

Thought of the Day: "To improve the golden moment of opportunity, and catch the good that is within our reach, is the great art of life."

Author: William James

GOVERNING BOARD

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City of Sacramento

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

DATE: Tuesday, July 26, 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.

ADMINISTRATION

925 Del Paso Blvd., Suite 200
Sacramento, CA 95815
Tel: (916) 263-3804
Fax: (916) 263-3779
Website: www.headstart.seta.net

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 June 28, 2005 Meeting
- III. Action Items**
 - A. Election of Policy Council Treasurer
- IV. Information Items**
 - A. Standing Information Items
 - Introduction of New Staff
 - Upcoming Meetings, Training, Conferences and Events
 - ✱ Ms. Alma Walton Hawkins, Mr. Robert Silva, Ms. Belinda Malone and Ms. Julita Bentz

- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Monthly Special Education Report – Ms. Beverly Sanford
- CHSA Report
- Region IX Head Start Association Report
- Fiscal Report (January, April, July, October) – Mr. Kim Peck
- National Head Start Association (NHSA) Annual Training Conference Reports (attached), Event – May 24-27, 2005, Orlando, Florida
- Community Resources/Recognitions - Policy Council Members/Staff
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Willie Williams and Ms. Nora Mott

B. Sacramento Housing Alliance

V. Committee Reports

- A. Executive
- B. Personnel/Bylaws
- C. Budget/Planning
- D. Hospitality
- E. Program Area Committees
 - Early Childhood Development and Health Services
 - Family & Community Partnerships/Training
 - Monitoring & Evaluation (Self-Assessment)-Committee of the whole.
 - Early Head Start
- F. Community Advocating Male Participation (CAMP) – Mr. Michael Thompson

VI. Other Reports

- A. SETA Executive Director's Report
- B. Chair's Report
- C. Head Start Deputy Director's Report
- D. Head Start Managers' Report
- E. Community Agency Report
 - Women Escaping a Violent Environment - Vacant
 - Child Health and Disability Prevention Program – Vacant
 - Community Services Planning Council - Vacant
 - Advisory Board of Perinatal & Infant Health Committee – Ms. Toni Allen
 - Maternal, Child and Adolescent Health Board – Ms. Beverly Shah
 - Community Action Board: Ms. Janet Foster
- F. Health and Dental Report
 - Sacramento County Dental Health Advisory Committee Reps: Ms. Carol Schaefer and Ms. Toni Allen
- G. Open Discussion and Comments
- H. Public Participation

III. **Action Items** (Continued)

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

- Approval of Eligible Lists for the following positions: 1) Bilingual Aide (Spanish), 2) Head Start Coordinator (Health)(Non-Supervisory), 3) Head Start Cook/Driver, and 4) Associate Teacher
- Report out of Closed Session

VII. **Adjournment**

DISTRIBUTION DATE: WEDNESDAY, JULY 20, 2005

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Angelica Navarrette, Elk Grove Unified School District
- _____ America Obregon, Elk Grove Unified School District
- _____ Toni Allen, Sacramento City Unified School District
- _____ Tawfiq Alnassiri, Sacramento City Unified School District
- _____ Kimberly Williams, Sacramento City Unified School District
- _____ Dani Saulisberry, San Juan Unified School District
- _____ Michele Walton, San Juan Unified School District
- _____ Tinisha Euwing, Playmate Child Development Center
- _____ Mary Bishop, SETA-Operated Program
- _____ Minerva Gillette, SETA-Operated Program
- _____ Loretta McClendon, SETA-Operated Program
- _____ Betty Walker, SETA-Operated Program
- _____ Beverly Shah, Past Parent Representatives
- _____ LaRisa Yarbrough, Past Parent Representatives
- _____ 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
- _____ Nora Mott, Grandparent Representative
- _____ Willie Williams, Grandparent Representative
- _____ Michael Thompson, CAMP Representative
- _____ Carol Schaefer, Child Health and Disability Prevention Program

Seats Vacant:

- _____ Vacant (Evans), Past Parent Representatives
- _____ Vacant (Franklin), Del Paso Early Childhood Development Center
- _____ Vacant (Guzman), Del Paso Early Childhood Development Center
- _____ Vacant (Harris), Meadowview Community Action
- _____ Vacant (Tijernia), Meadowview Community Action
- _____ Vacant (Arroyo), SETA-Operated Program
- _____ Vacant (Dinges), SETA-Operated Program
- _____ Vacant (Williams), Playmate Child Development Center

**** Please call your alternate, the Policy Council Chair (Willie Williams: 410-1562) or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 28, 2005 REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the June 28, 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, June 28, 2005
8:30 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** The meeting was called to order at 9:00 a.m. Ms. Yarbrough read the thought of the day. Ms. Beverly Shah called the roll. Ms. Loretta McClendon was seated.

Members Present:

Toni Allen, Sacramento City Unified School District
Kimberly Williams, Sacramento City Unified School District
Dani Saulisberry, San Juan Unified School District
Michele Walton, San Juan Unified School District (arrived at 9:15 a.m.)
Mystee Marquez, Early Head Start, SETA Operated Program (arrived at 9:05 a.m.)
America Obregon, Elk Grove Unified School District
Maria Tijernia, Meadowview Community Action
Mary Bishop, SETA-Operated Program
Antonette Dinges, SETA-Operated Program
Minerva Gillette, SETA-Operated Program
Betty Walker, SETA-Operated Program (arrived at 9:16 a.m.)
Beverly Shah, Past Parent Representative
LaRisa Yarbrough, Past Parent Representative
Penny Campbell-Mays, Foster Parent Representative
Denise Nelson, Foster Parent Representative
Willie Williams, Grandparent Representative
Nora Mott, Grandparent Representative (arrived at 9:06 a.m.)
Michael Thompson, CAMP Representative (arrived at 9:07 a.m.)
Janet Foster, Early Head Start, San Juan Unified School District
Carol Schaefer, Child Health and Disability Prevention Program

Members Absent:

Tawfiq Alnassiri, Sacramento City Unified School District (Unexcused)
Angelica Navarrette, Elk Grove Unified School District (Excused)
Tinisha Euwing, Playmate Child Development Center (Unexcused)
Art Arroyo, SETA-Operated Program (Excused)
Terri Williams, Playmate Child Development Center (Unexcused)

II. **Consent Item**

- A. Approval of the Minutes of May 13, 2005 Special Meeting

The minutes were reviewed. The Clerk was provided with a correction.

Moved/Campbell-Mays, second/Saulisberry, to approve the minutes as corrected.
Show of Hands Vote: Aye: 16, Nay: 0, Abstentions: 2 (Shah & Williams)

III. Action Items

A. Approval of Policy Council/Parent Advisory Committee Joint Parent Activity

The parent activity must be education related. Staff highly recommends that the event be held locally. Ms. Desha stated that for the last few years, each time there was an out-of-town event, there was such low participation and it was not cost effective. Only nine people participated in last year's parent activity.

Ms. Desha stated that the Hospitality Committee does the planning for this activity. They select the color/theme/plaques, etc., for the banquet. In the past year, the PC and PAC have approved a joint event to have a larger amount available for the banquet. This is a joint committee of both the PC and PAC and the meeting will be July 6.

Moved/Yarbrough, second/Gillette, to approve the joint PC/PAC joint parent activity.

Show of hands vote: Aye: 18, Nay: 0, Abstentions: 2 (Walker and Williams)

IV. Information Items

A. Standing Information Items

- Introduction of New Staff: None
- Upcoming Meetings, Training, Conferences & Events: Will be done later.
- Average Daily Attendance Report – Call Ms. Elsie Bowers at 263-3920 if there are any questions.
- Monthly Special Education Report – Call Ms. Beverly Sanford at 263-3056 if there are any questions.
- CHSA Report: Ms. Norma Johnson stated that she will distribute a side-by-side comparison of the various bills regarding Head Start. One of the bills has a much higher educational requirement for the teachers. In the senate bill, there is a 'defocus' on the Policy Council. It is called an independent board and would take the place of the Policy Council. Currently in Head Start, once you become a delegate you stay a delegate until/unless you 'mess up'. With both the house and senate bills, there is going to be a recompetition every five years, unless you have no deficiencies. There will be no national conferencing, only meetings offered regionally or on a state-wide basis. The PRISM reviews can be unannounced. Additional information can be found at: www.NHSA.org
- Region IX Head Start Association Report: Same as the CHSA report.
- Fiscal Report – This report will be provided next month.
- National Head Start Association Annual Training Conference Reports – Two reports were included in the agenda packet.
- Head Start Parent Mentor Program: Report provided later in the meeting.

- Community Resources/Recognitions: No report.
- Parent/Staff Recognitions: No report.
- Grandparent/Foster Parent Report: No report. The next meeting is scheduled for July 13.

B. Fiscal Monitoring Reports: Ms. Norma Johnson reviewed the reports.

V. **Committee Reports**

- A. Executive: Ms. Nelson read the Executive Committee review. Ms. Williams stated that she is very proud of the Policy Council attendance.
- B. Personnel/Bylaws: This committee's final meeting will be July 8, 9:00 a.m.
- C. Budget/Planning: Finished for the year.
- D. Hospitality: Next meeting will be meeting July 6, 1:00 p.m.
- E. Program Area Committees
 - Early Childhood Development and Health Services: Will be announced.
 - Family & Community Partnerships/Training: Next meeting July 19.
 - Monitoring & Evaluation (Self-Assessment): On going.
 - Early Head Start: Will be announced.
- F. Community Advocating Male Participation – Mr. Michael Thompson attended CHSA conference in Florida through San Juan. He went to a couple of male involvement presentations. He suggested that SETA go 'all the way' and pay for the tracks instead of just going to the presentations. He spoke of a workshop that he attended given by John Carpoza about the feminization of American education. Mr. Carpoza spoke of one male teacher that allowed boys more leeway and this allowed the kids to be kids. Men speak to men differently when they are alone. Men as a group have physical problems because they hold their emotions in.

IV. **Information Items** (Continued)

- Upcoming Meetings, Training, Conferences and Events

Mr. Silva spoke of the group of parents that went to the conference this time. There were no issues, and the participants were very professional.

Mr. Silva distributed information on a Daddy and Me fishing trip, July 3 at Haggin Park. There is a fee to park but the fishing is free and there is a free BBQ lunch. There will be free rods and the fish will be cleaned at no charge.

He distributed an agenda on the Rancho Cordova Fourth of July Committee. A list of activities was distributed. Ron Jones will be doing the BBQ.

The Grandparent/Foster Parent Support Group will be meeting July 13, 9-12. Ms. Willie Williams will be making a presentation at this meeting. Contact Alma Walton Hawkins for additional information.

VII. Other Reports

- A. SETA Executive Director's Report: Ms. Johnson reported that SETA was approached by the State Department of Education. The Department of Education can no longer operate the St. Patrick's child care program and asked SETA to take over the program. These children will be served at different Head Start sites such as Job Corps, Sharon Neese, Crossroads, Mather and New Helvetia. MCA was going to give up their program because they've been having administrative concerns. Ms. Engstrom and Ms. Johnson met with the MCA board and instead of giving up the program, MCA will have a reduced program and will serve only 160 children. A letter will be sent to MCA regarding deficiencies in their program. They have five months to get the deficiencies repaired. The 40 children at Hopkins will be served by SETA instead of MCA. Nedra Court, New Helvetia and Grant will receive the other 60 children. The money will come from the State Department of Education to serve the St. Patrick's kids. The SETA program will increase the number of children by 100. Program design systems and administrative systems are lacking at MCA and have caused problems.

A letter regarding the PRISM review was distributed. There are minimal findings. In the county, we are under enrolled by only 1%. There were no deficiencies. The State Department of Education would like to see their name on our sign and letterhead; Ms. Johnson stated that this is being considered for our letterhead.

- B. Chair's Report: Ms. Williams attended a jazz festival in the Meadowview area this weekend. She spoke about the parent mentoring training programs that will be offered this year at Scottsdale, Honolulu, and Sacramento. The Sacramento event will be August 26-28, 2005, at the Sheraton Grant. Parent Mentor training is designed to increase children's literacy through daily activities. See Ms. Desha for additional details. Ms. Williams has employment applications for those seeking summer employment at the state fair.
- C. Head Start Deputy Director's Report: No additional report.
- D. Head Start Managers' Report: There will be a job fair at Antioch Church on Thursday, June 30, 10:00 a.m. – 3:00 p.m. SETA will be participating in this job fair. There will be many companies present that will be interviewing on the spot. Bring your resumes and dress nicely.
- E. Community Agency Report
- Women Escaping a Violent Environment - Vacant
 - Child Health and Disability Prevention Program – Ms. Carol Schaefer reported that CHDP staff continue to attend health fairs. A new administrative services officer was hired, Nancy Whitmer. Ms. Schaefer spoke of a number of other positions at CHDP are going through the personnel process. They are hoping to have a replacement for Dr. Britton soon.
 - Community Services Planning Council - Vacant

- Advisory Board of Perinatal & Infant Health Committee – Ms. Toni Allen stated she was not able to attend the meeting.
- Maternal, Child & Adolescent Health Board: No meeting until September.
- Community Action Board: No report.

F. Health and Dental Report

- Sacramento County Dental Health Advisory Committee Reps: Ms. Carol Schaefer stated that there has not been a meeting this year. Dental exams for children continue to be a big problem but childhood obesity is the main thrust now. First 5 has a huge statewide dental program.

A break was taken from 10:05 to 10:11 a.m.

III. **Action Items** (Continued)

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

The Board went into closed session at 10:12 a.m. At 10:32 a.m., Ms. Williams reported out of closed session that the following action was taken:

- Approval of Eligible List for the Classifications of: Head Start Home Visitor, Associate Teacher and Bilingual Aide (Spanish)

Vote: Aye:17, Nay: 0; Abstentions: 2 (Nelson and Mott)

- PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

VI. **Other Reports** (Continued)

G. Open Discussion and Comments

Ms. Dinges reported that this will be her last Policy Council meeting; she is moving to Texas.

Ms. Mott thanked SETA for the birthday card.

Ms. Yarbrough stated that her son received the outstanding achievement award.

H. Public Participation: Ms. Angelica Navarrette had a baby three days ago. Ms. Jacoolla Moody recently had a baby girl.

VII. **Adjournment**: Meeting adjourned at 10:35 a.m.

ITEM III-A - ACTION

ELECTION OF POLICY COUNCIL TREASURER

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect a Treasurer for the remainder of the 2004-2005 program year. The duties of the Policy Council Treasurer shall be as prescribed in the Policy Council Bylaws, Article V, Section 3 – Duties of Officers. These duties are as follows:

Section 3: Duties of Officers

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

- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite the Policy Council's business, work with the Staff/Council Secretary and oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality/Fundraising Committee.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council elect a Treasurer for the remainder of the Fiscal Year 2004-2005 program year.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION ITEMS

BACKGROUND:

This agenda item provides an opportunity for upcoming meetings, trainings, conferences, and events to be shared with the Policy Council.

- A. Standing Information Items
- Introduction of New Staff
 - Upcoming Meetings, Training, Conferences and Events
 - ✿ Ms. Alma Walton Hawkins, Mr. Robert Silva, Ms. Belinda Malone and Ms. Julita Bentz
 - Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
 - Monthly Special Education Report – Ms. Beverly Sanford
 - CHSA Report
 - Region IX Head Start Report
 - Fiscal Report (January, April, July, October) – Mr. Kim Peck
 - National Head Start Annual (NHSA) Training Conference Reports (attached), Event – May 24-27, 2005, Orlando, Florida
 - Community Resources/Recognitions - Policy Council Members/Staff
 - Parent/Staff Recognitions
 - Grandparent/Foster Parent Report – Ms. Willie Williams and Ms. Nora Mott

NOTES:

ITEM IV-B – INFORMATION

SACRAMENTO HOUSING ALLIANCE

BACKGROUND:

Mr. Alvin Fincher, Program Coordinator of the Sacramento Housing Alliance, will share information regarding affordable housing and fair housing needs in Sacramento County.

Mr. Fincher will be available to answer questions.

NOTES:

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 June 28, 2005 Regular Policy Council meeting.

| Good | Needs Improvement |
|-------------------|---|
| Starting on time. | Side Barring. |
| Timely meeting. | Point of personal privilege (raise hand). Recognition of chair (includes getting permission to leave). |
| Attendance. | Cell phones off/silent. |
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- B. PERSONNEL/BYLAWS COMMITTEE:** A report on the most recent meeting will be given at this time.

- C. BUDGET/PLANNING COMMITTEE:** This item provides the opportunity for the Planning/Budget Committee to submit an oral report to the Policy Council.

ITEM V- COMMITTEE REPORTS (Continued)

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D. HOSPITALITY COMMITTEE: A report on the most recent meeting will be given at this time.

E. PROGRAM AREA COMMITTEES:

☀ Early Childhood Development & Health Services

☀ Family & Community Partnerships/Training

☀ Monitoring & Evaluation Committee (Self-Assessment)

☀ Early Head Start

F. COMMUNITY ADVOCATING MALE PARTICIPATION (CAMP)

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. SETA EXECUTIVE DIRECTOR'S REPORT:** This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) to report to the Council on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal Policy Council packet.

The Executive Director's report also allows the Executive Director to apprise the Council of upcoming events, significant agency activities or conferences.

- B. CHAIR'S REPORT:** The Chair of the Head Start Policy Council (Ms. Willie Williams), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.

- C. HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT:** This item is set aside to allow the Head Start Deputy Director (Ms. Norma Johnson) to report to the Council on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal Head Start Policy Council packet.

The Deputy Director's Report also allows the opportunity for the Head Start Director to apprise the Council of upcoming events, significant agency activities, or conferences.

ITEM VI- OTHER REPORTS (Continued)

D. HEAD START MANAGER’S REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

Brenda Campos: Grantee Program Support Services Manager
Denise Lee: Grantee Program Operations
Vacant, Early Head Start, Special Projects and Community Partnerships
Buffie Engstrom, Head Start Administration

E. COMMUNITY AGENCY REPORT: This item provides the opportunity for Community Agencies to submit an oral report to the Policy Council.

- Women Escaping a Violent Environment – Vacant
 - Child Health and Disability Prevention Program – Ms. Carol Schaefer
 - Community Services Planning Council - Vacant
 - Advisory Board of Perinatal & Infant Health Committee – Ms. Toni Allen (appointed by Chair)
 - Maternal, Child and Adolescent Health Board – Ms. Beverly Shah
 - Community Action Board – Ms. Janet Foster
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F. HEALTH AND DENTAL REPORT: This item provides an opportunity for Policy Council representatives to submit an oral report to the Policy Council.

- Sacramento County Dental Health Advisory Committee Representatives:
Ms. Carol Schaefer and Ms. Toni Allen
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G. 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.

H. 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.

ITEM III-B- ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: