

GOVERNING BOARD

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County of Sacramento

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Thought of the Day: "The beauty of an idea is not in the idea; it is in the action that follows."

Author: Donina Renata

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

DATE: Wednesday, June 6, 2007

TIME: 10:00 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.

AGENDA

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
- II. **Consent Item:** None.
- III. **Action Items**
 - A. Approval of Policy Council/Parent Advisory Committee Joint Parent Activity
 - B. Approval of Procurement for Resurfacing of Building Exterior for Northview Early Learning Center
 - C. Approval of Head Start Budget Modification for 2006-2007

IV. Information Items

A. Review of Other Procurement Projects

B. Standing Information Items

- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Special Education Report (Provided in the months of February, April, June, August, and October) – Ms. Beverly Sanford
- Program Content Area/Disabilities Services Report (Provided in the months of February, April, June, August, and October) – Ms. Beverly Sanford
- Program Content Area/Mental Health Reports (Provided in the months of February, April, June, and October) – Ms. Melanie Nicolas

V. **Committee Reports:** None.

VI. Other Reports

A. Open Discussion and Comments

B. Public Participation

III. Action Items (Continued)

D. **CLOSED SESSION: PERSONNEL** - Pursuant to Government Code Section 54957

- ✓ Approval of Eligible List for the following positions: Head Start Clinical Social Worker
 - Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: FRIDAY, JUNE 1, 2007

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Tina Taylor, Elk Grove Unified School District
- _____ Brenda Vincent, Elk Grove Unified School District
- _____ Tusundra Nunley, WCIC/Playmate Child Development Center
- _____ Amelia Ramirez, WCIC/Playmate Child Development Center
- _____ Josie Cleaver, Sacramento City Unified School District
- _____ Irlanda Meza, Sacramento City Unified School District
- _____ Ronald Montez, Sacramento City Unified School District
- _____ Tanya Goode, San Juan Unified School District
- _____ Danyelle Nelson, San Juan Unified School District
- _____ Salina Davey, SETA-Operated Program
- _____ Sherry Gangloff, SETA-Operated Program
- _____ Esmeralda Garcia, SETA-Operated Program
- _____ Carolina Guerra, SETA-Operated Program
- _____ Kieston Murray, SETA-Operated Program
- _____ Kathy Ruiz, SETA-Operated Program
- _____ Nina Dyba, Past Parent Representative
- _____ Reanna Coe, Early Head Start (San Juan)
- _____ Donald M. Clark, Grandparent Representative
- _____ Ron Shanklin, CAMP Representative
- _____ Carol Schaefer, Child Health and Disability Prevention Program
- _____ Rachel Minnick, Child Action, Inc.

Member to be Seated:

- _____ Lisa Horst, Home Base Program

Seats Vacant:

- _____ Vacant (Hutton), Del Paso Early Childhood Development Center
- _____ Vacant, Del Paso Early Childhood Development Center
- _____ Vacant, Foster Parent Representative
- _____ Vacant (Schneider), Early Head Start (SETA)
- _____ Vacant (Gray), Past Parent Representative

**** Please call your alternate, the Policy Council Chair (Ronald Montez, 379-9201) 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 2005-2006

The 2005-2006 Board was seated on **November 28, 2006** and
December 21, 2006

BOARD MEMBER	SITE	11/28	12/21	1/23	2/27	3/27	4/24	5/22	6/6					
D. Clark (11/28)	GP	X	X	X	E	X	E	X						
J. Cleaver (11/28)	SAC	X	X	X	X	X	X	U						
R. Coe (11/28)	EHS (SJ)	X	X	X	X	X	X	U						
S. Davey (3/27)	SOP					X	X	X						
N. Dyba (11/28)	PAST	X	X	E	X	X	X	E						
S. Gangloff (11/28) (reseated by PAC 4/07)	SOP	X	E	X	X	X	X	X						
E. Garcia (4/24/)	SOP						X	X						
T. Goode (11/28)	SJ	X	X	X	X	X	X	X						
K. Gray (11/28)	PAST	X	X	X	E	U	X	U						
C. Guerra (11/28)	SOP	X	X	X	X	E	X	E						
L. Horst s/b/s 5/22	HB							E						
T. Hutton (2/27)	DP				X	U	E	E						
I. Meza (11/28)	SAC	X	X	X	X	X	X	X						
R. Minnick (3/27)	Child Action					X	E	X						
R. Montez (11/28)	SAC	X	X	X	EX./ PCB	X	X	X						
K. Murray (5/22)	SOP							X						
Danyelle Nelson (11/28)	SJ	X	X	X	X	X	X	X						
T. Nunley (11/28)	WCIC	X	X	X	X	U	X	X						

BOARD MEMBER	SITE	11/28	12/21	1/23	2/27	3/27	4/24	5/22	6/6					
A. Ramirez <i>s/b/s 4/24/07 (5/22)</i>	WCIC						U	X						
K. Ruiz (11/28)	SOP	X	X	X	X	X	X	X						
C. Schaefer (11/28)	CHDP	X	X	X	X	AP	AP	X						
R. Shanklin <i>s/b/s 3/27 (4/24)</i>	CAMP					U	X	U						
T. Taylor <i>s/b/s 3/27 (4/24)</i>	EG					U	X	X						
B. Vincent 12/21 <i>s/b/seated 11/28</i>	ELK	U	X	X	X	X	X	X						
<i>Vacant</i>	WEAVE													
<i>Vacant</i>	CSPC													

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
ACTION	Child Action
ALTA	Alta California Regional Center
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
CSPC	Community Services Planning Council
DHA	Department of Human Assistance
DP	Del Paso Heights School District
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
SHA	Sacramento Housing Alliance
SJ	San Juan Unified School District
SOP	SETA-Operated Program
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

- X:** Present
- E:** Excused
- U:** Unexcused Absence
- S/B/S:** Should be Seated
- AP:** Alternate Present
- E/PCB:** Excused, Policy Council Business
- E/PCB:** Excused, Policy Committee Business

Current a/o 5/31/07

ITEM III-A – ACTION

APPROVAL OF POLICY COUNCIL/PARENT ADVISORY COMMITTEE JOINT
PARENT ACTIVITY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to discuss and approve a joint parent activity with the Parent Advisory Committee. An update on the parent activity will be shared at the Policy Council meeting.

See attached information on the Parent Activity Fund

RECOMMENDATION:

That the Policy Council approve a joint parent activity with the Parent Advisory Committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B- ACTION

APPROVAL OF PROCUREMENT FOR RESURFACING OF BUILDING EXTERIOR
FOR NORTHVIEW EARLY LEARNING CENTER

BACKGROUND:

SETA's Early Learning Center at Northview is in dire need of repairs to the exterior walls. This facility which is owned by SETA contains 4 classrooms and provides services for 88 children. The exterior walls have holes and cracking from extended service and weathering and need to be resurfaced.

SETA is requesting procurement of services to provide all labor and materials to complete the project of retexturing the exterior surface of the Northview Early Learning Center. This will consist of a heavy acrylic texture finish with a base coat and mesh to cover existing surface. The cost of this project should not exceed \$60,000.

RECOMMENDATION:

Approve the procurement of services to provide resurfacing of the Northview Early Learning Center exterior walls.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-C- ACTION

APPROVAL OF HEAD START BUDGET MODIFICATION FOR 2006-2007

BACKGROUND:

The Head Start grant operates from August 1 through July 31 of each year.

Due to various staff vacancies in Head Start and Early Head Start there have been significant savings identified. To decrease the amount of unexpended dollars which are unusable in future years, SETA is requesting a budget modification of the 2006-2007 Head Start budget. A total of \$850,000 will be moved from Salaries and Benefits to the Equipment, Supplies, and Other Expenses line item. These dollars will be spent to provide necessary equipment, repairs, and supplies to SETA's Early Learning Centers.

Further information and details will follow under separate cover.

RECOMMENDATION:

Approve the budget modification to the 2006-2007 Head Start budget.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A – INFORMATION

REVIEW OF OTHER PROCUREMENT PROJECTS

BACKGROUND:

This item provides an opportunity for staff to review other Head Start procurement projects.

NOTES:

ITEM IV-B – INFORMATION

STANDING INFORMATION ITEMS

BACKGROUND:

This agenda item provides an opportunity for upcoming meetings, trainings, conferences, and events to be shared with the Policy Council.

A. Standing Information Items

- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Special Education Report (Provided in the months of February, April, June, August, and October) – Ms. Beverly Sanford
- Program Content Area/Disabilities Services Report (Provided in the months of February, April, June, August, and October) – Ms. Beverly Sanford
- Program Content Area/Mental Health Reports (Provided in the months of February, April, June, and October) – Ms. Melanie Nicolas

NOTES:

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. 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.

- B. 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.

ITEM III-D- ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: