

GOVERNING BOARD

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Board of Supervisors
County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Interim Deputy Director

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

Thought of the Day: "In order for you to succeed, your desire for success should be greater than your fear of failure."

Author: Bill Cosby

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, January 26, 2010

TIME: 10:45 a.m.

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

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

AGENDA

- I. Call to Order/Roll Call/Review of Board Member Attendance
- II. Consent Item
 - A. Approval of the Minutes from the December 18, 2009 Special Meeting
- III. Action Items
 - A. Election of Representative and Alternate to the Community Action Board (CAB)
 - B. The Selection of the Representative and Alternate to the SETA Head Start Health Services Advisory Committee (HSAC)

- C. Selection of the Representative and Alternate to the SETA Head Start Community Partnership Advisory Committee (CPAC)
- D. Approval of Delegating Authority to the Parent Advisory Committee to Function In the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

IV. Information Items

A. Standing Information Items

- Introduction of Newly Seated Members – Ms. Jennifer Ryon
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account - Mr. Roger Bartlett
- PC/PAC Calendar of Events – Ms. Jennifer Ryon
- Parent/Family Support Unit Events and Activities – Ms. Jennifer Ryon
- Parent/Staff Recognitions – Ms. Jennifer Ryon
- Sacramento County Head Start/Early Head Start Program Enrollment Report – Ms. Elsie Bowers (see Monthly Head Start Report)
- Special Education Report/Disabilities Report – Ms. Beverly Sanford
- Community Resources – PC Representatives – Ms. Jennifer Ryon
- National Head Start Association (NHSA) Parent Training Conference Report – Ms. Jennifer Ryon

B. Governing Board Minutes for the December 3, 2009 Meeting

C. Fiscal Monitoring Report

- Sacramento County Office of Education

V. Committee Reports

A. Executive Committee

B. Budget/Planning Committee

VI. Other Reports

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

VII. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

- Approval of Appointment of Deputy Director (Children and Family Services)

→ Report out of Closed Session

VIII. Adjournment

DISTRIBUTION DATE: THURSDAY, JANUARY 21, 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
- _____ Reyva Johnson, Sacramento City Unified School District
- _____ Sandra Renteria, Sacramento City Unified School District
- _____ Violet Morrison, San Juan Unified School District
- _____ Coventry St. Mary, San Juan Unified School District
- _____ Shernita Crosby, WCIC/Playmate Child Development Center
- _____ Mary Brown, SETA-Operated Program
- _____ David Quintero, SETA-Operated Program
- _____ Khalelah Hazewood, SETA-Operated Program
- _____ Kelly Martin, SETA-Operated Program
- _____ Tamara Knox, Home Base Program
- _____ Jeanine Vandermolen, Past Parent Representative
- _____ Brenda Vincent, Past Parent Representative
- _____ Mary Pope, Grandparent Representative
- _____ Elenita Salazar, Child Health and Disability Prevention Program

Seats Vacant:

- _____ Vacant, Twin Rivers Unified School District
- _____ Vacant, Twin Rivers Unified School District
- _____ Vacant (Bass), Elk Grove Unified School District
- _____ Vacant (Long), WCIC/Playmate Child Development Center
- _____ Vacant (Oregon), SETA-Operated Program
- _____ Vacant, SETA-Operated Program
- _____ Vacant, Early Head Start (SOP)
- _____ Vacant, Early Head Start (Sac. City)
- _____ Vacant, Early Head Start (San Juan)
- _____ Vacant, Foster Representative
- _____ Vacant, Community Advocating Male Participation/Male Involvement
- _____ Vacant, Community Representatives

**** 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. ****

**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											
C. Aronis (11/25)	OGG	X	X												
K. Bass (12/18) (resigned)	ELK	U	X												
M. Brown (11/30)	SOP	X	X												
S. Crosby (12/18)	WCIC	U	X												
K. Hazewood (s/b/s 11/30)	SOP	E	X												
P. Hill (seated 12/18)	SAC		X												
R. Johnson (11/30)	SAC	X	U												
T. Knox (11/30)	SOP	X	X												
B. Long	WCIC	U	U												
K. Martin (11/30)	SOP	U	X												
V. Morrison (11/30)	SJ	X	X												
L. Oregon (11/30)	SOP	X													
M. Pope (11/30)	GRAND	X	X												
D. Quintero (11/30)	SOP	X	X												
S. Renteria (12/18)	SAC	U	X												
J. Ryon (11/30)	ELK	X	X												
E. Salazar (11/30)	CHDP	X	X												
C. St. Mary (11/30)	SJ	X	X												

BOARD MEMBER	SITE	11/30 *	12/18 *	1/26										
J. Vandermolen (11/30)	PP	X	X											
B. Vincent (11/30)	PP	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
- U:** Unexcused Absence
- S/B/S:** Should be Seated
- AP:** Alternate Present
- E/PCB:** Excused, Policy Council Business
- E/PCB:** Excused, Policy Committee Business
- OGC:** Outgoing Chair
- *:** Special Meeting

Current a/o 1/13/10

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 18, 2009 SPECIAL POLICY
COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the December 18, 2009 meeting.

RECOMMENDATION:

That the Policy Council approve the December 18, 2009 Policy Council meeting minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL
Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Friday, December 18, 2009
10:45 a.m.

- I. Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Carol Aronis called the meeting to order at 11:00 a.m. Ms. Aronis read the thought of the day. Ms. Kathy Kossick, Executive Director, stated that Ms. Maureen Dermott is no longer with Agency and that Ms. Denise Lee will be serving as Interim Deputy Director. Ms. Mary Brown called the roll; a quorum was established.

Members Present:

Jennifer Ryon, Elk Grove Unified School District
Karen Bass, Elk Grove Unified School District
Patrice Hill, Sacramento City Unified School District
Sandra Renteria, Sacramento City Unified School District
Violet Morrison, San Juan Unified School District
Coventry St. Mary, San Juan Unified School District
Shernita Crosby, Playmate/WCIC
Mary Brown, SETA-Operated Program
David Quintero, SETA-Operated Program
Khalelah Hazewood, SETA-Operated Program
Kelly Martin, SETA-Operated Program
Tamara Knox, Home Base Program
Jeanine Vandermolten, Past Parent Representative
Brenda Vincent, Past Parent Representative
Elenita Salazar, Child Health & Disability Prevention Program (arrived at 11:02 a.m.)
Mary Pope, Grandparent Representative
Carol Aronis, Outgoing Chair

The following board members were seated: Ms Karen Bass, Ms. Patrice Hill, Ms. Sandra Renteria, and Ms. Shernita Crosby.

Members Absent:

Reyva Johnson, Sacramento City Unified School District (unexcused)
Brandy Long, Playmate/WCIC (unexcused)
Itzel Oregon (resigned)

II. Consent Item

- A. Approval of the Minutes from the November 30, 2009 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Ryon, second/Quintero to approve the November 30 minutes.

Show of Hands Vote: Aye: 16, Nay: 0, Abstentions: 1 (Aronis)

III. Information Items

A. Standing Information

➤ Introduction of Newly Seated Members: New members were welcomed.

B. How to Present and Make a Motion: Ms. Ryon read the board item on how to make motions.

IV. Action Items

A. Approval of Tuberculosis Policy

Ms. Aronis reviewed the board item. Ms. Brenda Campos stated that this policy affects the entire Head start program in Sacramento County. Difference from the last policy is that in the past, all children were required to have a TB test. The county health department has decided that that a child at the age of 3 is not required for a TB skin test but a TB risk assessment will be required. SETA/Head Start has to comply with the early screening and diagnosis for the Administration for Children and Families regulations and the American Academy of Pediatrics. The Health Services Advisory Committee reviewed and approved this policy. Their role is to provide assistance in developing the policy. This policy is based on the recommendation of a number of organizations. Once this policy is approved by the Governing Board, it will be posted on the SETA web site. The testing requirements for children from the ages of 0-3 will remain the same.

Ms. Clarisa Bunge was introduced; she will be translating for Sandra Renteria.

Moved/Morrison, second/St. Mary, to approve the SETA Head Start/Early Head Start Tuberculosis Policy.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (Aronis)

B. Election of Policy Council Officers for Program Year 2009-2010

Ms. Aronis read the requirements of Policy Council officers.

Chair: Those interested in this position: Jennifer Ryon, Jeanine Vandermolen.

Votes: **Jennifer: 10**, Jeanine: 5

Abstentions: Patrice Hill.

Vice Chair: Those interested in this position: Jeanine Vandermolen, Patrice Hill

Votes: Jeanine: 7, **Patrice: 9**

Abstentions: Carol Aronis

Secretary: Those interested in this position: Mary Brown, Jeanine Vandermolten

Votes: **Mary: 9**, Jeanine: 6

Abstentions: Shernita Crosby and Carol Aronis

Treasurer: Those interested in this position: Tamara Knox, Coventry St. Mary

Votes: **Tamara: 13**, Coventry: 3

Abstentions: Carol Aronis

Parliamentarian: Those interested in this position: Shernita Crosby, Jeanine Vandermolten

Votes: Shernita: 3, **Jeanine: 13**

Abstentions: Carol Aronis

Ms. Desha explained that both Ms. Brown and Ms. Knox cannot both serve as officers since both are SOP representatives. Ms. Brown stepped down from the Secretary position.

Secretary: Those interested in serving in this position: Violet Morrison, Coventry St. Mary

Votes: **Violet: 10**, Coventry: 6

Moved/Vincent, second/Crosby, to ratify the officers as elected.

Show of hands vote: 16, Nay: 0, Abstention: 1 (Aronis)

New officers took their seats; Ms. Ryon chaired the meeting for the remainder of the meeting.

C. Selection of Committee Representatives for Program Year 2009-2010

- 1) Head Start Personnel/Bylaws Committee Representatives: Ms. Marie Desha reviewed the purpose of the committee. Interested board members: Coventry St. Mary and Mary Brown.
- 2) Head Start Budget/Planning Committee Representatives: Mr. Roger Bartlett reviewed the purpose of the committee. This committee meets once a month to review the expenditures and activity in the Head Start program, and work with staff to develop next year's budget. Interested board members: Violet Morrison and Tamara Knox (Treasurer).
- 3) Head Start Social/Hospitality Committee: Ms. Desha explained that this committee is responsible for planning parent activities. There are two parent activities which must be educational. The first activity is a board bonding activity, and the second activity is the end-of-year event. Two officer positions are automatically on this committee: Violet Morrison, (Secretary), and Tamara

Knox (Treasurer). Interested board members: Mary Brown, Coventry St. Mary, Sandra Renteria, Brenda Vincent, Shernita Crosby, and Mary Pope.

- 4) Program Area Committees
 - a) Early Child Development and Health Services and Parent/Family Support Committee (aka: Child Safety Committee): Ms. Brenda Campos stated that this committee evaluates health and safety issues at the centers. This committee will probably begin meeting in February. Interested board members: David Quintero, Karen Bass, Shernita Crosby
 - b) Monitoring & Evaluation (aka: Self-Assessment) Committee: Ms. Brenda Campos stated that the self-assessment will probably be done in January.
 - c) Male Involvement Committee: Ms. Lisa Carr stated that this is an inclusive committee that looks for county-wide ways to getting men involved in childrens' lives. Interested board members: David Quintero, Coventry St. Mary, Mary Pope, Patrice Hill.

Moved/Morrison, second/Quintero, to ratify the committee membership.
Show of hands vote: Aye: 13, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

III. Information Items (Continued)

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Vandermolen explained what the PAC does.
- Parent/Family Support Unit Events and Activities: None.
- Parent/Staff Recognitions: Ms. Desha acknowledged Ms. Carol Aronis for her service to the Head Start program.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roy Kim reviewed the report; the agency is just a little under budget for the year.

C. Governing Board Minutes for the November 5, 2009 Meeting

Ms. Ryon urged board members to attend a Governing Board meeting.

V. Committee Report

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

VI. Other Reports

- A. Chair's Report: No report.
- B. Executive Director's Monthly Report

Ms. Kathy Kossick stated that the emphasis for 2010 will be to obtain more publicity about the Head Start program. Ms. Terri Carpenter will be attending the Policy Council meetings on a regular basis. Ms. Kossick urged Board members to call Ms. Carpenter directly (263-7891) if they come across a good story.

C. Head Start Managers' Monthly Report

Ms. Brenda Campos reported that her role is to interpret Head Start regulations and ensure the delegate agencies are meeting their contracted performance standards. Content coordinators and staff have been monitoring programs and providing technical assistance. Staff does a grantee action plan on what is going on in the delegate agencies and the grantee.

Ms. Denise Lee reported that she oversees the education area and the mental health unit. Many board members participated in grants to expand our program, and SETA recently received official notification that Early Head Start (EHS) funds have arrived. This means that SETA/Head Start will be serving an additional 196 children in the county. Staff expects to start full services on January 19, 2010.

Ms. Lisa Carr reported that she supervises the staff that provide services to programs. Her staff provide county wide parent workshops. A workshop is planned for February 17 (mental health, education and Nutrition) by Kory Annonio. Additional details will be provided to board members. The SS/PI specialists will be introduced to the Board members at the January meeting.

Ms. Ryon stated that Celebration of Family Packets are available to board members. There are some great family things to do with the kids. Board members were reminded to complete their meeting reimbursement forms prior to the start of the meeting.

D. Open Discussion and Comments: None.

E. Public Participation: None.

VII. **Adjournment**: Meeting adjourned at 12:37 p.m.

ITEM III-A – ACTION

ELECTION OF REPRESENTATIVE AND ALTERNATE TO THE
COMMUNITY ACTION BOARD

BACKGROUND:

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

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

RECOMMENDATION:

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

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

COMMUNITY ACTION BOARD OVERVIEW

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

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

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

MEETING SCHEDULE

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

COMPOSITION OF THE COMMUNITY ACTION BOARD

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

SECTOR PROFILES

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

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

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

APPLICATION/APPOINTMENT PROCESS

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

CONFLICT OF INTEREST

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

ITEM III-B – ACTION

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

BACKGROUND:

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

Please see attached minutes of last meeting, Wednesday, October 21, 2009.

RECOMMENDATION:

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

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-C – ACTION

SELECTION OF COMMUNITY PARTNERSHIPS ADVISORY COMMITTEE (CPAC)
REPRESENTATIVE AND ALTERNATE

BACKGROUND:

The Policy Council is requested to elect one (1) Representative and one (1) Alternate to serve on the Community Partnership Advisory Committee (CPAC). This advisory committee is an advisory group to the Head Start social services program area of Head Start. Members of this committee include Head Start staff, parents and social services professionals from the community with an interest in the Head Start Program. Each program year a PC Representative is selected to sit on this committee. The CPAC meetings will be held semi-annually; time and date will be announced when determined. Having an interest in social service collaboration would be appropriate for those wishing to serve on this committee.

Ms. Terri Carpenter will be available to share additional information and answer questions.

Please see the attached minutes of the last meeting held on Thursday, November 12, 2009.

RECOMMENDATION:

That the Policy Council elect one (1) Community Partnership Advisory Committee Representative and one (1) Alternate to serve on the committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-D – ACTION

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

BACKGROUND:

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

Article II Purpose, Powers, Duties and Functions, Section 2: Powers, Duties and Functions, E.12: *For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)*

RECOMMENDATION:

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

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

A. Standing Information Items

- Introduction of Newly Seated Members – Ms. Jennifer Ryon
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account - Mr. Roger Bartlett
- PC/PAC Calendar of Events – Ms. Jennifer Ryon
- Parent/Family Support Unit Events and Activities – Ms. Jennifer Ryon
- Parent/Staff Recognitions – Ms. Jennifer Ryon
- Sacramento County Head Start/Early Head Start Program Enrollment Report – Ms. Elsie Bowers (see Monthly Head Start Report)
- Special Education Report/Disabilities Report – Ms. Beverly Sanford
- Community Resources – PC Representatives – Ms. Jennifer Ryon
- National Head Start Association (NHSA) Parent Training Conference Report – Ms. Jennifer Ryon

NOTES:

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee Meeting	Wednesday, February 3, 2010 10:00 a.m. 925 Del Paso Blvd., #100 Olympus Room
PC Executive Committee Meeting	Thursday, February 4, 2010 9:00 a.m. 925 Del Paso Blvd., #100 Olympus Room
Budget/Planning Committee Meeting	**Tuesday, February 9, 2010 9:00 – 10:30 a.m. 925 Del Paso Blvd., #100 Redwood Room ** Meeting canceled: New committee meeting date/time to be announced.

ITEM IV-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The December 3, 2009 Governing Board minutes are attached for your review.

NOTES:

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

Minutes/Synopsis

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

Thursday, December 3, 2009
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:18 a.m.

Members Present:

Jimmie Yee, Chair, SETA Governing Board; Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento

Members Absent:

Kevin McCarty, Chair, SETA Governing Board; Councilmember, City of Sacramento
Sophia Scherman, Public Representative

Moved/Pannell, second/Yee to move item III-B – 2 to the January 7, 2010 meeting.

Voice Vote: Unanimous approval.

II. Consent Items

The consent calendar was reviewed; no questions or comments.

- A. Minutes of the November 5, 2009, Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approve the November 5, 2009 minutes.
- B. Approve the claims for the period 10/28/09 – 11/18/09.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Procurement of Worker's Compensation Insurance

Ms. Carolyn Reynolds of Arthur J. Gallagher reviewed the insurance proposal with board members. Requests for worker's compensation insurance coverage were submitted to six carriers. The payroll increased which resulted in an

increase in the premium. One thing that has offset the premium is the overall decrease in the insurance premium. Ms. Reynolds will be looking at how payrolls are classified; premiums are based on estimates since it is not known what the payrolls will be.

Moved/Pannell, second/Yee, to authorize the Executive Director to procure Workers Compensation coverage with Hartford Insurance for calendar year 2010.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

2. Approval of In-House Youth Pre-Apprenticeship Training Program

Ms. Robin Purdy stated that in August, the Board approved funds to Associated General Contractors to serve 30 high risk youth in a workplace training activity. In October, SETA was notified that they wanted to return the funding. SETA was asked to continue this activity in the Meadowview area. Staff is requesting approval to operate this as an in-house program and hire two SETA consultants to be outstationed at Juveniles at Risk. SETA would use an existing contract with the Community College Foundation for payroll services, and Northern California Laborers Union has agreed to hire as apprenticeships the youth that complete the program.

Mr. Thatch stated that it is important that there be an MOU between SETA, Juveniles at Risk and Northern California Laborers Union. He requested that the board action include authorization for the Executive Director to enter into an MOU.

➔ Speaker before the board: Richard Mallory, Director of Associated General Contractors.

Moved/Pannell, second/Yee, to approve the staff recommendation to operate a Pre-apprenticeship Training Program as an in-house program in collaboration with Juveniles At Risk and Northern California Laborers Union including the authorization for Executive Director to enter into an MOU.

Voice Vote: Unanimous approval.

3. Approval of Staff Recommendation for Adult and Youth Vendor Services Lists

Ms. Esperanza Lindsey reviewed this item which requests approval to add a vendor to the Vender Services list.

Moved/Pannell, second/Yee, to approve adding Linking Education and Economic Development (LEED) to the Adult and Youth Vendor Services Lists.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

B. WORKFORCE INVESTMENT ACT

1. Approval to Submit Regional Clusters of Opportunity Proposal to the California Workforce Investment Board

Ms. Purdy stated that this item is requesting approval to create a strategic planning process around the clean energy sector. Staff is requesting a sole source approval in the amount of \$250,000 to contract with Los Rios, SACTO, Valley Vision as the required partners in the proposal. These organizations are the only providers of those services in the region. STA will contract out \$70,000 to SACTO, \$60,000 to Los Rios, and \$95,000 to Valley Vision. This will lead to better management and give information on where to target resources. This is a planning grant only. SETA will be working with the colleges, training providers and partners to learn how to train for clean energy sector jobs.

Moved/Yee, second/Pannell, to approve the submission of a proposal in response to the Regional Industry Clusters of Opportunity Solicitation for Proposal and, if awarded, approve contracts with collaborating partners to complete the research, investment strategy and implementation.

Voice Vote: Unanimous approval.

2. Approval to Endorse the Sacramento Municipal Utility District California Residential Building Retrofit Program Proposal and Ratify Execution of a Memorandum of Understanding and Non-Disclosure Agreement: Moved to 1/7/10.

C. HEAD START

1. Approval to Submit an Application for Facilities Renovation and Repair to the California Department of Education

Ms. Robyn Caruso stated that this board item is in response to a recent release of funds for facilities repair for three project sites. The Board inquired how the funds are prioritized. Ms. Caruso replied that these are CDE funds so it has to be spent on CDE classes, not Head Start. There are other renovations at CDE sites but the money awarded is based on the number of CDE slots.

Moved/Pannell, second/Yee, to approve the submission of a grant application to request \$37,656 in funding from the California Department of Education.

Voice Vote: Unanimous approval.

2. Approval to Contract for a Preschool Oral Language/Literacy Curriculum: dropped from agenda
3. Approval of Modifications to the Bylaws of the SETA Operated Head Start/Early Head Start Policy Council

Ms. Lisa Carr reviewed this item and some of the changes that were included in the revised bylaws such as adding language in the reimbursement policies and the date of the annual meeting.

Moved/Pannell, second/Yee, to approve modifications to the PC bylaws.
Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval to Endorse Sacramento Steps Forward

Mr. Chi Cheng reviewed this item; there were no questions or comments.

Moved/Pannell, second/Yee, to endorse the Sacramento Steps Forward Initiative.

Voice Vote: Unanimous approval.

2. Approval Community Services Block Grant (CSBG) Funding Recommendations for Fiscal Year 2010

Ms. Cindy Sherwood-Green reviewed this item. Fifty-eight proposals were submitted requesting a record amount of \$3 million in CSBG funds. One formal protest was received from Elk Grove Unified School District. Ms. Sherwood Green stated that the Community Action Board approved these funding recommendations at their November 18 meeting.

➔ Speaker before the Board: David Mandel, Supervising Attorney, Legal Services of Northern California

Moved/Yee, second/Nottoli, to:

1. Approve staff funding recommendations for the Fiscal Year 2010 Community Services Block Grant.
2. Approve the continued funding of Daren Maeda as a SETA Consultant for an additional year.
3. Approve the reallocation of unexpended 2009 CSBG ARRA funding to 2010 CSBG service providers.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Report: No comments.

- B. Head Start Fiscal Report: Mr. Roger Bartlett reported that the budget is at one quarter of expenditures. Things look good. Ms. Kossick reported that SETA recently had the annual risk review from ACF which went well.
- C. Review of Annual Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2009

Mr. Roy Kim reported that the annual audit had no findings. He acknowledged Ms. Loretta Su for the excellent job she did on the audit.

- D. California's Forgotten Middle-Skill Jobs: This report is provided for information; Mr. Nottoli requested this information item be presented again in January for more in-depth discussion. Ms. Pannell requested additional copies for the City Council.
- E. Unemployment Statistics: No comments.
- F. Dislocated Worker Update: Mr. William Walker stated that Center Play, the vendor for the River Cats, is experiencing layoffs. Yolo County is actually reporting the 346 jobs dislocated. Mr. Walker has not heard about a replacement vendor. There is nothing official on the AT&T dislocations. The union notified SETA and the press that they were consolidating and two call centers may be closing with 249 people being dislocated.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Mr. Nottoli happy birthday tomorrow. Ms. Kossick stated that based on planning for the Head Start grant, staff would like to move the May meeting to April 29 in order to accommodate the Head Start deadline. This means there will be two meetings in April and no meeting in May. Ms. Kossick wished everyone Happy Holidays.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Mr. Yee thanked everyone for the gift he received last month.
- F. Public: No comments.

VI. Adjournment: Meeting adjourned at 11:13 a.m.

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

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

NOTES:

MEMORANDUM

TO: Ms. Tamara Sanchez **DATE:** January 12, 2010

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of S C O E

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA Title I	In-School Youth	\$ 134,600	7/01/08-06/30/09	7/01/08-6/30/09
WIA/ARRA	Summer Youth	77,172	5/01/09-09/30/09	5/01/09-9/30/09
Early H. S.	Basic	15,000	8/01/08-07/31/09	8/01/08-7/31/09

Monitoring Purpose: Initial _____ Final X
Date of review: Various dates

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

Program Operator: Sacramento County Office of Education

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2008 to June 30, 2009 for the In-School Youth program, from May 1, 2009 to September 30, 2009 for the Summer Youth program, and from August 1, 2008 to July 31, 2009 for Early Head Start have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM V -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 December 18, 2009 Special Policy Council meeting.

Good	Needs Improvement
Board room left clean.	Raise hands high and keep them held high until vote is counted.
Thank you to Ms. Clarisa Bunge (translator).	Using microphone when speaking.
Thank you to Ronald Jones for reminder calls to Board members to attend meeting.	
Thank you to returning Board members for assisting and supporting new Board members.	
Good participation by Board members.	

- B. Budget/Planning Committee

ITEM VI- OTHER REPORTS

BACKGROUND:

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

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

- B. SETA EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) to report to the Council on any items of important information or to deal with special requests which need to be addressed.
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- C. SETA HEAD START INTERIM DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Interim 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.
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- D. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- Monthly Head Start Report (attached)
 - Brenda Campos: Grantee Program Support Services
 - Denise Lee: Child Development and Education Services
 - Lisa Carr, Parent/Family Support Unit
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ITEM VI- OTHER REPORTS (Continued)
Page 2

- G. 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.

- H. 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

January 2010

Program Operations Report

Program Support Services

- Program Officer Melanie Nicolas presented information on SETA Program Support Services and the Sacramento County Monitoring Review process to the EHS Expansion community partners during their training on December 10, 2010.
- Manager Brenda Campos and Program Officer Melanie Nicolas provided technical support to Twin Rivers USD Head Start Policy Committee Meeting on December 15, 2009 held at the Morey Avenue campus.
- Quality Assurance Unit Specialists are completing SOP reviews for December 2009. A monthly report is submitted to SOP Managers and Program Officers and a debrief meeting is held every second Thursday of the month. Delegate monitoring will begin in February 2010. Content Coordinators and Quality Assurance Specialists have finalized the details of the review. Announcement letters and calendars will be submitted to Twin Rivers Head Start and San Juan USD Head Start by January 8, 2010.

Education Services Update

- On December 4th, Kim Lister and Beverly Sanford train the Twin Rivers Head Start Expansion staff on Education and Disabilities paperwork and other requirements. The Woodridge and Kohler staff attended the training along with Sara Haycox and Phebe Thornton.
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- The Education Coordinator, Kim Lister, continues to learn the new SETA monitoring tool in preparation of our annual monitoring of Delegate agencies beginning in February 2010. Kim also met with Education Coordinators from Twin Rivers USD and San Juan USD to go over Program Design and Management questions from the SETA monitoring tool.
- Kim Lister coordinated the registration of three County-wide representatives from Sac City, San Juan, Elk Grove and SETA to attend the train-the-trainer CLASS sessions in San Jose, CA. The trainers will provide training for reliable assessors on a county-wide level.
- DRDP-R2: Donald Schmidt and Kim Lister continues meeting via teleconference with Wested in collaboration on the revised DRDP-R2. SETA staff developed an alignment with the new Infant/Toddler DRDP-R2 and Early Head Start requirements which was shared with the Head Start/State Collaboration Office, Mike Zito.

Disabilities Services Update

- Disabilities Coordinator provided training to Preschool staff from Woodridge Head Start and Kohler Head Start (Twin Rivers U.S.D. Head Start) on the Lap D Developmental Screener. The Education Coordinator, Phebe Thomas from Morey Avenue School and the Twin Rivers Director of ECE, Sara Haycox was also in attendance.
- A site visit was made by the Disabilities Coordinator to Marvin Marshall School in the San Juan School District. The SETA Head Start Disabilities Coordinator along with the San Juan Head Start Disabilities Specialist reviewed the Disabilities section of the 2009 Monitoring Tool. This section was used to assist staff during their Self Assessment site visits.

Mental Health Services Update

- A site visit and monitoring system review meeting was held at Elk Grove Head Start on December 14, 2009 with Diane Shirey and Florence Oneto to discuss Mental Health services and Family Partnership Agreement.

Health Services Update (medical, dental nutrition)

- During the month of December, the Health Coordinator worked with information provided by Janet Talsky, representing WIC, and Dr. Sean Cooke, representing Kaiser, to establish a "Normal Range for Hemoglobin and Hematocrits", in screening Head Start children for anemia.
- A TB Skin Test clinic was held December 16, (with reading on December 18) at Hillsdale Head Start. Teresita Saechao, Health and Nutrition Specialist was available to translate for Spanish-speaking participants. This event was free and greatly benefited, not only Head Start Parents, but staff as well.
- Our former Galt Head Start student, Eduardo Toscano, recently passed away from Cancer. His brother Nicholas continues to attend Galt Head Start. Their family was given a price quote for a headstone of \$3,000 which was going to be difficult for their family to afford. The Health Coordinator, after doing research in the area discovered that a Granite Marker the same size, engraved, and with his picture in porcelain added, could be purchased from a Sacramento Monument company for \$700 which will allow the family to purchase the headstone.
- Program Officer Melanie Nicolas and Health/Nutrition Specialist Teresita Saechao presented on Staff Wellness and I Am Moving, I Am Learning at the San Joaquin County/Stockton Head Start in Stockton, CA on December 23, 2009.
- The monthly IMIL Meeting was held on December 15, 2010 to discuss training plan for remainder of the year 2009-2010. Committee members shared updates on the IMIL site visit rallies held at IMIL sites in November 2009.
- Health/Nutrition Specialist Teresita Saechao provided training and technical assistance to Sac. City Head Start in their HEAL grant that enhances their health and nutrition curriculum for children and parents.

Family and Community Partnerships

- A site visit and monitoring system review meeting was held at Elk Grove Head Start on December 14, 2009 with Diane Shirey and Florence Oneto to discuss Mental Health services and Family Partnership Agreement.
- Judy Weber and Francisco Navarro conducted 2 site visits and reviewed children's files at Sac City Head Start in November. They also presented at a staff training on Family Partnership building and goal-setting with parents.

Food Service Report

Child and Adult Care Food Program (CACFP) Report (SETA Operated Program)

December 2009

Total Number of Meals and Snacks Prepared at Kitchens			
Lunch	PM Snack	Breakfast	Field Trips
33,776	20,300	24,056	320

Delegate Agencies

Elk Grove Unified School District

Education Services Update

- Our Head Start classes are fully enrolled with 420 students and a waiting list of 58. This waiting list allows us to fill openings as they occur. Our average attendance for the month of December was 87.5%.
- During the first week of this month, our internal monitoring team visited sites to check files and lesson plans for compliance. Parents filled out surveys at the December classroom parent meetings, and parent representatives at each school site completed the Health and Safety Checklists. The Parent Policy Committee members were interviewed during a special meeting of the committee, and were very enthusiastic in their support of our program.
- Dr. Steven Ladd, EGUSD superintendent, spoke to the staff about the importance of their work and about the district's budget implications at our December in-service. The in-service also included multi-cultural sharing.

Disabilities and Mental Health Services Update

- We have 57 students with active Individual Education Plans in our Pre-K program. The IEP students are distributed throughout classes in naturally occurring proportions. This number also includes the students from the Sacramento County Office of Education's programs at Prairie Elementary and Florence Markofer Elementary, and the Inclusion classes at Florin Elementary and David Reese Elementary.

Health Services Update

- During file compliance monitoring, families needing assistance obtaining dental follow-up treatment were identified. The paraeducators are being given this information at their next in-service, and will work with their families to meet our dental requirements.

Family and Community Partnerships Update

- This month Smile Keepers began providing dental screenings and fluoride varnish to all our Head Start classes. This service will benefit our families and assist us in meeting our dental health requirements.
- First 5 Sacramento provided 2010 Activity Calendars to each of our families. The calendars contain resource information, helpful hints, school readiness information, and home activities in the areas of health, language, and social and emotional skills.
- Head Start parents attended workshops on Sid the Science Kid and Music Works Wonders, held through our partnership with KVIE public television station.
- The *Elk Grove USD Preschool News*, a quarterly newsletter funded through First Five, was distributed to our families. This edition contained information about dental health, kindergarten transition and registration, language development, and classroom volunteering.

Fiscal Update

- The December budget report is attached.

Recruitment

The following recruitment activities took place this month:

- Debbie Layton, Program Educator, reviewed the Centralized Eligibility List and collected six names of 3 ½ and 4 year old children for placement on our preschool waiting list. Students eligible for the 2010-2011 will be scheduled for registration in January 2010.
- Fifty flyers each were given to Southgate Public Library, Valley Hi Public Library, Southgate Parks and Recreation, Valley Hi Birth and Beyond, and the Cosumnes Community Services District for distribution to the public.
- Head Start Parent Representatives and Alternates were given recruitment flyers at their December 8 meeting.

Sacramento City Unified School District

Program Operations Report

Education and Child Development

- In honor of the holidays, we took a light-hearted approach to staff development on December 11th. Dixie Schneider from Managed Health Network presented "Humor for the Health of It". She stressed that humor is important for mental and physical well-being and

described ways to cultivate humor at home and at work. For the second half of the meeting, we brought in several vendors to provide our very busy teaching staff an opportunity to do some holiday shopping!

- Resource Teachers provided Open Court training for three new teachers hired with ARRA funds, who will relieve Children's Center teachers for up to four hours a week, allowing them time to make home visits, complete paperwork and write lesson plans.
- In the classroom, children received the first of three books provided by the Reading Is Fundamental (RIF) grant. RIF's giveaways are major events in our classrooms; various activities include guest readers, dramatizations of favorite stories, Read-a-thons and more.

Mental Health Services Update

- Followed up on mental health referrals from teaching staff and Family Partnership Agreements.
- Presented Child Discipline and Stress Management Strategies at classroom parent workshops.
- Attended SETA's Mental Health Content Meeting.

Family and Community Partnerships Update

- Family and Community Partnership meeting with SCUSD staff
- Male Involvement meeting held at Freeport school. Bob Sylva also participated in this meeting.

Health Services Update

- Visited 40 classrooms with the varnish program, to apply fluoride, provide dental resources and dental follow up
- Visited 30 classrooms for sensory rescreens and health consultations on children
- Reviewed 7 classroom's files for health/dental/nutrition compliance as part of the program's self assessment. 5 classrooms were reviewed for health environments. The health team met and analyzed the results and initiated a summary of findings and a corrective plan.
- Completed an epi-pen training for the Resource Teachers
- Attended the District's seminar on the Impact of Violence on the Developing Brain.

San Juan Unified School District

Education Services Update

- We will be introducing a new version of our weekly lesson plan form. This includes guidance for Literacy activities five times weekly during “center time”, Math activities two times weekly during “center time”, Second Step activities two times weekly and finally Emergent/Child Directed activities daily. We have piloted this lesson plan since August and are taking feedback on the form at this time. We will implement this form for all classes early this year.

Disabilities Services Update

- During the month of December, the self-review committee met and reviewed the results from the self-review conducted by Lead Teachers and classroom Teachers. The committee then set-up an action plan to correct the findings. Findings were minor, including: 1) more materials reflecting inclusion actively used and displayed in the classroom and 2) written emergency evacuation plans for students with IEP’s. The committee will meet again in January.

Mental Health Services Update

- The Mental Health Therapist (MHT) is currently supervising four Counseling Interns providing on-site counseling to children and support for parents. The MHT is also conducting interactive trainings program wide for parents on Limit Setting and Stress Management.

Nutrition Services Update

- After a meeting with Soil Born Farms, it has been confirmed that a farm stand is scheduled for May and June, at Marvin Marshall. This collaboration will also provide the opportunity for families to purchase produce boxes through Community Supported Agriculture (CSA).

Health Services Update

- The Health team is working with Kate Varanelli from Smile Keepers to provide dental screenings for all the preschool programs (HS/SPS/FDSPS). We have completed all the dental screening and provided fluoride treatments for children with parental consent. Health staff will be connecting with any children needing urgent dental work that have no insurance and referring them to Smiles for Kids. The team has also been continuing the centralized screening one day per week, and visiting sites to rescreen any children that were not ready or did not pass during enrollment. In addition a second round of fluoride varnish treatments will be administered to the children in January.

Family and Community Partnerships Update

- The Policy Committee has been busy reviewing the By-laws. A program Service Area Review meeting date has been established and the budget committee will begin its work with a first meeting planned for mid-January. The continuation of enthusiastic and involved parents makes all of these events a pleasure.

Transition Services Update

- The Lead Teachers working with transition content have attended their first meeting with the newly formed SJUSD Transition Committee. The goal of the Committee is to bridge the transition gaps between preschool and kindergarten, elementary and middle school and

middle school to high school. The committee is made up of various staff members represented from all school levels. Regarding K transitions, main points include: Elements of Effective Transitions/ Involving Children in the Process/Involving Families in the Process.

Program Support/Staff Training Update

- This month at the all-staff meeting, there was a presentation from Patricia Nunley on cultural competence, which was well received by the group. In addition, Teachers received a third Friday training from our own support staff on blending literacy and dramatic play in the classroom. They had an opportunity to 'learn and do' and came away with both new strategies and new materials for their classrooms.

Fiscal Update

- Head Start and Early Head Start fiscal and supplemental reports were submitted to SETA on December 10. Current spending trends indicate that we are in-line with our spending for the remainder of the 2009-2010 fiscal year. We will begin budget meetings with parents in January 2010, with an anticipated Head Start and Early Head Start budget submission to SETA the beginning of March.

Early Head Start

- During the month of December EHS has been working on Self Assessment and feverishly working on expansion. We will be opening a new EHS site at Fair Oaks Annex and serving more children at the San Juan and Sierra Nueva sites with our expansion grant. Outdoor program improvements at Sierra Nueva are also being finalized. Our Home Base program is working on setting up a new Family School Day room in collaboration with Adult Education.

Twin Rivers Unified School District

Education Services Update

- Teachers continued organizing their teacher files to ensure all of the required and critical information is available in each file.
- Parent Orientations have been completed for all Head Start parents.
- Education Coordinator continues to review the Internal Monitoring Tool with the teachers.
- Order for the supplemental math, science and social studies materials submitted and still awaiting delivery.
- Parent training held by Education Coordinator on the importance of play. Well attended by parents who received valuable educational information.
- ECERS assessment completed for all preschool classrooms. Action plans also developed. ELLCO completed for five classrooms and Ed Coordinator will continue getting the other assessments completed.
- Component meeting held with all team members.

- Expansion site teachers have received training on Head Start Performance Standards and received copies of the manual.

Disabilities Services Update

- Speech services continue for our students identified with any speech concerns.
- SST meetings continue being held for several preschool students who may need additional learning supports in the classroom.

Health Services Update

- The Health Assistant will follow-up on any students needing additional treatment or information related to any of the screenings.
- The Health Assistant continues to review files for any follow-up information needed pertaining to health, immunizations or screenings.
- Rescreenings are scheduled for January 2010 for any students who missed the original dates.

Family and Community Partnerships Update

- Winterfest event held for all Morey Avenue Students. Students performed for their parents and participated in arts and crafts activities. The day was fun-filled and lots of parents attended.
- Parent surveys continue to be distributed to all parents by Parent Involvement Coordinator and Education Coordinator. Parent Involvement Coordinator and Education Coordinator will begin tallying the results.
- Social Worker continues the Friendship groups with children who need to develop better social skills and/or anger management techniques. Groups held weekly and students should benefit greatly from the newly acquired skills.
- Social Worker and Parent Involvement Coordinator continue working on Family Partnership Agreements with families in individual meetings. Families needing resources have been identified and resources are being collected to assist with goal achievement.

Fiscal Update

- Monthly reports received from Budget Services. Interim Principal continues to monitor fiscal spending to ensure appropriate spending.

Recruitment

- All Head Start enrollment slots are full. A waiting list for Extended Day and AM/PM sessions has been formed for prospective students when slots become available.
- Expansion sites are fully enrolled with four students on the waiting list.

WCIC/Playmate

Education Services Update

- WCIC/Playmate's #1 and #2 Enrollment for December 2009 was as follows: 100 total enrollments of children at #1 and 20 total enrollments of children at #2 Expansion class. Therefore, total funded enrollment = 120 children ages 3-5. We continue to accept eligible waiting list applicants for the 2009-2010 school year.
- Disaster kits are checked frequently so all items are well stocked.

Disabilities Services Update

- WCIC/Playmate Monthly December 2009 Special Education Report resulted with three children with IEP's. WCIC/Playmate Head Start program continues to work with Sacramento City Unified School District to have a Speech and Language Therapist at WCIC/Playmate Head Start Programs. Speech services are provided weekly by Karen Oakley, Speech and Language Specialist, Sacramento City Unified School District.
- Denise McAdams, Resource Specialist, Sacramento City Unified School District continues to provide Special Resource Therapy weekly for our IEP children.

Mental Health Services Update

- WCIC/Playmate Mental Health Services continue by Francisco Navarro, Mental Health Social Worker from SETA. No Mental Health referrals were made for December 2009.

Health Update

- Family Services Workers continue to encourage the parents to get the children's annual physical and dental exams and any dental follow up treatments to meet our Head Start Performance Standards.
- WCIC/Playmate staff did not schedule trainings during the month of December 2009 due to holiday schedule.

Family and Community Partnerships Update

- Kelsey Ito, a student from Christian Brothers High School last day was December 18, 2009 due to her high school schedule and activities. Kelsey was selected to participate in a special community activity in New Orleans to support the Katrina victims. The children enjoyed having Kelsey in the classrooms.
- WCIC is in the planning stage of its 74th Annual Founders' Day Celebration on Saturday, August 7, 2010 at WCIC. The evening will consist of networking, open house, history, entertainment, food and raffles. The main attractions scheduled are Dr. David Covin as Guest Speaker, Clarissa Wildy, Founding Mother's daughter at the age of 96 and more to be announced.

Program Support/Staff Training Update

- The following staff members completed the Fall 2009 semester Early Childhood Education classes at Sacramento City College, Consumes River College, American River College, Brandman University, and National University: Dao Xiong, Teacher; Cher Her, Teacher; Gwendolyn Jackson, Teacher; Clarisa Bryd Jones, Teacher; Myesha Douglas, Teacher Assistant; and Jasmine Clark, Cook Assistant.

Fiscal Update

- Ms. Davis continues working with Marcy Tierce, Administrative Analyst with the City of Sacramento in regards to WCIC/Playmate childcare facility lease.
- WCIC/Playmate Head Start Board of Directors and Parent/Policy Committee Members are provided monthly Fiscal Reports as Agenda Attachments.
- Ms. Davis, Executive Director/Head Start and Mr. Anderson, Bookkeeper days and weeks were well spent during December 2009 and continue in regards to submitting and now reporting requirements for the following WCIC/Playmate Child Development Center, Head Start Programs Budgets: COLA, ARRA COLA, Quality, Expansion, Program Improvement and additional T/TA.

Program Management Update

- Ms. Davis Executive Director/Head Start continues working with United Way, Oak Park Redevelopment Advisory Committee, Oak Park Business Association, Community Pride Project/Community Against Sexual Harm (CASH), and Oak Park Concert Board of Directors, Chair.

Sacramento County Head Start/Early Head Start Program Enrollment Report December 2009

HEAD START

Agency	Funded Enrollment	Last Day of Month Enrollment	%	ARRA Funded Enrollment	ARRA End of Month Enrollment	%
Elk Grove	380	380	100	40	40	100
Sacramento City	1,272	1,294	102	20	24	120
San Juan	680	671	99	20	22	102
SETA	1,860 (2,778)	1,899	102	18	20	111
Twin Rivers	179	179	100	32	32	100
WCIC/Playmate	100	100	100	20	20	100
County Totals	4,471 (5,389)	4,523	101	150	158	105

EARLY HEAD START

Agency	Funded Enrollment	Last Day of Month Enrollment	%	ARRA Funded Enrollment	ARRA End of Month Enrollment	%
Sacramento City	115	115	100	32		
San Juan	129	154	119	32		
SETA	213	217	101	132		
County Totals	457	486	106	196		