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*THOUGHT OF THE DAY: "Know that it is you who will get you where you want to go, no one else."*

*~~ Les Brown*

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

**DATE:** Tuesday, *September 24*, 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 document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

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**DISTRIBUTION DATE: WEDNESDAY, SEPTEMBER 18, 2019**

Policy Council meeting is hosted by:  
Henrietta Gutierrez (Chair), vacant (Vice Chair), Claudett Sanders (Secretary),  
Kao Yee Xiong (Treasurer), vacant (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
- \_\_\_\_\_ Maria Martinez, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Claudett Sanders, Sacramento City Unified School District
- \_\_\_\_\_ Evangelina Barrios, SETA-Operated Program
- \_\_\_\_\_ Kerynn Jetton, Early Head Start/Home Base (SOP)
- \_\_\_\_\_ Christie Hamm, Sacramento Public Library
- \_\_\_\_\_ Charles Taylor, Past Parent/Community Representative
- \_\_\_\_\_ Henrietta Gutierrez, Chair, Past Parent/Community Representative

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Valenzuela), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Christian), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Cerniglia), San Juan Unified School District
- \_\_\_\_\_ Vacant (Pierce), San Juan Unified School District
- \_\_\_\_\_ Vacant (Schurr), SETA-Operated Program
- \_\_\_\_\_ Vacant (Cisneros), SETA-Operated Program
- \_\_\_\_\_ Vacant (Melvin), SETA-Operated Program
- \_\_\_\_\_ Vacant (Smith), SETA-Operated Program
- \_\_\_\_\_ Vacant (Lopez), SETA-Operated Program
- \_\_\_\_\_ Vacant (Galvin), WCIC/Playmate Child Development Center
- \_\_\_\_\_ Vacant (Estrella), Twin Rivers Unified School District
- \_\_\_\_\_ Vacant (Schoemig), Twin Rivers Unified School District
- \_\_\_\_\_ Vacant (McCracken), Home Base Option
- \_\_\_\_\_ Vacant, Home Base Option
- \_\_\_\_\_ Vacant (Olguin), Early Head Start, Sac. City Unified School Dist.
- \_\_\_\_\_ Vacant, Early Head Start, Sacramento City Unified School Dist.
- \_\_\_\_\_ Vacant (Self), Early Head Start (SETA)
- \_\_\_\_\_ Vacant (Altameemi), Early Head Start, San Juan Unified School District
- \_\_\_\_\_ Vacant, Grandparent/Community Representative
- \_\_\_\_\_ Vacant, Community Agency Representative
- \_\_\_\_\_ Vacant (Stone Smith) Community Agency Rep, Sac. Children’s Museum
- \_\_\_\_\_ 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	4/23	5/8	5/28	6/25	7/23	8/27	9/24	10/22	11/26
A. Adedipe Seated 11/27	EG	X	X	X	X	X	X	U	X	X	X	X			
E. Barrios Seated 11/27	SOP	X	X	X	X	X	X	E	X	E	X	X			
S. Burrell Seated 5/8	Alt SOP							X							
A. Chenault Seated 11/27	CR		X/AP	X/AP											
<del>Y. Estrella Seated 1/22</del>	<del>TR</del>			<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>			
<del>J. Galvin Seated 2/26</del>	<del>WCIC</del>				<del>X</del>	<del>X</del>	<del>U</del>	<del>X</del>	<del>E</del>	<del>X</del>	<del>X</del>	<del>U</del>			
H. Gutierrez Seated 11/27	CR	X	X	X	X	X	X	X	X	X	X	X			
C. Hamm Seated 12/19	CAR		X	X	E	X	X	X	X	X	E	X			
K. Jetton Seated 7/23	EHS/ SOP										X	X			
M. Martinez Seated 3/26	WCIC					X	X	U	X	X	X	X			
C. Sanders Seated 11/27	SAC	X	X	X	X	X	X	X	X	E	E	X			
C. Taylor Seated 2/26	CR				X	X	X	X	X	X	X	X			
K. Xiong Seated 11/27	ELK	X	X	X	X	X	X	E	X	E	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 9/17/2019*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 27, 2019  
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the August 27, 2019 regular meeting.

RECOMMENDATION:

That the Policy Council approve the August 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, August 27, 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 9:03 a.m. The Pledge of Allegiance was recited. Ms. Gutierrez read the thought of the day. Ms. Gutierrez called the roll and confirmed that a quorum was established.

**Members Present:**

Adeola Adedipe, Elk Grove Unified School District  
Kao Yee Xiong, Elk Grove Unified School District  
Yamilka Estrella, Twin Rivers Unified School District  
Charles Taylor, Past Parent/Community Representative  
Henrietta Gutierrez, Past Parent/Community Representative  
Kerynn Jetton, Early Head Start (SOP)  
Christie Hamm, Sacramento Public Library (seated at 9:05)  
Evangalina Barrios, SETA-Operated Program (seated at 9:05 a.m.)  
Maria Martinez, Women’s Civic Improvement Club (seated at 9:05 a.m.)  
Claudett Sanders, Sacramento City Unified School District (seated at 9:16 a.m.)

**Member Absent:**

Jovita Galvin, Women’s Civic Improvement Club (unexcused)

**II. Consent Item**

**A. Approval of the Minutes of the July 23, 2019 Meeting**

Ms. Gutierrez read a correction into the record. She requested a change to the minutes on page 8; the number should be 599 instead of 699.

Moved/Taylor, second/Xiong, to approve the July 23, 2019 minutes as corrected.

Show of hands vote:

Aye: 8 (Adedipe, Barrios, Estrella, Hamm, Jetton, Martinez, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 2 (Galvin and Sanders)

### III. Action Items

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

The board went into closed session at 9:08 a.m. Ms. Gutierrez called the meeting back into open session at 9:15 a.m. and reported that the Policy Council approved the following eligible lists: Associate Teacher and Associate Teacher/Infant Toddler; Home Visitor; and Senior Personnel Analyst.

Ms. Claudett Sanders was seated at 9:15 a.m.

#### B. TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING: Approval of Changes to the SETA Personnel Policies and Procedures Hiring of Head Start Grantee Operated Program Staff Policy

Ms. Allison Noren reviewed this item which provides a process by which PC and PAC members assist in HR screenings and interviews. The proposed modifications will assist in making the process a bit quicker.

Ms. Noren stated that this item was reviewed by the union and management and will go before the SETA Governing Board on September 18 for final approval.

Ms. Gutierrez opened a public hearing; there was no testimony.

Moved/Hamm, second/Estrella, to close the public hearing and approve changes to the SETA Personnel Policies and Procedures Hiring of Head Start Grantee Operated Program Staff Policy.

Show of hands vote:

Aye: 9 (Adedipe, Barrios, Estrella, Hamm, Jetton, Martinez, Sanders, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 1 (Galvin)

### IV. Information Items

#### A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Claudett Sanders reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han Mr. Victor Han reviewed the fiscal report. The grant should be completely expended once all expenses are received from delegate agencies. Once the final numbers are received from the delegate agencies, Mr. Han will provide a final report. Mr. Han does not expect any carryover into the next



- fiscal year. The credit card statement was reviewed. Ms. Gutierrez asked about the American Express late fee; Mr. Han explained that it was reversed.
- Preschool Development Grant – Early Learning & Care Parent Committee Report – Ms. Henrietta Gutierrez was asked to be a part of this group that includes 12 parents from around the state. The purpose of the committee is to provide information on how to close the gap of resources available to parents for quality child care. The committee met on July 26 and there will be two more meetings in the near future. No dates have been set yet.
  - WEAVE Report: No additional report.
  - Head Start/Early Head Start Recruitment Events: Mr. Robert Silva spoke of upcoming recruitment events. Mr. Silva asked parents to consider signing up for the two events.
    - ESL Fall Orientation & Family Fair (August 2), Sacramento Food Bank, 10:00 a.m. – 1:00 p.m.: Ms. Spring Burrell attended this event and she really enjoyed the available community resources.
    - Summer Night Lights (August 23) 7:00 – 10:00 p.m.
    - Rio Linda County Fair (Saturday, September 21), 6730 Front Street, Rio Linda, 8:00 a.m. – 4:00 p.m.; This is a fun, small community event.
    - Festival Latino (Sunday, September 22), 2143 Hurley Way, Suite 110, Sacramento, 11:00 a.m. – 5:00 p.m.
  - Community Resources – Parents/Staff: Mr. Robert Silva reported that two Head Start parents were granted community connections grants from First 5; Kao Yee Xiong and Alisha Givehchi. Mr. Silva provided information on how to submit a proposal to be considered for funding.

Ms. Xiong reported that she was funded for a second grant; it is exciting to provide services and community building for families. First 5 is looking to make communities stronger. She had 120 children participate in her *Learn Hmong with Me* program.

There will be a recruitment event for U. S. Census jobs on Wednesday, September 4, 9 a.m. – 11:00 a.m. at the Mather Job Center.

B. Governing Board Minutes – June 6, 2019: No questions.

## V. Committee Reports

- Executive Committee Meeting Critique: Ms. Sanders reviewed the Executive Committee critique.
- Personnel/Bylaws Committee: Ms. Gutierrez reviewed the last meeting; the next committee meeting is tomorrow.
- Social/Hospitality Committee: Ms. Gutierrez reported on the August 14 meeting. The End-of-Year Parent Appreciation Event will be changed to October 15. The PAC and PC will have a joint meeting and then will meet to have lunch immediately after the meeting.
- Sacramento Medi-Cal Dental Advisory Committee: No report.

- Community Action Board: Ms. Yamilka Estrella reported that the Request for Proposals was approved by the Community Action Board. The CAB wants to target systemic social inequities and this bold statement was included in the RFP. So far the service providers have provided good information on how they will target systemic issues.

## VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick reported that the Community Services Block Grant proposals will be due September 12 and the SETA Governing Board will approve funding recommendations on December 5.
- B. Chair's Report: Ms. Gutierrez will distribute the HR calendar at the end of the meeting and asked board members to sign up.
- C. Head Start Deputy Director's Report: Ms. Denise Lee reviewed the proposed rulemaking on changes to the 'Designated Renewal System (DRS)'. DRS is a way that the federal government can require programs to re-compete if they do not meet high quality standards. Public comment is an opportunity for the Head Start community to provide feedback before the policy is changed. Ms. Lee reviewed some of the reasons grantees would be required to re-compete for grants under DRS. Ms. Lee introduced Wendy Tanner, Staff Support Officer. Ms. Tanner introduced two new Administrative Assistants, Ashley Jones and Sasha Atoyan.
- D. Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr announced an open house at Hopkins Park, September 6 at 10 a.m. Ms. Claudett Sanders will be one of the guest speakers. Staff has been working to transition Sacramento City USD families to Head Start. Staff is working to open Freeport in September and recruitment is continuing. More centers/classes will be opening later in September. Brett Hart and CP Huntington, Infant Toddler will open in late September. Parents have to be working or in school to qualify for the infant/toddler programs.
  - Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that staff has been doing a lot of preservice training in areas such as CPS reporting requirements, safety/supervision, curriculum, pest management, sexual harassment prevention, and bloodborne pathogens. This includes the transitioning of former Sacramento City USD staff to the Head Start curriculum. Twin Rivers has expanded their EHS program and SETA staff will be providing individual coaching for their Early Head Start teachers. San Juan asked for specific training on individualization for children (IEPs, separation anxiety). WCIC has received training/mentoring on environments. Elk Grove has a new program specialist, Ms. Laura Crook; Ms. Claudia Charter recently retired. It is a busy time of year for everyone.
  - Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts: Mr. Call reported that over the past year and with around 13 staff, the Head Start kitchen served over 1 million meals. Two new cook/drivers were recently hired to assist in the food delivery. Mr. Call introduced Rosie Barajas

one of the newest QA analysts. The QA team is planning out the calendar for the coming year. Rosie was a Family Services Worker at a couple of different centers and is now working in the QA unit.

- E. Open Discussion and Comments: Ms. Hamm announced during the month of September, the Sacramento Public Library will have playtimes at all of the public libraries. They will provide environments that will be fun for all children including babies. The 2019 Play Summit will be on September 14; this is a one-day conference on the importance for play. Staff will distribute information on how to register for this fun and educational event. SETA will pay for the registration fee for those interested in participating.
- F. Public Participation: No comments.

**VII. Adjournment:** The meeting was adjourned at 10:05 a.m.

ITEM III-A - ACTION

CLOSED SESSION PERSONNEL- PURSUANT  
TO GOVERNMENT CODE SECTION 54957

BACKGROUND:

This item provides an opportunity for the Policy Council to take action on personnel items.

**CLOSED SESSION PERSONNEL – PURSUANT TO GOVERNMENT CODE  
SECTION 54957**

- Approval of Eligible Lists for: Family Services Worker II, Family Services Worker III, Associate Teacher/ Associate Teacher Infant Toddler, Accountant I, and Head Start Coordinator (Food Services) (Supervisory).
  - ➔ Report out of Closed Session

NOTES:

ITEM III-B - ACTION

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

BACKGROUND:

The Personnel/Bylaws Committee 2018-2019 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council.

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

RECOMMENDATION:

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

NOTES:

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

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

# **BYLAWS OF THE SACRAMENTO COUNTY**

## **HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

Policy Council First Reading: 9/24/19  
Policy Council Final Approval:  
Governing Board Approval:

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

**ARTICLE I**

Name

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

**ARTICLE II**

Purpose, Powers, Duties and Functions

**Section 1: Purpose**

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

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

**Section 2: Powers, Duties and Functions**

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

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



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

**regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.**

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

### **ARTICLE III**

#### **Membership**

#### **Section 1: Election/Appointment of Members**

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

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

## Section 2: Parent Representatives

A. The Parent Membership shall consist of:

- Six (6) Representatives elected from the SOP PAC
- Two (2)** ~~Three (3)~~ Representatives from Sacramento City Unified School District
- Three (3)** ~~Two (2)~~ Representatives from San Juan Unified School District
- Two (2) Representatives from Elk Grove Unified School District
- Two (2) Representatives from Twin Rivers Unified School District
- Two (2) Representatives from Women's Civic Improvement Club/Playmate (WCIC)
- Two (2) Representatives from Home Base Option
- Two (2)** ~~One (1)~~ Representatives from EHS - SOP
- ~~One (1) Representative from EHS - Sacramento City Unified School District~~
- One (1) Representative from EHS - San Juan Unified School District
- One (1) Representative from EHS - Twin Rivers Unified School District

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

## B. Community Representatives

Additional PC members shall include:

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

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

## Section 3: Alternates

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

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

#### Section 4: Other Provisions

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

## Section 5: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of five (5) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than five (5) program years.

## Section 6: Attendance

- A. **Absences:** Any member or alternate in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.

- B. **Reinstatement:** The representative agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.

1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within ten (10) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.

- C. **Punctuality:** Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

- D. **Policy Council/Policy Committee Business:** Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

## Section 7: Removal

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

## **ARTICLE IV** Meetings

### Section 1: Meetings

#### A. Annual Meeting

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

#### B. Regular Meetings

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

#### C. Special Meetings

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

#### D. Quorum

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

### Section 2: Meeting Notice

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

#### A. Annual and Regular Meetings:

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

B. **Special Meetings:**

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings:**

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

D. **Committee Meetings:**

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

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

**Section 3: Open Meetings**

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

**Section 4: Mailing Address**

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

## **Section 5: Rules of Procedure**

Except as specifically provided herein, Robert's Rules of Order<sup>1</sup> shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

## **Section 6: Nominations/Elections**

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

## **Section 7: Voting**

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

## **Section 8: Meeting Reimbursement**

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

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

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

1. PC (regularly scheduled, annual, emergency and special meetings)
2. Interview/screening/exam panels



3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
  4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) and Program Self Assessment
  5. Program Area Committees
  6. Health Services Advisory Committee (HSAC)
  7. Ad Hoc (special) Committee meetings
  8. Community Action Board meetings (CAB)
  9. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
  10. Workforce Development Board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)
  11. Maternal, Child and Adolescent Health Advisory Board
  12. Sacramento Medi-Cal Dental Advisory Committee
- B. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

## **ARTICLE V**

### **Officers**

#### **Section 1: Officers**

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

#### **Section 2: Election and Term of Office**

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

### Section 3: Duties of Officers

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

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall call the roll, keep records of the current and preceding minutes at each meeting, and record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

### Section 4: Vacancy

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

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.

- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

## **ARTICLE VI**

### **Committees**

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

#### **Section 1: Standing Committees**

##### **Executive Committee**

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

##### **Budget/Planning Committee**

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

##### **Personnel/Bylaws Committee**

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

##### **Social/Hospitality Committee**

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

### **Parent Ambassador Committee**

Parent Ambassador Committee shall be composed one (1) staff member, former parents, and other members who shall be selected after each annual meeting of the PC. The Parent Ambassador Committee representatives shall oversee the committee. Former parents who no longer serve on the PC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PC trainings/events, childrens' and male involvement activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PC monthly.

### **Section 2: Program Area Committees**

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

- **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program area, and participate in curriculum/instruction and health and safety.
- **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Parent/Family Support program area.
- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the committee of the whole who shall plan, review and oversee program monitoring and evaluation.

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

### **Section 3: Special Committees:**

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

## **ARTICLE VII**

### Required Reports

#### Section 1: Required Reports

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

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

## **ARTICLE VIII**

### Bylaws Amendment

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

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

*PC Board approved: October 23, 2018*

ITEM III-C - ACTION

RATIFICATION OF THE APPROVAL TO SUBMIT A REQUEST TO CARRY  
OVER PROGRAM YEAR 2018-2019 HEAD START FUNDS

BACKGROUND:

A carryover of funds from 2018-2019 to 2019-2020 is being requested for the Head Start program in an amount not to exceed **\$1,379,123** to complete projects related to supplemental duration start-up that were not completed before the end of the fiscal year, July 31, 2019.

On March 15, 2019, SETA received supplemental funding from the Office of Head Start/Administration for Children and Families to extend the duration of Head Start services beginning in the program year 2019-2020. Funding is as follows:

<b>Program</b>	<b>Funded Projects</b>	<b>Original Start-up Amount</b>	<b>Under-spent Funds for Carryover</b>
SETA Operated Program	Supplies, equipment, & minor renovations and repairs	\$193,000	\$173,032
Twin Rivers USD	Equipment & Modular <sup>1</sup> (Oakdale)	\$1,020,000	\$1,000,670
WCIC	Supplies, equipment, & major renovation	\$239,996	\$205,421
<b>Total Duration Funding</b>		<b>\$1,452,996</b>	<b>\$1,379,123</b>

<sup>1</sup>The award for the modular building (Twin Rivers USD) was contingent upon the approval of a completed 1303 Facilities Application which has not yet been finalized.

The Office of Head Start requires funds be fully obligated by July 31, 2019, and that all obligations be liquidated by October 30, 2019 with the exception of ACF pre-approved projects not completed by the end of the fiscal year. Due to the nature of construction projects and the timing of when funds were received, staff is recommending carrying over up to \$1,379,123.

Due to the uncertain nature of construction projects and the timing of when funds were received, SETA requests to extend the carryover funds through July 31, 2020. It is anticipated that all carryover funds will be expended by this date.

Non-Federal Share (\$344,781)

*SETA Operated Program* **\$43,258**

SETA will meet its non-federal share requirement with classroom volunteers. Classroom volunteers include parent classroom volunteers, School Readiness

ITEM III-C – ACTION (continued)  
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Aides, and Parent Food Aides. SETA anticipates approximately 1,785.31 hours of volunteer time valued at the current Associate Teacher wage rate with fringe benefits (\$24.23/hour).

*Twin Rivers USD* \$250,168

Twin Rivers USD will meet their non-federal share requirement time with parent volunteer hours. The district anticipates approximately 11,828.27 hours valued at \$21.15 per hour.

*WCIC* \$51,355

WCIC will meet their non-federal share requirement with classroom volunteers. Additional current parents/past parents are estimated to donate their time through educational hours spent with the children in a volunteer capacity, such as, classrooms, home activities, and special arts activities/events. WCIC anticipates approximately 2,085.06 hours of volunteer time valued at \$24.63 per hour.

It is anticipated that all carryover funds will be expended by July 31, 2020.

The SETA Governing Board took action on this item at their special meeting held on Wednesday, September 18. Staff will be available to answer questions.

RECOMMENDATION:

Ratify the submission of a carryover request for Program Year 2018-2019, from Head Start supplemental duration grant in an amount not to exceed **\$1,379,123**.

NOTES:

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

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

## ITEM IV-A- INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- A. Standing Information Items
  - PC/PAC Calendar of Events – Ms. Henrietta Gutierrez
  - Parent/Staff Recognitions – Ms. Henrietta Gutierrez
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han
  - Head Start/Early Head Start Recruitment Events – Ms. Henrietta Gutierrez
    - Rio Linda County Fair (Saturday, September 21)
    - Festival Latino (Sunday, September 22)
  - Community Resources – Parents/Staff: Mr. Robert Silva

#### **NOTES:**



**EVENT**

**DATE**

PAC Executive Committee	Friday, September 20, 2019 9:00 - 10:30 a.m. Camellia Room
PC Executive Committee	Thursday, September 26, 2019 9:00 a.m. – 10:30 a.m. Camellia Room
PC/PAC Social/Hospitality Committee	Friday, October 4, 2019 10:30 a.m. – 12:00 p.m. Redwood Room
PC/PAC Budget/Planning Committee	Tuesday, October 8, 2019 1:00 p.m. Camellia Room
PC/PAC End-of-Year Parent Appreciation Brunch	Tuesday, October 15, 2019 Will be held immediately after the joint PAC and PC Board meeting SETA Atrium

# 2020 Census Training: **Community Outreach**

This training will bring together community-based organizations and government partners to provide a practical overview of outreach strategies developed by the Sacramento Complete Count Committee for a complete count in the 2020 Census. We will build skills around cultural competence to be able to work with diverse families in our region. The training will include:

- Overview of the 2020 Census
- Overview of community organizing and outreach strategies for census enumeration and completion
- Outreach strategies from the Sacramento Complete Count Committee and ways to overcome potential challenges to outreach

## **EVENT DETAILS**

**Tuesday, September 24, 2019, from 9:30 a.m. to noon  
Fruit Ridge Community Collaborative (Gymnasium),  
4625 44th Street, Sacramento, CA 95820**

## **REGISTER ONLINE TODAY**

Sign up today at [sac2020-census.eventbrite.com](https://sac2020-census.eventbrite.com)

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council. The Executive Committee met and evaluated the August 27, 2019 Policy Council meeting.

<b>GOOD!!!</b>
Thank you, Ms. Kathy Kossick, for updates on the CAB proposal for 2020.
Thank you, Ms. Denise Lee, for updates on the Designated Renewal System grant changes.
Congratulations, Ms. Allison Noren, for your presentation on the eligibility list and the board item: Approval of Changes to the SETA Personnel Policies and Procedures Hiring of Head Start Grantee Operated Program Staff Policy.
Thank you, Ms. Lisa Carr, for shared information on Hopkins Park Open House and recruitment updates.
Thank you, Mr. Karen Griffith, for shared information on staff training and hiring.
Thank you, Mr. Kaleb Call, for shared information on the number of meals produced by Head Start kitchens for the program year and planned QA reviews.
Thank you, Mr. Victor Han, for the fiscal update.
Thank you, Mr. Robert Silva, for community resources and updates on recruitment events.
Welcome Mr. Sasha Atoyán and Ms. Ashley Jones (CFS Department Administrative Assistants) to SETA Head Start and Early Head Start programs.
Congratulations Ms. Rosie Barajas on your new position as Quality Assurance Analyst.
<b>NEEDS IMPROVEMENT</b>
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.
<b>REMINDERS</b>
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

ITEM V - Committee Report (continued)  
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▶ Personnel/Bylaws Committee

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▶ Social/Hospitality Committee

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ITEM VI

OTHER REPORTS

BACKGROUND:

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

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- B. 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.

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

✓ Monthly Head Start Report (attached)

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# SETA Head Start Food Service Operations Monthly Report \*August 2019

**August 5th - 9th** - Hopkins Park remained open during this week.

**August 13th** - Nedra Court was closed due to toilets not working.

**August 18th** - Norma Johnson was closed due to air condition issues.

**August 20th** - Bret Harte closed at noon due to air condition issues.

**August 23rd** - Home Base field trip to Fairytale Town. Lunch and Snack was provided for 100 guests.

**Meetings & Trainings:** Cook/Drivers attended the Mandated Reporter Training on August 5th and 8th. Cook/Drivers attended the Blooborne Pathogens, Gloving universal precautions training and CACFP Training on August 8th.

**Total Number of Meals and Snacks Prepared for All Kitchens:**

Lunch	PM Snack	Breakfast	Field Trips
30,820	24,285	26,050	80

**Total Amount of Meals and Snacks Prepared** **81,235**

**Purchases:**

Food	\$79,784.56
Non - Food	\$12,559.60

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$2,153.94

Vehicle Maintenance and Repair : \$2,841.84

Vehicle Gas / Fuel:	\$1,779.22
Normal Delivery Days	22

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**August 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
<b>SETA operated</b>	1756	121	<b>7%</b>	589	74	<b>13%</b>
<b>Twin Rivers USD</b>	140	20	<b>14%</b>	40	1	<b>3%</b>
<b>Elk Grove USD</b>	440	16	<b>4%</b>			
<b>Sac City USD</b>	736	2	<b>0%</b>			
<b>San Juan USD</b>	1052	Has not reported	<b>0%</b>	160		<b>0%</b>
<b>WCIC</b>	120	0	<b>0%</b>			
<b>EHS CCP</b>				80	10	<b>13%</b>
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>159</b>	<b>4%</b>	<b>869</b>	<b>85</b>	<b>10%</b>

*AFE: Annual Funded Enrollment*

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

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/30/19	(b) % Actual to Funded
Elk Grove USD	440	433	98
Sacramento City USD	736 (32)	38.	119
SETA	1,756	2,017	115.
San Juan USD	1,052 (728)	728	100
Twin Rivers USD	140	142	101
WCIC/Playmate	120 (0)	N/A	N/A
<b>Total</b>	<b>4,244 (3,096)</b>	<b>3,358</b>	<b>108</b>

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/30/19	(b) % Actual to Funded
SETA	589	554	94
San Juan USD	160	160	100
TRUSD	40	40	100
<b>Total</b>	<b>789</b>	<b>754</b>	<b>96</b>

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/30/19	(b) % Actual to Funded
SETA	80	83	100
<b>Total</b>	<b>80</b>	<b>83</b>	<b>100</b>

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



### Head Start

- SCUSD/SJUSD/WCIC: Enrollment numbers do not include 1,148 children who do not attend during the summer (traditional schedule).

### Early Head Start

- SETA/SCUSD: Under enrollment reflects the transition/closure between SCUSD (delegate) to SETA (grantee) and program option changes for the grantee and other delegates. Some staff not hired and some centers not licensed/opened.

**SETA - County Monthly Average Daily Attendance (ADA)  
Program Year 2019-2020**

**Head Start**

<b>Agency</b>	<b>August ADA %</b>	<b>Sept ADA %</b>	<b>October ADA %</b>	<b>Nov ADA %</b>	<b>Dec ADA %</b>	<b>January ADA %</b>	<b>February ADA %</b>	<b>March ADA %</b>	<b>April ADA %</b>	<b>May ADA %</b>	<b>June ADA %</b>	<b>July ADA %</b>
Elk Grove USD	96											
Sacramento City USD	64											
SETA	84											
San Juan USD	TBD											
Twin Rivers USD	96											
WCIC/ Playmate	N/A											
<b>TOTAL</b>	85											

**Early Head Start**

<b>Agency</b>	<b>August ADA %</b>	<b>Sept ADA %</b>	<b>October ADA %</b>	<b>Nov ADA %</b>	<b>Dec ADA %</b>	<b>January ADA %</b>	<b>February ADA %</b>	<b>March ADA %</b>	<b>April ADA %</b>	<b>May ADA %</b>	<b>June ADA %</b>	<b>July ADA %</b>
SETA	83											
San Juan USD	TBD											
Twin Rivers USD	96											
<b>TOTAL</b>	91											

**SETA - County Monthly Average Daily Attendance (ADA)  
Program Year 2019-2020**

**EHS-CC Partnership/Expansion**

<b>Agency</b>	<b><u>August</u> ADA %</b>	<b><u>Sept</u> ADA %</b>	<b><u>October</u> ADA %</b>	<b><u>Nov</u> ADA %</b>	<b><u>Dec</u> ADA %</b>	<b><u>January</u> ADA %</b>	<b><u>February</u> ADA %</b>	<b><u>March</u> ADA %</b>	<b><u>April</u> ADA %</b>	<b><u>May</u> ADA %</b>	<b><u>June</u> ADA %</b>	<b><u>July</u> ADA %</b>
<b>SETA</b>	86											
<b>TOTAL</b>	86											

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.

**Comment(s):**

\*Some children do not attend during the summer (traditional schedule)

\*\* As part of transition into 2019-2020 year, classes closed in June.



## Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members  
 RE: SETA Quality Assurance/Monitoring Results – August 2019

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
River Oak Center for Children (Partner)	Early Head Start Home Base	File review of eligibility, enrollment, health, nutrition, mandated screenings and education records <b>10 Children's Files</b>	June 11-28, 2019	<b>File Review</b> <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

**Overview and Scope of MCQI Review:** The MCQI review focused on the program's recordkeeping systems: child file documentation, file management and *ChildPlus* electronic records. QA Unit staff reviewed a total of **10 child files (17%)**. A 31-item MCQI checklist was used to monitor records related to eligibility and enrollment, health and nutrition requirements, mandated screenings, and education records. Reviewer read children's files, health documents and cross-referenced *ChildPlus* records. Additionally, agency's compliance with required staff training was monitored.

**Background and Limitations:** In understanding and interpreting the results, it's important to consider that (1) the review used a very small sample size (n=12); (2) strict criteria was followed in conducting *ChildPlus* audit in ERSEA and Health/Nutrition/Mandated Screenings. Any discrepancy between source documentation (i.e. enrollment application form or health document) and *ChildPlus* record, or if there was a missing reference information in file to use as basis for the *ChildPlus* audit, the indicator was marked non-compliant.

**Highlighted Program Impressions and Positive Observations:**

- Supportive leadership and teamwork
- Good communication between Home Visitors and families was evident
- Variety of staff training opportunities and very organized training documentation

Areas Reviewed	Percentage of Compliance	Individual Indicators Needing Attention
<b>Disabilities Services</b> (Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)		No significant noted findings or concerns
<b>ERSEA</b> (Eligibility, Recruitment, Selection, Enrollment, Attendance)	10%	<ul style="list-style-type: none"> <li>• Various transcription errors (e.g. family size, education level, income calculation, birth dates); <i>ChildPlus</i> rounds off to the tenth</li> <li>• Inconsistencies between child's file and <i>ChildPlus</i></li> </ul>
<b>Education</b> (Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)		No significant noted findings or concerns

Areas Reviewed	Percentage of Compliance	Individual Indicators Needing Attention
<b>Mental Health</b> <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>		No significant noted findings or concerns
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	50% 20%	<ul style="list-style-type: none"> <li>Not all nutrition histories were completed at enrollment.</li> <li>Not all growth assessments were up-to-date (based on the periodicity schedule).</li> </ul>
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	50% 50% 30%	<ul style="list-style-type: none"> <li>Dental exams not on file</li> <li>Physical exam not on file</li> <li>Blue Immunization cards not signed by staff and children missing several immunizations and follow-up doses</li> </ul>
<b>Home Based Services</b> <i>(Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)</i>	70%	<ul style="list-style-type: none"> <li>Home visitor did not always provide one home visit per week per family lasting for a minimum of 1 1/2 hours each and/or did not document clearly why and rescheduled when possible based on staff and parent availability</li> </ul>
<b>Services to Pregnant Women</b> <i>(Health status, screenings, follow-up, pre/post-partum visits, medical home, dental services, etc.)</i>		No significant noted findings or concerns

\* 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.

**Overall Observation and Trends:**

- Overall, child files showed good record-keeping and documentation by staff.
- It was not clear how Pass/Fail was determined using the growth assessment results. It was observed in multiple occasions that growth assessment indicated healthy weight but *ChildPlus* stated failed status.
- ChildPlus* automatically rounded off income calculation which was not allowed per SETA policy and procedure.

**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: Policy Council and SETA Governing Board members  
 RE: SETA Quality Assurance/Monitoring Results – August 2019

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
San Juan Unified School District	Early Head Start Home Base	File review of eligibility, enrollment, health, nutrition, mandated screenings and education records <b>16 Children’s Files</b>	June 11-28, 2019	<b>File Review</b> <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

**Overview and Scope of MCQI Review:** The MCQI review focused on the program’s recordkeeping systems: child file documentation, file management and *ChildPlus* electronic records. QA Unit staff reviewed a total of **16 child files (10%)**. A 31-item MCQI checklist was used to monitor records related to eligibility and enrollment, health and nutrition requirements, mandated screenings, and education records. Reviewer read children’s files, health documents and cross-referenced *ChildPlus* records. Additionally, agency’s compliance with required staff training was monitored.

**Background and Limitations:** In understanding and interpreting the results, it’s important to consider that (1) the review used a very small sample size (n=12); (2) strict criteria was followed in conducting *ChildPlus* audit in ERSEA and Health/Nutrition/Mandated Screenings. Any discrepancy between source documentation (i.e. enrollment application form or health document) and *ChildPlus* record, or if there was a missing reference information in file to use as basis for the *ChildPlus* audit, the indicator was marked non-compliant.

**Highlighted Program Impressions and Positive Observations:**

- Staff was very responsive to QA requests and feedback.
- Well- documented follow-up with families regarding missing or late health events.
- Good system for tracking immunizations
- Lesson plans were very well-written, individualized, and with very clear and specific goal and description.
- Very clear HELP assessment record-keeping

Areas Reviewed	Percentage of Compliance	Individual Indicators Needing Attention
<b>Disabilities Services</b> <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>		No significant noted findings or concerns
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	50%	<ul style="list-style-type: none"> <li>• Application is not accurately entered into <i>ChildPlus</i></li> </ul>
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>		No significant noted findings or concerns

Areas Reviewed	Percentage of Compliance	Individual Indicators Needing Attention
<b>Mental Health</b> <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>		No significant noted findings or concerns
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>		No significant noted findings or concerns
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	22%	<ul style="list-style-type: none"> <li>Medical health status determination date past due, not on file or stamped</li> </ul>
	19%	<ul style="list-style-type: none"> <li><i>ChildPlus</i> does not match contents of child's file</li> </ul>
	19%	<ul style="list-style-type: none"> <li>Children up-to-date on immunization schedule</li> <li>Incomplete Lead Risk Assessments</li> </ul>
<b>Home Based Services</b> <i>(Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)</i>	50%	<ul style="list-style-type: none"> <li>Home visitor provides one home visit per week per family lasting for a minimum of 1 1/2 hours each. Missed home visits are documented clearly and rescheduled when possible based on staff and parent availability</li> </ul>
<b>Services to Pregnant Women</b> <i>(Health status, screenings, follow-up, pre/post-partum visits, medical home, dental services, etc.)</i>		No pregnant women in file sample reviewed

\* 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.

**Overall Observation and Trends:**

- There were 3-4 separate files per enrolled child, and they were maintained in multiple campus locations. Enrollment and health files were maintained by separate staff at the Marvin Marshall location, and Home Visitors kept a travelling file and a home-based file at their offices. Due to this uncoordinated system, there were multiple copies of the same documents, the level of file organization was varied, depending on Home Visitor.
- Health Assistants and Home Visitors teamed together to follow up with families on their screenings. However, the practices were not uniform (example, system of putting “received dates” was not the same for the Health Assistants and section where to file the documents).
- Early in the program year, there was a change from separate database into a single, countywide Child Plus Database 2018-2019. It was observed that all children were assigned a Year 1 participation year regardless if child was first year or returning student.

**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 – August 2019

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Sacramento County Office of Education <i>(Partner)</i>	Early Head Start Home Base	File review of eligibility, enrollment, health, nutrition, mandated screenings and education records <b>12 Children's Files</b>	June 11-28, 2019	<b>File Review</b> <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

**Overview and Scope of MCQI Review:** The MCQI review focused on the program's recordkeeping systems: child file documentation, file management and *ChildPlus* electronic records. QA Unit staff reviewed a total of **12 child files (18%)**. A 31-item MCQI checklist was used to monitor records related to eligibility and enrollment, health and nutrition requirements, mandated screenings, and education records. Reviewer read children's files, health documents and cross-referenced *ChildPlus* records. Additionally, agency's compliance with required staff training was monitored.

**Background and Limitations:** In understanding and interpreting the results, it's important to consider that (1) the review used a very small sample size (n=12); (2) strict criteria was followed in conducting *ChildPlus* audit in ERSEA and Health/Nutrition/Mandated Screenings. Any discrepancy between source documentation (i.e. enrollment application form or health document) and *ChildPlus* record, or if there was a missing reference information in file to use as basis for the *ChildPlus* audit, the indicator was marked non-compliant.

**Highlighted Program Impressions and Positive Observations:**

- Agency has a very secure system in keeping child file records locked and its access is restricted to authorized staff only.
- Very good case notes/follow-up documentation by program staff, families' access to comprehensive services was clearly described.
- Good communication between Home Visitors and families was evident through the case notes and Home Visit Plans
- Very organized staff training/meeting binder

Areas Reviewed	Percentage of Compliance	Individual Indicators Needing Attention
<b>Disabilities Services</b> <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>		No significant noted findings or concerns
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>		No significant noted findings or concerns



Areas Reviewed	Percentage of Compliance	Individual Indicators Needing Attention
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	50%	<ul style="list-style-type: none"> <li>Developmental assessments are incomplete according to the Assessment schedule</li> <li>Assessments have limited information and few sections marked with a date or completed in HELP booklet</li> </ul>
<b>Mental Health</b> <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	58%	<ul style="list-style-type: none"> <li>Not all age-appropriate social-emotional screenings were completed within 45 calendar days of enrollment.</li> </ul>
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	83%  75%	<ul style="list-style-type: none"> <li>Not all nutrition histories were completed at enrollment.</li> <li>Not all growth assessments were up-to-date (based on the periodicity schedule).</li> </ul>
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	33%  42%  50%  50%  50%	<ul style="list-style-type: none"> <li>Oral health exam was not received within 90-days of enrollment date</li> <li>Physical exam was not received within 90-days of enrollment date</li> <li>Blue Immunization cards not signed by staff and children missing several immunizations and follow-up doses</li> <li>Blood Lead not in file within 30 days of enrollment date and/or no date to determine when blood lead results were received</li> <li>No date to determine when Hemoglobin/Hematocrit results were received or no evidence of Hemoglobin results on file</li> </ul>
<b>Home Based Services</b> <i>(Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)</i>	67%	<ul style="list-style-type: none"> <li>Home visitor did not always provide one home visit per week per family lasting for a minimum of 1 1/2 hours each and/or did not document clearly why and rescheduled when possible based on staff and parent availability</li> </ul>
<b>Services to Pregnant Women</b> <i>(Health status, screenings, follow-up, pre/post-partum visits, medical home, dental services, etc.)</i>		Not part of the sample that was reviewed

\* 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.

**Overall Observation and Trends:**

- Early in the program year, there was a change from separate database into a single, countywide Child Plus Database 2018-2019. It was observed that all children were assigned a Year 1 participation year regardless if child was first year or returning student.
- Primary reason for non-compliance in the monitored health indicators was not obtaining the results or documents per countywide timelines.
- Very limited assessment information in HELP (child assessment) booklets

***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.

# Monthly Information Report

September, 2019

## SOP CENTER/CLASSROOM UPDATES

With the transition of the SCUSD centers and the proposed changes for the 2019-2020 program year, the SETA Operated Program is experiencing some delays in opening a few new centers and classrooms. The following provides an update on anticipated timelines. With the delayed openings, the SETA Operated Program will likely report under-enrollment for the month of September, pending opening dates.

### **American Legion**

Two (2) EHS (infant/toddler) classes are pending.  
Target start date: September 30<sup>th</sup>  
Two classroom = 16 enrollment slots  
For enrollment information contact: Patricia at 916.395.4880

### **Bret Harte**

The preschool class is open and operating.  
The EHS (infant/toddler) class is pending.  
Target start date: September 23<sup>rd</sup>  
One classroom = 8 enrollment slots  
For enrollment information contact: Blanca at 916.395.5195 Ext 1

### **CP Huntington**

The preschool class is open and operating.  
The EHS (infant/toddler) class is pending.  
Target start date: September 30<sup>th</sup>  
One classroom = 8 enrollment slots  
For enrollment information contact: Patricia at 916.433.5438

### **Hiram Johnson**

Three (3) EHS (infant/toddler) classes are open and operating.  
One additional class is pending.  
Target start date: September 23<sup>rd</sup>  
(for the last of 4 EHS classrooms)  
One classroom = 8 enrollment slots  
For enrollment information contact:  
Anaceli at 916.395.5506 Ext 0

### **Freedom Park**

All preschool classes remain open.  
Two (2) new EHS (infant/toddler) classes are pending.  
Target start date: October  
Two classrooms = 16 enrollment slots  
For enrollment information contact:  
Conrada at 916.563.5024 or Faisal at 916.563.5123

### **Galt**

All preschool classes remain open.  
Two (2) new EHS (infant/toddler) classes are pending.  
Target start date: October  
Two classrooms = 16 enrollment slots  
For enrollment information contact: Jocelyn at 209.745.6050  
or Ana at 209.745.6458

## SETA HEAD START IN THE COMMUNITY

### **Recruitment Events**

#### **September 4th:**

Outside the Wall Backpack Giveaway  
(4625 44th Street)

#### **September 21st:**

Rio Linda County Fair  
(7596 Center Parkway)

#### **September 22nd:**

Festival Latino  
(Community Resource Project—2143 Hurley  
Way, Suite 110)

#### **September 28th:**

Delta Shores Kids Safety Fair  
(8230 Delta Shores Circle)

#### **October 5th:**

PFO Annual Community Fall Festival  
(900 Grace Avenue)

#### **October 26th:**

Harvest Festival  
(Robertson Community Center—  
3525 Norwood Avenue)

### **Freeport**

One HS (preschool) class is pending.  
Target start date: September 23<sup>rd</sup>  
One classroom = 20 enrollment slots  
For enrollment information contact:  
Eleanor at 916.433.2795

### **Franklin**

One HS (preschool) class is pending.  
Target start date: September 23<sup>rd</sup>  
One classroom = 20 enrollment slots  
For enrollment information contact:  
Monica at 916.563.5001

### **Hillsdale**

All preschool classes remain open.  
One new EHS (infant/toddler) class is pending.  
Target start date: October  
One classroom = 8 enrollment slots  
For enrollment information contact:  
Christina at 916.563.5361 or  
Cartearra at 916.563.5360

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

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

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

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