

GOVERNING BOARD

LARRY CARR
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City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

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Board of Supervisors
County of Sacramento

JAY SCHENIRER
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SOPHIA SCHERMAN
Public Representative

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

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

***THOUGHT OF THE DAY:** "Leaders become great, not because of their power but for their ability to empower others."
Author: John C. Maxwell*

REGULAR MEETING OF THE HEAD START/EARLY HEAD START POLICY COUNCIL

DATE: Tuesday, August 28, 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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- Executive Committee Meeting Critique: Mr. Reginald Castex
- Social/Hospitality Committee: Mr. Reginald Castex
- Budget/Planning Committee: Mr. Reginald Castex
- Personnel/Bylaws Committee: Mr. Reginald Castex
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Penelope Scott
- Community Action Board: Mr. Kenneth Tate

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- A. Executive Director’s Report: Ms. Kathy Kossick
- B. SETA Head Start Deputy Director’s Report: Ms. Denise Lee
- Monthly Head Start Reports (attached)
 - ✓ Quality Assurance Report: River Oak Center for Children
 - ✓ Quality Assurance Report: Sacramento County Office of Education
- C. Chair’s Report: Mr. Reginald Castex
- D. Head Start Managers’ Reports
- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
 - Vacant - Program Support, Food Services and Save Environments, Quality Assurance, and EHS-CCP Services
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, AUGUST 22, 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:

- _____ Kaoyee Xiong, Elk Grove Unified School District
- _____ Diana Wriedt, Elk Grove Unified School District
- _____ Andrea Scharnow, Sacramento City Unified School District
- _____ Charles Taylor, Twin Rivers Unified School District
- _____ Claudett Sanders, Early Head Start, Sacramento City Unified School Dist.
- _____ Henrietta Gutierrez, SETA-Operated Program
- _____ Griselda Cisneros, SETA-Operated Program
- _____ Devon McCracken, SETA-Operated Program
- _____ Marley Schurr, SETA-Operated Program
- _____ Penelope Scott, Grandparent/Community Representative
- _____ Linda Litka, Past Parent/Community Representative
- _____ Angel Chenault, Past Parent/Community Representative
- _____ Mason Taylor, Birth & Beyond, Community Agency Representative
- _____ Kenneth Tate, Outgoing Chair
- _____ Reginald Castex, Men's Activities Affecting Children Committee

Seats Vacant:

- _____ Vacant (Bradsberry), Sacramento City Unified School District
- _____ Vacant (Castro-Flores), Sacramento City Unified School District
- _____ Vacant (Jorgensen), San Juan Unified School District
- _____ Vacant (Pierce), San Juan Unified School District
- _____ Vacant (Robinson), San Juan Unified School District
- _____ Vacant (Smith), SETA-Operated Program
- _____ Vacant (Lopez), SETA-Operated Program
- _____ Vacant (Vaughn), Twin Rivers Unified School District
- _____ Vacant (Hader), WCIC/Playmate Child Development Center
- _____ Vacant (Rye), WCIC/Playmate Child Development Center
- _____ Vacant, Home Base Option
- _____ Vacant (Givehchi), Early Head Start/Home Base (SOP)
- _____ 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
J. Bradsberry Seated 11/28	SAC	✗	✗	✗	U	✗	✗	E	✗	U				
R. Castex Seated 12/20	MAACC		X	X	X	X	X	X	X	X				
A. Chenault s/b/seated 5/22; seated 6/26	CR							E	X	X				
G. Cisneros Seated 3/27	SOP					X	X	X	X	X				
H. Gutierrez Seated 11/28	SOP	X	X	X	X	X	X	X	X	X				
G. Hader Seated 5/22	WCIG							X/AP	U	U				
L. Litka Seated 11/28	CR	X	X	X	X	X	X	X	X	X				
D. McCracken Seated 3/27	SOP					X	X	X	X	X				
C. Sanders Seated 1/23	EHS/ SAC			X	X	X	X	X	E	X				
A. Scharnow Seated 11/28	SAC	X	X	X	X	X	X	X	X	X				
M. Schurr Seated 4/24	SOP						X	X	X	X				
P. Scott Seated 11/18	CR	X	X	X	X	X	X	X	X	X				
M. Smith Seated 3/27; resigned 7/20	SOP					✗	✗	✗	✗	✗				
C. Taylor Seated 11/28	TR	X	X	X	X	E	U	X	X	X				
M. Taylor Reseated 5/22	CAR							X	U	X				
K. Tate Seated 1/24	OGC	X	X	X	X	X	X	X	E	X				
D. Wriedt s/b/seated 4/24; seated 5/22	EG						U	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
K. Xiong Seated 1/23	ELK			X	X	X	X	E	E/P CB	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

RS: Reseat

***:** Special Meeting

Current a/o 8/20/2018

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JULY 24, 2018
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the July 24, 2018 regular meeting.

RECOMMENDATION:

That the Policy Council approve the July 24 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, July 24, 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 9:05 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Henrietta Gutierrez called the roll. Mr. Charles Taylor confirmed that and a quorum was established.

Members Present:

Andrea Scharnow, Sacramento City Unified School District
Diana Wriedt, Elk Grove Unified School District
Kaoyee Xiong, Elk Grove 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
Griselda Cisneros, SETA-Operated Program
Devon McCracken, SETA-Operated Program
Marley Schurr, SETA-Operated Program
Penelope Scott, Grandparent/Community Representative
Reginald Castex, Men's Activities Affecting Children Committee
Marcheri Smith, SETA-Operated Program
Angel Chenault, Past Parent/Community Representative
Mason Taylor, Birth & Beyond, Community Agency Representative
Kenneth Tate, Outgoing Chair
Linda Litka, Past Parent/Community Representative (seated at 9:48 a.m.)

Members Absent:

Jessica Bradsberry, Sacramento City Unified School District (unexcused)

Members to be seated but absent:

Gloria Hager, Women's Civic Improvement Club (unexcused)

II. Consent Item

A. Approval of the Minutes of the June 26, 2018 Policy Council Meeting

Moved/Scharnow, second/Tate, to approve the June 26, 2018 minutes.

Show of hands vote:

Aye: 14 (Chenault, Cisneros, Gutierrez, McCracken, Sanders, Scott, Scharnow, Schurr, Smith, Tate, C. Taylor, M. Taylor, Wriedt, Xiong)

Nay: 0
Abstentions: 1 (Castex)
Absent: 2 (Bradsberry, Litka)

III. Action Items

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 open session and reported that the following eligible lists were approved: Associate Teacher/Infant Toddler, Home Visitor, Accountant II, and Accountant III (Fiscal Manager).

B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Revision to the Job Specification for Children and Family Services Program Specialist

Ms. Allison: this updates some modifications to the job specification; in addition, it brings it into ADA compliance. Staff is in the process of ensuring all SETA Head Start job classifications are ADA compliant.

Mr. Castex opened a public hearing and asked for public comments.

Moved/Xiong, second/Scott, close the public hearing and approve the revised job specification for Children and Family Services Program Specialist.

Roll call vote:

Aye: 12 (Chenault, Cisneros, Gutierrez, McCracken, Sanders, Scott, Scharnow, Schurr, C. Taylor, M. Taylor, Wriedt, Xiong)

Nay: 0

Abstentions: 3 (Castex, Smith, Tate)

Absent: 2 (Bradsberry and Litka)

Ms. Linda Litka was seated at 9:48 a.m.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reviewed the fiscal report for the 11-month program year. The SETA budget is not quite expended; will have almost everything expended. The in-kind is under reported but there are a lot of Scantron sheets yet to be processed. Ms. Saurbourne stated that it is expected that \$200,000 will be transferred into the new year.

- PC/PAC Parent Activity Reports: Mr. Castex asked for reports out on the recent bonding activity. Ms. Angel Chenault enjoyed the Aerospace Museum tour and found it very educational.
- Community Resources – Parents/Staff: Ms. Belinda Malone reviewed some community resources available to parents.
- Birth & Beyond: Mr. Mason Taylor announced that there are a lot of events coming up in August including some back to school backpack events.

B. Governing Board Minutes – April 26, 2018: No questions.

C. Fiscal Monitoring Reports: No questions.

D. Countywide Parent Activities: Ms. Marie Desha asked for input on potential parent activities. The activities have had low participation over the past years. A new process is being implemented to include all stakeholders including board members and staff. There will be increased countywide advertisement of all activities. Ms. Desha requested ideas of activities. Board members provided the following ideas:

- County-wide BBQ at McKinley (Rose Garden)
- Powerhouse science museum
- Effie Yeaw nature center
- Sacramento children’s museum
- Nimbus Dam Fish Hatchery
- McGeorge School of Law
- Los Rios Colleges
- State Capitol
- Guild Theater
- Sutter Club
- Seaquest (in Folsom)
- Sutter’s Fort
- Sacramento or Folsom Zoo
- Fog Willows Farm
- Art Beast

V. **Committee Reports**

- Executive Committee Meeting Critique: Mr. Castex reviewed the critique.
- Social/Hospitality Committee: Ms. Gutierrez reported on the most recent meeting. Eight parents attended the last meeting. The team voted on items for the upcoming End-of-Year Celebration. More details will be finalized tomorrow and all board members are urged to attend.
- Personnel/Bylaws Committee: Ms. Marley Schurr appreciated the large turnout at the most recent meeting. There will be some modifications to the bylaws that will be presented at upcoming meetings.
- Men’s Activities Affecting Children Committee/Parent Ambassadors Committee: No more activities or meetings for the remainder of the fiscal year.

- Sacramento Medi-Cal Dental Advisory Committee: Ms. Scott reviewed some propositions being reviewed by the committee. The stabilization boards utilized by dentists on young children will be prohibited. The next meeting is scheduled for August 2.

Ms. Angel Chenault excused at 10:33 a.m.

- Maternal, Child & Adolescent Health Advisory Board Report: Ms. Linda Litka stated that there is no report since the committee is adjourned for the summer.
- Community Action Board: Mr. Tate reported on the last CAB meeting.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick stated that SETA's 40th anniversary is scheduled October 10 and urged board members to forward success stories to her. The event will include speakers and written stories. All board members are invited to attend.
- B. SETA Head Start Deputy Director's Report: In the Deputy Director's absence, Ms. Lisa Carr distributed the program improvement plan (PIP) developed to address the one area of non-compliance found during the recent review. The PIP will include a plan for SETA to 'drill down' on how to deal with low attendance and enrollment. Staff will be meeting with the delegate agencies to go through attendance data to find out where and why there may be attendance issues and how to resolve problems. Ms. Robyn Caruso left last week to go to work at San Juan USD.
- C. Chair's Report: Mr. Castex distributed a calendar for possible dates to assist HR in screening/interviewing.
- D. Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: No report.
 - Vacant - Program Support, Food Services and Save Environments, Quality Assurance, and EHS-CCP Services: No report
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: No comments.
- E. Open Discussion and Comments: Ms. Desha announced that a Play Summit is scheduled for September 15, 9:00 a.m. – 4:00 p.m. Sacramento Central Library Sacramento Play aims to highlight the importance of play. Registration will be paid by SETA. Board members wishing to attend this summit should see Ms. Desha after the meeting.
- F. Public Participation: Ms. Smith announced that she accepted position as resident ambassador at Seavey Circle and will no longer be able to be on any of the boards.

Ms. Kaoyee Xiong reported that last month she had an opportunity to accept \$5,000 seed money from First Five from a community driven grant for parents to provide opportunities for our community. The program she created, "Learn

Hmong with Me,” is a play group for children from 0-5 to tap back into the Hmong language and the culture. She offered assistance to parents who were interested in seeking seed money for their own project.

Mr. Mason Taylor spoke of the community action grants. He said Birth and Beyond would be happy to house the grant recipients but they cannot administer the grants.

Ms. Gutierrez left at 11:15 a.m.

VII. Adjournment: The meeting was adjourned at 11:15 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 the following positions: Associate Teacher; Associate Teacher/Infant Toddler; Family Services Worker III; and Personnel Clerk
 - ➔ Report out of Closed Session

NOTES:

ITEM III-B - ACTION

APPROVE COUNTYWIDE PARENT ACTIVITIES FOR PROGRAM YEAR 2018-2019

BACKGROUND:

This item provides an opportunity for the Policy Council to review all stakeholders top selected countywide parent activities and approve 4 countywide parent activities for program year 2018-2019. There will be three countywide parent activities during the program year. The fourth parent activity will be for back-up.

RECOMMENDATION:

Approve countywide parent activities for Program Year 2018-2019.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III- C - ACTION

APPROVAL TO SUBMIT A REQUEST TO CARRY OVER HEAD START,
EARLY HEAD START AND EARLY HEAD START-CHILD CARE PARTNERSHIP
BASIC AND TRAINING AND TECHNICAL FUNDS FROM 2017-2018 PROGRAM
YEAR TO 2018-2019 PROGRAM YEAR

BACKGROUND:

On March 20 and April 5, 2018, the SETA Policy Council and SETA Governing Board, respectively, approved a Head Start, Early Head Start and EHS-Child Care Partnership Budget Modification to reprogram under-spent funds for deferred maintenance items (i.e., playgrounds, shade structures, classroom furniture/materials, etc.). The budget modification was approved by the Administration for Children and Families (ACF) on May 22, 2018.

The Office of Head Start requires that funds be obligated by July 31, 2018, and that all obligations be liquidated by October 29, 2018. Due to tight timelines and limited availability of contractors during the summer months, SETA was unable to complete all approved projects prior to the July 31 program year (PY) end date. As a result, staff is requesting to carryover funds from PY 2017-2018, as follows, and complete the projects in PY 2018-2019.

Head Start/Early Head Start

	09CH010182			
	HS Basic	EHS Basic	HS Duration	Totals
Equipment	\$ 330,000	\$ 70,000	\$ -	\$ 400,000
Construction	\$ 150,000	\$ -	\$ 783,937	\$ 933,937
Other - Maint/Repair	\$ 375,000	\$ -	\$ -	\$ 375,000
Other -Training	\$ -	\$ -	\$ -	\$ -
	\$ 855,000	\$ 70,000	\$ 783,937	\$ 1,708,937

Early Head Start – Child Care Partnership

	09HP0021		
	EHS-CCP Basic	EHS-CCP T/TA	Totals
Equipment	\$ 200,000	\$ -	\$ 200,000
Construction	\$ 125,032	\$ -	\$ 125,032
Other - Maint/Repair	\$ -	\$ -	\$ -
Other -Training	\$ -	\$ 136,304	\$ 136,304
	\$ 325,032	\$ 136,304	\$ 461,336

ITEM III-C – ACTION (continued)
Page 2

SETA is requesting to carryover Head Start/Early Head Start funds in the amount of **\$1,708,937** and EHS-Child Care Partnership funds in the amount of **\$461,336** for a total of **\$2,170,273** for program year 2017-2018.

A list of the remaining deferred maintenance projects will be sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the submission of a carryover request for Program Year 2017-2018 in the amount of **\$1,708,937** for Head Start/Early Head Start and **\$461,336** for EHS-Child Care Partnership for a total of **\$2,170,273**.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A- INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
 - PC/PAC Calendar of Events – Mr. Reginald Castex
 - Parent/Staff Recognitions – Mr. Reginald Castex
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne
 - Community Resources – Mr. Robert Silva
 - PC/PAC Recruitment 2018-2019
 - Birth & Beyond – Mr. Mason Taylor

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Social/Hospitality Committee	Wednesday, August 22, 2018 9:00 – 11:00 a.m. Olympus Room
PAC Executive Committee	Friday, August 24, 2018 9:00 a.m. Camellia Room
PC Executive Committee	Thursday, August 30, 2018 9:00 a.m. Camellia Room
PC/PAC Bylaws Committee	Friday, August 31, 2018 9:00 a.m. Camellia Room
PC/PAC Social/Hospitality Committee	Wednesday, September 5, 2018 9:00 – 11:00 a.m. Olympus Room
Early Literacy Family Fun Night (see attached flyer)	Friday, September 7, 2018 3:00 p.m. – 5:00 p.m. Sequoia Room - SETA 925 Del Paso Blvd., Suite 100 Sacramento, CA 95815
PC/PAC Budget/Planning Committee	Tuesday, September 11, 2018 9:00 – 11:00 a.m. Camellia Room
PC/PAC Bylaws Committee	Friday, September 14, 2018 9:00 – 10:30 a.m. Camellia Room
End-of-Year Parent Appreciation Brunch (see attached flyer)	Thursday, October 11, 2018 10:00 a.m. – 12:00 p.m. Shriners Hospitals for Children 2425 Stockton Blvd. Sacramento, CA 95817
ECE 330: Infant Development Course (see attached flyer)	October 18, 2018 – December 14, 2018 6:00 p.m. – 9:00 p.m. Sequoia Room - SETA 925 Del Paso Blvd., Suite 100 Sacramento, CA 95815



ECE 330: Infant Development

Is being offered at SETA

This course is open free of charge to Head Start/Early Head Start staff, and parents with an enrolled child

WHEN: October 18, 2018 – December 14, 2018

FROM: 6:00 p.m. – 9:10 p.m.

WHERE: 925 Del Paso Blvd - SETA

Units transferable to CSU

This class is open to 35 students only

First come first serve

E-mail Lisa Carr at Lisa.Carr@seta.net

or call at (916) 263-8123



SETA Head Start/Early Head Start Policy Council and Parent Advisory Committee

CORDIALLY INVITE YOU TO ATTEND OUR
2017—2018 ANNUAL END-OF-THE-YEAR PARENT APPRECIATION BRUNCH

*“It takes a Village to Raise a Leader,
but it takes a Courageous Leader to Raise a Village”*



THURSDAY, OCTOBER 11

2018

10:00 a.m. —12:00 p.m.

LOCATION:

SHRINERS HOSPITALS FOR CHILDREN
2425 STOCKTON BLVD
SACRAMENTO, CA 95817

Brunch Selection

- ◆ *French toast, Sausage, Bacon, Scrambled eggs, Potatoes*
- ◆ *Coffee, and Orange Juice*

Keynote Speaker:

TBA

GUESTS (TWO PER BOARD MEMBER) ARE RESPONSIBLE FOR THEIR BRUNCH FEE.

(NON-REFUNDABLE, ADVANCE PAYMENT REQUIRED)

CASH OR MONEY ORDER ONLY—**\$7.95**

GUEST FEES ARE DUE BY **MONDAY, OCTOBER 1, 2018, 12:00 NOON**

SUBMIT TO BELINDA MALONE

RSVP by Friday, September 28, 2018

Call Nancy Hogan at (916) 263-3827, OR e-mail: nancy.hogan@seta.net



Head
Start

Early Literacy

Family Fun Night!

Friday,

September 7,
2018

3:00 to 5:00 p.m.

ONLY 50 spots available!

LOCATION:

SETA/Head Start Main
Office – Sequoia Rm.

925 Del Paso Blvd.,
Suite 100

Sacramento, CA
95815

Across from
Globe Avenue



SETA has paired with the Sacramento Public Library to bring a FUN and HANDS-ON family night to Head Start families!



Snacks provided!



There is limited space so RSVP soon to guarantee your spot!

RSVP by 8/30/18 to:

Danielle.Sisneros@seta.net

(916) 263-3806

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

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

Staff will be available to answer questions.

NOTES:

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

Minutes/Synopsis

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

Thursday, June 7, 2018
8:30 a.m.

I. Call to Order/Roll Call

Mr. Schenirer called the meeting to order at 8:35 a.m. The Pledge of Allegiance was recited. The roll was called and a quorum established.

Members Present:

Don Nottoli, Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento
Sophia Scherman, Public Representative

Member Absent:

Larry Carr, Vice Chair; Councilmember, City of Sacramento
Patrick Kennedy, Chair; Member, Board of Supervisors

II. Consent Items

- A. Minutes of the April 26, 2018 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of the One Stop Share of Cost Agreement with the County Department of Human Assistance, Program Year 2017-18, and Authorize the Executive Director to Sign the Agreement and any Required Documents Pertaining to the Agreement

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

- A. Approve the April 26, 2018 minutes.
- B. Approve the claims and warrants for the period 4/20/18 through 5/30/18.
- C. Approve the One-Stop Share of Cost agreement with the Department of Human Assistance for up to \$1,072,644, and authorize the Executive Director to execute the agreement and any required documents pertaining to the agreement.

Roll call vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Kennedy)

III. Action Items

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2018-2019

Ms. Loretta Su reviewed the budget and explained the reduction from the previous year.

Mr. Nottoli asked why four out of six out of state travel destinations are in Las Vegas. Ms. Kossick replied that the vendors get cheaper rates in July when it is so hot. Ms. Scherman inquired about the salaries and wages category; was it used to hire extra help? Ms. Su replied that because SETA uses the county accounting system, the expenditures that come out of that category could be vacation cash out or stipends for student teachers. Ms. Scherman asked why the expenditures were not itemized? Ms. Kossick stated that SETA is required to utilize the county's general ledger accounting system; the 'various' category is mostly substitute teacher salaries.

Moved/Schenirer, second/Nottoli, to approve the Recommended Budget and direct staff to print the Recommended Budget and make it available to the public, schedule a Public Hearing on the Final Budget and direct staff to post and publish notice of that Public Hearing on the Final Budget to commence on August 2, 2018 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California.

Roll call vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Kennedy)

2. **TIMED ITEM 8:30 A.M.AND PUBLIC HEARING:** Approval of Revision to the Job Specification for Fiscal Department Chief (Exempt)

There were no questions or comments.

Moved/Nottoli, second/Scherman, to close the public hearing and approve revisions to the job specification for Fiscal Department Chief (Exempt).

Roll call vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Kennedy)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services

Community Services Block Grant

One Stop Services

1. Agree with the Sacramento Works, Inc. Board to Approve the Workforce Innovation and Opportunity Act (WIOA) Resource Allocation Plan, PY 2018-19

Mr. Roy Kim stated that each year the Sacramento Works Workforce Development Board allocates funds for different activities as part of the job center system. SETA received the WIOA final allocation and there was a slight increase; the allocations will be modified appropriately.

Moved/Scherman, second/Nottoli, to agree with the Sacramento Works, Inc. Board to approve the WIOA Resource Allocation Plan for 2018-19.

Roll call vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Kennedy)

2. Agree with the Sacramento Works, Inc. Board to Approve Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, for Program Year 2018-2019, and Authorize the Executive Director to Modify Subgrantee Agreements for Wage Augmentations due to the Minimum Wage Increase Effective January 1, 2019

Ms. Terri Carpenter reviewed the extension recommendations for subgrantees for operators procured in 2016. The procurement affords the ability to extend funding for two years. Recommendations are based on the performance of providers. The funding allocations were based and final funding numbers were received with a minimal increase. The Youth Committee made their funding recommendations on May 2. California Human Development was recommended to fund since they serve the Galt area. If a provider increased their enrollment numbers by 1 slot, their recommended funding was increased by 1 slot; if they exceeded by 2, they were increased by 2. The Sacramento Works Board approved and asks for concurrence for Option A for program year 2018-2019.

Ms. Scherman asked where the Hispanics were shown in the report. Mr. Kim replied that it is lumped under 'I do not wish to respond' under the CalJOBS system. Ms. Scherman requested a report back on why there is no separate delineation for that group.

Moved/Nottoli, second/Scherman, to agree with the Sacramento Works, Inc. Board and approve funding for the WIOA Title I, Youth Program, PY 2018-2019

of \$2,507,032. Authorize the Executive Director to modify subgrantee agreements for wage augmentations due to the minimum wage increase which will take effect on January 1, 2019. In addition, approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews and the receipt of final WIOA funding allocations. If the WIOA Title I Youth funding allocation for PY 2018-2019 is less than the current PY2017-2018 allocation, then subgrantee contract amounts will be reduced proportionately.

Roll call vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Kennedy)

Mr. Schenirer requested that Items 3 and 4 be voted on together.

3. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act, Title 1 Adult and Dislocated Worker Programs, PY 2018-19

There was no questions or comments on this item.

4. Approval of Agreement with California Human Development to Provide Workforce Innovation and Opportunity Act (WIOA) Sacramento Works Job Center Services for the Galt Area

There was no questions or comments on this item.

Moved/Schenirer, second/Nottoli, to approve items 3 and 4 as follows:

3. Approve funding extension recommendations for the WIOA Title I, Adult/Dislocated Worker Programs as listed on the attached chart, and approve the following stipulations:
 - If final WIOA, Title I, Adult and DW 2018-19 funding is less than 2017-18 funding, staff will adjust the amounts allocated to Job Centers, proportionately.
 - All Job Center contracts will include the requirement that a minimum of 30 percent of the funds must be expended on providing training services.
4. Find that, after solicitation of a number of sources, competition has been deemed inadequate and, consistent with SETA's Procurement Policies and Federal Regulations, noncompetitive procurement is appropriate. In addition, Authorize staff to negotiate an agreement with CHD in the amount of \$225,000 to provide WIOA Sacramento Works Job Center services in the Galt area for PY2018-2019.

Roll call vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Kennedy)

C. CHILDREN AND FAMILY SERVICES

1. Approval of the Submission of the Head Start/Early Head Start Cost of Living Adjustment (COLA) Application for Program Year 2018-2019

No questions.

Moved/Scherman, second/Nottoli, to approve the submission of the Cost of Living Adjustment application for the Head Start/Early Head Start base grant in the amount of \$1,392,375 and the Early Head Start-Child Care Partnership and Expansion grant in the amount of \$39,296 for Program Year 2018-2019.

Roll call vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Kennedy)

Ms. Schenirer asked that the CLASS presentation be done at the next meeting.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The board went into closed session at 8:55 a.m. At 8:59 a.m., Ms. Scherman stated that the board is back in session and there was no report out of closed session.

Mr. Schenirer left at 9:00 a.m.

IV. Information Items

- A. CLASS Presentation – Children and Family Services Department: this will be done at a later date.
- B. Sacramento Employer Forum 2018: Skilled Workforce Ready to Work: No questions.
- C. Fiscal Monitoring Reports: No questions.
- D. Employer Success Stories and Activity Report: No questions.
- E. Dislocated Worker Update: No questions.
- F. Unemployment Update/Press Release from the Employment Development Department: Mr. Nottoli asked why Walnut Grove still has a high unemployment rate. Mr. Kim replied that the numbers are estimates and there is rounding as well. The numbers for Walnut Grove are smaller and the rounding make the numbers more significant. Mr. Nottoli asked that the report include a footnote with some explanation as to why the unemployment number for Walnut Grove is

so high. Mr. Kim stated that he will make this request to the LMID staff that a better explanation be included on the report.

G. Head Start Reports: No questions.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick reported that Loretta Su, the Fiscal Department Chief, will be going to SACOG as their fiscal officer. Today is her last day at SETA.

C. Deputy Directors: Mr. Roy Kim reported that under Mr. William Walker's leadership, SETA, in partnership with Prison Industries Authority and St. John's Program for Real Change, started an all women cohort for the pre-apprenticeship curriculum. This cohort will be connected with all trades. Mr. Walker stated that the training will be done at the Cal PIA center off Power Inn Road. Trainees will include women who are still incarcerated and a group of homeless women. The training began on Monday and included job readiness skills along with MC3 certification. They began with 25 participants and ended up with 20. The women that go through this program will have a high employment rate.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: No comments.

VII. Adjournment: The meeting was adjourned at 9:08 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 July 24, 2018 Policy Council meeting.

GOOD!!!
Thank you, Ms. Kathy Kossick, for your update on the 40 th Anniversary celebration and request for success stories.
Thank you, Ms. Allison Noren, for provided information on eligibility list. We also appreciate the in-depth breakdown of the timed item and public hearing and your willingness to address all questions and concerns.
Thank you, Ms. Lisa Carr, for shared program information with an emphasis on attendance.
Thank you, Ms. Marie Desha, for providing an opportunity for input on countywide parent activities for program year 2018-2019.
Thank you, Ms. Belinda Malone for shared information on community resources.
Thank you, Marcheri Smith, for your commitment to the board for program year 2017-2018.
Thank you, Ms. Robyn Caruso, for your nine years of service to SETA HS/EHS and your commitment to provide quality services for children and families. You will be greatly missed.
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)

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- Social/Hospitality Committee: Mr. Reginald Castex

- Budget/Planning Committee: Mr. Reginald Castex

- Personnel/Bylaws Committee: Mr. Reginald Castex

- Sacramento Medi-Cal Dental Advisory Committee: Ms. Penelope Scott

- Community Action Board: Mr. Kenneth Tate

- County-wide Parent Activities: Ms. Marie Desha

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.

- 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 Head Start Reports (attached)
 - ✓ Quality Assurance Report: River Oak Center for Children
 - ✓ Quality Assurance Report: Sacramento County Office of Education

- 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.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

July 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	259	13%	377	129	34%
Twin Rivers USD	180	23	13%	16	0	0%
Elk Grove USD	440	58	13%			
Sac City USD	1211	150	12%	144	25	17%
San Juan USD	668	111	17%	160	18	11%
WCIC	100	12	12%			
EHS CCP				80	9	11%
COUNTY TOTAL	4587	613	13%	777	181	23%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *July 2018

July 2nd - SCOE children return for the Monday through Friday summer program.

July 4th - Holiday Independence Day.

July 5th - Calenda A & E Classes closed.

July 6th - Calendar A & E classes closed, minimum day Preschool & EHS full day calendar C classes.

July 12th - Alder Grove I/T closed SHRA project water will need to be turned off.

Meetings & Trainings:

CPR Training attended in July by Head Cook Celia, Cook Drivers Raven, Mario & Shantell.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
28,620	19,330	19,870	1500

Total Amount of Meals and Snacks Prepared **69,320**

Purchases:

Food	\$59,195.03
Non - Food	\$9,019.91

Building Maintenance and Repair: **\$616.21**

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

Kitchen Small Wares and Equipment: **\$1,473.60**

Vehicle Maintenance and Repair : **\$3,313.96**

Vehicle Gas / Fuel: **\$1,273.09**
Normal Delivery Days **21**

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440 (0)	Not in Session	N/A	N/A
Sacramento City USD	1,139 (140)	149	106	63
SETA	1,868 (1,508)	1,605	106	66
San Juan USD	668 (0)	Not in Session	N/A	N/A
Twin Rivers USD	180 (0)	Not in Session	N/A	N/A
WCIC/Playmate	100 (0)	Not in Session	N/A	N/A
Total	4,395 (1,648)	1,754	106	65

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	152	154	101	88
SETA	431	442	103	77
San Juan USD	160	167	104	58
TRUSD	16 (0)	Not in Session	N/A	N/A
Total	759 (743)	763	103	83

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	33	92	74
Sacramento City USD	40	44	101	63
SETA/Job Corps.	4	4	100	93
Total	80	81	101	77

- (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

Four delegate Agencies are closed for summer. The others operated on a reduced summer schedule.



Quality Assurance Summary Report

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

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
River Oak Center for Children (EHS Partner)	Early Head Start Home Base	1 Home Visit 1 Socialization Group 2 child files 1 Home Visitor	June 6-20, 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:

- Extensive and strong collaboration with community agencies providing families access to a network of resources
- Recruitment and service history with the foster youth community
- Effective recordkeeping system
- Excellent follow-up as evidenced by thorough and detailed case notes

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance)	75%	-Not all vacancies were filled within 30 days -Recruitment information is not offered in other languages than English
Disabilities Services (Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)	N/A	Not reviewed in sample size

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	93%	No significant noted findings
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	100%	No significant noted findings
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>	88%	-Not all screenings were completed (i.e. Lead Risk Assessment, HGB/HCT) -Some data in ChildPlus did not match contents of file
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	92%	No significant noted findings
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	97%	No significant noted findings
Home Based Services <i>(Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)</i>	100%	No significant noted findings
Socialization <i>(Activities, facility, parent input, facilitation, parent-child interactions, shared experiences, etc.)</i>	84%	-Indoor climbing structure was not age appropriate -No evidence of parent meetings -Program did not offer jarred baby food or formula at the socialization group
Services to Pregnant Women <i>(Health status, screenings, follow-up, pre/post-partum visits, medical home, dental services, etc.)</i>	N/A	Not reviewed

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

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Sacramento County Office of Education (SCOE)	Early Head Start Home Base	1 Home Visits 1 Socialization Group 2 Child Files 1 Home Visitor	June 6-20, 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 child file recordkeeping system. Applications are complete, concise and clear. Checklists used in the beginning of the child’s files are easy to follow and accurate.
- Socializations were welcoming, interactive and inclusive of all family members. Home visitors greeted all families and encouraged participation of all parents and children in the activities.
- Home visit was pleasant, inviting, and it built on parent’s strengths in assisting her to overcome her parenting challenges with her child. Visit included a review process that highlighted child’s growth and development over time and parent’s efforts in supporting her child. Home visitor incorporated a majority of the materials from the home and worked with the parent on strategies to help the child overcome milestones.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance)	88%	-No source document to verify enrollment eligibility -Not all vacancies filled within 30

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
		days
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	100%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	86%	-No dates on developmental assessment forms (HELP) to ascertain if they were completed within timelines -No evidence of Winter Individual Development Plans (IDPs) on file
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	96%	No significant noted findings
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	94%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	69%	-Several screenings/subsequent screenings were not completed and/or not completed within timelines
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	100%	No significant noted findings
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	83%	-Required physical past due -Subsequent TB Risk Assessment not completed within time lines - <i>ChildPlus</i> did not match contents of child's file -No evidence of dental exam and/or dental home on file
Home Based Services <i>(Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)</i>	95%	No significant noted findings
Socialization <i>(Activities, facility, parent input, facilitation, parent-child interactions, shared experiences, etc.)</i>	81%	-Parent meeting documentation unavailable to monitors -Baby wipes used in lieu of handwashing -Tooth brushing with fluoride toothpaste not offered at socialization

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
		-No diaper pad was provided for diaper changing -Program did not offer baby food or formula during socialization

* 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.

ITEM VI-OTHER REPORTS (continued)

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- 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, Health/Oral Health, and ERSEA Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
 - Vacant - Program Support, Food Services and Safe Environments, Quality Assurance, and EHS-CCP 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.
