

**GOVERNING BOARD**

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 City of Sacramento

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**JAY SCHENIRER**  
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**SOPHIA SCHERMAN**  
 Public Representative

**ADMINISTRATION**

**KATHY KOSSICK**  
 Executive Director

**DENISE LEE**  
 Deputy Director

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

*Thought of the day: "Like branches on a tree, our lives may grow in different directions yet our roots remain as one."*

*Author: Unknown*

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

**DATE:** Tuesday, February 27, 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 meeting is digitally recorded and available to members of the public upon request. 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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|             | ➤ Introduction of Newly Seated PC Representatives  |      |
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#### **IV. Information Items**

- A. Standing Information Items 13-19
- PC/PAC Calendar of Events: Mr. Reginald Castex
  - Parent/Staff Recognition: Mr. Reginald Castex
  - Crocker Art Museum Tour Report: Mr. Reginald Castex
  - Toastmasters Update: Mr. Reginald Castex
  - Committee Reports: Mr. Reginald Castex
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne
  - Community Resources: Mr. Reginald Castex
    - ✓ Birth & Beyond: Mr. Mason Taylor

- B. Fiscal Monitoring Report 20-22
- ✓ Elk Grove Unified School District

#### **V. Committee Reports** 23-24

- ✓ Executive Committee: Mr. Reginald Castex
- ✓ Budget/Planning Committee: Mr. Reginald Castex
- ✓ Men's Activities Affecting Children Committee/Parent Ambassador Committee: Mr. Reginald Castex

#### **VI. Other Reports** 25-33

- A. Executive Director's Report
- B. Head Start Deputy Director's Report
  - Monthly Head Start Report (attached)
- C. Chair's Report
- D. Open Discussion and Comments
- E. Public Participation

#### **VI. Training**

The Parent Advisory Committee and Head Start Policy Council will participate in AB 1234 Ethics Training.

#### **VII. Adjournment**

#### **DISTRIBUTION DATE: WEDNESDAY, FEBRUARY 21, 2018**

Policy Council meeting is hosted by:  
Reginald Castex (Chair), Andrea Scharnow (Vice Chair), Henrietta Gutierrez (Secretary),  
Kaoyee Xiong (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:

- \_\_\_\_\_ Willie Holmes, Elk Grove Unified School District
- \_\_\_\_\_ Kaoyee Xiong, 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
- \_\_\_\_\_ Claudett Sanders, Early Head Start, Sacramento City Unified School Dist.
- \_\_\_\_\_ 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

**Members to be seated:**

- \_\_\_\_\_ Shannon Pierce, San Juan Unified School District
- \_\_\_\_\_ Noor Altameemi, Early Head Start, San Juan Unified School District
- \_\_\_\_\_ Jessica Sherren, SETA-Operated Program
- \_\_\_\_\_ Alisha Givehchi, Early Head Start/Home Base (SOP)

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Robinson), San Juan Unified School District
- \_\_\_\_\_ Vacant (Culver), WCIC/Playmate Child Development Center
- \_\_\_\_\_ Vacant (Garrett), WCIC/Playmate Child Development Center
- \_\_\_\_\_ 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, Early Head Start, Sac. 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. \*\***

**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	E										
J. Bradsberry Seated 11/28	SAC	X	X	X										
R. Castex Seated 12/20	MAACC		X	X										
M. Castro-Flores Seated 11/28	SAC	X	X	E										
A. Chenault 11/22/16; holding	SOP	E	E	X										
A. Givehchi Seated	EHS/ SOP													
H. Gutierrez Seated 11/28	SOP	X	X	X										
<del>L. Harris</del> <del>11/22/16; holding</del>	<del>EG</del>	<del>E</del>	<del>E</del>	new rep seated										
W. Holmes s/b/seated 12/20; seated 1/23	EG		U	X										
B. Jorgensen Seated 12/20	SJ		X	X										
L. Litka Seated 11/28	CR	X	X	X										
Y. Lopez Seated 11/28	SOP	X	X	X										
T. McMillin Seated 11/28	CR	X	X	AP										
<del>E. Nears</del> <del>Seated 11/22/17;</del> <del>holding</del>	<del>EG</del>	<del>X</del>	<del>X</del>	<del>X</del>	new rep seated									
S. Pierce s/b/seated 12/20	SJ		E	U										
J. Robinson Seated 11/28	SOP	X	U	R										
C. Sanders Seated 1/23	EHS/ SAC			X										
A. Scharnow Seated 11/28	SAC	X	X	X										

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
P. Scott Seated 11/18	CR	X	X	X										
J. Sherren Seated	SOP													
C. Taylor Seated 11/28	TR	X	X	X										
M. Taylor Seated 11/28	CAR	X	U	X										
A. Vaughn s/b/seated 11/28; seated 12/20	TR	U	X	X										
K. Tate Seated 1/24	OGC	X	X	X										
K. Yee Xiong Seated 1/23	ELK			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 2/20/2018*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JANUARY 23, 2018  
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the January 23, 2018 regular meeting.

RECOMMENDATION:

That the Policy Council approve the January 23 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, January 23, 2018  
9:00 a.m.

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

Mr. Reginald Castex called the meeting to order at 9:07 a.m. The Pledge of Allegiance was recited. Mr. Castex announced that he would be recording the meeting to assist him in honing his skills as Chair. The thought of the day was read. Ms. Henrietta Gutierrez called the roll and a quorum was established.

#### **Members Present:**

Andrea Scharnow, 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  
Henrietta Gutierrez, SETA-Operated Program  
Angel Chenault, SETA-Operated Program (alternate)  
Yezenia Lopez, SETA-Operated Program  
Linda Litka, Past Parent/Community Representative  
Penelope Scott, Grandparent/Community Representative  
Kenneth Tate, Outgoing Chair  
Mason Taylor, Birth & Beyond, Community Agency Representative  
Reginald Castex, Men's Activities Affecting Children Committee

#### **Members Absent:**

Maria Castro-Flores, Sacramento City Unified School District (excused)  
Terri McMillin, Past Parent/Community Representative (unexcused)

#### **Members to be seated:**

Willie Holmes, Elk Grove Unified School District  
Kao Yee Xiong, Elk Grove Unified School District  
Claudett Sanders, Early Head Start, Sacramento City Unified School District  
(seated at 9:48 a.m.)

#### **Members to be seated but absent:**

Shannon Pierce, San Juan Unified School District (unexcused)  
Noor Altameemi, Early Head Start, San Juan Unified School District (excused)

Ms. Gutierrez seated Angel Chenault, alternate, to represent Terri McMillin.

**II. Consent Item**

A. Approval of the Minutes of the December 20, 2017 Special Meeting

The minutes were reviewed; no questions or corrections.

Moved/Tate, second/Scott, to approve the December 20, 2017 minutes.

Show of hands vote:

Vote: 14 (Bradsberry, Chenault, Gutierrez, Holmes, Jorgensen, Litka, Lopez, Scharnow, Scott, Tate, C. Taylor, M. Taylor, Vaughn, Yee Xiong)

Nay: 0

Abstentions: 1 (Tate)

Absent:

Absent: 2 (Castro-Flores, McMillin)

**III. Action Items**

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

The Board went into closed session at 9:25 a.m. At 9:47 a.m., Mr. Castex called the meeting back to order and reported that during closed session, the board approved the following eligible lists: Associate Teacher, Associate Teacher/ Infant Toddler, Head Start Cook/Driver, and Quality Assurance Analyst.

Ms. Claudett Sanders, EHS, Sacramento City Unified School District, was seated at 9:48 a.m.

B. Election of Sacramento Medi-Cal Dental Advisory Committee Representative and Alternate

Mr. Castex reviewed the purpose of this committee. Ms. Penelope Scott expressed interest in serving on this committee.

Moved/Jorgensen, second/Vaughn, to approve the selection of Penelope Scott to serve as the Sacramento Medi-Cal Dental Advisory Committee Representative.

Show of hands vote:

Aye: 14 Bradsberry, Chenault, Gutierrez, Holmes, Jorgensen, Litka, Lopez, Sanders, Scharnow, Scott, C. Taylor, M. Taylor, Vaughn, Yee Xiong)

Nay: 0

Abstention: 2 (Castex, Tate)

Absent: 2 (Castro-Flores, McMillin)

Mr. Castex asked for an alternate for the committee; Ms. Henrietta Gutierrez expressed interest and spoke of her willingness to serve as an alternate. Ms.



Scott also spoke of her interest; she has previously served as an alternate on this committee.

Moved/Tate, second/Scharnow, to elect Ms. Henrietta Gutierrez to serve as alternate on the Sacramento Medi-Cal Dental Advisory Committee.

Show of hands vote:

Aye: 15 (Bradsberry, Chenault, Gutierrez, Holmes, Jorgensen, Litka, Lopez, Sanders, Scharnow, Scott, Tate, C. Taylor, M. Taylor, Vaughn, Yee Xiong)

Nay: 0

Abstention: 1 (Castex)

Absent: 2 (Castro-Flores, McMillin)

C. Election of Maternal, Child and Adolescent Health Advisory Board Representative and Alternate

Mr. Castex stated that this committee meets five times per year. Ms. Martha Cisneros provided additional information.

Ms. Linda Litka expressed interest to serve as Representative on this committee. Ms. Jessica Bradsberry expressed interest in serving as alternate.

Moved/Vaughn, second/Scharnow, to elect Ms. Linda Litka as Representative, and Ms. Jessica Bradsberry as Alternate, to serve on the Maternal, Child, and Adolescent Health Advisory Board.

Show of hands vote:

Aye: 15 (Bradsberry, Chenault, Gutierrez, Holmes, Jorgensen, Litka, Lopez, Sanders, Scharnow, Scott, Tate, C. Taylor, M. Taylor, Vaughn, Yee Xiong)

Nay: 0

Abstention: 1 (Castex)

Absent: 2 (Castro-Flores, McMillin)

D. Election of Policy Council Treasurer for 2017-2018

Mr. Castex stated that only San Juan USD, Elk Grove USD, or WCIC representatives are eligible to serve on the Executive committee.

There were no board members interested in serving as Treasurer. Mr. Castex reviewed the duties of the Treasurer; executive officers will be attending additional meetings. The Treasurer attends the Budget/Planning Committee meetings scheduled for the second Tuesday of every month at 1 p.m.

Ms. Kao Yee Xiong was nominated as Treasurer. Ms. Xiong spoke of her interest in serving as Treasurer and how important early childhood education is.

Moved/Vaughn, second/Scharnow, to elect Kao Yee Xiong to serve as Treasurer.

Show of hands vote:

Aye: 15 (Bradsberry, Chenault, Gutierrez, Holmes, Jorgensen, Litka, Lopez, Sanders, Scharnow, Scott, Tate, C. Taylor, M. Taylor, Vaughn, Yee Xiong)

Nay: 0

Abstention: 1 (Castex)

Absent: 2 (Castro-Flores, McMillin)

Ms. Lopez excused at 10:25 a.m.

E. Election Community Action Board of Representative and Alternate

Ms. Nancy Hogan provided an overview of this board. Those interested in serving as representative:

Kenneth Tate

Charles Taylor

Nominees spoke of their interest in serving on this committee.

**Vote:**

Kenneth: 11

Charles: 3

Mr. Tate was elected as the Representative and Mr. Charles Taylor will serve as the Alternate.

Moved/Scott, second/Gutierrez, to elect Mr. Kenneth Tate as Representative, and Mr. Charles Taylor as Alternate, to serve on the Community Action Board.

Aye: 14 (Bradsberry, Chenault, Gutierrez, Holmes, Jorgensen, Litka, Sanders, Scharnow, Scott, Tate, C. Taylor, M. Taylor, Vaughn, Yee Xiong)

Nay: 0

Abstention: 1 (Castex)

Absent: 2 (Castro-Flores, McMillin)

Ms. Yee Xiong excused at 10:35 a.m.

**IV. Information Items**

A. Parent Survey: Mr. Robert Silva distributed the Annual Parent Survey. Mr. Silva reviewed the survey and clarified the questions asked of members. Information received in the surveys assist staff in setting up trainings desired by board members.

B. Standing Information Items

➤ PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events.

- Parent/Staff Recognition: None.
- Toastmasters Training: Mr. Tate spoke of Toastmasters training and how beneficial it is for all board members. This training will begin in March. Mr. Tate urged all board members to take advantage of this training.
- Orientation and Officer Training Reports: Mr. Tate extended thanks to Ms. Desha on how well the training and participation of members was at the orientation meeting. The turnout for each of the orientations was great. Ms. Chenault also expressed how fun the orientation was. Mr. Castex also had a good time at the orientations.
- PC Governance Self-Assessment Reports: Ms. Scott thought this was an interesting process. Mr. Tate was impressed on how knowledgeable our board members are and he feels comfortable that when the reviewers arrive, board members will be able to provide a great report on how the agency is run from a parent's perspective. Ms. Gutierrez stated that the attendance was great and she feels comfortable with anything the reviewers may ask of her. Ms. Chenault was initially nervous but she soon became confident that she is well versed in the Head Start program. Mr. Castex stated that all attendees did a good job; he thanked Ms. Brittany Allen for her recording of the comments.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reviewed the Head Start financials as of December 31. Overall, the budget is 35% spent. The expenditures/bills for the two modular (Hopkins Park and Twin Rivers at the Village site) are yet to be submitted. The non-federal share is currently at 25.4%. The administrative percentage is 10%. Overall, everything looks good. Mr. Castex inquired what the Teachstone expenditure was; Ms. Saurbourne replied that this organization provides the class certification of teachers for classroom observation.

Ms. Saurbourne stated that there are staff members that visit the delegate directors to ensure there are no fiscal issues. Reports are routinely provided to all board members.

- Community Resources: Parents/Staff: Mr. Silva distributed community information on free or low cost information is available to everyone.

C. Fiscal Monitoring Reports: No questions.

## V. **Committee Reports**

- Executive Committee: Ms. Scharnow reviewed the Executive Committee critique.
- Budget/Planning Committee: Mr. Tate reported on the January 9 meeting. Three PAC/PC members were in attendance. Mr. Tate provided an overview of the meeting.

## VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick looking forward to the federal review and thanked board members for their active participation.
- B. Head Start Deputy Director's Report: Ms. Denise Lee introduced Mr. William Walker Workforce Development Manager distributed information on the workforce side of SETA. SETA was involved in providing trainees during the building of the Golden 1 Arena. SETA staff provides assistance for anyone wanting to become employed. SETA will be assisting the State, County, and City to recruit potential employees for the upcoming "Civil Tsunami."

Ms. Lee stated that the Federal Review is scheduled for February 5-9, 2018; she has received no formal notification that the federal shutdown will affect the review schedule. The CLASS review will be done later in the year. Staff anticipates that 48 classroom observations will be done at: SOP, San Juan, and Sacramento City. Staff was notified that 48 centers will be reviewed; 22 from the SOP; nine from San Juan; and 17 from Sacramento City. The board interview is February 6 at 9:00 a.m. The Office of Head Start does the final review and will issue the final report. If findings are noted, SETA will have time to resolve any issues. In the past, 120 days was given to remedy the finding. There are 11 members and one federal team leader that will be present during the review. Two reviewers will go to fiscal/facilities/ERSEA and the remaining nine will do classroom observations.

In February/March, management will begin preparing for the 2018/2019 program year. Attendance at the Budget/Planning Committee is highly encouraged.

Part of the review is maintaining enrollment and attendance. SETA continues to be under-enrolled. Ms. Lee referred board members to page 42-43, the enrollment report and action plan. The action plan has not previously been done because we have not had issues with enrollment. Most of the under-enrollment is tied to facilities not opening in a timely manner for Duration and EHS conversion. The regional office will have us on corrective action after January but know that we are in good standing on fixing the issue.

- C. Chair's Report: The Early Learning Advocacy Day is March 1 and all board members are urged to attend. We can advocate but cannot lobby. Board rosters confirmations were passed around. Board members were asked if anyone had issues with their personal information being distributed to all board members. No one had a problem and rosters were distributed.
- D. Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report.
  - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: The QA team is in the process of reviewing Kinder World and Twin Rivers Early Head Start program. Ms. Caruso referred board members to the QA reports for Sacramento City EHS and San Juan HS and EHS; this is the first time using the Child Plus monitoring tool. The QA team did a very small sampling of delegates

in order to break in the new monitoring tool. Next year, the QA team will be doing a more comprehensive review of delegates. Ms. Lee urged board members to let her know if a different reporting format would be better received.

- Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros reviewed the Food Services report for the SOP. Similar reports are available at the delegate level. A date will be selected for a tour of the central kitchen. She recently attended an Oral Health Committee to review the new dental surveillance system. The county received funds to create dental surveillance system of all general managed care plans in the dental world. The issue of health issues came up as well. Additional information on this will be brought to the board. Ms. Cisneros will also provide updates on Proposition 56 (tobacco tax) program. Staff has completed updating all policies and procedures on health and safety reviews.

- ✓ Recognition of Smile Kingdom: Tabled and continued since recipient was not available.

- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith distributed information entitled “Diving into Data” which assists to inform PC and PC of data collected by staff. This provides information on outcomes data for children. Data will be a big part of our assessment review. The DRDP data is how the children’s progress is done over the school year.

E. Open Discussion and Comments: No comments.

F. Public Participation: None.

**VI. Adjournment:** The meeting was adjourned at 11:57 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, Family Services Worker II, Head Start Teacher, Intervention Specialist, Program Analyst, and Payroll Specialist.

➔ Report out of Closed Session

NOTES:

ITEM IV-A- INFORMATION

STANDING INFORMATION

BACKGROUND:

- PC/PAC Calendar of Events: Mr. Reginald Castex
- Parent/Staff Recognition: Mr. Reginald Castex
- Crocker Art Museum Tour Report: Mr. Reginald Castex
- Toastmasters Update: Mr. Reginald Castex
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne
- Community Resources: Parents/Staff: Mr. Reginald Castex
  - ✓ Birth & Beyond: Mr. Mason Taylor

**NOTES:**

**EVENT**

**DATE**

PC Executive Committee	Friday, March 2, 2018 9:00 a.m. Olympus Room
PC/PAC Budget/Planning Committee Refunding Grant Planning	Friday, March 2, 2018 10:00 a.m. Olympus Room
Toastmasters Training	Friday, March 2, 2018 11:00 a.m. – 12:30 p.m. Redwood Room
PC/PAC Budget/Planning Committee Refunding Grant Planning	Friday, March 9, 2018 10:00 a.m. Diablo Room
PC/PAC Social/Hospitality Committee	Wednesday, March 14, 2018 1:00 – 2:30 p.m. Olympus Room
PC/PAC Budget/Planning Committee Refunding Grant Planning	Friday, March 16, 2018 10:00 a.m. Diablo Room
PAC Executive Committee	Thursday, March 22, 2018 9:00 a.m. – 10:30 a.m. Diablo Room
PC/PAC Budget/Planning Committee Refunding Grant Planning	Friday, March 23, 2018 10:00 a.m. Diablo Room
MAACC/Parent Ambassador Committee	Friday, March 23, 2018 10:30 a.m. Diablo Room
PC Executive Committee	Thursday, March 29, 2018 9:00 a.m. – 10:30 a.m. Olympus Room
PC/PAC Budget/Planning Committee Refunding Grant Planning <i>(only if needed)</i>	Friday, March 30, 2018 10:00 a.m. Diablo Room



ITEM IV-B – INFORMATION  
FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest fiscal monitoring reports.

Staff will be available to answer questions.

NOTES:

**MEMORANDUM**

**TO:** Ms. Jenifer Avey **DATE:** January 12, 2018  
**FROM:** Mayxay Xiong, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$3,181,570	08/1/16-7/31/17	2/1/17-7/31/17
Head Start	T & TA	\$9,000	08/1/16-7/31/17	2/1/17-7/31/17

**Monitoring Purpose:** Initial Follow-up Special Final X  
**Date of review:** 9/25-9/27/17

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

**Program Operator:** Elk Grove Unified School District

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

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 January 23, 2018 Policy Council meeting.

<b>GOOD!!!</b>
Thank you, Ms. Denise Lee, for shared information on the upcoming Federal review and Governance Self Assessment.
Thank you, Ms. Loretta Su, for shared information on Fiscal Report.
Thank you, managers (Ms. Lisa Carr and Ms. Robyn Caruso) for shared program information
Thank you, Mr. William Walker, Workforce Development Manager, for shared information on workforce employment opportunities.
Thank you, Ms. Alexis Briggs, SCOE representative, for your in-depth presentation on kindergarten readiness.
Thank you, Mr. Bob Silva, for shared information on community resources.
Thank you, Ms. Lynnette Mims, Strizek Park alternate, for your attendance.
Congratulations to newly seated board member, Ms. Brittini Cearly.
<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 – COMMITTEE REPORTS (continued)  
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- Budget/Planning Committee: Mr. Reginald Castex

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- Men's Activities Affecting Children Committee/Parent Ambassador Committee:  
Mr. Reginald Castex

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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.

❖ Monthly Program Report

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- 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.

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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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ITEM VI-OTHER REPORTS (continued)  
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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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# SETA Head Start Food Service Operations Monthly Report \*January 2018

**January 1st** - Holiday - Happy New Year!

**January 2nd to 5th** - Calendar D Classes open - Calendars A, B, C & E closed.

**January 12th** - Strizek Park 1225B Class closed due to lack of staff.

**January 15th** - Holiday - Martin Luther King Day.

**January 16th** - Solid Foundation and Alder Grove ELC limited morning classes due to lack of staff.

**January 18th** - LaVerne and Strizek 1225B Class capped at 10 children due to lack of staff.

**January 19th** - Home Base Field Trip Lunch and Snack provided for 60 guests.

**January 22nd** - Solid Foundation limited the number of children in one AM class due to lack of staff.  
Galt Kitchen closure due to lack of Food Services Staff.

**January 25th** - LaVerne capped the children at 10 due to lack of permanent staff.

**Meetings & Trainings:** None.

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

Lunch	PM Snack	Breakfast	Field Trips
33,720	18,360	23,680	160

**Total Amount of Meals and Snacks Prepared** 75,920

**Purchases:**

Food	\$74,386.76
Non - Food	\$7,966.97

**Building Maintenance and Repair:** \$735.60

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

**Kitchen Small Wares and Equipment:** \$806.79

**Vehicle Maintenance and Repair :** \$2,995.64

**Vehicle Gas / Fuel:** \$1,347.39  
     Normal Delivery Days 21



# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**January 2018**

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	207	<b>10%</b>	377	98	<b>26%</b>
<b>Twin Rivers USD</b>	180	20	<b>11%</b>	16	0	<b>0%</b>
<b>Elk Grove USD</b>	440	45	<b>10%</b>			
<b>Sac City USD</b>	1211	103	<b>9%</b>	144	25	<b>17%</b>
<b>San Juan USD</b>	668	86	<b>13%</b>	160	13	<b>8%</b>
<b>WCIC</b>	120	10	<b>8%</b>			
<b>EHS CCP</b>				80	5	<b>6%</b>
<b>COUNTY TOTAL</b>	<b>4607</b>	<b>471</b>	<b>10%</b>	<b>777</b>	<b>141</b>	<b>18%</b>

*AFE: Annual Funded Enrollment*

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
January 2018**

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	484	110	84
Sacramento City USD	1,139	1,118	99	83
SETA	1,868	1,851	98	76
San Juan USD	668	682	102	80
Twin Rivers USD	180	172	96	85
WCIC/Playmate	100	100	100	71
<b>Total</b>	<b>4,395</b>	<b>4,407</b>	<b>100</b>	

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	152	149	98	75
SETA	431	443	103	71
San Juan USD	160	181	113	83
TRUSD	16	16	100	63
<b>Total</b>	<b>759</b>	<b>789</b>	<b>104</b>	

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	33	92	73
Sacramento City USD	40	40	100	71
SETA/Job Corps.	4	4	100	TBD
<b>Total</b>	<b>80</b>	<b>77</b>	<b>96</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:

- 5 classrooms capped due to majority of 3-year olds enrolled. This affects 15 enrollment slots at any given time.
- 6 classrooms 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:

- 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 lack of staff, 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 15 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.

# Monthly Program Information Report

## SETA Head Start / Early Head Start

February 2018

### HHS Secretary Exercises Authority to Waive Duration Deadlines

Published by: HHS/OHS

The Head Start Program Performance Standards (HSPPS) state that programs must provide 1,020 annual hours of planned class operations over at least eight months per year for at least 50 percent of its center-based funded enrollment by August 1, 2019.

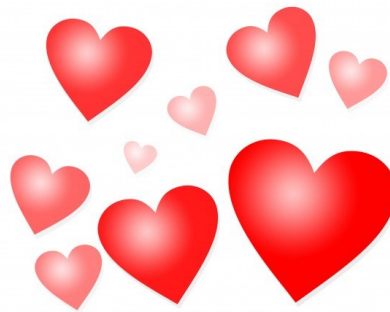
On January 19th, the Office of Head Start notified programs that the Secretary has exercised her authority under 45 CFR § 1302.21(c)(3)(i) of the HSPPS to waive the August 1, 2019 Head Start center-based service duration requirements, effectively lowering this requirement from 50 percent to zero percent. The Secretary has determined the mandate was not coupled with sufficient funding to mitigate a

substantial reduction in funded enrollment. Therefore, to avoid serving fewer children and families, this requirement will not go into effect.

Programs are still free to choose to increase the duration of services, but the Secretary's determination waives the mandate that all programs do so for at least 50 percent of its funded enrollment. Given the funding constraints, we believe programs will have more

flexibility to most effectively meet the needs of their communities.

The Department is also considering whether to remove the requirement that programs provide 1,020 annual hours of planned class operations for 100 percent of its funded enrollment by August 1, 2021. We expect to release a Notice of Proposed Rulemaking later this year.



### Health/Nutrition Update

**New Health/Nutrition Coordinator**—The Health, Nutrition, and Safe Environments Unit would like to welcome **Gricelda Ocegueda** to the Head Start Team! Gricelda, comes with over 10 years of health and nutrition experience working with local non-profit organizations and UC Davis. Gricelda hit the ground running as the unit launched straight into federal review preparations. We are very excited to wel-

come Gricelda and have her as part of the SETA Head Start Family.

**Dental Support**—The Sacramento County Public Health Department in their has developed a dental surveillance system that will serve as a watch dog of dental providers and provide information to the public regarding dental awareness, oral health, treatment and prevention.

**2-Year Old Immunizations**—Extra efforts are being made to ensure 2-year old children get immunized! Free clinics and resources are available. Ask Martha Cisneros for more information.



## Federal Review—Preliminary Feedback

SETA, its delegate agencies, and partners completed the first of two federal review processes. The Focus Area 2 (FA2) review began on Monday, February 5th with an Introductory Meeting and content interviews. The rest of the week consisted of 48 center visits, 56 classroom observations, one home visit, one socialization activity and many individual staff interviews. While no formal feedback was provided by the review team, staff reported that center visits and individual interviews went exceptionally well and that staff were able to comfortably showcase the quali-

ty services provided to children and families. Some comments heard throughout the week included: “Wow, great classroom,” “exceptional quality,” “you have high quality staff here in Sacramento,” “I would leave my child in their care,” “very impressive.” “best program I have ever seen.”

Overall, the review went well. The reviewer also commented how awesome the PAC/PC and Governing Board interviews went. She stated parents and board members were clearly involved and knew, shared and spoke a lot about the program and services. Great job Sacramento!

Part 2 of the review, CLASS, will begin April 2nd. We do not have an expected date for formal feedback from the Office of Head Start. Information will be shared upon receipt.



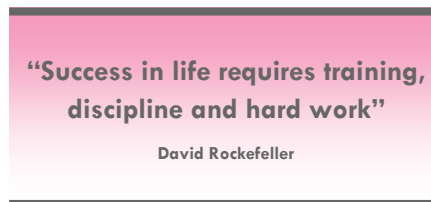
## Training Opportunities for WCIC Staff and Parents

WCIC/Playmate Head Start offered training for staff and parents during the month of January including:

- ◆ **Kindergarten Registration** for Fortune School of Education, presented by Mr. Robert Ceasar. Extra curricular activities include basketball, jazz, marching band, cheerleading, and after school programs.
- ◆ **Home Ownership Program**, presented by Ms. Kara Thomson and

Beilul Naizghi. Programs are available to help increase and preserve homeownership; develop affordable housing; and empower residents through education and collaboration. Program staff are available to guide on how to pay bills on time, refinance, establish better credit and help raise FICO scores.

- ◆ **Early Childhood Environmental Rating Scale-R (ECERS-R)** for staff, presented by Ms. Joyce Lee. The training focused on space/furnishings, personal care routines, language-reasoning, activities, interactions, program structure, hand-washing, cleaning, table washing and diapering.



## Education Update

**Child Assessments**—Teachers are busy finishing up their DRDP assessments for the winter assessment period. They will receive their classroom and individual student data. The teachers will use the classroom data to plan small group and large group activities and will meet with families to set individual goals to focus on for each child. Teachers will be connecting with parents to share more about their child’s progress.

**Learning Genie**—The final group of SETA Head Start teachers who will be using the Learning Genie application for DRDP assessment collection and assessment will be receiving training on the use of the iPad and the Learning Genie Application.

**Teaching Pyramid**—The county wide Teaching Pyramid cohort will meet in February for module 2b which focuses on emotional literacy, problem solving,

and provides teachers with resources to take back and implement in their classrooms.

**Volunteers/Substitutes**—SETA Head Start had 15 new volunteers and 28 new substitutes through the Sacramento State partnership start in February. The substitutes will have the opportunity to work alongside Head Start teachers while completing their ECE coursework.

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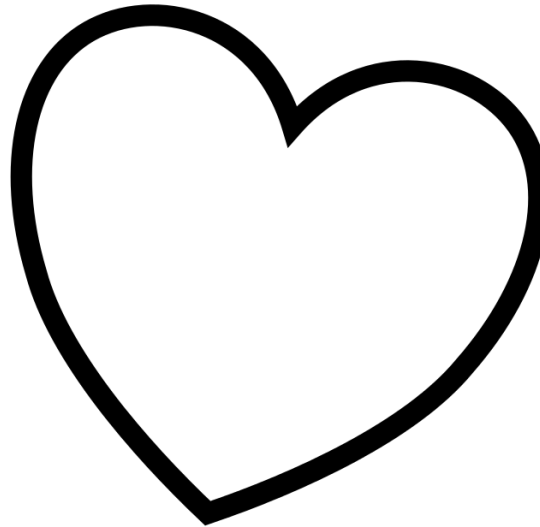
## CONTEST!

**Nominate a name for the new SETA Early Learning Center located on Martin Luther King Jr Blvd.**

**Nominations will be voted on by the SETA staff, PC/PAC board members and leadership.**

**Email nominations to: [Wendy.Tanner@seta.net](mailto:Wendy.Tanner@seta.net) no later than March 1st.**

No prizes will be awarded just the pleasure of seeing your nominated name on the front of the building.



## Center Updates:

- Crossroad Gardens' temporary relocation will take place on February 20th.
- Hopkins Park new modular building is on schedule for ground-breaking on June 1st.
- New SOP center will be opening in Fall 2018 located on Martin Luther King Jr Blvd. More details to come regarding enrollment.

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We're on the Web!

[headstart.seta.net](http://headstart.seta.net)

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## QA Monitoring Unit Update

The Quality Assurance (QA) Unit completed monitoring reviews for Kinder World EHS-CCP and Twin Rivers USD EHS (TRUSD) for the month of January 2018. Monitoring for Compliance and Quality Improvement (MCQI) Exit Meetings are scheduled for February 21 (TRUSD EHS) and February 23 (Kinder World EHS-CCP). Program MCQI Summary Reports will be shared with the program staff during

the Exit Meetings. Additionally, QA staff conducted second quarter un-announced safety and supervision visits, which ended on January 31, 2018.

With the redesigned monitoring system, using the Child Plus Internal Monitoring Module, site-based Corrective Action Plans (CAPs) are now included as part of the follow-up system for areas determined to be non-compliant during the monitor-

