

GOVERNING BOARD

KEVIN MCCARTY
Councilmember
City of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Phone: (916) 263-3804
Fax: (916) 263-3779

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

Thought of the Day: "Success is a journey, not a destination. As you walk down the path of achieving your dream, enjoy the process, for it is usually more important than the outcome."

Author: Esteemed Human Development International

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

DATE: Tuesday, November 23, 2010

TIME: 1:00 p.m.

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

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

- I. Call to Order/Roll Call/Review of Board Member Attendance**
- II. Consent Item**
 - A. Approval of the Minutes of the October 26, 2010 Special Meeting
- III. Action Items**
 - A. **TIMED ITEM 1:00 P.M. AND PUBLIC HEARING:** Second Reading and Approval of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council
 - B. Approval of Revised PC/PAC Reimbursement Policies and Procedures

IV. Information Items

A. Standing Information Items

- Fiscal Report - Mr. Roger Bartlett
- Committee Reports - Ms. Jennifer Ryon
- Seating of New Policy Council Members (2010-2011)
- Introduction of Policy Council Members
- How to Present and Make Motions – Ms. Jennifer Ryon
- Introduction of Staff
- Board Procedures
 - ✓ Reimbursements & Budget/Planning – Mr. Roger Bartlett
 - ✓ Personnel – Mr. Andrew Pineda
 - ✓ Conflict of Interest – Ms. Nancy Hogan
- Officer Elections – December, 2010 - Ms. Jennifer Ryon

B. Governing Board Minutes for the October 7, 2010 Meeting

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

- PC/PAC Calendar of Events – Ms. Jennifer Ryon
- Parent/Family Support Unit Events and Activities – Ms. Jennifer Ryon
- Community Resources – Parents/Staff

V. Other Reports

A. Head Start Deputy Director's Report

- Monthly Head Start Report (see attachment)

B. Head Start Managers' Reports

C. Open Discussion and Comments

D. Public Participation

VI. Adjournment

The Policy Council meeting is hosted by:

Jennifer Ryon, Policy Council Chair

Patrice Hill, Policy Council Vice Chair

Coventry St. Mary, Secretary

Jeanine Vandermolen, Parliamentarian

Tamara Knox, Treasurer

DISTRIBUTION DATE: THURSDAY, NOVEMBER 18, 2010

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Jennifer Ryon, Elk Grove Unified School District
- _____ Patrice Hill, Sacramento City Unified School District
- _____ Coventry St. Mary, San Juan Unified School District
- _____ Michela Barbosa, Twin Rivers Unified School District
- _____ Electa Broussard, Twin Rivers Unified School District
- _____ Shernita Crosby, WCIC/Playmate Child Development Center
- _____ Mary Brown, SETA-Operated Program
- _____ Yvette Hernandez, SETA-Operated Program
- _____ Kelly Martin, SETA-Operated Program
- _____ Dina Patterson, SETA-Operated Program
- _____ David Quintero, SETA-Operated Program
- _____ Katherine Yaipen-Faulter, SETA-Operated Program
- _____ Tamara Knox, Home Base Program
- _____ Samih Shehadeh, Early Head Start (SOP)
- _____ Jeanine Vandermolen, Past Parent Representative
- _____ Brenda Vincent, Past Parent Representative
- _____ Mary Pope, Grandparent Representative
- _____ Troy Luna, Community Advocating Male Participation/Male Involvement

Seats Vacant:

- _____ Vacant (Wilson), Elk Grove Unified School District
- _____ Vacant (Renteria), Sacramento City Unified School District
- _____ Vacant (Taylor), Sacramento City Unified School District
- _____ Vacant (Mack), Early Head Start (SOP)
- _____ Vacant (Morrison), San Juan Unified School District
- _____ Vacant (Long), WCIC/Playmate Child Development Center
- _____ Vacant, Early Head Start (Sac. City)
- _____ Vacant, Early Head Start (San Juan)
- _____ Vacant, Foster Parent Representative
- _____ Vacant, Community Representatives
- _____ Vacant (Salazar), Child Health and Disability Prevention Program

**** Please call your alternate, the Policy Council Chair (Jennifer Ryon, 996-9954, 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::

- _____ Lora Tellez, Elk Grove Unified School District
- _____ Willie Jean Peck, Elk Grove Unified School District
- _____ Kiersten Gonzales, Sacramento City Unified School District
- _____ Kiran Ratti, Sacramento City Unified School District
- _____ Arisdely Ornelas, Sacramento City Unified School District
- _____ Kenneth Anderson, San Juan Unified School District
- _____ Darlene Low, San Juan Unified School District
- _____ Michela Barbosa, Twin Rivers Unified School District
- _____ Ekuah Ramsey, Twin Rivers Unified School District
- _____ Lisa Daniels, WCIC/Playmate Child Development Center
- _____ Delia Ramirez, WCIC/Playmate Child Development Center
- _____ Electa Broussard, Past Parent Representative
- _____ Tamara Knox, Past Parent Representative
- _____ Rebecca Lewis, Grandparent Representative
- _____ Dina Patterson, Foster Parent Representative
- _____ Coventry St. Mary, Early Head Start (San Juan)
- _____ Tiffany Garcia, Early Head Start (Sac. City)
- _____ Gloria Juarez, Child Health & Disability Prevention Program

- _____ _____, SETA-Operated Program
- _____ _____, SETA-Operated Program
- _____ _____, SETA-Operated Program
- _____ _____, SETA-Operated Program
- _____ _____, SETA-Operated Program
- _____ _____, SETA-Operated Program
- _____ _____, SETA-Operated Program
- _____ _____, Early Head Start (Home Base)

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2009-2010**

The 2009-2010 Board was seated on **November 30, 2009** and
December 18, 2009

BOARD MEMBER	SITE	11/30 *	12/18 *	1/26	2/23 *	3/23	4/27 *	5/25 *	6/22 *	7/27 *	8/24 *	9/28 *	10/26 *	11/23 *
M. Barbosa (s/b/s 2/23)	TR				E	X	X	X	X	X	X	X	X	
E. Broussard (s/b/s 2/23)	TR				U	X	X	X	X	X	X	X	X	
M. Brown (11/30)	SOP	X	X	X	X	X	X	X	X	X	X	X	X	
S. Crosby (reseat 8/24)	WCIC										X	X	X	
Y. Hernandez (3/23)	SOP					X	X	X	E	X	X	X	U	
P. Hill (12/18)	SAC		X	X	X	X	X	E	X	E	X	X	X	
T. Knox (11/30)	SOP	X	X	E	X	X	X	X	X		X	X	X	
T. Luna (4/27)	MI						X	X	E		E	X	X	X
K. Martin (11/30)	SOP	U	X	X	X	X	X	X	X		AP	X	X	X
D. Patterson (5/25)	SOP								X		U	E	X	X
M. Pope (11/30)	GRAND	X	X	X	X	X	X	X	X		X	X	X	X
D. Quintero (11/30)	SOP	X	X	X	X	X	AP	E	E		X	X	X	X
J. Ryon (11/30)	ELK	X	X	X	X	X	X	X	X		X	X	X	X
S. Shehadeh (8/24)	EHS											X	X	X
C. St. Mary (11/30)	SJ	X	X	X	X	X	X	X	X		X	E	X	X
J. Vandermolten (11/30)	PP	X	X	X	X	X	X	X	X		X	X	X	X
B. Vincent (11/30)	PP	X	X	X	X	X	X	X	X		X	X	X	X
K. Yaipen-Faulter (1/26)	SOP			X	X	X	X	E	X		X	X	X	X

GLOSSARY OF ACRONYMS

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

R: Resigned

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 10/26/10

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 26, 2010 SPECIAL
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the October 26, 2010 meeting.

RECOMMENDATION:

That the Policy Council approve the October 26, 2010 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., Suite 100
Sacramento, CA 95815

Tuesday, October 26, 2010
1:00 p.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Jennifer Ryon called the meeting to order at 1:12 p.m. Ms. Dina Patterson read the Thought of the Day. Ms. Coventry St. Mary the roll.

Members Present:

Jennifer Ryon, Elk Grove Unified School District
Michela Barbosa, Twin Rivers Unified School District
Electa Broussard Twin Rivers Unified School District
Patrice Hill, Sacramento City Unified School District
Coventry St. Mary, San Juan Unified School District
Shernita Crosby, Women's Civic Improvement Club
Mary Brown, SETA-Operated Program
Kelly Martin, SETA-Operated Program (arrived at 1:19 a.m.)
Dina Patterson, SETA-Operated Program
David Quintero, SETA-Operated Program
Katherine Yaipen-Faulter, SETA-Operated Program
Jeanine Vandermolen, Past Parent Representative
Brenda Vincent, Past Parent Representative
Tamara Knox, Home Base Program
Samih Shehedah, Early Head Start
Mary Pope, Grandparent Representative
Troy Luna, CAMP

Members Absent:

Yvette Hernandez, SETA-Operated Program (unexcused)

II. **Consent Item**

- A. Approval of the Minutes of the September 28, 2010 Special Meeting

There were no questions or corrections to the minutes.

Moved/St. Mary, second/Quintero, to approve the September 28, 2010 minutes.
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

III. Action Items

A. Approval of Modifications to the SETA Personnel Policies and Procedures, Section 9.08 Sick Leave Accrual and Usage

Mr. Rod Nishi stated that this board item requests the modification of a portion of the personnel policies and procedures. This requires Policy Council and Governing Board approval. Mr. Nishi reviewed the additions and deletions. Reviewed excessive use of sick leave from employees whereby employees would have to provide proof of the use of their sick leave. Employees have longevity from 6 months to 20-30 years of employee.

Ms. Ryon inquired about the reason this was being rewritten. Mr. Nishi replied that sick leave accrual and usage was one issue discussed during bargaining time. The modifications presented reflect agreements between the union and management. This item will be going to the Governing Board on November 4 for their review and approval.

Moved/Vincent, second/Crosby, to approve the attached modifications to the SETA Personnel Policies and Procedures, Section 9.08 Sick Leave Accrual and Usage.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 3 (Brown, Ryon, Vandermolen)

B. Approval of Revised PC/PAC Reimbursement Policies and Procedures

Mr. Roger Bartlett reviewed this item which is a result due to changes in the PC/PAC bylaws. Ms. Vandermolen reviewed the modified areas in the bylaws being recommended for approval. The effective date will be November 23, 2010.

Ms. Vandermolen reminded board members that the revisions to the bylaws were open to changes for weeks and no one submitted modifications to the committee.

Ms. Denise Lee stated that the performance standards require that parents be a part of the hiring process. There are a variety of ways that parents can be engaged in the process. Parents' voices are very important. Ms. Lee reminded board members that they are provided reimbursements for expenses and serving on the board is not a paid job. This is an opportunity for parents to play an active role in the hiring procedures for Head Start staff. Volunteerism is a part of being on this board.

Moved/Hill, second/St. Mary, to table this item until the next meeting.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

Ms. Crosby left at 1:54 p.m.

C. **TIMED ITEM 1:00 P.M. AND PUBLIC HEARING:** First Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council

Ms. Vandermolen reviewed the modifications to the bylaws. The PC had ample opportunity to make revisions but no outside modifications were submitted. Ms. Vandermolen stated that the committee meets several times to read the bylaws and then to make suggested recommendations. Ms. Desha asked the Board to respect the work of the committee and approve the modifications.

Ms. Patrice Hill left at 2:15 p.m.

Ms. Yaipen-Faulter stated that the committee met several times over three months to review and make modifications to the bylaws. If anyone wanted to make changes, the opportunity was already presented to provide the changes.

Moved/Barbosa, second/Knox, that the board open a public hearing, hear any additional testimony, and continue this item to the next Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC Bylaws as attached.

Show of hands vote: Aye: 12, Nay: 0, Abstentions: 3 (Vandermolen, Ryon, Luna)

D. Review of Applications and Election of Past Parent Representative and Alternate

Ms. Electa Broussard and Ms. Tamara Knox have submitted applications for the Past Parent seats.

Moved/Brown, second/Barbosa, to elect Ms. Electa Broussard and Ms. Tamara Knox as Past Parent Representatives.

Ms. Ryon was out of the room during the vote; Ms. Coventry St. Mary read the result of the vote.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (Vandermolen).

Ms. Vandermolen took over the meeting during Ms. Ryon's absence.

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

Ms. Dina Patterson asked that her application be withdrawn as a Grandparent and her application be considered as a Foster Parent.

Moved/St. Mary, second/Barbosa, to approve Dina Patterson withdrawing her application for Grandparent Representative and to consider her application as Foster Parent Representative.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (Vandermolen)

Ms. Rebecca Lewis submitted an application as a grandparent representative.

Moved/Yaipen-Faulter, second/Quintero, to elect Rebecca Lewis as a Grandparent Representative member of the Policy Council.
Show of hands vote: 13, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

F. Review of Application and Election of Foster Parent Representative

One application received from Dina Patterson for the Foster Parent Representative.

Moved/Brown, second/St. Mary, to elect Dina Patterson for the Foster Parent Representative position.
Show of hands vote: 13, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

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

The board went into closed session at 2:31 p.m. The board went back into open session at 2:43 p.m. Ms. Ryon reported out of closed session that the Board took the following action in closed session: Approval of the Eligibility List for Head Start Home Visitor and Head Start Family Services Worker.

IV. **Information Items**

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reviewed the fiscal year expenditures. Mr. Bartlett will file the final grant report for last fiscal year. After some encumbrances are posted, the Agency will end up spending 99.5% of a \$42 million grant. The delegates as well have mostly spent their grants. The non-federal share equaled 28% of our grant and a minimum of 25% is required. A maximum of 15% of administration is allowed and the Agency ended up spending only 9%. Approximately 99.4% of all ARRA funds have been spent. The points earned on the American Express card will probably go toward travel expenses. Mr. Bartlett explained some of the expenditures that were done on the American Express card.
- PC/PAC Calendar of Events: Mr. Luna stated that he is not sure if the CAMP meeting will be held; wait to hear from him or Mr. Silva. Ms. Desha clarified that a meeting notice is always sent to PC/PAC members informing members of committee meeting dates and times. Ms. Lisa Carr stated that there definitely will not be a meeting.
- Parent/Family Support Unit Events and Activities: Ms. Ryon reviewed the upcoming meetings.
- PC/PAC End-of-Year Appreciation Reports and Recognitions – Ms. Jennifer Ryon presented Mr. Samih a gift and wished Ms. Vincent happy birthday.

- Countywide Parent Conference – Ms. Mary Brown the next meeting is November 5. She and Ms. Barbosa attended the first planning meeting. Ms. Lisa Carr stated that the event will be held at the Lemon Hill Skills Center during their spring break. There will be a theme and a key note speaker. There is talk about having a fashion show utilizing your current wardrobe to dress professionally by taking some basic pieces and turning it into something dressy. Another workshop will be on communication, specifically how parents talk to each other or in front of their children. Ms. Brown encouraged board members to attend the next planning meeting. It is not too late for people to get involved so ideas can be included in the conference. Ms. Ryon suggested a motivational speaker to motivate people to get employed. Contact Ms. Carr at 263-8123; Ms. Carr can also be reached at lacarr@headstart.seta.net
- Community Resources – PC Representatives/Staff: No report.

B. Governing Board Minutes for the September 2, 2010 Meeting: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Ryon reviewed the critique.
- B. Budget/Planning Committee: Meeting canceled.
- C. Personnel/Bylaws Committee: No additional report.
- D. Social/Hospitality Committee: The End-of-Year PC/PAC Appreciation event was wonderful and Ms. Ryon thanked the committee for the hard work.
- E. Program Area Committees
 - Early Childhood Development & Health Services Committee and Parent/Family Support Committee: No report.
 - Monitoring and Evaluation (aka Self Assessment): No report.
 - Male Involvement Committee/Community Advocating Male Participation (CAMP) – Mr. Troy Luna distributed a survey for fathers. Please return the forms ASAP. He would also like to know what kind of workshops and information needs to be prepared to help the community for fathers.
- F. Community Partnerships Advisory Committee: No meeting.
- G. Health Services Advisory Committee: The meeting will be tomorrow.

VI. Other Reports

- A. SETA Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: Ms. Lee thanked the Social/Hospitality Committee for their work on the end-of-year parent event. Ms. Campos and her team organized a delegate kick off to begin the new school year. This year, the emphasis is on the federal review. Staff anticipate that the review will be in the spring of 2011; however, administration may not receive any more than 30 days advanced notice. Generally the review team consists of 14 people. Ms. Campos invited consultants that work on the review to talk about the top areas where programs have tripped up on. The State budget was passed and the general

child care portion of the budget was not touched. Our full day program will continue. The SETA program is in good shape and children are still being enrolled into areas where there are vacancies.

- C. Chair's Report: The slide show from the year-end event will be placed on DVD, Ms. Ryon will be taking names of people that want copies of the DVD so there will be copies available at November's meeting. Ms. Ryon stated that there is discussion of getting parents at the event on video tape and creating their own video; there is also discussion of doing a book or video to give to staff.
 - D. Head Start Managers' Reports: Ms. Lisa Carr thanked Ms. Brown for taking so many notes at the Parent Planning Conference meeting. Let Ms. Carr what topics and/or programs parents want to have at the upcoming conference. There will be a county-wide parent training, Know Your Legal Rights, from 5:30-8:30 p.m. on November 16.
 - E. Community Agency Reports
 - Child Health and Disability Prevention Program (vacant)
 - Maternal, Child and Adolescent Health Advisory Board – Ms. Brenda Vincent
 - Community Action Board: No report.
 - F. Open Discussion and Comments: Ms. Brown stated that Michael Zitto, California Department of Education, is a consultant in the Child Development Division. She sent him an e-mail about Head Start. Ms. Lee stated that SETA/Head Start is at the top of the list of quality programs. This has continued to be one of the most innovative programs.
 - G. Public Participation: None.
- VII. Adjournment:** The meeting was adjourned at 3:31 p.m.

ITEM III-A – ACTION

TIMED ITEM 1:00 P.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 2009-2010 met 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 26, 2010 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: 10/26/10
Policy Council Final Approval: 11/23/10
Governing Board Approval:

Table of Contents

	<u>Page Number</u>
Article I: Name	1
Article II: Purpose, Powers, Duties and Functions	
Section 1: Purpose (A-E)	1
Section 2: Powers, Duties and Functions (A-F)	1-3
Article III: Membership	
Section 1: Parent/Community Representatives (A-B)	3-4
Section 2: Alternates (A-E)	4-5
Section 3: Other Provisions (A-F)	5
Section 4: Terms	5-6
Section 5: Attendance (A-D)	6
Section 6: Removal	6
Article IV: Meetings	
Section 1: Meetings (A-D)	7
Section 2: Meeting Notice (A-D)	7-8
Section 3: Open Meetings	8
Section 4: Mailing Address	8
Section 5: Rules of Procedure	9
Section 6: Nominations/Elections	9
Section 7: Voting	9
Section 8: Meeting Reimbursement (A-B)	9-10
Article V: Officers	
Section 1: Officers	10
Section 2: Election and Term of Office (A-B)	10
Section 3: Duties of Officers (A-E)	10-11
Section 4: Vacancy (A-B)	11
Article VI: Committees	
Section 1: Standing Committees	
➤ Executive Committee	12
➤ Budget/Planning Committee (A-B)	12
➤ Personnel/Bylaws Committee	12
➤ Social/Hospitality/Fundraising Committee	12-13
Section 2: Program Area Committees	13
Section 3: Special Committees	13
Article VII: Required Reports	
Section 1: Required Reports	14
Article VIII: Bylaws Amendment(A-F)	14

**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 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 HS/EHS programs in Sacramento County.

45 **Code of Federal Register** (CFR) 1306.3 (h): A HS/EHS parent means a **HS 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 HS/EHS programs.
- C. Initiating suggestions and ideas for HS/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, **with** and individuals and groups interested in the aims, goals, and objectives of 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 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, 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: **and hiring and firing criteria for program staff.**
 11. Decisions to hire or terminate the HS/EHS Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the 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. 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 **HS 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 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 **HS 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 Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative 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 Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative 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 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 **is present**.
- 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 ~~HS/EHS Head Start~~ staff shall serve on the PC except parents who occasionally substitute for regular HS or EHS 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 and SSPI** ~~Chair/SS/PI~~ Coordinator within **ten (10)** ~~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 **ten (10)** ~~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 **on the 4th Tuesday** 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 **1:00 p.m.** ~~10:45 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 ~~24~~ 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 **ten (10)** ~~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, **with the exception of closed session**, 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. This amount is determined by the Head Start Division according to the PC Reimbursement Policies and Procedures.

Parents are ~~encouraged~~ not to bring small children to the meetings. If small children are present, members will be reimbursed 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, **trainings, orientation, Parent Leadership Institute, or participation in the**

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

Agency hiring process), to be in alignment with PC/PAC Reimbursement Policies and Procedures; . Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:

1. PC (regularly scheduled, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, **Social/Hospitality**)
 4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) **and Program Self Assessment**
 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, 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 87 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 and 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.

- A. 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 **HS/EHS** ~~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 **HS/EHS** ~~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 of three (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 **the committee of the whole** a minimum of three (3) representatives who shall plan, review and oversee program monitoring and evaluation.

PC member representatives shall select **at least** 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 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 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 four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- B. 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 10/26/10

ITEM III-B – ACTION

APPROVAL OF REVISED PC/PAC REIMBURSEMENT POLICIES AND PROCEDURES

BACKGROUND

The PC/PAC Reimbursement Policies and Procedures is being revised to reflect PC/PAC Bylaws modifications on PC/PAC reimbursement for attending trainings, orientations, Parent Leadership Institute, and participation in the Agency hiring process.

Mr. Roger Bartlett, Fiscal Manager, will be available to answer questions. Please see attached report.

This item was continued from the October 26, 2010 meeting.

RECOMMENDATION:

That the Policy Council approves the Revised PC/PAC Reimbursement Policies and Procedures.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

PC/PAC Reimbursement Policies and Procedures

MILEAGE

1. Reimbursements will be made for actual costs of attending the REQUIRED meetings and other obligations associated with your participation as a member/officer of SETA Head Start PC/PAC.
 - a. Reimbursement will not be made for attendance at optional meetings or training meetings.
2. Mileage will be calculated from your residence or workplace to the SETA offices or other location where the meeting is being held. If you come to the meeting directly from home and then proceed to your workplace, SETA will reimburse you for the total mileage incurred.
 - a. For example, assume that your home is 5 miles from the SETA offices, but your workplace is 20 miles from the SETA offices. You attend a meeting held at the SETA offices at 8:30 a.m. and then proceed directly to your workplace. You would be reimbursed for 25 total miles.
 - b. However, if you attend the meeting at 8:30 a.m. and then return home prior to proceeding to work, you would be reimbursed for 10 miles.
 - c. If you came directly from work to attend a meeting held at 1:00 p.m. and then returned directly to work, you would be reimbursed for 40 miles.
3. If you utilized public transportation to attend a meeting at SETA, you would be reimbursed for the actual costs of that transportation.
 - a. Assume that you attended a meeting and rode RT Light Rail from your house to SETA offices and back to your house. You would be reimbursed for the cost of a round trip ticket.
 - b. If you were working out of town and rode Greyhound and RT Light Rail to attend a meeting at SETA and then rode RT Light Rail to your home after the meeting, you would be reimbursed for the cost of the Greyhound ticket to Sacramento and the RT Light Rail passes to SETA and home.

CHILD CARE

1. SETA will reimburse you at the rate of \$8.00 per hour for the number of hours of child care necessitated by your attendance/participation in REQUIRED PC/PAC meetings when your child(ren) are cared for by a non-SETA care provider.
 - a. Reimbursement will not be made for child care provided by spouse/significant other.
 - b. Reimbursement will be for actual costs incurred up to a maximum of \$8.00 per hour, no matter how many children are cared for.

- c. If the PC/PAC meeting that you attend runs for 2 hours, but you must incur child care for an additional hour for the travel time to and from SETA offices, you will be reimbursed for 3 hours. If you arrange child care for the day in order to run some errands, attend the PC/PAC meeting, and meet a friend for lunch, you will be reimbursed only for the 2 hours of the PC/PAC meeting.
- d. For attendance at conferences, *workshops, trainings, orientations, Parent Leadership Institute, or participation in the Agency hiring process, or other required meetings/obligations* as a representative of SETA Head Start, the maximum reimbursement will be \$8.00 per hour up to \$30 for each 24 hour period of time away from home.
- e. No reimbursement for child care will be available when attendance at meetings, conferences, or training events is voluntary.

FREQUENCY OF REIMBURSEMENT

- 1. Following the submission of the appropriate requests for reimbursement, every reasonable effort will be made to process reimbursements and have either cash or petty cash checks available to be picked up from a petty cash custodian one week following the meeting, or at the next meeting attended.

Effective Date November 23, 2010

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- Fiscal Report - Mr. Roger Bartlett
- Committee Reports: Ms. Jennifer Ryon
- Seating of New Policy Council Members (2010-2011)
- Introduction of Policy Council Members
- How to Present and Make Motions – Ms. Jennifer Ryon
- Introduction of Staff
- Board Procedures
 - ✓ Reimbursements & Budget/Planning – Mr. Roger Bartlett
 - ✓ Personnel – Mr. Andrew Pineda
 - ✓ Conflict of Interest – Ms. Nancy Hogan
- Officer Elections – December, 2010 - Ms. Jennifer Ryon

NOTES:

COMMITTEE REPORTS

BACKGROUND:

- 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 October 26, 2010 Special Policy Council meeting.

Good	Needs Improvement
Thank you, Board Members, for leaving Board Room clean.	Be respectful to others' questions.
Thank you! Great attendance.	No call phone on during meeting and NO TEXTING!
Thank you, Board Members, for voting.	

- B. Budget/Planning Committee

- C. Monitoring and Evaluation Committee
(AKA Self-Assessment Committee)

- D. Male Involvement Committee/Community Advocating Male Participation (CAMP):
Mr. Troy Luna

- E. Health Services Advisory Committee (HSAC) – Ms. Mary Pope

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 two (2) Policy Council Members to attend the National Head Start Association's 26th Annual Parent Training conference, December 10-14, 2010 (Friday - Tuesday), in Virginia Beach, VA.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Policy Council select two (2) Representatives and two (2) 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. Jennifer Ryon
- Parent/Family Support Unit Events and Activities – Ms. Jennifer Ryon
- Community Resources – Parents/Staff

NOTES:

CALENDAR OF EVENTS
PARENT/FAMILY SUPPORT UNIT

<u>EVENT</u>	<u>DATE</u>
Male Involvement Committee Meeting	Friday, November 19, 2010 11:00 a.m. 925 Del Paso Blvd. Saturn Room
Male Involvement Committee Meeting	Friday, December 17, 2010 11:00 am. 925 Del Paso Blvd. Redwood Room

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Male Involvement Committee Meeting	Friday, November 19, 2010 11:00 a.m. 925 Del Paso Blvd. Saturn Room
PAC Executive Committee Meeting	Thursday, December 2, 2010 9:00 a.m. 925 Del Paso Blvd. Room to be announced. (Chair only – all other officer positions null and void.)
PC Executive Committee Meeting	Friday, December 3, 2010 9:00 a.m. 925 Del Paso Blvd. Room to be announced (Chair only – all other officer positions null and void.)
National Head Start Association 27 th Annual Parent Training Conference	Friday, December 10 through Tuesday, December 14, 2010 Virginia Beach, VA
Male Involvement Committee Meeting	Friday, December 17, 2010 11:00 am. 925 Del Paso Blvd. Redwood Room

ITEM IV-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The October 7, 2010 Governing Board minutes are attached for your review.

NOTES:

**REGULAR MEETING OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD**

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA95815

Thursday, October 7, 2010
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:02 a.m.

Members Present:

Kevin McCarty, Chair, SETA Governing Board; Councilmember, City of Sacramento (arrived at 10:05 a.m.)
Don Nottoli, Vice Chair, SETA Governing Board; Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Jimmie Yee, Member, Board of Supervisors

- Recognition of Retiring Employee: Ms. Kossick acknowledged Mr. James Pardun's years of service to SETA. Mr. Pardun spoke of his appreciation of his team through the years. Board members expressed their thanks for Mr. Pardun's work.

II. Consent Items

- A. Minutes of the September 2, 2010 Regular Board Meeting
B. Approval of Claims and Warrants

The consent calendar was reviewed; no questions or comments.

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

- A. Minutes of the September 2, 2010 meeting.
B. Approve the claims and warrants for the period 8/27/10 through 9/29/10.
Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Reappointment of the Public Representative Member to the SETA Governing Board

Ms. Pannell urged the reappointment of Ms. Scherman who has been an outstanding board member over the years.

Moved/Pannell, second/Nottoli, to approve the reappointment of Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November, 2012 and forward this nomination for approval to the City Council and Board of Supervisors.

Voice Vote: Unanimous approval.

2. Approval of Retiree Health and Dental Insurance Subsidy

Ms. Kossick stated that staff is requesting to continue the current subsidy provided to the 27 retirees in the current year and the next 12 month period.

Moved/Scherman, second/Pannell, to approve Option A for the next calendar year, effective January 1, 2011.

Voice Vote: Unanimous approval.

3. Authorize the Executive Director to Enter into Lease Negotiations for Warehouse/Workshop/Office Space Agreement

Mr. Rod Nishi stated that this item is requesting approval to enter into lease negotiations for Head Start warehouse/workshop space. Seven proposals were received in response to an RFP that was released in September. The top two sites come from the current landlord. Mr. Yee suggested that perhaps a reduction in the cost per foot could be done through negotiations. Mr. Thatch stated that the negotiating terms will be discussed during the closed session.

Moved/Pannell, second/Scherman, to authorize the Executive Director to enter into lease negotiations with the top three ranked proposals.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

4. Approval to Authorize the Executive Director to Retain Mentor Coach Consultants for the Early Learning Mentor Coach Project Funded by the American Recovery and Reinvestment Act of 2009

Ms. Kossick reported that SETA was successful in a national competition to receive \$225,000 from the Administration for Children and Families for a 17 month grant to increase the skill level of Head Start teachers. Currently, the Agency does not have the staffing skills to provide these services.

Moved/Nottoli, second/Yee, to authorize the Executive Director to retain mentor consultant coaches for this Early Learning Mentor Coach grant.

Voice Vote: Unanimous approval.

5. Approval of Digital Telecommunications Corporation Contract Amendment

Mr. Edward Proctor reviewed this board item requesting approval to amend the DTC contract. This amendment comes to a \$300,000 reduction.

Mr. Thatch requested that any action taken by the board be subject to legal counsel review of the amendment.

Moved/Pannell, second/Nottoli, to approve the amendment to the DTC contract to \$592,957.50 which includes all equipment and labor to install the VoIP system, subject to review by legal counsel.

Voice Vote: Unanimous approval.

6. Approval of Staff Recommendation for the Youth Vendor Services (VS) List

Ms. Marianne Sphar reviewed this item; no questions or comments.

Moved/Nottoli, second/Pannell, to approve the addition of Another Choice, Another Chance to the Youth Vendor Services List.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

7. Approval of Out-of-State Travel to Attend the Birth to Three Conference in Washington, D.C.: Dropped from the agenda.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Required Partner Member to the Sacramento Works, Inc. Board of Directors

and

2. Appointment of Labor Sector Member to the Sacramento Works, Inc. Board of Directors

Ms. Kossick reviewed these two items and offered to answer questions. The appointment will fill two Required Partner vacancies on the Sacramento Works board.

Moved/Scherman, second/Yee, to approve the appoint Ms. Coreena and Ms. Martha Penry to the two Required Partner vacancies on the Workforce Investment Board operating as Sacramento Works, Inc.

Voice Vote: Unanimous approval.

3. Approval to Reallocate Workforce Investment Act Governor's 15% Discretionary Funds for the New Start Program and Augment Subgrantees

Mr. Walker reviewed this item that reallocates New Start funding the South County, Broadway, Urban League and Lemon Hill career centers.

Moved/Pannell, second/Yee, to: approve reducing the amount available for supportive services and scholarships for New Start customers served by this grant by \$55,000; and approve augmenting and extending the subgrant agreements of Asian Resources, Inc., Sacramento City Unified School District, Elk Grove Unified School District and the Greater Sacramento Urban League to continue funding staff to provide services to New Start customers through December 31, 2010.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

4. Approval of Augmentation of Crossroads/Citrus Heights Career Center Subgrant for Career Center Scholarship Services

Ms. Purdy stated that this item requests \$17,000 to pay the fees for an adult education class for computer literacy at San Juan. Due to budget cuts, San Juan is now charging for the class. 540 people will go through this class.

Moved/Pannell, second/Yee, to approve an augmentation of \$17,000 in Talent Development Scholarship funds to continue low-cost computer training through San Juan Unified School District for Crossroads Diversified Services, Inc. at the Sacramento Works Career Center in Citrus Heights.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

5. Approval of Funding Modifications of Workforce Investment Act (WIA) Adult, Dislocated Worker and CalWORKS Funds for On-The-Job Training Providers

Ms. Robin Purdy reviewed the augmentation. In the last week, SETA was informed by the county that funds could not be used for the salaries for the staff developing the contracts; the funds can be used only for wages for the training. This item requests the augmentation of \$400,000 from WIA to pay the program operators for their staffing costs to develop slots, assessment, coaching and case management. The outcomes are very high; 80% of the participants go into employment so this is a very important activity to continue in the community. Ms. Purdy would like to go back to the county to negotiate with the county to pay for the salaries.

Mr. Nottoli requested a follow up meeting once the state budget is passed to see if staff salaries are paid. Ms. Kossick stated that the board can approve this item today and staff will come back with any modifications; staff will follow up with the county executive's office.

Moved/Nottoli, second/Scherman, to augment OJT providers with WIA Adult funds to cover staffing costs from October 1, 2010 through June 30, 2011; increase the number of CalWORKs recipients to be served by OJT providers from 151 to 194; and augment North State Building Industry Association with WIA DW funds to serve dislocated workers determined ineligible under the NEG.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

6. Approve Funding Recommendation for Safe Community Partnership Street Outreach Services

Ms. Christine Welsch stated that SETA has been partnering with the City of Sacramento to implement the Safe Community Partnership Street Outreach Service. In August, SETA was asked by the City of Sacramento to take over the operational services. Staff is recommending funding WIND Youth Services for \$93,000. There will be a big event at the Countrywood Apartments. This is a pilot beginning on the Mack Road corridor. Future projects will be focused on the Oak Park and Del Paso Heights neighborhoods.

Moved/Pannell, second/Scherman, to approve the funding recommendation for Safe Community Partnership Street Outreach services to Wind Youth Services for \$93,000.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

C. HEAD START

1. Approval of Program Approach Changes for Program Year 2010-2011 for Grantee and Three Delegate Agencies

Ms. Denise Lee stated that there will be slight changes to the way services will be done as the grantee as well as three delegate agencies.

Moved/Scherman, second/Pannell, to approve the program approach changes as recommended and outlined in the board packet for 2010-2011 program year. Voice Vote: Unanimous approval.

2. Approval to Submit a Request to Carryover Head Start Funds Program Year 2009-2010

Ms. Lee stated that this item requests to utilize carryover funds to continue and complete the work at the Bannon Creek center. In addition, the funds will be utilized to move the play structure from Center of Praise to another center.

Moved/Scherman, second/Nottoli, to approve the following: approve the submission of a carryover request for Program Year 2009-2010, Head Start Basic funds up to \$300,000, and approve the submission of a carryover request for Program Year 2009-2010, Head Start Program Improvement funds up to \$293,000.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Workforce Investment Act Fiscal and Procurement Monitoring Report for Program Year 2008-2009: Ms. Kossick stated that there was a finding that was addressed last month.

B. Workforce Investment Act Gold Standard Evaluation

Mr. Ron D'Amico stated that the United States Department of Labor is funding an evaluation of the Workforce Investment Act. Thirty local Workforce Investment Areas have been randomly chosen to participate in this evaluation. The focus will be the adult and dislocated worker program; youth will be excused from the evaluation. Mr. Nottoli asked for periodic updates on this evaluation. He wants the utmost sensitivity given to our customers at the career centers.

C. Fiscal Monitoring Reports: No questions or comments.

D. Head Start Fiscal Report: No questions or comments.

E. Head Start Policy Council Minutes: No questions or comments.

F. Dislocated Worker Update: Mr. Walker reported that Wells Fargo will be laying off 101 employees at the Sacramento Auto Insurance Center doing business as Cost You Less Insurance. Staff had a recruitment for Advanced Call Center Technologies; it is expected that 67 people will be hired through this recruitment.

G. Employer Activity Report: No questions or comments.

H. Unemployment Update/Press Release from the Employment Development Department: No questions or comments.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: No report.

C. Deputy Directors: Ms. Lee reviewed the Head Start report which includes the meal report and attendance.

D. Counsel: No reports.

E. Members of the Board: No comments.

F. Public: Mr. Robert Enzerie, Vice President of the Sacramento Professional Network stated that this is a volunteer organization with members including lawyers, teachers, business development people, with a goal of helping people to get back to work. This organization provides value to the area and has placed over 55 of their members into employment. They are looking for support for their group. Mr. Enzerie is requesting a coordinator for the Sacramento Professional Network and adequate meeting space for 50-75 members that show up to their

meetings. Their orientations are held at the Gerber facility and more than 100 volunteer members participate. Mr. Nottoli suggests meeting with Ms. Kossick and top SETA staff. Ms. Kossick and Ms. Purdy will meet with Sacramento Professional Network on assisting this group.

Mr. Thatch stated that there would be no report out of closed session. Board went into closed session at 11:28 a.m.

VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8

The Governing Board may discuss negotiations concerning the following property(ies) and person(s):

Site #1

Address: 301 N. 10th Street, Sacramento

Agency Negotiator: Rod Nishi

Negotiating Party: Timothy Lee, Vice President

Owner: Daniel Benvenuti, Jr., 301 Capitol Mall Associates, L.P.

Under Negotiation: Price, Terms of Payment, Terms of Agreement for Lease, or both

Site #2

Address: 261 Richards Boulevard, Sacramento

Agency Negotiator: Rod Nishi

Negotiating Party: Sean Merold

Owner: Michael Geller, Michael S. Geller Recoverable Trust

Under Negotiation: Price, Terms of Payment, or both

Site #3

Address: 241 North 10th Street, Sacramento

Agency Negotiator: Rod Nishi

Negotiating Party: Lindsey Malito

Owner: Johan Otto, President, North 10th Street Business Park

Under Negotiation: Price, Terms of Payment, or both

Site #4

Address: 4915 43rd Street, Bay C, Sacramento

Agency Negotiator: Rod Nishi

Negotiating Party: Ken Giannoti

Owner: MP Holdings, LLC, McClellan Park LLC

Under Negotiation: Price, Terms of Payment, or both

Site #5

Address: 2410 Manning Street, Sacramento

Agency Negotiator: Rod Nishi

Negotiating Party: Ryan D. DeAngelis

Owner: BCB Properties Inc. C/O CB Richard Ellis

Under Negotiation: Price, Terms of Payment, or both

VII. Adjournment: The meeting was adjourned at 11:37 a.m.

ITEM V- OTHER REPORTS

BACKGROUND:

- A. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

➤ Monthly Head Start Report (attached)

- B. 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
Karen Gonzales: Child Development and Education Services
Lisa Carr, Parent/Family Support Unit

- 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.

- 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.



● **Monthly Head Start Report November**

SETA Operated Program

SETA Hosts All Staff Meeting

The SETA Operated Program hosted a half-day All Staff meeting on November 3rd at the Antioch Progressive Church in South Sacramento. Staff participated in a series of mandated training sessions including Child Abuse Reporting, Child Care Food Program/Meal Service and EZ-ID (sign-in/out system).

Denise Lee, Deputy Director, kicked off the meeting with updates regarding the ARRA projects, the highly anticipated tri-annual reviews (federal, state and child care food program), and the newly released Designated Renewal System (re-competition). Upon completion of the day, staff returned to their respective centers with assignments supporting the upcoming reviews.

Early Learning Mentor Coaches Grant Awarded!

SETA Head Start applied and was awarded \$225,000 to implement an Early Learning Mentor Coaches Program by Department of Health and Human Services.

The grant, funded by the American Recovery and Reinvestment Act, supports a coaching initiative that will improve the quality of teacher-child interactions, assist programs to promote positive, significant and sustained outcomes for children and promote career development for teaching staff working in Head Start programs. The Early Learning Mentor Coach Project will be countywide in scope and will include all 262 Head Start teachers at the grantee and delegate level. Data gathered from DRDP assessments, CLASS observations, and environmental rating scales will be used to develop individual coaching plans, as well as to measure the effectiveness of the project.

SETA was one of only 131 programs nationwide that received this grant and we are very excited to implement this project for the benefit of the teachers and children in Sacramento County.

CLASS Training Is Implemented Into Classrooms

CLASS (Classroom Assessment Scoring System) is a research-based observation tool used to help teachers and schools improve the quality of classroom interactions.

In the ECE community, the use of the CLASS tool has become more prevalent and necessary in a relatively short amount of time. To be prepared for this new trend, SETA Head Start has sent four (4) individual staff to the official CLASS Train the Trainer seminar. This group of four trainers has, in turn, conducted four Reliability Observation trainings. Reliable Assessors are necessary to the implementation of assessments in our program. SETA now has thirty (30) Reliable Assessors.

As of December 1, 2010, all SOP teaching staff will have received the six hour CLASS Overview Training. This training supplies our teaching staff with CLASS specific knowledge and information.

To date, 45% of our Head Start classrooms have been assessed using the CLASS tool. The remainder of the classrooms will receive assessments in the winter of 2011. The program data collected will be used to guide Professional Development Training in 2011.

All SETA delegate agencies have had some exposure to the CLASS tool. They are currently participating and using the tool to varying degrees.

Reaching Out to Families through Community Events

SETA Family Support Unit attended several events in the community to provide activities for children while parents talked to staff about enrollment opportunities. Community events included, the River Oak Health Fair; Sesame Street Workshop Event: Families Stand Together sponsored by Mayor Kevin Johnson in Oak Park; and, City of Hope event held at Cal Expo. Staff was available to talk with parents about the services we offer.

Additionally, the Male Involvement committee was busy at La Riviera, Hillsdale, Crossroad Gardens and Northview ELC providing pumpkin carving activities to over 250 participants. Surveys were conducted with the fathers at the events to get an idea about what type of information and events they would find helpful. These surveys will be used to develop workshops at the parent conference scheduled for April 2011.

Save the Date – 1st Annual Countywide Parent Conference

The first annual Parent Conference planning is underway. This countywide event will take place on April 20, 2011 at the Lemon Hill Career Center. The committee will be asking Mayor Johnson to be the keynote speaker since he was a Head Start graduate raised by his grandmother.

ChildPlus and Partners for a Healthy Baby Curriculum Training Provided to SETA Operated Program and Delegate Agency Staff

Two major training opportunities for countywide staff were offered on October 28-29, 2010 and held on-site at our administrative office. *ChildPlus* training was conducted by one of their trainers from Atlanta, GA. Attendees were provided an overview of the system along with individual sections such as ERSEA and Health. *Partners for a Healthy Baby*, a home visiting curriculum for pregnant mothers, was conducted by the developer at Florida State University. This training targeted new staff serving EHS expansion families, along with long time EHS Educators from both SETA Operated Program and delegate agencies. Both *ChildPlus* and *Partners for a Healthy Baby* were identified training needs for our county.

Summary of On-going Monitoring – November

Areas of Monitoring Review

- File review at Site Supervisor, SS/PI Supervisor and Program Officer level – 5 files per classroom
- Multi-disciplinary Team (MDT) meetings to monitor special education and mental health follow up
- Site Supervisor reports detailing enrollment, staff attendance, file review, classroom observations, and referral follow up
- Safe Environments Checklists
- Enrollment and Attendance Reports
- Family and Community Partnerships Reviews
- Health and Nutrition – File Reviews and Meal Service Observations

Strengths

- ❖ Developmental, behavioral, and speech screenings are completed within required timelines
- ❖ MDT meetings are providing opportunities for follow-up plans for children and families
- ❖ Houghton Mifflin lesson plans are current and posted in classrooms
- ❖ Regular parent meetings are taking place and documentation is being inserted into parent meeting binders
- ❖ All HS/EHS mandated services are being met and quality services are being offered to children and families
- ❖ Staff training and professional development is regularly provided for continued program improvement
- ❖ Parent involvement and strong partnerships with families and local communities

Areas Needing Improvement

- ▶ Internal monitoring of children's files in areas of ERSEA, Education, Health//Nutrition
- ▶ Parent policy group trainings
- ▶ Family Case management not occurring within scheduled guidelines
- ▶ Classroom environments need to be organized
- ▶ Limited written family contact information

Plan of Action

- ✓ Case management procedures will be reviewed and Program Officers will follow-up on site
- ✓ Individual plans will be developed for each classroom to address areas needing attention
- ✓ Policies and procedures will be reviewed with FSWs and teaching staff
- ✓ Staff will be re-trained on the importance of documenting services provided to families
- ✓ Parent meetings will be designed to address topics that interest parents

Elk Grove Unified School District

Education Services Update

The monthly staff in-service meeting was held on October 29. Liz Aguilar, consultant at the grantee, presented the first part of a two part overview of the Classroom Assessment Scoring System (CLASS). CLASS is an observational instrument developed to assess quality in pre-school classrooms and will be used by the Federal Review Team when they audit the Head Start program this year. Mrs. Aguilar will present the second part of the training at the November in-service.

Additionally, Florence Oneto, social worker for the Pre-K program, and Irene Ladd, instructional coach for the Pre-K program, presented information on how to write lesson plans that include individualization for students. Teachers were shown how to include goals from an Individual Education Plan (IEP) or an Individual Development Plan (IDP) when making lesson plans. Time was given to practice writing plans using an IEP or IDP from the teachers' own classrooms in order to make the information more meaningful.

Planning is currently underway for internal monitoring that will take place in late November and early December with parent surveys, file compliance, Policy Committee interviews, and facilities checklists being added to staff and parent calendars.

The Head Start Program is fully enrolled with 380 students in the regular Head Start classrooms and 40 in the expansion classrooms. Average daily attendance in the regular Head Start classrooms was 86%, while it was 95% in the expansion classrooms.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the PreK special education program specialist and the consulting psychologist in placing students with an active IEP into the Head Start Program. Currently there are 50 students (12%) with active IEPs in the program. This number exceeds the 10% minimum required by Head Start.

Health Services Update

Representatives from Smile Keepers visited every Head Start classroom this month to provide fluoride treatments and discuss dental health with the children. Program educators are monitoring files and providing additional support to ensure that children who have need of further dental treatment receive it.

Parent Education Classes

“Making Parenting a Pleasure,” a class for helping parents build their parenting skills, was held each Wednesday in October at the Samuel Kennedy site. On average, four parents attended each class. Additionally, a class for Spanish speaking parents to learn strategies for working with their children around literacy called “Latino Family Literacy,” was held at Prairie Elementary and Charles Mack Elementary Schools. There was an average of 11 parents attending these classes at Prairie Elementary, and an average of 22 parents attending classes at Charles Mack Elementary School.

Recruitment Event at Fairytale Town

The Pre-K Program had a booth at the Children’s Celebration at Fairytale Town on Saturday, October 9. Sixty informational flyers were distributed. Individual registrations are taking place and students are being placed on a waiting list. Currently, there is a waiting list at each of the school sites.

Sacramento City Unified School District

ARRA Expansion Classroom Opens!

The staff at SCUSD is very excited about opening Room C-3 at the Hiram Johnson Family Education Center, the ARRA Expansion room, which primarily serves student parents who are attending Independent Study at Hiram Johnson. The students are provided child care for 4 hours weekly so they can attend their classes with the knowledge their baby is safely cared for just next door. A separate work space for students to complete homework with their baby in view is included in the room. The space is also utilized by SCOE, First 5 and the Early Head Start Home-Based programs for socializations, providing a developmentally appropriate and stimulating learning environment for babies, and a small meeting and resource area for parents. Please come see the beautiful new room during the open house on December 1st from 11:00 - 1:00!

Workshops for Pregnant and Parenting Teens

Workshops for pregnant and parenting teen groups are being held at three high schools: American Legion, Capital City, and Hiram Johnson. The workshops are held approximately twice a month to connect students with each other and to provide information to aid them in becoming better parents. This includes information about child development, positive parenting, healthy pregnancy, and self-care. So far this year 32 teens have participated in these workshops.

Head Start Children Receive Dental Varnish

SCUSD has started the dental varnish program in October and a master calendar has been developed so that all school sites will be visited by the Dental Hygienist and Nurse.

'Incredible Years' Parent Workshop

On November 2, 2010 the department social workers, First 5 resource teacher and other support staff were able to provide the first half of an *Incredible Years* parent workshop. The goal of the workshop was to teach parents tools for positive discipline. The base of the program is focusing on relationship building with your child. This is done through cooperative and child directed play, praise and encouragement and tangible and intangible rewards. Using these tools will enhance the child's self-esteem, problem solving skills, social-emotional well-being, among other things, that will increase the child's ability to thrive in the home and at school. Thirty three parents were in attendance, which included seven couples. The information provided in the workshop was well received. The second half of the workshop will be completed on November 9th and will cover the topics of limit setting, natural and logical consequences, and the use of limited time outs.

San Juan Unified School District

Education Services Update

The last year of the district's Early Reading First grant will allow coaches to collaborate with preschool Lead Teachers, and deliver additional language and literacy strategies to all San Juan classrooms.

Disabilities Services Update

In October, staff started following up on the first series of referrals. In many instances, the special education staff members have already screened children and/or made additional referrals. A large percentage of the students who have been referred have been placed in a school based program, in which the Speech Therapist will see those children on an informal basis and/or send work home for parents to support the needs of their child. The 10% target for disabilities enrollment has been met; however, referrals and placements will continue as children's needs are met.

Mental Health Services Update

The Mental Health Therapist (MHT) is participating in parent/teacher conferences to address both specific social-emotional needs of identified children as well as to provide community resources and mental health referral information. The MHT continues to provide workshops on limit setting for parents and staff throughout the program. Counseling interns are providing weekly counseling for children program-wide.

Nutrition Services Update

The San Juan Unified School District's Food Services Department provides 'Harvest of the Month' produce to the preschool classes upon request. While only a few of the teachers are currently taking advantage of this resource, participation is strongly encouraged.

Health Services Update

The health team is continuing to schedule Smile Keepers to provide dental screenings for all the preschool programs (HS/SPS/FDSPS). The screenings will be scheduled through December. The health staff members are continuing to screen children in the centralized screening room one day each week. The Nurse continues to train staff and put child health plans in place. Follow-up screenings for children are being completed in the classroom by the health staff.

Policy Committee Update

The Policy Committee has begun activities for the 2010-2011 school year. Both the first regular meeting and first Executive Board meeting have taken place. There are many enthusiastic representatives volunteering to participate. SJUSD is looking toward electing a SPAC representative, selecting committee members and choosing attendees for the February CHSA conference in upcoming meetings.

Transition Services Update

Teachers have been busy preparing their DRDP-PS assessments for all children and will now create their first Individual Development/Transition plans that will be shared with families during the November parent conferences.

Program Support/Staff Training Update

The second session of the Individualization Training was offered on November 5. This covered the new DRDP-PS tool, SJUSD's individualization system and the fine art of taking anecdotal notes.

Fiscal Update

Head Start and Early Head Start base grants were reconciled and reports completed by October 10th, 2010. All spending is within budgeted spending trends. The Head Start and Early Head Start ARRA programs were also reconciled and reports were submitted to SETA's Fiscal Manager for quarterly reporting to the ARRA Federal Reporting Governance.

Final close outs for Head Start and Early Head Start COLA, Quality, Expansion Start-up and Expansions were completed and mailed to SETA on October 27th.

The fiscal staff has attended various trainings on the 2011 Head Start Protocol in preparation for the Triennial Federal Review. SJUSD is currently in process of gathering documents to be sent to SETA by December 1st.

Early Head Start

The month of October began the bus service for home based families to attend family socializations twice each month. This is a big benefit for families who are homebound due to a lack of transportation. Socializations allow the children and families to interact with each other.

Twin Rivers Unified School District

Head Start Children Participate in Safety Week

During the week of October 25th-29th, the TRUSD participated in Red Ribbon Week. The school social worker facilitated parent meetings in every classroom with information related to drug, tobacco and alcohol awareness. Classrooms participated in a “Say No to Drugs” door decorating contest which was judged by TRUSD district office staff. Parents and students also participated in poster and coloring contests related to the Red Ribbon Week theme.

The Fall Festival was also held in conjunction with the safety week. The Fall Festival was a parent involvement event in which families enjoyed carnival games, a haunted house, face painting and lots of fun activities. Each student received a goodie bag and a pumpkin as a special treat. Additionally, students decorated scarecrows and carved pumpkins.

Professional Development

The teaching staff attended the final session of CLASS Training which was facilitated by SETA. Also, staff attended *ChildPlus* training for an overview of the database and component specific data input. During the past month, staff also received training on child abuse and reporting requirements. Finally, Morey Avenue staff participated in CPR/First Aid training to renew their certifications.

Several staff members attended training on the newly released Preschool Curriculum Framework at CPIN. Additionally, the district wide Professional Development Day on November 12th will focus on data analysis as it applies to lesson planning.

Federal Review Preparation

The Leadership Team has been meeting weekly to exchange information and documents in preparation for the upcoming Federal Review. The monitoring binders are 90% complete. In preparation for the upcoming review, the Leadership Team is also developing an action plan to refresh the teaching staff on the various component specific information and performance standards.

Program Update

- The Nutrition Coordinator and District Nurse have finalized the new policy on how to follow-up with children who have low hemoglobin/hematocrit.
- Education Component Leaders have completed ECERS on all classrooms and are providing feedback to the teaching staff for recommended improvement.
- The Speech Language Pathologist continues to provide direct services to students who have been identified with speech concerns. Additionally, the screening procedure is currently being revised.
- The Health Assistant completed dental screenings on October 4th and 11th.
- Dental varnishing for all children was also completed on October 15th.

- The school Social Worker continues to complete Family Partnership Agreements for families and anticipates starting the Friendship Social Skills groups in late November.
- Teachers have finished DRDP-PS assessments.
- The ERSEA Component Leader (substitute) continues to input enrollment, health and family services data into the *ChildPlus* database. The enrollment files have been reviewed by SETA and no concerns have been noted.

Policy and Parent Committees Update

New members of the 2010-2011 Policy Committee were officially elected; Parent representatives from both expansion sites were included. Parent Committees meetings were held at both expansion school sites: Kohler and Woodridge. The Policy Committee members voted to approve the bylaw revisions on October 19th. Committee members have also been selected for the Component Teams.

Parenting Classes Offered Through Community Partnership

“Making Parenting a Pleasure” parenting classes continue to be offered at the Morey Avenue site in collaboration with the Mutual Assistance Network in Del Paso Heights through an MOU with First 5 Sacramento. During the parenting classes, childcare was made available through Child Action, while translation was provided by TRUSD’s ECE Department.

WCIC

Special Events

Ms. Davis, Executive Director, participated in McClatchy High School’s “Take Back the Night” event on October 21 on behalf of WCIC/Playmate Head Start Programs. This was an excellent event for recruitment of Head Start families, as well as positive community involvement/outreach.

WCIC/Playmate Head Start Program’s children, parents and staff were invited by Mayor Kevin Johnson to participate in the Sesame Street Workshop on October 26 at the Oak Park Community Center. Elmo was present and the children never stopped smiling, laughing and talking. Additionally, the children were given Sesame Street books and piggy banks. They created their personal artwork on the piggy banks!!!

WCIC’s Annual Christmas Fundraiser Planning Committee has been working hard during the month of October on the upcoming fundraiser, which is scheduled for December 4 from 7 p.m. to Midnight. The event will include live entertainment, food, and networking opportunities. Please come and share the Holiday Spirit with us!!! A \$10 donation is requested.

WCIC’s 75th Anniversary Celebration Planning Committee met again on October 19th. The weeklong (August 1st through August 6th, 2011) celebration will include: an art show, a children’s literacy program, poetry, a banquet, a house party, and an event at the Capitol.

Family and Community Partnerships

The recruitment of partnerships continues monthly to enhance the quality of existing services to our Head Start families. The following partners continue to make a difference: UC Berkeley Early Childhood Math Project, City of Sacramento, Oak Park Community Center, NIA Women of Purpose, The Effort Clinic, and the UC Davis African American Faculty and Staff Association.

Staff Development Day

The WCIC/Playmate Team enjoyed the Sacramento County's Head Start Delegate Kick-Off on October 14th and 15th. The panel of Federal Review experts was a special treat. The team also expressed that this was one of the best Delegate Kick-Off events! They were able to ask one on one protocol questions in the break-out sessions and received excellent feedback to bring back to the sites.

Fiscal

WCIC/Playmate Head Start Program's audit is currently underway.

SETA Head Start Food Service Operations Monthly Report *October 2010

October 1st - Phoenix Park closed for pest control.

October 6th - Whispering Pines Center Closed due to no water or telephone service.

October 11th - Illa Collin opens PM Class

October 25th - La Rivera closed due to plumbing problems.

October 20th - EHS Home Base Field Trip - Lunch and Snack provided for 100.
Food Cost \$280.05

October 21st - Home Base Field Trip - Lunch and Snack provided for 60.
Food Cost \$250.20

Meetings and Trainings:

All Food Service Staff attended a meeting with Brenda Campos on October 8th.

CACFP training was attended by Connie Otwell and other SETA Staff on October 12th.

Head Cook Cheryl Barton provided a training to the Cook Drivers on the Mather Center Dishwasher Procedure and Special Diets on October 22nd.

FMLA and Time Sheet Training was attended by Connie Otwell on October 27th.

Code of Conduct Training attended by Connie Otwell on October 29th.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
41,514	25,411	29,147	920

Total Amount of Meals and Snacks Prepared 96,992

Purchases:

Food	\$61,929.09
Non - Food	\$15,854.59

Building Maintenance and Repair: \$1,302.80

Kitchen Small Wares and Equipment: \$610.53

Vehicle Maintenance and Repair : \$3,441.18

Vehicle Gas / Fuel: \$1,603.08
 Normal Delivery Days 21

**Sacramento County Head Start/Early Head Start
Delegate Monthly Enrollment Report
October, 2010
Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	380	380	100	328	86
Elk Grove ARRA Expansion	40	40	100	38	95
Sacramento City USD	1,272	1,322	104	1,154	91
Sac City ARRA Expansion	20	24	120	21	105
Sacramento Employment and Training Agency	1,860 (2,778)	1,861	100	1,350	73
Sacramento Employment Training Agency AARA Expansion	18	20	111	13	72
San Juan USD	680	696	102	579	85
San Juan ARRA Expansion	20	22	110	20	100
Twin Rivers USD	179	179	100	179	100
Twin Rivers ARRA Expansion	32	32	100	32	100
WCIC/Playmate Head Start	100	100	100	84	84
WCIC ARRA Expansion	20	20	100	17	85

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	115	115	100	63	55
Sac City ARRA Expansion	32	32	100	24	75
Sacramento Employment and Training Agency	213	215	101	143	67
Sacramento Employment Training Agency AARA Expansion	132	133	101	63	48
San Juan USD	129	130	101	100	78
San Juan ARRA Expansion	32	33	103	24	75

(a) Includes children who have dropped during the month and whose slot will be filled within the 30 days allowable period.

(b) If enrollment is less than 100%, agency must include corrective plan of action.

(c) Attendance on the last day of month

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 10/31/10)

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	13	(6%)	N/A	
Elk Grove USD (420)	53	(12%)	N/A	
Sacramento City USD (1292)(147)	43	(3%)	7	(5%)
San Juan USD (700) (161)	64	(9%)	14	(9%)
WCIC (120)	7	(6%)	N/A	
SETA (2796) (345) (1878 Tracks)	150	(8%)	36	(10%)
County (4621)* (653)*	330	(7%)	57	(8.7%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment