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Thought for the Day: Maturity of mind is the capacity to endure uncertainty.

~ John Finley

HEAD START/EARLY HEAD START

REGULAR MEETING OF THE PARENT ADVISORY COMMITTEE

Date: Tuesday, April 26, 2011

Time: 9:00 a.m.

**Location: SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815**

While the Head Start Parent Advisory Committee (PAC) welcomes and encourages participation in the Committee meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under the jurisdiction of the Head Start Parent Advisory Committee and not on the posted agenda may be addressed by the general public under the Public Participation item of this agenda. The Head Start Parent Advisory Committee limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject.

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Distribution Date: Wednesday, April 20, 2011

*Parent Advisory Committee (PAC) meeting hosted by PAC Chair:
Chair, Mary Brown
Vice Chair, Tamara Knox
Secretary, Vacant
Treasurer, Vacant
Parliamentarian, Rebecca Lewis*

ITEM I-A – ROLL CALL

The Parent Advisory Committee Secretary will call the roll for the following members:

- ___ **Vacant**, Auberry Park Head Start
- ___ **Vacant**, Bannon Creek Head Start
- ___ **Vacant**, Broadway Early Learning Center
- ___ **Vacant**, Countrywood Head Start
- ___ **Vacant**, Crossroads Garden Head Start
- ___ Haley Joslin, Early Head Start/ Home Base
- ___ **Vacant**, Freedom Park Head Start
- ___ **Vacant**, Fruitridge Head Start
- ___ **Vacant**, Galt Head Start
- ___ **Vacant**, Grant Skills Center
- ___ **Vacant**, Grizzly Hollows
- ___ **Vacant**, Hillsdale Head Start
- ___ Donna Dobbins, Home Base
- ___ **Vacant**, Home Base
- ___ Kelly Martin, Hopkins Park Head Start
- ___ **Vacant**, Illa Collin Head Start
- ___ **Vacant**, Job Corps Head Start
- ___ **Vacant**, Kennedy Estates Head Start
- ___ Mary Brown, La Riviera Head Start
- ___ **Vacant**, LaVerne Stewart Head Start
- ___ **Vacant**, Marie Cleveland’s Bright Beginnings Head Start
- ___ **Vacant**, Mather Head Start
- ___ Praveena Chaudhary, Nedra Court Head Start
- ___ **Vacant**, New Helvetia 2 Head Start
- ___ Connie Wallace, Norma Johnson Head Start
- ___ Erika Contreras, Northview Head Start
- ___ **Vacant**, Parker Avenue Head Start
- ___ **Vacant**, Phoenix Park Head Start
- ___ **Vacant**, Sharon Neese Early Learning Center
- ___ **Vacant**, Solid Foundation Head Start
- ___ **Vacant**, Strizek Park Head Start
- ___ Socorro Gutierrez, Vineland Head Start
- ___ Laura Meza, Walnut Grove Head Start
- ___ **Vacant**, Whispering Pines Head Start
- ___ LaShonda Tablit, Foster Parent Representative
- ___ Rebecca Lewis, Grandparent Representative
- ___ **Vacant**, Male Involvement Representative
- ___ Tamara Knox, Past Parent/Community Representative
- ___ Yvette Hernandez, Past Parent/Community Representative

New Representatives to be seated:

- | | |
|--|---|
| ___ Donyea Elmore, Auberry Head Start | ___ Zoila Lucero, Fruitridge Head Start |
| ___ Monica Jones, Bannon Creek Head Start | ___ Teresa Toscano, Grant Skills Center Head Start |
| ___ Eloy Anzaldua, Freedom Park Head Start | ___ Victor Goodwin, Male Involvement Representative |

**ITEM I-B
PAC MEETING ATTENDANCE UPDATE**

**The PAC was seated on November 23, 2010
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2010-2011**

COMMITTEE MEMBER	CENTER	11/23	12/14	01/25	02/22	03/22	04/26	05/24	06/28	07/26	08/23	09/27	10/25	11/22
Donyea Elmore S/B Seated 02/11	AP				E	E								
Xavier Montoya S/B Seated 11/10	BC	U	X	U	X	AP Resigned								
Vacant	BLC													
Vacant	COP													
Vacant	CW													
Margaret Dennis S/B Seated 02/11	CR				U	U								
Haley Joslin Seated 11/10	EHS/HB	X	E	X	X	X								
Vacant	EL													
Eloy Anzaldua S/B Seated 04/11	FP													
Zoila Lucero S/B Seated 4/11	FT													
Vacant	G													
Yardira Haro Seated 12/10	GH		X	AP	U	U								
Teresa Toscano SB Seated 4/11	GSC													
Vacant	H													
Donna Dobbins S/B Seated 12/10	HB		X	X	E	X								
Vacant	HB													
Jean Philson Seated 11/10	IC	X	E	X	E	U								
Kelly Martin S/B Seated 11/10	HP	U	X	X	X	X								
Vacant	JC													
Vacant	K													
Mary Brown Seated 11/10	LAR	X	X	X	X	X								
Vacant	LVS													
Vacant	MCBB													
Susan Swick Seated 12/10	M		X	X	X	X	Resigned							
Praveena Chaudhary Seated 11/10	NC	X	X	X	X	X								
Connie Wallace Seated 11/10	NJ	X	X	X	X	X								
Vacant	NH2													
Erika Contreras Seated 06/10	NV	X	X	X	X	X								
Vacant	PA													
Michelle Burgess Seated 11/10	PP	X	U	X	E	U								
Vacant	SF													
Tami Watson S/B Seated 11/10	SN	U	X	X	E	U								
Vacant	SP													
Socorro Gutierrez Seated 02/11	V				X	X								
Laura Meza Seated 11/10	WG	X	X	X	X	X								
Vacant	WP													
Lashonda Tablit Seated 11/10	FPR	X	X	X	X	X								
Rebecca Lewis Seated 11/10	GPR	X	X	X	E	X								
Troy Luna Seated 04/10	MIR	X	X	X	X	X								
Tamara Knox Seated 11/10	PPR	X	PAC	X	X	E								
Yvette Hernandez Seated 11/10	PPR	X	X	X	X	X								

Members: If you cannot attend a meeting and are going to be absent, you must:

1. First, call your Alternate(s) to see if they can attend in your place;
2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 263-4082; and
3. Third, please call the PAC Chair, Ms. Mary Brown, at 203-3829, or the PAC Clerk, Ms. Lori Black, at 263-4068

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2010-2011
(Continued)

Head Start Center Abbreviations

AP:	Auberry Park	K:	Kennedy Estates
BC:	Bannon Creek	LAR:	La Riviera
BLC:	Broadway Early Learning Center	LVS:	LaVerne Stewart
CR:	Crossroads Garden	M:	Mather
CW:	Countrywood	MCBB:	Marie Cleveland Bright Beginnings
EHS:	Early Head Start	NJ:	Norma Johnson
EL:	Elkhorn	NC:	Nedra Court
FP:	Freedom Park	NH2	New Helvetia 2
FT:	Fruitridge	NV:	Northview
G:	Galt	PA:	Parker Avenue
GH:	Grizzly Hollow	PP:	Phoenix Park
GSC:	Grant Skills Center	SF:	Solid Foundation
H:	Hillsdale	SN:	Sharon Neese
HB:	Home Based	SP:	Strizek Park
HP:	Hopkins Park	V:	Vineland
IC:	Illa Collin	WG:	Walnut Grove
JC:	Job Corps	WP:	Whispering Pines

Representative Abbreviations

FPR:	Foster Parent Representative
GPR:	Grandparent Representative
MIR:	Male Involvement Representative
OGC:	Out Going Chair
PPR:	Past Parent Representative

Attendance Record Abbreviations

X:	Present
E:	Excused
AP:	Alternate Present
AE:	Alternate Excused
U:	Unexcused
PAC:	Parent Advisory Committee
R:	Resigned

ITEM II-A – CONSENT

APPROVAL OF MINUTES FOR PAC MEETING MARCH 22, 2011

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the PAC Meeting of March 22, 2011.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

REGULAR MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

MINUTES/SYNOPSIS

SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

March 22, 2011
9:00 a.m.

I. Welcome

A. Call to Order/Roll Call

The meeting was called to order at 9:14 a.m. Ms. Sandra Espinosa provided Spanish translation. Ms. Connie Wallace acted as Secretary. Ms. Yvette Hernandez acted as Vice Chair. The Pledge of Allegiance was recited. A quorum was confirmed.

Members Present:

Haley Joslin
Donna Dobbins
Kelly Martin
Mary Brown
Susan Swick
Praveena Chaudhary
Connie Wallace
Erika Contreras
Socorro Gutierrez
Laura Meza
LaShonda Tablit
Rebecca Lewis
Troy Luna
Yvette Hernandez
Monica Jones (AP, Bannon Creek)

Members Absent:

Yadira Haro (U)
Jean Philson (U)
Michelle Burgess (U)
Tami Watson (U)
Tamara Knox (E)

New Members to be seated:

Donyea Elmore, Auberry Head Start (~~U~~) (E)
Margaret Dennis, Crossroads Head Start (U)

B. PAC Meeting Attendance Update

II. Consent Items

A. Approval of Minutes for PAC Meeting February 22, 2011

Motion by Ms. Rebecca Lewis to approve the attached minutes of February 22nd.
Seconded by Ms. Kelly Martin. No discussion.

Show of hands vote: Ayes, 13. Nays, 0. Abstentions, 2 (Ms. Mary Brown, Ms. Monica Jones).

III. Action Items

A. Election of Policy Council Representatives and Alternates

Background information read by Ms. Mary Brown. Ms. Brown and Ms. Marie Desha explained the duties of Policy Council Representative and Alternate.

Motion by Ms. Lewis, seconded by Ms. Martin, to elect four Representatives and six Alternates to the Policy Council.

Show of hands vote: Ayes, 14. Nays, 0. Abstentions, 1 (Ms. Brown).

Discussion: It was asked that if the child transitions to kindergarten in September, and the PAC/PC Program Year ends in November, can the Representative remain on the Board. Ms. Desha answered that the PAC Representative may remain on the Board until the Program Year ends. Ms. Brown shared that only current parent PAC Representatives may be a PC Representative or Alternate. Ms. Desha clarified that Past Parents may not be elected to the PC as SOP Representatives; Community Representatives may not be elected to the Policy Council unless their child is currently enrolled.

Sole nominees Socorro Gutierrez, Kelly Martin, and Connie Wallace were elected Representatives to the Policy Council. This Item will be continued to the May, 2011 PAC agenda.

B. Approval of Program Self Assessment for 2010-2011

Ms. Lee stated SETA completed its annual self assessment in November. (This date was moved up from January due to our federal review.) Ms. Lee, managers, staff, the human resources and fiscal departments, Board members, community partners and parents were involved in the process. Using the Office of Head Start Monitoring Tool, assessors looked at files, documentation, observed classrooms, checked classrooms for being safe environments.

From the SOP self assessment, several program strengths, as well as areas for improvement were noted in the attached *Self Assessment Summary of Results 2010-2011*. (More detailed information was compiled, but not distributed due to the large size.) This information does not include SETA's oversight of the Delegate Agencies.

SETA received findings of items that need to be addressed and is required to write a program improvement plan for: (*Sacramento Employment and Training Agency Heads (Head) Start/Early Head Start Self Assessment Program Improvement Plan (PIP)* handout provided. The PIP is reviewed each Wednesday in the Team Leadership meeting, and updates on items are provided. There is work to do on blood level lead screenings, required of children 3-5. SETA was not tracking down parents to have those screenings, but is now. SETA wants to make sure family case management in the centers is more formalized and more documented.

Ms. Monica Jones, Alternate from Bannon Creek, shared that she is very interested in self assessment and program planning, and would like to discuss program improvement with Ms. Lee. Ms. Lee provided her phone number, 263-3916, and invited Ms. Jones to speak with her after the meeting.

Motion by Ms. Lewis to approve the Program Self-Assessment for 2010-2011. Seconded by Ms. Haley Joslin.

Show of hands vote: Ayes, 13. Nays, 1 (Ms. Jones). Abstentions, 1 (Ms. Brown).

C. Approval of Head Start/Early Head Start 2011 Community Assessment

Ms. Lee reported that SOP is required to take a Community Assessment every three years. There was a planning meeting on January 6th to review community assessment findings, and to develop, discuss and prioritize countywide three-year goals for 2011-2014. Planning meeting participants included Ms. Lee, Delegate Agency directors, SETA managers, program coordinators/specialists, and parents. The three goals selected were: 1) Health and wellness; 2) School readiness; and 3) Mental wellness. Each Delegate Agency may chose which way they want to meet their goals.

Ms. Lee explained how community needs drive the services that SETA provides. She explained the outcome of the community assessment, providing data, statistics, and information on demographics, child care supply and demand, Social Services/Mental Health, Health, Disabilities, Education/School Readiness, Child Outcomes, population, ethnic diversity, language diversity, unemployment/workforce development, family structure, and poverty.

Sacramento County Head Start Community Assessment 2001-2014 Executive Summary, and Sacramento County Head Start Community Assessment Highlights provided in the agenda were reviewed by Ms. Lee. An overhead presentation was provided.

Ms. Lee answered a series of questions posed by Ms. Jones: - The county data did not come from the 2010 census, but from different community reports, such as the Children's Report Card, Department of Finance, and other sources. - There is no parent satisfaction survey tracking process in place for children transitioning into kindergarten. However, there is an annual satisfaction survey given to parents to tell how they feel about Head Start services; that is where the report data came from. Each Delegate Agency potentially does its own survey. - The PAC agenda packet is not available in other languages, but the first two agenda pages are available in Spanish. - Ms. Lee is aware that some data given in her report, specifically the academic achievement in elementary schools, the API/achievement gap data is much worse than reported, but it is the most current SETA and Program Officer Robyn Caruso, and an outside consultant were able to access through research.

Ms. Haley Joslin shared that Birth and Beyond does School Readiness. They also do hearing and vision testing.

Ms. Lewis inquired about pregnant teens. In the Elk Grove Unified School District there are 200 pregnant or parenting teens under the Cal Safe program. Cal Safe funds were diverted to Early Head Start. She asked if the Early Head Start program had done anything to reach the over 150 missing pregnant or parenting teens. Ms. Lee answered that Elk Grove has a partnership with the Sacramento City Unified School District Early Head Start Expansion accessing teens on campus; however, there are only 457 Early Head Start slots.

Ms. Karen Gonzales and Ms. Lisa Carr can give Board members some pointers on how to spread the word on the importance of Head Start/Early Head Start. Having easy to read information available at centers is important.

Ms. Martin commented that Head Start is actually good for children. It makes it harder for the teacher in kindergarten when children have no classroom experiences.

Ms. Joslin commented on the importance of Head Start for social skills.

Ms. Lewis attended a First Five Sacramento Kindergarten Transition Summit over the weekend based on Social and Emotional development. She commented on the parent being the child's first teacher and the importance of social/emotional development. After hearing Ms. Joslin's concerns, she gave her *The Foundations of Social and Emotional Development* and *School Readiness, you Hold the Key* books. (Copies can be made to share with other parents.)

Ms. Brown explained the process for making motions.

Motion by Ms. Joslin that the PAC approves the Community Assessment for 2011-2014. Seconded by Ms. Gutierrez.

Show of hands vote: Ayes, 13. Nays, 0. Abstentions, 2 (Ms. Brown, Ms. Jones). Motion carried.

(Ms. Jones left the meeting early.)

(Introduction of Mr. Joseph Jones, former Policy Council member, in attendance to take information back to Mr. Doneya Elmore, Auberry Park PAC Representative.)

D. Selection of the Early Childhood Development and Health Services and Parent/Family Support Committee (AKA Child Safety Committee)

Ms. Karen Gonzales commented that the parents discussing the importance of attendance, school readiness and transition into kindergarten, are so needed to come and bring this information onto this committee.

Ms. Gonzales reported and provided the history on the Committee's helping to select the curriculum. Last year they created the Disaster Committee. They need more parents to sit on this committee.

Motion by Ms. Haley, to select members to the Early Childhood Development and Health Services and Parent/Family Support Committee (AKA Child Safety Committee). Seconded by Ms. Erika Contreras.

Show of hands vote: Ayes, 13. Nays, 0. Abstentions, 1 (Ms. Brown.).

Ms. Brown shared that the managers really listen to parents' suggestions. Being on the committees is a great way to get into the meat of what you're talking about. Committees are very important. Meetings are quarterly; but no date and time is set yet.

Ms. Connie Wallace, Ms. Yvette Hernandez, Ms. Erika Contreras, Ms. Laura Meza, Ms. Haley Joslin, Ms. Socorro Gutierrez, and Ms. Donna Dobbins volunteered to sit on the committee.

IV. Information Items

A. Standing Information

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reported. SETA is currently spending 50 percent, but would expect to spend 58 percent. There is some lag in processing expenditures. Fiscal reports attached.
- Introduction of Newly Seated Representatives – None.
- Parent/Family Support Unit Calendar of Events (Attached) / PC/PAC Calendar of Events and Activities (Attached)

Ms. Brown highlighted some of the meetings listed in the attached Calendar of Events and Activities Parent/Family Support Unit, and the PC/PAC Calendar of Events.

Ms. Brown commented that on March 25th there is a Male involvement event, for which flyers were to be distributed at the centers; she hasn't seen a flyer. She asked if the flyer could be sent out to the centers. Ms. Lisa Carr will provide Ms. Brown with a hard copy, and she will have the flyers sent out to the centers for posting.

The Countywide Conference is Wednesday, April 20th. RSVP if child care is needed.

- CHSA (California Head Start Association) Parent Conference Reports – (Attached)

Ms. Lewis shared that her report handed out is different than the attached report, in that it includes the pictures from the event.

- Child Care Center Food Menu (Attached)

Ms. Brown commented that she likes the new design of the food menu.

- Community Resources - Parents/Staff – Ms. Mary Brown

Ms. Brown provided handouts on free medical, vision, and dental services, Cal Expo, April 1st through 4th.

- B. Governing Board Minutes of February 3, 2011 attached for review.

V. Committee Reports

- A. Executive Committee – Ms. Mary Brown read the attached report.

- B. Budget/Planning Committee – Ms. Mary Brown

Ms. Brown attended the meeting. Staff met for a whole Saturday looking at ways to put the budget together. Staff received input from the parents last week and are expecting more. There are only two meetings left; next week the “meat” of the budget, and the next meeting will be follow up.

- C. Personnel/Bylaws Committee – Ms. Rebecca Lewis

Ms. Lewis shared the Committee met and went over the Bylaws. More information to follow after March 29th meeting.

Ms. Brown advised the Board to read the Bylaws; if there is anything that they feel needs to be changed, let the Committee know.

D. Male Involvement Committee – Mr. Troy Luna

Ms. Hernandez reported the Committee discussed the ordering of T-shirts, Daddy and Me Fishing event in Elk Grove.

Ms. Brown shared that Ms. Hernandez brought carnitas to the meeting, making a nice lunchtime meeting. The Committee needs more male members.

E. Health Services Advisory Committee (HSAC) – Ms. Yvette Hernandez

Ms. Hernandez shared that the flyer has already been distributed for the free medical/dental services available in April. The Committee discussed disaster preparation and “Sac County are you Ready for a Disaster?”, and the lead policy. They discussed how parents don’t take their children to their dental appointments to qualify for preschool; FSW ‘s make appointments and parents don’t show up. She urged parents to show up to set appointments.

Ms. Brown attended the Food Services Committee. The Committee meets four times per year. She asked Board members to sign up if interested. Food Services Coordinator, Ms. Connie Otwell from kitchen came and talked about the why’s, how’s, portion sizes, etc., of food served at centers. SETA doesn’t get reimbursement on all of the food that is served. Some money comes from the state, but if a child arrives late or is absent, that child cannot be counted in for reimbursement, even though the food was prepared to include the child. A lot of food is thrown away because children are not in attendance. As PAC Representatives it is important for us to go back to the centers and encourage parents to have their children in attendance. This Committee is still open to interested Board Members.

Ms. Lewis shared that even though a parent drops off their child late, it is still a requirement of Head Start that the child be provided something to eat. They may offer a substitute of what was served earlier, but they will offer the child something to eat. It is up to the parent arriving late to inform staff that the child was not fed at home so food can be provided.

VI. **Other Reports**

- Chair’s Report – Ms. Mary Brown (No report.)
- Policy Council Report(s) – Ms. Haley Joslin and Ms. Mary Brown

Ms. Haley reported she attended the Policy Council special meeting.

Ms. Brown reported that the Committee voted on some carryover funds, which was the main reason for calling the special meeting.

- Head Start Deputy Director’s Monthly Report – Ms. Denise Lee

- ✓ Monthly Head Start Report – (Attached)
- ✓ Request to Carry Over Program Year 2009-2010 Head Start and Early Head Start Expansion COLA and Quality Improvement Funds

SETA requested to carry over under-spent funds to the following year. The requests are being reviewed and (most likely) approved by ACF within the next week or so. SETA received an award letter on Friday for Program Improvement modular money and other staff development monies for staff to go to school.

Head Start and state funded dollars are on high threat. An informational e-mail went out to Board Members. There is a fine line on the guidance Ms. Lee can provide to parents as far as advocacy versus lobbying. There is an information session March 24th, 6:30-8:00 p.m., where a workshop is provided on Childcare Advocacy and You at the National Human Development Organization in Carmichael. Parents were asked to attend (see handout).

Ms. Lee has no update on the Head Start dollars; the House and the Senate are on recess. When they reconvene, there is a potential to receive a cut of between zero dollars and the proposed 22.4 percent cut to Head Start funds.

For the state program, Ms. Lee reported that Friday's announcement is that the trailer bill was attached and approved by both parties and, therefore, state dollars will be reduced by 15 percent, as well as a reduction by 10 percent in the daily rate that we can charge back to the state. With the SOP this could equate to just over \$600,000. Participation on the Budget/Planning Committee is very critical. Even though we have not received formal notice, Managers are working with Roger Bartlett to make decisions across the board as far as what is each site costing, what is each hour costing, etc., to see what this loss ultimately means to services. More information will be provided in the months of April and May.

(Ms. Kelly Martin and Ms. Praveena Chaudhary left at 11:15 a.m.)

➤ Managers' Reports

- ✓ Program Support Services Report – Ms. Brenda Campos

Ms. Campos reported that blood lead levels was one of the areas identified as a potential non-compliance finding with the Office of Head Start. This was identified with the Grantee and the Delegates. We are now working on clarifying policies and procedures for acquiring levels of our children and resolving detected high levels. Training to FSW's and partners was provided. SETA staff received training from a county representative.

Ms. Campos will speak with Ms. Desha regarding meeting five or ten minutes next month to provide a brief disaster preparedness policies and procedures training on what we have at the centers. We have met with all site supervisors and beginning next month will meet with all teaching staff to go over emergency procedures; the PAC will receive an overview of what training staff received. Ms. Carr's group gave out booklets on preparedness in the home.

First Five has given funding to The Effort Clinic to provide free dental exams for children zero to five. FSW's have received this information. The Sacramento Native American Dental Clinic, 20th and J Streets provides low cost to free care for children zero to five, based on a sliding scale. You don't have to be Native American to receive services. Income verification must be provided.

Saturday the demolition crew came out and tore down the modular at Bright Beginnings. The plan is to put the new modular in place at the White Rock Elementary School Bright Beginnings Head Start site in latter May – beginning of June.

➤ Parent/Family Support Report – Ms. Lisa Carr

✓ Parent Countywide Conference Report

Ms. Carr reported that flyers are available in Spanish and English. We still need success stories. Call Mr. Bob Silva (253-3809), who will assist with the stories and take pictures. They will be placed at tables and/or on poster boards. Mayor Kevin Johnson will be the Keynote Speaker, so SETA would like to have a big turnout. PAC parents can receive either reimbursement for child care, or RSVP for on-site child care – one or the other, not both.

Ms. Carr encouraged Board Members to go back and talk to parents about attendance and the importance of Head Start and thanked the parents who have advocated at their centers.

Ms. Carr will e-mail the Male Involvement flyer to the sites, with the instruction to talk to the parents, rather than just posting the flyer – mainly the men.

➤ Child Development and Education Services Report – Ms. Karen Gonzales

✓ Region IX Reports (Attached)

Ms. Gonzales reported that they finally have the mentor coaches on board. They received training. Ms. Betsy Haas provided a workshop on coaching and mentoring.

The safety curriculum is being revamped; new materials are being put into the kits and being sent back to the centers.

Congratulations to New Helvetia and Grant Skills on receiving a gardening grant from the Head Start Association. KCRA went to Grant Skills yesterday talking with the Health Education Council on the importance of fruits and vegetables in our schools.

VII. Discussion

Ms. Brown shared that tomorrow night is the second part of Positive Discipline (two-part series workshop), 5:30 to 8:00 p.m. Dinner and child care provided. Ms. Hernandez attended the one last Wednesday and shared that she learned a lot. Call Mr. Silva if able to attend.

VIII. Public Participation

None.

IV. Adjournment

The meeting adjourned at 11:35 a.m.

ITEM III-A – ACTION

**APPROVAL OF FISCAL YEAR 2011-2012
HEAD START/EARLY HEAD START BUDGET**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Head Start/Early Head Start Budget for Fiscal Year 2011-2012 in the amount of \$41,697,604 for Head Start and \$5,081,578 for Early Head Start. Budget details are as follows:

Head Start Basic	\$41,312,993
Head Start Training and Technical Assistance	\$ 384,611
Early Head Start Basic	\$ 4,957,637
Early Head Start Training and Technical Assistance	\$ 123,941

The Budget/Planning Committee met weekly during March and the first two weeks in April with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Loretta Su, Acting Fiscal Chief; Mr. Roger Bartlett, Fiscal Manager; Head Start Managers Ms. Brenda Campos, Ms. Lisa Carr and Ms. Karen Gonzales; Governance/Social Services/Parent Involvement Coordinator, Ms. Marie Desha, to provide input on the budget.

A copy of the 2011-2012 Head Start/Early Head Start Budget is attached.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee approves the Fiscal Year 2011-2012 Head Start/Early Head Start Budget.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B – ACTION

**APPROVAL OF FISCAL YEAR 2011-2012
HEAD START/EARLY HEAD START GRANT APPLICATION/NARRATIVE**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Grant Application.

A copy of the Fiscal Year 2011-2012 Head Start/Early Head Start Grant Application is attached for your review.

Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee approves the Fiscal Year 2011-2012 Head Start/Early Head Start Grant Application.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION

**APPROVAL OF FISCAL YEAR 2011-2012 HEAD START/EARLY HEAD START
3-YEAR GOALS/OBJECTIVES**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Fiscal Year 2011-2012 Head Start/Early Head Start 3-Year Goals/Objectives.

In January 2011, a county-wide planning team comprised of directors, managers, content area experts and parents, met to discuss current Community Assessment data and prioritize needs for the Sacramento County Head Start/Early Head Start programs. Priorities led to three specific goals for Sacramento County which are:

- Goal 1: MENTAL HEALTH – Using existing services and systems to increase the awareness of, and participation in, activities that contribute to family, child, and staff mental wellness.
- Goal 2: SCHOOL READINESS — Increase school readiness by developing the role of parents, students, and staff in implementing effective strategies for classroom organization, instructional support and emotional support that lead to a high quality learning experience, both at home and school.
- Goal 3 HEALTH—Increase prevention and intervention strategies that promote health and wellness for Head Start/Early Head Start staff, children, and families.

The grantee and each delegate agency developed program specific objectives to support each goal for the next three years. Objectives will be measured and analyzed on a regular basis and updated as needed on an annual basis. The Fiscal Year 2011-2012 Head Start/Early Head Start 3-Year Goals/Objectives is attached.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee approves the Fiscal Year 2011-2012 Head Start/Early Head Start 3-Year Goals/Objectives.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

**Sacramento County Head Start
Sacramento Employment and Training Agency
THREE YEAR GOALS & OBJECTIVES
2011 - 2014**

GOAL 2 – SCHOOL READINESS

Goal 2, Year 1: Increase school readiness by developing the role of parents, students, and staff in implementing effective strategies for classroom organization, instructional support, and emotional support that lead to a high quality learning experience, both at home and school.			
Objectives	Activities	Timeline	Person(s) Responsible
<p>Children:</p> <ul style="list-style-type: none"> Children in the Head Start Program will experience an increase in positive, significant and sustained developmental outcomes in the 11 domains of the Head Start Child Development and Early Learning Framework. <p>Staff:</p> <ul style="list-style-type: none"> Teachers/ Home Visitors will be knowledgeable of the new Head Start Child Development and Early Learning Framework including the 3 additional domains of Logic and Reasoning, Social Studies Knowledge and Skills and English Language Development. Analyze the new Head Start Child Development and Early Learning Framework to the California Preschool Learning Foundations for alignment to ensure appropriate curriculum and assessment. 	<ul style="list-style-type: none"> Teachers will provide children higher quality and effective instructional support through use of the CLASS instrument and support from Early Learning Mentor Coaches. Provide training and support in the new Head Start Child Development and Early Learning Framework to promote positive outcomes. SETA will work in collaboration with California Dept. of Education, WESTed, BEAR (UC Berkeley), California Head Start Association and other Head Start grantees on a committee to align the Early Learning Framework to the California Preschool Learning Foundations 	<p>February 2011- February 2012</p> <p>August 2011</p> <p>July 2012</p>	<p>Teachers Home Visitors</p> <p>Program Officers Mentor Coaches Education Coordinators</p> <p>Program Officers Education Coordinators</p>

<p>Parents:</p> <ul style="list-style-type: none"> Committee will be formed to help address strategies in order to improve attendance in the Head Start/Early Head Start class room. Parents will gain increased knowledge about the importance of regular attendance and the link to future school success 	<ul style="list-style-type: none"> Parent Orientation and parent meetings will focus on the importance of attendance and the relationship to school readiness. 	<p>Fall 2011</p>	<p>Manager Family Support Unit FSWs Teaching Staff</p>
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Goal 2, Year 2: Increase school readiness by developing the role of parents, students, and staff in implementing effective strategies for classroom organization, instructional support, and emotional support that lead to a high quality learning experience, both at home and school.

Objectives	Activities	Timeline	Person(s) Responsible
<p>Children:</p> <ul style="list-style-type: none"> Children s readiness for school will be promoted by the teacher s increased use of activities that incorporate the Head Start Child Development and Early Learning Framework to the California Preschool Learning Foundations. <p>Staff:</p> <ul style="list-style-type: none"> The quality of Head Start teaching will improve in the area of enhanced curriculum implementation (with an emphasis on the importance of oral language, letter knowledge and phonological awareness concepts Ensure Kindergarten Readiness Checklist is aligned with both the Head Start Child Development and Early Learning Framework to the California Preschool Learning Foundations. <p>Parents:</p> <ul style="list-style-type: none"> Parents receive a monthly literacy activity geared toward increasing literacy competency in children, thereby promoting 	<ul style="list-style-type: none"> Children will be engaged in high quality activities that promote school readiness. Materials and training will be provided as needed to implement and support Kindergarten readiness through purposeful teaching. The CLASS tool will be used as a guiding instrument Provide training to reinforce the implementation of Creative Curriculum and The Houghton Mifflin Language and literacy activities. Provide individualized teacher support through the use of Early Learning Mentor Coaches. Establish a committee of teachers, parents and Education Support staff to look at the Kindergarten Readiness Checklist and any improvements necessary. Parents will receive a monthly at home activity focusing on literacy development. Two parent workshops 	<p>July 2013</p> <p>November 2012</p> <p>January 2013</p> <p>Fall 2012</p>	<p>Teachers; Home Visitors</p> <p>Program Officers Mentor Coaches Education Coordinators</p> <p>Program Officers Educations Coordinators</p> <p>Manager Family Support Unit SS/PI Staff</p>

school readiness.	will be held for all SETA operated programs helping parents to attain greater knowledge of literacy activities and linking it to school readiness.		
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Goal 2, Year 3: Increase school readiness by developing the role of parents, students, and staff in implementing effective strategies for classroom organization, instructional support, and emotional support that lead to a high quality learning experience, both at home and school.

Objectives	Activities	Timeline	Person(s) Responsible
<p>Children:</p> <ul style="list-style-type: none"> Children will increase their use of higher level thinking skills and creativity in the area of numeracy. <p>Staff:</p> <ul style="list-style-type: none"> Teachers will be knowledgeable of <u>why and how</u> the child s individual developmental needs, curriculum, Head Start requirements and state standards can work together toward excellent early childhood education experiences. Teachers will increase the quality and /or quantity of their instructional activities which promote higher level thinking skills and creativity in the area of numeracy. <p>Parents:</p> <ul style="list-style-type: none"> Parents will receive monthly math activities geared toward increasing mathematical awareness, thereby promoting school readiness 	<ul style="list-style-type: none"> Children will be engaged in quality instructional activities that require the use of higher level thinking skills and creativity in the area of numeracy. (As identified on the ECERS tool) Teachers will be trained on the alignment of the Early Learning Framework to the California Preschool Learning Foundations, including any supplementary tools to assess any gaps. Provide training and/or mentoring to increase teachers knowledge of and ability to implement classroom activities which promote higher level thinking skills and creativity in the area of numeracy Parents will receive monthly math activities geared toward increasing mathematical awareness, thereby promoting school readiness 	<p>January 2014</p> <p>November 2013</p> <p>January 2014</p> <p>Fall 2012</p>	<p>Teachers Home Visitors</p> <p>Program Officers Education Coordinators</p> <p>Program Officers Education Coordinators Teachers Home Visitors</p> <p>Manager Family Support Unit SS/PI Staff</p>

**Sacramento County Head Start
Sacramento Employment and Training Agency
THREE YEAR GOALS & OBJECTIVES
2011 - 2014**

GOAL 3 – HEALTH

Goal 3, Year 1: Increase prevention and intervention strategies that promote health and wellness for Head Start/EHS staff, children and families.

Objectives	Activities	Timeline	Person(s) Responsible
<p>Children:</p> <ul style="list-style-type: none"> ▪ On a daily basis, children will participate in enhanced health education activities on the following topic areas: (1) nutrition, (2) physical activity, (3) personal safety and (4) oral health. 	<ul style="list-style-type: none"> ▪ Onsite visits by popular children s characters will be used in teaching health and safety habits to children. Children will continue to participate in IMIL and gardening activities at the centers. ▪ Enhanced curriculum training for teachers on: <i>Go Grow Glow</i> and school garden projects (Nutrition); <i>IMIL</i> (Physical Activity); <i>PAWS</i> (Personal Safety) and Oral Health will be scheduled at minimum of 2 times a year. 	Monthly	Health/Nutrition Specialists; Teachers
		Fall 2011 and Spring 2012	Teachers; Site Supervisors; Education Coordinators; Program Officers
<p>Parents:</p> <ul style="list-style-type: none"> ▪ Parents will participate in nutrition education and healthy cooking classes at least 3 times/year. Centers that have onsite parent physical activity clubs will be increased to a total of 6 participating centers on the 1st year. 	<ul style="list-style-type: none"> ▪ Increased onsite visits with parents by Health/Nutrition staff to engage in one-on-one conversations, and to reinforce key health messages. ▪ Nutrition education classes and technical assistance in creating onsite physical activity clubs will be offered at centers for parent and staff participation 	Monthly	Health/Nutrition Specialists; Family Services Workers; Program Officer
		TBD	Program Officer; Health/Nutrition Specialists; Family Services Workers

<p>Staff:</p> <ul style="list-style-type: none"> A worksite employee wellness program called <i>“Take Action, Head Start!</i> will be introduced to Head Start staff with the objective of providing a framework for encouraging active lifestyle and healthy eating at work sites. Minimum of four (4) worksite teams will be signed on as ongoing participants to <i>Take Action, Head Start!</i> setting their own fruit/vegetable consumption and physical activity goals. <p>Community Partners:</p> <ul style="list-style-type: none"> Community collaboration with existing partners will continue: UC Davis Dept. of Nutrition Science and The Healthy Kids research project; CSUS Dept. of Family and Consumer Sciences; Health Education Council (HEC) and In the Grow Program; Kids Care Dental Group and The Effort. SETA Head Start and SETA Workforce Development Departments will partner and explore other funded health initiatives that benefit SETA s target population. Additional Health Services Advisory Committee (HSAC) Partners that provide no or low-cost medical and dental services to children and families will be identified. 	<ul style="list-style-type: none"> A staff committee will be created to implement <i>Take Action!</i> , a worksite wellness program through Network for a Healthy California which will be used to implement the employee wellness program. Technical assistance from Health Education Council (HEC) will be utilized. SETA employee <i>Take Action!</i> Team will participate in community fun run/walk events twice/year. SETA Head Start children, families, and staff will continue to participate in a variety of innovative health services and research projects offered by SETA agency partners. SETA Head Start will develop Memoranda of Understanding (MOU) with HSAC community partners that will provide no or low-cost services to children and families. 	<p>November 2011 (Kick-Off Event)</p> <p>TBD</p> <p>Ongoing</p> <p>Fall 2011</p>	<p>Program Officer; Health Nutrition Specialists; <i>Take Action, Head Start!</i> Committee</p> <p><i>Take Action, Head Start!</i> Committee</p> <p>Teachers; Health/Nutrition Specialists; Program Officers; Managers</p> <p>Coordinator; Program Officer; Manager</p>
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Goal 3, Year 2: Increase prevention and intervention strategies that promote health and wellness for Head Start/EHS staff, children and families.

Objectives	Activities	Timeline	Person(s) Responsible
<p>Children:</p> <ul style="list-style-type: none"> On a daily basis, children will participate in enhanced health education activities on the following topic areas: (1) nutrition, (2) physical activity, (3) personal safety and (4) oral health. <p>Parents:</p> <ul style="list-style-type: none"> Parents will participate in nutrition education and healthy cooking classes at least 3 times/year. Centers that have onsite parent physical activity clubs will be increased to a total of 9 participating centers on the 2nd year. <p>Staff:</p> <ul style="list-style-type: none"> <i>Take Action, Head Start!</i> Year 2 will build on Year 1 program strategies. Model worksite teams that showed success in Year 1 will have formal recognition and will be invited to become Peer Leaders or Team Captains. Four (4) new or continuing teams will be signed on as participants for Year 2, setting 	<ul style="list-style-type: none"> Onsite visits by popular children s characters will be used in teaching health and safety habits to children. Children will continue to participate in IMIL and gardening activities at the centers. Enhanced curriculum training for teachers on: <i>Go Grow Glow</i> and school garden projects (Nutrition); <i>IMIL</i> (Physical Activity); <i>PAWS</i> (Personal Safety) and Oral Health will be scheduled at minimum of 2 times a year. Increased onsite visits with parents by Health/Nutrition staff to engage in one-on-one conversations, and to reinforce key health messages. Nutrition education classes and technical assistance in creating onsite physical activity clubs will be offered at centers for parent and staff participation. Mini-health and fitness fairs and/or workshops primarily for staff will be scheduled at the SETA Del Paso Blvd. office and will travel to various Head Start sites. Ongoing support and incentives will be provided to program participants. 	<p>Monthly</p> <p>Fall 2012 and Spring 2013</p> <p>Monthly</p> <p>TBD</p> <p>2x/year</p>	<p>Health/Nutrition Specialists; Teachers</p> <p>Teachers; Site Supervisors; Education Coordinators; Program Officers</p> <p>Health/Nutrition Specialists; Family Services Workers; Program Officer</p> <p>Program Officer; Health/Nutrition Specialists; Family Services Workers</p> <p>Program Officer; Health Nutrition Specialists; <i>Take Action, Head Start!</i> Committee</p>

<p>their own fruit/vegetable consumption and physical activity goals.</p> <p>Community Partners:</p> <ul style="list-style-type: none"> ▪ SETA Head Start will remain to be active partners with various community agencies listed on Year 1. New partnerships will be explored and developed. ▪ Additional Health Services Advisory Committee (HSAC) Partners that provide no or low-cost medical and dental services to children and families will be identified 	<ul style="list-style-type: none"> ▪ SETA employee Take Action! Team will participate in community fun run/walk events 2x/year. ▪ SETA Head Start children, families, and staff will continue to participate in a variety of innovative health services and research projects offered by SETA agency partners. ▪ SETA Head Start will develop Memoranda of Understanding (MOU) with HSAC community partners that will provide no or low-cost services to children and families. 	<p>TBD</p> <p>Ongoing</p> <p>Fall 2012</p>	<p><i>Take Action, Head Start!</i> Committee</p> <p>Teachers; Health/Nutrition Specialists; Program Officers; Managers</p> <p>Coordinator; Program Officer; Manager</p>
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Goal 3, Year 3: Increase prevention and intervention strategies that promote health and wellness for Head Start/EHS staff, children and families.

Objectives	Activities	Timeline	Person(s) Responsible
<p>Children:</p> <ul style="list-style-type: none"> ▪ On a daily basis, children will participate in enhanced health education activities in the following topic areas: (1) nutrition, (2) physical activity, (3) personal safety and (4) oral health. 	<ul style="list-style-type: none"> ▪ Onsite visits by popular children s characters will be used in teaching health and safety habits to children. Children will continue to participate in IMIL and gardening activities at the centers. ▪ Enhanced curriculum training for teachers on: <i>Go Grow Glow</i> and school garden projects (Nutrition); <i>IMIL</i> (Physical Activity); <i>PAWS</i> (Personal Safety) and Oral Health will be scheduled at minimum of 2 times a year. 	<p>Monthly</p> <p>Fall 2013 and Spring 2014</p>	<p>Health/Nutrition Specialists; Teachers</p> <p>Teachers; Site Supervisors; Education Coordinators; Program Officers</p>

<p>Parents:</p> <ul style="list-style-type: none"> Parents will participate in nutrition education and healthy cooking classes at least 3 times/year. Centers that have onsite parent physical activity clubs will be increased to a total 12 participating centers on the 3rd year. <p>Staff:</p> <ul style="list-style-type: none"> <i>Take Action, Head Start!</i> Year 3 will build on Year 1 and Year 2 program strategies. Model worksite teams that show continuing success in Years 1 and 2 will have formal recognition and will be invited to become Peer Leaders or Team Captains. Four (4) new or continuing teams will be signed on as participants for Year 2, setting their own fruit/vegetable consumption and physical activity goals. <p>Community Partners:</p> <ul style="list-style-type: none"> SETA Head Start will remain to be active partners with various community agencies listed on Years 1 and 2. New partnerships will be explored and developed. Additional Health Services Advisory Committee (HSAC) Partners that provide no or low-cost medical and dental services to children and families will be identified. 	<ul style="list-style-type: none"> Increased onsite visits with parents by Health/Nutrition staff to engage in one-on-one conversations, and to reinforce key health messages. Nutrition education classes and technical assistance in creating onsite physical activity clubs will be offered at centers for parent and staff participation. Mini-health and fitness fairs and/or workshops primarily for staff will be scheduled at the SETA Del Paso Blvd. office and will travel to various Head Start sites. Ongoing support and incentives will be provided to program participants. SETA employee Take Action! Team will participate in community fun run/walk events 2x/year. SETA Head Start children, families, and staff will continue to participate in a variety of innovative health services and research projects offered by SETA agency partners. SETA Head Start will develop Memoranda of Understanding (MOU) with HSAC community partners that will provide no or low-cost services to children and families. 	<p>Monthly</p> <p>TBD</p> <p>2x/year</p> <p>TBD</p> <p>Ongoing</p> <p>Fall 2013</p>	<p>Health/Nutrition Specialists; Family Services Workers; Program Officer</p> <p>Program Officer; Health/Nutrition Specialists; Family Services Workers</p> <p>Program Office; Health Nutrition Specialists; <i>Take Action, Head Start!</i> Committee</p> <p><i>Take Action, Head Start!</i> Committee</p> <p>Teachers; Health/Nutrition Specialists; Program Officers; Managers</p> <p>Coordinator; Program Officer; Manager</p>
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ITEM III-D – ACTION

APPROVAL OF FISCAL YEAR 2011-2012 HEAD START/EARLY HEAD START TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION AS ALIGNED WITH ESTABLISHED 3-YEAR GOALS

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Training/Technical Assistance Grant Application in the amount of \$384,611 for Head Start, and \$123,941 for Early Head Start. The Budget/Planning Committee met several times with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Loretta Su, Acting Fiscal Chief; Mr. Roger Bartlett, Fiscal Manager; Head Start Managers Ms. Brenda Campos, Ms. Lisa Carr and Ms. Karen Gonzales; Governance/Social Services/Parent Involvement Coordinator, Ms. Marie Desha and the PC/PAC Chairs, to provide input on the budget. The Fiscal Year 2011-2012 Head Start/Early Head Start Training/Technical Assistance Grant Application is attached.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee approves the Fiscal Year 2011-2012 Head Start/Early Head Start Training/Technical Grant Application as aligned with established 3-year goals.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

TRAINING AND TECHNICAL ASSISTANCE PLAN

2011-2012

PHILOSOPHY

PHILOSOPHY

SETA Head Start's program philosophy is based on the premise that all families share certain basic needs and that the Head Start population, in particular, can reap even greater benefits from a comprehensive service delivery system that ensures their needs are met. Our program mission is to improve the lives of low-income children by providing comprehensive child development services that are family focused, including education, health, nutrition, mental health and social services. SETA Head Start's goals are accomplished by involving parents in the complete operation and administration of the program and by supporting the growth of families and staff through the development of advocacy skills, enhanced self-esteem and empowerment. The overall goal is to develop a greater degree of independence among families and the decisions which impact their lives. Finally, SETA Head Start has established as its vision, "Touching Families, Making A Difference."

SETA continually strives to recruit, train and retain the highest quality staff. Ongoing training and technical assistance ensures that all staff are knowledgeable about the Head Start philosophy, goals and objectives, mission, values and Performance Standards of the Head Start and Early Head Start programs.

PLANNING PROCESS

SETA employs an exacting strategic planning process to identify and accomplish the training and professional development needs of Head Start/Early Head Start staff, parents, and delegate agencies. This process results in a T/TA Plan which carefully incorporates needs identified through PIR, OHS Monitoring Protocol, Self Assessment, Community Assessment, on-going monitoring results, Desired Results and Child Outcomes, as well as analysis of embedded program and operational reporting systems such as ERSEA reports, ADA reports, etc., and established countywide goals. Ultimately, under the direction of SETA's strong parent organizations (PC/PAC), specific dollars are allocated to these prioritized needs (see attached budget) to ensure staff, parents and delegate agencies receive the necessary training and professional development to move SETA's organization forward.

Several T/TA planning sessions take place in late winter. Participants in the T/TA planning include the SETA Leadership team, Policy Council and Parent Advisory Committee members and delegate agency directors. Participants share information about their community assessment results, Program Self Assessment, most recent ERSEA and health and child outcomes reports/DRDP. Participants identify program strengths and service gaps. A number of areas are identified through these meetings as priorities for T/TA and countywide goal statements are formulated.

Sub-committees which include staff, parents and countywide content coordinators update written program area plans and modify or develop policies and procedures for key management systems.

The Training and Technical Assistance Plan was the direct result of an exhaustive and highly collaborative partnership between Head Start/Early Head Start grantee staff, parents, and delegate agencies.

TRAINING AND TECHNICAL ASSISTANCE PLAN 2011-2012

APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT

Adjustments to the Training and Technical Assistance Plan (T/TA) proposed for PY 2011-2012 reflect the combined needs identified and prioritized by:

- 1) parents on the Budget/Planning Committee
- 2) the SETA Leadership team
- 3) the resulting goals established in the 2010-2011 Self Assessment Program Improvement Plan
- 4) a through careful analysis of results from the PIR, Community Assessment, countywide goals, on-going monitoring, DRDP results and ERSEA reports.

A systematic approach was taken to ensure that SETAs 2010-2011 Self Assessment Program Improvement Plan (PIP) and associated budget would reflect current needs identified through

- a) on-going monitoring
- b) PIR results
- c) committee reviews of the existing T/TA Plan
- d) 3-Year Goals and Objectives

The T/TA Plan was adjusted to align with The Three Year Goals and Objectives and the Self Assessment Program Improvement Plan. Items which were modified on the current T/TA to support specific PIP goals are denoted with an asterisk *.

OUTCOMES AND TIMETABLES

Outcomes and timetable attainment of the Program Improvement Plan (PIP) will be tracked and measured on a bi-weekly basis. Leadership meetings are conducted weekly with specific agenda content. Moving forward, all Leadership meeting agendas will include a standing item, *PIP Status Report*. A significant portion of these meetings will be focused on the PIP outcome and timetable attainments. This process will allow for careful tracking of progress as it relates to timetables and outcomes attainment in the six defined goals within: Early Intervention and Prevention; Record Keeping and Reporting; Planning; Communication; Human Resources/Staff Development/Training and Health and Nutrition Services.

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

[NOTES: M=Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
Improve Management Systems							
A. ERSEA-Strengthen paperwork system							
Cluster Training	FSWS, Site Supervisors, EHS Educators, Home Visitors	ERSEA Coordinator	Annual staff training on enrollment and eligibility. Refresher training to occur so HS and EHS enrollment and eligibility guidelines are followed	August 2011	Minimal	Minimal	PIP
B. Recordkeeping and Recording-strengthen recordkeeping and reporting system							
Cluster Training	FSWS, Site Supervisors, EHS Educators, Home Visitors, HS Teachers, Program Officers, Family Placement Workers	ERSEA Coordinator and I/T department	Refresher course on the electronic sign in sheet called EZ-ID. Ensure that all staff are aware of how to use the functions, and implement the new substitute sign in system for sub teaching staff.	August 2010 and ongoing	Minimal	Minimal	
Cluster Training	FSWS, Site Supervisors, EHS Educators and Home Visitors	Program Support Manager	Train staff on the Lead Assessment test, and how to document in the Child Plus system	September 2011	Minimal	Minimal	M
FPA follow up training	EHS Home visitors, Preschool Home Base and FSWS	SS/PI Supervisors and EHS Education Coordinator	Staff will improve their knowledge and documentation skills in the areas of FPA. Staff will achieve an understanding of the FPA process and how to	October 2011	Minimal	Minimal	PIP

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

[NOTES: M=Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
			provide follow up				
Development of new monitoring system for the SETA Operated Programs	All Head Start Staff	Leadership Team	The Managers along with the Leadership team will devise a new way of monitoring the SETA Operated Programs.	August 2011	To be determined	Minimal	M
45 day Educational Screening Training	All Teaching Staff	Education Program Officers	Conduct follow up training on timelines associated with education screenings. This will ensure that 45 day mandates are met, and files are complete.	September/ October 2011	Minimal	Minimal	PIP
Develop tracking system for Outcomes and Portfolio Assessments	All Teaching staff	Education Program Officers	Develop a tracking system to ensure that all Portfolio assessments are turned in on time. Develop a training system to train on new tracking system	January 2012	Minimal	Minimal	PIP
Update/redesign Teacher Tool Kit	All Teaching Staff	Education Program Officers, Education Coordinator	Develop an updated Teacher tool Kit book for all teaching staff. Provide updated information and procedures for implementing all education policies	November 2011	Minimal	Minimal	PIP
Develop a Tool Kit for Family Service Workers	Family Service Workers	Family Support Program Officers, SS/PI Supervisors	Develop a tool kit for Family Service Workers so that all information needed to be successful in their job, is available.	February 2012	Minimal	Minimal	M
Up date Health/Nutrition Policy and Procedures	Health Nutrition Specialist,	Health/Nutrition Specialist,	Update and train staff on any changes to the	July 2011	Minimal	Minimal	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

[NOTES: M-Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
	FSWS, Teaching Staff, EHS Educators	Program Support Manager	Health/Nutrition Policies and Procedure Manuel. Ensure that all staff are complaint with new policies and procedures and best practices are being followed				
C. Human Resources-Strengthen Human Resource System							
Career Incentive Plan	All Staff	Community colleges, 4 year colleges/universities	Staff will receive up to \$1,500 per grant year to return back to school to continue their education and meet reauthorization requirements	July 2011 and on-going	\$18,966	\$3,466	M
New Employee Orientation	All new staff	Education Coordinators, Program Officers, Staff Training officer, other staff as needed	New staff will understand agency policies and procedures and Head Start/Early Head Start requirements	Ongoing as new staff are hired	Minimal	Minimal	M
Conferences (NHSA, CHSA, WIFLI, CAEYC, CDPI, Zero to Three) and other identified staff development opportunities	Staff, Parents	Conference Presenters	Ensure staff and parents are exposed to updated information on changes to HS/EHS; parents and staff will demonstrate increased knowledge and skill, maintain connections to regional, state and national HS/EHS agencies.	September 2011 and ongoing throughout year	\$15,200	\$3,300	M
On site Infant/Toddler classes for EHS Staff	Staff	Community College Instructors	Six Units of ECE will be offered onsite for employees who are interested in ensuring they meet the requirements	July 2011- Spetember 2011	M	\$20,000	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

[NOTES: M=Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
			for working with infants and toddlers				
D. On-going Monitoring-Strengthen On-going monitoring system							
Development of Improved ongoing monitoring system , including file check off sheet and a process by which follow up to documented	Content Coordinators, Program Officers, teaching staff, FSWS, Mental health and disabilities staff	Management team, content coordinators	Refinement of ongoing monitoring for all SETA Operated Programs. Updated training on Child Plus.net and how to read reports. Development of a system to ensure all findings are followed up on in a timely manner	August/Sept 2011	Minimal	Minimal	PIP
Update procedures for ensuring compliance with CCFP monitoring protocols , and annual training	Teaching staff	Manager, Program Support, Health/Nutrition Specialist	Staff will review current and any new procedures for CCFP on-going monitoring.. Staff will demonstrate an increased awareness how accurate recordkeeping and ongoing monitoring relates to continued funding of the CCFP program	October/ November 2011	Minimal	Minimal	PIP
E. Program Support-Strengthen Delegate Support							
Delegate Kick off	Delegate staff, Delegate Support team, Grantee managers and Deputy Director	Deputy Director, Manager, Program Support	Ensure compliance in all areas of performance standards. Continue to build supportive relationships	October 2011	\$3,000		M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

[NOTES: M-Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
Content Coordinator Meetings	Content Coordinator from Delegate Agencies	SOP Content Coordinators	All Head Start staff will increase their knowledge of service delivery methods, develop county-wide systems to bring to their agencies	August 2011 ongoing monthly	Minimal	Minimal	M
Career Incentive for Delegates	All delegate staff	Community colleges, 4 year colleges and universities	Staff will receive up to \$1,500 per grant year to return back to school to continue their education and meet reauthorization requirements	August 20101 and ongoing	\$6,000		M
F. Self Assessment-Strengthen Self Assessment System							
Self Assessment Training	Parents and staff	Management staff	Train staff and parents of extensive self assessment process. Improve data analysis for accurate interpretation of data documents for planning purposes	January 2012	Minimal	Minimal	M
G. Program Governance-Strengthen Program Governance							
PAC/PC Training	PAC/PC Members	SS/PI Coordinator and SS/PI staff	Demonstrate increased knowledge of role and responsibilities of members, including Robert's Rules of Order, Brown Act, and parliamentary procedures	October 2011	Minimal	Minimal	M
Parent Leadership Training	PAC/PC members	SS/PI Coordinator and Keynote speaker	Deeper understanding of leadership role parents play in HS/EHS and deepen	January 2012	\$8,000	\$500	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

[NOTES: M-Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
			relationship with parents				
Governing Board Training	Governing Board Members, PAC/PC Chairs	Deputy Director, SS/PI Coordinator	Demonstrate deeper understanding of the roles and responsibilities the Governing Board has in relation to the HS/EHS programs, and how the PC fits into that relationship	January 2012	Minimal	Minimal	M
Ethics Training	PAC/PC members	Workforce Development staff	Members will be trained in the topic of ethics and responsibility. Members will be made aware of their ethical responsibilities in regards to sitting on PAC/PC.	February 2012	Minimal	Minimal	M
Local Conferences- parents	Parents	Local conferences	Parents will achieve greater awareness of the process of become an advocate, and how the state and local budgets affect child care funding	Spring 2011	\$2,000	\$1,000	PIP
CHSA Parent Conference	Parents	CHSA	Parents will have an opportunity to network with other HS/EHS parents and bring back information and training to other parents	TBA	\$6,000	\$1,200	
H. Program Planning: Strengthen Planning Systems							
Managers Planning Retreat	Leadership Team	Deputy Director, Managers	Leadership team will come together twice a year to plan for the upcoming program year, evaluate progress, and make adjustments to the plan.	August 2011 February 2012	Minimal	Minimal	M
Improve Service Delivery							

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

[NOTES: M=Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					HS	EHS	
A. HEALTH & SAFETY							
Disaster Preparedness Professional Strand 1 (Program Support)	Staff and parents	Manager, Program Support, Manager, Family Support, identified expert speakers	Disaster protocols will be developed by staff for each early learning site, and for home use. Parents and staff will demonstrate increased awareness of the importance of planning for disasters and be able to articulate the plans for either their early learning site, or their home. Protocol will be based on the OHS IM posted on the ECLECK site	Roll out to happen by August 2011	\$5,000	\$1,000	M
CPR Training	Teaching Staff	Health/Nutrition Specialist	Teaching staff certified in Pediatric CPR and First Aide	Monthly	Minimal	Minimal	M
PAWS Training	Teaching Staff	Education Coordinators, Health/Nutrition Staff	Staff will increase their knowledge of ways of keeping children safe while at school.	September 2011	\$500	\$500	M
Pedestrian Training	Parents	FSWS, Health/Nutrition Specialist, teaching staff	Increased knowledge of health and safety issues and of pedestrian safety	September 2011 and ongoing	\$4,000	\$1,000	M
Professional Strand 2- Manager, Program Support-Customer Service	Program Support staff, cook/drivers	To be determined	All program support staff and cook/drivers will receive ongoing training to increase their knowledge of providing quality customer service to each other, and the clients they serve.	August 2011 and ongoing	\$3,000		M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

[NOTES: M=Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
Dental Education	Staff, parents and children	Health/Nutrition Specialist	Using a variety of techniques, all participants will increase their knowledge and participation in dental hygiene in order to decrease the amount of dental disease in children	Fall 2011 and ongoing	M	M	CGO
Health Consultant	Parents, staff	Nurse	Parents and staff will gain knowledge about health concerns, and typical development in their child birth-3. Services and education will be offered to pregnant women to guide them in achieving a healthy pregnancy	Ongoing	Minimal	\$5,000	M
B. NUTRITION							
Nutrition education and Healthy Cooking classes	Parents	Health Nutrition Specialist	Parents will demonstrate increased knowledge on ways to prepare healthy meals and have opportunities to engage in one-on-one conversations with	September 2011 and ongoing at parent meetings and countywide training	\$4,000	\$1,000	CGO
Farm Stands	Parents and staff	Soil Born Farms and master Gardeners'	Parents will be trained on how to run a fruit/vegetable stand, and how to incorporate healthy fruits and vegetables into diet.	Ongoing until grant runs out	Minimal	Minimal	CGO

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

[NOTES: M=Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
Parent Aide training	Parents	SS/PI and Head Cook	Parents will gain knowledge and skills in the areas of employment and food service. Parents will work in the classrooms to prepare food, and to become on-call cook/drivers	July 2011 and ongoing monthly	\$20,000	\$1,000	Q
Parent Education Workshops	Parents	Health/Nutrition Staff, outside speakers	Parents will increase their knowledge regarding healthy eating, incorporating exercise into their daily routine, food safety, obesity prevention, and the advantages of breastfeeding	Ongoing at monthly parent meetings and annually at county-wide parent training	Minimal	Minimal	CGO
Health Advisory/CPAC	Community	Outside professionals	Health staff will come together to discuss and strategize best practices and to ensure consistency on health related topics throughout Sacramento County	Annually	\$1,500	\$500	M
Dietician Consultant	Parents, staff	R.D. Consultant	Parents and staff increase their knowledge about the proper feeding of infants and toddlers. RDA will counsel parents and work on referrals with parents and staff		\$3,000	\$3,000	M
<i>C. MENTAL HEALTH</i>							
Love and Logic Parenting Workshops	Parents	Manager, Parent Support	Parents will be offered a series of parenting classes dealing with the issues of addressing challenging	January 2012 and May 2012	Minimal	Minimal	Q

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

[NOTES: M=Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					HS	EHS	
			behaviors as identified on the FPA.				
Parent Education Workshops	Parents	Mental Health Specialists, SS/PI staff,	Staff will learn the framework of developing an active lifestyle, and healthy eating at work. The goal is to increase healthy eating and increase physical activity	November 2011	Minimal	Minimal	CGO
Worksite Employee Wellness Program	All staff	Staff committee and Network for a Healthy California	Teachers in Therapeutic Preschool will increase knowledge in the areas of addressing challenging behavior, and supporting parents on appropriate child discipline methods	Monthly at child study meetings	\$3,000	\$1,000	CGO
Mental Health Workshops	EHS Staff	Infant/Child Mental Health providers	Staff will gain greater knowledge in the areas of infant mental health and post partum depression	Spring 2011	\$2,000	\$500	M
<i>D. DISABILITIES</i>							
Special Education Workshops (teachers)	Teachers	Disabilities Coordinator, Special Education Staff, SCOE Staff	Staff will gain knowledge on types of disabilities, identification of children with disabilities, accessing services and implementing general education adaptations	Spring 2011	\$2,000	\$500	M
Special Education Workshops (Parents)	Parents	Disabilities Coordinator, Special Education Staff,	Parents will increase their knowledge of ; typical child development, interpretations of child screenings, disability services available, and transition in and out of HS/EHS	Ongoing at parent meetings and socializations	\$1,000	\$500	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

[NOTES: M=Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					HS	EHS	
<i>E. CHILD DEVELOPMENT</i>							
Teambuilding	Mentor Coach	Ronald Mah	Mentor Coaches will gain competency in building effective teams with identified teaching staff.	September 2011	\$2,000		M
CLASS Training - Professional Strand #1- (Program Operations)	All classroom teachers	Educational Program Officers	Staff will increase their competency in areas of the CLASS assessment by at least one point	Ongoing	\$4,000		M
Regional Site Supervisor Meetings	Site Supervisors	Education Program Officers	Site Supervisors will meet quarterly to discuss best practices in the ECE field, implementation of the new oral language curriculum, and the new classroom assessment tool	Quarterly	Minimal	Minimal	M
Customer Service Training–Professional Strand #2- (Program Operations)	All teaching staff	Education Program Officers, Identified outside training experts	All teaching staff will receive ongoing training to increase their knowledge of providing quality customer service to each other, and the clients they serve.	Bi-monthly beginning in September 2011	\$4,000	\$1,000	M
Houghten/Mifflin Literacy Training Professional Strand #3- (Program Operations)	All teaching staff	Education Program Officers, Mentor Coaches	Staff will gain competence and new knowledge on methods of literacy development in their classroom, based on the modules of Houghten/Mifflin and Creative Curriculum. Staff will receive individualized teacher support through the use of Mentor	Bimonthly beginning September 2011	\$6,000		M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

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Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
			Coaches.				
Mentor Coaching	Mentor Coaches	Betsy Haas	Mentor Coaches will receive the second part of the training and will continue to increase skill and knowledge in partnering with staff to create effective mentoring relationships	September 2011	\$2,000		Q
Head Start Child Development and Early Learning Framework	Teaching Staff	Education Program Officers, Education Coordinators, Mentor Coaches	Staff will gain increase knowledge and receive ongoing support in the new Head Start Child Development and Early Learning Framework to support positive outcomes	August 2011	M		CGO
<i>F. FAMILY SERVICES AND COMMUNITY PARTNERSHIPS</i>							
Parent Education Workshops	Parents-county-wide	SS/PI Staff, FSWS, outside presenters	Parents will be offered a variety of topics related to the County wide 3-year goals, including increased knowledge in the areas of mental wellness and school readiness,	September 2011, and then bi-monthly	\$5,000	\$1,200	CGO
Kindergarten Readiness (Transition)	Parents	Manager, Family Support, SS/PI staff, FSWS, Site Supervisors	Parents will increase their knowledge of what is involved in preparing children for kindergarten; routines, dispositions, home	Fall 2011 and Monthly	Basic		CGO

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

[NOTES: M-Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					HS	EHS	
			work packets and attendance are among the topics to be addressed				
Male Involvement Services	Parents, staff	SS/PI Staff	Fathers will gain greater knowledge around health issues, child development, literacy development in children, and how to strengthen the parent/child bond. Staff will increase knowledge of how to increase male involvement at the site level, and to develop activities that are designed for men	September 2011 and monthly	\$4,759	\$806	Q
Family Literacy Involvement Project (FLIP)	Parents	SS/PI staff, teaching staff	Children's books will be given out monthly to each family enrolled in HS/EHS along with an activity to enhance the book. Families will gain knowledge of methods to foster oral language development in their child	Monthly	\$16,000	\$1,000	Q
Grandparent/Foster parent services	Grandparents, foster parents, parents	SS/PI staff, community representatives	Grandparents and foster parents will increase knowledge of services available to them, and obtain support. Workshops will be offered on topics identified by grandparents/foster parents through the support meeting held monthly	Monthly	\$8,000	\$1,500	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

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Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					HS	EHS	
Customer Service Training: Professional Strand #1	Family Service Workers and Family Placement Workers	Family Support Program Officers and Outside Agency	All FSWS and FPWS will receive ongoing training to increase their knowledge of providing quality customer service to each other, and the clients they serve.	September 2011	\$3,000	Minimal	M
Monthly FSW Meeting	Family Service Workers, Family Placement Workers	Family Support Program Officers	FSWS will meet monthly with a variety of guest speakers to ensure they are up to date on information and in providing quality services to families	Ongoing	M	M	M
Best Practices in the Social Service Field Professional Strand #2- (Family Support)	FSWS, EHS Educators, Home Visitors, SS/PI staff	Outside agencies to be determined	Staff will gain greater understanding and competency in their chosen field	January 2012 and as needed	\$3,000	Minimal	Q
Time Management- Professional Strand #3- (Family Support)	FSWS, EHS Educators, Home Visitors, SS/PI staff	Outside agencies to be determined	Staff will increase skills in managing their time, gain an understanding of how this can help them achieve a more effective work environment	Summer 2011 and two other times to be determined	\$4,000	Minimal	Q
Translation Services	Parents	Identified bilingual staff and consultants	Increase all parent's access to training and materials	Ongoing	\$3,000	Minimal	M
Parent Activity Projects	Parents	SS/PI staff, Employment Service Specialist, Health/Nutrition staff and outside guest speakers as	Parents will choose educational workshops to attend based on their interests. Topics will be discussed and voted on at parent meetings and socializations	Ongoing	\$14,000	\$1,000	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

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Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
		identified					
Parent Conference	Parents	Outside guest speakers	Parents will be offered a countywide parent conference on a variety of topics. Collaboration will occur with the Male Involvement committee and the grandparent/foster parent committee	Spring 2012	Basic	Basic	PIP
Parent Career Incentive	Parents	Various learning institutes	Parents will be reimbursed up to \$600 per grant year to attend college, vocational education or adult education	Ongoing	\$3,500	Minimal	M
Staff Support for T/TA	Staff	N/A	A portion of staff salaries are being charged off since these staff support T/TA services. This will be more fully addressed in the budget narrative	Ongoing	\$81,226	\$24,209	M

III-E – ACTION

**APPROVAL OF COUNTY-WIDE HEAD START AND
EARLY HEAD START CENTER LOCATIONS**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve Head Start and Early Head Start center locations for Fiscal Year 2011-2012.

This listing of SETA-Operated Program center locations is attached for your review.

Staff will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee approves Fiscal Year 2011-2012 Head Start and Early Head Start Center Locations.

NOTES:

ACTION: Moved _____ Secoded _____

VOTE: Aye _____ Nay _____ Abstain _____

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2011-2012

**SETA OPERATED
HEAD START
PROGRAM**
**Funded enrollment:
2778 (2806)**

Administrative Office:
925 Del Paso Blvd.,
Suite 200
Sacramento, CA 95815
(916) 263-3804

Auberry Park
8120 Power Inn
Sacramento, CA 95828
681-5535 (60)

Bannon Creek
2775 Millcreek Drive
Sacramento, CA 95833
263-5336 (100)

Bright Beginnings
10487 White Rock
Road, P52
Rancho Cordova, CA
95670
255-4720 (80)

Broadway
263 Seavey Circle
Sacramento, CA 95818
263-0961 (60)

Country Woods Apts.
5700 Mack Rd.
Sacramento, CA 95823
262-3232 (120)

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823
262-0910 (80)

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660
263-0542 (180)

Freedom Park
6015 Watt Ave., S #5
North Highlands, CA
95660
274-6196 (180)

Fruitridge
5746 40th Street
Sacramento, CA 95824
262-2696 (100)

Galt
615 2nd Street
Galt, CA 95632
(209) 745-6458 (180)

Grant Skill Center
577 Las Palmas
Sacramento, CA 95815
263-3807 (120)

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632
209-744-7728 (60)

Hillsdale
5665 Hillsdale Ave.,
Bldg. 4
Sacramento, CA 95842
263-1031 (160)

Hopkins Park
2317 Matson Drive
Sacramento, CA 95822
262-0934 (120)

Illa Collin Center
3530 41st Avenue
Sacramento, CA 95824
263-1389 (60)

Job Corps
3100 Meadowview
Sacramento, CA 95832
427-4010 (40)

Kennedy Estates
6501 Elder Creek
Sacramento, CA 95824
227-3003 (60)

La Riviera
9000 La Riviera Drive
Sacramento, CA 95826
255-4556 (60)

LaVerne Stewart
5545 Sky Parkway
Sacramento, CA 95823
262-0929 (60)

Mather
Mather Air Force Base
10546 Peter A. McCuen
Rd.
Mather, CA 95655
231-0632 (120)

Nedra Court
#60 Nedra Court
Sacramento, CA 95822
262-0947 (100)

New Helvetia II
816 Revere Street
Sacramento, CA 95818
322-1951 (80)

**Norma Johnson
Early Learning Center**
3265 Norwood Avenue
Sacramento, CA 95838
263-3425 (60)

Northview
2401 Northview
Sacramento, CA 95833
263-3985 (120)

Parker Avenue
4516 Parker Avenue
Sacramento, CA 95820
227-0695 (16)

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823
262-2385 (60)

**Sharon Neese Early
Learning Center**
925 Del Paso Blvd.,
Suite 300
Sacramento, CA 95815
263-5470 (60)

Solid Foundation
7505 Franklin Blvd.
Sacramento, CA 95823
262-3167 (80)

Strizek Park
3829 Stephen Drive
North Highlands, CA
95660
263-5333 (60)

Vineland
6450 20th Street
Rio Linda, CA 95673
263-0266 (60)

**Home Based Program
(110)**

**TWIN RIVERS USD
ECD CENTER
HEAD START**
**Funded Enrollment:
179**

Morey Avenue
155 Morey Avenue
Sacramento, CA 95838
(916) 643-8680 (179)

**ELK GROVE UNIFIED
SCHOOL DISTRICT
HEAD START**
**Funded Enrollment:
380**

Administrative Office:
9510 Elk Grove-Florin
Rd., Room 214
Elk Grove, CA 95624
(916) 686-7595

**David Reese
Elementary**
7600 Lindale Drive
Sacramento, CA 95828
429-7780 (80)

**Florence Markofer
Elementary**
9759 Tralee Way
Elk Grove, CA 95624
686-5042 (40)

Franklin Elementary
4611 Hood Franklin
Road
Elk Grove, CA 95023
(20)

Florin Elementary
7300 Kara Drive
Sacramento, CA 95828
383-6620 (20)

**James McKee
Elementary**
8701 Halverson Drive
Elkhorn, CA 95624
(40)

John Reith
8401 Valley Lark Drive
Sacramento CA 95823
399-0110 (20)

Maeola Beitzel
8140 Caymus Drive
Sacramento CA 95829
688-7579 (20)

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2011-2012

Prairie Elementary
5251 Valley Hi Drive
Sacramento, CA 95823
424-7665 (60)

Samuel Kennedy Elementary
7037 Briggs Drive
Sacramento, CA 95828
387-8902 (40)

Union House Elementary
7850 Deer Creek Dr.
Sacramento, CA 95823
000-0000 (20)

William Daylor Continuation High School
6131 Orange Ave.
Sacramento, CA 95823
427-5428 (20)

**SACRAMENTO CITY
UNIFIED SCHOOL
DISTRICT HEAD
START
Funded Enrollment:
1,272**

Administrative Office:
Serna Center
5735 47th Ave.
Sacramento, CA 95824
(916) 643-7800

Abraham Lincoln Children's Center
3324 Glenmoor Drive
Sacramento, CA 95827
228-5867 (15)

A.M. Winn Elementary
3351 Explorer Drive
Sacramento, CA 95827
228-5883 (20)

Bear Flag Children's Center
6620 Gloria Drive
Sacramento, CA 95831
433-2747 (15)

Bowling Green Elementary
6807 Franklin Blvd.
Sacramento, CA 95823
433-5598 (20)

Bret Harte Children's Center
2761 9th Avenue
Sacramento, CA 95818
277-6932 (28)

Capital City (Ext Day)
7220 24th Street
Sacramento, CA 95823
264-3950 (40)

C.B. Wire Elementary
5100 El Paraiso Avenue
Sacramento, CA 95824
433-5585 (20)

Charles A. Jones Skills Children's Center
5451 Lemon Hill Ave.
Sacramento, CA 95824
433-2655 (28)

Collis P. Huntington Elementary
5917 26th Street
Sacramento, CA 95822
433-5437 (20)

Collis P. Huntington Children's Center
5917 26th St.
Sacramento, CA 95822
433-5438 (28)

Earl Warren Elementary
5420 Lowell Street
Sacramento, CA 95820
382-6038 (40)

Edward Kemble Elementary
7495 29th Street
Sacramento, CA 95822
433-5028 (40)

Edward Kemble Children's Center
7495 29th Street
Sacramento, CA 95822
433-2813 (15)

Elder Creek Elementary
7800 Lemon Hill Avenue
Sacramento, CA 95824
382-6004 (20)

Elder Creek Children's Center
7800 Lemon Hill Ave.
Sacramento, CA 95824
382-5979 (42)

Ethel I. Baker Elementary
5717 Laurine Way
Sacramento, CA 95824
433-5448 (40)

Ethel Phillips Elementary
2930 21st Avenue
Sacramento, CA 95820
277-6780 (40)

Fr. Keith B. Kenny
3525 Martin Luther King Jr. Blvd.
Sacramento, CA 95817
277-6500 (20)

Freeport Elementary
2118 Meadowview Rd.
Sacramento, CA 95832
433-5037 (20)

Freeport Children's Center
2118 Meadowview Rd
Sacramento, CA 95832
433-2777 (15)

Fremont (Wrap Around)
2420 N Street
Sacramento, CA 95816
277-6615 (20)

Fruitridge Elementary
4625 44th Street
Sacramento, CA 95820
277-6288 (40)

Golden Empire Elementary (Ext Day)
9045 Canberra Drive
Sacramento, CA 95826
228-5848 (20)

H. W. Harkness Elementary (Wrap Around)
2147 54th Avenue
Sacramento, CA 95822
433-5045 (20)

Hiram Johnson Family Education Center
3535 65th Street
Sacramento, CA 95820
277-6767 (20)

Hiram Johnson Children's Center
3535 65th Street
Sacramento, CA 95820
(15)

Isador Cohen Elementary
9025 Salmon Falls Drive
Sacramento, CA 95826
228-5863 (20)

James Marshall Elementary
9525 Goethe Road
Sacramento, CA 95827
228-5856 (20)

Jedediah Smith Elementary (Wrap Around)
401 McClatchy Way
Sacramento, CA 95818
264-4181 (20)

John Bidwell Elementary
1730 65th Avenue
Sacramento, CA 95822
433-5451 (20)

John Bidwell Children's Center
1730 65th Avenue
Sacramento, CA 95822
(15)

John Cabrillo Elementary
1141 Seamas Avenue
Sacramento, CA 95822
264-3765 (20)

John Sloat
7525 Candelwood Way
Sacramento, CA 95822
433-5054 (20)

Joseph Bonnheim Elementary
7300 Marin Ave.
Sacramento, CA 95820
277-6517 (20)

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2011-2012

Maple Elementary
3200 37th Avenue
Sacramento, CA 95824
433-7389 (20)

Marian Anderson Elementary
2850 49th Street
Sacramento, CA 95817
277-7139 (20)

Marian Anderson Children's Center
2850 49th Street
Sacramento, CA 95817
277-7139 (42)

Mark Hopkins Elementary
2221 Matson Dr.
Sacramento, CA 95822
433-7317 (20)

Mark Twain Elementary
4914 58th Street
Sacramento, CA 95820
277-6458 (20)

Nicholas Elementary
6601 Steiner Drive
Sacramento, CA 95823
433-5079 (20)

Oak Ridge Elementary
4501 Martin L King Jr. Blvd.
Sacramento, CA 95820
277-6684 (20)

Pacific Elementary
6201 41st Street
Sacramento, CA 95824
433-5324 (20)

Parkway Elementary
4720 Forest Parkway
Sacramento, CA 95823
433-2843 (20)

Parkway Children's Center
4720 Forest Parkway
Sacramento, CA 95823
433-2842 (15)

Peter Burnett Elementary
6032 36th Avenue
Sacramento, CA 95824
277-6522 (40)

Susan B. Anthony Elementary (Ext Day)
7864 Detroit Blvd.
Sacramento, CA 95832
433-5356 (40)

Washington Elementary (Wrap Around)
520 18th Street
Sacramento, CA 95814
264-4163 (20)

Washington Children's Center
530 18th Street
Sacramento, CA 95814
264-4364 (28)

William Land Elementary
2120 12th Street
Sacramento, CA 95818
264-4169 (20)

Woodbine Children's Center
2500 52nd Ave.
Sacramento, CA 95822
433-5318 (16)

Home-Based Program (72)

SAN JUAN UNIFIED SCHOOL DISTRICT HEAD START 680

Administrative Office:
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

Citrus Heights
7085 Auburn Blvd.
Citrus Heights, CA 95621
728-3175 (20)

Coleman Elementary
6545 Beach Avenue
Orangevale, CA 95662
986-2207 (60)

Cottage Elementary
2221 Morse Avenue
Sacramento, CA 95825
575-1981 (34)

Dyer Kelly
2236 Edison Avenue
Sacramento, CA 95821
566-2151 (34)

Edison Elementary
1500 Dom Way
Sacramento, CA 95864
575-2346 (54)

Encina
1400 Bell Street
Sacramento, CA 95825
971-5812 (34)

Garfield
3700 Garfield Avenue
Carmichael, CA 95608
575-2432 (20)

Grand Oaks
7901 Rosswood Dr.
Citrus Heights, CA 95621
728-3199 (20)

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825
566-2181 (108)

Kingswood Elementary
5700 Primrose Drive
Fair Oaks, CA 95628
867-2122 (34)

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA 95621
728-3230 (20)

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608
971-7380 (128)

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821
575-2374 (20)

Skycrest Elementary
5641 Mariposa Ave.
Citrus Heights, CA 95610
867-2103 (20)

Sunrise Elementary
7322 Sunrise Blvd.
Citrus Heights, CA 95610
728-3191 (74)

**WOMEN'S CIVIC IMPROVEMENT CLUB/ PLAYMATE HEAD START
Funded Enrollment: 100**

Administrative Office:
W.C.I.C./Playmate #2
3555 3rd Avenue
Sacramento, CA 95817
(916) 457-8661 (20)

Playmate #1
3930 8th Avenue
Sacramento, CA 95817
(916) 451-8870 (100)

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2011-2012

**SETA OPERATED
EARLY HEAD START
Funded enrollment:
213**

**SETA Early Head Start
Administrative Office:**
925 Del Paso Blvd.,
Suite 200
Sacramento, CA 95815
263-3804

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823
262-0910 (8)

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632 (8)

Job Corps
3100 Meadowview
Sacramento, CA 95832
427-4010 (16)

La Riviera
9000 La Riviera Drive
Sacramento, CA 95826
255-4556 (16)

Mather Air Force Base
10546 Peter A. McCuen
Rd.
Mather, CA 95655
231-0632 (8)

New Helvetia I
2640 A/B Muir Way
Sacramento, CA 95818
322-7068 (16)

**Norma Johnson
Early Learning Center**
3265 Norwood Avenue
Sacramento, CA 95838
263-3425 (8)

Northview
2401 Northview
Sacramento, CA 95833
263-3985 (8)

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823
262-2385 (8)

**Sharon Neese
Early Learning Center**
925 Del Paso Blvd., S. 300
Sacramento, CA 95815
263-5470 (8)

Home Base (109)

**SACRAMENTO CITY USD
EARLY HEAD START
Funded Enrollment:
115**

**Sacramento City USD
Administrative Office**
Hiram Johnson Family
Education Center
3535 65th Street
Sacramento, CA 95820
(916) 277-6767

American Legion
3801 Broadway
Sacramento, CA 95817
277-6608 (16)

**Hiram Johnson Family
Education Center**
3535 65th Street
Sacramento, CA 95820
277-6767 (30)

**Community/Home Base
Capital City**
7222 24th Street
Sacramento, CA 95823
264-3950 (74) (8)

**SAN JUAN USD EARLY
HEAD START
Funded Enrollment:
129**

**San Juan Unified School
District Early Head Start
Administrative Office**
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

**Fair Oaks Infant/Toddler
Center**
10700 Fair Oaks Blvd.
Fair Oaks, CA 95628
971-5873 (16)

**Encina Infant/Toddler
Center**
1400 Bell Street
Sacramento, CA 95825
921-9714 (33)

**Marvin Marshall Toddler
Center**
5309 Kenneth Avenue
Carmichael, CA 95608
971-7380 (8)

**San Juan Infant/Toddler
Center**
7551 Greenback Lane
Citrus Heights, CA 95610
725-6125 (24)

Home Base (48)

ITEM III-F – ACTION

APPROVAL OF FISCAL YEAR 2011-2012 SETA OPERATED PROGRAM TRACKS

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve Fiscal Year 2011-2012 SETA Operated Program Tracks. The document is attached.

Staff will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee approves Fiscal Year 2011-2012 SETA Operated Program Tracks.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____



SETA TRACK DESCRIPTION

The SETA Operated Head Start Program offers services using a Track system which allows for year-round services to children and families for FY 2011-2012. The Track system has been very successful in meeting the needs of children, families, and staff by:

- (1) providing children with uninterrupted educational opportunities to ensure school readiness by the time they leave the Head Start program;
- (2) allowing services for families to be continuous and uninterrupted from one year to the next;
- (3) providing children and families the continuity of the same teaching staff for two years;
- (4) strengthening a continuing safe and positive summer time learning environment;
- (5) enabling SETA to provide quality Head Start services to more eligible children than actually funded
- (6) offering year-round employment to all Head Start staff; and
- (7) decreasing the need to hire additional teaching staff due to breaks in full employment

HEAD START ACCOUNTABILITY:

Each Track meets all Head Start Performance Standards, including days and months of center operations, record keeping/reporting, ages of children eligible and fiscal compliance.

Annual Number of Required Days 1306.32(b)(3)

Each Track reflects a minimum of 160 days for the program year. Children attend 5 days per week for 35 weeks, with the exception of Track V, which runs year round, 5 days a week, for a minimum of 243 days. (See SETA Program Year Options/Track worksheet)

Early Head Start is a year-round program and does not operate under the SETA Track System.

Record Keeping/Reporting 1304.51(g) and Enrollment and Re-enrollment 1305.7(a)

Each Track equals one program year of service. All performance standards, mandates, screenings, and home visits/parent conferences are provided in each Track (as would be in a traditional program).

In Child Plus, SETA's data tracking system, when the Track period ends (a program year ends), the child's information is rolled over to the second program year and a new Track begins. New screenings, home visits/parent conferences, etc. are repeated.

To ensure full enrollment is maintained, a PIR is run at the end of each Track. The PIR is verified against the Monthly Attendance and Enrollment reports.

Example of a child enrolled on a Track (in accordance with Program Tracks Calendar)

A child, called Johnny, enrolls in Track I (Blue Track I) on November 8, 2010. Johnny is three years old on or before the December 2nd cut off date, making him age eligible to enroll in Head Start. Upon enrollment, Johnny will receive all mandated screenings within 45 days of his first day of enrollment. Updated screenings will be provided upon expiration of individual screenings. Johnny will also receive two home visits and two parent conferences within Track I and all other mandated performance standard services.

On July 29, 2011, Track I will roll over to Track II. Johnny's electronic record will be closed out for Track I and enrolled with a new enrolment date for Track II. Track I records will be maintained and a Track I PIR will be run and verified.

Johnny's new enrollment date for Track II (Blue Track II) will be August 1, 2011. Johnny will receive mandated screenings in his new Track II (except for those screenings not yet expired). Johnny will receive new screening for those not yet expired on or before their individual expiration date. Johnny will also receive two home visits and two parent conferences within Track II. He will also receive all other mandated performance standards required per program year.

Each Track equates to one program year of service. In the example given, Johnny will be enrolled for two years; Year 1 will be Track I and Year 2 will be Track II. Once Johnny is age eligible, he will promote to kindergarten. Individual kindergarten dates are determined based on public school system. Should Johnny transition after April of 2012, he will be enrolled for a few months in Track III before going on to kindergarten. Eligibility will be re-determined at this time.

Age of Children 1305.4(a)

Age eligibility is determined by the public school cut-off date and aligns with SETA's funding periods.

Fiscal Compliance

The attached *Tracks by Fiscal Year Funding* reflects and verifies that each Track is only counted once per fiscal year. In the *End of the Month Enrollment Report*, the 930 enrollments in Tracks I, II and III serve more than SETA's funded enrollment due to the fact that SETA is able to maximize facility use, ensuring full enrollment at any time.

HEAD START PROGRAM TRACKS

BEGIN	END	TRK	DAYS	WKS	ENROLLED	FY
September 24, 2007	June 13, 2008	1	167	35	950	26
June 16, 2008	February 27, 2009	2	167	35	950	26
September 4, 2007	May 23, 2008	4	135	34	72	26
January 22, 2008	September 26, 2008	3	169	35	950	26
September 29, 2008	June 19, 2009	1	167	35	950	27
June 22, 2009	March 5, 2010	2	167	34	950	27
September 2, 2008	May 22, 2009	5	167	35	32	27
March 2, 2009	October 30, 2009	3	166	34	950	27
November 2, 2009	July 23, 2010	1	167	35	940	28
July 26, 2010	April 8, 2011	2	167	35	940	28
August 3, 2009	July 30, 2010	5	236	49	24	28
March 8, 2010	November 5, 2010	3	164	34	940	28
November 8, 2010	July 29, 2011	1	166	35	930	29
August 1, 2011	April 20, 2012	2	165	35	930	29
August 2, 2010	July 29, 2011	5	234	49	24	29
April 11, 2011	December 16, 2011	3	167	35	930	29
January 3, 2012	September 7, 2012	1	167	35	930	30
September 10, 2012	June 7, 2013	2	169	36	930	30
August 1, 2011	July 31, 2012	5	238	47	16	30
April 23, 2012	January 4, 2013	3	165	35	930	30
January 7, 2013	September 13, 2013	1	168	35		31
September 16, 2013	June 6, 2014	2	166	35		31
August 1, 2012	July 31, 2013	5	233	49		31
June 10, 2013	February 21, 2014	3	166	35		31
February 24, 2014	October 31, 2014	1	169	35		32
November 2, 2014	July 24, 2015	2	166	35		32
August 1, 2013	July 31, 2014	5	236	49		32
June 9, 2014	February 20, 2015	3	166	35		32
February 23, 2015	October 30, 2015	1	169	35		33
November 2, 2015	July 22, 2016	2	166	35		33
August 1, 2014	July 31, 2015	5	236	49		33
July 27, 2015	April 15, 2016	3	166	35		33

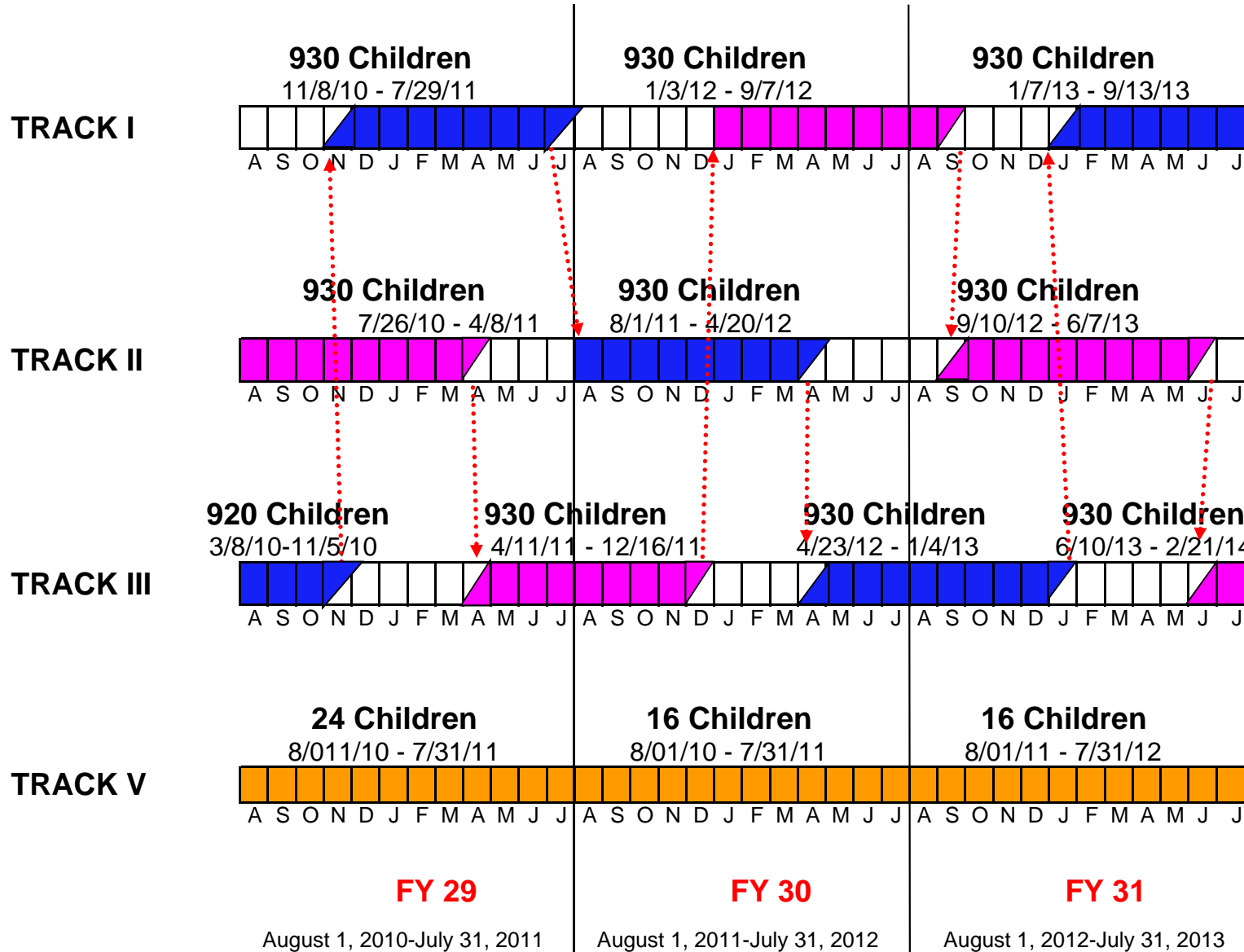
Sum of Enrolled	TRK				Grand Total
	1	2	3	5	
FY					
26	950	950	950	72	2922
27	950	950	950	32	2882
28	940	940	940	24	2844
29	930	930	930	24	2814
30	930	930	930	24	2814
31					
32					
33					
Grand Total	4700	4700	4700	176	14276

Funding Period	FY	
1-Aug-11	31-Jul-12	30
1-Aug-10	31-Jul-11	27
1-Aug-09	31-Jul-10	28
1-Aug-08	31-Jul-09	27
1-Aug-07	31-Jul-08	26

SETA's actual enrollment totals are greater than total funded enrollment due to SETA's Track System

PROGRAM TRACKS CALENDAR

2010	2011	2012	2013
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ITEM III-G – ACTION

**APPROVAL OF FISCAL 2011-2012 SACRAMENTO COUNTY PROGRAM
OPTIONS/GRANTEE AND DELEGATE AGENCIES**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve Fiscal Year 2011-2012 Sacramento County Program Options/Grantee and Delegate Agencies. The document is attached.

Staff will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee approves Fiscal Year 2011-2012 Sacramento County Program Options/Grantee and Delegate Agencies.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

PROGRAM APPROACH FORM - Grantee/Delegate Number 09CH0012/FY 2011 Agency Name Sacramento Employment & Training Agency

I. ENROLLMENT BY PROGRAM OPTION

Head Start

Early Head Start

This section should be filled out and submitted for each grantee and delegate agency.

1. Funded child enrollment by program option:	2. Number of pregnant women enrolled for EHS: N/A
Center-based enrollment <u>2696</u>	
Home-based enrollment <u>110</u>	
Combination option enrollment	
Family child care enrollment	
Other option enrollment	
Total child enrollment <u>2806*</u>	

II. PROGRAM SCHEDULE

This section should be filled out for each group of children served for different hours of service each year.

Complete #1-3 for all groups of children

1. Program schedule number	1	2	3	4	5		
2. Program option identification	CB/FD	CB/FD	CB/PD	CB/PD	HB		
3. Funded enrollment	400	220	2060	16	110		

Complete #4-9 for center-based, family child care, combination, and other options

4a. Number of classes/groups/family child care settings	20	11	103	1	N/A		
4b. Double session, enter D	N/A	N/A	N/A	N/A	N/A		
5. Number of hours of classes/groups/FCC settings per child, per day	8	7	4	6	N/A		
6. Number of days of classes/groups/FCC settings per child, per week	5	5	5	5	N/A		
7. Number of days of classes/groups/FCC settings per child, per year	165	165	165	247	N/A		
8. Number of home visits per child, per year	2	2	2	**	N/A		
9. Number of hours per home visit	1.5	1.5	1.5	**	N/A		

Complete #10-13 for home-based options

10. Number of home visits per child, per year					35		
11. Number of hours per home visit					1.5		
12. Number of hours per home-based socialization experience					3		
13. Number of home-based socialization experiences per child, per year					16		

*Actual enrollment totals are greater than total funded enrollment due to SETA's Track System

**Services offered at emergency housing facility. Children and families reside at facility. After 6 weeks, parents are enrolled at another Head Start Center where actual home visits will take place.

PROGRAM OVERVIEW – SETA Operated Program - Head Start

Delegate Agency: Sacramento Employment and Training Agency (SETA)	Head Start Director's Name: Denise T. Lee, Deputy Director
Address: 925 Del Paso Blvd., Suite 200	City: Sacramento State: CA Zip: 95815
Policy Council Chairperson: Coventry St. Mary	Address: 7044 Sunburst Way City: Citrus Heights State: CA Zip: 95621

Program Options (i.e., Standard full-day, Standard Part-day, Extended Day, Variated Part-Day)	Option Type: <u>Standard Full Day</u>	Option Type: <u>Standard Full Day</u>	Option Type: <u>Standard Part Day</u>	Option Type: <u>Standard Extended Day</u>
Place Model in parenthesis: (CB=Center based, HB=Home Based, CO=Combination Option, FCC=Family Child Care Collaboration, OT=Other)	Option 1 (CB/FD) 5 days/week 8 hrs/day 35 weeks	Option 2 (CB/FD) 5 days/week 7 hrs/day 35 weeks	Option 3 (CB/PD) 5 days/week 4 hrs day 35 weeks	Option 4 (CB/PD) 5 days/week 6 hrsday 47 weeks
Funded Head Start Enrollment (total # here)	400	220	2060	16
Proposed # of children with diagnosed disabilities (total # here)	40	22	206	1
Proposed # of families above-income poverty level: (total # here)	40	22	206	1
Proposed # of families below-income poverty level: (total # here)	360	198	1854	15
Number of classroom operation hours per week:	40	35	20	30
Number of weeks per year that program will operate:	35	35	35	47
Number of teacher hours per week:	35	35	35	35
Number of teacher aide hours per week:	30-40	35	30-40	35
Number of teachers/Home Visitors:	20	11	103	1
Number of paid teacher aides/CCT	41	16	103	1
Number of classes:	20	11	103	1
Number of homes (for Home-Based Option only):				
Number of home visits per year:	2	2	2	2
Comments:				

Actual enrollment totals are greater than total funded enrollment due to SETA's Track System.

PROGRAM OVERVIEW – SETA Operated Program - Head Start (cont.)

Delegate Agency: **Sacramento Employment and Training Agency (SETA)** Head Start Director's Name: **Denise T. Lee, Deputy Director**

Address: **925 Del Paso Blvd., Suite 200** City: **Sacramento** State: **CA** Zip: **95815**

Policy Council Chairperson: **Coventry St. Mary** Address: **7044 Sunburst Way** City: **Citrus Heights** State: **CA** Zip: **95621**

Program Options (i.e., Standard full-day, Standard Part-day, Extended Day, Variated Part-Day)	Option Type: Home Base			
Place Model in parenthesis: (CB=Center based, HB=Home Based, CO=Combination Option, FCC=Family Child Care Collaboration, OT=Other)	Option 5 (HB) __days/week __hrs/day __35_weeks	TOTALS		
Funded Head Start Enrollment (total # here)	110	2806		
Proposed # of children with diagnosed disabilities (total # here)	11	280		
Proposed # of families above-income poverty level: (total # here)	11	280		
Proposed # of families below-income poverty level: (total # here)	99	2526		
Number of classroom operation hours per week:	-			
Number of weeks per year that program will operate:	35			
Number of teacher hours per week:	40			
Number of teacher aide hours per week:	0			
Number of teachers/Home Visitors:	10	145		
Number of paid teacher aides/CCT	0	161		
Number of classes:	-	135		
Number of homes (for Home-Based Option only):	110	110		
Number of home visits per year:	35	35		
Comments:				

HEAD START

SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS /GRANTEE & DELEGATE AGENCIES FY 2011-2012								
PROGRAM OPTIONS								
AGENCY	Total Funded Enrollments	OPTION 1 (CB) Full-Day Collab. 5 days/ week 10 hrs/day 48 weeks	OPTION 2 (CB) Full-Day 5 days/week 8-9hrs/day 46-49 weeks	OPTION 3 (CB) Full-Day Collab. 5 days/week 8 hrs/day 35 weeks	OPTION 4 (CB) Full-Day 5 days/week 9 hrs/day 38 weeks	OPTION 5 (CB) Part-Day 5 days/week 3.5-4 hrs/day 32-35 weeks	OPTION 6 (CB) Part-Day 5 days/week 6 hrs/day 47 weeks	OPTION 7 (CB) Wrap 5 days/week 6 hrs/day 33 weeks
SETA	2,778*			620		2,060	16	
Elk Grove	380							
Sacramento City	1,272	162						367
San Juan	680		72			560		
Twin Rivers	179				48			
WCIC (Playmate)	100		20			80		
TOTALS	5,389	162	92	620	48	2,700	16	367
Comments								

* SETA's actual enrollment totals are greater than total funded enrollment due to SETA's Track System.

Please refer to individual Program Approach forms for specific detail of the above options.

HEAD START

SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS /GRANTEE & DELEGATE AGENCIES FY 2011-2012								
PROGRAM OPTIONS								
AGENCY	Total Funded Enrollments	OPTION 8 (CB) Part-Day 4 days/ week 3.5 hrs/day 33-36 weeks	OPTION 9 (HB) Home Base 32-47 weeks					
SETA	2,778		110					
Elk Grove	380	380						
Sacramento City	1,272	671	72					
San Juan	680		48					
Twin Rivers	179	131						
WCIC (Playmate)	100							
TOTALS	5,389	1,182	230					
Comments								

* SETA's actual enrollment totals are greater than total funded enrollment due to SETA's Track System.

Please refer to individual Program Approach forms for specific detail of the above options.

EXHIBIT A: (HEAD START)

**SUMMARY OF FEDERAL FUNDS, CHILDREN TO BE SERVED,
CHILD-ADULT RATIO, AND PROGRAM OPTIONS**

Grantee: Sacramento Employment and Training Agency

Street Address: 925 Del Paso Blvd., Suite 200

City: Sacramento, CA

Zip: 95815

Head Start Director's Name: Denise Lee

Phone: (916) 263-3804 or (916) 263-3916

E-mail: DENISE@headstart.seta.net

Policy Council Chairperson: Coventry St. Mary

Phone: (916) 849-2012

Street Address: 7044 Sunburst Way

City: Citrus Heights, CA

Zip: 95621

<u>Federal Share</u>	<u>Grantee Only</u>	<u>Delegates</u>	<u>TOTAL</u>
PA 22 (Basic, COLA)	24,535,084	16,777,909	41,312,993
PA 20 (T&TA)	325,611	59,000	384,611
TOTAL	24,860,695	16,836,909	41,697,604

Local Share: (25% of total Federal share or 20% of total program cost) \$ 10,424,401

Total Program Costs: \$ 52,122,005

Program Information - Center Based/Full Day	GRANTEE
(a) Number of children to be enrolled	400
(b) Child/Adult Ratio	8:1
(c) Number of handicapped children to be enrolled:	40
(d) Number of weeks per year that program will operate: Please see "Tracks" in Appendix	35
(e) Number of classes:	20
(f) Number of classroom operation hours per day: See Program Overview	8
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	40
(i) Number of classroom operations days per year:	165
(j) Number of teachers:	20
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	0
(m) Number of paid teacher aides/child care teachers:	41
(n) Number of home visits per year: (Tracks)	2

Program Information - Center Based/Full Day	GRANTEE
(a) Number of children to be enrolled	220
(b) Child/Adult Ratio	8:1
(c) Number of handicapped children to be enrolled:	22
(d) Number of weeks per year that program will operate: Please see "Tracks" in Appendix	35
(e) Number of classes:	11
(f) Number of classroom operation hours per day: See Program Overview	7
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	35
(i) Number of classroom operations days per year:	165
(j) Number of teachers:	11
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	0
(m) Number of paid teacher aides/child care teachers:	16
(n) Number of home visits per year: (Tracks)	2

Program Information - Center Based/Part Day	GRANTEE
(a) Number of children to be enrolled	2060
(b) Child/Adult Ratio	10:1
(c) Number of handicapped children to be enrolled:	206
(d) Number of weeks per year that program will operate: Please see "Tracks" in Appendix	35
(e) Number of classes:	103
(f) Number of classroom operation hours per day: See Program Overview	4
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	20
(i) Number of classroom operations days per year:	165
(j) Number of teachers:	103
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	0
(m) Number of paid teacher aides/child care teachers:	103
(n) Number of home visits per year: (Tracks)	2

Program Information - Center Based/Part Day	GRANTEE
(a) Number of children to be enrolled	16
(b) Child/Adult Ratio	10:1
(c) Number of handicapped children to be enrolled:	1
(d) Number of weeks per year that program will operate: Please see "Tracks" in Appendix	47
(e) Number of classes:	1
(f) Number of classroom operation hours per day: See Program Overview	6
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	30
(i) Number of classroom operations days per year:	247
(j) Number of teachers:	1
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	0
(m) Number of paid teacher aides/child care teachers:	1
(n) Number of home visits per year: (Tracks)	2

Program Information - Home-Based:	GRANTEE
(a) Number of children to be enrolled:	110
(b) Number of home visitors:	10
(c) Number of families per home visitor:	12
(d) Number of home visits per child per month:	4
(e) Number of home visits per child per year:	35
(f) Number of hours per home visit:	1.5
(g) Number of socialization experiences per child per month:	2
(h) Number of hours per socialization:	3
(i) Number of weeks of home-based operation per year:	35
(j) Number of weekly hours of home visitor employment:	40
(k) Number of weeks of home visitor employment:	52
(l) Home visits will begin on <u>8/1/11</u> and end on <u>7/31/12</u> See "Tracks" in Appendix	

I. ENROLLMENT BY PROGRAM OPTION

Head Start

Early Head Start

This section should be filled out and submitted for each grantee and delegate agency.

1. Funded child enrollment by program option:	2. Number of pregnant women enrolled for EHS: <u>Varies (#'s included in home base)</u>
Center-based enrollment <u>104</u>	
Home-based enrollment <u>109</u>	
Combination option enrollment	
Family child care enrollment	
Other option enrollment	
Total child enrollment <u>213</u>	

II. PROGRAM SCHEDULE

This section should be filled out for *each group of children served for different hours of service each year.*

Complete #1-3 for all groups of children

1. Program schedule number	1	2	3	4	5
2. Program option identification	CB/FD	CB/FD	HB		
3. Funded enrollment	88	16	109		

Complete #4-9 for center-based, family child care, combination, and other options

4a. Number of classes/groups/family child care settings	11	2			
4b. Double session, enter D	0	0			
5. Number of hours of classes/groups/FCC settings per child, per day	8	7			
6. Number of days of classes/groups/FCC settings per child, per week	5	5			
7. Number of days of classes/groups/FCC settings per child, per year	247	247			
8. Number of home visits per child, per year	2	2			
9. Number of hours per home visit	1.5	1.5			

Complete #10-13 for home-based options

10. Number of home visits per child, per year			47		
11. Number of hours per home visit			1.5		
12. Number of hours per home-based socialization experience			3		
13. Number of home-based socialization experiences per child, per year			24		

Comments:

PROGRAM OVERVIEW – Early Head Start

Delegate Agency: **Sacramento Employment and Training Agency (SETA)**

Head Start Director's Name: **Denise T. Lee, Deputy Director**

Address: **925 Del Paso Blvd., Suite 200**

City: **Sacramento**

State: **CA**

Zip: **95815**

Policy Council Chairperson: **Coventry St. Mary**

Address: **7044 Sunburst Way**

City: **Citrus Heights**

State: **CA**

Zip: **95621**

Program Options (i.e., Standard full-day, Standard Part-day, Extended Day, Variated Part-Day)	Option Type: <u>Standard Full Day</u>	Option Type: <u>Standard Full Day</u>	Option Type: <u>Home Base</u>	Total
Place Model in parenthesis: (CB=Center based, HB=Home Based, CO=Combination Option, FCC=Family Child Care Collaboration, OT=Other)	Option 1 (CB) 5 days/week 8 hrs/day 47 weeks	Option 2 (CB) 5 days/week 7 hrs/day 47 weeks	Option 3 (HB) days/week hrs/day 47 weeks	
Funded Head Start Enrollment (total # here)	88	16	109	213
Proposed # of children with diagnosed disabilities (total # here)	8	1	11	20
Proposed # of families above-income poverty level: (total # here)	8	1	10	19
Proposed # of families below-income poverty level: (total # here)	80	15	99	194
Number of classroom operation hours per week:	40	7	-	47
Number of weeks per year that program will operate:	47	47	47	141
Number of teacher hours per week:	35	35	40	110
Number of teacher aide hours per week:	40	35	-	75
Number of teachers/Home Visitors:	11	2	10	23
Number of paid teacher aides/CCT	22	4	-	26
Number of classes:	11	2	-	13
Number of homes (for Home-Based Option only):	-	-	109	109
Number of home visits per year:	2	2	47	51

Comments:

* Actual Enrollment totals are greater than total funded enrollment due to SETA's Track System.

EARLY HEAD START

SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES						
FY 2011-2012						
PROGRAM OPTIONS						
AGENCY	Total Funded Enrollments	<u>OPTION 1</u> (CB) 5 days/week 8-8.5 hrs 47 weeks	<u>OPTION 2</u> (CO) 5 days/week 7.5-8 hrs/day 48-49 weeks	<u>OPTION 3</u> (CO) 1 day 3 hrs 48 weeks	<u>OPTION 4</u> (HB) 47-48 weeks	<u>OPTION 5</u> (HB) 41 weeks
SETA	213	104			109	
Sacramento City	115		45	8	62	
San Juan	129	40	41			48
TOTALS	457	144	86	8	171	48
Comments						

Please refer to individual Program Approach forms for specific detail on the above options.

EXHIBIT A: (EARLY HEAD START)

**SUMMARY OF FEDERAL FUNDS, CHILDREN TO BE SERVED,
CHILD-ADULT RATIO, AND PROGRAM OPTIONS**

Grantee: Sacramento Employment and Training Agency

Street Address: 925 Del Paso Blvd., Suite 200

City: Sacramento, CA

Zip: 95815

Head Start Director's Name: Denise Lee

Phone: (916) 263-3804 or (916) 263-3916

E-mail: DENISE@headstart.seta.net

Policy Council Chairperson: Coventry St. Mary

Phone: (916) 849-2012

Street Address:

City: Zip:

<u>Federal Share</u>	<u>Grantee Only</u>	<u>Delegates</u>	<u>TOTAL</u>
PA 25 (Basic, COLA)	2,578,677	2,378,960	4,957,637
PA 26 (T&TA)	85,580	38,361	123,941
TOTAL	2,664,257	2,417,321	5,081,578

Local Share: (25% of total Federal share or 20% of total program cost) \$ 1,270,395

Total Program Costs: \$ 6,351,973

Program Information - Center Based/Full Day	TOTAL
(a) Number of children to be enrolled	88
(b) Child/Adult Ratio (Center Based)	4:1
(c) Number of handicapped children to be enrolled:	8
(d) Number of weeks per year that program will operate: i. First day of class: <u>08/1/11</u> Last day of class: <u>07/31/12</u>	47
(e) Number of classes (groups of 4 children):	22
(f) Number of classroom operation hours per day:	8
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	40
(i) Number of classroom operation days per year:	247
(j) Number of teacher:	11
(k) Number of teacher hours per week:	40
(l) Number of double sessions (same teacher in AM and PM class):	N/A
(m) Number of paid teacher aides:	22
(n) Number of home visits per year:	2

Program Information - Center Based/Full Day	TOTAL
(a) Number of children to be enrolled	16
(b) Child/Adult Ratio (Center Based)	4:1
(c) Number of handicapped children to be enrolled:	1
(d) Number of weeks per year that program will operate: i. First day of class: <u>08/1/11</u> Last day of class: <u>07/31/12</u>	47
(e) Number of classes (groups of 4 children):	4
(f) Number of classroom operation hours per day:	7
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	35
(i) Number of classroom operation days per year:	247
(j) Number of teacher:	2
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM and PM class):	N/A
(m) Number of paid teacher aides:	4
(n) Number of home visits per year:	2

Program Information - Home-Based	Totals
(a) Number of children to be enrolled:	109
(b) Number of home visitors (EHS Educators):	10
(c) Number of families per home visitor:	11
(d) Number of home visits per child per month:	4
(e) Number of home visits per child per year:	47
(f) Number of hours per home visit:	1.5
(g) Number of socialization experiences per child per month:	3
(h) Number of hours per socialization:	3
(i) Number of weeks of home-based operation per year:	47
(j) Number of weekly hours of home visitor employment:	40
(k) Number of weeks of home visitor employment:	52

ITEM III-H – ACTION

**DISCUSSION AND APPROVAL OF THE PARENT ADVISORY COMMITTEE (PAC)
MEETING DATE AND TIME CHANGE**

BACKGROUND:

Currently, the Parent Advisory Committee meets immediately prior to the Policy Council on the 4th Tuesday of each month. Having back-to-back meetings has proved to be difficult for dual PC/PAC board members to maintain full attendance all day and for staff to fully prepare agenda items in a timely manner for both boards.

Staff suggested that board members consider moving the Parent Advisory Committee meetings to the third Tuesday of each month, 9:00 a.m. in the SETA Board Room.

Staff will be available to answer questions.

RECOMMENDATION:

Discuss and consider a motion to move the regular Parent Advisory Committee meeting date to the third Tuesday of each month at 9:00 a.m.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

This agenda item provides an opportunity for information to be shared on the following:

- Introduction of Newly Seated Representatives
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account
- Parent/Family Support Unit Calendar of Events (Attached)
- PC/PAC Calendar of Events and Activities (Attached)
- Staff Recognition – Mr. Victor Bonanno
- Countywide Parent Conference Reports – Ms. Mary Brown
- PC/PAC Parent Leadership Institute – Ms. Mary Brown
- Child Care Center Food Menu (Attached)
- Community Resources - Parents/Staff – Ms. Mary Brown

NOTES:

CALENDAR OF EVENTS AND ACTIVITIES
PARENT/FAMILY SUPPORT UNIT

<u>EVENT</u>	<u>DATE</u>
Male Involvement Meeting	Friday, April 22, 2011 11:00 a.m. CANCELED 925 Del Paso Blvd. Redwood Room
Countywide Parent Conference	Wednesday, April 20, 2011 8:00 a.m. – 4:00 p.m. Charles A. Jones 5451 Lemon Hill Avenue Sacramento, CA

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Countywide Parent Conference	Wednesday, April 20, 2011 8:00 a.m. – 4:00 p.m. Charles A. Jones 5451 Lemon Hill Avenue Sacramento, CA
Community Partnerships Advisory Committee (CPAC)	Thursday, April 21, 2011 9:00 – 10:30 a.m. 925 Del Paso Blvd. Redwood Room
PC/PAC Personnel/Bylaws Committee	Friday, April 22, 2011 9:00 a.m. – 11:00 a.m. 925 Del Paso Blvd. Oak Room
Male Involvement Committee	Friday, April 22, 2011 11:00 a.m. CANCELED 925 Del Paso Blvd. Redwood Room
PAC Executive Committee Meeting	Thursday, April 28, 2011 9:00 a.m. – 10:00 a.m. 925 Del Paso Blvd. Olympus Room
PC Executive Committee Meeting	Thursday, May 5, 2011 9:00 a.m. – 10:00 a.m. 925 Del Paso Blvd. Olympus Room
PC/PAC Parent Leadership Institute	Date/Time to be announced Location: SETA

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Governing Board minutes of March 3, 2011 attached.

NOTES:

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

Minutes/Synopsis

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

Thursday, March 3, 2011
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:06 a.m.

Members Present:

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

Member Absent:

Bonnie Pannell, Councilmember, City of Sacramento

- Introduction of New Board Member: Councilman Schenirer was welcomed to the board.

Mr. Nottoli requested a motion to continue Item III-A-2 to the April 7 meeting. Ms. Kossick stated that this will provide staff additional time to complete the revisions.

Moved/Scherman, second/Schenirer, to continue this item to the April 7.

Voice Vote: Unanimous approval.

II. **Consent Items**

- A. Minutes of the February 3, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification Extension

The consent calendar was reviewed; no questions or comments.

Moved/Scherman, second/Yee, to approve the consent calendar as follows:

- A. Approve the minutes of the February 3, 2011 meeting.
- B. Approve the claims and warrants for the period 1/27/11 through 2/24/11.
- C. Approve the temporary reclassification of Ira Ayers to Workforce Development Professional 3 through May 27, 2011.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Receive, Adopt and File Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2011

Ms. Loretta Su reviewed this item.

Moved/Schenirer, second/Scherman Receive, adopt, and file this Investment Policy for the Pooled Investment Fund for the calendar year 2011.

Voice Vote: Unanimous approval.

2. Approval of Revisions to Classifications: Item continued to April 7 meeting.

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Approval of Workforce Development Analyst, Workforce Development Analyst Supervisor, Workforce Development Professional Supervisor and Workforce Development Quality Control Supervisor Classifications and Related Salary Ranges

Mr. Rod Nishi distributed a table showing the various classifications. Part of the contract negotiation agreement was to have classification studies done. This study was completed in 2010, and a number of revisions are being requested for approval. Classifications that are no longer in use in the agency are being recommended to be abolished. This is Phase 2 of the job classification study.

Mr. Nishi reviewed the classifications that are being recommended that will create new analyst and supervisor positions within the Workforce Development Professional classification.

Mr. Nottoli opened a public hearing.

Moved/Yee, second/Scherman, to close the public hearing, approve the new classifications of Workforce Development Analyst, Workforce Development Analyst Supervisor, Workforce Development Professional Supervisor, and Workforce Development Quality Control Supervisor, and approve the salary ranges for the newly created classifications.

Voice Vote: Unanimous approval.

Items 4-6 were taken as a block.

4. Approval of Reallocation of Employment and Training Analysts and Management Information Analyst into the Workforce Development Analyst Deep Classification and Abolishment of Employment and Training Analyst I, II and III and Management Information Analyst I, II and III

- and -

5. Approval of Reallocation of Incumbents in the Six Classifications of Employment and Training Analyst Supervisor, Labor Market Information Supervisor, Employment Services Supervisor, Youth Services Supervisor, Eligibility Supervisor and Management Information Analyst Supervisor into Workforce Development Quality Control Supervisor, Workforce Development Analyst Supervisor and Workforce Development Professional Supervisor and Abolishment of the Six Classifications

- and -
6. Approval to Reallocate Marketing Specialist Incumbents to Workforce Development Professional and Abolish the Classifications of Marketing Specialist I, II, and III (Rod Nishi)

Mr. Nishi reviewed incumbent staff to be reallocated into new positions.

Moved/Schenirer, second/Scherman, to approve items as follows:

Item 4: Reallocate 14 Employment Training Analysts and 1 Management Information Analyst into the Workforce Development Analyst series; approve the abolishment of Employment and Training Analyst and Management Information Analyst classification series.

Item 5: Approve the reallocation of three Employment and Training Analyst Supervisors, one Management Information Analyst Supervisor, one Employment Services Supervisor, and one Youth Services Supervisor as noted above; approve the abolishment of the classifications of Employment and Training Analyst Supervisor, Labor Market Information Supervisor, Employment Services Supervisor, Youth Services Supervisor, Eligibility Services Supervisor, and Management Information Analyst Supervisor.

Item 6: Approve the reallocation of the 7 (seven) incumbents of the Marketing Specialist series into the Workforce Development Professional classification as depicted above, and approve the abolishment of the classifications of Marketing Specialist I, II, and III.

Voice vote: Unanimous approval.

Items 7-9 were taken as a block.

7. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Senior Accountant Classification and Related Salary Range and Revision to the Accountant II (Supervisory) Classification

- and -
8. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Payroll Specialist, Senior Payroll Specialist, and Payroll Operations Supervisor Classifications, Reallocation of Payroll Clerks and Accountant II (Supervisor) to New Classifications, and Abolishment of the Payroll Clerk and Accountant II (Supervisory) (Unrepresented) Classifications

- and -

9. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Information Technology Services Facilitator and Information Technology Engineering Analyst Classifications and Reallocation of Incumbents of Information Technology Analyst II to New Classifications

Mr. Nottoli opened a public hearing.

Mr. Nishi reviewed the modified classifications.

Moved/Yee, second/Schenirer, to close the public hearing and approve the following:

Item 7: Approve the Senior Accountant classification and related salary range and approve the revisions to the Accountant II (Supervisory) classification.

Item 8: Approve the Payroll Specialist, Senior Payroll Specialist, and Payroll Operations Supervisor classifications, and reallocate the three incumbent employees as depicted in the chart above. Abolish the classifications of Payroll Clerk and Accountant II (Supervisor) (Unrepresented)

Item 9: Approve the new classifications of Information Technology Services Facilitator and Information Technology Engineering Analyst; and reallocate 4 Information Technology Analyst II incumbents as depicted above into new classifications.

Voice Vote: Unanimous approval.

10. Approval of Revision and Re-Titling of Database Developer Classification

Mr. Nishi stated that this is a retitling of the data base developer. This position has evolved so the modified title needs to be changed to Programmer Analyst.

Moved/Scherman, second/Schenirer, to approve revisions to the job classification of Database Developer, including the re-titling to Programmer Analyst.

Voice Vote: Unanimous approval.

➔ Speaker before the board: Donna Hubbs, Program Coordinator

B. WORKFORCE INVESTMENT ACT

1. Approval to Release a Request for Proposals for FY 2012 – 2016 Under the Workforce Investment Act (WIA) Title I, for On-the-Job Training/Subsidized Employment (OJT/SE) Services

Ms. Michelle O’Camb reviewed this item. Staff has included \$2,000,000 in CalWORKS funds in this Request for Proposals, for a total available amount of \$2,890,000.

Moved/Scherman, second/Schenirer, to approve the release of the Request for Proposals (RFP) for FY 2012 – 2016 under the WIA for On-the-Job Training/Subsidized Employment (OJT/SE) services.

Voice Vote: Unanimous approval.

2. Approval to Ratify the Addition of a Second Mandatory Bidders' Conference to the Workforce Investment Act (WIA) Youth Services Request for Proposals

Ms. Christine Welsch stated that the Youth RFP required the mandatory attendance of proposing organizations at the WIA Youth Services Bidders' Conference. Some program operators did not attend the mandatory conference. Staff is requesting the addition of a second mandatory bidders' conference.

Moved/Schenirer, second/Yee, to ratify the addition of a second mandatory bidders' conference for the 2012-2016 Youth Services Request for Proposals (RFP), which was held on Wednesday, February 23, 2011 at 9:30 a.m. in the SETA Board Room, retaining the requirement that failure to attend one of the bidders' conferences, either on February 17, 2011 or February 23, 2011 will disqualify a respondent's application. All other provisions of the Youth RFP shall continue to apply.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval to Submit a Request to Carryover Program Year 2009-10 Head Start and Early Head Start, COLA, and Quality Improvement Funds

Ms. Denise Lee reviewed this item which offers the Agency an opportunity to request carryover funds. Underspent items were in large part due to programs starting three months later than expected. The Head Start Policy Council reviewed and approved this carryover request.

Mr. Yee requested a breakdown on the benefit amount which Ms. Kossick provided.

Moved/Scherman, second/Schenirer, to approve the submission of a carryover request for Program Year 2009-2010, Head Start Expansion funds up to \$42,702; and approve the submission of a carryover request for Program Year 2009-2010, Early Head Start Expansion funds up to \$382,524; and approve the submission of a carryover request for Program Year 2009-2010, COLA/Quality Improvement funds up to \$93,468.

Voice Vote: Unanimous approval.

Mr. Nottoli left the meeting.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions or comments.

B. Head Start Reports: No questions or comments.

C. Dislocated Worker Update: No report.

D. Employer Activity Report: Mr. William Walker reviewed some additional information to the dislocated worker update.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: No report.

C. Deputy Directors: No reports.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: Speakers before the board:

- Mr. David DeLuz, President & CEO of Greater Sacramento Urban League: Thanked staff for their support over the years.
- Jeffery Tardaguila, Advocate: Requested that a public copy of board packets be made available at the front reception desk.

VI. Adjournment: The meeting was adjourned at 11:36 a.m.

ITEM V - COMMITTEE REPORTS

BACKGROUND:

This agenda item provides an opportunity for the PAC Executive Committee to provide a report.

- A. Executive Committee – Ms. Mary Brown
- Critique of the Parent Advisory Committee regular meeting, March 22, 2011.

GOOD	NEEDS IMPROVEMENT
Cell phones were turned off and electronic devices out of sight.	Attendance.
Thank you, Ms. Sandra Espinosa for translating.	Making motions and seconds.
Thank you, Ms. Mary Degnan and Ms. Sandra Espinosa, for making reminder Board meeting telephone reminder calls.	Early departure – staying until meeting is adjourned.
Clean Boardroom.	
Good communication.	
Active participation.	
Thank you, Ms. Denise Lee, for your thorough presentations and answers.	

- B. PC/PAC Joint Executive Committee Report – Ms. Mary Brown

NOTES:

ITEM VI – OTHER REPORTS

BACKGROUND:

This agenda item provides an opportunity for other reports to be shared with PAC.

- Executive Director’s Report – Ms. Mary Brown
- Chair’s Report – Ms. Mary Brown
- Policy Council Report(s) – Ms. Haley Joslin, Ms. Mary Brown, Ms. Connie Wallace, Ms. Kelly Martin, and Ms. Socorro Gutierrez
- Head Start Deputy Director’s Monthly Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report – (Attached)
- Managers’ Reports
 - ✓ Program Support Services Report – Ms. Brenda Campos
 - ✓ Parent/Family Support Report – Ms. Lisa Carr
 - Parent Countywide Conference Report
 - ✓ Child Development and Education Services Report – Ms. Karen Gonzales
 - Region IX Reports (Attached)

NOTES:

ITEM VII – DISCUSSION

BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to ask questions about the program pertinent to their centers.

NOTES:

ITEM VIII - PUBLIC PARTICIPATION

BACKGROUND:

Participation of the general public at the SETA-Operated Program Parent Advisory Committee meeting is encouraged. Members of the audience are asked to address their request to the Chair if they wish to speak.

NOTES:

ITEM IX- ADJOURNMENT

NOTES:
