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*Thought of the day: "Success is a journey, not a destination. As you walk down the path of achieving your dream, enjoy the process, for it is usually more important than the outcome."
Esteemed Human Development International*

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

DATE: Tuesday, January 22, 2013

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.

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DISTRIBUTION DATE: WEDNESDAY, JANUARY 16, 2013

Policy Council meeting hosted by:
Nse Akang (Chair), Mayra Partida (Vice Chair), Benjamin Bailey (Secretary),
LaTasha Windham (Treasurer), Anthony Nelson (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Victoria Billoups, Elk Grove Unified School District
- _____ Dominique Rios-Farias, Sacramento City Unified School District
- _____ Benjamin Bailey, Sacramento City Unified School District
- _____ Summer Durham, Sacramento City Unified School District
- _____ Sarah Proteau, San Juan Unified School District
- _____ Carolyn Wilson, Twin Rivers Unified School District
- _____ Annette Duran, WCIC/Playmate Child Development Center
- _____ Sandres Germany, WCIC/Playmate Child Development Center
- _____ Teresa Jay, SETA-Operated Program
- _____ Iyshiah Lacey, SETA-Operated Program
- _____ Anthony Nelson, SETA-Operated Program
- _____ Mayra Partida, SETA-Operated Program
- _____ Marshaun Tate, SETA-Operated Program
- _____ LaTasha Windham, SETA-Operated Program
- _____ Ana Calderon, Early Head Start (SETA)
- _____ Amarjit Gill, Past Parent Representative
- _____ Nse J. Akang, Foster Parent Representative
- _____ Toni Espinoza, Home Base Option
- _____ Gina Roberson, Birth & Beyond Family Resource Centers

Members to be Seated:

- _____ Melissa Morgan, Twin Rivers Unified School District

Seats Vacant:

- _____ Vacant (Revis), Elk Grove Unified School District
- _____ Vacant (Yang), Early Head Start (Sac. City)
- _____ Vacant (Aguilar), Early Head Start (San Juan)
- _____ Vacant (Nelson), Community Advocating Male Participation
- _____ Vacant (Canto), Home Base Option
- _____ Vacant (Florez), Early Head Start (SOP)
- _____ Vacant (Juarez), Child Health & Disability Prevention Program

**** Please call your alternate, the Policy Council Chair (Nse Akang: 344-3519, 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 2012-2013

The 2012-2013 Board was seated on **November 27, 2012** and
December 20, 2012

BOARD MEMBER	SITE	11/27	12/20 *	1/22	2/26	3/26	4/23	5/28	6/25	7/23	8/27	9/24	10/22	11/26
M. Aguilar s/b/s 11/27	EHS/SJ	U	U											
N. Akang Seated 11/27	FOSTER	X	X											
B. Bailey Seated 12/20	SAC		X											
V. Billoups Seated 11/27	ELK	X	X											
A. Calderon Seated 11/27	EHS/HB SETA	X	X											
A. Duran Seated 11/27	WCIC	X	X											
S. Durham Seated 12/20	SAC		X											
T. Espinoza Seated 11/27	HB	X	X											
S. Germany Seated 11/27	WCIC	X	X											
A. Gill Seated 11/27	PP	X	X											
T. Jay Seated 11/27	SOP	X	X											
I. Lacey Seated 11/27	SOP	X	X											
M. Morgan s/b/s 11/27	TR	E	U											
E. Morris s/b/s 11/27	SAC	U	R											
A. Nelson Seated 11/27	SOP	X	X											
M. Partida Seated 11/27	SOP	X	X											
S. Proteau s/b/s 11/27; seated 12/20	SJ	E	X											
B. Revis s/b/s 11/27	ELK	U	U											

BOARD MEMBER	SITE	11/27	12/20 *	1/22	2/26	3/26	4/23	5/28	6/25	7/23	8/27	9/24	10/22	11/26
D. Rios-Farias Seated 11/27	SAC	X	X											
G. Roberson Seated 11/27	CR	X	E											
M. Tate Seated 12/20	SOP		X											
C. Wilson Seated 11/27	TR	X	X											
L. Windham Seated 11/27	SOP	X	X											
M. Yang s/b/s 11/27	EHS/Sac.	U	U											

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
FOSTER	Foster Parent Representative
GRAND	Grandparent Representative
HB	Home based Option
PAST	Past Parent Representative
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
- AP: Alternate Present
- E/PCB: Excused, Policy Council Business
- E/PCB: Excused, Policy Committee Business
- OGC: Outgoing Chair
- *: Special Meeting

Current a/o 12/20/12

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 20, 2012 SPECIAL
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the December 20, 2012 meeting.

RECOMMENDATION:

That the Policy Council approve the December 20 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Thursday, December 20, 2012
9:00 a.m.

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

Ms. Coventry St. Mary called the meeting to order at 9:04 a.m.; the Pledge of Allegiance was recited. Ms. St. Mary read the Thought of the Day. Ms. Dominique Rios was asked to serve as Secretary. Ms. Victoria Billoups was asked to serve as Parliamentarian.

Members Present:

Victoria Billoups, Elk Grove Unified School District
Dominique Rios-Farias, Sacramento City Unified School District
Sarah Proteau, San Juan Unified School District (arrived at 9:15 a.m.)
Carolyn Wilson, Twin Rivers Unified School District
Annette Duran, WCIC
Sandres Germany, WCIC
lyshiah Lacey, SETA-Operated Program
Teresa Jay, SETA-Operated Program
Mayra Partida, SETA-Operated Program
LaTasha Windham, SETA-Operated Program
Anthony Nelson, SETA-Operated Program (arrived at 9:24 a.m.)
Ana Calderon, Early Head Start (SETA)
Toni Espinoza, Home Base Option
Amarjit Gill, Past Parent Representative
Nse Akang, Foster Parent Representative
Coventry St. Mary, Outgoing Chair

Members Absent:

Gina Roberson, Birth & Beyond Family Resource Centers (excused)
Brandy Revis, Elk Grove Unified School District (unexcused)

New Members Present:

Benjamin Bailey, Sacramento City Unified School District
Summer Durham, Sacramento City Unified School District
Marshaun Tate, SETA-Operated Program

New Members Not Present:

Brandy Revis, Elk Grove Unified School District (unexcused)
Melissa Morgan, Twin Rivers Unified School District (unexcused)
Mai Yang, Early Head Start (Sac. City) (unexcused)
Morgan Aguilar, Early Head Start (San Juan) (unexcused)
Elesia Morris, Sacramento City Unified School District (resigned)

II. Consent Item

A. Approval of the Minutes of the November 27, 2012 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Gill, second/Germany, to approve the November 27, 2012 minutes as distributed.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (St. Mary)

III. Action Items

A. 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. Desha and Ms. Denise Lee reviewed the board item and explained that PAC board members will be participating in the screening and interviewing of potential Head Start employees.

Moved/Espinoza, second/Akang, that the Policy Council approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (St. Mary)

Ms. Sarah Proteau arrived at 9:18 a.m.

B. Election of Policy Council Officers for Program Year 2012-2013

Ms. St. Mary read the officers description. Ms. St. Mary urged all parents to consider running for election for an officer position.

Those interested in the position of Chair: LaTasha Windham, Nse Akang

Vote:

LaTasha: 7

Nse: 11

Mr. Nse Akang will serve as Chair.

Those interested in the position of Vice Chair: lyshiah Lacey, Victoria Billoups, Mayra Partida

Vote:

lyshiah: 5

Victoria: 4

Mayra: 9

Ms. Mayra Partida will serve as Vice Chair.

Those interested in the position of Secretary: Dominique Rios-Farias and Benjamin Bailey.

Vote:

Dominique: 9

Benjamin: 9

Ms. St. Mary voted for Mr. Bailey to break the vote.

Mr. Benjamin Bailey will serve as Secretary.

Those interested in the position of Treasurer: lyshiah Lacey and LaTasha.

Vote:

lyshiah: 7

LaTasha: 11

Ms. LaTasha Windham will serve as Treasurer.

Those interested in the position of Parliamentarian: Anthony Nelson

Mr. Nelson was the only nominee, and will serve as Parliamentarian.

Moved/Lacey, second/Gill, that the Policy Council elect a Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Show of hands vote: Aye: 18, Nay: 0, Abstention: 1 (St. Mary)

The new officers took their position on the dais.

- C. Selection of Representatives and Alternates to Attend the Annual California Head Start Association (CHSA) Parent Training Conference

Ms. St. Mary reviewed the Policy Council meeting policy. Ms. Marie Desha reviewed the reimbursements parents will be provided for their participation in the conference.

Those interested in attending the conference: Summer Durham, Toni Espinoza, Anthony Nelson, Mayra Partida, LaTasha Windham, and Benjamin Bailey.

Votes:

Summer: 2

Toni: 1

Anthony: 2

Mayra: 3

LaTasha: 6

Benjamin: 2

Representatives: Mayra Partida and LaTasha Windham

Vote for Alternates:

Summer: 8

Anthony: 4

Benjamin: 3

Ms. Sandres Germany and Ms. Annette Durham abstained from voting.

Alternates: Summer Durham and Anthony Nelson

Moved/Lacey, second/Windham, that the Policy Council elect two (2) Representatives and two (2) Alternates to attend the Annual California Head Start Association (CHSA) Parent Training Conference.

Show of hands votes: Aye: 15, Nay: 0, Abstentions: 1 (Akang)

(Ms. Carolyn Wilson and Ms. Amarjit Gill left the meeting prior to the vote.)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. St. Mary reviewed the calendar of events.
- Parent/Family Support Unit Events and Activities: No report.
- Parent/Staff Recognitions: None.
- Community Resources-Parents/Staff: No comments.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reported that the grant year is four months into the year and the budget is 29% spent. The Agency is required to spend no more than 15% on administrative costs which means more funding is spent on children and families. The Agency is required to provide a 25% match for the federal funds and this is done through parents volunteering in the classroom and a variety of other ways. The California Department of Education funding counts toward the federal share. Staff can request a waiver from the Office of Head Start if it appears the federal

match will not be met. Around 80% of the Head Start budget is spent on staff and the rest is rent/utilities and other fixed costs.

Ms. Rios-Farias left at 10:37 a.m.

Ms. Windham stated that she has noticed that a lot of books in the classrooms are torn up; does staff go to the centers to check out the supplies for the children? Ms. Karen Gonzales replied that the SOP centers have a budget and can order books through their budget. It is up to the teachers or site supervisors to ensure the books can be ordered. Ms. Windham stated that there is no first aid kit in the bathroom area and asked if all of the centers have to have a first aid kit? Ms. Gonzales stated that each center definitely has a first aid kit but there is no mandate as to where the first aid kit is located; each center is different. Ms. Lee replied that there are red crosses on cabinets indicating where the first aid kits are located.

Ms. Espinoza inquired how much each center is budgeted for supplies? Ms. Denise Lee replied that for the SOP programs, around \$2,500 per center. However, the delegate agencies may have a different budget for materials and supplies.

B. Fiscal Monitoring Reports: No questions.

C. Governing Board Minutes of October 4, 2012: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. St. Mary reviewed the critique of the November 27 meeting. This report will be included every month.
- Budget/Planning Committee: No additional report.

VI. Other Reports

A. Executive Director's Report: Ms. Kathy Kossick stated that another big piece of this Agency is the Workforce Development Department that assists in connecting job seekers with employers. Ms. Kossick distributed a card for the jobs.sacramentoworks.org web site. This particular web site has a lot of great information to find out where jobs are and how to upgrade job skills. Ms. Kossick asked board members to spread the word that it is free and available to the public. These services are paid for by your tax dollars and it is important for all board members to know about the availability of services.

Ms. Windham asked if there are jobs available for teenagers and Ms. Kossick replied that there are lots of jobs on the web site for teens and adults. There are hundreds of jobs available. If a young person is looking for work, go to a Sacramento Works Career Center to talk with a youth specialist.

Ms. Kossick stated that there are literally hundreds of new jobs coming up; there may be staff at each career center that may know what jobs are available in their area.

Ms. Kossick wished everyone Happy Holidays and Merry Christmas.

- B. Head Start Deputy Director's Report: Ms. Denise Lee congratulated the board members on their new officer status. Participation as board officers is a way of shaping the services in the county. One of the best things available is parent involvement. Parents' voices are what makes our program so outstanding. Ms. Lee urged board members to become involved at the subcommittee level. Ms. Coventry St. Mary was thanked for her outstanding leadership over the years. Ms. Lee urged board members to get involved in annual self assessment to find areas of strengths and areas where improvement is needed. In the next 12-18 months, staff expects the federal government to come out and assess SETA Head Start. As part of the preparation for this assessment, it is important to look at ourselves to see what needs to be updated. Pre-assessment will be conducted from January 14-January 18. Parents are encouraged to serve in one of two roles: participate in the safe environment evaluation in the classroom and play yards. Secondly, participate in board member interviews. Training will occur on January 8 for board members participating in the assessment.

Ms. Billoups inquired whether Elk Grove will be doing something similar and Ms. Lee replied that yes but it may be a little more confusing because she sits on a delegate board and the county board.

Ms. Lee encouraged board members to get involved in planning for next year's budget; the planning for the new budget for 2013-2014 school will begin in February. Board members will be notified of the Budget/Planning meetings which will probably be on Tuesday mornings, 9 a.m. during the month of February.

Ms. Lee reviewed the county-wide enrollment report. Attendance in the classroom is crucial for the child's development. Ms. Lee spoke of how Congress determines the amount of funds to build prisons by the enrollment of third grade children.

Ms. Lyshiah Lacey inquired how special education is defined and whether it includes behavioral issues as well. Are parents able to get services? Ms. Lee replied that social/emotional issues are not necessarily categorized as special education. There are services to families experiencing challenging behaviors in the program and outside of the program. Ms. Lee urged parents to talk to the FSW or site supervisor about the issue. There is a new module especially for social/emotionally challenged children. It critical for parents to come forward and seek services for their children.

Ms. Billoups inquired what she could do to get the other representatives involved and attend meetings. Is it something she could take up and handle at the delegate meeting in Elk Grove? Ms. Desha stated that she will follow up with Ms. Claudia Charter regarding the board member.

Mr. Akang asked how well informed are the staff in behavior classes; Ms. Lee stated that the center teacher, site supervisor and family services worker can also talk to him regarding classes to deal with difficult behavior.

Mr. Bailey reported that he sat on a subcommittee on special education workshops and he has information on how to get involved in the process of getting services for children.

C. Head Start Managers' Reports

✓ Brenda Campos: No report.

✓ Lisa Carr: No report.

✓ Karen Gonzales: Ms. Gonzales is the program operations manager and oversees education, special education and mental health for the SETA Operated Program. Her unit will be looking at the same performance standards utilizing the CLASS evaluation tool. This tool evaluates classroom issues and looks at the effectiveness of the teacher. Participants will be visiting classrooms at both the SOP and the delegate agencies.

The Suffolk program is a program that assists to help the kids with behavioral issues. The delegates are going through the first and second module; it is a complete shift on how to raise difficult children.

D. Chair's Report: Ms. St. Mary asked board members to raise their hands if they are willing to have their contact information. The roster is distributed only to board members and utilized to make reminder calls. Every board member will receive a ticket for each meeting they attend. At the end of the year, a ticket will be drawn for an electronic gift. Reimbursement forms must be filled out in blue or black ink. Board members are always asked to turn off their cell phones. As outgoing chair, Ms. St. Mary thanked Ms. Kathy Kossick, Ms. Denise Lee, Ms. Alma Hawkins, Ms. Karen Gonzales, Ms. Lisa Carr, Mr. Roger Bartlett, and Ms. Marie Desha; it has been a wonderful three years.

E. Open Discussion and Comments: Ms. Desha congratulated new officers and thanked Ms. St. Mary for her awesome job as Chair of this board.

F. Public Participation: None.

VII. **Adjournment:** The meeting was adjourned at 11:58 a.m.

ITEM III-A – ACTION

APPROVAL OF MODIFICATION TO THE SETA PERSONNEL POLICIES AND PROCEDURES: ADDITION OF SECTION 11.16 SOCIAL MEDIA POLICY

BACKGROUND:

The SETA Personnel Policies and Procedures set forth the practices that are followed by the Sacramento Employment and Training Agency (SETA). These policies and procedures apply to all employees. Provisions in recognized and duly adopted Collective Bargaining Agreements that set forth terms and conditions of employment not covered in these Policies and Procedures shall also apply.

The American Federation of State, County, and Municipal Employees (AFSCME) and SETA have met and discussed the attached Social Media Policy 11.16.

Per Section 1.02 Concurrence of Council and Board, both the Head Start Policy Council and the SETA Governing Board must approve modifications to these Personnel Policies and Procedures.

The use of Social Media is growing by leaps and bounds. The Agency is using it; and staff uses it professionally and personally. The purpose of the creation of a policy regarding Social Media is to provide guidance in the expected and proper use from an Agency perspective. All posts are not private and have a life of their own. Therefore it makes good business sense to provide that guidance through a Social Media Policy.

Staff have discussed and reviewed this policy with the Union, AFSCME.

Staff will be present to respond to any questions.

RECOMMENDATION:

Approve the attached modification to the SETA Personnel Policies and Procedures: Addition of Section 11.16 Social Media Policy.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

Social Media Policy
Section 11.16

Social Media includes web and mobile-based technologies which are used to turn communication into interactive dialogue among organizations, communities, and individuals. Social media technologies take on many forms including but not limited to, Internet forums, weblogs, social blogs, microblogs, wikis, social networks, podcasts, photographs or pictures, and video. Examples include but are not limited to blogs, Facebook, Twitter, LinkedIn, YouTube, Pinterest, Instagram, and Flickr.

SETA employees may use social media while at work in the following situations:

1. Employee use of official agency interests; for the expressed purpose of communicating the Agency's interest or specific programmatic and policy interest; internal blogs or wikis for collaboration among agency project teams.
2. Employee use for professional interests; for the purpose of furthering their specific job responsibilities or professional duties through an externally focused site; to inform themselves on important issues or to collaborate with their peers; to consume and exchange information; going outside of the internal network of the agency.
3. Employee use for personal interests; for personal interests not related to their job duties; checking personal Facebook, send out a personal Tweet, or watch the latest viral YouTube video. These actions must be done during meal or other designated break time during work hours.

SETA employees using social media in an official capacity shall receive approval from their department (Workforce Development, Children and Family Services, Administration, Fiscal, Information Technology) head and shall coordinate through the SETA Public Information Officer (PIO). In addition, employees shall receive training and clearance from the SETA PIO.

It shall be the department's responsibility to maintain the social media site, approve all content published to the site, and notify users and visitors to the social media site that any of the following forms of content shall not be allowed:

- Profane language;
- Sexual content;
- Discriminatory content;

- Comments that are not topically related or out of context;
- Solicitations of commerce; or
- Any content in violation of applicable law.

SETA does not endorse or take responsibility for content posted by third parties. SETA reserves the right to restrict or remove any content that is deemed in violation of these social media guidelines or any applicable law.

Required footnote for all Agency generated social media sites:

“The views and opinions expressed SETA’s social media sites do not necessarily represent those of SETA. SETA cannot be held responsible for the accuracy, currency or reliability of information posted by external parties.”

Any content published in a social media format that relates to SETA business is a public record. The department responsible for maintaining the social media site shall preserve records for purposes of public records retention.

Wherever possible, all SETA social media sites shall comply with all appropriate SETA Policies and Procedures, including but not limited to the acceptable use of SETA equipment, Internet access, Information Technology Policy, Electronic Communications.

BRANDING SOCIAL MEDIA

Consistent branding is always an important issue for SETA, but in the social media world it is essential. Social media pages developed by SETA should be branded as “official”. SETA social media pages must include the official logos and a text statement “This is an official SETA social media page”.

ACCEPTABLE USE

- A. Use of SETA’s name should include a statement that the employee is a SETA employee and that the employee’s views are theirs alone and do not reflect the views of SETA.
- B. Personal use of social media should not be conducted on Agency time.
- C. Professional use of social media may be conducted on Agency time within reasonable time frames related to their specific job responsibilities or professional duties. See guidelines above.
- D. Employees shall not represent themselves to be anyone other than who they really are, so long as the employee can do so without forfeiting their legal rights to engage in concerted or protected activities under the Miles-Milias-Brown Act (MMBA).

- E. Whenever commenting on SETA-related topics via social media channels, employees are requested to:
- a. Use a method of disclosure that makes it easy for the average reader to understand the employee's position, avoid jargon or ambiguous language;
 - b. If an employee chooses to share an opinion on SETA policy, they may do so only if they precede their social media disclosure with a disclaimer acknowledging their personal opinion does not necessarily reflect the opinion of SETA. This requirement is not meant to interfere with their legal rights to bargain collectively or engage in concerted or protected activities under the MMBA, but rather to ensure that others can easily distinguish the official position of SETA or SETA's management from those of SETA employees.

RESPECTFULNESS

The same standards, principles and guidelines that apply to SETA employees in the performance of their assigned duties apply to employee social media technology use.

- A. Employees should always be respectful of every individual's legal right to express their opinions, whether those opinions are complimentary or critical.
- B. Whether officially authorized to speak on behalf of SETA or not, employees may be seen by people outside of SETA as representatives of SETA. Employees are encouraged to represent the core values of SETA whenever they make social media disclosures about the Agency or Agency-related topics.
- C. Harassment, threats, intimidation, ethnic slurs, personal insults, obscenity, racial or religious intolerance and any other form of behavior prohibited in the workplace is also prohibited via social media channels.
- D. Employees who choose to make social media disclosures about topics relevant to SETA should always be aware that their disclosures are not private or temporary. Social media disclosures live online indefinitely, and employees should remember that they will be visible to a broad audience and possibly read out of context.
- E. Honor the privacy of SETA employees by seeking their permission before writing about or displaying internal happenings that might be considered to be a breach of their privacy and confidentiality.

ITEM III-B – ACTION

SELECTION OF COMMITTEE REPRESENTATIVES FOR PROGRAM
YEAR 2012-2013

BACKGROUND:

The following standing committees require Policy Council representatives be appointed. It is hoped every member will participate on committees. A description of each committee is included in the Policy Council bylaws. Staff will be available to provide an oral report and answer questions.

1) Head Start Personnel/Bylaws Committee Representatives

Oversight by: Marie Desha

- a) Parliamentarian - Anthony Nelson
- b) _____
- c) _____
- d) _____
- e) _____

2) Head Start Budget/Planning Representatives

Oversight by: Roger Bartlett and Denise Lee

- a) Treasurer - LaTasha Windham
- b) _____
- c) _____
- d) _____
- e) _____

3) Head Start Social/Hospitality Committee: Oversight by: Marie Desha

- a) Secretary - Benjamin Bailey
- b) Treasurer – LaTasha Windham
- c) _____
- d) _____
- e) _____

4) Parent Ambassador Committee: Overseen by: Alma Hawkins

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____

5) Program Area Committees

The Performance Standards are structured around comprehensive program content areas of Early Childhood Development and Health Services, Parent/Family Support, and Program Design and Management. The program areas provide additional support to quality services and families. Each program area will be composed of one staff and a minimum of three parents shall be selected by the Policy Council to plan and review each program area as well as participate in the writing of program plans and narratives.

The Program Monitoring and Evaluation (Self-Assessment) Committee is designed to assist the SETA Head Start Monitoring/Evaluation staff in conducting on-center evaluations throughout the program year. Committee members will have the opportunity to visit and evaluate classroom(s) throughout the County.

A) Early Child Development and Health Services and Parent/Family Support Committee: Oversight by: Karen Gonzales

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____

B) Monitoring/Evaluation (aka: Self-Assessment) Committee – Committee of the Whole - Policy Council members will participate as a Committee of the Whole: Oversight by: Robyn Caruso

C) Male Involvement Committee: Oversight by: Robert Silva

- a) _____
- b) _____
- c) _____

RECOMMENDATION:

As each committee is reviewed, interested Policy Council members will be added to that committee. After all committee slots are filled, it is recommended that the Policy Council ratify the committee membership.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-C – ACTION

ELECTION OF REPRESENTATIVE AND ALTERNATE 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, Willie Jean Peck (former PC Foster Parent Representative) served as the Head Start representative from the Low-Income Sector. Policy Council representatives to the Community Action Board receive a meeting reimbursement.

RECOMMENDATION:

That the Council elect a representative and alternate 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-D – ACTION

SELECTION OF REPRESENTATIVES TO THE SETA HEAD START
HEALTH SERVICES ADVISORY COMMITTEE (HSAC)

BACKGROUND:

The Policy Council is requested to select Representatives to serve on the Head Start Health Services Advisory Committee. This committee is an advisory group to the health program area plan, assists with creation of policies, and serves as one of our primary community resources for health information. Members on the committee include Head Start staff and parents and health professionals from the community with an interest in Head Start. The group meets two times per year for a dinner meeting. The next meeting is scheduled for Wednesday, February 20, 2013, 5:30 p.m. – 7:00 p.m. at SETA. An interest in health would be appropriate for those serving on this committee. Ms. Brenda Campos will be available to share information and answer questions.

Please see attached minutes of last meeting, Wednesday, October 24, 2012.

RECOMMENDATION:

That the Policy Council select Representatives to serve on the Health Services Advisory Committee.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____



SETA Head Start Program Support Services

Subject:	Health Services Advisory Meeting	Date:	October 24, 2012
Facilitator:	Brenda Campos	Minutes:	Valerie Powell
Attendees Present:	See Attached		

Topic	Minutes	Action Items	Due By
I. Welcome and Introductions	Ms. Campos welcomed the group. Each member introduced themselves and the organization they represent.		
II. SETA Head Start – Parent Asthma Classes	<p>Dr. Arif Seyal from Kaiser Permanente (KP) shared with the committee the opportunity to provide training to parents on asthma and a collaborative. The training will consist of three classes and follow-up meetings with the parents to see if the information was understood and the parents have made adjustments. The training process includes monitoring and outcomes for expansion. The training is funded by a Kaiser Permanente grant and includes a tool kit, videos, and Q&A.</p> <p>Brenda added that the initial offering has started with a small group, highlighting the centers with the highest incidents of asthma. Meghan Marshall, Health/Nutrition Specialist, works with the KP and Breath CA to set-up a calendar and the provision of incentives. Days and times for the training will be convenient for the parents,</p>		



SETA Head Start Program Support Services

	include child care, and provide support for self-advocating.		
III. Program Information-PIR Summary and Statistics	<p>Meghan Marshall provided an overview of the Program Information Report (PIR) results for EHS and HS. (Please see attached for report results).</p> <p>Meghan applauded the committee for the continued collaboration in providing services countywide.</p>		
IV. TB Policy-Sacramento County	<p>Brenda provided each member with a copy of the most recent edits to the countywide TB policy regarding volunteers. Volunteers providing 16 or more hours in the classroom per week will be required to receive a TB test. This requirement reflects the definition of the term volunteer in Title 22.</p> <p>Members of the committee, including parent Amber Lewis, agreed that clarifying the amount of hours will encourage parents to participate because TB testing was a barrier to making a commitment.</p> <p>Dr. Cook discussed how the virus is transmitted and emphasized that food handling does not constitute a threat to health. The concern is the virus is transmitted through the air and volunteers, as well as staff, should be careful when coughing and sneezing.</p>		
V. Body Mass Index (BMI)-Protocol	Brenda shared that SETA Head Start has been working with the Family Service Workers (FSWs) on communicating to parents the importance of the BMI		



SETA Head Start Program Support Services

	<p>report results for their children. Child weight has been a difficult topic for parents and FSWs are receiving training on talking points to begin discussion. The emphasis is made on weight maintenance and dieting is discouraged. A PowerPoint of the talking points and tips for discussion was viewed. It was noted that there has been an increase in referrals to SETA Head Start Health Nutrition Specialists regarding weight.</p> <p>The committee discussed ways they have been approaching the subject with parents at their agencies. The committee agreed that parents should discuss concerns and issues with the child's physician.</p>		
<p>VI. SETA Head Start- Quality Assurance Unit</p>	<p>Melanie Nicolas, Program Officer in the Program Support Services unit, provided an overview of the new Quality Assurance Unit and Quality Assurance Tool.</p>		
<p>VII. Agency Updates</p>	<p>Yvonne Rodriguez, from Sacramento County, shared an update on lead poisoning and provided materials. She included information on tobacco and a 6-week cessation plan available to the public with incentives.</p> <p>Ms. Rodriguez announced the future posting of an RFP to be developed through the county in conjunction with the USDA based on the development of a food and activities project. The RFP will be available in early 2013.</p> <p>Legislation is being developed through Darrell Steinberg to form an advisory committee for monitoring</p>		



SETA Head Start Program Support Services

	<p>Denti-Cal processes. The committee was informed to contact Kathy Levering if there are any specific case concerns.</p> <p>Dr. Cook stated that KP is doing away with the yellow immunization cards and turning to digital access of records. Parents can access records online and print or send results directly to HS if needed. KP offers classes on nutrition for interested families.</p> <p>Rutha Toney from San Juan USD announced a primary care center was opened at Edison School. The open house was well attended.</p>		
Next Meeting	Wednesday, February 20, 2013 from 5:30 – 7:00 p.m.		

Approved By: Brenda Campos
Date: 10/26/2012

ITEM III-E – ACTION

SELECTION OF COMMUNITY PARTNERSHIPS ADVISORY COMMITTEE
(CPAC) REPRESENTATIVES

BACKGROUND:

The Policy Council is requested to select Representatives to serve on the Community Partnership Advisory Committee (CPAC). This advisory committee is an advisory group to the Head Start social services program area of Head Start. Members of this committee include Head Start staff, parents and social services professionals from the community with an interest in the Head Start Program. Each program year a PAC Representative is selected to sit on this committee. The CPAC meetings will be held semi-annually. The next meeting is scheduled for Thursday, April 18, 2013, 9:00 – 10:30 a.m. at SETA in the Redwood Room. Having an interest in social service collaboration would be appropriate for those wishing to serve on this committee.

Ms. Terri Carpenter will be available to share additional information and answer questions.

Please see the attached minutes of the last meeting held on Thursday, September 20, 2012.

RECOMMENDATION:

That the Policy Council select Community Partnership Advisory Committee Representatives to serve on the committee.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____



SETA Head Start Program Support Unit

Subject:	CPAC Minutes	Date:	September 20, 2012
Facilitator:	Terri Carpenter	Minutes:	Terri Carpenter
Present:	Moua Moua, WCIC/Playmate; Paola Vargas, SJUSD; Carl Gayle, Cover the Kids; Socorro Gutierrez, SETA Head Start PAC Chair; Claudia Charter, EGUSD; Stephanie McGrath, TRUSD Morey Avenue; Catherine de la Torre, SJUSD; Rebecca Lewis, SETA Head Start PAC Member; Denise Belcher, Child Abuse Prevention Council; Sam Starks, SMUD; Pete Smith, SCOE; Coventry St. Mary, SETA Head Start PC Chair; Kelly McFarlane, North Sacramento FRC; Terri Carpenter, SETA.		

Topic	Minutes
1. Welcome and Introductions	<p>Meeting was called to order. Terri Carpenter introduced herself and welcomed the attendees. Participants were self-introduced.</p>
2. Member Updates	<p>The Child Abuse Prevention Council of Sacramento, Inc. has been holding free trainings on Mandated Reporting of Child Abuse and Neglect. The upcoming dates for these trainings are: October 9 and December 13, 2012; February 21, April 18 and June 6, 2013. All sessions are from 9:00 a.m. to 12:00 p.m. To register, please contact Isela Murrieta, 916-244-1959 or e-mail imurrieta@thecapcenter.org. The following Quality Child Care Collaborative Trainings for 2012 are: Happiest Baby on the Block, November 14th, 9:00 am-12 pm at the Child Abuse Prevention Center; Safe Beginnings, December 12th, 6:00 pm-8 pm at Child Action.</p> <p>Child Abuse Prevention Council working with Serna's Office. Blue Ribbon Commission looking at agencies who work with African-American families – black infant health – high rate of black infant mortality.</p> <p>Sacramento Public Library- Will be hosting Big Wheels Going Places with the Library, September 29, 2012 11:00 am-3:00 pm at the Franklin Community Library in Elk Grove. There will be a fire truck, garbage truck, tractors, swat team & bomb squad, vintage cars, US military, race cars, news truck, mounted & canine units, world's largest motorcycle, food trucks, food, entertainment, family fun and more. For more information visit their website at www.saclibrary.org.</p> <p>Cover the Kids- Free and low cost health insurance for families with children 0-18 and expecting mothers (Healthy Families product). Now trying to help older adults. Easy application process. For more information call 916-808-3838 or toll free 866-850-4321. Visit their website at www.coverthekids.com. Help families to get on Cal Fresh.</p> <p>SCOE- Sacramento Community Based Coalition- Ex felon re-entry program- treatment, education, employment. Resource Fair in February 2013.</p>

SETA Head Start Program Support Unit

	<p>North Sacramento Family Resource Center- Offers workshops on parenting, stress relief, car seat safety reading rainbow and anger management. For more information call 916-679-3743. Birth & Beyond Program serves parents with children 5 and under. Services: Home visitation, parenting workshops, nurturing parenting program, make parenting a pleasure, dare to be you, school readiness, crisis intervention, AA & NA meetings, car seat classes, dad's groups, employment centers, farmer's markets, infant safe sleeping information, medical and dental referrals, mommy and me, parent leadership, playcare, self-defense classes, support groups, transportation and women's health clinics. Family Resource Centers: La Familia Counseling Center, 916-452-3601; North Sacramento Family Resource Center, 916-679-3743; Folsom Cordova Community Partnership, 916-859-0045; River Oak Family Resource Center at Dunlap House in Oak Park, 916-244-5800; The Effort Family Resource Center in North Highlands, 916-679-3925; The Firehouse at Mutual Assistance Network in Del Paso Heights, 916-567-9567; Meadowview Family Resource Center, 916-394-6300; Valley Hi Family Resource Center, 916-290-8281. Visit their website at www.thecapcenter.org.</p> <p>Fathers Inc.- September class schedule distributed.</p> <p>Fairytale Town will be hosting a free ScholarShare Children's Book Festival on September 29 & 30, 10:00 am to 4:00 pm. For more information on future events go to the website www.fairytaletown.org.</p> <p>Voters Outreach Program- Work with parents to register voters PCPACvoterreg@yahoo.com need volunteers.</p>
<p>3. SETA Head Start Updates</p>	<p>SETA Head Start will be celebrating grandparents with a Health & Wellness Fair on September 26, 2012, 5:30-8:30 pm. There will be a healthy cooking demo, massages and more. Dinner will be provided. RSVP to Belinda Malone at 916-263-4078 by Sept. 19th.</p> <p>ACT (Advance Call Center Technologies, LLC) will be hiring 2,000 customer service agents in the Watt Avenue area of Sacramento. To apply visit their website at www.acttoday.com.</p> <p>Jamboree Housing will be hosting a free event of fun and fitness called Jam!boree Day on October 6, 2012, 11:00 am-3:30 pm at the Foothill Community Park in Sacramento. There will be activities for seniors, adults and youth. Booth requests should be submitted by 9/21/12.</p>
	<p>Next meeting will be April 18, 2013.</p>

ITEM III-F – ACTION

ELECTION OF SACRAMENTO DENTAL MANAGED CARE ADVISORY COMMITTEE REPRESENTATIVE AND ALTERNATE

BACKGROUND:

The Policy Council is requested to elect one (1) Representative and one (1) Alternate to serve on the Sacramento Dental Managed Care Advisory Committee.

This Medi-Cal Dental Advisory Committee was established by Senator Steinberg’s legislation AAB 1467 on July 1, 2012. The purpose of the committee is to provide oversight and guidance to improve Dent-Cal utilization rates, the delivery of oral health and dental services, including prevention and education services, dental managed care, and fee-for-service Denti-Cal.

The Sacramento Dental Managed Care Advisory Committee meets monthly and is scheduled for 2013 on the following dates:

- * Wednesday, January 23
- * Wednesday, February 27
- * Wednesday, March 27
- * Wednesday, April 24
- * Wednesday, May 22
- * Wednesday, June 26
- * Wednesday, July 25
- * Wednesday, August 28
- * Wednesday, September 25
- * Wednesday, October 23
- * Wednesday, November 27
- * Wednesday, December 18

The meetings are 2:30 p.m. – 4:30 p.m. The meetings are held at 2750 Gateway Oaks Drive, Suite 330, Sacramento, CA.

Staff will be available to share additional information and answer questions.

RECOMMENDATION:

That the Policy Council elect one (1) Representative and one (1) Alternate to serve on the Sacramento Dental Managed Care Advisory Committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM IV-A - INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
 - PC/PAC Calendar of Events – Mr. Nse Akang
 - Parent/Family Support Unit Events and Activities – Mr. Nse Akang
 - Parent/Staff Recognitions – Mr. Nse Akang
 - National Head Start Parent Conference Report (attached)
 - PC/PAC Orientation & Officer Training Reports (oral)
 - Community Resources-Parents/Staff – Mr. Nse Akang
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett

NOTES:

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC Executive Committee Meeting	Thursday, January 24, 2013 9:00 – 10:30 a.m. Magnolia Room
Countywide Self Assessment	Monday, January 14, 2013 through Friday, January 18, 2013
Male Involvement Committee	Wednesday, January 23, 2013 10:00 a.m. – 11:30 a.m. Olympus Room
Parent Conference Planning Meetings	Thursday, January 24 , 9:00 a.m. Thursday, February 28 , 9:00 a.m. Thursday, March 28 , 9:00 a.m. Thursday, April 11 , 9:00 a.m. Magnolia Room
PAC Food Service Committee	Thursday, January 24, 2013 9:00 – 11:00 a.m. Saturn Room
CHSA Travel Meeting	Thursday, January 31, 2013 1:30 – 3:00 p.m. Olympus Room
Annual California Head Start Association (CHSA) Parent Training Conference	Monday-Tuesday, February 4 & 5, 2013 Paradise Point Resort and Spa San Diego, CA
PC/PAC Budget Planning Meeting	Friday, February 1, 2013, 9:00 a.m. Friday, February 8, 2013, 9:00 a.m. Friday, February 15, 2013, 9:00 a.m. Friday, February 22, 2013, 9:00 a.m. Friday, March 1, 2013, 9:00 a.m. Oak Room

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

EVENT

DATE

Parent Conference Planning Meetings	Thursday, January 24, 9:00 a.m. Thursday, February 28, 9:00 a.m. Thursday, March 28, 9:00 a.m. Thursday, April 11, 9:00 a.m. Magnolia Room

National Head Start Association Conference Report

By Hodari Polk

Leadership is more than meets the Eye: It Happens at Home & School, at Work, and in the Community

Taught by: Jacqueline Davis and Stacy Dimino

The first part of the class was taught by both Davis and Dimino. They discussed the Parent Policy Council roles and responsibilities. This applies to positions such as the chair, secretary, treasurer, PC board members, etc. All of the positions were discussed in detail. Also discussed was how to conduct meetings and how many people are needed in a panel.

The second part of class was taught by Davis and she talked about understanding how strengths can be transferred to leadership skills and about how to better understand the importance of leadership skills at home, school, and the community. Davis showed us historically significant pictures that meant something to everyone in the room. She told us to go stand by a picture that we thought showed strong leadership skills. I stood by Martin Luther King, the march on Montgomery. MLK was marching through some farmland on the way to Montgomery. Our group talked about what he meant as a great leader and we talked about what his skills were. A lot of people commented on his leadership skills. We delegated one person to speak about what the picture meant to our group and the leadership skills this person had.

The last part of the class was spent talking about the leadership skills that a person has and that most people wouldn't think that some of those skills are leadership skills. For example, being a Mom or Dad. Most people consider that to be their duty or obligation; but, it can be

considered a leadership skill. It starts with the parents first, and then Head Start helps to reinforce the leadership skills that are being given to the kids so that they can go on and graduate out of Head Start.

Opening General Session

Welcome remarks were done by Ron Herndon, Chairman, NHSA Board of Directors.

He talked about the whole Head Start Program- how it works its magic for kids and that he truly believes in the Head Start Program. He introduced 47 states that were representing the NHSPA. Then he introduced Wanda Smith, CEO, Head Start of Greater Dallas area.

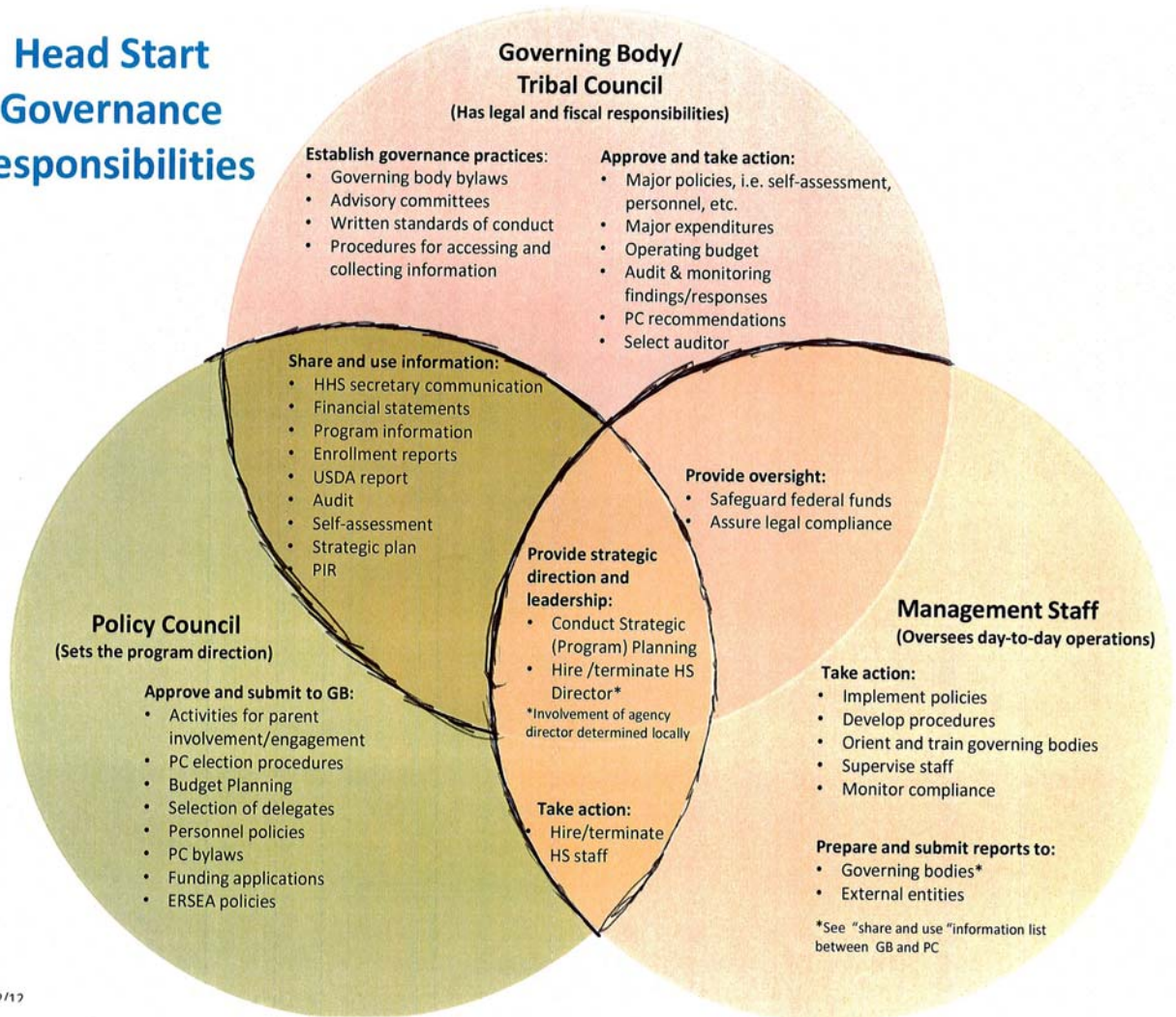
Wanda Smith has been with Head Start since the very beginning. She talked about her life at Head Start. I believe that she has touched thousands of others with her story. She will be missed as she is retiring in one year. Wanda Sikes introduced Yvette Smith, PCC, Head Start of Greater Dallas area.

Yvette was a parent who jumped right in to being a parent volunteer who eventually became a member of the policy council and participated in sub-committees. Yvette talked about her life and after that there was a gospel group who sang.

After the choir, Ron Herndon introduced Steve Osunsami, who was a 1970's graduate of Head Start. He was born in Washington D.C. to Nigerian immigrants and later grew up to attend the University of Illinois at Champaign-Urgana, where he studied broadcast journalism. After graduating, he later became an award-winning correspondent for ABC News.

There were some more success stories about Head Start graduates that later went to and graduated from Ivy League schools and were successful in their careers.

Head Start Governance Responsibilities



11/17/12

How to Reinvent Yourself

Taught by: Columbus Copeland, CEO and President Performance Enhancement Empowerment Training, LLC.

This class talked about techniques to reinvent or re-energize yourself.

Copeland first asked “What does reinventing yourself mean?” People started giving answers; but, the true answer is “to take up a radically new life”. He spoke about his life story and what made him become an inspirational speaker and trainer. He had a job over 15 years, and then he got fired. A few days after his firing, he was thinking that “he will never be fired again”. He re-evaluated his life, family and friends that were negative and hindering him from taking that next step, (they) got cut out of his life. Copeland said to evaluate things at home and life and that after we leave the conference we should know what we want to do.

Copeland discussed the importance of finding people that can help you to get to the next level. Find people that have the career that you have, volunteer, or find a mentor. Figure out what you need to do next to get where you need to go in life.

Child Abuse Prevention Strengthening Families Communities

Taught by: Marilyn Massey-Stokes

There were three types of abuse that Stokes went over- emotional abuse, physical abuse, and sexual abuse. Telltale signs of emotional abuse include over-eating, yelling, and peeing in the bed. Signs of physical abuse are leaving marks, victim changes the way that they dress by wearing longer clothes, and making excuses about their bruises and marks. Signs of sexual abuse are doing sexual acts. After touching on the different types of abuse, Stokes discussed different abuse cases and their statistics. Physical and sexual abuse statistics are very

high because that type of abuse is better identified. Emotional abuse statistics are quite low because this type of abuse is difficult to identify.

Make sure to document if you suspect any abuse; then, call CPS, give them the information and call anonymously if you are not comfortable leaving your full name. If it's your neighbor or a child in class give a description of the child when calling. Some ways to prevent child abuse include: Be a nurturing parent. Let children know how special they are and that they are loved. Help a friend, neighbor, or relative so that they can rest or take a break. Help yourself. When life feels overwhelming and out of control. Take a break. When your baby cries learn what to do if your baby won't stop crying. Learning how to handle a crying baby can prevent baby shaking which can result in severe injury or death. Get involved. Ask the community to develop services to help meet the needs of families which would help to reduce the opportunity for abuse to happen. Develop parenting resources at the library. Promote child abuse prevention strategy programs in school. Monitor how much violent films and TV your children are watching. Volunteer at a local child abuse program. Report any suspected abuse or neglect by calling your local CPS or Police Department.

Notes from the Fatherhood Field

Taught by: J. Michael Hall

There were two male speakers that have been involved with Early Head Start Programs. They noticed that at their kids' center there was a lack of fathers. So they asked "How can we get fathers more involved?" This was a touchy subject because there were kids whose fathers were not in their lives. They took it upon themselves to be a father figure to those children who didn't have fathers, kind of like a big brother, big sister mentor relationship. One way to get fathers involved was to have a "Father's Day" once a month or have a special project for fathers

and their kids. Also, it doesn't have to actually be a father; but, other male role models can be involved.

A Little Support Goes a Long Way

Taught by: Denise Bouyer

This class discussed how to better understand children with special needs and how to get them help. Bouyer talked about how her child was special needs and did not understand how her child could not receive the same benefits as other children in the classroom. Ways to include special needs children into the classroom are to Implement IEP goals throughout Head Start schools. Use consistent positive behavior strategies. Provide training to school staff. Create open communication between schools and families. If needed, provide an aide to support the child for some or all of the hours the child is in school. Also, create a learning environment that is appropriate for all children.

Male Involvement Ambassador Program: How to Get Men Involved and Keep Them Involved

Taught by: Tom Grayson

The goal of male involvement is to encourage fathers or father figures to participate in the lives of children in the Head Start Program. The Male Ambassador Program encourages and supports father or father figures in Head Start/Early Head Start school sites. One father or father figure with children in the program is recruited for this position at each school site. He spends an hour or two a day in that class reading or just to helping out.

Ambassador forms can be picked up from Head Start. It makes a father feel proud to put in that extra time with his kids. Such fathers get a certificate for being a father ambassador. If a program like this is implemented the children will get to see a male figure in the classroom and benefit from getting to know a male role model. Some fatherly activities that can be created for this program are: Daddy in pictures- father figures use cameras to show men involved in the lives of their children, encourage father figures to participate in family monthly meetings, policy council or conferences & workshops. Having a male involvement ambassador program gives the program: support at the school site level, program focus, and program accountability.

Dads of Great Students (WATCH D.O.G.S.) Engage Men, Inspire Children, Reduce Bullying, and Enhance Educational Environments

Taught by: Manuel Perez

This class was taught in Spanish with an English interpreter. But, my headphone sets went out and it was hard for me to hear what the interpreter said. Unfortunately, the problem was unable to be fixed during this class. WATCH D.O.G.S. is a program that focuses on education and safety in schools by using the positive influence of fathers and father figures to provide a fathering presence as well as a positive and active role model for the students. There are 7 steps to launching this program successfully in your schools. These steps can be found on the WATCH D.O.G.S. website,

http://www.fathers.com/content/index.php?option=com_content&task=view&id=21&Itemid=60/.

In closing, this conference was a blessing and it was an honor to represent SETA Head Start of Sacramento, CA. I also want to thank the three ladies that helped me out tremendously- Alma Hawkins, Coventry St. Mary, and Socorro Gutierrez. I learned a lot during my trip, especially about male involvement, and am grateful for the opportunity granted to me to attend this conference.

ITEM IV-B – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Dr. Tracy Tomasky **DATE:** December 20, 2012

FROM: Greg P. Tayros, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic , COLA	\$ 4,348,543	8/01/11-07/31/12	8/01/11-7/31/12
Head Start	T & TA	15,000	8/01/11-07/31/12	8/01/11-7/31/12
Head Start	Supplemental	108,915	9/30/11-07/31/12	9/30/11-7/31/12
Early HS	Basic, COLA	1,245,090	8/01/11-07/31/12	8/01/11-7/31/12
Early HS	T & TA	20,112	8/01/11-07/31/12	8/01/11-7/31/12
Early HS	Supplemental	360,000	9/30/11-07/31/12	9/30/11-7/31/12
Early HS	Supplemental T & TA	9,000	9/30/11-07/31/12	9/30/11-7/31/12

Monitoring Purpose: Initial Final X

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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2011 to July 31, 2012 for the Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Edenaugboye Davis **DATE:** January 3, 2013

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA	\$ 678,941	8/01/11-7/31/12	8/01/11-7/31/12
Head Start	T & TA	7,500	8/01/11-7/31/12	8/01/11-7/31/12
Head Start	Supplemental	108,915	9/30/11-7/31/12	9/30/11-7/31/12

Monitoring Purpose: Initial ____ Final X
Date of review: 12/5-6/12

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

Program Operator: WCIC

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2011 to July 31, 2012 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-C - INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The November 1, 2012 Governing Board minutes are attached for your review.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, November 1, 2012
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:08 a.m.

Members Present:

Sophia Scherman, Chair, SETA Governing Board; Public Representative
Bonnie Pannell, Vice Chair, SETA Governing Board; Councilmember, City
of Sacramento

Jimmie Yee, Member, Board of Supervisors

Don Nottoli, Member, Board of Supervisors

Jay Schenirer, Councilmember, City of Sacramento

➔ **Recognition of Long-term Employees:**

Mr. William Walker recognized Ms. Diana Douglas for her 20 years of service to SETA.

Ms. Lisa Carr spoke on behalf of Ms. Sharon Adams and the 30 years of service she has given to SETA. Ms. Adams introduced her mother.

Ms. Denise Lee acknowledged Mr. Francisco Navarro's 30 years of service. Ms. Lee showed a slide show of Mr. Navarro and Ms. Adams during their careers at SETA.

II. Consent Items

- A. Minutes of the October 4, 2012 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Staff Recommendation for the Youth Vendor Services List

The consent items were reviewed; no questions or corrections.

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

- A. Approve the October 4, 2012 minutes
 - B. Approve the claims and warrants for the period of 9/27/12 through 10/24/12.
 - C. Approve the addition of Soil Born Farms to the Youth VS List.
- Voice vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Out-of-State Travel to Attend the Playground Construction School Training

No questions or comments.

Moved/Nottoli, second/Pannell, Approve out of state travel to the International Playground Contractors Association – Playground Construction School in Las Vegas, Nevada on November 14-16, 2012.

Voice Vote: Unanimous approval.

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

This continues the process of electing the board leadership for a one-year term. Ms. Pannell will become the Chair and Mr. Yee will serve as Vice Chair.

Moved/Nottoli, second/Scherman, to elect Councilmember Bonnie Pannell to serve as Chair, and Supervisor Yee to serve as Vice Chair for a one-year term to begin on November 2, 2012.

Voice Vote: Unanimous approval.

Ms. Kossick expressed appreciation for Ms. Scherman's leadership over the past year.

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

There were no questions or comments.

Moved/Nottoli, second/Pannell, to approve the reappointment of Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November, 2014 and forward this nomination for approval to the City Council and Board of Supervisors.

Voice Vote: Unanimous approval.

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

Mr. Roy Kim introduced Ms. Carolyn Reynolds and Mr. Ken Urrutia, Account Executives with Arthur J. Gallagher & Company.

Ms. Reynolds reviewed the proposal of insurance for 2013 and what has changed from last year to this year. The insurance broker has been successful to keep the increases to a minimum (1.6%) excluding workers compensation. There are no changes in other coverages. Philadelphia has provided the same coverages as last year.

There was a slight increase for the Rancho Cordova center due to a small change in limits for the flood insurance.

Ms. Reynolds stated that the 1.67% increase in rates is acceptable.

Moved/Pannell, second/Scherman, to approve the purchase of agency insurance for general liability, vehicle liability, umbrella, errors and omissions, and student accident as recommended by Arthur J. Gallagher..
Roll call vote: Aye: 5, Nay: 0, Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT: No items.

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

A. Update on Sacramento Works Support of Next Economy Objective to Create a Robust Network of Business Incubator and Accelerator Services

Ms. Robin Purdy reported that the Sacramento Works board has set aside 2% of board initiative funds to fund strategies that align with the Workforce Investment Board plan and with the Next Economy plan. The Board is looking at three of the five Next Economy goals that align the WIA local plan. The Sacramento Works board will be considering a recommendation at their January 2013 meeting. The Sacramento Metropolitan Chamber of Commerce, SACTO, Valley Vision and SARTA are the lead organizations; all have had public input meetings and are developing their own goals and objectives. All of the organizations are going out to the community to find out what piece of this plan aligns with their organization.

B. Community Services Block Grant On-Site Monitoring Review Report: No findings

C. Fiscal Monitoring Reports: No comments.

D. Employer Success Stories and Activity Report: No comments.

E. Dislocated Worker Update: Mr. Nottoli reported that the County has received a pre-WARN notice for Wonder Bread/Hostess. Mr. Walker stated that SETA has not yet received the notice and Mr. Nottoli replied that he will send it to staff.

Ms. Pannell announced that VSP is staying in Sacramento and bringing in 400 new jobs.

- F. Unemployment Update/Press Release from the Employment Development Department: No comments.
- G. Head Start Reports: Ms. Denise Lee reviewed the Program Information Report results. There was discussion around the Elk Grove USD dental percentages. Ms. Lee will follow up with more information at the next board meeting. Ms. Lee is proud that the teachers were encouraged to upgrade their education to at least an AA degree. The requirement was that all teachers had to have a minimum of an AA degree. Countywide, teachers are meeting the AA degree requirement and exceeding the national minimum.

V. Reports to the Board

- A. Chair: Ms. Scherman reminded everyone to vote! She reported that she is collecting turkeys again this year for those in need.
- B. Executive Director: Ms. Kossick wished the board a Happy Thanksgiving
- C. Deputy Directors: No comments.
- D. Counsel: No report.
- E. Members of the Board: Ms. Pannell announced that Thanksgiving dinner will be available to everyone at the Pannell Center on Meadowview Road.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:09 a.m.

ITEM V

COMMITTEE REPORTS

A. 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 December 20, 2012 Policy Council meeting.

GOOD!!!
Thank you, Ms. Coventry St. Mary, outgoing Chair, for coaching and supporting new board members.
Thank you, Ms. Fina Dempsey, for translating.
Thank you, Ms. Dominique Rios-Farias, for acting as Secretary.
Thank you, Ms. Victoria Billoups, for acting as Parliamentarian.
Thank you, Ms. Asontie Hudson, for public participation.
NEEDS IMPROVEMENT
Arrive on time and start on time.
Seated and ready for meeting by 8:50 a.m.
Board members, please recognize Chair prior to speaking.
Please no use of electronic devices during meetings.
Absolutely no side barring.
Absolutely no food allowed in the board room. No exceptions.

ITEM VI- OTHER REPORTS

BACKGROUND:

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

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

- Monthly Head Start Report (attached)

- C. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
Brenda Campos: Grantee Program Support Services
Lisa Carr: Parent/Family Support Unit
 ✓ Countywide Parent Conference Update
Karen Gonzales: Child Development and Education Services

- D. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Mr. Nse Akang), 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.

Head Start Monthly Report

January 2013



SETA Operated Program

Program Operations:

The month of December was a very brief and busy time for the Program Operations Unit. All of our reliable CLASS observers have been out at the centers conducting classroom observations followed by immediate feedback sessions to provide staff with the specific support they need. We also provided training to all site teaching staff on the topic of “Dual Language Learners”. In addition, the Program Operations Unit also put a great deal of work into making changes to the Home Visit/Parent Conference process, with plans to begin piloting the new process in March of 2013. It is our belief that these changes will make a more meaningful experience for both teachers and families. Last but not least, our centers were full of rich parent engagement activities throughout the month of December.

Program Support Services:

School Readiness Goals (SRG) Plan Delegates and Grantee met in December to discuss updates on countywide School Readiness Goals. Aggregated Fall 2012 assessment results are now available and delegates have individual action plans for program improvement and specific goals for next assessment in their respective programs. Education Coordinator Alicia Alarcon met with individual delegates to discuss specific plans. Directors and Administrators discussed various ways to analyze assessment data, and identified types of reports that can be useful for program planning.

Training and Technical Assistance Activities Various support services were provided to Delegates and Partners in December: (1) Presentations on Parent, Family and Community Engagement (PFCE) Framework at WCIC Head Start Policy Committee Meeting (12/19/2012) and at SCUSD Head Start In Service/Professional Development Training(12/21/2012) by Program Officer Melanie Nicolas; (2) EHS Partners Supervisors' Quarterly Meeting (12/11/2012); and (3) Follow-Up Monitoring Visit/Training at TRUSD Head Start (12/12/2012) on referral process and record keeping systems by Disabilities Coordinator Beverly Sanford and Program Officer Melanie Nicolas.

Family Support Services:

Reta Keirseay and Sharon Adams have prepared the FSW's for the upcoming self assessment by asking them to check their files for accuracy and completeness. We also had Lisa Carr and Brenda Campos present information on the upcoming self assessment and what will take place. We have done a sampling of file review at various centers to include in Lisa's section of the self assessment report. We trained staff on the monitoring protocols so they will be aware what the Quality Assurance Unit will be looking for when they go out to monitor at centers.

Elk Grove Unified School District

Enrollment:

The Elk Grove Unified School District is funded to serve 420 students and is fully enrolled. The average daily attendance (ADA) was 88%.

Disabilities Services and Mental Health Services Update:

The program educators and clerks have worked closely with the PreK social worker, Florence Oneto and with the PreK psychologist, Teresa Gannon to place students with active IEPs into the Head Start program. There are 46 Head Start students with active IEPs being served.

Health Services Update:

Program Educators are monitoring files and providing additional support to ensure that children who need health services receive them.

This month, 6,458 meals were served to our Head Start students.

Family and Community Partnerships Update:

Florence Oneto, PreK social worker, presented a workshop titled, "Parent-Child Relationships" at Prairie Elementary School on December 12, 2012. This workshop addresses the importance of building positive relationships in the family and teaches methods for promoting positive behaviors in children. Twenty-two parents attended the workshop.

Recruitment:

PreK registrations continue to take place and students are placed on a waiting list. The Head Start classes are fully enrolled. Each school has a waiting list and families are notified when space becomes available.

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2013 -2014 school year.

Sacramento City Unified School District

Education:

The following topics were presented to staff during Professional Learning in December: Federal Review Preparation, Safe Schools, School Readiness Goals, Parent, Family & Community Engagement and Understanding the Center for Disease Control Growth Charts.

Health and Nutrition:

During the month of December, the nurses conducted self-assessments at several preschool sites using the SETA Monitoring and Quality Assurance, Self-Assessment Checklist. The results of these audits will be shared at the next Leadership Team Meeting on January 11.

- Each Preschool Nurse is continuing to audit the classroom files for each Head Start child.

Health Education and follow-up on anemia and blood lead levels were the nurses' main focus this month. Sensory re-screenings and screenings of newly enrolled Head Start children also took place.

Nurse Lisa presented "Handwashing and Keeping your Family Healthy" at a parent meeting in December. She shared "Safe Food Handling for the Holidays" handouts with all the Child Development staff.

The Dental Varnish clinics continued in December. The nurses emphasized to the teaching staff the importance of increasing student participation. The nurses are following-up with the children that were identified as having dental needs, during the Dental Varnish Clinic.

The nurses continued to mentor LVN students in the month of December. During the month, the LVN students assisted with Dental Varnish Clinics, sensory screenings, self-assessment of classrooms with class file audits, and dental follow-ups.

Policy and procedures were developed for the use of non-alcohol based hand sanitizer with preschoolers, with an emphasis on hand washing. Written procedures were needed to address those situations when soap and water is not readily available; such as during off-campus field trips. The new policy and procedure was reviewed and demonstrated to staff at the Professional Learning meeting in December.

Registered Dietitian, Karen Ito, completed parent workshops on the prevention of anemia at the following preschool pilot sites: Letata Floyd (formerly Jed Smith), Susan B. Anthony and James Marshall. Fresh, organic fruits and vegetables were provided by Capay Valley Organics for the nutritional activities. Karen reports that she tried to select fruits and vegetables that were more “unusual” so that parents could become familiar with a wider variety of fresh fruits and vegetables.

Parents were given the leftover produce so that they could practice their new cooking skills at home, and share these “unusual” fruits and vegetables with their families.

Mental Health/Family and Community Partnership:

The social workers are continuing to present the “Positive Solutions for Families” parent education workshop series, each month. This series has been held at the Capital City Family Resource Education Center. The second series will be held at the Hiram Johnson Family Education, to reach families who live on the east side of the district.

Social workers remained busy in December; completing initial CLASS observations, providing coaching for selected teachers on the CSEFEL pyramid model and preparing an upcoming CSEFEL training for Professional Learning in the month of February.

During the past month, time was devoted to conducting the self-assessment process for the Family and Community Partnerships and Mental Health service areas.

Early Head Start:

Teen Parent Group meetings, at American Legion, are being held twice a month. Our EHS Social Worker, along with a Youth Development Nurse, has been facilitating the group meetings.

Prenatal Services are being provided by the EHS nurse, EHS social worker and Center-base Home visitor. Services are underway.

New social emotional teaching tools, resources and strategies were provided to the EHS teaching staff, to incorporate with 1-3 year olds in the classroom and on home visits. On-going support on the use of these materials will follow from the EHS Social worker.

San Juan Unified School District

Education Services Update:

As teachers continue with the theme of My Five Senses, the focus on the letters Ff, Aa, and Zz will also resume. The math focus is on division and will come to an end the week of 12/17/12. This week is for math review and teachers will review any math concepts necessary for the class during this time.

Teachers have reviewed the class data as a whole, as well as individual student progress data for the first assessment period. Submitted were the activities designed to promote individual growth for students in all three domains: social-emotional, cognitive, and physical, as well as activities designed with a whole class focus for student outcomes. There are goals attached to all activities where the expectation is that a percentage of children will continue to progress at least to the next developmental level and beyond by spring of 2013 when the next assessment period ends.

Disabilities Services Update:

The Disabilities Specialist and other content specialists continue to work on completing the box preparation for the upcoming 'mock' review. This year is more challenging because the related questions for disabilities are in many boxes instead of a specific box assigned just for Disabilities Services. However, the other Content Specialists are collaborating and making it easier for all to complete the task at hand.

More IEPs are being recorded into the PIR system as 60 day assessments are being completed and IEPs are being held. The San Juan ECE Department's Special Needs enrollment is currently at 11%.

Mental Health Services Update:

The Mental Health Therapist provided Holiday Stress Management parent support workshops throughout the month of December. The Therapist provided families with community resource phone numbers in the event of need or crisis over the school break.

Nutrition Services Update:

After a very long week of document review and site visits, the CCFP audit ended on a positive note! As usual, the success of the review was due directly to the dedication and professionalism of the classroom staff. Kudos!

Health Services Update:

Health Services is screening one day a week in the centralized screening room and is traveling out to classroom sites to complete or reattempt needed screenings. Entering health events in Child Plus for over 700 children in order to align with SETA's event requirements is an ongoing project. Health is participating in the *Smiles for Kids* program again this year to provide dental services to children who have no dental home or insurance. Smile Keepers is completing dental screenings & fluoride applications for the children in the classrooms. The Health Assistants & School Nurses are following up with all the children that need to be seen by the dentist. They are also following up with the children that are obese, overweight, and underweight. Unfortunately, this number has dramatically increased in the last two years.

Family and Community Partnerships Update:

In December, the Policy Committee received the Ethics training during the regular PC meeting. Several community agencies helped to support families in need by providing holiday baskets and gifts, and classrooms invited parents to join in activities during parent meetings or classroom events. School Community Workers reviewed Family Partnership processes as a result of preliminary information

from the self review, and all preschool staff received an overview of Family and Community Engagement as part of the quarterly program newsletter.

Transition Services Update:

Open enrollment for kindergarten is beginning in January and the teachers have been busy assisting the families with questions and information on the process. Kindergarten readiness has been discussed at the parent teacher conferences. Parents have the knowledge of how their children have been progressing towards the kindergarten transition goal. The combination of all this information will help parents have confidence in the enrollment process. With the second half of the school year approaching, parents and teachers are continuing to work collaboratively to achieve school readiness goals.

Program Support/Staff Training Update:

Teachers and Assistants were invited to attend an evening training on Emergent Writing on December 4. It was well attended by 25 staff members. The continuum of learning was covered from the beginning stages of activities designed to develop the strength in the muscle groups of the hand necessary for a successful hand grasp; to journals where children draw and “write” weekly and teachers track their progress through work samples and interactive writing. Activities introducing conventional print are offered only when children are ready, where observations and work samples show evidence that they have moved through the continuum of skills necessary to move into this next phase. Research was shared that “working with dexterity and strength first can eliminate the development of an inappropriate pencil grasp, which is becoming more common as young children engage in writing experiences before their hands are ready”. *Preschool Learning Foundations, vol.2, Physical Development.*

Fiscal Update:

The Head Start and Early Head Start Fiscal/In-Kind Reports were submitted to SETA on December 4. The final audit for fiscal year 11-12 by SETA was November 27– 28, 2012. There were no findings or deficiencies. At this time all expenses are in line with the remaining HS & EHS budgets.

Due to the passage of proposition 30 all budgets were restored back to just the two or three firm furlough days depending on the ruling of each Bargaining Unit.

Budget preparation for fiscal year 2012-13 will begin in January 2013.

Early Head Start:

This short month has seen a flurry of activity! An expanded Leadership Team reviewed the DRDP data and developed an action plan to address School Readiness Goals.

Self Assessment data was analyzed and program strengths and weaknesses were identified. The self assessment action plan is currently being developed.

The completion of the Child Care Food Program review provided positive feedback and several suggestions for improved systems for Head Start and Early Head Start.

Twin Rivers Unified School District

Events:

The Head Start programs participated in the annual Winterfest events on December 19 and 20 at both sites. In alignment with the Parent Family Community Engagement Framework's outcome of positive parent-child relationships and family connections to peers and community, this year's focus was on bridging families through the Arts including musical performances by each classroom. The event included classroom parents working together with the teaching staff to build the classroom's gingerbread house. Using their creative and artistic ability, each classroom's gingerbread house was a unique work of art. Each classroom also provided parent volunteers that assisted with classroom specific arts and crafts activities. The students and parents rotated throughout the classrooms while helping their child make delightful holiday projects. The event was capped off with the students playing in the "snow" and enjoying holiday treats.

Professional Development:

The Head Start staff participated in a brainstorming activity to learn more about the Parent Family Community Engagement Framework during the monthly staff meeting. Staff was challenged to think of activities and methods to fulfill the Parent and Family Outcomes. Some of the suggested activities included additional meet and greet fieldtrips to local elementary schools, parent breakfast socials and ESL classes.

The Morey Avenue program recently had SMART Boards installed in all of the preschool classrooms. The last two training sessions were held on December 7 and December 14. The SMART Boards will assist with the electronic components of the Creative Curriculum materials and enable teaching staff to provide additional learning materials via internet.

Teachers participated in the Creative Curriculum workshop related to the Ball investigation study on December 13. The workshop was held at the District Office and is mandatory for all teachers with voluntary participation for teacher assistants. The ECE Leadership Team will continue with the focus of math and utilizing the Mighty Minutes and Intentional Teaching Cards as part of the daily routine.

Components:

The new substitute Health Assistant, Kelli Carrillo, is on board for Nutrition duties. She has been working with the District Nurse and SETA's Health staff to get the appropriate training and continues to follow-up on Nutrition duties and the nutritional needs of the students. The nutrition activities in the classrooms continue with a focus of round vegetables and fruits as related to the upcoming Ball investigation theme in Creative Curriculum.

The Health Component Leader continues reviewing students' files for medical concerns and continues following up on students needing additional documents. The Health Component leader is also working closely with the classroom teachers and Resource Teacher on the Safe Environment checklist to ensure all of the components of the monitoring tool are fully met.

Our School Social Worker/Counselor continues classroom observations to assist with intervention strategies and behavioral techniques for all classrooms. The Head Start program is currently filling the vacancy for the other Community Liaison position so the Social Worker has been assisting with the Family Partnership Process due to the staff shortage. The job listing closed on December 6 and interviews will likely be held during the first few weeks of January 2013. The mental health and social skills groups are being facilitated with approximately 18 students participating in the weekly sessions.

In connection with our health and obesity goals, the Zumba classes continue on Tuesdays and Thursdays. Parents and staff are exercising in a fun and engaging environment with a focus of healthy exercising to foster healthy habits.

The Community Liaison continues to meet with families to complete their Family Partnership Profiles and begin assessing their goals with the Family Partnership Agreement as well as providing resources and information. The Community Liaison and Social Worker also continue the plan and facilitate the monthly meetings in each of the Morey Avenue classrooms and at Oakdale.

The Speech and Language Pathologist (SLP) continues providing direct services to students needing speech therapy at both sites.

The Education Component Leader continues to support teaching staff with classroom observations and suggestions for improving classroom management skills and student engagement strategies. The ECERS action plans and CLASS observations have been completed. Teaching staff are working closely with the Education Component Leader to develop action plans.

The ERSEA component continues to meet with parents to fill any vacancies and both sites are fully enrolled with established wait lists.

The Program Design and Management component leader completed a draft of the ERSEA manual. A final review will be completed and the manual will be submitted to the PC for approval.

Policy and Parent Committees:

The Parent Committee meeting at Oakdale was held on December 11. The Policy Committee meeting was held on December 18. The agenda included a review of the monthly reports, the approval of the Social Worker and Community Liaison positions, selection of fundraiser and brainstorming for the Black History Month program. Due to the lack of quorum, the action items were postponed until the next meetings. Due to low parent participation, the PC Chair and HS Director Thompson have made calls and posted fliers for parents interested in joining the parent groups. Information sessions will be held on January 10 to recruit new parents and the election of the new parents will likely occur in mid-January 2013.

Parent Trainings:

The parenting classes in collaboration with the Birth and Beyond North Highlands Resource Center and Mutual Assistance Network continues and parents are encouraged to attend. The December parent training was "Making Reindeer Food" with a focus on how to interact with your child with low cost arts and crafts activities. The event was very well attended at both sites. Parents commented on the entertaining activity and how delighted their children were to make the colorful art project.

The classroom parent meetings for December focused on the introduction of the Family, Parent, Community Engagement Framework and its alignment with the School Readiness Goals Plan for TRUSD. Parents were given information on the Framework and provided information on ways to participate and foster better home to school connections.

Fiscal:

The Budget Analyst provided another budget overview for the ECE certificated staff at the ECE Leadership Team meeting on December 29. Teachers ordered materials related to their ECERS assessment results and the orders are beginning to arrive.

WCIC

Management:

During the month of December 2012, WCIC/Playmate Head Start Programs' Management Team continued reviews, revisions, and updates as needed of Policies and Procedures, Written Service Plans, Board and PC By-Laws, and In-House Monitoring discussions/assessments.

Enrollment:

During the month of December 2012, WCIC's Enrollment was 100%.

Parent, Family, and Community Engagement Trainings:

WCIC/Playmate Head Start Programs received Parent, Family, and Community Engagement Training by Ms. Alicia Barron, Education Coordinator from Sacramento Employment and Training Agency on December 14, 2012. Ms. Barron provided handouts on The Head Start Parent, Family, and Community Engagement Framework for "Early Care and Education Programs" and "Family Engagement in School Readiness." Ms. Barron gave a brief overview of the new framework. There are 7 approaches to Family Engagement: Family Well-Being; Positive Parent-Child Relationships; Families as Lifelong Educators; Families as Learners; Family Engagement in Transitions; Family Connections to Peers and Community; and Families as Advocates and Leaders. Family Engagement in School Readiness domains are: Development of School Readiness Goals; Participation in ongoing assessment; Providing school readiness activities in the home environment; Partnering with staff; and Assisting in making program improvements. She stated the Head Start frameworks are new. WCIC/Playmate staff has to learn how to apply the new parent, family, and community engagement framework to their everyday engagement with children and families enrolled in the Head Start Programs. Staff needs to make sure families feel successful and are able to support their child in order for their children to transition out of Head Start into Kindergarten. Home visits and parent conferences are excellent ways to continue family engagement. Staff can log onto the <http://eclkc.ohs.acf.hhs.gov> for more information on the new framework.

WCIC/Playmate Head Start Programs received a second Parent, Family, and Community Engagement Training by Ms. Melanie Nicolas, Program Officer, Program Support Services from Sacramento Employment and Training Agency on December 19, 2012. Ms. Nicolas provided handouts on The Head Start Parent, Family, and Community Engagement Framework for Early Care and Education Programs" and "Family Engagement in School Readiness." Ms. Nicolas gave a brief overview of the new framework and the 7 approaches to Family Engagement. She stated the family engagement target points start the program off in September. The second quarter year is from October –December. The third quarter is January –March and fourth quarter is April-June. The strategies provide staff and families with information on resources, policy committee meetings, home visits, parent conferences, screenings, program self assessment, and transition to kindergarten.

Recent Program Instruction Memos from Administration for Children and Families (ACF)

No recent issues to report this month.

Sacramento County Head Start/Early Head Start Delegate Monthly Enrollment Report

December, 2012

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	420	420	100	246*	59
Sacramento City USD	1,292	1,301	101	1,068	83
SETA	1,880 (2,796)	1,890	101	1,076	57
San Juan USD	700	709	101	516	74
Twin Rivers USD	211	211	100	184	87
WCIC/Playmate Head Start	120	120	100	76	63

*Low attendance due to modified track calendar-seven classes off track in December

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	147	147	100	91	62
SETA	345	353	102	191	55
San Juan USD	161	164	102	102	63

(a) Includes children who have dropped during the month and whose slot will be filled within the 30 days allowable period.

(b) If enrollment is less than 100%, agency must include corrective plan of action.

(c) Attendance on the last day of month

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 12/31/12)

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: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	20	(9%)	N/A	
Elk Grove USD (420)	46	(11%)	N/A	
Sacramento City USD (1292)(147)	96	(7%)	13	(9%)
San Juan USD (700) (161)	79	(11%)	7	(4%)
WCIC (120)	6	(5%)	N/A	
SETA (2796) (345) (1878 Tracks)	141	(9%)	41	(12%)
County (4621)* (653)*	388	(8%)	61	(9%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SETA Head Start Food Service Operations Monthly Report *December 2012

December 7th - Centers Closed for Training
Northview 1 AM Class ; Solid Foundation
Grizzly Preschool ; Bannon Creek

December 14th - Walnut Grove Closed due to Gas Smell

December 17th - North Avenue PM Class Closed due no heat.

December 18th & 19th -
All Kitchens, Hood Fire System Serviced by Kevin Uker
from Central Valley Fire Control

December 21th - Daddy & Me Breakfast at Freedom Park
40 servings provided.

December 21st - Minimum Day All Classes

December 24th through January 1st - Winter Break

Meetings and Trainings:

Program Support Services Meeting attended by the Food Service Staff
at Plaza Del Paso, December 7, 2012

CFS Strategic Planning Retreat attended by Connie Otwell
*December 12, 2012

Total Number of Meals and Snacks Prepared for All Kitchens	Lunch	PM Snack	Breakfast	Field Trips
	31,180	18,110	21,600	80
Total Amount of Meals and Snacks Prepared				70,970

Purchases:

Food	\$51,525.02
Non - Food	\$10,592.38
Building Maintenance and Repair:	\$1,779.57
Kitchen Small Wares and Equipment:	\$1,036.13
Vehicle Maintenance and Repair :	\$0.00
Vehicle Gas / Fuel:	\$1,404.06
Normal Delivery Days	15

ITEM VI-OTHER REPORTS (continued)
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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.

- 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.
