

Thought of the Day: "Ability is what you are capable of doing. Motivation determines what you do. Attitude determines how well you do it."

Author: Lou Holtz

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

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City of Sacramento

JIMMIE YEE
Board of Supervisors
County of Sacramento

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, February 3, 2009

TIME: 9:00 a.m.

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

ADMINISTRATION

KATHY KOSSICK
Executive Director

MAUREEN DERMOTT
Deputy Director

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Website:

<http://www.headstart.seta.net>

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 from the December 12, 2008 Special Meeting

III. Action Items

A. Selection of Committee Representatives for Program Year 2008-2009
(Continued item from 12/12/08 meeting)

- 1) Head Start Personnel/Bylaws Committee Representatives
- 2) Head Start Budget/Planning Committee Representatives
- 3) Head Start Social/Hospitality Committee
- 4) Program Area Committees
 - a) Early Child Development and Health Services and Parent/Family Support Committee (aka: Child Safety Committee)
 - b) Monitoring & Evaluation (aka: Self-Assessment) Committee
 - c) Male Involvement Committee
 - d) Early Head Start Committee

- 5) Appointment of Representatives to Advisory Committee on Perinatal and Infant Health
 - 6) Appointment of Representative and Alternate to the Maternal, Child and Adolescent Health Advisory Board
 - 7) Appointment of Three Representatives to the Sacramento County Dental Health Advisory Committee
- B. Election of Representative and Alternate to the Community Action Board (CAB)
 - C. The Selection of the Representative and Alternate to the SETA Head Start Health Services Advisory Committee (HSAC)
 - D. Selection of Representative and Alternate to Attend the Strengthening Fathers-Strengthening Families 10th Annual Fatherhood & Families Conference, Phoenix, Arizona
 - E. 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
 - F. Approval of Modifications to the Head Start Personnel Policies Including Zero Tolerance Policy – Mr. Rod Nishi

IV. Information Items

- A. Standing Information
 - Introduction of Newly Seated Members – Ms. Carol Aronis
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
 - PC/PAC Calendar of Events – Ms. Carol Aronis
 - Parent/Family Support Unit Events and Activities – Ms. Carol Aronis
 - Parent/Staff Recognitions – Ms. Carol Aronis
 - Head Start/Early Head Start End-of-Month Enrollment Report – Ms. Elsie Bowers
 - SETA Head Start Food Service Operations Monthly Report – Ms. Brenda Campos
 - Community Resources – PC Representatives – Ms. Carol Aronis
 - National Head Start Association (NHSA) Parent Training Conference Report – Ms. Carol Aronis
 - Celebrating Kinship & Grandparents Raising their Grandchildren Conference Reports – Ms. Carol Aronis
- B. Fiscal Monitoring Report
 - San Juan Unified School District
- C. Governing Board Minutes for the December 4, 2008 Meeting

V. Committee Reports

- A. Executive Committee
- B. Early Child Development and Health Services and Parent/Family Support Committee (AKA Child Safety Committee)
- C. Male Involvement Committee

VI. Other Reports

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

III. Action Items (Continued)

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

- Approval of Eligibility Lists for the following Positions: Associate Teacher, Tier III
 - Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, JANUARY 28, 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
- _____ Donna Easter, San Juan 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
- _____ David Quintero, SETA-Operated Program
- _____ Kiesha Spriggs, SETA-Operated Program
- _____ Salina Davey, SETA-Operated Program
- _____ Mary Brown, SETA-Operated Program
- _____ Greg Oviedo, SETA-Operated Program
- _____ LaDoris McDavid, SETA-Operated Program
- _____ Shernita Crosby, WCIC/Playmate Child Development Center
- _____ Beartice Mehn-Member, WCIC/Playmate Child Development Center
- _____ Kayla Granderson, Early Head Start (Sac. City)
- _____ Erin Kimbro, Home Base Program
- _____ Jeanine Vandermolen, Past Parent Representative
- _____ Brenda Vincent, Past Parent Representative
- _____ Barbara Ramey-Clark, Foster Parent Representative
- _____ Carol Aronis, Grandparent Representative
- _____ Van Huynh, Child Health and Disability Prevention Program
- _____ Inez Whitlow, Chicks in Crisis

New Members to be seated::

- _____ Eric Gordon, Twin Rivers Unified School District
- _____ Vinesh Sami, Twin Rivers Unified School District

Seats Vacant:

- _____ Vacant (Alex), Early Head Start (Home Base SOP)
- _____ Vacant (Flores), Early Head Start (San Juan)

**** 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. ****

**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*													
C. Aronis (11/25)	GRAND	X	X														
M. Brown (11/25)	SOP	X	X														
J. Cleaver (11/25)	FOSTER	X	X														
S. Crosby (11/25)	WCIC	X	X														
S. Davey (11/25)	SOP	X	X														
D. Easter (11/25)	SJ	X	X														
R. Flores	SJ		U														
L. Garner (11/25)	SAC	X	X														
E. Gordon	TR																
K. Granderson (12/12)	EHS	U	X														
E. Kimbro (11/25)	HB	X	X														
D. Low (11/25)	SJ	X	X														
L. McDavid (11/25)	SOP	X	X														
B. Mehn-Member (12/12)	WCIC	E	X														
I. Meza (11/25)	SAC	X	X														
G. Oviedo (11/25)	SOP	X	X														
M. Pope (11/25)	ELK	X	X														
D. Quintero (11/25)	SOP	X	X														
B. Ramey-Clark (11/25)	FOSTER	X	X														

BOARD MEMBER	SITE	11/25	12/12	2/3*											
J. Ryon (11/25)	ELK	X	X												
V. Sami	TR														
K. Spriggs (11/25)	SOP	X	X												
J. Vandermolen (11/25)	PP	X	X												
B. Vincent (11/25)	PP	X	X												
V. Huynh (11/25)	CHDP	X	X												
I. Whitlow (11/25)	CHICKS	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 1/26/09

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 25, 2008 REGULAR POLICY
COUNCIL MEETING

BACKGROUND:

Attached are the minutes of the November 25, 2008 regular Policy Council meeting.

RECOMMENDATION:

That the Policy Council review, modify if necessary, and approve the November 25, 2008 regular Policy Council meeting minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL
Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Friday, December 12, 2008
10:30 a.m.

- I. Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Kathy Ruiz called the meeting to order at 10:55 a.m. Translator for the day will be Ms. Teresita Topete, Health Nutrition Specialist. Ms. Cleaver read the thought of the day. Ms. Cleaver called the roll. New members were seated: Beartice Mehn-Member and Kayla Granderson.

Members Present:

Mary Pope, Elk Grove Unified School District
Jennifer Ryon, Elk Grove Unified School District
Beartice Mehn-Member, Playmate/WCIC
Shernita Crosby, Playmate/WCIC
Donna Easter, San Juan Unified School District
Darlene Low, San Juan Unified School District
Shasta King, San Juan Unified School District
Josie Cleaver, Sacramento City Unified School District
Lorraine Garner, Sacramento City Unified School District (arrived at 11:15 a.m.)
Irlanda Meza, Sacramento City Unified School District
David Quintero, SETA-Operated Program
Kiesha Spriggs, SETA-Operated Program
Salina Davey, SETA-Operated Program
Mary Brown, SETA-Operated Program
Greg Oviedo, SETA-Operated Program
LaDoris McDavid, SETA-Operated Program
Erin Kimbro, Home Base Program
Jeanine Vandermolen, Past Parent Representative
Brenda Vincent, Past Parent Representative
Kayla Granderson, Early Head Start (Sac. City)
Barbara Ramey-Clark, Foster Parent Representative
Carol Aronis, Grandparent Representative
Van Huynh, Child Health and Disability Prevention Program
Inez Whitlow, Chicks in Crisis
Kathy Ruiz, Outgoing Chair

New Representative Absent:

Rosa Flores, Early Head Start (unexcused)

II. Consent Item

A. Approval of the Minutes from the November 25, 2008 Meeting

Minutes were reviewed; no questions or corrections.

Moved/Davey, second/Kimbrow, to approve the November 25, 2008 minutes.
Show of hands vote: Aye: 22, Nay: 0, Abstentions: 1 (Ruiz)

III. Information Items

A. Standing Information

- Introduction of Newly Seated Members: New board members introduced themselves and stated how many children they had.
- Shared Governance Organization Structure: This item will be tabled until January.

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 2008-2009

Ms. Ruiz reviewed the officers for the Policy Council.

Moved/Vandermolen, second/Ryon, that the Policy Council elect Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian for Program Year 2008-2009.
Show of hands vote: 22, Nay: 0, Abstentions: 1 (Ruiz)

Those interested in the position of **Chair**: Carol Aronis, Inez Whitlow. Nominees spoke of their interest in the position.

Votes: Carol: 16, Inez: 6 (Ms. Ruiz abstained.)

Ms. Carol Aronis will serve as **Chair** for Program Year 2008-2009.

Ms. Lorryne Garner arrived at 11:20 a.m.

Those interested in the position of **Vice Chair**: Salina Davey, Inez Whitlow. Nominees spoke of their interest in the position.

Votes: Salina Davey: 11, Inez Whitlow: 12

Ms. Inez Whitlow will serve as **Vice Chair** for Program Year 2008-2009.

Those interested in the position of **Secretary**: Jeanine Vandermolen, Josie Cleaver, and Erin Kimbro. Nominees spoke of their interest in the position.

Votes: Jeanine: 3, Josie: 13, Erin: 6.

Ms. Ruiz corrected the vote on Josie Cleaver to 14.

Ms. Josie Cleaver will serve as **Secretary** for Program Year 2008-2009.

Those interested in the position of **Treasurer**: Barbara Ramey-Clark, Erin Kimbro, Salina Davey, Mary Brown.

Ms. Kimbro and Ms. Davey rescinded their names from the nominee list.

Nominees spoke of their interest in the position.

It was clarified that Ms. Brown's work in the budgets of high school vocational education would not be a conflict with the Head Start program.

Votes: Barbara: 9, Mary: 14

Ms. Mary Brown will serve as **Treasurer** for Program Year 2008-2009.

Those interested in the position of **Parliamentarian**: Jeanine Vandermolen, Lorryne Garner, Darlene Low, and Barbara Ramey-Clark.

Nominees spoke of their interest in the position.

Votes: Jeanine: 6, Lorryne: 5, Darlene: 3, Barbara: 9

Ms. Barbara Ramey-Clark will serve as **Parliamentarian** for Program Year 2008-2009.

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

Ms. Ruiz reviewed the requirements of attendees at the conference. Ms. Desha reviewed Schedule "H" for the conference budget information. There is a total of \$5,000 budgeted for this conference. The estimated budget per parent is \$1,050. All attendees are required to file a report after they return. The deadline for the report is Friday, February 6, 2009.

Moved/Kimbro, second/Davey, that the Policy Council approves the selection of two Representatives and two Alternates to attend the California Head Start Association Conference.

Show of hands vote: Aye: 22, Nay: 0, Abstentions: 2 (Ruiz and Aronis)

Those interested in attending the conference: Jennifer Ryon, Mary Pope, Salina Davey, Kiesha Spriggs, and Brenda Vincent.

Board members spoke of their interest in attending the conference.

Votes: Jennifer: 3, Mary Pope: 6, Salina: 6, Kiesha: 7, Brenda: 2
Run-off vote between Salina and Mary Pope.

It was decided to do the vote over again.

New vote: Jennifer: 3, Mary Pope: 7, Salina: 5, Kiesha: 7, Brenda: 2

Representatives: Kiesha Spriggs and Mary Pope
Alternate#1: Salina Davey
Alternate #2: Jennifer Ryon

C. Selection of Committee Representatives for Program Year 2008-2009: Tabled.

III. **Information Items** (Continued)

C. Standing Information Items

- PC/PAC Calendar of Events: No comments.
- Parent/Family Support Unit Events and Activities: No comments.
- Parent/Staff Recognitions: No comments.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. Dermott explained that the Head Start budget of approximately \$39 million is actually comprised of three different budgets: 1) SOP budget \$39,383,216; 2) Basic Early Head Start \$8,400,000; and 3) Training/ Technical Budget \$364,288. Mr. Roger Bartlett reviewed year to date expenditures are 27% instead of 36%. The budget is 35% of year which is a little ahead of schedule. All delegate agencies have signed their contracts. Ms. Ramey-Clark inquired what is the purpose of the dual language institute and Ms. Lisa Carr reported that this was a conference Dealing with children and parents where English is not their first language. This conference was sponsored by ACF and Head Start program staff were highly encouraged to attend. SETA will be reimbursed for this conference.
- SETA Head Start/Early Head Start End-of-Month Enrollment Report: Tabled.

D. Governing Board Minutes for the November 6, 2008 Meeting: No comments.

V. **Committee Reports**

A. Executive Committee: No comments.

VI. Other Reports

- A. Chair's Report: Ms. Ruiz distributed handouts from Ed Condon's office regarding a letter from the California Head Start Association to President-Elect Obama
- B. Head Start Deputy Director's Monthly Report: Tabled.
- C. Head Start Managers' Monthly Report: Tabled.

D. Open Discussion and Comments: Tabled.

IV. Action Items (Continued)

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

The board went into closed session at 12:24 p.m. The board went back into open session at 12:40 p.m. Ms. Carol Aronis reported out of closed session that the Board took the following action in closed session: Head Start Social Services/Parent Involvement (Non-Supervisory) (Temporary Position), and Head Start Health/Nutrition Specialist eligibility lists were approved.

Ms. Ruiz stated that an Executive Committee meeting for all officers elected is scheduled for Friday, December 19, 10:00 a.m.; this date/time may be changed due to a conflict.

VI. Other Reports

- E. Public Participation: No comments.

III. Information Items (Continued)

C. Standing Information Items

- Parent/Staff Recognitions: Ms. Marie Desha acknowledged the outstanding job Ms. Ruiz did during her tenure as Chair of the Policy Council. Ms. Ruiz expressed her appreciation for her service to Head Start. She will be assisting with the orientation and training. She was presented with a planner as appreciation. Ms. Desha announced that Ms. Ruiz has been nominated for the CHSA Parent of the Year Award.

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

ITEM III-A – ACTION

SELECTION OF COMMITTEE REPRESENTATIVES FOR PROGRAM
YEAR 2008-2009

BACKGROUND:

The following standing committees require Policy Council representatives be appointed. It is hoped every member will participate on at least three (3) committees. A description of each committee is included in the Policy Council bylaws. Staff will be available to provide an oral report and answer questions.

1) Head Start Personnel/Bylaws Committee Representatives (3 Representatives)

Oversight by: Marie Desha

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

2) Head Start Budget/Planning Representatives (3 Representatives)

Oversight by: Maureen Dermott

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

3) Head Start Social/Hospitality Committee (3 Representatives)

Oversight by: Marie Desha

- a) Secretary _____
- b) Treasurer – _____
- c) _____

4) Program Area Committees

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

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

- A) Early Child Development and Health Services and Parent/Family Support Committee (aka: Child Safety Committee) (3 Representatives)

Oversight by: Brenda Campos, Denise Lee and Lisa Carr

a) _____

b) _____

c) _____

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

Oversight by: Andrea Harvey

- C) Male Involvement Committee (3 Representatives)

Oversight by: Robert Silva

a) _____

b) _____

c) _____

- D) Early Head Start Committee (3 Representatives)

Oversight by: Denise Lee

a) _____

b) _____

c) _____

5) Appointment of Representatives to Advisory Committee on Perinatal and Infant Health

The Infant Mortality Reduction/Prevention Committee would like to have four parents in the Committee. The group addresses women, infants, children and adolescent health issues. They serve as an advisory group for black infant health issues and campaigns. They also serve in an advisory capacity for the recommendations that come forth from the fetal and infant death reviews from the entire county. The meetings are held monthly on the second Wednesday, from noon to 2:00 p.m., at the Primary Care Center, 4600 Broadway, Community Room 2020. If you have any questions, please contact Brenda Campos, 263-3881.

One Representative: _____

6) Appointment of Representative and Alternate to the Maternal, Child and Adolescent Health Advisory Board

The Sacramento County Maternal, Child and Adolescent Health Advisory Board has requested one representative and one alternate to serve from Head Start. Current health issues are addressed, providing an opportunity for Head Start parents to contribute in the discussion and receive valuable information for Head Start. The committee meets five times a year on the second Tuesday of the month (January, March, May, September, and November). The meetings are held at 9333 Tech Center Drive, Suite 800, Sacramento, CA, from 8:00 – 10:00 a.m. If you have any questions, please contact Brenda Campos, 263-3881.

One Representative: _____

One Alternate: _____

7) Appointment of Three Representatives to the Sacramento County Dental Health Advisory Committee

The Sacramento County Dental Health Advisory Committee has requested three representatives from Head Start to serve this year. The committee discusses the dental needs of all residents in Sacramento County and the needs of children are frequently reviewed. Parents will commit to three (3) meetings during the next year which are generally held on Wednesdays from 4:00 – 5:30 p.m. at the Community Services Planning Council office, 909 – 12th Street, Suite 200. Meeting dates to be announced. Those interested in dental health would be appropriate members of this committee. If you have any questions, please contact Brenda Campos, 263-3881.

Three Representatives: 1) _____
2) _____ 3) _____

RECOMMENDATION:

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

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-B – ACTION

ELECTION OF REPRESENTATIVE AND ALTERNATE TO THE
COMMUNITY ACTION BOARD

BACKGROUND:

The SETA Community Action Board is comprised of representatives from the Private, Public and Low-Income Sectors. The duties of the Board include recommending allocations of Community Services Block Grant (CSBG) funds to community services agencies throughout Sacramento County. Attached for your review is a CAB overview.

In the past, Kathy Ruiz served as the Head Start representative from the Low-Income Sector. Policy Council representatives to the Community Action Board receive a meeting reimbursement.

RECOMMENDATION:

That the Council elect a representative and alternate to serve as Low-Income Sector representatives to the Community Action Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

COMMUNITY ACTION BOARD OVERVIEW

The Community Action Board (CAB) is a twelve-person board representing a number of public, private and low-income interests. SETA, as the designated Community Action Agency for Sacramento County, receives Community Services Block Grant (CSBG) and funds from the U. S. Department of Health and Human Services through California's Department of Community Services and Development. SETA administers CSBG programs with the advice of the tri-partite Community Action Board.

The SETA CAB was established as an advisory body to the SETA Governing Board and is entrusted with a mission to make the entire community respond to the needs and interests of the poor. Its members assess the needs of the low-income community, receive and review proposals for CSBG funding, and made recommendations to the Governing Board to fund programs which most effectively address those needs.

The long-range objective of the CSBG program is to enable individuals to deal with the problems of poverty and attain self-sufficiency. Because the social needs in SETA's service delivery area are diverse - from drug abuse among youth to the problems of seniors - and because funding for programs is relatively scarce, Board members exercise great care in setting program priorities, allocating funds and evaluating program performance.

MEETING SCHEDULE

Regular meetings of the Community Action Board are held on the second Wednesday of each month at 10:00 a.m., 925 Del Paso Blvd. Meetings seldom exceed one hour in length with the exception of annual funding meetings.

COMPOSITION OF THE COMMUNITY ACTION BOARD

The Community Action Board is composed of twelve members with four members representing each of three constituent groups: 1) Public Officials or their representatives; 2) Private Sector, consists of business, industry, labor, religious groups, welfare, education, or other major groups and interests in the community; and 3) Low Income Sector, or representatives of the poor residents within the Community Action Board jurisdiction.

SECTOR PROFILES

Public - Public officials bring expertise in public relations, meetings, administration, funding and fiscal affairs. They represent the interests of the general public, yet can also serve as ambassadors of goodwill to the client groups.

Low Income - Representatives of the poor are the fundamental source of information on conditions and problems of poverty. Their participation and involvement on the Board, on its committees and at neighborhood levels is critical to Community Action efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs -- and the positive effects those programs can have on the community.

Private - Representatives of the private sector provide good decision-making capabilities. They normally have business, management and fiscal expertise. They are major sources of funds and other resources. Finally, they provide balance to the Board by representing the remainder of the community.

APPLICATION/APPOINTMENT PROCESS

Those wishing to apply for membership on the CAB are asked to fill out an application form available at 925 Del Paso Blvd., Sacramento, CA 95815, Attention: Nancy Hogan (Phone 263-3827). Completed applications should be returned to SETA. These applications go through an application/appointment process for each sector. CAB members serve one-year terms beginning in January of each year.

CONFLICT OF INTEREST

Upon appointment, each applicant is required to submit a completed Statement of Conflict of Interest (form provided by SETA).

ITEM III-C – ACTION

SELECTION OF REPRESENTATIVE AND ALTERNATE TO THE SETA HEAD START
HEALTH SERVICES ADVISORY COMMITTEE (HSAC)

BACKGROUND:

The Policy Council is requested to select one (1) Representative and one (1) Alternate to serve on the Head Start Health Services Advisory Committee. This committee is an advisory group to the health program area plan, assists with creation of policies, and serves as one of our primary community resources for health information. Members on the committee include Head Start staff and parents and health professionals from the community with an interest in Head Start. The group meets two times per year for a dinner meeting. Meeting location and time to be announced. An interest in health would be appropriate for those serving on this committee. Ms. Brenda Campos will be available to share information and answer questions.

Please see attached minutes of last meeting, Wednesday, November 12, 2008.

RECOMMENDATION:

That the Policy Council select one (1) Representative and one (1) Alternate to the Health Services Advisory Committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-D – ACTION

SELECTION OF REPRESENTATIVE AND ALTERNATE TO ATTEND THE
STRENGTHENING FATHERS – STRENGTHENING FAMILIES 10TH ANNUAL
FATHERHOOD & FAMILIES CONFERENCE, PHOENIX, ARIZONA

BACKGROUND:

This agenda item provides an opportunity for the Policy Council select one (1) Policy Council Representative and one (1) Alternate to attend the Strengthening Fathers – Strengthening Families 10th Annual Fatherhood & Families Conference, March 2-5, 2009, Phoenix, Arizona.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Policy Council selects one (1) Representative and one (1) alternate to attend the conference.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

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 III-E – ACTION

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

BACKGROUND:

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

Article II Purpose, Powers, Duties and Functions, Section 2: Powers, Duties and Functions, E12: *For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)*

RECOMMENDATION:

That the Policy Council approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-F - ACTION

MODIFICATION TO THE AGENCY PERSONNEL POLICIES AND PROCEDURES
SECTION 10: LAYOFFS, SEPARATION FROM SERVICE, AND DISCIPLINARY
ACTION

BACKGROUND:

The SETA Personnel Policies and Procedures set forth the practices that are to be followed by the Agency. These Policies and Procedures will apply to all employees except as otherwise stated. However, provisions in recognized and duly adopted Collective Bargaining Agreements currently in effect, or Resolutions of the Governing Board which set forth terms and conditions of employment not covered in these Policies and Procedures shall also apply.

Consistent with Federal Head Start Regulations, the Policy Council must approve or disapprove certain personnel actions including the adoption of, or modification to, these Personnel Policies and Procedures and the hiring and firing of the Head Start staff of the Agency.

The Agency and the union representing the Agency's Head Start employees (American Federation of State, County, and Municipal Employees) (AFSCME) have held numerous meetings to discuss this modification. These discussions are a product of the efforts by the Agency to address numerous issues in regard to the safety of children and their personal rights. The modification requested has the support of AFSCME.

This action shall be presented to the SETA Governing Board for their concurrence at their meeting of February 5, 2009.

RECOMMENDATION:

To hear staff report and approve the modification to the Agency's Personnel Policies and Procedures.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

10.04 Disciplinary Action

In accordance with Head Start regulations, the Head Start Policy Council must approve the action to dismiss any Head Start employee.

c. In accordance with Head Start's Code of Conduct, discipline is expanded to include a Zero Tolerance discipline policy, as it relates to Section 11.11 (3) and Section 11.11(4)(SETA Personnel Policies and Procedures).

1. Supervision—Supervising children at all times means that the assigned staff are accountable for each child. This includes responsibility for the appropriate visual and/or auditory awareness, physical proximity and knowledge of activity. If an employee is found guilty of lack of supervision in the following manner disciplinary action will be proposed as follows:

a. A first occurrence of leaving children alone or unsupervised, resulting in a child leaving the premises without staff knowledge/awareness or supervision will result in termination

2. Personal Rights—Children are to be accorded dignity in their personal relationships with staff and are to be free from corporeal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature. If an employee is found guilty of violating a child's personal rights in the following manner disciplinary action will be proposed as follows:

a. A first occurrence of an employee using their power, position and anger to impose emotional or physical abuse, humiliation, intimidation or ridicule on a child including, but not limited to slapping, striking, hitting, yanking or shaking will result in termination.

All occurrences of violations of children's personal rights or children's supervision will result in serious disciplinary action up to and including termination.

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

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

- A. Standing Information
- Introduction of Newly Seated Members – Ms. Carol Aronis
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
 - PC/PAC Calendar of Events – Ms. Carol Aronis
 - Parent/Family Support Unit Events and Activities – Ms. Carol Aronis
 - Parent/Staff Recognitions – Ms. Carol Aronis
 - Head Start/Early Head Start End-of-Month Enrollment Report – Ms. Elsie Bowers
 - SETA Head Start Food Service Operations Monthly Report – Ms. Brenda Campos
 - Community Resources – PC Representatives – Ms. Carol Aronis
 - National Head Start Association (NHSA) Parent Training Conference Report (attached) – Ms. Carol Aronis
 - Celebrating Kinship & Grandparents Raising their Grandchildren Conference Reports – Ms. Carol Aronis

NOTES:

CALENDAR OF EVENTS
PARENT/FAMILY SUPPORT UNIT

<u>EVENT</u>	<u>DATE</u>
Daddy & Me Fishing in the City	Saturday, January 24, 2009 9:00 a.m. – 1:00 p.m. William Land Park
Celebrating Kinship & Grandparents Raising Their Grandchildren Conference Theme: Creating Healthy Habits for a Healthy Future	Friday, January 30, 2009 Antioch Progressive Church 7650 Amherst Street Sacramento, CA 9:00 a.m. – 2:30 p.m.
Parent/Family Support Committee Meeting (AKA Child Safety Committee)	Thursday, February 5 and Friday, February 13, 2009 9:00 – 11:00 a.m. Cypress Room 925 Del Paso Blvd., #200
Male Involvement Committee Meeting	Wednesday, February 18, 2009 2:00 p.m. Redwood Room 925 Del Paso Blvd., #200

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
California Head Start Association (CHSA) Parent Conference	January 26-27, 2009 Marriott San Diego Mission San Diego, CA
Celebrating Kinship & Grandparents Raising Their Grandchildren Conference Theme: Creating Healthy Habits for a Healthy Future	Friday, January 30, 2009 Antioch Progressive Church 7650 Amherst Street Sacramento, CA 9:00 a.m. – 2:30 p.m.
Early Child Development and Health Services Committee (AKA Child Safety Committee)	Tuesday, February 3, 2009 – and - February 16, 2009 1:30 p.m. Room TBA 925 Del Paso Blvd., #200
Parent/Family Support Committee Meeting (AKA Child Safety Committee)	Thursday, February 5, 2009 9:00 – 11:00 a.m. Cypress Room 925 Del Paso Blvd., #200
PC Executive Committee Meeting	Friday, February 6, 2009 9:00 a.m. Pine Room 925 Del Paso Blvd., #200
PC/PAC Budget/Planning Committee (AKA Budget Review Committee)	Tuesday, February 10, 2009 9:00 a.m. Shasta Room 925 Del Paso Blvd., #200
Parent/Family Support Committee Meeting (AKA Child Safety Committee)	Friday, February 13, 2009 9:00 – 11:00 a.m. Cypress Room 925 Del Paso Blvd., #200
PAC Meeting	Tuesday, February 17, 2009 6:00 p.m. SETA Board Room 925 Del Paso Blvd., #200 Board Room

Male Involvement Committee Meeting	Wednesday, February 18, 2009 2:00 p.m. Redwood Room 925 Del Paso Blvd., #200
PAC Executive Committee	Thursday, February 19, 2009 9:30 a.m. Pine Room 925 Del Paso Blvd. , #200
PC Executive Committee Meeting	Thursday, February 26, 2009 9:00 a.m. Room TBA 925 Del Paso Blvd., #200
PC/PAC Bylaws Committee Meeting	Friday, February 27, 2009 10:00 a.m. Room TBA 925 Del Paso Blvd., #200

ITEM IV-B – INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

Attached is a copy of the latest fiscal monitoring report. Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Tracy Tomasky **DATE:** November 18, 2008

FROM: Greg P. Tayros, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic , COLA	\$ 4,145,417	8/01/07-07/31/08	8/01/07-7/31/08
Head Start	T & TA	15,000	8/01/07-07/31/08	8/01/07-7/31/08
Early HS	Basic, COLA	1,186,930	8/01/07-07/31/08	8/01/07-7/31/08
Early HS	T & TA	20,112	8/01/07-07/31/08	8/01/07-7/31/08

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: 10/14-16/08

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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2007 to July 31, 2008 have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-C – INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

The December 4, 2008 Governing Board meeting minutes are attached.

NOTES:

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 12, 2008 Policy Council meeting.

Good	Needs Improvement
Attendance	Side barring
Thank you Joy Otero for reminder calls to attend PC meeting.	Please clean up your area and put your name plate away
Thanks to Kathy Ruiz for the smooth transition of new officers and for the wonderful and excellent job as Chair of the PC.	

- B. Early Child Development and Health Services and Parent/Family Support Committee (AKA Child Safety Committee)

- C. Male Involvement Committee

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. Carol Aronis), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.

- B. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Maureen Dermott) 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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- C. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

Brenda Campos: Grantee Program Support Services
Denise Lee: Child Development and Education Services
Lisa Carr, Parent/Family Support Unit

ITEM VI- OTHER REPORTS (Continued)

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

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

ITEM III-G – ACTION (Continued)

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: