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*THOUGHT OF THE DAY: "Courage doesn't always roar. Sometimes courage is the quiet voice at the end of the day that says, "I will try again tomorrow."
Mary Anne Radmacher*

SPECIAL MEETING OF THE HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE

DATE: Tuesday, April 25, 2017

TIME: 9:30 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.

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DISTRIBUTION DATE: WEDNESDAY, APRIL 19, 2017

Parent Advisory Committee meeting hosted by:
Terri McMillin (Chair), vacant (Vice Chair), Angel Chennault (Secretary),
Angel Burnell (Treasurer), Kenneth Tate (Parliamentarian).

ITEM I - A – ROLL CALL

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

- ___ **Yolanda Peaks, Alder Grove I Head Start**
- ___ Vacant, Alder Grove II Head Start
- ___ Vacant, Auberry Park Head Start
- ___ **Angel Chenault, Bannon Creek Head Start**
- ___ **Iliana Antillo, Crossroad Gardens Head Start**
- ___ Vacant, Early Head Start (Home Base)
- ___ **Yesenia Rodriguez, Elkhorn Head Start**
- ___ Vacant, Freedom Park Head Start
- ___ Vacant, Fruitridge Head Start
- ___ **Patricia Molina, Galt Head Start**
- ___ Vacant, Grizzly Hollow
- ___ Vacant, Hillsdale Head Start
- ___ Vacant, Home Based Head Start
- ___ Vacant, Home Base Early Head Start
- ___ Vacant, Hopkins Park Head Start
- ___ Vacant, Illa Collin Head Start
- ___ **Penelope Scott, Job Corps Head Start**
- ___ **Henrietta Gutierrez, Kennedy Estates Head Start**
- ___ Vacant, LaVerne Stewart Head Start
- ___ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- ___ Vacant, Marina Vista Early Learning Center
- ___ Vacant, Mather Head Start
- ___ **Brianna Isaac, Nedra Court Head Start**
- ___ Vacant, Norma Johnson Head Start
- ___ Vacant, North Avenue Head Start
- ___ **Angela Burnell, Northview Head Start**
- ___ Vacant, Parker Head Start
- ___ Vacant, Phoenix Park Head Start
- ___ Vacant, River Oak Center for Children
- ___ **Belgica Jimenez, Sacramento County Office of Education**
- ___ Vacant, Sharon Neese Early Learning Center
- ___ Vacant, Solid Foundation Head Start
- ___ Vacant, Strizek Park Head Start
- ___ **Jessica Sherren, Vineland Head Start**
- ___ Vacant, Walnut Grove Head Start
- ___ Vacant, Foster Parent Representative
- ___ **Calvin Sheppard, Men's Activities Affecting Children Committee Representative**
- ___ **Thelma Adams, Community Representative**
- ___ **Kenneth Tate, Community Representative**
- ___ **Terri McMillin, Outgoing Chair**

ITEM I-A – ROLL CALL
(Continued)

Program Year 2016-2017 - New Representatives to be seated

<input type="checkbox"/> LaTonya Peaks, Alder Grove II Head Start
<input type="checkbox"/> Franqui Moreno, Freedom Park Head Start
<input type="checkbox"/> Deaujanna Lockett, Fruitridge Head Start
<input type="checkbox"/> Vacant, Auberry Park Head Start
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start
<input type="checkbox"/> Vacant, Illa Collin Head Start
<input type="checkbox"/> Vacant, Laverne Stewart Head Start
<input type="checkbox"/> Vacant, Marie Cleveland's Bright Beginnings
<input type="checkbox"/> Vacant, Marina Vista Early Learning Center
<input type="checkbox"/> Vacant, Mather Head Start

<input type="checkbox"/> Renee Trevino, Norma Johnson Head Start
<input type="checkbox"/> Griselda O'Cisneros, North Avenue Head Start
<input type="checkbox"/> Kristin Avary, Strizek Park Head Start
<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, Sharon Neese Head Start
<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Walnut Grove Head Start
<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, Home Base

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 15, 2016 and January 17, 2017
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2016-2017**

COMMITTEE MEMBER	CENTER	11/15		1/17	2/20	3/21	4/25#	5/16	6/20	7/18	8/15	9/19	10/17	11/21
Yolanda Peaks Seated 1/17	AG I			X		U								
LaTonya Peaks s/b/seated 3/21	AG II					U								
Vacant Seated	AP													
Angel Chenault Seated 11/15	BC	X		X		X								
Iliana Antillo Seated 11/15	CR	X		U		X								
Vacant Seated	EHS/HB													
Yesenia Rodriguez Seated 11/15	EL	X		X		X								
Franqui Moreno s/b/seated 3/21	FP					U								
Deaujanna Luckett S/B/Seated 3/21	FT					U								
Patricia Molina Seated 11/15	G			X		E								
Vacant Seated	GH													
Vacant Seated	H													
Eric Chen s/b/seated 11/15	HB	U		E		U								
Vacant Seated	HB													
Vacant Seated	IC													
Vacant Seated	HP													
Vacant Seated	JC													
Penelope Scott Seated 1/17	JC			X		X								
Henrietta Gutierrez Seated 11/15	K	X		E		X								
Vacant Seated	LVS													
Vacant Seated	MCBB													
Vacant Seated	MV													
Vacant Seated	M													
Griselda O'Cisneros Seated	NA													
Kimberly Mulhorn Seated 11/15	NA	X		U		U								
Brianna Isaac Seated 11/15	NC	X		U		E								
Brandy Franklin Seated 11/15	NJ	X		E		U								
Renee Trevino Seated	NJ													
Angela Burnell Seated 11/15	NV	X		X		E								
Vacant Seated	PA													
Vacant Seated	PP													

COMMITTEE MEMBER	CENTER	11/15		1/17	2/20 **	3/21	4/25#	5/16	6/20	7/18	8/15	9/19	10/17	11/21
Vacant Seated	RO													
Belgica Jimenez Seated 3/21	SCOE					X								
Vacant Seated	SF													
Vacant Seated	SN													
Kristen Avary Seated	SP													
Michaela Gospe s/Seated 11/15	SP	E		U		U								
Jessica Sherren Seated 3/21	V					X								
Vacant Seated	WG													
Vacant Seated	FPR													
Calvin Sheppard Seated 4/26	MAACC	X		X		X								
Terri McMillin Seated 11/17	OGC	X		X		X								
Thelma Adams Seated 1/17	CR	X		X		U								
Kenneth Tate Seated 1/17	CR	X		X		X								

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

1. First, call your Alternate(s) to see if they can attend in your place;
2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 263-4082; and
3. Third, please call the PAC Chair, Ms. Terri McMillin, at 646-6707 or 747-6224, or the Clerk of the Boards, Ms. Nancy Hogan, at 263-3827.

**** Ethics training with Policy Council**
Special meeting

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2016-2017
(Continued)

Head Start Center Abbreviations

AG I	Alder Grove Early Learning Ctr.	LVS:	LaVerne Stewart
AG II:	Alder Grove Infant/Toddler	MV	Marina Vista Early Learning Center
AP:	Auberry Park	M:	Mather
BC:	Bannon Creek	MCBB	Marie Cleveland's Bright Beginnings
BB:	Bright Beginnings	NJ:	Norma Johnson
CR:	Crossroad Gardens	NA:	North Avenue
EHS:	Early Head Start	NC:	Nedra Court
EL:	Elkhorn	NA	North Avenue
FP:	Freedom Park	NV:	Northview
FT:	Fruitridge	PA:	Parker Avenue
G:	Galt	PP:	Phoenix Park
GH:	Grizzly Hollow	RO:	River Oak
H:	Hillsdale	SCOE:	Sacramento County Office of Education
HB:	Home Based	SF:	Solid Foundation
HP:	Hopkins Park	SN:	Sharon Neese
IC:	Illa Collin	SP:	Strizek Park
JC:	Job Corps	V:	Vineland
K:	Kennedy Estates	WG:	Walnut Grove

Representative Abbreviations

MAACCC:	Men's Activities Affecting Children Committee
OGC:	Out Going Chair
CR:	Community Representative

Attendance Record Abbreviations

X:	Present
E:	Excused
AP:	Alternate Present
AE:	Alternate Excused
U:	Unexcused
PAC:	Parent Advisory Committee
PC:	PAC Board Business
R:	Resigned
S/B:	Should be, or should have been (seated)
CD:	Child Dropped.

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE MARCH 21, 2017
REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the March 21, 2017 PAC meeting.

RECOMMENDATION:

Approve the minutes of the March 21, 2017 PAC meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

REGULAR MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, March 21, 2017
9:00 a.m.

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

Ms. Terri McMillin called the PAC meeting to order at 9:05 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Angel Chenault called the roll and seated new members; a quorum was established.

Members Present:

Angel Chenault
Calvin Sheppard
Kenneth Tate
Terri McMillin
Penelope Scott
Yesenia Rodriguez
Iliana Antillo
Henrietta Gutierrez (seated at 9:47 a.m.)

Members Absent:

Brianna Isaac (excused)
Brandy Franklin (unexcused)
Kimberly Mulhern (unexcused)
Patricia Molina (excused)
Yolanda Peaks, Alder Grove I (unex.)
Angela Burnell (excused)
Thelma Adams (unexcused)

New Members Seated:

Belgica Jimenez, Sacramento County Office of Education
Jessica Sherren, Vineland

New Members to be Seated but Absent:

Franqui Moreno, Freedom Park Head Start (excused)
Deaujanna Luckett, Fruitridge Head Start (unexcused)
Evie Chen, Pre-School (Home Base) (unexcused)
Michaela Gospel, Strizek Park Head Start (unexcused)
LaTonya Peaks, Alder Grove II (unexcused)

II. Consent Item

A. Approval of the Minutes of the January 17, 2017 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Sheppard, second/Tate, to approve the January 17, 2017 minutes.

Show of hands vote:

Aye: 7 (Antillo, Chenault, Rodriguez, Scott, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 2 (McMillin, Jimenez,)

Absent: 8 (Adams, Burnell, Franklin, Gutierrez, Isaac, Molina, Mulhern, Peaks)

III. Action Items

A. Approval of the Parent Advisory Committee and Policy Council Joint Parent Activity

Ms. McMillin reviewed this item and explained how the parent activity funds could be utilized. The first activity for the PAC and PC is a bonding activity; no children are allowed. The activity must be educational. The second activity is the end-of-the-year parent appreciation event. This is a way to acknowledge board members' hard work over the program year.

Moved/Tate, second/Scott, to approve a joint parent activity with the Policy Council.

Show of hands vote:

Aye: 8 (Antillo, Chenault, Jimenez, Rodriguez, Scott, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 8 (Adams, Burnell, Franklin, Gutierrez, Isaac, Molina, Mulhern, Peaks)

B. Approval of Selection Criteria for Enrollment in Head Start or Early Head Programs

Ms. Monica Avila reviewed the Selection Criteria for Enrollment in Head Start and Early Head Start programs. She stated that there were not a lot of changes in the pre-school criteria. Changes were based on the new Performance Standards that were released last year. Ms. Avila reviewed modifications. There is a modification to allow families that are a little bit over the income guidelines. There is a set of income guidelines from the Federal government we are required to follow. Ms. Lee stated that the income guidelines change every year.

Ms. Sherren asked if the income guidelines affect the enrollment of special needs children and Ms. Avila replied that special needs children still have priority enrollment.

Moved/Scott, second/Sheppard, to approve the Early Head Start Enrollment Selection Criteria and the Head Start Enrollment Selection Criteria for Sacramento County.

Show of hands vote:

Aye: 8 (Antillo, Chenault, Jimenez, Rodriguez, Scott, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 8 (Adams, Burnell, Franklin, Gutierrez, Isaac, Molina, Mulhern, Peaks)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events – Ms. Chenault reviewed the calendar of events. Mr. Tate urged board members to participate in the March 22 Budget/Planning Committee meeting.
- Parent/Staff Recognitions: None.
- Toastmasters Training – Ms. Chenault attended the most recent Toastmasters training. She learned so much at this training and learned how to help others. It was extremely positive and she is looking forward to additional events.

Ms. Henrietta Gutierrez was seated at 9:47 a.m.

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne announced the next Budget/Planning Committee meeting is March 22; she encouraged all board members to attend. The February fiscal report was reviewed. The budget is currently at 57.8%. The non-federal share is currently at 25.1% overall. Some of the delegates do not have their non-federal share compiled at this time. Administrative costs are at 11.1%. Ms. Saurbourne reviewed the credit card statement. Ms. Chenault asked about the daily bus passes; Ms. Saurbourne stated that bus passes are purchased and distributed to parents at the various sites. Ms. Rodriguez wanted to know if bus passes are available; Ms. Lee stated that the bus passes are for emergency services for job interviews or doctor appointments. The FSWs have the passes and keep a log of who utilizes them. The bus passes are not for daily, routine transportation but for job related or special circumstances where this hinders the family from moving forward. Families in the home-based program utilize the bus passes the most to get to socializations. Ms. Chenault suggested talking about this at family meetings. Ms. Lee encouraged parents to discuss this with the Family Services Workers. Ms. Lee stated that the parent handbook will be updated with a “did you know” section.
- Child Care Center Food Menu: No questions.
- Community Resources – Parents/Staff: Presentation from Governance Unit: Mr. Robert Silva shared that packets will be available for board members to take back to their centers. The information is provided for FSWs to keep their families informed.

B. Governing Board Minutes: No questions.

C. Presentation from Birth and Beyond: Ms. April Jean was unable to attend the meeting due to an illness in her family.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Chenault reviewed the critique.

- Budget/Planning Committee: Ms. Scott stated that the Committee is in the planning process for the next fiscal year's budget. Ms. Scott urged board members to attend the Budget/Planning Committee meeting.
- Men's Activities Affecting Children Committee (MAACC): Mr. Sheppard reported that the last meeting was an introductory meeting of past and present members. Attendees reviewed last year's activities to consider doing similar events this year, i.e., Daddy and Me Fishing Trip and the BBQ. The committee meets the fourth Friday of each month, 10:00 a.m. These meetings are not just for males. Mr. Tate stated that Fishing in the City is planned for April 8, Elk Grove Park, from 8:30 a.m. – noon. Attendees will receive a fishing rod, tackle, and a stocked pond with catfish. Upcoming dates are April 22 and July 1.
- Parent Ambassadors Committee: Ms. Alma Hawkins provided an overview of the last meeting. At the last meeting, attendees talked about the mission of Parent Ambassadors and role playing, how to approach a parent, how to work with a difficult parent, or a parent that is unaware of Head Start. The next meeting will be in April with a date TBA.

VI. Other Reports

- Chair's Report: Board members were asked if they would be okay to have their contact information distributed in the form of board rosters. Ms. McMillin welcomed the new representatives to the board.
- Policy Council Report(s): Ms. McMillin reported that the last PC meeting dealt with AB 1234 Ethics training.
- Head Start Deputy Director's Report: No additional report.
- Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Carr stated that her unit is partnering with education staff to do activities at the parent meetings. By August, all of the sites will be doing the activities. The goal is that parents are the first link for their child's school readiness. Many parents do not have an opportunity to participate in parent activities so this provides an opportunity for all parents to extend the activities at home. For home base parents, staff is working to determine how to bring this to the socializations and make it more enticing for parents to attend the socials. Parent Ambassadors are important. Every week, parents are attending events to do recruitment. Ms. Carr encouraged board members to participate in the recruitment events. Ms. Carr announced that Deborah Khashe has been promoted to the new home base supervisor; she's doing a great job in the home base program. This week, the home base families are going on a trip to Fairytale Town. Ms. Carr stated that the Attendance Outreach Committee is working on ways to make sure families are bringing their children to school every day.
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP Services: Ms. Caruso welcomed the new board members. Her unit is involved in nine partner grants; the main grant is due to the federal government on May 1. She is working diligently on the grants for the grantee and partners. Staff work with the partners to ensure the accuracy of the grants. The self-assessment survey was

recently completed for program year 2017/2018. The QA unit is working on making changes on the monitoring tool utilized in delegate and grantee programs to ensure the programs meet regulations.

- Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros reviewed the Food Services reports for January and February. The four kitchens served roughly 85,000 meals per month. The four kitchens serving HS are located in Galt, WCIC, Mather, and the central kitchen is on Watt Avenue. See Ms. Cisneros regarding questions on the food services program or regulations for the food programs. The Budget/Planning Committee also works to oversee the kitchen expenditures. There are 173 special diet menus across the county. The Periodicity Table was modified to require a yearly physical for children requiring special diets. Ms. Cisneros will bring a copy of the updated table. There will be a Food Services Committee on April 26; Ms. Cisneros urged all to attend to have questions answered and have an opportunity to give input on the food services program. Hired a new person to help the Health Services Unit. Ms. Rodriguez asked Ms. Cisneros if she would come to the sites to give information. Ms. Cisneros stated she was but she can also send her team members to the centers. In addition, the FSWs could be trained to provide specific training on a topic.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.

VII. Center Updates: Ms. Rodriguez extended thanks to Ms. Carr, Ms. Rebel Ricksandrud-Young, and Ms. Reta Keirse for her center's parent activity.

VIII. Discussion: Ms. McMillin announced the retirement of Ms. Alma Hawkins on March 30 after 33 years of service. There will be a retirement planning meeting on March 23 for those interested in participating. The retirement celebration is planned for Wednesday, April 5, 5:00 – 7:30 p.m. in the Sequoia Room.

Ms. Hawkins came to the podium and stated that she has dedicated 40 years to Head Start. Ms. Hawkins expressed appreciation to board members and staff. Ms. Hawkins urged board members to take advantage of every training opportunity available to them.

IX. Public Participation: Ms. Rodriguez expressed appreciation for the Ethics Training. Her boyfriend took the ethics training information to work and it helped her boyfriend's supervisor.

X. Adjournment: The meeting was adjourned at 11:00 a.m.

ITEM III-A - ACTION

APPROVAL OF ANNUAL SELF ASSESSMENT FOR 2016-2017
AND RESULTING PROGRAM IMPROVEMENT PLAN
SETA-OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the SETA Parent Advisory Committee to review and approve the results of the Head Start/Early Head Start Annual Self-Assessment for the base grant as well as the EHS-Child Care Partnership/Expansion grant.

In January/February 2017, a team of staff and parents were assembled for the 2016-2017 self-assessment process. Teams reviewed and analyzed service areas including Program Governance, Planning, Communication, Record-keeping/Reporting, On-going Monitoring, Human Resources, Prevention/Early Intervention, Tracking/Follow-up, Disabilities, Individualization, Family Community Engagement, Eligibility/ Recruitment/ Selection/Enrollment/Attendance, Safe Environments, Child Development/ Education including child outcomes, curriculum and individualization. A summary report of program strengths and areas of improvement are attached.

Additionally, a Self-Assessment was conducted for the Early Head Start-Child Care Partnership/Expansion (EHS-CCP) program. A summary report of program strengths, areas of improvement and resulting program improvement plan are attached.

Staff will be available to answer questions.

RECOMMENDATION:

Approve Program Year 2016-2017 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____



Self Assessment Summary of Results 2016-2017

Project Background:

During late 2016, SETA Head Start/Early Head Start developed a self-assessment plan that included parents, administrative and field staff, as well as management. The self-assessment process resulted in a review of the quality and compliance of the SETA Head Start/Early Head Start program.

To conduct the self-assessment, the teams utilized the *2016 OHS Monitoring Protocols*, *OHS Health and Safety Screener*, the *Head Start Self-Assessment: Your Foundation for Building Program Excellence* tool, the *SETA Head Start/Early Head Start Monitoring and Quality Assurance Tool*, *SETA's standard file checklist tool*, and the new *Head Start Program Performance Standards*. Each team developed a review plan and the team leaders trained all staff and parents to ensure they were clear on the protocols. The teams conducted site visits in the winter. Many of the Early Learning Centers were visited and all were observed using the CLASS and CLASS Toddler observation tools. Team reviews included, but were not limited to the following: children's files, on-going monitoring (Quality Assurance) reports, program information reports, policies and procedures manuals, personnel and licensing files, human resource and fiscal documents, monthly reports, *ChildPlus* reports, self-assessment results, goals and objectives, ECERS, ITERS, and CLASS results, DRDP data, health and safe environments checklist, medication releases and care plans, home visit and classroom observations, etc. Results from the self-assessment were analyzed and resulted in a detailed Self-Assessment Program Improvement Plan (PIP).

Team Composition:

A total of eight teams were assembled for the Self-Assessment. Each team had an appointed team leader to facilitate the process and was composed of staff as well as parents in some cases. Some parents and staff may have served on more than one team. The teams were as follows:

Program Governance	Parent and Family Engagement
Screenings	Disabilities, Education and Mental Health
Fiscal	ERSEA
Human Resources	Health, Nutrition and Safe Environments

Summary of Program Strengths: The SETA Head Start/Early Head Start program has many notable strengths, including some of the following:

Education, Disabilities and Mental Health:

- The vast majority of children's files are neat, organized, current and complete.

- CLASS scores in Instructional Support have increased to 2.94, which is above the national average.
- Parents report that every child and parent is greeted upon arrival to school.
- Parents and teachers working together to complete the ASQs has resulted in less speech and language referrals.
- Follow-up based on the ASQ results is evident in children's files.
- Intervention Specialists and teachers are working collaboratively to develop behavioral support plans that best fit the individual needs of children.
- Teachers are implementing Teaching Pyramid strategies to promote social emotional development in preschool classrooms.
- Teachers have a variety of resources (curriculum, materials, support staff) to use to support appropriate classroom behavior and to develop strategies for addressing challenging behaviors.

Parent and Family Engagement:

- Family Service Workers are able to identify the needs of their enrolled families and refer them to the appropriate community resources.
- All files have the first page of the Family Partnership Agreement (FPA) completed at the time of enrollment.
- Current policy and procedure on the FPA process is aligned with the new Performance Standards.

Health, Nutrition and Safe Environments:

- Proper procedures consistently being followed for medication management, hand washing, and tooth brushing.
- Restrooms are clean, free of debris and well maintained.
- Policies and procedures for special diets are clearly followed.
- Kitchens, cabinets and food preparation areas are clean and well organized.
- Required center postings are clearly visible.
- Children are within sight of teaching staff and it is very clear that center staff is following supervision procedures and protocols.

Program Design and Management (including Governance, ERSEA, Fiscal and Human Resources):

- Increased recruitment and hiring in 2016.
- Continued collaboration between the Head Start and Workforce Development programs.
- Parent internship program has resulted in successful regular employment for each participant.
- There has been a 26% reduction in worker's compensation claims in 2016.
- Larger number of PC and PAC members are involved in the hiring process.
- Good documentation of PC and PAC agendas, minutes, and training materials.
- The Parent Ambassador program has strong participation and adds much value to the organization.
- Timely and useful monthly reports that contribute and support PC's decision-making.
- Most of the current ERSEA procedures already align with the new HS Performance Standards.

Summary of Program Growth Opportunities: During the Self-Assessment process, teams identified areas for improvement and opportunities for growth. Areas of improvement do not necessarily indicate systemic issues and/or areas of non-compliance. Below is a summary of some of the highlighted areas. A complete Program Improvement Plan (PIP) with action steps, timelines, and staff responsible is attached.

Education, Disabilities & Mental Health:

- CLASS scores in Classroom Organization are 5.74, which is slightly below the national average.
- Some classrooms are missing labels or supplies.
- Intervention Specialists expressed challenges with the mental health and disabilities referral process and identified that parents need additional support with the process.
- Many teachers are not fully utilizing the TIPS tool to document individualization.
- Some teachers are unaware of some student's IEP goals.

Parent and Family Engagement:

- None of the Family Partnership Agreements (FPAs) have timelines identified.
- New policy/procedure is needed on process of assigning staff and resources based on urgency and intensity of family needs.
- Most of the FPA goal sheets did not identify staff person responsible.

Health, Nutrition and Safe Environments:

- Some indoor equipment was also available for outdoor play, often is disrepair and/or worn due to inclement weather.
- Staff is not always able to consistently articulate emergency relocation site.
- Tools to inspect disaster preparedness bins/equipment are either not being used or are outdated.

Program Design and Management (including Governance, ERSEA, Fiscal and Human Resources):

- Staff wellness program has become less robust due to staff reductions and restricted funding.
- Continued difficulty in recruiting enough qualified Teachers, Associate Teachers, Associate Teacher/Infant Toddler, and Site Supervisors.
- Some ERSEA procedures need revision to comply with new HS Performance Standards.

Individual self-assessment team summary reports are on file.

**Sacramento Employment and Training Agency
Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2016-2017**

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>SCHOOL READINESS/CHILD OUTCOMES</i>				
<i>Goal: Continue to support teacher's growth and development regarding CLASS, DRDP and data analysis</i>				
CLASS- Support growth in Classroom Organization through a specific focus on Instructional Learning Formats in Summer Series Training.	Alexis Briggs (Lead) Kelly Sprake (Lead) Education Coordinators Education Program Officers	June 2017		
Implement the Creative Curriculum Infant Toddler kit in all EHS classrooms to increase data driven lesson planning and responsive activities. Changes in curriculum approach and revised schedule guidance will be documented in updated EHS Tool Kit	Sonja LaCaze (Lead) Betsy Uda (Lead) Laura Moore (Lead) Education Coordinators Education Program Officers	August 2017		
Continue to support the use of the new TIPS binders (Teachers Individualization Planning Support) through coaching and scheduled quarterly monitoring using the SCOFF.	Megan Berridge (Lead) Patricia Marshall (Lead) Education Program Officers Site Supervisors	June 2017		
Continue roll out of sites transitioning to Learning Genie electronic data/ assessment collection. Coach and monitor to ensure that data is being used effectively.	Megan Jones (Lead) Nathanael Gale (Lead) Education Coordinators Education Program Officers	July 2017		
Increase effectiveness of support for children with IEP's through the use of new strategy forms as well as goal tracking sheet for individualization. Intervention Specialist Tool Kit will be used as a guide.	Susan Garland (Lead) Nikki Hill (Lead) Education Coordinators Education Program Officers	May 2017		

**Sacramento Employment and Training Agency
Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2016-2017**

<i>FAMILY AND COMMUNITY OUTCOMES</i>				
<i>Goal: Continue to strengthen family partnership agreement approaches and documented paperwork</i>				
Continue to work with Family Service Workers to ensure all components of the FPA are completed and updated.	Reta Keirse, CFS Program Officer Rebel Rickansrud-Young CFS Program Officer	March 31, 2017	Program Officers/SS met with cohort of staff who completed the Family Development Credential in January of 2017, for additional training on family goal setting, timelines, and working with parents to identify the urgency of family needs. This will be a quarterly training.	
Continue to offer family engagement staff opportunities to earn their FDC Credential, with the goal of continuing to strengthen the family partnership process.	Reta Keirse, CFS Program Officer Rebel Rickansrud-Young CFS Program Officer Lisa Carr, CFS Manager	October 2017		
<i>HEALTH, NUTRITION AND SAFE ENVIRONMENTS</i>				
<i>Goal: Continue to strengthen health/nutrition/safe environments systems to ensure high quality services to children and families</i>				
Provide re-fresher training to Site Supervisors regarding appropriate use of indoor equipment being used outdoors and the use of the work order system to when there is indoor/outdoor equipment/materials that needs to be picked up for disposal.	Health/Nutrition Specialist Program Officer/Education Site Supervisors Facilities Unit	April 2017		
Update the Emergency Disaster Tool Kit to reflect updated phone numbers, evacuation routes, and point of contacts for emergencies. Provide an update/training to center staff on evacuation and emergency procedures.	Health/Nutrition Specialist Program Officer/Education Site Supervisors	May 2017		

**Sacramento Employment and Training Agency
Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2016-2017**

Revise current daily health and safety checklist procedures and forms. Create checklist database in <i>ChildPlus</i> based on revised daily health and safety checklist.	Health/Nutrition Specialist Program Officer/Education Site Supervisors Facilities Unit	May 2017		
<i>RECORD-KEEPING AND REPORTING</i>				
<i>Goal: Improve efficiency and effectiveness of record-keeping and reporting systems</i>				
Increase use of <i>ChildPlus</i> and available modules (i.e. sign-in/out module, attendance and meal count tracking, online application and waiting list form, etc.)	Denise Lee, Deputy Director ChildPlus User's Group (individual/group assignments within the Work Group)	January 2017		
Strengthen accuracy of data entry (i.e. application and health data entry matching the child's file) and improve set-up screens for health tracking in <i>ChildPlus</i> .	Lisa Carr, Manager Martha Cisneros, Manager Monica Avila, Program Officer/SS	March 2017		
Update Written Service Plans and Policies/Procedures manuals to include all new Head Start Program Performance Standards	CFS Managers: Lisa Carr Karen Griffith Martha Cisneros Robyn Caruso D'et Saurbourne	November 2016		
Revise and design new data reporting reports for the PAC, PC and Governing Board	Denise Lee, Deputy Director	January 2017		

**Sacramento Employment and Training Agency
Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2016-2017**

HUMAN RESOURCES/STAFF TRAINING AND STAFF DEVELOPMENT

Goal: Provide additional staff development and training sessions to enhance quality and systems delivery

Continue to host recruitment events that are distinct and well-advertised to ensure ample, qualified candidates submit employment applications to SETA	Allison Noren, HR Manager Karen Gonzales, CFS Manager			
Review and update some ERSEA procedures to ensure compliance with the new Performance Standards.	Monica Avila, Program Officer Lisa Carr, CFS Manager	July 2017		



Early Head Start-Child Care Partnership Self-Assessment Summary 2016-2017

Approach & Justification:

In early 2017, SETA, SCOE and KinderWorld developed a self-assessment plan that included staff and management from all three agencies in the partnership. The self-assessment process resulted in a review of the quality and compliance of the Early Head Start-Child Care Partnership (EHS-CCP) program at KinderWorld. The review took place in January 2017 and all EHS classes were reviewed.

The team conducted file reviews and onsite monitoring to evaluate processes and systems for Education, ERSEA, Human Resources, Health, Nutrition, Safe Environments and Family Engagement. To conduct the review, the team utilized the FY 2017 Office of Head Start Comprehensive Services and School Readiness Guide and SETA's Quality Assurance Self-Assessment Checklist. Team reviews included, but were not limited to the following: children's files, policies and procedures manuals, parent handbook, personnel files, enrollment applications, attendance reports, human resource and fiscal documents, *Childplus* reports, case conferencing binder, ITERS and DRDP results, health and safety checklist, home visit and classroom observations, etc. Results from the self-assessment were analyzed which resulted in a detailed Self-Assessment Program Improvement Plan (PIP), as attached.

Program Strengths:

Education

- Teaching staff have received training and coaching on primary caregiving
- Ongoing professional development training and coaching for full implementation of the Creative Curriculum
- Home visits and parent conferences are conducted in a timely manner; resources provided to families during home visits are relevant to classroom curriculum
- Evidence of regular case conferencing between KW and SCOE staff
- Overall improvement on child education file system
- Improvement on small primary caregiving groups and classroom arrangement
- Improved completion of developmental screens within required timeframes

ERSEA

- Evidence of enrollment of 10% of children with disabilities
- Improved Average Daily Attendance report

- Vacancies are filled in a timely manner
- Routings are completed as necessary, prior to enrollment

Parent and Family Engagement

- Parent contacts are documented in files and communication log is current and concise
- Improved community resources provided to families
- Improved Parent Binder
- All files have Family Partnership Agreements (FPAs)
- Monthly parent meetings are offered

Human Resources

- Grantee has provided Professional Growth Advisor to work with teaching staff to develop educational plans to attain education goals
- Some staff are fully qualified or will soon meet qualifications

Health, Nutrition and Safe Environments

- Improved procedures in place for medication administration and storage, hand washing and diapering
- System of routings and referrals for medical needs and special diets has improved
- Improvement in documentation of well-baby checks, follow-up and IFSPs in file
- Improvement in *Child Plus* data being kept up to date, including 45 day screens
- Improved family style meals with teachers allowing children to serve themselves and practice mealtime etiquette. Teachers are engaged in conversation with children during meals.
- Teachers consistently perform daily outdoor safety inspection
- Each pod has its own entrance and restrooms are easily accessible to children
- Improvement on supervision (teaching staff are aware of the number of children present)
- Evacuation map is clear and fire extinguisher inspected annually
- The newly updated playground layout minimizes possible injury to children and provides for better supervision outdoors
- Classrooms are generally clean

Program Areas for Improvement: During the self-assessment process, teams identified areas for improvement and opportunities for growth. Areas of improvement do not necessarily indicate systemic issues and/or areas of non-compliance. Below is a summary of some of the highlighted areas. A complete Program Improvement Plan (PIP) with action steps, timelines, and staff responsible is attached.

ERSEA

- Some confusion regarding EHS selection criteria (i.e. EHS program was being advertised as “first come, first serve basis”)
- No evidence of active recruitment
- Communication system regarding enrollment and attendance between SCOE and KW needs improvement

Parent and Family Engagement

- Minimal evidence of goal follow-up, available resources and/or referral on FPAs
- Very low turnout at monthly parent meetings
- Center lacks a designated parent area

Human Resources

- Staff needs a broader understanding of the Performance Standards
- Some teachers have sent in their permit applications, but no status follow-up available

Health, Nutrition and Safe Environments

- Inconsistent daily health checks and tooth brushing
- Rescue medications were not consistently brought outside by teachers
- Surface cleaning agents sprayed while children were seated
- Food safety system needs improvement (i.e. food service areas in pods are not consistently sanitized; kitchen staff walk through bathroom to deliver food to classrooms; no evidence of checking food temperature when food is served, meal service bins have limited quantity of dishes, utensils, milk and food)
- Garbage cans have a swing lid and do not always stay closed
- Classrooms are in need of minor repair to reduce safety hazards (uncovered electrical outlets, most door chimes are not in functioning order, newly extended area in Pod 1A is dark, classroom step entry at Pod 1C is very high, hot water temps in classroom are high)
- Lack of access to drinking water (Room 0)

**Sacramento Employment and Training Agency
 Early Head Start-Child Care Partnership
 Self-Assessment Program Improvement Plan (PIP)
 2016-2017**

<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>EDUCATION/DISABILITIES</i>				
<i>Goal: Continue to support teacher's growth and development regarding education and disabilities services</i>				
Develop rotation schedule for toys and classroom materials to ensure that children have access to a variety of items. As needed, purchase additional toys and classroom materials to meet the environmental requirements from ITERS and <i>Creative Curriculum</i> .	KW	May 2017		
Teachers will continue to receive on-going training, support and coaching to ensure full implementation of <i>Creative Curriculum</i> .	KW and SETA	Spring 2017		
Teaching staff will receive professional development training on a variety of relevant topics outside of classroom floor time.	KW and SETA	Spring 2017		
CLASS- Support growth in Classroom Organization through a specific focus on Instructional Learning Formats in Summer Series Training.	SETA	June 2017		
Implement the Creative Curriculum Infant Toddler kit to increase data driven lesson planning and responsive activities. Changes in curriculum approach and revised schedule guidance will be documented in updated EHS Tool Kit.	SETA	August 2017		

**Sacramento Employment and Training Agency
Early Head Start-Child Care Partnership
Self-Assessment Program Improvement Plan (PIP)
2016-2017**

FAMILY AND COMMUNITY ENGAGEMENT

Goal: Strengthen service delivery systems to ensure high quality family engagement and parent participation

Provide families with more community opportunities tied to Family Partnership Agreement (FPA) goals.	SCOE	Spring 2017		
Create and distribute a parent survey to determine why attendance at parent meetings is so low. Develop plan to promote parent meeting attendance.	SCOE and SETA	May 2017		
Continue to provide staff coaching on FPA goal setting and community resources available to support family goals	SETA	Spring 2017		
Develop uniform messaging for families regarding available comprehensive services.	SCOE, KW and SETA	Spring 2017		

HEALTH, NUTRITION AND SAFE ENVIRONMENTS

Goal: Continue to strengthen health/nutrition/safe environments systems to ensure high quality services to children and families.

Staff will be re-trained on policies and procedures related to daily health checks, food safety, diapering, rescue medications and sanitation to ensure proper procedures are understood and practiced by all.	KW and SCOE	April 2017		
Designated tooth brushing times will be clearly noted on the daily schedule for each class and staff will be monitored to ensure timelines are being followed routinely.	KW	April 2017		
Staff will be re-trained on meal service expectations as it relates to time allotted for meals and transitions from activity to mealtime.	KW and SCOE	May 2017		

**Sacramento Employment and Training Agency
 Early Head Start-Child Care Partnership
 Self-Assessment Program Improvement Plan (PIP)
 2016-2017**

Bin system for meal service will be re-evaluated so that each self-contained pod has enough dishes, utensils and food.	KW	May 2017		
Leadership staff will review detailed findings of each classroom health/safety checklist and address all urgent health and safety concerns immediately, including any needed repairs. Staff will be re-trained as necessary. Contact the grantee for assistance as needed.	KW	April 2017		
ERSEA				
Goal: To ensure compliance with the EHS Performance Standards in the ERSEA component.				
Staff will develop formalized recruitment plan to ensure active waiting lists are available and vacancies are filled within 30 days. Staff will keep a Recruitment Log as evidence of recruitment activities.	SCOE and KW	April 2017		
Collaboration meetings will take place regularly between KW and SCOE regarding enrollment, attendance, case conferencing, coordination of services, etc.	SCOE and KW	April 2017 and on-going		
Enrollment staff will receive refresher training on ERSEA, including the updated countywide selection criteria. KW and SCOE staff will re-evaluate and refine communication system regarding enrollment and attendance.	SETA	April 18, 2017		

**Sacramento Employment and Training Agency
Early Head Start-Child Care Partnership
Self-Assessment Program Improvement Plan (PIP)
2016-2017**

PROGRAM DESIGN AND MANAGEMENT SYSTEMS

Goal: Improve efficiency and effectiveness of monitoring, record-keeping and reporting systems

All EHS teachers who do not currently meet EHS educational requirements will remain enrolled in school and will pass all classes to be fully qualified. Any EHS staff vacancies will be filled with fully EHS qualified staff.	KW	May 2017		
All EHS staff will participate in an Individualized Staff Development Plan (ISDP). Ongoing monitoring of EHS teachers' educational plans to ensure teaching staff become fully qualified by Summer 2016.	KW	March 2017		
Professional Growth Advisor will continue to monitor EHS staff progress on educational goals.	SETA	March 2017		
Staff will continue to generate monthly <i>ChildPlus</i> reports and monitor data to ensure services, screenings and data are up to date.	SCOE	5 th of every month		

ITEM III-B – ACTION

APPROVAL OF PROGRAM YEAR 2017-2018
HEAD START/EARLY HEAD START REFUNDING APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Program Year 2017-2018 Head Start/Early Head Start Refunding Application.

A copy of the Head Start/Early Head Start Program Narrative will be sent under separate cover for review. Some highlights include:

- Additional Head Start funding in the amount of \$1,646,752 to provide extended service hours (6.5 hours or more) for 344 more children
- A Head Start to Early Head Start enrollment slot conversion to provide 78 additional Early Head Start enrollment slots within Sacramento County
- Expanded Early Head Start Home Base services to an additional 22 children/families in partnership with the Sacramento County Office of Education
- Added Early Head Start services for 16 infant/toddlers and their families with Twin Rivers Unified School District

Services for the 2017-2018 program year will commence on August 1, 2017 through July 31, 2018.

RECOMMENDATION:

Approve the Program Year 2017-2018 Head Start/Early Head Start Refunding Application.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-C – ACTION

APPROVAL OF THE SETA HEAD START/EARLY HEAD START
BUDGET FOR PROGRAM YEAR 2017-2018

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the 2017-2018 Head Start/Early Head Start budget in the amount of \$53,613,447. The budget includes Basic and Training and Technical Assistance funds for the SETA-Operated Program and its five delegate agencies and two partners. Budget details are as follows:

Head Start Basic (4,395 children) <i>* includes Duration Funding and COLA 2016-17</i>	\$44,018,071
Head Start Training and Technical Assistance	\$ 352,474
Early Head Start Basic (759 children)	\$ 9,020,921
Early Head Start Training and Technical Assistance	<u>\$ 221,981</u>
 TOTAL	 <u>\$53,613,447</u>

The Budget/Planning Committee met during February and March, including Head Start parents, the Deputy Director/Children and Family Services, Head Start Managers, and the Social Services/Parent Involvement Coordinator to provide input on the budget and program design.

A copy of the 2017-2018 Head Start/Early Head Start Budget will be sent under separate cover.

RECOMMENDATION:

Approve the Program Year 2017-2018 Head Start/Early Head Start Budget in the amount of \$53,613,447 for Basic and Training/Technical Assistance funds.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-D – ACTION

APPROVAL OF THE 2017-2018 HEAD START/EARLY HEAD START
PROGRAM OPTIONS AND CENTER LOCATIONS FOR
SACRAMENTO COUNTY

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the program options and center locations for the SETA-Operated Program and its delegate agencies for the 2017-2018 Program Year.

A detailed list of the program options and center locations is attached.

RECOMMENDATION:

Approve the Head Start/Early Head Start countywide program options and center locations for the 2017-2018 program year.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

HEAD START
2017-2018 SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES

AGENCY	Funded Enrollment	Center Based • Year-Round • 5 Days/Week					Center Based • Traditional School Year • 5 Days/Week		
		4 hrs/day	6.5 hrs/day	8 hrs/day	9 hrs/day	10 hrs/day	6 hrs/day	6.5 hrs/day	8 hrs/day
SETA	1,868	1,040	40	240	132		60		
Elk Grove	440						40		
Sac. City	1,139			72		72	599	72	
San Juan	668						68	276	
Twin Rivers	180								
WCIC	100								
TOTAL	4,395	1,040	40	312	132	72	108	935	72

AGENCY	Funded Enrollment	Center Based • Traditional School Year • 4 Days/Week					Home-Based		
		3.5 hrs/day	4 hrs/day	5 hrs/day	6.5 hrs/day	7.5 hrs/day			
SETA	1,868	120			133		103		
Elk Grove	440	400							
Sac. City	1,139	300					24		
San Juan	668	324							
Twin Rivers	180			180					
WCIC	100		60			40			
TOTALS	4,395	1,144	60	180	133	40	127		

Comments - Head Start funded enrollment reflects a proposed HS-EHS conversion of 258 HS enrollment slots

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

EARLY HEAD START

2017-2018 SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES

PROGRAM OPTIONS

		Center Based • 5 days/week					Locally Designed Option * (LDO)	Home-Based
		Year Round			Traditional School year			
AGENCY	Total Funded Enrollment *	6.5 hrs/day	8 hrs/day	9 hrs/day	6.5 hrs/day	8 hrs/day		
SETA	431	8	99	31	8	8		277
Sacramento City	152	16					16 ¹	120
San Juan	160		48			32		80
Twin Rivers	16				16			
TOTALS	759	24	147	31	24	40	16	477
Comments		¹ This option serves high school teen mothers and families with children with disabilities. Class operates one day per week during the school year along with bi-weekly home visits. During the summer the program converts to weekly home visits when high school and special education is out of session. * Funded enrollment includes a proposed HS-EHS conversion, adding 78 more EHS enrollment slots						

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

**SETA OPERATED HEAD
START PROGRAM
Funded Enrollment:
1,868**

Administrative Office:

925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
(916) 263-3804

Alder Grove ELC

816 Revere Street
Sacramento, CA 95818

Auberry Park

8120 Power Inn
Sacramento, CA 95828

Bannon Creek

2775 Millcreek Drive
Sacramento, CA 95833

Bright Beginnings

10487 White Rock Road, P52
Rancho Cordova, CA 95670

Crossroad Gardens

7322 Florinwood Dr.
Sacramento, CA 95823

Elkhorn

5249 Elkhorn Blvd.
Sacramento, CA 95660

Freedom Park

6015 Watt Ave., S #5
North Highlands, CA 95660

Fruitridge

5746 40th Street
Sacramento, CA 95824

Galt

615 2nd Street
Galt, CA 95632

Grizzly Hollow

805 Elk Hills Drive
Galt, CA 95632

Hillsdale

5665 Hillsdale Ave., Bldg. 4
Sacramento, CA 95842

Hopkins Park

2317 Matson Drive
Sacramento, CA 95822

Illa Collin Center

3530 41st Avenue
Sacramento, CA 95824

Job Corps

3100 Meadowview
Sacramento, CA 95832

Kennedy Estates

6501 Elder Creek
Sacramento, CA 95824

LaVerne Stewart

5545 Sky Parkway
Sacramento, CA 95823

Marina Vista ELC

263 Seavey Circle
Sacramento, CA 95818

Mather

10546 Peter A. McCuen Rd.
Mather, CA 95655

Nedra Court

#60 Nedra Court
Sacramento, CA 95822

Norma Johnson

Early Learning Center
3265 Norwood Avenue
Sacramento, CA 95838

North Avenue Elem. School

1281 North Avenue
Sacramento, CA 95838

Northview

2401 Northview
Sacramento, CA 95833

Parker Avenue

4516 Parker Avenue
Sacramento, CA 95820

Phoenix Park

4400 Shining Star Dr.
Sacramento, CA 95823

**Sharon Neese Early
Learning Center**

925 Del Paso Blvd., Suite 300
Sacramento, CA 95815

Solid Foundation

7505 Franklin Blvd.
Sacramento, CA 95823

Strizek Park

3829 Stephen Drive
North Highlands, CA 95660

Vineland

6450 20th Street
Rio Linda, CA 95673

Walnut Grove

14181 Grove Street
Walnut Grove, CA 95690

SETA Home Base Program

**ELK GROVE UNIFIED
SCHOOL DISTRICT HEAD
START
Funded Enrollment:
440**

Administrative Office:

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

Charles E. Mack Elementary

4701 Brookfield Drive
Sacramento, CA 95823

David Reese Elementary

7600 Lindale Drive
Sacramento, CA 95828

**Florence Markofer
Elementary**

9759 Tralee Way
Elk Grove, CA 95624

Franklin Elementary

4011 Hood Franklin Road
Elk Grove, CA 95757

Florin Elementary

7300 Kara Drive
Sacramento, CA 95828

**Herman Leimbach
Elementary**

8010 Grandstaff Drive
Room B2
Sacramento, CA 95823

Irene B. West Elementary

8625 Serio Way
Elk Grove, CA 95758

**Isabelle Jackson
Elementary**

8351 Cutler Way
Sacramento, CA 95828

James McKee Elementary

8701 Halverson Drive
Elk Grove, CA 95624

John Reith

8401 Valley Lark Drive
Sacramento CA 95823

Maeola Beitzel Elementary

8140 Caymus Drive
Sacramento CA 95829

Prairie Elementary

5251 Valley Hi Drive
Sacramento, CA 95823

**Samuel Kennedy
Elementary**

7037 Briggs Drive
Sacramento, CA 95828

**Sierra Enterprise
Elementary**

9115 Fruitridge Road
Sacramento, CA 95826

Union House Elementary

7850 Deer Creek Dr.
Sacramento, CA 95823

**William Daylor Continuation
High School**

6131 Orange Ave.
Sacramento, CA 95823

**SACRAMENTO CITY
UNIFIED SCHOOL
DISTRICT HEAD START
Funded Enrollment:
1,139**

Administrative Office:

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

**Abraham Lincoln
Children's Center**

3324 Glenmoor Drive
Sacramento, CA 95827

**Bear Flag
Children's Center**

6620 Gloria Drive
Sacramento, CA 95831

**Bowling Green Elementary-
Chacon**

6807 Franklin Blvd.
Sacramento, CA 95823

**Bowling Green Elementary-
McCoy**

4211 Turnbridge Drive
Sacramento, CA 95823

**Bret Harte
Children's Center**

2761 9th Avenue
Sacramento, CA 95818

Capital City

7220 24th Street
Sacramento, CA 95822

**Charles A. Jones Skills
Children's Center**

5451 Lemon Hill Ave.
Sacramento, CA 95824

**Collis P. Huntington
Elementary**

5917 26th Street
Sacramento, CA 95822

Earl Warren Elementary

5420 Lowell Street
Sacramento, CA 95820

Edward Kemble Elementary

7495 29th Street
Sacramento, CA 95822

Elder Creek Elementary

7800 Lemon Hill Avenue
Sacramento, CA 95824

Ethel I. Baker Elementary

5717 Laurine Way
Sacramento, CA 95824

Ethel Phillips Elementary

2930 21st Avenue
Sacramento, CA 95820

Fr. Keith B. Kenny

3525 MLK Jr. Blvd.
Sacramento, CA 95817

Freeport

2118 Meadowview Drive
Sacramento, CA 95832

Fruit Ridge Elementary

4625 44th Street
Sacramento, CA 95820

Golden Empire Elementary

9045 Canberra Drive
Sacramento, CA 95826

H. W. Harkness Elementary
2147 54th Avenue
Sacramento, CA 95822

Hiram Johnson
3535 65th Street
Sacramento, CA 95820

Hollywood Park
4915 Harte Way
Sacramento, CA 95822

Isador Cohen Elementary
9025 Salmon Falls Drive
Sacramento, CA 95826

James Marshall Elem.
9525 Goethe Road
Sacramento, CA 95827

John Bidwell Elementary
1730 65th Avenue
Sacramento, CA 95822

John Cabrillo Elementary
1141 Seamas Avenue
Sacramento, CA 95822

John Sloat
7525 Candlewood Way
Sacramento, CA 95822

Leataata Floyd
401 McClatchy Way
Sacramento, CA 95818

Lisbon
7555 S. Land Park Dr.
Sacramento, CA 95831

Marian Anderson
2850 49th Street
Sacramento, CA 95817

Mark Twain Elementary
4914 58th Street
Sacramento, CA 95820

Martin Luther King Jr.
480 Little River Way
Sacramento, CA 95831

Nicholas Elementary
6601 Steiner Drive
Sacramento, CA 95823

Oak Ridge Elementary
4501 Martin L King Jr. Blvd.
Sacramento, CA 95820

Pacific Elementary
6201 41st Street
Sacramento, CA 95824

Parkway Elementary
4720 Forest Parkway
Sacramento, CA 95823

Peter Burnett Elementary
6032 36th Avenue
Sacramento, CA 95824

Rosa Parks Elementary
2250 68th Avenue
Sacramento, CA 95822

Susan B. Anthony Elementary
7864 Detroit Blvd.
Sacramento, CA 95832

Washington Elementary
520 18th Street
Sacramento, CA 95814

Woodbine
2500 52nd Ave.
Sacramento, CA 95822

SCUSD Home Base

SAN JUAN UNIFIED SCHOOL DISTRICT HEAD START
Funded Enrollment: 668

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

Choices Charter
4425 Laurelwood Way
Sacramento, CA 95864

Coleman Elementary
6545 Beech Avenue
Orangevale, CA 95662

Cottage Elementary
2221 Morse Avenue
Sacramento, CA 95825

Dyer Kelly
2236 Edison Avenue
Sacramento, CA 95821

Encina
1400 Bell Street
Sacramento, CA 95825

Garfield
3700 Garfield Avenue
Carmichael, CA 95608

General Davie Jr. Primary Center
1500 Dom Way
Sacramento, CA 95864

Grand Oaks
7901 Rosswood Dr.
Citrus Heights, CA 95621

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825

Kingswood Elementary
5700 Primrose Drive
Fair Oaks, CA 95610

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA 95621

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821

Ralph Richardson Elementary
4848 Cottage Way
Carmichael CA 95608

Skycrest Elementary
5641 Mariposa Ave.
Citrus Heights, CA 95610

Sunrise Elementary
7322 Sunrise Blvd.
Citrus Heights, CA 95610

TWIN RIVERS USD ECD CENTER HEAD START
Funded Enrollment: 180

Castori Elementary
1801 South Avenue
Sacramento, CA 95838

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

Oakdale Preschool Center
3708 Myrtle Avenue
North Highlands, CA 95660

Rio Linda Preschool Center
631 L Street
Rio Linda, CA 95673

Village Preschool Center
6845 Larchmont Drive
North Highlands, CA 95660

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

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

Playmate #1
3930 8th Avenue
Sacramento, CA 95817

Playmate #2
3555 3rd Avenue
Sacramento, CA 95817

**SETA OPERATED EARLY
HEAD START**
Funded enrollment:
431

**SETA Early Head Start
Administrative Office:**
925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
(916) 263-3804

**Alder Grove Infant/Toddler
Center**
2640 A/B Muir Way
Sacramento, CA 95818

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660

Grizzly Hollow
805 Elk Hills Dr.
Galt, CA 95632

Job Corps
3100 Meadowview
Sacramento, CA 95832

LaVerne Stewart
5545 Sky Parkway
Sacramento, CA 95823

Marina Vista ELC
263 Seavey Circle
Sacramento, CA 95818

Mather
10546 Peter A. McCuen Rd.
Mather, CA 95655

North Avenue Elem. School
1281 North Avenue
Sacramento, CA 95838

Norma Johnson ELC
3265 Norwood Avenue
Sacramento, CA 95838

Northview
2401 Northview
Sacramento, CA 95833

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823

**Sharon Neese
Early Learning Center**
925 Del Paso Blvd., Ste. 300
Sacramento, CA 95815

Vineland
6450 20th Street
Rio Linda, CA 95673

**SETA/Partners EHS Home
Base**

**SACRAMENTO CITY USD
EARLY HEAD START**
Funded Enrollment:
152

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

American Legion
3801 Broadway
Sacramento, CA 95817

Capital City
7220 24th Street
Sacramento, CA 95822

SCUSD EHS Home Base

**SAN JUAN USD EARLY
HEAD START**
Funded Enrollment:
160

**San Juan Unified School
District EHS Admin Office**
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

**Encina Infant/Toddler
Center**
1400 Bell Street
Sacramento, CA 95825

**Fair Oaks Infant/Toddler
Center**
10700 Fair Oaks Blvd.
Fair Oaks, CA 95628

General Davie Jr.
1500 Dom Way
Sacramento, CA 95864

**Marvin Marshall Toddler
Center**
5309 Kenneth Avenue
Carmichael, CA 95608

**San Juan Infant/Toddler
Center**
7551 Greenback Lane
Citrus Heights, CA 95610

SJUSD EHS Home Base

**TWIN RIVERS USD
EARLY HEAD START**
Funded Enrollment:
16

Morey Avenue School
155 Morey Avenue
Sacramento, CA 95838

ITEM III-E – ACTION

APPROVAL OF 2017-2018 TRAINING/TECHNICAL ASSISTANCE PLAN FOR THE SETA HEAD START/EARLY HEAD START PROGRAM, AS ALIGNED WITH ESTABLISHED FIVE-YEAR GOALS AND OBJECTIVES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Program Year 2017-2018 Head Start/Early Head Start Training/Technical Assistance Plan (TTA) in the amount of \$352,474 for Head Start and \$221,981 for Early Head Start. The funds reflect a transfer of \$25,170 from the Head Start TTA budget to the Early Head Start TTA budget as result of the Head Start-Early Head Start conversion. The following chart outlines the changes:

	2016-2017	2017-2018
Head Start	\$377,644	\$352,474
Early Head Start	\$196,811	\$221,981
TOTAL	\$574,455	\$574,455

Training and Technical funds in the amount of \$5,852 will be provided to Twin Rivers USD for their new Early Head Start (EHS) program. Twin Rivers does not currently operate EHS and therefore does not have an EHS TTA budget. The amount provided to TRUSD is the same percentage as other delegate agencies that operate EHS.

The TTA Plan was developed to ensure continued quality and improvement and to support training activities for staff and parent development. The Budget/Planning Committee met several times, including Head Start parents, Deputy Director/Children and Family Services, Head Start Managers, and the Social Services/Parent Involvement Coordinator to provide input on the plan and correlating budget.

The Training and Technical Assistance Plan and a summary of five-year goals and objectives is attached.

RECOMMENDATION:

Approve the Program Year 2017-2018 SETA Head Start/Early Head Start Training/Technical Plan as aligned with established five-year goals and objectives.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

PHILOSOPHY

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

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

PLANNING PROCESS

SETA employs an exacting strategic planning process to identify and accomplish the training, professional development and coaching needs of Head Start staff, parents, delegate agencies and partners. This process results in a T/TA Plan which carefully incorporates needs identified through PIR, OHS Monitoring Protocols, Self-Assessment, Community Assessment, on-going Quality Assurance results, Desired Results and child outcomes, as well as analysis of embedded program and operational reporting systems such as enrollment and attendance reports, disabilities reports, food services reports, and established countywide goals. Ultimately, under the direction of SETA's strong parent boards (PC/PAC), specific dollars are allocated to these prioritized needs to ensure staff, parents, delegate agencies and partners receive the necessary training and professional development to move SETA's organization forward.

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

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

The Training and Technical Assistance Plan was the direct result of an exhaustive and highly collaborative partnership between Head Start grantee staff, parents, delegate agencies and partners. The plan was adjusted to align with The Five Year Goals and Objectives, and the Self-Assessment Program Improvement Plan (PIP). Items which were modified on the current T/TA Plan to support specific PIP goals are denoted with an asterisk *.

Outcomes and timetable attainment of the Program Improvement Plan will be tracked and measured on a monthly basis. Leadership Team and Management meetings are conducted weekly with specific agenda content.

[NOTES LEGEND: M=Mandated; GO= Goals and Objectives; PIP= Program Improvement Plan; BP=Best Practice

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget HS	Source EHS	
Child Services and Consultants							
A. Consultants							
Assistance to pregnant woman and new mothers on issues ranging from feeding to self-care. On-call consultants are also used to develop training for EHS staff on a variety of topics.	EHS Parents and EHS Staff	Consultants	Depending on the consultants used and the audience, the expected outcomes range from increased knowledge on how to care for a newborn, or self-care techniques for the new parent. For staff, the expected outcomes include increased knowledge around topics important to EHS and how to provide quality services.	Consultants will be scheduled as needed in the program year 17/18		\$4,000	PIP
Parent Services							
A. Parent Intern Training							
Parents will be recruited to train for a variety of apprentice type jobs, including working with facilities, office work, working in the kitchen.	HS/EHS parents	Head Start staff SETA Workforce Job Coaches	HS/EHS parents will be offered the opportunity to learn skills, including soft skills that potentially may lead to permanent employment opportunities in the community.	August 2017-July 2018	\$40,000		BP
B. Family Literacy Involvement Project							
Parents will be provided books and other school readiness activities to do at home with their child(ren) monthly	HS/EHS parents	SS/PI Specialist	Parents will be given a book monthly along with activity sheets to do monthly with their child. Activity sheets will focus on literacy and	August 2017- July 2018	\$14,000	\$6,000	PIP

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source HS	EHS	
			math skills that parents can easily do at home with their child. The expected outcome will be increased literacy scores in children's assessment data, and increased knowledge about the importance of parent participation in school readiness activities.				
Training or Staff Development							
Teaching Pyramid Center-based training	Grantee and Delegate Staff	Certified Teaching Pyramid Trainers	Consultants will be used to provide 4-full-day training of all modules of the Teaching Pyramid.	Oct 2017- July 2018	\$8,000	\$5,000	GO
Curriculum Training	Grantee and Delegate Staff	Teaching Solutions	Teaching Strategies will be contracted to provide in-service workshops for staff in the area of Creative Curriculum for Preschool and EHS. The expected outcome is for staff to have increased confidence in their ability to implement this curriculum in their classroom.	To be determined	\$10,000	\$5,000	BP
On-line Professional Development Courses	Grantee and Delegate Staff	Childcare Education Institute	Staff will have access to a variety of on-line courses to enhance professional development	August 2017- July 2018	\$1,000	\$1,000	BP GO
Career Incentive Plan Funds	HS/EHS Staff	Community College and Universities and Teacher	Staff will have the opportunity to be reimbursed a set amount of money annually to continue their	August 2017- July 2018	\$36,670	\$4,000	BP

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source HS	EHS	
		Credentialing	education and to keep up required teaching credentials.				
Workforce/Head Start Parent Tuition Reimbursement	HS/EHS Parents	Community College and Universities and Accredited Training Institutes	Parents who have a child enrolled in the SETA operated program may qualify for tuition reimbursement if the parents are enrolled in an approved program through SETA's Workforce Development Department.	August 2017- July 2018	\$10,000	\$5,000	BP
CLASS Reliability Observer Training	Grantee and Delegate Staff	Education Coordinators	Three CLASS Reliability Observer Training sessions for program staff. This cost will include Teachstone registration, materials, and CLASS Trainer Fees.	TBA	\$5,000		GO
CLASS Observation Assessment	Grantee and Delegate Staff	Consultants	Consultants will be hired in order to meet the countywide goal of 100% of Head Start classrooms to have received at least one CLASS Observation each year.	Through out Program year	\$8,000	\$2,000	GO
Learning Genie Training	HS/EHS Staff	Learning Genie	Teaching staff will be trained to use this on-line tool for assessments and observations.	August 2017	\$2,000		PIP
Remote Coaching	Education Coordinators	Teachstone	Staff will have the opportunity to work with Teachstone to enhance their classroom techniques and to have CLASS feedback provided. .	TBA	\$4,000		PIP
Out-of State Travel/ Conferences	Grantee Staff	WIPFLI, Child Plus,	Staff will participate in the annual conferences to learn	Nov 2017 July 2018	\$17,500	\$2,000	

Sacramento Employment and Training Agency (SETA)
TRAINING AND TECHNICAL ASSISTANCE PLAN
 2017-2018

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source HS	EHS	
			new information about fiscal, technology tracking systems, and newest research in infant/toddler development.				
Teaching Pyramid Coaching	Grantee Staff	Head Start Trained Staff	Teaching Pyramid coaches will work with teachers using inventory of practice for T.P.O.T and results as guides for quality enhancement.	TBA	\$10,000		GO
Other Conference, Training, Resources	Grantee Staff	To Be Determined	Staff and supervisors will have the opportunity to access training and resource funds throughout the program year in order to enhance and support services to children.	TBA	\$23,347	\$13,696	
Partners for a Healthy Baby	Grantee and Delegate Home Visitors	Partners for a Healthy baby	EHS Home based staff will be given a refresher course in the parenting curriculum- Partners for a Healthy Baby	Nov 2017- May 2018		\$20,000	GO
Family Service Worker Credential	Grantee and Delegate Staff	SETA Trainers	Family Service Workers will be given the opportunity to earn their Family Service Worker Credential. This will increase quality services to parents enrolled on the program. We will have two cohorts for the program year	October 2017-August 2018	\$11,000	\$2,000	BP
Delegate/Partner Support Services							

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source	HS EHS	
Delegate Kick-off and on-site training	Delegate Staff	Delegate Support Staff	The expected outcomes include continued support on polices and procedures and monitoring processes between the Grantee and delegate and partner agencies.	November 2017	\$5,000		BP



Summary of 5-Year Goals and Objectives

Goal 1 – School Readiness: Increase school readiness outcomes by engaging families and staff in implementing effective, research-based strategies that support the Five Essential Domains of the Early Learning Framework to ensure a high quality learning experience.

Objectives:

- 1) Implement a math curriculum that will increase children’s level of skill and knowledge as well as provide parents with information on supporting math in the home.

Objective 1 - Activities:

- Provide resources/ training on math curriculum (Math Works) linked to math indicators on DRDP;
- Schedule Make and Take sessions to produce the materials needed to carry out math activities;
- Increase the number of planned math activities that children participate in to 3 per week;
- Increase math materials in classrooms;
- Provide coaching on effective teaching practices with both individualized coaching and TLC (Teachers Learning and Collaborating) Group;
- Train School Readiness Aides (parents) on the how they will be able to support math activities during their volunteer hours;
- Provide home connection activities in the area of math. Time spent on home activities will be tracked.

Objective 1 - Expected Outcomes:

- Increase in numbers of classrooms that include math activities in daily lesson plans
- 5% improvement in child assessment data, particularly in the measures that assess Math knowledge and skills;
- Improvement in CLASS scores, particularly in Instructional Support;
- Increase in ECER scores, specifically in Math Activities;
- Parents will report increased awareness on supporting Math activities in the home.

- 2) Implement an effective approach to promote positive, significant and sustained outcomes for children by improving the quality of Instructional Support.

Objective 2 – Activities:

- Provide resources/training on problem solving, prediction/experimentation, classification/comparison as well as increasing how/why questions;
- Provide individualized mentor/coaching to teachers through the use of internal coaching as well as collaboration with Race to the Top;
- Facilitate two groups using the TLC (Teachers Learning and Collaborating) coaching model;
- Increase the use of video-recording in the classroom to improve teacher feedback;
- Provide resources/ training on utilizing small groups to introduce higher level concepts and activities.

Objective 2 – Expected Outcomes:

- Improvement in child assessment data, particularly in the measures that assess Approaches to Learning, Science and Math skills;
- Improvement in CLASS scores, particularly in Concept Development;
- Increase in ECER scores specifically in Language- Reasoning and Activities-Math, Science;
- 16 Teachers (each year) will complete the TLC sessions.

Goal 2 – Mental Health/Social Services: Assist families, children and staff with accessing mental health and social services through communication, advocacy, and education.

Objectives:

- 1) Increase formal collaborations with community agencies and professionals to improve access to culturally-responsive mental health and social services.

Objective 1 - Activities:

- Seek and formalize relationships with current and potential SETA Workforce and community partners with Memorandum of Understanding (MOU);
- Maintain, cultivate and evaluate active SETA Head Start membership and participation in various boards and collaborative groups;
- Engage HS/EHS parents as program ambassadors by sharing personal successes;
- Disseminate information to SOP leadership and staff (FSWs, Home Base Educators) to utilize services with partners.

Objective 1 - Expected Outcomes:

- SETA will have stronger collaborations which will lead to routine referrals and recommendations for enrollment in Head Start;
- Parents will share testimonial stories to encourage other parents to enroll in the program;
- Community collaborations will be strengthened to support families during their time in Head Start and thereafter.

- 2) Deepen and support the use of Reflective Practice strategies for effective communication and collaboration between staff members, families and community agencies.

Objective 2 - Activities:

- Coordinate at least 4 delegate consultation meetings between grantee consultant and delegates on the use of Reflective Practice within their programs;
- Grantee to host 2 countywide combined content meetings per year with the objectives of fostering collaboration and networking; promoting inclusion and deepening awareness of diversity;
- Assess delegate strengths and improvement areas in Parent Family and Community Engagement (PFCE) utilizing OHS materials.

Objective 1 - Expected Outcomes:

- Small group opportunities will be created to engage in critical reflection for personal and professional development;
- PFCE Outcomes reviewed and discussed at all content area meetings

- 3) Develop a program plan to evaluate and improve current Parent Family and Community Engagement (PFCE) program strategies using guidelines and resources provided by Office of Head Start.

Objective 3 - Activities:

- Content Coordinators will include the review and discussion of PFCE framework and training materials related to building Relationship-based Competencies for support staff (health, mental health, family service workers, etc.)

- Grantee will host 2 countywide combined content meetings annually (February and May) with the objectives of fostering collaboration and networking; promoting inclusion and deepening awareness of diversity.

Objective 3 - Expected Outcomes:

- Countywide training plan will be developed on how PFCE Outcomes are used to inform and guide practice in health, mental health, family engagement, disabilities, etc.
- Summary of recommendations for agency strategic planning process

Goal 3 – Enrollment/Recruitment: Create innovative marketing/recruitment strategies to ensure full enrollment by increasing the community’s awareness of the value of earl education programs and Head Start comprehensive services.

Objective:

- 1) SETA Head Start/Early Head Start will have greater name recognition in the community and increase enrollment and referral opportunities for families being served by other community agencies.

Objective - Activities:

- Identify community agencies in high need areas in which Family Services Workers IIIs can collaborate by 1) being on a community board, 2) by presenting information at a monthly meeting, or 3) being included in enrollment packets for the identified agencies;
- Through outreach opportunities, recruitment staff will identify and commit to participate in more community sponsored events;
- Work with the Parent Ambassador group to provide representation at community events;
- Head Start Managers will reach out and present information to content specific professional groups and organizations;
- Work with marketing agency to develop marketing materials that target high needs clients as identified in the program’s community assessment and enhance the website to ensure ease of use for clients;
- Increase SETA Head Start and Early Head Start’s participation in community events.

Objective - Expected Outcomes:

- Each year, 25% of Family Service Workers will have made contact with at least one of the identified community agencies;
- Each year, the program will increase by 10% the number of community events that staff participate in;
- 10% of all community events will include at least one parent ambassador annually;
- Within each area of responsibility, each Head Start Manager will develop two content specific relationships each year in order to increase awareness of the Head Start and Early Head Start Program in their professional circles;
- 35% of the professional relationships developed with FSWIIIs and Managers will result in a formal MOU with community agencies annually.

ITEM III-F – ACTION

APPROVAL OF PROGRAM YEAR 2017-2018
EARLY HEAD START-CHILD CARE PARTNERSHIP AND
EXPANSION REFUNDING APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Early Head Start–Child Care Partnership and Expansion (EHS-CCP) refunding application for Program Year 2017-2018 in the amount of \$1,533,185, which includes Basic and Training and Technical Assistance funds. Budget details are as follows:

EHS-CCP Basic (serves 80 children)	\$1,496,436
EHS-CCP Training and Technical Assistance	<u>\$ 36,749</u>
TOTAL	\$1,533,185

The Budget/Planning Committee met during February and March, including Head Start parents, the Deputy Director/Children and Family Services, Head Start Managers, and the Governance/Social Services/Parent Involvement Coordinator to provide input on the budget and program design.

A copy of the 2017-2018 EHS-CCP refunding application is attached for review, including the Program Narrative, Program Approach, Training and Technical Assistance Plan, and center roster. The Budget and Budget Narrative will be sent under separate cover.

RECOMMENDATION:

Approve the Program Year 2017-2018 Early Head Start-Child Care Partnership and Expansion refunding application in the amount of \$1,533,185 for Basic and Training/Technical Assistance.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____



**Early Head Start – Child Care Partnership
Program Narrative
2017-2018**

The Sacramento Employment and Training Agency (SETA) serves as the grantee for Sacramento County and operates its own program, the SETA Operated Program (SOP). Assisting the grantee in the delivery of Early Head Start-Child Care Partnership/Expansion services are one delegate agency, Sacramento City Unified School District (SCUSD) and one child care provider, KinderWorld (KW).

Sub-Section A. Long Range Goals, Objectives and Program Impacts

Goals, Objectives and Outcomes

There are no five year goals or objectives to report on yet as the first year of the project has been focused on start-up and implementation. In the 2016-2017 program year this project will develop program specific objectives and outcomes that align with the countywide goals.

Progress on Goals

The short-range goals for the EHS-CCP project have focused on full enrollment, implementation of Early Head Start, and staff development.

Progress on Program Impacts

The Early Head Start-Child Care Partnership classes have been up and running since July

2015. All agencies providing EHS-CCP services have largely stayed fully enrolled each month since the EHS classes were opened.

Sacramento City Unified School District (SCUSD)

SCUSD is one of SETA's original EHS delegate agencies that has been providing Early Head Start services since the county was first awarded the EHS grant in 1995. As such, SCUSD is an experienced EHS provider who has 152 EHS slots as part of SETA's regular base grant. With these additional funds SCUSD was able to open 5 EHS-CCP/Expansion classes (40 slots) at the following school campuses: Elder Creek (1 class), American Legion (1 class), and Hiram Johnson (3 classes). Prior to the EHS-CCP grant, Elder Creek did not have any EHS classes while the other two school sites were already providing EHS services on campus.

All 5 EHS-CCP/Expansion classrooms are fully staffed with qualified teachers and associate teachers. Classroom staff received ongoing training in Creative Curriculum and STEM (science, technology, engineering and math); two teaching teams received training and coaching on CSEFEL/Teaching Pyramid. An ITERS review was also completed on all 5 classrooms to assess the classroom environments and determine if additional materials or training/technical assistance was required. Action plans were created and additional materials were purchased to ensure all classrooms pass with a score of 5 or higher. Additional professional development and training will also be provided to those staff needing extra support. This program has shown to be a high demand for the community with large waitlists for all three sites.

As part of the grant, start-up funds were awarded for a toddler playground at Elder Creek which was completed in June 2016.

KinderWorld/SCOE

From the beginning of the project, this has been a three-way partnership between the grantee, KinderWorld and the Sacramento County Office of Education. KinderWorld is the child care provider and Sacramento County Office of Education (SCOE) is the partner who provides direct comprehensive services to the 36 EHS children and families at KinderWorld. KinderWorld is new to the world of EHS, while SCOE partners with SETA as a provider of EHS home-based services as part of SETA's base grant. That being said, both KinderWorld and SCOE have been learning the complexities of center-based EHS services. SETA has continued to provide training and direct technical assistance to both KinderWorld and SCOE since this grant was awarded in early 2015.

Beginning with the upcoming program year, Sacramento County Office of Education (SCOE) will no longer be part of this project. Instead, SCOE will focus their resources on providing expanded EHS home-based services in the county. SCOE has been partnering with SETA to provide home-based services since ARRA funding was awarded in Sacramento County. They have provided excellent home-based services in a top notch program with a growing waiting list for services. As a result, SETA asked SCOE to expand its home-based program and assist the county with an unmet need. As a result, KinderWorld will be serving as its own Family Services Worker (FSW) for the 36 enrolled EHS children. SETA will provide intensive T/TA during this transition time and into the next program year, with the understanding that this will be a significant learning curve for KinderWorld. A detailed transition plan has been developed with input from all

three agencies. The plan consists of a detailed month by month approach which includes training of KinderWorld staff by SETA and SCOE, formalized shadowing activities in which KW staff can shadow SCOE performing specific FSW related tasks, and a practice period in which KW can try some of the activities on their own with support from SCOE and the grantee. Training activities begin in mid-April. The grantee will ensure the transition is smooth and successful without any negative impacts or disruption in services to children and families.

The EHS Performance Standards have required that KinderWorld change many of their internal systems. Both grantee and SCOE staff have worked intensively with the KinderWorld management to facilitate this transition and provide on-going assistance. During the current program year, KinderWorld management and staff have received training on the following topics: safety and SUPERvision, blood borne pathogens, mandated child abuse reporting, diapering and gloving, daily health checks, EHS DRDPs, home visiting, strategies for working with children with challenging behaviors, as well as targeted math, science and language development training. The KinderWorld teaching staff has received on-going training in Creative Curriculum, an evidenced-based curriculum, which is now being utilized in the EHS classes. Teaching staff have also been receiving individualized coaching and support.

The recent self-assessment that was done at KinderWorld indicated that the program has made significant improvements in addressing some of the areas requiring attention from last year's self-assessment. The *ChildPlus* tracking system has been kept up to date. Screenings are being completed on time. There has been a significant improvement in small primary caregiving groups and classroom arrangement. Teachers are now consistently performing daily outdoor safety inspections. Some areas which need more attention include the following: the communication

system between SCOE and KW staff related to enrollments and attendance, daily health checks, and tooth brushing. One of the main on-going challenges has been finding fully qualified EHS teaching staff. The field of Early Childhood Education is currently experiencing a staffing shortage. Current KinderWorld teaching staff are working towards their required classes and are eligible to access the grantee's Career Incentive Program, which offers reimbursement for tuition and books as well as an educational incentive for those in school. Additionally, the EHS classes underwent an ITERS review last July and all scored a 5. The classes will undergo another review in August.

SETA's Quality Assurance Unit conducted a formal monitoring of the EHS classes at KinderWorld. The monitoring report highlighted good working relationships among KinderWorld staff members. Active communication and supervision was observed during the monitoring visit. There was excellent documentation of children's anecdotal records and pictures in the individual portfolios. There was evidence of exemplary recordkeeping practices in the area of educational services and in staff communication with families. SCOE staff who provide family support services and professional development training were observed to be warm and welcoming, and were highly engaged with parents and teaching staff. The monitoring report highlighted a few areas which necessitate greater attention, including such things as: goal-setting in the Family Partnership Agreement process, ERSEA procedures, and safe environment items related to food preparation areas, classroom and outdoor areas. A corrective action plan is due at the end of April and the Quality Assurance Unit will follow-up to verify corrections, provide any needed technical assistance, and close out the report.

SETA Operated Program/Job Corps

The SETA Operated Program continues to offer four infant/toddler expansion slots at its Job Corps Early Learning Center, which also offers 22 Head Start and 12 Early Head Start slots, funded by the regular grant.

Sub-Section B. Service Delivery

Needs of Children and Families

There are no changes to the needs of children and families being served by this program.

Service Area

There are no changes to SETA Head Start's service area or delegate agency; however, as noted above there will be a change with partners as SCOE will be leaving the project.

Justification of Proposed Funded Enrollment and Program Options

The grantee, SCUSD, and KinderWorld will continue to offer year-round Early Head Start services in a full-day center-based model, serving 80 infants and toddlers. Of the 80 slots, 36 are EHS expansion and 44 are partnership slots layered with alternate funding sources. All classes will continue to operate at least 8 hours per day, 5 days per week, for a minimum of 240 days per year (48 weeks); minimum annual service hours will be 1,920. All children will receive two home visits

during the year. There are no proposed changes to funded enrollment or program options for the 2017-2018 program year.

Centers and Facilities

There are no proposed changes to centers or facilities.

Recruitment and Selection

Sacramento County's selection criteria has been revised to meet the new Head Start Performance Standards by actively prioritizing the highest need populations (foster and homeless children) and allowing Head Start families to move within other Head Start programs in the county without losing their eligibility. Specifically, the county-wide ERSEA work group was assembled and made minor revisions to reflect that families have priority in any Head Start classroom within the county, not just at their own agency. This gives families flexibility in maintaining their Head Start enrollment across Sacramento County. Similarly, the work group also added priority ranking for homeless and foster children who were previously enrolled in Head Start in another county and relocated to Sacramento County. This ensures children will continue their Head Start services regardless of the original county in which the child was served. The revised countywide selection criteria has been approved by SETA's boards.

Transportation

The program does not offer transportation services.

Educational Services

There are no updates or changes to how the program provides educational services.

Health

For the upcoming program year, the grantee will be aligning current policies and procedures to adhere to the new periodicity schedule under EPSDT (Early and Periodic Screening, Diagnosis, and Treatment). Every state Medicaid office must determine their periodicity schedule under EPSDT. California is changing to a new periodicity schedule, the American Academy of Pediatrics' Bright Futures schedule. For a child to be current on their immunizations and screenings, s/he must meet all of the items in the Bright Futures periodicity schedule. With the new periodicity schedule, *ChildPlus*, the electronic child record database, will also be updated to reflect new parameters for well-baby checks, health assessments, and immunizations. The periodicity schedule for dental health has not been changed. Parents will be receiving an overview of the Bright Futures periodicity table, which will include information on how to use the schedule as a guide to speak with their medical provider. Staff will be trained to ensure understanding of the new requirements for each age group. Additionally, the Health Services Unit will be working with the county Health Services Advisory Committee to develop strategies to ensure that physicians have received the updates as to what is required for Medicaid recipients in terms of health.

With California's recent passage of SB 792, SETA and its delegate agencies continue to struggle with ensuring all families who engage with children in the classroom have evidence of immunizations on file with the program. SETA continues to engage Community Care Licensing and the Sacramento public health office regarding the interpretation of the law, risks, and

challenges with implementation of the law, and the unintended consequences to program quality with parents' important role in the classroom. Meanwhile, programs work to develop and implement policies, procedures and tracking systems. Staff immunization requirements have been implemented smoothly and without challenges.

Family Services and Social Services

There are no updates or changes to how the program provides family services and social services.

Early Head Start

Aside from the change in project partners at the KinderWorld site, there are no updates or changes to how the program provides Early Head Start services.

Transition

There are no updates or changes to the program's transition procedures.

Coordination

There are no updates or changes to how the program coordinates resources with other agencies.

Sub-Section C. Approach to School Readiness

Updates to Approach in School Readiness

Across the county, there will be only minor changes to child assessment tools, staff-child interaction tools, and curriculum. This year, all grantee and delegate programs converted to the condensed fundamental view of the DRDP-2015 assessment tool analysis for children ages 0-5 years old. The fundamental view has a reduced number of measures to be assessed; however, with the inclusion of 4 additional math focused preschool measures, there is complete alignment to the Early Learning Outcomes Framework. There were no changes to the toddler assessment tool used in the county. SETA has piloted the use of Learning Genie on electronic tablets to increase the productivity and effectiveness of teachers assessing children’s growth using the DRDP assessment tool.

School Readiness Progress

SETA Operated Program~

Based on the winter 2016 Desired Results Developmental Profile (DRDP) scores, children 18 -36 months old are scoring in the highest level of the Infant/Toddler view of the DRDP (Building Earlier) at the following rates:

Central Domains	Developmental Averages
Approaches to Learning	4.64
Social/ Emotional Development	4.66
Language and Communication	4.67
Cognitive Development	4.63
Perceptual, Motor and Physical Development	4.97

Since this is mid-year data, more growth is expected in the remaining months of the program year. However, based on the assessment results to date, the sub-domains that are showing the highest level of development are in the areas of Perceptual, Motor and Physical Development and Language and Communication. The specific strengths in these sub-domains are Gross Motor Skills and Literacy. The domain that presents an opportunity for focused intervention is Cognition. Specifically, Reasoning & Problem Solving is the sub-domain with less children scoring in the *Building Earlier* range. The *Creative Curriculum* Learning Games are being piloted to support teachers as they address these areas. For purposes of this narrative, SETA did not extract the data for the 4 children attending Job Corps. The data includes all of SOP's EHS program and not just EHS-CCP.

Sacramento City Unified School District~

The DRDP data indicates there were some moderate improvements in the areas of Perceptual, Motor and Physical Development and a minor increase in Cognition (Math and Science) for children across the board. Although there was continued improvement in these areas, children continue to need support in the areas of self-regulation and social emotional development. SCUSD will address this need with continued CSEFEL/Teaching Pyramid training and coaching for classroom staff, with a goal of two additional teaching teams receiving CSEFEL/Teaching Pyramid training and coaching. As a result, 50% of SCUSD's EHS-CCP teachers will have been trained in the CSEFEL/Teaching Pyramid. The department has recently hired a Social Worker that is trained in the Teaching Pyramid framework and can support classroom staff with ongoing coaching and by conducting bi-annual mental wellness observations.

KinderWorld/SCOE~

The results of the winter DRDP assessment indicates that children are scoring in the middle range of the tool. Perceptual, Motor and Physical Development is the area with the highest level of growth, specifically in the fine and gross motor sub domains. The Language and Communication domain continues to be an area of focus for professional development. “Mighty Minutes,” a tool within the *Creative Curriculum* has been incorporated into lesson plans to help in the area of Language and Communication. To address the domain Social and Emotional Development, CSEFEL tools have been utilized within the classroom as well as with families of enrolled children. In particular, the book, Tucker Turtle Takes Time to Tuck and Think, is used in the classroom and each family received their own copy as well as other books that support social emotional development.

Program Improvements

Improvements to the Early Head Start program across the county have been made as a result of the analysis of child assessment and other data. For example, CLASS Toddler observations demonstrated a need for a greater focus on Engaged Support for Learning. As a result, there have been additional efforts to provide more individualized coaching to teaching staff. Teaching staff from the SETA and SCUSD participate in the Teaching Pyramid Toddler training and additional teaching staff have been certified as CLASS Toddler assessors. SCUSD is looking into the use of CLASS Toddler as an assessment tool in its EHS classes. SOP and SCUSD have also recently applied for infant/toddler QRIS funds which will help provide teachers with additional resources and training toward the goal of improved classroom quality.

In the grantee operated program, SETA has begun a pilot of the Creative Curriculum Infant, Toddler and Two's kits, including Learning Games. To also increase the effectiveness of teaching practices, the development of Teacher Individualization Planning Support (TIPS) binders promoted lesson planning that is directly aligned with goals identified in assessment results for children individually as well as the group data. The various coaching models, including Practice Based, *Teaching Pyramid* and *My Teachstone* remote coaching are continuing to help teachers connect their instruction to goals. This variety of modalities and approaches will effectively meet individual teacher needs and allow each program to adopt various coaching methods that can be easily supported by available staff and resources. Coaching is aligned with efforts to increase effective teaching practices as identified by the CLASS Toddler tool. Finally, the program will continue to prioritize children's social and emotional development as an essential identifier of school readiness. One Infant/Toddler cohort of training and coaching support was completed for EHS staff. In the next program year, SETA will repeat this training plan to reach more teachers. Intervention and education staff has been participating in coaching certification in the Teaching Pyramid. Coaching for participants will be a critical piece of the approach to ensure sustainability of fidelity as identified by the Teaching Pyramid Inventory of Practice.

In SCUSD, DRDP scores continue to demonstrate a need for continued focus on professional learning and classroom support with social emotional learning. There will be a continued increased focus on social emotional learning in the upcoming program year. Additionally by 2018, the District has required that all teachers will obtain a BA degree, thus improving quality and instructional opportunities for children; EHS teachers are currently working towards this goal. Because the department is continuously looking into making improvements

based on children's assessment data, adjustments have been made in redirecting training needs to meet teacher's individual needs versus large group trainings. Teachers will receive hands-on training and coaching in the classroom by resource staff and trained consultants.

Additionally, each program continues to work on updating written policies, procedures and systems to align with the new Head Start Program Performance Standards.

Sub-Section D. Parent, Family, and Community Engagement (PFCE)

Changes to Goals, Objectives or Outcomes

There were no changes to goals, objectives or outcomes related to family outcomes.

Data Sources

There were no new data sources used regarding PFCE goals and/or objectives.

Program Data on Family Progress

SETA and its delegate agencies utilize a pre and post parent questionnaire that is based on the PFCE framework to examine the relationship between PFCE goals and children's school readiness. The questionnaire provides important data on the needs of parents, identifies ways that staff can help parents achieve their own goals as well as information parents may need to better support their child's school readiness goals. The questionnaire is given again toward the end of the program year to determine if parents feel like the Early Head Start program has helped them move toward their goals; this is valuable program feedback.

Communication of Program Progress to Families

Program progress toward PFCE goals and objectives is communicated to families in a variety of ways, including: Policy Council/Committee meetings, monthly parent meetings, parent communication boards, parent-teacher conferences, and home visits. The grantee's Parent Advisory Committee (PAC) has been expanded to include parent representation from the partners and providers. This ensures parents of each center are receiving important information and training opportunities that can be shared with all center families. Each PAC representative takes the information back to their individual site and shares at the parent classroom meeting. Additionally, results are also shared with classroom staff in an effort for them to help parents make the connection between moving toward their own goals and how that improves their children's school readiness.

Sub-Section E. Governance, Organizational and Management Structures, and Ongoing Oversight

Board and Policy Council

There are no changes to the roles and responsibilities of the Board and Policy Council.

Staff Qualifications

SETA, along with its delegate agencies and partners, recruits for and hires only those applicants who can show evidence of specialized education, training, skills, knowledge and expertise in early childhood education and other related content services. It has continued to be a challenging year to fill vacancies in the teaching arena and as a result, dedicated attention has

focused on recruitment/outreach efforts to attract talent in a high-demand, yet shrinking workforce. SETA hosted two weekend recruitment fairs and has outreached to community colleges and local agencies to increase the potential candidate pool. Despite the success of these efforts, there has been frequent staff turnover as candidates are offered alternate positions at other child development entities, often with competing wages and benefit packages. The shortage of applicants has put a significant burden on staffing and program support staff. As the minimum wage increases in California, SETA does not anticipate this trend to get any better over the next several years. SETA is actively working on the minimum wage issue within the constraints of its budget but was able to increase the wage for Associate Teachers, which has been the hardest position in which to recruit/retain.

Partner staff has worked diligently to obtain the required permit and/or units required with the new partnership. However, with high staff turnover at KW it has been increasingly more difficult to keep all staff permitted to meet the requirements. Each staff has an Individualized Staff Development Plan outlining additional training he/she would like to receive and college coursework to be scheduled in the upcoming semesters. Additionally, the grantee has contracted with a community college instructor to serve as an on-site Professional Growth Advisor who has assisted teaching staff with their educational roadmaps. The Advisor provides on-site office hours at KinderWorld so that the teaching staff do not have to travel to meet with her. Several of the teachers have attended more than one community college and it has been a tremendous benefit to the staff to have one Advisor review all of their transcripts with them and develop/refine an educational plan. Funds have been set aside to assist staff in the educational attainment. The grantee also continues to offer on-site, after-hours college coursework in ECE and infant/toddler

development each summer.

Staff continues to work toward meeting the EHS staff qualifications. Degree/permit attainment is as follows:

	Total Number*	CDA Equivalent (Permit)	Associate's Degree	Bachelor's Degree
SETA Operated Program/Job Corp				
Teacher	1	1		
Teacher Assistants	2	2		
Sacramento City USD				
Teachers	5		3	2
Teachers Assistants	5	2	1	2
KinderWorld				
Teachers	5	2	2	
Teacher Assistants	4			
TOTAL	22	7	6	4

*Where staff totals do not match degree totals, substitutes are being used and/or staff is working toward permits

Management Systems

There are no changes in management systems.

I. Enrollment by Program Option		Head Start							
This section should be filled out and submitted for each grantee and delegate agency		X Early Head Start-Child Care Partnership/Exp.							
1. Funded enrollment by program option: Center-based enrollment <u>80</u> Home-based enrollment _____ Combination option enrollment _____ Family child care enrollment _____ Other option enrollment _____ Total enrollment <u>80</u>	2. Number of pregnant women enrolled for EHS: _____								
II. Program Schedule									
This section should be filled out for <i>each group of children served for different hours of service each year.</i>									
Complete #1-3 for all groups of children									
1. Program schedule number	SETA Operated Program	Kinder World	Sacramento City USD	Sacramento City USD					
2. Program option identification	CB Expansion	CB Partnership	CB Expansion	CB Partnership					
3. Funded enrollment	4	36	24	16					
Complete #4-9 for all groups of children									
4a. Number of classes per child care settings	1	5	3	2					
4b. Double session, enter D									
5. Number of hours of classes per child, per day	8	10*	9	8					
6. Number of days of classes per child , per week	5	5	5	5					
7. Number of days of classes per child, per year	245	238	241	241					
8. Number of home visits per child, per year	2	2	2	2					
9. Number of hours per home visit	1	1	1.5	1.5					
Complete #10-13 for home-based options									
10. Number of home visits per child, per year									
11. Number of hours per home visit									
12. Number of hours per home-based socialization experience									
13. Number of home-based socialization experiences per child, per year									
Comments: *For the purposes of core curriculum planning, EHS services must be offered between the hours of 8:45 and 2:45 daily (6 hours/day).									

Ongoing training and technical assistance ensures that all Partner staff are knowledgeable about the Early Head Start philosophy, infant/toddler development, goals and objectives, mission, values and Performance Standards of the Head Start and Early Head Start programs.

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/T & TA Budget Source EHS
Training & Staff Development					
Provider Training	KinderWorld EHS Staff	SETA Staff	EHS-CCP staff will continue to be trained monthly on a variety of topics (i.e. comprehensive services, lesson planning, individualization, self assessment, new Performance Standards, screenings, <i>ChildPlus</i> , etc).	Monthly Aug 2017- July 2018	Minimal
Practice-Based Coaching	KinderWorld EHS Staff	Consultants	EHS-CCP staff will receive individualized coaching to improve teaching practices and child outcomes. Coaching will also be provided to newly hired provider staff to ensure high quality infant/toddler care-giving.	On-going Aug 2017- July 2018	\$8,000
Professional Growth Advising	KinderWorld EHS Staff	Professional Growth Advisor/ Community College Instructor	EHS-CCP staff will work with Professional Growth Advisor quarterly to develop and/or refine their educational roadmaps.	Aug 2017- July 2018	\$2,300
Career Incentive Program	KinderWorld EHS Staff	Community Colleges, Universities and Teacher	EHS-CCP staff will have the opportunity to be reimbursed for educational expenses incurred to meet the educational requirements of	Summer, Fall, Winter and Spring semesters	\$3,000

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/T & TA Budget Source EHS
		Credentialing Entities	EHS, including: permit costs, tuition, books and materials. Funds will also be used to incentivize staff to return to college to earn their Associate or Bachelor degree.	Aug 2017- July 2018	
California Head Start Association (CHSA) Conference	Grantee and KinderWorld EHS staff	CHSA	Project staff will have an opportunity to attend the EHS conference strand at the annual CHSA Education and Parent Conference which will result in knowledge gained and a better understanding of best practices in EHS and networking with other grantees across the state.	Feb 2018	\$4,000
Conferences and Trainings	Grantee and KinderWorld EHS Staff	To Be Determined	Staff will have the opportunity to access training and resource funds throughout the program year in order to enhance and support services to children. Funds will be set aside for local, state or federal training and conferences, which have yet to be identified.	Aug 2017- July 2018	\$1,949

EXHIBIT E - IDENTIFICATION OF
EARLY CHILD CARE-PARTNERSHIP AND EXPANSION CENTERS

Agency: Sacramento Employment and Training Agency

Length of Operating Year (must agree with Program Calendar):
First Day of Class: August 1, 2017 Last Day of Class: July 31, 2018

Classroom/Center Name	Location Street Address, City, State, Zip	Days of Operation/ Operating Hours	No. of Classes	No. of Children per class	Name & Address of Kitchen (School) Site Providing Food Service
Sacramento City Unified School District – Partnership and Expansion					
American Legion Infant/Toddler Center	3801 Broadway Sacramento, CA 95817	Monday-Friday 8:00-4:00	1	8	American Legion 3801 Broadway
Elder Creek Infant/Toddler Center	7934 Lemon Hill Avenue Sacramento, CA 95824	Monday-Friday 8:00-4:00	1	8	Elder Creek 7934 Lemon Hill Avenue
Hiram Johnson Infant/Toddler Center	3535 65 th Street Sacramento, CA 95820	Monday-Friday 7:30-4:30	3	24	Hiram Johnson 6879 14 th Avenue
KinderWorld – Partnership					
KinderWorld EHS-CCP	6565 Belleau Wood Lane Sacramento, CA 95822	Monday – Friday 7:30 – 5:30	5	36	Kinderworld 6565 Belleau Wood Lane
SETA Operated Program - Expansion					
Job Corp Early Learning Center	3100 Meadowview Road Sacramento, CA 95832	Monday-Friday 8:00 – 4:00	1	4	WCIC Kitchen 3555 – 3 rd Avenue Sacramento, CA 95817

Sites: 5

Classes: 11

ITEM IV- A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
 - PC/PAC Calendar of Events – Ms. Terri McMillin
 - Parent, Family & Community Engagement - Events and Activities – Ms. Terri McMillin
 - Parent/Staff Recognitions – Ms. Terri McMillin
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne
 - Toastmasters Training – Ms. Terri McMillin
 - PC/PAC Survey Results – Ms. Belinda Malone
 - Community Resources – Parents/Staff: Ms. Terri McMillin
 - Child Care Center Food Menu (attached)

NOTES:

EVENT

DATE

PC/PAC Joint Executive Committee and Google Voice Training by Rebel Rickansrud-Young, Program Officer	Friday, April 28, 2017 9:00 a.m. Jupiter Room
PC/PAC Social/Hospitality Committee	Wednesday, May 3, 2017 1:00 – 2:30 p.m. Olympus Room
PC/PAC Toastmasters Training	Friday, May 5, 2017 11:30 a.m. Diablo Room
PC/PAC Budget/Planning Committee	Tuesday, May 9, 2017 1:00 p.m. Diablo Room
Understand Your Credit – SAFE Credit Union	Wednesday, May 10, 2017 Registration: 8:30 a.m. Training: 9:00 a.m. – 11:00 a.m. Olympus Room
PAC Food Service Committee	Thursday, May 11, 2017 2:30 p.m. Olympus Room

SETA HEAD START MENU

April 2017

"This institution is an equal opportunity provider"

"Bread products are whole grain and sliced meats are processed."

Monday

3	Breakfast Week 2
Milk	
Apple, fresh	
Multi Grain Flakes Cereal	
Lunch	
Milk	
Apricots	
BBQ Beef Burger	
Mixed Vegetables	
Whole Wheat Bun	
Snack	
Cheese Sticks	
Oranges, fresh	

Tuesday

4	Breakfast Week 2
Milk	
French Toast Sticks	
Pears	
Lunch	
Milk	
Apple, fresh	
Chicken Drumsticks	
Macaroni Salad	
Tomato, fresh	
Watermelon, fresh or	
Snack	
Milk	
Brown Rice Krispies Cereal	

Wednesday

5	Breakfast Week 2
Milk	
Oatmeal Cereal	
Pineapple, tidbits	
Raisins	
Lunch	
Milk	
Beans Refried	
Coleslaw Salad	
Strawberries, fresh or	
Tangerine, fresh or	
Tortilla, Whole Wheat	
Snack	
Peaches	
Yami Dairy Yogurt	

Thursday

6	Breakfast Week 2
Milk	
Banana, fresh	
Crispix Cereal	
Lunch	
Milk	
BBQ Beef Brisket	
Carrot, fresh	
Oranges, fresh	
Whole Grain Mini Hoagie Roll	
Snack	
Milk	
Crackers, Goldfish	

Friday

7	Breakfast Week 2
Milk	
Apple, fresh	
Muffin Loaves	
Lunch	
Milk	
Whole Wheat Bread	
Broccoli, fresh	
Cantaloupe, fresh	
Turkey Sliced	
Snack	
Cheese Quesadilla	

10 Breakfast Week 3

Milk	
Cheerios Cereal	
Oranges, fresh	
Lunch	
Milk	
Apple, fresh	
Green Peas	
Macaroni & Cheese	
Watermelon, fresh or	
Snack	
Crackers, Wheat Thins	
Pears	

11 Breakfast Week 3

Milk	
Applesauce	
Waffles, sticks	
Lunch	
Milk	
Beef Ravioli	
Spinach Salad	
Whole Grain Buns	
Oranges, fresh	
Snack	
Apple, fresh	
Sun Butter	

12 Breakfast Week 3

Milk	
Whole Wheat Bisquit	
Peaches	
Lunch	
Milk	
Cantaloupe, fresh	
Fiesta Rice & Beans	
Tomato, diced	
Snack	
Milk	
Strawberry Chex	

13 Breakfast Week 3

Milk	
Banana, fresh	
Whole Wheat Bagel	
Lunch	
Milk	
Whole Wheat Bread	
Carrot, fresh	
Chicken Salad	
Strawberries, fresh or	
Tangerine, fresh or	
Snack	
Cottage Cheese	
Pineapple, tidbits	

14 Breakfast Week 3

Milk	
Muffin, Banana	
Oranges, fresh	
Lunch	
Milk	
Apricots	
Swiss American Cheese	
Tortilla, Whole Wheat	
Zucchini sticks	
Snack	
Milk	
Crackers, Lemon Dinosaur	

17 Breakfast Week 4

Milk	
Apple, fresh	
Brown Rice Krispies Cereal	
Lunch	
Milk	
Beef, Hamburger	
Corn	
Oranges, fresh	
Whole Wheat Bun	
Snack	
Crackers, Cheese-It	
Peaches	

18 Breakfast Week 4

Milk	
Pineapple, tidbits	
Whole Wheat Bagel	
Lunch	
Milk	
Apricots	
Beans Refried	
Cheddar Cheese	
Tomato, diced	
Tortilla, Whole Wheat	
Snack	
Milk	
Cheerios, Whole Grain Cereal	

19 Breakfast Week 4

Milk	
Banana, fresh	
Oatmeal Cereal	
Lunch	
Milk	
Cheese Enchilada with Sauce	
Romaine Lettuce Salad	
Oranges, fresh	
Snack	
Hummus	
Vegetable Stick Melody	

20 Breakfast Week 4

Milk	
Apricots	
French Toast Sticks	
Lunch	
Milk	
Coleslaw Salad	
Mangoes	
Tortilla, Whole Wheat	
Turkey & Cheese Roll Up	
Snack	
Banana, fresh	
Yami Dairy Yogurt	

21 Breakfast Week 4

Milk	
Apple, fresh	
Muffin, Blueberry	
Lunch	
Milk	
Cantaloupe, fresh	
Carrot, fresh	
Crackers, Wheat Thins	
Tuna Salad	
Snack	
Milk	
Crackers, Goldfish	

24 Breakfast Week 5

Milk	
Pancakes	
Pears	
Lunch	
Milk	
Apricots	
Chicken Patty	
Coleslaw Salad	
Whole Wheat Bun	
Snack	
Cheese Sticks	
Pineapple, tidbits	

25 Breakfast Week 5

Milk	
Apple, fresh	
Cheerios, Whole Grain Cereal	
Lunch	
Milk	
Refried Beans	
Strawberries, fresh or	
Tangerine, fresh or	
Tomato Salsa	
Tortilla, Whole Wheat	
Snack	
Milk	
Multi Grain Flakes Cereal	

26 Breakfast Week 5

Milk	
Whole Wheat Bisquit	
Peaches	
Lunch	
Milk	
Cantaloupe, fresh	
Whole Grain Buns	
Potato Salad	
Turkey Sliced	
Snack	
Banana, fresh	
Crackers, Lemon Dinosaur	

27 Breakfast Week 5

Milk	
Oatmeal Cereal	
Pineapple, tidbits	
Raisins	
Lunch	
Milk	
Apricots	
Romaine Lettuce Salad	
Spaghetti Casserole	
Snack	
Milk	
Strawberry Chex	

28 Breakfast Week 5

Milk	
Muffin, Banana	
Oranges, fresh	
Lunch	
Milk	
Banana, fresh	
Broccoli, fresh	
Chicken Salad	
Crackers, Wheat Thins	
Snack	
Apple, fresh	
Yami Dairy Yogurt	

SETA HEAD START MENU

Abril 2017

"This institution is an equal opportunity provider"

"Bread products are whole grain and sliced meats are processed."

Lunes

Martes

Miércoles

Jueves

Viernes

3	<u>Desayuno Week 2</u>
Leche	
Manzana	
Ojuelas de Cereal Multigrano	
<u>Comida</u>	
Leche	
Chabacano	
Hamburguesa de Res	
Verduras Mixtas	
Pan de Trigo Integral	
<u>Bocadillo</u>	
Barita de Queso	
Naranja	

4	<u>Desayuno Week 2</u>
Leche	
Baritas de Pan Francés Tostado	
Pera	
<u>Comida</u>	
Leche	
Manzana	
Pierna de Pollo	
Ensalada de Macarrón	
Jitomate Fresco	
Sandía Fresca o	
<u>Bocadillo</u>	
Leche	
Cereal Integral Rice Krispies	

5	<u>Desayuno Week 2</u>
Leche	
Avena	
Piña Machacada	
Pasas	
<u>Comida</u>	
Leche	
Frijoles Refritos	
Ensalada de Col	
Fresa	
Tanjarina o	
Tortilla de Trigo Integral	
<u>Bocadillo</u>	
Durazno	
Yogur de	

6	<u>Desayuno Week 2</u>
Leche	
Plátano Fresco	
Cereal Crispix	
<u>Comida</u>	
Leche	
Pecho de Res Asado	
Zanahoria	
Naranja	
Mini Panecillo de Grano Entero	
<u>Bocadillo</u>	
Leche	
Pescados Dorados de Galleta	

7	<u>Desayuno Week 2</u>
Leche	
Manzana	
Mollete	
<u>Comida</u>	
Leche	
Pan de Trigo Integral	
Brócoli	
Melón	
Rebanada de Pavo	
<u>Bocadillo</u>	
Quesadilla	

10	<u>Desayuno Week 3</u>
Leche	
Cereal Cheerios	
Naranja	
<u>Comida</u>	
Leche	
Manzana	
Chicharos	
Macarrón y Queso	
Sandía Fresca o	
<u>Bocadillo</u>	
Galletas de Trigo Integral	
Pera	

11	<u>Desayuno Week 3</u>
Leche	
Puré de Manzana	
Baritas de Waffle	
<u>Comida</u>	
Leche	
Ravioli de Res	
Ensalada de Espinaca	
Pan de Grano Integral	
Naranja	
<u>Bocadillo</u>	
Manzana	
Mantequilla de Semilla de Gira	

12	<u>Desayuno Week 3</u>
Leche	
Bizcocho de Trigo Integral	
Durazno	
<u>Comida</u>	
Leche	
Melón	
Arroz y Frijoles	
Jitomate Picado	
<u>Bocadillo</u>	
Leche	
Queso de fresa	

13	<u>Desayuno Week 3</u>
Leche	
Plátano Fresco	
Bagel de Trigo Integral	
<u>Comida</u>	
Leche	
Pan de Trigo Integral	
Zanahoria	
Ensalada de Pollo	
Fresa	
Tanjarina o	
<u>Bocadillo</u>	
Requesón	
Piña Machacada	

14	<u>Desayuno Week 3</u>
Leche	
Mollete con Plátano	
Naranja	
<u>Comida</u>	
Leche	
Chabacano	
Queso Suizo	
Tortilla de Trigo Integral	
Varitas de Calabacita	
<u>Bocadillo</u>	
Leche	
Dinosaurios de Galleta de Limó	

17	<u>Desayuno Week 4</u>
Leche	
Manzana	
Cereal Integral Rice Krispies	
<u>Comida</u>	
Leche	
Hamburguesa de Res	
Elote	
Naranja	
Pan de Trigo Integral	
<u>Bocadillo</u>	
Galletas Cheese-It	
Durazno	

18	<u>Breakfast Week 4</u>
Milk	
Pineapple, tidbits	
Whole Wheat Bagel	
<u>Lunch</u>	
Milk	
Apricots	
Beans Refried	
Cheddar Cheese	
Tomato, diced	
Tortilla, Whole Wheat	
<u>Snack</u>	
Milk	
Cheerios, Whole Grain Cereal	

19	<u>Breakfast Week 4</u>
Milk	
Banana, fresh	
Oatmeal Cereal	
<u>Lunch</u>	
Milk	
Cheese Enchilada with Sauce	
Romaine Lettuce Salad	
Oranges, fresh	
<u>Snack</u>	
Hummus	
Vegetable Stick Melody	

20	<u>Breakfast Week 4</u>
Milk	
Apricots	
French Toast Sticks	
<u>Lunch</u>	
Milk	
Coleslaw Salad	
Mangoes	
Tortilla, Whole Wheat	
Turkey & Cheese Roll Up	
<u>Snack</u>	
Banana, fresh	
Yami Dairy Yogurt	

21	<u>Breakfast Week 4</u>
Milk	
Apple, fresh	
Muffin, Blueberry	
<u>Lunch</u>	
Milk	
Cantaloupe, fresh	
Carrot, fresh	
Crackers, Wheat Thins	
Tuna Salad	
<u>Snack</u>	
Milk	
Crackers, Goldfish	

24	<u>Desayuno Week 5</u>
Leche	
Jotqueis	
Pera	
<u>Comida</u>	
Leche	
Chabacano	
Torta de Pollo	
Ensalada de Col	
Pan de Trigo Integral	
<u>Bocadillo</u>	
Barita de Queso	
Piña Machacada	

25	<u>Desayuno Week 5</u>
Leche	
Manzana	
Cereal Cheerios de Grano Inte	
<u>Comida</u>	
Leche	
Frijoles Refritos	
Fresa	
Tanjarina o	
Salsa de Jitomate	
Tortilla de Trigo Integral	
<u>Bocadillo</u>	
Leche	
Ojuelas de Cereal Multigrano	

26	<u>Desayuno Week 5</u>
Leche	
Bizcocho de Trigo Integral	
Durazno	
<u>Comida</u>	
Leche	
Melón	
Pan de Grano Integral	
Ensalada de Papa	
Rebanada de Pavo	
<u>Bocadillo</u>	
Plátano Fresco	
Dinosaurios de Galleta de Limó	

27	<u>Desayuno Week 5</u>
Leche	
Avena	
Piña Machacada	
Pasas	
<u>Comida</u>	
Leche	
Chabacano	
Ensalada de Lechuga Romana	
Espagueti Horneado	
<u>Bocadillo</u>	
Leche	
Queso de fresa	

28	<u>Desayuno Week 5</u>
Leche	
Mollete con Plátano	
Naranja	
<u>Comida</u>	
Leche	
Plátano Fresco	
Brócoli	
Ensalada de Pollo	
Galletas de Trigo Integral	
<u>Bocadillo</u>	
Manzana	
Yogur de	



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500 David J Stern Walk, Sacramento, CA 95814

Saturday, May 6, 2017
10 am - 3 pm

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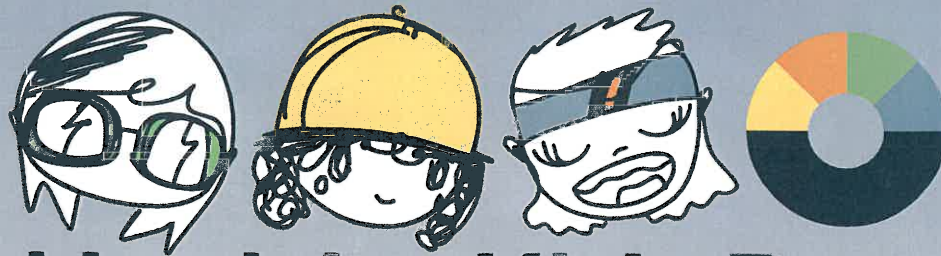
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Presentado por



ITEM IV-B - INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the February 2, 2017 meeting.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, February 2, 2017
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Kennedy called the meeting to order at 10:05 a.m. The roll was called and a quorum established. The Pledge of Allegiance was recited.

Members Present:

Patrick Kennedy, Vice Chair; Member, Board of Supervisors
Sophia Scherman, Public Representative
Larry Carr, Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors (arrived at 10:16 a.m.)

Member Absent:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento

- ➔ Recognition of long-term employees: Ms. Joanne Kennedy recognized Ms. Mehri Kalantari, Head Start Teacher, for her 20 years of service to SETA/Head Start.

Mr. Kennedy welcomed new Governing Board member, Councilman Larry Carr. Mr. Kennedy stated that he is a great addition to the board.

II. **Consent Items**

- A. Minutes of the December 20, 2016 Special Meeting and January 5, 2017 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2017

The consent items were reviewed; there were no questions or comments

Moved/Scherman, second/Kennedy to approve the consent items as follows:

- A. Approve the December 20, 2016 and January 5, 2017 minutes as distributed.
B. Approve the claims and warrants for the period 12/21/16 through 1/26/17.

C. Receive, adopt, and file the Sacramento County Annual Investment Policy of the Pooled Investment Fund for the Calendar Year 2017.

Mr. Thatch stated that although Mr. Carr was not present at the last meetings, his vote was required in order to approve the consent items.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli and Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval to Merge the Head Start Substitute Teacher Assistant and Head Start Substitute Child Care Teacher Classifications by Updating the Head Start Substitute Teacher Assistant Job Specification and Eliminating the Head Start Substitute Teacher Child Care Teacher Classification, and Reclassify Current Incumbents from Head Start Substitute Child Care Teacher to Head Start Substitute Teacher Assistant

Mr. John Allen offered to answer questions.

Mr. Kennedy opened a public hearing; there were no comments.

Moved/Scherman, second/Carr, to close the public hearing and approve to merge the Head Start Substitute Teacher Assistant and Head Start Substitute Child Care Teacher classifications by updating the Head Start Substitute Teacher Assistant Job Specification and eliminating the Head Start Substitute Teacher Child Care Teacher Classification, and reclassify current incumbents from Head Start Substitute Child Care Teacher to Head Start Substitute Teacher Assistant.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli and Schenirer)

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Job Specification Changes for Family Services Worker (I, II, and III), Associate Teacher Infant Toddler, Early Head Start Educator, and Head Start Cook Driver

Mr. Kennedy opened a public hearing; there were no comments.

Mr. Carr asked what requires this to come to the board. Mr. Thatch stated that the personnel policies and collective bargaining agreements require that job classification modifications be done with a public hearing and board approval. Mr. Thatch stated that this was patterned after the County's policy.

Moved/Carr, second/Scherman, to close the public hearing and approve job specification changes for Family Services Worker (I, II, and III), Associate Teacher Infant Toddler, Early Head Start Educator, and Head Start Cook Driver.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli and Schenirer)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Agree with the Workforce Development Board's Decision to Select SETA as the WIOA One-Stop Operator and Authorize the Executive Director to Negotiate and Enter into an Agreement with the Workforce Development Board for SETA to serve as the One Stop Operator

Mr. Greg Thatch stated that this is a new requirement contained in the new Workforce Innovation and Opportunity Act law. He worked with the Workforce Development Board's legal counsel, Phil Cunningham, to develop this process. This is a matter to be approved by that board and this board. The WIOA requires that procurement be done to pick a one stop operator.

Mr. Nottoli arrived at 10:16 a.m.

Moved/Scherman, second/Carr, to agree with the Workforce Development Board (WDB) and select SETA as the WIOA One-Stop Operator for the Sacramento local area based upon the non-competitive procurement findings stated in the board item, and authorize the Executive Director, with the assistance of legal counsel, to negotiate and execute an agreement with the WDB for SETA to serve as the WIOA One-Stop Operator.

Roll Call Vote:

Aye: 4 (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

2. Approval to Augment Agreement with Valley Vision for Project Slingshot - Capital Region, and Authorize the Executive Director to Negotiate the Agreement

Mr. Roy Kim reviewed this item. This action is the result of significant delays getting approval on the overall project timeline. In order to continue to engage Valley Vision on the Slingshot Project through March 31, 2018, staff recommends utilizing the unallocated funds to augment the agreement with Valley Vision in an amount not to exceed \$74,000.

Mr. Thatch asked that the board action include that the Executive Director would be authorized to 'negotiate and execute' the agreement.

Moved/Nottoli, second/Carr, to approve augmenting the agreement with Valley Vision for Project Slingshot – Capital Region, in an amount not to exceed \$74,000 and authorize the Executive Director to negotiate and executive the agreement.

Roll Call Vote:

Aye: 4 (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

- C. **CHILDREN AND FAMILY SERVICES:** No items.

IV. **Information Items**

- A. Fiscal Monitoring Reports: No questions.
- A. Employer Success Stories and Activity Report: No additional report.
- B. Dislocated Worker Update: No additional report.
- C. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- D. Head Start Reports: Ms. Denise Lee provided a presentation highlighting the New Head Start Program Performance Standards and the potential impacts on the program in upcoming years. Included in the presentation were Strengths, Weaknesses, Opportunities, and Threats in the areas of Extended Duration Services, Enrollment, Health and Dental Care, and Staff Qualifications/Retention and Recruitment

V. **Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick welcomed Councilman Carr to the Board. We will be in the board room for the March meeting.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman welcomed Mr. Carr to the board; they go

way back. He is a very caring and knowledgeable person. Ms. Scherman stated that it will be great to have a participating member. Mr. Carr stated that he is very happy to be on this board because SETA's issues are near and dear to his heart. Jobs and programs for children are very important and he has been working on these for the past couple of years. He wants more activities for children and jobs for their parents.

F. Public: No comments.

VI. **Adjournment**: The meeting was adjourned at 10:57 a.m.

ITEM V – COMMITTEE REPORT

➤ Executive Committee

Critique of the March 21, 2017 Parent Advisory Committee meeting.

GOOD!!!
Thank you, Mr. Victor Bonanno, for Ethics training.
Thank you, Ms. Monica Avila, for shared information on the Approval of Selection Criteria for Enrollment in Head Start or Early Head Start programs.
Congratulations and THANK YOU, Ms. Alma Walton Hawkins, for 33 years of dedicated service to SETA Head Start/Early Head Start.
Thank you, Mr. Robert Silva, for providing Community Resources.
Thank you, Ms. Yesenia Rodriguez, for your assistance with translation.
Thank you, Ms. Dina Serrano (SCOE Home Educator) for assistance with translation.
Thank you, Ms. Angel Chenault, for an outstanding job as Secretary.
Thank you Ms. Terri McMillin for a well facilitated meeting.
NEEDS IMPROVEMENT
ATTENDANCE. Please make every effort to attend board meetings and committee meetings.
If you will be late or will not attend the PAC board meetings, please call or e-mail Terri McMillin, Chair, Marie Desha, or Nancy Hogan.
REMINDERS
Please be on time and be seated by 8:50 a.m.
Please turn off <u>all</u> electronic devices.
No eating in the Board room.
Please remember to use point of privilege and be recognized by the Chair before leaving your seat.

➤ Budget/Planning Committee: Ms. Terri McMillin

ITEM VI

OTHER REPORTS

BACKGROUND:

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

- Chair's Report

NOTES:

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2016 to 2017

Period: March 2017

Full Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Crossroad Gardens	44	22	35	80%	41	93%
Elkhorn	22	21	20	91%	22	100%
Job Corp	22	22	18	82%	21	95%
Mather	22	22	17	77%	19	86%
Northview	22	21	19	86%	22	100%
Phoenix Park	22	22	19	86%	22	100%
Freedom Park	44	21	35	80%	40	91%
North Avenue	20	21	17	85%	20	100%
Sharon Neese	44	22	36	82%	43	98%
Hillsdale	44	21	33	75%	39	89%
Norma Johnson	22	22	17	77%	22	100%
Marina Vista ELC	64	22	33	52%	41	64%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2016 to 2017

Period: March 2017

Early Head Start Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Northview	8	22	6	75%	8	100%
Norma Johnson	8	22	7	88%	8	100%
Marina Vista ELC	8	22	7	88%	8	100%
Sharon Neese	16	22	14	88%	16	100%
North Avenue	8	21	7	88%	8	100%
Phoenix Park	8	22	7	88%	8	100%
Alder Grove Infant/Toddler Center	16	22	11	69%	14	88%
Job Corp	16	22	11	69%	14	88%
Elkhorn	16	22	13	81%	14	88%
Mather	14	22	11	79%	13	93%
Crossroad Gardens	8	22	7	88%	8	100%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2016 to 2017

Period: March 2017

Part Day Classes						
Center Name	Funded Enrollment	Total Days	Present Only		Present/Excused	
			ADA	% ADA	ADA	%ADA
Elkhorn	80	21	62	78%	76	95%
Illa Collin	40	17	27	68%	35	88%
Fruitridge	80	17	57	71%	74	93%
North Avenue	40	21	31	78%	38	95%
Freedom Park	80	21	58	73%	74	93%
Strizek Park	40	21	29	73%	38	95%
Walnut Grove	40	21	32	80%	37	93%
Grizzly Hollow	40	17	32	80%	40	100%
Hopkins Park	80	21	65	81%	79	99%
Nedra Court	60	21	47	78%	58	97%
Norma Johnson	40	21	30	75%	38	95%
Parker	13	21	15	115%	18	138%
Vineland	40	17	31	78%	39	98%
Alder Grove ELC	40	17	20	50%	25	63%
Bright Beginnings	60	17	46	77%	57	95%
La Verne Sterwart	40	21	21	53%	30	75%
Marina Vista ELC	20	21	16	80%	20	100%
Solid Foundation	80	21	63	79%	78	98%
Bannon Creek	80	21	62	78%	77	96%
Hillsdale	80	21	58	73%	73	91%
Kennedy Estates	40	17	31	78%	37	93%
Mather	80	21	57	71%	74	93%
Northview	80	21	63	79%	79	99%
Phoenix Park	40	21	29	73%	38	95%
Auberry Park	40	17	29	73%	37	93%
Crossroad Gardens	40	21	30	75%	38	95%
Galt	120	21	95	79%	120	100%

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 03/31/2017						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Alder Grove ELC	1247A	9	9	0	2	11
Alder Grove ELC	1247B	16	14	2	1	17
Auberry Park	1238A	19	17	2	0	19
Auberry Park	1238B	18	13	5	2	20
Bannon Creek	1200A	20	14	6	0	20
Bannon Creek	1200B	20	13	7	2	22
Bannon Creek	1200C	20	14	6	0	20
Bannon Creek	1200D	20	13	7	1	21
Bright Beginnings	1201A	19	17	2	0	19
Bright Beginnings	1201C	20	17	3	1	21
Bright Beginnings	1201D	19	14	5	1	20
Crossroad Gardens	1242A	20	13	7	0	20
Crossroad Gardens	1242B	20	17	3	2	22
Crossroad Gardens	1242R	21	15	6	1	22
Crossroad Gardens	1242X	22	19	3	1	23
Elkhorn	1255A	20	17	3	0	20
Elkhorn	1255B	20	17	3	0	20
Elkhorn	1255C	20	16	4	1	21
Elkhorn	1255D	19	14	5	1	20
Elkhorn	1255X	22	19	3	0	22
Freedom Park	1239A	18	15	3	2	20
Freedom Park	1239B	19	13	6	1	20
Freedom Park	1239C	17	13	4	1	18
Freedom Park	1239D	19	14	5	1	20
Freedom Park	1239R	19	15	4	3	22
Freedom Park	1239X	22	17	5	0	22
Fruitridge	1216A	20	18	2	0	20
Fruitridge	1216B	19	15	4	2	21
Fruitridge	1216C	20	18	2	0	20
Fruitridge	1216D	20	18	2	1	21
Galt	1234A	20	14	6	0	20
Galt	1234B	20	16	4	0	20
Galt	1234C	20	15	5	1	21
Galt	1234D	20	15	5	0	20

Galt	1234E	20	17	3	0	20
Galt	1234F	20	13	7	0	20
Grizzly Hollow	1252A	20	17	3	0	20
Grizzly Hollow	1252B	20	19	1	0	20
Hillsdale	1228A	19	10	9	0	19
Hillsdale	1228B	18	11	7	2	20
Hillsdale	1228C	19	10	9	0	19
Hillsdale	1228D	20	16	4	0	20
Hillsdale	1228R	20	16	4	2	22
Hillsdale	1228X	20	19	1	4	24
Hopkins Park	1253A	19	12	7	2	21
Hopkins Park	1253B	20	17	3	1	21
Hopkins Park	1253C	20	16	4	0	20
Hopkins Park	1253D	20	15	5	1	21
Illa Collin	1221A	18	14	4	3	21
Illa Collin	1221B	20	15	5	0	20
Job Corp	1237X	22	18	4	0	22
Kennedy Estates	1240A	20	18	2	0	20
Kennedy Estates	1240B	20	18	2	0	20
La Verne Sterwart	1219A	15	8	7	0	15
La Verne Sterwart	1219B	17	8	9	1	18
Marina Vista ELC	1246A	20	18	2	0	20
Marina Vista ELC	1246R	22	16	6	0	22
Marina Vista ELC	1246X	22	17	5	0	22
Mather	1223A	20	16	4	0	20
Mather	1223B	19	17	2	2	21
Mather	1223C	19	13	6	1	20
Mather	1223D	16	12	4	3	19
Mather	1223X	21	17	4	2	23
Nedra Court	1244A	20	17	3	1	21
Nedra Court	1244B	17	10	7	3	20
Nedra Court	1244C	20	16	4	1	21
Norma Johnson	1214A	20	15	5	0	20
Norma Johnson	1214B	20	16	4	2	22
Norma Johnson	1214X	22	18	4	0	22
North Avenue	1256A	20	13	7	2	22
North Avenue	1256B	19	17	2	2	21
North Avenue	1256X	20	17	3	0	20

Northview	1224A	20	12	8	0	20
Northview	1224B	20	14	6	1	21
Northview	1224C	20	14	6	1	21
Northview	1224D	20	17	3	0	20
Northview	1224X	22	19	3	0	22
Parker	1207E	20	14	6	5	25
Phoenix Park	1248A	19	11	8	1	20
Phoenix Park	1248B	20	15	5	1	21
Phoenix Park	1248X	22	16	6	2	24
Sharon Neese	1249R	22	17	5	1	23
Sharon Neese	1249X	22	21	1	0	22
Solid Foundation	1254A	20	14	6	0	20
Solid Foundation	1254B	20	13	7	0	20
Solid Foundation	1254C	20	14	6	0	20
Solid Foundation	1254D	20	14	6	0	20
Strizek Park	1225A	20	15	5	1	21
Strizek Park	1225B	19	10	9	1	20
Vineland	1211A	20	15	5	0	20
Vineland	1211B	19	14	5	1	20
Walnut Grove	1235A	20	17	3	0	20
Walnut Grove	1235C	17	14	3	3	20
Alder Grove Infant/Toddler Center	1212M	8	7	1	1	9
Alder Grove Infant/Toddler Center	1212U	7	3	4	2	9
Crossroad Gardens	1242U	8	8	0	0	8
Elkhorn	1255M	7	4	3	1	8
Elkhorn	1255U	7	7	0	0	7
Job Corp	1237M	8	6	2	0	8
Job Corp	1237U	7	5	2	1	8
Marina Vista ELC	1246U	8	8	0	0	8
Mather	1223M	7	6	1	0	7
Mather	1223U	7	7	0	0	7
Norma Johnson	1214U	8	6	2	0	8
North Avenue	1256U	8	7	1	0	8
Northview	1224U	8	7	1	0	8
Phoenix Park	1248U	8	5	3	0	8
Sharon Neese	1249M	8	6	2	0	8
Sharon Neese	1249U	8	8	0	1	9
TOTALS for Head Start		1945	1500	445	87	2032

HS Totals	1823	
Drops w/in 30	81	
P/S Home Base	123	
Total	2027	
EHS Totals	122	
Drops w/in 30	6	
River Oaks	62	
SCOE	44	
EHS Home Base	151	
Total	385	
GRAND TOTAL	2412	

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

March 2017

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: 1305.6 (c) states *that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1988	257	13%	377	75	20%
Twin Rivers USD	233	27	12%			
Elk Grove USD	440	56	13%			
Sac City USD	1211	144	12%	144	26	18%
San Juan USD	668	88	13%	160	18	11%
WCIC	120	16	13%			
EHS CCP				80	4	5%
COUNTY TOTAL	4660	588	13%	761	123	16%

AFE: Annual Funded Enrollment

ITEM VII - DISCUSSION

BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to discuss items not on the agenda.

NOTES:

ITEM VIII – PUBLIC PARTICIPATION

BACKGROUND:

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

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