

Thought of the day: "As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them."

~~ John F. Kennedy

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Public Representative

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

DATE: Tuesday, September 26, 2017

TIME: 9:00 a.m.

LOCATION: SETA Board Room
925 Del Paso Blvd., Suite 100
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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- Martha Cisneros - Health, Nutrition and Safe Environments Services
- Karen Griffith - School Readiness, Special Education and Mental Health Services
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, SEPTEMBER 20, 2017

Policy Council meeting hosted by:
Kenneth Tate (Chair), Angel Chenault (Vice Chair), Linda Harris (Secretary),
Vacant (Treasurer), Vacant (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Linda Harris, Elk Grove Unified School District
- _____ Elnora Nears, Elk Grove Unified School District
- _____ Andrea Scharnow, Sacramento City Unified School District
- _____ Reginald Castex, WCIC/Playmate Child Development Center
- _____ Angel Chenault, SETA-Operated Program
- _____ Calvin Sheppard, Men's Activities Affecting Children Committee
- _____ Penelope Scott, Community Representative
- _____ Linda Litka, Community Representative
- _____ Terri McMillin, Community Representative
- _____ Robin Blanks, Community Representative
- _____ Kenneth Tate, Outgoing Chair

Seats Vacant:

- _____ Vacant (Goswami), Sacramento City Unified School District
- _____ Vacant (Soloman), Sacramento City Unified School District
- _____ Vacant (Lesnick), San Juan Unified School District
- _____ Vacant (Robinson), San Juan Unified School District
- _____ Vacant (Humphrey-Grant), Twin Rivers Unified School District
- _____ Vacant (Lane), Twin Rivers Unified School District
- _____ Vacant (Thomas), WCIC/Playmate Child Development Center
- _____ Vacant (Gutierrez), SETA-Operated Program
- _____ Vacant (Burnell), SETA-Operated Program
- _____ Vacant (Schneider), SETA Operated Program
- _____ Vacant (Mulhern), SETA-Operated Program
- _____ Vacant (Isaac), SETA-Operated Program
- _____ Vacant, Home Base Option
- _____ Vacant (Self), Early Head Start (SETA)
- _____ Vacant (Zimmerman), Early Head Start, Sacramento City Unified School Dist.
- _____ Vacant (Siegel), Early Head Start, San Juan Unified School District
- _____ Vacant (White), Early Head Start/Home Base (SOP)
- _____ Vacant (Jean), Birth and Beyond

**** Please call your alternate, Policy Council Chair (Kenneth Tate: (916) 236-7407), or Head Start staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2016-2017**

The 2016-2017 Board was seated on **November 22, 2016** and
January 24, 2017

BOARD MEMBER	SITE	11/22	1/24	2/28	3/28	4/25	5/23	5/30 *	6/27	7/25	8/22	9/26	10/24	11/28
R. Blanks Seated 1/24	CR		X	X	X	X	X	X	X	X	X			
R. Castex Seated 7/25	WCIC									X	X			
A. Chenault Seated 11/22	SOP	X	E	X	X	X	X	X	X	X	X			
H. Gutierrez Seated 11/22	SOP	X	X	X	X	X	X	X	X	X	E			
L. Harris Seated 11/22	ELK	X	X	X	X	X	X	X	X	X	X			
L. Litka Seated 1/24	CR		X	X	X	X	X	X	X	X	X			
T. McMillin Seated 1/24	CR		X	X	X	X	X	X	X	X	X			
E. Nears Seated 8/22	EG										X			
A. Scharnow Seated 11/22	SAC	X	X	X	X	X	X	X	X	X	E	X		
P. Scott Seated 1/24	CR		X	X	X	X	X	X	X	X	E			
C. Sheppard Seated 1/24	CR		X	X	X	X	X	X	U	X	E			
K. Tate Seated 1/24	OGC		X	X	E	X	X	X	X	X	X			

GLOSSARY OF ACRONYMS

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

- X:** Present
- E:** Excused
- R:** Resigned
- U:** Unexcused Absence
- S/B/S:** Should be Seated
- AP:** Alternate Present
- E/PCB:** Excused, Policy Council Business
- E/PCB:** Excused, Policy Committee Business
- OGC:** Outgoing Chair
- ***: Special Meeting

Current a/o 9/18/2017

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 22, 2017 POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the August 22, 2017 meeting.

RECOMMENDATION:

That the Policy Council approve the August 22 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, August 22, 2017
9:00 a.m.

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

Ms. Linda Harris called the meeting to order at 9:06 a.m. The Pledge of Allegiance was recited. Ms. Harris read the thought of the day. Ms. Harris called the roll and a quorum was established.

Members Present:

Linda Harris, Elk Grove Unified School District
Andrea Scharnow, Sacramento City Unified School District
Angel Chenault, SETA-Operated Program
Reginald Castex, WCIC
Terri McMillin, Community Representative
Robin Blanks, Community Representative
Linda Litka, Community Representative
Kenneth Tate, Community Representative (seated at 9:46 a.m.)

Members Absent:

Calvin Sheppard, MAACC (excused)
Penelope Scott, Community Representative (excused)

New Member to be Seated:

Elnora Nears, Elk Grove Unified School District (seated at 9:09 a.m.)

Ms. Harris stated that items would be taken off-agenda while awaiting Mr. Tate's arrival.

II. Consent Item

A. Approval of the Minutes of the July 25, 2017 Regular meeting

The minutes were reviewed; no questions or corrections.

Moved/Castex, second/Scharnow, to approve the July 25, 2017 minutes.

Show of hands vote:

Aye: 7 (Blanks, Castex, Chenault, Litka, McMillin, Nears, Scharnow)

Nay: 0

Abstentions: 1 (Harris)

Absent: 3 (Scott, Sheppard, Tate)

The Board went off agenda.

III. Action Items

C. Approval to Submit a Request to Carry Over Program Year 2016-2017 Head Start Funds

Ms. D'et Saurbourne stated that this item is requesting approval to carryover funds to the new fiscal year. During 2016-2017, SETA received funds for duration to allow programs to extend service hours. On a special exception basis, a grantee may request to carryover funds from one program term to the next for pre-approved projects not completed by the end of the fiscal year. The Agency was waiting for ACF approval to purchase a modular building for Hopkins Park with duration funds. This request for the carryover of funds includes Twin Rivers, SOP, WCIC, a request to complete a modular at Twin Rivers, major renovation at WCIC, and a new modular for Hopkins Park.

Moved/McMillin, second/Litka, to approve the submission of a carryover request for Program Year 2016-2017, from Head Start Duration and Head Start Basic funding up to \$1,899,109.

Show of hands vote:

Aye: 7 (Blanks, Castex, Chenault, Litka, McMillin, Nears, Scharnow)

Nay: 0

Abstentions: 1 (Harris)

Absent: 3 (Scott, Sheppard, Tate)

D. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Revision to the Job Specification for Children and Family Services Courier/Maintenance

Ms. Allison Noren reviewed this board item. Ms. Noren stated that multiple job classifications are being reviewed to ensure they are in compliance with ACF requirements. This classification was also updated for the driver recommendation due to the recently approved vehicle policy. The revision of the title makes maintenance the main focus of the job; the courier services are on an as-needed basis. This will change the job title to Maintenance/Courier. The union has already reviewed and approved this item.

Ms. Noren explained that the primary focus of the job is maintenance of the centers, not providing courier duties.

Ms. Harris opened a public hearing at 9:26 a.m.; there was no public testimony.

Moved/Blanks, second/Scharnow, to close the public hearing and approve the revised job specification for Children and Family Services Maintenance/Courier.

Show of hands vote:

Aye: 6 (Blanks, Chenault, Litka, McMillin, Nears, Scharnow)
Nay: 0
Abstentions: 2 (Castex & Harris)
Absent: 3 (Scott, Sheppard, Tate)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events – Ms. Harris reviewed the calendar of events.
- Parent, Family & Community Engagement - Events & Activities – Ms. Harris reviewed the End-of Year Parent Appreciation flyer.
- Parent/Staff Recognitions – None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D’et Saurbourne reviewed the end of the fiscal year report, but this is not the final report. The delegates have until the end of the month to submit their invoices. The fiscal report indicates the program is doing well. The non-federal share is good and the administrative cost is well below the 15%. The Head Start Duration Start-up funds report was reviewed as was the credit card report.
- Community Resources – Parents/Staff - Mr. Robert Silva reviewed the information provided at the resource table. Mr. Silva stated that Amazon is hiring full time associates at their facility by the airport. This is a good opportunity since they pay well and this would provide a good opportunity for growth in the company. First Five has \$5,000 community grants available for neighborhood projects such as movie nights, or story time. The mini grants are for projects lasting up to one year and benefits children 0-5 years of age. The majority of the groups are play groups but some fatherhood events have been funded. Mr. Silva offered to work with parents if they were interested in submitting an application.

Ms. Denise Lee stated that these are community grants. If board members want to have a community garden at their site, Ms. Lee asked board members to notify her and Head Start will be identified to support center projects.

B. Governing Board Minutes of July 6, 2017: No questions.

Mr. Tate was seated at 9:46 a.m. Ms. Harris turned the gavel over to Mr. Tate.

The board took a break at 9:47 a.m.; the board returned to open session at 9:56 a.m.

III. Action Items (continued)

B. Approval of Vice Chair

Mr. Tate stated that he will be appointing a Vice Chair as his office allows. He chose Ms. Angel Chenault to serve as the new Vice Chair of the Policy Council. Ms. Chenault is currently holding the Treasurer position so Mr. Tate will be asking members to sit in as Treasurer as needed.

Moved/McMillin, second/Blanks, to ratify his selection of Angel Chenault as Vice Chair.

Show of hands vote:

Aye: 8 (Blanks, Castex, Chenault, Harris, Litka, McMillin, Nears, Scharnow)

Nay: 0

Abstentions: 1 (Tate)

Absent: 2 (Scott, Sheppard)

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

The board went into closed session at 10:00 a.m. At 10:21 a.m., Mr. Tate called the meeting back to order and reported that the following eligible lists were approved in closed session: Associate Teacher, Lead Teacher Infant Toddler, Coordinator (Education) (Supervisory), Site Supervisor. In addition, the board approved the appointment of Human Resources Chief.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Harris reviewed the critique. Mr. Tate stated that he inquired at the PAC how far back the background checks would go on an employee's driving record; he was informed that SETA will be utilizing a three-year background check.
- Budget Committee: Mr. Tate reviewed what was done during the August 8 meeting; committee members were told that staff will be preparing for a federal review.
- Personnel/Bylaws Committee: Mr. Tate reviewed the work of the committee.
- Social/Hospitality Committee: Ms. McMillin reviewed the most recent committee meeting.
- Parent Ambassador Report: Mr. Tate reported that this committee and MAACC have met together and they are working to 'revamp' their vision and mission statement for Parent Ambassador. Mr. Tate urged all board members to attend the upcoming meeting.

Ms. Elnora Nears was excused at 10:35 a.m.

Ms. Blanks asked that anyone with outreach ideas for the Parent Ambassadors Committee to contact Mr. Bob Silva. An outreach event is scheduled for 8/26.

- Men's Activities Affecting Children Committee (MAACC): No report.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Blanks reported that the committee received input on performance measures. Most clinics have a new update on anesthesia procedures so general work can be done at dental offices. They have a new member from Smile Keepers. They are following up with their customers to get their children in to the dentist and helping to keep track of the kids and parents.

- Maternal, Child, Adolescent Committee: The next meeting will be held in September.

VI. Other Reports

- A. Executive Director's Report: Ms. Kossick reported that the Community Services Block Grant Request for Proposals (RFP) is open until September 14. This is for family self-sufficiency and safety net services. Go to the SETA website for more details; there is about \$800,000 available per calendar year. Ms. Kossick thanked parents that attended the Hillsdale career center tour. Ms. Harris stated that she was unable to attend the event and asked if there would be another one soon. Ms. Kossick stated that staff can arrange for a site supervisor to give a tour.
- C. Head Start Deputy Director's Report: Ms. Denise Lee reported that SETA may receive one or more federal reviews in the coming year. Ms. Lee provided a list of dates when SETA is available for a potential review. The calendar of availability generally includes mid-October to the mid part of May. The reviewers can come announced or unannounced. They generally do a review of some portion of the grant each year. We are in our third year of a five-year cycle and have not been reviewed since 2014. Ms. Lee is confident that SETA will be reviewed by spring 2018 at least for the health and safety, CLASS and ERSEA/Fiscal. As part of SETA's self-assessment process, SETA will be working with consultants in September and October to visit each site countywide to do a pre-review for safe environments. The results of the review will be brought to the PC at the November meeting.

Ms. Alexis Briggs and Ms. Karen Griffith provided a review of the CLASS results for 2017-2018 at PAC; this is a report of observations of the teacher/child interaction in the classroom. The attached report will provide an idea of what the feds are looking for. This will be presented at the September PC meeting.

The Vineland site is officially closed due to the fire damage. Returning families were able to relocate to Rio Linda or North Avenue.

Ms. Blanks asked how many classrooms will the reviewers go through and Ms. Lee replied that for health and safety, they generally do 100% but we have a large number of classrooms so it is hard to say. They may do a percentage. For fiscal or ERSEA reviews, they will do a percentage. If there are no abnormalities, they move on; if there are issues, they may pull additional samples to complete their assessment.

- D. Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report.
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP Services: Ms. Caruso stated that she has been providing a lot of support to delegates to prepare the annual PIR. The Agency received our notice of award so we are fully funded as well as contracts from CDE for this program year. For SETA, all

of our contracts have been executed but the COLA dollar amounts need to be included in an amendment. The QA team has been busy redesigning the monitoring process. The QA unit reviewed the updated regulations and updated our tool to ensure they are compliant. QA will be using a new platform, the Child Plus system database; all of monitoring tools and reports will be run through Child Plus. The new monitoring system will be performed in three year chunks. Next year, all delegates will receive a full review; in FY 2019/20, programs will either receive a comprehensive review or a differentiated review, based on past performance. A program will not be able to go two years in a row with a differentiated review. The new system allows for flexibility based on performance.

- ✓ Unannounced Safety & Supervision Visits conducted by QA Unit
- ✓ Unannounced Safety & Supervision Visits conducted by Delegates & SOP

Ms. Caruso reviewed the reports included in the packet. Ms. Lee shared she would touch base with the delegate liaison for TRUSD and follow up on Mr. Tate's concern on Unannounced Safety and Supervision Visits Conducted by Delegates and SOP Compliance Rate for TRUSD, indicator #3 - Teaching staff are to reply immediately and accurately as to how many children are in attendance at time of visit.

- Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros stated she received the county report for last year's flu season; 49 patients reported to the ICU, and six deaths in the 50-64 years of age. Ms. Cisneros reviewed the SOP data for this year; there are 292 children with special diets. Currently in Sacramento County, there are no Zika or botulism notices. Ms. Cisneros stated that flu shots are encouraged every 12 months due to the variety of flu strains. She encouraged all board members to get their flu shots in September/October. There are also hypoallergenic flu shots available. Ms. Cisneros will provide information on flu shots; she also has a tip sheet. Parents have a right to a second opinion, especially when their children have issues.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith provided a follow up for the DRDP report from last month.

B. Chair's Report: Mr. Tate invited all members to the MAACC BBQ on Friday, August 25 at McKinley Park. This will be a good parent bonding event. Mr. Tate thanked Ms. Harris for the excellent job she did covering as Chair.

E. Open Discussion and Comments: Ms. Blanks thanked Ms. Kossick for setting up the Hillsdale career center tour; it was a great tour. Ms. Blanks encouraged board members to visit a career center.

F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11:26 a.m.

ITEM III-A - ACTION

CLOSED SESSION PERSONNEL- PURSUANT TO
GOVERNMENT CODE SECTION 54957

BACKGROUND:

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

- Approval of Eligible Lists for: Associate Teacher, Head Start/Early Head Start Coordinator (Health-Nutrition) (Supervisory)

- **CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/ DISMISSAL/ RELEASE**
Pursuant to Government Code Section 54957

NOTES:

ITEM III-B - ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: FIRST READING OF
MODIFICATIONS TO THE BYLAWS OF THE SETA-OPERATED HEAD
START/EARLY START POLICY COUNCIL**

BACKGROUND:

The Personnel/Bylaws Committee 2016-2017 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council.

Additions are indicated by ***bold italic*** type with green highlighting, deletions are indicated by ~~strikethrough~~ with orange highlighting.

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC Bylaws as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading: 9/26/17
Policy Council Final Approval:
Governing Board Approval:

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**BYLAWS FOR THE SACRAMENTO COUNTY
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

ARTICLE I

Name

This Council shall be named the Sacramento County Head Start (HS)/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC). Head Start/Early Head Start hereinafter shall be referred to as HS/EHS.

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the PC shall be to promote the objectives of the HS/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of HS/EHS programs in Sacramento County.

45 Code of Federal Regulations (CFR) **1305.2** ~~1306.3 (h)~~: A HS/EHS parent means a HS/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.

- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local HS/EHS programs.
- C. Initiating suggestions and ideas for HS/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, with individuals and groups interested in the aims, goals, and objectives of HS/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

Section 2: Powers, Duties and Functions

The PC must perform the following powers, duties and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.

- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. ~~Federal regulations state that~~ ***In accordance with Federal regulations, the Head Start Act, Best Practices, and EHS Child Care Partnerships***, the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 3. **Written** ~~and~~ procedures for program planning ~~in accordance with this part and the requirements of 45 CFR 1305.3.~~
 4. ~~The program's philosophy and long- and short-range program goals and objectives.~~ ***Strategic long-term goals and measurable objectives for program in funding application.***
 5. The selection of delegate agencies and their service areas.
 6. The composition of the PC and the procedures by which policy group members are chosen.
 7. Criteria for defining recruitment, selection, and enrollment priorities, ~~in accordance with the requirements of 45 CFR Part 1305.~~
 8. ***Participate in*** ~~the~~ annual self-assessment of the Grantee's progress ***by*** ~~in~~ carrying out the programmatic and fiscal intent of its grant application, including planning or other ***corrective*** actions that may result from the review of the annual audit and findings from the Federal monitoring review.
 9. ~~The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.~~ ***Implement a program data management system that effectively supports the availability, usability, integrity, and security of data.***

10. Program personnel policies and subsequent changes to those policies, in accordance with ~~45 CFR 1301.31~~ **Head Start Act 642 (c) (2) (D) (vi) and Standards 1301.3 (c) (1)**, including standards of conduct for program staff, consultants, volunteers and hiring and firing criteria for program staff.
 11. Decisions to hire or terminate the HS/EHS Director of the Grantee agency.
 12. ~~Decisions to hire or terminate any person who works primarily for the HS/EHS program of the grantee agency.~~ For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
 13. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.
 14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
 15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
 16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III

Membership

Section 1: Election/Appointment of Members

As outlined in Article III, Section 2, the PC shall consist of elected voting representatives from each delegate agency Policy Committee, the SETA-operated PAC, Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PC. Additional Community Representatives shall be elected by the PC. Home Base Option and EHS Representatives shall be elected by delegate agency Policy Committees and SETA-Operated Program parent committees. The Outgoing PC Chair shall have a reserved seat.

The Male Involvement Representative shall be elected by the SOP Men's Activities Affecting Children Committee (MAACC).

Section 2: Parent Representatives

- A. The Parent Membership shall consist of:
- Six (6) Representatives elected from the SOP PAC
 - Three (3) Representatives from Sacramento City Unified School District
 - Two (2) Representatives from San Juan Unified School District
 - Two (2) Representatives from Elk Grove Unified School District
 - Two (2) Representatives from Twin Rivers Unified School District
 - Two (2) Representatives from Women's Civic Improvement Club/Playmate (WCIC)
 - Two (2) Representatives from Home Base Option
 - One (1) Representative from EHS - SOP
 - One (1) Representative from EHS - Sacramento City Unified School District
 - One (1) Representative from EHS - San Juan Unified School District

The above parent representatives must be a parent of a child/children currently enrolled in the HS/EHS Program.

B. Community Representatives

Additional PC members will include:

- One (1) Representative elected by the Men's Activities Affecting Children Committee (MAACC) - This representative may or may not be a current parent. There will be one (1) Alternate position.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community Agency Representatives elected by the PC.
- ~~Four (4) Community Representatives will be elected by the outgoing PC. Representatives may be elected by the current PC if the outgoing PC has been dissolved. These representatives may or may not be a current parent. There will be four (4) Community Representative alternate positions.~~
- Two (2) Past Parents shall be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children currently enrolled in the HS/EHS program. There will be two (2) Past Parent alternate positions.**
- One (1) Grandparent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There will be one (1) Grandparent alternate position.**
- One (1) Foster Parent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There will be one (1) Foster Parent alternate position.**

Community members desiring to be reappointed must apply for membership on a yearly basis.

Section 3: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies he or she represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
 - 1. A Representative missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused, or unexcused) will automatically be removed and replaced by the Alternate.
 - 2. The Alternate who attends meetings on behalf of an absent Representative will be recorded as Alternate Present (AP). An Alternate's AP attendance will not count as "present" for the Representative.
 - 3. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting. However, an Alternate may not hold an office.
- C. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Representative is present.
- D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA).

Section 4: Other Provisions

- A. At least ~~51%~~ **41%** of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be elected/re-elected must submit an application to the PC. Community Agencies who have not been elected/re-elected may share agency information quarterly.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency HS/EHS staff (or members of their immediate families) shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.

- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 5: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of five (5) program years ~~with the exception of Community Representatives who have not previously served on the PC, Policy Committee, or the Parent Advisory Committee. Such Community Representatives are limited to three (3) program years.~~ During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than five (5) program years.

Section 6: Attendance

- A. **Absences**: Any member or alternate in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.
- A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.
- B. **Reinstatement**: The representative agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.
1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within ten (10) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.
- C. **Punctuality**: Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

- D. **Policy Council/Policy Committee Business**: Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as “PC/Policy Committee.”

Section 7: Removal

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

ARTICLE IV Meetings

Section 1: Meetings

A. **Annual Meeting**

The annual meeting of the PC shall be held on the 4th Tuesday in November of each year.

B. **Regular Meetings**

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

C. **Special Meetings**

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Children and Family Services Deputy Director, SETA Executive Director or upon petition by at least a majority of the members of the PC.

D. **Quorum**

For the purpose of transacting the business of the PC at any annual, regular, special, or emergency meeting, a quorum of the PC shall be necessary. A quorum shall be a majority ~~51%~~ **41%** of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum. ~~A majority (51%) of the quorum must be current parents.~~

Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. **Annual and Regular Meetings:**

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. Special Meetings:

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. Emergency Meetings:

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. Committee Meetings:

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused may be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

Section 3: Open Meetings

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

Section 4: Mailing Address

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their

alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

Section 5: Rules of Procedure

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled

¹Robert's Rules of Order: Simplified and Applied, 2nd ed., Copyright, 2001.

or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

Section 6: Nominations/Elections

PC Board Members or candidates must be present to be nominated or elected. However, if PC member is absent due to PC business, the member may be nominated or elected.

Section 7: Voting

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

Section 8: Meeting Reimbursement

Each PC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PC Reimbursement Policies and Procedures.

Parents are not to bring small children to the meetings. If small children are present, members will be reimbursed for transportation/mileage only.

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day when attending conferences, workshops, trainings, orientation, Parent Leadership Institute, or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and

Procedures. Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:

1. PC (regularly scheduled, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
 4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) and Program Self Assessment
 5. Program Area Committees
 6. Health Services Advisory Committee (HSAC)
 7. Ad Hoc (special) Committee meetings
 8. Community Action Board meetings (CAB)
 9. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
 10. Workforce **Development Investment** Board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)
- B. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

ARTICLE V

Officers

Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.
- C. A SOP Parent Advisory Committee (PAC) member who has not been re-elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

ARTICLE VI

Committees

There is hereby created standing committees of the PC. ~~At least 51% of all Committees shall be current parents. The quorum of any committee shall be 51% of the Committee membership.~~ No committee meeting shall have a majority of PC members present without proper public notice.

Section 1: Standing Committees

Executive Committee

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

Budget/Planning Committee

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all HS/EHS budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. In addition, this committee shall have input on program design and operations and long- and short-term planning goals and objectives. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP HS/EHS Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

Personnel/Bylaws Committee

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

Social/Hospitality Committee

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this

committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

Parent Ambassador Committee

Parent Ambassador Committee shall be composed of the Vice Chair, who shall oversee the Committee, the Secretary, Treasurer, former parents, and other members who shall be selected after each annual meeting of the PC. Former parents who no longer serve on the PC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PC trainings/events, and childrens' activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PC monthly.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Parent, Family and Community Engagement, Monitoring and Evaluation.

- **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program area, and participate in curriculum/instruction and health and safety.
- **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Parent/Family Support program area.
- **The Men's Activities Affecting Children Committee (MAACC)** shall be comprised of one (1) staff and representatives who shall plan and review the Male Involvement Program.
- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the committee of the whole who shall plan, review and oversee program monitoring and evaluation.

PC member representatives shall select at least two (2) Program Area Committees to serve on as described above. Special circumstances may be excused by the Chair.

Section 3: Special Committees:

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

ARTICLE VII

Required Reports

Section 1: Required Reports

The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- Fiscal Reports (Budget Reports)
- Corporate Card Statement of Accounts (Credit Card Expense Report)
- USDA Meal/Snacks Report (Child and Adult Care Food Program [CACFP]) Report (SOP)
- Program Information Summaries (Monthly Head Start Report)
- Sacramento County HS/EHS Program Enrollment Report (Enrollment Report)

ARTICLE VIII

Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

PC Board approved:

ITEM III-C - ACTION

APPROVAL OF SHARED DECISION-MAKING, INTERNAL DISPUTE
RESOLUTION AND IMPASSE PROCEDURES BETWEEN THE
SETA GOVERNING BOARD AND HEAD START POLICY COUNCIL

BACKGROUND:

The newly revised Head Start Program Performance Standards (45 CFR §1301.6) require that the Policy Council and the Governing Board jointly must establish written procedures for resolving internal disputes between them that include impasse procedures. These procedures must: (1) Demonstrate that the Governing Board considers proposed decisions from the Policy Council and that the Policy Council considers proposed decisions from the Governing Board; (2) If there is a disagreement, require the Governing Board and the Policy Council to notify the other in writing why it does not accept the decision; and (3) Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious or illegal.

Section 1301.6 also provides that, in situations where the decision-making process does not result in a resolution, the parties will participate in mediation and, if mediation fails to resolve the matter, binding arbitration.

In 1999, the Governing Board and Policy Council approved a shared decision-making process that included an impasse procedure. The attached Agreement updates the 1999 Agreement to insure that the impasse procedures are compliant with Section 1306.1, but otherwise retains the historical procedure of having matters regarding joint decision-making referred first to the Policy Council and then to the Governing Board.

SETA Legal Counsel and Head Start staff will provide a report and be available to answer any questions regarding this Agreement.

RECOMMENDATION:

Review and approve the Shared Decision-Making, Internal Dispute Resolution and Impasse Procedures Between the Sacramento Employment and Training Agency Governing Board and the Head Start Policy Council.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

RESOLUTION NO.: 2017-6

**SHARED DECISION-MAKING, INTERNAL DISPUTE RESOLUTION
AND IMPASSE PROCEDURES BETWEEN THE SACRAMENTO
EMPLOYMENT AND TRAINING AGENCY GOVERNING BOARD
AND THE HEAD START POLICY COUNCIL**

THIS AGREEMENT, dated for convenience October 5, 2017, is made and entered into by and between the Sacramento Employment and Training Agency, a Joint Powers Agency of the County of Sacramento and the City of Sacramento (“SETA”), and the SETA Head Start Policy Council (“Council”).

WHEREAS, the Federal Head Start Act (42 U.S.C. 9801, *et seq.*) authorizes a local public or non-profit private agency to be designated as a Head Start agency and to serve as a Head Start Grantee to provide services to Head Start eligible children and families in a designated community; and,

WHEREAS, SETA is the Head Start Grantee designated to serve both the incorporated and unincorporated areas within the boundaries of Sacramento County, California; and,

WHEREAS, the SETA Governing Board (“Board”) is the Grantee Board for SETA Head Start; and,

WHEREAS, the Head Start Act requires that each Grantee establish a policy council, comprised of at least 51% parents of children enrolled in the program who have been elected by the parents of children enrolled in the program, plus representatives of the community; and,

WHEREAS, the Council has been established as the policy council for SETA Head Start; and,

WHEREAS, the Head Start Program Performance Standards (45 CFR Part 1301) allocate to the Board general responsibility for certain Planning, General Procedure and Human Resource Management matters which must also be approved by the Council; and,

WHEREAS, Head Start Program Performance Standard 1301.6 further requires that the Board and the Council establish written procedures describing how the Board and the Council will resolve internal disputes, including impasse procedures; and

WHEREAS, the Council has approved this Agreement and authorized its Chairperson to execute it at a meeting duly noticed and held on September 26, 2017; and

WHEREAS, the Board has approved this Agreement and authorized its Chairperson to execute it at a meeting duly noticed and held on October 5, 2017;

NOW, THEREFORE, the parties agree as follows:

1. Actions of the Board and the Council with respect to shared decision matters shall be implemented as follows:
 - A. The Council shall make initial decisions with respect to all shared decision matters and shall refer those decisions to the Board for concurrence.
 - B. The Board shall then consider the decision reached by the Council and either concur with, modify or reject the Council's decision. If the Board concurs, the joint decision shall become the decision of SETA Head Start. If the Board modifies or rejects a decision of the Council, the matter shall be referred back to the Council, in writing, for concurrence. If the Council concurs, the joint decision shall become the decision of SETA Head Start. If the Council does not concur, it shall provide, in writing, to the Governing Board the basis for its lack of concurrence. If, for any reason, the Board and the Council are unable to reach concurrence with respect to a shared decision matter, the matter shall proceed to Impasse Committee as outlined in Section 2, below.
2. When the Council and the Board fail to concur with respect to any shared decision matter, the following impasse procedure shall be utilized to resolve the matter.
 - A. The Executive Director shall arrange, as soon as practicable, an Impasse Committee to address the matter. All meetings of the Impasse Committee shall be held consistent with the Ralph M. Brown Act.
 - B. The Board and the Council shall each appoint two (2) members to serve on the Impasse Committee, which shall meet and discuss the matter to reach resolution. Once the Impasse Committee has reached agreement on a recommended course of action, the recommendation shall

be submitted to the Council and then to the Board for acceptance and concurrence. If either the Council or the Board rejects the Impasse Committee recommendation, the matter shall be referred back to the Impasse Committee for further discussion and recommendations. This process shall be continued until the Council and the Board mutually agree on an acceptable resolution of the matter. In the unlikely event that this impasse procedure fails to result in an agreement, the parties shall resolve the matter as provided in Head Start Program Performance Standard 1301.6.

3. No final decision resulting from this process shall be implemented in any manner that is arbitrary, capricious or illegal.

Executed in Sacramento, California on the dates appearing below.

Dated: September 26, 2017

HEAD START POLICY COUNCIL

Chairperson

Dated: October 5, 2017

SETA GOVERNING BOARD

Chairperson

ITEM IV-A – INFORMATION

PRESENTATION – 2016-2017 COUNTYWIDE CLASS RESULTS

BACKGROUND:

This item provides an opportunity for Ms. Alexis Briggs, Education Coordinator and Karen Griffith, Head Start Manager, to provide a presentation on the CLASS results.

NOTES:

Program Update



Grantee Center Updates

Vineland - Over the Memorial Day weekend, the Vineland Elementary School in Rio Linda was vandalized with fire. As a result, the electrical panel that powers the Head Start classroom was destroyed. While the District has been actively remediating the facility, the classroom will not be fully ready for children to start school on August 17th as scheduled. As a result, children/families are being relocated to Rio Linda Head Start and/or Vineland State Preschool.

Grizzly Hollow is now serving children ages 18 to 36 months. Currently enrolled families are receiving home-based services until the center is fully furnished and ready for children to start center-based services. For enrollment information, call (209) 744-7727

Job Corps will be serving 8 additional infants/toddlers beginning fall 2017. The center is currently awaiting licensing approval for the new classroom. For enrollment information, call (916) 563-5040.

Hopkins Park—SETA's budget modification request for a new modular building at Hopkins Park Early Learning Center was approved by OHS/ACF. Procurement will begin immediately with a proposed construction date of May 2018 and a completion date of August 2018.

Recently Released Program Instructions and Information Memorandums:

Facilities Guidance ACF-IM-HS-17-01
 Issued: 06-28-2017
Provides facilities guidance and regulations related to quality indoor/outdoor learning environments, 1303 facilities funding applications and post-award requirements.



The Art of Measuring Teacher-Child Interactions

July 2017

Grant Awards for 2017-2018:

- ☉ Head Start/Early Head Start Basic and TTA \$54,127,369
- ☉ Early Head Start-Child Care Partnership \$1,548,149
- ☉ California Department of Education/State Preschool and General Child Care \$3,697,448

Back to School School is back in session:

SETA
August 17th

Elk Grove USD
August 9th

Sacramento City USD
September 5th

San Juan USD
August 21st

Twin Rivers USD
August 8th

WCIC
September 11th

CLASS Outcomes 2017-2018

On an annual basis, the SETA education team performs classroom observations and assessments utilizing the Classroom Assessment Observation Scoring System (CLASS). This research-based assessment tool measures the quality of interactions between the teacher and the child during routine educational activities.

Each program year, each teacher receives at least one CLASS assessment with feedback and coaching to support

their professional growth and learning.

As a general practice, SETA provides at least 50% of the CLASS observations countywide with each delegate agency providing the remaining 50%. Scores are reviewed with each teacher, within each program, and across the county. Results of the 2017-2018 CLASS assessment are attached. A presentation will be provided by Alexis Briggs and Karen Griffith.

The CLASS Process

What is CLASS?

The Classroom Assessment Scoring System (CLASS) is an observation instrument developed to assess classroom quality in preschool through third-grade classrooms.

1. Observation

CLASS in Sacramento County

CLASS observer completes three twenty minute cycle with a 10 minute scoring session in between. Teacher and Observer collaborate to generate domain specific strategies to support teacher's growth. Teacher begins to implement the shared strategies in the classroom.

3. Implementation

2. Feedback Session

Sacramento County 2016-2017 CLASS Scores

	SETA	Elk Grove	Sacramento	San Juan	WCIC	Twin Rivers	County Average	National Average (2015)
Emotional Support	6.00	5.71	5.70	6.00	5.60	5.80	5.91	6.03
Positive Climate	6.14	6.00	6.05	5.92	6.5	5.87	6.08	5.97
Negative Climate	1.10	1.00	1.14	1.02	1	1.33	1.10	1.06
Teacher Sensitivity	5.73	5.44	5.32	5.80	5.25	5.33	5.58	5.86
Regard for Student Perspective	5.26	4.37	4.41	5.33	3.58	5.27	5.07	5.37
Classroom Organization	5.60	5.27	4.9	5.40	4.90	4.90	5.40	5.80
Behavior Management	6.09	5.90	5.39	5.71	5.66	5.13	5.78	6.01
Productivity	6.09	5.94	5.00	5.72	4.58	5.07	5.72	6.12
Instructional Learning Formats	4.93	4.07	4.37	4.81	4.41	4.40	4.71	5.25
Instructional Support	2.80	3.14	2.90	3.30	2.70	2.90	2.89	2.88
Concept Development	2.59	3.30	2.73	3.32	3.5	3.06	2.74	2.44
Quality of Feedback	2.82	3.34	3.02	3.51	2.66	2.60	2.88	2.84
Language Modeling	3.12	3.26	3.03	3.22	2.00	3.14	3.05	3.35

CLASS County Scores

In the 2016/17 program year, 203 classrooms in Sacramento County received CLASS observations from Teachstone certified observers. The CLASS tool has 10 dimensions of teacher-child interactions rated on a 7-point scale, from low –high. The 10 CLASS dimensions are organized into three domains: Emotional Support, Classroom Organization and Instructional Support. The above graph displays each delegate agency's average domain level scores. The county's averages are highlighted in grey and the national averages are highlighted in blue.

ITEM IV-B- INFORMATION

STANDING INFORMATION

BACKGROUND:

- PC/PAC Calendar of Events – Mr. Kenneth Tate
- Parent, Family & Community Engagement - Events & Activities – Mr. Kenneth Tate
- Parent/Staff Recognitions – Mr. Kenneth Tate
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne
- PTA/PTO Workshop Reports – It Makes a Difference – Mr. Kenneth Tate
- Sacramento Works Career Center Tour Reports – Mr. Kenneth Tate
- Community Resources – Parents/Staff - Mr. Robert Silva

NOTES:

EVENT

DATE

PAC Executive Committee	Thursday, September 21, 2017 9:00 - 10:30 a.m. Diablo Room
PC/PAC Social/Hospitality Committee	Thursday, September 28, 2017 9:00 a.m. Diablo Room
Men's Activities Affecting Children Committee/Parent Ambassador Committee	Friday, September 29, 2017 10:30 a.m. – 12:30 p.m. Diablo Room
PC Executive Committee	Tuesday, October 3, 2017 9:00 – 11:00 a.m. Diablo Room
End-of-Year Parent Appreciation Brunch	Wednesday, October 11, 2017 10:00 a.m. – 1:00 p.m. Shriners Hospitals for Children 2425 Stockton Blvd. Sacramento, CA 95817

**The Head Start/Early Head Start
Policy Council and Parent Advisory Committee
cordially invite you to attend the 2016-2017**

**SETA Head Start Annual
End-of-the-Year Parent Appreciation Brunch**

**"To the world you may be one person; but to
one person, you may be the world."**

~~ Dr. Seuss

**Shriners Hospitals for Children
2425 Stockton Blvd., Sacramento, CA
Wednesday, October, 11, 2017
10:00 a.m. – 1:00 p.m.
Attire: Business casual**

Brunch Menu

**French toast, sausage, bacon, scrambled eggs, potatoes
Coffee and orange juice**

**Keynote Speaker:
Ms. Alma Walton-Hawkins**

**Guests, two per board member, are responsible for their brunch fee
\$7.95**

**Cash or money order only
(Non-refundable, advance payment required)
Guest fees are due by: Thursday, October 3, 2017, 12:00 p.m. (no
exceptions)**

**RSVP by Friday, September 22, 2017 by calling Nancy Hogan at
(916) 263-3827, or e-mail: nancy.hogan@seta.net**

ITEM IV-C– INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review the attached Governing Board minutes of the August 3, 2017 meeting.

NOTES:

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

Minutes/Synopsis

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

Thursday, August 3, 2017
10:00 a.m.

- I. Call to Order/Roll Call:** Mr. Schenirer called the meeting to order at 10:00 a.m. The roll was called and a quorum established.

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento
Patrick Kennedy, Vice Chair; Member, Board of Supervisors
Sophia Scherman, Public Representative
Don Nottoli, Member, Board of Supervisors (arrived at 10:02 a.m.)

Member Absent:

Larry Carr, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the July 6, 2017 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Resolution for the State of California Department of Justice Background Checks

The consent items were reviewed; no questions.

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

- A. Approve the July 6, 2017 minutes.
- B. Approve the claims and warrants for the period 6/29/17 through 7/26/17.
- C. Approve a resolution for the State of California Department of Justice background checks.

Roll call vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Nottoli)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. **TIMED ITEM: 10:00 AM AND PUBLIC HEARING:** Approval of Sacramento Employment and Training Agency Final Budget for Fiscal Year 2017-2018

Ms. Loretta Su, Fiscal Chief, provided an overview of this item.

Mr. Nottoli arrived at 10:02 a.m.

Ms. Su presented the final budget in the amount of \$83,857,233, which reflects a net decrease in funding of \$1,090,478. The primary result was due to a decrease in WIOA formula funds and CalWORKS share of cost funds in the amount of \$3,018,488. Internal operations have been reduced by staff reductions and cost saving measures.

Mr. Schenirer opened a public hearing.

Moved/Scherman, second/Kennedy, to close the public hearing and adopt the resolution approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2017-2018.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

2. **TIMED ITEM: 10:00 AM AND PUBLIC HEARING:** Approval of Changes to the SETA Personnel Policies and Procedures Vehicle Policy

Ms. Kossick offered to answer questions.

Mr. Schenirer opened a public hearing.

Moved/Kennedy, second/Schenirer, to close the public hearing and approve the updated Vehicle and Driving Policy.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services

One Stop Services

Community Services Block Grant

1. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2018 Program Year

Ms. Julie Davis-Jaffe reviewed the RFP. The RFP does have a couple of changes. One change on page 23 regarding insurance, the last sentence has been taken out of the RFP. The CAB reviewed and approved the release of the RFP at their July meeting.

Mr. Thatch stated that new insurance requirements were adopted at the last board meeting. He noted a change in the document which was due to the fact that the document was developed before the insurance policies were modified.

Ms. Kossick stated that staff and some CAB members will participate in the review process and make funding recommendations to the CAB and then to the Governing Board. The Governing Board has final authority over the funding recommendations.

Mr. Schenirer inquired how the funding was provided. Ms. Davis-Jaffe replied that with the seniors, there is case management built into the services. With safety net funding, it is one-time funding.

Mr. Schenirer stated that his goal is to get as much funds to gang intervention as possible. The City of Sacramento is putting significant funds into the gang prevention program. He requested staff be in touch with Khaalid at the city to discuss the possibility of leveraging funds with the city gang program.

Ms. Scherman stated that the seniors are already receiving less than last year and the gang situation is going on everywhere. She does not want to see funds taken from seniors; if they need help, it should be available. Mr. Schenirer stated that there needs to be flexibility and because there is so little money and the funds need to be leveraged with other funds. Mr. Thatch stated that leveraging is very much a part of this RFP.

Moved/Schenirer, second/Scherman, to approve the CSBG Request for Proposals for the 2018 Fiscal Year, and delegate authority to the Executive Director to modify the RFP to reflect that the Governing Board has sole authority for the funding categories.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

C. CHILDREN AND FAMILY SERVICES

IV. Information Items

- A. **Presentation:** Overview of SETA's Refugee Services and related challenges: Ms. Michelle O'Camb provided an overview of SETA's refugee programs. Mr.

Kennedy requested a list of the other counties that have refugee programs and where the secondary populations are.

B. Update on Mayor Steinberg's Thousand Strong Initiative

Ms. Terri Carpenter stated that this program was launched with a goal of taking high school students, train them for work readiness, and place them in long-term internship or permanent employment. SETA is a partner in this initiative and has contracted with eight providers to case manage the youth. At this point, 193 students have been trained and 41 placed with employers. Staff will continue to place students through the summer. Ms. Carpenter introduced Erika Kashiri, Program Manager with the Mayor's Initiative. Ms. Kashiri offered to answer questions. Mr. Kennedy asked what happened to the youth that were not placed and Ms. Kashiri replied that there was a lack of employers. Ms. Kashiri explained the timing of the placements. Also, early in the program the employer slots were set up and when the employers were due to meet the students, they pulled back. Mr. Kennedy stated that he fully supports the program but expressed concern that by setting the goal at 1,000 the expectations were set so high that it will never be a success. Ms. Kashiri stated that there is a goal to change the mindset of employers that are not accustomed to hiring 16-17 year olds. Mr. Schenirer stated that the City Hall program started with 13 internships, and now they are at 80-100. They found that many of the city departments wanted multiple kids.

C. Fiscal Monitoring Reports: No questions.

D. Employer Success Stories and Activity Report: No questions.

E. Dislocated Worker Update: No questions.

F. Unemployment Update/Press Release from the Employment Development Department: No questions.

G. Head Start Reports: Mr. Nottoli questioned the vendors used to purchase classroom supplies and wanted to know if staff tried to buy local rather than at Walmart; he is concerned that the dollars circulate locally.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick wished Ms. Scherman a Happy Birthday.

C. Deputy Directors: No reports.

D. Counsel: No report.

E. Members of the Board: No comments.

F. Public: None.

VI. **Adjournment**: The meeting was adjourned at 11:24 a.m.

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council. The Executive Committee met and evaluated the August 22, 2017 Policy Council meeting.

GOOD!!!
Thank, Ms. Kathy Kossick, for information to the workforce tour and shared information on Community Services Block Grant.
Thank you, Ms. Allison Noren, for shared information on the employment eligibility list.
Thank you, Ms. Denise Lee, for shared information on the HS/EHS Federal review.
Thank you, managers, for shared program reports.
Thank you, Ms. Linda Harris, for an excellent job as Chair.
Thank you, Ms. Terri McMillin, for an excellent job for coaching Ms. Linda Harris as Chair.
NEEDS IMPROVEMENT
Please be recognized by the Chair by raising your hand before speaking.
Please turn off all electrical devices, i.e., phones.
Please refrain from TEXTING!!
Attendance.
Please be recognized by the Chair before leaving your seat by saying, "question of privilege."
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
REMINDERS
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

ITEM V – COMMITTEE REPORTS (continued)

Page 2

- Personnel/Bylaws Committee: Mr. Kenneth Tate

- Social/Hospitality Committee: Mr. Kenneth Tate

- Parent Ambassadors Committee/Mens' Activities Affecting Children Committee:
Mr. Kenneth Tate

- Medi-Cal Dental Advisory Committee: Ms. Robin Blanks

- Maternal, Child, and Adolescent Health Advisory Board: Ms. Robin Blanks

ITEM VI-OTHER REPORTS

BACKGROUND:

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

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

C. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services
- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
 - ✓ Unannounced Safety & Supervision Visits conducted by QA Unit
 - ✓ Unannounced Safety & Supervision Visits conducted by Delegates & SOP
- Martha Cisneros - Health, Nutrition and Safe Environments Services
- Karen Griffith - School Readiness, Special Education and Mental Health Services

D. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Mr. Kenneth Tate), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

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

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
Enrollment							
Total Funded Enrollment	1988	440	1211	668	233	120	4660
Actual Enrollment	2643	516	1495	784	272	164	5874
# Enrolled < 45 days	154	16	58	41	12	9	290
# Total staff	382	66	174	101	33	15	771
# of classes	93	22	56	35	17	6	229
Child Demographics							
Age: 2 years old	11%	0%	4%	4%	6%	0%	7%
Age: 3 years old	40%	34%	34%	40%	45%	54%	39%
Age: 4 years old	44%	66%	59%	56%	49%	46%	52%
Age: 5 years old	6%	0%	3%	0%	0%	0%	3%
Ethnicity							
Hispanic	47%	38%	46%	33%	30%	28%	43%
Non -Hispanic	53%	62%	54%	67%	70%	72%	57%
Am. Indian/Alaska Native	1%	25%	1%	1%	1%	1%	3%
Asian	7%	26%	19%	13%	16%	2%	13%
Black or African America	30%	22%	25%	13%	27%	58%	27%
Native Hawaiian/Pac.Islander	1%	1%	2%	1%	4%	1%	2%
White	19%	12%	46%	64%	18%	6%	31%
Bi-racial/Multi-racial	6%	13%	7%	6%	16%	3%	7%
Other or Unspecified	35%	0%	1%	1%	17%	28%	18%
Language							
English	62%	62%	62%	54%	78%	86%	63%
Spanish	27%	19%	22%	20%	10%	12%	23%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	3%	6%	1%	11%	4%	2%	4%
East Asian	5%	13%	13%	1%	8%	0%	7%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	1%	0%	1%	0%	0%	0%	0%
European/Slavic	1%	0%	0%	2%	0%	0%	1%
African	0%	0%	0%	0%	0%	0%	0%
Other or Unspecified	1%	0%	0%	12%	0%	0%	2%
Other							
# children in foster care	1%	3%	2%	3%	1%	0%	2%
First year enrollees	54%	91%	64%	74%	69%	69%	64%
Family Demographics							
# of Families	2423	495	1409	746	251	144	5468
# of One Parent Families	51%	41%	54%	34%	42%	74%	49%
# of Two Parent Families	49%	59%	46%	66%	58%	26%	51%
Highest Household Education Level							
....Advanced or baccalaureate degree	4%	6%	4%	10%	4%	0%	5%
....Associate degree, vocational scho	36%	19%	34%	38%	40%	20%	34%
....High School graduate or GED	22%	58%	46%	36%	40%	56%	35%

...Less than high school graduate	38%	17%	17%	16%	17%	24%	26%
# income below 100% poverty	70%	67%	45%	49%	54%	44%	59%
# over income	6%	4%	11%	4%	11%	0%	7%
# families experiencing homeless	1%	0%	0%	1%	0%	0%	1%
# families receiving TANF	32%	25%	30%	31%	30%	68%	32%
# families receiving SSI	5%	7%	4%	7%	8%	2%	5%
Families receiving WIC	58%	55%	53%	61%	38%	70%	56%
Families receiving SNAP	36%	44%	44%	24%	29%	68%	38%
Families on active military duty	17%	8%	6%	43%	0%	0%	12%
% families receiving HS Services	97%	39%	70%	57%	96%	97%	79%

Child Health Services

Children with medical home	94%	100%	100%	100%	100%	100%	97%
Children with health insurance	96%	99%	100%	100%	100%	100%	98%

Body Mass Index

...Underweight	2%	14%	8%	10%	3%	0%	6%
...Healthy weight	70%	65%	60%	70%	71%	77%	67%
...Overweight	11%	10%	13%	10%	8%	10%	11%
...Obese	14%	11%	17%	10%	15%	11%	13%
Med. Screenings Complete	90%	92%	83%	97%	75%	91%	89%
...at enrollment	32%	48%	71%	61%	19%	58%	47%
...at end of program year	85%	89%	80%	92%	72%	86%	84%
Needing Med. Treatment	3%	20%	7%	12%	9%	3%	7%
Rec'd Med. Treatment	83%	100%	100%	100%	83%	100%	96%
Up to date on oral health care	90%	91%	80%	100%	100%	64%	89%
Needing Dental Treatment	9%	49%	26%	30%	13%	32%	20%
Dental Treatment Rec'd	92%	76%	54%	99%	97%	88%	79%

Immunization

Complete/up to date/exempt	94%	98%	98%	96%	97%	97%	96%
...at enrollment	93%	97%	98%	95%	93%	98%	95%
...at end of program year	94%	98%	98%	96%	97%	98%	96%

Education Screenings/Assessments

# Completed Ed. Screenings	91%	91%	84%	99%	94%	100%	91%
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Disabilities

% Diagnosed	10%	14%	13%	15%	12%	13%	12%
# of Health Impairments	1%	0%	2%	0%	0%	0%	1%
# Speech/language impairments	77%	88%	77%	81%	78%	100%	80%
#Intellectual disabilities	4%	2%	0%	4%	0%	0%	2%
Hearing impairment, include deaf	0%	0%	0%	1%	0%	0%	0%
Orthopedic impairment	2%	0%	1%	2%	0%	0%	1%
Visual impairment, include blind	1%	0%	0%	0%	0%	0%	0%
Special learning disability	0%	0%	0%	0%	0%	0%	1%
Autism	10%	5%	11%	7%	22%	0%	10%

Non-categorical/develop. delay	3%	3%	0%	5%	0%	0%	2%
Multiple disabilities	0%	0%	9%	0%	0%	0%	3%
Deaf-blind	0%	0%	0%	0%	0%	0%	0%
Mental Health							
# of Individual M.H. Assm'ts	2%	11%	4%	2%	19%	1%	4%
# Referred outside for M.H.	55	17	46	15	19	2	154
Staff Qualifications							
# of Teachers	93	22	54	24	10	6	209
..Teachers with AA degree	45%	0%	7%	0%	0%	0%	22%
..Teachers with BA or higher	55%	100%	93%	100%	100%	100%	78%
# of Teacher Assistants	79	21	58	24	13	3	198
..Teacher Assistants with permit	39%	14%	64%	0%	38%	0%	38%
..Teacher Assistants w/AA degree	42%	48%	26%	29%	31%	100%	36%
..Teacher Assistants with BA degree or higher	19%	38%	10%	0%	31%	0%	17%
# of Home Visitors	10	0	2	0	0	0	12
..Home Visitors with AA degree	30%	0%	50%	0%	0%	0%	33%
..Home Visitors with BA degree or higher	40%	0%	0%	0%	0%	0%	33%
Staff Ethnicity							
Hispanic	22%	14%	30%	17%	22%	22%	23%
Non- Hispanic	61%	86%	70%	83%	78%	78%	72%
Am. Indian/Alaska Native	2%	0%	5%	0%	0%	0%	2%
Asian	11%	42%	19%	6%	43%	67%	19%
Black or African America	17%	12%	16%	6%	26%	11%	16%
Native Hawaiian/Pac.Islander	2%	0%	1%	0%	4%	0%	1%
White	33%	42%	57%	60%	4%	0%	41%
Bi-racial/Multi-racial	4%	5%	7%	10%	4%	0%	5%
Other or Unspecified	15%	0%	0%	17%	17%	22%	11%
Staff Languages other than English							
Spanish	19%	12%	25%	21%	17%	11%	20%
Native Central/South Am.	0%	0%	0%	4%	0%	0%	0%
Caribbean (e.g.Haitian-Creole)	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	2%	12%	4%	4%	9%	0%	4%
East Asian	16%	37%	15%	4%	39%	67%	19%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	2%	0%	0%	0%	0%	0%	1%
European/Slavic	5%	0%	9%	6%	0%	0%	5%
African	1%	0%	1%	0%	0%	0%	1%
Other or Unspecified	1%	2%	4%	0%	0%	0%	2%
# FSW's	33	50	56	5	4	3	151
...With AA degree	3%	26%	11%	20%	50%	33%	1%
....With BA degree or higher	30%	66%	82%	80%	25%	33%	62%

...Family Development Credential	45%	6%	4%	0%	0%	33%	14%
....None of the above	21%	2%	4%	0%	25%	0%	7%
# of Volunteers	1073	325	504	345	120	194	2561
*Due to rounding, not all numbers will equal 100%.							

	SOP	Sac City	San Juan	County Totals
Enrollment Summary				
Total Funded Enrollment	377	144	160	681
Actual Enrollment	622	271	266	1159
# Enrolled < 45 days	39	25	14	78
Of enrollees, # Pregnant Women	15	34	23	72
# pregnant women who left before baby was born	0	1	1	2
# of infants subsequently enrolled after birth	12	15	11	38
# Total staff	186	31	57	274
# of classes	16	3	10	29
Child Demographics				
Age: under 1	27%	39%	27%	24%
Age: 1 years old	32%	30%	30%	31%
Age: 2 years old	39%	29%	42%	38%
Age: 3 years old	1%	2%	0%	1%
Ethnicity				
Hispanic	38%	71%	30%	44%
Non-Hispanic	62%	29%	70%	56%
Am. Indian/Alaska Native	1%	0%	1%	1%
Asian	7%	5%	12%	8%
Black or African America	36%	17%	19%	28%
Native Hawaiian/Pac.Islander	0%	3%	1%	1%
White	25%	69%	61%	44%
Bi-racial/Multi-racial	6%	5%	3%	5%
Other or Unspecified	23%	1%	8%	25%
Language				
English	70%	51%	50%	68%
Spanish	19%	43%	18%	24%
Native Central/South Am.	0%	0%	0%	0%
Caribbean languages	0%	0%	0%	0%
Middle Eastern/Indic	2%	0%	15%	5%
East Asian	6%	4%	1%	4%
Native No.American/Alaska	0%	0%	0%	0%
Pacific Islander	0%	1%	0%	0%
European/Slavic	2%	0%	4%	2%
African	1%	0%	0%	1%
Other or Unspecified	2%	0%	12%	4%
Other				
# children in foster care	4%	1%	3%	3%
First year enrollees	54%	51%	67%	56%
Family Demographics				
# of Families	550	219	206	975
# of One Parent Families	57%	57%	34%	52%
# of Two Parent Families:	43%	43%	66%	48%
Education				
High school or less	9%	1%	1%	1%
Some college	1%	1%	1%	1%
Advanced or baccalaureate degree	5%	1%	13%	5%

EHS Program Info. Report 2016-2017

.....Associate degree, vocational school	4%	21%	41%	15%
.....High School graduate or GED	20%	43%	28%	27%
.....Less than high school graduate	13%	36%	18%	19%
# income below 100% poverty	71%	66%	58%	67%
% Over Income	3%	3%	3%	3%
# families in homeless status	3%	1%	0%	2%
# families receiving TANF	33%	21%	23%	28%
# families receiving SSI	11%	3%	3%	7%
Families receiving WIC	66%	55%	68%	64%
Families receiving SNAP	35%	28%	22%	30%
# Families on active military duty	0%	0%	0%	0%
% Families receiving EHS services	87%	57%	42%	71%
Child Health Services				
Children with medical home	93%	100%	100%	100%
Children with health insurance	93%	100%	98%	96%
Med Screenings Complete	68%	16%	83%	59%
Needing Med. Treatment	3%	3%	11%	5%
Rec'd Med. Treatment	82%	100%	91%	89%
Dental				
Up to date oral health care	68%	96%	83%	78%
Immunization				
Complete/up to date/exempt	56%	38%	73%	56%
....at enrollment	48%	73%	62%	57%
....at end of program year	56%	38%	73%	56%
Education Screenings/Assessments				
# Completed Ed. Screenings	73%	79%	76%	75%
Disabilities				
% Diagnosed	20%	19%	12%	18%
% receiving special services	100%	100%	100%	100%
Mental Health				
# of Individual M.H. Assm'ts	11	2	5	18
# Referred outside for M.H.	12	1	7	20
Services to Pregnant Women				
# of Pregnant Women	15	34	23	72
Prenatal Health-1st trimester	13%	12%	9%	11%
Prenatal Health-2nd trimester	40%	35%	35%	37%
Prenatal Health-3rd trimester	47%	53%	57%	54%
# with medical insur.	100%	100%	100%	103%
# rec'd professional dental exam	13%	12%	30%	15%
# identified medically high risk	20%	32%	48%	35%
Pregnant Women receiving the following services:				
prenatal health care	100%	100%	100%	103%
postpartum health care	53%	88%	91%	84%
mental health interventions	47%	32%	22%	33%
substance abuse prevention	47%	88%	96%	84%
substance abuse treatment	33%	3%	0%	9%

EHS Program Info. Report 2016-2017

prenatal education on fetal develop.	100%	91%	96%	97%
info. on benefits of breastfeeding	100%	82%	96%	93%
Staff Qualifications				
# of Teachers	32	4	20	56
..... Teachers with AA degree	41%	0%	15%	29%
.....Teachers with BA or higher degree	34%	100%	60%	48%
# of Teacher Assistants	16	0	0	16
.....Teacher Assistants with permit	100%	0%	0%	100%
.....Teacher Assistants with AA degree	0%	0%	0%	0%
.....Teacher Assistants with BA or higher	0%	0%	0%	6%
# of Home Visitors	21	10	7	38
.....Home Visitors with AA degree	0%	10%	0%	16%
.....Home Visitors with BA degree or higher	0%	30%	100%	58%
Teaching Staff Ethnicity/Race				
Hispanic	89%	43%	41%	30%
Non -Hispanic	274%	57%	59%	66%
Am. Indian/Alaska Native	32%	0%	0%	5%
Asian	100%	36%	4%	22%
Black or African America	53%	7%	7%	11%
Native Hawaiian/Pac.Islander	11%	0%	0%	2%
White	116%	57%	52%	38%
Bi-racial/Multi-racial	16%	0%	33%	10%
Other or Unspecified	37%	0%	4%	7%
Teaching Staff Languages other than English				
Spanish	63%	36%	22%	209%
Native Central/South America	0%	0%	0%	0%
Caribbean languages (Haitain-Creole)	0%	0%	0%	0%
Middle Eastern/India	11%	0%	0%	18%
East Asian	37%	29%	0%	100%
Native No.American/Alaska	0%	0%	0%	0%
Pacific Islander	11%	0%	0%	18%
European/Slavic	26%	0%	11%	73%
African	0%	0%	7%	18%
Other or Unspecified	5%	0%	0%	9%
# of FSWs				
# of FSWs	32	12	1	45
.....with AA degree	43%	8%	8%	33%
.....with BA degree of higher	37%	42%	42%	40%
.....Family Development Credential	27%	17%	17%	23%
.....None of the above	0%	33%	33%	9%
# of Volunteers				
# of Volunteers	257	200	15	472
*Due to rounding, not all numbers will equal 100%.				

	SOP	Sac City	County Totals
Enrollment Summary			
Total Funded Enrollment	40	40	80
Actual Enrollment	84	68	152
# Enrolled < 45 days	8	8	16
Of enrollees, # Pregnant Women	0	0	0
# pregnant women who left before baby was born	0	0	0
# of infants subsequently enrolled after birth	0	0	0
# Total staff	16	21	37
# of classes	6	5	11
Child Demographics			
Age: under 1	13%	18%	24%
Age: 1 years old	40%	49%	44%
Age: 2 years old	45%	31%	39%
Age: 3 years old	1%	3%	2%
Race			
Hispanic	29%	53%	39%
Non-Hispanic	71%	47%	61%
Am. Indian/Alaska Native	1%	0%	1%
Asian	6%	6%	6%
Black or African America	52%	28%	41%
Native Hawaiian/Pac.Islander	0%	3%	1%
White	18%	56%	35%
Bi-racial/Multi-racial	17%	10%	14%
Other or Unspecified	23%	0%	25%
Language			
English	87%	74%	68%
Spanish	5%	22%	13%
Native Central/South Am.	0%	0%	0%
Caribbean languages	0%	0%	0%
Middle Eastern/Indic	1%	0%	1%
East Asian	4%	3%	3%
Native No.American/Alaska	0%	0%	0%
Pacific Islander	1%	1%	1%
European/Slavic	2%	0%	1%
African	0%	0%	0%
Other or Unspecified	0%	0%	0%
Other			
# children in foster care	2%	3%	3%
First year enrollees	87%	47%	69%
Family Demographics			
# of Families	78	60	138
# of One Parent Families	82%	83%	83%
# of Two Parent Families:	18%	17%	17%
Highest education in household			
..... Advanced or baccalaureate degree	1%	7%	4%

EHS/CCP Program Info. Report 2016-2017

.....Associate degree, vocational school	59%	33%	48%
.....High School graduate or GED	24%	30%	27%
.....Less than high school graduate	15%	30%	22%
# income below 100% poverty	65%	50%	59%
% Over Income	2%	10%	6%
# families in homeless status	0%	0%	0%
# families receiving TANF	33%	25%	30%
# families receiving SSI	8%	6%	7%
Families receiving WIC	63%	56%	60%
Families receiving SNAP	24%	34%	28%
# Families on active military duty	0%	0%	0%
% Families receiving EHS services	97%	52%	78%
Child Health Services			
Children with medical home	99%	100%	99%
Children with health insurance	100%	100%	100%
Med Screenings Complete	63%	32%	49%
Needing Med. Treatment	4%	0%	1%
Rec'd Med. Treatment	100%	#DIV/0!	1%
Dental			
Up to date oral health care	63%	113%	85%
Immunization			
Complete/up to date/exempt	77%	69%	74%
....at enrollment	67%	96%	80%
....at end of program year	77%	69%	74%
Education Screenings/Assessments			
# Completed Ed. Screenings	6%	27%	8%
Disabilities			
% Diagnosed	0%	15%	8%
% receiving special services	0%	100%	100%
Mental Health			
# of Individual M.H. Assm'ts	1	5	6
# Referred outside for M.H.	1	1	2
Services to Pregnant Women			
# of Pregnant Women	0	0	0
Prenatal Health-1st trimester	0%	0%	0%
Prenatal Health-2nd trimester	0%	0%	0%
Prenatal Health-3rd trimester	0%	0%	0%
# with medical insur.	0%	0%	0%
# rec'd professional dental exam	0%	0%	0%
# identified medically high risk	0%	0%	0%
Pregnant Women receiving the following services:			
prenatal health care	0%	0%	0%
postpartum health care	0%	0%	0%
mental health interventions	0%	0%	0%
substance abuse prevention	0%	0%	0%
substance abuse treatment	0%	0%	0%

EHS/CCP Program Info. Report 2016-2017

prenatal education on fetal develop.	0%	0%	0%
info. on benefits of breastfeeding	0%	0%	0%
Staff Qualifications			
# of Teachers	6	5	11
..... Teachers with AA degree	50%	100%	73%
.....Teachers with BA or higher degree	17%	0%	9%
# of Teacher Assistants	4	5	9
.....Teacher Assistants with permit	0%	0%	22%
.....Teacher Assistants with AA degree	0%	0%	22%
.....Teacher Assistants with BA or higher	0%	0%	11%
# of Home Visitors	0	0	0
.....Home Visitors with AA degree	0%	0%	0%
.....Home Visitors with BA degree or higher	0%	0%	0%
Teaching Staff Ethnicity/Race			
Hispanic	26%	7%	5%
Non -Hispanic	26%	64%	12%
Am. Indian/Alaska Native	11%	0%	2%
Asian	5%	21%	3%
Black or African America	11%	7%	3%
Native Hawaiian/Pac.Islander	0%	0%	0%
White	26%	43%	10%
Bi-racial/Multi-racial	0%	0%	0%
Other or Unspecified	0%	0%	0%
Teaching Staff Languages other than English			
Spanish	11%	7%	27%
Native Central/South America	0%	0%	0%
Caribbean languages (Haitain-Creole)	0%	0%	0%
Middle Eastern/India	0%	14%	18%
East Asian	5%	0%	9%
Native No.American/Alaska	0%	0%	0%
Pacific Islander	0%	0%	0%
European/Slavic	0%	14%	18%
African	0%	0%	0%
Other or Unspecified	0%	0%	0%
# of FSWs			
# of FSWs	1	1	2
.....with AA degree	3%	0%	2%
.....with BA degree of higher	0%	8%	2%
.....Family Development Credential	0%	0%	0%
.....None of the above	0%	0%	0%
# of Volunteers			
# of Volunteers	4	36	40
*Due to rounding, not all numbers will equal 100%.			



Program Update

A Year in Review

Each August, SETA, its delegate agencies and partners submit a Program Information Report (PIR) to the Office of Head Start.

This statistical report summarizes demographics of families/children served and the services to them provided within the program year.

Some highlights for the 2016-2017 PIR include (see attached report for more details):

Head Start (preschool)

- Nearly all children had **medical insurance** and a primary **medical home** for on-going access to medical care.
- On average, 89% of all children enrolled received a professional **dental exam**. This is above national, regional and state averages of 82%.
- 567 children (12%) were diagnosed with **special needs**. Of those, 80% had IEPs for speech/language.

- 96% of children had current/ up-to-date **immunizations**.
- 32% of families received **TANF** benefits.
- 56% of families participated in **WIC**.
- 12% of families were on active **military duty**.
- 79% of families requested and received Head Start **support services**.
- 78% of teachers have a BA degree or higher; above the national average of 74%.
- 54% of teacher assistants have an AA degree or higher.
- 67% of home visitors have an AA degree or higher.
- 79% of Family Services Workers have an AA degree or higher.

Early Head Start (ages 0-3)

- Nearly all children had **medical insurance** and a primary **medical home** for on-going access to medical care. However, less than 60% of children were up to date on their **well child checks**. This is slightly lower than the national, regional and state averages of 78%.
- 78% of children received a **dental exam** as part of their well child check.
- 72 **pregnant women** were enrolled with 35% identified as **high risk pregnancies**.
- 18% of children were diagnosed with **special needs**.



Open Enrollment

While most Head Start classes are fully enrolled, there are still a few centers with openings. Call the number below for enrollment information:

Abraham Lincoln—SCUSD
916.277.7047

CP Huntington—SCUSD
916.264.3950

Freeport—SCUSD
916.264.3950

Marshall Children’s Center—SJUSD
916.979.8760

Mark Twain—SCUSD
916.277.7047

Oakridge—SCUSD
916.277.7047

Parkway—SCUSD
916.264.3950

Peter Burnett—SCUSD
916.277.7047

Prairie Elementary School -EGUSD
916.424.7665

Playmate
Women’s Civic Improvement Club
916.451.8870

Twin Rivers USD
916.566.3485

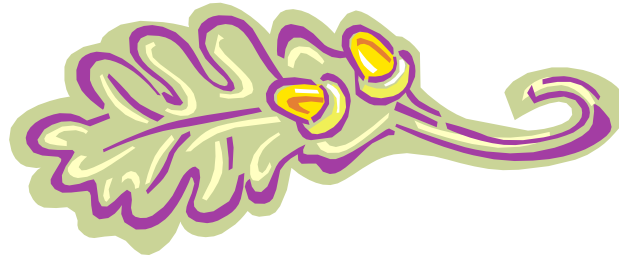
Center Updates

Hopkins Park ELC (SOP) will be receiving a new modular building in fall 2018. While construction plans have not yet been finalized, staff anticipates services to be temporarily relocated to a nearby location mid school year. Relocation will ensure children and families can finish out their school year with minimal interruptions. Detailed information will be forthcoming to all enrolled families.

Crossroad Gardens ELC (SOP) will be under-going minor renovations/repairs starting late December. As a result, a new EHS classroom will open to serve 8 additional toddlers. During construction, children/families will be temporarily relocated to an alternate location to ensure services are uninterrupted. Details will be forthcoming to all enrolled families.

Hollywood Park (SCUSD) moved its Head Start services to Parkway Elementary. Parkway now has two preschool classrooms.

Irene West (EGUSD) was not able to open a Head Start class as planned for 2017-18. However, additional preschool classes were opened at Prairie Elementary.



Health and Safety Monitoring

During the months of September and October, each Head Start and Early Head Start center (countywide) will under-go a detailed health and safety monitoring review. These reviews ensure all centers are safe and in good repair for children, families and staff.

A typical review will consist of the following elements: air quality and overall sanitation, emergency alert systems and fire safety, general safety and wellness,

evacuation routes and emergency preparedness, life safety code an occupancy requirements, safety and cleanliness of indoor and outdoor spaces, handwashing, diapering and spilled bodily fluids procedures, medication management, appropriate release of children, supervision and positive guidance, group ratios and safe outdoor areas.

Upon completion of each review, management will receive feedback on strengths, areas for continuous improvement, and non-compliance items. Follow-up on non-compliance items will be performed by staff with

Following health and safety best practices is an important way to provide quality early care and education to young children.

Corrective Plans of Action being developed for systemic issues. A summary of results will be shared with the boards.

From the Office of Head Start

The Office of Head Start released two new Program Instructions (PI) in August 2017.

ACF-PI-HS-17-04. This PI was issued on August 21, 2017 regarding Federal Reporting of Standard forms and notified grantees of the requirements for submitting Federal Financial Report Standard Form SF-425 for cash transactions and for expenditures to HHS Payment Management Systems.

ACF-PI-HS-17-03. This PI was issued on August 21, 2017 regarding Electronic Submission of Real Property Standard Form SF-429 and Attachments and notified grantees of the required annual reports on the status of real property in which the government retains an interest.



**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
August 2017**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	401	91	92
Sacramento City USD	1,139 (144)	147	102	68
SETA	1,868	2,098	112	66
San Juan USD	668	630	94	83
Twin Rivers USD*	180	122	68	87
WCIC/Playmate	100 (0)	N/A	N/A	N/A
Total	4,395 (3,300)	3,398		

* Duration slots not yet filled as classrooms are still under construction/renovation. Estimated start date is January 2018

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	152	147	97	73
SETA*	431	408	95	79
San Juan USD	160	173	108	75
TRUSD	16	16	100	100
Total	759	744		

*Conversion slots not filled as classrooms are not yet open

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	36	100	77
Sacramento City USD	40	41	102	74
SETA/Job Corps.*	4	4	100	TBD
Total	80	81		

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

August 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	198	10%	377	44	12%
Twin Rivers USD	233	16	7%	16	0	0%
Elk Grove USD	440	22	5%			
Sac City USD	1211	10	1%	144	6	4%
San Juan USD	668	71	11%	160	12	8%
WCIC	120	0	0%			
EHS CCP				80	4	5%
COUNTY TOTAL	4660	317	7%	761	66	8%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *August 2017

August 3rd - On Call Cook/Driver Laura starts.

August 4th - Minimum Day Preschool & EHS full-day Classes / Part-day classes closed.

August 7th to 11th - Part-day classes closed.

August 8th & 9th - Walk-In repair at the Central Kitchen.

August 14th - Most Traditional Centers returned from Summer break.

August 25th - Daddy & Me BBQ assorted supplies provided for 100 guests.

Meetings & Trainings:

Belinda Malone, Connie & Celia presented Parent Aid Training Information at the Site Supervisor and FSW meeting on August 17th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
31,830	17,720	21,970	40

Total Amount of Meals and Snacks Prepared 71,560

Purchases:

Food	\$69,901.19
Non - Food	\$9,984.90

Building Maintenance and Repair: \$9,340.50

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$3,315.90

Vehicle Maintenance and Repair : \$243.15

Vehicle Gas / Fuel: \$1,370.32
 Normal Delivery Days 23

ITEM VI - OTHER REPORTS (continued)

Page 2

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

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