

GOVERNING BOARD

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County of Sacramento

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Thought of the Day: "Optimism is the faith that leads to achievement."

Author: Helen Keller

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

DATE: Tuesday, January 22, 2008

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.

AGENDA

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

II. **Consent Item**

A. Approval of the Minutes of December 18, 2007 Special Meeting

III. **Action Item**

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

- ✓ Approval of Eligible List for the following position: Head Start Education/Special Education Specialist (Non-Supervisory), and Associate Teacher, Tier III

**CLOSED SESSION: PERSONNEL
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
PURSUANT TO GOVERNMENT CODE SECTION 54957**

- Report out of Closed Session

IV. Information Items

- A. Fiscal Reports – Ms. Thelma Manzano
- B. Shared Governance Training for Head Start Policy Council
Presenter: Mr. Jerry Gomez, Management Consultant

V. Committee Reports

- A. Executive Committee

VI. Other Reports

- A. Open Discussion and Comments
- B. Public Participation

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, JANUARY 17, 2008

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Josie Cleaver, Sacramento City Unified School District
- _____ Josie Lamar, Sacramento City Unified School District
- _____ Irlanda Meza, Sacramento City Unified School District
- _____ Natasha Toolate, San Juan Unified School District (EHS)
- _____ Shasta King, San Juan Unified School District
- _____ Monica Treadway, WCIC/Playmate Child Development Center
- _____ Carol Aronis, SETA-Operated Program
- _____ Salina Davey, SETA-Operated Program
- _____ Erin Kimbro, SETA-Operated Program
- _____ Angela Porter, SETA-Operated Program
- _____ Lidia Vincente, Early Head Start (Home Base)
- _____ Sarah Cordeiro, Home Base Program
- _____ Kathy Ruiz, Past Parent Representative
- _____ Victoria Camargo, Past Parent Representative
- _____ Venelsia Fentress, Grandparent Representative
- _____ Van Huynh, Child Health and Disability Prevention Program
- _____ Ronald Montez, Outgoing Chair

Members to be Seated:

- _____ Talina Hutton, Del Paso Early Childhood Development Center
- _____ Tasha Said, Del Paso Early Childhood Development Center
- _____ Kim Adams, Elk Grove Unified School District
- _____ Michelle Canas, Elk Grove Unified School District
- _____ Jill Roth-Holden, San Juan Unified School District
- _____ Josephine Luna, WCIC/Playmate Child Development Center
- _____ Hollie Costas, SETA-Operated Program
- _____ Vacant, Foster Parent Representative

Seats Vacant:

- _____ Vacant (Williams), SETA-Operated Program

**** 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 2007-2008**

The 2007-2008 Board was seated on **November 27, 2007** and
December 18, 2007

BOARD MEMBER	SITE	11/27	12/18	1/22														
K. Adams	ELK																	
C. Aronis (11/27)	SOP	X	X															
V. Camargo (11/27)	PP	X	X															
M. Canas	ELK																	
J. Cleaver (12/18)	SAC	E	X															
S. Cordario (11/27)	HB	X	X															
H. Costas s/b/s 11/27	SOP	E	U															
S. Davey (11/27)	SOP	X	PCB															
V. Fentress (11/27)	GRAND	X	AP/ PCB															
T. Hutton s/b/s 12/18	DP		U															
E. Kimbro (11/27)	SOP	X	X															
S. King (12/18)	SJ	U	X															
J. Lamar (12/18)	SAC	U	X															
J. Luna s/b/s 11/27	WCIC	E	E															
I. Meza (11/27)	SAC	X	X															
A. Porter (12/18)	SOP	E	X															
L. Rocca s/b/s 11/27	ELK	E	U															
J. Roth-Holden s/b/s 11/27	SJ	E	PCB															
K. Ruiz (11/27)	PP	X	X															
E. Rosales s/b/s 11/27	ELK	U	U															

BOARD MEMBER	SITE	11/27	12/18	1/22												
T. Said s/b/s 12/18	DP		U													
N. Toolate (11/27)	SJ	X	X													
M. Treadway (12/18)	WCIC	U	X													
L. Vincente (12/18)	EHS		X													
B. Williams (11/27)	SOP	X	E													
V. Huynh (12/18)	CHDP	E	X													
R. Montez (11/27)	OGC	X	X													

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
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
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

OGC: Outgoing Chair

Current a/o 1/16/08

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 18, 2007 SPECIAL POLICY
COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the December 18, 2007 Policy Council meeting for your review.

RECOMMENDATION:

That your Council review, modify if necessary, and approve the attached minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Tuesday, December 18, 2007
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Kathy Ruiz called the meeting to order at 9:08. Ms. Sarah Corderio read the thought of the day. Ms. Carol Aronis called the roll.

Members Present:

Josie Cleaver, Sacramento City Unified School District
Josie Lamar, Sacramento City Unified School District
Irlanda Meza, Sacramento City Unified School District
Shasta King, San Juan Unified School District
Carol Aronis, SETA-Operated Program
Erin Kimbro, SETA-Operated Program
Angela Porter, SETA-Operated Program
Sarah Corderio, Home Base Program
Victoria Camargo, Past Parent Representative
Kathy Ruiz, Past Parent Representative
Van Hyunh, Child Health and Disability Prevention Program
Natasha Toolate, Early Head Start (arrived at 9:14 a.m.)
Lidia Vincente, Early Head Start (arrived at 9:41 a.m.)
Monica Treadway, WCIC/Playmate (arrived at 9:14 a.m.)
Brenda Vincent, Alternate, Grandparent Representative
Ronald Montez, Outgoing Chair

Members Absent:

Talina Hutton, Del Paso School District (unexcused)
Tasha Said, Del Paso School District (unexcused)
Laura Roccucci, Elk Grove Unified School District (unexcused)
Evelyn Rosales, Elk Grove Unified School District (unexcused)
Hollie Costas, SETA-Operated Program (unexcused)
Salina Davey, SETA-Operated Program (excused: PC/B)
Brandy Williams, SETA-Operated Program (excused)
Josephine Luna, WCIC/Playmate (excused)
Jill Roth-Holden, San Juan Unified School District (excused: PC/B)
Venelsia Fentress, Grandparent Representative (excused: PC/B)

The following Board members were seated: Josie Cleaver, Shasta King, Angela Porter, and Van Hyunh.

Mr. Ronald Montez arrived and requested that Ms. Ruiz to chair the meeting.

II. Consent Item

A. Approval of the Minutes from the November 27, 2007 Meeting

Minutes were reviewed. No questions or comments.

Moved/Corderio, second/Cleaver, to approve the minutes of the November 27, 2007 meeting.

Show of Hands Vote: Aye: 11, Nay: 0, Absentions: 2 (Montez and Ruiz)

Ms. Ruiz presented Mr. William Walker with a certificate of appreciation for his commitment to the Head Start program.

Ms. Monica Treadway arrived and was seated at 9:14 a.m.

Ms. Natasha Toolate arrived at 9:14 a.m.

III. Information Items

A. Standing Information

- Ice Breaker: Ms. Ruiz led the icebreaker for new board members. Ms. Josie Cleaver and Ms. Brenda Vincent won prizes.
- Introduction of Newly Seated Members: Board members introduced themselves.
- Introduction of New Staff: Teresita Saechao and Sandy Martinez introduced themselves.
- Conflict of Interest: Ms. Nancy Hogan reviewed the Sacramento Employment and Training Agency's Conflict of Interest procedure. All board members are required to file a statement when board members assume their position on the board, annually (March of each year), and when Board members leave office.

B. How to Present and Make a Motion: Ms. Ruiz reviewed the process by which motions are done.

IV. Action Items

A. Election of Policy Council Officers for Program Year 2007-2008

Ms. Ruiz read the duties of the officers.

Those interested in Chair: Kathy Ruiz, Monica Treadway, and Ronald Montez. Each nominee spoke of their interest in this position.

Votes: Kathy: ~~4~~ 11, Monica: 1, Ronald: 2

Ms. Ruiz will serve as Chair of the Policy Council.

Ms. Lidia Vincente arrived and was seated at 9:41 a.m.

Those interested in Vice Chair: Monica Treadway, Carol Aronis, Ronald Montez, and Natasha Toolate.

Votes: Monica: 3, Carol: 4, Ronald: 5, Natasha: 3

Mr. Ronald Montez will serve as Vice Chair of the Policy Council.

Ms. Desha asked that the vote for Ms. Ruiz as chair be changed to 11 instead of 12.

Those interested in Secretary: Ms. Salina Davey is on Policy Council business but has expressed interest in this position. Others interested: Josie Cleaver and Natasha Toolate.

Votes: Salina: 4, Josie: 5, Natasha: 5

Another vote was taken between Josie and Natasha:

Revote: Josie 8, Natasha: 7

Ms. Josie Cleaver will serve as Secretary of the Policy Council.

Those interested in Treasurer. Ms. Venelsia Fentress is on Policy Council business but has expressed interest in this position. Others interested: Erin Kimbro and Natasha Toolate.

Votes: Venelsia: 4, Erin: 6, Natasha: 5

Ms. Erin Kimbro will serve as Treasurer of the Policy Council.

Those interested in Parliamentarian: Venelsia Fentress and Natasha Toolate

Votes: Venelsia: 7, Natasha: 8

Ms. Natasha Toolate will serve as Parliamentarian of the Policy Council.

Moved/Aronis, second/ Porter, to accept the officers for the Policy Council.

Vote on the motion: Aye: 15, Nay: 0, Abstentions: 1 (Ruiz)

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

Ms. Desha reviewed information on the Parent Conference.

Ms. Ruiz went off agenda.

III. **Information Items** (Continued)

C. Fiscal Report: Ms. Thelma Manzano reviewed the closeout report for the Head Start program. All reports were sent to the Administration for Children and Families regional office.

IV. **Action Items** (Continued)

C. Selection of Committee Representatives for Program Year 2007-2008

3. Head Start Budget/Planning Committee Representatives: Ms. Brenda Campos spoke of the Budget/Planning committee. Others interested: Josie Cleaver, Ronald Montez. The Treasurer, Ms. Erin Kimbro, is automatically on the committee.
- 4) Program Area Committees
 - a) Early Child Development and Health Services Committee: Ms. Campos reviewed the committee. Those interested in serving on the Committee: Angela Porter, Lidia Vincente, and Victoria Camargo.
 - b) Parent/Family Support Committee: Reviewed later in the meeting.
 - c) Monitoring & Evaluation (aka: Self-Assessment) Committee: Ms. Campos stated that committee works to ensure the program monitoring is correct. Committee members will meet with Andrea Harvey to assist in doing self assessment on grantee and review the self assessments.
 - d) Male Involvement Committee: Reviewed later in the meeting.
 - e) Early Head Start Committee: Ms. Campos stated this committee works specifically with Early Head Start. This would include children under the age of 3 including pregnant moms. Those interested in serving on this committee: Natasha Toolate, Irlanda Meza, and Erin Kimbro.
- 5) Appointment of Representatives to Advisory Committee on Perinatal and Infant Health

Ms. Campos stated that committee members would participate by giving the Head Start perspective. This includes whatever else is going on in the community. Ms. Ruiz appointed Mr. Montez.
- 6) Appointment of Representative and Alternate to the Maternal, Child and Adolescent Health Advisory Board: This committee meets once a month and includes the health of the Child Health and Disability Prevention Program. Ms. Ruiz appointed Ms. Venelsia Fentress. Ms. Sarah Corderio will be the alternate.
- 7) Appointment of Three Representatives to the Sacramento County Dental Health Advisory Committee: Ms. Campos stated that access to dental services is a huge issue. Committee members will be meeting with dentists and various dental providers throughout the community. Ms. Ruiz appointed Ms. Monica Treadway, Ms. Carol Aronis, and Ms. Victoria Camargo.
- 4) Program Area Committees (continued)
 - b. Parent/Family Support Committee: Mr. Bob Silva reviewed the purpose of the committee and urged parents to join the committee. Those interested: Josie Cleaver, Irlanda Meza, and Lidia Vincente.

- d) Male Involvement Committee: Starting in January, this committee will meet on a monthly basis for Daddy and Me activities. Committee members will be planning activities with more emphasis on more formal training. Those interested: Ronald Montez, Salina Davey, and Victoria Camargo.
- 1) Head Start Personnel/Bylaws Committee: Ms. Desha reviewed this committee. Staff that oversee this committee will work with committee members to determine the most convenient meeting times. Ms. Toolate is automatically on this committee. Those interested: Shasta King, and Carol Aronis.
- 2) Head Start Social/Hospitality Committee: Ms. Desha reviewed this committee. All parent activities must be educational in nature. Those interested: Josie Cleaver, Erin Kimbro, and Shasta King. The Treasurer, Ms. Kimbro, is automatically on the committee.

Ms. Desha stated Ms. Kimbro needs to be replaced on Early Head Start committee since she is already on three committees. Ms. Josie Lamar will take Ms. Kimbro's place.

Moved/Aronis, second/Camargo, that the Policy Council ratify the committee membership.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (Toolate, Ruiz)

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

Moved/Camargo, second/Corderio, that the Policy Council approve the selection of two Representatives and two Alternates to attend the California Head Start Association Conference.

Show of hands vote: 14, Nay: 0, Abstentions: 2 (Toolate and Ruiz)

Those interested in attending: Ronald Montez, Kathy Ruiz, Natasha Toolate, and Sarah Corderio. Those interested in attending spoke of their interest.

Votes: Sarah: 7, Natasha: 3, Ronald: 2, Kathy: 3

Tie breaker vote for the second Representative: Natasha: 6, Kathy: 9

The Representatives will be Sarah Corderio and Kathy Ruiz. Natasha will be first alternate; Ronald Montez will be the second alternate.

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

Ms. Desha reviewed this item which needs to be approved on an annual basis.

Moved/Porter, second/Aronis, to 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: 14, Nay: 0, Abstentions: 2 (Toolate and Ruiz)

III. Information Items (Continued)

C. Standing Information Items

- Parent/Staff Recognitions: None.
- Community Resource/Recognitions – PC Representatives/Staff: Ms. Ruiz welcomed everyone and congratulated the Executive Committee.

D. Governing Board Minutes for the November 1, 2007 Meeting: No questions.

V. Committee Reports

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

VI. Other Reports

- A. SETA Executive Director's Report:** No report.
- B. Chair's Report:** No report.
- C. Head Start Deputy Director's Report:** No report.
- D. Head Start Managers' Report:** No report.

Ms. Elsie Bowers reviewed the SETA Head Start Enrollment Report, which includes Eligibility, recruitment, selection, enrollment, and attendance. She provides enrollment reports each month.

E. Open Discussion and Comments: Ms. Ruiz stated that board members who did not attend the orientation or receive their attaché bag to please see Ms. Alicia Iniguez. In addition, see Ms. Robin Miller to get your picture taken for the badge.

Ms. Desha asked board members to refer to their grey binder on “How to Conduct a Meeting”. Information is available in Spanish to insert in the parent resource manual. Ms. Desha requested to see all officers immediately after the meeting.

F. Public Participation: No comments.

VII. Adjournment: Meeting adjourned at 11:12 a.m.

ITEM III-A – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM IV-A – INFORMATION

FISCAL REPORTS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review the most current fiscal reports.

Staff will be available for questions.

ITEM IV-B – INFORMATION

SHARED GOVERNANCE TRAINING FOR HEAD START POLICY COUNCIL

BACKGROUND:

Jerry Gomez is the former Associate Director for Head Start Programs in the Administration for Children and Families, Region IX. Jerry completed 28 years in the Federal Head Start office as a Financial Specialist, Program Specialist, and Associate Director responsible for the California team administering Head Start and Early Head Start programs throughout California.

Prior to his retirement from Federal service, he conducted approximately 120 Federal reviews of Head Start/Early Head Start programs and numerous on-site training events for programs and conferences throughout Region IX. For the last three years, Jerry has served as a management consultant to Head Start programs focusing on management systems with an emphasis on governance, planning, self-assessment, and ongoing monitoring. He has provided several management training sessions at regional and state conferences and workshops and numerous governance trainings for both boards and policy councils. He has worked with several agencies in California and western states preparing them for their Federal reviews.

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 18, 2007 Regular Policy Council meeting.

Good	Needs Improvement
Chair did a good job.	Side barring.
Participation by members.	When speaking, please speak into the microphone.
Timely meeting.	Asking Chair's permission to speak/leave seat.
	Attendance and promptness.

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.
