

## GOVERNING BOARD

**LARRY CARR**  
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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*Thought of the day: "What you get by achieving your goals is not as important as what you become by achieving your goals."*

- Zig Ziglar

## SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

**DATE:** Wednesday, December 20, 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](http://www.seta.net).

## AGENDA

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- B. Election of Policy Council Officers for 2017-2018 12-13
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  - Parent/Staff Recognition: Mr. Kenneth Tate
  - PC/PAC Meet & Greet Breakfast Reports: Mr. Kenneth Tate
  - Toastmasters Update: Mr. Kenneth Tate
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne
  - Community Resources: Parents/Staff: Mr. Robert Silva
  - PC Governance Self-Assessment: Mr. Kenneth Tate
- B. Governing Board Minutes of November 2, 2017 (attached) 24-30

**V. Committee Reports**

- ✓ Executive Committee Meeting Critique: Mr. Kenneth Tate
- ✓ Budget/Planning Committee: Mr. Kenneth Tate
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**VI. Other Reports**

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- A. Executive Director's Report
- B. Head Start Deputy Director's Report
  - Quality Assurance Report for Sacramento City Unified School District
  - Unannounced Visits Report 2017-2018 (QA-Monitored & Self-Monitored)
  - Monthly Head Start Reports (attached)
- C. Chair's Report
- D. Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
  - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
  - 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, DECEMBER 13, 2017**

Policy Council meeting is 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
- \_\_\_\_\_ Maria Castro-Flores, Sacramento City Unified School District
- \_\_\_\_\_ Jessica Bradsberry, Sacramento City Unified School District
- \_\_\_\_\_ Charles Taylor, Twin Rivers Unified School District
- \_\_\_\_\_ Reginald Castex, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Angel Chenault, SETA-Operated Program
- \_\_\_\_\_ Henrietta Gutierrez, SETA-Operated Program
- \_\_\_\_\_ Cindy Ruiz Lopez, SETA-Operated Program
- \_\_\_\_\_ Jasmine Robinson, SETA-Operated Program
- \_\_\_\_\_ Yezenia Lopez, SETA-Operated Program
- \_\_\_\_\_ Penelope Scott, Grandparent/Community Representative
- \_\_\_\_\_ Linda Litka, Past Parent/Community Representative
- \_\_\_\_\_ Terri McMillin, Past Parent/Community Representative
- \_\_\_\_\_ Mason Taylor, Birth & Beyond, Community Agency Representative
- \_\_\_\_\_ Kenneth Tate, Outgoing Chair

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Lesnick), San Juan Unified School District
- \_\_\_\_\_ Vacant (Robinson), San Juan Unified School District
- \_\_\_\_\_ Vacant (Thomas), WCIC/Playmate Child Development Center
- \_\_\_\_\_ 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)

**\*\* 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. \*\***

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Brina Thurston, Elk Grove Unified School District
- \_\_\_\_\_ Willie Holmes, Elk Grove Unified School District
- \_\_\_\_\_ Allison Vaughn, Twin Rivers Unified School District
- \_\_\_\_\_ Domonique Garrett, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Emily Culver, WCIC/Playmate Child Development Center
- \_\_\_\_\_ China Rosalez, SETA-Operated Program
- \_\_\_\_\_ Marisol Andrade, SETA-Operated Program
- \_\_\_\_\_ Beth Hassett, WEAVE, Community Agency Representative

**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 s/b/seated 11/28	SOP	U												
J. Bradsberry Seated 11/28	SAC	X												
M. Castro-Flores Seated 11/28	SAC	X												
E. Culver s/b/seated 11/28	WCIC	U												
D. Garrett s/b/seated 11/28	WCIC	U												
H. Gutierrez Seated 11/28	SOP	X												
A. Hassett s/b/seated 11/28	CAR	E												
Y. Lopez Seated 11/28	SOP	X												
<del>B. McGraw Seated</del>	<del>EG</del>	<del>R</del>												
J. Robinson Seated 11/28	SOP	X												
C. Rosalez s/b/seated 11/28	SOP	E												
C. Ruiz Lopez Seated 11/28	SOP	X												
A. Scharnow Seated 11/28	SAC	X												
C. Taylor Seated 11/28	TR	X												
M. Taylor Seated 11/28	CAR	X												
A. Thurston s/b/seated 11/28	EG	U												
A. Vaughn s/b/seated 11/28	TR	U												
K. Tate Seated 1/24	OGC	X												

## GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
HB	Home based Option
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 12/12/2017*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 28, 2017 POLICY  
COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the November 28, 2017 meeting.

RECOMMENDATION:

That the Policy Council approve the November 28 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, November 28, 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 9:05 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Linda Litka was asked to serve as Secretary. 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  
Terri McMillin, Community Representative  
Robin Blanks, Community Representative  
Linda Litka, Community Representative  
Kenneth Tate, Community Representative  
Penelope Scott, Community Representative  
Reginald Castex, WCIC (seated at 9:40 a.m.)

**Members Absent:**

Linda Harris, Elk Grove Unified School District (excused)  
Angel Chenault, SETA-Operated Program (excused)

**II. Consent Item**

**A. Approval of the Minutes of the October 24, 2017 Regular meeting**

The minutes were reviewed; no questions or corrections.

Moved/Blanks, second/Scharnow, to approve the October 24, 2017 minutes.

Show of hands vote:

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

Nay: 0

Abstention: 1 (Tate)

Absent: 3 (Castex, Chenault, Harris)

**III. Action Items**

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



The board went into closed session at 9:12 a.m. Mr. Tate called the meeting back to order at 9:37 a.m. and stated that the Policy Council approved the following eligible lists: Associate Teacher, Associate Teacher/Infant Toddler, Site Supervisor, Maintenance/Courier, Family Services Worker III, Parent Intern.

Mr. Reginald Castex was seated at 9:40 a.m.

B. Election of Community Representatives and Alternates

Applications were distributed for community representatives.

**Past Parent:** Angel Chenault, Linda Litka, and Terri McMillin. Mr. Tate read Ms. Chenault's application. Ms. McMillin and Ms. Litka spoke of their interest in serving on the board as a Past Parent Representative.

Votes:  
Angel: 0  
Terri: 3  
Linda: 4

Ms. McMillin and Ms. Litka were congratulated as representatives. Ms. Chenault will serve as alternate.

**Grandparent:** Robin Blanks and Penelope Scott. Ms. Blanks and Ms. Scott spoke of their interest in serving on the board as a Grandparent Representative.

Votes:  
Robin: 2  
Penelope: 5

Ms. Penelope Scott was welcomed as the representative and Ms. Blanks will serve as the alternate.

Moved/McMillin, second/Scharnow, to ratify the election of Terri McMillin and Linda Litka as Past Parent Representatives, Angel Chenault as alternate Past Parent Representative, Ms. Penelope Scott as the Grandparent Representative, and Ms. Robin Blanks as alternate Grandparent Representative.

Show of hands vote:

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

Nay: 0

Abstention: 1 (Tate)

Absent: 2 (Chenault, Harris)

IV. **Information Items**

A. Standing Information Items

- Parent/Staff Recognition: Mr. Tate presented Mr. Reginald Castex with a certificate of appreciation. Ms. Linda Harris was also recognized for her commitment to the board; she will be presented with her certificates of approval at a later date.
  - ✓ PC Meeting Perfect Attendance Recognition: Mr. Tate presented Ms. Robin Blanks for a perfect attendance certificate. Mr. Tate presented Ms. Linda Litka with a perfect attendance certificate.
- Toastmasters Training: Mr. Tate spoke of the Toastmasters workshops and urged all board members to consider attending this very valuable training. The training will begin in March.
- Committee Reports:
  - ✓ Executive Committee: Ms. Linda Litka reviewed the critique.
  - ✓ Budget/Planning Committee: Mr. Tate reported on the November 14 meeting. Attendees reviewed the 2016-2017 final closeout and expenditures.
  - ✓ Parent Ambassadors/MAACC: Mr. Tate stated that the MAACC and Parent Ambassador committees have been consolidated into one committee, both are recruitment and parent event committees for Head Start.
  - ✓ Social/Hospitality Committee: Ms. McMillin reviewed the county-wide parent activities being planned. The next meeting will be announced.
  - ✓ Health Services Advisory Committee (HSAC): Ms. Blanks reported on the most recent meeting. She extended kudos to Ms. Martha Cisneros for her presentation at recent meetings and for highlighting the SETA/Head Start program.

Mr. Tate thanked all members stepping down.

Members stepping down:

Ms. Linda Harris

Mr. Reginald Castex

Ms. Angel Chenault

Ms. Robin Blanks were thanked for their service and they stepped down.

Member holding:

Ms. Elnora Nears

- Seating of New Policy Council Members (2017-2018): The following new members were seated:

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

Domonique Garrett, WCIC/Playmate Child Development Center (unexcused): Mr. Castex assumed the seat until the status of the new representative is determined.

Henrietta Gutierrez, SETA-Operated Program  
Cindy Ruiz Lopez, SETA-Operated Program  
Jasmine Robinson, SETA-Operated Program  
Yezenia Lopez, SETA-Operated Program  
Penelope Scott, Community Representative  
Linda Litka, Past Parent/Community Representative  
Terri McMillin, Past Parent/Community Representative  
Penelope Scott, Grandparent/Community Representative  
Mason Taylor, Birth & Beyond, Community Agency Representative  
Kenneth Tate, Outgoing Chair

Members to be seated but absent:

Casandra McGraw, Elk Grove Unified School District (withdrew due to a conflict with her job)  
Brina Thurston, Elk Grove Unified School District (unexcused)  
Allison Vaughn, Twin Rivers Unified School District (unexcused)  
Emily Culver, WCIC/Playmate Child Development Center (unexcused)  
China Rosalez, SETA-Operated Program (excused)  
Marisol Andrade, SETA-Operated Program (unexcused)  
Beth Hassett, WEAVE, Community Agency Representative (excused)

- Introduction of Policy Council Members: Board members introduced themselves.
- Introduction of Staff: SETA/Head Start staff members came to the podium to introduce themselves.
- How to Present and Make Motions: Mr. Tate the process by which motions are made.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne provided a report on the October fiscal report. The non-federal In-kind share is currently at 22.1%; this will increase over the program year.
- Board Procedures
  - ✓ Reimbursements & Budget/Planning: Ms. D'et Saurbourne reviewed the reimbursement process. She also reviewed the Budget/Planning Committee and stated that the budget work is done at the committee level.

Ms. Elnora Nears left at 11:05 a.m.

- ✓ Personnel: Ms. Allison Noren spoke of monthly opportunities for board members to participate in the recruitment/hiring process for Head Start staff. Next month only interviewing opportunities are available; recruitment will begin next month.
- ✓ Conflict of Interest: Ms. Nancy Hogan reviewed the conflict of interest process.
  - Committee Reports (continued): No additional report.
  - ✓ Maternal, Child and Adolescent Advisory Committee: Tabled.
  - ✓ Sacramento Medi-Cal Dental Advisory Committee: No report.

- Officer Elections will be held on December 20, 2017: Mr. Tate urged board members to consider running for officer positions.
- PC/PAC Calendar of Events: Ms. Litka reviewed the calendar of events.
- Community Resources: Parents/Staff: Community resources were distributed.

### III. **Action Items** (continued)

- C. 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

Ms. Castro-Flores left the room.

Ms. Lee reviewed this item which delegates authority to the PAC to work with Human Services on employee screening and interviews.

Moved/McMillin, second/Scott, 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.

Show of hands vote:

Aye: 12 (Bradsberry, Castex, Gutierrez, Litka, Lopez, McMillin, Robinson, Ruiz-Lopez, Scharnow, Scott, M. Taylor, C. Taylor)

Nay: 0

Abstention: 1 (Tate)

Absent: 1 (Castro-Flores)

### IV. **Information Items** (continued)

- B. Governing Board Minutes of October 5, 2017: No questions.
- C. Fiscal Monitoring Reports: No questions or comments.

### V. **Other Reports**

- A. Executive Director's Report: Executive Director, Ms. Kathy Kossick, explained that Head Start is two-thirds of the agency and the Workforce Innovation and Opportunity Act grant is the other third. The WIOA provides funding for career centers located in the county. One career center will be closing in Rancho Cordova and staff and services will be distributed to Mather Center and other job centers around the county. At the orientation in January, additional information will be provided on job training opportunities.
- B. Head Start Deputy Director's Report: Ms. Lee there will be a board item coming next month requesting the carry-over of funds. This item will be presented to the Governing Board on December 7 and the Policy Council on December 20. This item will be requesting carrying over of \$142,790 in Head Start funds to continue

Training and Technical Assistance activities for the EHS-CCP program. A federal monitoring review is expected in the coming year; staff will receive a 60-day notice. The agency will be temporarily extending home base services to provide additional enrollment for EHS classrooms not yet opened at Hillsdale and LaVerne Stewart. The LaVerne Stewart center is awaiting fire inspection and Hillsdale is waiting final lease negotiations. Sacramento City Unified School District also requested approval of a change of program services.

- C. Chair's Report: Mr. Tate asked board members to plan to attend the December 8 PAC and PC Meet and Greet Breakfast. This provides the PAC and PC board members to get together. The PC/PAC Board orientation is scheduled for Friday, January 5, 2018.
- D. Open Discussion and Comments: Mr. Castex asked Ms. Kossick more details about the Youth Committee. Ms. Kossick explained that this committee works with youth 18-24 years of age. Ms. Hogan will notify Mr. Castex of upcoming meetings. The WIOA is the current iteration of the workforce act. This is the federal job training money that is throughout the country.
- E. Public Participation: No comments.

**VI. Adjournment:** The meeting was adjourned at 11:49 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
- ➔ Report out of Closed Session

NOTES:

## ITEM III-B – ACTION

### ELECTION OF POLICY COUNCIL OFFICERS FOR 2017-2018

#### BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect officers for Program Year 2017-2018. The duties of PC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws, Article V – Officers, Section 2B and 2C:

Section 2, B of the Bylaws states: 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.

Section 2, C of the Bylaws States: 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.

#### **SECTION 3: Duties of Officers**

The duties of PC officers shall be as prescribed in these Bylaws and shall include such other duties as may be established by the PC that are not in conflict with these Bylaws.

The duties of the PC officers shall be as prescribed in these Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair.

ITEM III-B-ACTION (continued)  
Page 2

Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.

- C. The Secretary shall call the roll, keep records of the current and preceding minutes at each meeting, and record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

RECOMMENDATION:

That the Policy Council elect a Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Chair:

\_\_\_\_\_  
\_\_\_\_\_

Vice Chair:

\_\_\_\_\_  
\_\_\_\_\_

Secretary:

\_\_\_\_\_  
\_\_\_\_\_

Treasurer:

\_\_\_\_\_  
\_\_\_\_\_

Parliamentarian:

\_\_\_\_\_  
\_\_\_\_\_

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_



ITEM III-C - ACTION

RATIFICATION OF GOVERNING BOARD APPROVAL TO SUBMIT A  
REQUEST TO CARRY OVER EARLY HEAD START-CHILD CARE  
PARTNERSHIP AND EXPANSION TRAINING AND TECHNICAL FUNDS  
FROM 2016-2017 PROGRAM YEAR TO 2017-2018 PROGRAM YEAR

BACKGROUND:

On February 3, 2016, SETA received additional training and technical assistance (T/TA) funds in the amount of \$183,747 to support the Early Head Start-Child Care Partnership and Expansion project. These funds were in addition to the \$36,749 T/TA funds provided with the base funding for the project. The total T/TA funds received were \$220,496 for the project period February 1, 2015 to July 31, 2016.

On November 15, 2016, SETA received approval to carry over \$164,304 from Program Year 01 to Program Year 02 to complete approved activities from the previous year. Due to various staffing challenges and time constraints, SETA was not able to utilize 100% of the T/TA funds in Program Year 02 and is requesting that the remaining balance of \$142,790 be carried over and used during the 2017/2018 Program Year 03. All requested carry-over funds are tied to the approved T/TA Plan and Balance of Funds grant submissions.

Associated with the training and technical assistance funds was a strategically developed plan of action outlining the projects and staff development activities associated with developing a new program, preparing staff for project implementation, and providing guidance to partners. All requested carry-over funds are tied to this detailed plan.

The Office of Head Start requires that funds be obligated by July 31, 2017, and that all obligations be liquidated by October 29, 2017. SETA was unable to fully obligate the T/TA funds awarded for this project by July 31. The Office of Head Start/Administration for Children and Families has encouraged programs to request carryover for pending training and technical assistance projects associated with the grant award to ensure adequate time and resources are provided for the project.

SETA is requesting to carryover **\$142,790** of T/TA funds for the following pre-approved training and technical assistance projects:

**Provider Training (monthly EHS topics)**

*EHS-CCP staff will continue to be trained monthly on a variety of topics (i.e. EHS 101, comprehensive services, lesson planning, individualization, self-assessment, etc.).* \$2,500

**Practice-Based Coaching (individual/small group)**

*EHS provider staff will receive individualized coaching to improve teaching practices and child outcomes. Coaching will also be provided to newly hired provider staff to ensure high quality infant/toddler care-giving.* \$20,000

ITEM III-C – ACTION (continued)

Page 2

**Career Incentive Program (college tuition/books)**

*EHS-CCP staff will have the opportunity to be reimbursed for educational expenses incurred to meet the educational requirements of EHS, including: permit costs, tuition, books and materials. Funds will also be used to incentivize staff to return to college to earn their Associate or Bachelor degree.* \$10,000

**State and National Conferences**

*Grantee project support staff will have an opportunity to attend the EHS conference strand offered at the annual CHSA Education and Parent Conference and the annual National Head Start Association Conference which will result in knowledge gained and a better understanding of best practices in EHS and networking with other grantees across the state.* \$8,000

**PITC Training Institute**

*Staff will have the opportunity to attend the Program for Infant/Toddler Care (PITC) training series to enhance their knowledge, skills, and teaching practices to provide responsive care giving and quality teacher-child interaction.* \$13,600

**Other Conference/Training**

*Staff will have the opportunity to access training and resource funds throughout the program year in order to enhance and support services to children. Funds will be set aside for local, state or federal training and conferences, which have yet to be identified.* \$69,690

**Contractual**

*To augment funds provided to KinderWorld Inc. to provide training and technical assistance to project staff, including substitute relief time and/or over-time for after-hours or Saturday training and staff development activities aligned with program goals and school readiness. Training shall also include two (2) project staff attending the annual state and national conferences, CHSA and NHSA.* \$19,000

**Total** **\$142,790**

A full training and technical assistance plan is available upon request. Staff will be available to answer questions. The Governing Board approved this request at their December 7 meeting.

**RECOMMENDATION:**

Ratify the action of the SETA Governing Board to approve the submission of a carryover request for Program Year 2016-2017, Early Head Start-Child Care Partnership and Expansion training and technical funds up to \$142,790.

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

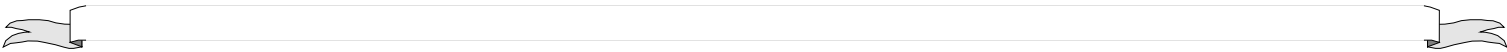
## ITEM IV-A- INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- PC/PAC Calendar of Events: Mr. Kenneth Tate
- Parent/Staff Recognition: Mr. Kenneth Tate
- PC/PAC Meet & Greet Breakfast Reports: Mr. Kenneth Tate
- Toastmasters Update: Mr. Kenneth Tate
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne
- Community Resources: Parents/Staff: Mr. Kenneth Tate
- PC Governance Self-Assessment: Mr. Kenneth Tate

#### **NOTES:**



**EVENT**

**DATE**

PC Executive Committee	Thursday, December 21, 2017 9:00 a.m. – 10:00 a.m. Olympus Room
PAC Executive Committee	Thursday, December 21, 2017 10:00 a.m. – 11:00 a.m. Olympus Room
PC/PAC Orientation	Friday, January 5, 2018 9:00 a.m. – 1:00 p.m. <b>Registration at 8:30 a.m.</b> Shasta Rooms
PC/PAC Budget/Planning Committee	Tuesday, January 8, 2018 1:00 p.m. Oak Room
County-wide Officer Training	Friday, January 12, 2018 9:00 a.m. – 12:30 p.m. <b>Registration at 8:30 a.m.</b> Olympus Room
PC Governance Self-Assessment	Friday, January 19, 2018 9:30 a.m. – 11:00 a.m. Redwood Room

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 November 2, 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, November 2, 2017  
10:00 a.m.

- I. **Call to Order/Roll Call:** Mr. Schenirer called the meeting to order at 10:01 a.m. The roll was called and a quorum established. Ms. Kossick led the Pledge of Allegiance.

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento  
Larry Carr, Councilmember, City of Sacramento  
Patrick Kennedy, Vice Chair; Member, Board of Supervisors  
Don Nottoli, Member, Board of Supervisors

Member Absent:

Sophia Scherman, Public Representative

- Recognition of long-term employee: **Diana Douglas**, Program Officer (25 years):

Ms. Julie Davis-Jaffe recognized Ms. Diana Douglas for her 25 years of service to SETA.

II. **Consent Items**

- A. Minutes of the October 5, 2017 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

The consent items were reviewed; no questions or corrections.

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

- A. Approve the October 5, 2017 minutes.
- B. Approve the claims and warrants for the period 9/28/17 through 10/25/17.
- C. Approve the modifications to the Policy Council bylaws.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

### III. Action Items

#### A. GENERAL ADMINISTRATION/SETA

1. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick offered to answer questions.

Moved/Schenirer, second/Nottoli, to elect Mr. Patrick Kennedy as Chair and Mr. Larry Carr as Vice Chair of the SETA Governing Board with terms to begin November 3, 2017.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Ms. Loretta Su introduced Mr. Ken Urrutia from Arthur J. Gallagher & Co. Mr. Urrutia presented the insurance quotes for the upcoming renewal. Mr. Urrutia stated that there are new options to consider. SETA has been with Philadelphia for years and received a good renewal quote. Another company, Great American, provided a quote with a better premium. The Directors and Officers liability insurance includes employment liability which has been an issue due to a high number of claims. The quote with Philadelphia has a higher premium but has less risk to the Agency. The quote with Great American has a lower premium but there is more risk to the Agency. Both options are great options; it is a matter of choice.

Mr. Thatch recommended paying the higher premium resulting in less risk. The Agency is allowed to spend money for insurance premiums but there is a limit on what can be spent on damages.

Moved/Schenirer, second/Carr, to approve Option #1 to approve the purchase of Agency insurance for general liability, vehicle liability, umbrella, errors and omissions, and student accident.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

Ms. Kossick stated that Gallagher will continue to negotiate these quotes to get premiums lowered. Workers Compensation insurance quotes will be brought before the board next month.

3. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2018

Ms. Kossick stated this is an annual request which continues to cover 19 retired SETA employees. There were no questions.

Moved/Nottoli, second/Carr, to approve Option A for the next calendar year effective January 1, 2018.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

4. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Job Specification for Personnel/Human Resources Department Chief

There were no questions.

Moved/Carr, second/Kennedy, to close the public hearing and approve the revised job specification for Personnel/Human Resources Department Chief.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

5. **TIMED ITEM 10:00 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

No questions.

Moved/Carr, second/Nottoli, 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.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)



Mr. Nottoli requested a report back on the fiscal impact of the new salary schedules.

6. Approval to Release a Request for Quotes for Marketing, Advertising, Graphic Design and Website Maintenance Services, and Authorize the Executive Director to Execute the Agreement and any Modifications to the Agreement Including Extending the Agreement for Additional Terms

Ms. Kossick stated that after speaking to Legal Counsel, staff would request to limit the term to five years. It is expected the yearly contract to be roughly \$60,000.

Moved/Nottoli, second/Carr, to approve the release of a Request for Quotes for Marketing, Advertising, Graphic Design and Website Maintenance Services, and authorize SETA's Executive Director to execute the agreement and any modifications to the agreement including extending the agreement for up to an additional four years.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

7. Approval to Release a Request for Proposals (RFP) to Upgrade SETA's IT Infrastructure Hardware

There were no questions.

Moved/Schenirer, second/Kennedy, to approve the release of a Request for Proposals to upgrade SETA's IT infrastructure to HPE SimpliVity, or an equivalent hyper-converged platform, including infrastructure support.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant: No items.

One Stop Services: No items.

Refugee Services:

1. Approval to Augment Funds to Refugee Program Service Providers under the Refugee Social Services (RSS) Grant, Program Year (PY) 2017-2018

There were no questions.

Moved/Kennedy, second/Carr, to approve staff augmentation recommendations under the Refugee Social Services (RSS) grant for PY 2017-2018 as indicated in the attached funding chart. Additionally, approve the following stipulations:

- 1) Open entry and prompt placement into VESL classes must be ensured for all clients that are assessed to be in need of English language training.
- 2) Budgets must include a minimum allocation of 5% for supportive services.
- 3) Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, a minimum of eight hours a day, from October 1, 2017 through September 30, 2018.
- 4) Participants in Match Grant employment services provided by IRC are not eligible to participate in IRC's RSS funded program until all services within the Match Grant have been exhausted.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

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

#### IV. **Information Items**

A. SETA Children and Family Services Department Year-In-Review Presentation

Head Start Managers Robyn Caruso, Martha Cisneros, Karen Griffith, and Lisa Carr provided an overview of last year's Head Start program results.

B. Fiscal Monitoring Reports: No questions.

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

D. Dislocated Worker Update: No questions.

E. Unemployment Update/Press Release from the Employment Development Dept.: No questions.

F. Head Start Reports: No questions.

#### V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick wished Mr. Kennedy a Happy Birthday later this month. Mr. Schenirer was presented with a gift in recognition of his service as Chair of the board.

- C. Deputy Directors: Mr. Roy Kim reported that the SETA lease at Rancho Cordova is due to expire January 31; we plan not to renew the lease and will implement a transitional plan. SETA is working with DHA to transition staff to the Mather site, and will be looking at all options. There are three career centers in close proximity to each other.

Mr. Kim stated that there is a Public Sector vacancy on the Community Action Board; staff has been working for some time to fill this vacancy. Mr. Kim requested assistance from the board in identifying individuals. Mr. Carr requested information on this board seat.

- D. Counsel: No report.

- E. Members of the Board: No report.

- F. Public: No comments.

- VI. **Adjournment**: The meeting was adjourned at 11:05 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 November 28, 2017 Policy Council meeting.

<b>GOOD!!!</b>
Thank you, Ms. Kathy Kossick, for Sacramento Career Center update.
Thank you, Ms. Denise Lee, for shared information on the upcoming Federal review and Program Approach Change.
Thank you, Ms. Allison Noren, for shared information on the employment eligibility list and Human Resources overview.
Thank you, managers and staff for introductions.
Thank you, Ms. Nancy Hogan, for sharing the Conflict of Interest information.
Congratulations new Board members.
Congratulations to newly elected Community Representatives.
Thank you, Mr. Tate, for a well-facilitated meeting.
<b>NEEDS IMPROVEMENT</b>
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.
<b>REMINDERS</b>
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 (continued)  
Page 2

- Budget/Planning Committee: Mr. Kenneth Tate

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- MAACC/Parent Ambassadors: Mr. Kenneth Tate

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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.

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- 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.

- ❖ Quality Assurance Report for Sacramento City Unified School District
- ❖ Monthly Program Report

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- 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.

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- 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
- Martha Cisneros - Health, Nutrition and Safe Environments Services
- Karen Griffith - School Readiness, Special Education and Mental Health Services

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# SETA Head Start Food Service Operations Monthly Report \*November 2017

**November 3rd** - Minimum Day Calendar D classes - Calendars A, B, C & E closed.

**November 10th** - Holiday Veteran's Day.

**November 20th to 22nd** - Calendar B & D classes open - Calendars A, C & E closed.

**November 21st** - Crossroads Kitchen equipment moved or disposed of by Commercial Appliance.

**November 23rd & 24th** - Thanksgiving Holiday.

**November 28th** - Auberry Park B Class closed due to a plumbing issue.

**Meetings & Trainings:**

CPR Training attended by Cook/Drivers Mario & Melissa on November 3rd at Plaza Del Paso.

**Total Number of Meals and Snacks Prepared for All Kitchens:**

Lunch	PM Snack	Breakfast	Field Trips
31,060	17,250	20,790	160

**Total Amount of Meals and Snacks Prepared** 69,260

**Purchases:**

Food	\$69,172.33
Non - Food	\$8,460.55

**Building Maintenance and Repair:** \$1,980.59

**Janitorial & Restroom Supplies:** \$0.00

**Kitchen Small Wares and Equipment:** \$1,590.51

**Vehicle Maintenance and Repair :** \$842.40

**Vehicle Gas / Fuel:** \$1,035.69  
     Normal Delivery Days 19

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**November 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
<b>SETA operated</b>	1988	200	<b>10%</b>	377	91	<b>24%</b>
<b>Twin Rivers USD</b>	233	19	<b>8%</b>	16	0	<b>0%</b>
<b>Elk Grove USD</b>	440	31	<b>7%</b>			
<b>Sac City USD</b>	1211	89	<b>7%</b>	144	23	<b>16%</b>
<b>San Juan USD</b>	668	82	<b>12%</b>	160	10	<b>6%</b>
<b>WCIC</b>	120	8	<b>7%</b>			
<b>EHS CCP</b>				80	5	<b>6%</b>
<b>COUNTY TOTAL</b>	<b>4660</b>	<b>429</b>	<b>9%</b>	<b>777</b>	<b>129</b>	<b>17%</b>

*AFE: Annual Funded Enrollment*



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

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	465	106	87
Sacramento City USD	1,139	1,108	97	84
SETA	1,868	1,830	98	76
San Juan USD	668	679	102	81
Twin Rivers USD	180	156	87	91
WCIC/Playmate	100	100	100	65
<b>Total</b>	<b>4,395</b>	<b>4,338</b>	<b>99</b>	

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	152	155	102	77
SETA	431	421	98	71
San Juan USD	160	167	104	80
TRUSD	16	16	100	88
<b>Total</b>	<b>759</b>	<b>759</b>	<b>100</b>	

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	36	100	71
Sacramento City USD	40	40	100	67
SETA/Job Corps.	4	4	100	TBD
<b>Total</b>	<b>80</b>	<b>80</b>	<b>100</b>	

- (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

## **Head Start Enrollment Challenges and Corrective Action:**

### **SETA Operated Program:**

#### Challenges:

- 6 classrooms capped due to majority of 3-year olds enrolled. This affects 18 enrollment slots at any given time.
- 2 centers capped at 20 due to class-size waiver denial. This affects 6 enrollment slots at any given time.
- Other minor enrollment issues at select locations (i.e. other preschool services/TK available in the immediate service area, not filling vacancies in a timely manner, delayed start dates due to routing/referrals for serious medical/nutritional needs, etc.)

#### Action Steps:

- SETA has hired additional Home Visitors to serve up to 33 enrollment slots in Home Base to help with the under-enrollment that may occur at any given time due to capped enrollment in classrooms where a majority of 3-year olds have been enrolled and/or due to class-size waiver denial.
- Additional support is provided to staff where targeted enrollment challenges exist.

### **Sacramento City USD:**

#### Challenges:

- 1 classrooms capped due to majority of 3-year olds enrolled. This affects 12 enrollment slots at any given time.
- 3 centers capped at 20 due to class-size waiver denial. This affects 20 enrollment slots at any given time.
- Other minor enrollment issues at select locations (i.e. other preschool services/TK available in the immediate service area, not filling vacancies in a timely manner, delayed start dates due to routing/referrals for serious medical/nutritional needs, etc.)

#### Action Steps:

- SCUSD has hired two additional Home Visitors to serve up to 20 enrollment slots in Home Base to help with the under-enrollment that may occur at any given time due to capped enrollment in classrooms where a majority of 3-year olds have been enrolled and/or due to class-size waiver denial.
- Additional support is provided to staff where targeted enrollment challenges exist.

### **Twin Rivers USD:**

#### Challenge:

- 2 duration classes not yet started due to facilities construction. This affects 40 enrollment slots at any given time.

#### Action Steps:

- TRUSD anticipates the modular building to be completed by April 1, 2018. In the meantime, 16 slots have layered funding to offer Head Start services to State preschool enrollees and the director is exploring other opportunities.

## **Early Head Start Enrollment Challenges and Corrective Action:**

### **SETA Operated Program:**

#### Challenges:

- 2 EHS classrooms have not yet opened due to delays in licensing/fire clearances and/or lease negotiations. This affects 16 enrollment slots at any given time.

#### Action Steps:

- SETA has hired two additional Lead Infant/Toddler Teachers to serve up to 16 enrollment slots in EHS Home Base.



## Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members  
 RE: SETA Quality Assurance/Monitoring Results – November 2017

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Sacramento City Unified School District	Early Head Start Center-based: -Hiram Johnson -Cap City Home-based	2 centers 2 classrooms 2 home visits 1 socialization	October 20 through November 9, 2017	<b>Comprehensive Review</b>  <input checked="" type="checkbox"/> Initial (pilot) <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This review was performed using the newly developed Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 21 monitoring checklists that align with the Head Start Program Performance Standards (HSPPS) November 2016, the Head Start Act, Community Care Licensing, and other local, state and federal regulations. During this pilot year, a smaller sample size was selected for review to ensure each agency/partner is exposed to each checklist in the new tool within the current program year. The pilot will help ensure each checklist represent all critical elements and that the processes meet the needs of stakeholders for continuous quality improvement.

### Highlighted Program Strengths:

- Educational (developmental) screenings were completed on time.
- DRDP Assessments and IDP Plans were completed on schedule.
- Home visits exhibited elements of Early Head Start model: parent-child focused; comprehensive, and it was conducted in a manner that is warm, supportive and culturally-sensitive.
- All enrollment applications were accurately verified as income-eligible.
- There is evidence of community collaboration.
- Overall, classrooms provided a safe environment for children’s development and learning.

Areas Reviewed	Percentage Of Compliance	Issues/Concerns
<b>ERSEA</b> (Eligibility, Recruitment, Selection, Enrollment, Attendance)	25%	-Missing information on ERSEA application such as enrollment dates and family information
	50%	-Parents’ Rights, Personal Rights

	12%  0%	and Child Abuse forms were not signed by parent and/or did not reflect correct facility and address. -Information in Child Plus did not match contents of file (88%) -Not all funded enrollment slots were filled at time of review.
<b>Disabilities Services</b> <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>		No significant noted findings
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>		No significant noted findings.
<b>Family and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	29%	-No consistent follow-up documentation on requested services and progress on parent's goals
<b>Home-Based Services</b> <i>(Home Visits, Parent-Child Relationships, Screenings, Curriculum, Observations, and Socialization Activities)</i>	0%	-Tracking system/recordkeeping in child's file not consistent, lacking ongoing follow-up documentation
<b>Mental Health</b> <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>		No significant noted findings
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	29%  29%  14%	-Lead risk assessment not completed at time of enrollment -No documented follow up on nutrition concerns identified on health documents -Tracking system for nutrition (child files and Child Plus) is inconsistent and/or has missing information.
<b>Program Design and Management Human Resources</b> <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	0%  0%	-No policy available to comply with annual Integrated Pest Management (IPM) Training -No evidence of ongoing staff training on SIDS and use of safe sleeping practices
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	14%  29%  29%	-No evidence on how program informs parents on agency policy regarding health emergencies that require rapid response of immediate medical attention. Current policy only addresses children with health care plans. -Incomplete, missing or no up-to-date immunization records in child's file

	14%	-Dental health determination dates not entered in Child Plus and/or not in child's file -Tracking system for health (child files and Child Plus) is inconsistent and/or has missing information.
<b>Safe Environments</b> (Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)	0%	-Bloodborne Pathogen Spill Kits not available and/or expired
	0%	-Fire extinguishers missing evidence of monthly inspections
	0%	-3-day supply of emergency food inadequate and/or inaccessible
	0%	-Regular maintenance (debris, spider webs, etc.) not evident -Missing required postings: <ul style="list-style-type: none"> <li>• New CACFP Meal Pattern</li> <li>• New Booster Law</li> <li>• CCL Form LIC 610 and LIC 9148 need updated staff names</li> <li>• On-site evacuation maps</li> </ul>

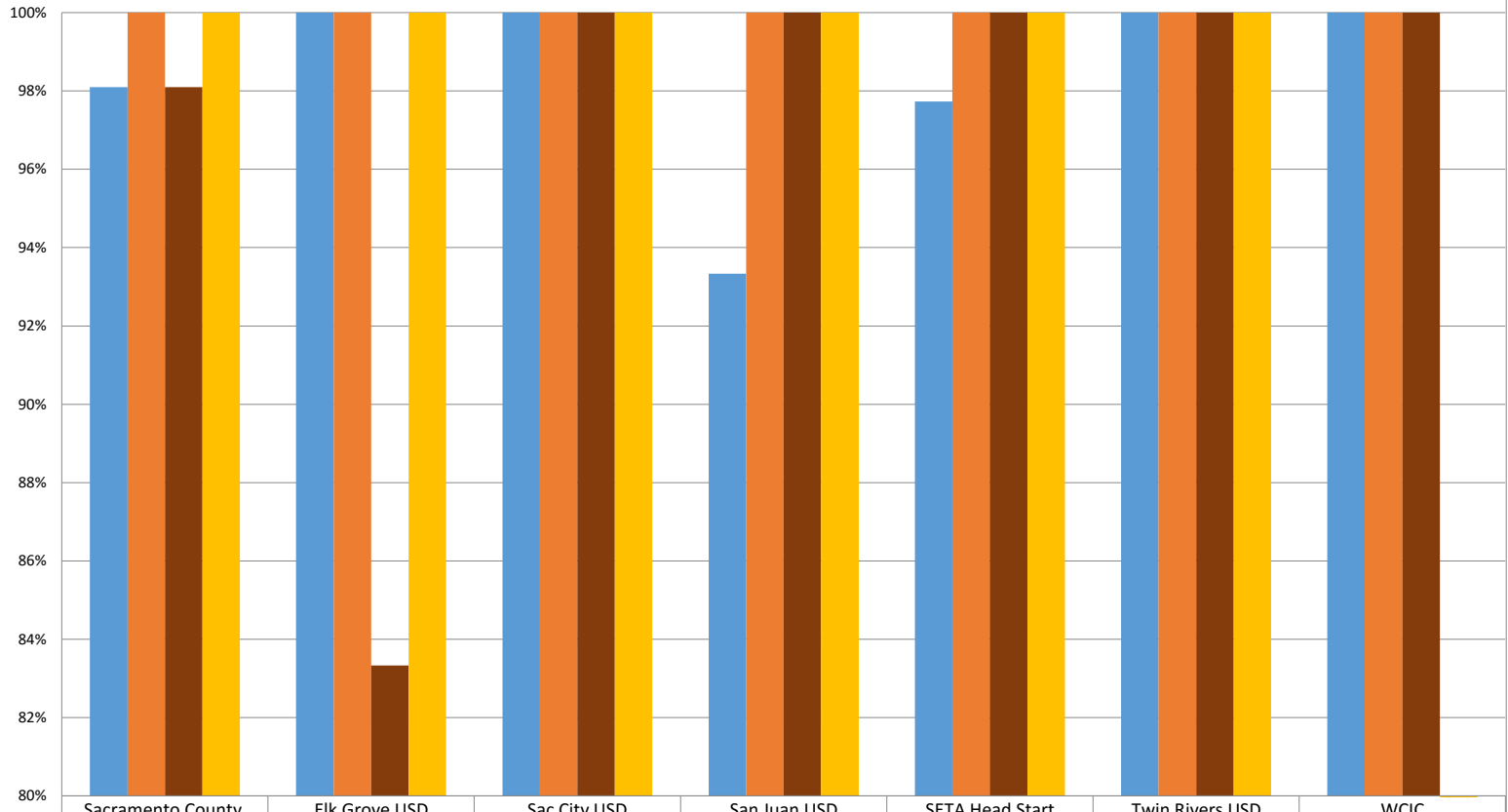
\* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

**Follow-up and Corrective Action Plans:**

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 30 days of receipt of this report. Governing Board/School Board notification of monitoring results is required within 60 days.

Programs have been provided a form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. A program trend CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.

**Sacramento County Unannounced Visits Report 2017-2018- QA-Monitored**  
**Quarter 1 (August-October 2017)**  
**Percentage of Compliance**

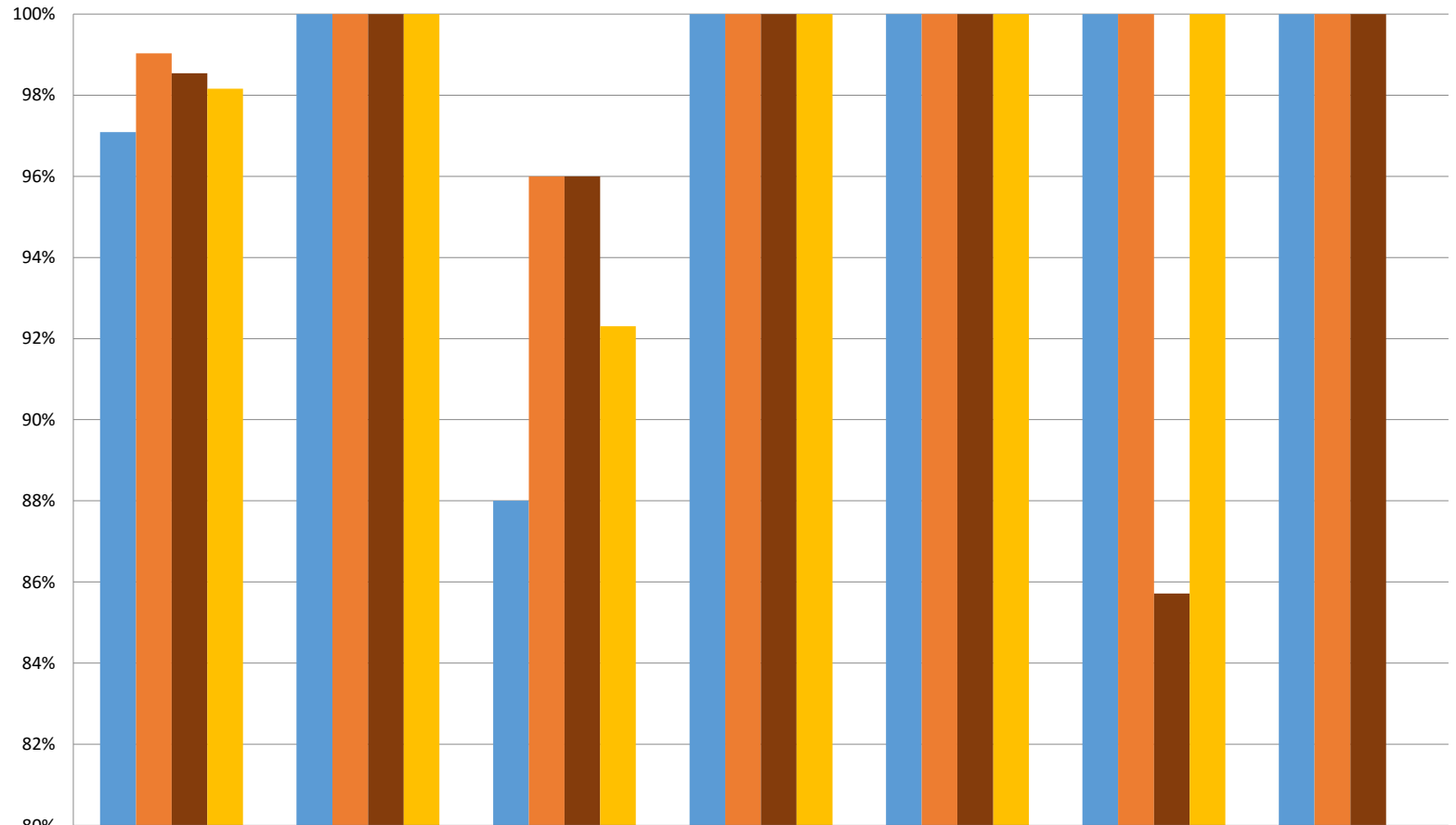


■ Sight and Sound Supervision	98%	100%	100%	93%	98%	100%	100%
■ Teacher/Child Ratio	100%	100%	100%	100%	100%	100%	100%
■ Correct Count of Children Present	98%	83%	100%	100%	100%	100%	100%
■ Safe Transition	100%	100%	100%	100%	100%	100%	0%

Legend: 0% - Not Observed for Safe Transitions

Total Number of Classes Visited Countywide: 105  
 (Modified Scheduled)

**Sacramento County Unannounced Visits Report 2017-2018- Self-Monitored**  
**Quarter 1 (August-October 2017)**  
**Percentage of Compliance**



	Sacramento County	Elk Grove USD	Sac City USD	San Juan USD	SETA Head Start	Twin Rivers USD	WCIC
■ Sight and Sound Supervision	97%	100%	88%	100%	100%	100%	100%
■ Teacher/Child Ratio	99%	100%	96%	100%	100%	100%	100%
■ Correct Count of Children Present	99%	100%	96%	100%	100%	86%	100%
■ Safe Transition	98%	100%	92%	100%	100%	100%	0%

Legend: 0% - Not Observed for Safe Transitions

Total Number of Classes Visited Countywide: 206

# Monthly Program Information Report

## COUNTYWIDE HEAD START/EARLY HEAD START

DECEMBER 2017

### Summary of SETA's Health and Safety Review

During the months of October and November, SETA, its delegate agencies and partners underwent a thorough health and safety review as part of the annual self-assessment process. Reviewers visited all 120 Head Start/Early Head Start centers and assessed each physical classroom in the areas of: Air Quality and Overall Sanitation, Emergency Alert Systems and Fire Safety, General Safety and Wellness, Evacuation Routes and Emergency Preparedness, Life Safety Code and Occupancy Requirements, Safety and Cleanliness of Indoor and Outdoor Spaces, Handwashing, Diapering, Spilled Bodily Fluids, Medication Management, Appropriate Release, Supervision and Positive Guidance, Group Ratios and Safe Outdoors Areas. A summary of the results and corrective action is as follows:

#### Strengths:

- Good teacher- child interactions and supervision; teachers using multiple strategies including white boards, zoning in the yards, head counts, and transition logs to account for children at all times.
- Great implementation of Family Style Meal Service with staff and children eating together and children serving themselves.
- Special Diet Alert form and/or Substitute binder have a photo of each child to clearly identify children with food allergies/restrictions; this also helps substitute teachers to recognize children easier.
- Parent information boards mounted on walls in classrooms with resources and handouts available including health, nutrition and safety related topics.
- Classrooms are spacious, clean, well organized, and set up well to promote effective adult supervision.
- A customized Classroom/Playground Safety Plan is completed by the teachers and posted in some of the classrooms.

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### The Federal Review Is Coming To Town

SETA has received official notification that its federal review will take place the week of February 5th (February 5th through February 9th) for a Focus Area 2 review. The CLASS review will be scheduled at a later date. Notification of the CLASS review will be provided 60 days in advance of the review date.

The review will consist of staff, parent and board interviews, classroom explorations, data tours, file reviews, and facilities reviews.

SETA maintains a review-ready program however, over the next month, program managers and supervisors will be working with staff and parents in final preparation of the review.

Details will be forthcoming as the Deputy Director connects with the Review Leader in the coming weeks.



## Safety Reviews (continued from page 1)

### Areas of Improvement and Corrective Action (CA):

- Hand-washing procedures need improvement. Often children are not scrubbing with soap prior to rinsing

*CA: New activities will be developed to encourage children to scrub prior to rinsing (ex. applying soap at circle time and scrubbing while they walk to sink to rinse)*

- Diapering procedures need to be updated to reflect steps to change pull-ups. (i.e standing/ laying down; using a changing table/floor mat)

*CA: Each agency will review current diapering procedures and incorporate procedures for children wearing pull-ups.*

- Many storage containers for toothbrushes (red version) do not allow for air drying and/or prevent touching.

*CA: New toothbrush holders will be purchased and provided to classrooms with "red" holders.*

- Plants in the classrooms need labels.

*CA: Labels will be added and plants confirmed safe for children.*

- Bike safety is not followed at all centers. Bikes should also be age-appropriate.

*CA: Each program will review bike safety practices and determine which method(s) best reduces risk of injury (i.e bike helmets, safety pathways, painted arrows indicating flow of traffic, separation of play areas from bike paths, etc.). Confirm all bikes are age-appropriate.*

- Emergency Disaster Plans should be updated with staff names and backpacks should contain the same items in each classroom

*CA: Plans updated. New disaster backpacks have been purchased and will be distributed with new contents on December 18th*

- Develop a system for sanitizing and disinfecting classroom supplies, materials and equipment

*CA: Written plans will be developed; new products will be purchased, as needed; staff will be trained.*

- Strengthen medication procedures and monitoring for children who left the program and/or did not have a care plan on file

*CA: Each program will update procedures to include cross checks and routine monitoring to ensure all medications are in compliance.*

- Play yard maintenance needs improvement prior to children going outdoors

*CA: Programs will develop/enhance preventive maintenance schedule to ensure play yards are maintained regularly and that dirt and build-up are minimized.*

- Some outlets are uncovered in classrooms and hallways

*CA: New self-closing outlet and/or safety plugs will be purchased and installed in each classroom.*

### Office of Head Start Updates

The Office of Planning, Research and Evaluation (OPRE) in the Administration for Children and Families (ACF) is proposing an information collection activity for the Culture of Continuous Learning Project. The goal of the project is to assess the feasibility of implementing continuous quality improvement methods in early care and education programs to support the use and sustainability of evidence-based practices. A Breakthrough Series Collaborative (BSC), a specific model designed to support learning and improvement among practitioners at all levels of an organization, will be implemented in Head Start and child care settings. The findings will be of broad interest to child care early education programs as well as training and technical assistance providers and researchers

*Head Start wishes you and yours a very happy holiday season and a happy new year.*

# Cold Weather Safety

(Published by the Office of Head Start)

Children are more vulnerable than adults to the effects of cold weather.

## Bundle Up!

- Children are at greater risk for frostbite than adults. The best way to prevent frostbite is to make sure children dress warmly and don't spend too much time outside in extreme weather.
- Dress children in layers of warm clothing. If the top layer gets wet, they will still have a dry layer underneath.
- Tuck scarves inside coats and jackets to prevent them from becoming strangulation hazards.
- Car seats and winter coats don't mix. Bulky coats can compress in a crash and create a loose car seat harness. Instead, lay the jacket or a blanket over children once you've safely strapped them into their car seat.

## Keeping Healthy Outdoors

- There's no set amount of time for children to play outside safely when the weather is cold. Use your best judgment. When the cold becomes unpleasant, it's time to go inside.
- If you are unsure if weather conditions are safe for outdoor play, check the Child Care Weather Watch Chart (attached).
- Even though it's cold outside, it's important to use sunscreen and stay hydrated. Children are more likely than adults to become dehydrated.

## Staying Safe Indoors and in Vehicles

- Keep anything that can burn at least three feet away from heating equipment, including furnaces, fireplaces, wood stoves, and portable space heaters.
- Set up a three-foot "kid-free zone" around open fires and space heaters.
- Remember to turn portable heaters off when leaving the room.
- Test smoke alarms at least once a month.
- Vent all fuel-burning equipment to the outside to avoid carbon monoxide (CO) poisoning.
- Install and maintain CO alarms. Keep alarms at least 15 feet away from fuel-burning appliances.
- If you need to warm up your vehicle, remove it from the garage as soon as you start it to avoid the risk of CO poisoning. Don't leave a vehicle running inside a garage.





# Understand the Weather



## Wind-Chill

- 30° is **chilly** and generally uncomfortable
- 15° to 30° is **cold**
- 0° to 15° is **very cold**
- -20° to 0° is **bitter cold** with significant risk of **frostbite**
- -20° to -60° is **extreme cold** and **frostbite** is likely
- -60° is **frigid** and exposed **skin will freeze** in 1 minute

## Heat Index



- 80° or below is considered **comfortable**
- 90° beginning to feel **uncomfortable**
- 100° **uncomfortable** and may be **hazardous**
- 110° considered **dangerous**

All temperatures are in degrees Fahrenheit

# Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
		Wind Speed in mph								
		Calm	5	10	15	20	25	30	35	40
Air Temperature	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43



Comfortable for out door play



Caution




Danger

Heat Index Chart (in Fahrenheit %)														
		Relative Humidity (Percent)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Air Temperature (F)	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	105	109	113	117	122	127	132
	94	97	100	103	106	110	114	119	124	129	135			
	100	109	114	118	124	129	130							
	104	119	124	131	137									


## Child Care Weather Watch

**W**atching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. What clothing, beverages, and protections are appropriate? **Clothe** children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). **Beverages** help the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high-sugar content beverages and soda pop. **Sunscreen** may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for sunscreen with UVB and UVA ray protection. **Shaded** play areas protect children from the sun.

 Condition **GREEN** - Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all child age groups.

INFANTS AND TODDLERS are unable to tell the child care provider if they are too hot or cold. Children become fussy when uncomfortable. Infants/toddlers will tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by limiting the amount of time outdoors and playing in shaded areas. Give beverages when playing outdoors.


YOUNG CHILDREN remind children to stop playing, drink a beverage, and apply more sunscreen. OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). They may resist applying sunscreen and drinking beverages while outdoors.

 Condition **YELLOW** - use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time.

INFANTS AND TODDLERS use precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play.

YOUNG CHILDREN may insist they are not too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child.

OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids while playing outdoors.

 Condition **RED** - most children should not play outdoors due to the health risk.

INFANTS/TODDLERS should play indoors and have ample space for large motor play.

YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather conditions.

OLDER CHILDREN may play outdoors for very short periods of time if they are properly dressed, have plenty of fluids. Child care providers must be vigilant about maximum protection of children.

## Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words.

**Blizzard Warning:** There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.

**Heat Index Warning:** How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.

**Relative Humidity:** The percent of moisture in the air.

**Temperature:** The temperature of the air in degrees Fahrenheit.

**Wind:** The speed of the wind in miles per hour.

**Wind Chill Warning:** There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets and livestock.

**Winter Weather Advisory:** Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.

**Winter Storm Warning:** Severe winter conditions have begun in your area.

**Winter Storm Watch:** Severe winter conditions, like heavy snow and ice are possible within the next day or two.

ITEM VI-OTHER REPORTS (continued)  
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- 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.

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- 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.

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