

GOVERNING BOARD

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Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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Sacramento, CA 95815

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<http://www.headstart.seta.net>

Thought of the day: "Whatever one possesses becomes of double value when we have the opportunity of sharing it with others."

Author: Bouilly

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

DATE: Tuesday, November 28, 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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- C. Chair's Report
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- E. Public Participation

VI. Adjournment

DISTRIBUTION DATE: TUESDAY, NOVEMBER 21, 2017

Policy Council meeting hosted by:
Kenneth Tate (Chair)

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
- _____ 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 (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 (Sheppard), Men's Activities Affecting Children Committee
- _____ 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	X	X	
R. Castex Seated 7/25	WCIC										X	X	X	E	
A. Chenault Seated 11/22	SOP	X		E	X	X	X	X	X	X	X	X	X	X	
L. Harris Seated 11/22	ELK	X		X	X	X	X	X	X	X	X	X	X	X	E
L. Litka Seated 1/24	CR			X	X	X	X	X	X	X	X	X	X	X	
T. McMillin Seated 1/24	CR			X	X	X	X	X	X	X	X	X	X	X	
E. Nears Seated 8/22	EG											X	X	X	
A. Scharnow Seated 11/22	SAC	X		X	X	X	X	X	X	X	E	X	X	X	
P. Scott Seated 1/24	CR			X	X	X	X	X	X	X	X	E	X	X	
K. Tate Seated 1/24	OGC			X	X	E	X	X	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 11/17/2017

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Casandra McGraw, Elk Grove Unified School District
- _____ Brina Thurston, Elk Grove Unified School District
- _____ Andrea Scharnow, Sacramento City Unified School District
- _____ Maria Castro-Flores, Sacramento City Unified School District
- _____ Jessica Bradsberry, Sacramento City Unified School District
- _____ Charles Taylor, Twin Rivers Unified School District
- _____ Allison Vaughn, Twin Rivers Unified School District
- _____ Domonique Garrett, WCIC/Playmate Child Development Center
- _____ Emily Culver, WCIC/Playmate Child Development Center
- _____ Henrietta Gutierrez, SETA-Operated Program
- _____ Cindy Ruiz Lopez, SETA-Operated Program
- _____ China Rosalez, SETA-Operated Program
- _____ Jasmine Robinson, SETA-Operated Program
- _____ Marisol Andrade, SETA-Operated Program
- _____ Yezenia Lopez, SETA-Operated Program
- _____ Penelope Scott, Community Representative
- _____ Vacant, Past Parent/Community Representative
- _____ Vacant, Past Parent/Community Representative
- _____ Vacant, Foster Parent/Community Representative
- _____ Vacant, Grandparent/Community Representative
- _____ Beth Hassett, WEAVE, Community Agency Representative
- _____ Morgan Taylor, Birth & Beyond, Community Agency Representative
- _____ Kenneth Tate, Outgoing Chair

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2017-2018**

The 2016-2017 Board was seated on **November 28, 2017** and
December 20, 2017

BOARD MEMBER	SITE	11/28	12/20 *	1/23	2/27	3/27	4/24	5/22	6/26	7/24	8/28	9/25	10/23	11/27
M. Andrade Seated	SOP													
J. Bradsberry Seated	SAC													
M. Castro-Flores Seated	SAC													
E. Culver Seated	WCIC													
D. Garrett Seated	WCIC													
H. Gutierrez Seated	SOP													
B. Hassett Seated	CAR													
Y. Lopez Seated	SOP													
C. McGraw Seated	EG													
J. Robinson Seated	SOP													
C. Rosalez Seated	SOP													
C. Ruiz Lopez Seated	SOP													
A. Scharnow Seated	SAC													
C. Taylor Seated	TR													
M. Taylor Seated	CAR													
B. Thurston Seated	EG													
A. Vaughn Seated	TR													
K. Tate Seated 1/24	OGC													

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
HB	Home based Option
MAACC	Men's Activities Affecting Children Committee
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
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- E/PCB:** Excused, Policy Council Business
- E/PCB:** Excused, Policy Committee Business
- OGC:** Outgoing Chair
- ***: Special Meeting

Current a/o 11/17/2017

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 24, 2017 POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the October 24, 2017 meeting.

RECOMMENDATION:

That the Policy Council approve the October 24 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, October 24, 2017
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:10 a.m. Ms. Linda Litka was asked to serve as Secretary. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Litka called the roll and a quorum was established.

Members Present:

Elnora Nears, Elk Grove Unified School District
Andrea Scharnow, Sacramento City Unified School District
Angel Chenault, SETA-Operated Program
Terri McMillin, Community Representative
Robin Blanks, Community Representative
Linda Litka, Community Representative
Kenneth Tate, Community Representative
Penelope Scott, Community Representative

Members Absent:

Linda Harris, Elk Grove Unified School District (excused)
Reginald Castex, WCIC (excused)

II. Consent Item

A. Approval of the Minutes of the September 26, 2017 Regular meeting

Moved/Blanks, second/Scharnow, to approve the September 26, 2017 minutes.

Show of hands vote:

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

Nay: 0

Abstentions: 1 (Tate)

Absent: 2 (Castex & Harris)

IV. Information Items

➤ Parent/Staff Recognitions – Mr. Kenneth Tate

Appreciation certificate for PTA information. Ms. Peggy Parker provided a great workshop for the board members. Ms. Parker was presented with a certificate of appreciation.

Ms. Julie Davis-Jaffe received a certificate in appreciation for coordinating the Hillsdale Career Center tour.

III. Action Items

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

The board went into closed session at 9:17 a.m. At 9:26 a.m., Mr. Tate called the meeting back to or Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher/Infant Toddler, and Family Services Worker III.

B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Revisions to the Job Specification for Personnel/Human Resources Department Chief

Mr. Tate opened a public hearing and reviewed the board item.

Ms. Allison Noren stated Workforce Innovation & Opportunity Act (WIOA) funds prohibit discrimination on a wide variety of situations. Part of WIOA was revised to require states that do monitoring require a non-discrimination policy. Each workforce area must designate an Equal Opportunity Officer (EEO) to coordinate efforts. SETA has designated the Personnel/Human Resources Department Chief to be the EEO. Ms. Noren stated that job specification was modified to reflect this. In addition, the job specification was revised to ensure it meets Head Start Performance Standard requirements.

Ms. Lee stated that WIOA is the funding source for the other half of SETA and the Personnel/Human Resources Department Chief position is partially funded by WIOA funds.

Moved/Blanks, second/McMillin, to close the public hearing and approve the revised job specification for Personnel/Human Resources Department

Show of hands vote:

Aye: 6 (Blanks, Chenault, Litka, McMillin, Nears, Scharnow)

Nay: 0

Abstentions: 2 (Scott & Tate)

Absent: 2 (Castex & Harris)

C. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Revisions to the Salary Schedule for Head Start Parent Intern, Student Intern, Head Start Childcare Teacher Assistant, Bilingual Aide, and Head Start On-Call Cook Driver

Mr. Tate opened a public hearing.

Ms. Allison Noren reviewed this item. New legislation requires the minimum wage increases up to \$15.00 per hour in four years. Five job classifications will be affected.

Mr. Tate inquired why is board item was brought to the board every year. Ms. Lee replied that the current board may not be the board in 2022 so it is nice that the board know the budgetary effect. This may not be the only position that will be affected by the law between now and 2022.

Moved/Chenault, second/Scott, to close the public hearing and approve the new salary schedules for the Head Start Parent Intern, Student Intern, Head Start Childcare Teacher Assistant, Bilingual Aide, and Head Start On-Call Cook Driver.
Show of hands vote:

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

Nay: 0

Abstentions: 1 (Tate)

Absent: 2 (Castex & Harris)

D. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Second Reading and Approval of Modifications to the Bylaws of the SETA-Operated Head Start/Early Start Policy Council

Mr. Tate reviewed this item; a public hearing was opened last month.

Mr. Tate reviewed modifications to the PC bylaws. Many of the modifications were required due to updated Performance Standards.

Moved/Scott, second/Blanks, to close the public hearing and approve the amendments to the PC Bylaws as attached.

Show of hands vote:

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

Nay: 0

Abstentions: 1 (Tate)

Absent: 2 (Castex & Harris)

E. Election of Policy Council Community Agency Representatives

Mr. Tate introduced Ms. Beth Hassett, CEO from WEAVE. Ms. Hassett stated that WEAVE is the rape crisis organization for Sacramento. They also work in the sex trafficking areas to provide assistance to the victims. Many of their clients have numerous barriers to their success. WEAVE assists in providing safe housing, child care, and employment to their clients.

Ms. Scott asked if Ms. Hassett would be sitting on the board or someone else. Ms. Scott requested that Ms. Hassett serve as the representative. Ms. Hassett stated she would be happy to serve and occasionally bring her staff in to provide

specific training.

Mr. Tate reviewed Ms. Mason Taylor's application. Ms. Taylor was not available to attend the meeting due to work matters. Since there are two applications, Mr. Tate requested a motion approving both WEAVE and Birth and Beyond as Community Agency Representatives.

Moved/Blanks, second/Scott, to approve both WEAVE and North Sacramento Family Resource Center/Birth and Beyond, to serve as Community Agency representatives.

Show of hands vote:

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

Nay: 0

Abstentions: 1 (Tate)

Absent: 2 (Castex & Harris)

Ms. Terri McMillin left the meeting at 10:06 a.m.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events – Ms. Linda Litka reviewed the calendar of events for the upcoming month.
- Parent, Family & Community Engagement - Events & Activities – No additional report.
- End-of-Year Parent Appreciation Brunch Reports – Mr. Tate stated that the Social/Hospitality Committee did an outstanding job; the events get better every year. Ms. Blanks stated that it was a great event and was grateful that staff attended. Ms. Chenault stated that it was her first event and it was a wonderful, positive environment.
- Parent/Staff Recognitions – Mr. Tate stated a certificate of appreciation was provided to Ms. Linda Harris and Mr. Reginald Castex.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne thanked board members for inviting her to the End-of-Year Parent Appreciation event. Ms. Saurbourne provided the fiscal report for the month ending September 30. Since it is so early in the year, the delegate reports are one month behind. The Budget/Planning Committee will meet on November 14 and the final numbers for last fiscal year will be reviewed; Ms. Saurbourne urged all members to consider attending.
- Community Resources – Parents/Staff – Ms. Belinda Malone reviewed the Sacramento Food Bank hosting free flu shots and dental screens. In addition, the Stanford Settlement is offering a Christmas Basket. Sign-up information is required. Ms. Malone urged board members to take the community information and bring it back to their centers.

B. Governing Board Minutes of September 7, 2017: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Litka reviewed the Executive Committee critique.
- Personnel/Bylaws Committee: Mr. Tate stated the last meeting was last month where members completed the second reading of the bylaws.
- Men's Activities Affecting Children Committee (MAACC)/Parent Ambassador Report: Ms. Blanks reported that a meeting was held earlier in October. Attendees reviewed shirts for Parent Ambassadors. The next meeting will be held on October 27; she urged all board members to consider attending. Ms. Desha stated that more information on the tee shirts will be available at the October 27 meeting.
- Social/Hospitality Committee: Mr. Tate stated that a close-out meeting will be held to go over final details. He extended thanks to the committee members.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Blanks reviewed the last meeting where the Sacramento County propositions were reviewed. The dental plans are doing well. Liberty Dental has a mobile van to outreach to children. Beginning January 1 MediCal adults will get their dental services back.
- Maternal, Child and Adolescent Health Advisory Board: Ms. Blanks stated that the next meeting will be on November 14. The Chair of the Maternal, Child and Adolescent Health Advisory Board will be resigning as Chair.

VI. Other Reports

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: Ms. Lee thanked board members for the End-of-Year Parent Appreciation brunch. Staff has been notified that our federal review will be in 2018. One review will be for CLASS which will be classroom observations for teacher-child interactions; we are not sure how many observations will be done. The second is the Focus Area 2 on-site review that reviews all areas. The tool that they sent out is new and very different from previous reviews. This format is more open ended where reviewers interview staff to understand the strengths and local challenges. They will be looking at data, what the data told us, and where we are going as a result of the data. The tool is much smaller and it appears to be more subjective. Staff will receive a 60-day notice of the review dates. We have the option to do the two reviews separately or together; staff chose to have the reviews separately. The review will definitely be done before May, 2018. Ms. Lee is curious as to how the reviewers will determine compliance under this new review format.
- C. 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 extended thanks for the invitation to the End-of-Year Parent Appreciation Brunch. The Delegate Kickoff was held last week with over 100 staff and management from the SOP, delegate agencies and partner programs in

attendance. It provided an opportunity to kick off the year as one county. One of the Safe Environments consultants presented preliminary results of county strengths, areas for improvement and non-compliance. Ms. Caruso will be meeting with the consultants to provide information as we prepare for the federal review. The QA team provided an overview of the new protocol and the process using Child Plus as the vehicle to record all of the data.

- Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros thanks the board for the invitation to the End-of-Year Parent Appreciation event. Ms. Blanks was thanked for her participation in the various medical/dental committees on which she serves. Proposition 56 ensures funds go into a pot to serve medically indigent adults. With increased cuts in public services, Proposition 56 is moving to ensure all adults receive care. The health unit is busy working with medically fragile children and ensuring children receive their dental exams. In health, nutrition, and safety, they have data that needs to match the regulations. The Health Services Advisory Committee meet and greet event is being planned and flyers will be sent board members. Ms. Cisneros stated that waivers for those with insurance through the Affordable Care Act (ACA) will be funded by the State of California.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.

- D. Chair's Report: Mr. Tate asked for parents to assist in the HR screenings.
- E. Open Discussion and Comments: None.
- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 10:56 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.

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

Approval of Eligible Lists for: Associate Teacher, Associate Teacher/Infant
Toddler, Site Supervisor, Maintenance/Courier, Family Services Worker III,
Parent Intern

➔ Report out of Closed Session

NOTES:

ITEM III-B – ACTION

ELECTION OF COMMUNITY REPRESENTATIVES AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect Community Representatives for Program Year 2017-2018. The duties of PC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2B.

SECTION 2: 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.

Members to consider for election:

- 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.

Applications will be distributed at the board meeting. Staff will be available to answer questions.

ITEM III-B – ACTION (continued)
Page 2

RECOMMENDATION:

That the Policy Council elect four Community Representatives and four Alternates.

Past Parent Representatives:

Alternates:

Grandparent Representative:

Alternate:

Foster Parent Representative:

Alternate:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM IV-A- INFORMATION

STANDING INFORMATION

BACKGROUND:

A. Standing Information Items

- Parent/Staff Recognition: Mr. Kenneth Tate
 - ✓ PC Meeting Perfect Attendance Recognition
- Toastmasters Training
- Committee Reports: Mr. Kenneth Tate
 - ✓ Executive Committee: Mr. Kenneth Tate
 - ✓ Budget/Planning Committee: Mr. Kenneth Tate
 - ✓ Parent Ambassadors/MAACC: Mr. Kenneth Tate
 - ✓ Social/Hospitality Committee: Mr. Kenneth Tate
 - ✓ Health Services Advisory Committee (HSAC): Mr. Kenneth Tate
- Seating of New Policy Council Members (2017-2018)
- Introduction of Policy Council Members: Mr. Kenneth Tate
- Introduction of Staff
- How to Present and Make Motions: Mr. Kenneth Tate
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne
- Board Procedures
 - ✓ Reimbursements & Budget/Planning: Ms. D'et Saurbourne
 - ✓ Personnel: Ms. Allison Noren
 - ✓ Conflict of Interest: Ms. Nancy Hogan
- Committee Reports (continued): Mr. Kenneth Tate
 - ✓ Maternal, Child and Adolescent Advisory Committee: Ms. Robin Blanks
 - ✓ Sacramento Medi-Cal Dental Advisory Committee: Ms. Robin Blanks
- Officer Elections will be held on December 20, 2017: Mr. Kenneth Tate
- PC/PAC Calendar of Events: Mr. Kenneth Tate
- Community Resources: Parents/Staff: Mr. Robert Silva

NOTES:

➤ 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 October 24, 2017 Policy Council meeting.

GOOD!!!
Thank you, Ms. Denise Lee, for shared information on the upcoming Federal review.
Thank you, Ms. Allison Noren, for shared information on the employment eligibility list.
Thank you, managers, for shared program updates.
Thank you, Ms. Belinda Malone, for shared community resources.
Congratulations to the newly elected Community Agency Representatives – WEAVE and Birth & Beyond.
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.

➤ Budget/Planning Committee: Mr. Kenneth Tate

➤ Parent Ambassadors/Men’s Activities Affecting Children Committee: Mr. Kenneth Tate

ITEM V – COMMITTEE REPORTS (continued)

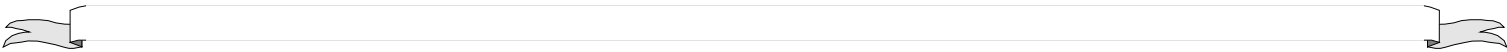
Page 2

- Social/Hospitality Committee: Mr. Kenneth Tate

- Health Services Advisory Committee: Ms. Robin Blanks

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

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



EVENT

DATE

PC Executive Committee	Thursday, November 30, 2017 9:00 a.m. Camellia Room
PAC Executive Committee	Thursday, November 30, 2017 10:00 a.m. Camellia Room
PC/PAC Meet & Greet Breakfast	Friday, December 8, 2017 9:00 a.m. – 10:30 a.m. Registration at 8:30 a.m. Sequoia Room
PC/PAC Budget/Planning Committee	Tuesday, December 12, 2017 1:00 p.m. Oak Room
PC/PAC Orientation	Friday, January 5, 2018 9:00 a.m. – 1:00 p.m. Registration at 8:30 a.m. Shasta Rooms
County-wide Officer Training	Friday, January 12, 2018 9:00 a.m. – 12:30 p.m. Registration at 8:30 a.m. Olympus Room

ITEM III-C – ACTION

APPROVAL TO DELEGATE AUTHORITY TO THE PARENT ADVISORY COMMITTEE
TO FUNCTION IN THE SCREENING AND INTERVIEWING OF PROSPECTIVE
APPLICANTS DIRECTLY RELATED TO THE SETA-OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Parent Advisory Committee's involvement in screening and interviewing prospective applicants directly related to the SETA-Operated Program. Reference the Policy Council bylaws:

Article II Purpose, Powers, Duties and Functions, Section 2: Powers, Duties and Functions, E.12: *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.)*

RECOMMENDATION:

That the Policy Council approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review the attached Governing Board minutes of the October 5, 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, October 5, 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
Sophia Scherman, Public Representative
Larry Carr, Councilmember, City of Sacramento
Patrick Kennedy, Vice Chair; Member, Board of Supervisors (arrived at 10:02 a.m.)
Don Nottoli, Member, Board of Supervisors (arrived at 10:04 a.m.)

- Recognition of long-term employee:
- **Staci Foster**, Workforce Development Analyst (20 years): Mr. Ralph Giddings provided an overview of Ms. Foster's 20 years of service at SETA.

II. **Consent Items**

- A. Minutes of the September 7, 2017 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Appointments to the Sacramento Works Youth Committee
- D. Agreement to Transfer Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2017-18, and Authorize Staff to Submit a Request to the State of California, Employment Development Department

The consent items were reviewed; no questions or comments.

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

- A. Approve the September 7, 2017 minutes.
- B. Approve the claims and warrants for the period 8/29/17 through 9/27/17.
- C. Appoint Mr. Peter Tateishi and Mr. David DeMers to the Sacramento Works Youth Committee.
- D. Agree to the transfer of up to \$2,427,056 in WIOA dislocated worker formula funds to the WIOA adult formula funding stream for PY 2017-18, and authorize staff to submit a request to the State of California, EDD.

Roll call vote:

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

Nay: 0

Abstentions: 0
Absent: 1 (Nottoli)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of the Submission of an Application to the AARP Foundation for Continuation Funding of the Back to Work 50+ Program and Authorize the Executive Director to Execute the Agreement/Modifications and any other Documents Required by the Funding Source

There were no questions or comments.

Mr. Nottoli arrived at 10:04 a.m.

Moved/Scherman, second/Kennedy, to approve the submission of the continuation application for \$66,000 to The AARP Foundation for the Back to Work 50+ Program. In addition, authorize the Executive Director to execute the agreement, including modifications and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services

Community Services Block Grant

One Stop Services

1. Approval to Submit an Application for Workforce Innovation and Opportunity Act (WIOA), Dislocated Worker, 25% Additional Assistance Funds and Authorize the Executive Director to Execute the Agreement and any other Documents Required by the Funding Source

There were no questions or comments.

Moved/Carr, second/Kennedy, to approve the submission of an application for WIOA Dislocated Worker, 25% Additional Assistance Funds and authorize the Executive Director to execute the agreement and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

2. Approval to Submit an Application to the California Workforce Development Board for Regional Organizing Funds and Authorize the Executive Director to Execute the Agreement and any other Documents Required by the Funding Source

No questions or comments.

Moved/Carr, second/Kennedy, to approve the submission of an application to the CWDB for Regional Organizing funds and authorize the Executive Director to execute the agreement and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

3. Approval of the Submission of Workforce Accelerator Applications to the California Workforce Development Board and Authorize the Executive Director to Execute the Agreements and any other Documents Required by the Funding Source

No questions or comments.

Moved/Scherman, second/Carr, to approve the submission of two Workforce Accelerator Fund 6.0 grant applications requesting \$150,000 each to the California Workforce Development Board and authorize the Executive Director to execute the agreements and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

C. CHILDREN AND FAMILY SERVICES

1. Approval of Shared Decision-Making, Internal Dispute, Resolution and Impasse Procedures Between the SETA Governing Board and Head Start Policy Council

Mr. Thatch stated that this is a modification based on federal regulations. SETA/Head Start has always had an impasse procedure. The prior procedure required the boards meeting until they met an accord. The new regulations demand that the issue goes to mediation and then binding arbitration.

Mr. Kennedy asked if the Federal law requires binding arbitration, who decides who will be the arbitrator. Mr. Thatch stated that if/when the time comes, SETA would most likely utilize a local professional arbitrator.

Moved/Scherman, second/Carr, to 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.

Roll call vote:

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

Nay: 0

Abstentions: 0

IV. Information Items

A. Presentation: Overview of SETA's Adult and Dislocated Worker Programs and Related Challenges

Mr. Kim provided an overview of SETA's workforce programs. Mr. Kennedy asked if Mr. Kim will come back with recommendations on the "Opportunities and Beyond" segment. Mr. Kim stated that staff funding recommendations include policy decisions to take advantage of opportunities. The Sacramento Works, Inc. Board and the SETA Governing Board have decision-making authority in this area. This is something that receives ongoing discussion and consideration at meetings.

Mr. Carr inquired how many of the 25,000 customers served last year actually get jobs? Mr. Kim replied that it is difficult to track if the customer is not enrolled. The 2,600 people enrolled received more intensive services and are tracked on a long-term basis. We could only get an estimate on the 25,000 because we do not have long-term data on this group. However, with the 2,600 enrolled, we have an entered employment rate of over 65% with a retention rate of over 80%.

B. Presentation of 2016-2017 Countywide CLASS Results

Ms. Karen Griffith, CFS Manager, introduced Alexis Briggs, Education Coordinator, to present the countywide CLASS results from 2016-2017.

Ms. Alexis Briggs provided an overview of the results for the last year for the Classroom Assessment Scoring System (CLASS). This is an observation instrument developed to assess classroom quality in preschool through third-grade classrooms.

Mr. Carr asked where the trend has been for the last five years; Ms. Briggs stated that she will provide that data and last year was the first time that we worked with our delegate agencies to ensure each classroom was reviewed. Ms. Griffith stated that the CLASS tool has been used for five years and when initially used, we were low but each year we have raised the numbers. Staff always strives to over-exceed.

Ms. Briggs stated that there has been much emphasis on program support. It is important to do live coaching in the classroom to show teachers in what areas to improve their teaching techniques. Mr. Nottoli would like to have an example of how some of the math and science ideas are applied.

Mr. Carr asked about the implications of the various standards. Ms. Kossick stated that staff works diligently to satisfy many performance standards with the limited funding we have.

- C. Head Start Reports: Ms. Denise Lee stated that staff received notification from the Office of Head Start that a comprehensive review will be done this program year. There will be a 60-day notification. Ms. Lee stated that CSUS professor Dr. Karen Horbin has fallen ill with cancer. Dr. Horbin has worked with SETA Head Start on very innovative projects. One of the projects helped to bring CSUS students to serve as substitute teachers in our classrooms. This has been a very helpful thing to provide teaching experience for the students.

Ms. Lee recognized the outstanding work of Dr. Horbin and asked board members to sign a letter thanking her for her support.

- D. Fiscal Monitoring Reports: No questions.
- E. Employer Success Stories and Activity Report: No questions.
- F. Dislocated Worker Update: No questions.
- G. Unemployment Update/Press Release from the Employment Development Department: No questions.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No reports.
- F. Public: No comments.

- VI. Adjournment:** The meeting was adjourned at 10:59 a.m.

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Mary Breeding DATE: November 9, 2017

FROM: Mayxay Xiong, SETA Fiscal Monitor

**RE: On-Site Fiscal Monitoring of
Kinder World, Inc.**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	CCP & Cola	\$391,500	8/1/16-6/30/17	2/1/17-7/31/17
Early Head Start	T&TA	\$20,900	8/1/16-6/30/17	2/1/17-7/31/17
Early Head Start	Start-Up	\$16,300	8/1/16-6/30/17	2/1/17-7/31/17

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 10/11-10/12/17

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

Program Operator: Kinder World, Inc.

Findings and General Observations:

The total costs as reported to SETA for the Early Head Start programs from February 1, 2017 to July 31, 2017 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Ingersoll **DATE:** November 15, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 1,617,796	8/1/16-7/31/17	1/1/17-7/31/17
Head Start	T & TA	\$ 7,500	8/1/16-7/31/17	1/1/17-7/31/17
Head Start	Duration	\$ 618,997	8/1/16-7/31/17	1/1/17-7/31/17

Monitoring Purpose: Initial ____ Interim ____ Special ____ Final X

Date of review: Sept. 19-20, 2017 and follow-up Nov. 15, 2017

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

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

The total costs as reported to SETA have been traced to the delegate's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Edenausageboye Davis **DATE:** October 17, 2017

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Women’s Civic Improvement Club

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & Cola	\$ 840,937	8/1/16-7/31/17	3/1/17-7/31/17
Head Start	T & TA	\$7,500	8/1/16-7/31/17	3/1/17-7/31/17
Head Start	Duration	\$459,406	8/1/16-7/31/17	8/1/16-7/31/17

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 9/18-9/19/17

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

Program Operator: Women's Civic Improvement Club

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2016 to July 31, 2017 for the Head Start programs have been traced to the subgrantee's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board
Policy Council

ITEM V-OTHER REPORTS

BACKGROUND:

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

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

❖ Monthly Program Report

- C. 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.

- D. 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.

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	439	99	87
Sacramento City USD***	1,139	1,098	96	86
SETA**	1,868	1,837	98	76
San Juan USD	668	681	102	81
Twin Rivers USD*	180	140	78	46
WCIC/Playmate	100	100	100	73
Total	4,395	4,295	98	

*2 duration classrooms not yet operating

**9 classrooms capped due to majority 3 year olds

***4 classrooms capped due to majority 3 year olds, other enrollment challenges

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD**	152	149	98	80
SETA*	431	422	98	80
San Juan USD	160	171	100	79
TRUSD	16	16	100	81
Total	759	758	99	

*2 conversion classrooms not yet operating

**1 conversion classroom not yet operating

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	36	100	71
Sacramento City USD	40	42	105	70
SETA/Job Corps.	4	4	100	TBD
Total	80	82	102	

- (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



SETA Head Start

Food Service Operations Monthly Report

*October 2017

- October 4th** - North Avenue 1256A class closed due to short staffed and no available subs.
- October 6th** - Marina Vista EHS closed due to ceiling leak, SHRA made repairs.
Minimum Day Calendar D classes - Class Calendars A, B, C, E, closed.
- October 9th** - WCIC classes closed.
- October 9th & 10th** - Marina Vista Center closed for bathroom repairs.
- October 12th** - All EHS classes closed for training.
- October 17th** - Lori & Frank's - Home Base Pumpkin Farm Field Trip lunch & snack provided for 70 guests.
- October 18th** - Mindy's - Home Base Pumpkin Farm Field Trip lunch & snack provided for 40 guests.
- October 19th** - Kazoua's - Home Base Pumpkin Farm Field Trip lunch & snack provided for 90 guests.
Victoria's - Home Base Pumpkin Farm Field Trip lunch & snack provided for 40 guests
- October 18th** - City of Sacramento issued an Unsafe Water Alert affecting Norma Johnson and the North Avenue Centers, bottled water was supplied.
- October 20th** - Teaching Pyramid - Freedom A class and Walnut Grove W class closed.
- October 23rd** - North Avenue 1256A class capping at 10 children due to staff shortage and no available subs.
- October 24th** - Elkhorn is limiting classes 1255 A and C to 10 children each due to staffing issues.
- October 26th** - Refreshments provided for the Health Services Meeting at Del Paso - 30 guests.
- October 27th** - Teaching Pyramid closed classes - Freedom B, C, D; Hillsdale C, D; and Mather A, B, C, D.

Meetings & Trainings:

CPR Training attended by Head Cook Celia and Cook/Driver Shantell on October 6th.
Cook/Driver Lawrence's Retirement Lunch at Del Paso all Food Service Staff Attended October 13th.
Connie attended CACFP New Meal Pattern mandatory training on October 23rd.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
38,940	21,740	27,160	1180

Total Amount of Meals and Snacks Prepared 89,020

Purchases:

Food	\$86,886.70
Non - Food	\$16,445.28

Building Maintenance and Repair: \$610.90

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$2,852.54

Vehicle Maintenance and Repair : \$2,043.57

Vehicle Gas / Fuel:	\$1,510.33
Normal Delivery Days	22

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

October 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	188	9%	377	67	18%
Twin Rivers USD	233	19	8%	16	0	0%
Elk Grove USD	440	27	6%			
Sac City USD	1211	86	7%	144	20	14%
San Juan USD	668	76	11%	160	12	8%
WCIC	120	7	6%			
EHS CCP				80	5	6%
COUNTY TOTAL	4660	403	9%	761	104	13%

AFE: Annual Funded Enrollment

Monthly Program Report

NOVEMBER 2017

HEAD START / EARLY HEAD START

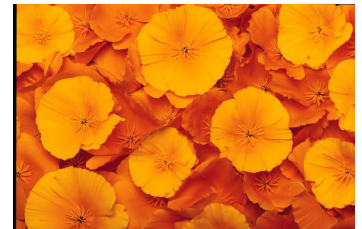
Twin Rivers Rocks Into The New School Year

Twin Rivers Unified School District starts the 2017-18 school year with many new offerings for Head Start/Early Head Start children and families, including:

- Two new inclusion classrooms offered in collaboration with the TRUSD Special Education Department
- Two new Early Head Start classrooms (with a new play yard) serving 16 children, ages 24-36 months, at Morey Avenue
- A new preschool classroom at Rio Linda Elementary School
- Longer service hours for preschool children

In addition to the newly added services, Twin Rivers USD celebrates:

- Full enrollment on the first day of school
- The launch of Ages and Stages 3 (ASQ3) and Ages and Stages/ Social Emotional (ASQ-SE) online assessments with continuation of DRDP Tech
- The completion of the ECE Strategic Plan 2017-2022
- Commencement of the new Village Elementary School modular building, which will serve Head Start children upon completion



Health and Safety Reviews 2017

During October and November, SETA, its delegate agencies and partners, have been under-going a thorough safe environments monitoring review. The reviewers are monitoring all 120 centers (indoors and outdoors) countywide using a detailed monitoring checklist to help assess program strengths, opportunities for improvement, and non-compliance issues. As part of the review process, a center specific

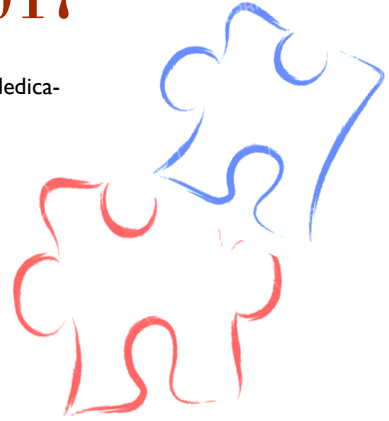
report are provided within 10 days of the review so that staff may address any concerns that arise immediately and not wait for the full monitoring process to be completed before feedback is given. A detailed summary report will be provided to the boards, along with a corrective plan of action, as needed.



Delegate Kick-off 2017

On October 12th, Head Start/ Early Head Start directors and content leaders came together for SETA's annual Delegate Kick-off meeting—*Essential Pieces—Stronger Together*. This all-day event hosted over 100 participants who heard from guest speakers from the Region IX Association, the Sacramento County Office of Education (SCOE) and the SETA Quality Assurance unit. The keynote address was masterfully presented by Ms. Senta Greene who shared powerful

words of inspiration, dedication and perseverance for the work Head Start staff do each and every day. It was a great day filled with state, regional and local updates, new learning opportunities, networking and fellowship.



“The five pillars of successful living and leading: INTEGRITY, HUMILITY, COURAGE, COMPASSION and DISCIPLINE”

Senta Greene (as quoted from Steven Covey)



WCIC Celebrates New Partners

WCIC/Playmate Head Start Program received 6 new children's books per child generously donated by local Author, Mrs. Marchus!!!

Additionally, staff members are working with Sacramento County Office of Education (SCOE) Mentor, Tracy Marrs and SCOE Manager, Ramee Serwanga on three 2017-18 Quality Improvement Goals:

- A) To enhance staff's understanding of how to interpret and share Ages and Stages Questionnaire (ASQ) information to strengthen family engagement;**
- B) To increase CLASS Language Modeling scores; and**
- C) To increase Environmental Rating Scale (ERS) subscales with overall scores of 5 or less.**



OFFICE OF HEAD START

An Office of the Administration for Children & Families

In October, the Office of Head Start released a federal register alert regarding the Head Start Child and Family Experiences Survey (FACES).

The Office of Planning, Research and Evaluation (OPRE), Administration for Children and Families (ACF), U.S. Department of Health and Human Services (HHS), is proposing to collect data for a new round of the Head Start Family and Child Experiences Survey (FACES). Featuring a "Modified Core Plus" Study design, FACES 2019 will provide data on a set of key indicators in Head Start Regions I-XI. While data collection for FACES 2019 will occur in Regions I-XI, there is a slightly different sample design and recruitment strategy for Regions I-X and Region XI (whose grants are awarded to tribal governments or consortiums of tribes).

ITEM V-OTHER REPORTS (continued)
Page 2

- E. 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.
