

**GOVERNING BOARD**

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City of Sacramento

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Board of Supervisors  
County of Sacramento

**DON NOTTOLI**  
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**JAY SCHENIRER**  
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**SOPHIA SCHERMAN**  
Public Representative

**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>

*Thought of the day: "Leadership is the ability to guide others without force into a direction or decision that leaves them still feeling empowered and accomplished."*

*Author: Lisa Cash Hanson*

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

**DATE:** Wednesday, December 18, 2019

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

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

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

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**DISTRIBUTION DATE: THURSDAY, DECEMBER 12, 2019**

The Policy Council meeting hosted by Ms. Henrietta Gutierrez, Chair.

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Cami Pullen, San Juan Unified School District
- \_\_\_\_\_ Karade Oishi, San Juan Unified School District
- \_\_\_\_\_ Jamila Land, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Antione Montgomery, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Brenda Casillas, SETA-Operated Program
- \_\_\_\_\_ Shannon Pierce, SETA-Operated Program
- \_\_\_\_\_ Claudett Sanders, SETA-Operated Program
- \_\_\_\_\_ Martha Torres, SETA-Operated Program
- \_\_\_\_\_ Arianna Torres, SETA-Operated Program
- \_\_\_\_\_ Fienishia Wash, Home Base Option
- \_\_\_\_\_ Jeremy Rathbone, Early Head Start, San Juan Unified School District
- \_\_\_\_\_ Kerynn Jetton, Early Head Start/Home Base (SOP)
- \_\_\_\_\_ Charles Taylor, Past Parent/Community Representative
- \_\_\_\_\_ Henrietta Gutierrez, Chair, Past Parent/Community Representative

**Members to be Seated:**

- \_\_\_\_\_ Jara Lindgren, Elk Grove Unified School District
- \_\_\_\_\_ Alma Leiva, Elk Grove Unified School District
- \_\_\_\_\_ Gabriela Cunningham, Sacramento City Unified School District
- \_\_\_\_\_ Yesenia Gutierrez, Sacramento City Unified School District

**Seats Vacant:**

- \_\_\_\_\_ Vacant, San Juan Unified School District
- \_\_\_\_\_ 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, Grandparent Representative/Community Representative
- \_\_\_\_\_ Vacant, Community Agency Representative
- \_\_\_\_\_ Vacant (Stone Smith) Community Agency Rep.
- \_\_\_\_\_ Vacant (Hamm), Community Agency Rep.
- \_\_\_\_\_ 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 2019-2020**

The 2019-2020 Board was seated on **November 26, 2019** and  
**December 18, 2019**

BOARD MEMBER	SITE	11/26	12/18 *	1/28	2/26	3/24	4/28	5/26	6/23	7/28	8/25	9/22	10/27	11/24
Brenda Casillas Seated 11/26	SOP	X												
Gabriela Cunningham Seated	SAC													
Henrietta Gutierrez Seated 11/27 (HS)	CR	X												
Yesenia Gutierrez Seated	SAC													
Kerynn Jetton (HS) Seated 7/23	EHS/ SOP	E												
Jamilia Land Seated 11/26	WCIC	X												
Alma Leiva s/b/seated 11/26	EG	U												
Jara Lindgren s/b/seated 11/26	EG	U												
Antione Montgomery Seated 11/26	WCIC	X												
Karade Oishi Seated 11/26	SJ	X												
Shannon Pierce Seated 11/26	SOP	X												
Cami Pullen Seated 11/26	SJ	X												
Claudett Sanders Seated 11/26	SOP	X												
Charles Taylor (HS) Seated 2/26	CR	X												
Arianna Torres Seated 11/26	SOP	X												
Martha Torres Seated 11/26	SOP	X												
Fienishia Wash Seated 11/26	HB	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

**HS:** Holding Seat

**AP:** Alternate Present

**E/PCB:** Excused, Policy Council Business

**E/PCB:** Excused, Policy Committee Business

**OGC:** Outgoing Chair

**RS:** Reseat

**\*:** Special Meeting

*Current a/o 12/10/2019*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 26, 2019  
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the November 26, 2019 regular meeting.

RECOMMENDATION:

That the Policy Council approve the November 26 minutes.

**NOTES:**

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

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

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

*(Minutes reflect the actual progress of the meeting.)*

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

Tuesday, November 26, 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 9:00 a.m. The Pledge of Allegiance was recited. Ms. Gutierrez read the thought of the day. Ms. Claudett Sanders called the roll and confirmed that a quorum was established.

**Members Present:**

Kao Yee Xiong, Elk Grove Unified School District  
Charles Taylor, Past Parent/Community Representative  
Henrietta Gutierrez, Past Parent/Community Representative  
Claudett Sanders, Grandparent Representative

**Members Absent:**

Adeola Adedipe, Elk Grove Unified School District (unexcused)  
Kerynn Jetton, Early Head Start (SOP) (excused)  
Maria Martinez, Women's Civic Improvement Club (excused)

**II. Consent Item**

A. Approval of the Minutes of the October 15, 2018 Special Meeting

The minutes were reviewed; no questions or corrections.

Moved/Xiong, second/Taylor, to approve the October 15, 2019 minutes.

Show of hands vote:

Aye: 3 (Sanders, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 3 (Adedipe, Jetton, Martinez)

**III. Action Items**

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

The Board went into closed session at 9:05 a.m. At 9:14 a.m., Ms. Gutierrez called the meeting back to order and reported that during closed session the Board approved the following eligible lists: Personnel Clerk; Infant Toddler Lead

Teacher; Head Start Teacher; and Associate Teacher/Associate Teacher Infant Toddler

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

Ms. Gutierrez reviewed the proposed modifications to the bylaws. There were no additional modifications proposed.

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

Show of hands vote:

Aye: 3 (Sanders, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 3 (Adedipe, Jetton, Martinez)

- C. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Salary Schedules for Associate Teacher Tier I, Associate Teacher Tier II, Associate Teacher Tier III, Head Start Cook/Driver, Head Start Family Placement Worker, Head Start Teacher One, Head Start Typist Clerk II, and Typist Clerk II

Ms. Allison Noren reviewed this item which requests revisions to the salary schedule of staff affected by the increase in the minimum wage. There are employees in the first four classifications; the remaining four classifications currently have no employees and there is no plan to fill those positions. Management and the Agency's union have reviewed and approved these revisions.

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

Moved/Xiong, second/Taylor, to close the public hearing and approve revisions to the salary schedules for Associate Teacher Tier I, Associate Teacher Tier II, Associate Teacher Tier III, Head Start Cook/Driver, Head Start Family Placement Worker, Head Start Teacher One, Head Start Typist Clerk II, and Typist Clerk II.

Show of hands vote:

Aye: 3 (Sanders, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 3 (Adedipe, Jetton, Martinez)

- D. Ratify the Appointment of Grandparent Representative



Ms. Gutierrez reviewed this item and requested ratification of this item. There were no questions.

Moved/Taylor, second/Xiong, to ratify the appointment of Claudett Sanders as a Grandparent Representative.

Show of hands vote:

Aye: 3 (Sanders, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 3 (Adedipe, Jetton, Martinez)

#### **IV. Information Items**

##### **A. Standing Information Items**

- Parent/Staff Recognition: Ms. Gutierrez presented Ms. Kossick and Mr. Taylor with certificates of appreciation.
- Committee Reports: No additional comments.
- Seating of New Policy Council Members (2019-2020): Ms. Gutierrez seated the following new Policy Council members:

Ms. Xiong, Ms. Sanders, and Mr. Taylor stepped down and went into the audience. Ms. Gutierrez reseated Mr. Taylor; his seat will be up for reappointment next month. Ms. Gutierrez will also remain on the board until elections next month.

##### **New Members Seated:**

Cami Pullen, San Juan Unified School District  
Karade Oishi, San Juan Unified School District  
Jamila Land, WCIC/Playmate Child Development Center  
Antione Montgomery, WCIC/Playmate Child Development Center  
Brenda Casillas, SETA-Operated Program  
Shannon Pierce, SETA-Operated Program  
Claudett Sanders, SETA-Operated Program  
Martha Torres, SETA-Operated Program  
Arianna Torres, SETA-Operated Program  
Jeremy Rathbone, Early Head Start, San Juan Unified School District  
Fienishia Wash, Home Base Option

##### **New Members to be Seated but Absent:**

Jara Lindgren, Elk Grove Unified School District (unexcused)  
Alma Leiva, Elk Grove Unified School District (unexcused)

Ms. Elizabeth Ponce, a SETA/Head Start Program Officer, was introduced as the translator.

- Introduction of Policy Council Members: Board members went around and introduced themselves.
- Introduction of Staff: Staff came to the microphone and introduced themselves.
- How to Present and Make Motions: Ms. Gutierrez reviewed the process by which motions are made.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. Saurbourne reviewed the fiscal report. Head Start is a 'use it or lose it' program so the budget is watched carefully to ensure every penny is spent. The non-federal share is required for every dollar received from the federal government, we must come up with twenty-five cents. The time board members spend at meetings or events is counted into the non-federal pot. We cannot utilize more than 15% administrative costs and staff works diligently to ensure this number remains low. The credit card statement was reviewed. This report must be given to board members on a monthly basis.
- Board Procedures
  - ✓ Reimbursements & Budget/Planning: Ms. Saurbourne urged board members to consider participating in the Budget/Planning Committee. Ms. Saurbourne reviewed the PC/PAC Reimbursement Policy. Parents can be reimbursed for mileage, RT, and child care based on actual costs. The policy is a guideline and as situations come up, let staff know. Ms. Saurbourne reviewed the mileage and child care reimbursement policy.
  - ✓ Personnel: Ms. Allison Noren reviewed the human resources screening and interview process. PC and PAC board members are required to assist in the hiring of all Head Start staff. PC and PAC members will be sent a calendar asking for their participation in the HR process.
  - ✓ Conflict of Interest: Ms. Nancy Hogan provided an overview of SETA's conflict of interest policy.
- Officer Elections will be held on Wednesday, December 18, 2019: Ms. Gutierrez referenced page 25 of the bylaws regarding officers and urged board members to consider running for an officer position.
- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events.
- Community Resources: Parents/Staff: Mr. Robert Silva reviewed community resources that are of interest to board members. Board members are urged to take the information back to their delegate programs. The Family Resource Centers is a free resource center sponsored by First 5; there are locations spread around the county.

### III. **Action Items** (continued)

- E. Approval to Delegate Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants

## Directly Related to the SETA-Operated Program

Ms. Gutierrez reviewed this item; there were no questions.

Moved/Wash, second/Pullen, to delegate authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

Show of hands vote:

Aye: 12 (Casillas, Land, Montgomery, Oishi, Pierce, Pullen, Rathbone, Sanders, Taylor, A. Torres, M. Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

### F. Election of Policy Council Community Agency Representative

Ms. Gutierrez reported that this item will be tabled to next month.

Moved/Pullen, Pierce, to table the election of the Policy Council Community Agency Representative to the December meeting.

Show of hands vote:

Aye: 12 (Casillas, Land, Montgomery, Oishi, Pierce, Pullen, Rathbone, Sanders, Taylor, A. Torres, M. Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

## IV. **Information Items** (continued)

B. Governing Board Minutes for September 18, 2019: No questions.

C. Fiscal Monitoring Reports: No questions.

## V. **Other Reports**

A. Executive Director's Report: Ms. Kathy Kossick welcomed new board members. Staff is always available to support board members and encourage decision-making. Over the next 12 months, members will learn about SETA in general including programs operated through other funding sources. Board members were urged to reach out to staff if they have questions.

B. Head Start Deputy Director's Report: Ms. Lee reviewed the Program Information Report (PIR) report which is required of all Head Start programs across the country. The PIR shows how SETA/Head Start does in comparison to other programs. California has a higher number of homeless. Ms. Lee encouraged board members to attend the December 13 Meet and Greet event. Ms. Land referred to the high rate of homeless children and asked how are they counted. Ms. Lee stated that she will report back on the age group. Staff works with families to secure housing. Ms. Land asked if there were a mental health

component to the services provide. Ms. Lee replied yes; staff look at the entire family/child to ensure the child is healthy, has good dental health, and whether there is crisis in the home that prevents attending school. Ms. Land asked what kind of specialized training the teaching staff receive around trauma informed mental health. Ms. Lisa Carr replied that county-wide, we have adopted a Teaching Pyramid that works with all children. Baseline is that kids are safe. When a child lives in a family or neighborhood where there is violence, children also feel that. It is important to ensure the environment is predictable for kids; this helps to bring the kids brain from 'fight or flight' to a more normal setting. There are special supports for children that are living in traumatic environments. There are family services workers that can provide information to parents for mental health services. All home visitors will have training on trauma informed care. Staff works at all levels on what is going on and how can the trauma be lessened. SETA Head Start is a mandated reporter so staff must report any issues they see while visiting a home.

Mr. Montgomery asked about children leaving before their medical assessment is completed. Ms. Lee stated that when a child leaves before 45 days we cannot finish all of the screenings required. However, the federal government understands that the assessments could not be done and they give credit for the partial assessments. There is not much we can do about the turnover but we do ask why they dropped out of the program. Ms. Lee replied that members can ask questions at any time and they can also direct questions at the delegate level.

- Monthly Head Start Report (attached)
- Program Information Summary Reports for:
  - ❖ Head Start, Early Head Start and Early Head Start-Child Care Partnership Programs

- C. Chair's Report: Ms. Gutierrez stated that the next Policy Council meeting will be Wednesday, December 18, 9 a.m.

Ms. Gutierrez reported that she was part of a preschool development grant committee that met over the past few months. Their first meeting was with West Ed and the California Department of Education. Their goals are to identify barriers and challenges that families have to access quality child care. The second and third meetings went over pre-school attendance records, suspension, and expulsions. The fourth meeting provided feedback on a parent-centered website for families to access all the information they need. Final recommendations will be submitted by the committee. There were ten families from around the state (San Diego to Humboldt Counties). They are projecting the launch of a website in July 2020 to be called mychildcareplan.org which assist in finding child care in the area.

- D. Open Discussion and Comments: No comments.  
E. Public Participation: No comments.

- VI. **Adjournment**: The meeting was adjourned at 10:49 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: Associate Teacher/Associate Teacher Infant Toddler; Family Services Worker II; and Family Services Worker III
  - ➔ Report out of Closed Session

NOTES:

ITEM III-B – ACTION

ELECTION OF COMMUNITY REPRESENTATIVES AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect Community Representatives for Program Year 2019-2020. The duties of PC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2B.

**SECTION 2: B. Community Representatives**

Additional PC members shall include:

- Two (2) Past Parent Representatives shall be elected by the Parent Ambassador Committee. These representatives may or may not be a current parent. There will be two (2) alternate positions.
- 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.

Applications will be distributed at the board meeting.

RECOMMENDATION:

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

Past Parent Representatives:

Alternates:

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ITEM III-C – ACTION

ELECTION OF COMMUNITY AGENCY REPRESENTATIVE

BACKGROUND:

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

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

One application was received from the Sacramento Children’s Home; a copy of this application will be distributed to board members at the December 18 meeting.

RECOMMENDATION:

Review the application and elect one community agency representative.

**NOTES:**

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

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

## ITEM III-D – ACTION

### ELECTION OF POLICY COUNCIL OFFICERS FOR 2019-2020

#### BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect officers for Program Year 2019-2020. The duties of PC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws, Article V – Officers, Section 2B and 2C:

Section 2, B of the Bylaws states: No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.

Section 2, C of the Bylaws States: A SOP Parent Advisory Committee (PAC) member who has not been re-elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

#### **SECTION 3: Duties of Officers**

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

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

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election



ITEM III-E-ACTION (continued)  
Page 2

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.

RECOMMENDATION:

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

Chair:

\_\_\_\_\_  
\_\_\_\_\_

Vice Chair:

\_\_\_\_\_  
\_\_\_\_\_

Secretary:

\_\_\_\_\_  
\_\_\_\_\_

Treasurer:

\_\_\_\_\_  
\_\_\_\_\_

Parliamentarian:

\_\_\_\_\_  
\_\_\_\_\_

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

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

ITEM III-E – ACTION

ELECTION OF REPRESENTATIVES AND ALTERNATES TO  
THE COMMUNITY ACTION BOARD

BACKGROUND:

The SETA Community Action Board is comprised of representatives from the Private, Public and Low-Income Sectors. The duties of the Board include recommending allocations of Community Services Block Grant (CSBG) funds to community services agencies throughout Sacramento County. Attached for your review is a CAB overview.

In the past, Mr. Kenneth Tate and Ms. Yamilka Estrella served as the Head Start representatives from the Low-Income Sector. Policy Council representatives to the Community Action Board receive a meeting reimbursement.

RECOMMENDATION:

That the Council elect two representatives and two alternates to serve as Low-Income Sector representatives to the Community Action Board.

**NOTES:**

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

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

## **COMMUNITY ACTION BOARD OVERVIEW**

The Community Action Board (CAB) is a twelve-person board representing a number of public, private and low-income interests. SETA, as the designated Community Action Agency for Sacramento County, receives Community Services Block Grant (CSBG) and funds from the U. S. Department of Health and Human Services through California's Department of Community Services and Development. SETA administers CSBG programs with the advice of the tri-partite Community Action Board.

The SETA CAB was established as an advisory body to the SETA Governing Board and is entrusted with a mission to make the entire community respond to the needs and interests of the poor. Its members assess the needs of the low-income community, receive and review proposals for CSBG funding, and made recommendations to the Governing Board to fund programs which most effectively address those needs.

The long-range objective of the CSBG program is to enable individuals to deal with the problems of poverty and attain self-sufficiency. Because the social needs in SETA's service delivery area are diverse - from drug abuse among youth to the problems of seniors - and because funding for programs is relatively scarce, Board members exercise great care in setting program priorities, allocating funds and evaluating program performance.

## **MEETING SCHEDULE**

Regular meetings of the Community Action Board are held on the second Wednesday of each month at 10:00 a.m., 925 Del Paso Blvd. Meetings seldom exceed one hour in length with the exception of annual funding meetings.

## **COMPOSITION OF THE COMMUNITY ACTION BOARD**

The Community Action Board is composed of twelve members with four members representing each of three constituent groups: 1) Public Officials or their representatives; 2) Private Sector, consists of business, industry, labor, religious groups, welfare, education, or other major groups and interests in the community; and 3) Low Income Sector, or representatives of the poor residents within the Community Action Board jurisdiction.

## SECTOR PROFILES

Public - Public officials bring expertise in public relations, meetings, administration, funding and fiscal affairs. They represent the interests of the general public, yet can also serve as ambassadors of goodwill to the client groups.

Low Income - Representatives of the poor are the fundamental source of information on conditions and problems of poverty. Their participation and involvement on the Board, on its committees and at neighborhood levels is critical to Community Action efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs -- and the positive effects those programs can have on the community.

Private - Representatives of the private sector provide good decision-making capabilities. They normally have business, management and fiscal expertise. They are major sources of funds and other resources. Finally, they provide balance to the Board by representing the remainder of the community.

## APPLICATION/APPOINTMENT PROCESS

Those wishing to apply for membership on the CAB are asked to fill out an application form available at 925 Del Paso Blvd., Sacramento, CA 95815, Attention: Nancy Hogan (Phone 263-3827). Completed applications should be returned to SETA. These applications go through an application/appointment process for each sector. CAB members serve one-year terms beginning in January of each year.

## CONFLICT OF INTEREST

Upon appointment, each applicant is required to submit a completed Statement of Conflict of Interest (form provided by SETA).

ITEM III-F – ACTION

ELECTION OF MATERNAL, CHILD AND ADOLESCENT HEALTH  
ADVISORY BOARD REPRESENTATIVE

BACKGROUND:

This item provides the Policy Council an opportunity to elect a representative to sit on the Sacramento County Maternal, Child and Adolescent Health Advisory Board.

The purpose of the Sacramento County Maternal, Child, and Adolescent Health Advisory Board (MCAHAB) is to improve coordination and promote an integrated health system serving mothers and children. The role of the MCAHAB is to advise the Board of Supervisors and the Department of Health and Human Services (DHHS) on local programs and services affecting the health of mothers, children, and adolescents.

The Sacramento County Maternal, Child and Adolescent Health Advisory Board has requested one representative and one alternate to serve from Head Start. Current health issues are addressed, providing an opportunity for Head Start parents to contribute in the discussion and receive valuable information for Head Start. The committee meets five times a year on the second Tuesday of the month. The upcoming meetings in 2020: January 14, 2020, March 10, 2020, May 12, 2020, September 8, 2020, and November 10, 2020. The meetings are held at 9616 Micron, Suite 900, Conference Room 1, Sacramento, CA, from 8:00 – 10:00 a.m. If you have any questions, please contact Gricelda Ocegueda at (916) 263-3883.

RECOMMENDATION:

Elect one representative to serve on the Sacramento County Maternal, Child and Adolescent Health Advisory Board.

**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
  - PC/PAC Meet and Greet Reports: Ms. Henrietta Gutierrez
  - PC/PAC Orientation and Officer Training: Ms. Henrietta Gutierrez
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
  - Community Resources – Parents/Staff - Mr. Robert Silva
  - Parent Ambassador Committee – Mr. Robert Silva

**NOTES:**



**EVENT**

**DATE**

PC/PAC New Member Orientation	Friday, January 10, 2020 Registration & refreshments: 8:30 a.m. Redwood Room Training: 9:00 a.m. – 1:30 p.m. Board Room
PC/PAC Budget/Planning Committee	Tuesday, January 14, 2020 1:00 – 2:00 p.m. Camellia Room
County-wide Officer Training	Friday, January 17, 2020 Registration: 8:30 a.m. Training: 9:00 a.m. – 1:00 p.m. Redwood Room
PAC Executive Committee	Friday, January 24, 2020 10:30 a.m. – 12:00 p.m. Camellia Room
PC Executive Committee	Thursday, January 30, 2020 9:00 – 10:30 a.m. Camellia Room
Toastmasters Training	Friday, February 7, 2020 11:00 a.m. – 12:30 p.m. Redwood Room

ITEM IV-B – INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy of the November 7, 2019 Governing Board minutes.

Staff will be available to answer questions.

NOTES:



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

Minutes/Synopsis

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

Thursday, November 7, 2019  
10:00 a.m.

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

Mr. Nottoli called the meeting to order at 10:03 a.m. The Pledge of Allegiance was recited. The roll was called and a quorum was established.

Members Present:

Don Nottoli, Vice Chair; Member, Board of Supervisors  
Sophia Scherman, Public Representative  
Patrick Kennedy, Member, Board of Supervisors  
Jay Schenirer, Councilmember, City of Sacramento  
Larry Carr, Chair; Councilmember, City of Sacramento

➔ **Recognition of long-term employees** (20 years):

- **Nathaniel Brown**, Information Technology Engineering Analyst: Mr. Richard Davis acknowledged Mr. Brown's 20 years of service to the SETA IT department.
- **Afiya Tyler**, Site Supervisor: Ms. Nikki Hill presented Ms. Afiya Tyler and thanked her for her 20 years of service to Head Start.
- **Earl Sullaway**, Network Engineer: Ms. D'et Saurbourne acknowledged Mr. Earl Sullaway's 20 years of service to SETA.
- **Jaime Serrano**, Information Technology Engineering Analyst: Ms. Monica Avila presented Mr. Jaime Serrano and thanked him for his 20 years of service to SETA.

**II. Consent Items**

- A. Approval of Minutes of the September 18, 2019 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Accept Funding for Fiscal Year 2019-20 from the California Department of Education

The consent items were reviewed; no questions or comments.

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

- A. Approve the September 18, 2019 minutes.

- B. Approve the claims and warrants for the period
- C. Accept funds in the amount of \$783,287 as awarded by the California Department of Education/Early Learning and Care Division (CDE/ELCD) for fiscal year 2019-2020.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

### **III. Action Items**

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

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

Ms. Kossick reviewed the rotation of officers. The next chair will be Supervisor Nottoli with Ms. Scherman as Vice Chair.

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

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Ms. Kossick presented Mr. Carr with a present in appreciation of his year as Chair. Mr. Carr stated that it has been a pleasure working on the board. He noted that it is always heartening to have the people here recognized and hear how much they enjoy their jobs.

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

Ms. D'et Saurbourne offered to answer questions.

Mr. Nottoli asked if there were any rate increases? Mr. Ken Johnson, Arthur J. Gallagher & Company, reviewed page 3 of the Proposal of Insurance. The renewal from our current provider would be an increase of about \$8,000; there is competition from Berkshire Hathaway and it is expected that a quote will be received. He asked to work with Ms. Kossick to firm up the quote.

Moved/Schenirer, second/Kennedy, to approve the purchase of agency insurance for general liability, vehicle liability, umbrella, errors and omissions, crime, flood, and student accident.

Mr. Larsen proposed that the motion be amended include that the board delegates procurement authority to the Executive Director. Mr. Schenirer and Mr. Kennedy amended their motions.

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

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

3. Approval of to Purchase Rubrik for SETA's Information Technology Backup and Recovery System

There were no questions.

Moved/Schenirer, second/Kennedy, to approve the purchase of the Rubrik backup and recovery system through DSA Technologies and authorize the Executive Director to negotiate a three-year service contract not to exceed \$137,000.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant: None.

Refugee Services: None.

One Stop Services: (Roy Kim)

1. Agree with Sacramento Works to Transfer Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2019-20, and Authorize Staff to Submit a Request to the State of California, Employment Development Department

Mr. Schenirer asked about options available with the transfer of funds. Ms. Kossick replied that this is an administrative function which does not affect the type or quality of services provided to customers.

Moved/Schenirer, second/Kennedy, to agree with the Sacramento Works, Inc. board to transfer of up to 80 percent (\$2,632,322) in WIOA dislocated worker formula funds to the WIOA adult formula funding stream for PY 2019-20, and authorize staff to submit a request to the State of California, EDD.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)  
Nay: 0  
Abstentions: 0

2. Approval to Submit an Application to the California Workforce Development Board for Workforce Innovation and Opportunity Act (WIOA), Regional Plan Implementation Slingshot 3.0 Funds, and Authorize the Executive Director to Execute the Funding Agreement, Modifications, and any Other Documents Required by the Funding Source

There were no questions.

Moved/Scherman, second/Schenirer, to approve the submission of an application up to \$400,000 to the CWDB for WIOA Regional Plan Implementation Slingshot 3.0 funds; and authorize the Executive Director to execute the funding agreement, modifications, and any other documents required by the funding source.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)  
Nay: 0  
Abstentions: 0

**C. CHILDREN AND FAMILY SERVICES:** No items.

**IV. Information Items**

- A. Fiscal Monitoring Reports: No additional report.
- B. Employer Success Stories and Activity Report: No additional report.
- C. Dislocated Worker Update: Mr. Walker reported that Intercom, a security system, is laying off 492 people due to a loss of a contract with the state; they may reissue the WARN notice and not lay off as many people as they thought. Mr. Walker talked about the Raley's layoff. They closed their pharmacy department in several stores. West El Camino, East Bidwell, and Arden Arcade were all closed, probably due to Rite Aid and CVS locating nearby. Mr. William Walker reported that Liquibox is closing their facility. Kaiser issued a state-wide notice that they are laying off 102 people, mostly IT and management.

Mr. Nottoli inquired about the Nestlé Water closure. Mr. Walker reported that they closed their distribution center for frozen food; all of the frozen food is coming from the mid-West; they are centralizing their distribution.

Kaiser pharmacy is laying off senior management in a couple of local pharmacies.

- D. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- E. Head Start Reports: Ms. Denise Lee reviewed reports included in the board packet. Mr. Nottoli inquired whether SETA was working with the census bureau. Is staff working with Head Start sites to engage with the census and help with the count? Mr. Kim replied that all of our sites will have kiosks or booths and staff will be available to answer questions. The Census Bureau is translating information into different languages that will be made available.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick recognized Mr. Kennedy's birthday.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman wished everyone a great Thanksgiving.
- F. Public: No comments.

**VI. Adjournment: The meeting was adjourned at 11:08 a.m.**

ITEM V

COMMITTEE REPORT

➤ Executive Committee

This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council. The Executive Committee met and evaluated the November 26, 2019 Policy Council meeting.

<b>GOOD!!!</b>
Thank you, Ms. Kathy Kossick, for welcoming of new board members and information on job centers.
Thank you, Ms. Denise Lee, for welcoming of new board members and information on Program Information Report (PIR).
Thank you, Ms. Allison Noren, Ms. D'et Saurbourne, and Ms. Nancy Hogan, for presentations on board business.
Thank you, Ms. Elizabeth Garcia, for shared information on eligibility list.
Welcome new board members. Thank you for spending your time with us on the PC Board. Your participation is critical to our program's success.
<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 VI

OTHER REPORTS

BACKGROUND:

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

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

- ❖ Monthly Head Start Report

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- 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.

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# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**November 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	159	<b>9%</b>	589	101	<b>17%</b>
<b>Twin Rivers USD</b>	140	21	<b>15%</b>	40	3	<b>8%</b>
<b>Elk Grove USD</b>	440	38	<b>9%</b>			
<b>Sac City USD</b>	736	68	<b>9%</b>			
<b>San Juan USD</b>	1052	135	<b>13%</b>	160	9	<b>6%</b>
<b>WCIC</b>	120	6	<b>5%</b>			
<b>EHS CCP</b>				80	11	<b>14%</b>
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>427</b>	<b>10%</b>	<b>869</b>	<b>124</b>	<b>14%</b>

*AFE: Annual Funded Enrollment*



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

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/27/19	(b) % Actual to Funded
Elk Grove USD	440	437	99
Sacramento City USD	736	716	97
SETA	1,756	1,699	97
San Juan USD	1,052	987	94
Twin Rivers USD	140	140	100
WCIC/Playmate	120	125	104
<b>Total</b>	<b>4,244</b>	<b>4,104</b>	<b>97</b>

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/27/19	(b) % Actual to Funded
SETA	589	526	89
San Juan USD	160	161	101
TRUSD	40	43	101
<b>Total</b>	<b>789</b>	<b>730</b>	<b>93</b>

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/27/19	(b) % Actual to Funded
SETA	80	83	104
<b>Total</b>	<b>80</b>	<b>83</b>	<b>104</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

- EGUSD: Registration process completed end of November, (3) now fully enrolled.
- SETA: 1 center closed due to lost lease agreement. No new location identified yet. (Auberry Park (40))  
6 classes capped due to majority 3 year olds. (18)
- SCUSD: Working with Special Education to identify children with special needs for full inclusion classroom (8), enrollments in process (12)
- SJUSD: Increase of more than 380 enrollment slots, full enrollment expected by end of December.

### Early Head Start

- SETA: 3 Home Visitors not hired (36). 4 classes are delayed opening due to licensing/fire clearance (Hillsdale (8), Galt (16) and Freedom Park (8)). Anticipate opening January 6<sup>th</sup>.

**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	89	89	86								
Sacramento City USD	64	90	89	87								
SETA	84	86	85	83								
San Juan USD	97	88	80	TBD								
Twin Rivers USD	96	92	89	85								
WCIC/ Playmate	N/A	74	81	89								
<b>TOTAL</b>	<b>87</b>	<b>87</b>	<b>86</b>	<b>86</b>								

**Early Head Start**

<b>Agency</b>	<b>August ADA %</b>	<b>Sept ADA %</b>	<b>October ADA %</b>	<b>Nov ADA %</b>	<b>Dec ADA %</b>	<b>January ADA %</b>	<b>February ADA %</b>	<b>March ADA %</b>	<b>April ADA %</b>	<b>May ADA %</b>	<b>June ADA %</b>	<b>July ADA %</b>
SETA	83	85	92	83								
San Juan USD	90	89	76	TBD								
Twin Rivers USD	96	93	89	88								
<b>TOTAL</b>	<b>90</b>	<b>89</b>	<b>86</b>	<b>86</b>								

**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	86	84	84								
<b>TOTAL</b>	86	86	84	84								

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):**

**Comment(s):**

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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