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Thought of the day: "All labor that uplifts humanity has dignity and importance and should be undertaken with painstaking excellence."

Author: Martin Luther King

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

DATE: Tuesday, January 28, 2020

TIME: 9:00 a.m.

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

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

AGENDA

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 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
 - Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts

- ✓ Quality Assurance Report for the SETA Operated Program (Head Start and Early Head Start)
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, JANUARY 22, 2020

Policy Council meeting is hosted by:
Henrietta Gutierrez (Chair), Jara Lindgren (Vice Chair), Fienishia Wash (Secretary),
Jamilia Land (Treasurer), Vacant (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Jara Lindgren, Elk Grove Unified School District
- _____ Alma Leiva, Elk Grove Unified School District
- _____ Cami Pullen, San Juan Unified School District
- _____ Kanade Oishi, San Juan Unified School District
- _____ Jamila Land, WCIC/Playmate Child Development Center
- _____ Antione Montgomery, WCIC/Playmate Child Development Center
- _____ Brenda Casillas, SETA-Operated Program
- _____ Shannon Pierce, SETA-Operated Program
- _____ Arianna Torres, SETA-Operated Program
- _____ Donna Bonner, SETA-Operated Program
- _____ Fienishia Wash, Home Base Option
- _____ Jeremy Rathbone, Early Head Start, San Juan Unified School District
- _____ Charles Taylor, Past Parent/Community Representative
- _____ Rosemary Schapira, Community Agency Representative
- _____ Henrietta Gutierrez, Chair, Past Parent/Community Representative

Members to be Seated:

- _____ Gabriela Cunningham, Sacramento City Unified School District
- _____ Yesenia Gutierrez, Sacramento City Unified School District

Seats Vacant:

- _____ Vacant, San Juan Unified School District
- _____ Vacant (Estrella), Twin Rivers Unified School District
- _____ Vacant (Schoemig), Twin Rivers Unified School District
- _____ Vacant (McCracken), Home Base Option
- _____ Vacant, Home Base Option
- _____ Vacant (Sanders), SETA-Operated Program
- _____ Vacant (Torres), SETA-Operated Program
- _____ Vacant (Jetton), Early Head Start/Home Base (SOP)
- _____ Vacant (Olguin), Early Head Start, Sac. City Unified School Dist.
- _____ Vacant, Early Head Start, Sacramento City Unified School Dist.
- _____ Vacant (Self), Early Head Start (SETA)
- _____ Vacant, Grandparent Representative/Community Representative
- _____ Vacant, Community Agency Representative
- _____ Vacant (Stone Smith) Community Agency Rep.
- _____ Vacant (Castex), Outgoing Chair

**** Please call your alternate, Policy Council Chair (Henrietta Gutierrez: (916) 599-7722), or Head Start staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2019-2020**

The 2019-2020 Board was seated on **November 26, 2019** and
December 18, 2019

BOARD MEMBER	SITE	11/26	12/18 *	1/28	2/26	3/24	4/28	5/26	6/23	7/28	8/25	9/22	10/27	11/24
D. Bonner Seated 12/18	SOP		X											
B. Casillas Seated 11/26	SOP	X	X											
G. Cunningham s/b/seated 12/18	SAC		E											
H. Gutierrez Seated 11/27	CR	X	X											
Y. Gutierrez s/b/seated 12/18	SAC		E											
K. Jetton (HS) Seated 7/23	EHS/ SOP	E	E											
J. Land Seated 11/26	WCIC	X	X											
A. Leiva s/b/seated 11/26	EG	U	X											
J. Lindgren s/b/seated 11/26	EG	U	X											
A. Montgomery Seated 11/26	WCIC	X	X											
K. Oishi Seated 11/26	SJ	X	X											
S. Pierce Seated 11/26	SOP	X	X											
C. Pullen Seated 11/26	SJ	X	E											
J. Rathbone Seated 11/26	EHS/ SJ	X	U											
C. Sanders Seated 11/26	SOP	X	R											
R. Schapira Seated 12/18	CAR		X											
C. Taylor Seated 2/26	CR	X	X											

BOARD MEMBER	SITE	11/26	12/18 *	1/28	2/26	3/24	4/28	5/26	6/23	7/28	8/25	9/22	10/27	11/24
A. Torres Seated 11/26	SOP	X	X											
M. Torres Seated 11/26	SOP	X	AP											
F. Wash Seated 11/26	HB	X	X											

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
HB	Home based Option
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
TR	Twin Rivers School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

X: Present

E: Excused

R: Resigned

U: Unexcused Absence

S/B/S: Should be Seated

H: Holiday

HS: Holding Seat

AP: Alternate Present

E/PCB: Excused, Policy Council Business

E/PCB: Excused, Policy Committee Business

OGC: Outgoing Chair

RS: Reseat

*****: Special Meeting

Current a/o 1/16/2020

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 18, 2019
SPECIAL POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the December 18, 2019 special meeting.

RECOMMENDATION:

That the Policy Council approve the December 18 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Wednesday, December 18, 2019
9:00 a.m.

I. Call to Order/Roll Call/Review of Board Member Attendance

Ms. Henrietta Gutierrez called the meeting to order at 9:08 a.m. The Pledge of Allegiance was recited. Ms. Gutierrez read the thought of the day. Ms. Claudett Sanders called the roll and confirmed that a quorum was established.

Members Present:

Charles Taylor, Past Parent/Community Representative
Henrietta Gutierrez, Past Parent/Community Representative
Kanade Oishi, San Juan Unified School District
Antoine Montgomery, WCIC/Playmate Child Development Center
Brenda Casillas, SETA-Operated Program
Shannon Pierce, SETA-Operated Program
Arianna Torres, SETA-Operated Program
Earlene McBryde, alternate for M. Torres
Fienishia Wash, Home Base Option (seated at 9:14 a.m.)
Jamilia Land, WCIC/Playmate Child Development Center (seated at 9:35 a.m.)
Donna Bonner, SETA-Operated Program
Rosemary Schapira, Community Agency Representative

Members Absent:

Kerynn Jetton, Early Head Start (SOP) (excused)
Cami Pullen, San Juan Unified School District (excused)
Martha Torres, SETA-Operated Program (excused)
Jeremy Rathbone, Early Head Start, San Juan Unified School District (unexcused)

New Members to be Seated:

Jara Lindgren, Elk Grove Unified School District
Alma Leiva, Elk Grove Unified School District

New Members to be Seated but Absent:

Gabriela Cunningham (excused)
Yesenia Gutierrez (excused)

Ms. Fienishia Wash was seated at 9:14 a.m.

II. Consent Item

A. Approval of the Minutes of the November 26, 2019 Regular meeting

The minutes were reviewed; no questions or corrections.

Moved/Taylor, second/Pierce, to approve the November 26 minutes.

Show of hands vote:

Aye: 11 (Bonner, Casillas, Leiva, Lindgren, McBryde, Montgomery, Oishi, Pierce, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Jetton, Pullen, Rathbone, Torres)

III. **Action Items**

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

B.

The board went into closed session at 9:18 a.m. Ms. Gutierrez called the meeting back into open session at 9:34 a.m. and reported that the Policy Council approved the following eligible lists: Associate Teacher/Associate Teacher Infant Toddler; Family Services Worker II; and Family Services Worker III

Ms. Jamilia Land was seated at 9:35 a.m.

C. Election of Community Representatives and Alternates

Ms. Gutierrez and Mr. Taylor spoke of their interest in continuing to serve as Community Representatives.

Moved/Bonner, second/Lindgren, to elect Mr. Charles Taylor and Ms. Henrietta Gutierrez to serve as Community Representatives.

Show of hands vote:

Aye: 12 (Bonner, Casillas, Land, Leiva, Lindgren, McBryde, Montgomery, Oishi, Pierce, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Jetton, Pullen, Rathbone, Torres)

D. Election of Community Agency Representative

Ms. Rosemary Schapira introduced herself and stated that she represents the Family Resource Center. They offer comprehensive services to children and families. They also utilize First 5 funds to provide assistance to families with children from 0 to five years of age.

Moved/Lindgren, second/Wash, to elect Ms. Rosemary Schapira, Family Resource Center, to serve as a Community Agency Representative.

Show of hands vote:

Aye: 12 (Bonner, Casillas, Land, Leiva, Lindgren, McBryde, Montgomery, Oishi, Pierce, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Jetton, Pullen, Rathbone, Torres)

E. Election of Policy Council Officers for 2019-2020

Ms. Gutierrez reviewed the various positions.

Those interested in serving as **Chair**:

Jara Lindgren

Henrietta Gutierrez

Vote:

Jara: 3

Henrietta: 8

Abstentions: 3 (McBryde, Land, Schiapa)

Those interested in serving as **Vice Chair**:

Jara Lindgren

Vote: 13

Abstentions: 1 (Gutierrez).

Those interested in serving as **Secretary**:

Finieshia Wash

Vote: 13

Abstentions: 1 (Gutierrez).

Those interested in serving as **Treasurer**:

Jamilia Land

Vote: 13

Abstentions: 1 (Gutierrez).

Those interested in serving as **Parliamentarian**:

No one expressed interest in serving as parliamentarian.

Moved/Leiva, second/Bonner, to confirm Policy Council officers as follows:

Chair: Henrietta Gutierrez

Vice Chair: Jara Lindgren

Secretary: Finieshia Wash

Treasurer: Jamilia Land

Show of hands vote:

Aye: 13 (Bonner, Casillas, Land, Leiva, Lindgren, McBryde, Montgomery, Oishi, Pierce, Schapira, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Jetton, Pullen, Rathbone, Torres)

F. Election Community Action Board of Representatives and Alternates

Ms. Nancy Hogan provided some information about the Community Action Board. Those interested in serving on the CAB: Alma Leiva, Antoine Montgomery, Jamilia Land, Finieshia Wash.

Brenda Casillas is interested in serving as alternate.

Nominees spoke of their interest in serving on the Community Action Board.

Votes:

Alma: 5

Antoine 3

Jamilia: 2

Finieshia: 1

Brenda: 0

Abstentions: 3 (Schapira, Gutierrez, Pierce)

Moved/Taylor, second/Bonner, to elect Alma Leiva and Antoine Montgomery as Representatives, and Jamilia Land and Finieshia Wash as Alternates to serve on the Community Action Board.

Aye: 11 (Bonner, Casillas, Land, Leiva, Lindgren, McBryde, Montgomery, Schapira, Taylor, Torres, Wash)

Nay: 0

Abstentions: 2 (Gutierrez, Oishi)

Absent: 4 (Jetton, Pullen, Rathbone, Torres)

Ms. Pierce was out of the room during the vote.

G. Ratification of Maternal, Child and Adolescent Health Advisory Board Representative

Ms. Gutierrez reviewed the details of this board.

Those interested in serving:
Finieshia Wash (representative)
Jamilia Land (alternate)

Moved/Bonner, second/Montgomery, to ratify the selection of Finieshia Wash as representative, and Ms. Jamilia Land as alternate, to the Maternal, Child, and Adolescent Health Advisory Board.

Aye: 13 (Bonner, Casillas, Land, Leiva, Lindgren, McBryde, Montgomery, Oishi, Pierce, Schapira, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Jetton, Pullen, Rathbone, Torres)

Ms. Schapira was excused at 10:24 a.m.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- PC/ PAC Meet and Greet Reports: Ms. Leiva spoke of how nice it is that people having their children in Head Start are so involved. Mr. Montgomery stated it was a good opportunity to meet other parents and he really enjoyed the ice breaker.
- PC/PAC Orientation and Officer Training: Ms. Gutierrez urged board members to sign in for these training events.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the monthly fiscal report. The agency is on track for the fiscal year. For every dollar the federal government provides, our program is required to provide 25% in-kind. This can be in the form of member attendance at board meetings or participation in the FLIP program. Mr. Han reviewed the credit card report; there were no questions.
- Community Resources – Parents/Staff: Information is on the table
- Parent Ambassador Committee: No report.

B. Governing Board Minutes of November 7, 2019: No questions.

V. Committee Report

- Executive Committee: No additional report.

VI. Other Reports

- ##### **A. Executive Director's Report: Ms. Kathy Kossick welcomed the new board members. In orientation, board members will learn more about the various**

programs operated in the agency. SETA funds 11 job centers throughout the county; a trip to a local job center will be scheduled in the coming year and all board members are urged to attend.

- B. Head Start Deputy Director's Report: Ms. Denise Lee wished everyone a wonderful holiday season.
 - C. Chair's Report: No report.
 - D. Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr spoke of the home base Head Start program. SETA is working to increase staffing county-wise to better serve the increasing refugee population.
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.
 - Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts: No report.
 - E. Open Discussion and Comments: No comments.
 - F. Public Participation: None.
- VI. **Adjournment**: The meeting was adjourned at 10:55 a.m.

ITEM III-A - ACTION

CLOSED SESSION PERSONNEL- PURSUANT
TO GOVERNMENT CODE SECTION 54957

BACKGROUND:

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

**CLOSED SESSION PERSONNEL – PURSUANT TO GOVERNMENT CODE
SECTION 54957**

- Approval of Eligible Lists for: Associate Teacher/ Associate Teacher Infant Toddler; Typist Clerk III; Infant Toddler Lead Teacher; and Head Start Teacher
 - ➔ Report out of Closed Session

NOTES:

ITEM III-B – ACTION

APPROVAL OF 2020-2025 COUNTYWIDE HEAD START/EARLY HEAD START COMMUNITY ASSESSMENT AND RESULTING FIVE-YEAR GOALS

BACKGROUND:

In October 2019, a county-wide planning team comprised of Grantee, Delegate Agency and Partner 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. A copy of the Executive Summary for the 2020-2025 Community Assessment is attached. Analysis of the Community Assessment led to four specific goals for Sacramento County which are:

Goal #1 – School Readiness

Increase child outcomes by developing and strengthening Social/Emotional competencies, family partnerships and staff development.

Goal #2 – Health and Wellness

Increase the health and well-being of children birth to age 5 by improving the number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care.

Goal #3 – Attendance

Improve the rate of attendance for children in the Head Start and Early Head Start program.

Goal #4 – Family Engagement

Increase and promote parent and family engagement that is culturally responsive, reflective, and goal oriented in order to support families.

The grantee and each delegate agency will develop program specific objectives to support each goal for the next five years. Objectives will be measured and analyzed on a regular basis and updated as needed on an annual basis. Objectives will be included as part of the annual refunding application.

A complete copy of the Community Assessment 2020-2025 is available on the SETA Head Start website, www.headstart.seta.net.

Mr. Kaleb Call, Manager/Administration, will make a brief presentation on the Community Assessment results and be available to answer questions.

RECOMMENDATION:

Approve the 2020-2025 Community Assessment and resulting 5-Year Countywide Head Start and Early Head Start Goals.

EXECUTIVE SUMMARY

Head Start (HS) was established in 1965 to promote school readiness for children in low-income families. Head Start offers an array of services including education, nutrition, health and oral health including pediatric screenings, and social services to assist low-income families. In 1994 Congress passed a landmark Head Start Reauthorization which created Early Head Start (EHS) to serve families from prenatal to the age of 3. This reauthorization allowed Head Start to impact families from pregnant women all the way to kindergarten.

The Sacramento Employment and Training Agency (SETA) was established in 1978 as a Joint Powers Agency of the City and County of Sacramento. SETA received its first Head Start grant in 1981, just three years after the agency was established.

SETA Head Start Mission

The SETA Head Start Mission is to improve the lives of low-income children by providing quality comprehensive child development services that are family-focused, including education, health, nutrition, and mental health.

This is accomplished by involving parents in the total operation and administration of the program and supporting the growth of children, families, and staff through encouragement, nurturing, education and empowerment.

The Head Start Program Performance Standards require grantees to “design a program that meets community needs, and builds on strengths and resources, a program must conduct a community assessment at least once over the five-year grant period.” (45 CFR 1302.11 (b)). Each Head Start grantee is required to look at the following information when performing a community assessment:

1. The number of eligible children ages 0-5, expectant mothers, including geographic location, race, ethnicity, and languages are spoken. Children experiencing homelessness, children in foster care, children with disabilities, and services provided to these children.
2. Education, health, nutrition, and social service needs of eligible children and their families.
3. Typical work, school and training schedules of families with eligible children.
4. Other child development, and/or family childcare programs in the same service area and number of children served.
5. Resources that are available in the community to address the needs of eligible children and their families.
6. Strengths of the community.

This information is used to help determine the grantee's long and short-range goals and objectives, including services provided, program options provided, center locations,

home-based program service areas, recruitment, and selection strategies as well as all other aspects of the program.

Service Hours / Program Options

SETA, its delegate agencies and partners offer many different program options and models from which parents may choose. The following charts show the funded enrollment for the 2019-2020 grant year and the many different program options that are offered countywide:

Head Start / Preschool (3-5 years old)

	SETA	Elk Grove USD	Sacramento City USD	San Juan USD	Twin Rivers USD	WCIC
5 Days/Week, Year-Round						
4 hrs/day	720					
6-6.5 hrs/day	60		336	660		
7 hrs/day			32			
8 hrs/day	240					
9 hrs/day	160					
5 Days/Week, Traditional School Year						
6-6.5 hrs/day	40	60		170	140	
7 hrs/day			48			
8 hrs/day	20					
4 Days/Week, Traditional School Year						
3.5-4 hrs/day	100	380	320	222		
6.5 hrs/day	293					
7.5 hrs/day						120
Home-Based						
	123					
TOTAL	1,756	440	736	1,052	140	120

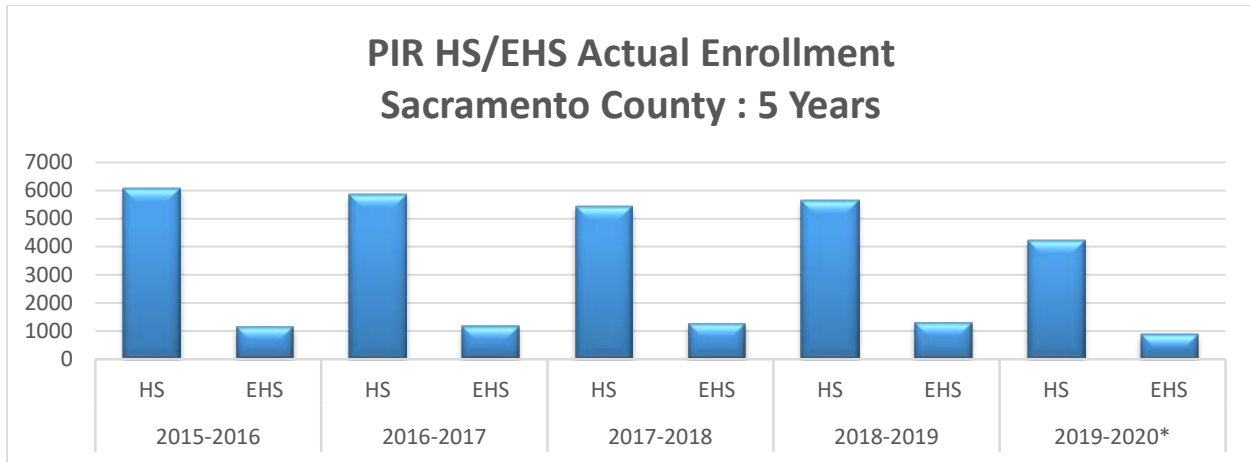
Early Head Start¹ / Infants and Toddlers (0-3 years old)

	SETA	San Juan USD	Twin Rivers USD
6.5 hrs/day			40
8 hrs/day	215	80	
9 hrs/day	87		
Home-based	367	80	
TOTAL	669	160	40

¹ Includes EHS-CCP

Enrollment

SETA, its delegate agencies and partners currently serve **4,244** Head Start children ages 3-5 and **869** Early Head Start children ages 0-3. The following chart shows the enrollment numbers over the past five-year grant cycle, 2015-2020.



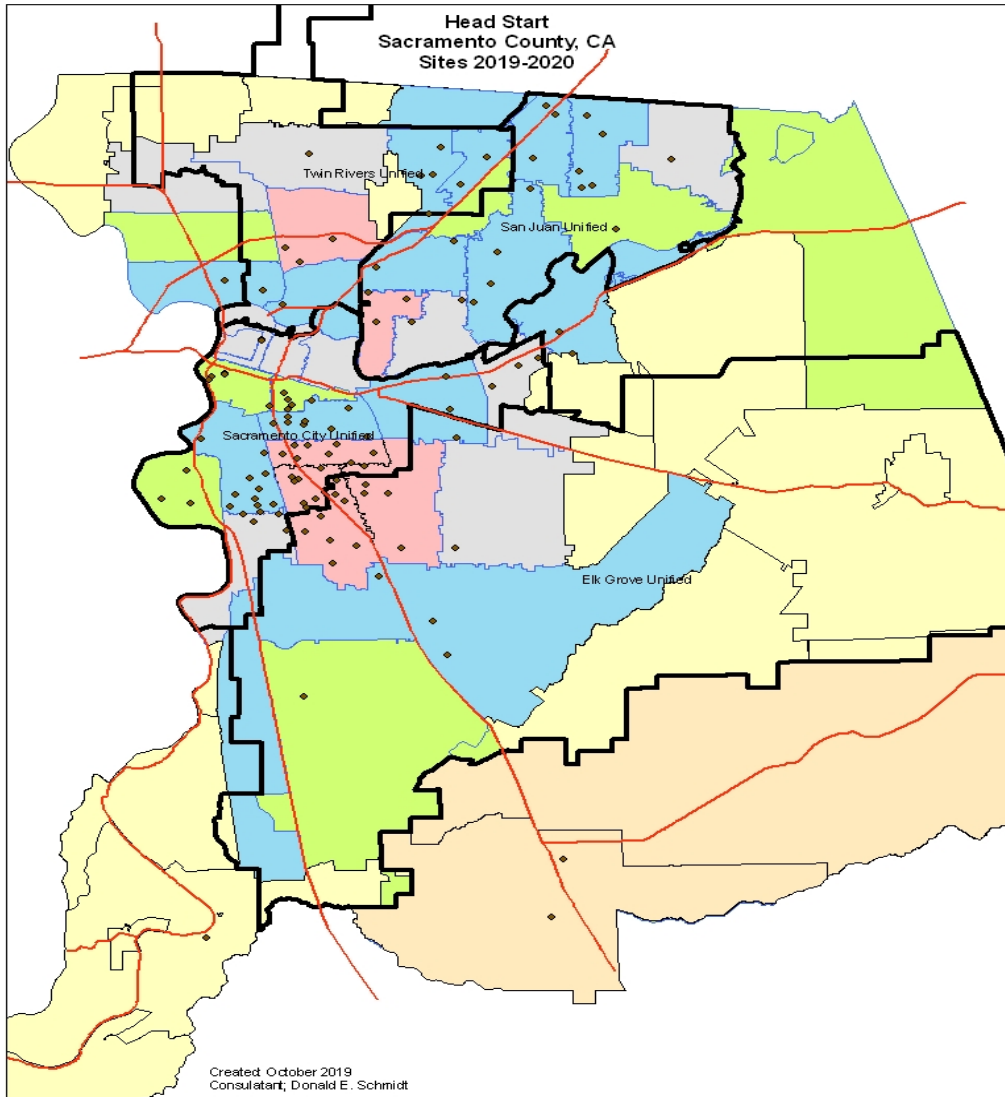
**2019-2020 numbers reflect funded enrollment, as the year-end cumulative total has not occurred.*

Enrollment numbers for Head Start have slightly decreased over the five-year grant period while enrollment numbers for Early Head Start have slightly increased over the same period of time. This is due to several enrollment conversions where SETA converted a total of 514 Head Start enrollment slots to 132 high-demand Early Head Start enrollment slots to address under-served infants/toddlers in Sacramento County. During this same time period, SETA also under-went an enrollment reduction of 99 enrollment slots due to federal budgetary reductions, known as Sequestration.

Service Area

Sacramento is home to seven incorporated cities, Sacramento, Folsom, Isleton, Galt, Citrus Heights, Elk Grove and Rancho Cordova and encompasses approximately 994-square miles in the middle of the 400-mile long Central Valley, which is California's prime agricultural region. The County is bordered by Contra Costa and San Joaquin Counties on the south, Amador and El Dorado Counties on the east, Placer and Sutter Counties on the north, and Yolo and Solano Counties on the west.

SETA, its delegate agencies and partners serve families located throughout Sacramento, California. The map below shows each child development center offering Head Start/Early Head Start services.



Demographics

- Sacramento is currently the 6th largest city in California and the population is projected to keep growing.
- Children aged zero to five (119,140) account for 7% of the residents in Sacramento County.
- The racial, ethnic, and cultural diversity of the population in Sacramento County continues to increase for age groups 25 and up, particularly for the 65 and older. There is a significant decrease in the 18-24 age group population.
- 17% of students enrolled in Sacramento County public schools are English Language Learners (ELL); compared to 19.3% of the students in the state.
- Sacramento County's current unemployment rate is 3.2%, which has steadily declined over the past 6 years.

- Certain communities in Sacramento County (Arden Arcade, Florin and North Highlands) have had a significant increase of children who live in poverty since 2007.
- Current counts found 1,905 more people living on the streets, in cars or in shelter beds since 2017, raising the estimated number of homeless people countywide to 5,570. This marks a roughly 52% jump in homelessness compared to two years ago when the survey found 3,665 homeless people living in the county.
- 16.7% of the population for whom poverty status is determined in Sacramento County (246,000 people) live below the poverty line, a number that is higher than the national average of 13.4%. The largest demographic living in poverty are Females 25 - 34, followed by Females 18 - 24 and then Males 25 - 34.
- From January 2017 to April 2019, the median rent in Sacramento rose 14 percent, compared to a five percent (5%) increase nationally.

Child Care Supply & Demand

- With a decreased unemployment rate, working parents/guardians with young children need longer hours for early care.
- Childcare in Sacramento County remains at high demand, with a current licensed capacity to serve only 27% of children with working parents.
- Based on population growth estimates, the demand for childcare in the county will continue to outpace available slots.
- SETA, along with its delegate agencies and partners, serve approximately 13% of the eligible preschool population in Head Start and approximately 6% of the eligible infant/toddlers in Early Head Start.
- Despite the high demand for child care, Head Start has had challenges with enrollment.

Health and Social Services

- 98.5% of the residents in Sacramento County have insurance coverage, compared to 99% of the families served in Head Start this past grant year.
- The infant mortality rate in Sacramento County is lower than the national average but higher than the California average.
- Teen pregnancies are trending downwards for all races/ethnicities throughout Sacramento County.
- 99% of the children served in the Head Start program this past grant year are up to date on immunizations, compared to external data that shows 93% of all kindergarteners are up to date.
- The county-wide survey results shows the biggest challenges families have faced over the past year were the cost of utilities, child care, employment, affordable housing, and transportation.

Disabilities

- The number of children ages 0-5 with a disability has steadily increased over the past five years.
- Speech and Language impairments have the highest number of children diagnosed for both the county data and the second-highest for internal data.
- The highest categorical disability of enrolled Head Start children is speech and language.
- Qualifying for services continues to be a problem for families throughout the county.

School Readiness

- Elementary school student performance has improved but there continues to be subgroup populations that have lower assessment results.
- Head Start was established to address these subgroup student populations that struggle and help them to be at or above grade level when they enter kindergarten.
- Countywide Head Start data shows that children are progressing and improving.
- SETA scores significantly higher than the national average in CLASS scores. This translates to stronger teachers and better classroom environments.



ITEM IV-A- INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
- ❖ PC/PAC Calendar of Events: Ms. Henrietta Gutierrez
 - ❖ Parent/Staff Recognition: Ms. Henrietta Gutierrez
 - ❖ Toastmasters Training: Ms. Henrietta Gutierrez
 - ❖ Orientation and Officer Training Reports: Ms. Henrietta Gutierrez
 - ❖ Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
 - ❖ Community Resources: Ms. Henrietta Gutierrez
 - ❖ PC/PAC & Policy Committee Meeting Report Form: Mr. Robert Silva
 - ❖ Parent Survey: Mr. Robert Silva

NOTES:

EVENT**DATE**

PAC Executive Committee	Friday, January 24, 2020 10:30 a.m. – 12:00 p.m. Camellia Room
PC Executive Committee	Thursday, January 30, 2020 9:00 – 10:30 a.m. Camellia Room
Parent Ambassadors	Friday, January 31, 2020 10:30 a.m. – 12:00 p.m. Olympus Room
Toastmasters Training	Friday, February 7, 2020 11:00 a.m. – 12:30 p.m. Redwood Room
Budget/Planning Committee	Tuesday, February 11, 2020 1:00 – 2:00 p.m. Camellia Room
PC/PAC Special Budget/Planning Meetings	Friday, February 21, 2020 9:00 a.m. – 10:30 a.m. Olympus Room
PC/PAC Joint Ethics Training	Tuesday, February 25, 2020 10:00 a.m.- 12:00 p.m. SETA Board Room (directly after PC meeting)
PC/PAC Special Budget/Planning Meetings	Friday, February 28, 2020 9:00 a.m. – 10:30 a.m. Olympus Room
PC/PAC Special Budget/Planning Meetings	Friday, March 6, 2020 9:00 a.m. – 10:30 a.m. Olympus Room
PC/PAC Special Budget/Planning Meetings	Friday, March 13, 2020 9:00 a.m. – 10:30 a.m. Olympus Room (if needed)

Counting Young Children in the 2020 Census

Counting everyone once, only once, and in the right place

An estimated 5 percent of kids under the age of 5 weren't counted in the 2010 Census. That's about 1 million young children, the highest of any age group.

We need your help closing this gap in the 2020 Census. Here's what our research tells us about why young children are missed and what you can do to help make sure they are counted.



Common situations where young children aren't counted

How you can help?



The **child splits time between two homes.**

The child lives or stays with **another family or with another relative such as a grandparent.**

- Emphasize that the census counts **everyone where they live** and sleep most of the time, even if the living arrangement is temporary or the parents of the child do not live there.
- If the child truly spends equal amounts of time between two homes, count them where they stayed on **Census Day, April 1**. Coordinate with the other parent or caregiver, if possible, so the child is not counted at both homes.
- If it's not clear where the child lives or sleeps most of the time, count them where they stayed on Census Day, April 1.



The child lives in a **lower income household.**

- Explain to service providers and families that responding to the census helps determine **\$675 billion in local funding** for programs such as food stamps (also called the Supplemental Nutritional Assistance Program or SNAP), the National School Lunch Program, and the Children's Health Insurance Program (CHIP). When children are missed in the census, these programs miss out on funding that is based on the number of children counted.



The child lives in a household with **young parents or a young, single mom.**

- Explain that filling out the census yourself, on your own schedule, is easier than having to respond when a census worker knocks on your door. Remind these households that the form should **only take about 10 minutes** to fill out and can be done online or over the phone, in addition to mailing it back.
- Encourage moms with young children to ask other household members to count them and their children on the form if others live in the household.



The child is a **newborn.**

- Emphasize that parents should **include babies** on census forms, even if they are still in the hospital on April 1.
- **Encourage facilities** providing services to newborns to remind parents about the importance of counting their children on the census form.
- Highlight the fact that the census form only takes about 10 minutes to complete, and parents can **fill it out online or over the phone in addition to paper** at a time that works best for them.

Common situations where young children aren't counted

How you can help?



The child lives in a household that is **large, multigenerational, or includes extended or multiple families.**

- Remind the person filling out the form to count all children, including nonrelatives and children with no other place to live, even if they are only living at the address temporarily on April 1.
- Spread the word that the census **counts all people living or staying** at an address, not just the person or family who owns or rents the property.



The child lives in a household that **rents or recently moved.**

- Encourage renters and recent movers to complete their census forms **online or over the phone**, right away. That way they don't need to worry about paper forms getting lost in the move.
- **Focus efforts** on multiunit buildings that are likely to have renters.



The child lives in a household where they're **not supposed to be**, for one reason or another.

- Please explain to those that have children living in places where they aren't allowed (for example, grandparents in a seniors-only residence that have a grandchild living with them, a family with more people, including children, than the lease allows) that they should include the children because the **Census Bureau does not share information** so it can't be used against them.
- Emphasize the Census Bureau's legal commitment to keep census **responses confidential**.
- Explain that the Census Bureau **will never share information** with immigration enforcement agencies like Immigration and Customs Enforcement (ICE), law enforcement agencies like the police or Federal Bureau of Investigation (FBI), or allow this information to be used to determine eligibility for government benefits.



The child lives in a **non-English or limited-English speaking** household.

- **Conduct outreach** and create resources in non-English languages that highlight the importance of counting young children.
- **Encourage non-English speakers to self-respond** to the census and let them know that for the 2020 Census, the online form and telephone line will be available in 13 languages, including English. Language guides will be available in 59 languages other than English.



The child lives in a household of **recent immigrants or foreign-born adults.**

- Work with community members to conduct outreach in neighborhoods with recent immigrants. **Focus efforts** on the **community's gathering places** like local grocery stores, places of worship, and small restaurants.
- Emphasize the **Census Bureau's legal commitment** to keep census responses confidential. Explain that the Census Bureau will never share information with immigration enforcement agencies like Immigration and Customs Enforcement (ICE), law enforcement agencies like the police or Federal Bureau of Investigation (FBI), or allow this information to be used to determine eligibility for government benefits.

ITEM IV-B – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

NOTES:

MEMORANDUM

TO: Ms. Jessica Johannesen **DATE:** January 8, 2020
FROM: David B Clark, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento County Office of Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$560,908	8/1/18-7/31/19	11/1/18 - 7/31/19

Monitoring Purpose: Initial Follow-up Special Final X

Dates of review: 7/2/19 & 10/24/19

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

Program Operator: Sacramento County Office of Education

Findings and General Observations:

- 1) The total costs as reported to SETA for the Early Head Start program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Jim Walters DATE: December 5, 2019

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of San Juan U. S. D.

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic & COLA	\$5,642,666	8/1/18-7/31/19	4/1/19-7/31/19
Head Start	T & TA	\$23,400	8/1/18-7/31/19	4/1/19-7/31/19
Early HS	Basic & COLA	\$1,805,086	8/1/18-7/31/19	4/1/19-7/31/19
Early HS	T & TA	\$30,912	8/1/18-7/31/19	4/1/19-7/31/19
Duration		\$191,287	3/1/19-7/31/19	3/1/19-7/31/19

Monitoring Purpose: Initial Follow Up Special Final X
Date of Review: 9/30-10/1/19, 10/20, 10/28, 11/13, 11/25, 12/2, 12/16

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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from April 1, 2019 (March 1, 2019 for the Duration grant) to July 31, 2019 for the Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Kate Ingersoll **DATE:** January 6, 2020
FROM: David B. Clark, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 1,771,004	8/1/18 - 7/31/19	2/1/19 - 7/31/19
Head Start	T & TA	\$ 11,700	8/1/18 - 7/31/19	2/1/19 - 7/31/19
Early HS	Basic	\$ 360,558	8/1/18 - 7/31/19	2/1/19 - 7/31/19
Early HS	T & TA	\$ 5,852	8/1/18 - 7/31/19	2/1/19 - 7/31/19
Head Start	Duration	\$ 1,020,000	3/1/19 - 7/31/19	3/1/19 - 7/31/19
Head Start	Duration	\$ 58,286	6/1/19 - 7/31/19	6/1/19 - 7/31/19

Monitoring Purpose: Initial ____ Interim ____ Special ____ Final X

Date of review: October 21 - 23, 2019

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

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

The costs as reported to SETA have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM V

COMMITTEE REPORT

➤ Executive Committee

This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council. The Executive Committee met and evaluated the December 18, 2019 Policy Council meeting.

GOOD!!!
Thank you, Ms. Kathy Kossick, for welcoming of new board members and information on job centers.
Thank you, Ms. Denise Lee, for welcoming of new board members and well wishes for the Holiday Season.
Thank you, Ms. Lisa Carr, for increasing our awareness of the Home Based Program.
Thank you, Ms. Elizabeth Garcia, for encouraging parent participation during the recruitment process.
Thank you, Mr. Victor Han, for your in-depth review of the fiscal report.
Congratulations to newly approved officers for program year 2019-20.
Welcome newly seated board members.
NEEDS IMPROVEMENT
Please be recognized by the Chair by raising your hand before speaking.
Please turn off all electrical devices, i.e., phones.
Please refrain from TEXTING!!
Attendance.
Please be recognized by the Chair before leaving your seat by saying, "question of privilege."
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
REMINDERS
Arrive on time and be seated by 8:50 a.m. to start meeting.
No side barring during meetings.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

ITEM V - Committee Report (continued)
Page 2

- ▶ Community Agency Report
 - ◆ Sacramento Children’s Home

- ▶ Community Action Board (CAB) Report

- ▶ Maternal, Child, and Adolescent Health Advisory Board Report

ITEM VI

OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.

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

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

- C. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

- ❖ Monthly Head Start Report

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

December 2019

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1302.14 (b)(1) states *a program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1756	165	9%	589	116	20%
Twin Rivers USD	140	22	16%	40	3	8%
Elk Grove USD	440	40	9%			
Sac City USD	736	72	10%			
San Juan USD	1052	144	14%	160	11	7%
WCIC	120	7	6%			
EHS CCP				80	13	16%
COUNTY TOTAL	4244	450	11%	869	143	16%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *December 2019

November 13th - Kennedy Estates closed at noon due to the apartment complex getting sprayed for bugs

Meetings and Trainings

December 6th - Food Service Staff meeting for all Cooks/Drivers

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
28,005	22,250	22,515	440

Total Amount of Meals and Snacks Prepared 73,210

Purchases:

Food	\$63,212.63
Non - Food	\$10,238.81

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$0.00

Vehicle Gas / Fuel:	\$1,300.40
Normal Delivery Days	15

**SETA - County Monthly Average Daily Attendance (ADA)
Program Year 2019-2020**

Head Start

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
Elk Grove USD	96	89	89	86	85							
Sacramento City USD	64	90	89	87	84							
SETA	84	86	85	83	83							
San Juan USD	97	88	80	86	TBD							
Twin Rivers USD	96	92	89	85	83							
WCIC/ Playmate	N/A	74	81	89	81							
TOTAL	87	87	86	86	83							

Early Head Start

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
SETA	83	85	92	83	82							
San Juan USD	90	89	76	87	TBD							
Twin Rivers USD	96	93	89	88	86							
TOTAL	90	89	86	86	84							

**SETA - County Monthly Average Daily Attendance (ADA)
Program Year 2019-2020**

EHS-CC Partnership/Expansion

Agency	<u>August</u> ADA %	<u>Sept</u> ADA %	<u>October</u> ADA %	<u>Nov</u> ADA %	<u>Dec</u> ADA %	<u>January</u> ADA %	<u>February</u> ADA %	<u>March</u> ADA %	<u>April</u> ADA %	<u>May</u> ADA %	<u>June</u> ADA %	<u>July</u> ADA %
SETA	86	86	84	84	85							
TOTAL	86	86	84	84	85							

A summary of individual agency Attendance Action Plan(s) are provided below after any three (3) consecutive months of ADA below 85%

Attendance Action Plan(s):

Comment(s):

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
December 2019**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/20/19	(b) % Actual to Funded
Elk Grove USD	440	445	101
Sacramento City USD	736	725	99
SETA	1,756	1,698	97
San Juan USD	1,052	1,032	98
Twin Rivers USD	140	141	100
WCIC/Playmate	120	121	100
Total	4,244	4,162	98

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/20/19	(b) % Actual to Funded
SETA	589	568	96
San Juan USD	160	162	101
TRUSD	40	40	100
Total	789	770	98

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/20/19	(b) % Actual to Funded
SETA	80	83	104
Total	80	83	104

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.
(b) If enrollment is less than 100%, agency includes corrective plan of action.

Head Start

- SETA: 1 center closed due to lost lease agreement. No new location identified yet. (Auberry Park (40))
6 classes capped due to majority 3 year olds. (18)
- SCUSD: Working with Special Education to identify children with special needs for full inclusion classroom (7), enrollments in process (2), contacting wait list families (1), 1 started in January.
- SJUSD: Increase of more than 380 enrollment slots, full enrollment expected by end of January.

Early Head Start

- SETA: 4 classes delayed opening due to licensing/fire clearance. Galt (16) Hiram Johnson (3) American legion (8)
Expected to open January 6th

ITEM VI – OTHER REPORTS (continued)

Page 2

- D. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
 - Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts

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

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