

*Thought of the day: "We rise by uplifting others."
 ~ ~ Robert Ingersoll*

GOVERNING BOARD

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 City of Sacramento

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ADMINISTRATION

KATHY KOSSICK
 Executive Director

DENISE LEE
 Deputy Director

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

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

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

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

DATE: Tuesday, February 26, 2019

TIME: 9:00 a.m.

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

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

AGENDA

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 - Introduction of Newly Seated PC Representatives
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- II. Consent Item**
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 - Approval of Eligible Lists for: Associate Teacher and Associate Teacher/Infant Toddler, and CFS Support Services Program Officer
 - Report out of closed session
- IV. Information Items**
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- B. Standing Information Items 14-23
- PC/PAC Calendar of Events: Ms. Henrietta Gutierrez
 - Parent/Staff Recognition: Ms. Henrietta Gutierrez
 - CHSA Parent Conference Reports: Ms. Henrietta Gutierrez
 - Governance Self-Assessment Report: Ms. Henrietta Gutierrez
 - Powerhouse Science Center Reports: Ms. Henrietta Gutierrez
 - Toastmasters Training: Ms. Henrietta Gutierrez
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
 - Community Agency Reports
 - Sacramento Children’s Museum
 - Sacramento Public Library
 - Community Resources: Mr. Robert Silva
 - Parent Survey Results: Mr. Robert Silva
 - PC/PAC Recruitment (Grandparent & Foster Parent Representatives): Mr. Robert Silva

- V. **Committee Reports** 24-25
- ✓ Executive Committee: Ms. Henrietta Gutierrez
 - ✓ Budget/Planning Committee: Ms. Henrietta Gutierrez
 - ✓ Parent Ambassador Committee: Ms. Henrietta Gutierrez

- VI. **Other Reports** 26-33
- A. Executive Director’s Report
 - B. Head Start Deputy Director’s Report
 - Monthly Head Start Report (attached)
 - C. Chair’s Report
 - D. Open Discussion and Comments
 - E. Public Participation

- VII. **Training**
- The Parent Advisory Committee and Head Start Policy Council will participate in AB 1234 Ethics Training: Ms. Rachel Sattel, Ethics Trainer.

VII. **Adjournment**

DISTRIBUTION DATE: WEDNESDAY, FEBRUARY 20, 2019

Policy Council meeting is hosted by:
Henrietta Gutierrez (Chair), Marley Schurr (Vice Chair), Claudett Sanders (Secretary),
Kao Yee Xiong (Treasurer), Elizabeth Schoemig (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

A member of the Policy Council will call the roll for the following members:

- _____ Kao Yee Xiong, Elk Grove Unified School District
- _____ Adeola Adedipe, Elk Grove Unified School District
- _____ Claudett Sanders, Sacramento City Unified School District
- _____ Brenda Valenzuela, Sacramento City Unified School District
- _____ Elizabeth Schoemig, Twin Rivers Unified School District
- _____ Yamilka Estrella, Twin Rivers Unified School District
- _____ 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
- _____ Sandra Olguin, Early Head Start, Sac. City Unified School Dist.
- _____ Sharon Stone Smith, Sacramento Children's Museum
- _____ Christie Hamm, Sacramento Public Library
- _____ Henrietta Gutierrez, Chair, Past Parent/Community Representative

Seats Vacant:

- _____ Vacant (Christian), Sacramento City Unified School District
- _____ Vacant (Cerniglia), San Juan Unified School District
- _____ Vacant (Pierce), San Juan Unified School District
- _____ Vacant (Smith), SETA-Operated Program
- _____ Vacant (Lopez), SETA-Operated Program
- _____ Vacant, Twin Rivers Unified School District
- _____ Vacant (Aguila), WCIC/Playmate Child Development Center
- _____ Vacant, WCIC/Playmate Child Development Center
- _____ Vacant, Home Base Option
- _____ 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, Grandparent/Community Representative
- _____ Vacant (Taylor), Past Parent/Community Representative
- _____ Vacant, Community Agency Representative
- _____ Vacant (Castex), Outgoing Chair

**** Please call your alternate, Policy Council Chair (Henrietta Gutierrez: (916) 599-7722), 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	X	X										
M. Aguila Seated 11/27	WCIG	X	U	U										
E. Barrios Seated 11/27	SOP	X	X	X										
T. Corniglia Seated 11/27	SJ	X	X	X	R									
A. Chenault Seated 11/27	CR		X/AP	X/AP										
K. Christian s/b/seated 11/27	SAC	E	U	U										
G. Cisneros Seated 3/27 (holding)	SOP		U	X										
Y. Estrella Seated 1/22	TR			X										
H. Gutierrez Seated 11/27	CR	X	X	X										
C. Hamm Seated 12/19	CAR		X	X										
D. McCracken Seated 11/27	HB	X	X	X										
A. Melvin Seated 11/27	SOP	X	E	E										
S. Olguin Seated 1/22	EHS/HB SAC			X										
C. Sanders Seated 11/27	SAC	X	X	X										
E. Schoemig Seated	TR	X	X	X										
M. Schurr Seated 11/27	SOP	X	X	X										
S. Stone Smith Seated 12/19	CAR		X	X										

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
C. Taylor s/b/s 12/19	CR		U	U										
B. Valenzuela s/b/seated 11/27; seated 1/22	SAC	E	E	X										
K. Xiong Seated 11/27	ELK	X	X	X										

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
HB	Home based Option
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 2/19/2019

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JANUARY 22, 2019
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the January 22, 2019 regular meeting.

RECOMMENDATION:

That the Policy Council approve the January 22 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, January 22, 2019
9:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 9:01 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Claudett Sanders called the roll and confirmed that a quorum was established.

Members Present:

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
Devon McCracken, Home Base Option
Henrietta Gutierrez, Past Parent/Community Representative
Marley Schurr, SETA-Operated Program
Griselda Cisneros, SETA-Operated Program
Angel Chenault, Alternate, Past Parent/Community Representative
Elizabeth Schoemig, Twin Rivers Unified School District
Sharon Stone Smith, Sacramento Children's Museum
Christie Hamm, Sacramento Public Library
Evangalina Barrios, SETA-Operated Program (arrived and seated at 9:07 a.m.)

Members Absent:

Amy Melvin, SETA-Operated Program (excused)
Marisela Aguila, WCIC/Playmate Child Development Center (unexcused)
Charles Taylor, Past Parent/Community Representative (unexcused)

New Members to be Seated:

Brenda Valenzuela, Sacramento City Unified School District
Sandra Olguin, Early Head Start/Home Base (Sac. City)
Yamilka Estrella, Twin Rivers Unified School District

New Member to be seated but absent:

Katrice Christian, Sacramento City Unified School District (unexcused)

Ms. Gutierrez welcomed the new members and asked them to provide a brief overview of their family.

II. Consent Item

A. Approval of the Minutes of the December 19, 2018 Special Meeting

The minutes were reviewed; no questions or corrections.

Moved/Schurr, second/Chenault, to approve the December 19, 2018 minutes.

Show of hands vote:

Aye: 14 (Adedipe, Cerniglia, Chenault, Cisneros, Estrella, Hamm, McCracken, Olguin, Sanders, Schoemig, Schurr, Stone Smith, Valenzuela, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: (Aguila, Barrios, Melvin, Taylor)

Ms. Evangelina Barrios arrived and was seated at 9:07 a.m.

III. Action Items

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

The Board went into closed session at 9:08 a.m. At 9:21 a.m., Ms. Gutierrez called the meeting back to order and reported that during closed session, the Board approved the following eligible lists: Associate Teacher and Associate Teacher/Infant Toddler, Infant Toddler Lead Teacher, Head Start Teacher, Site Supervisor, and Education Program Officer

B. Election of Sacramento Medi-Cal Dental Advisory Committee Representative and Alternate

Ms. Gutierrez reviewed the purpose of the committee and for those interested in serving. Ms. McCracken expressed interest in serving. Ms. Chenault nominated Ms. Yamilka Estrella; Ms. Estrella agreed to run.

Vote:

Devon: 15

Yamilka: 1

Moved/Xiong, second/Cerniglia, to approve Ms. Devon McCracken as representative and Ms. Yamilka Estrella as alternate to serve on the Sacramento Medi-Cal Dental Advisory Committee.

Show of hands vote:

Aye: 15 (Adedipe, Barrios, Cerniglia, Chenault, Cisneros, Estrella, Hamm, McCracken, Olguin, Sanders, Schoemig, Schurr, Stone Smith, Valenzuela, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)
Absent: (Aguila, Melvin, Taylor)

C. Election of Maternal, Child and Adolescent Health Advisory Board Representative and Alternate

Those interested in serving on this board: Evangelina Barrios. Ms. McCracken agreed to serve as alternate.

Moved/Schurr, second/Hamm, to elect Ms. Evangelina as Representative and Ms. Devon McCracken as Alternate to serve on the Maternal, Child, and Adolescent Advisory Board.

Show of hands vote:

Aye: 15 (Adedipe, Barrios, Cerniglia, Chenault, Cisneros, Estrella, Hamm, McCracken, Olguin, Sanders, Schoemig, Schurr, Stone Smith, Valenzuela, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: (Aguila, Melvin, Taylor)

D. Election Community Action Board Representative and Alternate

This item was reviewed; Ms. Hogan provided additional information. Ms. Kossick stated that this is an important board and this year the board will be releasing a request for proposals for services. It is important to have a representative from the Policy Council on the Community Action Board.

Ms. Estrella offered to serve as the CAB representative. Ms. Elizabeth Schoemig expressed interest in serving as alternate.

Moved/Xiong, second/Adedipe, to approve the election of Ms. Yamilka Estrella as Representative and Ms. Elizabeth Schoemig to serve on the Community Action Board.

Show of hands vote:

Aye: 15 (Adedipe, Barrios, Cerniglia, Chenault, Cisneros, Estrella, Hamm, McCracken, Olguin, Sanders, Schoemig, Schurr, Stone Smith, Valenzuela, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: (Aguila, Melvin, Taylor)

IV. **Information Items**

A. Parent Survey – Ms. Desha reviewed the Parent Survey and requested that board members fill out and return it after the meeting. A post Parent Survey will

be provided at the end of the program year to determine what worked and what needs improvement.

B. Standing Information Items

- PC/PAC Calendar of Events: Ms. Sanders reviewed the calendar of events.
- Parent/Staff Recognition: None.
- Toastmasters Training: Ms. Gutierrez urged board members to consider taking this training. Ms. Chenault and Ms. Sanders spoke of how the Toastmasters Training helped them and it was fun!
- Orientation and Officer Training Reports: Ms. Chenault said that the officer training was very informative.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reviewed the fiscal report ending December, 2018. Overall things look good. The Child Care Partnership (CCP) program is a little underspent but she is confident the appropriate costs will be moved to the correct grant. Ms. Saurbourne invited board members to attend the grant planning meetings. This process will provide a great deal of insight as to how the program is planned.
- Community Resources: Parents/Staff
 - PC/PAC & Policy Committee Meeting Report Form: The meeting report form was reviewed.

C. Governing Board Minutes – December 6, 2018: No questions.

V. Committee Reports

- Executive Committee: Ms. Sanders reviewed the Executive Committee critique.
- Budget/Planning Committee: Ms. Xiong reported on the January 8 meeting. Ms. Lee provided an update on the deferred maintenance projects. Staff will soon be working with the delegate agencies on grant planning. Construction on the Hopkins Center is almost done. The grant planning meetings will begin soon and all board members were urged to attend.
- Community Agency Reports
 - Sacramento Children's Museum: Ms. Stone Smith reported that the Sacramento Free Museum Day will be February 2 from 10 a.m. – 4:00 p.m. Go to her website or the Sacramento Associate Museum for a list of museums that will have free admission.
 - Sacramento Public Library: Ms. Hamm is always here to support other organizations and will provide a more detailed report later.

VI. Other Reports

A. Executive Director's Report: Ms. Kossick inquired whether the board wanted a presentation on the various programs at SETA including the Community Services Block Grant, refugee programs, and other services available. It would be a 5-10-

minute presentation. This presentation can be provided every third month. Ms. Gutierrez stated that she would like to have a presentation.

- B. Chair's Report: Ms. Gutierrez asked board members to review the Human Resources calendar to be considered for screenings or interviews.
- C. Head Start Deputy Director's Report: Ms. Denise Lee urged board members to consider participating in the upcoming grant planning meetings. Staff is interested in redistributing our services into underserved areas, for both for Early Head Start and Head Start programs. Attending the grant planning meetings would be a great way to provide input on possible locations for more centers. Staff received notification that the duration application will be fully funded. This will allow for a longer school day and school year. Ms. Lee is expecting the funding to arrive around March 1. The census bureau asked us to work with them to collect census data and recruit for short-term jobs as census data collectors.
- D. Head Start Managers' Reports
- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: No report.
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith distributed information on the Creative Curriculum. Visual quick check for parents. This helps parents to look for curriculum material posted while walking into a center. Are the lesson plans posted? Is the daily schedule posted? Are the Classroom Expectations posted? It's a great way for parents to become more involved in the classroom activities.
 - Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts: Mr. Call stated that the information collected from the self-assessment is utilized to help staff improve our program. He asked for parents to serve in the self-assessment process. The Quality Assurance reports were reviewed from Elk Grove and Twin Rivers. Ms. Gutierrez asked about the file issue at Elk Grove; do they get a certain amount of days to fix it? Mr. Call stated that the issue looks worse in writing, but EG will be submitting a corrective plan of action to address the findings.

Ms. Lee urged board members to consider participating in the self-assessment process. It's a great way to see how other centers run and learn more about the services provided in the county. No experience is necessary. Training will be provided to all board members and they will be assisted by staff.

- E. Open Discussion and Comments: None.
- F. Public Participation: None.

- VI. **Adjournment:** Ms. Gutierrez read a quote on teamwork. The meeting was adjourned at 10:25 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: Associate Teacher and Associate Teacher/Infant Toddler, and CFS Support Services Program Officer
 - ▶ Report out of closed session

NOTES:

ITEM IV-A – INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest fiscal monitoring report. Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Mr. Jim Walters **DATE:** January 24, 2019

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of San Juan U. S. D.

PROGRAM	ACTIVITY	FUNDING	CONTRACT	PERIOD PERIOD COVERED
Head Start	Basic	\$5,193,458	8/1/17-7/31/18	3/1/18-7/31/18
Head Start	T & TA	\$15,000	8/1/17-7/31/18	3/1/18-7/31/18
Early HS	Basic & Cola	\$1,741.924	8/1/17-7/31/18	3/1/18-7/31/18
Early HS	T & TA	\$30,912	8/1/17-7/31/18	3/1/18-7/31/18

Monitoring Purpose: Initial Follow Up Special Final X
Date of Review: 1/7-1/9/19

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

Program Operator: San Juan Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-B– INFORMATION

STANDING INFORMATION

BACKGROUND:

- PC/PAC Calendar of Events: Ms. Henrietta Gutierrez
- Parent/Staff Recognition: Ms. Henrietta Gutierrez
- CHSA Parent Conference Reports: Ms. Henrietta Gutierrez
- Governance Self-Assessment Report: Ms. Henrietta Gutierrez
- Powerhouse Science Center Reports: Ms. Henrietta Gutierrez
- Toastmasters Training: Ms. Henrietta Gutierrez
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Community Agency Reports
 - Sacramento Children’s Museum
 - Sacramento Public Library
 - Community Resources: Mr. Robert Silva
- Parent Survey Results: Mr. Robert Silva
- PC/PAC Recruitment (Grandparent & Foster Parent Representatives): Mr. Robert Silva

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC Executive Committee	Friday, February 22, 2019 10:00 – 10:30 a.m. Olympus Room
PC/PAC Parent Ambassador Committee	Friday, February 22, 2019 10:30 a.m. Olympus Room
Countywide Parent Activity – Powerhouse Science Center	Saturday, February 23, 2019 9:00 a.m. – 12:00 p.m. Powerhouse Science Center 3615 Auburn Blvd. Sacramento, CA 95821
PC Executive Committee	Thursday, February 28, 2019 9:00 a.m. Camellia Room
Head Start Grant Planning Meeting	Friday, March 1, 2019 9:00 a.m. Olympus Room
Toastmasters Training	Friday, March 1, 2019 10:30 a.m. Redwood Room
Head Start Grant Planning Meeting	Friday, March 8, 2019 9:00 a.m. Olympus Room
PC/PAC Social/Hospitality Committee	Wednesday, March 13, 2019 9:00 a.m. Olympus Room
Head Start Grant Planning Meeting (ONLY IF NEEDED)	Friday, March 15, 2019 9:00 a.m. Olympus Room



CALENDAR OF EVENTS

PAC Executive Committee	Friday, March 22, 2019 9:00 a.m. Camellia Room
PC Executive Committee	Thursday, March 28, 2019 9:00 a.m. Camellia Room
PC/PAC Leadership Workshop “A Calling to Lead; How will you Respond”	Wednesday, March 20, 2019 9:00 a.m. – 11:00 a.m. Redwood Room Trainer: Mr. Victor Bonanno, Workforce Development Supervisor



Please Post



Make decisions for your child's future.

Attention Parents! Want to Make a Difference

PC/PAC Recruitment

HEAD START POLICY BOARD (PC) PARENT ADVISORY COMMITTEE (PAC)

Is recruiting:

- **PAC Representatives:** Current Parents
(See site staff if interested in PAC Rep position)
- **Grandparents, Foster Parents referred to as Community Representatives. (continuous filing)**

For Program Year 2018-2019

Learn about:
Community Resources
Going Back to School
Job Opportunities
Leadership Skills



**Community Rep applications are due by
Tuesday, March 12, 2019 at 4:00 PM**

Applications must be submitted to
Marie Desha

By fax at (916) 263-3779,
By mail, hand-delivery, or courier to
925 Del Paso Boulevard, Suite 100
Sacramento CA 95815

**Elections will be held at the
Parent Advisory Committee Meeting/Policy
Council Meetings,**

- **Tuesday, March 19, 2019, 9:00 am**
- **Tuesday, March 26, 2019 9:00 am**
SETA Board Room
925 Del Paso Boulevard
Sacramento CA 95815



Para colocar como aviso



Haga decisiones
para el futuro de
su hijo.

¡Atención Padres! Desea lograr la diferencia

Reclutamiento para PC y PAC

MESA CONSULTIVA DE HEAD START (PC) COMITE CONSULTIVO DE PADRES (PAC)

Está reclutando:

- Representantes de PAC: Padres Actuales
(vea al personal del centro si está interesado en el puesto)
- Padres Anteriores, Abuelos y Padres de Crianza referidos como Representantes de la Comunidad (reclutamiento continuo)

Para el año del Programa 2018-2019

Aprenda sobre:
Recursos Comunitarios
Regresar a la escuela
Oportunidades de empleo
Aptitudes de liderazgo



**Solicitudes para Rep de la Com deben ser recibidas el
Martes 12 de marzo antes de 4:00 PM**

Las solicitudes deben ser dirigidas a:
Marie Desha
Por fax al (916) 263-3779,
Por correo, en persona o serv de entrega a
925 Del Paso Boulevard, Suite 100
Sacramento CA 95815

**Las elecciones se efectuarán en las
Reuniones del Comité Consultivo de Padres
y del Concejo de Reglamento**

**Martes 19 de marzo 2019, 9:00 am
Martes 26 de marzo 2019, 9:00 am
SETA Board Room
925 Del Paso Boulevard
Sacramento CA 95815**

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 January 22, 2019 Policy Council meeting.

GOOD!!!
Thank you, Ms. Kathy Kossick for the overview on the Community Action Board and Refugee program. We look forward to upcoming presentations.
Thank you, Ms. Denise Lee, for shared information on grant planning, approved duration application, and participation outreach for the Census Bureau.
Thank you, Ms. Allison Noren, for providing information on the eligibility list.
Thank you, Ms. D’et Saurbourne for your review of the fiscal report.
Thank you, Ms. Karen Griffith for your in-depth review of the Self-Assessment checklists.
Welcome Mr. Kaleb Call to the SETA HS/EHS program. Thank you for shared program information on the Quality Assurance reports and program self-assessment.
Thank you, Ms. Marie Desha for the Parent Survey and community resources.
Thank you, Ms. Nancy Hogan for the Community Action Board (CAB) overview.
Congratulations to the newly seated board members.
Thanks to the Parent Governance/Family Support Unit for creating the PC/PAC Policy Committee Meeting Report form.
Thank you, Madam Chair (Ms. Henrietta Gutierrez) for facilitating a productive and timely Policy Council meeting.
NEEDS IMPROVEMENT
No side barring.
Please be recognized by the Chair by raising your hand before speaking.
Please turn off all electrical devices, i.e., phones.
Please refrain from TEXTING!!
Attendance.
Please be recognized by the Chair before leaving your seat by saying, “question of privilege.”
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.

REMINDERS
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

▶ Budget/Planning Committee:

▶ Parent Ambassador Committee:

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

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

**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	84	86						
Sacramento City USD	73	90	88	85	85	86						
SETA	78	87	85	83	83	81						
San Juan USD	N/A	76	88	90	89	88						
Twin Rivers USD	93	90	88	78	86	89						
WCIC/ Playmate	N/A	68	83	87	92	89						
TOTAL	84	83	87	85	87	87						

Early Head Start

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
Sacramento City USD	82	92	91	76	88	89						
SETA	80	86	87	82	83	81						
San Juan USD	83	84	89	87	90	88						
Twin Rivers USD	91	88	88	88	86	91						
TOTAL	84	88	89	83	87	87						

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

EHS-CC Partnership/Expansion

Agency	<u>August</u> ADA %	<u>Sept</u> ADA %	<u>October</u> ADA %	<u>Nov</u> ADA %	<u>Dec</u> ADA %	<u>January</u> ADA %	<u>February</u> ADA %	<u>March</u> ADA %	<u>April</u> ADA %	<u>May</u> ADA %	<u>June</u> ADA %	<u>July</u> ADA %
Sacramento City USD	74	80	78	64	72	72						
SETA	84	82	84	77	77	77						
TOTAL	79	81	81	71	75	75						

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:

- Classrooms with attendance below 85% for any month are required to submit a Classroom Attendance Improvement Plan.

SCUSD:

- Plan to be included with March Attendance Report.

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
January 2019**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/19	(b) % Actual to Funded
Elk Grove USD	440	452	103
Sacramento City USD	1,139	1,106	97
SETA	1,836	1,867	102
San Juan USD	668	668	100
Twin Rivers USD	180	182	101
WCIC/Playmate	100	100	100
Total	4,363	4,375	100

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/19	(b) % Actual to Funded
Sacramento City USD	152	157	103
SETA	439	441	100
San Juan USD	160	174	109
TRUSD	16	17	106
Total	767	789	103

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/19	(b) % Actual to Funded
SETA	40	44	110
Sacramento City USD	40	42	105
Total	80	86	108

- (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.

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
- 1 class capped due to a majority of 3 year olds enrolled, leaving up to 3 vacant slots at any given time due to capping

Action Step(s):

- 2 Home Visitors have been hired, waiting for hiring process to be completed
- ACF is aware of the challenges of capped classes which are out of the control of the program

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

January 2019

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	203	11%	439	113	26%
Twin Rivers USD	180	24	13%	16	1	6%
Elk Grove USD	440	48	11%			
Sac City USD	1139	101	9%	152	18	12%
San Juan USD	668	87	13%	160	19	12%
WCIC	100	4	4%			
EHS CCP				120	9	8%
COUNTY TOTAL	4363	467	11%	887	160	18%

AFE: Annual Funded Enrollment