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KATHY KOSSICK
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DENISE LEE
Deputy Director

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

Phone: (916) 263-3804
Fax: (916) 263-3779

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

THOUGHT OF THE DAY: "I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."

Author: Maya Angelou

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

DATE: Tuesday, September 25, 2018

TIME: 9:00 a.m.

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

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

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- 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: TUESDAY, SEPTEMBER 18, 2018

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

- _____ Kao Yee 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
R. Castex Seated 12/20	MAACC		X	X	X	X	X	X	X	X	X			
A. Chenault s/b/seated 5/22; seated 6/26	CR							E	X	X	X			
G. Cisneros Seated 3/27	SOP					X	X	X	X	X	X			
H. Gutierrez Seated 11/28	SOP	X	X	X	X	X	X	X	X	X	X			
L. Litka Seated 11/28	CR	X	X	X	X	X	X	X	X	X	X			
D. McCracken Seated 3/27	SOP					X	X	X	X	X	X			
C. Sanders Seated 1/23	EHS/ SAC			X	X	X	X	X	E	X	X			
A. Scharnow Seated 11/28	SAC	X	X	X	X	X	X	X	X	X	X			
M. Schurr Seated 4/24	SOP						X	X	X	X	X			
P. Scott Seated 11/18	CR	X	X	X	X	X	X	X	X	X	X			
C. Taylor Seated 11/28	TR	X	X	X	X	E	U	X	X	X	X			
M. Taylor Reseated 5/22	CAR							X	U	X	U			
K. Tate Seated 1/24	OGC	X	X	X	X	X	X	X	E	X	X			
D. Wriedt s/b/seated 4/24; seated 5/22	EG						U	X	X	X	X			
K. Xiong Seated 1/23	ELK			X	X	X	X	E	E/P CB	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

RS: Reseat

***:** Special Meeting

Current a/o 9/17/2018

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 28, 2018
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the August 28, 2018 regular meeting.

RECOMMENDATION:

That the Policy Council approve the August 28 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, August 28, 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 9:03 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
Kao Yee 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
Angel Chenault, Past Parent/Community Representative
Kenneth Tate, Outgoing Chair
Linda Litka, Past Parent/Community Representative (seated at 9:27 a.m.)

Members Absent:

Mason Taylor, Birth & Beyond, Community Agency Representative (unexcused)

II. Consent Item

- A. Approval of the Minutes of the July 24, 2018 Policy Council Meeting.

Moved/Scharnow, second/Scott,

Show of hands vote:

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

Nay: 0

Abstentions: 1 (Castex)

Absent: Litka, M. Taylor

III. Action Items

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

The Board went into closed session at 9:07 a.m. Mr. Castex called the meeting back into open session at 9:25 a.m. and announced that the board approved the eligible lists for the following positions: Associate Teacher; Associate Teacher/Infant Toddler; Family Services Worker III; and Personnel Clerk.

Ms. Linda Litka was seated at 9:27 a.m.

B. Approve Countywide Parent Activities for Program Year 2018-2019

Ms. Desha reviewed this item. A save the date will be sent out to all SETA-operated sites and Delegates with a greater emphasis put on advertising the activities. PC/PAC and Policy Committee representatives will be encouraged to announce activities at their parent meetings to promote attendance for a successful event. The list is down to 11 activities. Ms. McCracken asked who could attend and Ms. Desha replied that these are family-oriented activities; children are welcome.

Ms. Desha stated that after today's vote, she and her team will work to coordinate the activities. There will be three activities in the program year, and the fourth approved activity is for backup.

Ms. Desha encouraged parents to review the list of activities and vote; SETA is hoping for huge parent and family participation. The board voted and Ms. Desha announced the results with the four highest votes as follows:

1. Powerhouse Science Museum
2. Sacramento Zoo
3. Fog Willow Farms
4. Fishing in the City

Moved/Scharnow, second/Cisneros, to approve the countywide parent activities for Program Year 2018-2019 as follows:

1. Powerhouse Science Museum
2. Sacramento Zoo
3. Fog Willow Farms
4. Fishing in the City

Show of hands vote:

Aye: 13 (Chenault, Cisneros, Gutierrez, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, C. Taylor, Wriedt, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 1 (M. Taylor)

- C. 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

Ms. Denise Lee reviewed this item and the additional information distributed to members. The carryover request is to complete pre-approved deferred maintenance projects and the Hopkins Park modular project not completed by the end of the fiscal year, July 31, 2018.

Moved/Cisneros, second/Scharnow, to 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.

Show of hands vote:

Aye: 13 (Chenault, Cisneros, Gutierrez, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, C. Taylor, Wriedt, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 1 (M. Taylor)

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: Mr. Victor Han reviewed the fiscal report; staff is expected to have the budget fully expended with exception of the carryover funds. Elk Grove is fully spent. There are still some expenditures coming in and it is expected that the non-federal share will exceed the required 25%. The line item for construction show a zero balance; the funds will be carried over to the next fiscal year so the construction can be done. Mr. Tate asked if any funds will be sent back; Mr. Han did not know the answer but he will provide it upon final closeout of 2017-2018. Mr. Castex asked what the fraudulent charge is on the credit card statement; Mr. Han replied that the external charge is being disputed; it was a security breach.
- Community Resources – Mr. Robert Silva has information on SacLaw.org for those seeking record expungement. A community resource event will be held September 22 including food and they will be distributing free backpacks. Mr. Silva urged attendees to go early to this event.

First 5 has \$5,000 community parent block grants for those that have great ideas that will improve the community. Ms. Kao Yee Xiong reported that she was successful in receiving a grant for a “Learn Hmong with Me” project. It is seed money for 12 months, but if you are good with budgeting, the funds will stretch.

Ms. Lee stated that anyone applying for the funds should not do so on behalf of Head Start.

- PC/PAC Recruitment 2018-2019: Ms. Desha requested assistance in the compilation of recruitment material tomorrow from 9-11 a.m.

➤ Birth & Beyond: No report.

B. Governing Board Minutes – June 7, 2018: No questions.

V. Committee Reports

➤ Executive Committee Meeting Critique: Ms. Gutierrez reviewed the critique.

➤ Social/Hospitality Committee: Ms. Gutierrez reported on the most recent committee meeting.

➤ Budget/Planning Committee: Ms. Robin Blanks provided a brief report of the last meeting.

➤ Personnel/Bylaws Committee: Ms. Marley Schurr reviewed the last meeting and invited everyone to the August 31 meeting.

➤ Sacramento Medi-Cal Dental Advisory Committee: Ms. Penelope Scott discussed Proposition 56 at the last meeting. Although there was additional money available, there was no additional funding for providers that offer special treatments.

➤ Community Action Board: Mr. Tate reported on the August 8 meeting.

VI. Other Reports

A. Executive Director's Report: Ms. Kathy Kossick requested success stories that will be shared at SETA's 40th anniversary scheduled on October 10.

B. SETA Head Start Deputy Director's Report: Ms. Denise Lee reported that the PAC met with the regional staff here to assist SETA staff with the Attendance finding. October 12 is the deadline for corrective action. The required minimum attendance threshold is 85% for classroom to county-wide attendance. A desk audit will most likely be performed to review the corrective plan and ensure countywide attendance reporting improves. Ms. Lee reviewed the list of possible names for the new 16th Avenue site. This list will be sent out via Survey Monkey to both PAC and PC to vote for their top three picks. The QA reports were reviewed.

Mr. Tate asked about the revised child care reimbursement modification; Ms. Desha stated that the Personnel/Bylaws Committee will forward recommendations that will be voted on at both the PAC and PC.

- Monthly Head Start Reports: No questions.

C. Chair's Report: Mr. Castex requested parent participation for personnel eligibility screenings.

D. Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr reviewed the countywide enrollment report and

attendance report. Board members will be seeing new reporting format that will show enrollment and attendance for the entire year. Staff has met with WCIC, Sac City and San Juan to talk about enrollment and attendance issues and developed a Delegate Support Plan; Elk Grove was able to achieve 85% enrollment. Ms. Carr urged parents to spread the word about Head Start. There are many centers still with openings for enrollment. Ms. Carr encouraged anyone interested in getting into Early Learning as a career to consider attending the ECE330 class she is teaching.

- Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.
- Vacant - Program Support, Food Services and Save Environments, Quality Assurance, and EHS-CCP Services: No report.

E. Open Discussion and Comments: None.

F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11:02 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, Head Start Teacher, Facilities Specialist (Supervisory), Head Start Manager, Accountant I, and Accountant II (Supervisory).
 - ➔ Report out of Closed Session

NOTES:

ITEM III-B - ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: FIRST READING OF
MODIFICATIONS TO THE BYLAWS OF THE SETA-OPERATED HEAD
START/EARLY START POLICY COUNCIL**

BACKGROUND:

The Personnel/Bylaws Committee 2017-2018 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council.

Additions are indicated by ***bold italic*** type with green highlighting, deletions are indicated by ~~strikethrough~~ with orange highlighting.

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC Bylaws as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading: 9/25/18
Policy Council Final Approval:
Governing Board Approval:

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**BYLAWS FOR THE SACRAMENTO COUNTY
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

ARTICLE I

Name

This Council shall be named the Sacramento County Head Start (HS)/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC). Head Start/Early Head Start hereinafter shall be referred to as HS/EHS.

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the PC shall be to promote the objectives of the HS/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of HS/EHS programs in Sacramento County.

45 Code of Federal Regulations (CFR) 1305.2: A HS/EHS parent means a HS/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.
- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local HS/EHS programs.
- C. Initiating suggestions and ideas for HS/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, with individuals and groups interested in the aims, goals, and objectives of HS/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

Section 2: Powers, Duties and Functions

The PC must perform the following powers, duties and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.

- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. In accordance with Federal regulations, the Head Start Act, Best Practices, and EHS Child Care Partnerships, the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 - 1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - 3. Written procedures for program planning.
 - 4. Strategic long-term goals and measurable objectives for program in funding application.
 - 5. The selection of delegate agencies and their service areas.
 - 6. The composition of the PC and the procedures by which policy group members are chosen.
 - 7. Criteria for defining recruitment, selection, and enrollment priorities.
 - 8. Participate in the annual self-assessment of the Grantee's progress by carrying out the programmatic and fiscal intent of its grant application, including planning or other corrective actions that may result from the review of the annual audit and findings from the Federal monitoring review.
 - 9. Implement a program data management system that effectively supports the availability, usability, integrity, and security of data.
 - 10. Program personnel policies and subsequent changes to those policies, in accordance with Head Start Act 642 (c) (2) (D) (vi) and Standards 1301.3 (c) (1), including standards of conduct for program staff, consultants, volunteers and hiring and firing criteria for program staff.

11. Decisions to hire or terminate the HS/EHS Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the HS/EHS program of the grantee agency will be in accordance with SETA Personnel Policies and Procedures. For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
 13. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.
 14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
 15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
 16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III Membership

Section 1: Election/Appointment of Members

As outlined in Article III, Section 2, the PC shall consist of elected voting representatives from each delegate agency Policy Committee, the SETA-operated PAC, Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PC. Additional Community Representatives shall be elected by the PC. Home Base Option and EHS Representatives shall be elected by delegate agency Policy Committees and SETA-Operated Program parent committees. The Outgoing PC Chair shall have a reserved seat.

The Male Involvement Representative shall be elected by the SOP Men's Activities Affecting Children Committee (MAACC).

Section 2: Parent Representatives

- A. The Parent Membership shall consist of:
Six (6) Representatives elected from the SOP PAC

- Three (3) Representatives from Sacramento City Unified School District
- Two (2) Representatives from San Juan Unified School District
- Two (2) Representatives from Elk Grove Unified School District
- Two (2) Representatives from Twin Rivers Unified School District
- Two (2) Representatives from Women's Civic Improvement Club/Playmate (WCIC)
- Two (2) Representatives from Home Base Option
- One (1) Representative from EHS - SOP
- One (1) Representative from EHS - Sacramento City Unified School District
- One (1) Representative from EHS - San Juan Unified School District
- One (1) Representative from EHS – Twin Rivers Unified School District

The above parent representatives must be a parent of a child/children currently enrolled in the HS/EHS Program.

B. Community Representatives

Additional PC members **shall will** include:

- Two (2) ~~One (1)~~ Past Parent Representatives shall be** elected by the **Parent Ambassador ~~Men's Activities Affecting Children Committee (MAACC) Committee. These~~ ~~This~~ representatives may or may not be a current parent. There will be **two (2) ~~one (1)~~ Alternate positions.****
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community Agency Representatives elected by the PC.
- Two (2) Past Parents shall be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children currently enrolled in the HS/EHS program. There will be two (2) Past Parent alternate positions.
- One (1) Grandparent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There **shall will** be one (1) Grandparent alternate position.
- One (1) Foster Parent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There **shall will** be one (1) Foster Parent alternate position.

Community members desiring to be reappointed must apply for membership on a yearly basis.

Section 3: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies he or she represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.

1. A Representative missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused, or unexcused) will automatically be removed and replaced by the Alternate.
 2. The Alternate who attends meetings on behalf of an absent Representative will be recorded as Alternate Present (AP). An Alternate's AP attendance will not count as "present" for the Representative.
 3. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting. However, an Alternate may not hold an office.
- C. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Representative is present.
- D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA).

Section 4: Other Provisions

- A. A majority of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be elected/re-elected must submit an application to the PC. Community Agencies who have not been elected/re-elected may share agency information quarterly.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency HS/EHS staff (or members of their immediate families) shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 5: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of five (5)

program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than five (5) program years.

Section 6: Attendance

- A. **Absences:** Any member or alternate in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.
- A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.
- B. **Reinstatement:** The representative agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.
1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within ten (10) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.
- C. **Punctuality:** Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.
- D. **Policy Council/Policy Committee Business:** Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

Section 7: Removal

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

ARTICLE IV **Meetings**

Section 1: Meetings

A. Annual Meeting

The annual meeting of the PC shall be held on the 4th Tuesday in November of each year.

B. Regular Meetings

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

C. Special Meetings

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Children and Family Services Deputy Director, SETA Executive Director or upon petition by at least a majority of the members of the PC.

D. Quorum

For the purpose of transacting the business of the PC at any annual, regular, special, or emergency meeting, a quorum of the PC shall be necessary. A quorum shall be a majority 41% of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum.

Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. Annual and Regular Meetings:

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. Special Meetings:

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice

at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings:**

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. **Committee Meetings:**

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused may be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

Section 3: Open Meetings

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

Section 4: Mailing Address

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

Section 5: Rules of Procedure

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled

¹Robert's Rules of Order: Simplified and Applied, 2nd ed., Copyright, 2001.

or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

Section 6: Nominations/Elections

PC Board Members or candidates must be present to be nominated or elected. However, if PC member is absent due to PC business, the member may be nominated or elected.

Section 7: Voting

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

Section 8: Meeting Reimbursement

Each PC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PC Reimbursement Policies and Procedures.

Parents are not to bring small children to the meetings. If small children are present, members will be reimbursed for transportation/mileage only.

A. Members will receive reimbursement for the actual cost of child care (not to exceed ~~\$40~~ ~~\$30~~ in a 24-hour day when attending conferences, workshops, trainings, orientation, Parent Leadership Institute, or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:

1. PC (regularly scheduled, annual, emergency and special meetings)
2. Interview/screening/exam panels
3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) and Program Self Assessment
5. Program Area Committees
6. Health Services Advisory Committee (HSAC)
7. Ad Hoc (special) Committee meetings

8. Community Action Board meetings (CAB)
9. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
10. Workforce Development Board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)
- 11. Maternal, Child and Adolescent Health Advisory Board**
- 12. Sacramento Medi-Cal Dental Advisory Committee**

- B. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

ARTICLE V

Officers

Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.
- C. A SOP Parent Advisory Committee (PAC) member who has not been re-elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

Section 3: Duties of Officers

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

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The

Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.

- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall call the roll, keep records of the current and preceding minutes at each meeting, and record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

Section 4: **Vacancy**

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the board, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment of the officer must be made from among the membership of the PC.

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

ARTICLE VI Committees

There is hereby created standing committees of the PC. No committee meeting shall have a majority of PC members present without proper public notice.

Section 1: Standing Committees

Executive Committee

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

Budget/Planning Committee

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all HS/EHS budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. In addition, this committee shall have input on program design and operations and long- and short-term planning goals and objectives. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP HS/EHS Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

Personnel/Bylaws Committee

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

Social/Hospitality Committee

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

Parent Ambassador Committee

Parent Ambassador Committee shall be composed of ~~the Vice Chair, who shall oversee the Committee, the Secretary, Treasurer,~~ **one (1) staff, members**, former parents, and other members who shall be selected after each annual meeting of the PC. **The Parent Ambassador Committee representatives shall oversee the committee.** Former parents who no longer serve on the PC shall receive reimbursement for participation for one (1)

program year. The duty of this committee shall be to promote all PC trainings/events, ~~and~~ childrens' and **male involvement** activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PC monthly.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Parent, Family and Community Engagement, Monitoring and Evaluation.

- **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program area, and participate in curriculum/instruction and health and safety.
- **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Parent/Family Support program area.
- ~~• **The Men's Activities Affecting Children Committee (MAACC)** shall be comprised of one (1) staff and representatives who shall plan and review the Male Involvement Program.~~
- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the committee of the whole who shall plan, review and oversee program monitoring and evaluation.

PC member representatives shall select at least two (2) Program Area Committees to serve on as described above. Special circumstances may be excused by the Chair.

Section 3: Special Committees:

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

ARTICLE VII

Required Reports

Section 1: Required Reports

The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- Fiscal Reports (Budget Reports)
- Corporate Card Statement of Accounts (Credit Card Expense Report)
- USDA Meal/Snacks Report (Child and Adult Care Food Program [CACFP]) Report (SOP)
- Program Information Summaries (Monthly Head Start Report)
- Sacramento County HS/EHS Program Enrollment Report (~~Enrollment Report~~)
- **Monthly Average Daily Attendance Report**

ARTICLE VIII

Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

PC Board approved:

ITEM III- C – ACTION

APPROVAL OF MODIFICATIONS TO THE REIMBURSEMENT POLICIES AND PROCEDURES OF THE SETA-OPERATED HEAD START/EARLY HEAD START POLICY COUNCIL AND PARENT ADVISORY COMMITTEE

BACKGROUND:

The CFS Management is recommending a revision to the Policies and Procedures of the SETA Head Start/Early Head Start Policy Council and Parent Advisory Committee to modify the language regarding reimbursements of child care.

In accordance with Section 1301.3(e) of the Head Start Program Performance Standards, *“a program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.”* After further discussion with the members of the Budget/Planning Committee, it was determined that the minimum wage increases over the past three years have impacted the going-rate for child-care/babysitting. This has resulted in some low-income board members incurring a cost to participate in board meetings/activities. While SETA does not reimburse at the minimum wage rate of pay for baby-sitting, management does believe a slight increase is warranted to ensure parents do not have out-of-pocket expenses as a result of participation. The last revision to the policy, increasing reimbursement amounts, was in 2015.

The revisions are identified in *italic* type.

RECOMMENDATION:

That the Policy Council approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

Head Start/Early Head Start Policies and Procedures

PC/PAC Reimbursement

Policy & Procedure

MILEAGE

1. Reimbursements will be made for actual costs of attending the REQUIRED meetings and other obligations associated with your participation as a member/officer of SETA Head Start PC/PAC.
 - a. Reimbursement will not be made for attendance at optional meetings or training meetings.

2. **Roundtrip** mileage will be calculated from your residence or workplace to the SETA offices or other location where the meeting is being held. ***If additional stops are required the additional mileage will not be reimbursed.*** If you come to the meeting directly from home and then proceed to your workplace, SETA will reimburse you for the total mileage incurred.
 - a. For example, assume that your home is 5 miles from the SETA offices, but your workplace is 20 miles from the SETA offices. You attend a meeting held at the SETA offices at 8:30am and then proceed directly to your workplace. You would be reimbursed for 25 total miles.
 - b. However, if you attend the meeting at 8:30 and then return home prior to proceeding to work, you would be reimbursed for 10 miles.
 - c. If you came directly from work to attend a meeting held at 1:00pm and then returned directly to work, you would be reimbursed for 40 miles.

Sacramento Employment and Training Agency – Head Start

October 2015

Head Start/Early Head Start Policies and Procedures

3. If you utilized public transportation to attend a meeting at SETA, you would be reimbursed for the actual costs of that transportation.
 - a. Assume that you attended a meeting and rode RT Light Rail from your house to SETA offices and back to your house. You would be reimbursed for the cost of a round trip ticket.
 - b. If you were working out of town and rode Greyhound and RT Light Rail to attend a meeting at SETA and then rode RT Light Rail to your home after the meeting, you would be reimbursed for the cost of the Greyhound ticket to Sacramento and the RT Light Rail passes to SETA and home.

CHILD CARE

1. SETA will reimburse you at the rate of \$~~9.508-50~~ per hour, up to a maximum of \$4030 per day, for the number of hours of child care necessitated by your attendance/participation in REQUIRED PC/PAC meetings when your child(ren) are cared for by a non-SETA care provider.
 - a. Reimbursement will not be made for child care provided by spouse/significant other.
 - b. Reimbursement will be for actual costs incurred up to a maximum of \$~~9.508-50~~ per hour, no matter how many children are cared for.
 - c. If the PC/PAC meeting that you attend runs for 2 hours, but you must incur child care for an additional hour for the travel time to and from SETA offices, you will be reimbursed for 3 hours. If you arrange child care for the day in order to run some errands, attend

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Head Start/Early Head Start Policies and Procedures

the PC/PAC meeting, and meet a friend for lunch, you will be reimbursed only for the 2 hours of the PC/PAC meeting.

- d. For attendance at conferences as a representative of SETA Head Start, the maximum reimbursement will be ~~\$9,508.50~~ per hour up to ~~\$4030~~ for each 24-hour period of time away from home.
- e. No reimbursement for child care will be available when attendance at meetings, conferences, or training events is voluntary.
- f. No reimbursement for child care will be available for children thirteen (13) years of age and older, unless special circumstances exist. An example of special circumstances might be a special needs child.
- g. No reimbursement for child care will be available for children of any age who are in a Head Start program or who would normally be in school unless the child is out of school for a valid reason, such as being off track or being ill. Home schooled children might be a reasonable exception to this policy.

FREQUENCY OF REIMBURSEMENT

- 1. Following the submission of the appropriate requests for reimbursement, every reasonable effort will be made to process reimbursements and have either cash or petty cash checks available to be picked up from a petty cash custodian one week following the meeting, or at the next meeting attended.

Effective Date: PC approval date: ~~October 27, 2015~~ September 25, 2018

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Sacramento Employment and Training Agency – Head Start

October 2015

ITEM III-D – ACTION

APPROVAL OF THE ATTENDANCE POLICIES AND PROCEDURES
OF THE SETA HEAD START/EARLY HEAD START PROGRAM

BACKGROUND:

Since April 2018, management and staff of the Children and Families Services Department (CFS) has been working with the Administration for Children and Families (ACF) support staff to address the federal review area of non-compliance for program-wide attendance reporting. While the non-compliance was largely about reporting aggregate data for average daily attendance, the staff took the opportunity to take a closer look at historic attendance data, trends, action and overall systems that promote regular child attendance. As a result, CFS has strengthened its systems and approaches to attendance including:

- Revised the Attendance Policies and Procedures to include more program-wide data analysis, tracking, and reporting;
- Trained grantee, delegate agency and partner staff including guidelines for analyzing and addressing low attendance of individual children, classrooms, centers and program;
- Developed and implemented individual Delegate Agency Support Plans for agencies with four (4) consecutive months of program attendance rates less than 85%;
- Enhanced monthly average daily attendance monitoring and data analysis;
- Revised monthly board reports (PAC, PC, Governing Board) to include aggregate monthly data
- Developed and implemented a SETA Operated Program Attendance Work campaign to include staff support and engagement activities, parent education, child engagement activities, and regular attendance recognitions;

An overview of the attendance process, policies/procedures, forms, and data collection documents will be sent under separate cover.

Staff will be present to answer questions.

RECOMMENDATION:

Approve the Attendance Policies and Procedures of the SETA Head Start/Early Head Start Program.

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
 - Sacramento Play Summit Reports – Mr. Reginald Castex
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han
 - Community Resources – Mr. Robert Silva
 - Birth & Beyond – Mr. Mason Taylor

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Friday, September 21, 2018 9:00 a.m. - 10:30 a.m. Camellia Room
Social/Hospitality Committee	Wednesday, September 26, 2018 9:00 a.m. Camellia Room
PC Executive Committee	Thursday, September 27, 2018 9:00 a.m. - 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

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:

Ms. Mai Vang

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

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy of the August 2, 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 Redwood Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Thursday, August 2, 2018
10:00 a.m.

I. Call to Order/Roll Call

Mr. Kennedy called the meeting to order at 10:00 a.m. The Pledge of Allegiance was recited. The roll was called and a quorum established.

Members Present:

Patrick Kennedy, Chair; Member, Board of Supervisors
Larry Carr, Vice Chair; Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Don Nottoli, Member, Board of Supervisors (arrived at 10:12 a.m.)

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

- Recognition of Long-term employee: **Julieta Aldana**, Head Start Teacher (20 years) Ms. Alex Vidal acknowledged Ms. Aldana for her 20 years of employment at SETA/Head Start.

II. Consent Items

- A. Minutes of the June 7, 2018 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of the Head Start Training and Technical Assistance Application for Program Year 2018-2019
- D. Approval to Hire SETA Retired Annuitant as a Temporary SETA Consultant Employee
- E. Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database
- F. Approval of Use of Fund Balance
- G. Approval to Accept Funding from the California Workforce Development Board (CWDB) for the Construction Pre-Apprenticeship Pipeline for Ex-Offenders Demonstration Grant, and Authorize the Executive Director to Hire a Consultant and Execute the Funding Agreement, Modifications, or Other Documents Required by the Funding Source

The consent items were reviewed; no questions or comments.

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

- A. Approve the June 7, 2018 minutes.
- B. Approve claims and warrants for the period 5/31/18 through 7/25/18.
- C. Ratify the submission of the Head Start Training and Technical Assistance application in the amount of \$196,068 for Program Year 2018-2019.
- D. Approve hiring Donald Schmidt, a retired annuitant, as a temporary SETA Consultant employee at an hourly rate of \$35 for up to 160 hours.
- E. Approve \$37,650.25 for Community Link to update and maintain the 2-1-1 Sacramento Human Services Database for fiscal year 2018-2019. The funding will be administered through the County of Sacramento Master Agreement.
- F. Approve the use of fund balance to cover the additional retirement health savings plan contribution in the amount of \$3,575.73.
- G. Approve the acceptance of \$250,000 awarded from the CWDB for the Construction Pre-Apprenticeship Pipeline for Ex-Offenders Demonstration Grant (CPP 2.0), and authorize the Executive Director to hire a Consultant and execute the funding agreement, modifications, or other documents required by the funding source.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent 2 (Nottoli and Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2018-2019

Ms. Kossick introduced Ms. D'et Saurbourne, the new fiscal chief. Ms. Saurbourne stated that there is an increase due to the Head Start COLA; there is also a large carryover which will be utilized to complete the Hopkins Park modular and many deferred maintenance items identified in the budget modification earlier this year. There were small decreases due to WIOA one-time funding that ran out this year.

Mr. Kennedy opened a public hearing.

Moved/Carr, second/Scherman, to close the public hearing and approve the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2018-2019.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Scherman)

Nay: 0
Abstentions: 0
Absent 2 (Nottoli and Schenirer)

2. Recommendation of Private Sector Appointments to the Sacramento Works Board

Ms. Kathy Kossick offered to answer questions.

Ms. Scherman stated that she thought Deborah Portela would be a good fit.

Mr. Nottoli arrived at 10:12 a.m.

Ms. Scherman recommended Ms. Portela. Mr. Kennedy suggested approving the staff recommendation since Siemens is one of the largest employers in the area. He thinks it is important to have a major employer on the Sacramento Works board.

Moved/Carr, second/Scherman, to appoint Christine Laster, Siemens, and Ms. Amanda Blackwood, Sacramento Metro Chamber of Commerce, to the two Private Business vacancies on the Sacramento Works board.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent 1 (Schenirer)

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Job Specification for Children and Family Services Program Specialist

There were no questions on this item.

Moved/Nottoli, second/Scherman, to approve revisions to the job specification for Children and Family Services Program Specialist.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent 1 (Schenirer)

4. Approval to Extend the Memoranda of Understanding Covering Employees in the Head Start Unit, Clerical, Technical, and Analytical Unit, and the Supervisory Unit through October 4, 2018

Ms. Kossick stated that contract negotiations are continuing. This allows the terms and conditions to continue until new contracts are negotiated. Mr. Thatch

asked that the recommendation include a stipulation that it be extended to October 4, 2018

Moved/Nottoli, second/Scherman, to approve the extension of the three MOUs with AFSCME during the negotiations process to continue the terms and conditions of employment while negotiations are finalized, with the stipulation that the extension will go through October 4, 2018.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent 1 (Schenirer)

B. WORKFORCE DEVELOPMENT DEPARTMENT: None.

Refugee Services

Community Services Block Grant

One Stop Services

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. CLASS Presentation – Children and Family Services Department: Ms. Karen Griffith introduced Nathanael Gale, the Program Officer supervising the School Readiness Unit. Mr. Gale provided an overview of the Classroom Assessment Scoring System (CLASS) and countywide results for the 2017-2018 program year. Each classroom teacher is reviewed and rated on their effectiveness in multiple practices. Mr. Gale stated that staff training will be done in small 25-person groups.
- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: No questions.
- D. Dislocated Worker Update: No questions.
- E. Unemployment Update/Press Release from the Employment Development Department: No questions.
- F. Head Start Reports: Ms. Denise Lee is working on the Program Improvement Plan (PIP) to address the federal review finding for countywide attendance data reporting. Staff have been working the past couple of months with the delegate agencies on their attendance challenges. Each delegate agency is meeting one-on-one with management to develop individualized support plans to increase overall program average daily attendance. Staff from the regional office will visit on August 21 to do a mid-point check in. Ms. Lee acknowledged Victoria and

Sarah, both nurses at UC Davis. They are part of a larger volunteer group of professional nurses volunteering with Head Start centers on Head Start health-related training and issues.

Ms. Lee explained that future reports for average daily attendance will show month by month data to easily detect patterns of attendance below 85% for three or more consecutive months. The centers will also be implementing various activities to engage parents and children and promote better attendance.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Happy Birthday to Ms. Scherman on August 18 and Mr. Carr on August 20. The 40th year celebration is coming along. Letters requesting donations will be sent out. Ms. Kossick thanked Mr. Kennedy's office for the donation.
- C. Deputy Directors: No comments.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman acknowledged Mr. William Walker for his work recruiting New Rancho in Elk Grove. They are moving their flour tortilla line to Elk Grove. Ms. Scherman asked to have a tour of the plant.
- F. Public: No comments.

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 10:46 a.m. Mr. Kennedy called the meeting back to order at 10:52 a.m. and stated that there was no report out of closed session.

- VII. Adjournment**: The meeting was adjourned at 10:52 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 August 28, 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. Denise Lee, for your update of the Program Improvement Plan regarding attendance.
Thank you, Ms. Allison Noren, for provided information on eligibility list.
Thank you, Ms. Lisa Carr, for shared program information with an emphasis on enrollment and attendance.
Congratulations, Mr. Victor Han, on your new position as Fiscal Manager and thank you for the fiscal report.
Thank you, Ms. Marie Desha, for your in-depth research on countywide parent activities for program year 2018-2019.
Thank you, Mr. Robert Silva, for shared information on community resources.
Thank you, Mr. Chair, Reginald Castex, for a well facilitated 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)
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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

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.

- ✓ Unannounced Visits Report 2017-2018 – QA-Monitored (attached)
- ✓ Unannounced Visits Report 2017-2018 – Self-Monitored (attached)
- ✓ Program Information Report, Head Start, Early Head Start, and Early Head Start Child Care Partnership

- 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.

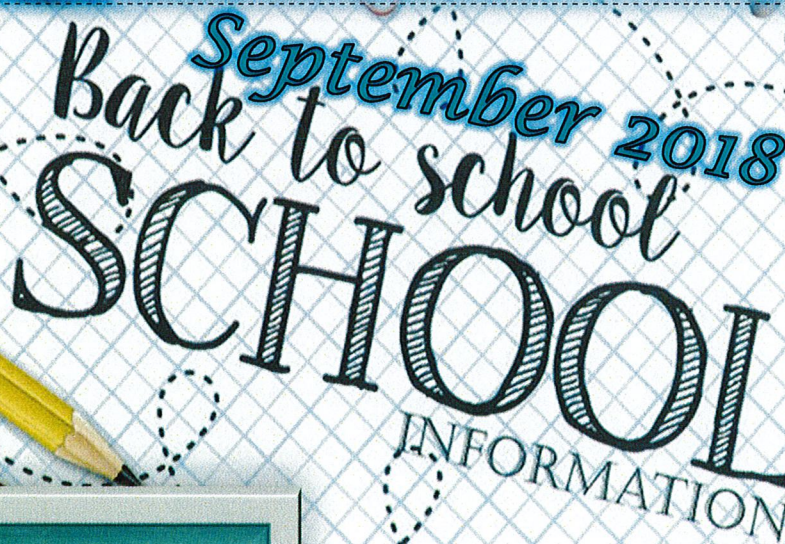
ITEM VI-OTHER REPORTS (continued)

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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.



September 2018
Back to school
SCHOOL
INFORMATION



Welcome

On behalf of the SETA Head Start/Early Head Start staff, I am happy to welcome you to the 2018-2019 school year! We are looking forward to a productive partnership with you to ensure your children can achieve their highest potential. We recognize that in order to be successful in school, your children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for your children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by:

- 1) Ensuring your child attends school daily and arrives on time, ready for the day's learning experience
- 2) Reading daily to your child to develop a love for reading and to improve literacy skills
- 3) Encouraging your child to share school experiences with you so that you are aware of his/her school life

Please consider joining the Head Start volunteer program as our children can greatly benefit from your involvement and contributions to the school's program and its operations. We seek volunteers to help us with the following activities:

- 1) Teacher-led instructional support, usually in the classroom
- 2) Reading with children who need extra help

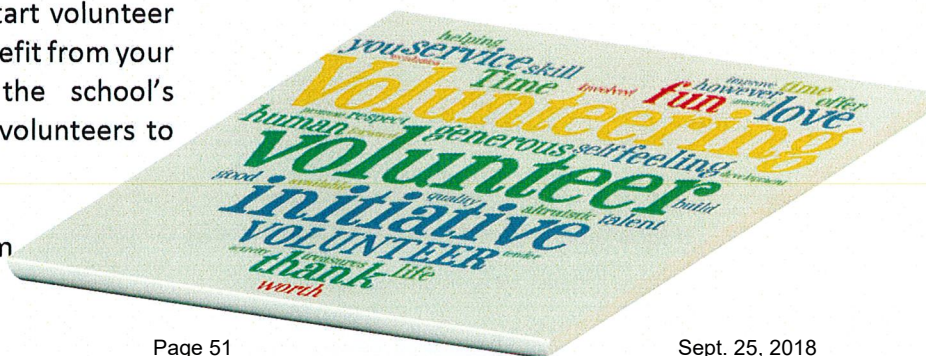
- 3) Center-wide events
- 4) Student recognition events
- 5) Outreach and recruitment of parent and community

I encourage you to meet with your teacher(s) and Family Services Worker to get acquainted with the school rules and free services offered. We are here to support you and your child during your time in Head Start. If you have any questions or need assistance for you, your family or your child(ren), please feel free to contact the school staff.

We are pleased you have chosen to enroll in Head Start/Early Head Start program and look forward to a productive, fun, and engaging school year.

Fondly,

Denise Lee
Deputy Director



Enrollment Opportunities

While most Head Start classes are fully enrolled, there are still a few centers with openings. Call the number below for enrollment information:

Sacramento County Unified School District:

C. P. Huntington	916-433-2736
Harkness	916-433-2736
John Sloat	916-433-2736
John Bidwell	916-433-2736
Washington	916-277-7151

Twin Rivers Unified School District:

Village	916-566-3485
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Elk Grove Unified School District:

William Daylor	916-383-0242
Prairie	916-422-1152

Women's Civic Improvement Center:

WCIC/Playmate #1	916-451-8870
WCIC/Playmate #2	916-451-8870

First Day of School - Head Start
(for non-year around schools):

08/13	SETA Operated Program
08/16	Elk Grove USD
08/20	Twin Rivers USD
08/27	San Juan USD
09/04	Sacramento City USD
09/10	WCIC/Playmate

Check with your local Head Start program to confirm which calendar your child is on for the upcoming school year.

UPDATE FROM THE OFFICE OF HEAD START

ACF-PI-HS-18-05 – *Supplemental Funds Available to Increase Program Hours in Head Start and Early Head Start.* On September 10th, the Office of Head Start (**OHS**) announced the availability of approximately \$295 million to be awarded for increasing the total annual hours to children enrolled in Head Start and Early Head Start center-based, family child care, and locally-designed programs. Highlights include:

- Funding is noncompetitive.
- Funds awarded would become part of a grantee's base funding in future years.
- Funds will be awarded in priority order of 7 conditions:
 - **Condition 1:** EHS programs operating less than 100 percent of center-based slots at 1,380 hours
 - **Condition 2:** Head Start programs operating less than 100 percent of family child care slots at 1,380 hours
 - **Condition 3:** MSHS programs serving predominantly infants and toddlers and operating less than 45 percent center-based slots at 1,380 hours
 - **Condition 4:** Head Start programs operating double session variations with less than 45 percent of total center-based slots at 1,020 hours, and proposing to convert part-day, double session variations to single sessions
 - **Condition 5:** Head Start programs operating less than 45 percent of center-based slots at 1,020 hours
 - **Condition 6:** EHS programs operating a locally-designed option (LDO) with a combination model of classroom hours and home visits
 - **Condition 7:** Head Start programs operating an LDO with a combination model of classroom hours and home visits

SETA qualifies under Condition 1, 4, 5 and 6

- Applications are due December 1, 2018
- Funds will be awarded by March 1, 2019

Center Updates

Crossroads EHS (SETA) –services are being provided in a temporary home-based option until the new classrooms is open. Anticipated opening date is November 1st.

Hillsdale EHS (SETA) – services are being provided in a temporary home-based option until the new classroom is open. Anticipated opening date is November 1st.

Hopkins Park (SETA) – construction is scheduled to begin on September 17th and conclude mid-December. The center is anticipated to re-open in Spring 2019.

Playmate 2 (WCIC) – services began on September 10th.

Village Elementary (Twin Rivers USD) – Opened August 20th. Enrollment slots still available.

THE WEEK AHEAD

The beginning of a new school year often means a very busy time for the SETA Health/Nutrition unit, processing new enrollees and attending to their individual medical and special needs. During August, the Health/Nutrition unit:

- Closed out 152 routings and referrals from the 2017-2018 program year
- Processed 77 special diet changes for enrolled children
- Processed 56 new referrals/routings for individual medical and nutritional needs
- Managed and tracked 163 active medication cases and 195 active special diet



UPDATE

Attendance Corner

Every day
COUNTS!



**School success starts
 with attendance**

September is Attendance Awareness Month!

This month SETA is launching the agency-wide attendance campaign at every Head Start/Early Head Start center, in every classroom. Beginning September 1st, every parent will be able to monitor their child's average daily attendance just by signing him/her in each morning! SETA have created an addition to the EZ-ID sign-in system that tracks each child's daily attendance and shows parents how close their child is to reaching 100% attendance.

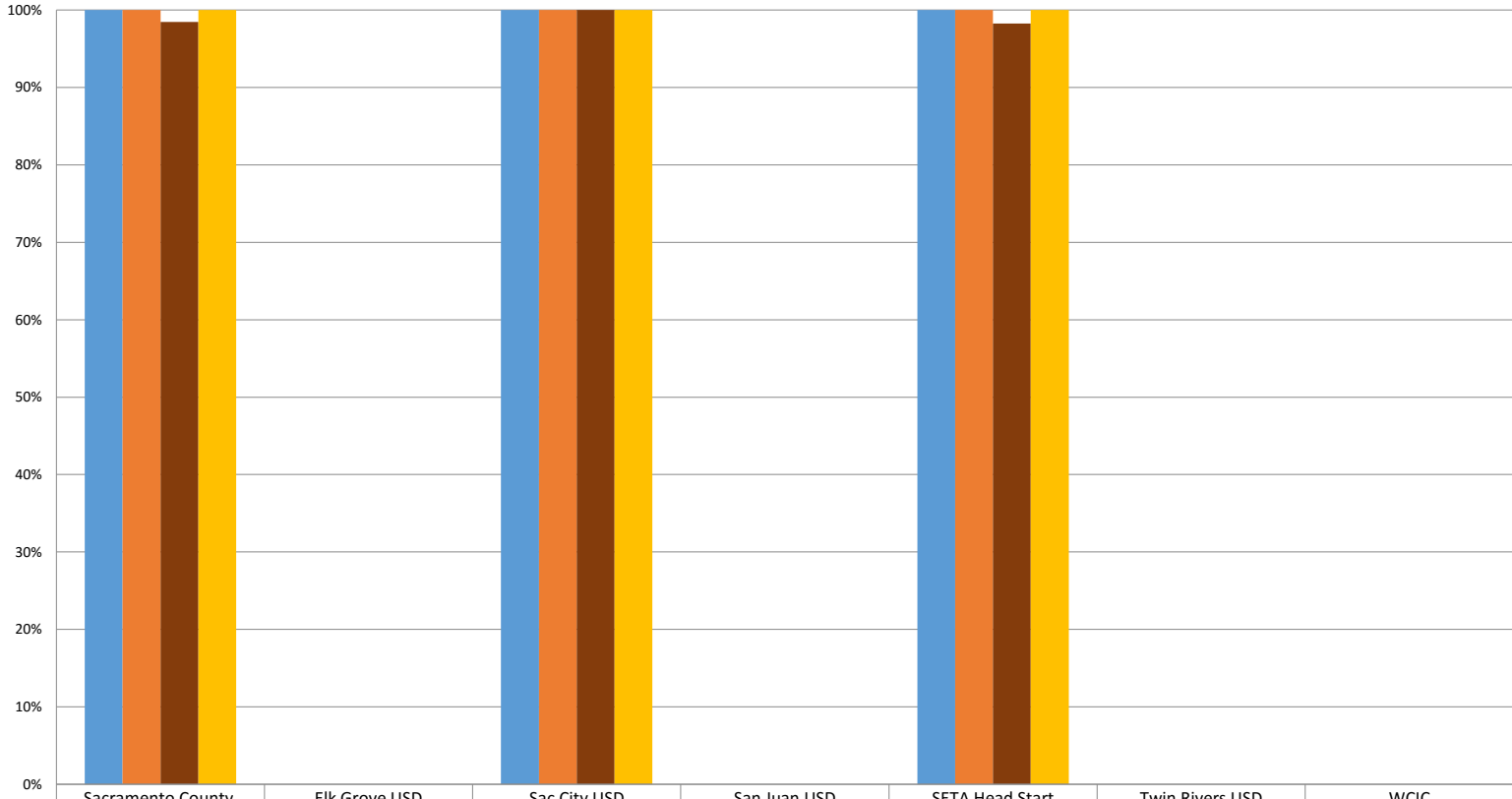
Additionally, in each classroom, teachers have chosen to promote attendance by choosing one of many suggestions from the newly

developed Attendance Tool Kit. Most teachers have decided to use attendance charts in their classrooms to promote daily attendance. At the center level, most of the Site Supervisors have elected to have a treasure box for children who achieve 85-100% attendance, which will further promote the awareness of attendance.

Family Service Workers make daily attendance calls for families that do not make it to school, and will do their first attendance awareness activity at the September parent meeting.

We look forward to a successful year with your child.

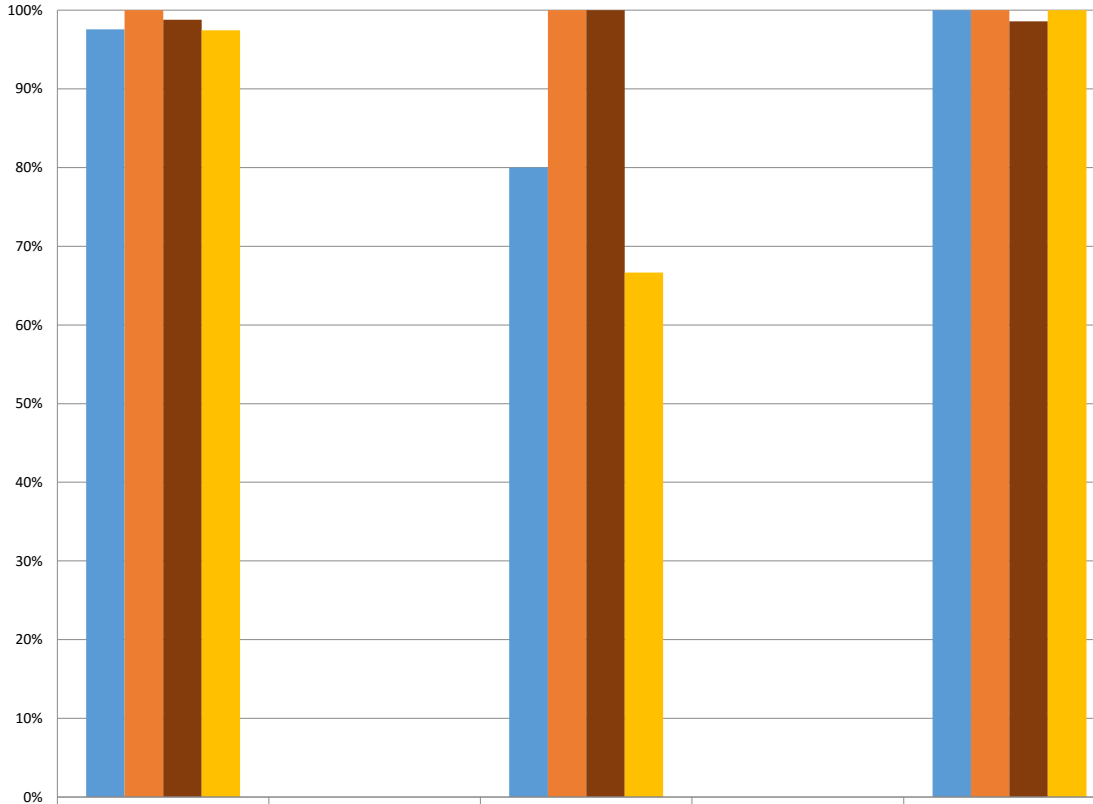
Sacramento County Unannounced Visits Report 2017-2018- QA- Monitored
Quarter 4 (June 2018- July 2018)
Percentage of Compliance



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

Total Number of Classes Visited Countywide: 65 (SETA Head Start and SCUSD 12-month programs only)
 (Modified Scheduled: All other programs are not in session)

Sacramento County Unannounced Visits Report 2017-2018- Self- Monitored
Quarter 4 (June 2018- July 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%	0%	80%	0%	100%	0%	0%
■ Teacher/Child Ratio	100%	0%	100%	0%	100%	0%	0%
■ Correct Count of Children Present	99%	0%	100%	0%	99%	0%	0%
■ Safe Transition	97%	0%	67%	0%	100%	0%	0%

Total Number of Classes Visited Countywide: 82 (SETA Head Start and SCUSD 12-month programs only)
 (Modified Scheduled: All other programs are not in session)

2017-2018 Program Information Report-Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
Enrollment							
Total Funded Enrollment	1868	440	1139	668	180	100	4395
Actual Enrollment	2441	511	1391	759	189	141	5432
# Enrolled < 45 days	177	12	43	23	5	12	272
# Total staff	446	65	249	107	41	14	922
# of classes	86	22	50	35	8	5	206
Child Demographics							
Age: 2 years old	8%	0%	2%	5%	7%	0%	5%
Age: 3 years old	38%	32%	35%	35%	33%	41%	36%
Age: 4 years old	46%	68%	60%	60%	60%	59%	54%
Age: 5 years old	8%	0%	3%	0%	0%	0%	5%
Ethnicity							
Hispanic	48%	34%	47%	31%	31%	26%	43%
Non -Hispanic	52%	66%	53%	69%	69%	74%	57%
Am. Indian/Alaska Native	1%	22%	1%	1%	1%	3%	3%
Asian	8%	23%	22%	9%	18%	4%	14%
Black or African America	28%	20%	22%	16%	20%	56%	24%
Native Hawaiian/Pac.Islander	1%	3%	1%	1%	3%	0%	1%
White	27%	16%	47%	68%	26%	8%	36%
Bi-racial/Multi-racial	5%	14%	8%	6%	15%	4%	7%
Other or Unspecified	29%	0%	0%	0%	17%	26%	14%
Language							
English	60%	62%	59%	53%	77%	84%	60%
Spanish	28%	15%	23%	17%	12%	15%	23%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	3%	8%	2%	10%	3%	1%	4%
East Asian	5%	13%	15%	1%	8%	0%	8%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%	0%	0%	0%
European/Slavic	2%	1%	0%	2%	0%	0%	2%
African	0%	0%	1%	0%	0%	0%	0%
Other or Unspecified	1%	0%	0%	16%	0%	0%	2%
# children in foster care	1%	3%	1%	2%	1%	1%	1%
First year enrollees	49%	88%	60%	70%	59%	50%	59%
Family Demographics							
# of Families	2230	493	1298	715	183	129	5048
# of One Parent Families	50%	42%	53%	33%	37%	84%	48%
# of Two Parent Families	50%	58%	47%	67%	63%	16%	52%
Highest Household Education Level							
....Advanced or baccalaureate degree	2%	7%	0%	0%	0%	0%	2%
....Associate degree, vocational school	4%	17%	1%	1%	1%	0%	4%
....High School graduate or GED	23%	58%	2%	1%	2%	1%	17%
....Less than high school graduate	18%	17%	1%	0%	0%	0%	10%

2017-2018 Program Information Report-Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
# income below 100% poverty	71%	71%	49%	53%	54%	50%	62%
# over income	5%	2%	10%	4%	7%	0%	6%
# families experiencing homeless	1%	1%	0%	1%	0%	1%	1%
# families receiving TANF	31%	24%	28%	23%	28%	77%	30%
# families receiving SSI	5%	7%	4%	4%	4%	0%	5%
Families receiving WIC	56%	40%	51%	58%	43%	77%	53%
Families receiving SNAP	34%	33%	40%	26%	21%	67%	35%
Families on active military duty	0%	0%	0%	0%	0%	0%	0%
% families receiving HS Services	92%	25%	76%	65%	81%	100%	77%
Child Health Services							
Children with medical home	91%	100%	100%	100%	100%	100%	96%
Children with health insurance	94%	100%	100%	100%	99%	100%	97%
Weight							
....Underweight	3%	14%	8%	12%	6%	0%	7%
....Healthy weight	69%	64%	60%	68%	65%	68%	66%
....Overweight	11%	10%	13%	10%	11%	15%	11%
....Obese	14%	11%	16%	10%	15%	11%	14%
Medical Screenings							
Med. Screenings Complete	76%	88%	77%	94%	70%	94%	80%
....at enrollment	47%	58%	50%	63%	21%	94%	51%
....at end of program year	76%	88%	77%	94%	70%	94%	80%
Needing Med. Treatment	4%	16%	10%	16%	18%	5%	9%
Rec'd Med. Treatment	88%	100%	100%	88%	79%	100%	93%
Dental Care							
Up to date on oral health care	90%	89%	81%	98%	101%	73%	89%
Needing Dental Treatment	10%	52%	19%	17%	17%	39%	18%
Dental Treatment Rec'd	85%	67%	67%	86%	100%	100%	77%
Immunization							
Complete/up to date/exempt	95%	96%	99%	96%	99%	100%	97%
....at enrollment	95%	94%	99%	95%	98%	100%	96%
....at end of program year	95%	96%	99%	96%	99%	100%	97%
Education Screenings/Assessments							
# Completed Ed. Screenings	94%	91%	88%	96%	99%	100%	93%
Disabilities							
% Diagnosed	12%	13%	13%	16%	12%	12%	13%
# of Health Impairments	2%	2%	1%	3%	0%	0%	2%
# Speech/language impairments	78%	76%	82%	77%	73%	100%	79%
#Intellectual disabilities	3%	5%	0%	4%	5%	0%	3%
Hearing impairment, include deaf	0%	0%	1%	0%	0%	0%	0%
Orthopedic impairment	1%	0%	1%	3%	5%	0%	1%
Visual impairment, include blind	0%	0%	1%	1%	0%	0%	1%
Special learning disability	1%	0%	0%	0%	5%	0%	1%
Autism	14%	17%	9%	7%	14%	0%	11%
Non-categorical/develop. delay	0%	0%	0%	5%	0%	0%	1%

2017-2018 Program Information Report-Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
Multiple disabilities	0%	0%	6%	0%	0%	0%	2%
Deaf-blind	0%	0%	0%	0%	0%	0%	0%
Mental Health							
# of Individual M.H. Assm'ts	3%	14%	2%	3%	14%	1%	4%
# Referred outside for M.H.	70	19	28	15	13	1	146
Staff Qualifications							
# of Teachers	86	22	51	28	8	4	199
..Teachers with AA degree	45%	0%	6%	0%	0%	0%	21%
..Teachers with BA or higher	55%	100%	94%	100%	100%	100%	79%
# of Teacher Assistants	104	21	54	26	15	5	225
..Teacher Assistants with permit	48%	24%	54%	8%	40%	0%	41%
..Teacher Assistants w/AA degree	28%	33%	31%	35%	13%	100%	31%
..Teacher Assistants with BA degree or higher	13%	33%	7%	8%	47%	0%	15%
# of Home Visitors	12		3				15
..Home Visitors with AA degree	50%		67%				53%
..Home Visitors with BA degree or higher	33%		33%				33%
Staff Ethnicity							
Hispanic	29%	14%	28%	19%	30%	22%	26%
Non- Hispanic	71%	86%	72%	81%	70%	78%	74%
Am. Indian/Alaska Native	1%	2%	5%	0%	0%	0%	2%
Asian	20%	30%	22%	13%	39%	67%	23%
Black or African America	21%	9%	17%	2%	13%	11%	16%
Native Hawaiian/Pac.Islander	2%	2%	0%	0%	4%	0%	1%
White	20%	49%	49%	85%	13%	0%	37%
Bi-racial/Multi-racial	6%	7%	7%	0%	0%	0%	5%
Other or Unspecified	30%	0%	0%	0%	30%	22%	16%
Staff Languages other than English							
Spanish	50%	20%	42%	77%	35%	25%	44%
Native Central/South Am.	0%	0%	0%	15%	0%	0%	1%
Caribbean (e.g.Haitian-Creole)	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	5%	20%	8%	15%	15%	0%	9%
East Asian	36%	55%	30%	15%	50%	75%	38%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	5%	5%	0%	0%	0%	0%	3%
European/Slavic	12%	0%	15%	23%	0%	0%	10%
African	1%	0%	2%	0%	0%	0%	1%
Other or Unspecified	4%	0%	6%	0%	0%	0%	0%
# FSW's	32	47	55	6	4	2	146
...With AA degree	3%	15%	11%	0%	25%	0%	10%
....With BA degree or higher	16%	68%	84%	100%	0%	50%	62%

2017-2018 Program Information Report-Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
....Family Development Credential	75%	4%	5%	0%	75%	50%	23%
....None of the above	6%	13%	0%	0%	0%	0%	5%
# of Volunteers	770	192	415	358	116	164	2015
*Due to rounding, not all numbers will equal 100%.							

2017-2018 Program Information Report - Early Head Start (EHS)

	SOP	Sac City	San Juan	Twin Rivers	County Totals
Enrollment Summary					
Total Funded Enrollment	431	152	160	16	759
Actual Enrollment	721	243	300	24	1288
# Enrolled < 45 days	50	17	11	0	78
Of enrollees, # Pregnant Women	24	26	20	0	70
# pregnant women who left before baby was born	1	2	0	0	3
# of infants subsequently enrolled after birth	13	14	11	0	38
# Total staff	87	33	54	5	179
# of classes	18	4	10	2	34
Child Demographics					
Age: under 1	26%	36%	30%	0%	28%
Age: 1 years old	37%	34%	28%	0%	34%
Age: 2 years old	34%	29%	35%	100%	34%
Age: 3 years old	3%	1%	7%	0%	4%
Ethnicity					
Hispanic	38%	70%	27%	21%	41%
Non-Hispanic	62%	30%	73%	79%	59%
Am. Indian/Alaska Native	1%	0%	1%	0%	1%
Asian	8%	7%	16%	0%	10%
Black or African America	35%	15%	16%	46%	27%
Native Hawaiian/Pac.Islander	1%	3%	1%	8%	1%
White	37%	65%	65%	25%	48%
Bi-racial/Multi-racial	7%	10%	2%	13%	7%
Other or Unspecified	11%	0%	0%	8%	6%
Language					
English	70%	54%	39%	79%	60%
Spanish	20%	37%	21%	4%	23%
Native Central/South Am.	0%	0%	0%	0%	0%
Caribbean languages	0%	0%	0%	0%	0%
Middle Eastern/Indic	3%	1%	18%	8%	6%
East Asian	4%	6%	1%	8%	4%
Native No.American/Alaska	0%	0%	0%	0%	0%
Pacific Islander	0%	2%	0%	0%	0%
European/Slavic	2%	0%	3%	0%	2%
African	0%	0%	0%	0%	0%
Other or Unspecified	1%	0%	17%	0%	4%
Other					
# children in foster care	4%	1%	2%	4%	3%
First year enrollees	54%	49%	65%	100%	56%
Family Demographics					
# of Families	618	202	233	24	1077
# of One Parent Families	57%	57%	31%	46%	51%
# of Two Parent Families:	43%	43%	69%	54%	49%

2017-2018 Program Information Report - Early Head Start (EHS)

	SOP	Sac City	San Juan	Twin Rivers	County Totals
..... Advanced or baccalaureate degree	5%	4%	12%	8%	6%
.....Associate degree, vocational school	34%	22%	42%	63%	34%
.....High School graduate or GED	27%	44%	31%	25%	31%
.....Less than high school graduate	35%	31%	13%	4%	29%
# income below 100% poverty	72%	70%	64%	83%	84%
% Over Income	3%	2%	4%	0%	4%
# families in homeless status	4%	1%	0%	0%	3%
# families receiving TANF	31%	16%	20%	42%	31%
# families receiving SSI	11%	2%	3%	0%	9%
Families receiving WIC	68%	62%	68%	67%	80%
Families receiving SNAP	42%	24%	25%	75%	42%
# Families on active military duty	0%	0%	0%	0%	0%
% Families receiving EHS services	91%	61%	52%	46%	76%
Child Health Services					
Children with medical home	96%	100%	100%	100%	100%
Children with health insurance	98%	100%	100%	100%	99%
Med Screenings Complete	68%	34%	66%	100%	62%
Needing Med. Treatment	2%	3%	6%	4%	3%
Rec'd Med. Treatment	78%	100%	83%	100%	83%
Dental					
Up to date oral health care	79%	47%	97%	92%	77%
Immunization					
Complete/up to date/exempt	64%	47%	65%	96%	62%
....at enrollment	61%	47%	57%	88%	58%
....at end of program year	64%	47%	65%	96%	62%
Education Screenings/Assessments					
# Completed Ed. Screenings	78%	88%	48%	100%	72%
Disabilities					
% Diagnosed	22%	17%	11%	6%	18%
% receiving special services	100%	100%	78%	0%	18%
Mental Health					
# of Individual M.H. Assm'ts	8	2	13	1	24
# Referred outside for M.H.	9	3	10	1	23
Services to Pregnant Women					
# of Pregnant Women	24	26	20	0	70
Prenatal Health-1st trimester	0%	8%	5%	0%	4%
Prenatal Health-2nd trimester	33%	38%	45%	0%	39%
Prenatal Health-3rd trimester	67%	54%	50%	0%	57%
# with medical insur.	100%	100%	100%	0%	100%
# rec'd professional dental exam	33%	15%	30%	0%	26%
# identified medically high risk	50%	38%	45%	0%	44%
Pregnant Women receiving the following services:					
prenatal health care	92%	100%	95%	0%	96%
postpartum health care	67%	69%	60%	0%	66%

2017-2018 Program Information Report - Early Head Start (EHS)

	SOP	Sac City	San Juan	Twin Rivers	County Totals
mental health interventions	46%	42%	25%	0%	39%
substance abuse prevention	46%	77%	60%	0%	61%
substance abuse treatment	33%	0%	0%	0%	11%
prenatal education on fetal develop.	92%	69%	70%	0%	77%
info. on benefits of breastfeeding	88%	69%	70%	0%	76%
Staff Qualifications					
# of Teachers	36	6	20	5	67
..... Teachers with AA degree	39%	0%	30%	0%	30%
.....Teachers with BA or higher degree	44%	83%	30%	60%	45%
.....Teachers with permit	17%	17%	40%	40%	25%
# of Teacher Assistants	0	0	0	0	0
.....Teacher Assistants with permit					
.....Teacher Assistants with AA degree					
.....Teacher Assistants with BA or higher					
# of Home Visitors	25	10	7	0	42
.....Home Visitors with AA degree	28%	20%	0%	0%	21%
.....Home Visitors with BA degree or higher	48%	40%	100%	0%	55%
.....Home Visitors with permits	20%	30%	0%	0%	19%
Teaching Staff Ethnicity/Race					
Hispanic	20%	38%	22%	40%	24%
Non -Hispanic	80%	63%	78%	60%	76%
Am. Indian/Alaska Native	3%	0%	0%	0%	2%
Asian	21%	44%	7%	20%	21%
Black or African America	20%	6%	7%	20%	15%
Native Hawaiian/Pac.Islander	2%	0%	0%	0%	1%
White	26%	50%	85%	20%	44%
Bi-racial/Multi-racial	18%	0%	0%	0%	10%
Other or Unspecified	10%	0%	0%	40%	7%
Teaching Staff Languages other than English					
Spanish	58%	50%	50%	67%	56%
Native Central/South America	0%	0%	0%	0%	0%
Caribbean languages (Haitain-Creole)	0%	0%	0%	0%	0%
Middle Eastern/India	25%	10%	13%	0%	18%
East Asian	17%	40%	0%	33%	20%
Native No.American/Alaska	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%	0%
European/Slavic	13%	0%	38%	0%	13%
African	0%	0%	0%	0%	0%
Other or Unspecified	0%	0%	0%	0%	0%
FSWs					
# of FSWs	11	12	1	2	26
.....with AA degree	0%	17%	0%	100%	15%
.....with BA degree of higher	18%	50%	100%	0%	35%

2017-2018 Program Information Report - Early Head Start (EHS)

	SOP	Sac City	San Juan	Twin Rivers	County Totals
.....Family Development Credential	82%	17%	0%	0%	42%
.....None of the above	0%	17%	0%	0%	8%
# of Volunteers	295	179	6	8	488
*Due to rounding, not all numbers will equal 100%.					



SETA Head Start

Food Service Operations Monthly Report

*August 2018

August 1st - Sharon Neese added one more Preschool Class.

August 3rd - Minimum Day Preschool & EIHS Full Day (D) Classes - Calendars A&E closed.

August 6th through 10th - Only Calendar D classes open.

August 10th - Breakfast delivered for the returning traditional classes.

August 13th - Traditional Classes return.
 New classes start at North Avenue and the Sharon Neese Center.
 Bright Beginnings will not hold any PM classes until air conditioner is repaired.

August 16th - 16th Avenue Center opens.

August 30th - Sacramento County Supervisor Patrick Kennedy and Denise Lee visited the Central Kitchen.

August 31st - Marina Vista closed for repairs.
 Monitoring & Nutrition Team visited the Central Kitchen.
 EHS Home Base field trip special menu provided for 80 guests.

Meetings & Trainings:

CPR Training attended by Cook/Driver Pam on August 3rd at Plaza Del Paso.
 Orientation Training attended by Cook/Driver Laura August 6th at Plaza Del Paso.
 All Food Services Staff, the Monitoring Unit and Nutrition Team attended Food Safety & Sanitation Training & Special Diets on August 7th at Plaza Del Paso.
 All Food Services Staff attended Blood Borne Pathogens & Workers Comp Safety Training at Plaza Del Paso on August 9th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
32,090	22,410	23,870	240

Total Amount of Meals and Snacks Prepared 78,610

Purchases:

Food	\$75,142.18
Non - Food	\$12,295.12

Building Maintenance and Repair: \$664.42

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$3,498.74

Vehicle Maintenance and Repair : \$1,256.11

Vehicle Gas / Fuel: \$1,874.82
 Normal Delivery Days 23

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

August 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	1836	160	9%	439	73	17%
Twin Rivers USD	180	11	6%	16	1	6%
Elk Grove USD	440	19	4%			
Sac City USD	1139	12	1%	152	10	7%
San Juan USD	668	57	9%	160	16	10%
WCIC	100	0	0%			
EHS CCP				120	6	5%
COUNTY TOTAL	4363	259	6%	887	106	12%

AFE: Annual Funded Enrollment

**SETA - County Monthly Average Daily Attendance (ADA)
Program Year 2018-2019**

Head Start

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
Elk Grove USD	91											
Sacramento City USD	73											
SETA	78											
San Juan USD	N/A											
Twin Rivers USD	93											
WCIC/ Playmate	N/A											
TOTAL	84											

Early Head Start

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
Sacramento City USD	82											
SETA	80											
San Juan USD	83											
Twin Rivers USD	91											
TOTAL	84											

**SETA - County Monthly Average Daily Attendance (ADA)
Program Year 2018-2019**

EHS-CC Partnership/Expansion

Agency	<u>August</u> ADA %	<u>Sept</u> ADA %	<u>October</u> ADA %	<u>Nov</u> ADA %	<u>Dec</u> ADA %	<u>January</u> ADA %	<u>February</u> ADA %	<u>March</u> ADA %	<u>April</u> ADA %	<u>May</u> ADA %	<u>June</u> ADA %	<u>July</u> ADA %
Sacramento City USD	74											
SETA	84											
TOTAL	79											

A summary of individual agency Attendance Action Plan(s) are provided below any three (3) consecutive months of ADA below 85%

Attendance Action Plan(s):

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/31/18	(b) % Actual to Funded
Elk Grove USD	440	420	95
Sacramento City USD	1,139 (132)	134	102
SETA	1,836	2,044	111
San Juan USD	668 (0)	Not In Session	N/A
Twin Rivers USD	180	179	99
WCIC/Playmate	100 (0)	Not In Session	N/A
Total	4,363 (2,588)	2,777	107

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/31/18	(b) % Actual to Funded
Sacramento City USD	152	154	101
SETA	439	515	117
San Juan USD	160	163	102
TRUSD*	16	15	94
Total	767	847	110

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/31/18	(b) % Actual to Funded
SETA	40	35	88
Sacramento City USD	40	40	100
Total	80	75	94

- (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:

Elk Grove USD:

Challenge(s):

- The number of available preschool enrollment slots at Prairie Elementary exceeds the current demand.

Action Step(s):

- The Head Start Director will review community assessment data and determine if enrollment slots should be moved to an alternate under-served location and/or change program options.

Twin Rivers USD:

Challenge(s):

- One child's enrollment was delayed due to internal routing/referral for special needs. Child was unable to start prior August 31st.

Action Step(s):

- Child has since started.

Early Head Start Enrollment Challenges and Corrective Action:

SETA Operated Program:

Challenge(s):

- Staff were unable to fill 5 vacancies in EHS-CCP at 16th Avenue, which recently opened on August 13th.

Action Step(s):

- SETA hosted enrollment fairs at 4 locations on September 15th, including at 16th Avenue.
- Additional support is being provided to staff where targeted enrollment challenges exist.