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*Thought of the day: "It isn't where you came from. It's where you're going that counts."*

*Author: Ella Fitzgerald*

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

**DATE:** Tuesday, October 23, 2018

**TIME:** 9:00 a.m.

**LOCATION:** SETA Board Room  
925 Del Paso Blvd., Suite 100  
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](http://www.seta.net).

**AGENDA**

**PAGE NUMBER**

- |      |   |     |
|------|---|-----|
| I.   | <b><u>Call to Order/Roll Call/Review of Board Member Attendance</u></b><br>➤ PC Meeting Attendance Update                 | 1-3 |
| II.  | <b><u>Consent Item</u></b>  |     |
| A.   | Approval of the Minutes of the September 25, 2018 Regular meeting   | 4-9 |
| III. | <b><u>Action Items</u></b>  |     |
| A.   | <b><u>CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957</u></b>   | 10  |
| ➤    | Approval of Eligible Lists for: Associate Teacher, and Associate Teacher/Infant Toddler<br>➔ Report out of Closed Session |     |

B.	<b><u>TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:</u></b> Second Reading and Approval of Modifications to the Bylaws of the SETA-Operated Head Start/Early Start Policy Council	11-27
C.	<b><u>TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:</u></b> Approval of Revisions to the Salary Schedules for Head Start Parent Intern, Student Intern, Head Start Childcare Teacher Assistant, Bilingual Aide, Head Start On-Call Cook Driver, Consultant Range I, and Head Start Substitute Teacher Assistant	28-29
D.	Election of Community Representatives and Alternates	30-31
<b>IV.</b>	<b><u>Information Items</u></b>	
A.	Standing Information Items	32-39
➤	PC/PAC Calendar of Events – Mr. Reginald Castex	
➤	Parent/Staff Recognitions – Mr. Reginald Castex	
➤	End-of-Year Parent Appreciation Brunch Reports - Mr. Reginald Castex	
➤	Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han	
➤	Community Resources – Parents/Staff - Mr. Robert Silva	
B.	Governing Board Minutes of September 21, 2018	40-47
<b>V.</b>	<b><u>Committee Reports</u></b>	48-49
➤	Executive Committee Meeting Critique: Mr. Reginald Castex	
➤	Social/Hospitality Committee: Mr. Reginald Castex	
➤	Sacramento Medi-Cal Dental Advisory Committee: Ms. Penelope Scott	
➤	Community Action Board: Mr. Kenneth Tate	
<b>VI.</b>	<b><u>Other Reports</u></b>	50-62
A.	Executive Director’s Report: Ms. Kathy Kossick	
B.	Head Start Deputy Director’s Report – Ms. Denise Lee	
▶	Monthly Head Start Report (attached)	
C.	Chair’s Report: Mr. Reginald Castex	
D.	Head Start Managers’ Reports	
▪	<u>Lisa Carr</u> - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services	
▪	<u>Karen Griffith</u> - School Readiness, Special Education and Mental Health Services	
▪	<u>Vacant</u> - Program Support, Food Services and Save Environments, Quality Assurance, and EHS-CCP Services	

- E. Open Discussion and Comments
- F. Public Participation

**VII. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, OCTOBER 17, 2018**

Policy Council meeting 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
- \_\_\_\_\_ 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
- \_\_\_\_\_ Vacant (Taylor), Birth & Beyond, 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	X		
A. Chenault s/b/seated 5/22; seated 6/26	CR							E	X	X	X	X		
G. Cisneros Seated 3/27	SOP					X	X	X	X	X	X	X		
H. Gutierrez Seated 11/28	SOP	X	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	X		
D. McCracken Seated 3/27	SOP					X	X	X	X	X	X	X		
C. Sanders Seated 1/23	EHS/ SAC			X	X	X	X	X	E	X	X	X		
A. Scharnow Seated 11/28	SAC	X	X	X	X	X	X	X	X	X	X	X		
M. Schurr Seated 4/24	SOP						X	X	X	X	X	X		
P. Scott Seated 11/18	CR	X	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	X		
<del>M. Taylor Reseated 5/22</del>	<del>CAR</del>							<del>X</del>	<del>U</del>	<del>X</del>	<del>U</del>	<del>E</del>		
K. Tate Seated 1/24	OGC	X	X	X	X	X	X	X	E	X	X	X		
D. Wriedt s/b/seated 4/24; seated 5/22	EG						U	X	X	X	X	X		
K. Xiong Seated 1/23	ELK			X	X	X	X	E	E/P CB	X	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 10/11/2018*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 25, 2018  
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the September 25, 2018 regular meeting.

RECOMMENDATION:

That the Policy Council approve the September 25 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, September 25, 2018  
9:00 a.m.

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

Mr. Reginald Castex called the meeting to order at 9:05 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Henrietta Gutierrez called the roll. Mr. Charles Taylor confirmed that 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

**Member Absent:**

Mason Taylor, Birth & Beyond, Community Agency Representative

**II. Consent Item**

Approval of the Minutes of the August 28, 2018 Policy Council Meeting

The minutes were reviewed; no questions or corrections.

Moved/Chenault, second/Scharnow, to approve the minutes of the August 28, 2018 meeting.

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)

**III. Action Items**

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

The Board went into closed session at 9:10 a.m. At 9:37 a.m. Mr. Castex called the meeting back to order and reported that during closed session, the Board approved the following eligible lists: Associate Teacher, Associate Teacher/Infant Toddler, Head Start Teacher, Facilities Specialist (Supervisory), Head Start Manager, Accountant I, and Accountant II (Supervisory).

**B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: First Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council**

Mr. Castex reviewed this item; a public hearing was opened at 9:40 a.m.

Mr. Charles Taylor reviewed the proposed modifications to the bylaws.

Moved/Gutierrez, second/Tate, to continue this item to the October 23 Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC Bylaws

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 of Modifications to the Reimbursement Policies and Procedures of the SETA-Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee**

Mr. Castex reviewed the proposed modifications to the reimbursement policies and procedures. There were no questions.

Moved/Gutierrez, second/Scharnow, to approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed.

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)

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

Ms. Denise Lee reviewed the proposed modifications which were the result of a thorough review after the recent finding from the federal review. The finding was how attendance was being reported to the boards (aggregate format verses disaggregate). Staff worked with STG support staff to update the policies/procedures. SETA Head Start has received an extension until October 12 to clear the finding due to many of the delegates/classrooms being closed during the summer months.

At the end of the month, each classroom receives a report with the average daily attendance; this helps identify children that are chronically absent. Staff will now report cumulative attendance to the boards so that trends are easily tracked. It is hoped that over time it will change the impact of the daily attendance.

Mr. Castex asked if transportation is provided for parents to so they bring children to school and Ms. Lee replied no; staff works to accommodate parents to ensure their children are enrolled in a center close to their home.

Moved/Cisneros, second/Scharnow, to approve the Attendance Policies and Procedures of the SETA Head Start/Early Head Start Program.

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: Ms. Lee reviewed the monthly fiscal report for August. This is the first report of the new fiscal year. Everything is on schedule.

Ms. Xiong left at 10:26

Ms. Lee reviewed the expenditures. The out-of-state travel expenditure is higher than usual due to nine staff attending the Child Plus conference in Las Vegas. Last month a question about the fraudulent charge was questioned. The charges have been reversed.

- Sacramento Play Summit Reports: Ms. Claudett Sanders spoke of the play summit. The speakers were great and they explained how important play is to teach children. There will be an upcoming event about how to use boxes to create play structures.
  - Community Resources: Ms. Belinda Malone distributed information and encouraged members to go to the resource table.
  - Birth & Beyond – Mr. Mason Taylor: No report.
- B. Governing Board Minutes – August 2, 2018: No comments.

#### **IV. Committee Reports**

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the Executive Committee critique.
- Social/Hospitality Committee: Ms. Gutierrez reviewed the recent meeting. Tomorrow's meeting will be to finalize the last-minute details of the October 11 event.
- Budget/Planning Committee: Mr. Tate reported on the most recent committee meeting.
- Personnel/Bylaws Committee: Mr. Charles Taylor reported on the most recent committee meeting.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Scott reported that the meeting will be held next week; she will report out next month.
- Community Action Board: Mr. Tate reported on the September 12 meeting where the main topic was the discussion of the strategic plan. The board is going through the process of updating the criteria of how to identify high poverty areas, population areas, and identifying those in need. There will be six target areas selected in March. The board is also looking at community representation on the board for the three areas: Low Income, Private Sector, and Public Sector. The board is working to make the board members identifiable because it is important that the low income population is represented on the board.

#### **V. Other Reports**

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: None.
  - ✓ Unannounced Visits Report 2017-2018 – QA-Monitored
  - ✓ Unannounced Visits Report 2017-2018 – Self-Monitored
  - ✓ Program Information Report for Head Start, Early Head Start, and Early Head Start Child Care Partnership
- Maternal, Child, and Adolescent Committee meeting: Ms. Robin Blanks reported on their most recent meeting. There was a presentation on a program to connect at-risk children, ages 0-5 years of age, with the services that they need. There are four core components: 1) child health care provider early detection, 2)

community outreach to recruit kids to get services, 3) centralized telephone access to connect children/families to the providers and the services they need, and 4) data collection and analysis. This program which will cover all of Sacramento County. The committee is also advocating for trauma training for nurse practitioners.

C. Chair's Report: Mr. Castex reported that he now has a job working with Mercy Housing. Mr. Castex is applying for a community grant for the Oak Park area; if he gets the grant, he will announce it. The grant is similar to Ms. Xiong's program but will be for Spanish lessons.

D. Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: No report.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that the teaching staff are embarking on a new coaching model, Coaching Companion, which combines all coaching models into one system. This new system will be rolled out with our teachers later in the year. Staff had a meeting with the consultants to begin the classroom observations. There are 12 observers visiting the classrooms to rate the teachers and their effectiveness. Observers will be visiting the school districts and WCIC to see what they need in terms of training.
- Vacant - Program Support, Food Services and Safe Environments, Quality Assurance, and EHS-CCP Services

E. Open Discussion and Comments: Ms. Gutierrez spoke of the application for the community representative. The date to submit is October 9, 4 p.m. A separate application is needed for each community representative.

F. Public Participation: None.

**VII. Adjournment:** The meeting was adjourned at 11:06 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, and Associate Teacher/Infant Toddler.
  - ➔ Report out of Closed Session

NOTES:

ITEM III-B- ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: SECOND READING AND APPROVAL 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.

The Chair opened a public hearing on these modifications at the September 25 meeting.

RECOMMENDATION:

Hear any additional testimony and take action 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: 10/23/18  
Governing Board Approval:

## Table of Contents

	<u>Page Number</u>
<b>Article I: Name</b>	1
<b>Article II: Purpose, Powers, Duties and Functions</b>	
Section 1: Purpose (A-E)	1
Section 2: Powers, Duties and Functions (A-F)	1-3
<b>Article III: Membership</b>	
Section 1: Election/Appointment of Members	3
Section 2: Parent/Community Representatives (A-B)	3-4
Section 3: Alternates (A-E)	4-5
Section 4: Other Provisions (A-F)	5
Section 5: Terms	5-6
Section 6: Attendance (A-D)	6
Section 7: Removal	6
<b>Article IV: Meetings</b>	
Section 1: Meetings (A-D)	7
Section 2: Meeting Notice (A-D)	7-8
Section 3: Open Meetings	8
Section 4: Mailing Address	8
Section 5: Rules of Procedure	8-9
Section 6: Nominations/Elections	9
Section 7: Voting	9
Section 8: Meeting Reimbursement (A-C)	9-10
<b>Article V: Officers</b>	
Section 1: Officers	10
Section 2: Election and Term of Office (A-C)	10
Section 3: Duties of Officers (A-E)	10-11
Section 4: Vacancy (A-B)	11
<b>Article VI: Committees</b>	
Section 1: Standing Committees	
➤ Executive Committee	12
➤ Budget/Planning Committee (A-B)	12
➤ Personnel/Bylaws Committee	12
➤ Social/Hospitality/Fundraising Committee	12
➤ Parent Ambassador Committee	12
Section 2: Program Area Committees	13
Section 3: Special Committees	13
<b>Article VII: Required Reports</b>	
Section 1: Required Reports	14
<b>Article VIII: Bylaws Amendment(A-F)</b>	14



**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 4<sup>th</sup> 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 Order<sup>1</sup> 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

<sup>1</sup>Robert's Rules of Order: Simplified and Applied, 2<sup>nd</sup> 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

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISIONS TO THE SALARY SCHEDULES FOR HEAD START PARENT INTERN, STUDENT INTERN, HEAD START CHILDCARE TEACHER ASSISTANT, BILINGUAL AIDE, HEAD START ON-CALL COOK DRIVER, CONSULTANT RANGE I, AND HEAD START SUBSTITUTE TEACHER ASSISTANT**

**BACKGROUND:**

This agenda item provides the opportunity for the Policy Council to approve revisions to seven (7) job classifications to align with new minimum wage rates that became effective January 1, 2017. New legislation (SB3), was signed into law on April 4, 2016, raising California's minimum wage to \$15.00 per hour effective January 1, 2022. The law requires increases to the minimum wage in a series of steps:

1. On January 1, 2017, the minimum wage increased to \$10.50 per hour.
2. On January 1, 2018, the minimum wage increased to \$11.00 per hour.
3. On January 1, 2019, the minimum wage will increase to \$12.00 per hour.
4. On January 1, 2020, the minimum wage will increase to \$13.00 per hour.
5. On January 1, 2021, the minimum wage will increase to \$14.00 per hour.
6. On January 1, 2022, the minimum wage will increase to \$15.00 per hour.

Compliance with the law will require revisions to seven (7) Agency job classifications including: Head Start Parent Intern, Student Intern, Head Start Childcare Teacher Assistant, Bilingual Aide, Head Start On-Call Cook Driver, Consultant Range I, and Head Start Substitute Teacher Assistant. The Policy Council and SETA Governing Board previously took action to adjust 2017 rates and 2018 rates. Below are the classifications that are affected by the minimum wage increase.

The current pay ranges are as follows:

<b>Title</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Head Start Parent Intern	\$11.22	\$11.78	\$12.37	\$12.99	\$13.65
Student Intern	\$11.22	\$11.78	\$12.37	\$12.99	\$13.65
Head Start Childcare Teacher Assistant	\$11.22	\$11.78	\$12.37	\$12.99	\$13.65
Bilingual Aide	\$11.22	\$11.78	\$12.37	\$12.99	\$13.65
Head Start On-Call Cook Driver	\$11.00	N/A	N/A	N/A	N/A
Consultant Range I	\$00.00	\$10.50	\$20.00	\$30.00	\$40.00
Head Start Substitute Teacher Assistant	\$11.50	N/A	N/A	N/A	N/A

The pay ranges effective January 1, 2019 are as follows:

<b>Title</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Head Start Parent Intern	\$12.00	\$12.60	\$13.23	\$13.89	\$14.58
Student Intern	\$12.00	\$12.60	\$13.23	\$13.89	\$14.58
Head Start Childcare Teacher Assistant	\$12.00	\$12.60	\$13.23	\$13.89	\$14.58
Bilingual Aide	\$12.00	\$12.60	\$13.23	\$13.89	\$14.58
Head Start On-Call Cook Driver	\$12.00	N/A	N/A	N/A	N/A
Consultant Range I	\$00.00	\$12.00	\$20.00	\$30.00	\$40.00
Head Start Substitute Teacher Assistant	\$12.00	N/A	N/A	N/A	N/A

ITEM III-C – ACTION (continued)

Page 2

The pay ranges effective January 1, 2020 are as follows:

<b>Title</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Head Start Parent Intern	\$13.00	\$13.65	\$14.33	\$15.05	\$15.80
Student Intern	\$13.00	\$13.65	\$14.33	\$15.05	\$15.80
Head Start Childcare Teacher Assistant	\$13.00	\$13.65	\$14.33	\$15.05	\$15.80
Bilingual Aide	\$13.00	\$13.65	\$14.33	\$15.05	\$15.80
Head Start On-Call Cook Driver	\$13.00	N/A	N/A	N/A	N/A
Consultant Range I	\$00.00	\$13.00	\$20.00	\$30.00	\$40.00
Head Start Substitute Teacher Assistant	\$13.00	N/A	N/A	N/A	N/A

The pay ranges effective January 1, 2021 are as follows:

<b>Title</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Head Start Parent Intern	\$14.00	\$14.70	\$15.44	\$16.21	\$17.02
Student Intern	\$14.00	\$14.70	\$15.44	\$16.21	\$17.02
Head Start Childcare Teacher Assistant	\$14.00	\$14.70	\$15.44	\$16.21	\$17.02
Bilingual Aide	\$14.00	\$14.70	\$15.44	\$16.21	\$17.02
Head Start On-Call Cook Driver	\$14.00	N/A	N/A	N/A	N/A
Consultant Range I	\$00.00	\$14.00	\$20.00	\$30.00	\$40.00
Head Start Substitute Teacher Assistant	\$14.00	N/A	N/A	N/A	N/A

The pay ranges effective January 1, 2022 are as follows:

<b>Title</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Head Start Parent Intern	\$15.00	\$15.75	\$16.54	\$17.37	\$18.24
Student Intern	\$15.00	\$15.75	\$16.54	\$17.37	\$18.24
Head Start Childcare Teacher Assistant	\$15.00	\$15.75	\$16.54	\$17.37	\$18.24
Bilingual Aide	\$15.00	\$15.75	\$16.54	\$17.37	\$18.24
Head Start On-Call Cook Driver	\$15.00	N/A	N/A	N/A	N/A
Consultant Range I	\$00.00	\$15.00	\$20.00	\$30.00	\$40.00
Head Start Substitute Teacher Assistant	\$15.00	N/A	N/A	N/A	N/A

**RECOMMENDATION:**

Open a Public Hearing, receive input, close the public hearing and approve the new salary schedules for the Head Start Parent Intern, Student Intern, Head Start Childcare Teacher Assistant, Bilingual Aide, Head Start On-Call Cook Driver, Consultant Range I, and Head Start Substitute Teacher Assistant from January 1, 2019 through January 1, 2022.

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_



ITEM III-D – ACTION

ELECTION OF COMMUNITY REPRESENTATIVES AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect Community Representatives for Program Year 2018-2019. The duties of PC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2B.

**SECTION 2: B. Community Representatives**

Additional PC members shall include:

- Two (2) Past Parent Representatives shall be elected by the Parent Ambassador Committee. These representatives may or may not be a current parent. There will be two (2) alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community Agency Representatives elected by the PC.

Members to consider for election:

- 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 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 be one (1) Foster Parent alternate position.

Applications will be distributed at the board meeting. Staff will be available to answer questions.

ITEM III-D – ACTION (continued)  
Page 2

RECOMMENDATION:

That the Policy Council elect four Community Representatives and four Alternates.

Past Parent Representatives:

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Alternates:

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Grandparent Representative:

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Alternate:

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Foster Parent Representative:

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Alternate:

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**NOTES:**

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

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
  - End-of-Year Parent Appreciation Brunch Reports – Mr. Reginald Castex
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han
  - Community Resources – Mr. Robert Silva

**NOTES:**

## CALENDAR OF EVENTS

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<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Friday, October 19, 2018 9:00 a.m. - 10:30 a.m. Camellia Room
PC Executive Committee	Thursday, October 25, 2018 9:00 a.m. - 10:30 a.m. Camellia Room
Countywide Parent Activity (see attached flyer)	Saturday, November 3, 2018 10:00 a.m. – 1:00 p.m. Sacramento Zoo 3930 West Land Park Drive Sacramento, CA
Budget/Planning Committee	Tuesday, November 13, 2018 1:00 – 2:00 p.m. Camellia Room



*Countywide Parent Activity  
at the Sacramento Zoo*

*Date: Saturday, November 3, 2018*

*Time: 10:00 a.m. – 1:00 p.m.*

*Location: Sacramento Zoo*

*3930 West Land Park Drive*

*Sacramento, CA 95822*



ITEM IV-B – INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy of the September 21, 2018 Governing Board minutes.

Staff will be available to answer questions.

NOTES:

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

Minutes/Synopsis

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

Friday, September 21, 2018  
10:00 a.m.

**I. Call to Order/Roll Call**

Mr. Kennedy called the meeting to order at 10:15 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  
Sophia Scherman, Public Representative  
Don Nottoli, Member, Board of Supervisors

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento  
Larry Carr, Vice Chair; Councilmember, City of Sacramento

- Recognition of Long-term employee: **Miss Lynch**, Lead Teacher/Infant Toddler: Ms. Betsy Uda acknowledged Miss Lynch's 20 years of service to SETA/Head Start.

**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 10:20 a.m.; at 10:23 a.m., Supervisor Kennedy called the meeting back to order and roll was called to establish a quorum. Mr. Greg Thatch stated that there was no report out of closed session.

**II. Consent Items**

- A. Minutes of the August 2, 2018 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Appointment to the Sacramento Works Workforce Development Board
- D. Approval to Extend Temporary SETA Consultant Employee Status and Authorize the Executive Director to Engage Future SETA Consultants to Provide Regional Coordination Services
- E. Approval to Hire SETA Retired Annuitant as a Temporary SETA Consultant

## Employee

Mr. Kennedy stated that the recommendation on Item II-D will be modified to exclude the portion of the recommendation to, "Authorize the Executive Director to Engage Future SETA Consultants to Provide Regional Coordination Services."

Ms. Scherman stated that Item II-E states how much the consultant will be paid but there is no rate on Item II-D; how much will that salary be? Mr. Kim replied that he can report back with the information but he believes Ms. Purdy's rate is in the \$45-50 per hour range with a limit of 960 hours per year.

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

- A. Approve the August 2, 2018 minutes.
- B. Approve claims and warrants for the period 7/26/18 through 8/29/18.
- C. Approve the appointment of Ms. Kristin Gibbons, the Sacramento County DHA Division Manager, to complete the term of the seat vacated by Ms. Edwards through March 31, 2019.
- D. Approve the extension Ms. Robin Purdy's temporary SETA Consultant employee status.
- E. Approve hiring Debbie Schiele, a retired annuitant, as a temporary SETA Consultant employee at an hourly rate of \$35 for approximately 15-20 hours bi-weekly for a maximum not to exceed 960 hours per year.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Schenirer)

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

1. Approval to Accept Funding from the California Workforce Development Board for the Breaking Barriers in Employment for Adults with Autism Pilot Program, find that Noncompetitive Procurement is Appropriate and Approve a Subgrant Agreement with Meristem, and Authorize SETA's Executive Director to Execute the Agreement and any other Documents Required by the Funding Source

Mr. Kim stated that \$1.5 million has been allocated for a pilot project to increase long-term employment for young adults with autism. The State WDB designated SETA and authorized us to use noncompetitive procurement to enter into a contract with Meristem to provide services. At the completion of the project a detailed report will be given to the legislature. Ms. Scherman asked if SETA has worked with Meristem in the past. Mr. Kim replied that they have been a subgrantee with the state WDB; SETA selected them in the last youth procurement but due to some internal changes, they returned the funds. We



currently do not have a contractual relationship with them. The Board asked why Meristem returned the funds and Mr. Kim replied that there was a lot of internal transition and Meristem decided it was better to return the funds.

Mr. Kennedy stated that Meristem has been in Sacramento for three years and has a very impressive program. Mr. Kennedy recommended that Ms. Scherman visit their facility.

Mr. Nottoli asked if staff feels confident Meristem will be able to do the program and Mr. Kim replied affirmatively. Staff will monitor them closely to ensure they are performing.

Moved/Nottoli, second/Scherman, that consistent with SETA's Procurement Policies and Federal Regulations, find that noncompetitive procurement is appropriate, and approve a subgrant agreement with Meristem in the amount of \$1,025,000; and accept \$1,425,000 in funding from the CWDB to implement the Breaking Barriers in Employment for Adults with Autism pilot program for the period beginning September 1, 2018 and ending January 1, 2022, and authorize SETA's Executive Director to execute the agreement and any other documents required by the funding source.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Schenirer)

2. Approval of the Ratified Tentative Agreement between the Sacramento Employment and Training Agency (SETA) and the American Federation of State, County, and Municipal Employees (AFSCME) regarding Cost of Living Adjustments for Salary and Health Contributions

There were no questions or comments.

Moved/Nottoli, second/Scherman, to approve the ratified Tentative Agreement between SETA and AFSCME which provides for a 2% cost of living increase effective August 1, 2018 and monthly medical premium increases of \$50 employee-only coverage and \$120 family coverage effective September 9, 2018.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Schenirer)

3. Approval of 2018-19 Compensation Recommendations for Unrepresented, Confidential, and Management Personnel

Mr. Kim stated that this is the companion item for unrepresented confidential and exempt management staff. There were no questions or corrections.

Moved/Scherman, second/Nottoli, to review and approve the compensation recommendation for unrepresented confidential and exempt management employees which provides a 2% cost of living increase retroactive to August 1, 2018 and monthly medical insurance premium increases of \$50 employee-only coverage and \$120 family coverage effective September 9, 2018.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Schenirer)

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

### Refugee Services

1. Approval of Staff Funding Extension Recommendations for Refugee Support Services (RSS) and RSS Set-Aside Programs, Program Year (PY) 2018-2019

Ms. Michelle O’Camb reported that SETA has not received our final funding allocations but we are expecting \$2.25 million. The funding recommendations are based on provider performance as of July 31. ORR has consolidated the RESS and TA services into the Refugee Support Services Program and the formula methodology has been modified.

Mr. Nottoli noted the change in the formula allowed us to reach back two years and now it will be 12 months and inquired about the impacts on refugees’ benefits. The Administration’s intent is to provide funding where there have been impacts identified. Refugee services can still be provided for up to 60 months. Housing continues to be a huge problem for the refugee population.

Moved/Nottoli, second/Scherman, to approve the funding extensions for the Refugee Support Services (RSS) and Refugee Social Services (RSS) Set-aside programs for PY 2018-19 effective October 1, 2018. Additionally, approve the following funding stipulations:

1. PY 2018-19 funding will be subject to satisfactory year-end program performance and satisfactory fiscal reviews.
2. VESL/ES service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
3. All VESL/ES and ES Stand Alone service providers must allocate a minimum of 5% of their awards for supportive services.
4. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, eight hours per day, from October 1, 2018, through September 30, 2019.

5. If the final allocations for the new RSS and RSS Set-aside are less than the anticipated awards, SETA reserves the right to reduce amounts allocated to providers proportionately.
6. If the final allocations for new RSS and RSS Set-aside are more than anticipated, staff may return with an augmentation recommendation in October.
7. If final guidance from ORR indicates that the RSS Set-aside grant is eliminated, the SA&CO Older Refugee program may be funded from the PY 2018-19 new RSS allocation.
8. Participants in Match Grant employment services provided by IRC and World Relief are not eligible to participate in IRC's or World Relief's new RSS funded programs until all services within the Match Grants have been exhausted.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Schenirer)

### Community Services Block Grant

2. Approval of Staff Funding Augmentation Recommendations for Two Categories of Newly Released CSBG Funding

Mr. Victor Bonanno reviewed this item which includes \$44,485 in formula funds and \$35,000 in one-time discretionary funds. The number of additional clients to be served with discretionary funds through the job centers is expected to be around 300-400. Mr. Nottoli asked who decides how the funding is spent and Mr. Bonanno replied that staff at job centers that are pre-trained in CSBG eligibility.

Ms. Scherman wanted to make sure the \$35,000 in discretionary funds will be spent on the program services and not administration. Mr. Bonanno replied that in the past, it is his experience that almost all of the funds went into the hands of clients. Mr. Kim confirmed that SETA will certainly not hire staff. Up to 10% may be spent on administration but the remainder will be on direct services.

Moved/Scherman, second/Nottoli, to approve the funding augmentation recommendations as follows:

#### Safety-Net Services:

River City Food Bank: \$3,000

Lao Family Community Development: \$15,985

- and -

#### Youth and Senior Support:

Children's Receiving Home: \$28,500

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0  
Absent: 2 (Carr and Schenirer)

One Stop Services

**C. CHILDREN AND FAMILY SERVICES**

1. 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 Assistance Funds from 2017-2018 Program Year to 2018-2019 Program Year

Mr. Nottoli asked about the construction costs because it is getting more difficult to find contractors that will bid on government jobs. Mr. Nottoli asked if staff thinks the budget set aside will be sufficient to do the work? Ms. Lee replied that for most of the items, the funding will be sufficient. There may be an issue with the cost of the Hopkins Park project. SETA went through three bid processes to secure a general contractor. Ms. Lee stated that the budget is around \$200,000 short so funds may need to be reprogrammed, giving up one of the proposed play yards in the carryover request. This is all last year's funding. Hopkins Park construction began on Wednesday and it is expected to be completed by December 14.

Ms. Scherman asked if any of the playgrounds are ADA accessible. Ms. Lee replied that there are six centers offering full inclusion for children with more severe disabilities. Northview and Mather also have modified swings and modified surfaces to accommodate wheelchairs.

Mr. Kennedy stated that we are now seeing the labor shortage that was predicted. This is a good area to start training people. Ms. Lee agreed and stated that one of the other issues was the Davis-Bacon Act requirements and posting certified payroll to meet federal regulations.

Moved/Nottoli, second/Scherman, 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.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Schenirer)

**IV. Information Items**

- A. Presentation on Special Youth Grants: Tabled to the October 4 meeting.

- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: No questions.
- D. Dislocated Worker Update

Mr. Nottoli asked why Orchard Supply Hardware is not on the list. Mr. William Walker replied that staff has had contact with their stores to offer services. Mr. Nottoli asked about the announcement of Casa Ramos and what will become of their staff. Mr. Walker replied that SETA has not received a WARN notice; Casa Ramos is having legal issues with taxes. Mr. Thatch stated that Casa Ramos just reopened. SETA staff completed an orientation for Wells Fargo.

- E. Unemployment Update/Press Release from the Employment Development Department: No questions.
- F. Head Start Reports: No comments.

**V. Reports to the Board**

- A. Chair: Mr. Kennedy reported that he had the opportunity to take a tour of the central Head Start kitchen. He was 'blown away' that so much was done with so few people and limited resources. He urged other board members to consider taking a tour.
- B. Executive Director: Mr. Roy Kim reminded members that there will be an October 4 Board Meeting. SETA's 40<sup>th</sup> Anniversary will be held October 10. Staff received notice from the State Workforce Board that they will be negotiating new performance measures. Staff will report the outcome. The Department of Labor has been reviewing the State Board, which includes reviewing three of SETA's job centers. The overall verbal report is that they are very pleased and will be reporting some best practices.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

**VII. Adjournment: The meeting was adjourned at 11:00 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 September 25, 2018 Policy Council meeting.

<b>GOOD!!!</b>
Thank you, Ms. Denise Lee, for your in-depth review of the attendance policies and procedures and the fiscal report.
Thank you, Ms. Allison Noren, for provided information on eligibility list.
Thank you, Ms. Karen Griffith, for shared program information.
Thank you, Ms. Belinda Malone, for shared information on community resources.
Thank you, Mr. Charles Taylor (Parliamentarian), for your phenomenal reading of the bylaws modifications.
Thank you, Mr. Claudett Sanders, for your amazing report on the Sacramento Play Summit.
Thank you, Ms. Robin Blanks, for your in-depth report of the Maternal, Child, and Adolescent Health Advisory Board.
<b>NEEDS IMPROVEMENT</b>
Please be recognized by the Chair by raising your hand before speaking.
<b>**Please turn off all electrical devices, i.e., phones.**</b>
<b>Please refrain from TEXTING!!</b>
Attendance.
Please be recognized by the Chair before leaving your seat by saying, "question of privilege."
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
<b>REMINDERS</b>
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

ITEM V – COMMITTEE REPORTS (continued)  
Page 2

- Social/Hospitality Committee: Mr. Reginald Castex

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

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- Community Action Board: Mr. Kenneth Tate

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ITEM VI

OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.

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- B. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

✓ Monthly Head Start Report (attached)

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- C. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Mr. Reginald Castex), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.

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ITEM VI-OTHER REPORTS (continued)

Page 2

- 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

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- 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.

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- 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.

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# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**September 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
<b>SETA operated</b>	1836	168	9%	439	75	17%
<b>Twin Rivers USD</b>	180	11	6%	16	1	6%
<b>Elk Grove USD</b>	440	26	6%			
<b>Sac City USD</b>	1139	73	6%	152	12	8%
<b>San Juan USD</b>	668	64	10%	160	17	11%
<b>WCIC</b>	100	3	3%			
<b>EHS CCP</b>				120	7	6%
<b>COUNTY TOTAL</b>	<b>4363</b>	<b>345</b>	<b>8%</b>	<b>887</b>	<b>112</b>	<b>13%</b>

*AFE: Annual Funded Enrollment*

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

**Head Start**

<b>Agency</b>	<b>August ADA %</b>	<b>Sept ADA %</b>	<b>October ADA %</b>	<b>Nov ADA %</b>	<b>Dec ADA %</b>	<b>January ADA %</b>	<b>February ADA %</b>	<b>March ADA %</b>	<b>April ADA %</b>	<b>May ADA %</b>	<b>June ADA %</b>	<b>July ADA %</b>
Elk Grove USD	91	89										
Sacramento City USD	73	90										
SETA	78	87										
San Juan USD	N/A	76										
Twin Rivers USD	93	90										
WCIC/ Playmate	N/A	68										
<b>TOTAL</b>	<b>84</b>	<b>83</b>										

**Early Head Start**

<b>Agency</b>	<b>August ADA %</b>	<b>Sept ADA %</b>	<b>October ADA %</b>	<b>Nov ADA %</b>	<b>Dec ADA %</b>	<b>January ADA %</b>	<b>February ADA %</b>	<b>March ADA %</b>	<b>April ADA %</b>	<b>May ADA %</b>	<b>June ADA %</b>	<b>July ADA %</b>
Sacramento City USD	82	92										
SETA	80	86										
San Juan USD	83	84										
Twin Rivers USD	91	88										
<b>TOTAL</b>	<b>84</b>	<b>88</b>										

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

**EHS-CC Partnership/Expansion**

<b>Agency</b>	<b><u>August</u> ADA %</b>	<b><u>Sept</u> ADA %</b>	<b><u>October</u> ADA %</b>	<b><u>Nov</u> ADA %</b>	<b><u>Dec</u> ADA %</b>	<b><u>January</u> ADA %</b>	<b><u>February</u> ADA %</b>	<b><u>March</u> ADA %</b>	<b><u>April</u> ADA %</b>	<b><u>May</u> ADA %</b>	<b><u>June</u> ADA %</b>	<b><u>July</u> ADA %</b>
<b>Sacramento City USD</b>	74	80										
<b>SETA</b>	84	82										
<b>TOTAL</b>	79	81										

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  
September 2018**

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/28/18	(b) % Actual to Funded
Elk Grove USD	440	450	102
Sacramento City USD	1,139	939	82
SETA	1,836	1,691	92
San Juan USD	668	691	103
Twin Rivers USD	180	179	99
WCIC/Playmate	100	100	100
<b>Total</b>	<b>4,363</b>	<b>4,050</b>	<b>93</b>

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/28/18	(b) % Actual to Funded
Sacramento City USD	152	156	103
SETA	439	443	101
San Juan USD	160	165	103
TRUSD*	16	16	100
<b>Total</b>	<b>767</b>	<b>780</b>	<b>102</b>

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/28/18	(b) % Actual to Funded
SETA	40	41	103
Sacramento City USD	40	41	103
<b>Total</b>	<b>80</b>	<b>82</b>	<b>103</b>

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.
- (b) If enrollment is less than 100%, agency includes corrective plan of action.
- (c) Average Daily Attendance for month, excluding Home Based

## **Head Start Enrollment Challenges and Corrective Action:**

### SETA Operated Program:

Challenge(s):

- Program struggled with replacing children who left at the end of August

Action Step(s):

- Enrollment event scheduled at 3 different centers for 10/13/18.

### Twin Rivers USD:

Challenge(s):

- Slot was kept open for Special Education Dept. to place child in the class.

Action Step(s):

- Program continues to recruit eligible families.

### Sacramento City USD

Challenge

- Classes capped due to majority 3 year olds
- Staff vacancies

Action Step(s):

- 1 Staff has been hired
- Continue with staff application process



# MONTHLY PROGRAM INFORMATION REPORT

## October, 2018

### **SCHOOL READINESS UPDATE**

**CLASS** – Pre-K and Toddler CLASS observations will begin across Sacramento County. A group of consultants and SETA Education team members will complete all of the SETA Operated Program and some delegate agency classrooms. The observers will complete a detailed classroom observation, provide a feedback and goal planning session with the classroom teacher. The education team will be meeting with all delegate agencies education administrators in October for their annual content entrance meetings. The content meetings include focusing goals around; coaching and professional development, student assessments, using data to plan, curriculum fidelity, and staff wellness.

Some members of the education team will be participating in the Child Plus Scramble to get additional training on tracking professional development and CLASS scores using the Head Start database.

**Teaching Pyramid** – will complete their final county wide cohort for Module 3 in October. The Teaching Pyramid training team began a new process of training and coaching on Teaching Pyramid in September. The team completed their first two workshops, and will begin utilizing Coaching Companion, a remote coaching pilot program to work with the teachers participating in the workshops. The Teaching Pyramid team will also be going out to sites to do in person check-ins.

**DRPD** - Classrooms across Sacramento County will be completing their first DRDP assessment for the school year this month. Teachers will receive their data in November to meet with parents and develop individual learning goals for each child.

**Staff Development at Sacramento City USD** - A group of education coordinators will meet with the Sacramento City USD (SCUSD) cohort of teachers participating in the lesson planning pilot and visit their classrooms to provide onsite coaching.



*Twin Rivers  
Head Start  
Program Hosts*



The Oakdale site held their annual Back to School Night on September 6<sup>th</sup>, Rio Linda on the 18<sup>th</sup> and Morey on the 27<sup>th</sup> of September. All sites incorporated a literacy focus with each event including a book reading. The Morey Avenue site had the local librarian come and read stories aloud to the students and parents. The students and parents then participated in an exciting scavenger hunt throughout their classrooms to familiarize parents with the centers and activities completed during the daily preschool experience. Afterwards, all participants were treated to free books and a delicious snack from the Nutrition Department.

**UPDATE FROM THE SETA  
HEALTH/NUTRITION UNIT:**

Closed out 152 routings and referrals in July

Food Service accommodated 77 special diet changes

56 open referrals/ routings that are actively being followed-up by HNS.

**Year-to-date completed routings and referrals 152.**

163 Active Medications

195 Active Special Diets

Year-to-date total medications used a centers: 170

Year-to-date special diets: 195



**Calling all Parents – Get Involved by Joining a  
Parent Board!**

As parents and children settle back into the daily routines of going to school, Head Start is actively recruiting parent volunteers to join the Policy Council/Policy Committee (PC) and/or the Parent Advisory Committee (PAC). **No training or experience is necessary.** Staff will work alongside of parent board members and assist with learning how share in decision-making. By joining one of these valuable parent boards, you can gain

experience in making program decisions with staff, having input to the program design, service offerings, and budgets of the Head Start/Early Head Start program. For more information or to express interest, please ask your teacher, Family Services Worker/Community Liaison, or Site Supervisor for more details. New board members will be seating in October/November.

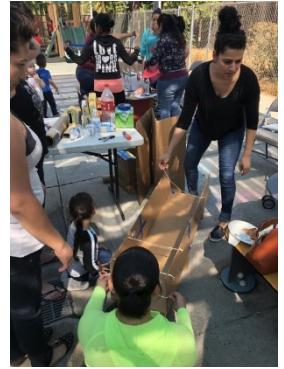
# **CONSTRUCTION** **BEGINS**

The Hopkins Park modular construction has begun. Ground breaking was held on September 19<sup>th</sup>. While the

project is currently ahead of schedule, it is scheduled to be completed by December 14<sup>th</sup>.



# GALT PARENT ACTIVITY



## *Galt Parent Meeting September, 2018*



### What to do?

Use the materials provided to construct a bridge. The bridge you build can be made of any materials that you choose but must meet the following 2 requirements.

The bridge must:

1. Be at least 12 inches long
2. Be able to hold 5 pounds

### Why?

This activity is designed to complement the Creative Curriculum classroom activities and will help children to talk about shapes, engineering and teamwork. All of which will help to develop their cognitive (thinking) and language skills.

# ATTENDANCE WORKS

## Attendance Update October 2018

All sites are one month into implementing our SETA wide Attendance campaign. Site staff have worked together to figure out which attendance activities are right for their families and have made adjustments to fit their needs. Family Service Workers have done their first attendance activity at parent meetings and are encouraging families to come to school daily.

At **Mather**, the teachers, FSWs and Site Supervisor worked together to have a back to school night for their families, which had attendance at the top of the agenda. All classrooms discussed the new activities for attendance (EZ-ID attendance tracking, attendance charts, and treasure boxes), and reminded families why it is important to bring their children to school every day.



Attendance Chart @ Mather



At North Avenue teaching staff have been implementing theme days regularly, and recently had great success with their "Sports Day". The Teachers and the Site Supervisor set up an obstacle course for all ages that each classroom had opportunities to use. All children were encouraged to dress up in sports attire, and in the full day class children were given a team to be on for the obstacle course (Green or Red Team). Children were excited to be at school and participate in Sports Day!

