

GOVERNING BOARD

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*Thought of the day: "You can go as far as your mind lets you. What you believe, remember, you can achieve."
Author: Mary Kay Ash*

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

DATE: Wednesday, December 19, 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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DISTRIBUTION DATE: THURSDAY, DECEMBER 13, 2018

The Policy Council meeting hosted by Mr. Reginald Castex, Chair.

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
- _____ Claudett Sanders, Sacramento City Unified School District
- _____ Toni Cerniglia, San Juan Unified School District
- _____ Charles Taylor, Twin Rivers Unified School District
- _____ Elizabeth Schoemig, Twin Rivers Unified School District
- _____ Marisela Aguila, WCIC/Playmate Child Development Center
- _____ Evangelina Barrios, SETA-Operated Program
- _____ Amy Melvin, SETA-Operated Program
- _____ Griselda Cisneros, SETA-Operated Program
- _____ Marley Schurr, SETA-Operated Program
- _____ Devon McCracken, Home Base Option
- _____ Henrietta Gutierrez, Past Parent/Community Representative
- _____ Angel Chenault, Past Parent/Community Representative
- _____ Reginald Castex, Outgoing Chair

New Members to be Seated:

- _____ 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
- _____ Brenda Sevilla, Home Base Option
- _____ Sharon Stone Smith, Sacramento Children's Museum

Seats Vacant:

- _____ Vacant (Pierce), San Juan Unified School District
- _____ Vacant (Smith), SETA-Operated Program
- _____ Vacant (Lopez), SETA-Operated Program
- _____ Vacant (Vaughn), Twin Rivers Unified School District
- _____ Vacant, Early Head Start, Sacramento City Unified School Dist.
- _____ 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, Grandparent/Community Representative
- _____ Vacant, Community Agency Representative

**** Please call your alternate, Policy Council Chair (Reginald Castex: (916) 821-2823), or Head Start staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 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 11/27	EG	X												
M. Aquila Seated 11/27	WCIC	X												
E. Barrios Seated 11/27	SOP	X												
T. Cerniglia Seated 11/27	SJ	X												
A. Chenault Seated 11/27	CR	X												
K. Christian s/b/seated 11/27	SAC	E												
G. Cisneros Seated 11/27														
H. Gutierrez Seated 11/27	CR	X												
C. Hamm Seated	CAR													
D. McCracken Seated 11/27	HB	X												
A. Melvin Seated 11/27	SOP	X												
J. Menefee s/b/seated 11/27	WCIC	U												
K. Pruitt Seated	TR													
C. Sanders Seated 11/27	SAC	X												
E. Schoemig Seated	TR	X												
M. Schurr Seated 11/27	SOP	X												
B. Sevilla s/b/seated 11/27	HB	U												
S. Stone Smith Seated	CAR													

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
B. Valenzuela s/b/seated 11/27	SAC	E												
K. Xiong Seated 11/27	ELK	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 12/11/2018

ITEM II-A - CONSENT

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

BACKGROUND:

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

RECOMMENDATION:

That the Policy Council approve the November 27 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, November 27, 2018
9:00 a.m.

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

Mr. Reginald Castex called the meeting to order at 9:06 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Henrietta Gutierrez called the roll and confirmed that a quorum was established.

Members Present:

Kao Yee Xiong, Elk Grove Unified School District
Diana Wriedt, Elk Grove Unified School District
Andrea Scharnow, Sacramento City 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
Angel Chenault, Past Parent/Community Representative
Kenneth Tate, Outgoing Chair
Reginald Castex, Men's Activities Affecting Children Committee

Member Absent:

Charles Taylor, Twin Rivers Unified School District (unexcused)

II. Consent Item

A. Approval of the Minutes of the October 23, 2018 Regular meeting

Minutes were reviewed; no questions or corrections.

Moved/Scott, second/Scharnow, to approve the October 23 minutes.

Show of hands vote:

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

Nay: 0

Abstentions: 1 (Castex)

Absent: 1 (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 9:16 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, and Quality Assurance Analyst.

B. Approval to Submit the Head Start Supplemental Funding Application to the Office of Head Start to Increase Program Hours

Ms. Denise Lee reviewed the application for supplemental funding to increase program hours. Included in the application is the SETA Operated Program, San Juan USD, Twin Rivers USD and WCIC. Twin Rivers is requesting a modular building which will go into the next school year. The application requests \$2.2 million with \$1.6 for additional start-up funding. Ms. Lee stated that the goal will continue to be ensuring children receive 1,020 hours per year of service. Part-day services will continue to be an option for families not interested in the extended day option.

Dr. Tabitha Thompson, Twin Rivers USD, was acknowledged.

Moved/Xiong, second/Scharnow, to 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.

Show of hands vote:

Aye: 11 (Chenault, Cisneros, Gutierrez, Litka, Sanders, Scharnow, Schurr, Scott, Tate, Wriedt, Xiong)

Nay: 0

Abstentions: 2 (Castex and McCracken)

Absent: 1 (Taylor)

C. Approval of Labor Agreements

Ms. Allison Noren shared that the agency has been in labor negotiations since April, 2018 and recently reached an agreement on the three contracts. The ratification of union members took place earlier this month, approving all three contracts. Some modifications were approved earlier in the year, such as the COLA and medical benefits. The agreements include the creation of a Step "F" salary enhancement which was done with the intention of retaining employees. To off-set the costs associated with the Step F, sick leave hours were reduced from 15 days per year to 13 days. The agreements eliminated the cash-back option for employees not electing to have health coverage. The wellness incentive was also eliminated. The remainder of the modifications include

clarifying and streamlining the discipline process, and the employment application screening processing. The Governing Board will take action on December 6.

The intent of the streamlining process is to hire/test fairly to make sure everything is related to the job.

Mr. Tate asked how much will it cost in the budget with Step F and how much will be recouped with the elimination of the cash back option and other items. Ms. Noren replied that she does not have the exact numbers with her but will report back next month.

Ms. Xiong asked how many staff will benefit from the creation of Step F and Ms. Noren replied that well over 300 employees are currently at the "E" step and they will benefit from the "F" Step next year. Eventually everyone will benefit.

Ms. Noren stated that the negotiations team consisted of five management staff and seven AFSCME members.

Ms. Gutierrez asked how many employees will be affected by the elimination of cash back. Ms. Noren replied that it was 122 employees but the majority of those 122 are at Step "E" and eligible for the Step F increase. There are less than 10 which will have a negative financial affect.

Ms. Lee stated that anything that affects personnel policies and procedures will come to this board next month with a redline version showing what is changed.

Ms. Schurr asked if employees have seen the proposed applications. Ms. Noren replied that since November 8, the union had a meeting with members to explain the changes. Between November 13 and November 15, the union took a vote on the contracts and it was approved. Over 130 members voted but she is not sure how many voted against it.

Moved/Gutierrez, second/Chenault, to approve the labor agreements effective December 6, 2018 through June 30, 2021.

Show of hands vote:

Aye: 10 (Chenault, Cisneros, Gutierrez, Litka, Sanders, Scharnow, Schurr, Scott, Wriedt, Xiong)

Nay: 0

Abstentions: 3 (Castex, McCracken, Tate)

Absent: 1 (Taylor)

IV. Information Items

A. Standing Information Items

- Parent/Staff Recognition: Mr. Castex and Ms. Chenault presented a certification of appreciation to Ms. Diana Wriedt.
 - ✓ PC Meeting Perfect Attendance Recognition: Mr. Castex and Ms. Chenault presented a certificates of perfect attendance to Ms. Griselda Cisneros, Ms. Marley Schurr, Henrietta Gutierrez. Ms. Andrea Scharnow, Ms. Linda Litka, Ms. Devon McCracken, Ms. Penelope Scott, and Mr. Reginald Castex.
- Committee Reports:
 - ✓ Executive Committee: Ms. Gutierrez reviewed the Executive Committee critique.
 - ✓ Budget/Planning Committee: Mr. Tate reported on the November 13 meeting. The committee discussed the supplemental/duration application. Less than 1% of last year's budget was returned which is very good. There are issues with fire suppression permits at Hillsdale which is causing a delay in opening the new classroom.
- Sacramento Zoo Countywide Parent Activity Report: Ms. Schurr enjoyed watching the kids run around and enjoy themselves. Ms. Xiong said that it was a great turn out and a lot of fun. It was an opportunity for the parents to bond; she is looking forward to the next event. Ms. Gutierrez was very impressed with the number of people that showed up.
- Seating of New Policy Council Members (2018-2019)

Three members are terming out: Ms. Litka, Ms. Scott, and Mr. Tate. Mr. Tate thanked the board for his five years of service. He wished the incoming members well.

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
 Elizabeth Schoemig, Twin Rivers Unified School District
 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
 Henrietta Gutierrez, Past Parent/Community Representative
 Angel Chenault, Past Parent/Community Representative
 Reginald Castex, Outgoing Chair

Members to be seated but absent:

Brenda Valenzuela, Sacramento City Unified School District (excused)
 Katrice Christian, Sacramento City Unified School District (excused)
 Jerniece Menefee, WCIC/Playmate Child Development Center (unexcused)
 Brenda Sevilla, Home Base Option (unexcused)

Ms. Griselda Cisneros as reseated as an SOP to hold a seat

- Introduction of Policy Council Members: Mr. Castex seated new members.
- Introduction of Staff: Staff came to the podium to introduce themselves.

Ms. Xiong was excused at 10:34 a.m.

- How to Present and Make Motions: Mr. Castex reviewed the process by which motions are made.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Han stated that the agency is a quarter way through the year, so the budget is around 25% expended. Ms. Han will be contacting some delegate agencies to work on some delays in posting in-kind. The breakdown of expenditures was reviewed. The credit card statement was reviewed. The City of Sacramento expenses are permit fees for the Hopkins Park project.
- Board Procedures
 - ✓ Reimbursements & Budget/Planning: Mr. Victor Han reviewed the reimbursement policy. Those interested in learning how SETA/Head Start provides services and how the budget works are invited to participate in the Budget/Planning Committee.
 - ✓ Personnel: Ms. Allison Noren stated that Head Start regulations encourage parent involvement for hiring and firing of Head Start staff. Ms. Noren distributed a sign-up sheet for those that would like to participate in personnel duties.
 - ✓ Conflict of Interest: Ms. Nancy Hogan provided an overview of SETA's conflict of interest policy.
 - Officer Elections will be held on Wednesday, December 19, 2018: Mr. Castex urged members to consider running for an office.
 - PC/PAC Calendar of Events: Mr. Castex urged members to attend the Meet and Greet Breakfast scheduled for December 7.
 - Community Resources: Parents/Staff: Mr. Robert Silva reviewed some community resources available to the board.

Ms. Adeola Adedipe left at 11:10 a.m.

III. **Action Items** (continued)

- D. 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

This is something done every year to delegate authority to the PAC to be involved in the screening and interviewing process.

Moved/Sanders, second/Cerniglia, 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.

Aye: 11 (Aquila, Barrios, Cerniglia, Chenault, Cisneros, Gutierrez, McCracken, Melvin, Sanders, Schurr, Elizabeth)

Nay: 0

Abstentions: 1 (Castex)

Absent: 2 (Adedipe and Xiong)

E. Election of Policy Council Community Agency Representatives

Ms. Sharon Stone Smith, Executive Director, Sacramento Children's Museum introduced herself and stated that she has been with the museum for seven years. They are involved with children 5 years of age and under.

Ms. Chenault stated that the election of the second Community Agency Representative will be tabled to the December meeting.

Moved/Cerniglia, second/Melvin, to elect the Sacramento Children's Museum with Ms. Sharon Stone Smith serving as their representative.

Aye: 10 (Aquila, Barrios, Cerniglia, Cisneros, Gutierrez, McCracken, Melvin, Sanders, Schurr, Elizabeth)

Nay: 0

Abstentions: 2 (Castex and Chenault)

Absent: 2 (Adedipe and Xiong)

Ms. Sharon Stone Smith was congratulated on her appointment to the board.

IV. **Information Items** (continued)

B. Governing Board Minutes of October 4, 2018: No questions.

C. Fiscal Monitoring Reports: Mr. Victor Han reviewed the fiscal monitoring reports.

V. **Other Reports**

A. Executive Director's Report: Ms. Kossick welcomed the new members. Additional information will be coming forward next month. Ms. Kossick stated that she looks forward to meeting members at the Meet and Greet Breakfast and the orientation.

B. Head Start Deputy Director's Report: No report.

C. Chair's Report: Mr. Castex distributed a calendar for those interested in participating in the screening and hiring process. Board members were also requested to provide their contact information.

D. Open Discussion and Comments: No comments.

E. Public Participation: Ms. Andrea Scharnow reported that as of today, she is stepping down from the board. Sac City USD hired her full time as of last week. Ms. Robin Blanks wished board members well and all staff. Mr. Kenneth Tate welcomed the new Policy Council members. Mr. Tate provided the report out on the Community Action Board where there was discussion of extending funding to service providers.

VI. **Adjournment**: The meeting was adjourned at 11:45 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: APPROVAL OF CHANGES TO THE SETA PERSONNEL POLICIES AND PROCEDURES SICK LEAVE ACCRUAL AND USAGE, LEAVE WITHOUT PAY, AND EQUAL OPPORTUNITY EMPLOYER POLICIES

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. In addition to a tentative agreement on a three-year contract with the three bargaining units represented by AFSCME, three policies were updated to conform to the labor agreement changes.

The policy changes include:

Sick Leave Accrual and Usage (Section 9.08)

- Reduce sick leave accrual to 13 days for 40-hour work week regular employees and a prorated reduction for 4, 6, and 7-hour regular employees
- Clarify when employees may use their sick leave as defined by law
- Remove sick leave restriction
- Define excessive use of sick leave

Leave Without Pay (Section 9.01)

- Change the title to Leave of Absence With or Without Pay
- Clarify process on requesting leaves of absence
- Clarify when leave without pay can be used
- Added leaves of absence for veterans and/or members of the National Guard as defined per law

Equal Opportunity Employer (Section 1.05)

- Updated the protected classes as defined by law

There will be additional policies that will change in the near future as a result of the labor agreement changes and all will be brought to Policy Council for approval. The updated Sections of the above noted policies are attached with changes red-lined. The SETA Governing board will take action at their January 3, 2019 meeting.

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the updated Sick Leave and Accrual Usage, Leave With or Without Pay, and Equal Opportunity Employer Policies.

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

Sick Leave Accrual and Usage

Section 9.08

Sick leave ~~credits~~accruals shall be earned by regular and probationary employees based on the equivalent of full-time service from the date of appointment.

A. Sick leave ~~credit~~hours shall accrue to and be useable by the employee upon completion of ~~on the regular work assignment~~end of the day on the last day of the bi-weekly pay period in which it is earned. ~~Sick leave requires the approval of the supervisor and may be denied as provided below. Unapproved sick leave is absence without leave and shall be unpaid. Unexcused sick leave is sick leave for a purpose not approved herein, or in a manner or amount which exceeds the standards defined below.~~

B. Sick leave is accrued as follows:

1. 40-hour work week regular employees: sick leave ~~credits shall~~hours accrue on the basis of four ~~and six tenths (4.6) hours,~~ per bi-weekly pay period of service, ~~or thirteen (13) days annually,~~ and may be accumulated without limitation.
2. Less than 40-hour work week regular employees: ~~sick leave credits~~hours shall accrue in proportion to their regular work week hours compared with the forty (40) hour work week, ~~(i.e., 20 hours per week employee would accrue sick leave at 50% or 2.3 hours per bi-weekly pay period, etc.)~~ so that 4-hour employees earn two (2) hours per bi-weekly pay period or 6.5 days annually; 6-hour employees earn three (3) hours per bi-weekly pay period or 9.75 days annually; and 7-hour employees earn three and one-half (3½) hours per biweekly pay period or 11.375 days annually.

C. A regular or probationary employee may utilize their accumulated sick leave when unable to perform their work duties by reason of:

- ~~1.~~
1. physical or mental illness
2. ~~2.~~ on or off-the-job injury, including victims of domestic violence, stalking and sexual abuse as defined by the Kin Care Law
3. ~~3.~~ necessary medical or dental care
4. ~~4.~~ exposure to or active contagious disease ~~under circumstances by which such~~ that the health of employees, or ~~members of~~ the public would be endangered
4. ~~by the attendance of the employee being at work~~
5. ~~5.~~ illness ~~or death~~ in the employee's immediate family as defined by law
6. ~~6.~~ pregnancy and childbirth
7. ~~7.~~ attendance, ~~at any location,~~ during a serious medical treatment or operation, including childbirth, performed upon a spouse, child or an immediate family member as defined by law

~~close relative residing with the employee~~

- D. An employee may be required to present a certificate of the attending physician or medical practitioner to substantiate the need for and use of sick leave ~~as allowed by law.~~ The Agency may also require a fitness for duty examination ~~or for cause as determined by observation of the employee's behavior or disclosure of their medical condition.~~ The Agency may require a fitness for duty examination upon release up onto return to work from absence for a serious illness, injury, or exposure to a contagious disease.

~~An employee may be placed on sick leave restriction by the Agency for excessive use and/or abuse of sick leave. Such employees will be required to bring substantiation for the need for and use of sick leave, and shall be notified of the duration of that requirement as well as the reason(s) for the restriction.~~

- E. The Executive Director, designee or Appointing Authority may place an employee on involuntary sick leave when recommended by a competent medical authority and when the employee's presence at work endangers the health or work performance of the employee, other employees ~~or~~, the Head Start children under their supervision, or Agency clients.

- F. ~~Excessive~~ An employee who is using excessive sick leave usage shall be notified of the concern by his/her direct supervisor as soon as practical and counseled regarding the use and abuse of sick leave. After initial verbal counseling, upon another occurrence the employee shall be notified in writing of the attendance requirements and advised that discipline may follow if the behavior is not corrected. Failure to report to work regularly and to follow procedures for calling out sick may be grounds for disciplinary action, up to and including termination.

~~Excessive sick leave is defined as~~ using sick leave in excess of that protected by law as follows:

1. ~~The employee has a total yearly~~ rate of utilization of sick leave in excess of that protected by law which is in excess of ~~sixtyfifty~~ percent (6050%) of the yearly accrual.
 2. ~~This~~ The employee will take into consideration the length of employment, the employee's accrual rate, as well as the need(s) for and use of sick leave by the employee.
- G. ~~Abuse~~ be notified of this policy will result in disciplinary action up to and including termination. Abuse of sick leave is defined as utilization threshold when they reach forty percent (40%) usage, if possible.
1. 2 ~~The employee shows~~ has a pattern of sick leave use which causes concern as to its legitimacy, including time associated with specific days, assignments, holidays,

~~paydays, weekends, requested holidays or other leave, and/or after refused time off or days off;~~

- ~~2. The employee is denied other time off and then reports out on sick leave.~~
- ~~3. The employee fails to provide required medical verification for use of sick leave when required that period.~~
- ~~4. The employee uses sick leave to engage in personal activities not expressly authorized in these Policies and Procedures.~~
- ~~5. The employee uses sick leave immediately upon accrual of a full day of sick leave.~~
- ~~6. The employee uses sick leave frequently for short absences.~~

Supervisors/managers ~~should~~shall monitor the sick leave use by all employees under their ~~supervisions~~supervisor or direction, including the use of sick leave covered by FMLA. ~~Employees placed on sick leave restriction by their supervisor/manager should be counseled as needed in an effort toward compliance with this policy.~~ Kin Care and other legally protected sick leave.

~~H. Payments to Agency employees based on sick leave credit used for personal purposes shall be excluded from “wages” for the purposes of the Social Security Act.~~

G. If an employee in a class designated ~~“management”~~as Management in the annual salary classification plan dies while employed by the Agency, whether or not the death is job-related, the beneficiary shall be paid the monetary value of all sick leave accrued by the employee at the time of death.

H. Unused sick leave at the time of retirement shall be eligible for conversion to service credit as the retirement plan allows.

~~A.~~ “I. Immediate family”² for purposes of this section shall be as defined ~~as that~~by law and is found in section 9.03 A of these policies.

Sick Leave Accrual and Usage

Section 9.08

Sick leave accruals shall be earned by regular and probationary employees based on the equivalent of full-time service from the date of appointment.

- A. Sick leave hours shall accrue to and be useable by the employee upon completion of the end of the day on the last day of the bi-weekly pay period in which it is earned. Sick leave requires the approval of the supervisor and may be denied as provided below. Unapproved sick leave is absence without leave and shall be unpaid. Unexcused sick leave is sick leave for a purpose not approved herein, or in a manner or amount which exceeds the standards defined below.

- B. Sick leave is accrued as follows:
 - 1. 40-hour work week regular employees: sick leave hours accrue on the basis of four (4) hours, per bi-weekly pay period of service, or thirteen (13) days annually, and may be accumulated without limitation.

 - 2. Less than 40-hour work week regular employees: sick leave hours shall accrue in proportion to their regular work week hours compared with the forty (40) hour work week so that 4-hour employees earn two (2) hours per bi-weekly pay period or 6.5 days annually; 6-hour employees earn three (3) hours per bi-weekly pay period or 9.75 days annually; and 7-hour employees earn three and one-half (3½) hours per biweekly pay period or 11.375 days annually.

- C. A regular or probationary employee may utilize their accumulated sick leave when unable to perform their work duties by reason of:
 - 1. physical or mental illness
 - 2. on or off-the-job injury, including victims of domestic violence, stalking and sexual abuse as defined by the Kin Care Law
 - 3. necessary medical or dental care
 - 4. exposure to or active contagious disease such that the health of employees, or the public would be endangered by the employee being at work
 - 5. illness in the employee's immediate family as defined by law
 - 6. pregnancy and childbirth
 - 7. attendance during a serious medical treatment or operation performed upon an immediate family member as defined by law

- D. An employee may be required to present a certificate of the attending physician or medical practitioner to substantiate the need for and use of sick leave as allowed by law. The Agency may also require a fitness for duty examination for cause as determined by observation of the employee's behavior or disclosure of their medical condition. The

Agency may require a fitness for duty examination upon release to return to work from absence for a serious illness, injury, or exposure to a contagious disease.

- E. The Executive Director, designee or Appointing Authority may place an employee on involuntary sick leave when recommended by a competent medical authority and when the employee's presence at work endangers the health or work performance of the employee, other employees, the Head Start children under their supervision, or Agency clients.
- F. An employee who is using excessive sick leave shall be notified of the concern by his/her direct supervisor as soon as practical and counseled regarding the use and abuse of sick leave. After initial verbal counseling, upon another occurrence the employee shall be notified in writing of the attendance requirements and advised that discipline may follow if the behavior is not corrected. Failure to report to work regularly and to follow procedures for calling out sick may be grounds for disciplinary action.

Excessive sick leave is defined as using sick leave in excess of that protected by law as follows:

1. The employee has a rate of utilization of sick leave in excess of that protected by law which is in excess of fifty percent (50%) of the yearly accrual. The employee will be notified of this utilization threshold when they reach forty percent (40%) usage, if possible.
2. The employee has a pattern of sick leave use which causes concern as to its legitimacy, including time associated with weekends, holidays or other leave, and/or after refused time off for that period.

Supervisors/managers shall monitor the sick leave use by all employees under their supervisor or direction, including the use of sick leave covered by FMLA, Kin Care and other legally protected sick leave.

- G. If an employee in a class designated as Management in the annual salary classification plan dies while employed by the Agency, whether or not the death is job-related, the beneficiary shall be paid the monetary value of all sick leave accrued by the employee at the time of death.
- H. Unused sick leave at the time of retirement shall be eligible for conversion to service credit as the retirement plan allows.
- I. Immediate family for purposes of this section shall be as defined by law and is found in section 9.03 A of these policies.

Section 9: Leave

Leave of Absence With or Without Pay

Section 9.01

A leave of absence with or without pay will allow a regular employee to be absent from duty for a specified period of time and for specified purpose: in accordance with statutory requirements and the applicable collective bargaining agreement.

A. A request for a medical, pregnancy or parental leave of absence with or without pay shall be made in writing to the employee's immediate supervisor. ~~The immediate supervisor will discuss, the request with Human Resources Chief, and the Department Chief.~~ Head, and shall state specifically

~~B. If the Department Chief approves~~ reasons for leave (insofar as allowed by law), the request, date when the leave is to begin, and the probable date of return. Then the request will be forwarded to the Executive Director for final approval.

~~B. All other leaves shall be submitted to the employee's supervisor and Department Head and state specifically the reason for the leave, the date it is requested to begin, and the duration and return date for approval. The Department Head will forward it to the Executive Director for final approval.~~

C. No employee shall be granted a leave of absence without pay for time off which can be covered by the employee's accrued vacation, compensatory time off, personal leave, or sick leave: when applicable. This does not apply to a denial of paid leave for an employee with attendance issues, tardiness or failure to follow call-in procedures when not reporting for work.

D. A leave may be granted for a period not to exceed six (6) months for the following purposes:

1. ~~1. Illness or injury, including pregnancy-related disability due to pregnancy or childbirth and family care;~~

2. ~~2. Education or training which would benefit the Agency;~~

3. ~~3. Parental leave pursuant to Agency policy, or;~~

~~3.4. Other personal reasons approved by either the Executive Director (or the Appointing Authority for).~~ Agency Fiscal staff or the Executive Director.

E. Accrued sick leave when applicable, vacation leave, compensatory time off, personal leave and management leave must be used prior to taking a leave without pay except as approved by the Executive Director ~~or Appointing Authority~~ (or the Appointing

Authority). An employee may not intersperse paid leave accruals with unpaid leave to accrue benefits or qualify for Agency insurance contributions.

~~F.~~ ~~At~~

F. In unusual and special circumstances an employee may be granted up to a six (6) month extension of a leave of absence without pay for a total of up to twelve (12) months. -Such extension shall be based on unusual and special circumstances, and shall be subject to the approval of the Executive Director (or the Appointing Authority).

G. A leave of absence may be revoked by the Executive Director (or the Appointing Authority for Agency Fiscal staff or the Executive Director,), if the reason for granting a leave was misrepresented or has ceased to exist.

H. If an employee is on an approved leave of absence of six (6) months or less, necessitated by pregnancy, illness or disability, as verified by medical reports, the employee shall be eligible to return to his/her position at the completion of such leave. - unless statutory provisions provide greater protection.

I. In all other cases, if a leave of absence necessitates a replacement with a regular employee, the employee on leave shall not be returned to the Agency unless a position in the employee's classification is open at the time he/she reports for work. If the position is to be filled on a permanent basis, the employee shall be so advised prior to the leave.

J. If there is not such a vacancy in the employee's current classification at the time of request to return, he/she shall have preferential hiring rights for the first in either the employee's current classification or another classification in which he/she held regular status and which is either open at the time he/she returns from the leave or which becomes open at a later date. Such preferential hiring rights cease when either he/she is re-employed in his/her current classification or one calendar year after termination of the leave, whichever occurs first, ~~and.~~

K. Recall rights from a leave without pay shall not supersede the recall rights of laid-off employees.- Disputes on preferential hiring rights to vacant positions shall be resolved first by classification seniority. Ties in classification seniority shall be determined by Agency seniority. Ties in Agency seniority will be determined by lot.

~~I-L.~~ If the leave of absence without pay necessitates a temporary replacement, the employee on leave shall be returned to the position he/she vacated upon his/her return to work.

M. Employees wishing to return from a leave of absence prior to the original date of return, shall notify their supervisor of their desire to return early and they shall work out a mutually agreeable date of return.

JN. Employees who are veterans and/or members of the National Guard shall be entitled to leaves of absence to which they are entitled pursuant to the Military and Veterans Code.

Q. An employee failing to return from a leave of absence on the specified return date shall be considered to have resigned their employment with the Agency.

Section 9: Leave

Leave of Absence With or Without Pay

Section 9.01

A leave of absence with or without pay will allow a regular employee to be absent from duty for a specified period of time and for specified purpose in accordance with statutory requirements and the applicable collective bargaining agreement.

- A. A request for a medical, pregnancy or parental leave of absence with or without pay shall be made in writing to the employee's immediate supervisor, the Human Resources Chief, and the Department Head, and shall state specifically the reasons for leave (insofar as allowed by law), the date when the leave is to begin, and the probable date of return. Then the request will be forwarded to the Executive Director for final approval.
- B. All other leaves shall be submitted to the employee's supervisor and Department Head and state specifically the reason for the leave, the date it is requested to begin, and the duration and return date for approval. The Department Head will forward it to the Executive Director for final approval.
- C. No employee shall be granted a leave of absence without pay for time off which can be covered by the employee's accrued vacation, compensatory time off, personal leave, or sick leave when applicable. This does not apply to a denial of paid leave for an employee with attendance issues, tardiness or failure to follow call-in procedures when not reporting for work.
- D. A leave may be granted for a period not to exceed six (6) months for the following purposes:
 - 1. Illness or injury, including pregnancy-related disability and family care;
 - 2. Education or training which would benefit the Agency;
 - 3. Parental leave pursuant to Agency policy, or;
 - 4. Other personal reasons approved by the Executive Director (or the Appointing Authority).
- E. Accrued sick leave when applicable, vacation leave, compensatory time off, personal leave and management leave must be used prior to taking a leave without pay except as approved by the Executive Director (or the Appointing Authority). An employee may not intersperse paid leave accruals with unpaid leave to accrue benefits or qualify for Agency insurance contributions.

- F. In unusual and special circumstances an employee may be granted up to a six (6) month extension of a leave of absence without pay for a total of up to twelve (12) months. Such extension shall be based on unusual and special circumstances and shall be subject to the approval of the Executive Director (or the Appointing Authority).
- G. A leave of absence may be revoked by the Executive Director (or the Appointing Authority), if the reason for granting a leave was misrepresented or has ceased to exist.
- H. If an employee is on an approved leave of absence of six (6) months or less, necessitated by pregnancy, illness or disability, as verified by medical reports, the employee shall be eligible to return to his/her position at the completion of such leave unless statutory provisions provide greater protection.
- I. In all other cases, if a leave of absence necessitates a replacement with a regular employee, the employee on leave shall not be returned to the Agency unless a position in the employee's classification is open at the time he/she reports for work. If the position is to be filled on a permanent basis, the employee shall be so advised prior to the leave.
- J. If there is not such a vacancy in the employee's current classification at the time of request to return, he/she shall have preferential hiring rights for the first in either the employee's current classification or another classification in which he/she held regular status and which is either open at the time he/she returns from the leave or which becomes open at a later date. Such preferential hiring rights cease when either he/she is re-employed in his/her current classification or one calendar year after termination of the leave, whichever occurs first.
- K. Recall rights from a leave without pay shall not supersede the recall rights of laid-off employees. Disputes on preferential hiring rights to vacant positions shall be resolved first by classification seniority. Ties in classification seniority shall be determined by Agency seniority. Ties in Agency seniority will be determined by lot.
- L. If the leave of absence without pay necessitates a temporary replacement, the employee on leave shall be returned to the position he/she vacated upon his/her return to work.
- M. Employees wishing to return from a leave of absence prior to the original date of return, shall notify their supervisor of their desire to return early and they shall work out a mutually agreeable date of return.
- N. Employees who are veterans and/or members of the National Guard shall be entitled to leaves of absence to which they are entitled pursuant to the Military and Veterans Code.
- O. An employee failing to return from a leave of absence on the specified return date shall be considered to have resigned their employment with the Agency.

Equal Opportunity Employer

Section 1.05

The Agency is committed to providing equal employment opportunity to all qualified persons in matters affecting, but not limited to, recruitment, employment, compensation, benefits, promotions, training, tuition assistance, discipline, transfer and layoff practices without regard to a person's age, genetic information, sex (including pregnancy, child birth and related medical conditions), marital status, sexual orientation, gender identity and gender expression, medical condition, physical and/or mental disability, religion, race, color, creed, national origin, ancestry, military and veterans status political affiliation, or Union membership or activity.

~~race, color, religion, national origin, disability, sex, age, sexual orientation, marital status, veteran status veteran status, gender identity, genetic information, or any other legally protected characteristic.~~

Equal Opportunity Employer

Section 1.05

The Agency is committed to providing equal employment opportunity to all qualified persons in matters affecting, but not limited to, recruitment, employment, compensation, benefits, promotions, training, tuition assistance, discipline, transfer and layoff practices without regard to a person's age, genetic information, sex (including pregnancy, child birth and related medical conditions), marital status, sexual orientation, gender identity and gender expression, medical condition, physical and/or mental disability, religion, race, color, creed, national origin, ancestry, military and veterans status political affiliation, or Union membership or activity.

ITEM III-C – 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) 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....

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

RECOMMENDATION:

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

Past Parent Representatives:

Alternates:

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-D – 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.

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

An application was received from the Sacramento Public Library; a copy of this application will be distributed to board members at the December 19 meeting.

RECOMMENDATION:

Review the applications and elect one community agency representative.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-E – ACTION

ELECTION OF POLICY COUNCIL OFFICERS FOR 2018-2019

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect officers for Program Year 2018-2019. The duties of PC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws, Article V – Officers, Section 2B and 2C:

Section 2, B of the Bylaws states: 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.

Section 2, C of the Bylaws States: 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 PC officers shall be as prescribed in these Bylaws and shall include such other duties as may be established by the PC that are not in conflict with these Bylaws.

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

ITEM III-E-ACTION (continued)
Page 2

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.

RECOMMENDATION:

That the Policy Council elect a Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Chair:

Vice Chair:

Secretary:

Treasurer:

Parliamentarian:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-F – ACTION

SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND
THE ANNUAL CALIFORNIA HEAD START ASSOCIATION (CHSA) PARENT
TRAINING CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect two (2) Representatives and two (2) Alternates to attend the Annual California Head Start Association (CHSA) Parent Training Conference, Monday-Tuesday, February 4-5, 2019, Riverside Convention Center, 3637 – 5th Street, Riverside, CA 92501.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Policy Council select two (2) Representatives and two (2) Alternates to attend the Annual California Head Start Association (CHSA) Parent Training Conference.

NOTES:

Representatives nominated:

Alternates elected:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

POLICY COUNCIL REPRESENTATIVE CONFERENCE **ATTENDANCE GUIDELINES**

The following guidelines for PC Representatives attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be given to Policy Council (PC) Representatives who have not had an opportunity to attend a Head Start Conference.
2. The PC Representative must give a written report to the PC at the next scheduled PC meeting upon his/her return from the parent conference (local or out-of-state). The Travel Approval and Expense Claim Form will not be approved until written report has been received.
3. The PC Representative's report must include the PC Representative's name, conference title, date, location, and workshops attended.
4. Networking information and additional comments are optional.

[Event Summary](#)
[Agenda](#)
[Keynote Speakers](#)
[CA TTA/National Center Workshops](#)
[Workshop Sessions](#)
[Pricing and Registration](#)
[Exhibits/Community Resources](#)
[Conference Committee](#)
[Event Location](#)

[Register Now](#)

[Already Registered?](#)

CHSA 2019 Annual Conference



FEBRUARY 4–8, 2019 | RIVERSIDE CONVENTION CENTER
Parent & Family Engagement Conference | February 4–5
Education Conference | February 6–8

The California Head Start Association invites you to join us in Riverside, California this **February 4-8, 2019** for California's largest Head Start event of the year! The CHSA Annual Conference houses the Parent & Family Engagement Conference, the Education Conference, and NEW in 2019, SPLASH into California sponsored by Frogstreet and featuring Dr. Kenneth Wesson.

Parent and Family Engagement Conference, February 4th and 5th, 2019

CHSA's Parent and Family Engagement conference provides workshops with content for the parents of Head Start children and the staff who work with and for them. The Parent and Family Engagement Conference will feature the latest content on the Family Engagement Framework, as developed by the Office of



Head Start presented by the National Center on Parent, Family and Community Engagement on the following topics:

- **Family and Program Progress - Family Goal Setting:** Quantitative and qualitative data tell a story about families and document a program's impact in effecting positive change with families. Families come to HS/EHS with a range of perspectives, experiences, and circumstances. Since each family is different, progress toward the seven Family Outcomes of the OHS PFCE Framework will vary across families. As a result, programs collect and use a variety of family related data. Quantitative and qualitative data tell a story about families and document a program's impact in effecting positive change with families. Intentional planning and goal setting with individual families is critical to overall programmatic planning and, in this content, we explore approaches to the family partnership process as an opportunity for successful goal-setting and progress alongside families.
- **Parenting Curriculum:** Another opportunity for tracking family data and progress is evidenced through implementation of a Parenting Curriculum over time.
- **Planning:** In addition, topics such as the Five-Year Project Period can be discussed and connected with the embedding of identified family outcome priorities into systems for planning, tracking, and continuous programmatic improvement efforts.
- **PFCE Systems Building and Integrated Services:** Program leaders set the stage for the priorities, policies, and practices within the context of the five-year project period. In this content, we review the importance of the systemic, integrated, and comprehensive approach to family engagement practices and demonstrate the connections between family engagement and child outcomes. Using the Program Impact Areas from PFCE Framework and the role-specific Relationship-based Competencies (RBCs), we also explore the preparation and ongoing professional development of staff and supervisors who work with families, in addition to credentials, certificate programs, and higher education opportunities.

Who Should Attend? HS/EHS Parents & Policy Council Members, FSWs, Family Engagement Staff, Home Visitors.

and 8th, 2019

CHSA's Education Conference advances the knowledge and skills of those involved in the education of children age zero to five. The Education Conference will feature the latest content developed by the Office of Head Start presented by the National Center on Early Childhood Development, Teaching, and Learning (NCECDTL) on the following topics:



- **High Quality Teaching and Learning:** This topic area addresses necessary components of responsive learning environments, including research-based approaches to intentionally promote the features of high-quality teaching and learning around engaging interactions, well-organized learning environments, and using effective curricula and research-based teaching and home visiting practices to support all children with developmentally, culturally, and linguistically appropriate learning experiences focused toward achieving progress outlined in the HSELOF.
- **Effective and Nurturing Adult-Child Interactions:** Effective teaching practices emphasizing nurturing, responsive interactions.
- **PBC: Building Coaching Capacity** -Build coaches capacity for observational strategies, feedback and modeling of effective practices focused on goals and processes for improving effective teaching and learning in multiple settings.
- **PBC Leadership Academy:** Program leader teams, including Managers, Coordinators, Supervisors, and Coaches.
- **Homebased:** Support the needs of home visiting programs to facilitate parent-child interaction and the home as a learning environment during home visits and group socializations using a research-based, home-based curriculum with fidelity, guided by the HSELOF and child assessment.

Who Should Attend? Teachers, site managers, home based supervisors, child development and education managers, family and community partnership managers and program directors for both HS and EHS.

Event Summary **Agenda** Keynote Speakers
 CA TTA/National Center Workshops Workshop Sessions
 Pricing and Registration Exhibits/Community Resources
 Conference Committee Event Location

[Register Now](#)

[Already Registered?](#)

Monday

Parent & Family Engagement Conference - Day 1

Registration: 7:30 AM

Opening Session: 8:45

Breakfast Provided: 7:45 – 8:45 AM

Keynote: **Jacquelyn Christensen, Adjunct Professor, Woodbury University**

9:00 - 10:15 AM

Workshops: 10:30 - 12:00 PM

Lunch On Your Own: 12:00 - 1:30 PM

Workshops: 1:30 - 3:00 PM

Snack Break: 3:00 - 3:30 PM

Workshops: 3:30 - 5:00 PM

Tuesday

Parent & Family Engagement Conference - Day 2

Registration: 8:00 AM

Workshops: 9:00 - 10:30 AM

Workshops: 10:30 - 12:00 PM

Lunch Provided: 12:00 - 12:45 PM

Closing Keynote Session: 12:45 – 2:00 PM

Jennifer Friend, Chief Executive Officer, Project Hope Alliance

Tuesday

SPLASH into CA with Frogstreet

Registration: 7:30 AM

Opening Session: 8:30 AM

Lunch Provided

Wednesday**Education Conference -Day 1**

Registration: TBD

Coffee & Tea with The Exhibitors: 7:30 - 9:00 AM

Keynote: 8:45 – 10:00 AM - **Dr. Kenneth Wesson**

Break/Exhibitors: 10:00 - 10:30 AM

Workshops: 10:30 - 12:00 PM

Lunch on Your Own: 12:00 - 1:30 PM

Workshops: 1:30 - 3:00 PM

Exhibitor Snack Break: 3:00 - 3:30 pm

Workshops: 3:30 - 5:00 PM

Thursday**Education Conference - Day 2**

Registration: 7:30 AM

Breakfast/Exhibitors: 8:00 - 10 AM

Workshops: 10:00 - 11:30

Lunch on your own: 11:30 - 1:00 PM

Workshops: 1:00 - 2:30 PM

Break with Exhibitors: 2:30 - 3:00 PM

Workshops: 3:00 - 4:30 PM

Friday**Education Conference - Day 3**

Registration: 7:00 AM

Closing Keynote/Breakfast: 8:00 – 9:30 AM

Workshops: 9:45 – 11:15 AM

Workshops: 11:30 – 1:00 PM

Contact Us

ITEM IV-A- INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
 - PC/PAC Calendar of Events
 - Parent/Staff Recognitions
 - PC/ PAC Meet and Greet Reports
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
 - Community Resources – Parents/Staff - Mr. Robert Silva

NOTES:

EVENT

DATE

PAC Executive Committee	Thursday, December 20, 2018 9:30 a.m. Camellia Room
PC Executive Committee	Thursday, January 3, 2019 9:30 a.m. Camellia Room
PC/PAC New Member Orientation	Friday, January 4, 2019 9:00 a.m. – 1:00 p.m. Registration: 8:30 a.m. Shasta Rooms Training: 9:00 a.m. – 1:30 p.m. Board Room
PC/PAC Budget/Planning Committee	Tuesday, January 8, 2019 1:00 p.m. Camellia 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
Parent Ambassador Committee	Friday, January 25, 2019 10:00 a.m. Olympus Room



SAVE THE DATE



Countywide Parent Activity

At Powerhouse Science Center

Date: Saturday, February 23rd, 2019

Time: 9:00am – 12:00pm

Location: Powerhouse Science Center

3615 Auburn Blvd.

Sacramento, CA 95821

Open to currently enrolled

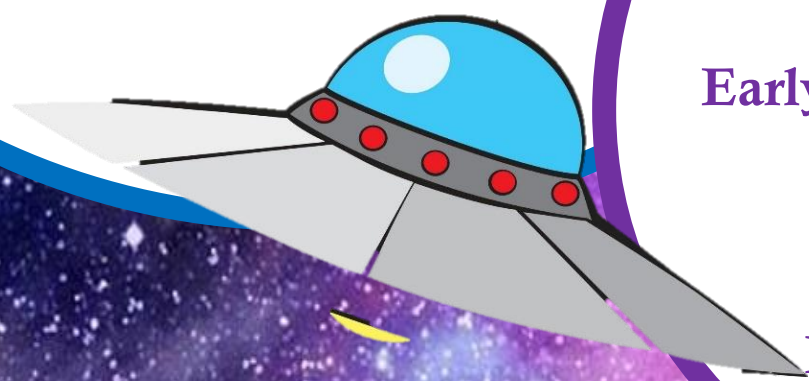
Head Start/

Early Head Start Families!

Space is limited

RSVP is required

Details to follow!



Free

Learn Hmong With Me

0-5 yrs

Hmoob
Dawb
Moob
Leeg

Upcoming ...

January: Numbers

- ★ January 12, 10am - 12pm at Elk Grove Library
- ★ January 26, 10am - 12pm at Southgate Library

February: Emotions

- ★ February 9, 10am - 12pm at Colonial Heights Library
- ★ February 23, 10am - 12pm at Southgate Library

March: Home

- ★ March 9, 10am - 12pm at Colonial Heights Library
- ★ March 23, Field Trip at Southgate Library

April: Body

- ★ April 13, 10am - 12pm at Colonial Heights Library
- ★ April 27, 10am - 12pm at Southgate Library

May: Food

- ★ May 11, 10am - 12pm at Colonial Heights Library
- ★ May 25, 10am-12pm at Southgate Library

June: Weather

- ★ June 8,, 10am - 12pm at Colonial Heights Library
- ★ June 22, 10am-12pm at Southgate Library

**Children must be accompanied by a responsible adult.
Parent participation is strongly encouraged!**

lhwmplaygroup@gmail.com

www.facebook.com/lhwm.playgroup.3

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy of the November 1, 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, November 1, 2018
10:00 a.m.

I. Call to Order/Roll Call

Mr. Kennedy called the meeting to order at 10:04 a.m. The Pledge of Allegiance was recited. The roll was called; a quorum was not established.

Members Present:

Patrick Kennedy, Chair; Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento (arrived at 10:08 a.m.)

Member Absent:

Larry Carr, Vice Chair; Councilmember, City of Sacramento
Sophia Scherman, Public Representative

► Recognition of Long-term employees (all 20 Years):

- Alicia Andrade, Head Start Teacher
- Carmen Gomez, Site Supervisor
- Elizabeth Kallman, Associate Teacher II
- Marlo Lopez, Site Supervisor

Ms. Carmen Gomez, site supervisor from Galt, recognized Ms. "Lisa" Kallman and Ms. Alicia Andrade, both teachers. Both teachers worked for delegate agencies prior to joining SETA/Head Start.

Mr. Schenirer arrived at 10:08 a.m.; a quorum was achieved.

Ms. Kelly Sprake acknowledged Ms. Marlo Lopez for her service to SETA/Head Start. She, too, was a member of a delegate agency.

Ms. Sprake acknowledged Ms. Carmen Gomez. Ms. Gomez was also formerly employed at the Delta Head Start program.

II. Consent Items

- A. Minutes of the October 4, 2018 Regular Board Meeting
- B. Approval of Claims and Warrants

- C. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
- D. Approval of Use of Fund Balance

The consent items were reviewed; no questions or comments.

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

- A. Approve the October 4, 2018 minutes.
- B. Approve the claims and warrants for the period 9/28/18 through 10/24/18.
- C. Approve the modifications to the Policy Council bylaws.
- D. Approve the use of fund balance to cover the additional retirement health savings plan contribution in the amount of \$342.03.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Scherman)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick stated that Mr. Carr and Mr. Nottoli are next in line to serve as officers.

Moved/Kennedy, second/Schenirer, to nominate Mr. Carr as Chair and Mr. Nottoli as Vice Chair of the SETA Governing Board.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Scherman)

- 2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

D'et Saurbourne introduced Mr. Ken Urrutia; Mr. Urrutia reported that he will be handing the contract over to Mr. Ken Thomas. The Board received a report on quotes received and recommended coverages, included on page 7 of the report. There were no questions on this item.

Moved/Schenirer, second/Kennedy, to delegate the authority to the Executive Director to purchase agency insurance for general liability, vehicle liability, umbrella, errors and omissions, and student accident.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Scherman)

3. **TIMED ITEM 10:00 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 offered to answer questions; no questions or comments.

Moved/Schenirer, second/Nottoli, to 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.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Scherman)

B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant: None.

Refugee Services

1. Approval to Augment Funds to Refugee Program Service Providers under the Refugee Support Services (RSS) and RSS Set-Aside Grants, Program Year (PY) 2018-19

Mr. Nottoli inquired whether the additional money will be used to maximize the use of our funds? Ms. Michelle O'Camb replied that staff is thrilled to get extra funds into the community; the RFP, which will be acted upon next, will solicit two additional components to the refugee community. This is a good problem to have.

Moved/Schenirer, second/Nottoli, to approve staff augmentation recommendations under the Refugee Social Services (RSS) and RSS Set-aside grants for PY 2018-2019 as reflected in the attached funding charts. Additionally, approve the following stipulations:

1. Open entry and prompt placement into VESL classes must be ensured for all clients that are assessed to be in need of English language training.
2. All VESL/ES and ES Stand Alone service providers must allocate a minimum of 5% of their awards for supportive services.
3. 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.
4. 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, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Scherman)

2. Approval to Release a Request for Proposals (RFP) for the Refugee Support Services (RSS) Program, Program Year (PY) 2018-20

There were no questions or comments on this item.

Moved/Schenirer, second/Kennedy, to approve the release of the Request for Proposals (RFP) for the Refugee Support Services (RSS) Funded Programs, Program Year 2018-2020.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Scherman)

One Stop Services

3. Approval of the One-Stop Share of Cost Agreement with the County Department of Human Assistance, PY 2018-2019, and Authorize the Executive Director to sign the Agreement and any Required Documents Pertaining to the Agreement

There were no questions or comments on this item.

Moved/Nottoli, second/Schenirer, to approve the One-Stop Share of Cost agreement with the Department of Human Assistance for up to \$1,072,644, and authorize the Executive Director to execute the agreement and any required documents pertaining to the agreement.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Schenirer)

Nay: 0

Abstentions: 0
Absent: 2 (Carr and Scherman)

4. Approval to Accept 2018 Trade and Economic Transition National Dislocated Worker Grant from the California Employment Development Department, and Authorize the Executive Director to Enter into Subcontracts with the Capital Region's Workforce Development Areas, and Execute the Agreement, any Subgrants or other Documents Required by the Funding Source

Mr. Thatch asked that the board adopt some sole source findings. The services in workforce cannot be provided by SETA pursuant to the joint powers agreement. Mr. Thatch asked that the board include a sole source finding that Federal regulations and the SETA procurement policies permit non-competitive procurement when services are available from only a single source. The services under this grant can only be provided by each of the three local workforce development boards within the boundaries of their respective jurisdictions. Therefore, the Governing Board finds that these services, within the respective areas, are only available from a single source and justifies subcontracting with the following designated WIOA Title I grant recipients of the Capital Region: The Golden Sierra Job Training Agency, the North Central Counties Consortium, and the Yolo County Department of Health and Human Services.

Mr. Nottoli questioned the number of layoffs noted. Does the total include the layoffs at Sears and other layoffs? Ms. Davis Jaffe noted that those will be focused on and will be included in the services provided. Wells Fargo was also included this after the staff report was submitted. Currently we are modifying our plan with the state to include all of the layoffs staff are aware of.

Moved/Nottoli, second/Schenirer, to include the sole source finding read into the record, and accept the Trade and Economic Transition NDWG funds from the EDD, and authorize the Executive Director to enter into subcontracts with the Capital Region's Workforce Development Areas, and execute the agreement, any subgrants or other documents required by the funding source.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Scherman)

5. Approval to Submit an Application to the California Workforce Development Board for Workforce Innovation and Opportunity Act, Regional Plan Implementation Slingshot 2.0 Funds, and Authorize the Executive Director to Execute the Funding Agreement, Modifications, or other Documents Required by the Funding Source

There were no questions or comments on this item.

Moved/Schenirer, second/Nottoli, to approve the submission of an application to the CWDB for WIOA Regional Plan Implementation Slingshot 2.0 funds; and authorize the Executive Director to execute the funding agreement, modifications, or other documents required by the funding source.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Scherman)

C. CHILDREN AND FAMILY SERVICES

1. Approval to Submit Supplemental Funding Application to Increase Program Hours for Head Start/Early Head Start

No questions.

Moved/Schenirer, second/Kennedy, to 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 and Early Head Start in Sacramento County.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Scherman)

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 10:25 a.m.; at 10:33 a.m., Mr. Kennedy brought the meeting back to order and stated that there was no report out of closed session.

The board adjourned at 10:33 a.m. to take action on the Helping Others, Inc. agenda. The SETA Governing Board meeting was reconvened as Governing Board at 10:36 a.m.

IV. Information Items

- A. SETA Children and Family Services Department Year-In-Review Presentation: Ms. Karen Griffith and Ms. Lisa Carr provided an overview of the Head Start

program over the last fiscal year. Board members requested that the slide show be sent to board members.

- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: No questions.
- D. Dislocated Worker Update: No questions.
- E. Unemployment Update/Press Release from the Employment Development Department: No questions.
- F. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: No.
- B. Executive Director: Ms. Kossick wished Mr. Kennedy a happy birthday in November and thanked him for the support for SETA's 40th celebration.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: None.

Mr. Kennedy thanked Ms. Kossick and staff for their support over the previous year.

- VII. Adjournment:** The meeting was adjourned at 11:23 a.m.

ITEM V

COMMITTEE REPORT

➤ 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 November 27, 2018 Policy Council meeting.

GOOD!!!
Mr. Reginald Castex did a great job as Chair for Program Year 2017-2018.
Thank you, Ms. Denise Lee, for shared information on the HS Supplemental Funding Application to Increase Program Hours.
Thank you, Ms. Allison Noren, for provided information the labor agreement and personnel.
Thank you, Ms. Karen Griffith and Ms. Lisa Carr, for shared program information.
Thank you, Mr. Victor Han, for the fiscal report and reviewing the PC/PAC Reimbursement Policy and Procedures.
Thank you, new board members, for exhibiting confidence during the voting process.
Thank you, Ms. Nancy Hogan for sharing Conflict of Interest information.
NEEDS IMPROVEMENT
Please be recognized by the Chair by raising your hand before speaking.
Please turn off all electrical devices, i.e., phones.
Please refrain from TEXTING!!
Attendance.
Please be recognized by the Chair before leaving your seat by saying, "question of privilege."
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
REMINDERS
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

ITEM VI

OTHER REPORTS

BACKGROUND:

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

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

✓ Monthly Head Start Report (attached)

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

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

ITEM VI-OTHER REPORTS (continued)
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
 - Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts
 - ✓ Quality Assurance Report for Sacramento City USD EHS/HB
 - ✓ Quality Assurance Report for SETA-Operated Program HB/EHS
 - ✓ Unannounced Safety/Supervision Visit Reports

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

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

November 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	187	10%	439	92	21%
Twin Rivers USD	180	14	8%	16	1	6%
Elk Grove USD	440	36	8%			
Sac City USD	1139	89	8%	152	17	11%
San Juan USD	668	78	12%	160	19	12%
WCIC	100	3	3%			
EHS CCP				120	7	6%
COUNTY TOTAL	4363	407	9%	887	136	15%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/18	(b) % Actual to Funded
Elk Grove USD	440	444	101
Sacramento City USD	1,139	1,116	98
SETA	1,836	1,802	98
San Juan USD	668	668	100
Twin Rivers USD	180	178	99
WCIC/Playmate	100	106	106
Total	4,363	4,314	99

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/18	(b) % Actual to Funded
Sacramento City USD	152	153	100
SETA	439	447	102
San Juan USD	160	161	100
TRUSD	16	14	88
Total	767	775	101

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/18	(b) % Actual to Funded
SETA	40	44	110
Sacramento City USD	40	39	98
Total	80	83	104

- (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):

- 8 children in routing process for Disabilities and Health /Nutrition concerns
- 11 classes capped due to majority 3 year olds leaves up to 33 vacant slots at any time due to capping
- Other reasons such as children leaving for Transitional Kindergarten and enrollments in process

Action Step(s):

- Routing process is being expedited as much as possible

Sacramento City USD

Challenge(s):

- 2 Home Visitor staff vacancies leaving 24 slots vacant
- Other reasons such as no wait list for some centers and enrollments in process

Action Step(s):

- 2 Home Visitors have been hired, waiting for hiring process to be completed

Twin Rivers USD

Challenge(s):

- Other reasons such as no wait list for some centers

**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	86								
Sacramento City USD	73	90	88	85								
SETA	78	87	85	83								
San Juan USD	N/A	76	88	90								
Twin Rivers USD	93	90	88	78								
WCIC/ Playmate	N/A	68	83	87								
TOTAL	84	83	87	85								

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	76								
SETA	80	86	87	82								
San Juan USD	83	84	89	87								
Twin Rivers USD	91	88	88	88								
TOTAL	84	88	89	83								

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

EHS-CC Partnership/Expansion

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	74	80	78	64								
SETA	84	82	84	77								
TOTAL	79	81	81	71								

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 December 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.



Quality Assurance Summary Report

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

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
SETA Operated Program	Head Start and Early Head Start Home Base	5 Home Visits 2 Socialization Groups	October 15, - November 1, 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:

- Relationship between families and Home Visitors were observed to be warm, nurturing and supportive. Home Visitors were respectful and professional in their interactions, and demonstrated their commitment to helping the families by providing ongoing encouragement and resources.
- Socialization events were fun, organized, educational and well-attended by families. Home Visitors made families feel welcome and connected to a community. ASL Interpreter was available for family that needed the services.
- Overall, child file documentation by Home Visitors and assigned Early Intervention Specialist was very good. Follow-up was evident for areas that needed referral and follow-up support.
- Excellent Family Engagement as evidenced by strong connection with families and follow-up documentation on Family Partnership Agreements.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	100%	No significant noted findings
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	86%	-Some miscalculations on eligibility forms -ChildPlus did not match contents of file or was missing
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	93%	No significant noted findings

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	100%	No significant noted findings
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	97%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	91%	No significant noted findings
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	92%	No significant noted findings
Home Based Services <i>(Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)</i>	98%	No significant noted findings
Socialization <i>(Activities, facility, parent input, facilitation, parent-child interactions, shared experiences, etc.)</i>	95%	No significant noted findings
Services to Pregnant Women <i>(Health status, screenings, follow-up, pre/post-partum visits, medical home, dental services, etc.)</i>	N/A	No pregnant women in sample size

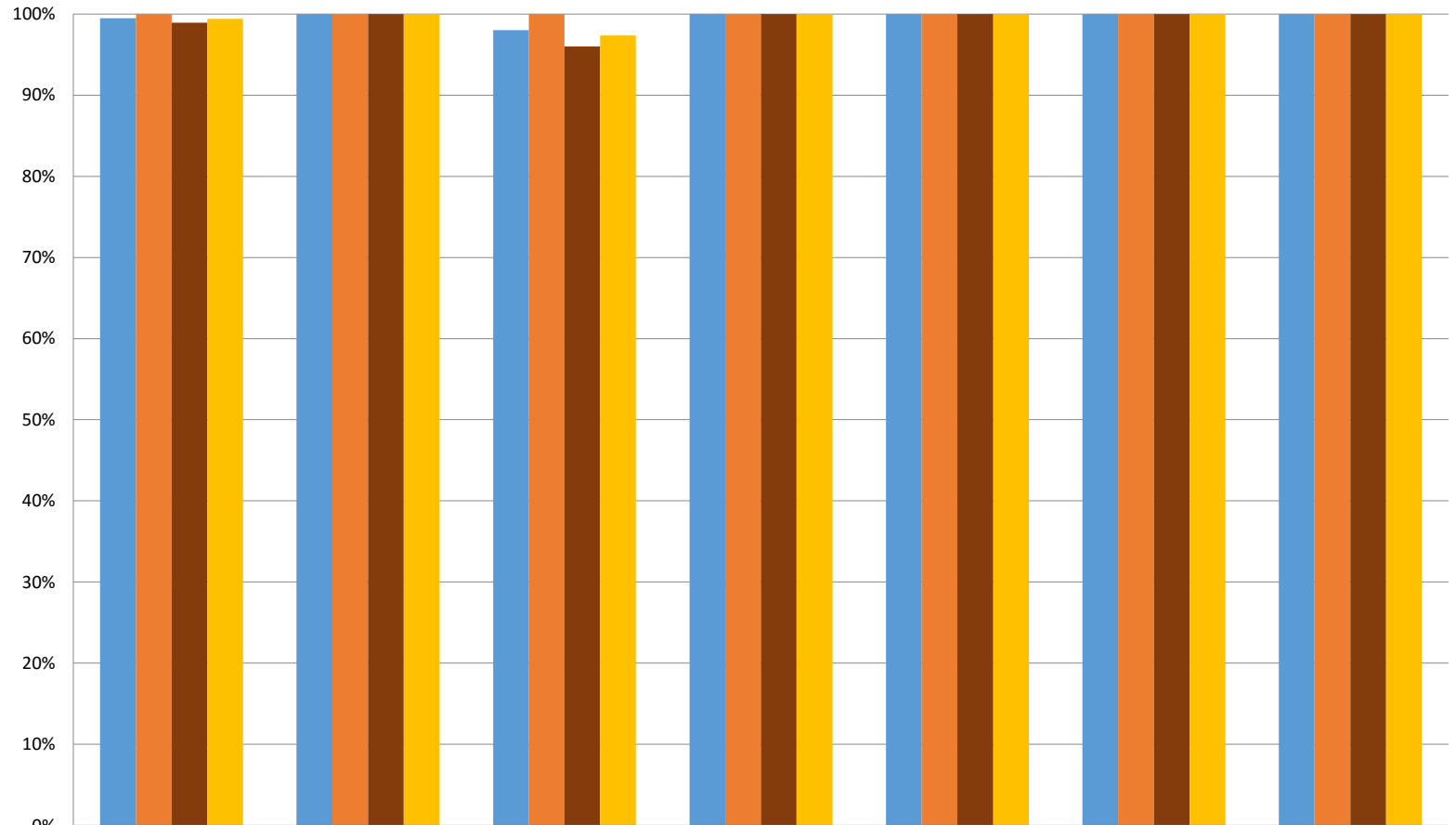
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Follow-up and Corrective Action Plans:

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.

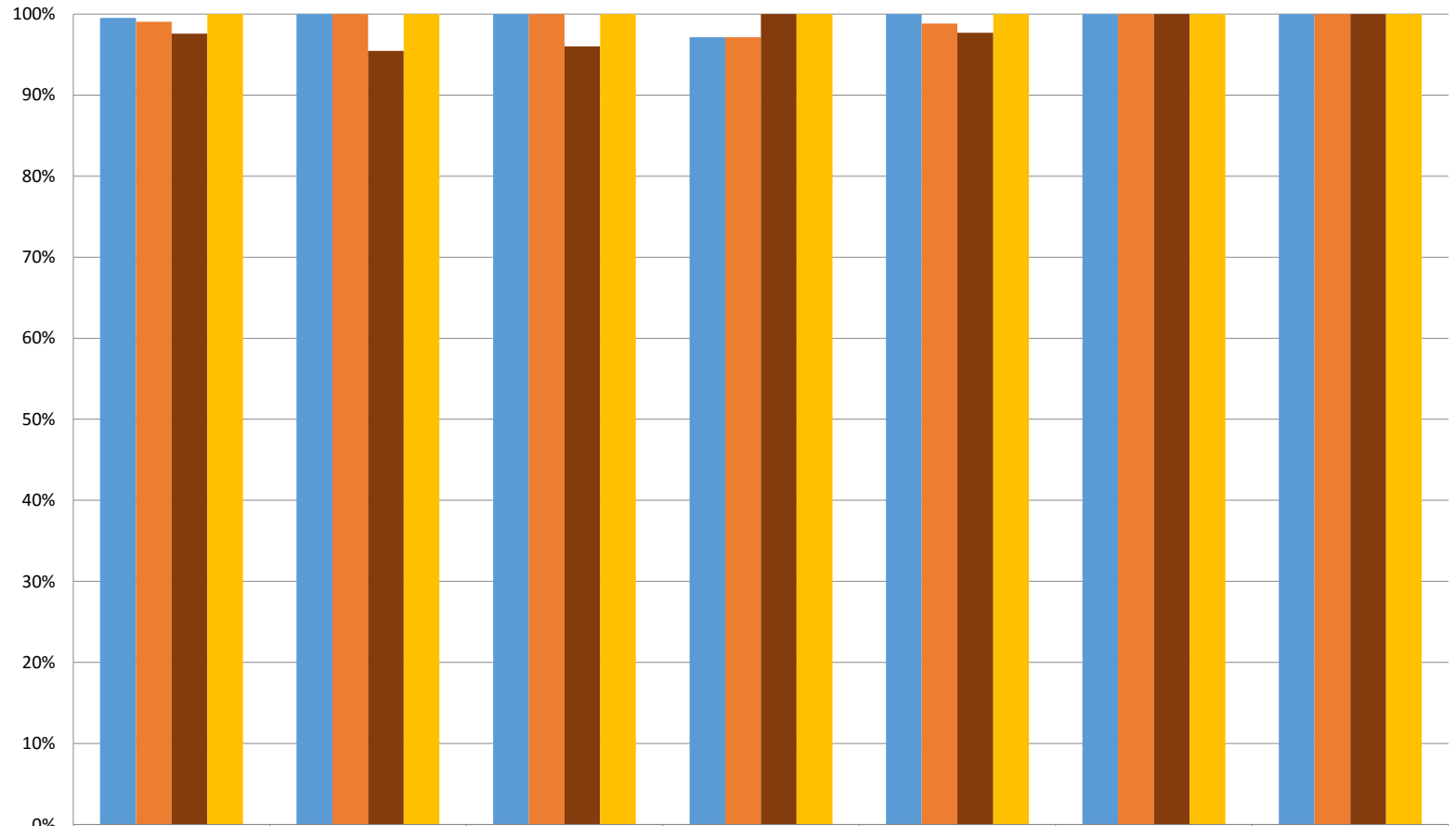
Sacramento County Unannounced Visits Report 2018-2019- Self-Monitored
Quarter 1 (August 1, 2018- October 31, 2018)
Percentage of Compliance



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

Total Number of Classes Visited Countywide: 190

Sacramento County Unannounced Visits Report 2018-2019- QA-Monitored
Quarter 1 (August 1, 2018- October 31, 2018)
Percentage of Compliance



	Sacramento County	Elk Grove USD	Sac City USD	San Juan USD	SETA Head Start	Twin Rivers USD	WCIC
■ Sight and Sound Supervision	100%	100%	100%	97%	100%	100%	100%
■ Teacher/Child Ratio	99%	100%	100%	97%	99%	100%	100%
■ Correct Count of Children Present	98%	95%	96%	100%	98%	100%	100%
■ Safe Transition	100%	100%	100%	100%	100%	100%	100%

Total Number of Classes Visited Countywide: 207

Monthly Program Information Report


NOVEMBER/
DECEMBER

2018

UPDATES FROM THE OFFICE OF HEAD START (OHS)

ACF-IM-18-01 – On October 17, the Office of Head Start released an Information Memorandum (IM) regarding integrating approaches that prioritize and enhance father engagement. The purpose of IM is to strongly encourage all human service agencies to work together across governments to jointly create and maintain an environment that prioritizes father engagement as a critical factor in strengthening families and adopt approaches to enhance paternal involvement in all family support and child welfare related programs. For more details, visit https://www.acf.hhs.gov/sites/default/files/assets/acffatherhoodim_final.pdf

Our thoughts and well wishes go out to the families, children, staff, and communities who suffered losses during the fires that ravaged our great State. Please visit the *California Head Start Association* and the *Region IX Head Start Association* web-sites for information on how you can help restore our neighboring communities.



A Holiday Greeting from the Deputy Director



*Wishing you the joy of family,
The gift of friends,
And the best of everything
in*
2019



HEALTH & NUTRITION UPDATE

Over the past few months, the Health/Nutrition Services Unit (HNS) has been busy processing internal routings and referrals for child and families who have specific health or nutrition needs. Data is as follows:

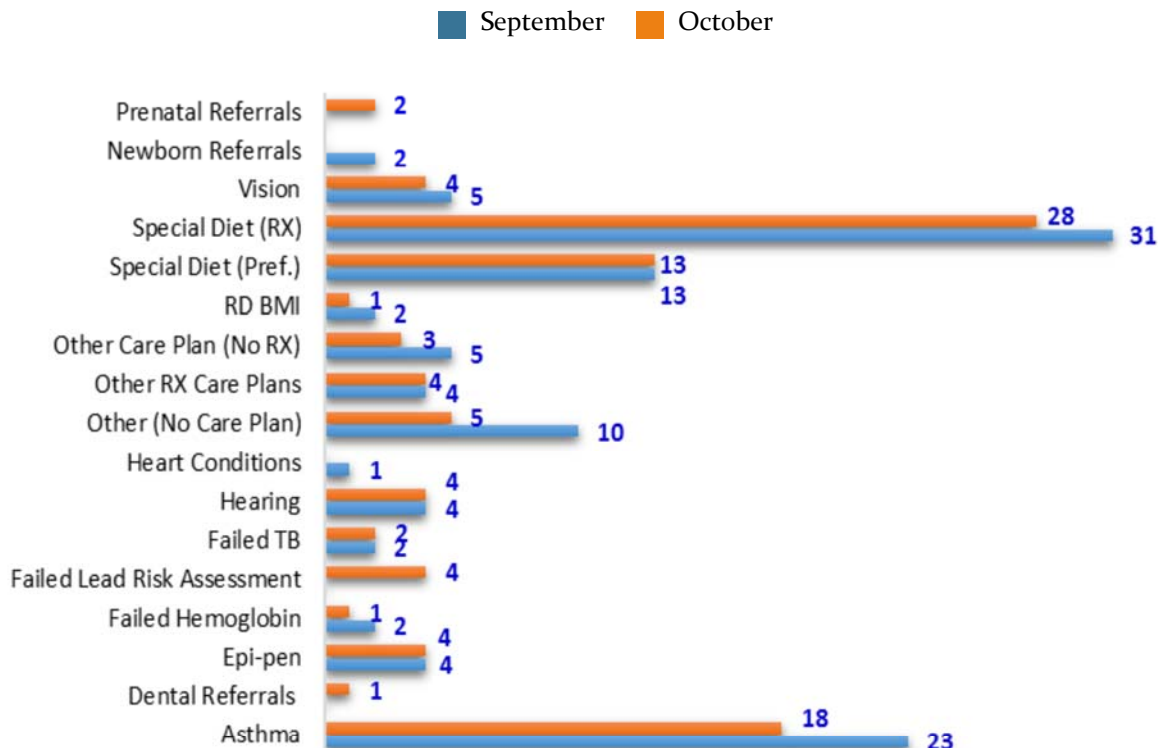
September

HNS Unit managed 174 Active Medications and 218 Active Special Diets (including 145 medically required diets) bringing the year-to-date total medications used at centers to 184 and the year-to-date total special diets to 278; Food Service accommodated 53 special diet changes; HNS Unit closed out 108 routings and referrals bringing the year-to-date total to 261.

October

HNS Unit managed 190 Active Medications and 246 Active Special Diets (including 168 medically required diets) bringing the year-to-date total medications used at centers to 215 and the year-to-date special diets to 315; Food Service accommodated 41 special diet changes; HNS Unit closed out 94 routings and referrals bringing the year-to-date total to 355.

2018-2019 Routings and Referrals





A HEALTH UPDATE FROM SACRAMENTO CITY USD

For the month of November, the Preschool Nurses were involved in the following on-going activities:

- Sensory screening of newly enrolled preschoolers.
- Review of health documents for newly enrolling preschoolers
- Elevated lead level or low hemoglobin level follow-up as needed with referral to Registered Dietitian as indicated per protocol
- Follow-up on BMI (heights and weight) with referral to Registered Dietitian as indicated per protocol.

Early Smiles continues with their Dental Varnish Clinics and dental assessments. The overall participation by our preschoolers preliminarily appears to be higher than last year. It is also anticipated that there may be a second Dental Varnish Clinic held in the spring for children who enrolled late.



TWIN RIVERS USD

CELEBRATES HMONG

NEW YEAR

All three TRUSD Head Start sites participated in the Hmong New Year's Celebration as they continue to celebrate diversity in their communities. Students, families and staff were encouraged to dress in their cultural attire for the event. The event included students performing Hmong dances to cultural music for the entire school as well as invited parents. Hmong staff then taught the students a few of the cultural dance moves and all students practiced in the playground area. Every classroom made Hmong hats and belts out of paper and wore their decorative gear for the event. For this event, staff also taught parents how to make egg rolls and provided the recipe to make the delicious treat at home. Parents sampled the food and enjoyed the live entertainment.



AN EDUCATION UPDATE FROM SAN JUAN USD

All programs have finished their fall assessments. EHS and HS teachers are sharing each child's Individual Development Plan at Family Conferences. These conferences will run from November through December. All programs are beginning their winter assessment period for DRDP or HELP.

Education Training: EHS teaching teams are continuing their PITS sessions at monthly PD meetings. The other topic covered was Supervision, presented by the Safe Environment Content Specialist. Home Based Teachers are meeting now to discuss and plan topics specific to them.

The staff viewed an OHS video on digital media and 0-3 year old children at this first meeting. Home Based Teachers will meet monthly and plan future topics.

HS Teachers began their Coaching Pilot Model. Based on Spring DRDP data from 2018, three CLASS topics were presented. Teachers self-selected from these topics and attended a one hour PD, then joined their regional groups to share out on the PD topic as well as to discuss and network around the implementation of study topics.



ATTENDANCE UPDATE

Getting Everyone Involved in Attendance

The culture surrounding attendance at SETA has begun to shift. Parents, Teachers, Children, FSWs, and Site Supervisors are all working together to make attendance a constant and important daily conversation. Parents are seeing their children's daily attendance every time they sign their child in or out. Parents are asking teachers about their child's attendance and how it is effecting their development.

Parents are becoming invested in not only getting their child to school every day, but also getting them to school on time. Teachers and children are having daily conversations about who is in class and why it is important to come to school every day. Sites have adjusted their environments to reflect this culture shift by having daily attendance reminders in the classrooms and around the site



Progress Update

Average daily attendance has increased and stayed at a higher percentage since August 2018. In September and October, the average daily attendance increased by 7-8% in Full Day and Part Day Preschool classrooms. For EHS classrooms, attendance has increased by 6-7% since August 2018. The site staff have been working consistently to remind families how important attendance is for their child's development. Families are using the EZ-ID attendance tracking to track their child's attendance daily. EZ-ID attendance tracking has sparked conversations between the families and teachers about the importance of attendance. It has begun to concretely show families and staff how missing just two days a month can impact attendance. Staff have reported that emphasizing good attendance habits at the first enrollment meeting and home visit, sets a clear expectation about the importance of attendance for families. As flu season approaches site staff have been reminding families of the sick policy, and when it is appropriate to keep their children home due to illness. Attendance remains to be an important topic that is being addressed initially at enrollment, daily in the classroom, and monthly at parent



Alder Grove IT has attendance charts above the children's cubbies as a daily visual reminder for parents (above)



16th Ave. Staff are giving recognition to children who are at school every day! (right)

16th Ave. has a, "When does missing school become a problem?" poster posted right as parents come in the front door (left).





GALT PARENTS LEARN HOW ATTENDANCE AFFECTS LEARNING

During this activity the puzzle pieces were representative of children's knowledge. When children come to school each day they construct more knowledge (adding a puzzle piece) in order create a picture of their world. In this activity some parents had a complete puzzle (an example of 100% attendance) and others were missing up to 8 puzzle pieces (66% attendance).

Parents were able to see how difficult it is to have a complete picture when they have too many missing puzzle pieces due to absences. If children are chronically absent from school they may not have those opportunities to learn, grow and be ready for a kindergarten setting.

