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Executive Director

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Thought of the day: "One of the marks of true greatness is the ability to develop greatness in others."

Author: J.C. McCauley

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

DATE: Tuesday, March 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 document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

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 - Parent/Staff Recognition: Mr. Reginald Castex
 - Toastmasters Update: Mr. Reginald Castex
 - Crocker Art Museum Tour Report: Mr. Reginald Castex
 - Early Learning Advocacy Day Report: Mr. Reginald Castex
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne
 - Community Resources: Parents/Staff: Mr. Reginald Castex
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- Budget/Planning Committee: Mr. Reginald Castex
- Men's Activities Affecting Children Committee (MAACC)/Parent Ambassadors Committee: Mr. Reginald Castex
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- Maternal, Child and Adolescent Health Advisory Board: Mr. Reginald Castex
- Sacramento Medi-Cal Dental Advisory Committee: Mr. Reginald Castex

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- A. Executive Director's Report
- B. Head Start Deputy Director's Report
 - ✓ Monthly Head Start Reports (attached)
- C. Chair's Report
- D. Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services

- ✓ Unannounced Visits QA 2 QA Self Monitored Report
- ✓ Unannounced Visits QA 2 QA Monitored Report
- ✓ Quality Assurance Report for Twin Rivers Unified School District
- ✓ Quality Assurance Report for Kinder World, Inc.
- Karen Griffith - School Readiness, Special Education and Mental Health Services
- Vacant - Health, Nutrition and Safe Environments Services
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: TUESDAY, MARCH 20, 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:

- _____ Domonique Garrett, WCIC/Playmate Child Development Center
- _____ Benjamin Rye, WCIC/Playmate Child Development Center
- _____ Jessica Sherren, SETA-Operated Program
- _____ Alisha Givehchi, Early Head Start/Home Base (SOP)

Seats Vacant:

- _____ Vacant (Pierce), San Juan Unified School District
- _____ Vacant (Robinson), San Juan Unified School District
- _____ 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 (Altameemi), Early Head Start, San Juan Unified School District
- _____ 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 2017-2018 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	U									
J. Bradsberry Seated 11/28	SAC	X	X	X	U									
R. Castex Seated 12/20	MAACC		X	X	X									
M. Castro-Flores Seated 11/28	SAC	X	X	E	U									
D. Garrett Seated	WCIC													
A. Givehchi s/b/seated 2/27	EHS/ HB				E									
H. Gutierrez Seated 11/28	SOP	X	X	X	X									
W. Holmes s/b/seated 12/20; seated 1/23	EG		U	X	U									
C. Jorgensen Seated 12/20	SJ		X	X	X									
L. Litka Seated 11/28	CR	X	X	X	X									
Y. Lopez Seated 11/28	SOP	X	X	X	X									
T. McMillin Seated 11/28	CR	X	X	AP/ E	AP/ E									
S. Pierce s/b/seated 12/20	SJ		E	U	U									
B. Rye Seated	WCIC													
C. Sanders Seated 1/23	EHS/ SAC			X	X									
A. Scharnow Seated 11/28	SAC	X	X	X	X									
P. Scott Seated 11/18	CR	X	X	X	X									
J. Sherren s/b/s 2/27	SOP				U									

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
C. Taylor Seated 11/28	TR	X	X	X	X									
M. Taylor Seated 11/28	CAR	X	U	X	X									
A. Vaughn s/b/seated 11/28; seated 12/20	TR	U	X	X	U									
K. Tate Seated 1/24	OGC	X	X	X	X									
K. Xiong Seated 1/23	ELK			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 3/19/2018

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 27, 2018
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the February 27, 2018 regular meeting.

RECOMMENDATION:

That the Policy Council approve the February 27minutes.

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, February 27, 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 9:00 a.m. The Pledge of Allegiance was recited. The thought of the day was read. Ms. Henrietta Gutierrez called the roll and a quorum was established.

Members Present:

Kaoyee Xiong, Elk Grove Unified School District
Andrea Scharnow, Sacramento City Unified School District
Coline Jorgensen, San Juan Unified School District
Charles Taylor, Twin Rivers Unified School District
Claudett Sanders, Early Head Start, Sacramento City Unified School District
Henrietta Gutierrez, SETA-Operated Program
Angel Chenault, SETA-Operated Program (alternate present)
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 (unexcused)
Terri McMillin, Past Parent/Community Representative (excused)
Allison Vaughn, Twin Rivers Unified School District (unexcused)
Jessica Bradsberry, Sacramento City Unified School District (unexcused)
Willie Holmes, Elk Grove Unified School District (unexcused)

Members to be seated but absent:

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

II. Consent Item

A. Approval of the Minutes of the January 23, 2018 Regular Meeting

The minutes were reviewed; no comments or corrections.

Moved/Gutierrez, second/Scharnow, to approve the January 23, 2018 minutes.

Show of hands vote:

Aye: 12 (Chenault, Gutierrez, Jorgensen, Litka, Lopez, Sanders, Scharnow, Scott, Tate, C. Taylor, M. Taylor, Xiong)

Nay: 0

Abstention: 1 (Castex)

Absent: 5 (Bradsberry, Castro-Flores, Holmes, McMillin, Vaughn)

III. Action Item

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

The Board went into closed session at 9:07 a.m. At 9:25 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, Family Services Worker II, Head Start Teacher, Intervention Specialist, Program Analyst, and Payroll Specialist

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: The calendar of events was reviewed.
- Parent/Staff Recognition: None.
- Crocker Art Museum Tour Report: No report in interest of time.
- Toastmasters Update: Mr. Castex urged all members to consider attending this important training.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reviewed the fiscal report for January. Ms. Saurbourne stated that the budget planning for the next program year will begin this Friday and will continue for the entire month. It is very important to know how the budget is developed. Ms. Saurbourne urged all Policy Council members to attend these important meetings.
- Community Resources: Mr. Reginald Castex
 - ✓ Birth & Beyond: Mr. Mason Taylor stated that he is here representing Birth and Beyond in the North Sacramento area; there are nine sites in the county. He brought a calendar for the March events. They do child abuse prevention and work with all families.

B. Fiscal Monitoring Report: No questions.

V. Committee Reports: All committee reports were tabled in the interest of time.

- ✓ Executive Committee
- ✓ Budget/Planning Committee

- ✓ Men's Activities Affecting Children Committee/Parent Ambassador Committee

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick reported that the Federal reviewers were very impressed. One of the reviewers thought the board knew a lot about the program and represented Sacramento well. Ms. Kossick announced that the celebration of SETA's 40th Anniversary is scheduled for Wednesday, October 10. There will be a program in the parking lot from 4:30 p.m. – 6:30 p.m.
- B. Head Start Deputy Director's Report: Ms. Lee had no additional report.
- C. Chair's Report: Mr. Castex asked those interested in serving on a human resources panel to consider signing up.
- D. Open Discussion and Comments: None.
- E. Public Participation: none.

VI. Training

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

- VII. Adjournment:** The meeting was adjourned at 9:40

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, Coordinator (Education) (Supervisory), CFS Manager, and Program Analyst
 - ➔ Report out of Closed Session

NOTES:

ITEM III-A – ACTION

APPROVAL OF PARENT ADVISORY COMMITTEE AND POLICY
COUNCIL JOINT PARENT ACTIVITY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to discuss and approve a joint parent activity with the Parent Advisory Committee.

See attached information on the Parent Activity Fund.

RECOMMENDATION:

That the Policy Council approve a joint parent activity with the Parent Advisory Committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

PARENT ACTIVITY FUND

How can the parent activity fund be used?

Interpretation: Programs must be cautioned that according to federal regulations prohibit the expenditure of grant funds solely for entertainment purposes. Entertainment expenditures are defined as the cost of amusement, diversion, social activities, ceremonials, and incidental cost relating thereto, such as meals, lodging, transportation and gratuities. It should be noted that the restriction on expenditures applies to activities which are solely for entertainment. Expenditures for project related purposes are allowable even though entertainment may play an incidental part in the activities. Therefore, programs are required to justify the expenditure of parent activity funds on the basis of project relatedness. For example, a visit by a parent group to a museum can be justified if parents utilize the experience to train parents in ways of providing educational activities for their children in the community. Banquets given in conjunction with parent training and seminars can be justified based on the performance standards. Once the program justifies the activity as primarily project related, with entertainment being incidental, then the related costs of lodging, transportation, refreshments, meals, etc., are also allowable.

ITEM III- C – ACTION

APPROVAL OF BUDGET MODIFICATION FOR HEAD START AND EARLY HEAD START PROGRAM YEAR 2017-2018

BACKGROUND:

This agenda item provides the opportunity for the Policy Council to approve a Head Start budget modification for the SETA Operated Program in the amount of \$1,084,000 and an Early Head Start budget modification in the amount of \$105,000 for the 2017-2018 program year, for a total budget modification not to exceed \$1,189,000.

Head Start – SETA projects that the 2017-2018 Head Start budget will be under-spent by \$1,084,000 in the Personnel and Fringe Benefits cost categories (5.4% of the total Head Start Personnel and Fringe Benefit budget) due to various vacant positions (i.e. retirements, resignations, competitive hiring marketing) not being replaced during the program year.

Early Head Start - SETA projects that the 2017-2018 Early Head Start budget will be under-spent by \$105,000 in the Other/Occupancy cost category (7.5% of the Early Head Start Occupancy budget) due to various re-negotiated lease agreements that resulted in less rental costs per month.

The program is requesting to move \$1,189,000 to Equipment, Supplies, Construction, and Other as follows:

Deferred Maintenance Items – Equipment (HS: \$446,000, EHS: \$70,000 = \$516,000)

Play structure replacements/rubber surface (\$300,000) – Replacement play structures are needed at three (3) SETA Early Learning Centers – Elkhorn, North Avenue and the new center on MLK Blvd. Current play structures are either outdated, worn/irreparable, and/or not age appropriate, limiting gross motor activities or offering less exciting play for children. The play structure and existing rubber surface will be replaced with a more up-to-date, age-appropriate structure.

Install new infant/toddler play yard (\$70,000) – SETA will be purchasing and installing a new Early Head Start play yard at Crossroad Gardens. The play yard will include, but not be limited to, a dividing fence, a play structure, rubber surface, concrete pathways, artificial grass, and a shade structure.

Spot Vision Screener (\$16,000) – SETA uses hand-held portable devices to quickly, easily and accurately detect vision issues on young children. Head Start Performance Standards require staff to perform annual vision screens on each enrolled child. SETA is in need of replacing two (2) outdated/un-calibrated machines. Each machine costs approximately \$8,000.

ITEM III- C - ACTION (continued)

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OAE Hearing Screener (\$10,000) – Objective hearing screeners are designed to address the hearing issues in young children. SETA uses OAE machines to annually screen children’s hearing. Two (2) replacement machines are needed for staff use. Each machine costs approximately \$5,000.

Server Replacement Project (\$120,000) – SETA is in the process of updating its archaic and aging servers that support the Agency’s technology infrastructure for email, word processing, internet, client services and classroom technology. This new server system will include, but not limited to, new hardware, software, and technical support and professional services contracts. The Children and Family Services Department will pay an allocated portion of the final cost which is still under procurement.

Deferred Maintenance Items – Supplies (HS: \$160,000)

Classroom furniture/supplies (\$160,000) – New classroom furniture will be needed for three (3) SETA locations – Crossroads, Hillsdale, and the new center on MLK Blvd, for a total of 8 new classrooms. Furniture and supplies will include, but not limited to, tables, chairs, cubbies, shelves, book cases, house-area furniture, napping mats, puzzles, blocks, manipulatives, art supplies, dolls, soft goods, etc. Each classroom is estimated to cost approximately \$20,000.

Deferred Maintenance Items – Construction (HS: \$150,000)

Modular unit (\$150,000) – SETA is installing a new modular building at the Hopkins Park Early Learning Center, with construction starting on June 1st. Original funding was provided by federal Duration funds in the amount of the \$854,265. On the property, there is enough space to install a dedicated parking lot to ensure safety of children when entering/leaving the facility. Currently, adults are parking on the street during drop-off/pick-up, leaving children vulnerable to passing cars on the street. Total projected costs for the project, including the parking lot, are approximately \$1M. The \$150,000 will cover the additional costs associated with the parking lot.

Deferred Maintenance Items – Other (HS: \$328,000, EHS: \$35,000 = \$363,000)

Flooring (\$110,000) – Due to old and worn conditions, flooring will be replaced at two (2) SETA Operated Early Learning Centers – Elkhorn and Job Corps. Specifically at Elkhorn, carpet will be replaced in the classrooms with Vinyl Composite Tile (VCT) and carpet. Bathroom floors, common areas and offices will be replaced with VCT. At Job Corps, the newly licensed EHS classroom flooring will be replaced with VCT and carpet, along with the common areas and hallways.

Lighting (\$53,000) – Ceiling lighting (ballast and light bulbs) will be replaced throughout the center at the Mather Early Learning Center and Northview Early Learning Center. Northview is a SETA owned facility and has not been updated since occupancy in August, 1997. Ceiling tiles and lighting will be updated to meet current regulations. Due to the height of the ceilings at Mather, the job will require the contractor to operate a boom which will result in slightly higher costs than regular lighting replacement projects.

Fencing (\$15,000) – Fencing is needed at the Mather Early Learning Center. In the front parking lot there is secured, fenced-in parking area for the SETA Food Services vehicles. This fencing is in poor repair and needs to be replaced.

Rubber surface replacement (\$155,000) – Rubber surfaces in the play yards at Northview ELC and Bright Beginnings ELC are worn and in need of replacement. Both have been repaired and are no longer repairable with patches. Rubber surfaces serve as soft cushioning required under play structures to reduce injury to children. The rubber surface at Northview is three times larger than Bright Beginnings and therefore will cost more to replace. Neither surface is still under warranty.

Cabinets/Countertops (\$30,000) – replacement cabinets and countertops are needed in four classrooms at SETA’s Northview Early Learning Center. Cabinets are original to the building of which SETA occupied in August 1997.

SETA staff will be available to answer questions.

RECOMMENDATION:

Approve a budget modification in the amount of \$1,084,000 from Head Start Personnel and Fringe Benefits and \$105,000 from Early Head Start Other/Occupancy to Equipment, Supplies, Construction, and Other for the SETA Operated Program for the 2017-2018 program year.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III- D – ACTION

APPROVAL OF BUDGET MODIFICATION FOR EARLY HEAD START-CHILD CARE PARTNERSHIP PROGRAM YEAR 2017-2018

BACKGROUND:

This agenda item provides the opportunity for the Policy Council to approve a budget modification for the SETA Operated Program Early Head Start-Child Care Partnership program in the amount not to exceed \$240,000.

Specifically, the SETA Operated Program has projected under-spent funds in Early Head Start-Child Care Partnership Personnel and Fringe Benefits due to staff salary savings and related benefits caused by various vacancies throughout the program year. In addition, actual fringe benefits have been less than budgeted. The program is requesting to move \$240,000 from the Early Head Start-Child Care Partnership Personnel and Fringe Benefits cost categories to Equipment, Supplies and Construction.

Additionally, due to new enterprises taken on by SETA's partner child care center, SETA will be relocating 36 EHS-CCP enrollment slots to the grantee operated program starting on August 1, 2018. To prepare for the expanded services, SETA must add an additional classroom; purchase classroom supplies/materials; and purchase and install a new age-appropriate play yard. Details are as follows:

Add a New Classroom at Hopkins Park ELC – Construction (\$40,000)

SETA will be installing a new modular building at the Hopkins Park Early Learning Center with construction starting on June 1st. Original funding was provided by federal Duration funds and covered costs for the preschool classrooms. However, there is enough land space to purchase and install an additional section to provide services for infant/toddlers. The total cost of the additional modular unit is estimated to be \$120,000. This includes a 480 square foot classroom with classroom cabinetry, sinks/drinking fountain, and a children's restroom. Forty thousand (\$40,000) of the project will be reprogrammed from the current EHS-CCP budget. The remaining \$80,000 will come from one-time EHS-CCP Program Improvement Supplemental funds. The classroom will serve 8 of the 36 EHS-CCP enrollment slots from the partner.

Purchase Classroom Supplies/Materials – Supplies (\$100,000)

New classroom furniture will be needed for five (5) new EHS-CCP classrooms. Furniture and supplies will include, but not limited to, tables, chairs, cubbies, shelves, book cases, house-area furniture, napping mats, puzzles, blocks, manipulatives, art supplies, dolls, soft goods, etc. Each classroom is estimated to cost approximately \$20,000.

Purchase and Install a New Play Yard – Equipment (\$100,000)

With the additional EHS-CCP classroom at Hopkins Park, SETA will need to purchase and install a new infant/toddler play yard at Hopkins Park ELC. The play yard will include, but not be limited to, a dividing fence, a play structure, rubber surface, concrete pathways, artificial grass, and a shade structure.

SETA staff will be available to answer questions.

RECOMMENDATION:

Approve an Early Head Start-Child Care Partnership budget modification in the amount of \$240,000 from Personnel and Fringe Benefits to Equipment, Supplies, and Construction for the 2017-2018 program year.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-E - ACTION

APPROVAL OF THE SUBMISSION OF THE EARLY HEAD START-CHILD CARE PARTNERSHIP SUPPLEMENTAL PROGRAM IMPROVEMENT APPLICATION 2017-2018

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Early Head Start-Child Care Partnership Program Improvement Supplemental application for Fiscal Year 2017-2018 in the amount of \$200,000.

On March 12, the Office of Head Start/Administration for Children and Families (ACF) contacted SETA to share an opportunity to apply for Program Improvement Supplemental funds designed for facility enhancements, maintenance, and/or repair. Funds cannot exceed \$250,000 with funding award notices being provided to awardees no later than March 30, 2018.

These one-time funds will be used:

- 1) to purchase and install an infant/toddler play yard at the new center located at 4104 Martin Luther King Jr. Blvd. (\$120,000); and
- 2) to purchase and install an additional modular unit at Hopkins Park Early Learning Center (\$80,000)

Due to new enterprises taken on by SETA's partner child care center, SETA will be relocating 36 EHS-CCP enrollment slots to the grantee operated program starting on August 1, 2018. No families will be displaced as result of this change. To ensure a seamless transition, families currently enrolled in partners' child care center will be offered SETA home-based services starting August 1, 2018. Transferring to home-base will ensure comprehensive services continue while families maintain their full day care at their current provider.

PROGRAM IMPROVEMENT PROJECTS:

Project #1 - Install of a New Play Yard (\$120,000):

The new SETA facility on Martin Luther King Jr. Blvd. will host 28 of 36 EHS-CCP enrollment slots starting August 1, 2018. While the facility was previously licensed as a child care center, the play structure is broken, in disrepair, and not suitable for children. As a result, the landlord removed the unsafe play structure as part of the lease agreement, leaving the space empty.

The new center has a large outdoor play yard with ample space to install a new infant/toddler play structure, rubber surface, and fencing. The project will include:

ITEM III-E – ACTION (continued)

Page 2

- Removal of concrete under the existing shade structure (shade structure will remain)
- Purchase and installation of an age-appropriate play structure
- Installation of rubber surface under the play structure
- Fencing in the new play yard to keep infants/toddlers separated from preschoolers during outdoor play
- Possible installation of concrete pathways and/or artificial grass, depending on space availability once designed

Estimated Costs are \$120,000 based on recent similar projects completed at other SETA Early Learning Centers.

Project #2 –Additional Modular Unit at Hopkins Park ELC (\$80,000):

SETA will be installing a new modular building at the Hopkins Park Early Learning Center with construction starting on June 1st. Original funding was provided by federal Duration funds and covered costs for the preschool classrooms. However, there is enough land space to purchase and install an additional section to provide services for infant/toddlers. Program Improvement funds will be used to purchase and install the additional section, not to exceed 12’X40’ (480 sq. ft.), including one classroom, cabinetry, sinks/drinking fountain and a children’s restroom. This classroom will serve the remaining 8 EHS-CCP enrollment slots from the partner, for a total of 36 enrollment slots.

Proposed Budget:

Cost Item	2017-2018 Original EHS-CCP Budget	T/TA	Non-Federal Share*	2017-2018 Supplemental Budget	Final Budget (not including Non-Federal Share)
A. Personnel	\$244,332				\$244,332
B. Fringe Benefits	\$133,657				\$133,657
C. Travel					
D. Equipment				\$85,000	\$85,000
E. Supplies	\$7,400				\$7,400
F. Contractual	\$1,092,744	\$36,500	\$282,311		\$1,129,244
G. Construction				\$80,000	\$80,000
H. Other	\$33,267	\$143,039	\$140,424	\$35,000	\$211,306
Total EHS-CCP	\$1,511,400	\$179,539	\$422,735*	\$200,000	\$1,890,939

**current Non-Federal Share obligation without the requested supplemental budget amount. Additional Non-Federal Share amount outlined below in narrative.*

See HSES for budget, SF424 and SF 424A/B.

Budget Justification:

Equipment (\$85,000)

Funds will be used to purchase and install a new age-appropriate play structure for infants/toddlers with a rubber surface underneath. The structure will be purchased and installed under Davis-Bacon (prevailing wages) regulations with successful vendor(s) registering on the Department of Industrial Relations (DIR) website.

Other (\$35,000)

Concrete - Funds will be used to remove existing concrete, purchase, and install new concrete as needed for the project. Concrete work will be required as a base and an outer edge for the rubber surface. Concrete may also be used to create bike pathways, if space permits.

Fencing - Funds will be used to install fencing to separate the infant/toddler play yard from the preschool play yard so children may utilize the outdoor space at the same time but remain within their age group.

Artificial grass – Funds will be used to install artificial turf, where appropriate. Sacramento County is on a one-day per week water conservation plan due to a historic drought. This limits the ability to keep real grass alive and healthy for children’s play.

Construction (\$80,000)

Funds will be used to purchase and install an additional modular unit, not to exceed 12’X40’ (480 sq. ft.), including one classroom, cabinetry, sinks/drinking fountain and a children’s restroom.

Non-Federal Share (\$50,000)

Additional non-federal share funds will be provided by CCTR state funding.

Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

That the Policy Council approves the submission of the Program Improvement Supplemental application for the Early Head Start-Child Care Partnership program in the amount of \$200,000 for Fiscal Year 2017-2018.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM IV-A– INFORMATION

STANDING INFORMATION

BACKGROUND:

- PC/PAC Calendar of Events: Mr. Reginald Castex
- Parent/Staff Recognition: Mr. Reginald Castex
- Toastmasters Update: Mr. Reginald Castex
- Crocker Art Museum Tour Report: Mr. Reginald Castex
- Early Learning Advocacy Day Report: 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:

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Thursday, March 22, 2018 9:00 – 10:30 a.m. Diablo Room
PC/PAC Budget/Planning Committee Refunding Grant Planning	Friday, March 23, 2018 10:00 a.m. Olympus Room
MAACC/Parent Ambassador Committee	Friday, March 23, 2018 11:00 a.m. – 12:30 p.m. Diablo Room
PC Executive Committee	Thursday, March 29, 2018 9:00 a.m. – 10:30 a.m. Olympus Room
PC/PAC Orientation #2	Friday, March 30, 2018 8:30 a.m.: Registration 9:00 a.m. – 11:00 a.m.: Training Redwood Room
PC/PAC Budget/Planning Committee Refunding Grant Planning <i>(only if needed)</i>	Friday, March 30, 2018 10:00 a.m. Diablo Room
PC/PAC Budgeting Workshop (see attached flyer)	Wednesday, April 4, 2018 10:00 a.m. Sacramento Works 7000 Franklin Blvd., Suite 540 Sacramento, CA 95823
PC/PAC Bylaws Committee	Friday, April 6, 2018 10:00 – 11:00 a.m. Olympus Room
Toastmasters Training	Friday, April 6, 2018 11:00 a.m. – 12:30 p.m. Redwood Room
Parent Leadership Institute (Session 1) Theme to be announced.	Friday, April 13, 2018 8:30 a.m.: Registration 9:00 a.m. – 1:00 p.m.: Training Shasta A & B Rooms Trainer: Dr. Tracy Tomasky

Fishing in the City County-wide Parent Activity	Saturday, April 21, 2018 9:00 a.m. – 12:00 p.m. Natomas Park 4989 Natomas Blvd. Sacramento, CA 95835
PC/PAC Joint Executive Committee	Thursday, April 26, 2018 9:00 a.m. – 10:30 a.m. Olympus Room
MAACC/Parent Ambassador Committee	Friday, April 27, 2018 10:30 a.m. Diablo Room
Parent Leadership Institute (Session 2) Theme to be announced.	Friday, May 11, 2018 8:30 a.m.: Registration 9:00 a.m. – 1:00 p.m.: Training SETA Board Room Trainer: Dr. Tracy Tomasky
PC/PAC Social/Hospitality Committee	Date, Time and Location TBA



Introduction into **Budgeting** Workshop Wednesday, April 4, 2018

Learn how to:

- List the steps for setting financial goals.
- Track daily spending habits.
- Prepare a personal spending plan to estimate monthly income and expenses.
- Identify ways to decrease spending.
- Identify ways to increase income.
- Identify spending plan tools that will help you manage your bills.

*10:00 a.m. – 12:00 p.m., the first Wednesday of each month
(5/2/18, 6/6/18, 8/1/18, 9/5/18, 10/3/18, 11/7/18, and
12/5/18)*



SACRAMENTOWORKS

7000 Franklin Blvd,
Suite 540
Sacramento, CA 95823
Policy Council

Phone: (916) 563-5151
<http://www.sacramentoworks.org/>

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy of the December 7, 2018 Governing Board minutes.

Staff will be available to answer questions.

NOTES:

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

Minutes/Synopsis

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

Thursday, December 7, 2017
10:00 a.m.

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

Members Present:

Patrick Kennedy, Chair; Member, Board of Supervisors
Larry Carr, Vice Chair; Councilmember, City of Sacramento
Jay Schenirer, Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Don Nottoli, Member, Board of Supervisors (arrived at 10:22 a.m.)

II. **Consent Items**

- A. Minutes of the November 2, 2017 Regular Board Meeting
B. Approval of Claims and Warrants

The consent items were reviewed; no questions or corrections.

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

- A. Approve the November 2, 2017 minutes.
B. Approve claims and warrants for the period 10/25/17 through 11/29/17.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli)

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Procurement of Agency Worker's Compensation Insurance

Ms. Loretta Su reviewed this item which requests the procurement of worker's compensation insurance. Mr. Ken Urrutia presented two options for the workers' compensation insurance. Mr. Urrutia recommended the selection of Insurance Company of the West, SETA's current insurance company.

Moved/Schenirer, second/Carr, to authorize the Executive Director to procure Workers Compensation coverage for the calendar year 2018 with Insurance Company of the West.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli)

Mr. Urrutia provided a report back on the final procurement for the other insurance coverages. He was able to get an overall 5% reduction in the premiums.

2. Review and Approval of the Agency's Independent Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2017

Ms. Loretta Su stated that the audit was completed utilizing the new auditor recently engaged. Two minor findings were made regarding the CDE program. Staff is working on new policies and procedures to strengthen the enrollment and tracking of CDE attendance.

Moved/Carr, second/Schenirer, to approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2017.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli)

3. Approval of Appointment to the Sacramento Works Workforce Development Board

Ms. Kossick stated there are four potential applicants for one private sector vacancy. The Sacramento Works Executive Committee recommends the appointment of Mr. Perez, SAFE Credit Union

Moved/Carr, second/Schenirer, to appoint Mr. Johnny Perez to the private sector slot on the Workforce Development Board.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services

One Stop Services

Community Services Block Grant

1. Approval of Community Services Block Grant Funding Recommendations for Program Year 2018

Ms. Julie Davis-Jaffe reviewed the funding recommendations and the procurement process.

Mr. Anthony Garcia, a member of the Community Action Board, was introduced. Mr. Garcia provided an overview of the process by which the CAB developed the RFP, reviewed the proposals, and came up with the funding recommendations.

Ms. Davis-Jaffe stated that the 2018 funding recommendations include two new service providers. Staff received three protests regarding the funding recommendations and staff met with all three agencies to discuss their scores in the process.

Speakers before the board:

1. Rachel Wickland, Executive Director, Next Move
2. Dan Marrujo, Visions Unlimited
3. Adriana Romandia, Visions Unlimited
4. Rhonda Samuels, Visions Unlimited
5. Edward Haas, Senior Peer Counselor, Visions Unlimited
6. Marc Cawdrey, Chief Operating Officer, Saint John's Program for Real Change

Mr. Nottoli arrived at 10:22 a.m.

Mr. Schenirer stated that this is difficult when there are multiple organizations that are doing good work. He appreciated the scoring metric and supports the staff recommendation. Mr. Schenirer asked staff to work with organizations that are being cut to provide assistance to redirect their clients. If there are other organizations doing similar work, SETA can be an intermediary. He wants a report back from the organizations on the overall numbers quantity and quality and see if the number of services have increased or decreased.

Mr. Nottoli asked what changed in the evaluation process from what St. Johns was previously doing for us? Ms. Davis-Jaffe stated that the current proposal was written to provide services. The 2016 RFP also included that the providers work with the career centers. There was a recent finding that they had not been actually having their customers go to the career centers. In responding to the

questions in the RFP, they fell short in the area of cooperation with career centers.

Ms. Kossick stated that when monitoring is done, staff provide technical assistance and help service providers correct their deficiencies. Mr. Nottoli wanted to know how do we help them improve. There were six providers that had findings and all six lost five points.

Ms. Davis-Jaffe reported that only six proposals of the 30 received were found deficient; the remaining proposals received the full points. The scoring was done a bit differently this year. There is a new provider that did not receive funding in the past. Ms. Kossick stated that the available money is basically the same as last year.

Mr. Carr asked Mr. Garcia for more details regarding his participation on the reading team. Mr. Garcia stated that reading team members were provided guidelines and criteria to follow. The team members met with SETA staff to clarify areas they were unfamiliar with, and when they sat and read the documents, they followed the evaluation matrix. If a service was not included in the proposal, team members could not assign points for the service.

Additional speaker before the board:

7. Robynne Rose-Hamer, Director, Organizational Development, Next Move

Ms. Scherman expressed concern about Visions Unlimited. She finds it sad because there are seniors that truly need help. Ms. Scherman asked for a way to find a little bit of money to keep their door open. The youth also need our help; find some way to help Visions Unlimited to keep their doors open.

Moved/Schenirer, second/Carr, to approve Community Services Block Grant funding recommendations for the Program Year 2018 Community Services Block Grant.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Mr. Schenirer left at 10:45 a.m.

Ms. Scherman inquired whether more funds could come in; Ms. Kossick replied that if additional funds come in, staff will report back. Mr. Nottoli stated that while these are not large amounts of money, he wants to have a conversation on how to utilize the funds to perhaps access or leverage additional funds to expand services.

C. CHILDREN AND FAMILY SERVICES

1. Approval of Head Start Delegate Agency Defunding, Termination, and Appeal Procedures

Mr. Larry Larsen stated that this item presents a policy that was developed in the event there is a need to terminate a delegate agency. The Head Start Act requires us to have such a policy in place. In the updated Head Start performance standards, it was determined that it was not appropriate for the grantor to dictate to the grantees since it is SETA that maintains the fiscal liability. Legal Counsel reviewed policies from other agencies and developed a procedure that if an appeal is presented, the appeal should come to the Governing Board. It seems appropriate to implement this new policy to allow for the appeal decision to be made by the Governing Board.

Moved/Carr, second/ Kennedy, to approve the Head Start Delegate Agency Defunding, Termination, and Appeal Procedures.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

2. 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

No questions.

Moved/Nottoli, second/Scherman, 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.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

IV. Information Items

- A. Presentation: Overview of Rapid Response Services and Business Services and Related Challenges: Mr. William Walker provided an overview of the services provided by the Employer Services Department.

Mr. Carr left at 11:04 a.m.

- B. Community Services Block Grant Program Operator Reports – Third Quarter
- C. Fiscal Monitoring Reports: No comments.
- D. Employer Success Stories and Activity Report: No comments.
- E. Dislocated Worker Update: No comments.
- F. Unemployment Update/Press Release from the Employment Development Dept.: No comments.
- G. Head Start Reports: No questions.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick recognized Mr. Nottoli's birthday on December 4 and Mr. Schenirer's birthday on December 20. Ms. Kossick stated that Mr. Nottoli requested a report back on the fiscal impact on minimum wage for next year. The net impact is about \$3,000. At this point, it looks like there will not be a January Governing Board meeting.
- C. Deputy Directors: Ms. Denise Lee stated that SETA was informed that the federal review will be February 5 through February 9. The reviewers are very interested in data, how it is used, and it shapes the program. There will be a second review, which will be the CLASS assessment, later in the year. The enrollment report shows that we have been under enrolled for three months. This is largely due to delayed center/classroom openings due to construction and/or purchase of new facilities, loss of the class-waiver in select classrooms, and limiting enrollment where the classroom has enrolled a majority of three-year old children. The federal government requires us to be fully enrolled at all times. After the fourth month of under-enrollment the program will be required to submit a corrective action plan to ACF. In response to under-enrollment, the Agency recently hired new home visitors to help with the delayed openings. Ms. Lee extended an invitation to visit the various centers.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:16 a.m.

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council. The Executive Committee met and evaluated the February 27, 2018 Policy Council meeting.

GOOD!!!
Thank you, Ms. Kathy Kossick, for shared information on the positive PC Federal review discussion.
Thank you for shared information on SETA's 40 th Anniversary celebration scheduled for October 10, 2018.
Thank you, Ms. Allison Noren, for shared information on eligibility list.
Thank you, Ms. D'et Saurbourne, for the fiscal report.
Thank you, Mr. Mason Taylor, for shared information on resources provided by Birth and Beyond.
Thank you, Mr. Victor Bonanno, for in-depth Ethics Training.
Thank you, Mr. Reginald Castex, for a well-facilitated and timely meeting.
NEEDS IMPROVEMENT
Please be recognized by the Chair by raising your hand before speaking.
Please turn off all electrical devices, i.e., phones.
Please refrain from TEXTING!!
Attendance.
Please be recognized by the Chair before leaving your seat by saying, "question of privilege."
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
REMINDERS
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

ITEM V – COMMITTEE REPORTS (continued)
Page 2

- Budget/Planning Committee: Mr. Reginald Castex

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

- Social/Hospitality Committee: Mr. Reginald Castex

- Maternal, Child and Adolescent Health Advisory Board: Mr. Reginald Castex

- Sacramento Medi-Cal Dental Advisory 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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-
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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
-
-
-

- 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.

- D. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
 - Unannounced Visits QA 2 QA Self Monitored Report
 - Unannounced Visits QA 2 QA Monitored Report
 - Quality Assurance Report for Twin Rivers Unified School District
 - Quality Assurance Report for Kinder World, Inc.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

February 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: 1302.14 (b)(1) states *a program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1988	223	11%	377	111	29%
Twin Rivers USD	180	23	13%	16	0	0%
Elk Grove USD	440	49	11%			
Sac City USD	1211	120	10%	144	25	17%
San Juan USD	668	86	13%	160	13	8%
WCIC	120	11	9%			
EHS CCP				80	6	8%
COUNTY TOTAL	4607	512	11%	777	155	20%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/28/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	495	112	86
Sacramento City USD	1,139	1,123	99	82
SETA	1,868	1,906	102	76
San Juan USD	668	683	102	83
Twin Rivers USD	180	172	96	83
WCIC/Playmate	100	100	100	73
Total	4,395	4,479	102	

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/28/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	152	154	101	77
SETA	431	450	104	74
San Juan USD	160	161	101	84
TRUSD	16	16	100	94
Total	759	781	103	

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/28/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	37	103	76
Sacramento City USD	40	41	103	74
SETA/Job Corps.	4	4	100	TBD
Total	80	82	103	

- (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:

Sacramento City USD:

Challenges:

- 5 classrooms capped at 20 due to class-size waiver denial. This affects 20 enrollment slots at any given time.
- 6 classrooms capped due to majority 3 year olds. This affects up to 24 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.



SETA Head Start Food Service Operations Monthly Report *February 2018

February 2nd - Minimum Day Calendar D Classes; Class Calendars A, B, C, & E closed.

February 5th to 9th - Head Start Review.

February 9th - Teaching Pyramid - closed classes at Freedom, Walnut Grove W, & Marina Vista.

February 11th - Daddy & Me at the Crocker Art Museum, breakfast provided for 80 guests.

February 16th - Solid Foundation and Nedra Court limited the number of children morning classes due to low number of staff.

February 12th to 23rd - Crossroad Gardens closed for construction.

February 19th - Holiday! President's Day.

February 22nd to 27th - Marina Vista closed for floor repair.

February 25th - Crossroad Gardens classes moved to Florin East Grammar School; 2 full days and 1 EHS until construction is completed.

Meetings & Trainings: None.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
34,650	17,860	24,000	40

Total Amount of Meals and Snacks Prepared 76,550

Purchases:

Food	\$70,214.37
Non - Food	\$9,066.41

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$235.20

Vehicle Maintenance and Repair : \$39.15

Vehicle Gas / Fuel: \$1,452.57
 Normal Delivery Days 19



Monthly Program Information Report

March 2018

Getting Parents Engaged in School Readiness Activities

Each month, SETA staff host center parent meetings to help ensure parents are connected to each other; have learning opportunities on topics of their interest; stay involved in their child's education; and share in program design. Meetings often have guest speakers who present on topics of interest while staff have dedicated time to share site specific information and answer questions parents may have about the program/center.

Recently, the SETA Family Services Workers (FSWs) launched a pilot parent activity program where parent activities were modified to align with

classroom curriculum for children. Parents not only have a great time participating in the activities, they are also able to see how each activity is designed to highlight what children are learning in their classroom. This allows parents the opportunity to be engaged in their children's learning and to understand the different domains of learning that each activity teaches. Parents are given an information sheet that explains that when children are engaged in these projects, such as *All About Me* (pictured below), that this activity helps children talk about themselves, extends conversation and pro-

motes self-reflection, which helps develop their cognitive and language skills.

Since full implementation, staff has seen an increase in parent meeting attendance and a deeper parental understanding of how the activities provided in the classroom promote school readiness. However, the best part about the project is the excitement that families share when the parent shows his/her art work off to their child, and the utter joy each day when children come into the center and say, "my mom/dad made that!"



Head Start Families Spend the Day at the Crocker Art Museum

On February 11th, the SETA Head Start Men's Activities Affecting Children's (MAAC) Committee hosted a Daddy & Me event at the Crocker Art Museum. Over 60 families/children attended the family event and were provided free admission, a continental breakfast, free community resources, family art activities, and a docent guided tour of the museum. After the art activities and tour, families were free to explore the museum and enjoy all it has to offer. The Museum staff provided passes to each family for a future trip to the museum free of charge. It was a great family-focused, child-friendly day! SETA extends a sincere thank you to the Crocker Art Museum staff and management for their kind and gracious hospitality.



Training Opportunities for SCUSD Child Care Attendants

In February, Sacramento City USD (SCUSD) provided six hours of professional learning for all of the Child Care Attendants. Child Care Attendants work in the classroom under the supervision of the Teacher. In the past, department-wide training was not available for these employees. This year, due to a new job description, Child Care Attendants receive training three times per year. Staff

reviewed Safety and Supervision procedures, Licensing files, career advancement through ECE classes, *CLASS* and *The Teaching Pyramid*. Child Care Attendants learned the importance of talking with children using open ended questions around the child's interest. Participants were given the opportunity to watch videos and practice meaningful conversations with their colleagues. Additional training will

be provided in May, building upon the training offered in February.



Home-Based Children and Families Enjoy a Day of Socialization

During February, the Home Based Program hosted two fun and engaging socialization activities—one at the Arden-Dimick Public Library and one at Art Beast/Downtown.

On February 9th, infants and toddlers and their parents explored language and literacy through books and stories at the public library. Children engaged and played with home-made blocks and play dough while parents learned about library resources and signed-up for library cards. Parents were so excited

about the home-made blocks made by Lead Teacher, Lori Taylor, that they requested to learn how to make them at one of the upcoming socializations.

On February 23rd, children and their families enjoyed a creative day at Art Beast/Downtown. This open studio offers children under the age of 6 years the opportunity to explore various arts, while providing a gathering place for parents and caregivers to build community. The children had a “Blast!!”

The interactions that young children have with such literacy materials as books, paper, and crayons, and with the adults in their lives are the building blocks for language, reading, and writing development.”

Zero to Three.org



SETA Re-Launches Child Attendance Task Force Committee



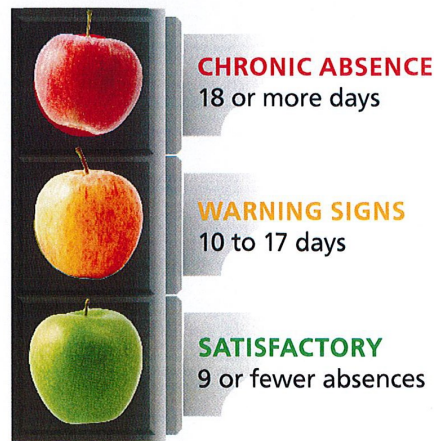
In February, SETA re-launched its Attendance Task Force Committee to address low child attendance across Head Start/Early Head Start classrooms. The Committee began by looking at historic attendance data of children to determine what, if any, trends emerged.

With representation from site staff, support staff, managers, and the Deputy Director, the Committee began discussions of how to work with parents, site staff, and children to increase attendance. The goal of the Committee is to ensure that all stakeholders understand the importance of attendance, the correlation to school readiness skills, and how that translates to success in K-12. The Committee will meet weekly and pilot various strategies in Spring/early Summer, with an anticipated roll-out to all SETA classrooms in August.

Parents are encouraged to attend Task Force meetings. Upcoming meeting dates:

- March 22nd @ 2:00 @ SETA
- April 19th @ 2:00 @ SETA
- May 2nd @ 2:00 @ SETA

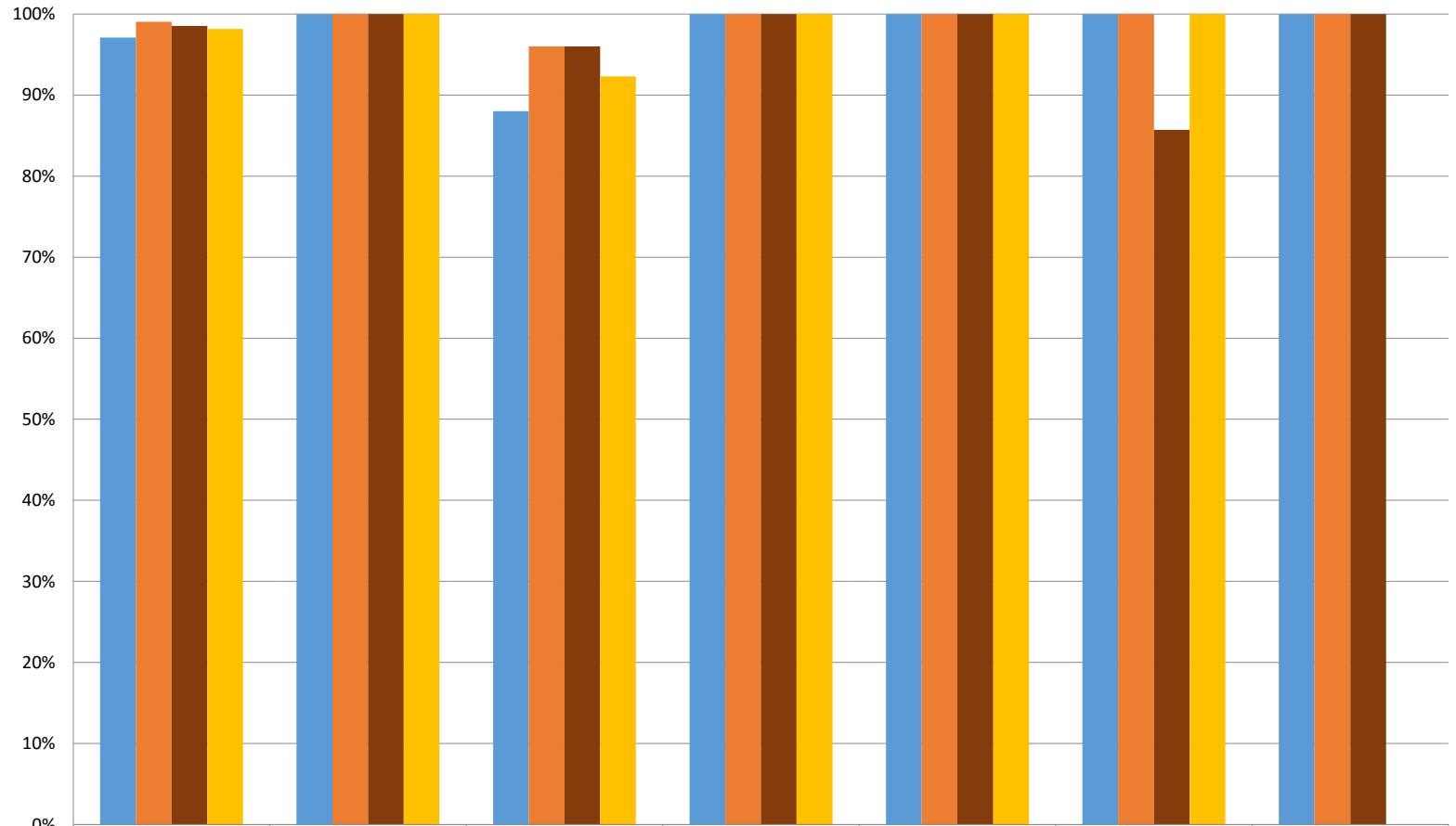
When Do Absences Become a Problem?



Note: These numbers assume a 180-day school year.



Sacramento County Unannounced Visits Report 2017-2018- Self-Monitored
Quarter 1 (November 2017- January 2018)
Percentage of Compliance

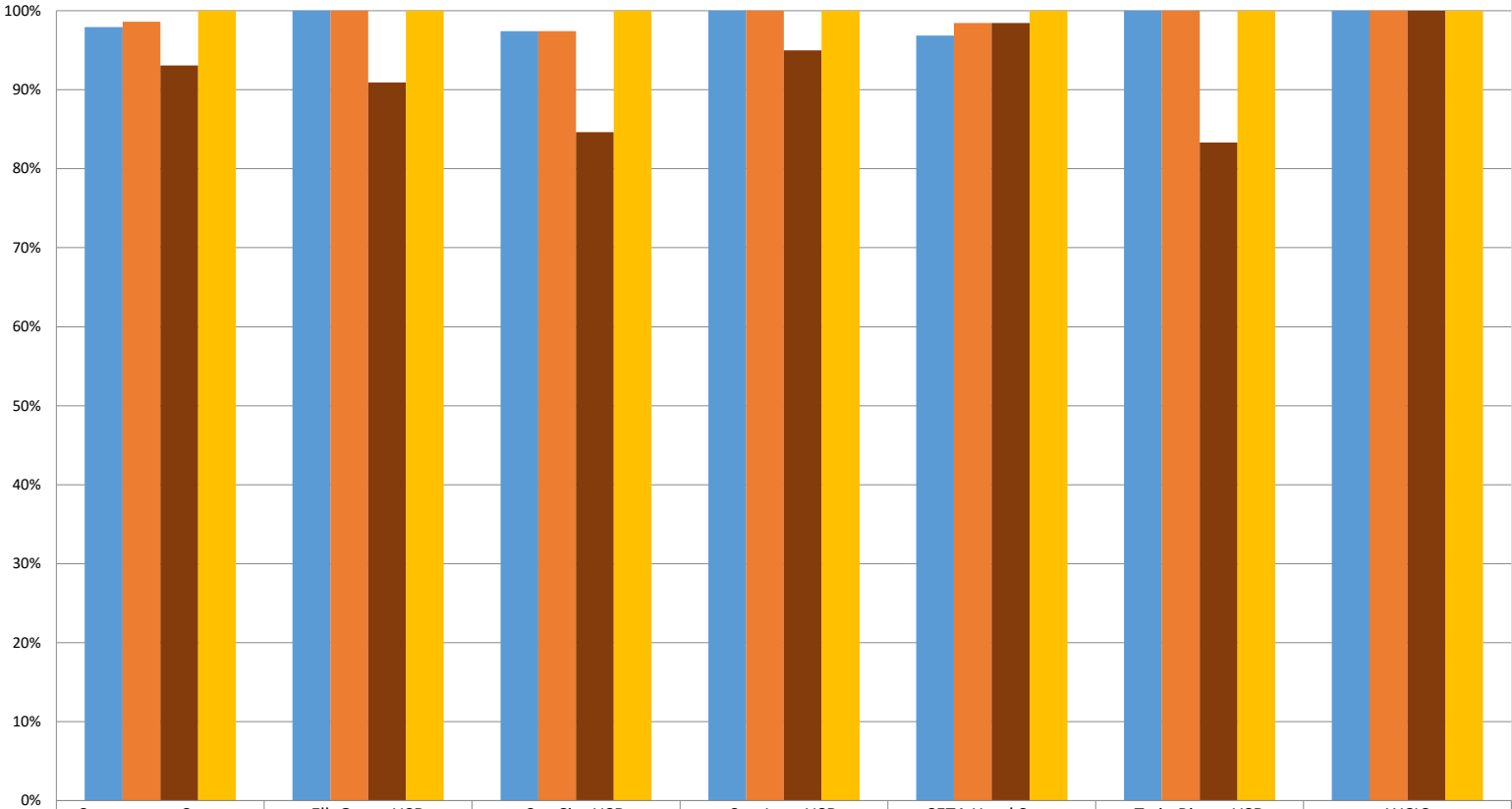


	Sacramento County	Elk Grove USD	Sac City USD	San Juan USD	SETA Head Start	Twin Rivers USD	WCIC
■ Sight and Sound Supervision	97%	100%	88%	100%	100%	100%	100%
■ Teacher/Child Ratio	99%	100%	96%	100%	100%	100%	100%
■ Correct Count of Children Present	99%	100%	96%	100%	100%	86%	100%
■ Safe Transition	98%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

Legend: 0% - Not Observed for Safe Transitions

Total Number of Classes Visited Countywide: 206

Sacramento County Unannounced Visits Report 2017-2018- QA-Monitored
Quarter 2 (November 2017-January 2018)
Percentage of Compliance



	Sacramento County	Elk Grove USD	Sac City USD	San Juan USD	SETA Head Start	Twin Rivers USD	WCIC
■ Sight and Sound Supervision	98%	100%	97%	100%	97%	100%	100%
■ Teacher/Child Ratio	99%	100%	97%	100%	98%	100%	100%
■ Correct Count of Children Present	93%	91%	85%	95%	98%	83%	100%
■ Safe Transition	100%	100%	100%	100%	100%	100%	100%

Total Number of Classes Visited Countywide: 144
 (Modified Scheduled)



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – February 2018

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
SETA Operated Program	Kinder World Inc. Early Head Start – Child Care Partnership	1 center 5 classrooms 24 child files 8 staff files	January 8 – 26, 2018	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 and Positive Observations:

- Staff members are sensitive and nurturing caregivers, providing assistance to children to self-regulate and calm down when their parents leave the room. It was evident that children were attached to their teachers/caregivers.
- All staff engaged in conversations with parents during sign-in and sign-out process and ensured that children were released to the assigned parent/guardian.
- Program transitions from EHS to the program’s preschool classes were facilitated by children’s visits to the classrooms, familiarizing at least one preschool staff with the child.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	61%	-Not all data entered into Childplus within required timelines and/or inconsistent with contents of child file. -Enrollment applications are missing information and/or incomplete. -Attendance tracking activities for absences does not match written PPs. -No evidence that vacancies were filled within 30 days.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	N/A	No noted children with disabilities.
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	65%	<ul style="list-style-type: none"> -Not all children had completed developmental screenings (ASQs) -No evidence that screening results were shared with parents - Although there are anecdotes on file, the measures on the activities are not marked and difficult to determine if it is linked to the curriculum. (b) No evidence of child observations on file, up to date, and linked to the curriculum. -No evidence of IDPs in child's file -No evidence of home visit/parent conference for the current program year -Adult-child ratios were not maintained at all times. 1:4 is regulatory but 1:5 was observed. -Zoning needs improvement.
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	38%	<ul style="list-style-type: none"> -Family Partnership Agreements (FPAs) were not completed in a timely manner and/or contained all required information. -Little/no follow-up on FPAs. -The center environment has limited materials that incorporate cultural, ethnic and linguistic backgrounds of families served. -No evidence of parent meetings. -No established approach to offer research-based parenting curriculum/activities and practice parenting skills.
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	68%	<ul style="list-style-type: none"> -Social/emotional screening (ASQ-SE) not completed in a timely manner. -Not all screening results were shared with parents.
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	66%	<ul style="list-style-type: none"> -Growth Assessments were not completed and/or in a timely manner. -Blood lead results not in file and/or no evidence of follow-up. -Special Diet forms are missing from file -Meals were served less than 3 hours apart (the requirement is 3 hrs minimum) -Meals are not served family style -Supervision needs improvement during meal service

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
		-Not sufficient food for children and staff for the latter to role model to children during meal times.
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	63%	-Not all staff licensing files contained required documents such as TB, Influenza, fingerprints, health records, CPR-FA certifications, etc. -Not all staff meeting minimum education requirements.
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	58%	-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. -Limited/no screening dates/well child checks on schedule nor adequate follow-up on concerns. -Not all documentation of immunizations was up-to-date or accurate. -Inconsistencies in information in tracking systems used (child files and Child Plus). Tracking system was not well organized or easy to follow. -Systems for tracking, storing and labeling medications was not followed/non-existent.
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	71%	-Tooth-brushing practices, including supervision, need improvement. -Diapering procedures did not include pull-ups and/or were not followed at all times. -Drinking water outdoors was not accessible and/or offered to children. -Procedures for daily sanitation/disinfectant was not followed at all times. -Not all classrooms were well maintained. Deep cleaning recommended. -Daily communication with parents about feeding schedule, elimination pattern not evident in all classes. -Not all required postings were in place. -Play yard not inspected daily prior to going outside with children.

* 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 – February 2018

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Twin Rivers Unified School District	Morey Avenue Early Head Start	1 center 2 classrooms 7 child files 6 staff files	January 9 – 26, 2018	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 and Positive Observations:

- Excellent family engagement as evidenced by site-based parent meetings, Policy Council involvement and staff-parent interactions.
- Attentive and nurturing staff interactions with individual children.
- A variety of school and community events are offered such as Winter Festival and Parent Appreciation Day. Strategies to promote attendance and active engagement are used by the program (i.e. Perfect Attendance, Birthday awards for children and staff, and Family Nights twice a year).
- Use of community resources is highly promoted.
- Timely completion of ASQ, ASQ-SE screenings and DRDP assessments and parents’ input is included in the screening and follow-up process. Parents are well informed of all health screenings by staff.
- Efficient use of ASQ online. TRUSD provides printed copies of ASQ assessments in different languages for non-English speaking parents.
- All files are well organized and contain numbered sections with a reference for each section.
- System for medical care plans and medication administration (documentation and storage of medication) is exemplary
- Staff is friendly and very responsive to input and recommendations
- Classroom environment includes children’s artwork and pictures that are posted at children’s eye level.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	82%	-No children enrolled with disabilities (10% minimum not met). -Not all enrollment applications were complete and/or had income calculated correctly. -Not all data in Childplus matched information in the child's file. -Not all vacancies were filled within 30 days. -Full enrollment was not obtained on the first day of the program year.
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	N/A	No noted children with disabilities. See ERSEA finding.
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	83%	-First Home Visit was not completed prior to enrollment. -Although assessments, IDP and staff and parent strategies were completed, the information was not clearly linked to lesson plans and curriculum. -Not all screening results were recorded in ChildPlus. -Zoning during outside time needs improvement. -Procedures for transitions (indoors-outdoors) was inconsistently followed.
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	86%	-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>	100%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	93%	No significant noted findings
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	73%	-Required staff training on Sudden Death Syndrome (SIDS) or safe sleep practices was not met. -Not all teaching staff's licensing records had required documentation. -No evidence that PC and Governing Board received all required trainings
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	87%	-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

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
		not include all required elements. -Inconsistent documentation in children’s files to determine screening dates and well child checks. -Not all documentation of immunizations was up-to-date or accurate. -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>	87%	-Not all required postings were posted -Active adult supervision during hand-washing needs improvement -Overall upkeep of the classroom needs improvement. -Indoor climbing equipment did not have safety pad underneath for safe fall zone.

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ITEM VI-OTHER REPORTS (continued)
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D. HEAD START MANAGERS' MONTHLY REPORTS (continued)

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

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

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