

Thought of the Day: "You make a difference."

GOVERNING BOARD

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Executive Director

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SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, October 26, 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 September 28, 2010 Special Meeting

III. Action Items

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

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

- 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
- D. Review of Applications and Election of Past Parent Representative and Alternate
- E. Review of Application and Election of Grandparent Representative and Alternate
- F. Review of Application and Election of Foster Parent Representative

IV. Information Items

- A. Standing Information Items
 - 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
 - PC/PAC End-of-Year Appreciation Reports and Recognitions – Ms. Jennifer Ryon
 - Countywide Parent Conference – Ms. Mary Brown
 - Community Resources – PC Representatives/Staff – Ms. Jennifer Ryon
- B. Governing Board Minutes for the September 2, 2010 Meeting

V. Committee Reports

- A. Executive Committee
- B. Budget/Planning Committee
- C. Personnel/Bylaws Committee
- D. Social/Hospitality Committee
- E. Program Area Committees
 - Early Childhood Development & Health Services Committee and Parent/Family Support Committee (aka Child Safety Committee)
 - Monitoring and Evaluation (aka Self Assessment)
 - Male Involvement Committee/Community Advocating Male Participation (CAMP) – Mr. Troy Luna
- F. Community Partnerships Advisory Committee (CPAC) – Ms. Coventry St. Mary
- G. Health Services Advisory Committee (HSAC) – Ms. Mary Pope

VI. Other Reports

- A. SETA Executive Director's Report
- B. Head Start Deputy Director's Report
 - Monthly Head Start Report (see attachment)
- C. Chair's Report
- D. Head Start Managers' Reports
- E. Community Agency Reports

- Child Health and Disability Prevention Program (vacant)
 - Maternal, Child and Adolescent Health Advisory Board – Ms. Brenda Vincent
 - Community Action Board – Ms. Patrice Hill
- F. Open Discussion and Comments
- G. Public Participation

III. Action Items (continued)

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

- Approval of Eligible List for: Approval of Eligibility List for Head Start Home Visitor and Head Start Family Services Worker
- ➔ Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, OCTOBER 21, 2010

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

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. ****

**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 * | | |
|------------------------------|-------------|--------------------|--------------------|-------------|-------------------|-------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--|--|
| M. Barbosa (s/b/s 2/23) | TR | | | | E | X | X | X | X | X | X | X | | | |
| E. Broussard (s/b/s 2/23) | TR | | | | U | X | X | X | X | X | X | X | | | |
| M. Brown (11/30) | SOP | X | X | X | X | X | X | X | X | X | X | X | | | |
| S. Crosby (reseat 8/24) | WCIC | | | | | | | | | | X | X | | | |
| Y. Hernandez (3/23) | SOP | | | | | X | X | X | E | X | X | X | | | |
| P. Hill (12/18) | SAC | | X | X | X | X | X | E | X | E | 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 | | | |
| K. Martin (11/30) | SOP | U | X | X | X | X | X | X | X | AP | X | X | | | |
| D. Patterson (5/25) | SOP | | | | | | | | X | U | E | X | | | |
| M. Pope (11/30) | GRAND | 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 | | | |
| J. Ryon (11/30) | ELK | X | X | X | X | X | X | X | X | X | X | X | | | |
| S. Shehadeh (8/24) | EHS | | | | | | | | | | X | X | | | |
| C. St. Mary (11/30) | SJ | X | X | X | X | X | X | X | X | X | E | X | | | |
| J. Vandermolten (11/30) | PP | 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 | | | |
| K. Yaipen-Faulter (1/26) | SOP | | | X | X | X | X | E | 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 10/8/10

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 28, 2010 SPECIAL
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the September 28, 2010 meeting.

RECOMMENDATION:

That the Policy Council approve the September 28, 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, September 28, 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 1:08 p.m. Ms. Patrice Hill read the Thought of the Day. Ms. Coventry St. Mary called the roll.

Members Present:

Jennifer Ryon, Elk Grove Unified School District
Michela Barbosa, Twin Rivers Unified School District (arrived at 1:10 p.m.)
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
Yvette Hernandez, SETA-Operated Program
Kelly Martin, SETA-Operated Program (arrived at 1:12 p.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

II. Consent Item

- A. Approval of the Minutes of the August 24, 2010 Special Meeting

The minutes were reviewed; no questions or comments.

Moved/Vincent, second/Quintero, to approve the minutes of the August 24, 2010 Special Meeting.

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

III. Action Items

- A. Approval to Submit a Request for Prior Approval to the Office of Head Start to Purchase a Voice over Internet Protocol (VOiP) System

Mr. Edward Proctor reviewed this board item. Part of this board item includes the replacement of circuits at Head Start centers, which will allow for more security and will eventually allow video. Each Head Start center will have an analog circuit that will also serve as a FAX line.

Based upon the financial analysis and return on investment prepared by SETA's Fiscal Department, it is projected that this project will save SETA approximately \$302,000 over the first 5 years and approximately \$118,000 per year thereafter.

The project will utilize funds from the Head Start Basic Program budget as follows:

- ➔ \$25,000 currently budgeted under the Equipment category for Vehicle Replacement.
- ➔ \$20,000 currently budgeted under the Supplies category for Technology.
- ➔ \$124,000 currently budgeted under the Other category for Operating Costs.

Staff is seeking approval from ACF and hope to have the updated system completed by the end of the year.

Moved/St. Mary, second/Barbosa, to approve the submission of a request for prior approval to utilize Head Start Basic funds to purchase a VoIP System.
Show of hands vote: Aye: 16, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

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

Ms. Denise Lee reported that staff is required by ACF to annually submit the listing of services provided at centers. This board item provides a mixed-bag of program approach changes to both SOP and delegate agencies. Staff is in lease negotiations with a new center in the Elkhorn area. There are a few tenant improvements that are needed and it is hoped to have the new center open in November. Staff is currently utilizing the Hillsdale Head Start Center to serve the children being displaced from Center of Praise.

Moved/Barbosa, second/Knox, to approve the program approach changes as recommended for the 2010-2011 program year.
Show of hands vote: 16, Aye: Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

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

Ms. Lee reviewed the carryover request. The Office of Head Start requires that funds be obligated by July 31, 2010, and that all obligations be liquidated by October 29, 2010. Ms. Lee provided an update on the modular being installed at

the Bright Beginnings, which will not be completed and obligations will not be liquidated by October 29, 2010.

In addition, the San Juan Unified School District has unexpended Program Improvement funds up to \$285, 000 due to delays in project implementation. Staff is recommending carrying over and using these funds to complete the project.

There were no questions or comments from the board.

Moved/Hill, second/St. Mary, to approve the submission of a carryover request for Program Year 2009-2010, Head Start Basic funds up to \$300,000; in addition, approve the submission of a carryover request for Program Year 2009-2010, Head Start Program Improvement funds up to 293,000.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

IV. Information Items

A. Standing Information Items

- Introduction of Newly Seated Members: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roy Kim reviewed the current fiscal report.
- PC/PAC Calendar of Events: The next CAMP meeting is scheduled for Thursday, September 30 in the Saturn Room. Also, the Personnel/Bylaws Committee meeting and Social/Hospitality Committee meetings scheduled for September 30 are canceled.
- PC/PAC End-of-Year Appreciation: Board members were reminded of the luncheon. Dr. Tracy Tomasky will be the keynote speaker. Guests must be 18 years of age or older and must pay for their own meal.
- Parent/Family Support Unit Events and Activities: No comments.
- PC/PAC Recruitment: Applications are available from Ms. Hogan.
- PC/PAC Survey: Board members were given a survey to collect information on parent participation. Ms. Ryon urged board members to fill out and return the survey as soon as possible.
- Program Self-Assessment – Ms. Lisa Carr distributed a list of team leaders for the annual self-assessment; board members interested in participating were asked to contact team leaders. The self-assessment done will be very expansive. Parents must be involved in the self-assessment. Parents can look only at their own child's file. The first meeting will be October 27 in the Sequoia Room where there will be discussion of how particular parts of the self-assessment would be done. Parents will be accompanied by staff during this process. At the end of November, participants will be going to the sites to review. Parents can be on more than one team.

Ms. Michela Barbosa was acknowledged for her assistance on recruitment.

- Community Resources: Ms. Jeanine Vandermolten spoke of First Five Day on October 9 at Fairytale Town, 10:00 a.m. – 4:00 p.m. Second Saturday will be occurring from 5:00 – 9:00 p.m.

Ms. Tamara Knox spoke of an event for breast cancer awareness at Cuilla Brother's Auto Shop on "J" Street.

Ms. Hill spoke of Sacramento Area Youth Speaks which is an recruiting poet mentors to go into Sacramento and Davis schools to do workshops on poetry and creative writing; participants will be paid a stipend. Those interested can contact Ms. Hill either by telephone or e-mail.

- B. Governing Board Minutes for the August 12, 2010 Meeting: No comments.

V. Committee Reports

- A. Executive Committee: Ms. St. Mary reviewed the Executive Committee critique.
- B. Budget/Planning Committee: Ms. Knox reported on the most recent committee meeting. Most of the meeting was reviewing the closing out the last fiscal year; last year's budget was underspent.
- C. Personnel/Bylaws Committee: Ms. Mary Brown reported that the edits to the bylaws will be available for review at the next Board meeting.
- D. Social/Hospitality Committee: Ms. Yaipen-Faulter reported on the recent meeting where members chose the awards and other details for the event. The Committee is putting a lot of effort into the event so everyone will enjoy it.
- E. Program Area Committees
- Early Childhood Development & Health Services Committee and Parent/Family Support Committee (aka Child Safety Committee): The next meeting will be October 29 with the room to be announced.
 - Monitoring and Evaluation (aka Self-Assessment): None.
 - Male Involvement Committee/Community Advocating Male Participation (CAMP) – Mr. Troy Luna reported that the next meeting is September 30 in the Saturn Room. The Daddy and Me Fishing in the Park had a great turnout; about 140 people showed up.
- F. Community Partnerships Advisory Committee: Ms. St. Mary reported that the meeting was held last week and KVIE was in attendance. An attended spoke a about low cost energy bills, another person was working with families that have lost their jobs and no longer have health insurance for their children. The program is called Covered Kids. Ms. St. Mary has flyers available for this program.
- G. Health Services Advisory Committee (HSAC): This committee will meet on October 27.

VI. Other Reports

- A. SETA Executive Director's Report: Ms. Kathy Kossick announced that staff will be working on an event celebrating Head Start's 45th anniversary. The event will be held the last week of October or the first of November. Congresswoman Matsui will be invited. All board members will be invited once a date is secured. Ms. Kossick encouraged board members to give staff anything good about the Head Start program.
- B. Head Start Deputy Director's Report
- Monthly Head Start Report: Ms. Lee stated that staff is working with Jerry Gomez to modify the monthly Head Start report. There are some things in the monthly report that need to be enhanced. The enrollment report as well as attendance will be reported. The government requires a statistical report and how well the standards are being met. There is very little change in the data in the PIR. The State budget has not yet been signed and many of the programs receiving Head Start and State funding are operating, though on reserve funding. The budgets are getting tighter every day that the State budget is not signed. Community Care licensing licenses SETA as a child care facility. Four new classes are opening that need to be licensed; if CCC is not accepting new applications due to the budget cuts, this will affect SETA/Head Start.
- C. Chair's Report: Ms. Ryon stated that a parent is needed next Monday and Tuesday to screen applications for Home Visitor; Ms. Hernandez and Ms. Barbosa both volunteered. The NHSA Parent Awards booklet was distributed. Those interested in applying for the Parent Award must submit the paperwork to Ms. Desha no later than October 18. She will submit the paperwork to CHSA by October 20.
- D. Head Start Managers' Reports
- Tuberculosis Policy – Ms. Brenda Campos reported that the delegate kickoff is scheduled for October 14. This year the focus will be on the triennial review. The review will be in the Spring; it could be unannounced but staff is not yet sure. The TB policy is created under the guidance of the Health Services Advisory Committee and the County Health Department. The policy has not been modified except for the TB Risk Assessment. For children, the risk assessment starts at 2 months, and the parents must be asked every two months up to three years of age.
 - No Outside Food Policy – Ms. Brenda Campos stated that the policy was distributed; each one of the delegates has a policy regarding food provided children under our care. Head Start is committed to honor and respect the food requirements that children may have, including children with allergies. This policy is supported by all administrative staff and teaching staff.
 - Ms. Karen Gonzalez reported that a couple of months ago, the Agency applied for a grant for mentor coaches; SETA was one of the programs chosen to implement the mentor coaching program. This is a county-wide

endeavor. All 262 in the county will have a plan and a mentor. It will be an individualized approach for all teachers and looking at environments in which teachers teach various concepts. Staff is very proud and happy to receive this grant.

- Ms. Lisa Carr reported that on October 1, 9:00 a.m. in the Redwood Room, the first planning meeting for spring the county-wide Parent Conference will be held. Representatives from the delegate agencies and staff will be present to look at workshops and possible locations. Ms. Ryon would like to have a fashion show, dress for success, utilizing whatever is in a parent's closet. Ms. Carr stated that a calendar will be developed for how often the meetings will be held. This conference will be folding in the Grandparents and Male Involvement conferences into this conference.

E. Community Agency Reports

- Child Health and Disability Prevention Program (vacant)
- Maternal, Child and Adolescent Health Advisory Board: No report.
- Community Action Board: October 13 is the next CAB meeting.

- F. Open Discussion and Comments: Ms. Tamara Knox is working on a multimedia presentation project with Francisco Navarro. Ms. Knox asked for quotes as part of the pictures that will be included in the Parent Appreciation luncheon. See Ms. Knox or Ms. Yaipen-Faulter if Spanish translation assistance is needed. The theme is, "The Imprints We Leave Behind;" this is your opportunity to leave our imprint by leaving a quote. She has enjoyed working with everyone.

Ms. Vandermolen has been working on a lot of art in honor of Breast Cancer month and showed two pieces she recently completed. Ms. Vandermolen is collecting stories about how her art impacts people; she will give them a print for cost.

- G. Public Participation: No comments.

III. **Action Items** (continued)

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

The board went into closed session at 2:30 p.m. The board went back into open session at 2:39 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 Teacher.

Ms. Ryon stated that if anyone needs to contact a board member during the meeting, please have people call 263-3804 and leave a message at the front desk. The front desk personnel will make sure the message is delivered. This is to ensure that cell phones will not go off during the meeting.

VII. **Adjournment:** Meeting adjourned at 2:40 p.m.

ITEM III-A - ACTION

APPROVAL OF MODIFICATIONS TO THE SETA PERSONNEL POLICIES AND PROCEDURES, SECTION 9.08 SICK LEAVE ACCRUAL AND USAGE

BACKGROUND:

The SETA Personnel Policies and Procedures set forth the practices that are followed by the Sacramento Employment and Training Agency (SETA). These policies and procedures apply to all employees. Provisions in recognized and duly adopted Collective Bargaining Agreements set forth terms and conditions of employment not covered in these Policies and Procedures shall also apply.

The American Federation of State, County, and Municipal Employees (AFSCME) and SETA have negotiated the attached modifications to the Sick Leave Accrual and Usage Section 9.08. The definition of "excessive use" has been modified to usage in excess of 60% of an employee's yearly accrual. Eliminated is the reference to an accrual balance of less than 40 hours, as it may not include consideration for the number of years of employment or time under the Family Medical Leave Act or other protected time off.

~~Strikethroughs~~ indicate deletions to the existing language and **embolden words** are additions.

Per Section 1.02 Concurrence of Council and Board, both the Head Start Policy Council and the SETA Governing Board must approve modifications to these Personnel Policies and Procedures.

Staff shall be present to respond to any questions that you may have.

RECOMMENDATION:

Approve the attached modifications to the SETA Personnel Policies and Procedures, Section 9.08 Sick Leave Accrual and Usage.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

Sick Leave Accrual and Usage

Section 9.08

Sick leave credits shall be earned by regular and probationary employees based on the equivalent of full-time service from the date of appointment.

- A. Sick leave credit shall accrue to the employee upon completion of the regular work assignment on the last day of the bi-weekly pay period in which it is earned.
- B. Sick leave is accrued as follows:
1. **40-hour work week employees**: sick leave credits shall accrue on the basis of four and six-tenths (4.6) hours per bi-weekly pay period of service, and may be accumulated without limitation.
 2. **Less than 40-hour work week employees**: sick leave credits shall accrue in proportion to their regular work week hours compared with the forty (40) hour work week, (i.e., 20 hours per week employee would accrue sick leave at 50% or 2.3 hours per bi-weekly pay period, etc.).
- C. A regular or probationary employee may utilize their accumulated sick leave when unable to perform their work duties by reason of:
1. illness
 2. on or off-the-job injury
 3. necessary medical or dental care
 4. exposure to contagious disease under circumstances by which the health of employees, or members of the public would be endangered by the attendance of the employee
 5. illness or death in the employee's immediate family
 6. pregnancy
 7. attendance, at any location, during a serious medical treatment or operation, including childbirth, performed upon a spouse, child or close relative residing with the employee
 8. ~~attendance at a funeral.~~
- D. An employee may be required to present a certificate of the attending physician or medical practitioner to substantiate the need for and use of sick leave. The Agency may also require a fitness for duty examination or release upon return from absence for a serious illness, injury, or exposure to a contagious disease.

An employee may be placed on sick leave restriction by the Agency for excessive use and/or abuse of sick leave. Such employees will be required to bring substantiation for the need for and use of sick leave, and shall be notified of the duration of that requirement as well as the reason(s) for the restriction.

- E. The Executive Director, designee or Appointing Authority may place an employee on involuntary sick leave when recommended by a competent medical authority and when the employee's presence at work endangers the health of the employee, other employees or the Head Start children under their supervision.
- F. Excessive sick leave usage may be grounds for disciplinary action, up to and including termination. Excessive sick leave is defined as follows:
1. The employee has a total yearly rate of utilization of sick leave which is in excess of sixty percent (60%) of the yearly accrual.
 2. ~~The employee has a balance of less than forty (40) hours accrued sick leave; this will take into consideration the length of employment, as well as the employee's accrual rate, as well as the need(s) for and use of sick leave by the employee.~~
- G. ~~Abuse of the Agency's sick leave policy is a serious matter and will not be tolerated.~~ Abuse of this policy will result in disciplinary action up to and including termination. Abuse of sick leave is defined as:
1. The employee shows a pattern of sick leave use associated with specific days, assignments, holidays, **paydays**, weekends, **requested time off** or days off;
 2. The employee is denied other time off and then reports out on sick leave.
 3. The employee fails to provide required medical verification for use of sick leave when required.
 4. The employee uses sick leave to engage in personal activities not expressly authorized in these Policies and Procedures.
 5. **The employee uses sick leave immediately upon accrual of a full day of sick leave.**
 6. **The employee uses sick leave frequently for short absences.**
- Supervisors/managers should monitor the sick leave use by all employees under their supervision or direction, including the use of sick leave covered by FMLA. Employees placed on sick leave restriction by their supervisor/manager should be counseled as needed in an effort toward compliance with this policy.**
- H. Payments to Agency employees based on sick leave credit used for personal purposes shall be excluded from "wages" for the purposes of the Social Security Act.
- I. If an employee in a class designated "management" in the annual salary classification plan dies while employed by the Agency, whether or not the death is job-related, the beneficiary shall be paid the monetary value of all sick leave accrued by the employee at the time of death.
- J. Unused sick leave at the time of retirement shall be eligible for conversion to service credit as the retirement plan allows.
- K. "Immediate family" for purposes of this section shall be defined as that found in section 9.03 A of these policies.

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.

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 October 26, 2010

ITEM III-C – ACTION

TIMED ITEM 1:00 P.M. AND PUBLIC HEARING:
FIRST READING OF MODIFICATIONS TO THE BYLAWS OF THE
SETA OPERATED HEAD START/EARLY START POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee 2009-2010 met during the program year 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.

RECOMMENDATION:

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.

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:
Governing Board Approval:

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

ARTICLE I

Name

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

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the PC shall be to promote the objectives of the 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~~ **HS/EHS** 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, ~~T~~ 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.

- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

ARTICLE VI

Committees

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

Section 1: Standing Committees

Executive Committee

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

Budget/Planning Committee

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all ~~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.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

Current a/o 10/13/10

ITEM III-D – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF
PAST PARENT REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council Past Parent Applications to be reviewed and candidates elected for Program Year 2010-2011.

RECOMMENDATION:

That the Policy Council elect two (2) Past Parent Representatives and two (2) Alternates.

NOTES:

Representatives nominated:

Representatives elected:

Alternates nominated:

Alternates elected:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-E – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF
GRANDPARENT REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council Grandparent Applications to be reviewed and candidates elected for Program Year 2010-2011.

RECOMMENDATION:

That the Policy Council elect one (1) Grandparent Representatives and one (1) Alternate.

NOTES:

Representatives nominated:

Representatives elected:

Alternates nominated:

Alternates elected:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-F – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF
FOSTER PARENT REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council Foster Parent Applications to be reviewed and candidates elected for Program Year 2010-2011.

RECOMMENDATION:

That the Policy Council elect one (1) Foster Parent Representatives and one (1) Alternate.

NOTES:

Representatives nominated:

Representatives elected:

Alternates nominated:

Alternates elected:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- 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
- PC/PAC End-of-Year Appreciation Reports and Recognitions – Ms. Jennifer Ryon
- Countywide Parent Conference – Ms. Mary Brown
- Community Resources – PC Representatives/Staff – Ms. Jennifer Ryon

NOTES:

ITEM IV-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The September 2, 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, September 2, 2010
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Don Nottoli called the meeting to order at 10:08 a.m. Ms. Wendy Tanner was thanked for staffing the board meeting.

Members Present:

Kevin McCarty, Chair, SETA Governing Board; Councilmember, City of Sacramento (arrived at 10:10 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 Long Term Employees: Ms. Denise Lee recognized three long-term employees: Trudy Hall, Betsy Uda, and Judy Weber. All three employees have worked in the Children and Family Services Department for twenty years.

II. Consent Items

- A. Minutes of the August 12, 2010 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification Extension
- D. Approval of Temporary Reclassification Extension
- E. Approval to Adjust Zones in the Broadband Performance Management Policy

The consent items were reviewed; no questions or comments.

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

- A. Minutes of the August 12, 2010 Special Board Meeting
- B. Approve the claims and warrants for the period 8/5/10 through 8/26/10.
- C. Approve the temporary reclassification of Julie Davis-Jaffe to Program Officer through October 30, 2010.
- D. Approve the temporary reclassification of Patricia Perez to Employment Services Supervisor through November 5, 2010.
- E. Approve the use of the Consumer Price Index – Urban and that the Board approves a modification to the salary ranges of Zone 1 to \$58,992 - \$127,871 and Zone 2 to \$45,207 - \$90,414.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Final Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2010-2011

Mr. Roy Kim reviewed this item. A public hearing was opened in June, and the board is recommended to close the public hearing and approve the budget. The budgets will be presented to the City Council and Board of Supervisors for approval in September.

Ms. Pannell spoke of her concern regarding the inability of the California Legislature to approve the state budget. It is essential that the budget be approved in order to continue our programs. Staff will prepare a letter to the California Legislature under Councilman McCarty's signature.

Moved/Pannell, second/Scherman, to close the public hearing and approve the SETA budget for 2010-2011.

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

2. Approval to Amend the Conflict of Interest Code for the Sacramento Employment and Training Agency

Mr. Larry Larsen stated that this is a modification to the Agency's conflict of interest code. The actual process will not change but the code will be simplified.

Moved/Nottoli, second/Scherman, to approve the revised Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

Voice Vote: Unanimous approval.

3. Request to Extend or Cancel the Digital Telecommunications Corporation Contract for Voice Over Internet Protocol (VoIP)

Mr. Edward Proctor reviewed this item and stated that in the last week, staff has had extensive conversations with DTC and the issues have been resolved. The costs have been reduced to an acceptable amount. Also, reallocation of costs has been resolved, as well.

Staff is recommending the extension of the contract with DTC to September 30, 2011. A contract revision will be prepared and brought to the board at a later

date. Mr. Proctor explained the reallocation of costs and how it will enable the Agency to continue the contract with DTC.

Mr. Larsen asked that the board motion include the recommendation that the staff come back with a modified contract. The numbers presented by Mr. Proctor are not consistent with the original contract.

Moved/Pannell, second/Yee, to extend the contract with Digital Telecommunications Corporation for an additional year to September 30, 2011, with staff to come back to the board with a modified contract.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Education Sector Member to the Sacramento Works, Inc. Board

Ms. Kossick reviewed this. Mr. Nottoli asked whether there were any high school superintendents on the WIB. Ms. Kossick stated that there was a Youth Council member from the Sacramento City Unified School District.

Moved/Scherman, second/Pannell, to appoint Dr. Bernadette Halbrook to the Education Sector vacancy on the Workforce Investment Board operating as Sacramento Works, Inc.

Voice Vote: Unanimous approval.

2. Approval to Augment Subgrant Agreements for the California Clean Energy Workforce Training Program

Ms. Purdy reviewed this item which requests approval to subcontract with groups to serve customers with Clean Energy funds. Mr. Yee asked how the numbers are selected and Ms. Purdy stated that the numbers were gleaned from the ARRA proposals previously submitted. There has been a three year process of 'growing' the contracts; the main goal is to train people that will then be hired.

Ms. Meg Arnold, Executive Director of SARTA, spoke before the board. Ms. Pannell wanted to make sure the young people in her district would be able to work in this program. Ms. Purdy stated that Cosumnes River College is connected with the Franklin Career Center and staff is working to ensure the students will be screened for the program.

Mr. McCarty inquired about the programs that were initially funded with the ARRA funds; Ms. Purdy stated that people going through the programs have been placed as a result of training received. The placements are not as robust as hoped. There are success stories, but not as many as hoped.

Mr. Larsen stated that the smallest of these programs is Valley Vision. It appears that the services are technically outside of the scope of what Valley Vision was originally contracted to do. Mr. Larsen read a sole source finding: The SETA Procurement Policies authorize the Board to procure goods and services on a non-competitive basis in certain circumstances, including in a situation where the services are available only from a single vendor. Based upon the background information provided in the staff report, the Board finds that the additional research services to be performed are available only from a single source - Valley Vision.

Mr. Yee stated his conflict of interest on this item.

Moved/Scherman, second/Pannell, to approve the sole source finding as read into the record and augmentation of subgrants totaling \$335,075 as follows: Clean Energy Workforce Training subgrant agreements: Cosumnes River College (\$125,950), American River College (\$113,625), Sacramento Area Electrical Training Center (\$28,125), Sacramento Area Regional Technology Alliance (\$48,280), and Valley Vision (\$19,095); and approve allocating \$221,450 to Scholarships and Supportive Services through the Sacramento Works One Stop Career Center System.

Roll Call Vote: Aye: 4, Nay: 0 Abstention: 1 (Yee)

3. Approval of Funding Augmentation for Workforce Investment Act (WIA) On-the-job Training Providers with CalWORKS and WIA National Emergency Grant (NEG) Funds Extension of Subgrants Through June 30, 2011, and Approval to Implement On-the-Job Training Waiver

Ms. Purdy reviewed this item. SETA received \$725,000 to develop 103 on-the-job-training contracts. In September 2010, SETA will receive \$1,200,000 from the Sacramento County Department of Human Assistance to provide 171 CalWorks recipients with on-the-job-training opportunities. Ms. Purdy explained the difference between the current OJT reimbursement and the reimbursement being recommended in this item.

Mr. Larsen asked that the motion include authorization for staff to negotiate with respect to the numbers served.

Moved/Yee, second/Pannell, to approve extension of WIA OJT providers through June 30, 2011; augment OJT providers with WIA/ARRA Dislocated Worker funds and CalWORKS funds contingent upon execution of SETA's contract with the Sacramento County Department of Human Assistance; and approve implementation of the Waiver of Section 101(31)(B) of the Workforce Investment Act which was approved by U.S. DOL which permits up to 90 Percent reimbursement for On-the-Job-Training contracts. In addition, authorize staff to negotiate the number of customers served.

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

4. Approval to Ratify the Submission of the Disability Employment Initiative Proposal to the California Employment Development Department
There were no questions or comments.

Moved/Scherman, second/Pannell, to ratify the submission of the WIA Disability Employment Initiative proposal to the Employment Development Department
Voice Vote: Unanimous approval.

5. Approve the Submission of an Application to the PG & E Foundation and Accept WIA Governor's 15% VEAP Funding for the PG&E PowerPathways Program and Authorize the Executive Director to Accept the PG&E Foundation Funding and Execute the Agreements, Modifications and any other Required Documents

Ms. Purdy stated that SETA has been working with PG& E for the past two years in an effort to recruit, assess, interview, select and train job seekers for employment with PG&E. This will create a training and employment pathway for 50 veterans with a focus on recently separated vets, which will lead to jobs at Pacific Gas and Electric and other utilities.

Moved/Nottoli, second/Scherman, to approve the submission of an application for \$25,000 in funding from the PG&E Foundation for the PowerPathways program; accept \$50,000 in funding from WIA Governor's 15% VEAP funds from the Fresno County Workforce Investment Board, contingent upon success in obtaining funding from the PG&E Foundation; and authorize the SETA Executive Director to accept the PG&E Foundation funding, if awarded, and to execute the agreements, modifications and any other documents required by the funding sources.

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

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval to Submit Community Services Block Grant (CSBG) Discretionary Grant Application

There were no questions or comments on this item.

Moved/Scherman, second/Pannell, to approve the submission of a CSBG Discretionary grant application to the Department of Community Services and Development.

Voice Vote: Unanimous approval.

2. Approval to Deobligate \$50,000 in Community Services Block Grant (CSBG) Recovery Act Funding from the Volunteers of America and Augment the

Salvation Army with \$50,000 in CSBG Recovery Act Funding for the Homelessness Prevention and Rapid Rehousing Program (HPRP)

There were no questions or comments on this item.

Moved/Pannell, second/Nottoli, to approve the deobligation of \$50,000 from the Volunteers of America CSBG Recovery Act HPRP subcontract. Approve the augmentation of \$50,000 to the Salvation Army CSBG Recovery Act HPRP subcontract.

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

E. REFUGEE PROGRAMS

1. Approval of Staff Funding Extension Recommendations for Refugee Employment Social Services (RESS), Targeted Assistance (TA) and Discretionary Programs, PY 2010-2011

No questions or comments on this item.

Moved/Scherman, second/Pannell, to approve funding extensions for the Refugee Employment Social Services, Targeted Assistance, and Older Refugee Discretionary (ORD) programs, PY 2010-2011, as indicated in the board packet.

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

IV. Information Items

- A. Community Services and Development Monitoring Report: No comments.
- B. Fiscal Monitoring Reports: No comments.
- C. Head Start Fiscal Report: No comments.
- D. Head Start Policy Council Minutes: No comments.
- E. Dislocated Worker Update: Ms. Kossick stated that SETA received a WARN notice from Ocwen Financial Corporation. Staff is working with the dislocated employees.
- F. Career Center Annual Report: No comments.
- G. Update on Head Start Board Responsibilities

Mr. Jerry Gomez provided updates regarding board oversight of the Head Start program. Mr. Gomez expressed his appreciation of the outstanding administration of the Head Start contract in Sacramento. Mr. Gomez reviewed some updates as a result of the 2007 modifications to the Head Start program.

He distributed four pages of modifications that talks about governing bodies. Mr. Gomez spoke of the federal review that is done every three years; SETA has been very successful in every review. There are three interviews during the review process: one with the Policy Council, one with parents, and one with the governing body.

Mr. Nottoli inquired about the credit card report; Ms. Kossick stated that this report is provided to the Policy Council and will now be given to the Governing Board.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: None.

VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

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

Site #1

Address: 5249 Elkhorn Boulevard, Sacramento

Negotiating Party: Barbara Werbke, Owner

Under Negotiation: Price, Term of Payment, Terms of Agreement for purchase, sale or option

Mr. Larsen stated that there would be a report out of closed session. The board adjourned into closed session at 11:23 a.m.

The board was called back to order at 11:40 a.m.

Mr. Larsen stated that the board approved entering into negotiations with Ms. Barbara Werbke. The board approved, with a vote of 4-0, with Ms. Scherman absent, a motion made by Supervisor Nottoli, seconded by Councilmember Pannell, to authorize the Executive Director to execute a contract consistent with the terms of the July 29 letter, subject to Legal Counsel review.

VII. Adjournment: The meeting was adjourned at 11:43 a.m.

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 September 28, 2010 Special Policy Council meeting.

| Good | Needs Improvement |
|--|---|
| Thank you Ms. Lori Black for reminder calls to attend Board meeting. | Cell phones MUST BE TURNED OFF during meeting and NO TEXTING!!! |
| Thank you Board members for leaving Board Room clean. | |

- B. Budget/Planning Committee

- C. Personnel/Bylaws Committee

- D. Social/Hospitality Committee

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

ITEM V- COMMITTEE REPORTS (Continued)

Page 2

F. Program Area Committees

- Early Childhood Development & Health Services Committee and Parent/Family Committee Subcommittee (AKA Child Safety Committee)
- ✓ Emergency Preparedness for Families Subcommittee

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

G. Community Partnerships Advisory Committee (CPAC) – Ms. Coventry St. Mary

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

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. 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.

- B. 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)

- C. 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.

- D. 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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 07/31/10) Revised 08/31/10

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) | 23 | (11%) | N/A | |
| Elk Grove USD (420) | 71 | (17%) | N/A | |
| Sacramento City USD (1292)(147) | 166 | (13%) | 18 | (12%) |
| San Juan USD (700) (161) | 83 | (12%) | 30 | (18%) |
| WCIC (120) | 12 | (12%) | N/A | |
| SETA (2796) (345) | 361 | (13%) | 61 | (18%) |
| County (5539)* (653)* | 716 | (13%) | 109 | (17%) |

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Delegate Monthly Enrollment Report
September, 2010 *Revised*
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 | 347 | 91 |
| Elk Grove ARRA Expansion | 40 | 40 | 100 | 34 | 85 |
| Sacramento City USD | 1,272 | 1,357 | 107 | 1,239 | 97 |
| Sac City ARRA Expansion | 20 | 24 | 120 | 24 | 120 |
| Sacramento Employment and Training Agency | 1,860 (2,778) | 1,762 | 95 | 1,402 | 75 |
| Sacramento Employment Training Agency AARA Expansion | 18 | 20 | 111 | 13 | 72 |
| San Juan USD | 680 | 707 | 104 | 579 | 85 |
| San Juan ARRA Expansion | 20 | 21 | 105 | 21 | 105 |
| Twin Rivers USD | 179 | 179 | 100 | 179 | 100 |
| Twin Rivers ARRA Expansion | 32 | 32 | 100 | 32 | 100 |
| WCIC/Playmate Head Start | 100 | 100 | 100 | 82 | 82 |
| WCIC ARRA Expansion | 20 | 20 | 100 | 15 | 75 |

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 | 96 | 83 |
| Sac City ARRA Expansion | 32 | 31 | 97 | 31 | 97 |
| Sacramento Employment and Training Agency | 213 | 215 | 101 | 159 | 75 |
| Sacramento Employment Training Agency AARA Expansion | 132 | 136 | 103 | 81 | 61 |
| San Juan USD | 129 | 130 | 101 | 92 | 71 |
| San Juan ARRA Expansion | 32 | 32 | 100 | 19 | 59 |

(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



● **Monthly Head Start Report**

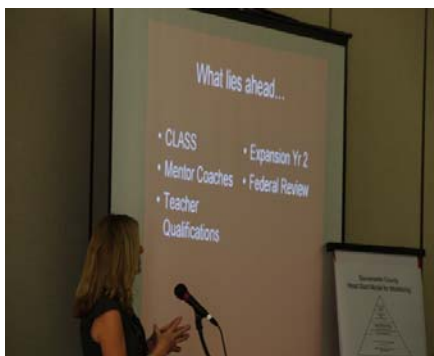
SETA Operated Program

Delegate Kickoff Highlights the Goal toward “Gold” in Upcoming 2011 OHS Monitoring Review

SETA Head Start Delegate Kick Off October 14, 2010

Our annual Delegate Kick Off event was held on Thursday, October 14, 2010 at the Sacramento Garden Pavilion inside McClellan Park, CA. More than 130 participants from the 5 Head Start Delegates and 2 EHS Partners were in attendance. The theme topic for the event was “Preparation for Federal Review 2011”. In the morning, a panel presentation was held featuring consultants who are either past ACF Head Start employees or current Head Start federal reviewers. Key preparatory areas and tips were discussed in the areas of Program Design and Management (PDM), Education, Health and Nutrition, Disabilities, Mental Health and Family Partnerships. One of the presenters is also a current Head Start program director whose program recently completed a successful federal review. Rick Mockler, CHSA Executive Director also came in as guest and presented state and legislative updates on Head Start and child development programs.

The afternoon break-out sessions provided detailed discussion on the protocol sections. Each of the panelists led a facilitated discussion on the process of the review and how the available documents (protocols and guides) were used by reviewers. This proved to be valuable feedback on how to prepare for a successful review. A separate fiscal training was held the next day, October 15, 2010 at the SETA administrative offices.



Overall, the event was successful with very positive feedback from participants. The quality of presentation was noted and the high level of professionalism on the conduct of the training was appreciated by all.

End of Year Parent Appreciation Luncheon with Heartfelt Reflections

The SETA Head Start Policy Council (PC) and Parent Advisory Committee (PAC) held its annual End of Year Appreciation event on Saturday, October 16th at the Double Tree Hotel in Sacramento. The theme was “*The Imprints We Leave Behind*”. Keynote speaker was Dr. Tracy Tomasky, Ed.D., Director, Early Childhood Education, San Juan Unified School District. Parents and staff were recognized for their commitment and support to the Head Start/Early Head Start program. Parents had an opportunity to share their stories about their journey in Head Start and the vital it played in their lives. There was not a dry eye in the house.



Elk Grove Unified School District

Staff In-Service Emphasizes First Aid

The monthly staff in-service was held on September 24. Isabelle Aguiniga, the head school nurse for EGUSD, presented information regarding how to use an EpiPen, how to handle bee stings, and the proper use of an inhaler. She explained the necessity of filling out the appropriate paperwork if a student has any trauma to the head and the importance of having the EGUSD Medication form filled out before administering any medication to students. Teachers received a copy of these forms as well as a First Aid Quick Reference Guide.

Florence Oneto, Social Worker, and Irene Ladd, Instructional Coach, presented information on promoting social emotional development and addressing challenging behavior with Pre-K students. They discussed the importance of having quality interactions with students. Teachers observed video clips and had an opportunity to discuss the interactions they saw taking place in them.

Claudia Charter, Pre-K Program Specialist, discussed the importance of individualizing lessons. A handout for developing social/emotional, cognitive, and physical/motor

skills/health goals was distributed with the class profile sheet for the recording of individualized goals.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the Pre-K special education program specialist and the consulting psychologist in placing students with an active IEP into the Head Start program. There are currently 52 students with active IEPs in the program. This number exceeds the 10% minimum required by Head Start.

Classes for Parents

A class to help parents build their parenting skills entitled, “Making Parenting a Pleasure,” was held on several Wednesdays at Samuel Kennedy. “Read Together, Talk Together”, a class that teaches parents strategies for building early reading skills with their child, and “Latino Family Literacy”, a class for Spanish speaking parents to learn strategies for working with their children in the area of literacy, were held at Samuel Kennedy, Prairie Elementary and Charles Mack Elementary Schools.

Head Start Continues to Enroll and Recruit

The Head Start program is fully enrolled with 380 students in the regular Head Start classrooms and 40 in the expansion classrooms.

Active recruitment for Head Start is underway. Approximately 150 recruitment flyers were distributed at Family Fun Day on September 18 at Prairie Elementary. Individual registrations are taking place and students are being placed on a waiting list. At this time, each school site has a waiting list.

Sacramento City Unified School District

“Excellence by Design...Putting Children First,” theme for All-Staff Meeting

Dr. Olivine Roberts, Ed.D., SCUSD’s Chief Academic Officer, presented the district’s strategic plan and educational pillars which helped staff see how district goals are aligned with Head Start Performance Standards during the September 24th All Staff meeting. The staff was inspired by her message of putting children first when making decisions that impact student learning, instruction and our overall program.

The Children’s Center teachers continue to receive training from the California Preschool Instructional Network (CPIN). Over the past four months, a total of nine hours of Oral Language Development training was offered to teachers in an effort to improve instruction and increase children’s language use and vocabulary skills. Teachers will complete detailed action plans that support implementing specific strategies, i.e., the use of open-ended questions, story-telling, vocabulary word lists.

SCUSD social workers and a few Head Start teachers conducted a staff training on how to engage parents in the family partnership process during the home visit conferences.

The purpose of this training was to help teaching staff utilize effective strategies in helping parents set goals to improve their family situation.

Additionally, a refresher training for teaching staff on the *Incredible Years Social Emotional Curriculum* was provided by school social workers.

Parents Receive Head Start Portfolios

All Head Start families received *First Steps to Preschool Success and Kindergarten Readiness* portfolios which included a set of social emotional booklets *I Can Be A Super Friend*, and *I Go To Preschool*. The First Steps portfolio is an effort to help parents organize the wealth of resource material they receive from the Head Start program. Throughout the school year, parents are also receiving a series of social emotional booklets to help their children transition successfully into the Head Start program and to support the social emotional learning their children will be receiving in the classroom via the *Incredible Years Social Emotional Curriculum*.

Free Dental Care for Children

SCUSD will participate in the First 5 - Smiles for Kids 2011 program in an effort to help prevent tooth decay in children. Beginning in October, preschool children will receive free dental screenings and fluoride varnishes by a licensed professional at the school sites.

Retirement of Long Time Dedicated Education Staff

Dolores Hardy, Coordinator in the Child Development Department, retired after working 25 years with the district. Dolores was our key Education/Curriculum content person with a wealth of knowledge about Head Start and State programs. She will be greatly missed by all.

San Juan Unified School District

CLASS Observations Underway

The San Juan Unified School District has initiated Tier 1 of CLASS observations with six teachers who have been indentified as are reliable assessors. Trends for these first six classrooms will be available by the end of October. Tier 2 of CLASS observations will begin in October with at least eight reliable assessors observing in eight more classrooms. This is a confidential process where classrooms being observed are identified by letters only. CLASS scores will be assigned to these letters and not to specific classrooms that will give us information to guide our professional development plan for the year.

Disabilities Services Update

Teachers have completed the screening record on their students and turned it in to the Disabilities Specialist. The students who were not screened prior to enrolling into the program for the 2010-2011 year have been screened and the screeners have been care

managed. Concerns have been red flagged and several referrals have been requested. These referrals have been forwarded to partners in the Special Education Department. The Disabilities Specialist is following up with those teachers who have not turned in the copies of the special education referrals. The Disabilities Specialist has also set up the special education update tracking system to assure that IEPs are current and referrals are met in a timely manner.

Mental Health Services Update

The Mental Health Therapist continues to provide workshops to staff, teachers, and parents on topics such as the mental health referral process, positive parenting tips, limit setting, and stress management. Additionally, the Mental Health Therapist support continues via classroom observations, parent teacher conferences, and referrals for children whose social and emotional functioning is in need of attention.

Health Screenings Underway

Kate Varanelli from Smile Keepers will be providing dental screenings for all the preschool programs (HS/SPS/FDSPS) starting October 6th. Health staff is continuing to screen children in the centralized screening room one day each week. The Nurse continues to train staff and put health plans in place for children to be able to attend school. The Nurse has completed the State IZ Audit report and submitted it electronically.

Policy Committee Breakfast

The Policy Committee completed the 2009-2010 school year and is beginning to prepare for the new representatives to come on board. On October 5th the outgoing board held a breakfast for the incoming representatives to welcome them. This is always a fun event and a nice way to begin the new year.

Preschool/Kindergarten Summit

The School Readiness staff is beginning to plan a Preschool/Kindergarten Summit for the San Juan teachers. The goal is to create an event where preschool and kindergarten teachers can meet one another, share their assessment tools and curricula, and brainstorm around different strategies to assist children smoothly transfer from preschool to kindergarten.

Program Support/Staff Training Update

The first teacher training of the year will focus on CCFP, nutrition, and the importance of physical fitness when planning an approach for a healthy life style. Staff is continuing to use the IMIL training manual as a resource for fitness strategy trainings.

Fiscal Update

SJUSD fiscal staff has attended two trainings on the 2011 OHS Monitoring Protocol, in preparation for the federal review. In addition to preparing for the federal audit, SJUSD is also closing out the ARRA COLA/QI grant and the first year of the Head Start and

Early Head Start Expansion and EHS Startup grants. All of the ARRA grants ended on September 29, 2010 with all funds being fully expended. The final close out for these grants will be due to SETA by October 30.

October 1st begins Year 2 for both the Head Start and Early Head Start Expansion ARRA grants.

Both Head Start and Early Head Start base grants, which began August 1st, are well underway, and are within the current spending trends projected for this time of year.

Early Head Start

The new and improved staff training plan went into effect in September. With the addition of an early closure day each month, staff members are now able to come together to receive paid professional development on a regular basis. This is an important component of a quality program.

The infant/toddler program is one of eight programs chosen statewide to receive the new PITC Infant Toddler Learning and Development Foundations training. This 50 hour training program was developed by the California Department of Education, First Five, West Ed. and the Quality Child Care Collaborative and is being offered free of charge. SJUSD is excited to be on the forefront of quality infant/toddler care in California!

Twin Rivers Unified School District

Back to School Night Turnout Awesome!

Back to School Night events were held at each of our three sites. Parent turnout for all events was awesome. Activities included a tour of the classrooms, snacks, and displays of special art projects children prepared for their parents.



Morey Avenue Library Re-Opens with Ribbon Cutting

Grand Re-Opening of the Morey Avenue Library was held on September 16. Children did the honors of cutting the ceremonial ribbon and all attendees received free books. The event was attended by TRUSD Board Members, Associate Superintendent of Educational Services, and Assistant Superintendent of Family Involvement Department.

Professional Development Underway for Staff

Multiple professional development events occurred during September. TRUSD sent 37 preschool teachers and assistants, including most of the Head Start staff, to the NCECE conference at American River College. Our Education Resource Teacher, Program Specialist, Coordinator, and Director, attended training on the newly released Preschool Curriculum Framework at CPIN. Planning has begun for the district wide Professional Development Day on November 12th.

Component Meeting Begins Preparation for OHS Monitoring Review

Component Leaders facilitated a joint component meeting for Mental Health, Education and Disabilities for the teaching staff to begin our preparation for the upcoming Federal Review. Nutrition Coordinator and District Nurse finalized the written policy for process to follow-up on low hemoglobin/hematocrit. ChildPlus training completed for ERSEA Component Leader and some Component Leaders also trained on inputting component specific info. ChildPlus training scheduled for central office staff on October 8. Vision screenings and hearing screenings were completed by Health Component. Retest of failed speech screenings completed by Speech Language Pathologist. Health Assistant scheduled dental screenings for October 4 and 11. School Social Worker continues to complete Family Partnership Agreements for families at all three sites. Teachers have finished LAP-D assessments and will begin DRDP-PS assessments next month. Component Teams were established for the 2010-2011 school year, with the first component meeting held in September.

“Making Parenting a Pleasure”

Parenting classes started at Morey Avenue in collaboration with the Mutual Assistance Network in Del Paso Heights through an MOU through First 5 Sacramento. Classes include childcare through Child Action with translation provided by TRUSD ECE Department.



WCIC

Special Events

On September 18, 2010 Dora Daniels, WCIC Life Member and Senior, hosted a Gospel Musical Concert to benefit the WCIC Seniors Meals Program. The fundraiser was a success and was very well attended.

WCIC's 75th Anniversary Celebration Planning Committee met again on September 21. The weeklong celebration in August 2011 will include the following: an art show, Children's Literacy Program, poetry, banquet, house party, and a Capitol event to be announced.

WCIC/Playmate Head Start Program's engagement in the Community Service Day Planning with the Sacramento Hotel Association, City of Sacramento and the Volunteer Center of Sacramento was a success. Volunteers from SMUD assisted WCIC with landscaping and outdoor clean-up on Saturday, September 25, 2010.

During September 2010 WCIC/Playmate Head Start Program's Executive Director/Head Start (Ms. Davis) was requested to emcee the City of Sacramento, Oak Park Community Center's 30th Anniversary Celebration.

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 are in place: UC Berkeley Early Childhood Math Project, City of Sacramento, Oak Park Community Center, NIA Women of Purpose, The Effort Clinic, and UC Davis African American Faculty and Staff Association.

Staff Development Day

Ninety percent of WCIC/Playmate Head Start Program's staff attended the Annual Northern California Early Childhood Education Conference on Saturday, September 11, 2010 at American River College. Staff reported enjoying the conference sessions, especially the sessions on male involvement.



ITEM VI- OTHER REPORTS (Continued)
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E. COMMUNITY AGENCY REPORT: This item provides the opportunity for Community Agencies to submit an oral report to the Policy Council.

- Child Health and Disability Prevention Program (vacant)
- Community Action Board – Ms. Patrice Hill

F. 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.

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

ITEM III-G - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: