

Thought of the Day: "I am responsible for my own well-being, my own happiness. The choices and decisions I make regarding my life influences the quality of my days."

Author: Kathleen Andrus

**GOVERNING BOARD**

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Council Member  
City of Sacramento

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City of Sacramento

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

**DATE:** Wednesday, December 21, 2005

**TIME:** 9:00 a.m.

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

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

**ADMINISTRATION**

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KATHY KOSSICK  
Executive Director

NORMA JOHNSON  
Deputy Director

**AGENDA**

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
- II. **Consent Item**
  - A. Approval of the Minutes of November 22, 2005 Regular Meeting
- III. **Action Items**
  - A. Approval of the SETA-Operated Programs Self-Assessment Plan

**IV. Information Item**

- A. Fiscal Monitoring Reports
- Sacramento City Unified School District
  - San Juan Unified School District
  - Women's Civic Improvement Club

**V. Committee Reports: None.**

**VI. Other Reports**

- A. Public Participation

**III. Action Items (Continued)**

**B. CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT Code Section 54957**

- ➔ Approval of Eligible List for the following positions: Bilingual Aide Vietnamese; Associate Teacher, Teacher Assistant, and Head Start Family Services Worker
  - Report out of Closed Session

**VII. Adjournment**

**DISTRIBUTION DATE: THURSDAY, DECEMBER 15, 2005**

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Katrina Emerson, Del Paso Early Childhood Development Center
- \_\_\_\_\_ Lupe Martinez, Elk Grove Unified School District
- \_\_\_\_\_ Toni Allen, Sacramento City Unified School District
- \_\_\_\_\_ Janet Foster, San Juan Unified School District
- \_\_\_\_\_ Marilyn Osborn, San Juan Unified School District
- \_\_\_\_\_ Donald M. Clark, SETA-Operated Program
- \_\_\_\_\_ Sherry Gangloff, SETA-Operated Program
- \_\_\_\_\_ Kenesha Gray, SETA-Operated Program
- \_\_\_\_\_ Zebadeisha Grooms, SETA-Operated Program
- \_\_\_\_\_ Belinda Gomez, Early Head Start (San Juan)
- \_\_\_\_\_ Mystee Marquez, Early Head Start (SETA)
- \_\_\_\_\_ Penny Campbell-Mays, Past Parent Representative
- \_\_\_\_\_ Minerva Gillette, Past Parent Representative
- \_\_\_\_\_ Denise Nelson, Past Parent Representative
- \_\_\_\_\_ Willie Williams, Outgoing Chair
- \_\_\_\_\_ Carol Schaefer, Child Health and Disability Prevention Program

Members to be Seated:

- \_\_\_\_\_ Karla Rosales, Elk Grove Unified School District
- \_\_\_\_\_ Brandy Bowden, Playmate Child Development Center
- \_\_\_\_\_ Tishanna Traylor, Playmate Child Development Center
- \_\_\_\_\_ Jamie Weissman, Del Paso Early Childhood Development Center
- \_\_\_\_\_ Gloria Neal, Meadowview Community Action
- \_\_\_\_\_ James Williams, Sacramento City Unified School District
- \_\_\_\_\_ Joanne Castillo, SETA-Operated Program
- \_\_\_\_\_ Brenda Huerta, SETA-Operated Program
- \_\_\_\_\_ Felicia Harris, Foster Parent Representative
- \_\_\_\_\_ Alvin Fincher, Sacramento Housing Alliance

**\*\* Please call your alternate, the Policy Council Vice Chair (Denise Nelson, 427-1226) or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. \*\***



<b>BOARD MEMBER</b>	<b>SITE</b>	<b>11/22</b>													
T. Traylor	WCIC	U													
J. Weissman	DP	U													
J. Williams	SAC														
A. Fincher	SHA														
C. Schaefer (11/29/04)	CHDP	X													
Vacant	WEAVE														
Vacant	CSPC														

### GLOSSARY OF ACRONYMS

<b>ACRONYM</b>	<b>REPRESENTATIVE CENTER</b>
ACTION	Child Action
ALTA	Alta California Regional Center
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
CSPC	Community Services Planning Council
DHA	Department of Human Assistance
DP	Del Paso Heights School District
EHS	Early Head Start
ELK	Elk Grove Unified School District
FOSTER	Foster Parent Representative
GRAND	Grandparent Representative
HB	Home based Option
MCA	Meadowview Community Action
PAST	Past Parent Representative
SAC	Sacramento City Unified School District
SHA	Sacramento Housing Alliance
SJ	San Juan Unified School District
SOP	SETA-Operated Program
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

- X:** Present
- E:** Excused
- U:** Unexcused Absence
- S/B/S:** Should be Seated
- AP:** Alternate Present
- E/PCB:** Excused, Policy Council Business
- E/PCB:** Excused, Policy Committee Business

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 22, 2005 REGULAR POLICY  
COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the November 22, 2005 Policy Council meeting for your review.

RECOMMENDATION:

That your Council review, modify if necessary, and approve the attached minutes.

**NOTES:**

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

**REGULAR MEETING OF THE HEAD START POLICY COUNCIL**  
**Minutes/Synopsis**

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

Tuesday, November 22, 2005  
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Denise Nelson called the meeting to order at 9:15 a.m. Ms. Mystee Marquez read the thought of the day. Ms. Beverly Shah called the roll.

**Members Present:**

America Obregon, Elk Grove Unified School District  
Toni Allen, Sacramento City Unified School District  
Minerva Gillette, SETA-Operated Program  
Betty Walker, SETA Operated Program  
Beverly Shah, Past Parent Representative  
LaRisa Yarbrough, Past Parent Representative  
Janet Foster, Early Head Start (San Juan USD)  
Mystee Marquez, Early Head Start (SETA)  
Penny Campbell-Mays, Foster Parent Representative  
Denise Nelson, Foster Parent Representative  
Carol Schaefer, Child Health & Disability Prevention Program

**Members Absent:**

Tawfiq Alnassiri, Sacramento City Unified School District (unexcused)  
Kimberly Williams, Sacramento City Unified School District (excused)  
Michele Walton, San Juan Unified School District (unexcused)  
Mary Frutoz, SETA Operated Program (unexcused)  
Loretta McClendon, SETA Operated Program (unexcused)  
Willie Williams, Grandparent Representative (unexcused)

II. **Consent Item**

- A. Approval of the Minutes of October 25, 2005 Regular Meeting

The minutes were reviewed. There were no corrections or questions.

Moved/Yarbrough, second/Obregon, to approve the minutes as distributed.  
Aye: 9, Nay: 0, Abstentions: 2 (Walker and Nelson).

III. **Information Items**

- A. Standing Information Items

- Region IX Head Start Association 22<sup>nd</sup> Annual Training Conference Reports: The reports were included in the board packet.
- Program Information Report: This item to be continued.
- Executive Committee Report: Ms. Walker reviewed the report.
- PC/PAC End-of-Year Appreciation, Shriner's Hospital for Children: Ms. Penny Campbell Mays thought the dinner was great, food was good, and

there was a nice turn out. Ms. Johnson's speech was very inspiring. Ms. Marquez enjoyed the end-of-year dinner. Ms. Desha stated that Ms. Nelson and Ms. Shah did a wonderful job facilitating the dinner and keeping the festivities flowing smoothly.

- Policy Council/Staff Recognition 2004-2005 Program Year: Gifts in appreciation were distributed. Ms. Desha presented Ms. Nelson with a gift of thanks for taking over the position of Chair and for her assistance throughout the year, her commitment, leadership ability, and a job well done as Chair PC and PAC.
- Seating of New Policy Council Members: New board members were seated:
  - Lupe Martinez, Elk Grove Unified School District
  - Janet Foster, San Juan Unified School District
  - Katrina Emerson, Del Paso Early Childhood
  - Donald Clark, SETA-Operated Program
  - Sherry Gangloff, SETA-Operated Program
  - Kenesha Gray, SETA-Operated Program
  - Zebadisha Grooms, SETA-Operated Program
  - Penny Campbell Mays, Past Parent Representative
  - Minerva Gillette, Past Parent Representative
  - Denise Nelson, Past Parent Representative
  - Belinda Gomez, Early Head Start (San Juan)
  - Mystee Marquez, Early Head Start

Ms. Elsie Bowers was presented with a certificate of appreciation.

- Introduction of New Staff: No new staff.

Mr. James Williams was introduced. Mr. Williams will be seated on the Policy Council at the next meeting.

- Board Procedures
  - ✓ Reimbursements – Mr. Allen Brock reviewed the meeting reimbursement policy.
  - ✓ Personnel – Mr. Jim O'Bra – Information was shared by Ms. Norma Johnson and Mr. O'Bra on how the board is involved in the agency's hiring process.
  - ✓ Conflict of Interest – Ms. Nancy Hogan reviewed the agency's conflict of interest policy and distributed assuming office forms.

The next board meeting will be Tuesday, January 24, 2006.

### III. **Information Items** (Continued)

#### A. Standing Information Items

- Upcoming Meetings, Training, Conferences and Events: None.
- Special Policy Council Meeting, Tuesday, December 20, 2005, 9:00 a.m.: *Canceled*. Next Regular Meeting: Tuesday, January 24, 2006, 9:00 a.m., SETA Board Room: No questions.
- PC/PAC Orientation: No questions.



- PC/PAC and Delegate Agency Officer Training: No questions.
- California Head Start Association Parent Conference, Sheraton Grand Hotel: This was reviewed; no questions.
- California Head Start Association General Conference, Sheraton Grand Hotel: No questions.

Ms. Marilyn Osborn, San Juan Unified School District, was seated.

#### **IV. Action Items**

##### **A. Election of Representatives and Alternates to Attend the National Head Start Association Parent Training Conference**

Ms. Nelson reviewed the conference guidelines. Ms. Norma Johnson stated that no one has gone to the parent conference for four years. There is a national conference in April or May of next year. There are usually four attendees from the Policy Council and four attendees from the Parent Advisory Committee.

There is a possibility that the new reauthorization of Head Start will not allow out-of-state or out-of-region trainings if the training is available locally. The PAC will send two representatives to the December meeting and two to the national meeting. The Policy Council has the same opportunity. Ms. Desha reviewed the items for which the agency is responsible.

Moved/Gray, second/Allen, to select two representatives and two alternates to attend the National Head Start Association Parent Training Conference.  
Show of hands vote: 13, Nay: 1 (Marquez) Abstention: 1 (Nelson)

Those interested in attending: Penny Campbell-Mays, Kenesha Gray, Marilyn Osborn, Donald Clark. Nominees spoke of their interest in the conference.

Show of hands votes: Penny: 5, Kenesha: 3, Marilyn 2, Donald: 4

Representatives will be Penny Campbell-Mays and Donald Clark, Kenesha Gray (first alternate), and Marilyn Osborn (second alternate).

##### **B. Governing Board Minutes: No questions.**

##### **C. Fiscal Monitoring Report: No questions.**

Ms. Norma Johnson thanked Ms. Nelson for chairing both the PAC and PC. Ms. Johnson gave Ms. Shah a gift in appreciation for all of the help during the years.

#### **V. Committee Reports**

##### **A. Executive Committee: No additional report.**

#### **VI. Other Reports**

A. Open Discussion and Comments:

Ms. Allen board members and staff for all of the help.

Ms. Marquez stated that Home Base Head Start has been a lot of fun.

Ms. Toni Allen spoke about speaking before First 5 for All.

Ms. Minerva Gillette spoke about her experience with Head Start.

B. Public Participation

Ms. Shah invited people to her church for a presentation called "What Child is This". The third Saturday of every month, Campbell's Soup opens their employee store and everything is half price. She encouraged people to continue to participate on the Policy Council.

Ms. LaRisa Yarbrough read a letter about her experience with Head Start and encouraged board members to stay the course.

Mr. James Williams stated that he is looking forward to being on the board.

Ms. Nelson announced that there is free tutoring available through an organization called Got Homework. She offered copies of flyers.

The Governing Board approved the Policy Council bylaws yesterday.

IV. **Action Items** (Continued)

B. **CLOSED SESSION: PERSONNEL** - Pursuant to Government Code Section 54957

The board went into closed session at 10:41 a.m. At 10:56 a.m., the board went back into open session. Mr. Jim O'Bra was presented with a gift. Ms. Nelson report out of closed session that the eligible lists were approved for the following positions: Accounting Technician, Associate Teacher, and Parent Intern.

Ms. Janet Foster thanked board members for supporting her over the years. She was recently elected to sit on the board for First Five for School Readiness.

VII. **Adjournment:** Meeting adjourned at 10:59 a.m.

## ITEM III-A – ACTION

### APPROVAL OF THE SETA-OPERATED PROGRAM'S SELF-ASSESSMENT PLAN

#### BACKGROUND:

Our program uses two distinct tools for assessing services provided to our families: the Monitoring Tool and the Program Self-Assessment Tool.

The Self-Assessment Tool provides our program with the means to continually strengthen the program and the services delivered to the children and families.

The Self-Assessment process involves the collection of information from a variety of sources to determine if systems and services have been implemented and are working effectively. In the Self-Assessment process, we incorporate information from multiple sources, such as the on-going monitoring reports, quality assurance file reviews, Program Information Report (PIR), and the Community Needs Assessment Plan.

There are 17 booklets, which include a number of questions and checklists taken from the PRISM tool, used to evaluate the program.

- 1) Program Governance
- 2) Planning
- 3) Communication
- 4) Record-keeping and Recording
- 5) On-going Monitoring
- 6) Human Resources
- 7) Fiscal Management
- 8) Prevention and Early Intervention
- 9) Tracking and Follow-up
- 10) Individualization
- 11) Disabilities Services
- 12) Curriculum and Assessment
- 13) Family Partnership Building
- 14) Parent Involvement
- 15) Community and Child Care Partnerships
- 16) Eligibility, recruitment, Selection, Enrollment and Attendance
- 17) Facilities, Materials, Equipment, and Transportation

Staff will be assessing centers monthly. At the end of each month, the team leaders will meet with management to share their findings, go over the programs' strengths, and any areas needing improvement. A preliminary report will be provided to the Policy Council in February, and a final report will be provided in May, 2006.

#### RECOMMENDATION:

That the Policy Council approve the SETA-Operated Program's Self-Assessment Plan.

ITEM III-A – INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

Attached are copies of the latest fiscal monitoring reports. Staff will be available to answer questions.

**NOTES:**

**MEMORANDUM**

**TO:** Ms. Aida Buelna **DATE:** December 7, 2005

**FROM:** Greg P. Tayros, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of Sacramento City U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA,Quality	\$ 6,427,364	9/30/04-07/31/05	9/30/04-7/31/05
Head Start	T & TA	20,000	9/30/04-07/31/05	9/30/04-7/31/05
Early H. S.	Basic, COLA,Quality	890,238	9/30/04-07/31/05	9/30/04-7/31/05
Early H.S.	T & TA	17,667	9/30/04-07/31/05	9/30/04-7/31/05
Head Start	PI (Carry-over)	1,227,550	9/30/04-07/31/05	9/30/04-7/31/05
Early H. S.	PI (Carry-over)	425,000	9/30/04-07/31/05	9/30/04-7/31/05

**Monitoring Purpose:** Initial  Follow-Up  Special  Final

**Date of review:** Various dates.

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

**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from September 30, 2004 to July 31, 2005 have been traced to the delegate's records. The records were reviewed and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council

MEMORANDUM

**TO:** Ms. Tracy Tomasky **DATE:** November 17, 2005  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic , COLA, Quality	\$ 3,474,924	9/30/04-07/31/05	9/30/04-7/31/05
Head Start	T & TA	15,000	9/30/04-07/31/05	9/30/04-7/31/05
Head Start	Prog. Impv	212,500	9/30/04-07/31/05	9/30/04-7/31/05
Early HS	Basic, COLA, Quality	977,560	9/30/04-07/31/05	9/30/04-7/31/05
Early HS	T & TA	19,530	9/30/04-07/31/05	9/30/04-7/31/05
Early HS	Prog Impv	652,000	9/30/04-07/31/05	9/30/04-7/31/05

**Monitoring Purpose:** Initial  Follow-Up  Special  Final

**Date of review:** Various dates

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

**Program Operator:** San Juan Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from September 30, 2004 to July 31, 2005 have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council



**MEMORANDUM**

**TO:** Ms. Edenausageboye Davis **DATE:** November 15 2005  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA, Quality	\$ 543,059	9/30/04-7/31/05	9/30/04-7/31/05
Head Start	T & TA	7,500	9/30/04-7/31/05	9/30/04-7/31/05

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** 11/8/05

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

**Program Operator: WCIC**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from September 30, 2004 to July 31, 2005 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council

ITEM VI- OTHER REPORTS

BACKGROUND:

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

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ITEM III-B- ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: