

GOVERNING BOARD

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City of Sacramento

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County of Sacramento

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Thought of the Day: "Make THE difference in other's lives. Give BACK. If you have achieved success in the world, let others light their candles with your flame."

Author: Betsy Haas, Esteemed Human Development International.

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

DATE: Monday, May 11, 2009

TIME: 8:30 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. **Action Items**
 - A. Approval of Grantee Countywide Application for COLA and Quality Improvement Under the American Recovery and Reinvestment Act (ARRA) Stimulus Funding
- III. **Other Reports**
 - A. Public Participation
- II. **Action Items** (Continued)
- B. **CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT CODE SECTION 54957**
 - Approval of Eligibility List for the following Position: 1) Program Officer
- CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
Pursuant to Government Code Section 54957
 - Report out of Closed Session
- IV. **Adjournment**

DISTRIBUTION DATE: WEDNESDAY, MAY 6, 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
- _____ Eric Gordon, Twin Rivers 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
- _____ 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
- _____ Frank Jackson, Community Advocating Male Participation/Male Involvement

Member to be seated:

- _____ Mary Bell Barrow, Early Head Start (Home Base SOP)

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 (Mehn-Member), WCIC/Playmate Child Development Center

**** 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 *	2/24	4/24 *	5/11 *								
C. Aronis (11/25)	GRAND	X	X	X	X	X									
M. Bell Barrow	EHS					U									
M. Brown (11/25)	SOP	X	X	X	X	X									
J. Cleaver (11/25)	FOSTER	X	X	X	X	X									
S. Crosby (11/25)	WCIC	X	X	X	X	X									
S. Davey (11/25)	SOP	X	X	X	X	X									
L. Garner (11/25)	SAC	X	X	X	X	X									
E. Gordon (s/b/s 2/3/09)	TR			U	X	U									
K. Granderson (12/12)	EHS	U	X	X	U	X									
F. Jackson (4/24)	CAMP					X									
E. Kimbro (11/25)	HB	X	X	X	X	E									
D. Low (11/25)	SJ	X	X	X	X	E									
L. McDavid (11/25)	SOP	X	X	X	X	X									
B. Mohn Member (12/12)	WCIC	E	X	E	X	E									
I. Meza (11/25)	SAC	X	X	X	X	X									
G. Oviedo (11/25)	<i>SOP</i>	X	X	X	X	E									
M. Pope (11/25)	<i>ELK</i>	X	X	X	X	X									
D. Quintero (11/25)	<i>SOP</i>	X	X	X	X	X									
B. Ramey-Clark (11/25)	<i>FOSTER</i>	X	X	X	X	X									

BOARD MEMBER	SITE	11/25	12/12	2/3 *	2/24	4/24 *	5/11 *								
J. Ryon (11/25)	<i>ELK</i>	X	X	X	X	X									
K. Spriggs (11/25)	<i>SOP</i>	X	X	U	X	X									
J. Vandermolen (11/25)	<i>PP</i>	X	X	X	AP	X									
B. Vincent (11/25)	<i>PP</i>	X	X	E	X	X									
V. Huynh (11/25)	<i>CHDP</i>	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 5/1/09

ITEM II-A – ACTION

APPROVAL OF GRANTEE COUNTYWIDE APPLICATION FOR COLA AND QUALITY IMPROVEMENT UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT

BACKGROUND:

On April 13, 2009, SETA/Head Start was informed of the availability of additional funds under the American Recovery and Reinvestment Act. The program instruction informed Head Start and Early Head Start grantees and delegate agencies of the intended uses of these funds and announced the opportunity for grantees to apply for additional funding for Cost-of-Living Adjustments (COLA) and Quality Improvement (QI).

Staff was notified of SETA/Head Start's allocation for COLA and QI funds as follows:

No.	Purpose	Head Start	Early Head Start	Total
1.	COLA: Permanent, 3.06% COLA	\$ 1,205,126	\$ 144,617	\$ 1,349,743
2.	COLA: (Non-recurring) ARRA 1.84% COLA	724,651	86,960	811,611
3.	Quality Improvement	2,036,654	246,945	2,283,599
	Total Countywide Stimulus Dollars	<u>\$ 3,966,431</u>	<u>\$ 478,522</u>	<u>\$ 4,444,953</u>

A copy of the SOP Program Narrative portion for COLA and QI application is attached for your review. The Delegate Agency Narrative portion will be provided under separate cover.

Ms. Maureen Dermott, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Hear the staff report and approve the applications for Cost-of-Living Adjustments (COLA) and Quality Improvement (QI) funds.

NOTES:

SETA OPERATED PROGRAM PROGRAM NARRATIVE COLA AND QUALITY IMPROVEMENT

COLA

A. COLA – PERMANENT 3.06%

Background: In the current grant year (August 1, 2008-July 31, 2009), SETA Head Start awarded a 3.5% COLA in June, 2008 based on a union negotiated contract;

SETA Head Start will also award a 3.1% COLA for the fiscal year beginning June 22, 2009, again, based on a union negotiated contract.

These combined COLA's (which comply with the provisions of Section 653 of the Head Start Act) are well in excess of the 4.9 % COLA requirement as outlined in Program Instruction ACF-PI-HS-09-06.

In addition to these salary increases, SETA Head Start employees also receive ~~approximately 50% of their salary in the form of fringe benefits, including retirement,~~ comprehensive medical and dental health benefits.

Head Start COLA Plan:

- **\$511,597** of the stimulus COLA dollars will be applied against the projected 2009-2010 Head Start personnel cost increase as a result of SETA's 3.1% negotiated and budgeted COLA increase;
- In addition, permanent COLA dollars (**\$197,041**) will be used to fund expected increases in personnel/fringe benefit expenses, specifically in SCERS and Workman's Compensation.
- The remaining **\$7,066** will be applied to increasing operating costs.

Early Head Start COLA Plan:

- **\$28,186** of the stimulus COLA dollars will be applied against the projected 2009-2010 Early Head Start personnel cost increase as a result of SETA's 3.1% negotiated and budgeted COLA increase;
- In addition, permanent COLA dollars (**\$21,459**) will be used to fund expected increases in personnel/fringe benefit expenses, specifically in SCERS and Workman's Compensation.
- The remaining **\$25,577** will be applied to increasing operating costs for janitorial contracts and COLA related rent increases.

B. COLA – ARRA 1.84%

Head Start ARRA/COLA (non-recurring) Plan:

- COLA/ARRA dollars (**\$172,430**) will be used to fund “unexpected” personnel related operating costs in the form of substitute teachers to ensure ratios are maintained at all times;
- Fifteen (15) Associate Teachers in the Head Start/State wrap-around program will have their hours increased from six (6) to eight (8) hours. By increasing hours, we will ensure that compensation is adequate to attract and retain qualified staff; allow the Associate Teachers to be present during the identified Head Start portion of the day, thereby reducing the ratio in those full day classes for an extended period of time; and with lower teacher-child ratios, teachers will be able to implement the new oral language curriculum which will promote the language skills and literacy growth of children. **\$118,029**
- Offset unexpected increases in Other Operating Costs in the area of children’s dental/medical services as evidenced by PIR results. **\$60,887**
- Offset unexpected increases in Operating Costs. **\$79,012**

Early Head Start ARRA/COLA (non-recurring) Plan:

- COLA/ARRA dollars (**\$45,231**) will be used to fund “unexpected” personnel related operating costs in the form of substitute teachers to ensure ratios are maintained at all times.

QUALITY IMPROVEMENT – IMPROVING COMPENSATION

A. RETENTION OF SUPPORT STAFF – PRIORITY QI 5(A)(I)

In an effort to maintain quality assurance in the oversight of the SETA Operated Program (SOP) and five Delegate Agencies, SETA has resolved to retain four specialists that were affected by the most recent lay-off/demotion in the FY 2009-2010 budget. One in each classification will be reinstated. These specialists will work in a quality assurance capacity for one (1) year which includes, but is not limited to, the highly recognized Monitoring Tool 2000 (M.T.2K) process.

The designation of Quality Improvement Funds (Retention), ACF-PI-HS-09- 06 CF(5)(A)(i), will allow four (4) specialists to be "called back" and three positions to be reinstated which include Health/Nutrition Specialist, Special Education Field Technician and Family Service Worker. The four (4) specialists are one (1) Social Service/Parent Involvement Specialist, one (1) Health/Nutrition Specialist, one (1) Education Specialist, and one (1) Education/Special Education Specialist. Associated costs, including salary and fringe, are:

	<u>Head Start</u>	<u>EHS</u>
Total	\$263,167	\$19,809

B. RETENTION OF TEACHING STAFF – PRIORITY QI 5(A)(I)

Continuance of Florin Meadows Early Learning Center - Because of funding constraints, the Florin Meadows Early Learning Center was going to be closed beginning Fiscal Year 2009-10, and the staff associated with this closing would be laid off. This includes one Site Supervisor, one Head Start Teacher, two Associate Teachers and one Family Services Worker. In accordance with section (5)(A) of PI-HS-09-06 funds will be allocated to ensure that compensation of educational personnel and family services workers will continue and all previously identified staff will continue to be employed. By keeping this site open, we ensure that the program continues to meet the needs of the forty (40) families enrolled at this center.

	<u>Head Start</u>	<u>EHS</u>
Total	\$254,601	\$0

Associate Teacher Hours Increase – Eleven (11) Associate Teachers in the Early Head Start/State-wrap around program will have their hours increased from 6 to 8 hours. This will allow SETA Head Start to follow PI-HS-09-06 (5)(A) (i) (iii)(iv):

- By increasing Associate Teacher hours from 6 to 8 hours, we will ensure that compensation is adequate to attract and retain qualified staff for the programs involved in order to enhance program quality.
- This increase will also allow the Associate Teachers to be present during the identified Head Start portion of the day, thereby reducing the ratio in those full day classes for an extended period of time. This will allow teams to meet together and better plan educational activities in the classroom.
- The lower child-to-teacher ratio will allow the implementation of a new oral language curriculum which will promote the language skills and literacy growth of children.

	<u>Head Start</u>	<u>EHS</u>
Total	Listed under COLA/ARRA	\$65,638

C. STAFF DEVELOPMENT FOR SUPPORT STAFF – PRIORITY QI 5(A)(II)

Family Service Worker Education Incentive Plan - In accordance with section (5)(A)(ii) of PI-HS-09-06, a portion of the Quality Improvement funds will be allocated to providing Family Services Workers an incentive to continue their education in order to support ongoing improvement of their skills and expertise. In order to qualify for the incentive staff must:

- Meet with the Program Officer/Manager for the Family Support Unit to develop an individual staff career development plan prior to enrolling in classes. Classes chosen by the staff member must fall into broad categories chosen by Program Officer/Manager to ensure that job knowledge and job skills will be enhanced.
- Enroll in at least six (6) semester units (or 2 courses in a semester), and show proof that each class was passed with a C or better.
- Staff can earn \$500 per semester for a maximum of \$1,000 for two semesters within the grant year 2009-10.

	<u>Head Start</u>	<u>EHS</u>
Total	\$10,000	\$0

D. EDUCATION FOR TEACHERS – PRIORITY QI 5(A)(III)

Teacher/Educators/Education Coordinator Education Incentive Plan - In accordance with section (5)(A)(iii) of PI-HS-09-06, an incentive plan for teachers/educators and education coordinators/curriculum specialists will be implemented. This will ensure that staff qualifications will be enhanced; will assist with career development plans that support ongoing improvement of their skills and expertise; and will provide educational development to teachers/educators and coordinators in order to be fully competent to meet the professional standards established under section 648(a)(1). In order to qualify for the incentive staff must:

- Meet with a counselor at either a community college or university and obtain an educational plan which will lead them to obtaining either their Associate's Degree or their Bachelor's Degree.
- Meet with the Education Program Officer/Manager to discuss course choices and initiate individual staff development plan prior to enrolling in classes. Classes chosen by the staff member must fall into course work directly related to attainment of an Associate or Bachelor's degree.
- Staff must enroll in at least six (6) semester units (or 2 courses in a semester) chosen from the educational plan.
- Staff must pass each class with a C or better and submit proof of successful completion along with a signed copy of the educational plan in order to qualify for the incentive.
- Staff will be eligible to receive \$500 per semester, for a maximum of \$1,000 for two semesters within the 2009-10 grant year.

	<u>Head Start</u>	<u>EHS</u>
Total	\$43,000	\$0

Tuition Reimbursement for Bachelor's Degree Coursework - SETA was a recipient of the T/TA Supplemental Funds available during the 2008-2009 grant year. However, priority was awarded specifically for staff that was working toward their Associate degree and not for those already enrolled in BA programs. While staff continues to work toward their educational attainment, funds are limited in SETA's Basic grant to reimburse all employees who are past their Associate's degree and are now enrolled in a Bachelor degree ECE program. Specifically, SETA has approximately twenty (20) employees enrolled in CSUS Cohort BA Early Childhood Care and Education program. Funds, with a maximum of \$1,500 per employee for program year 2009-2010, will be used to reimburse employees for tuition and book expenses that are not already covered in the Head Start/Early Head Start Basic grant.

	<u>Head Start</u>	<u>EHS</u>
Total	\$34,000	\$0

QUALITY IMPROVEMENT – NON-COMPENSATION ACTIVITIES

A. DEFERRED MAINTENANCE – PRIORITY QI 5(B)(II)

Head Start - The SETA Facilities Unit, in collaboration with the Grantee Monitoring Unit and Program Operations Program Officers, developed a list that included 19 of the 33 Head Start/Early Head Start Centers requiring maintenance that has been deferred. Six of the

deferments are associated with the Americans with Disabilities Act (ADA) standards which ensure that Head Start is in compliance. Information obtained to identify maintenance projects came from: Quarterly Safe Environment Checklists, Annual Self Assessment Reports, Center Visit Reports, Maintenance Work Orders and Child Safety Committee Center Visits.

Associated costs for Head Start:

<u># of Centers</u>	<u>Description of Work</u>	<u>Est. Cost</u>
2	Replace center air conditioning units	\$86,000
1	Remove and replace play area rubber tiles, add concrete base and install "Pour-In-Place" rubber surfaces to meet ADA standards	\$35,000
3	Renovate and upgrade children's bathroom to meet ADA standards	\$14,100
1	Replace exit doors with 36" fire resistant doors to meet ADA standards	\$16,000
1	Replace playground structure and fence for safety and to meet ADA standards	\$91,000
1	Replace siding and trim on outside of building, inspect for mold and mildew	\$7,000
1	Replace classrooms carpet with VCT flooring and replace bathroom vinyl flooring	\$27,184
1	Install concrete pad and concrete wall to enclose garbage containers	\$13,000
1	Landscape play area to remove two trees and surface roots, improve water drainage and install concrete pathway and sod	\$15,000
2	Landscape play area to remove surface tree roots (trip hazard), improve water drainage and install sod	\$18,055
3	Prep and paint the entire indoor space	\$24,000
1	Reconfigure alarm system for Head Start areas and bypass all public use areas or spaces (reduce number of false alarms)	\$1,200
1	Relocate existing outdoor light fixture in the food service loading area	<u>\$2,000</u>
Total (Head Start)		\$350,588

Early Head Start - The SETA Facilities Unit, in collaboration with the Grantee Monitoring Unit and Program Operations Program Officers, developed a list that included Early Head Start Centers/Classrooms requiring maintenance that has been deferred. The New Helvetia EHS Center was identified as it was last painted in 2003. The challenge with this Center is that the building was constructed with the internal walls made from cinder block making it necessary to remove the old paint and sand the walls prior to repainting. This process is more costly and, therefore, was deferred. Quality Improvement funds identified in ACF-PI-

HS-09-06 CF(5)(B)(ii) will allow SETA to address this deferred item and ensure its completion by July, 2010.

Total (Early Head Start): **\$10,000**

B. ECERS/ITERS ASSESSMENTS/MATERIALS - PRIORITY QI 5(B)(II)

Annually, SETA performs on-site Early Childhood Environmental Rating Scale (ECERS) and Infant/Toddler Environmental Rating Scale (ITERS) assessments in all Head Start and Early Head Start classrooms that are dually funded with the California Department Education (CDE). This annual self assessment allows staff to assess the environment utilizing a standardized tool while making program and classroom changes in accordance with the findings.

However, due to funding and resources constraints, SETA is unable to perform this service in every Head Start/Early Head Start classroom. Meaning, over half of the Head Start classrooms are not receiving this formal on-site review.

SETA proposes the use of Quality Improvement funds to perform the ECERS/ITERS assessment project for program year 2009-2010. The funds will be used to contract with an outside vendor for ECERS/ITERS assessment services and will expand assessments to all SETA Operated classrooms for a full and comprehensive picture. Funds will also be used to purchase items to improve physical environments based on the results of the assessment.

Sustainability of the project will be based on future partnerships with our resource and referral agency, Child Action, Inc., and/or incorporated back into the SETA's internal quality assurance/education services units.

Associated Costs:

	<u>Head Start</u>	<u>EHS</u>
ECERS/ITERS assessments (87 classrooms X \$500/assessment)	\$37,000	\$6,500
Materials to Improvement Physical Environments	<u>\$43,100</u>	<u>\$8,400</u>
Total	\$80,100	\$14,900

C. PLAYGROUNDS - PRIORITY QI 5(B)(II)

Quality Improvement funds as identified in ACF-PI-HS-09-06 CF(5)(B)(ii) will allow SETA to contract an Independent Playground Inspector to evaluate all 33 centers to ensure that Head Start/Early Head Start playgrounds meet California Playground Safety Institute (CPSI) Regulations. This also includes regulation for children with disabilities. Additional funds are requested for potential replacements or renovations identified. SETA's last contracted inspection was completed in May of 2000. Associated costs for inspection and replacement/renovations are:

	<u>Head Start</u>	<u>EHS</u>
Total	\$95,000	\$4,000

D. "CHILD SAFETY COUNT" SYSTEM - PRIORITY QI 5(B)(II)

The SETA Information Technology Department has designed and pilot tested a proprietary data tracking system to electronically capture student head counts on a moment by moment basis.

This unique and entrepreneurial system was designed to create an automated method in which to account for ALL children present at any given time. While SETA has implemented a multi-faceted approach to safety and supervision, including a new child safety curriculum, we feel strongly that accurate and clear head counts are imperative to accountability. During the day, children come and go; are checked out by support staff for ongoing services/screenings, etc. This system utilizes a touch-screen computer and signature pad, similar to those used in grocery/department stores, where the signing authority signs in/out upon arrival/departure at the center. The computer electronically time stamps the entrance/exit of each child and accounts for head counts and daily attendance.

In addition, the system has multiple tracking functions essential for routine, up-to-date information gathering to enhance program operations, decision making; record-keeping and reporting and on-going monitoring. Tracking functions include, but are not limited to:

- Child Head Counts – In an extended effort to ensure accurate and on-going head counts of children during heavy transition times (such as late arrivals, early departures, inside/outside transitions, support staff check-in/out for screenings/referrals, etc.), staff will have real-time child counts to compare when doing manual head counts. The computer generated count will be compared to manual head counts before, during and after routine transitions, resulting in higher accountability of children in attendance for safety and supervision purposes.
- Average Daily Attendance (ADA) – The system will capture and track parent signatures and electronically store data for future analysis and decision making. This will result in less paperwork/storage of documents; more efficient tracking of average daily attendance; and real-time data information for reporting purposes.
- Monthly Enrollment Counts – End of the Month reports will be generated in real time, eliminating the rush to fax and manually count enrollment at the end of the month for federal reporting purposes.
- Meal Counts – Teachers will data enter daily meal counts at point of meal service. The system will compare the number of children in attendance to the number of meals entered. This will result in eliminating the risk of under/over claiming meals while reducing disallowed costs due to over-claiming.
- Substitute Teacher Tracking – Similarly, Substitute Teachers will also sign in/out upon arrival/departure at each center/classroom. The electronic tracking of substitutes will create more efficient and timely data regarding substitute expenditures; allow for analysis of full day verses part day substitute use; enhance payroll processes; and offer up-to-date data for various reporting and monitoring systems.

Associated Costs:

	<u>Head Start</u>	<u>EHS</u>
Touch-screen computer and signature pad (74 computers X \$700/computer)	\$44,100	\$7,700

Software/Report Development (approximately 85 hrs)	\$ 4,500	\$400
Installation/Conduit/Shelving (\$100/center X 33 centers)	<u>\$ 3,300</u>	
Total	\$51,900	\$8,100

E. ORAL LANGUAGE CURRICULUM - PRIORITY QI 5(B)(IV)

Oral language is crucial to a child's literacy development, including listening, speaking, reading, and writing skills. While the culture of the child influences the patterns of language, the school environment can enable children to refine its use. As children enter school, they bring diverse levels of language acquisition to the learning process. Therefore, teachers face the challenge of meeting the individual needs of each language learner, as well as discerning which methods work most effectively in enhancing language development.

As outlined in Year 2 of Goals and Objectives #3 (Oral Language), SETA will be supplementing Creative Curriculum with a research-based oral language/literacy curriculum. Currently a team of program officers, education coordinators and teaching staff are "shopping" for suggested curricula. From the samples selected, the project work team will review and analyze each curriculum and make recommendations for the SETA Operated Program.

Quality Improvement funds are being requested to purchase the "chosen" oral language/literacy curriculum and supporting materials for this project. Estimated costs are \$33,180.

Year 3 objectives will include a detailed plan for training, piloting, implementation and rolling-out the supplemental curriculum.

	<u>Head Start</u>	<u>EHS</u>
Total	\$27,180	\$6,000

Sacramento Employment and Training Agency (SETA)
 Head Start/Early Head Start SETA Operated Programs (SOP)
 COLA/Quality Improvement Budget

<u>Project</u>	<u>Head Start</u>	<u>Early Head Start</u>	<u>Total</u>
COLA 3.06%			
3.1% COLA Increase to Employees	\$511,597	\$28,186	\$539,783
Increase in Benefit Costs	\$197,041	\$21,459	\$218,500
Increased Operating Costs	\$7,066	\$25,577	\$32,643
Sub-Total COLA 3.06%	\$715,704	\$75,222	\$790,926
COLA/ARRA 1.84%			
Unexpected Personnel/Substitutes	\$172,430	\$45,231	\$217,661
Associate Teacher Hour Increases	\$118,029		\$118,029
Unexpected Children's Medical/Dental Expenses	\$60,887		\$60,887
Increased Operating Costs	\$79,012		\$79,012
Sub-Total COLA/ARRA 1.84%	\$430,358	\$45,231	\$475,589
Quality Improvement - Improving Compensation			
Retention of Support Staff	\$263,167	\$19,809	\$282,976
Retention of Teaching Staff/Florin Meadows	\$254,601		\$254,601
Associate Teacher Hour Increases		\$65,638	\$65,638
Staff Development/Support Staff	\$10,000		\$10,000
Education for Teachers	\$43,000		\$43,000
Bachelor Degree Coursework Reimbursement	\$34,000		\$34,000
Sub-Total	\$604,768	\$85,447	\$690,215
Quality Improvement - Non-Compensation Activities			
Deferred Maintenance	\$350,588	\$10,000	\$360,588
ECERS/ITERS Assm't/Materials	\$80,100	\$14,900	\$95,000
Playground Inspections/Replacement	\$95,000	\$4,000	\$99,000
Child "Safety Count" System	\$51,900	\$8,100	\$60,000
Oral Language Curriculum	\$27,180	\$6,000	\$33,180
Sub-Total	\$604,768	\$43,000	\$647,768
Sub-Total Quality Improvement	\$1,209,536	\$128,447	\$1,337,983
TOTAL	\$2,355,598	\$248,900	\$2,604,498

ITEM III- OTHER REPORTS

BACKGROUND:

- A. 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 II-B- ACTION (Continued)

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: