

GOVERNING BOARD

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City of Sacramento

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County of Sacramento

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ADMINISTRATION

KATHY KOSSICK
Executive Director

MAUREEN DERMOTT MORRISON
Deputy Director

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Thought of the Day: "If you have knowledge, let others light their candles at it."

Author: Margaret Fuller

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

DATE: Tuesday, November 30, 2009

TIME: 10:45 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 Minutes of the August 25, 2009 and October 27, 2009 Policy Council Meetings
- III. **Action Items**
 - A. **TIMED ITEM 10:45 A.M. AND PUBLIC HEARING:** Second and Final Reading and Approval of the Modifications to the Bylaws of the SETA Operated Head Start/Early Head Start Policy Council

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

- Approval of Eligibility Lists for the following Position: Early Head Start Educator.

CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Pursuant to Government Code Section 54957

IV. Information Items

A. Standing Information Items

- Fiscal Report - Mr. Roger Bartlett
- Executive Committee Report: Ms. Carol Aronis, Chair
- PC/PAC Annual End-of-Year Appreciation, Saturday, November 7, 2009, Lyons Gate Hotel and Conference Center (oral reports)
- Recognition of Policy Council/Staff 2008-2009
- Seating of New Policy Council Members (2009-2010)
- Introduction of Policy Council Members
- Introduction of Staff
- Board Procedures
 - ✓ Reimbursements & Budget/Planning – Mr. Roger Bartlett
 - ✓ Personnel – Mr. Jim O’Bra
 - ✓ Conflict of Interest – Ms. Nancy Hogan
- Officer Elections – December 18, 2009 (tentative board meeting date) – Ms. Carol Aronis

III. Action Items (continued)

- C. Selection of Representatives and Alternates to Attend the Annual National Head Start Association Parent Training Conference

IV. Information Items (Continued)

A. Standing Information Items (continued)

- PC/PAC Calendar of Events – Ms. Carol Aronis
- Parent/Family Support Unit Events and Activities – Ms. Carol Aronis
- Parent Recognitions – Ms. Marie Desha

- B. Governing Board Minutes for the October 1, 2009 Meeting

V. Other Reports

- A. Head Start Deputy Director Report
- B. Head Start Manager's Reports
 - Monthly Head Start Report
- C. Open Discussion and Comments
- D. Public Participation

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, NOVEMBER 25, 2009

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Mary Pope, Elk Grove Unified School District
- _____ Jennifer Ryon, Elk Grove Unified School District
- _____ Darlene Low, San Juan Unified School District
- _____ Josie Cleaver, Sacramento City Unified School District
- _____ Lorraine Garner, Sacramento City Unified School District
- _____ Irlanda Meza, Sacramento City Unified School District
- _____ Mary Brown, SETA-Operated Program
- _____ Itzel Oregon, SETA-Operated Program
- _____ Salina Davey, SETA-Operated Program
- _____ David Quintero, SETA-Operated Program
- _____ Shernita Crosby, WCIC/Playmate Child Development Center
- _____ Beartice Mehn-Member, WCIC/Playmate Child Development Center
- _____ Jeanine Vandermolten, Past Parent Representative
- _____ Brenda Vincent, Past Parent Representative
- _____ Barbara Ramey-Clark, Foster Parent Representative
- _____ Carol Aronis, Grandparent Representative
- _____ Frank Jackson, Community Advocating Male Participation/Male Involvement
- _____ Elenita Salazar, Alternate, Child Health and Disability Prevention Program

Seats Vacant:

- _____ Vacant (Flores), Early Head Start (San Juan)
- _____ Vacant (Whitlow), Chicks in Crisis
- _____ Vacant (Easter), San Juan Unified School District
- _____ Vacant (Sami), Twin Rivers Unified School District
- _____ Vacant (Bell Barrow), Early Head Start (Home Base SOP)
- _____ Vacant (Granderson), Early Head Start (Sac. City)
- _____ Vacant (Gordon), Twin Rivers Unified School District
- _____ Vacant (Huynh), Child Health and Disability Prevention Program
- _____ Vacant (Oviedo), SETA-Operated Program
- _____ Vacant (McDavid), SETA-Operated Program
- _____ Vacant (Kimbrow), Home Base Program

**** Please call your alternate, the Policy Council Chair (Carol Aronis, 331-7233, 208-7233 (msg), or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

ITEM I - CALL TO ORDER/ROLL CALL
(Continued)

New Members to be seated::

- _____ Jennifer Ryon, Elk Grove Unified School District
- _____ Karen Bass, Elk Grove Unified School District
- _____ Reyva Johnson, Sacramento City Unified School District
- _____ Sandra Renteria, Sacramento City Unified School District
- _____ Violet Morrison, San Juan Unified School District
- _____ Coventry St. Mary, San Juan Unified School District
- _____ Brandy Long, WCIC/Playmate Child Development Center
- _____ Shernita Crosby, WCIC/Playmate Child Development Center
- _____ Tamara Knox, Home Base Program (SETA)
- _____ Jeanine Vandermolen, Past Parent Representative
- _____ Brenda Vincent, Past Parent Representative
- _____ Mary Pope, Grandparent Representative
- _____ Daphne Echols, Child Health and Disability Prevention Program

- _____ _____, SETA-Operated Program
- _____ _____, SETA-Operated Program
- _____ _____, SETA-Operated Program
- _____ _____, SETA-Operated Program

- _____ _____, Early Head Start (Home Base)
- _____ _____, Early Head Start (San Juan)

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2008-2009**

The 2008-2009 Board was seated on **November 25, 2008** and
December 12, 2008

BOARD MEMBER	SITE	11/25	12/12	2/3 *	2/24	4/24 *	5/11 *	5/26	6/18 *	7/28	8/25	9/22	10/27	11/30
C. Aronis (11/25)	GRAND	X	X	X	X	X	X	X	X	X	X	X	X	
M. Brown (11/25)	SOP	X	X	X	X	X	X	X	AP	X	X	X	X	
J. Cleaver (11/25)	FOSTER	X	X	X	X	X	X	X	X	X	E	E	X	
S. Crosby (11/25)	WCIC	X	X	X	X	X	X	X	E	U	X	X	X	
S. Davey (11/25)	SOP	X	X	X	X	X	X	X	X	X	X	E	U	
L. Garner (11/25)	SAC	X	X	X	X	X	X	X	X	X	X	X	X	
F. Jackson (4/24)	CAMP					X	X	U	X	E	X	X	U	
D. Low (11/25)	SJ	X	X	X	X	E	X	X	X	E	X	X	U	
B. Mehn-Member (s/b/s 7/28)	WCIC									U	X	E	X	
I. Meza (11/25)	SAC	X	X	X	X	X	X	X	X	X	X	X	X	
I. Oregon (7/28)	SOP									X	X	X	U	
M. Pope (11/25)	ELK	X	X	X	X	X	X	U	X	X	X	X	U	
D. Quintero (11/25)	SOP	X	X	X	X	X	X	X	X	X	X	X	U	
B. Ramey-Clark (11/25)	FOSTER	X	X	X	X	X	X	X	X	X	E	X	X	
J. Ryon (11/25)	ELK	X	X	X	X	X	X	X	X	X	X	X	X	
E. Salazar	CHDP											AP		
J. Vandermolen (11/25)	PP	X	X	X	AP	X	X	E	X	X	X	X	X	
B. Vincent (11/25)	PP	X	X	E	X	X	E	X	X	X	X	X	X	

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CHICKS	Chicks in Crisis
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
SHF	Sacramento County Sheriff's Department
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

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 10/27/09

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 25, 2009 AND OCTOBER 27, 2009
POLICY COUNCIL MEETINGS

BACKGROUND:

Attached for the Policy Council's review are the minutes of the August 25, 2009 and October 27, 2009 Policy Council meetings.

RECOMMENDATION:

That the Policy Council approve the August 25, 2009 and October 27, 2009 Policy Council meeting minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, August 25, 2009
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Carol Aronis called the meeting to order at 9:10 a.m. Ms. Mary Pope read the thought of the day. Attendees recited the Pledge of Allegiance. Roll was called; a quorum was confirmed. Ms. Salina Davey sat in as Secretary in the absence of Ms. Josie Cleaver.

Members Present:

Mary Pope, Elk Grove Unified School District
Jennifer Ryon, Elk Grove Unified School District
Darlene Low, San Juan Unified School District
Lorraine Garner, Sacramento City Unified School District
Irlanda Meza, Sacramento City Unified School District
Mary Brown, SETA-Operated Program
Itzel Oregon, SETA-Operated Program
Salina Davey, SETA Operated Program
David Quintero, SETA-Operated Program (arrived at 10:00 a.m.)
Salina Davey, SETA-Operated Program
Shernita Crosby, Playmate/WCIC
Jeanine Vandermolen, Past Parent Representative
Brenda Vincent, Past Parent Representative
Carol Aronis, Grandparent Representative
Frank Jackson, Male Involvement Committee

Members Absent:

Josie Cleaver, Sacramento City Unified School District (excused)
LaDoris McDavid, SETA Operated Program (resigned)
Erin Kimbro, Home Base Program (unexcused)
Barbara Ramey-Clark, Foster Parent Representative (excused)
Elenita Salazar, CHDP, Alternate (unexcused)

New Member Seated:

Beatrice Mehn-Member, WCIC/Playmate Child Development Center

Head Start Deputy Director Maureen Dermott introduced Ms. Robyn Caruso, Program Officer, who replaces Ms. Andrea Harvey. Ms. Caruso shared her background information.

- II. **Consent Item**

- A. Approval of Minutes of the July 28, 2009 Regular Policy Council Meeting
No corrections. Moved/Vincent, seconded/Meza, to approve the July 28, 2009 minutes. By show of hands vote: Ayes, 13. Nays, 0. Abstentions, 1 (Ms. Carol Aronis).

Mr. Frank Jackson sat in as Parliamentarian in the absence of Ms. Barbara Ramey-Clark.

III. Action Items

- A. Discussion and Approval of Policy Council Meeting Date/Time Change

Ms. Dermott shared that due to budgetary constraints, months ago SETA decided to hold both the PAC and PC meetings in the daytime. This would eliminate the costs of serving dinner, providing child care, and paying staff overtime for PAC evening meetings. This vote will affect incoming PAC/PC members, and some returning members.

The Board was asked to vote on two options that will take effect in November, 2009:

Option 1) Hold PC and PAC meetings back to back the 4th Tuesday of each month; PAC from 9:00-10:30 a.m., break for 15 minutes, followed by the PC meeting from 10:45 a.m.-12:15 p.m.

Option 2) Hold PC and PAC at 9:00 a.m. on two separate days.

The Board discussed the pros and cons of changing the PAC from evening to morning, and of holding same day, back-to-back meetings. There were concerns with having the first meeting (PAC) run over in time, causing a later start time for the PC meeting. Favorable comments were that it would be better for working parents to take off only once per month for both meetings; and two daytime meetings would save the agency money, which would help the children as well. Ms. Itzel Oregon asked if she could claim child care for both meetings if needed. Ms. Dermott answered that in extenuating circumstances, parents could claim for both meetings, and only if their child is not in a full day program. It was conceded that whether PAC meetings were held in the evening or day, some parents would be impacted and unable to participate. When the PAC meeting agenda is lengthy, the most important items would be covered first, and other items would be tabled to assure the PAC meeting doesn't run over in time.

Motion by Ms. Davey, seconded by Ms. Jeanine Vandermolen, to approve the PC meeting date/time change to **Option 1 (Back to Back PC/PAC Meetings)**, for Program Year 2009-2010. Ayes, 11. Nays, 1 (Lorrayne Garner) Abstentions, 2 (Ms. Oregon, Ms. Aronis). (Majority voted Option 1.)

IV. Information Items

A. Standing Information

- Introduction of Newly Seated Members – Ms. Carol Aronis welcomed Ms. Beatrice Mehn-Members back to the PC.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reported on the financial results ending July 31, 2009. SETA has spent 91% of the grant. CDE has overspent; Head Start will make up the overage. SOP/Delegates have spent a total of 99.45% of the grant to date. There is \$150,000 to absorb unrecorded expenses that come in between now and the filing of the final report. Head Start is in good financial shape now.

Two important notes: 1) total percent of administrative cost to the total grant is limited to 15%; the attached report represents 10.8% of the grant; more money is being spent on the program than on administrative costs. 2) SOP and Delegates are required to provide 25% of the grant from nonfederal sources. We have spent 35.5% to date, which represents 32.2% of the total grant. We are in good shape.

Mr. Bartlett explained the Corporate Card Statement of Account attached. When more than 25% of an expenditure line item is spent, SETA has to do a line item adjustment to the feds. The attached SOP Head Start/Early Head Start expenditure reports submitted to the feds are preliminary. SETA has another month to adjust expenditures for a committed expense report.

There has been a change in policies/procedures for parent meeting reimbursements for travel and child care. It became apparent that reimbursement through the County would probably hinder the participation of those parents who need immediate reimbursement. Claims will now be filled out before meetings, given to Ms. Marie Desha for approval, then given to Ms. LaShaun Burke who will process and distribute petty cash reimbursements after the meeting. If the claim is for more than \$100 a check will be written.

Claims for Child Care require a signature. Mr. Bartlett guesses that under the new process the signature would have to be forgone to allow for immediate reimbursement. Ms. Desha advised Representatives to have claim forms signed prior to the meeting and bring them in to the meeting. Any claims under the old process must be submitted right away; they cannot be processed after the grant year is over.

- Program Content Area/Special Education Report – Ms. Brenda Campos reported and shared on attached Special Education Reports for February through June, 2009. Ten percent of the total number of Head Start enrollees countywide must be made available to children with disabilities. SETA fell short in February because of the numerous screenings we do for children,

and working with the school districts on the IEP (Individual Education Plan) process.

- PC/PAC Calendar of Events – Ms. Carol Aronis shared changes to the attached calendar: The PC Executive Committee Thursday, August 20th has been cancelled. *Next meeting Thursday, September 3rd*. The Personnel/Bylaws Committee Meeting, Friday, August 28th has been cancelled. *Next meeting Friday, September 4th*.
- PC/PAC Parent Activity – Family History Center (oral reports) Ms. Jennifer Ryon, Ms. Itzel Oregon, Ms. Shernita Crosby and Ms. Mary Brown shared on the activity. All enjoyed the genealogy research activity and found it very interesting. Although held at a church, the activity was not religion based.
- Parent/Staff Recognitions – Ms. Carol Aronis - None.
- Community Resources – PC Representatives – Ms. Carol Aronis - None.

B. Governing Board Minutes for the June 22, 2009 Meeting - Attached.

C. Fiscal Monitoring Reports: No comments.

V. Committee Reports

A. Executive Committee Report read by Ms. Ryon.

B. Budget/Planning Committee – Ms. Brown shared that Mr. Bartlett in his fiscal report covered everything from the Budget/Planning meeting, except that \$70,000 was saved from the staff furlough.

C. Personnel/Bylaws Committee – Ms. Davey shared that only and Ms. Aronis were present at the last meeting. The Committee went over the bylaws and made modifications. Another meeting will be called, and reminder phone calls will be made. This Friday's meeting was cancelled. The next meeting is the 4th of September. Ms. Desha shared that there were no approvals on PC modifications, just recommendations for modifications.

D. Social/Hospitality Committee – Ms. Jeanine Vandermolen shared that at the two meetings of August 4th and August 21st the Committee discussed the planning of the End of Year Appreciation event. Items included event time, attire, minimum age of guests, menu, approval of past parents/staff to invite, and awards/certificates design/recipients. Ms. Roneca Provost was approved for key note speaker. The theme will be "We are Family." The event date chosen is Saturday, October 17th, from 12 noon to 3:00 p.m.

- E. Program Area Committees
- Early Childhood Development & Health Services Committee and Parent/Family Support Committee (AKA Child Safety Committee) – No report.
 - Monitoring and Evaluation – No report.
 - Male Involvement Committee/Community Advocating Male Participation (CAMP) – Mr. Frank Jackson clarified that he is still the Representative. The meeting has been cancelled due to low participation. Mr. Bob Silva will be on vacation in August. The next meeting, either in September, October or November, will be announced.
- F. Community Partnerships Advisory Committee (CPAC) – Mr. David Quintero is automatically the CPAC Representative since the CPAC Alternate stepped down.
- G. Health Services Advisory Committee (HSAC) – Ms. Shernita Crosby shared that she has received no information or notices of any kind of meetings of the HSAC. Ms. Brenda Campos shared that the next meeting is October 15th, 5:30 p.m. in the Sequoia Room.

Ms. Lorryne Garner commented that she has received no information on the Dental Health Advisory Committee meetings. Ms. Campos shared she heard the meeting was put on hold; when she hears something, Committee members will be notified.

VI. Other Reports

- A. SETA Executive Director's Report – Ms. Kathy Kossick reminded members that the SETA Governing Board should be releasing the request for proposals for the Community Services Block Grant either September 4th or September 3rd. The money is for family self sufficiency and safety net services for the calendar year 2010. It will be available on SETA's website, and hard copies will be available at the front desk beginning September 4th.
- B. Head Start Deputy Director's Report – Ms. Maureen Dermott reported that SETA was awarded the AARA (stimulus) dollars for COLA, and awarded the Quality Improvement dollars in its entirety. She explained how much was awarded and how the dollars are being spent, encompassing staff retention, center retention, staff professional development, 8-hour tuition reimbursement, deferred maintenance, ECERS and ITERS Assessment Tool implementation at centers, and oral language curriculum.

Ms. Dermott reported on what the Delegate Agencies' requests for AARA dollars were, the needs of each Delegate, and the amounts awarded.

The regional office of Head Start approved for SETA to be awarded 150 of the 190 slots requested for expansion. Of the \$1.9 million, SETA hopes to be

awarded just over \$1 million. The average award nationwide is \$500,000. Ms. Dermott will put together a summary report for the PC.

C. Chair's Report – Ms. Aronis asked Board Members to mark their calendars for September 17th, 7:00 p.m., for Oral Language, Early Childhood Development/ Child Safety Committee.

D. Head Start Managers' Reports

➤ Monthly Head Start Report

Ms. Campos provided a report for Grantee Program Support Services. She shared that SETA Head Start/Early Head Start is going to move into a Memorandum of Understanding with the Nurses Family Partnership Program, a home visiting program through the County of Sacramento for first-time mothers and mothers at high risk. They are currently working out a referral system.

SETA and Delegate Agencies are in the process of completing a Program Information Report (PIR) to be given to the Office of Head Start August 31st. Areas requiring improvement are medical/dental follow up, transportation issues. A printout will be provided in September's agenda packet.

Ms. Campos is responsible for working with the monitoring/quality assurance group. Tomorrow they are meeting with all the staff to develop a procedure for monitoring SOP and Delegate programs. Ms. Campos will provide an outcome update.

Ms. Campos reported on Child Development and Education Services, in the absence of Ms. Denise Lee. Ms. Lee works with SOP; Delegates have their own staff designated for child development or education-related questions. Ms. Lee is in the process of working out oral curriculum for SOP. Delegate Agency Representatives were instructed to ask their agency what is the curriculum for oral language.

Ms. Campos reported on Parent/Family Support, in the absence of Ms. Lisa Carr. Ms. Carr works with parent/family support for SOP and countywide. Ms. Carr's unit and Ms. Campos' unit will work closely together to assure a wide variety of education and training is provided to parents. Ms. Carr and her staff have been doing planning for next year's conferences, and strategizing on how to involve more parents in CAMP.

Ms. Mary Brown commented that initially she was dismayed with centers closing early, but after paying attention to the sign-in/sign-out sheets, she can now understand why and is fine with it.

Brenda attended training on Swine Flu and H1N1, sponsored by the Sacramento County Office of Education and the Sacramento County Public

Health Department. Information was provided on symptoms, epidemiology, and the particular protocols school districts need to have. Each district has different policies; find out what your district has in place. SETA in the process of writing procedures for SOP and is working on providing online information, under the "Health" link, including symptoms. Ms. Campos shared that the H1N1 flu is here and rampant.

E. Community Agency Reports

- Child Health and Disability Prevention Program: (Vacant)
- Perinatal & Infant Health Advisory Committee: No report.
- Maternal Child and Adolescent Health Board: No report.
- Community Action Board: No report.

F. Health and Dental Reports

- Sacramento County Dental Health Advisory Committee: Ms. Mary Brown, Ms. Lorraine Garner, and Ms. Irlanda Meza - No meeting date due to budget cuts.

G. Open Discussion and Comments

Ms. Jennifer Ryon shared that there will be a celebration and scavenger hunt for a bag full of books at William Land Park, at Fairytale Town, from 10:00 a.m. – 4:00 p.m. There will be games, face painting, and lots of books. Flyer will be distributed at next meeting.

Ms. Jeannine Vandermolen shared information on her new art business. The website address is www.jeanninecampabstracts.com. Everything is going well. Her first show was in Modesto and more shows are in line. Her art, along with another parent's, may be showcased at the Delegate Agency Kick-off Welcoming October 15th.

Ms. Brown shared a concern. She would like her child to remain in Head Start until the last day before starting kindergarten. He is going to a 4th R program after school and she would like him to stay one day at Head Start in between.

However, she was given an action report form last week, told that her child cannot attend Head Start after August 31st, and asked to sign a no right to appeal form. She asked if this was a new policy. Ms. Dermott is not aware of this policy and believes children can remain in Head Start until kindergarten begins. She will get more information and report back.

Off record for closed session.

H. Public Participation
None.

III. **Action Item** (continued)

B. **CLOSED SESSION: PERSONNEL:
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
Pursuant to Government Code Section 54957

The board went into closed session at 11:00 a.m. The board went back into open session at 12:44 p.m. Ms. Aronis reported closed session items will be continued.

VII. **Adjournment**: Meeting adjourned at 12:45 p.m.

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, October 27, 2009
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Carol Aronis called the meeting to order at 9:13 a.m. Ms. Jeanine Vandermolten read the thought of the day. Ms. Josie Cleaver called the roll. A quorum was established.

Members Present:

Jennifer Ryon, Elk Grove Unified School District
Shernita Crosby, Playmate/WCIC
Beartice Mehn-Member, Playmate/WCIC (arrived at 9:20 a.m.)
Josie Cleaver, Sacramento City Unified School District
Lorrayne Garner, Sacramento City Unified School District
Irlanda Meza, Sacramento City Unified School District
Mary Brown, SETA-Operated Program
Jeanine Vandermolten, Past Parent Representative
Brenda Vincent, Past Parent Representative
Barbara Ramey-Clark, Foster Parent Representative
Carol Aronis, Grandparent Representative
Frank Jackson, Male Involvement Committee

Members Absent:

Mary Pope, Elk Grove Unified School District (excused)
Salina Davey, SETA-Operated Program (excused)
Elenita Salazar, Alt., Child Health and Disability Prevention Program (excused)
David Quintero, SETA-Operated Program (unexcused)
Itzel Oregon, SETA-Operated Program (excused)
Darlene Low, San Juan Unified School District (unexcused)

II. **Consent Item**

- A. Approval of Minutes of the September 22, 2009 Policy Council Meeting

Minutes were reviewed; no questions or corrections.

Moved/Vandermolten, second/Brown, to approve the minutes of the September 22, 2009 meeting.

Show of Hands Votes: Aye: 8, Nay: 0, Abstentions: 2 (Aronis and Ramey-Clark)

III. **Action Items**

- A. Approval of Revised PC/PAC Reimbursement Policies and Procedures
Mr. Roger Bartlett reviewed changes to the revised Reimbursement Policies and Procedures. The policy will be implemented when the new PC members are seated in November.

Ms. Ramey-Clark disappointed by this new procedure. She is not against the amount being paid to parents but is against it in principle. She feels this is just another layer of unnecessary bureaucracy being laid on the parents.

Moved/Garner, second/Vandermolen, to approve the revised PC/PAC Reimbursement Policies and Procedures.

Show of Hands Votes: Aye: 9, Nay: 1 (Ramey-Clark), Abstentions: 1 (Aronis)

- B. **Timed Item 9:00 a.m. and Public Hearing:** First Reading of the Modification to the Bylaws of the SETA Operated Head Start/Early Head Start Policy Council

Ms. Aronis explained that the bylaws modification (Article VIII, Bylaws Amendment: B) will be modified to read: Proposals to amend these bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.

Moved/Ryon, second/Brown, to open a public hearing, hear any additional testimony, and continue this item to the next Policy council meeting.

Show of Hands Votes: Aye: 9, Nay: 0, Abstentions: 2 (Ramey-Clark and Aronis)

- C. Review of Applications and Election of Past Parent Representative and Alternate

Past Parent Representative applications were distributed. Those running for Past Parent: Donovan Harrison, Brenda Vincent, Tanya Goode, Lorraine Garner, Kiesha Spriggs, and Jeanine Vandermolen.

Those speaking of their interest in the board:

- Jeanine Vandermolen
- Lorraine Garner
- Brenda Vincent

Votes for 1 Representative:

Donovan Harrison: 0

Brenda Vincent: 7

Tanya Goode: 0

Jeanine Vandermolen: 1

Lorraine Garner: 1

Kiesha Spriggs: 0

(Ms. Ramey-Clark was out of the room during the vote.)

Vote for Representative #2:

Donovan Harrison: 0

Tanya Goode: 3

Jeanine Vandermolen: 5

Lorrayne Garner: 1

Kiesha Spriggs: 1

Vote for Alternate #1:

Donovan Harrison: 0

Tanya Goode: 6

Lorrayne Garner: 3

Kiesha Spriggs: 1

Vote for Alternate #2:

Donovan Harrison: 0

Lorrayne Garner: 6

Kiesha Spriggs: 4

Moved/Ryon, second/Mehn-Member, to ratify the votes for Past Parent Representatives (Brenda Vincent and Jeanine Vandermolen, and Alternates (Tanya Goode and Lorrayne Garner).

Show of Hands Votes: Aye: 9, Nay: 0, Abstentions: (Ramey-Clark and Aronis)

D. Review of Application and Election of Grandparent Representative and Alternate

One person, Mary Pope, submitted an application for Grandparent Representative. Ms. Desha read the definition of a Parent Representative, PC Bylaws, Article II Purpose, Powers, Duties and Functions, Section 1, Purpose, A.

Moved/Cleaver, second/Meza, to elect one Grandparent Representative.

Show of Hands Votes: 9, Nay: 0, Abstentions: 2 (Ramey-Clark and Aronis)

E. Review of Application and Election of Foster Parent Representative

No applications have been received for the Foster Parent Representative.

Moved/Cleaver, second/Ramey-Clark, to table the election of Foster Parent Representative.

Show of Hands Votes: Aye: 9, Nay: 0, Abstentions: 1
(Ms. Garner out of the room during the vote.)

IV. **Information Items**

A. Standing Information

- Introduction of Newly Seated Members: None

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reported that the Agency has spent exactly what was budgeted for the year; 16.23% of the budget has been spent to date. Mr. Bartlett reviewed the current year’s budget. Year-to-date expenditures are on line or under spent on every budget line item. The CDE program will catch up. Included in the report are expenditures for two months of the Recovery Act program. It is expected that the entire ARRA budget will be expended early in the year. Mr. Bartlett explained that deferred maintenance is maintenance that has not been done because funds were not available. With the ARRA applications, \$350,000 was requested to do deferred maintenance.
- PC/PAC Calendar of Events: The End-of-Year Event was reviewed. A list was sent around for board members guests to choose their luncheon selections.
- Parent/Family Support Unit Events and Activities: Ms. Aronis reviewed the up-coming events.
- Parent/Staff Recognitions: None.
- Community Resources: None.

B. Governing Board Minutes for the September 3, 2009 Meeting: No comments.

C. Fiscal Monitoring Reports: No comments.

V. Committee Reports

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

B. Budget/Planning Committee: Meetings over for the program year.

C. Personnel/Bylaws Committee: Meetings over for the program year.

D. Social/Hospitality Committee: Meetings over for the program year.

E. Program Area Committees

- Early Childhood Development & Health Services Committee and Parent/Family Support Committee: No report.
- Monitoring and Evaluation: No report.
- Male Involvement Committee/Community Advocating Male Participation: Meetings over for the program year.

F. Community Partnerships Advisory Committee: Ms. Aronis reported that the meeting will be held Thursday, November 12. A continental breakfast will be served. Only the CPAC representative should attend this meeting.

G. Health Services Advisory Committee (HSAC): Ms. Shernita Crosby could not make the meeting. Ms. Brenda Campos reported that the two main topics were recommendations from WIC regarding guidelines defining what an anemic child is. Ms. Campos stated that if a child is identified as anemic, staff has to follow-up with the child’s parents and health providers. There was discrepancy as to what the numbers were. The TB screening policy will be presented to the Policy Council next month; it was slightly changed. Ms. Campos reviewed the revised TB requirements.

VI. Other Reports

- A. SETA Executive Director's Report: Ms. Kathy Kossick reported that a Request for Proposals for Community Services Block Grant funds in the amount of \$900,000 was released and 57 proposals were received. Ms. Kossick thanked the Board for the invitation to the End-of-Year Event luncheon but cannot attend since it is the date of her father's funeral.
- B. Head Start Deputy Director's Report: Ms. Lisa Carr reported that the Agency is still waiting for the award letter for our EHS slots. All teaching staff from associate teachers on up have been brought in and informed of new regulations regarding education. A representative from American River College spoke about going back to school and General Education and permit requirements. The oral language curriculum is still being considered. Ms. Morrison toured centers at Sacramento City, Elk Grove, San Juan and WCIC and has been very impressed.
- C. Chair's Report: Ms. Cleaver was welcomed back after her surgery.
- D. Head Start Managers' Reports
 - Monthly Head Start Report: Ms. Campos reported that the Agency has received funds for Program Improvement and all staff is working to get things in place. Staff will report on a monthly basis as to the process. There was a delegate kickoff on October 15; Ms. Vandermolen had a very nice display of her artwork. The event was very successful.

Ms. Carr reported that a county-wide parenting workshop was held last week; there were 17-18 parents in attendance. Alma Walton and Bob Silva were facilitators. On November 13 there will be a Head Start countywide citizenship fair. There will be information about citizenship classes. Ms. Carr had flyers which have already gone out to SOP and delegate agency centers.

- E. Community Agency Reports
 - Child Health and Disability Prevention Program (vacant)
 - Perinatal & Infant Health Advisory Committee: Ms. Ramey-Clark reported that there was a meeting last month but she got the notice late and did not attend. This committee will be dissolved and collapsed into another committee due to budget and staffing issues.
 - Maternal Child and Adolescent Health Board: Ms. Vincent stated that she has not heard about an upcoming meeting.
 - Community Action Board: No report.
- F. Health and Dental Reports
 - Sacramento County Dental Health Advisory Committee: No report.
- G. Open Discussion and Comments: Ms. Ramey-Clark thanked SETA for the opportunity to serve and is grateful for the information she has received. Ms. Cleaver stated that she will not be present at the November meeting since she will be out of town. Ms. Cleaver offered to help out and volunteer her time for future Head Start events.
- H. Public Participation: None.

VII. Adjournment: Meeting adjourned at 11:05 a.m.

ITEM III-A – ACTION

TIMED ITEM 10:45 A.M. AND PUBLIC HEARING:
SECOND AND FINAL READING OF MODIFICATIONS TO THE BYLAWS OF THE
HEAD START/EARLY HEAD START POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee 2008-2009 met seven (7) times to review and recommend revisions to the Bylaws of the SETA Operated Head Start/Early Head Start Policy Council.

Additions are indicated by ***bold italic type***, deletions are indicated by strikethrough.

A public hearing was opened on October 27, 2009 to hear testimony on modifications to the bylaws.

RECOMMENDATION:

Hear any additional testimony, close the public hearing and approve the amendments to the Policy Council Bylaws as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading: 10/27/09
Policy Council Final Approval: 11/30/09
Governing Board Approval:

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**BYLAWS FOR THE SACRAMENTO COUNTY
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

ARTICLE I

Name

This Council shall be named the Sacramento County Head Start (**HS**)/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC). **Head Start/Early Head Start hereinafter shall be referred to as HS/EHS.**

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the PC shall be to promote the objectives of the ~~Head Start~~ **HS/EHS** Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of ~~Head Start~~ **HS** /EHS programs in Sacramento County.
- 45 CFR 1306.3 (h): A ~~Head Start~~ **HS** /EHS parent means a Head Start/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.
- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local ~~Head Start~~ **HS** /EHS programs.
- C. Initiating suggestions and ideas for ~~Head Start~~ **HS** /EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, and individuals and groups interested in the aims, goals, and objectives of ~~Head Start~~ **HS** /EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

Section 2: Powers, Duties and Functions

The PC must perform the following powers, duties, and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.
- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in **HS/EHS** and ~~Head Start~~ and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 - 1. All funding applications and amendments to funding applications for **HS/EHS** and ~~Head Start~~, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
 - 4. The program's philosophy and long- and short-range program goals and objectives.
 - 5. The selection of delegate agencies and their service areas.
 - 6. The composition of the PC and the procedures by which policy group members are chosen.
 - 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
 - 8. The annual self-assessment of the Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.

9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.
 10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers.
 11. Decisions to hire or terminate the ~~Head Start~~ **HS/EHS** Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the ~~Head Start~~ **HS/EHS** program of the grantee agency. (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.)
 13. PC reimbursement for reasonable expenses incurred by members ~~conducting PC business~~. **Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.**
 14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
 15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
 16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the Head Start/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III

Membership

Section 1: Parent Representatives

- A. The Parent Membership shall consist of:
- Six (6) Representatives elected from the SOP PAC

- Three (3) Representatives from Sacramento City Unified School District
- Two (2) Representatives from San Juan Unified School District
- Two (2) Representatives from Elk Grove Unified School District
- Two (2) Representatives from Twin Rivers Unified School District
- Two (2) Representatives from Women's Civic Improvement Club/Playmate (WCIC)
- Two (2) Representatives from Home Base Option
- One (1) Representative from EHS - SOP
- One (1) Representative from EHS - Sacramento City Unified School District
- One (1) Representative from EHS - San Juan Unified School District

The above parent representatives must be a parent of a child/children currently enrolled in the ~~Head Start~~ **HS/EHS** Program.

B. Community Representatives

Additional PC members will include:

- One (1) Representative elected by the Community Advocating Male Participation (CAMP) - This representative may or may not be a current parent. There will be one (1) Alternate position.
- Two (2) Past Parent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children enrolled in the Head Start/EHS Program. There will be two (2) Past Parent alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community Representatives appointed by agencies.
- One (1) Foster Parent Representatives- elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representatives must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Foster Parent alternate position.
- One (1) Grandparent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representatives must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Grandparent alternate position.

Section 2: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies **he or she s/he** represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.

1. ***In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.***
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting.
- C. Alternates may not hold an office.
- D. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Alternate is not replacing the Representative.
- E. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, the National Head Start Association (NHSA) Conference, and the California Head Start Association (CHSA).

Section 3: Other Provisions

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be reappointed must express their desire to remain on the PC. Otherwise, the Agency may designate a replacement for that representative.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency Head Start staff shall serve on the PC except parents who occasionally substitute for regular ***HS/EHS*** or ***EHS*** ~~Head Start~~ staff. ***Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.***
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 4: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three (3) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives

must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

Section 5: Attendance

- A. **Absences:** Any member (or alternate/alternate replacement) in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.

- B. **Reinstatement:** The representative agency/group may request that a member who has been removed due to absences be reinstated. This request must be in writing and submitted to the Chair/SS/PI Coordinator within seven (7) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.
1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within seven (7) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.
- C. **Punctuality:** Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.
- D. **Policy Council/Policy Committee Business:** Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

Section 6: Removal

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

ARTICLE IV Meetings

Section 1: Meetings

A. Annual Meeting

The annual meeting of the PC shall be held in November of each year.

B. Regular Meetings

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at ~~10:45~~ 9:00 a.m. at the SETA Board Room.

C. Special Meetings

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Head Start Deputy Director, SETA Executive Director, or upon petition by at least a majority of the members of the PC.

D. Quorum

For the purpose of transacting the business of the PC at any annual, regular, special, or emergency meeting, a quorum of the PC shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum. A majority (51%) of the quorum must be current parents.

Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. Annual and Regular Meetings:

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. Special Meetings:

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such

notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings:**

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. **Committee Meetings:**

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings of the Executive Committee shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

Section 3: Open Meetings

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

Section 4: Mailing Address

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within seven (7) calendar days of change.

Section 5: Rules of Procedure

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

Section 6: Nominations/Elections

PC Board Members or candidates must be present to be nominated or elected. However, if PC member is absent due to PC business, the member may be nominated or elected.

Section 7: Voting

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

Section 8: Meeting Reimbursement

Each PC member will receive reimbursement for **reasonable expenses** ~~child care and transportation~~. This amount is determined by the Head Start Division **according to the PC Reimbursement Policies and Procedures** ~~in the amount of \$30~~.

Parents are encouraged not to bring small children to the meetings. If small children are present, members will be reimbursed ~~\$10~~ for transportation/**mileage** only.

- A. Members will receive reimbursement for **the actual cost of** child care (**not to exceed \$30 in a 24-hour day when attending conferences/workshops**) and transportation/**mileage** for **attending required** ~~attendance to the meetings/functions~~ **obligations** listed below:
1. PC (regularly scheduled, annual, emergency and special meetings)
 2. Interview/screening/exam panels

¹Robert's Rules of Order: Simplified and Applied, 2nd ed., Copyright, 2001.

3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Hospitality)
 4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee)
 5. Program Area Committees
 6. Community Partnership Advisory Committee (CPAC)
 7. Health Services Advisory Committee (HSAC)
 8. Ad Hoc (special) Committee meetings
 9. Community Action Board meetings (CAB)
 10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
 11. Workforce Investment board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair).
- B. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

ARTICLE V

Officers

Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, and Delegate Agencies, **or Community Representatives** shall serve as an officer.

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

Section 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the board, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced. (The appointment of the officer must be made from among the membership of the PC.)

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

ARTICLE VI

Committees

There is hereby created standing committees of the PC. At least 51% of all Committees shall be current parents. The quorum of any committee shall be 51% of the Committee membership. No committee meeting shall have a majority of PC members present without proper public notice.

Section 1: Standing Committees

➤ **Executive Committee**

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

➤ **Budget/Planning Committee**

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all Head Start budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP Head Start Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

➤ **Personnel/Bylaws Committee**

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

➤ **Social/Hospitality Committee**

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this

committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Parent/Family Support, Monitoring and Evaluation.

- ✓ **Early Childhood Development and Health Services Committee shall be comprised** is composed of ~~three one (1)~~ **(3)** staff and a minimum of three (3) representatives who shall plan and review the Early Childhood Development and Health Services program area, ***and review the Early Childhood Development and Health Services program area, participate in curriculum/instruction and health and safety.***
- ✓ **Parent/Family Support Committee** shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan and review the Parent/Family Support program area.
- ✓ **The Male Involvement Committee** shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan and review the Male Involvement Program.
- ✓ **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan, review and oversee program monitoring and evaluation.
- ~~✓ The EHS Committee shall be comprised of one (1) staff and a minimum of three (3) representatives from the EHS program who shall plan and review the Early Head Start Program.~~

PC member representatives shall select two (2) Program Area Committee to serve on as described above. Under no circumstances shall a representative select more than three (3) committees. The Executive Committee shall be counted as a committee. All PC members ***are encouraged to must*** be on a Program Area Committee. Special circumstances may be excused by the Chair.

Section 3: Special Committees:

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

ARTICLE VII Required Reports

Section 1: Required Reports

The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- ✓ **Fiscal Budget Reports** (Budget Reports)
- ✓ **Corporate Card Statement of Accounts** (Credit Card Expense Report)
- ✓ **Child and Adult Care Food Program (CACFP) Report (SETA Operated Program)** (USDA Meal/Snacks Report)
- ✓ Program Information Summaries
- ✓ **Sacramento County Head Start/Early Head Start Program Enrollment Report** (Enrollment Report)

ARTICLE VIII Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least ~~one~~ **four** full calendar ~~month~~ **weeks** prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

Current a/o 11/23/09

ITEM III-B- ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

This agenda item provides an opportunity for information to be shared on the following:

A. Standing Information

A. Standing Information Items

- Fiscal Report - Mr. Roger Bartlett
- Executive Committee Report: Ms. Carol Aronis, Chair
- PC/PAC Annual End-of-Year Appreciation, Saturday, November 7, 2009, Lyons Gate Hotel and Conference Center (oral reports)
- Recognition of Policy Council/Staff 2008-2009
- Seating of New Policy Council Members (2009-2010)
- Introduction of Policy Council Members
- Introduction of Staff
- Board Procedures
 - ✓ Reimbursements & Budget/Planning – Mr. Roger Bartlett
 - ✓ Personnel – Mr. Jim O’Bra
 - ✓ Conflict of Interest – Ms. Nancy Hogan
- Officer Elections – December 18, 2009 (tentative board meeting date) – Ms. Carol Aronis

NOTES:

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 October 27, 2009 Regular Policy Council meeting.

Good	Needs Improvement
Thank you Ms. Marie Desha and Ms. LaShaun Burke for timely processing of reimbursement forms.	PC reimbursement forms must be completed and accurately filled out and turned in to Ms. Marie Desha 15 minutes before meeting time (8:45 a.m.) in order to be reimbursed after meeting.
	Please be attentive to what is going on in the meeting.
	Raise hands high and keep them held high until vote is counted.
	Turn cell phones off.
	No side barring.

ITEM III- C - ACTION

SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND THE ANNUAL NATIONAL HEAD START ASSOCIATION (NHSA) PARENT TRAINING CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for Policy Council to select three (3) Policy Council Members to attend the National Head Start Association's 25th Annual Parent Training conference, December 5-8, 2009 (Saturday – Tuesday), in San Jose, California.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Policy Council select four (4) Representatives and four (4) Alternates to attend the Conference.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

POLICY COUNCIL **REPRESENTATIVE CONFERENCE ATTENDANCE** **GUIDELINES**

The following guidelines are for Policy Council members who have an interest in attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be Policy Council members who have not had an opportunity to attend an out-of-state Head Start Conference.
2. The Policy Council (PC) members must give a written report to the PC at the next scheduled PC meeting upon his/her return from the parent conference (local or out of state).
3. The Policy Council member's report must include the Policy Council member's name, conference date, title, location; workshops attended and networking information.
4. Any additional comments.

ITEM IV-A – INFORMATION (continued)

STANDING INFORMATION

BACKGROUND:

This agenda item provides an opportunity for information to be shared on the following:

A. Standing Information

- PC/PAC Calendar of Events – Ms. Carol Aronis
- Parent/Family Support Unit Events and Activities – Ms. Carol Aronis
- Parent Recognitions – Ms. Marie Desha

NOTES:

PC/PAC CALENDAR OF EVENTS

EVENT

DATE

<p>PAC Executive Committee Meeting</p>	<p>Thursday, December 3, 2009 9:30 a.m. 925 Del Paso Blvd. Room to be announced. (Chair only - all other officer positions null and void.)</p>
<p>PC Executive Committee Meeting</p>	<p>Friday, December 4, 2009 9:00 a.m. 925 Del Paso Blvd. Room to be announced. (Chair only – all other officer positions null and void.)</p>
<p>PC/PAC Budget/Planning Committee Meeting (AKA Budget Review Committee)</p>	<p>Tuesday, December 8, 2009 9:00 a.m. 925 Del Paso Blvd. Shasta Room</p>
<p>PAC Special Meeting</p>	<p>Friday, December 18, 2009 9:00 a.m. 925 Del Paso Blvd. SETA Boardroom (Tentative date.)</p>
<p>PC Special Meeting</p>	<p>Friday, December 18, 2009 10:45 a.m. 925 Del Paso Blvd. SETA Boardroom (Tentative date.)</p>

ITEM IV-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The October 1, 2009 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, October 1, 2009
10:00 a.m.

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

Members Present:

Jimmie Yee, Chair, SETA Governing Board; Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors (arrived at 10:16 a.m.)
Sophia Scherman, Public Representative
Bonnie Pannell, Councilmember, City of Sacramento

Member Absent:

Kevin McCarty, Councilmember, City of Sacramento

II. Consent Items

The consent calendar was reviewed; no questions or comments.

- A. Minutes of the September 3, 2009, Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approve the September 3, 2009 minutes.
- B. Approve the claims for the period 8/27/09 – 9/24/09.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Retiree Health and Dental Subsidy

Ms. Kossick reviewed this item. There are 63 active retirees affected by this decision. Historically, SETA has followed the county subsidy rates. Option A would continue the current subsidy. The county has approved option B. If the board approves Option B, it would be a savings of \$65,484 per year. At this point, staff is recommending following the county action and go with Option B.

Speaker before the Board:

- ➔ Mr. Gary Miller: Retired employee.

Mr. Don Nottoli arrived at 10:16 a.m.

Mr. Yee stated that the retiree health and dental subsidy is not a vested benefit and has to be approved each and every year.

Mr. Nottoli supports maintaining benefits for retirees. He asked how the money is paid and Ms. Kossick stated that it comes out of our grants. Ms. Kossick stated that there is an error in the board packet and the total for Option B would be \$70,200. Mr. Nottoli stated that he thinks we have some obligation to continue the benefit. Ms. Scherman thinks Option B should be approved now and if things change, go back to revisit this item.

Moved/Panel, second/Scherman, to approve Option B.
Voice Vote: Aye: 3, Nay: 1 (Nottoli), Abstentions: 0

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

Ms. Kossick stated that this administrative policy is provided annually from the Sacramento County Retirement System. A signed copy of the agreement must be approved every year. Ms. Kossick read the correct subsidy amounts into the record based upon the board action from the previous item.

Moved/Scherman, second/Pannell, to approve the execution of the Retiree Medical and Dental Insurance Program Participation Agreement and Administrative Policy with the County of Sacramento for 2010 and adopt the related resolution.
Voice Vote: Unanimous approval.

3. Receive, Adopt and File Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2010

Ms. Kossick stated that this is a routine, annual report.

Moved/Pannell, second/Scherman, to receive, adopt, and file the Investment Policy for the Pooled Investment Fund for the calendar year 2010.
Voice Vote: Unanimous approval.

4. Approval of Staff Recommendations for the Adult Vendor Services (VS) List and Child Development and Family VS List

Ms. Espie Lindsey reviewed this item; no questions or comments.

Moved/Pannell, second/Nottoli, to add Yes 2 Kollege Education Resources, Inc. to the Adult VS List and the Child Development and Family VS List.
Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Concurrence with Sacramento Works, Inc. to Approve Funding Recommendations for the American Recovery and Reinvestment Act of 2009 (Recovery Act)/Workforce Investment Act (WIA) Youth Employment Services for Year-Round Services for 2009-2010

Ms. Christine Welsch reported that 960 young people got jobs this summer and \$1.4 million was earned. Staff identified \$500,000 for a year-round program. Staff is recommending funding 30 slots each to serve an additional 120 youth:

- California Human Development Corporation
- Crossroads Diversified Services
- Lao Family Community Development
- Mutual Assistance Network

Moved/Pannell, second/Scherman, to approve the staff recommendation funding for the Recovery Act/WIA, Year-round Youth Services 2009 in the amount of \$481,295 for the four providers.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

2. Approval of Augmentation for Crossroad Diversified Services

Ms. Robin Purdy stated that this is a correction to the extension recommendations made at the last meeting. In June 2008, Crossroads was allocated funds through a one-stop services contract. They moved and purchased a computer lab; SETA purchased the computers. The approval of this board item will replace \$15,000 into their budget.

Moved/Scherman, second/Yee, to approve an augmentation of the WIA One Stop Services Subgrant Agreement with Crossroads Diversified Services in the amount of \$15,000, bringing the total award to \$302,954.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

3. Augmentation of Workforce Investment Act, Title I, Adult One-Stop Services Programs

Ms. Purdy stated that staff is requesting approval to use \$550,000 to augment scholarships for 11 of the 12 one stop centers and use \$244,000 to fund other customer services and support and improvements to software and Workkeys skills certification. No additional funds will be provided to Mather since this center works closely with the Rancho Cordova Career Center.

Moved/Pannell, second/Nottoli, to approve the staff funding recommendations reflected in the narrative and on the charts included in the board packet.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

4. Approval to Modify WIA/ARRA Workplace Training Agreements with Temporary Assistance to Needy Families Emergency Contingency Fund (TANF ECF) Recovery Act funds

Ms. Purdy stated that staff is finalizing the contract with the Department of Human Assistance for \$2 million in Recovery Act funds. DHA will be the administrator; most of the funds will go to short term non-recurring services to people on TANF support. This item will be blending WIA funds with TANF funds to pay for staffing associated with running the OJT and other programs.

Moved/Pannell, second/Nottoli, to approve the modification of the WIA/Recovery Act Phase 1 Workplace Training providers with TANF ECF funds.
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

C. HEAD START

1. Approval to Release a Request for Qualifications to Procure Professional Architectural Services

Ms. Brenda Campos reported that staff is excited to receive funds for two new classroom modulars. One of the centers (Bannon Creek) was forced to move but the move provides SETA with more space and parking. The school districts are excited with the new modulars as well.

Mr. Nottoli asked if there was any way to piggyback the use of architectural services for the modulars. Can we partner with the school districts to get this done rather than SETA securing a separate architect?

Mr. Larsen stated that legal counsel could meet with the school districts to see if we could work together. Mr. Larsen stated that the RFQ could be designed to be broad in nature in order to work with the school districts. The RFQ was designed to be broad in nature. Ms. Kossick stated that the architect will be used on an hourly basis.

Moved/Nottoli, second/Scherman, to approve the release of a Request for Qualifications for Professional Architectural Services.
Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval to Consider a Waiver of the Mandatory Attendance Requirement of the Community Services Block Grant Offeror's Conference

Ms. Cindy Sherwood-Green reviewed this item. If the waiver is approved, two organizations would be allowed to submit proposals.

Speaker before the board:

- a. Ms. Elnor Tillson, Executive Director, Travelers Aid

Moved/Pannell, second/Scherman, to cancel the provisions of the CSBG RFP that required mandatory attendance at the CSBG Offeror's Conference held on September 14, 2009.

Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No comments.

B. Head Start Fiscal Report: No comments.

C. Unemployment Statistics: No comments.

D. Dislocated Worker Update: Mr. William Walker stated that SETA assisted with the Kohl's employee recruitment but did not go on-site to provide services.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick thanked staff and program operators for the hard work over the last 6-8 months since ARRA funds became available.

C. Deputy Directors

➔ Monthly Head Start Report: Ms. Maureen Morrison reported that the current 09/10 budget is still extremely tight and will continue to be. Fiscal Year 08/09 was closed out and balanced; no funds were returned to ACF. All of the Head Start sites are fully enrolled. Staff was notified that the Agency received Training/Technical Assistance funds in the amount of \$152,000 for tuition and books for teachers. Also, \$1.7 million was received under Program Improvement funds for 32 projects including Bannon Creek and Bright Beginnings modulars. ARRA funds were received to allow some staff to be retained and \$350,000 was received to do physical site improvements. Funds were received to continue the Whispering Pines center for two years. Staff received unofficial notification that we were granted EHS expansion grant funds for 196 slots; staff is waiting for the award letter.

D. Counsel: No report.

E. Members of the Board: None.

F. Public: None.

V. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9:

One potential case

Board recessed into closed session at 11:19 a.m. and reconvened to take some public testimony.

- Ron Rowland, Owner/General Manager, New Horizons Computer Learning Center

Mr. Rowland requested consideration to be added to the local training provider list to provide information technology training for people looking for new jobs.

Ms. Kossick stated that we have a board policy that no new schools could be added. Mr. Rowland is asking for an exception to the policy.

Mr. Larsen provided some background regarding a private post secondary program that expired in 2007. It will be known by the November meeting whether Mr. Rowland's program will be affected by the new legislation.

Mr. Nottoli asked for a report back on this item in November.

Board recessed into closed session at 11:33 a.m.

- VII. Adjournment:** The meeting was adjourned at 12:05 p.m. with no report out of closed session.

ITEM V- OTHER REPORTS

BACKGROUND:

- A. SETA EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Maureen Morrison) to report to the Council on any items of important information or to deal with special requests which need to be addressed.
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- B. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- Monthly Head Start Report (attached)
 - Brenda Campos: Grantee Program Support Services
 - Denise Lee: Child Development and Education Services
 - Lisa Carr, Parent/Family Support Unit
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- C. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.
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- D. PUBLIC PARTICIPATION: Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.
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