

GOVERNING BOARD

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Thought of the Day: "Change is the law of life. And those who look only to the past or present are certain to miss the future.

~~ John F. Kennedy

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

DATE: Tuesday, June 23, 2020

TIME: 9:00 a.m.

LOCATION: <https://us02web.zoom.us/j/85123103580>

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Sacramento Employment and Training Agency Policy Council is conducting this meeting on Zoom at <https://us02web.zoom.us/j/85123103580> Members of the public board may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting by dialing any of the following telephone numbers and entering in the Meeting ID 851 2310 3580: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099. This meeting will be closed captioned. Members of the public are encouraged to participate in the meeting by submitting written comments in the Q&A section of the Zoom meeting or by email to: Nancy.Hogan@seta.net. Public comments will be accepted until the adjournment of the meeting, distributed to the PC, and included in the record.

This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

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DISTRIBUTION DATE: MONDAY, JUNE 15, 2020

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
- _____ Kara Otter, San Juan Unified School District
- _____ Rebecca Perez, Twin Rivers Unified School District
- _____ 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
- _____ Charles Taylor, Past Parent/Community Representative
- _____ Rosemary Schapira, Community Agency Representative
- _____ Henrietta Gutierrez, Chair, Past Parent/Community Representative

Member to be Seated:

- _____ Jamilya Land, WCIC/Playmate Child Development Center

Seats Vacant:

- _____ Vacant, Elk Grove Unified School District
- _____ Vacant, San Juan Unified School District
- _____ Vacant, San Juan Unified School District
- _____ Vacant, Sacramento City Unified School District
- _____ Vacant, Sacramento City Unified School District
- _____ Vacant, Twin Rivers Unified School District
- _____ Vacant (Montgomery), WCIC/Playmate Child Development Center
- _____ Vacant (McCracken), Home Base Option
- _____ Vacant, Home Base Option
- _____ Vacant (Sanders), SETA-Operated Program
- _____ Vacant (Torres), SETA-Operated Program
- _____ Vacant, Early Head Start, San Juan Unified School District
- _____ 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: 916-263-4082 or Nancy Hogan: 916-263-3827) 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	2/25	4/28	5/12 *	5/26	6/23	7/28	8/25	9/22	10/27	11/24
D. Angulo Seated 2/25	SAG				✗	U	U	U						
D. Bonner Seated 12/18	SOP		X	X	X	X	X	X						
B. Casillas Seated 11/26	SOP	X	X	X	X	X	U	X						
H. Gutierrez Seated 11/27	CR	X	X	X	X	X	X	X						
J. Land Seated 6/23	WCIC													
A. Loiva s/b/seated 11/26; seated 12/18	EG	U	✗	✗	✗	U	U	U						
J. Lindgren s/b/seated 11/26; seated 12/18	EG	U	X	E	X	X	X	X						
K. Oishi Seated 11/26	SJ	✗	✗	E	✗	✗	U	U						
K. Otter Seated 4/28	SJ					X	X	X						
R. Perez Seated 1/28	TR			X	X	U	X	X						
S. Pierce Seated 11/26	SOP	X	X	X	X	X	X	X						
R. Schapira Seated 12/18	CAR		X	U	X	X	X	X						
C. Taylor Seated 2/26	CR	X	X	X	X	X	U	X						
A. Torres Seated 11/26	SOP	X	X	X	X	X	X	X						
F. Wash Seated 11/26	HB	X	X	X	X	X	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 6/11/2020

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 26, 2020
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the May 26, 2020 regular meeting.

RECOMMENDATION:

That the Policy Council approve the May 26 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, May 26, 2020
9:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 9:00 a.m. Ms. Gutierrez read the thought of the day. Ms. Gutierrez called the roll and confirmed that a quorum was established.

Members Present:

Shannon Pierce, SETA-Operated Program
Arianna Torres, SETA-Operated Program
Donna Bonner, SETA-Operated Program
Rebecca Perez, Twin Rivers Unified School District
Fienishia Wash, Home Base Option
Rosemary Schapira, Community Agency Representative
Henrietta Gutierrez, Past Parent/Community Representative
Brenda Casillas, SETA-Operated Program
Charles Taylor, Past Parent/Community Representative
Kara Otter, San Juan USD (seated at 9:03 a.m.)
Jara Lindgren, Elk Grove Unified School District (seated at 9:10 a.m.)

Members Absent:

Diana Angulo, Sacramento City Unified School District (unexcused)
Alma Leiva, Elk Grove Unified School District (unexcused)
Kanade Oishi, San Juan Unified School District (unexcused)

II. Consent Item

A. Approval of the Minutes of the April 28, 2020 Policy Council Meeting

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Otter, to approve the April 28 minutes.

Roll call vote:

Aye: 9 (Bonner, Casillas, Otter, Perez, Pierce, Shapira, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 3 (Angulo, Leiva, Oishi)

III. Action Items

A. TIME ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Changes to the SETA Personnel Policies and Procedures Sections 4 and 5

Ms. Noren reviewed modifications to the Policies and Procedures.

Ms. Gutierrez opened a public hearing.

Ms. Jara Lindgren joined at 9:10 a.m.

Moved/Wash, second/second/Bonner, to close the public hearing and approve the updated Personnel Policies and Procedures Sections 4 and 5.

Aye: 10 (Bonner, Casillas, Lindgren, Otter, Perez, Pierce, Shapira, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 3 (Angulo, Leiva, Oishi)

B. Approval of Budget Modification and Low Cost Extension for Head Start and Early Head Start Program Year 2019-2020

Mr. Victor Han reviewed this item requesting a budget modification. This allows staff to move funds around to ensure all funds are spent. Staff developed a list of deferred maintenance items for the under-spent funds. Staff reached out to the delegates asking if they wished a budget modification and Elk Grove USD and Twin Rivers USD agreed. Any budget modification over \$250,000 must be reviewed by the Policy Council and the SETA Governing Board for approval.

Mr. Han stated that the low cost extension requests to extend funds for an additional 12 months for pre-approved projects. This allows us extra time to procure the projects and get the work done. SETA received approximately \$875 per enrollment slot to be put toward COVID19 issues. These funds are specifically earmarked for activities to prevent, prepare for, and respond to COVID19. Ms. Gutierrez asked for an explanation of what will be purchased with the COVID funds. Ms. Lee replied that ACF has given flexibility for how the funds can be utilized. Some purchases will include hand sanitizer, wipes, masks, iPads for the sign in system, no touch thermometers, and sanitizing sprayers, plexi-glass shields, social distancing signs.

Mr. Taylor asked about the play structure at Morey Avenue. Mr. Han replied that the Agency wants to make sure that students with disabilities can access the play structure at Morey Avenue. Ms. Lee added that there will be a playground upgrade and new shade structure at Morey Avenue.

Moved/Lindgren, second/Bonner, to approve a budget modification for Head Start and Early Head Start in Personnel, Fringe Benefits and Other and submit a Low-Cost Extension to the Office of Head Start/Administration for Children and Families for the SETA Operated Program for the 2019-2020 program year.

Aye: 10 (Bonner, Casillas, Lindgren, Otter, Perez, Pierce, Shapira, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)
Absent: 3 (Angulo, Leiva, Oishi)

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the monthly fiscal report as of April; the budget is 71% spent. Twin Rivers looks low but the duration carryover funds were approved so the funds will be spent this month. Non-federal share amount is at 26% in total. Staff will request a non-federal share modification waiving the requirements of the non-federal share match due to the COVID19 closures.

Mr. Han reviewed the CCP program report which is a work in progress. There will be movement later in the year. The AMEX card report was reviewed which is much less than normal due to the closure of centers.

➤ **Community Agency Reports**

- **Sacramento Children's Home:** Ms. Schapira works at the North Sacramento Family Resource Center; there are nine centers in the collaborative. Their office recently moved to 2469 Rio Linda Blvd. All staff are working remotely and still providing services. Anyone seeking information can go to their website at: www.northsacfrc.org. They continue to provide circle time, parent training, and weekly home visits through Zoom or telephone; they have a crisis intervention specialist to provide assistance. They partner with the Sacramento Food Bank; the North Sacramento Family Resource Center provides diaper distribution for the county. Anyone interested in services can call 916-679-3743 which will be sent directly to staff cell numbers.
- **Community Resources:** Mr. Robert Silva will distribute a list of hot lines and help lines. There are also food distribution lists. Mr. Silva reminded board members of the Career Incentive Program (CIP) and he offered to assist board members. The career centers are open and available to give information. Mr. Silva asked parents to let him know what they want to know. Ms. Gutierrez asked for information on mental health resources. Ms. Lindgren asked for more information on the CIP. Next month Mr. Silva will present information on the CIP as well as mental health resources.

- B. SETA Governing Board Minutes: February 6 and March 5, 2020 Meetings: No questions.

IV. Committee Reports

- Executive Committee Meeting: Ms. Henrietta Gutierrez: No report.

VI. Other Reports

- A. Executive Director's Report: Ms. Kossick stated that there are several job centers operating remotely; three are actually meeting with people by appointment only. There is a list on the webpage to find out the job center closest to for assistance in employment or training. Under the federal CARES Act, SETA will receive \$2.1 million in CSBG to be used for safety-net services for emergency services. A Request for Proposals will be released in July; the CAB will be discussing ideas at their June meeting. The funds will be distributed throughout the county for safety net and family self-sufficiency. Funding will be from August 2020 to May 2022.
- B. Head Start Deputy Director's Report: Ms. Lee stated that even though center based services are not open, there is still mental health services available and board members are urged to reach out to management for referrals and contact information.

Ms. Lee talked about the COVID 19 funds; the Office of Head Start has been incredibly flexible. The COVID 19 funds will be available to programs soon. Management will make sure staff will be prepared to face the risks and deal with them. Ms. Lee reviewed a list of things that will be changing. The districts are working to develop their own reopening procedures. SOP is working to reopen services toward the latter part of June. Staff is working on a plan to bring centers back while ensuring the safety of children and staff. Ms. Lee reviewed restrictions that will be in place. No staff will return without training. Volunteers will not be allowed in the classrooms. Classrooms will be restricted to two adults at a time. Daily sign-in of children will take place outside the classroom, in the entry/common area. Childrens' meals will be served in individual plates and bowls. Classrooms will be reorganized to encourage social distancing. Children will have individual goodie bags with classrooms supplies to ensure there is no cross contamination. Facilities staff will fog the play structures in the morning and teachers will do the same between classes.

Classrooms will have 10 children, prioritizing four-year olds and special needs children. The three-year olds will then be served. Home base will continue to be virtual; staff will be working on how to do visits in person with social distancing guidelines. Not all centers will open on the same day; center reopenings will be staggered.

Ms. Bonner stated that she and her daughter are overdue with their home visit with Alex; Ms. Griffith replied that home visits are not currently being done. Visits and check ins are being done on Zoom or by phone. The state is suspending their assessment requirements at this time.

Next month, staff will be bringing an adapted reimbursement policy in light of the COVID19 issue. Staff will present a different way to provide support by providing a \$25.00 food card to ensure food will be provided for children while participating

in the meeting. A Walmart gift card will be sent electronically from Mr. Han for participating board members. The card is expected to be used for food.

C. Chair's Report: None.

D. Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr stated that Family Services Workers (FSWs) are reaching out to parents with children in the SETA-Operated Program; the home visitors are also reaching out. Centers will soon be reopened in the center based program. There will be a partners meeting next week including Home Based visitors. Attendees will be talking about how to offer Home Based services to ensure everyone is safe. FSWs will be reaching out to families in center based programs that need physical exams and will be requiring that children be update with their shots and physicals. This is especially for children with autoimmune issues and those with asthma.

- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that teachers across the county have been learning to become more 'techie'. Staff is working on adaptations to the curriculum. Management has been writing policies and procedures on how the new set up will look. Staff is also looking for trauma-informed care for families and getting resources. A lot of the teachers have utilized the remote time to do staff development including book studies and on-line coaching.

Ms. Gutierrez asked how trauma informed care is going forward with teachers and how training will be done? Ms. Griffith replied that each delegate is doing it differently. The Teaching Pyramid is very closely aligned with the trauma informed care approaches. Staff will be connecting with a trauma informed care expert. There will be a multi-pronged approach to the issue. A lot of the resource agencies across the nation have been very responsive and providing information that will assist in reopening the centers.

- Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: Mr. Call reported that staff are preparing for reopening. The QA team has been working on how to do the QA monitoring with the new CDC guidelines in place. Staff needs to be flexible on how to visit and monitor the centers.

D. Open Discussion and Comments: No comments.

E. Public Participation: No comments.

VII. Adjournment: The meeting was adjourned at 10:23 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: Head Start Coordinator (Education) (Supervisory); CFS Program Specialist; Family Services Worker III; and Head Start Health/Nutrition Specialist
 - ✓ Report out of closed session

NOTES:

ITEM III- B – ACTION

APPROVAL OF MODIFICATIONS TO THE REIMBURSEMENT POLICIES AND PROCEDURES OF THE SETA-OPERATED HEAD START/EARLY HEAD START POLICY COUNCIL AND PARENT ADVISORY COMMITTEE

BACKGROUND:

The CFS Management is recommending a revision to the Policies and Procedures of the SETA Head Start/Early Head Start Policy Council and Parent Advisory Committee to modify the language regarding reimbursements during the COVID19 pandemic.

In accordance with Section 1301.3(e) of the Head Start Program Performance Standards, *“a program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.”* After further discussion with the members of the Executive Committee, it was determined that social distancing and virtual meetings due to COVID19 have impacted participation and parents’ ability to provide food for their children during meetings that conflict with meal time hours in the home. To ensure vital participation and meeting quorums, management believes reimbursement for food is warranted to ensure parents do not have out-of-pocket expenses as a result of participation.

The proposed revisions are identified at the end of the policy under COVID19 Adaptations, in redline format.

RECOMMENDATION:

That the Policy Council approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

Head Start/Early Head Start Policies and Procedures

PC/PAC Reimbursement

Policy & Procedure

MILEAGE

1. Reimbursements will be made for actual costs of attending the REQUIRED meetings and other obligations associated with your participation as a member/officer of SETA Head Start PC/PAC.
 - a. Reimbursement will not be made for attendance at optional meetings or training meetings.

2. **Roundtrip** mileage will be calculated from your residence or workplace to the SETA offices or other location where the meeting is being held. **If additional stops are required, the additional mileage will not be reimbursed.** If you come to the meeting directly from home and then proceed to your workplace, SETA will reimburse you for the total mileage incurred.
 - a. For example, assume that your home is 5 miles from the SETA offices, but your workplace is 20 miles from the SETA offices. You attend a meeting held at the SETA offices at 8:30am and then proceed directly to your workplace. You would be reimbursed for 25 total miles.
 - b. However, if you attend the meeting at 8:30 and then return home prior to proceeding to work, you would be reimbursed for 10 miles.
 - c. If you came directly from work to attend a meeting held at 1:00pm and then returned directly to work, you would be reimbursed for 40 miles.

3. If you utilized public transportation to attend a meeting at SETA, you would be reimbursed for the actual costs of that transportation.
 - a. Assume that you attended a meeting and rode RT Light Rail from your house to SETA offices and back to your house. You would be reimbursed for the cost of a round trip ticket.
 - b. If you were working out of town and rode Greyhound and RT Light Rail to attend a meeting at SETA and then rode RT Light Rail to your home after the meeting, you would be reimbursed for the cost of the Greyhound ticket to Sacramento and the RT Light Rail passes to SETA and home.

Head Start/Early Head Start Policies and Procedures

CHILD CARE

1. SETA will reimburse you at the rate of \$9.50 per hour, up to a maximum of \$40 per day, for the number of hours of child care necessitated by your attendance/participation in REQUIRED PC/PAC meetings when your child(ren) are cared for by a non-SETA care provider.
 - a. Reimbursement will not be made for child care provided by spouse/significant other.
 - b. Reimbursement will be for actual costs incurred up to a maximum of \$9.50 per hour, no matter how many children are cared for.
 - c. If the PC/PAC meeting that you attend runs for 2 hours, but you must incur child care for an additional hour for the travel time to and from SETA offices, you will be reimbursed for 3 hours. If you arrange child care for the day in order to run some errands, attend the PC/PAC meeting, and meet a friend for lunch, you will be reimbursed only for the 2 hours of the PC/PAC meeting.
 - d. For attendance at conferences as a representative of SETA Head Start, the maximum reimbursement will be \$9.50 per hour up to \$40 for each 24-hour period of time away from home.
 - e. No reimbursement for child care will be available when attendance at meetings, conferences, or training events is voluntary.
 - f. No reimbursement for child care will be available for children thirteen (13) years of age and older, unless special circumstances exist. An example of special circumstances might be a special needs child.
 - g. No reimbursement for child care will be available for children of any age who are in a Head Start program or who would normally be in school unless the child is out of school for a valid reason, such as being off track or being ill. Home schooled children might be a reasonable exception to this policy.

FREQUENCY OF REIMBURSEMENT

1. Following the submission of the appropriate requests for reimbursement, every reasonable effort will be made to process reimbursements and have either cash or petty cash checks available to be picked up from a petty cash custodian one week following the meeting, or at the next meeting attended.

[ADAPTATIONS FOR COVID19](#)

[In accordance with Information Memorandum \(IM-ACF-OA-2020-01\)/Grant Flexibilities \(Item #6\), issued on March 30, 2020, SETA will adapt this reimbursement policy and](#)

procedure to address limitations of hosting in-person PAC and PC meetings/board activities.

During the COVID19 pandemic, SETA will be hosting PAC and PC meetings, sub-committee meetings, and personnel activities virtually to ensure compliance with social distancing and health and safety guidelines. In-person meetings will be restricted until further notice by the state Governor or local health officials.

Reimbursements

1. Reimbursements will be made for costs of attending the REQUIRED meetings and other obligations associated with participation as a member/officer of SETA Head Start PC/PAC.

a. Reimbursement will not be made for attendance at optional meetings or training meetings.

2. SETA will reimburse:

a. At a rate of \$25.00/meeting or activity in the form of a food gift card

b. If/when the meeting/activity is hosted between the hours of 8:00 a.m. and 10:00 a.m.; 11:30 a.m. and 12:30 p.m.; or 5:00 p.m. and 6:30 p.m.

3. A food gift card will be provided electronically and sent to the email address provided by the PAC/PC board member on the most current board roster.

a. It is the responsibility of the PAC/PC board member to ensure the email address on file with the Clerk of the Boards is current and up-to-date prior to the board meeting each month.

4. SETA will not be responsible for lost/stolen gift cards.

5. Following each meeting/activity, every reasonable effort will be made to process and email reimbursements one week following the meeting/activity.

6. Members will be reimbursed based on roll-call at each meeting as recorded by the Clerk of the Boards. For personnel activities, a verification email will be provided by the SETA Human Resources Department for reimbursement.

Rationale

In accordance with the fiscal flexibilities outlined in IM-ACF-OA-2020-01, *Allowability of Costs Not Normally Chargeable to Awards*, SETA will reimburse participating PAC/PC for

meals they cannot prepare for their child(ren) while participating in virtual meetings/ activities.

1. A merchant gift card for Wal-Mart will be provided.
2. Wal-Mart is readily available in all communities, is frequented by most enrolled Head Start/Early Head Start families, and has food items available often purchased by families.
3. Gift cards are provided for the use of food purchases only.
4. Wal-Mart was selected as the food vendor of choice to ensure all members have access in their community. Not all grocery food chains are available in each community.

Source: 6. Allowability of Costs Not Normally Chargeable to Awards. (45 CFR §75.403, 45 CFR §75.404, 45 CFR §75.405, 45 CFR Part 75 Subpart E – Cost Principles; 2 CFR §200.403, 2 CFR §200.404, 2 CFR § 200.405, 2 CFR Part 200 Subpart E – Cost Principles)

Effective Date: This policy adaptation is effective retroactively starting April 1, 2020.

Effective Date: PC approval date: September 25, 2018

ITEM III-C – ACTION

ELECTION OF REPRESENTATIVE AND ALTERNATES TO
THE COMMUNITY ACTION BOARD

BACKGROUND:

The SETA Community Action Board is comprised of representatives from the Private, Public and Low-Income Sectors. The duties of the Board include recommending allocations of Community Services Block Grant (CSBG) funds to community services agencies throughout Sacramento County. Attached for your review is a CAB overview.

In the past, Ms. Alma Leiva served as the Head Start representative from the Low-Income Sector. Policy Council representatives to the Community Action Board receive a meeting reimbursement.

RECOMMENDATION:

That the Council elect a representative and two alternates to serve as Low-Income Sector representatives to the Community Action Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

COMMUNITY ACTION BOARD OVERVIEW

The Community Action Board (CAB) is a twelve-person board representing a number of public, private and low-income interests. SETA, as the designated Community Action Agency for Sacramento County, receives Community Services Block Grant (CSBG) and funds from the U. S. Department of Health and Human Services through California's Department of Community Services and Development. SETA administers CSBG programs with the advice of the tri-partite Community Action Board.

The SETA CAB was established as an advisory body to the SETA Governing Board and is entrusted with a mission to make the entire community respond to the needs and interests of the poor. Its members assess the needs of the low-income community, receive and review proposals for CSBG funding, and made recommendations to the Governing Board to fund programs which most effectively address those needs.

The long-range objective of the CSBG program is to enable individuals to deal with the problems of poverty and attain self-sufficiency. Because the social needs in SETA's service delivery area are diverse - from drug abuse among youth to the problems of seniors - and because funding for programs is relatively scarce, Board members exercise great care in setting program priorities, allocating funds and evaluating program performance.

MEETING SCHEDULE

Regular meetings of the Community Action Board are held on the second Wednesday of each month at 10:00 a.m., 925 Del Paso Blvd. Meetings seldom exceed one hour in length with the exception of annual funding meetings.

COMPOSITION OF THE COMMUNITY ACTION BOARD

The Community Action Board is composed of twelve members with four members representing each of three constituent groups: 1) Public Officials or their representatives; 2) Private Sector, consists of business, industry, labor, religious groups, welfare, education, or other major groups and interests in the community; and 3) Low Income Sector, or representatives of the poor residents within the Community Action Board jurisdiction.

SECTOR PROFILES

Public - Public officials bring expertise in public relations, meetings, administration, funding and fiscal affairs. They represent the interests of the general public, yet can also serve as ambassadors of goodwill to the client groups.

Low Income - Representatives of the poor are the fundamental source of information on conditions and problems of poverty. Their participation and involvement on the Board, on its committees and at neighborhood levels is critical to Community Action efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs -- and the positive effects those programs can have on the community.

Private - Representatives of the private sector provide good decision-making capabilities. They normally have business, management and fiscal expertise. They are major sources of funds and other resources. Finally, they provide balance to the Board by representing the remainder of the community.

APPLICATION/APPOINTMENT PROCESS

Those wishing to apply for membership on the CAB are asked to fill out an application form available at 925 Del Paso Blvd., Sacramento, CA 95815, Attention: Nancy Hogan (Phone 263-3827). Completed applications should be returned to SETA. These applications go through an application/appointment process for each sector. CAB members serve one-year terms beginning in January of each year.

CONFLICT OF INTEREST

Upon appointment, each applicant is required to submit a completed Statement of Conflict of Interest (form provided by SETA).

ITEM IV-A- INFORMATION

STANDING INFORMATION

- A. Standing Information Items
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
 - Community Agency Reports
 - Sacramento Children's Home
 - Community Resources: Mr. Robert Silva
 - ✓ Career Incentive Program (CIP): Mr. Robert Silva

NOTES:

ITEM IV-B – INFORMATION
SETA GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information are copies of the most recent minutes of the SETA Governing Board.

Staff will be available to answer questions.

NOTES:

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

Minutes/Synopsis

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

Meeting Held Electronically

Thursday, April 2, 2020
10:00 a.m.

I. Call to Order

Mr. Nottoli called the meeting to order at 10:07 a.m. The roll was called and a quorum was established. Mr. Nottoli stated that this is the first time we have done a meeting electronically with the public; members of the public are welcome to submit questions that will be read into the record.

Members Present:

Don Nottoli, Chair; Member, Board of Supervisors
Sophia Scherman, Vice Chair, Public Representative
Patrick Kennedy, Member, Board of Supervisors
Larry Carr, Councilmember, City of Sacramento
Jay Schenirer, Councilmember, City of Sacramento

Mr. Nottoli introduced Jennifer, an American Sign Language interpreter.

II. Action Item

A. Approval of SETA Emergency Services Policy

Ms. Kossick stated that based on input received from the Administration for Children and Families, it was made clear that we are to continue paying Head Start staff until April 30, 2020. We have not received clear direction from the Department of Labor regarding paying employees that do not have work to do. EDD directed SETA to follow its administrative leave policy which prompted staff and legal counsel to develop this policy. This would be used in case of an employee that cannot do work remotely and/or if we run out of work for an individual to do. At the moment there is only one person that is not able to do any work remotely. Otherwise, management has been diligent in assigning work for people to do at home. At some point in time, we may run out of assignments to do.

Mr. Thatch stated that the policy before the board is to address the current situation and future situations where there is a declared emergency, and it will give authority to the Executive Director. SETA did not have a policy regarding telecommuting; this policy will codify that.

Mr. Carr asked if funding will be diminished by not having the programs open. Ms. Kossick replied that it will not; grants are in place and nothing has been decreased; in fact, there may be increased funding in the future.

Ms. Kossick stated that career centers are still operational; services are being provided but staff are not seeing clients in person. They are 'seeing' people electronically as well as working with employers. Staff is also receiving a lot of requests about how to file unemployment claims. In Head Start, teachers are reaching out to families on iPads or phones to ensure the families have learning activities for children and resources for the family. Most of the staff are working remotely except for essential staff like workforce, fiscal and contracts.

Ms. Scherman stated that this is a template for whatever may come in the future. This is something that made us all wake up and have an emergency plan in place. She is satisfied with what staff has been doing.

Ms. Kossick stated that the Children and Family Services Department has authorized continued pay for staff until April 30 but it may extend further. This particular policy in front of the Board allows for 45 days so we may need to revisit the matter should the stay-at-home extend beyond that timeline. Mr. Thatch stated that if it is extended, it would be on the administrative time off for those not having work to do.

Moved/Schenirer, second/Scherman, to adopt the Resolution approving the Emergency Services Policy to provide broad authority to the Executive Director to take actions to comply with any federal, state or local declaration of emergency as detailed in the Emergency Services Policy.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

B. Approval of Retroactive Compensation

Ms. Kossick stated that there is one individual that has not been able to work. This action is needed to approve retroactive compensation to March 23.

Moved/Schenirer, second/Scherman, to approve retroactive compensation to March 23, 2020 for employees unable to work from home.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Ms. Kossick reviewed the number of WARN notices recently received; 500 people are affected by permanent closures and 2,288 people are temporary

layoffs, mostly in retail, entertainment and hospitality with employers stating they will rehire when they can. SETA is working closely with the city and county regarding the issues around human services and economic development.

Ms. Kossick stated that there will be a lot of action items for the April 30 agenda because of the Head Start grant. Staff is planning to provide a hard copy of the agenda due to the number of items to be reviewed. Ms. Kossick asked if all board members wanted a hard copy instead of an electronic copy. Councilmembers Schenirer and Carr replied that no hard copy would be needed. Ms. Kossick stated that the April 30 meeting will continue with the Zoom capabilities.

Councilmember Schenirer thanked Ms. Kossick and staff for everything they are doing.

Mr. Kennedy asked if SETA was coordinating with larger employer or labor groups? Ms. Kossick replied that we are offering to assist them as they are inundated with questions.

Mr. Carr stated that it is really heartwarming to see the level of cooperation between the city and county and he is hoping that it will continue.

Ms. Scherman thanked Governor Newsom for his outstanding leadership. If we continue to partner and work together, we will make it work and thrive.

The next meeting will be Thursday, April 30, 2020, 10:00 a.m.

III. Adjournment: The meeting was adjourned at 10:29 a.m.

ITEM V

COMMITTEE REPORT

➤ Executive Committee

Ms. Henrietta Gutierrez will provide the Executive Committee 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. 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 Deputy Director's Report

- C. 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.

- ❖ Plan the Date and Time for the Next PC Executive committee meeting

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

March 2020

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	189	11%	589	114	19%
Twin Rivers USD	140	30	21%	40	3	8%
Elk Grove USD	440	58	13%			
Sac City USD	736	87	12%			
San Juan USD	1052	157	15%	160	12	8%
WCIC	120	10	8%			
EHS CCP				80	13	16%
COUNTY TOTAL	4244	531	13%	869	142	16%

AFE: Annual Funded Enrollment

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

April 2020

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).

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Sac City USD	736	87	12%			
San Juan USD	1052	157	15%	160	12	8%
WCIC	120	10	8%			
EHS CCP				80	13	16%
COUNTY TOTAL	4244	532	13%	869	142	16%

AFE: Annual Funded Enrollment

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

May 2020

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).

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COUNTY TOTAL	4244	534	13%	869	142	16%

AFE: Annual Funded Enrollment

MONTHLY PROGRAM INFORMATION REPORT

JUNE 2020

SETA Re-Opens Centers in Phases

On June 22nd, the SETA Operated Program will begin opening Early Learning Centers to serve children/ families in center-based care. A carefully planned roll-out includes opening two centers to start, Sharon Neese ELC and Crossroad Gardens ELC. The slow start helps ensure proper protocols, procedures and training are in place prior to staff and children returning.

The local health department and Community Care Licensing modified many regulations, guidelines and procedures to safeguard against the risk of COVID19 exposure in child care settings. To prepare, staff will attend mandatory “return to work” training sessions, make various adaptations to their classrooms, and prepare for increased health/safety protocols in anticipation of children returning.

During the first week of re-opening, supervisors will seek feedback from staff on “what worked” and “what needs improvement” for the next phase of centers to re-open. Each week additional centers will reopen to the public, prioritizing 4-year old returning children and children with disabilities to return to school first. Centers are limited to 10 children and two teachers per classroom. Other support staff and volunteers are not permitted in the classroom at this time. Once safety protocols are relaxed, SETA will adjust accordingly.

If all goes according to plan, all SOP early learning centers will be reopened by August 10th, including traditional centers returning from summer break. Delegate agency centers and home-based services will continue with distant learning through the summer months.

How Can We Help Children Social Distance While at School?

For most families, returning to school can be a scary and worrisome venture. *Will my child get sick? Will my child be exposed to COVID19? Will my family be at risk? Should my child stay home to be safe?*

These are all critical questions and in many cases are individualized to each family. While SETA cannot guarantee zero exposure to illnesses while attending school, staff can ensure the highest level of safety precautions, as guided by CDC and Community Care Licensing, will be adhered to, reducing the odds of exposure.

In general, children do not naturally know how to social distance. As adults, we have to entice them, teach them, and set-up physical environments to encourage social distancing. Some social distancing strategies that parents can do to prepare their child for returning to school and strategies teachers will do while children attend school, are provided below.

What can parents/guardians do in advance of returning to school?



- Talk with your child about returning to school.
- Provide some examples of what social distancing might look like in their classroom (examples are provided below).
- Discuss within your family and decide if your child will voluntarily wear a face covering/mask while at school. SETA will not require children in attendance to wear face coverings/masks, but will have disposable child-sized masks available for those who voluntarily choose to have their child wear one (except children under the age of three which cannot wear a mask/covering).
- Talk with your child's teacher (via phone, Zoom, email, etc.) about stories or activities you can do with your child in advance of returning to school.
- Help your child practice some social distancing space at home the week prior to returning to school so he/she can be familiar with what it looks/feels like.

What will staff do to help children social distance in the classroom?

- Classrooms and the daily schedule will be adapted to encourage social distancing.
 - There will be less toys available in the classroom for sharing.
- There will be extended and/or duplicate play areas to prevent overcrowding in popular areas.
 - Children may have extended play time outside for fresh air.
- Children may be encouraged to play in "play hubs" with limited or individual children playing in each hub.
- There will be markings on the floor to show distinct play areas where no more than a couple of children (or individual children) will play.
 - Teachers will talk with children about social distancing with their friends.
 - Classrooms will have more clear "space" to promote spreading out.
 - Circle time will be suspended for the time being.
 - Windows may be opened for fresh air.
 - Children will have "baggies" of individual supplies for art and writing.
 - Individual trays will be provided to each child to mark their space.
 - Seating during meal service will be spread out, 5 per table.

State Budget Update:
Senate Democrats Oppose \$14 Billion in Budget Cuts
Alternate Funding Approach Proposed, Preserving
Childcare and Education Spending

*(Article published by Head Start California/June 2020 Director's Update)
For more articles like this, visit www.headstartca.org*

California Senate Democrats are poised to reject \$14 billion in budget cuts proposed by Gov. Gavin Newsom earlier this month, choosing instead to craft a spending plan that looks for other ways to erase the state's deficit and assumes additional money for schools and social services will come from the federal government by early September.

The proposal relies on an alternate approach to Newsom's plea for additional funds from President Trump and Congress, said legislative sources who asked not to be identified because they weren't authorized to discuss the document. It also proposes some different cuts than those in Newsom's plan, refusing some of the governor's cuts to child care provider rates and affordable housing programs.

Newsom wants \$14 billion in immediate spending cuts — including \$8.1 billion less for public schools — that would be rescinded only if federal cash is sent to California. In contrast, Senate Democrats will insist the budget be scaled back only if sufficient federal assistance doesn't arrive by Sept. 1.

For the full article, visit www.headstartca.org.





There are many silver linings among the COVID19 clouds.

During the 2018 school year, SETA launched a parenting curriculum called Ready Rosie. Through staff's consistent efforts and outreach, readership slowly grew to reach 50% of SETAs enrolled families. However, with personal outreach and coordinated efforts by Laura Correa-DeAlmeida, Education Coordinator, she was able to increase parent readership to nearly 80% in just a few short months. Way to go Laura!

We are Bursting with Excitement!

Looking at your data over the past 11 weeks of distance learning, we have seen great activity from your families!

Number of videos viewed:

7245

Number of families connected:

1575

Number of playlists shared by teachers:

1298

Some of your caregiver comments:

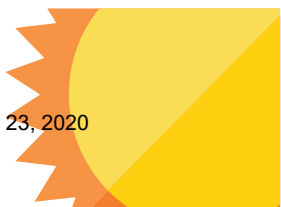
Hooray Parfait: "We honestly make these often. after seeing this video she wants me to go fix her one for lunch lol"

Funny Faces: "We do this frequently when we are playing. We use "Happy", "Sad", "Mad" and " Excited". His facial expressions appropriately change."

Torn Paper Art: "Video was really good gonna try it with Josiah "

We are thankful to partner with you not only during Distance Learning but Year Round.

Don't forget about our Summer Soar videos delivered to families throughout the Summer!



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
 - ✓ Quality Assurance Report for Sacramento City USD

- 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.



Quality Assurance Summary Report

TO: SETA Policy Council and Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – March 2020

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Sacramento City USD	Head Start	10 centers 10 classes <i>Classroom Observation</i> <i>Safe Environments</i> 25 children's files for: <i>Education</i> <i>Enrollment</i> <i>Screenings</i>	February 26 – March 13, 2020	Differential Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This monitoring review was performed using the 2019 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 4 monitoring checklists representing 59 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

Highlighted Program Strengths and Positive Observations:

- Classrooms have learning areas that are equipped with interesting materials and supplies that encourage play and exploration. Materials are rotated to reflect themes and activities.
- Routines are well established and children knew what to expect in the daily schedule.
- Relationship between staff, children and families are evident.
- Program leadership is accommodating, professional and has been very responsive in addressing concerns found during the review.

Trends seen in this review

- Safety and Supervision: Not all classrooms conduct a sweep as a part of the SUPERvision protocol. Teachers do not consistently zone themselves to have visual supervision of children.
- Classroom Observation: Tooth-brushing not done daily.
- Education Files: Child observations on Learning Genie are very generalized, many observations linked with multiple measures.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Education File Review and Classroom Observation <i>(Screenings, Referrals, Follow-up, Individual</i>	88%	- No documentation of screening results shared with parent/guardian

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
<i>Education Plans, and Classroom Observation)</i>		<ul style="list-style-type: none"> - Minimal parent input and teacher strategies on Individual Development plans (IDPs), DRDP Fundamental Review - Observations were generalized and attached to multiple DRDP measures - ASQ screening dates did not match in child's file and in ChildPlus - Safety, supervision and zoning practices not consistently practiced
Enrollment/Screenings <i>(Attendance tracking, sign-in/out procedures, average daily attendance, absence tracking, child screenings)</i>	88%	<ul style="list-style-type: none"> - Contents of child's file does not match data in Childplus - Some applications are incomplete/ missing information - Some screenings/physical exams are past due and/or not evidenced in the file
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	86%	<ul style="list-style-type: none"> - Diapering procedure not posted - Hand-washing and tooth-brushing procedures not followed regularly - Classroom is not well maintained and orderly - Some safety hazards exist (ie chemicals/electrical cords in reach of children, general cleanliness of classroom, fire extinguisher inspections not completed, paper/art posted on wall exceeds 25%, tripping hazards)

* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 45 days of receipt of this report. Governing Board/School Board notification of monitoring results is within 60 days.

Programs will use the provided form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. NOTE: *The CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.*