

Thought of the Day: "There is always one true inner voice. Trust it."

Author: Gloria Steinem

GOVERNING BOARD

BONNIE PANNELL
Council Member
City of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

ILLA COLLIN
Board of Supervisors
County of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Council Member
City of Sacramento

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

DATE: Tuesday, March 22, 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
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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 February 22, 2005 Regular Meeting
- III. **Action Items**
 - A. Approval of Representatives and Alternates to Attend the National Head Start Association Annual Training Conference
 - B. Approval of the SETA Head Start/Early Head Start Tobacco Free Policy

- C. Approval of the SETA Head Start/Early Head Start Exposure Control Plan for Bloodborne Pathogens Policy
- D. Approval of the SETA Head Start/Early Head Start Tuberculosis Policy
- E. Approval of SETA Head Start/Early Head Start Fiscal Year 2005-2006 Service Area Plans

IV. Information Items

- A. Standing Information Items
 - Introduction of New Staff
 - Upcoming Meetings, Training, Conferences and Events
 - ✿ Ms. Alma Walton, 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
 - Public Policy Symposium – Wednesday, April 20, 2005 – Sacramento Convention Center and Capitol Building (see attachment)
 - Annual Parent Leadership Institute Reports – February 16-18, 2005, Hilton Hotel, Concord, CA
 - California Head Start Association Conference Reports, Sheraton Pasadena Hotel, February 10-12, 2005 - Attached
 - Region IX Head Start Report
 - Fiscal Report (January, April, July, October) – Mr. Kim Peck
 - Policy Council Interview Protocol Review
 - Community Needs Assessment Update
 - Internal Dispute Resolution & Impasse Procedure (attached)
 - Community Complaint Procedure (attached)
 - Community Resources/Recognitions - Policy Council Members/Staff Parent/Staff Recognitions
 - Grandparent/Foster Parent Report – Ms. Willie Williams and Ms. Nora Mott

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)
 - Early Head Start
 - Health Services Advisory Committee (HSAC)
 - Community Partnerships Advisory Committee (CPAC)

F. Community Advocating Male Participation (CAMP)

VI. Other Reports

A. SETA Executive Director's Report

B. Chair's Report

C. Head Start Deputy Director's Report (attached)

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. Denise Nelson
- Maternal, Child and Adolescent Health Board – Ms. Beverly Shah
- Community Action Board: Ms. Antonette Dinges

F. Health and Dental Report

- Sacramento County Dental Health Advisory Committee Reps: Ms. Carol Schaefer, Ms. Toni Allen and Ms. Michelle Walton

G. Open Discussion and Comments

H. Public Participation

III. Action Items (Continued)

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

➔ Approval of Eligible List for the Classifications of: Head Start **Courier/Maintenance** and Head Start **Associate Teacher**

➤ Report out of Closed Session

VIII. Adjournment

DISTRIBUTION DATE: THURSDAY, MARCH 17, 2005

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Michelle Yost, Elk Grove Unified School District
- _____ Toni Allen, Sacramento City Unified School District
- _____ Tawfiq Alnassiri, Sacramento City Unified School District
- _____ Emma Vaziri, Sacramento City Unified School District
- _____ Felicia Harris, Meadowview Community Action
- _____ Maria Tijernia, Meadowview Community Action
- _____ Dani Saulsberry, San Juan Unified School District
- _____ Michele Walton, San Juan Unified School District
- _____ Art Arroyo, SETA-Operated Program
- _____ Antonette Dinges, SETA-Operated Program
- _____ Minerva Gillette, SETA-Operated Program
- _____ Laura Jones, 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

Member to be Seated:

- _____ Linda Coleman, Elk Grove Unified School District
- _____ Mary Bishop, SETA-Operated Program

Seats Vacant:

- _____ Vacant (Evans), Past Parent Representatives
- _____ Vacant (Euwing), Playmate Child Development Center
- _____ Vacant (Franklin), Del Paso Early Childhood Development Center
- _____ Vacant (Guzman), Del Paso Early Childhood Development Center
- _____ Vacant (Polite), Playmate Child Development Center

**** Please call your alternate, the Policy Council Chair (Willie Williams: 422-6935) or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

The 20044-2005 Board was seated on **November 29, 2004** and
December 21, 2004
POLICY COUNCIL - BOARD MEETING ATTENDANCE - PROGRAM
YEAR 2004-2005

BOARD MEMBER	SITE	11/29	12/21	1/25	2/22	3/22					
T. Allen (11/29)	SAC	X	X	X	X						
T. Alnassiri (11/29)	SAC	X	X	X	X						
A. Arroyo (11/29)	SOP	X	U	X	X						
M. Bishop (s/b/s 3/22)	SOP										
P. Campbell-Mays (11/29)	FOSTER	X	E	X	X						
J. Casanova (s/b/s 12/21)	SOP		U	E	U						
L. Coleman (1/25) (s/b/seated 3/22/05)	ELK				E						
A. Dinges (11/29)	SOP	X	X	X	X						
J. Foster (11/29)	EHS/SJ	X	X	X	X						
B. Franklin (s/b/s 1/25)	DP			U	U						
M. Gillette (11/29)	SOP	X	E	X	X						
Z. Guzman (s/b/s 1/25)	DP			U	U						
F. Harris (s/b/s 11/29, seated 12/21)	MCA	U	X	X	E						
L. Jones (seated 2/22)	SOP				X						
M. Marquez (12/21)	EHS/HB		X	X	X						
N. Mott (s/b/s 11/29, seated 12/21)	GRAND	E	X	X	E						
D. Nelson (11/29)	FOSTER	X	X	X	X						
B. Polite (s/b/s 11/29, seated 1/25)	PLAY	E	E	X	U						
D. Saulisberry (11/29)	SJ	X	X	X	E						
B. Shah (11/29)	PAST	X	X	X	X						
M. Thompson (11/29)	CAMP	X	X	X	X						
M. Tijerina (11/29)	MCA	X	X	X	X						
E. Vaziri (1/25)	SAC			X	E						
B. Walker (11/29)	SOP	X	X	X	X						
M. Walton (11/29)	SJ	X	X	X	E						

BOARD MEMBER	SITE	11/29	12/21	1/25	2/22						
W. Williams (11/29)	GRAND	X	X	X	X						
L. Yarbrough (11/29)	PAST	X	X	X	X						
M. Yost (1/25)	ELK			X	X						
C. Schaefer (11/29)	CHDP	X	X	X	X						
<i>Vacant</i>	<i>WEAVE</i>										
<i>Vacant</i>	<i>CSPC</i>										

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
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
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

Current a/o 3/16/05

ITEM II-A - CONSENT

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

BACKGROUND:

Attached are the minutes of the February 22, 2005 Policy Council meetings 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

(The minutes reflect the actual progress of the meeting.)

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

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

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Willie Williams called the meeting to order at 9:14 a.m. Ms. Marquez read the thought of the day. Ms. Shah called the roll. Ms. Laura Jones was seated.

Members Present:

Michelle Yost, Elk Grove Unified School District
Toni Allen, Sacramento City Unified School District
Tawfiq Alnassiri, Sacramento City Unified School District
Maria Tijernia, Meadowview Community Action
Art Arroyo, SETA-Operated Program
Antonette Dinges, SETA-Operated Program
Minerva Gillette, SETA-Operated Program
Laura Jones, SETA-Operated Program
Betty Walker, SETA-Operated Program
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
Janet Foster, Early Head Start, San Juan Unified School District
Mystee Marquez, Early Head Start, SETA Operated Program
Michael Thompson, CAMP Representative (arrived at 9:27 a.m.)
Carol Schaefer, Child Health and Disability Prevention Program

Members Absent:

Linda Coleman, Elk Grove Unified School District (Excused)
Emma Vaziri, Sacramento City Unified School District (Excused)
Dani Saulisberry, San Juan Unified School District (Excused)
Michele Walton, San Juan Unified School District (Excused)
Felicia Harris, Meadowview Community Action (Excused)
Brenda Polite, Playmate Child Development Center (Unexcused)
Jacqueline Casanova, SETA-Operated Program (Unexcused)
Nora Mott, Grandparent Representative (Excused)
Barbara Franklin, Del Paso Early Childhood Development Center (Unexcused)
Z. Guzman, Del Paso Early Childhood Development Center (Unexcused)

II. Consent Item

A. Approval of the Minutes of January 25, 2005 Regular Meeting

Ms. Penny Campbell-Mays will be included as present.

Moved/Schaefer, second/Nelson, to approve the minutes of the January 25, 2005 as corrected.

Voice Vote: Aye: 15, Nay: 0, Abstentions: 2 (Williams and Walker)

III. Action Items

A. Approval of Fiscal Year 2005-2006 Head Start Program Options and Tracks

This item was reviewed; no questions or comments.

Moved/Campbell-Mays, second/Gillette, to approve the Fiscal Year 2005/2006 Head Start Program Options and Tracks.

Show of Hands Vote: Aye: 15, Nay: 0, Abstentions: 2 (Williams and Walker)

Michael Thompson present at 9:27 a.m.

B. Approval of Fiscal Year 2005-2006 Head Start/Early Head Start Center Locations

This item was reviewed. Ms. Shah asked if this list would be brought back for approval if more sites are listed. Ms. Desha stated that it would. Ms. Tijerina asked about staffing at the centers. Ms. Williams stated that the centers are adequately staffed and monitored on a regular basis.

Moved/Alnassiri, second/Marquez, to approve the Head Start and Early Head Start Center locations for Fiscal Year 2005/2006.

Show of Hands Vote: Aye: 16, Nay: 0, Abstentions: 2 (Williams and Walker.

C. Approval of Delegating Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directed to the SETA Operated Program

Ms. Williams reviewed this item.

Moved/Yarbrough, second/Campbell-Mays, that the Policy Council approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA Operated Program.

Mr. Alnassiri inquired about this item and Ms. Williams stated that the PAC members are included in the personnel screening and interviewing. Ms. Desha

stated that the Policy Council has to authorize the PAC members' involvement in the screening and interviewing of potential staff.

Show of Hands Vote: Aye: 16, Nay: 0, Abstentions: 2 (Williams and Walker)

IV. Information Items

A. Standing Information Items

- Introduction of New Staff: No new staff.
- Upcoming Meetings, Training, Conferences and Events
 - ✿ Ms. Alma Walton, Mr. Robert Silva, Ms. Belinda Malone and Ms. Julita Bentz

Ms. Belinda Malone distributed information on Parent Resource Assistant monthly training held the first Wednesday of each month. This training is open to all board members. The March 9 meeting will be on how to access information.

Mr. Silva stated that Mr. Thompson would be providing his update.

Ms. Alma Walton announced the next Grandparent/Foster Parent support meeting which will actually be a field trip to visit with the North Sacramento Grandparent Group. The next meeting will be April 13 where Neosha LeForge will talk about getting rid of clutter. Denise Lee will talk about planning an event, Ms. Sharon Adams will talk about planning a family reunion. Ms. Walton spoke of the FLIP program. The SOP children will be getting a book called "Froggie's Baby Sister". Ms. Walton spoke of the Parent Expectations Support Achievement (PACA) program and spoke how important it is to spend time with their child. It is important that the child has personal time with the parent. Children also need discipline and structure.

Ms. Julita Bentz thanked the people that sat on the steering committee for school readiness. It was decided to divide school readiness into three parts: 1) preparing parents for getting their children ready for preschool AND kindergarten; 2) helping parents become organized by giving parents a portfolio to collect information for their children to go to kindergarten; what's going on in the classroom; and 3) Knowing your community schools and whether the kids will be bussed; will they be wearing uniforms, who is the teacher? Principal?

- Average Daily Attendance Report – Tabled.
- Monthly Special Education Report – The report was distributed. If there are questions, call Ms. Beverly Sanford at 263-3904.
- CHSA/Conference Report - The reports must be written and are due to Ms. Desha on March 4.

- Parent Leadership Institute Reports – It was reported that there were 17 people that did not show at this Institute; only five (5) parents contacted Ms. Desha.
 - ✓ Ms. Tijerina stated that she had a wonderful time and had never been at such a great event.
 - ✓ Mr. Alnassiri stated that this is his second time attending the leadership meeting. He had a very nice time. Asked if families could be involved.
 - ✓ Ms. Foster stated that she feels that we all know each other very well. San Juan had a really good showing. Very relaxing and got to know each other better.
 - ✓ Ms. Yarbrough said that it was different from last year because there were other agencies there. This gave Policy Council members an opportunity to meet other parents and other staff. Ms. Betsy Haas is a wonderful speaker.
 - ✓ Ms. Gillette stated that she had a great time.
 - ✓ Mr. Thompson loved the idea of the training and would like to do it in November after the Policy Council is seated. He would like to have it earlier in the year.

Ms. Desha thanked all of the parents and staff from the Delegate Agencies and the SOP staff. Ms. Mary Lenoir and Ms. Lori Black were thanked for their help in preparing for the Parent Leadership Institute and collating of information. Ms. Williams thanked Ms. Lenoir for the wonderful certificates that she did.

- Region IX Head Start Report: No report.
- Fiscal Report: No report.
- Community Resources/Recognitions - Policy Council Members/Staff: Ms. Engstrom was thanked for her assistance during the Parent Leadership Institute.
- Parent/Staff Recognitions: None.
- Grandparent/Foster Parent Report – Ms. Shah reported that Mr. Munoz brought instruments to work with children. Music is the international language.

Ms. Denise Nelson left at 10:07 a.m.

- B. Fiscal Monitoring Reports: No questions or comments.

V. Committee Reports

- A. Executive: Ms. Williams reviewed the Executive Committee report. Ms. Walker read the critique of the January Policy Council meeting.
- B. Personnel/Bylaws: There is a meeting coming up on the 24th, 9:00 a.m. in the Oak Room.
- C. Budget/Planning: The next meeting is scheduled for the February 25th.
- D. Hospitality: No meeting scheduled until June.
- E. Program Area Committees

Early Childhood Development and Health Services: The PC/PAC calendar is almost ready and a meeting will be held shortly.

Family & Community Partnerships/Training: A meeting has been set for Wednesday, March 2.

Monitoring & Evaluation: Ms. Johnson was asked when the process for self assessment would be started. She stated that it will be agendized in March for the self assessment.

Early Head Start: No report.

- F. Community Advocating Male Participation – Mr. Michael Thompson distributed a quality improvement questionnaire. He asked for reports to be turned in to him. He provided an update on the most recent CAMP meeting and announced upcoming meetings. There is discussion of doing a circus for face painting, clowns and inviting all current parents to promote the program to the new Head Start parents. He recently completed a degree on real estate and will be doing a workshop on credit repair and how to get a home. The questionnaire is for the Policy Council and asking for information that they would like regarding the CAMP program. The March 18 meeting will be in the Sequoia Room and the topic will be men’s legal workshop. Issues discussed will be divorce, child custody and other issues related to men’s legal issues. A CAMP meeting will be held on March 9; the April meeting will be the 6th. Mr. Silva stated that he wants to have delegate staff in attendance at the CAMP meetings. Ms. Williams asked that any board member wanting to distributed information to the board to please provide it to Ms. Johnson and Ms. Desha. Mr. Silva stated that the healthy marriage initiatives funding is available but SETA Head Start has not yet submitted a proposal for these funds.

Mr. Thompson stated that the questionnaire will be re-evaluated and brought back to the next Policy Council meeting.

VII. Other Reports

- A. SETA Executive Director's Report: No report.
- B. Chair’s Report: Ms. Williams reported on the Pasadena conference. She had two days of Parent Ambassadors training which was very long but informative. The CHSA conference was good and for those that attended, she’s looking forward to hearing their reports. The conference was different from those sponsored by SETA. The Parent Leadership Institute was fantastic and Ms. Haas was excellent. She was disappointed by the low turnout but this will be addressed in the future. Family Training meeting will be March 15. Ms. Walker asked if we have a date for the National conference. It will be May 24-28 in Orlando, Florida. Ms. Johnson stated that the election of representatives to attend this conference will be dealt with in March.
- C. Head Start Deputy Director’s Report: Ms. Johnson reiterated that the questionnaire did not come from CAMP; it is Mr. Thompson’s questionnaire and it is NOT on behalf of CAMP. Ms. Johnson stated that she also enjoyed the Parent Leadership Institute and thanked the parents that came.

Ms. Michelle Yost left at 10:45 a.m.

Mr. Thompson stated that the questionnaire was designed by Region IX and was discussed and distributed by CAMP.

D. Head Start Managers' Report: No reports.

E. Community Agency Report

- Women Escaping a Violent Environment - Vacant
- Child Health and Disability Prevention Program – Ms. Carol Schaefer reported that in response to CHD, they will be distributing toothbrushes, etc. for Dental Health Month. March 5 will be attending a health fair at the Sam Pannell Community Center. There are several coming up in April and May.
- Community Services Planning Council - Vacant
- Advisory Board of Perinatal & Infant Health Committee – No report.
- Maternal, Child and Adolescent Health Board: Ms. Shah stated that next month will be their first meeting. Ms. Allen spoke of a meeting that was held recently and that there was discussion about young girls sharing birth control.
- Community Action Board: No report.

F. Health and Dental Report

- Sacramento County Dental Health Advisory Committee Reps: Ms. Carol Schaefer stated that there will not be meeting until April.

G. Open Discussion and Comments: No comments.

H. Public Participation: No comments.

III. Action Items (Continued)

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

The Board went into closed at 10:56 a.m. At 11:04 a.m., the board reconvened and Ms. Williams reported out of closed session that the eligible list for Head Start Associate teacher was approved.

VII. Adjournment: The meeting was adjourned at 11:05 a.m.

ITEM III-A - ACTION

SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND THE NATIONAL HEAD START ASSOCIATION ANNUAL TRAINING CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to select Representatives and Alternates to attend the National Head Start Association Annual Training Conference. The conference will be held (Tuesday - Friday) May 24 - 27, 2005, in Orlando, Florida. Please see the attached Conference Attendance Guidelines and Conference information.

RECOMMENDATION:

That the Policy Council approves the selection of two (2) Representatives and two (2) Alternates to attend the National Head Start Association Annual Training Conference.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

POLICY COUNCIL

REPRESENTATIVE CONFERENCE ATTENDANCE GUIDELINES

The following guidelines are for Policy Council members who have an interest in attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be Policy Council members who have not had an opportunity to attend an out-of-state Head Start Conference.
2. The Policy Council (PC) members must give a written report to the PC at the next scheduled PC meeting upon his/her return from the parent conference (local or out of state).
3. The Policy Council member's report must include the Policy Council member's name, conference date, title, location; workshops attended and networking information.
4. Any additional comments.

ITEM III-B – ACTION

APPROVAL OF THE SETA HEAD START/EARLY HEAD START TOBACCO FREE
POLICY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the SETA Head Start/Early Head Start Tobacco Free Policy (attached). Ms. Brenda Campos, Manager, Program Support Services, will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the SETA Head Start/Early Head Start Tobacco Free Policy.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-C – ACTION

APPROVAL OF THE SETA HEAD START/EARLY HEAD START EXPOSURE
CONTROL PLAN FOR BLOODBORNE PATHOGENS POLICY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the SETA Head Start/Early Head Start Exposure Control Plan for Bloodborne Pathogens Policy. The policy will be sent under separate cover.

Ms. Brenda Campos, Manager, Program Support Services, will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the SETA Head Start/Early Head Start Exposure Control Plan for Bloodborne Pathogens Policy.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-D – ACTION

APPROVAL OF THE SETA HEAD START/EARLY HEAD START TUBERCULOSIS
POLICY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the SETA Head Start/Early Head Start Tuberculosis Policy (attached). Additions are indicated by *italic* type and deletions are indicated by ~~striketrough~~ type.

Ms. Brenda Campos, Manager, Program Support Services, will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the SETA Head Start/Early Head Start Tuberculosis Policy.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-E – ACTION

APPROVAL OF SETA HEAD START/EARLY HEAD START FISCAL YEAR 2005-
2006 SERVICE AREA PLANS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the SETA Head Start/Early Head Start Fiscal Year 2006 Service Area Plans.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the SETA Head Start/Early Head Start Fiscal Year 2006 Service Area Plans.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

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.

Standing Information Items

A. Standing Information Items

- Introduction of New Staff
- Upcoming Meetings, Training, Conferences and Events
 - ✿ Ms. Alma Walton, 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
- Public Policy Symposium – Wednesday, April 20, 2005 – Sacramento Convention Center and Capitol Building (see attachment)
- Annual Parent Leadership Institute Reports – February 16-18, 2005, Hilton Hotel, Concord, CA
- California Head Start Association Conference Reports, Sheraton Pasadena Hotel, February 10-12, 2005 - Attached
- Region IX Head Start Report
- Fiscal Report (January, April, July, October) – Mr. Kim Peck
- Policy Council Interview Protocol Review (attached)
- Community Needs Assessment Update
- Internal Dispute Resolution & Impasse Procedure (attached)
- Community Complaint Procedure (attached)
- Community Resources/Recognitions - Policy Council Members/Staff
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Willie Williams and Ms. Nora Mott

NOTES:

PUBLIC POLICY SYMPOSIUM

**Wednesday, April 20, 2005
Sacramento Convention Center and
State Capitol Building**

Policy Council members selected to attend this event:

- 1. Toni Allen**
- 2. Tawfiq Alnassiri**
- 3. Janet Foster**
- 4. Minerva Gillette**
- 5. Mystee Marquez**
- 6. Felicia Harris (alternate)**
- 7. Dani Saulisberry**
- 8. Beverly Shah**
- 9. Betty Walker**
- 10. Michele Walton**
- 11. LaRisa Yarbrough**

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 February 22, 2005 Policy Council meeting.

Good	Needs Improvement
Attendance	Starting the meeting on time (9:00 a.m.)
Good participation of members in making and seconding motions/show of hands visibly during vote.	Cell phones: silent or off
Recognizing chair.	Side Barring
Parliamentarian good job.	
Timeliness of meeting.	

- 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)- Committee of the Whole

☼ Early Head Start

☼ Health Services Advisory Committee (HSAC)

☼ Community Partnerships Advisory Committee (CPAC)

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
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. Denise Nelson
 - Maternal, Child and Adolescent Health Board – Ms. Beverly Shah
 - Community Action Board – Vacant
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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, Ms. Toni Allen, Ms. Michele Walton
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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-F– ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: