum of \$8.00 per hour, no matter how many children are cared for.
- c. If the PC/PAC meeting that you attend runs for 2 hours, but you must incur child care for an additional hour for the travel time to and from SETA offices, you will be reimbursed for 3 hours. If you arrange child care for the day in order to run some errands, attend the PC/PAC meeting, and meet a friend for lunch, you will be reimbursed only for the 2 hours of the PC/PAC meeting.
- d. For attendance at conferences as a representative of SETA Head Start, the maximum reimbursement will be \$8.00 per hour up to \$30 for each 24 hour period of time away from home.
- e. No reimbursement for child care will be available when attendance at meetings, conferences, or training events is voluntary.
- f. No reimbursement for child care will be available for children thirteen (13) years of age and older, unless special circumstances exist. An example of special circumstances might be a special needs child.
- g. No reimbursement for child care will be available for children of any age who are in a Head Start program or who would normally be in school unless the child is out of school for a valid reason, such as being off track or being ill. Home schooled children might be a reasonable exception to this policy.

FREQUENCY OF REIMBURSEMENT

1. Following the submission of the appropriate requests for reimbursement, every reasonable effort will be made to process reimbursements and have either cash or petty cash checks available to be picked up from a petty cash custodian one week following the meeting, or at the next meeting attended.

Effective Date _____

ITEM III-D - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- 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
 - Community Resources - Mr. Nse Akang
 - PC/PAC End of Year Appreciation Dinner Oral report(s)
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account –
Ms. D’et Patterson

NOTES:

PC/PAC CALENDAR OF EVENTS

EVENT

DATE

PAC Executive Committee	Thursday, October 17, 2013 10:00 a.m. Olympus Room
Health Services Advisory Committee	Wednesday, October 23, 2013 5:30 – 7:00 p.m. Sequoia Room
PC Executive Committee	Thursday, October 24, 2013 9:00 a.m. Olympus Room

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The August 1, 2013 Governing Board minutes are attached for your review.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, August 1, 2013
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 10:08 a.m.

Members Present:

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

Members Absent:

Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento

- ➔ **Head Start Board Training:** Mr. Jerry Gomez provided training to the board on the responsibilities of the Board regarding the Head Start program. The SETA Governing Board and the Head Start Policy Council share governance of the Head Start program. Mr. Gomez stated that every three years, the Office of Head Start (OHS) reviews grantees. The review could be any time after October 1, 2013. The OHS could give 30 days' notice or none at all.

II. Consent Items

- A. Minutes of the July 18, 2013 Special Board Meeting
B. Approval of Claims and Warrants

The minutes were reviewed; no questions or comments.

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

- A. Approve the July 18, 2013 minutes.
B. Approve the claims and warrants for the period 7/18/13 through 7/25/13.
Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Final Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2013-2014

Mr. Roy Kim reviewed the budget and stated that the overall budget is decreasing by \$2.3 million due to sequestration cuts. CSBG funding shows an increase but it is carryover from the prior year's budget, not an increase.

Mr. Yee opened a public hearing.

Mr. Nottoli asked why the Enterprise Zone funding shows a decrease of \$50,000. Mr. Kim responded that the change reflects reduced carryover from the prior years. For this particular year the carrying from the prior year is slightly lower. Ms. Kossick stated that staff will continue to do vouchering until staff hears what needs to change; we are not sure how much the decrease will be.

A question was raised as to why the Refugees/RESS program shows a 10% decrease; is that due to sequestration? Mr. Kim replied that it is partially attributable to a formula based on the actual number of refugees in Sacramento.

Moved/Nottoli, second/Warren, to close the public hearing and approve the SETA budget for 2013-2014.

Voice Vote: Unanimous approval.

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Job Specifications for Workforce Development Deputy Director, Children and Family Services Deputy Director, and Administrative Services Deputy Director

Mr. Rod Nishi reviewed the three job specifications; two of the job specifications were approved by the Head Start Policy Council because of the impact on the Head Start program. There are three new job specifications. Ms. Denise Lee and Ms. Robin Purdy are current incumbents and the new Administrative Services Deputy Director is the third new position that will be filled by Mr. Roy Kim.

Mr. Yee opened a public hearing.

Ms. Scherman asked if the duties will be different from what staff are doing in their present position and Mr. Nishi said no. This board item allows the Executive Director to have three deputy directors in a balanced fashion. The transition has been moving forward for a number of months.

Moved/Scherman, second/Warren, close the public hearing and approve the job specifications of Workforce Development Deputy Director, Children and Family Services Deputy Director, and Administrative Services Deputy Director.
Voice Vote: Unanimous approval.

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Approval of Wellness Specialist Classification and Adoption of the Related Salary Range and Reclassification of a Head Start Health/Nutrition Specialist to this Classification

Mr. Rod Nishi stated that this is a timed item including a public hearing. The Policy Council approved this item on Tuesday as well.

Mr. Nishi stated that 18-20 months ago, the Agency embarked on a wellness program which has become very successful. This new classification will be assigned to work with all staff participating in the Agency's wellness program.

Mr. Warren left at 10:55 a.m.

Mr. Nishi distributed bags that are provided by Kaiser for the Wellness program. This new position is a culmination of the success of the wellness program. This item includes the reclassification of a Head Start Health/Nutrition Specialist to a Wellness Specialist; there is no fiscal impact.

Moved/Scherman, second/Nottoli, to close the public hearing and approve the establishment of the new classification of Wellness Specialist and the related salary range and the reclassification of Teresita Saechao to the position.
Voice Vote: Unanimous approval.

4. Appointment of Private Sector Applicants to the Sacramento Works, Inc. Board

Ms. Kossick stated that the Sacramento Works Executive Committee is recommending one candidate to fill one of two vacancies. The Executive Committee has recommended Susan Mansfield from A. Teichert & Son, Inc. Construction; the other two candidates are not currently applicants because they have dropped their employment.

Moved/Scherman, second/Nottoli, to approve the appointment of Susan Mansfield, A. Teichert & Son, Inc. Construction, to the Sacramento Works, Inc. board.
Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant: None.

C. **CHILDREN AND FAMILY SERVICES:** None.

IV. **Information Items**

A. Fiscal Monitoring Reports: No questions.

B. Report on American Express Corporate Account Rewards Points Program, FY 2013

Mr. Yee asked about the value of the and points Mr. Kim replied that in terms of the purchasing power it depends on what you are buying. It is generally 1% of whatever the value of the item.

C. SETA Workforce Development Discretionary Grants: Ms. Purdy stated that staff periodically submit proposals for various discretionary grants. Currently, the Agency's discretionary grants total about \$12 million which is in addition to WIA, RESS, and CSBG grants that the Agency receives on a formula basis. These are all competitive grants; staff is always working to secure additional discretionary grants.

Staff has been very successful in securing additional funds for veterans. There is a graduation September 20 at American River College of the newest PowerPathways students.

D. Update on Sacramento Works Training Center Implementation

Ms. Purdy reported that the Governing Board made funding recommendations for the training centers in June; staff has been working hard with the training centers to set up the system. All of the centers are open and enrolling. The transition is going smoothly.

E. Career GPS Updated Website Review

Ms. Terri Carpenter reviewed items E and F and provided an overview of the agency's website.

F. Showcase Employer Outreach Efforts: The Sacramento Works Employer Outreach Committee conducted a focus group and is moving forward on an outreach campaign for employers. In the research, customer service was very high.

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

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The board went into closed session at 11:20 a.m. The board came back into open session at 11:38 a.m. Mr. Thatch stated that there was no report out of closed session. A quorum was lost so there is no further action to be taken.

IV. Information Items (continued)

- G. Covered California Outreach and Education Program Update: Ms. Cindy Sherwood-Green reviewed the progress of the Covered California program.
- I. Media Coverage Summary for the Period January 1, 2013 – June 30, 2013: No questions.
- J. Employer Success Stories and Activity Report: No report.
- K. Dislocated Worker Update: Mr. Walker answered questions about a new casino in the area.
- L. Unemployment Update/Press Release from the Employment Development Department: No questions.
- M. Head Start Reports: Ms. Denise Lee thanked the board for their attentiveness during the training. Staff recently received the notice of award from the Office of Head Start for the period August 1, 2013 through July 31, 2014. OHS acknowledged the reduction in enrollment. The new report included in the board packet is the quality assurance report which is a review of delegates and the SETA-operated program. This report will be included in the board packet every month.

Mr. Nottoli asked why some of the health screenings numbers were lagging behind; Ms. Lee replied that sometimes a screening is not done due to parents' lack of follow up. There is on-going follow up to ensure the children will be provided the services.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported that staff recently completed the second Thrive Program with Kaiser. There were 181 staff registered and 18 teams; 30% of the staff has participated.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

VII. Adjournment: The meeting was adjourned at 11:55 a.m.

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 September 24, 2013 Policy Council meeting.

GOOD!!!
Thank you, Ms. Kathy Kossick and Ms. Brenda Campos for the information on Covered California.
Thank you members for waiting to be seated.
Thank you, Ms. Lisa Carr, for the Program Information Report.
Thank you, Ms. Brenda Campos, for the Safe Environment training.
Thank you parents that participated in the Safe Environments training and for volunteering to visit the SOP sites.
NEEDS IMPROVEMENT
Arrive on time and be seated by 8:50 a.m. to start the meeting. Switch your phone/lpad to off.
Please be recognized by the Chair before leaving your seat.
Absolutely no food in the board room. No exceptions.
Please be careful of beverage spills in the board room and the break room.
Please refrain from dropping food in the break room.
No side barring.

B. Budget/Planning Committee: Annette Duran (Treasurer), LaTasha Windham, Steven Wormley, and Nse Akang

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)
 - Quality Assurance Reports (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 & 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

October 2013



SETA Operated Program

Program Support Services Unit

Quality Assurance and Monitoring. The following SOP sites were monitored for September; Galt, Mather, Sharon Neese, North Ave., Freedom Park. Consensus meeting is being held and final report will be completed in second week of October. Exit Meetings were held for SCUSD EHS Home-based Program and SCOE EHS Program on September 27, 2013.

Countywide Content Meetings. First quarter Content Meetings were held in the month of September: Education and Disabilities Content meeting on September 10; Health, Nutrition, Safe Environments Content Meeting on September 13; Governance Meeting on September 20; Mental Health and Family Partnerships Meeting on September 24, 2013. Countywide Content Meetings are held to ensure all programs have most updated information on program issues and consistent guidance and expectations. Topics included in September meetings were PIR 2013, OHS Triennial Review; Parent Family and Community Engagement Survey, Countywide QA Monitoring Trends for 2012-2013 and new IDP forms.

Self-Assessment and Quality Assurance Follow-Up QA Unit staff assigned as delegate liaison for each delegate agency has received updated policies and procedures and other evidence of correction pertaining to Self-Assessment and Quality Assurance Monitoring findings. Onsite visits will be held in October to close out items requiring file review to verify completion.

Program Operations Unit

September is upon us and that brings a very important time of year. We are now implementing the second packet in our new Home Visit/ Parent Conference series. This packet is appropriately called Building Relationships. Teachers and parents are meeting to discuss the family background more in depth as well as discussing ways for parent to be involved in the classroom. Teachers are providing the Parent Volunteer Information sheet and the Value of Children's Activities handouts as guiding tools. These resources point out the important development that occurs in each area of the classroom as well as ways that adults in the classroom can support that learning. An example would be:

Blocks and Building: This area offers creative construction, the opportunity for eye-hand and muscle coordination, balance, recognition of basic 3-dimensional shapes, math concepts and stimulates imagination and dramatic play.

Parent Participation in Blocks and Building: Guide building into areas that blocks are accessible, keep area clear and safe, discuss different sizes and shapes, describe what they are building.

This packet also looks at the developmental, speech and behavioral screening results and identifies a child's temperament and learning style. All of this information is key for teachers and families as they work together to individualize learning experiences for children

Elk Grove Unified School District

Education Services Update

Karen Gonzales, Education and Child Development Manager from the Sacramento Education and Training Agency (SETA), presented training on how to take anecdotal notes for the Desired Results Developmental Profile (DRDP) assessment at the PreK Teacher In-service on September 13. She showed examples of a number of methods that could be used to collect notes. Teachers were given the opportunity to read several vignettes and discuss which measures in the DRDP were addressed in each of them. The presentation was well received with many teachers commenting that they appreciated the opportunity to review this assessment with such a knowledgeable person.

Enrollment

The Elk Grove Unified School District Head Start Program is fully enrolled with 420 students in the program. Average Daily Attendance (ADA) for the month of September was 91%.

Disabilities Services and Mental Health Services Update

Our 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 48 students with active IEPs being served which is eleven percent (11%) of our Head Start student population.

Health Services Update

Parents of children who need immunizations are being contacted and files are being monitored to assure that all students who needed to be rescreened for vision and hearing have had this completed.

USDA Meals/Snacks

In September, 12,058 meals were served to our Head Start students. This month's Elk Grove Meals/Snack calendars are attached.

Fiscal Update

This month's Fiscal report is attached.

Family and Community Partnerships Update

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

“Junior Amazing Reader”, a workshop designed to help parents understand the importance of reading with their children and the link between reading with children and brain development,

vocabulary development, and future school success, was presented at Samuel Kennedy, David Reese, Herman Leimbach, and Florin Elementary Schools during the first two weeks of September. These workshops took place in the classroom at the beginning or end of class periods in order to maximize parent participation. An average of fifty parents attended from each of the sites.

“Discover Art”, was presented in partnership with KVIE, Sacramento at Samuel Kennedy Elementary on September 18, at David Reese Elementary on September 19, and at Herman and at Florin Elementary School on September 23. Twenty-three parents attended the class held at David Reese Elementary, thirteen parents attended the class held at Samuel Kennedy Elementary School, and twenty-six parents attended the class held at Florin Elementary School. Discover Art is designed to help parents learn the importance of art as a form of expression, creativity and problem solving in their child’s life. Parents participate in hands-on art experiences that they can do with their children at home.

Recruitment

Individual registrations are taking place and students are being placed on a waiting list. There is a waiting list at each of the school sites.

Sacramento City Unified School District

Teaching and Learning

On September 9, teachers started the first day with a “slow start” schedule, which helped to transition children and families into their new classrooms. The teachers also conducted the first IDP Orientation Home Visits or Parent Conferences with parents during September.

During Professional Learning, the teaching staff received training on two topics; Teaching Pyramid/CSEFEL Strategies, which was presented by Social Workers and Resource Teachers, and the CLASS Instructional Support domain, presented by Liz Aguilar, Education Consultant for SETA. These two trainings will help teachers establish a strong foundation for supporting children’s social emotional development and promote children’s thinking and cognitive skills.

Health and Nutrition

Nurses Victoria Benson and Lisa Stevens presented Blood-borne Pathogens and Universal Precautions training to the Child Development Staff at the Pre-Service (Orientation) on August 28.

Nurses Espie Millendez, Lisa Stevens and Victoria Benson are busy performing sensory screenings at their various preschool sites in order to meet the 45-day sensory screening deadline.

Tammy Sanchez, Nutrition Content Lead, arranged the first meeting of the year with the Child Development Department Health/Nutrition team and SCUSD Nutrition Services personnel. Agenda items included feedback to new menus, special diet procedures for preschoolers, adult meals in the Head Start classrooms, Head Start policy regarding food preferences, medical statements of food allergies and food intolerance.

Nurses Lisa Stevens and Victoria Benson presented a review of Head Start Hygiene Policy and Procedures, especially as it related to tooth-brushing and hand-washing, at the first Child Development Professional Learning meeting on September 21, 2013.

School Nurse Victoria Benson chaired the first Child Development Health and Nutrition Committee meeting of the year on September 26, 2013. Some of the agenda items discussed at this meeting included PIR Summary review, monitoring our Action Plan, Three-Year Goals, Walking Groups and Bridging the Information Gaps with Parents, and Meal Modeling in Head Start classrooms and TB serum shortage issue.

School Nurse Victoria Benson attended the first Internal Monitoring Meeting on September 23. In attendance were Child Development Department personnel from the Education, Health, and Special Needs/Disabilities content areas. Primary issues addressed were the timely completion of sensory and educational screenings, data entry discrepancies and ways to correct any possible inconsistencies.

Special Needs

As of the end of September, the SCUSD Child Development Department has served 102 Head Start preschool children with special needs and 12 Early Head Start infant/toddlers with special needs.

Mental Health

Social Workers are in the process of collecting the Family Worksheets from teachers and are currently following up on the needs of families.

Social Workers have started conducting parent workshops on Child Discipline at various school sites.

Early Head Start

Early Head Start had the privilege of having guest speaker, Officer Michael Bradley, come from the California Highway Patrol. He spoke at a socialization event and at a center-based parent meeting on the topic of Pedestrian Safety. The families received helpful tips to stay safe while walking in the street, riding bikes and driving. In addition, he provided important information on the laws regarding cell phone usage while driving a vehicle.

EHS families received reading materials and flyers on important resources available to the community.

The EHS Social Worker has revised the Family Partnership Agreement Process and will be reviewing this process with staff.

SETA monitored the EHS Home-Based program during the summer months. The Social Worker wrote corrective actions for the Family Partnerships and Family Partnership Building compliance area.

The Teen Parent Education Program is in full swing at American Legion High School. Expectant and parenting teen students, including EHS parenting students, are attending.

San Juan Unified School District

Education Services Update

Teachers are using a new pacing guide strategy to keep the collection of evidence ongoing and will complete their first DRDP assessment on November 1. Lead teachers will support teachers in this new strategy. By the first third of an assessment period, teachers should have gathered evidence for approximately 15 measures, and by the 2/3 mark of this assessment period, another 15 measures (for a total of 30) should have documented evidence.

Disabilities Services Update

Since school has started, the registration and support teams have been busy making sure any “stragglers” have completed the developmental screeners and that the info has been input into Child Plus. Teaching staff was reminded to have parents sign any referral forms that were already placed in the cumulative files before teachers picked them up. The teachers then gave the referrals to the appropriate Special Education staff member to begin the 2 week timeline to complete the screening on the special education end. If further assessment was deemed necessary, the process was begun right away.

Several new students already have IEPs scheduled due to this expedient process. Teachers have settled in with their classes and the Disabilities Specialist has received a few requests to come out and observe students and to make recommendations for accommodations and/or proper placement. It has been a good start to the 2013-14 school year.

Mental Health Services Update

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

After meeting at SETA to review the Health and Safe Environments checklist, attention is being given to the Special Diets information. Menu production records (the CACFP form) will be used to document food substitutions with a specific column indicating the variety of milk substitutions available. Staff will be trained on this form in October.

Nutrition Services Update

Health screening was three days a week for the first week in September, and then it dropped to one day a week on Tuesdays in the centralized screening room. Health is reviewing incoming students' health, nutrition, & immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns as well as working on the State Immunization Report for submittal to the State.

Health Services Update

Health screening was three days a week for the first week in September, and then it dropped to one day a week on Tuesdays in the centralized screening room. Health is reviewing incoming students' health, nutrition, & immunization status, completing health screenings, and counseling families in

various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns as well as working on the State Immunization Report for submittal to the State.

Family and Community Partnerships Update

This month the representatives from the 2012-2013 school year convened for the last time. Approval of personnel was handled, Head Start Job opportunities were distributed and the monthly SETA report was reviewed. A good-bye was said to Diane Delaney who is retiring. Many thanks as well as certificates of appreciation were given to reps for their hard work this year in support of the Policy Committee.

Transition Services Update

School is well underway. The children are settled in their classrooms and building community and friendships. The parents have had their first parent meeting and are adjusting well to the culture of attending school. The first round of assessments are coming due and parent conferences are close behind. The children are experiencing self help skills, practicing safe behaviors, taking part in various physical activities and working in small and large groups. All of these activities are the building blocks of a successful school readiness experience.

Program Support/Staff Training Update

Teachers were trained on the new IDP form obtained from SETA, which is structured around the five School Readiness domains. Teachers will fill this form out with the parents at the time of their parent conference. The resource, "A Parent's Guide to School Readiness," will be used by the parent to help them create a home strategy and to offer parent input in the IDP process.

Teachers and Assistants were trained on the strategy of authentic observations where a staff member observes a group of children during Free Choice for no more than two minutes and writes a narrative of the observation. Teams practiced with two short clips on loan from CPIN, and were excited about the 13-15 measures for which evidence was found.

Fiscal Update

Several things occurred in the month of September in addition to the usual activities. All fiscal reports were submitted on time. The Head Start and Early Head Start Monthly Fiscal, Attendance and In-Kind Report for August was submitted by the September 10. Currently both programs are within acceptable spending trends and in line with the budget. The End of the Month Report for August was submitted by September 5.

All programs are now up and running with Head Start classes beginning September 5. Early Head Start programs began in August with Full Year Center Based programs starting August 1 and Center Based/Home Based programs beginning August 15. This was for EHS programs that end their center based operation the first of June and have a Home Based program until August 15.

September also brought its challenges as Fiscal began to prepare for the anticipated federal review. The date of the federal review is unknown at this time, but could be as soon as October 1. In the next couple of weeks, SETA, the Grantee, will be reviewing in-kind documentation and proceed on with other fiscal areas.

Early Head Start

The Staff Development Plan has begun with a Collaborative Café model to review the questions from the OHS monitoring tool in preparation for the federal review. The implementation of this plan will continue for the federal review preparation in the upcoming months. Mental Health site visits are continuing by the consultant, Rich Lougy. Mr. Lougy is establishing relationships with staff and families, and is also working with CSUS to recruit new interns to provide direct services to EHS families through his referral process. The MCHAT autism screening tool has been implemented in all centers as well as in the Home Based program. The annual Self Assessment process has begun in addition to the annual update of the Service Area Plans.

Twin Rivers Unified School District

Events

This month the Head Start programs hosted their annual Back to School Nights for all students and families. Both sites displayed student work and informally met with parents about the program's rules and classroom expectations. Families were introduced to a host of community agencies who provided information and resources for services such as health care, dental hygiene, physical education and nutritional eating habits. The events also included free books to support the program's literacy goals as well as a delicious yogurt bar.

Professional Development

On September 12, the Head Start teaching staff participated in a Professional Development Workshop with the rest of the ECE Department of TRUSD. The training workshop included additional information about Second Step Curriculum focused on social/emotional concepts and behavior management. The Head Start teaching staff also reviewed the Positive Climate domain of the CLASS assessment in preparation for the upcoming Federal Review Visit.

Components

The Nutrition Component Leader provided a food activity along with physical education games for the classrooms. The tracking of lead, hemoglobin and lead risk continues along with inputting the information into the Childplus database for tracking purposes. The growth assessments have been completed and parents are being given information about their child's progress.

Students participated in hearing, vision, dental screening and dental varnishings with the Health Component Leader on various dates in September 9, 11, 12, 16, 17, 18 and 23. The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis.

The School Social Worker/Counselor is providing in classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Teaching staff participated in Preventive PreSAP process in which teachers identified students with challenges and a multidisciplinary team provided insightful strategies and interventions for improved success in the classroom. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker.

The Community Liaison continues completing FPA and FPP during parent orientations. 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 finished all screenings and continues to provide direct services to students who have IEPS already at both sites. Parents are also being notified of their child's screening results.

The Education Component Leader continues facilitating the parent orientations with the Social Worker and Community Liaison. Classroom observations to assist with behavior management by the Education Resource Teacher continues and planning for the monthly Education Component meetings. Teaching staff continue working on the first DRDP assessment and collecting evidence for their student's portfolio.

The ERSEA Component Leaders are continuing to review files for accuracy. Both sites are completely full and a wait list is being maintained. Fliers for local business and community based agencies have been delivered for recruitment purposes. The Program Design and Management component leaders have updated the personnel files. The HS Director continues to collect missing personnel information. Staff is also working on their Individualized Staff Development Plan for 2013-2014.

Policy and Parent Committees

The election was completed for all elected and alternate members for the 2013-2014 Policy Committee. New members participated in a fun Meet and Greet event on September 12. All members were given information binders with the Performance Standards, Written Area Service Plans, PIR report and Bylaws in it. The first meetings with the new Policy Committee and Parent Committee were held on September 19 and September 23 with all new members present.

Parent Trainings

The monthly parent meeting focused on Back to School including healthy habits and how to help your student be successful in preschool.

Fiscal

ECERS and DRDP assessment will be completed in October and teachers will begin ordering supplies and materials based on their assessment data.

Women's Civic Improvement Club (WCIC)

Program Design and Management and Human Resources Monitoring

The WCIC/Playmate Head Start Program was monitored by SETA's Quality Assurance Unit in late August. Results from the monitoring show that WCIC was compliant in all content areas.

Enrollment

During the month of September 2013 WCIC's Enrollment Team continued non-stop to maintain 100% Enrollment.

Safe Environment Trainings

WCIC/Playmate Head Start Program staff received CPR/First Aid from Get Ready Gear, Inc. Trainers on September 6, 2013. All staff is CPR/FA certified and valid for an additional two years.

WCIC/Playmate Head Start Program staff and parents received a Pedestrian Safety Training by Officer Adrian Quintero from California Highway Patrol on September 18, 2013. Officer Quintero addressed the Parents and Staff on Pedestrian Safety and Seat Belts. Officer Adrian Quintero stated there are many different types of car seats. Children under the age of one must be facing the rear when in the back seat of the car. The law states children under eight years old and less than 60 pounds must be in a car seat. Officer Quintero demonstrated how the harness should always be over the heart level of the child. Infants should not be wearing layers of clothing when placed in a car seat. The new car seats have expiration dates and should last anywhere from six to ten years. Officer Quintero passed out CHP Chipper and His Pals Talk about Safety handouts. Officer Quintero stated people need to make eye contact with drivers. If there is no eye contact, the driver probably did not see you. Tinted windows on vehicles are what pedestrians need to be familiar with. Pedestrians cannot see the driver. Never assume they see you when walking. Officer Quintero also stated that pedestrians should always walk facing the traffic.

Education Training

WCIC/Playmate Head Start Program teaching staff received The Individual Developmental Plan (IDP) Training by Karen Gonzales, Program Manager from SETA on September 13, 2013. Ms. Gonzales gave a brief overview of the Individual Developmental Plan and discussed the following: Orientation; Kindergarten Transition Plan; Preschool Information Sheet; Parent Observations (Sets A and B); Help your Child Succeed in School: Build the Habit of Good Attendance Early; Parent Participation Agreement; All through the Day; and The Value of Children's Activities. Staff will use the forms for the 2013-2014 School Year.

Recent Program Instruction or Information Memos from Administration for Children and Families (ACF) None to report for this month.

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

September, 2013 - Revised

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	1,292	100
SETA	1,974	1,963	99
San Juan USD	693	693	100
Twin Rivers USD	211	211	100
WCIC/Playmate Head Start	120	120	100

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded
Sacramento City USD	147	147	100
SETA	328	331	101
San Juan USD	161	161	100

(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.



SETA Head Start Food Service Operations Monthly Report *September 2013

September 3rd - Wendy Tanner visited the Central Kitchen to evaluate the ergonomic status of the computer work stations.

September 6th - Minimum Day Preschool & EHS Full Day (C) Classes.
Traditional Centers closed.

September 10th - WCIC reopens with 3 AM & 3 PM Traditional Classes.

September 19th - PAC Field Trip to the Central Kitchen.

September 25th - Cilantro sent as this month's Food Enhancement to the Head Start Centers

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
38,454	22,742	25,284	40

Total Amount of Meals and Snacks Prepared 86,520

Purchases:

Food	\$75,144.48
Non - Food	\$8,697.76

Building Maintenance and Repair: \$1,100.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$988.52

Vehicle Gas / Fuel: \$1,719.13
Normal Delivery Days 20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 09/30/13)

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)	6 (3 %)	N/A
Elk Grove USD (420)	48 (11%)	N/A
Sacramento City USD (1292)(147)	103 (8 %)	13 (9 %)
San Juan USD (693) (161)	66 (10 %)	15 (9 %)
WCIC (120)	4 (3 %)	N/A
SETA (1974) (345)	117 (6 %)	34 (10 %)
County (4710)* (653)**	344(7 %)	62 (9 %)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and Governing Board members
 RE: Quality Assurance/Monitoring Results – September 2013

Agency	Program	# of EHS Educators	# of Files	Monitoring Purpose
River Oak Center for Children (partner)	Early Head Start Home Base and Socialization Activity	5	15	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Documentation of services was clear, coherent and easy to read. Files were neat and orderly.
- Socialization event was well-attended and rapport between staff and families was very evident in their interactions.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	74%	1-Heights, weights and head circumferences were not graphed within timelines or procedures for graphing the results were not followed consistently 2-Insufficient follow up documentation by staff on subsequent assessment results that were missing or not provided by parents 3-No oral health hygiene information was provided to parents
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	95%	
Services to Pregnant Women/New Mothers <i>(Prenatal Services, New Mother Services)</i>	100%	
Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	97%	

Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	87%	1-Not all screenings were completed in a timely manner 2-Inaccurate data entry in ChildPlus for ASQ/ASQ SEs
Written Individualization <i>(Assessments, Individual Development Plans, Transition)</i>	85%	1-Some anecdotal observations were questionable due to inconsistencies with dates used 2-Individual Development Plans not completed in a timely manner
Home Based Option <i>(Group Size, Home Visits, Socializations)</i>	87%	1-Some missed home visits were not rescheduled by staff 2-Some home visit plans were incomplete in required sections 3-Some home visits were more teacher directed than parent directed
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	94%	

*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits will be scheduled within 120 days or less.



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and Governing Board members
 RE: Quality Assurance/Monitoring Results – September 2013

Agency	Program	# of EHS Educators	# of Files	Monitoring Purpose
Sacramento County Office of Education (partner)	Early Head Start Home Base and Socialization Activity	3	6	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Child file organization and recordkeeping is neat and orderly which allows for any reader to understand the comprehensive services provided to child and family.
- Home visits were implemented well. Joint planning with parent at home visits was evident

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	60%	1-Not all heights, weights and head circumferences were graphed within timelines. 2-Not all immunizations were up to date or complete for child's age. 3-Not all Well-Baby Checks were up to date. 4-Not all results and follow-up on blood lead level, hemoglobin and hematocrit levels were on file. 5-ChildPlus data did not match contents of the child's file
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	50%	1-Not all nutrition concerns from history form and growth assessment results were addressed.
Services to Pregnant Women/New Mothers <i>(Prenatal Services, New Mother Services)</i>	N/A	
Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	84%	1-Strategies to achieve goals were not clearly identified including appropriate timetable. 2-Limited follow-up on requests for immediate services and on goals.

Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	96%	
Written Individualization <i>(Assessments, Individual Development Plans, Transition)</i>	68%	1-Not all assessments were done on schedule. 2-Not all IDPs contained parent input and not all children had completed IDPs. 3-Joint planning was observed at home visits but Home Visit Plans did not adequately reflect this.
Home Based Option <i>(Group Size, Home Visits, Socializations)</i>	96%	
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	96%	

* Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits will be scheduled within 120 days or less.



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and Governing Board members
 RE: Quality Assurance/Monitoring Results – August 2013

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
SETA Operated Program	Phoenix Park New Helvetia EHS Bright Beginnings Hopkins Northview Norma Johnson	12 9 Head Start 3 Early Head Start	33 27 Head Start 6 Early Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Outstanding collaboration with local neighborhood (e.g. partnership with SCOE; working with SCUSD school administrators in helping families affected by school closures)
- Teamwork among staff members
- Strong relationships with families

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	71%	1-Inaccuracies found between data in the child's file and the ChildPlus Tracking System. 2- Not all health screenings, examinations and follow-up were completed and/or completed in a timely manner. 3- Hand washing, tooth-brushing and disaster drill procedures not followed at all times. 4-Confidentiality procedures not adhered to at all times.
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	90%	
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	89%	1-Not all required postings were available. 2-Some restrooms, classroom sinks and outdoor environments were not routinely cleaned or clear of clutter/debris. 3-Outdoors space is in need of repair/replacement, including uneven ground, worn rubber ground cover and

		playground equipment that is not age appropriate.
Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	76%	1-Not all family partnership agreements and follow-up was completed and/or completed in a timely manner. Evidence that partnerships exist but documentation was not evident in each file
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	92%	
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	85%	1-Not all Individual Development Plans were thoroughly completed and/or completed in a timely manner. 2-Not all assessment observations were clearly linked to domains/curriculum.
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	67%	1-Not all assessments were completed in a timely manner.
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	91%	1-More cultural diversity materials are needed in the classroom. 2-Limited teacher-child interactions during outdoor time.
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	88%	1-Inaccuracies between data in the child's file and Childplus Tracking System 2-Some enrollment paperwork was incomplete.

*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits will be scheduled within 120 days or less.



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – September 2013

Agency	Program	# of EHS Educators	# of Files	Monitoring Purpose
Sacramento City Unified School District	Early Head Start Home Base and Socialization Activity	6	14	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- The socialization event was implemented well.
- Overall, home visit sessions revealed positive and affirming relationships between families and Home Educators/Visitors. Parents’ competency was reinforced, with staff acknowledgment of parents’ personal growth and any observed positive changes at home. All developmental needs of children were addressed.
- The program has passionate and dedicated staff who provide program services with joyful and enthusiastic attitudes.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	62%	1-Consent forms were missing or not fully completed. 2-Not all screenings were completed within 45-days or on file. 3-Not all immunization cards were completely filled out. 4-Missing well-child checks on file. 5-Child Plus data did not reflect file content. 6-No evidence of oral health and hygiene information provided to all parents.
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	92%	
Services to Pregnant Women/New Mothers <i>(Prenatal Services, New Mother Services)</i>	100%	

Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	91%	
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	77%	1-Some IDPs did not have clearly written strategies.
Written Individualization <i>(Assessments, Individual Development Plans, Transition)</i>	74%	1-Observation dates were not consistent with other dates in file challenging the validity of written observations.
Home Based Option <i>(Group Size, Home Visits, Socializations)</i>	89%	1-Some missed home visits were not adequately documented 2-Home Visit Plans were not thoroughly completed with missing date for the next scheduled visit.
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	82%	1-Files contain incomplete or inconsistent enrollment information.

*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits by the SETA Quality Assurance team will be scheduled within 120 days or less.



Quality Assurance Summary Report

TO: San Juan Unified School District Board of Trustees
 RE: SETA Quality Assurance/Monitoring Results – September 2013

Agency	Program	# of EHS Educators	# of Files	Monitoring Purpose
San Juan Unified School District	Early Head Start Home Base and Socialization Activity	4	8	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Overall, home visits were conducted well, characterized by observed joint planning with parents and home environment was integrated in the lessons. Parent competencies were reinforced during the home visit experience.
- Socialization events were very good. Children were provided opportunities to experience preschool in a center-based setting.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	68%	1-Not all heights, weights and head circumferences were graphed within timelines or procedures for graphing the results were not followed consistently. 2-Not all Well-Child Checks and follow-up were completed or completed on time. 3-Not all children have 1 st year and 2 nd year lead risk assessment completed or in file. 4-Blood lead level and hemoglobin/hematocrit results for files reviewed were not in file or not recorded within appropriate time frame of 90 days.
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	94%	
Services to Pregnant Women/New Mothers <i>(Prenatal Services, New Mother Services)</i>	67%	

Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	94%	
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	79%	1-Not all screenings were completed within 45 days.
Written Individualization <i>(Assessments, Individual Development Plans, Transition)</i>	72%	1-Not all assessments were completed according to the assessment schedule and/or missing anecdotal observations 2-In-kind activities did not always link back to curriculum on home visit plans.
Home Based Option <i>(Group Size, Home Visits, Socializations)</i>	93%	
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	99%	

*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The Head Start/Early Head Start program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits by the SETA Quality Assurance team will be scheduled within 120 days or less.

ITEM VI-OTHER REPORTS (continued)
Page 2

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

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