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Thought of the day: "Kindness is more than deeds. It's an attitude, an expression, a look, a touch. It is anything that lifts another person."

~~ Plato

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, January 23, 2018

TIME: 9:00 a.m.

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

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

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**CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/
DISMISSAL/RELEASE**

Pursuant to Government Code Section 54957

→ Report out of closed session

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- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
 - ✓ Quality Assurance Report: Sacramento City Unified School District
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- Martha Cisneros - Health, Nutrition and Safe Environments Services
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- E. Open Discussion and Comments
- F. Public Participation

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, JANUARY 18, 2018

Policy Council meeting is hosted by:
Reginald Castex (Chair), Andrea Scharnow (Vice Chair), Henrietta Gutierrez (Secretary),
vacant (Treasurer), Charles Taylor (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Linda Harris, Elk Grove Unified School District
- _____ Elnora Nears, Elk Grove Unified School District
- _____ Andrea Scharnow, Sacramento City Unified School District
- _____ Maria Castro-Flores, Sacramento City Unified School District
- _____ Jessica Bradsberry, Sacramento City Unified School District
- _____ Coline Jorgensen, San Juan Unified School District
- _____ Charles Taylor, Twin Rivers Unified School District
- _____ Allison Vaughn, Twin Rivers Unified School District
- _____ Angel Chenault, SETA-Operated Program
- _____ Henrietta Gutierrez, 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
- _____ Reginald Castex, Men's Activities Affecting Children Committee

Seats Vacant:

- _____ Vacant (Thurston), Elk Grove Unified School District
- _____ Vacant (Robinson), San Juan Unified School District
- _____ Vacant (Culver), WCIC/Playmate Child Development Center
- _____ Vacant (Garrett), WCIC/Playmate Child Development Center
- _____ Vacant (Thomas), WCIC/Playmate Child Development Center
- _____ Vacant (Andrade), SETA-Operated Program
- _____ Vacant (Rosalez), SETA-Operated Program
- _____ Vacant (Ruiz Lopez), SETA-Operated Program
- _____ Vacant (Robinson), SETA-Operated Program
- _____ Vacant, Home Base Option
- _____ Vacant (Self), Early Head Start (SETA)
- _____ Vacant (Zimmerman), Early Head Start, Sacramento City Unified School Dist.
- _____ Vacant (White), Early Head Start/Home Base (SOP)
- _____ Vacant, Community Agency Representative

**** Please call your alternate, Policy Council Chair (Reginald Castex: (916) 821-2823), 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:

- _____ Willie Holmes, Elk Grove Unified School District
- _____ Shannon Pierce, San Juan Unified School District
- _____ Noor Altameemi, Early Head Start, San Juan Unified School District

**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
N. Altameemi s/b/seated 12/20	EHS/ SJ		U											
M. Andrade s/b/seated 11/28	SOP	U	U											
J. Bradsberry Seated 11/28	SAC	X	X											
R. Castex Seated 12/20	MAACC		X											
M. Castro-Flores Seated 11/28	SAC	X	X											
A. Chenault 11/22/16; holding	SOP	E	E											
E. Culver s/b/seated 11/28	WCIG	U	U											
D. Garrett s/b/seated 11/28	WCIG	U	U											
H. Gutierrez Seated 11/28	SOP	X	X											
L. Harris 11/22/16; holding	EG	E	E											
B. Hassett s/b/seated 11/28	CAR	E	R											
W. Holmes s/b/seated 12/20	EG		U											
C. Jorgensen Seated 12/20	SJ		X											
L. Litka Seated 11/28	CR	X	X											
Y. Lopez Seated 11/28	SOP	X	X											
T. McMillin Seated 11/28	CR	X	X											
E. Nears Seated 11/22/17; holding	EG	X	X											
S. Pierce s/b/seated 12/20	SJ		E											

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
J. Robinson Seated 11/28	SOP	X	U											
C. Rosalez s/b/seated 11/28	SOP	E	U											
C. Ruiz Lopez Seated 11/28	SOP	X	U											
A. Scharnow Seated 11/28	SAC	X	X											
P. Scott Seated 11/18	CR	X	X											
C. Taylor Seated 11/28	TR	X	X											
M. Taylor Seated 11/28	CAR	X	U											
B. Thurston s/b/seated 11/28	EG	U	U											
A. Vaughn s/b/seated 11/28	TR	U	X											
K. Tate Seated 1/24	OGC	X	X											

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
HB	Home based Option
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
H: Holiday

AP: Alternate Present
E/PCB: Excused, Policy Council Business
E/PCB: Excused, Policy Committee Business
OGC: Outgoing Chair
***:** Special Meeting

Current a/o 1/16/2018

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 20, 2017
SPECIAL POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the December 20, 2017 special meeting.

RECOMMENDATION:

That the Policy Council approve the December 20 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL 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

Wednesday, December 20, 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 9:13 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:

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
Henrietta Gutierrez, SETA-Operated Program
Yezenia Lopez, SETA-Operated Program
Linda Litka, Past Parent/Community Representative
Terri McMillin, Past Parent/Community Representative
Penelope Scott, Grandparent/Community Representative
Kenneth Tate, Outgoing Chair
Elnora Nears (arrived and was seated at 9:18 a.m.)

Members Absent:

Linda Harris, Elk Grove Unified School District (excused)
Angel Chenault, SETA-Operated Program (excused)
Cindy Ruiz Lopez, SETA-Operated Program (unexcused)
Jasmine Robinson, SETA-Operated Program (unexcused)
Mason Taylor, Birth & Beyond, Community Agency Representative (unexcused)

Members to be seated:

Coline Jorgensen, San Juan Unified School District Present
Reginald Castex, Men's Activities Affecting Children Committee
Allison Vaughn, Twin Rivers Unified School District (arrived and was seated at 9:25 a.m.)

Members to be seated but absent:

Brina Thurston, Elk Grove Unified School District (unexcused)
Willie Holmes, Elk Grove Unified School District (unexcused)
Shannon Pierce, San Juan Unified School District (excused)
Domonique Garrett, WCIC/Playmate Child Development Center (unexcused)
Noor Altameemi, Early Head Start, San Juan Unified School District (unexcused)

Emily Culver, WCIC/Playmate Child Development Center (unexcused)
China Rosalez, SETA-Operated Program (unexcused)
Marisol Andrade, SETA-Operated Program (unexcused)
Beth Hassett, WEAVE, Community Agency Representative (resigned)

Mr. Castex gave up his WCIC seat and is now a MAACC representative.

II. Consent Item

A. Approval of the Minutes of the November 28, 2017 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Scharnow, second/Castex, to approve the November 28, 2017 minutes.

Show of hands vote:

Aye: 11 (Bradsberry, Castex, Castro-Flores, Gutierrez, Jorgensen, Litka, Lopez, McMillin, Scharnow, Scott, Taylor,

Nay: 0

Abstentions: 1 (Tate)

Absent: 5 (Chenault, Harris, Robinson, Ruiz Lopez, Taylor)

III. Action Items

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

The board went into closed session at 9:17 a.m. Mr. Tate called the meeting back to order at 9:30 a.m. and stated that the Policy council approved the following eligible lists: Associate Teacher, Associate Teacher-Infant Toddler.

Mr. Tate reported that the following board members arrived and were seated during closed session:

Elnora Nears at 9:18 a.m.

Allison Vaughan at 9:25 a.m.

B. Election of Policy Council Officers for 2017-2018

Mr. Tate reviewed the various officer positions and the duties required of the officers.

Those interested in serving as **Chair**:

Terri McMillin

Linda Litka

Ms. McMillin withdrew her name.

Vote:

Linda: 13

Those interested in serving as **Vice Chair:**

Henrietta Gutierrez

Andrea Scharnow

Vote:

Henrietta: 4

Andrea: 9

Those interested in serving as **Secretary:**

Henrietta Gutierrez

Vote:

Henrietta: 13

Those interested in serving as **Treasurer:**

Charles Taylor

Vote:

Charles: 13

Mr. Tate rescinded the election of Treasurer

Those interested in serving:

Since there were no board members interested in serving, Mr. Tate tabled the election of Treasurer.

Those interested in serving as **Parliamentarian:**

Charles Taylor

Vote:

Charles: 13

Mr. Tate rescinded the vote for Chair. Ms. Litka still expressed interested in running for **Chair**. Mr. Reginald Castex also expressed interest.

Vote:

Linda: 5

Reginald: 8

Moved/Bradsberry, second/Scott, to ratify the election of Policy Council officers for 2017-2018 as follows: **Chair:** Reginald Castex, **Vice Chair:** Andrea Scharnow, **Secretary:** Henrietta Gutierrez, **Parliamentarian:** Charles Taylor.

Aye: 11 (Bradsberry, Castex, Castro-Flores, Gutierrez, Jorgensen, Lopez, Nears, Scharnow, Scott, Vaughan, Taylor)

Nay: 0

Abstentions: 3 (Litka, McMillin, and Tate)

Absent: 5 (Chenault, Harris, Robinson, Ruiz Lopez, Taylor)

Ms. Litka and Ms. McMillin left the meeting at 10:10 a.m.

The new officers assumed their seats on the dais.

C. Ratification of Governing Board Approval to Submit a Request to Carry Over Early Head Start-Child Care Partnership and Expansion Training and Technical Assistance Funds from 2016-2017 Program Year to 2017-2018 Program Year

Ms. Lee reviewed this item; the Governing Board approved this at their December 7 meeting. This is a one-time opportunity to carry over \$142,790 funds for Kinder World EHS-CCP program.

Moved/Gutierrez, second/Scharnow, to 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.

Aye: 10 (Bradsberry, Castro-Flores, Gutierrez, Jorgensen, Lopez, Nears, Scharnow, Scott, Vaughan, Taylor)

Nay: 0

Abstentions: 2 (Castex and Tate)

Absent: 7 (Chenault, Harris, Litka, McMillin, Robinson, Ruiz Lopez, Taylor)

Ms. McMillin returned to the meeting at 10:18 a.m.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events. The Budget/Planning Committee meeting is actually Tuesday, January 9.

Andrea Scharnow and Terri McMillin left the meeting at 10:20 a.m.

- Parent/Staff Recognition: None.
- PC/PAC Meet & Greet Breakfast Reports: Ms. Scott thought the event was very nice and it was nice to meet the new board members. Ms. Scott was very appreciative of the good food served.
- Toastmasters Update: Mr. Castex stated that the next meeting will be announced. He urged all board members to consider attending this important training.

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reported on the fiscal report which covers a third of the program year. The in-kind funds must be twenty-five cents for every dollar received in grant money. The administrative percentage is currently at 9.8%, well below the 15% allowable. The Budget/Planning Committee reviews the monthly reports in much more detail.

Ms. Henrietta Gutierrez left the meeting at 10:30 a.m.

- Community Resources: Parents/Staff: Mr. Robert Silva distributed packets of community resources available.

Ms. Penelope Scott left the meeting at 10:33 a.m.

- PC Governance Self-Assessment: Ms. Denise Lee shared that this is a good opportunity for members to participate in self-assessment to ensure we are in compliance with the Performance Standards. On top of self-assessment, this also allows us to prepare for the federal review scheduled for February 5-9, 2018. The Governance self-assessment is scheduled for January 19, 2018.

B. Governing Board Minutes of November 2, 2017: No questions.

V. Committee Reports

- ✓ Executive Committee Meeting Critique: Mr. Castex reviewed the critique.
- ✓ Budget/Planning Committee: No report.
- ✓ MAACC/Parent Ambassador Committee: Mr. Castex reported on the last meeting. A tee shirt design was approved and will be ordered by January 5. Robin Blanks was elected MAACC representative for the PAC and he was elected MAACC representative for the PC. The Crocker Art Museum event is scheduled for Sunday, January 21. Ms. Desha stated that in November, the Social/Hospitality Committee selected to do a tour of the downtown library. Due to extenuating circumstances, that event was canceled. The Crocker Art Museum tour would be done in place of the library tour but it is on hold until staff hears back from Crocker Art Museum staff.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick stated that there are 12 job centers in the county; she encouraged board members to visit all of the centers. Let staff know if a private tour or a small group tour is preferred. All services are free. A list of all of the job centers will be available at the orientation.
- B. Head Start Deputy Director's Report

Ms. Denise Lee stated that before the meeting, she spoke with a Workforce manager. They agreed that the Workforce Department will provide a standing

board item sharing information available at the job centers as well as highlight some of the companies in the area that are hiring. This will be a good way to learn what the Workforce Department does. Ms. Lee is not yet sure how large the federal review team will be; generally, the review team is comprised of 30-35 people. She will have more details available at the PC meeting. Mr. Taylor spoke at an event sponsored by Twin Rivers sharing a vision of what we want for children and having access to services. He did a fine job!

C. Chair's Report: Mr. Tate thanked the board for their support over the years. He has learned a lot during his time at Head Start.

D. Head Start Managers' Reports

➤ Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Lee referred board members to the monthly enrollment report. The program is under enrolled due to some of the classrooms capped at 17 children having three-year olds. There are some classrooms that are under-enrolled and Ms. Carr asked board members to spread the word about availability of the program. On January 5, Management staff will report to the OHS regarding the under enrollment. There are new home based staff hired to help make up the enrollment deficit. For the SOP, staff is now doing an electronic wait list so we are no longer taking paper applications for the wait list.

➤ Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: Ms. Caruso congratulated the newly-elected officers. Ms. Caruso's staff is beginning the grant-writing season training delegate staff. Her unit is busy getting ready for the federal review. The QA team just finished the San Juan Head Start/Early Head Start program; they had a great review. Next month, they will review EHS classes at Twin Rivers and Kinder World.

➤ Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros reviewed the food services report which is for the SOP. Each delegate agency has a similar food services report. Ms. Robin Blanks and Ms. Cisneros sit on Maternal Child and Adolescent Health Board. In January, the MediCal Dental Advisory Committee is hoping to have a trainer for the dental forums which is funded by Proposition 56 (increased tobacco tax funds). Adult dental care has been a big issue with Head Start families. Ms. Yezenia Lopez said a parent came to her talking about food that has expired. Ms. Cisneros offered for parents to meet with food service staff.

➤ Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith welcomed new board members. Education staff is doing a lot of teacher training and self-assessment training for classroom staff. On January 9, all staff will meet to go over assessment questions. Teachers are also coming in to review questions that may be presented by the federal reviewers. Ms. Bradsberry and Ms. Cindy Ruiz Lopez stated that it was nice to get involved in the review process at her class.

E. Open Discussion and Comments: No comments.

F. Public Participation: Ms. Robin Blanks announced that Ms. Cisneros received a commendation for her work on the MediCal Dental Advisory Committee.

VII. Adjournment: The meeting was adjourned at 11:12 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, Head Start Cook/Driver, and Quality Assurance Analyst.
- **CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/ DISMISSAL/RELEASE**
Pursuant to Government Code Section 54957
 - ➔ Report out of Closed Session

NOTES:

ITEM III-B – ACTION

ELECTION OF SACRAMENTO MEDI-CAL DENTAL ADVISORY COMMITTEE
REPRESENTATIVE AND ALTERNATE

BACKGROUND:

The Policy Council is requested to elect a representative and alternate. Ms. Robin Blanks previously served as representative on the Committee

This Medi-Cal Dental Advisory Committee was established by Senator Steinberg's legislation AAB 1467 on July 1, 2012. The purpose of the committee is to provide oversight and guidance to improve Denti-Cal utilization rates, the delivery of oral health and dental services, including prevention and education services, dental managed care, and fee-for-service Denti-Cal.

The Sacramento Medi-Cal Dental Advisory Committee generally meets the first Thursday of every-other month from 2:00 – 4:00 p.m., at the First 5 Community Room located at 2750 Gateway Oaks Drive, Suite 330, Sacramento, CA 95833. The 2018 meeting dates are:

- * Thursday, February 1
- * Thursday, April 5
- * Thursday, June 7
- * Thursday, August 2
- * Thursday, October 4
- * Thursday, December 6

If you have questions, please contact Martha Cisneros at 263-3881.

RECOMMENDATION:

Elect a representative and alternate to serve on the Sacramento Medi-Cal Dental Advisory Committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-C – ACTION

ELECTION OF MATERNAL, CHILD AND ADOLESCENT HEALTH
ADVISORY BOARD REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This item provides the Policy Council an opportunity to ratify the appointment of a representative to sit on the Sacramento County Maternal, Child and Adolescent Health Advisory Board. The Chair previously appointed Ms. Robin Blanks the representative for this board.

The purpose of the Sacramento County Maternal, Child, and Adolescent Health Advisory Board (MCAHAB) is to improve coordination and promote an integrated health system serving mothers and children. The role of the MCAHAB is to advise the Board of Supervisors and the Department of Health and Human Services (DHHS) on local programs and services affecting the health of mothers, children, and adolescents.

The Sacramento County Maternal, Child and Adolescent Health Advisory Board has requested one representative and one alternate to serve from Head Start. Current health issues are addressed, providing an opportunity for Head Start parents to contribute in the discussion and receive valuable information for Head Start. The committee meets five times a year on the second Tuesday of the month. The meetings remaining in 2018: March 13, 2018, May 8, 2018, September 11, 2018, and November 13, 2018. The meetings are held at 9616 Micron, Suite 900, Conference Room 1, Sacramento, CA, from 8:00 a.m. – 10:00 a.m. If you have any questions, please contact Martha Cisneros, 263-3881.

RECOMMENDATION:

Elect one representative and one alternate to serve on the Sacramento County Maternal, Child and Adolescent Health Advisory Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-D – ACTION

ELECTION OF POLICY COUNCIL TREASURER FOR 2017-2018

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect a Treasurer 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.

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. RECOMMENDATION:

That the Policy Council elect a Treasurer.

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-E – ACTION

ELECTION OF REPRESENTATIVE AND ALTERNATE TO
THE COMMUNITY ACTION BOARD

BACKGROUND:

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

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

RECOMMENDATION:

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

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

COMMUNITY ACTION BOARD OVERVIEW

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

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

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

MEETING SCHEDULE

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

COMPOSITION OF THE COMMUNITY ACTION BOARD

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

SECTOR PROFILES

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

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

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

APPLICATION/APPOINTMENT PROCESS

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

CONFLICT OF INTEREST

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

ITEM IV-A – INFORMATION

PARENT SURVEY

BACKGROUND:

The parent survey is a way to assist staff in providing training and services that meet your needs as a board member. Ms. Belinda Malone, Social Services/Parent Involvement Specialist, will be asking parents to complete a parent survey and return it at the end of the meeting.

NOTES:

ITEM IV-B- INFORMATION

STANDING INFORMATION

BACKGROUND:

- PC/PAC Calendar of Events: Mr. Reginald Castex
- Parent/Staff Recognition: Mr. Reginald Castex
- Toastmasters Training: Mr. Reginald Castex
- Orientation and Officer Training Reports: Mr. Reginald Castex
- PC Governance Self-Assessment Reports: Mr. Reginald Castex
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne
- Community Resources: Parents/Staff: Mr. Robert Silva

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC Executive Committee	Friday, January 26, 2018 10:30 a.m. – 12:00 p.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, February 13, 2018 1:00 p.m. Oak Room
PC and PAC AB 1234 Ethics Training (Mandatory training for all board members)	Tuesday, February 27, 2018 9:00 a.m. – 11:30 a.m. SETA Board Room

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:

Program Operator: River Oak Center for Children

Findings and General Observations:

- 1) The total costs as reported to SETA for the Early Head Start program from April 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:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Jacquie Bonini **DATE: November 24, 2017**
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 8,770,877	8/1/16-7/31/17	2/1/17-7/31/17
Head Start	T & TA	\$ 20,000	8/1/16-7/31/17	2/1/17-7/31/17
Early HS	Basic	\$ 1,564,709	8/1/16-7/31/17	2/1/17-7/31/17
Early HS	T & TA	\$ 27,564	8/1/16-7/31/17	2/1/17-7/31/17

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: Sept. 25-27, 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	Davis Bacon Act		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from February 1, 2017 to July 31, 2017 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Jacquie Bonini **DATE: December 1, 2017**
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
EHS CCP	Basic	\$ 712,600	8/1/16-7/31/17	2/1/17-7/31/17
EHS CCP	T & TA	\$ 17,500	8/1/16-7/31/17	2/1/17-7/31/17

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X

Date of review: September 27-28, 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	Davis Bacon Act		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from February 1, 2017 to July 31, 2017 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Johannesen **DATE:** December 19, 2017
FROM: Tammi Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
Sacramento County Office of Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$361,039	8.1.16-7.31.17	4.1.17-7.31.17
Early Head Start	CCP	\$200,546	8.1.16-7.31.17	4.1.17-7.31.17

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 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		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 Budget		X		
11 In-Kind Contribution		X		
12 Equipment Records		N/A		

Program Operator: Sacramento County Office of Education

Findings and General Observations:

The total costs as reported to SETA for the Early Head Start programs from April 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: Mr. Jim Walters DATE: December 13, 2017

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & Cola	\$ 4,652,403	8/1/16-7/31/17	2/1/17-7/31/17
Head Start	T & TA	\$15,000	8/1/16-7/31/17	2/1/17-7/31/17
Early HS	Basic & Cola	\$1,741,924	8/1/16-7/31/17	2/1/17-7/31/17
Early HS	T & TA	\$30,912	8/1/16-7/31/17	2/1/17-7/31/17
Head Start	Duration	\$207,749	8/1/16-7/31/17	8/1/16-7/31/17

Monitoring Purpose: Initial Follow Up Special Final X
Date of Review: 10/2-10/4/17

	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	Program Improvement		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from February 1, 2017 to July 31, 2017 for the Head Start and Early Head Start programs have been traced to the delegate agency'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

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 December 20, 2017 Policy Council meeting.

GOOD!!!
Thank you, Ms. Kathy Kossick, for Sacramento Career Center tour update.
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 and Human Resources overview.
Thank you, managers for shared program information
Congratulations new Board members.
Congratulations to newly elected Officers.
Thank you, Mr. Tate, for your outstanding leadership as Chair for program years 2015-2017.
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. Reginald Castex

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.

- ❖ Monthly Program Report
 - ❖ Workforce Report: Mr. William Walker
-
-
-

- C. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Mr. Reginald Castex), 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.

- 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
 - Quality Assurance Report: Sacramento City Unified School District
 - Quality Assurance Report: San Unified Unified School District

ITEM VI-OTHER REPORTS (continued)
Page 2

C. HEAD START MANAGERS' MONTHLY REPORTS (continued)

- Martha Cisneros - Health, Nutrition and Safe Environments Services
 - Recognition of Smile Kingdom: Ms. Nicole Castrejon
- Karen Griffith - School Readiness, Special Education and Mental Health Services

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.

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.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

December 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	206	10%	377	93	25%
Twin Rivers USD	180	19	11%	16	0	0%
Elk Grove USD	440	35	8%			
Sac City USD	1211	102	8%	144	23	16%
San Juan USD	668	82	12%	160	12	8%
WCIC	120	9	8%			
EHS CCP				80	5	6%
COUNTY TOTAL	4607	453	10%	777	133	17%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/21/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	469	107	85
Sacramento City USD	1,139	1,110	97	82
SETA	1,868	1,823	98	74
San Juan USD	668	683	102	78
Twin Rivers USD	180	167	93	88
WCIC/Playmate	100	100	100	68
Total	4,395	4,352	99	

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/21/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	152	152	100	77
SETA	431	418	97	74
San Juan USD	160	169	106	93
TRUSD	16	16	100	75
Total	759	755	99	

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/21/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	36	100	73
Sacramento City USD	40	40	100	64
SETA/Job Corps.	4	4	100	TBD
Total	80	80	100	

- (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:

- 3 classrooms capped due to majority of 3-year olds enrolled. This affects 8 enrollment slots at any given time.
- 2 centers capped at 20 due to class-size waiver denial. This affects 4 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:

- 3 centers capped at 20 due to class-size waiver denial. This affects 12 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 11 Twilight slots have started. The director continues to explore 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.



SETA Head Start

Food Service Operations Monthly Report

*December 2017

December 8th - Teacher Training closed classes: Norma Johnson B, Galt F and Walnut Grove V.

December 11th - Crossroad PM B Class stopped at 10 children due to staff shortage.

December 12th - Kennedy Estates 1249 B Class closed due to apartment maintenance.

December 13th - Kennedy Estates 1240 A Class closed due to apartment maintenance.

December 18th - Elkhorn 1255 B Class stopped at 10 children due to lack of substitute teachers.

December 18th to 21st - Walnut Grove classes went on field trips due to the Elementary School was closed.

December 22nd at noon to January 2, 2018 - Winter Break SETA closed.

Meetings & Trainings:

CPR Training at Plaza Del Paso attended by Cook/Drivers Juan, Joyce and Raven on December 1st.

Serve Safe Training attended by Cook/Driver Raven on December 6th at SYSCO in Pleasant Grove.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
26,880	14,720	18,431	280

Total Amount of Meals and Snacks Prepared 60,311

Purchases:

Food	\$47,683.96
Non - Food	\$10,459.18

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$0.00

Vehicle Gas / Fuel:	\$855.01
Normal Delivery Days	15



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	Comprehensive Review <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
ERSEA (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.
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>		No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>		No significant noted findings.
Family and Community Engagement <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
Home-Based Services <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
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>		No significant noted findings
Nutrition <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.
Program Design and Management Human Resources <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
Health <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.
Safe Environments (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"> • New CACFP Meal Pattern • New Booster Law • CCL Form LIC 610 and LIC 9148
		need updated staff names
		• On-site evacuation maps

* 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.



Quality Assurance Summary Report

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

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
San Juan Unified School District	Head Start and Early Head Start Center-based: - Encina EHS - Dyer Kelly HS - Choices Charter HS	3 centers 4 classrooms 8 family files 9 staff files	November 17 through December 1, 2017	Comprehensive Review <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 representing 396 performance indicators. All indicators 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:

- Teachers are nurturing and engaged with children; their interactions are rich with vocabulary words that facilitate discovery and learning.
- Low class staff/child ratio (1:8) allows for optimal supervision and individual attention of children. In EHS classrooms, primary caregivers are assigned to children that ensure continuity of care.
- Teaching staff work together as evidenced by good communication and seamless transitions.
- Positive communication and warm, supportive relationships between teachers and parents were observed.
- Community resources and parent materials (parent handbook and calendar, staff calendar, community resource booklets) are user-friendly, instructive and educational.
- Parent, Family and Community Engagement (PFCE) Outcomes objectives are well articulated in the design of Policy Meetings, center-based Parent Meetings and classrooms. Parents, leadership staff, support staff and teaching staff speak common language in supporting this content area. Policy Council parents were observed in the classrooms engaging site parents and communicating the same information received at Policy Meetings.

Areas Reviewed	Percentage Of Compliance	Issues/Concerns
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	63% 63% 50% 0% 67% 33%	-Recordkeeping procedure for transfers was not consistently followed. -Procedure for following up on child's absence not consistently followed. -Inconsistencies in information in child files and Child Plus -Recruitment/outreach materials in the languages of community served was very limited. -Not all vacancies were filled within 30 days. -All funded enrollment slots were not filled at the beginning of the program year.
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>		No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	63% 33% 0% 67%	-Not all files had clear documentation of home visit dates. -Current lesson plans not posted. -English was primarily spoken in the classroom. No evidence of adequate program supports to promote home language of non-English-speaking children. -Duration class did not have adequate mats or accommodations should all children desire to nap or rest on a mat.
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	0%	-Although program offers parenting workshops and referrals to community agencies, there is no established approach to offer research-based parenting curriculum/activities and practice parenting skills.
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>		No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	25% 13% 60% 33% 0%	-No clear evidence that all parents/guardians received a copy Body Mass Index (BMI) percentile graph. -Inconsistencies in information in child files and Child Plus -Serving size of food substitution not adequate and information not posted. -Serving size of meals not appropriate or adequate for children -Not all adults who supervised children at the table modeled behavior by eating served food or participating in the meal.

Areas Reviewed	Percentage Of Compliance	Issues/Concerns
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	0% 75%	-Required staff training on Sudden Infant Death Syndrome (SIDS) or safe sleep practices was not met. -Not all teaching staff's licensing records had required documentation.
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	0% 25% 75% 63% 75% 63% 63%	-Although there is a written procedure for health emergencies that require rapid response on the part of staff or require immediate medical attention, information on the parent handbook did not include all required elements. -Not all child emergency cards were completely or accurately filled and/or available for each enrolled child. -Not all files contained date of determination of physical exams. -Not all health concerns had documentation of on-going follow up. -Not all documentation of immunizations was up-to-date or accurate. -Not all files contained date of determination for dental exams. -Inconsistencies in information in tracking systems used (child files and Child Plus).
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	25% 50% 50% 25% 50% 25% 50% 0% 25%	-Not all Emergency Disaster Plans (LIC 610) were posted prominently and/or up-to-date, with an Earthquake Preparedness Checklist (LIC 9148) attached. -Not all classes had documentation of monthly fire drills and earthquake drills based on established schedule. -Not all on-site evacuation maps were clear and contained secondary route. -Not all classrooms had current lesson plans posted in the classroom. -Diapering procedure posted did not include use of pull-up pants. -Spray bottles for cleaning tables were stored in unsafe location or areas potentially accessible to children. -Not all classrooms had Bloodborne Pathogen spill kits available. -Not all fire extinguishers were properly mounted. -Not all classrooms had working smoke and carbon monoxide detectors, fire alarm and/or a sprinkler system in the

Areas Reviewed	Percentage Of Compliance	Issues/Concerns
	25%	classroom, properly located and tested regularly.
	25%	-Not all classes had three (3)-day supply of emergency food and water for staff and children.
	0%	-Cabinets and bookcases not secured and pose potential hazard.
	0%	-Playgrounds inspected needed regular maintenance and contained potential hazards.
	33%	-Sandbox and sensory tables not kept clean and covered when not in use.

* 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.

Monthly Program Information Report

January 2018

Federal Review Important Dates:

Feb 5th
9:00 - Entrance Meeting
10:00 - Data Tours/Content Interviews

Feb 6th
9:00 - PC/PAC Interview
10:00 - Disabilities/Mental Health Interview
10:00 - Family Support Services Interview

Feb 7th through 9th
-Classroom Exploration
-Child's File Review
-Staff Qualifications/Clearances

Daily Debrief with the Team Leader

Sacramento County launches the Early Learning Roadmap

Excerpts published by: SCOE

On December 13th, a coalition of local educators, community-based organizations, and civic leaders unveiled the "Sacramento County Early Learning Roadmap: Prenatal Through Age Eight." The plan is the result of a 15-month planning process involving 60 community partners that represent a broad range of stakeholders. The unveiling took place at the Morey Avenue Early Childhood Development School (Twin Rivers U.S.D.).

The goal of the plan is to create a community where all children have the opportunity to get a strong, early start that sets

the foundation for future success in school and in life. It focuses on five priority areas:

- Comprehensive Services and Support for Children and Families
- Early Learning and Development for ALL Children
- Family and Community Outreach and Engagement
- Program Structures and Environment
- Early Learning Workforce Recruitment, Retention, and Professionalism

A full copy of the plan can be viewed and download from:

sacramentocountyearlylearning.org



A.P.P.L.E Bag Extends Learning At Home for Sac City Preschoolers

Parent engagement is the heart of each child's success from birth and beyond. Not all parents have the opportunity to volunteer in the classroom environment. The APPLE (All Parents Participating in Literacy & Education) Bag was created by Sacramento City USD Child Development staff to bring the classroom into the family home. Titles that combine the Literacy and Social Emotional framework encourage families to engage in their child's development and education within the context of family and home. Every week children receive an APPLE Bag complete with 2 to 3 books and activities for the family to share. At the end of each week, children have the opportunity to check out a different APPLE Bag with different books and activities.



“Children should feel safe, secure and loved every moment while in staff's care.”

Special Message from Office of Head Start

On January 3rd, grantees and delegate agency directors received an email from the Acting Director/Office of Head Start, Ann Linehan, regarding expectations and performance standards for reporting any significant incidents affecting the health and safety of program participants and Standards of Conduct describing the posi-

tive strategies adults must implement when interacting with children, a list of prohibited actions endangering the health and safety of children, and ensuring no child is left alone or unsupervised. The email clarifies that programs shall work with various stakeholders to develop guidelines that differentiate between staff, consultant or volunteer practices, and/

or behaviors that need improvement but do not harm or endanger children, versus reportable practices or behaviors that harm or endanger children. The email also reiterates that personnel policies and procedures must include appropriate penalties for staff, consultants and volunteers who violate the Standards of Conduct.

Other Updates from Office of Head Start

CLASS Condition of the Head Start Designation Renewal System (email notice): OHS invites public comment on changes being considered for using CLASS scores as a condition of the Designation Renewal System (DRS). Changes being considered include:

- Removal of the "lowest 10 percent" provision of the CLASS condition,
- Increase the minimum thresholds for the Emotional Support and Classroom Organization domains to a score of 5
- Removal of the minimum threshold for the Instructional Support domain

- Establishment of authority for the Secretary to set an absolute minimum threshold for the Instructional Support domain prior to the start of each fiscal year to be applied for DRS CLASS reviews in the same fiscal year.

OHS requests feedback on these proposed changes as well as alternative changes to the CLASS condition.. Comments must be submitted by **February 6, 2018**.

Food Crediting in Child Nutrition Programs: Request for Information (email notice): On behalf of the USDA/ Food and Nutrition Services, the Office of Head Start is requesting information regarding feedback from a wide variety of stakeholders on how FNS' crediting system can best address today's evolving food and nutrition environment, as well as to offer first-rate customer service to those operating and benefitting from the Child Nutrition Programs. FNS welcomes comments from all interested stakeholders by **February 12, 2018**.