

GOVERNING BOARD

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City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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*Thought of the day: "Coming together is a beginning;
keeping together is progress; working together is success.*

Author: Henry Ford

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

DATE: Tuesday, November 27, 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.

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- Sacramento Zoo Countywide Parent Activity Report: Mr. Reginald Castex
- Seating of New Policy Council Members (2018-2019)
- Introduction of Policy Council Members: Mr. Reginald Castex
- Introduction of Staff
- How to Present and Make Motions: Mr. Reginald Castex
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account
- Board Procedures
 - ✓ Reimbursements & Budget/Planning: Mr. Victor Han
 - ✓ Personnel: Ms. Allison Noren
 - ✓ Conflict of Interest: Ms. Nancy Hogan
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VI. Adjournment

DISTRIBUTION DATE: TUESDAY, NOVEMBER 20, 2018

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	X	
A. Chenault s/b/seated 5/22; seated 6/26	CR							E	X	X	X	X	E	
G. Cisneros Seated 3/27	SOP					X	X	X	X	X	X	X	X	
H. Gutierrez Seated 11/28	SOP	X	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	X	
D. McCracken Seated 3/27	SOP					X	X	X	X	X	X	X	X	
C. Sanders Seated 1/23	EHS/ SAC			X	X	X	X	X	E	X	X	X	X	
A. Scharnow Seated 11/28	SAC	X	X	X	X	X	X	X	X	X	X	X	X	
M. Schurr Seated 4/24	SOP						X	X	X	X	X	X	X	
P. Scott Seated 11/18	CR	X	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	X	
K. Tate Seated 1/24	OGC	X	X	X	X	X	X	X	E	X	X	X	X	
D. Wriedt s/b/seated 4/24; seated 5/22	EG						U	X	X	X	X	X	E	
K. Xiong Seated 1/23	ELK			X	X	X	X	E	E/P CB	X	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 11/15/2018

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
- _____ Adeola Adedipe, Elk Grove Unified School District
- _____ Toni Cerniglia, San Juan Unified School District
- _____ Claudett Sanders, Sacramento City Unified School District
- _____ Brenda Valenzuela, Sacramento City Unified School District
- _____ Katrice Christian, Sacramento City Unified School District
- _____ Kelly Pruitt, Twin Rivers Unified School District
- _____ Jerniece Menefee, WCIC/Playmate Child Development Center
- _____ Marisela Aquila, WCIC/Playmate Child Development Center
- _____ Marley Schurr, SETA-Operated Program
- _____ Amy Melvin, SETA-Operated Program
- _____ Evangelina Barrios, SETA-Operated Program
- _____ Devon McCracken, Home Base Option
- _____ Brenda Sevilla, Home Base Option
- _____ Henrietta Gutierrez, Past Parent/Community Representative
- _____ Angel Chenault, Past Parent/Community Representative
- _____ Reginald Castex, Outgoing Chair

**POLICY COUNCIL
BOARD MEETING ATTENDANCE**

PROGRAM YEAR 2018-2019

The 2018-2019 Board was seated on **November 27, 2018** and
December 19, 2018

BOARD MEMBER	SITE	11/27	12/19 *	1/22	2/26	3/26	4/25	5/28	6/25	7/23	8/27	9/24	10/22	11/26
A. Adedipe Seated	EG													
M. Aquila Seated	WCIC													
E. Barrios Seated	SOP													
T. Cerniglia Seated	SJ													
A. Chenault Seated	CR													
K. Christian Seated	SAC													
H. Gutierrez Seated	CR													
C. Hamm Seated	CAR													
D. McCracken Seated	HB													
A. Melvin Seated	SOP													
J. Menefee Seated	WCIC													
K. Pruitt Seated	TR													
C. Sanders Seated	SAC													
M. Schurr Seated	SOP													
A. Sevilla Seated	HB													
S. Stone Smith Seated	CAR													
N. Valenzuela Seated	SAC													
K. Xiong Seated	ELK													

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
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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 11/20/2018

ITEM II-A - CONSENT

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

BACKGROUND:

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

RECOMMENDATION:

That the Policy Council approve the October 23 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, October 23, 2018
9:00 a.m.

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

Ms. Andrea Scharnow called the meeting to order at 9:04 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:

Kao Yee Xiong, 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 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
Linda Litka, Past Parent/Community Representative
Kenneth Tate, Outgoing Chair
Reginald Castex, Men's Activities Affecting Children Committee (seated at 9:13 a.m.)

Member Absent:

Angel Chenault, Past Parent/Community Representative (excused)
Diana Wriedt, Elk Grove Unified School District (excused)

II. Consent Item

A. Approval of the Minutes of the September 25, 2018 Regular meeting

The minutes were reviewed; no questions or corrections.

Moved/Scott, second/Xiong, to approve the September 25, 2018 minutes.

Aye: 10 (Cisneros, Gutierrez, Litka, McCracken, Sanders, Schurr, Scott, Tate, Taylor, Xiong)

Show of hands vote:

Nay:0

Abstentions: 1 (Scharnow)

Absent: 3 (Castex, Chenault, Wriedt)

Ms. Scharnow asked to go off-agenda to hear from Ms. Kathy Kossick.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick thanked the board for their contribution of success stories to SETA's 40th Anniversary. It was a wonderful event.

III. Action Items

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

The Board went into closed session at 9:08 a.m. At 9:13 a.m., Ms. Scharnow called the meeting back to order and reported that during closed session, the Board approved the following eligible list: Associate Teacher/Infant Toddler. No action was taken on the Associate Teacher list.

Mr. Reginald Castex was seated at 9:13 a.m.

- B. 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**

Mr. Castex reviewed this item. A public hearing was opened September 23.

Mr. Taylor stated that there were no new modifications to the bylaws.

Moved/Schurr, second/Scharnow, to close the public hearing and approve modifications to the bylaws of the SETA-Operated Head Start/Early Head Start Policy Council.

Show of hands vote:

Aye: 11 (Cisneros, Gutierrez, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 2 (Chenault, Wriedt)

- C. 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**

Ms. Allison Noren reviewed this item and answered questions regarding the various steps for some of the classifications.

Mr. Castex opened a public hearing and requested input on this board item.
There was no public input.

Moved/Tate, second/Scott, to close the public hearing and approve 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

Show of hands vote:

Aye: 10 (Cisneros, Gutierrez, Litka, Sanders, Scharnow, Schurr, Scott, Tate, Taylor, Xiong)

Nay: 0

Abstentions: 2 (Castex and McCracken)

Absent: 2 (Chenault, Wriedt)

D. Election of Community Representatives and Alternates

Mr. Castex stated that his application was submitted too late and he asked the board to consider him for a Past Parent position. Mr. Castex stated that he had a lot going on that prevented him from submitting the application on time. Three other applications were submitted for consideration. Ms. Desha suggested that the board vote whether to consider Mr. Castex's late application for Past Parent elections.

Vote

Yes: 3 (Taylor, Cisneros, McCracken)

No: 6 (Gutierrez, Schurr, Litka, Scharnow, Xiong, Sanders)

A second vote was taken as to whether Reginald Castex should be allowed to be considered for a Past Parent Representative slot.

Yes: 4 (Cisneros, Taylor, Sanders, McCracken)

Nay: 5 (Litka, Gutierrez, Scharnow, Schurr, Xiong)

Abstentions: 3 (Castex, Scott, Tate)

Ms. Henrietta Gutierrez and Mr. Charles Taylor spoke of their interest in being considered for Past Parent. Mr. Castex reviewed Ms. Chenault's application in her absence.

Votes:

Angel: 4

Henrietta: 6

Charles: 1

New Past Parent Representatives were congratulated: Ms. Henrietta Gutierrez and Ms. Angel Chenault. Mr. Charles Taylor will serve as Alternate.

Moved/Scott, second/Scharnow,

Show of hands vote:

Aye: 11 (Cisneros, Gutierrez, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 2 (Chenault, Wriedt)

The Grandparent and Foster Parents will remain open and recruited.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events. Mr. Robert Silva reminded board members of the first county-wide activities which will be a visit to the Sacramento Zoo. This will not be one of those events just to stop in. A sign-up sheet was distributed for those interested in an educational zoo tour. A continental breakfast will be provided for attendees. Call Mr. Silva to confirm your attendance.
- Parent/Staff Recognitions: Mr. Castex presented Mr. Kenneth Tate with a certificate of appreciation for his service on the board. Ms. Diana Wriedt was also acknowledged for her service to the board.
- End-of-Year Parent Appreciation Brunch Reports: Mr. Castex reported everyone had a good time, the food was good, and it went as planned. Ms. Scott thought the event was well put together. It was good to see people having fun.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the fiscal report which is two months into the fiscal year. The budget is around 17% spent which is on target. The in-kind hours are very close to our goal but it is still early in the fiscal year. The credit card statement was reviewed. There were some credits for refunds of shipping costs. Mr. Han was asked who are the bus passes distributed to; Ms. Lee replied that the bus passes are given to children/families that have medical appointments; need to get to socialization; attend other agency-supported appointment/activity. Ms. Lee stated that the sites maintain and track bus passes. FSWs have a log and keep track of who receives the bus passes, purpose for use, date and time. Ms. Gutierrez thanked Mr. Han for always reporting back on questions raised by board members.
- Community Resources – Parents/Staff: Mr. Robert Silva reported that First Five is having a Haunted Ball, October 26, 5-7 p.m. They will have a Trunk or Treat for the children. A Harvest Festival will be held October 27 at the Robertson Community Center. The United State Census is hiring Field Representatives in California. Mr. Silva stated that this is a great opportunity to get some good job experience. Mr. Tate reminded board members that the job centers are always available to assist parents in their job search. Mr. Silva thanked parents that are rotating out and wished them the best.

B. Governing Board Minutes of September 21, 2018: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the critique.
- Social/Hospitality Committee: No report.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Penelope Scott reported on a recent meeting where one major topic of discussion was the opioid crisis. An upcoming Senate Bill (SB1192) will offer children healthier food options.
- Community Action Board: Mr. Tate stated that some board members have expressed interest in being on the CAB for one of the low income seats. See Ms. Desha or call Mr. Bonanno to find more information.

VI. Other Reports (continued)

- B. Head Start Deputy Director's Report – Ms. Denise Lee thanked the board for their work on the End-of-Year Celebration. It was a great event. Staff had a conference call on the Attendance area of non-compliance that was determined in February. The information was provided well before the October 12 deadline. Ms. Lee reviewed the new attendance format that includes a monthly aggregate report for the boards for easy quarterly tracking. The new ways of tracking attendance in the classroom has been impactful. This allowed SETA to take a deep look at how the attendance issue is dealt with across programs. Enrollment and attendance are a hot topic nationally and Ms. Lee thinks ACF will use items developed in Sacramento as an example for other grantees in the future.
- C. Chair's Report: Mr. Castex distributed a list for those members interested in Human Resources interview/screening opportunities. Mr. Castex urged better relationships between board members in the next program year.
- D. Head Start Managers' Reports
- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that the annual delegate school readiness meetings are continuing. Coaching Companion allows better access to teachers and we are very excited about sharing this model to teachers. The first DRDP evaluations are almost complete. As teachers meet with parents, there may be various reports available but there is no standard report yet.
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: No report.
 - Vacant - Program Support, Food Services and Save Environments, Quality Assurance, and EHS-CCP Services: No report.
- E. Open Discussion and Comments: Mr. Tate expressed this is his last term with the Policy Council and it has been a great ride. Over his years at SETA, he has attended 57 board meetings missing only three. Ms. Desha asked PC Executive Committee members to meet after the meeting. Mr. Tate spoke of free and low cost legal representation available at The Justice League located on Fruitridge Blvd. Ms. Desha will provide program information to interested board members.
- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 10:46 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, Quality Assurance Analyst, and Associate Teacher Infant/Toddler.

- ➔ Report out of Closed Session

NOTES:

ITEM III- B - ACTION

APPROVAL TO SUBMIT THE HEAD START SUPPLEMENTAL FUNDING APPLICATION TO THE OFFICE OF HEAD START TO INCREASE PROGRAM HOURS

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the submission of a supplemental funding application to the Office of Head Start to increase program hours for Head Start preschool children in Sacramento County. Funding is available to increase hours to 1,020 per program year by increasing the number of hours per day, increasing days per year and/or a combination of both.

Research documents that children need more learning time in high quality programs than is provided by the Head Start minimum duration standards in order to prepare them for success later in school and in life. It is difficult for the half-day preschool programs to provide sufficient time for teachers to conduct learning activities and intentional instruction in small group and one-on-one interactions.

On September 10, 2018, the Office of Head Start/Administration for Children and Families announced the availability of approximately \$295 million to be awarded for increasing the total annual hours of high-quality early education services offered to children enrolled in Head Start and Early Head Start (EHS) center-based, family child care, and locally designed programs. Of the \$295 million that may be available for award, \$257.4 million is available under the Consolidated Appropriations Act of 2018 (Pub. L. 115-141), and additional funding may be available under fiscal year (FY) 2019 appropriations.

Currently Sacramento County serves 2,108 Head Start preschoolers in full day, full year center-based programs, representing 47% of the total center-based enrollment slots. Since Sacramento County serves 96% of the Early Head Start (EHS) enrollment slots in full day, full year, SETA will not be applying for supplemental funds for Early Head Start in this application process. The 16 EHS enrollment slots that are not currently full day, full year are services offered to teen mothers attending high school independent study and respite care for families with children with disabilities one day per week. Home base services are combined with center-based services to ensure the highest quality of services for this unique population.

SETA is proposing to submit a supplemental funding application on behalf of the SETA Operated Program and three of its delegate agencies - San Juan Unified School District, Twin Rivers Unified School District and Women's Civic Improvement Club. A detailed program narrative and budget will be sent under separate cover.

ITEM III-B – ACTION (continued)
Page 2

The application is due to the Office of Head Start/Administration for Children and Families by December 1, 2018. Negotiated funding will be awarded in order of priority prior to March 1, 2019. Programs must be fully operational no later than the beginning of program year 2019, if not sooner. Implementation may vary depending on facility renovation/repair and staffing

Staff will be available to answer questions.

RECOMMENDATION:

Approve the submission of a Supplemental Funding Application to the Office of Head Start/Administration for Children and Families to increase program hours in Head Start in Sacramento County.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III- C - ACTION

APPROVAL OF LABOR AGREEMENTS

BACKGROUND

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) have been in negotiations discussions and meetings since April 2018. A tentative agreement on a three-year contract has been reached with the three bargaining units represented by AFSCME including the Head Start Unit, the Clerical, Technical and Analytical Unit and the Supervisory Unit. The ratification process took place from November 13 through 15, 2018.

The SETA Governing board will take action at their December 6, 2018 meeting.

The major provisions of the Agreements between SETA and AFSCME include the following:

- Three-year term extension through June 30, 2021
- 2% COLA increase for all employees effective August 1, 2018
- Increase in monthly health contribution of \$50 for employee only and \$120 for family effective October 2018
- Creation of Step F at the top of the salary ranges effective February 2019
- Reduce sick leave accrual to 13 days effective January 2019
- Define excessive use of sick and progressive discipline standards
- Eliminate cash-back for no health insurance effective January 2019
- Delete the wellness incentive effective January 2019
- Clarify and streamline the discipline process and retention of discipline in the employee's personnel file
- Streamline the testing and hiring process
- Delete agency fee language and update Union access requirements
- Modify temporary assignment to a higher classification and begin payment on the 6th day
- Define part-time health benefits
- Add mandatory State and Federal sick leave use programs

Staff will be available to answer questions.

RECOMMENDATION:

Approve the labor agreements effective December 6, 2018 – June 30, 2021.

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM IV-A- INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
 - Parent/Staff Recognition: Mr. Reginald Castex
 - ✓ PC Meeting Perfect Attendance Recognition
 - Committee Reports: Mr. Reginald Castex
 - Executive Committee: Mr. Reginald Castex
 - Budget/Planning Committee: Mr. Reginald Castex
 - Sacramento Zoo Countywide Parent Activity Report: Mr. Reginald Castex
 - Seating of New Policy Council Members (2018-2019)
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 - ✓ Personnel: Ms. Allison Noren
 - ✓ Conflict of Interest: Ms. Nancy Hogan
 - Officer Elections will be held on Wednesday, December 19, 2018:
Mr. Reginald Castex
 - PC/PAC Calendar of Events: Mr. Reginald Castex
 - Community Resources: Parents/Staff: Mr. Robert Silva

NOTES:

COMMITTEE REPORTS

➤ Executive Committee

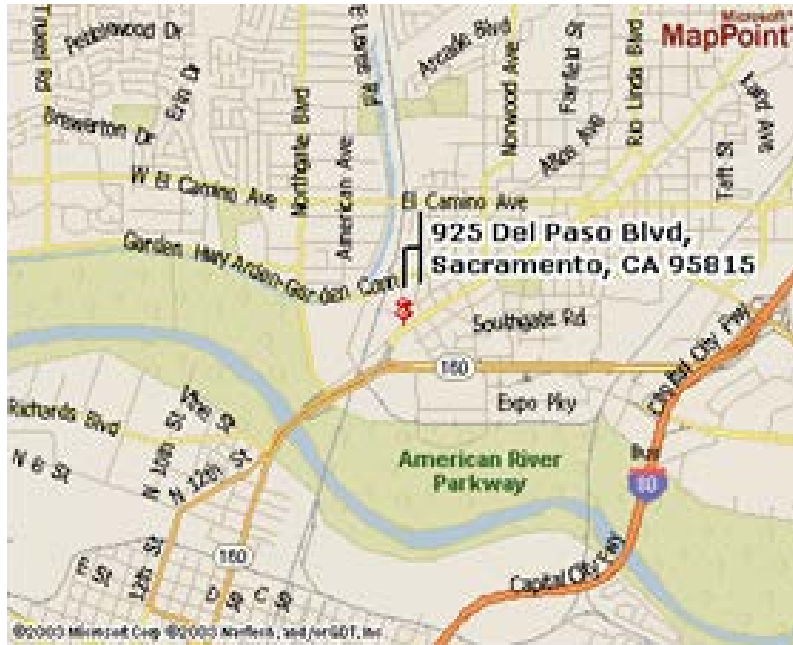
This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council. The Executive Committee met and evaluated the October 23, 2018 Policy Council meeting.

GOOD!!!
Thank you, Ms. Kathy Kossick, for shared success on SETA's 40 th Anniversary.
Thank you, Ms. Denise Lee, for the update provided on the attendance improvement plan as well as the EHS Expansion/Duration application.
Thank you, Ms. Allison Noren, for provided information on eligibility list.
Thank you, Ms. Karen Griffith, for shared program information.
Thank you, Mr. Victor Han, for the fiscal report.
Thank you, Ms. Andrea Scharnow (Vice Chair), for a job well done in starting the PC meeting.
Thank you, Ms. Henrietta Gutierrez (Secretary) for your unwavering support to officers.
Thank you, Mr. Penelope Scott, for your in-depth report of the Sacramento MediCal Dental Advisory Committee.
NEEDS IMPROVEMENT
Please be recognized by the Chair by raising your hand before speaking.
Please turn off all electrical devices, i.e., phones.
Please refrain from TEXTING!!
Attendance.
Please be recognized by the Chair before leaving your seat by saying, "question of privilege."
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
REMINDERS
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

➤ Budget/Planning Committee: Mr. Reginald Castex

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC Executive Committee <i>(Chair only-all other officer positions null and void)</i>	Thursday, November 29, 2018 9:00 a.m. Camellia Room
PAC Executive Committee <i>(Chair only-all other officer positions null and void)</i>	Friday, November 30, 2018 9:00 a.m. - 10:30 a.m. Camellia Room
PC/PAC Meet & Greet Breakfast	Friday, December 7, 2018 Registration at 8:30 a.m. 9:00 a.m. – 10:30 a.m. Sequoia Room
PC/PAC Budget/Planning Committee	Tuesday, December 11, 2018 1:00 p.m. Camellia Room
PC/PAC New Member Orientation	Friday, January 4, 2019 9:00 a.m. – 1:30 p.m. Registration: 8:30 a.m. Shasta Rooms Training: 9:00 a.m. – 1:30 p.m. Board Room
County-wide Officer Training	Friday, January 11, 2019 Registration: 8:30 a.m. Training: 9:00 a.m. – 1:00 p.m. Redwood Room



Our office building is across the street from
Globe Light Rail Station
at the corner of Del Paso Blvd.
and Acoma Street.

916-263-3804



SETA Head Start/Early Head Start

*PC/PAC
Meet and Greet*



Breakfast

Good Morning

*Please join us for breakfast
to meet the 2018-2019
PC/PAC board members and staff*



*Invitations open to currently enrolled parents
interested in possibly joining PAC or PC.*

*Welcome
Introductions / Ice Breaker
PC/PAC Officers Overview
Questions & Answers
Buffet Breakfast
Year End Review Presentation
Closing Remarks*

*RSVP by calling Ms. Nancy Hogan at (916) 263-3827
Thursday, November 29, 2018 by 4:00 p.m.
(See map on back)*

**No children or significant others.
PC/PAC Representatives and Alternates only.*



*When: Friday, December 7th
Time: Program begins at 9:00 am*

9:00-10:30 am

*Where: SETA Sequoia Room
925 Del Paso Blvd.
Sacramento, CA 95815*

Brunch Hosted by:

Mr. Reginald Castex (PC Chair)
Ms. Angel Chenault (PAC Chair)
Ms. Andrea Scharnow (PC Vice Chair)
Ms. Kao Yee Xiong (PC Treasurer)
Mr. Charles Taylor (PC Parliamentarian)
Ms. Henrietta Gutierrez (PC/PAC Secretary)
Ms. Griselda Cisneros (PAC Vice-Chair)
Ms. Marley Schurr (PAC Parliamentarian)

ITEM III-D – ACTION

APPROVAL TO DELEGATE AUTHORITY TO THE PARENT ADVISORY COMMITTEE TO FUNCTION IN THE SCREENING AND INTERVIEWING OF PROSPECTIVE APPLICANTS DIRECTLY RELATED TO THE SETA-OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Parent Advisory Committee's involvement in screening and interviewing prospective applicants directly related to the SETA-Operated Program. Reference the Policy Council bylaws:

Article II Purpose, Powers, Duties and Functions, Section 2: Powers, Duties and Functions, E.12: *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.)*

RECOMMENDATION:

That the Policy Council approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-E – ACTION

ELECTION OF POLICY COUNCIL COMMUNITY AGENCY REPRESENTATIVE

BACKGROUND:

Head Start Policy Council bylaws provide an opportunity for two community agencies to serve on the board. Community agency representatives serve as a conduit between the board members and the community.

Last month, letters were sent out to several local community agencies soliciting representatives.

Applications were received from Sacramento Children’s Museum and the Sacramento Public Library; a copy of these applications will be distributed to board members at the November 27 meeting.

RECOMMENDATION:

Review the applications and elect two community agency representatives.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy of the October 4, 2018 Governing Board minutes.

Staff will be available to answer questions.

NOTES:

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

Minutes/Synopsis

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

Thursday, October 4, 2018
10:00 a.m.

I. Call to Order/Roll Call

Mr. Kennedy called the meeting to order at 10:01 a.m. The Pledge of Allegiance was recited. The roll was called and a quorum established.

Members Present:

Patrick Kennedy, Chair; Member, Board of Supervisors
Larry Carr, Vice Chair; Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Don Nottoli, Member, Board of Supervisors (arrived at 10:05 a.m.)

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

- Recognition of Long-term Employees (all 20 years):
- Ms. Kelly Sprake recognized Ms. Laura Marchi, Head Start Teacher. She's a passionate teacher and works hard to provide services to the 496 children she taught over her years at Head Start.
 - Ms. Kelly Sprake recognized Alma Galindo, Head Start Teacher, worked to achieve her degree during her time at SETA. She has children of children in her classroom now.
 - Ms. Diana Douglas recognized Toni Curso, Workforce Development Professional III. During her time at SETA she has worked herself up the ladder and has earned a Master's Degree.

II. Consent Items

- A. Minutes of the September 21, 2018 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Amend Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency

The consent items were reviewed; no questions or comments.

Moved/Carr, second/Nottoli, to approve the consent item as follows:

- A. Approve the September 21, 2018 minutes.
- B. Approve the claims and warrants for the period 8/30/18 through 9/27/18.

C. Approve the revised Appendix A of the Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Reappointment of the Public Representative Member to the SETA Governing Board

No questions or comments.

Moved/Nottoli, second/Kennedy, to approve the reappointment of Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November, 2020, and forward this nomination for approval to the City Council and Board of Supervisors.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

2. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2019

No questions or comments.

Moved/Nottoli, second/Scherman, to approve Option A for the next calendar year effective January 1, 2019.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Mr. Thatch stated that there's an off-agenda item. This is a matter of extending the memoranda of understanding with the union; this issue came to the attention of the Executive Director after the agenda was posted. The union came forward requesting that the memoranda be extended.

It will take a unanimous vote of the board with two motions. The first motion should be to hear the off-agenda item and a second motion to take action on the new item.

Moved/Nottoli, second/Scherman, to hear the off-agenda item.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

3. Approval to Extend the Memoranda of Understanding Covering Employees in the Head Start Unit, Clerical, Technical, and Analytical Unit, and the Supervisory Unit through December 6, 2018

Moved/Nottoli, second/Scherman, to approve that the three MOUs with AFSCME be extended to December 6, 2018 to continue the terms and conditions of employment while negotiations continue and are completed.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

B. WORKFORCE DEVELOPMENT DEPARTMENT: None.

Refugee Services

Community Services Block Grant

One Stop Services

C. CHILDREN AND FAMILY SERVICES

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

No questions.

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

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

IV. Information Items

- A. Presentation on Special Youth Grants: Ms. Terri Carpenter provided an overview of the various youth programs managed by SETA through WIOA funds. Ms. Stephanie Nguyen, Asian Resources, spoke of how difficult it is working with the high-risk youth population. When you train young people in workforce development, it must be done the right way the first time. It is important to bring the right people to the table to serve these high-risk youths.
- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: No questions.
- D. Unemployment Update/Press Release from the Employment Development Department: No questions.
- E. Head Start Reports: Ms. Denise Lee reviewed the Program Information Report pie charts.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director Reminded board members of SETA's 40th anniversary celebration and thanked Supervisor Kennedy for sponsoring the event.
- C. Deputy Directors: Mr. Roy Kim there were questions raised at previous meetings regarding the in-county unemployment rates. Mr. Kim invited guests from EDD to answer questions. Mr. Nottoli requested assistance to sort through the data especially in the River Delta area because a 13% unemployment rate is not representative of the facts.

Mr. David Dalberg, manager of the LMID group, has been working since 1991 as a manager of this department. Mr. Dalberg explained the history behind the reports and how the report is prepared. The data is the best available estimate of the data available. LMID staff is working directly with the state Workforce Development Board to put together a proposal which will then be disseminated to local boards. Ms. Scherman extended thanks for the very detailed report.

- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: None.

VI. Adjournment: The meeting was adjourned at 11:04 a.m.

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Mary Breeding **DATE:** November 1, 2018

FROM: Tammi Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Kinder World, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	CCP	\$ 347,768	8/1/17-7/31/18	8/1/17-7/31/18

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: October 15-16, and follow up on 24, 31, 2018

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

Program Operator: Kinder World, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA for the Early Head Start programs from August 1, 2017 to July 31, 2018 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

Program Operator: River Oak Center for Children

Findings and General Observations:

- 2) The total costs as reported to SETA for the Early Head Start program from March 1, 2018 to July 31, 2018 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Jacquie Bonini **DATE:** October 16, 2018
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 8,656,626	8/1/17-7/31/18	2/1/18-7/31/18
Head Start	T & TA	\$ 20,000	8/1/17-7/31/18	2/1/18-7/31/18
Early HS	Basic	\$ 1,782,356	8/1/17-7/31/18	2/1/18-7/31/18
Early HS	T & TA	\$ 27,564	8/1/17-7/31/18	2/1/18-7/31/18

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X

Date of review: Sept. 24, 25, and 28, 2018

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from February 1, 2018 to July 31, 2018 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Jacquie Bonini **DATE:** October 19, 2018
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early HS	CCP Basic	\$ 719,726	8/1/17-7/31/18	2/1/18-7/31/18
Early HS	CCP T & TA	\$ 17,500	8/1/17-7/31/18	2/1/18-7/31/18

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: September 24-25, and 28, 2018

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from February 1, 2018 to July 31, 2018 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Kate Ingersoll **DATE:** October 9, 2018

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 1,617,796	8/1/17-7/31/18	6/1/18-7/31/18
Head Start	T & TA	\$ 7,500	8/1/17-7/31/18	6/1/18-7/31/18
Head Start	Duration	\$ 618,997	8/1/17-7/31/18	6/1/18-7/31/18
Early HS	Basic	\$ 357,046	8/1/17-7/31/18	6/1/18-7/31/18
Early HS	T & TA	\$ 5,852	8/1/17-7/31/18	6/1/18-7/31/18

Monitoring Purpose: Initial Interim Special Final

Date of review: Sept 10-11, 2018

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

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

The total costs as reported to SETA from June 1 to July 31, 2018 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM V

OTHER REPORTS

BACKGROUND:

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

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

- ✓ Monthly Head Start Report (attached)
 - Quality Assurance Report for Sacramento City USD EHS/HB

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

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

October 2018

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1836	181	10%	439	85	19%
Twin Rivers USD	180	13	7%	16	1	6%
Elk Grove USD	440	27	6%			
Sac City USD	1139	77	7%	152	12	8%
San Juan USD	668	74	11%	160	19	12%
WCIC	100	3	3%			
EHS CCP				120	7	6%
COUNTY TOTAL	4363	375	9%	887	124	14%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/18	(b) % Actual to Funded
Elk Grove USD	440	451	103
Sacramento City USD	1,139	1,073	94
SETA	1,836	1,760	96
San Juan USD	668	685	103
Twin Rivers USD	180	183	102
WCIC/Playmate	100	110	110
Total	4,363	4,262	98

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/18	(b) % Actual to Funded
Sacramento City USD	152	151	99
SETA	439	448	102
San Juan USD	160	176	110
TRUSD*	16	18	113
Total	767	793	103

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/18	(b) % Actual to Funded
SETA	40	42	105
Sacramento City USD	40	42	105
Total	80	84	105

- (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.

Head Start Enrollment Challenges and Corrective Action:

SETA-Operated Program:

Challenge(s):

- 20 children in routing process for Disabilities and Health /Nutrition concerns
- 8 Classes capped due to majority 3 year olds leaves up to 24 vacant slots at any time due to capping
- Other reasons such as children leaving for Transitional Kindergarten

Action Step(s):

- Routing process is being expedited as much as possible

Sacramento City USD

Challenge

- 1 Class capped due to majority 3 year olds
- 3 Home Visitor Staff vacancies leaving 36 slots vacant
- Other reasons such as no wait list for some centers

Action Step(s):

- 3 Staff have been hired, waiting for hiring process to be completed

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

Head Start

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
Elk Grove USD	91	89	88									
Sacramento City USD	73	90	88									
SETA	78	87	85									
San Juan USD	N/A	76	88									
Twin Rivers USD	93	90	88									
WCIC/ Playmate	N/A	68	83									
TOTAL	84	83	87									

Early Head Start

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
Sacramento City USD	82	92	91									
SETA	80	86	87									
San Juan USD	83	84	89									
Twin Rivers USD	91	88	88									
TOTAL	84	88	89									

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

EHS-CC Partnership/Expansion

Agency	<u>August</u> ADA %	<u>Sept</u> ADA %	<u>October</u> ADA %	<u>Nov</u> ADA %	<u>Dec</u> ADA %	<u>January</u> ADA %	<u>February</u> ADA %	<u>March</u> ADA %	<u>April</u> ADA %	<u>May</u> ADA %	<u>June</u> ADA %	<u>July</u> ADA %
Sacramento City USD	74	80	78									
SETA	84	82	84									
TOTAL	79	81	81									

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

Attendance Action Plan(s):

SETA Operated Program:

- Each month any classroom that has below 85% attendance, submits a Classroom Attendance Improvement Plan.

SCUSD:

- Plan to be included with November Attendance Report.



Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – October 2018

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Sacramento City Unified School District	Head Start and Early Head Start Home Base	4 Home Visits 2 Socialization Groups 1 EHS LDO Classroom	September 17- October 2, 2018	Comprehensive Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This monitoring review was performed using the 2018 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 25 monitoring checklists representing 363 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

Highlighted Program Strengths and Positive Observations:

- Excellent documentation in children’s files in the areas of Family Partnership Agreement, educational and mental health screenings and educational assessments.
- Socialization and parent meetings were well conducted and organized. Relationship between families and home visitors was observed to be warm, friendly and caring.
- Learning experiences facilitated by home visitors for the families during socialization events and during the LDO class were developmentally appropriate and provided opportunities for child-initiated, individualized learning.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	87%	-Files not locked at all times and/or sign out log not utilized for file checkout -Some files missing required forms -Childplus did not match contents of files
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	96%	No significant noted findings
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	97%	No significant noted findings

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	97%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	90%	No significant noted findings
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	88%	-Immunization records not up to date -Not all health screenings were completed/completed in a timely manner -No/limited follow-up on noted health concerns -Not all children received required dental exams
Home Based Services <i>(Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)</i>	92%	No significant noted findings
Socialization <i>(Activities, facility, parent input, facilitation, parent-child interactions, shared experiences, etc.)</i>	86%	-Staff did not wash hands before setting the table for food service -First Aid kits and emergency back-packs not available at socialization -Staff did not offer two required socializations per month
Services to Pregnant Women <i>(Health status, screenings, follow-up, pre/post-partum visits, medical home, dental services, etc.)</i>	100%	No significant noted findings

* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 30 days of receipt of this report. Governing Board/School Board notification of monitoring results is required within 60 days.

Programs have been provided a form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. A program trend CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.

ITEM V-OTHER REPORTS (continued)

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

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