

GOVERNING BOARD

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County of Sacramento

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City of Sacramento

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County of Sacramento

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KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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Thought of the Day: "Working together, everyone contributes a signature strength. Our collaboration allows us to achieve amazing results, making us more successful than we could ever imagine. Together, everyone achieves more."

Author: Unknown

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

DATE: Tuesday, January 25, 2011

TIME: 1:00 p.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.

AGENDA

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
- II. **Consent Items**
 - A. Approval of the Minutes of the December 14, 2010 Special Meeting
 - B. Approval of Selection Criteria for Enrollment in Head Start
 - C. Approval of Selection Criteria for Enrollment in Early Head Start

- D. Approval of Delegating Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

III. Action Items

- A. Election of Policy Council Officers for Program Year 2010-2011
- B. Approval of SETA Head Start/Early Head Start Written Service Plans
- C. Approval to Eliminate Class Specifications
- D. Approval of Revised Job Classifications

IV. Information Items

- A. Standing Information Items
 - PC/PAC Calendar of Events
 - Parent/Family Support Unit Events and Activities
 - Parent/Staff Recognitions
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
 - National Head Start Association (NHSA) Parent Training Conference Reports
 - Community Resources-Parents/Staff
- B. Governing Board Minutes for the December 2, 2010 Meeting

V. Committee Report

- A. Executive Committee

VI. Other Reports

- A. Executive Director's Report
- B. Head Start Deputy Director's Report
 - Monthly Head Start Report (see attachment)
- C. Head Start Managers' Reports
- D. Open Discussion and Comments
- E. Public Participation

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, JANUARY 20, 2011

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Willie Jean Peck, Elk Grove Unified School District
- _____ Lora Tellez, Elk Grove Unified School District
- _____ Arisdely Ornelas, Sacramento City Unified School District
- _____ Brandy Krueger, San Juan Unified School District
- _____ Darlene Low, San Juan Unified School District
- _____ Michela Barbosa, Twin Rivers Unified School District
- _____ Ekuah Ramsey, Twin Rivers Unified School District
- _____ Lisa Daniels, WCIC/Playmate Child Development Center
- _____ Delia Ramirez, WCIC/Playmate Child Development Center
- _____ David Quintero, SETA-Operated Program
- _____ Haley Joslin, SETA-Operated Program
- _____ Rebecca Lewis, Grandparent Representative
- _____ Dina Patterson, Foster Parent Representative
- _____ Coventry St. Mary, Early Head Start (San Juan)
- _____ Samih Shehadeh, Early Head Start (SOP)
- _____ Marybell Barron, Home Base Option
- _____ Moses Barron, Home Base Option
- _____ Troy Luna, Community Advocating Male Participation
- _____ Gloria Juarez, Child Health & Disability Prevention Program
- _____ Jennifer Ryon, Outgoing Chair

Members to be Seated:

- _____ Manuel Cano, Sacramento City Unified School District
- _____ Brianna Mitchell, Sacramento City Unified School District
- _____ Roberto Reyes, SETA-Operated Program
- _____ Michele Dixon, SETA-Operated Program
- _____ Michelle Burgess, SETA-Operated Program
- _____ Mary Brown, SETA-Operated Program
- _____ Tamara Knox, Past Parent Representative
- _____ Electa Broussard, Past Parent Representative
- _____ Kristen Hendricks, Early Head Start (SOP)

Seats Vacant:

- _____ Vacant (Garcia), Early Head Start (Sac. City)

**** Please call your alternate, the Policy Council Chair (Jennifer Ryon, 996-9954, 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 2010-2011**

The 2010-2011 Board was seated on **November 23, 2010** and
December 14, 2010

BOARD MEMBER	SITE	11/23	12/14 *	1/25	2/22	3/22	4/26	5/24	6/28	7/26	8/23	9/27	10/25	11/22
M. Barbosa (11/23)	TR	X	X											
Marybell Barron (12/14)	HB		X											
Moses Barron (12/14)	HB		X											
E. Broussard	PP	E	E											
M. Brown (11/23)	SOP	X	PC											
M. Burgess	SOP	E	U											
M. Cano	SAC													
L. Daniels (11/23)	WCIC	X	X											
M. Dixon	SOP	E	U											
T. Garcia	EHS	U	U											
K. Hendricks	EHS/SOP													
H. Joslin	SOP	E	E											
G. Juarez (11/23)	CHDP	X	E											
T. Knox (11/23)	PP	X	PC											
B. Krueger (11/23)	SJ	X	U											
R. Lewis (11/23)	GRAND	X	E											
D. Low (11/23)	SJ	X	X											
T. Luna (11/23)	MI	X	X											
B. Mitchell	SAC													
A. Ornelas (11/23)	SAC	X	U											

BOARD MEMBER	SITE	11/23	12/14 *	1/25	2/22	3/22	4/26	5/24	6/28	7/26	8/23	9/27	10/25	11/22
D. Patterson (11/23)	FOSTER	X	PC											
W. J. Peck (12/14)	ELK	U	X											
D. Quintero (11/23)	SOP	X	X											
D. Ramirez (11/23)	WCIC	X	X											
E. Ramsey (11/23)	TR	X	E											
K. Ratti	SAC	U	U											
R. Reyes	SOP	E	PC											
C. St. Mary (11/23)	EHS/SJ	X	PC											
S. Shehadeh (8/24)	EHS/SOP													
L. Tellez (11/23)	ELK	X	X											

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 12/22/10

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 14, 2010 SPECIAL
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the December 14, 2010 meeting.

RECOMMENDATION:

That the Policy Council approve the December 14, 2010 meeting 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

Tuesday, December 14, 2010
1:00 p.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Jennifer Ryon called the meeting to order at 1:13 p.m. Ms. Ryon read the Thought of the Day.

Ms. Kathy Kossick thanked the Head Start Policy Council for coming on a different day and thanked board members for everything they are doing for Head Start. Board members were reminded of two web sites that have been developed to assist people to find employment. A website developed for people looking for a new industry to get into is: www.careergps.com. It is very easy to navigate. The second web site is for job seekers and is a virtual one stop for the Sacramento area. Those interested can go to Jobs.sacramentoworks.org. Jobs in the Sacramento community are advertised; there is also a function to search for employment outside of the region.

Ms. Lisa Daniels requested information to be distributed to WCIC.

Mr. Troy Luna called the roll.

The following board members were seated and welcomed to the board:

Willie Jean Peck, Elk Grove Unified School District
Marybell Barron, Home Base Option
Moses Barron, Home Base Option
Manuel Cano, Alternate, Sacramento City Unified School District

Members Present:

Lora Tellez, Elk Grove Unified School District
Willie Jean Peck, Elk Grove Unified School District
Darlene Low, San Juan Unified School District
David Quintero, SETA-Operated Program
Michela Barbosa, Twin Rivers Unified School District
Lisa Daniels, WCIC/Playmate Child Development Center
Delia Ramirez, WCIC/Playmate Child Development Center
Marybell Barron, Home Base Option
Moses Barron, Home Base Option
Troy Luna, CAMP
Jennifer Ryon, Outgoing Chair

New Members Absent:

Arisdelcy Ornelas, Sacramento City Unified School District (unexcused)
Brandy Krueger, San Juan Unified School District (unexcused)
Ekuah Ramsey, Twin Rivers Unified School District (excused)

Mary Brown, SETA-Operated Program (excused; Policy Council business)
Haley Joslin, SETA-Operated Program (excused)
Tamara Knox, Past Parent Representative (excused; Policy Council business)
Rebecca Lewis, Grandparent Representative (excused)
Dina Patterson, Foster Parent Representative (excused; Policy Council business)
Coventry St. Mary, Early Head Start (excused; Policy Council business)
Gloria Juarez, Child Health & Disability Prevention Program (excused)
Kiersten Gonzales, Sacramento City Unified School District (alternate present)
Kiran Ratti, Sacramento City Unified School District (unexcused)
Electa Broussard, Past Parent Representative (excused)
Tiffany Garcia, Early Head Start (Sac. City) (unexcused)
Roberto Reyes, SETA-Operated Program (excused; Policy Council business)
Michele Dixon, SETA-Operated Program (unexcused)
Michelle Burgess, SETA-Operated Program (unexcused)

II. Consent Item

A. Approval of the Minutes of the November 23, 2010 Special Meeting

There were no corrections to the minutes.

Moved/Daniels, second/Barbosa, to approve the minutes of the November meeting.

Show of hands vote: Aye: 10, Nay: 0, Abstentions 2 (Ryon and Martin)

III. Action Items

A. Selection of Representatives and Alternates to Attend the Annual California Head Start Associate (CHSA) Parent Training Conference

It is anticipated that 7,200 Head Start parents will be attending this conference. Three Policy Council representatives and three PAC representatives will be attending on behalf of SETA/Head Start. Attendees have an option to take Amtrak or drive their car if desired. Reimbursement for child care will be received when board members return.

Those interested in attending: Willie Jean Peck, Marybell Barron, Moses Barron, Lisa Daniels, Manual Cano, Troy Luna, Lora Tellez, Michela Barbosa.

Moved/Daniels, second/Barbosa, to vote for representatives and alternates to go to the conference.

Show of hands vote: Aye: 11, Nay: 0, Abstentions: 2 (Ryon and Martin)

First vote:

Willie Jean: 2; Lisa: 2; Marybell: 2; Lora: 1; Troy: 3; Michela: 1; Moses: 0

Troy Luna will be the first representative.

Second vote:

Willie Jean: 5; Lisa: 4; Marybell 2

Representatives: Troy Luna, Willie Jean Peck, and Lisa Daniels

Alternates: Marybell Barron, Lora Tellez and Michela Barbosa

B. Selection of Committee Representatives for Program Year 2010-2011

- 1) Head Start Personnel/Bylaws Committee Representatives: Ms. Desha gave a brief overview of the committee: Those interested: Lisa Daniels, Marybell Barron, Michela Barbosa
- 2) Head Start Budget/Planning Committee Representatives: Mr. Roger Bartlett gave an overview of the budget/planning and review committee. This committee reviews the budget and makes suggestions as to how the funds are spent. This committee meets the second Tuesday of each month. Those interested: Michela Barbosa, Lora Tellez, Marybell Barron.
- 3) Head Start Social/Hospitality Committee: Ms. Marie Desha reviewed this committee. The first meeting for this committee will be in May. Those interested: Moses Barron, Darlene Low, Michela Barbosa, David Quintero, Marybell Barron, Willie Jean Peck, Lora Tellez.
- 4) Program Area Committees
 - a) Early Child Development and Health Services and Parent/Family Support Committee (aka: Child Safety Committee): Tabled.
 - b) Monitoring & Evaluation (aka: Self-Assessment) Committee: this is a committee of the whole. Ms. Brenda Campos stated that this committee meets twice per year to ensure that the delegates and the grantee programs are being reviewed properly.
 - c) Male Involvement Committee: Mr. Bob Silva gave a brief overview of this committee. Those interested: Lisa Daniels, Moses Barron, Darlene Low, Michela Barbosa, Marybell Barron, David Quintero.
 - d) Early Head Start Committee

Moved/Barbosa, second/Quintero, to ratify the committee selections.

Show of hands vote Aye: 11, Nay: 0, Abstentions: 2 (Ryon and Martin)

C. Election of Representative and Alternate to the Community Action Board

Ms. Ryon reviewed this item.

Those interested: Lisa Daniels and Michela Barbosa

Votes: Lisa: 8 votes, Michela: 3 votes

The Representative will be Lisa Daniels and Michela Barbosa will be the alternate.

Moved/Luna, second/Daniels, to confirm Lisa Daniels as Representative and Michela Barbosa as Alternate to the Community Action Board.

Show of hands vote Aye: 11, Nay: 0, Abstentions: 2 (Ryon and Martin)

D. Selection of Representative and Alternate to the SETA Head Start Health Services Advisory Committee (HSAC)

Ms. Brenda Campos reviewed this item. Performance standards require that this committee meet at least twice a year.

Those interested in this committee: David Quintero, Lisa Daniels, Delia Ramirez, Lora Tellez.

First vote: David: 5, Lora: 2, Delia: 1, Lisa: 2

Second vote: David: 6, Lora: 2, Delia: 1, Lisa: 2

Tiebreaker vote: Lisa: 4, Lora: 7

Moved/Daniels, second/Low, to confirm David Quintero as representative and Lora Tellez as alternate to the SETA Head Start Health Services Advisory Committee.

Show of hands vote Aye: 11, Nay: 0, Abstentions: 2 (Ryon and Martin)

E. Selection of Community Partnerships Advisory Committee (CPAC) Representative and Alternate

Ms. Terri Carpenter, SETA's Public Information Officer, gave a brief overview of the committee.

Those interested in this committee: Lisa Daniels, Willie Jean Peck, Moses Barron.

First vote: Lisa: 3, Willie Jean: 4, Moses: 3

Second vote: Lisa: 3, Willie Jean: 5, Moses: 3

Tie breaker vote: Lisa: 5, Moses: 6

Moved/Barbosa, second/ Tellez, to elect Willie Jean Peck as representative, and Moses Barron as alternate to the Community Partnership Advisory Committee.

Show of hands vote Aye: 11, Nay: 0, Abstentions: 2 (Ryon and Martin)

F. Approval to Amend the Conflict of Interest Code for the Sacramento Employment and Training Agency

This is pursuant to a requirement by the California Fair Political Practices Commission. Ms. Nancy Hogan review modifications to the conflict of interest code.

Moved/Luna, second/Quintero, to approve the revised Conflict of Interest Code.

Show of hands vote Aye: 11, Nay: 0, Abstentions: 2 (Ryon and Martin).

IV. Information Items

A. Standing Information Items (continued)

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reviewed the fiscal report and explained the expenditures.
- PC/PAC Calendar of Events: Ms. Ryon reviewed the calendar of events.
- Parent/Family Support Unit Events and Activities: No comments.
- Parent/Staff Recognitions: Ms. Tamara Knox won the National Head Start Association “Beating the Odds” Parent Award. Ms. Ryon stated that Ms. Knox is a wonderful person and will be at the January meeting.

B. Governing Board Minutes for the November 4, 2010 Meeting: No questions.

V. Committee Report

A. Executive Committee: Ms. Ryon reviewed the Executive Committee critique.

VI. Other Reports

A. Head Start Deputy Director’s Report

➤ Monthly Head Start Report: Ms. Lisa Carr distributed and reviewed the monthly Head Start report. Ms. Carr reviewed the details for the upcoming federal review.

B. Head Start Managers’ Reports: Ms. Carr stated that the county-wide Parent Conference is scheduled for Wednesday, April 20, at the Lemon Hill Career Center. If anyone wants to be part of the planning committee, the next meeting is scheduled for Friday, January 7, 2011, 9:00 a.m. in the Redwood Room; this would be a great opportunity to get involved.

Ms. Brenda Campos: No report.

Ms. Karen Gonzales: Head Start children just finished assessment on the DRDP; copies will be sent to teachers and then to the parents.

III. Action Items (continued)

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

The board went into closed session at 2:50 p.m. The board went back into open session at 3:02 p.m. Ms. Ryon reported out of closed session that the Board took the following action in closed session: Approval of the Eligibility Lists for: Accounting Technician, Associate Teacher, Tier III, and Site Supervisor.

VI. Other Reports (continued)

C. Open Discussion and Comments: None

D. Public Participation: None.

VI. Adjournment: The meeting was adjourned at 3:04 p.m.

ITEM II-B – CONSENT

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN HEAD START

BACKGROUND:

This Selection Criteria for Sacramento County Head Start was revised by a Task Force comprised of SETA-Operated Program and delegate agency staff and parents to meet newly published requirements in FY 2008 – 2009. The Criteria meets all requirements contained in 45 CFR 1305 Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start. A copy of the Selection Criteria is attached.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Head Start Selection Criteria: Sacramento County as attached.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

Instructions: Place an “X” by the category that is applicable to applicant. Selection is based on the “X” that is the highest on the scale.

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

1. 2nd year enrollment within Sacramento County. _____
2. Transfer Head Start child to the same or another Sacramento Head Start agency within the same program option (full day, part day, home base). _____
3. Transition from Early Head Start whose family meets Federal Income Guidelines. _____
4. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days whose family meets Federal Income Guidelines. _____
5. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster care
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)).

6. 4-year-old child whose family meets Federal Income Guidelines. _____
7. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster care
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)).

8. 3-year-old child whose family meets Federal Income Guidelines. _____
9. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
10. 4-year-old child whose family exceeds Federal Income Guidelines *with no cap* (waiver necessary). _____
11. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
12. 3-year-old child whose family exceeds Federal Income Guidelines *with no cap* (waiver necessary). _____

Head Start Staff Signature

Date

Child's Name

Date of Birth

Date of Application

Status

Enrolled Date Enrolled: _____

Waiting List

ITEM II-C – CONSENT

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN
EARLY HEAD START

BACKGROUND:

This Selection Criteria for Sacramento County Early Head Start was revised by a Task Force comprised of SETA-Operated Program and delegate agency staff and parents to meet newly published requirements in FY 2008 – 2009. The Criteria meets all requirements contained in 45 CFR 1305 Eligibility, Recruitment, Selection, Enrollment and Attendance in Early Head Start. A copy of the Selection Criteria is attached.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Early Head Start Selection Criteria: Sacramento County as attached.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

EARLY HEAD START SELECTION CRITERIA: SACRAMENTO COUNTY

Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines

INSTRUCTIONS: Place an “X” by the category(s) that is applicable to applicant. Selection is based on the “X” that is the highest on the scale (#1 being the highest).

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- For #8 – 15, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child’s age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

1. Transfer Early Head Start child within Sacramento County with documentation. _____

2. Family with a child birth to 36 months of age, referred by Sacramento County Office of Education Infant Development Program and/or other Part C providers with a current IFSP. NOTE: Of these referrals, up to 10% may exceed Federal Income Guidelines. It is necessary to complete an income waiver before enrollment can be considered. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

3. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days. _____

4. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - Foster care
 - Death of a parent/guardian, sibling
 - Homelessness
 - Parent with developmental delay or other disabling condition
 Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

5. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - Foster care
 - Death of a parent/guardian, sibling
 - Homelessness
 - Parent with developmental delay or other disabling condition
 Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

6. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

7. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority. _____

8. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - Foster care
 - Death of a parent/guardian, sibling
 - Homelessness
 - Parent with developmental delay or other disabling condition

9. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional)
 - Foster care
 - Death of a parent/guardian, sibling
 - Homelessness
 - Parent with developmental delay or other disabling condition

10. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age. _____
11. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age. _____
12. *Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).* _____
13. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines *with no cap* (waiver necessary). _____
14. *Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).* _____
15. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines *with no cap* (waiver necessary). _____
16. *Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).* _____
17. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines *with no cap* (waiver necessary). _____
18. *Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).* _____
19. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines *with no cap* (waiver necessary). _____

Head Start Staff Signature

Date

Child's Name

Date of Birth

Status:

Enrolled Date Enrolled: _____

Waiting List

ITEM II-D – CONSENT

APPROVAL OF DELEGATING AUTHORITY TO THE PARENT ADVISORY COMMITTEE TO FUNCTION IN THE SCREENING AND INTERVIEWING OF PROSPECTIVE APPLICANTS DIRECTLY RELATED TO THE SETA-OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Parent Advisory Committee's involvement in screening and interviewing prospective applicants directly related to the SETA-Operated Program. Reference the Policy Council bylaws:

Article II Purpose, Powers, Duties and Functions, Section 2: Powers, Duties and Functions, E.12: *For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)*

RECOMMENDATION:

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.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-A - ACTION

ELECTION OF POLICY COUNCIL OFFICERS FOR PROGRAM YEAR 2010-2011

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect officers for the 2010-2011 program year. The duties of the Policy Council officers shall be as prescribed in the Policy Council Bylaws, Article V, Section 3 – Duties of Officers. These duties are as follows:

Section 3: Duties of Officers

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

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Conference (as funds allow for representation). The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 7 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event.
- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality/Fundraising Committee.
- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff/Council Secretary and oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality/Fundraising Committee.

ITEM III-A - ACTION (Continued)

Page 2

- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council elect:

Chair
Vice Chair
Secretary
Treasurer
Parliamentarian

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-B – ACTION

APPROVAL OF SETA HEAD START/EARLY HEAD START WRITTEN SERVICE PLANS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve SETA Head Start/Early Head Start Written Service Plans (will be sent under separate cover).

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the SETA Head Start/Early Head Start Written Service Plans, modified November/December, 2010.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C - ACTION

APPROVAL TO ELIMINATE CLASSIFICATIONS

BACKGROUND:

The Agency Salary Classification Plan contains the duties, responsibilities, and salaries of all positions in the Agency. SETA Personnel Policies and Procedures Section 3.01: Salary Classification Plan requires that any modification be approved by the Governing Board and, as appropriate, by the Head Start Policy Council.

In 2007 the Agency agreed to complete a Classification Study by the end of the term of the labor agreement (June, 2010) between the Agency and the American Federation of State, County, and Municipal Employees (AFSCME) Local 146. One of the purposes of the study was a review of all classifications and identification of changes and those classifications recommended for elimination. The classifications recommended for elimination have not been utilized for long time periods, describe work for which the Agency is no longer responsible for, or have been replaced with broader classifications currently in use. The Agency has submitted the attached list to the Union.

Mr. Rod Nishi, Administration Chief, will be available to answer questions.

RECOMMENDATION:

Approve the elimination of classifications identified on the attached listing.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

Class Code	Job Title
	Proposed for Abolishment
1047	ACADEMIC SERVICES SPECIALIST
5007	ACCOUNT CLERK I
5004	ACCOUNTING SYSTEMS ANALYST
2011	ADMINISTRATION MANAGER-MIS/MONITORING
2015	ADMINISTRATION MANAGER-MIS/MONITORING/RR
4006	BILINGUAL ELIGIBILITY ASSISTANT I
4007	BILINGUAL ELIGIBILITY ASSISTANT II
1013	BILINGUAL TYPIST CLERK I
1007	BILINGUAL TYPIST CLERK II
1041	CITY/COUNTY SERVICES COORDINATOR
1009	CLERK I
1008	CLERK II
1030	CLERK III
1060U	COMMUNITY AFFAIRS MANAGER
3001	COMMUNITY SERVICES ANALYST I
3002	COMMUNITY SERVICES ANALYST II
3003	COMMUNITY SERVICES ANALYST III
1015	COMMUNITY SERVICES WORKER
1000	COURIER
1067U	CULTURAL DIVERSITY TEAM LEADER
1046	CURRICULIM SPECIALIST/INSTRUCTOR
1019	CURRICULUM SPECIALIST
3016	DISLOCATION WORKER SPECIALIST
4003	ELIGIBILITY ASSISTANT I
4004	ELIGIBILITY ASSISTANT II
1034S	HEAD START CHILDCARE COORDINATOR
1075S	HEAD START COURIER/MAINTENANCE SPEC. (SUP)
6041	HEAD START CUSTODIAN/GARDENER
6049	HEAD START DRIVER/TEACHER ASSISTANT
1063	HEAD START EMPLOYMENT & TRAINING COORDINATOR (SUP)
6012	HEAD START FAMILY SERVICES SPECIALIST
6047	HEAD START FAMILY SERVICES WORKER II
6025S	HEAD START FAMILY SERVICES WORKER (SUP)
1048	HEAD START HOME BASE SPECIALIST (NON-SUP)
6038S	HEAD START HOME VISITOR (SUP)
1033	HEAD START MANAGEMENT INFORMATION SYSTEMS ANALYST
6021S	HEAD START OFFICE MANAGER
1032S	HEAD START PARENT INVOLVEMENT/SOCIAL SERVICES MGR
1026U	HEAD START PERSONNEL SPECIALIST (NON-SUP)
6001	HEAD START SENIOR COORDINATOR (EDUCATION)
6008	HEAD START SENIOR COORDINATOR (PROGRAM)
6045S	HEAD START SPECIAL PROJECTS/TRAINING COORDINATOR
3018	INSURANCE ANALYST
1016	INTAKE WORKER
3020	JOB SEARCH SPECIALIST I
2014	OPERATIONS MANAGER-GAIN
2013	OPERATIONS MANAGER-GRANTS
1065U	PERSONNEL PROGRAM OFFICER
1066U	PERSONNEL/HUMAN RESOURCES AND SERVICES DEPUTY CHIEF
1059U	PERSONNEL/HUMAN RESOURCES AND SERVICES DIV CHIEF
7023U	SR. PERSONNEL ANALYST (NON-SUP)
1011U	SENIOR PERSONNEL CLERK
1061	SPACE PLANNER/INTERIOR DESIGN CONSULTANT
1040	SPECIAL ASSISTANT

ITEM III-D - ACTION

APPROVAL OF REVISED JOB CLASSIFICATIONS

BACKGROUND:

In 2007 the Agency agreed to complete a Classification Study by the end of the term of the labor agreement (June, 2010) between the Agency and the American Federation of State, County, and Municipal Employees (AFSCME) Local 146.

An extensive Classification Study has been completed. The purpose of the study is to:

- Review of all classifications and identify those to be eliminated
- Identify classifications which may be grouped or combined into tiered or deep classifications
- Prioritize individual classifications and tiered or deep classifications or clusters to review
- Gather input on responsibilities, tasks, and skills necessary for the classifications by forming groups of staff performing work in those classifications.

The Classification Study Report 2010 is the product of the collection of data on the classifications and the factors used were:

- Supervision received and given
- Complexity of the work
- Knowledge, skill, and ability required for the work
- Consequences of error and
- Percentage of time spent on each significant task.

The process included sending a survey to all employees. From the 555 employee surveys, 294 responses were gathered and analyzed. The analysis resulted in 92 classifications proposed to be modified. As per Section 1.2 of the Labor Agreement with AFSCME, revised classifications require Governing Board and Head Start Policy Council approval. The Agency has submitted to the Union the proposed revisions to the job descriptions prior to this meeting as required. The major changes include initial updating for essential functions and physical requirement statements, and elimination of references to organizational structures that no longer exist. No changes to pay ranges are proposed.

ITEM III-D – ACTION (continued)
Page 2

The proposed list of classifications to be modified is attached. Sent to you under separate cover is each of the classifications with modifications identified in **bold print** or ~~strikeouts~~.

Mr. Rod Nishi, Administration Chief, will be available to answer questions.

RECOMMENDATION:

Approve the revisions to the classifications identified in the attachment.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

Class Code	Job Title
5008	ACCOUNT CLERK II
5001	ACCOUNTANT I
5002	ACCOUNTANT II
1068S	ACCOUNTANT II (SUP)
1068U	ACCOUNTANT II (SUP)
5006	ACCOUNTING TECHNICIAN
6055	ASSOCIATE TEACHER
7016	BILINGUAL AIDE
1021S	CLERICAL SUPERVISOR
1001	CLERK OF BOARDS
7021	DATA BASE DEVELOPER
1002U	DEPARTMENT SECRETARY
7004	EARLY HEAD START EDUCATOR
4002S	ELIGIBILITY SUPERVISOR
3005	EMPLOYMENT AND TRAINING ANALYST II
3006	EMPLOYMENT AND TRAINING ANALYST III
3006S	EMPLOYMENT AND TRAINING ANALYST SUPERVISOR
1024S	EMPLOYMENT SERVICES SUPERVISOR
1045	HEAD START CHILDCARE TEACHER ASSISTANT
6048	HEAD START CLINICAL SOCIAL WORKER
6024	HEAD START COOK/DRIVER
1074S	HEAD START COORDINATOR (EDUCATION) (SUP)
1076S	HEAD START COORDINATOR (FOOD SRVC) (SUP)
6002	HEAD START COORDINATOR (HEALTH/MENTAL HEALTH)
1062S/6046S	HEAD START COORDINATOR (HEALTH) (SUP)
6046	HEAD START COORDINATOR (HEALTH) (NON-SUP)
6004S	HEAD START COORDINATOR (NUTRITION)
1055S	HEAD START COORDINATOR (SOCIAL SERVICES/PARENT I) (SUP)
6005	HEAD START COORDINATOR (SOCIAL SERVICES/PARENT I) (NON-SUP)
6006S	HEAD START COORDINATOR (SPECIAL EDUCATION)
6039	HEAD START COURIER/MAINTENANCE
1053S	HEAD START EDUCATION/SPECIAL ED SPECIALIST (SUP)
6042S	HEAD START EDUCATION SPECIALIST (SUPERVISORY)
6042	HEAD START EDUCATION SPECIALIST (NON-SUP)
6011	HEAD START EDUCATION/SPECIAL EDUC. SPECIALIST (NON-SUP)
1029	HEAD START FACILITIES ANALYST
1054S	HEAD START FACILITIES SPECIALIST (SUP)
1071	HEAD START FAMILY PLACEMENT WORKER
6025	HEAD START FAMILY SERVICES WORKER
1070S	HEAD START FOOD SERVICES SPECIALIST (SUP)
6010	HEAD START HEAD COOK
6014	HEAD START HEALTH/NUTRITION SPECIALIST
1042S	HEAD START HOME BASE SPECIALIST (SUP)
6037	HEAD START HOME VISITOR
1050	HEAD START NUTRITION SPECIALIST (SOP) (NON-SUP)
1028S	HEAD START NUTRITION SPECIALIST (SUP)
1073	HEAD START PARENT INTERN
6034	HEAD START RESOURCE TEACHER/CDA ADVISOR
1043S	HEAD START SOCIAL SERVICES/PARENT INVOLVEMENT SP (SUP)
1049	HEAD START SOCIAL SERVICES/PARENT INVOLVEMENT SP (NON-SUP)
1027S I	HEAD START SOCIAL SERVICES SPECIALIST (SUP) TIER I
1027S II	HEAD START SOCIAL SERVICES SPECIALIST (SUP) TIER II
1027S III	HEAD START SOCIAL SERVICES SPECIALIST (SUP) TIER III
1051 I	HEAD START SOCIAL SERVICES SPECIALIST (NON-SUP) TIER I
1051 II	HEAD START SOCIAL SERVICES SPECIALIST (NON-SUP) TIER II
1051 III	HEAD START SOCIAL SERVICES SPECIALIST (NON-SUP) TIER III
6026	HEAD START SPECIAL EDUCATION FIELD TECHNICIAN
1039	HEAD START SPEECH THERAPIST

Class Code	Job Title
6032	HEAD START TEACHER
6033	HEAD START TEACHER ASSISTANT
1056	HEAD START TEACHER ONE
6023	HEAD START TYPIST CLERK II
6022	HEAD START TYPIST CLERK III
7018	INFORMATION TECHNOLOGY ANALYST I
7019	INFORMATION TECHNOLOGY ANALYST II
3025S	LABOR MARKET INFORMATION PROJECT SUPERVISOR
3007	MANAGEMENT INFORMATION ANALYST I
3008	MANAGEMENT INFORMATION ANALYST II
3009	MANAGEMENT INFORMATION ANALYST III
7020S	MANAGEMENT INFORMATION ANALYST (SUP)
3010	MARKETING SPECIALIST I
3011	MARKETING SPECIALIST II
3012	MARKETING SPECIALIST III
1031	OFFICE SUPPLY AND ADMINISTRATION SUPPORT CLERK
1057U	PAYROLL CLERK
7024U	PERSONNEL ANALYST
1012U	PERSONNEL CLERK
7007U	PROGRAM COORDINATOR
7015S	PROGRAM OFFICER
7012U	PURCHASING ANALYST -- NO MATRIX INCLUDED
4010S	REFUGEE SERVICES SUPERVISOR
7022U	SENIOR PERSONNEL ANALYST (SUP)
6056S	SITE SUPERVISOR
1014	STAFF SUPPORT OFFICER
7003	STUDENT INTERN
1064U	TRAINING/STAFF DEVELOPMENT OFFICER
1006	TYPIST CLERK I
1005	TYPIST CLERK II
1010	TYPIST CLERK III (Confidential)
1004	TYPIST CLERK III
1023	WORKFORCE DEVELOPMENT PROFESSIONAL I, II, III -- NO MATRIX INCLUDED
6051S	YOUTH SERVICES SUPERVISOR

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- PC/PAC Calendar of Events
- Parent/Family Support Unit Events and Activities
- Parent/Staff Recognitions
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account –
Mr. Roger Bartlett
- National Head Start Association (NHSA) Parent Training Conference
Reports (attached)
- Community Resources-Parents/Staff

NOTES:

CALENDAR OF EVENTS
PARENT/FAMILY SUPPORT UNIT

<u>EVENT</u>	<u>DATE</u>
Male Involvement Committee Meeting	Friday, January 28, 2011 11:00 am. 925 Del Paso Blvd. Olympus Room

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Male Involvement Committee Meeting	Friday, January 28, 2011 11:00 am. 925 Del Paso Blvd. Olympus Room
PAC Executive Committee Meeting	Monday, February 7, 2011 9:00 a.m. 925 Del Paso Blvd. Redwood Room
PC Executive Committee Meeting	Monday, February 7, 2011 10:00 a.m. 925 Del Paso Blvd. Redwood Room
California Head Start Association Parent Training Conference	February 7-8, 2011 (Monday and Tuesday) San Francisco Marriott Marquis Hotel San Francisco, CA
PC/PAC Budget/Planning Committee	Tuesday, February 8, 2011 9:00 a.m. 925 Del Paso Blvd. Oak Room
PC/PAC/Delegate Agency Officer Training	Friday, February 18, 2011 Registration: 8:30 a.m. Training: 9:00 a.m. – 12:00 p.m. 925 Del Paso Blvd. Sequoia Rom

ITEM IV-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The December 2, 2010 Governing Board minutes are attached for your review.

NOTES:

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

Minutes/Synopsis

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

Thursday, December 2, 2010
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:06 a.m.

Members Present:

Don Nottoli, Chair, SETA Governing Board; Member, Board of Supervisors
Sophia Scherman, Vice Chair, SETA Governing Board; Public Representative
Jimmie Yee, Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento
Kevin McCarty, Councilmember, City of Sacramento (arrived at 10:12 a.m.)

- Recognition of Long-Term Employees: Mr. Walter Lott (25 years) and Ms. Maria Steele (20 years) were acknowledged for their years of service to SETA. Both Mr. Lott and Ms. Steele spoke of their experience working for SETA.

II. Consent Items

- A. Minutes of the November 4, 2010 Regular Board Meeting
- B. Approval of Claims and Warrants

The consent calendar was reviewed; no questions or comments.

Moved/Pannell, second/Scherman, to approve the consent calendar as follows:

- A. Approve the minutes of the November 4, 2010 meeting.
- B. Approve the claims and warrants for the period 10/29/10 through 11/23/10.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Retiree Medical and Dental Insurance Program Participation Agreement and Administrative Policy

Mr. Rod Nishi stated that this item recommends approval of the retiree policy for medical and dental. The corrected document distributed only changes 'SETA sponsored plan' to 'County sponsored plan.' There are eight places that the modification needs to be done.

Moved/Pannell, second/McCarty, to approve the execution of the Retiree Medical and Dental Insurance Program Administrative Policy with the County of Sacramento for 2011 and adopt the related resolution.
Voice Vote: Unanimous approval.

2. Approval to Purchase Agency Workers' Compensation Insurance

Mr. Roy Kim introduced Carolyn Reynolds from Arthur J. Gallagher. Ms. Reynolds reviewed the proposal regarding the various premiums and the quotes obtained. Hartford quoted this year as well as National Union; the premium has gone down \$42,000 with Hartford. Overall, the premiums went from \$1.2 million to \$662,000.

Ms. Reynolds stated that she expects insurance rates going up in 2012. She does not see the premiums going down, but it all depends upon the economy.

Moved/McCarty, second/Pannell, to authorize the Executive Director to procure Workers Compensation coverage for calendar year 2011 with Hartford Insurance.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

3. Approval to Submit Proposals to Support the Safe Community Partnership and Authorize the SETA Executive Director to Execute the Subgrant Agreements, Modifications and any other Documents Required by the Funding Sources

Ms. Christine Welsch stated that staff is requesting approval to submit two proposals - one to Kaiser Community Benefits Foundation and one to The California Endowment. The proposals will seek \$40,000 from each foundation. The Sacramento partnership has identified the need for higher level program coordination than currently provided in-kind by the lead agencies. Both foundations are soliciting proposals to provide ongoing direct services and coordination for the Sacramento strategy. This item will be taken before both the City Council and Board of Supervisors as these are new resources.

Moved/Yee, second/Scherman, to approve the submission of proposals to Kaiser Community Benefits Foundation and the California Endowment to support additional direct services for the Safe Community Partnership. The amount of each proposal is estimated to be approximately \$40,000.

Voice Vote: Unanimous approval.

Ms. Welsch stated that this program has had two 'call-ins' in South Sacramento to the career center. One mother expressed how grateful she was for this program.

4. Approval to Authorize Executive Director to Execute On-the Job Training Contracts

Mr. William Walker reviewed this item; staff will report back on a quarterly basis as to the number of contracts and the disposition of the contracts. Staff expects to have a cap of \$200,000 for any single employer.

Moved/Pannell, second/Scherman, to authorize the Executive Director to execute on-the-job-training contracts that exceed the \$50,000 limit.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Economic Development Representative to the Sacramento Works, Inc. Board: Item dropped from the agenda.

2. Appointment of Youth Council Members

No questions or comments.

Moved/Scherman, second/Yee, to approve the appointment of three new Youth Council members: Ron Barroga, Deputy Probation Officer; Nicole Sohm, Sacramento Housing and Redevelopment Agency; and Philip Moore, Principal of SCOE Community Schools, Sacramento County Office of Education.

Voice Vote: Unanimous approval.

3. Approval to Augment Soil Born Farms with WIA 15% Green Jobs Corps Funds for Program Enhancement and Expansion of the Green Jobs Corps Program

Ms. Christine Welsch reviewed this item. Soil Born Farms and the Sacramento Tree Foundation are current providers in the Green Jobs program and part of the original proposal. Sacramento Job Corps decided not to continue working with SETA.

There was discussion of the way the agenda was posted and that the Sacramento Tree Foundation was not included. Mr. Thatch stated that this issue would not come under the emergency basis provision of the Brown Act. There is no emergency if we wait until January 6, 2011. Mr. Thatch stated that there is nothing that prohibits staff from negotiating the contract or the Sacramento Tree Foundation, but that the Foundation would be performing at their own risk.

Staff will bring the funding for the Sacramento Tree Foundation to the Governing Board at their January 6, 2011 meeting.

Moved/Scherman, seconded/Yee, to approve the augmentation of WIA 15% Green Jobs Corps funds to Soil Born Farms with \$20,000 for program

enhancement and expansion of the Green Jobs Corps program to serve an additional seven youth.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval of Modifications to the Bylaws of the Sacramento County Head Start/ Early Head Start Policy Council

Ms. Denise Lee reviewed the revised bylaws of the Policy Council. Some changes to the bylaws will not be done at the recommendation of legal counsel.

Moved/Pannell, second/Scherman, to approve the modifications to the Policy Council bylaws.

Voice Vote: Unanimous approval.

Ms. Scherman requested a clean copy of the bylaws.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports: Mr. Yee urges staff to follow up on some of the fiscal issues that program operators are experiencing. Mr. Nottoli inquired about the report on the Sacramento Urban League regarding advances to employees. Mr. Kim replied that the Urban League did not have a policy on the matter although the funds utilized were not SETA funds. Ms. Scherman inquired about the issues at the River Oak Center for Children; Mr. Kim stated that staff is waiting for documentation and hoping that the documentation will support the costs. If not, the costs would be disallowed and would probably be deducted from their next claim.

B. Head Start Reports

- ✓ Program Report: Ms. Lee stated that a new Head Start center will be opening at Elkhorn and Interstate 80 that will serve 60 children. There will be two part-day classes and one full day class. Staff received notification that the federal review date has been selected for January 24 through February 4. SETA/Head Start is considered a supergrantee and supergrantees are given a two-week review. The reviewers found it was much more effective/efficient to deal with everything done in one fell swoop. There will be 20-22 reviewers looking at classroom interactions in 89 classrooms. The federal team leader comes from ACF in New York and has 25 years of experience working in Head Start and supergrantees. The team leader has heard

nothing but gold star services in Sacramento. Staff is working at the SOP and delegate level to ensure everything is in order. The reviewers will be interviewing the Governing Board members. Ms. Lee will know more when the team leader visits the Agency on December 15.

- C. Update on Implementation of Jobs.SacramentoWorks.org: The first phase of the Virtual One Stop (VOS) system went live on October 18 for employer services. Staff is in the process of sending out an e-mail blast to 26,000 SMARTware customers to go to the VOS site, re-register and update their information. Ms. Carpenter stated that this allows the customer to register and go into the site for job search information. In January there will be a full media launch. Mr. Walker stated that there are currently 640 employers registered in the web site. The web site includes a calendar of events to view the various events at the career centers. Mr. Walker stated that staff is working with the various chambers to show them how to navigate through the web site. This is a great tool for employers and job seekers.
- D. Sacramento Works One Stop Career Center First Quarter Report 2010-2011: No questions or comments.
- E. ARRA Workplace Learning/Job Creation Program Outcomes: No questions or comments.
- F. Dislocated Worker Update: Mr. Walker stated that staff received a WARN notice from Roni Deutch; they are in the process of closing their facility. In addition, staff received a notice from FedEx in Elk Grove that they are dislocating 85 people.
- G. Employer Activity Report: Mr. Walker stated that Smart Meters are being installed in Sacramento. Approximately 60 people will be hired locally through the career centers with an average wage of \$21-\$31 per hour. Those hired will be employed for 13 months or longer. Mr. Nottoli asked about car dealerships and Mr. Walker stated that staff has not done any outreach to car dealers. Ms. Scherman stated that dealerships are picking up employees from other car dealerships. Ms. Sherwood-Green reported that there were three employer recruitments at the Galt Career Center for AMI. She has not yet received a report on the number of people hired.
- H. Review of Annual Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2010

Mr. Kim stated that overall it was a good report with no disallowed costs. Ms. Loretta Su was recognized for her hard work with the audit firm. There is one finding regarding incorrect wage rates and the agency is doing a review of all

wages. Ms. Kossick recognized Ms. Su and all fiscal staff for their hard work to get through the annual audit.

- I. Unemployment Update/Press Release from the Employment Development Department: Mr. Nottoli expressed his appreciation of this report.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick acknowledged Mr. Nottoli's birthday on December 4. The Green Capital Alliance five-year progress report on the clean energy economy was distributed; SETA is a very big player in this program. Ms. Kossick acknowledged all of the managers that have worked to make clean green energy a priority.

Ms. Kossick stated that there will be a January 6 board meeting and that the board packet would be distributed before the holiday break. The SETA office will be closed from 12:00 p.m. on December 23 until Monday, January 3, 2011.

- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Board members wished all Happy Holidays.
- F. Public: No comments.

VI. Adjournment: Meeting adjourned at 11:22 a.m.

ITEM V

COMMITTEE REPORTS

BACKGROUND:

- 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 14, 2010 Special Policy Council meeting.

Good	Needs Improvement
Board member participation in the voting process.	Side barring.
Board members asking Chair for question of privilege (same as personal privilege)	
Thank you Ms. Elaine Veliz for making reminder phone calls to Board members to attend meeting.	

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal Policy Council board packet.

- 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
Karen Gonzales: Child Development and Education Services
Lisa Carr, Parent/Family Support Unit

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

ITEM VI- OTHER REPORTS (continued)

Page 2

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



Monthly Head Start Report January 2011

SETA Operated Program

The Federal Review is Just around the Corner:

The Federal Review is almost here. The team will be here beginning January 24th and staying through February 4th. Staff has been working hard to prepare for our visitors to demonstrate the quality services Sacramento County Head Start/Early Head Start is offering to families and children. A few important dates to remember:

Monday, January 24th – Entrance Meeting
8:30 – 9:30
SETA Board Room

Monday, January 24th – PC Interview
12:30 - 1:30
SETA Board Room

Monday, January 24th – Board Interview
2:00 – 3:00
700 H Street

Monday, January 24th –Teacher Interview
1:30 – 2:30
SETA - Olympus Room

Wednesday, January 26th – Parent Interview
9:00 – 10:30
SETA - Oak Room

Debrief meetings will be held each morning at SETA at 9:00 a.m. for directors.

Results of the review will be shared with the boards, parents and staff upon completion of the review.

Welcome New PC and PAC Representatives!

This is a very exciting time of the year. Aside of the triennial federal review, this is the time of the year that parents embark on a new adventure of shared decision making.

Congratulations to all newly seated and returning parent representatives of the Policy Council and Parent Advisory Committee. Your participation in shared decision making is hugely valuable to carrying Sacramento County's mission for children and families and for shaping the future of the Head Start/Early Head Start program for years to come.

PC/PAC Orientation will be held on Friday, January 21st at 8:30 a.m.
PC/PAC Officer Training – date/time to be announced

Elkhorn Scheduled to Open in February

SETA Head Start is anticipating the grand opening of its newest center in North Highlands. Elkhorn Early Learning Center is anticipated to open in mid-February. The center will serve 80 preschool children and 16 infant/toddlers. Enrolled families/children are currently receiving home base services until the center is officially opened. Upon opening, the center will also offer full day services for 20 preschoolers and 16 infants/toddlers. The exact date will be announced as we hear more from licensing.

Staff Development during Winter Break

On December 21st and 22nd, teaching staff participated in a comprehensive training to strengthen their understanding of the CLASS instrument. Teachers worked in small groups and engaged in hands on activities in the areas of Emotional Support, Classroom Organization, and Instructional Support. The training also focused on best practices for implementing art and math activities in the classroom. Each teacher developed an Individualized Staff Development Plan at the end of the session to focus professional growth and classroom improvements. The winter training also included a session with Manager, Karen Gonzales. This session covered information regarding the 2011 Federal Review as well as general information about the SETA program.

Infant/Toddler Course Taught On-Site at SETA

A special thank you goes out to Lisa Carr, Head Start Manager, who, on her own time, taught ECE 330 (Infant/Toddler Development) on-site for Early Head Start teachers and associate teachers. Twenty-six staff joined Ms. Carr each Friday night and all day Saturday for 8 weeks to complete 3 units in dedicated infant/toddler coursework. This class helped staff meet the newly defined federal educational requirements. We thank Ms. Carr for her time and dedication to staff and the program; and we congratulate teaching staff for staying focused and dedicated to learn about the children with which they work.

Elk Grove Unified School District

Enrollment

EGUSD's Head Start program is fully enrolled with 380 students in the regular Head Start classrooms and 40 students in the expansion classrooms. Average Daily Attendance in the regular Head Start classrooms was 85% and 80% in the expansion classrooms.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the PreK special education program specialist and the consulting psychologist to place students with an active IEP into the Head Start program. There are currently have 56 students (13%), with active IEPs in the program. This number exceeds the 10% minimum required by Head Start.

Health Services Update

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

Family and Community Partnerships Update

"Latino Family Literacy", a class targeted for Spanish speaking parents to learn strategies for working with their children in the area of literacy, was held each Thursday at Prairie Elementary School. An average of 14 parents attended these classes. "Positive Discipline", a class designed to help families learn behavior management skills, was held at Prairie

Elementary School on December 1, and at David Reece on December 8. Sixteen parents attended the class at Prairie Elementary and 13 parents attended at David Reece.

Recruitment

Individual registrations are taking place for this school year and students are being placed on a waiting list at each of the school sites. A registration calendar is being created for the following school year.

Sacramento City Unified School District

Education and Child Development

Children selected and received their first copy of free RIF (Reading is Fundamental) books in December.

Children's Center Teachers received training and classroom coaching from the California Preschool and Instructional Network (CPIN) consultants on Dialogic Reading and evidence-based intervention used to promote language skills. The two-part training emphasized strategies such as CROWD which stands for Completion, Recall, Open-Ended Questions, Wh-Questions (What, When, Why), and Distancing. Teachers can use the CROWD technique during shared book reading to help equip children with fundamental language skills.

In December, Brandon Williams, IMIL Trainer presented to our staff an interactive and high energy workshop. The workshop explained how teachers should engage children in planned physical movement activities while integrating other developmental areas, i.e., social-emotional, math, and literacy.

Sandi Appleton (EHS Resource Teacher) and Jeannette Cummings (Toddler Teacher), attended the Zero To Three NTI in Phoenix, Arizona, Dec. 8-11, 2010. Sandi attended sessions on Fetal Alcohol Spectrum Disorder and Jeannette attended a great session on Fatherhood, as well as other interesting sessions, (We currently have 14 children with IFSP).

Health

The Dental Varnish program continues with Karen Lemieux, Dental Hygienist from the Smile Keepers Program. The Nurses from the Head Start Program rotate through and assist with this clinic. Follow-up on dental needs is carried out by the Head Start nurses. As well, the Nurses also have an opportunity to meet with families at the school site about other health concerns. We will be finishing all the Preschool classes by mid-January. We have scheduled the Dental Varnish program to return in the Spring.

Visitation of school sites for sensory rescreens and health consultations has continued through the winter months.

Our Head Start Program has recently hired two Children's Center Nurses to fill two vacant positions. These Children's Center Nurses will begin in the next few weeks.

The Parent Resource Center at Serna Center will be offering free TB testing to our Head Start parents and children on Mondays, Wednesdays and Fridays.

Disabilities

Last month the Head Start Disabilities Team (Special Needs Coordinator, Resource Teacher, and four Instructional Aides) took a field trip to Advance Kids on Lincoln Village Drive. This is a non-public agency that provides a variety of services to children with autism. Of particular interest to our group was the on-site preschool program which offers two three-hour preschool sessions each day. Our Instructional Aides provide one-on-one support to children whom we have identified as being at risk and are often awaiting an IEP. Each aide works very closely with the child and intense bonding can occur. Often our Instructional Aides are

saddened when one of their “focus” kids moves on to another setting. All agreed that the preschool program at Advance Kids was a fun and appropriate place for their kids to transition to. Our team looks forward to other field trips to non-public preschool programs in the Sacramento area.

Miscellaneous

In addition to the Head Start/Federal Review from January 24 – February 4, our District has also been scheduled for a State Review beginning February 9 and then continuing February 15 through 18, pertaining to our state funded programs.

San Juan Unified School District

Education Services Update

SJUSD is continuing Tier 2 of CLASS Assessor observations through the month of December. An additional 4 classrooms will be added to the total number of classrooms who have been CLASS observed. Ten classrooms have been CLASS observed. This data will contribute to the trends that are being observed, which will provide information for staff development trainings for the remainder of the year.

Disabilities Services Update

During the month of December the Disabilities Content Team has attended several systems meetings in preparation for the upcoming Federal Review. The Disabilities Coordinator has completed reviewing the protocol box for essential documents and has met with the team to make any additions to the box or to clarify any of the interview questions. Also, the Disabilities Lead has created a new Disabilities Classroom Checklist for teachers and leads to use in preparing classes for the Federal visit.

The screening center is operating 1 day a week in order to serve families that may enter classes as spaces become available. The Care Management team also works one day a week at this time of the year processing the screening results so children are able to get needed support as quickly as possible. The Disabilities Team has created a new flow chart to aid in the screening process.

Mental Health Services Update

The Mental Health Therapist is providing Holiday Stress Management parent support workshops throughout the month of December, which has included providing families with community resource phone numbers in the event of a need or crisis over the school break.



Nutrition Services Update

Nutrition has been selected as one of the areas to be reviewed by the Federal Review team. The four sites selected are strong in this area and have been provided reminders regarding protocol as well as a process for organizing documentation.

Health Services Update

Health Services is continuing to schedule dental screenings with Kate Varanelli from Smile Keepers for all the preschool programs (HS/SPS/FDSPS) through January. Screening children in the Centralized Screening room one day a week is ongoing, as well as putting health plans in place for children to attend school and follow-up screenings for children in the classroom. The training of health staff is also a priority and they are working diligently on preparing for the Federal Review.

Family and Community Partnerships Update

The Policy Committee had a busy December meeting. The Committee attended to the regular business of approving prior meeting minutes and receiving financial reports, as well as approving personnel, program area plans, an EHS transitional toddler program and electing parents to attend the CHSA conference. Committee representatives also signed up for sub committees.

Transition Services Update

Teachers have begun to orient parents for the spring Open Enrollment period. Although spring seems like many months away, families benefit from an early announcement so they can be more prepared to make their school site choices for Kindergarten.

Program Support/Staff Training Update

For the December All Staff in-service, we welcomed Dr. Janet Thompson from UC Davis, who spoke on Social Emotional Development and how the CLASS observation tool fits with this topic and the social emotional guidance that is offered in the Preschool Foundations, Vol. 1.

Fiscal Update

Head Start and Early Head Start ended the month of November with spending in line with the projected 2010-11 budget. Fiscal systems are currently being reviewed during November and December 2010 in preparation for the Head Start Protocol. All Head Start and Early Head Start November reports were submitted by November 10th. Final revisions were made to the Head Start Basic, Head Start Expansion, Early Head Start Basic, and Early Head Start Expansion in-kind reports to properly allocate in-kind hours to the correct budgets.

Early Head Start

With SJUSD's EHS/State-Collaborative Model, staff have been able to regroup the children so that children who are turning 3 years old and do not have a placement in a preschool program, can remain at the center in a classroom we are calling a "transitional toddler program." This will provide continuity for eight families who might otherwise lose their services.

Twin Rivers Unified School District

School Community Events

December was a month of celebration and appreciation for TRUSD staff, students and parents. On December 15th, students participated in the annual Winterfest school event at Morey Avenue, which included students performing holiday songs and festive dances. The well attended performance delighted parents who were ecstatic to see their children "on stage." Children also had the pleasure of playing in the "snow" in the decorative Winter Wonderland themed play yard. The library and play yard were decorated with designs and artwork created by parents, including gingerbread man, ginger bread house and other holiday decorations. Classrooms also completed various holiday activities that showcased different cultural traditions such as Kwanzaa. In appreciation of our parents, breakfast and lunch on the go was served on December 16th. Parents were treated to tasty food and drinks as our way of saying thanks for supporting our school and the Head Start program.

Staff Professional Development

Several teachers attended a workshop entitled "How to Handle a Difficult Student" as part of their individual professional development plans. Due to the holiday break, no staff training occurred during the month of December. Upon the return from the holiday break, fire extinguisher training is scheduled for all staff as well as continued review and preparation for the upcoming Federal Review Site Visit.

Components

The Education Component Leader assisted teaching staff to ensure parent conferences were completed prior to the holiday break. Education Resource Teacher will work on Action Plans for DRDP-PS and ECERS upon return from holiday break. Upcoming projects for Education Component also include revision of the Transition Plan and a review of the teachers' files.

The Speech Language Pathologist (SLP) continues to provide direct services to students identified with speech concerns. The SLP and School Psychologist finished the revisions of the Disability Area Service Plans.

Nutrition and Health Components continue to follow-up on all identified health concerns. A nutrition meeting was held with District Nutrition Department Director and staff to ensure all aspects of special diets and nutrition related performance standards are being met in preparation for the upcoming Review.

The School Social Worker continues to complete and follow-up on Family Partnership Agreements.

The Friendship Social Skills group began on December 8, 2010 with students referred by teachers and/or parents. Students will engage in activities to increase their social skills and anger management techniques.

The ERSEA Component Leader continues to complete file checks as part of the ongoing self monitoring for the upcoming Federal Review Site Visit.

Policy and Parent Committees

Parent Committees meetings were held at both the Kohler and Woodridge school sites. A parent representative has been elected for Woodridge as well as an alternative member for Kohler. The Policy Committee meeting was held on December 14th. Members actively participated in preparing for the Winterfest Event, Parent Appreciation Day as well as assisting with the See's Candies fundraiser. Members were selected to be a part of the Bylaws Revision Committee and will begin reviewing the current Bylaws for needed changes. The next meeting will be January 18th at 8:30 a.m.

Parenting Workshops

"Making Parenting a Pleasure" parenting classes continue at Morey Avenue in collaboration with the Mutual Assistance Network in Del Paso Heights through an MOU through First 5 Sacramento. Classes include childcare through Child Action with translation provided by TRUSD ECE Department.

Through a partnership with the Bilingual Department of TRUSD, parents are being solicited to participate in ESL classes that begin in January 2011. The ESL classes will be a collaboration between TRUSD and Child Action for the Head Start program.

Fiscal

Teachers completed their second order of the school year for their specific classroom supplies and materials. With the assistance of the Education Resource Teacher, orders are based upon the results of the DRDP-PS assessments to determine instructional materials needs.

WCIC

Special Events

WCIC's 75th Anniversary Celebration Planning Committee took a Holiday Break in December 2010. The weeklong (August 1st through August 6th, 2011) celebration include: Art Show, Children's Literacy Program, Poetry, Banquet, House Party, and a Capitol event to be announced. Monthly updates will continue.

Family and Community Partnerships

During the holiday season, WCIC/Playmate's community partnerships enhanced the quality of existing services to our Head Start families.

- Community leaders, Flossie Crump and Helen Hewitt, adopted and supported our families by providing holiday gifts to our Head Start families.
- Linda Marchus, children's author, donated 363 new books for our children at a value of \$15.95 each.
- The UC Davis African American Faculty and Staff Association sponsored a visit from Santa, which included gifts for the children.
- The Sacramento Bee's Book of Dreams 2010 awarded warm hats and scarves for WCIC's Head Start children and seniors. The children and seniors were featured in the Sacramento Bee's holiday stories during the week of December 20th, 2010.

Program Design and Management

The WCIC/Playmate 2010-2011 Self-Assessment included the completion of 100 parent questionnaires. Parent feedback included the following:

- Parents reiterated their admiration for the history of WCIC/Playmate Head Start Program and staff.
- They saluted staff for excellence in serving Head Start children and families.

Parents encouraged staff to keep up the outstanding work.

Seta Head Start Food Service Operations Monthly Report *December 2010

December 2nd - Bannon Creek Center Evacuated due to possible gas leak.

December 3rd - Fruitridge closed no water.
Galt Kitchen Inspection completed by Connie Otwell

December 9th - Bannon Creek Closed due to possible gas leak.

December 20th - WCIC Classes closed until January 4th

December 21st through January 2nd - Winter Break
All Centers Closed

Meetings and Trainings:

Program Support Services meeting attended by Connie Otwell
on December 10th at Plaza Del Paso

SYSCO Tour provided to all Food Service Staff at the SYSCO
Plant in Pleasant Grove

CPR / First Aid Training for All Food Service Staff
provided by Teresita Saechao on December 22nd at Plaza Del Paso

Total Number of Meals and Snacks Prepared for All Kitchens				
	Lunch	PM Snack	Breakfast	Field Trips
	27,804	17,600	19,008	40

Total Amount of Meals and Snacks Prepared **64,452**

Purchases:

Food	\$45,349.84
Non - Food	\$11,087.77

Building Maintenance and Repair: \$1,906.09

Kitchen Small Wares and Equipment: \$305.10

Vehicle Maintenance and Repair : \$5,309.07

Vehicle Gas / Fuel:	\$1,231.21
Normal Delivery Days	14

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 12/31/10)

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)	15	(7%)	N/A	
Elk Grove USD (420)	56	(13%)	N/A	
Sacramento City USD (1292)(147)	106	(8%)	12	(8%)
San Juan USD (700) (161)	73	(10%)	20	(12%)
WCIC (120)	7	(6%)	N/A	
SETA (2796) (345) (1878 Tracks)	217	(11.5%)	40	(12%)
County (4621)* (653)*	474	(10%)	72	(11%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Delegate Monthly Enrollment Report
December, 2010
Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	380	380	100	225	59
Elk Grove ARRA Expansion	40	40	100	15	38
Sacramento City USD	1,272	1,302	102	1,133	89
Sac City ARRA Expansion	20	20	100	18	90
Sacramento Employment and Training Agency	1,860 (2,778)	1,850	99	904	49
Sacramento Employment Training Agency AARA Expansion	18	20	111	11	61
San Juan USD	680	679	100	500	74
San Juan ARRA Expansion	20	21	105	17	85
Twin Rivers USD	179	179	100	179	100
Twin Rivers ARRA Expansion	32	32	100	32	100
WCIC/Playmate Head Start	100	100	100	66	66
WCIC ARRA Expansion	20	20	100	14	70

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	115	115	100	46	40
Sac City ARRA Expansion	32	32	100	13	41
Sacramento Employment and Training Agency	213	217	102	120	56
Sacramento Employment Training Agency AARA Expansion	132	130	98	86	65
San Juan USD	129	128	99	85	66
San Juan ARRA Expansion	32	33	103	23	72

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

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

(c) Attendance on the last day of month *Elk Grove on modified track schedule –last day of class was 11/18/10.