

GOVERNING BOARD

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Thought of the Day: "The greatest gifts you can give your children are the roots of responsibility and the wings of independence."

Denis Waitley

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

DATE: Tuesday, September 28, 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 August 24, 2010 Special Meeting

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
- B. Approval of Program Approach Changes for Program Year 2010-2011 for Grantee and Three Delegate Agencies
- C. Approval to Submit a Request to Carryover Head Start Funds Program Year 2009-2010

IV. Information Items

- A. Standing Information Items
 - Introduction of Newly Seated Members – Ms. Jennifer Ryon
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett

IV. Information Items (continued)

- A. Standing Information Items
- PC/PAC Calendar of Events – Ms. Jennifer Ryon
 - PC/PAC End-of-Year Appreciation (see flyer)
 - Parent/Family Support Unit Events and Activities – Ms. Jennifer Ryon
 - PC/PAC Recruitment – Ms. Jennifer Ryon
 - PC/PAC Survey – Ms. Jennifer Ryon
 - Program Self-Assessment – Ms. Robyn Caruso
 - Community Resources – PC Representatives/Staff – Ms. Jennifer Ryon
- B. Governing Board Minutes for the August 12, 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 & Parent/Family Support Committee (aka Child Safety Committee)
 - Monitoring and Evaluation (aka Self Assessment)
 - Male Involvement Committee/Community Advocating Male Participation– 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
 - Program Information Report (PIR)
- C. Chair's Report
- D. Head Start Managers' Reports
- Tuberculosis Policy – Brenda Campos
 - No Outside Food Policy – Brenda Campos
- 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)

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

- Approval of Eligible List for: Approval of Eligibility List for Head Start Teacher.
 - ➔ Report out of Closed Session

VII. Adjournment

The Policy Council meeting is hosted by:

Jennifer Ryon, Policy Council Chair
Coventry St. Mary, Secretary
Tamara Knox, Treasurer

Patrice Hill, Policy Council Vice Chair
Jeanine Vandermolen, Parliamentarian

DISTRIBUTION DATE: THURSDAY, SEPTEMBER 23, 2010

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Jennifer Ryon, Elk Grove Unified School District
- _____ Patrice Hill, Sacramento City Unified School District
- _____ Coventry St. Mary, San Juan Unified School District
- _____ Michela Barbosa, Twin Rivers Unified School District
- _____ Electa Broussard, Twin Rivers Unified School District
- _____ Shernita Crosby, WCIC/Playmate Child Development Center
- _____ Mary Brown, SETA-Operated Program
- _____ Yvette Hernandez, SETA-Operated Program
- _____ Kelly Martin, SETA-Operated Program
- _____ Dina Patterson, SETA-Operated Program
- _____ David Quintero, SETA-Operated Program
- _____ Katherine Yaipen-Faulter, SETA-Operated Program
- _____ Tamara Knox, Home Base Program
- _____ Samih Shehadeh, Early Head Start (SOP)
- _____ Jeanine Vandermolten, 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 *		
M. Barbosa (s/b/s 2/23)	TR				E	X	X	X	X	X	X			
E. Broussard (s/b/s 2/23)	TR				U	X	X	X	X	X	X			
M. Brown (11/30)	SOP	X	X	X	X	X	X	X	X	X	X			
S. Crosby (reseat 8/24)	WCIC										X			
Y. Hernandez (3/23)	SOP					X	X	X	E	X	X			
P. Hill (12/18)	SAC		X	X	X	X	X	E	X	E	X			
T. Knox (11/30)	SOP	X	X	E	X	X	X	X	X	X	X			
T. Luna (4/27)	MI						X	X	E	E	X			
K. Martin (11/30)	SOP	U	X	X	X	X	X	X	X	AP	X			
D. Patterson (5/25)	SOP								X	U	E			
M. Pope (11/30)	GRAND	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			
J. Ryon (11/30)	ELK	X	X	X	X	X	X	X	X	X	X			
S. Shehadeh (8/24)	EHS										X			
C. St. Mary (11/30)	SJ	X	X	X	X	X	X	X	X	X	E			
J. Vandermolten (11/30)	PP	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			
K. Yaipen-Faulter (1/26)	SOP			X	X	X	X	E	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 8/25/10

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 24, 2010 SPECIAL
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the August 24, 2010 meeting.

RECOMMENDATION:

That the Policy Council approve the August 24, 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, August 24, 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 1:11 p.m. Ms. Mary Brown called the roll. Mr. Samih Shededah, Early Head Start SOP, and Ms. Shernita Crosby, WCIC were seated.

Members Present:

Jennifer Ryon, Elk Grove Unified School District
Michela Barbosa, Twin Rivers Unified School District
Electa Broussard, Twin Rivers Unified School District
Patrice Hill, Sacramento City Unified School District
Kelly Martin, SETA-Operated Program
Mary Brown, SETA-Operated Program
Yvette Hernandez, 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
Mary Pope, Grandparent Representative
Troy Luna, CAMP

Members Absent:

Dina Patterson, SETA-Operated Program (excused)
Coventry St. Mary, San Juan Unified School District (excused)

Members Seated:

Shernita Crosby, WCIC
Samih Shededah, Early Head Start

VI. Other Reports

A. SETA Executive Director's Report

Ms. Kathy Kossick asked Board members to help spread the word about the career centers. A really good resource is the web site: www.CareerGPS.com. This has been around for about two years; this is a good web site for people entering the labor market or people wanting to change their career direction. Great information on apprentice programs, occupational programs, or in demand careers in the region.

This is a very good resource for family and friends. This site will tell you what training you need for a career path and achieve your career goal.

II. **Consent Item**

Approval of the Minutes of the July 27, 2010 Special Meeting

Moved/Barbosa, second/Quintero, to approve the minutes of the July 27, 2010 meeting.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 3 (Vandermolen, Ryon, Luna)

III. **Action Items**: None.

IV. **Information Items**

A. Standing Information Items

- Introduction of Newly Seated Members: Ms. Ryon asked the new members to introduce themselves.
 - ♦Mr. Samih Shededah has been with Head Start almost five years and prefers it over public schools.
 - ♦Ms. Shernita Crosby has been working with Head Start for 10 years and is now a certified alcohol and drug counselor.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roy Kim reviewed the year-end report. Mr. Kim stated that it looks like the Agency will be underspent for the last fiscal year. There are some projects that are still being completed. Overall it is a good report. In all delegate agreements with SETA, any unspent funds have to be returned to the grantor.
- PC/PAC Calendar of Events: Ms. Ryon reviewed the calendar. The upcoming Budget meeting is September 14 in the Redwood Room.
- Parent/Family Support Unit Events and Activities: No comments.
- Sacramento County Head Start/Early Head Start Program Enrollment Report: Call Ms. Elsie Bowers at 263-3920 if there are any questions.
- PC/PAC Joint Parent Activity Report: Ms. Ryon thanked everyone for showing up for the Parent Activity; the turnout was great. Ms. Ryon really enjoyed going into the State Capitol and learning more about California. The Sacramento History Museum was wonderful. Ms. Vandermolen stated that it was great to get to know parents better. Ms. Alma Hawkins and Mr. Luna were on the evening news that night. Ms. Brown stated that Ms. Tamara Knox took pictures of the event. Ms. Knox thanked SETA for the Parent Appreciation Day. She really appreciated the ability to relax and meet fellow board members.
- PC/PAC Orientation II Report: Ms. Ryon apologized for not attending; she got very sick. Ms. Vandermolen stated that there were only two new representatives attending the orientation. There were 15 staff waiting for

the Board members. A lot of money had been spent on food and supplies. It was a very disappointing turn out. Ms. Ryon said that if parents sign up for the End-of-Year Event to please show up because a lot of time and money goes into preparing for it.

- Community Resources – PC Representatives/Staff: Ms. Vandermolen stated that September 12 is National Grand Parents Day. On the Second Saturday of September, she and Ms. Knox are trying to show together. The show will be at the Lofts at 18th and “L” Streets, 6:00 -9:00 p.m.; there was a great turn out last month. The Rancho Cordova Market Place, located at 11395 Folsom Blvd., in Rancho Cordova, will open Wednesday, September 1 at 10:00 a.m. Contact Ms. Vandermolen for an invitation. Call her or send her an e-mail for more information. Ms. Tamara Knox announced that she and her son have been attending free and inexpensive karate lessons. Ms. Knox now has her yellow belt. Nippon Kempo Karate is held from 6:00 – 8:00 p.m., at La Familia at Franklin and Fruitridge; it is also held at the Sam Pannell Community Center. The cost is \$25.00 for the year, which you can pay as you go, and you pay for your gi. Ages for the children are 5 and up.

- First 5 Sacramento Community Grants and Health Education Council (HEC) Parent Education Program

Ms. Melanie Nicolas spoke of the Integral Project. The seasonal newsletter, Sprouts, will be available in Spanish. Ms. Nicholas is looking for parents to become health educators in health and nutrition; parents will receive stipends for participation. The training teaches healthy eating and physical activities. Call 263-3736 for more information. Another project is through the First Five Community Building Initiative program which is open to people with children 0-5 years of age. It encourages people to get together with other people to write grants for up to \$5,000. It is not limited to Head Start parents. This encourages parents to become advocates. Ms. Vandermolen stated that past parents are also eligible to be parent educators.

Ms. Ryon recognized Ms. Vandermolen and Ms. Knox for their shows at the Second Saturday event.

- B. Governing Board Minutes for the July 1, 2010 Meeting: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Ryon reviewed the most current critique.
- B. Budget/Planning Committee: Ms. Brown stated that the Agency is just a little bit underspent; \$200,000 out of \$30 million dollars is not a lot of money.

- C. Personnel/Bylaws Committee: Ms. Vandermolen most of the PAC revisions are almost done and the committee will be moving on to do the PC revisions. September 2 is the deadline for bylaw revisions.
- D. Social/Hospitality Committee: Ms. Ryon stated that the End-of-Year event is scheduled for October 16, 12-3 p.m. at the DoubleTree Hotel. The room is free with the stipulation that at least \$850 is spent in food and parking. Each Board member is allowed one guest over the age of 18, and guests must pay for their own meal. The price for guests will be \$30-\$32 including food/drinks, tax and service charge. Flyers will be sent out in the next week or so. The menu will be tri-tip steak and potatoes, or salmon and rice. The event will be semi-formal. The Social/Hospitality Committee was able to secure a free room in which parents can change prior to the event. The colors are green/black/silver/white. Ms. Coventry St. Mary was thanked for her connection to acquire the room. A sign in sheet will be distributed at the next meeting.
- E. Program Area Committees
 - Early Childhood Development & Health Services Committee and Parent/Family Support Committee: No report.
 - Monitoring and Evaluation (aka Self-Assessment): No report.
 - Male Involvement Committee/Community Advocating Male Participation (CAMP): Mr. Troy Luna distributed flyers for a Daddy and Me event Saturday, August 28 from 9:00 a.m. to 1:00 p.m. Fishing is free with loaner poles and there will be a free continental breakfast. RSVP Bob Silva by this Friday. There will be a CAMP meeting this Friday, August 27; a picture will be taken of attendees and pictures will be on flyers. Ms. Kelly Martin reported that CAMP members came up for a design for the tee shirt.
- F. Community Partnerships Advisory Committee (CPAC): The next meeting is scheduled for September 23.
- G. Health Services Advisory Committee (HSAC): The meeting date will be announced.

VI. Other Reports

- B. Head Start Deputy Director's Report: Ms. Denise Lee reviewed the enrollment report. Staff take great pride in being fully enrolled, however, in July, the enrollment fell short. Ms. Lee is asking parents to pitch the Head Start program wherever they go. Staff has heard back from ACF about two budget revisions; both were approved by the regional office. Ms. Desha is designing a questionnaire to send to parents on how to get the maximum parent participation. Parents will be asked to fill out and return the survey, and to be honest in your responses. While Head Start teachers are required to have at least an AA or BA degree, there is a slightly different expectation for Early Head Start teachers. The 2007 regulations require teachers to have a CDA; staff are waiting from Washington, D.C regarding the difference in the credential for teachers. Staff have looked at the teaching staff background to determine who will need to take the early childhood development class. Ms. Lisa Carr has been approved to

teach one class two nights a week until December. The State budget has not been signed. Most of the full-day programs run on blended funding with the California Department of Education. Without a state budget SETA does not have a contract, so the program is operating as of July 1 on reserves. The state allows unspent funds to be put into a reserve; these funds are being utilized to operate the full-day program. The Budget/Planning Committee has been informed of this situation. Staff will keep the Board informed as to program operations.

- C. Chair's Report: The Children Dental Task Force Committee will meet at 2750 Gateway Oaks, on October 27, 3-5 p.m. Board members were reminded to pick up their meeting reimbursements because the Agency has to close the books for the last fiscal year. Those interested in the Nippon Kenpo Karate at La Familia can call 916-392-1474. Karate is also offered at the Sam Pannell Community Center. Henry's Farmer's Market is now open in Elk Grove at Laguna and Big Horn.
- D. Head Start Managers' Reports: Ms. Lisa Carr stated that she will be meeting with staff from all delegate agencies to discuss what parents are asking for in terms of parent training. The meeting will be held in the Redwood Room, 9:00 a.m. on Thursday, August 26. The Agency will be hosting a parent conference in the Spring of 2011. As soon as the date is finalized, staff will be coming to the Board for representatives to sit on the parent conference committees. This will be a county-wide conference. There is \$8,000 allocated for this event. SETA will begin self-assessment in October; staff will be looking for 18 PAC members and 18 PC members to be on the committee.
- E. Community Agency Reports
 - Child Health and Disability Prevention Program: No report.
 - Maternal, Child and Adolescent Health Advisory Board: No report.
 - Community Action Board: No meeting until October.
- F. Open Discussion and Comments: Mr. Luna stated that the Daddy and Me events are open to women as well as men. The events are open to everyone.

Ms. Knox stated that she just started a photo journalism class. If anyone has anything that is a great story to be photographed, please call her at 365-7520. Ms. Martin inquired where the pictures would be posted. Ms. Knox stated that the pictures would be only for her journalism class. Ms. Desha stated that if any Head Start children or PC/PAC parents are involved, release forms have to be filed.

- G. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 2:42 p.m.

ITEM III-A - ACTION

APPROVAL TO SUBMIT A REQUEST FOR PRIOR APPROVAL TO THE OFFICE OF HEAD START TO PURCHASE A VOIP SYSTEM

BACKGROUND

In September, 2007, SETA released a request for Proposals (RFP) to replace the existing telephone system (Centrex) with a Voice over Internet Protocol (VoIP) System. Key components of this RFP included:

- VoIP telephone service eliminating the Centrex service and reducing annual telephony costs
- Teleconferencing capability

In addition to the annual cost savings, the majority of the Head Start project expense was expected to be reimbursed by the E-Rate program provided by the Schools and Library Division (SLD) of the Universal Services Fund.

In January, 2008, SETA awarded a contract in the amount of \$998,145 to Digital Telecommunications Corporation (DTC) pending E-Rate approval and funding.

On April 14, 2009, SETA received the Funding Commitment Decision Letter from the Universal Services Administrative Company– SLD and has been granted extensions for the installation of equipment and the delivery of services through September 30, 2011.

Recently, SETA asked DTC to update the contract with current pricing. An updated equipment list has been created and the revised project price is \$713,376, which includes \$405,638 paid directly through the E-Rate Program. The Head Start Program's share of the total cost is anticipated to not exceed \$169,000.

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. Additional savings may be realized from the reduction of time and expense to perform staff moves, changes and the incorporation of existing security and internet content filtering hardware into this new environment.

Therefore, staff is recommending submitting a request for prior approval to spend up to \$169,000 in PY2010-11 Head Start Basic Program funds on the VoIP System. The project will utilize funds from the Head Start Basic Program budget as follows:

ITEM III-A – ACTION (continued)
Page 2

- ➔ \$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 will be available to answer questions.

RECOMMENDATION:

Approve the submission of a request for prior approval to utilize Head Start Basic funds to purchase a VoIP System.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B - ACTION

APPROVAL OF PROGRAM APPROACH CHANGES FOR PROGRAM YEAR 2010-2011 FOR GRANTEE AND THREE DELEGATE AGENCIES

BACKGROUND:

Since SETA's submission of the Head Start/Early Head Start Refunding Grant Application for program year 2010-2011, the grantee and three of the delegate agencies are in need of a change to the original proposal. Details are as follows:

SETA Operated Program:

Center of Praise services will be relocated to a new center which is anticipated to be ready for move-in by early January. This delay requires a more strategic program approach change utilizing another Head Start center in the area, Hillsdale Early Learning Center.

Part Day - Hillsdale currently offers services to 120 children in part-day and full-day options five days per week. SETA proposes to temporarily reduce the two part-day Hillsdale classrooms to four days per week. SETA will utilize the Hillsdale part-day classrooms each Friday to offer combination option for part-day "COP" enrollments. Details are as follows:

Reduce AM /PM Hillsdale classrooms to four days/week from September 3 – December 20. Hillsdale is currently serving 166 operational days for PY 2010-2011. A reduction to four days per week through December 20, 2010 will result in 153 operational days for PY 2010-2011.

Combination Option for the part day "COP" families will be as follows:
Friday class time (AM/PM)
M-Th – home visits (three home visits/month)

Sacramento City Unified School District: A program approach change is being requested due to the increasing uncertainty surrounding full-day state preschool funding. SCUSD has had to assess the current need for full-day program options created with State and Head Start collaborations. After conducting a needs assessment that included a review of full-day contract hours and waiting lists, SCUSD determined that fewer families were requesting full-day program options. This is due to the fact that fewer families have full-time jobs; instead, parents are returning to school and securing part-time work.

As a result, SCUSD is proposing a revision to their 2010-11 program approach. Specifically, SCUSD would like to move 161 Head Start slots from the full-day center-based collaboration option and add 129 of these slots to the wraparound option. The

remaining slots (32) will be moved into a new option, Center-based, Part-day, collaboration (Option #5). An additional 160 slots will be moved from Option #1 (Center-based, part-day) into this new option as well. Additionally, the number of service days for Option #1 (Center-based, part-day) will decrease to 129 and to 233 for Option #3 (Center-based, full-day collaboration).

San Juan Unified School District: A program approach change is being requested because the number of service days has changed. Option #1 (Center-based, half-day) went from 169 days of service to 160 due to the deletion of home visiting days.

Elk Grove Unified School District: A program approach change is being requested because an additional program option has been added and the number of service days has changed as a result of furlough days being omitted from the calendars. The minimum number of service days will still be met since extra days were added to the calendar. However, the total number of service days went from 135 to 134. Additionally, there has been another change to the Program Approach Form. Now, there are two options reflected on the form: some of the school sites are on a traditional calendar, while some of the sites are on a modified traditional calendar. Union House, Florin, Beitzel, and Kennedy are following a modified traditional calendar. Although Head Start may have followed a traditional calendar at these sites in the past, the school sites themselves were on a year-round calendar. This year these sites were moved to modified traditional calendars and the preschool programs will now follow their calendar. All Elk Grove campuses will be closed the month of December and for two weeks during spring break and will be in session until nearly the end of June.

Ms. Denise Lee, Deputy Director, will share information.

RECOMMENDATION:

Approve the program approach changes as recommended and outlined above for the 2010-2011 program year.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

I. ENROLLMENT BY PROGRAM OPTION					
This section should be filled out and submitted for each grantee and delegate agency.					
<u> X </u> Head Start - Revised 8/18/10					
<u> </u> Early Head Start					
1. Funded child enrollment by program option ¹ : Center-based enrollment : 1,200 Home-based enrollment : 72 Combination option enrollment Family child care enrollment Other option enrollment Total child enrollment 1272			2. Number of pregnant women enrolled for EHS: _____		
II. PROGRAM SCHEDULE					
This section should be filled out for <i>each group of children served for different hours of service</i> each year.					
Complete #1-3 for all groups of children					
1. Program schedule number	1	2	3	4	5
2. Program option identification	CB-Pt Day	HB	CB-Full Day Coll	CB-Wrap	CB-Pt Day Coll
3. Funded enrollment	527	72	158	323	192
Complete #4-9 for center-based, family child care, combination, and other options					
4a. Number of classes/groups/family child care settings	27		14	17	8
4b. Double session, enter D					
5. Number of hours of classes/groups/FCC settings per child, per day	3.5		10	6	3.5
6. Number of days of classes/groups/FCC settings per child, per week	4		5	4	5
7. Number of days of classes/groups/FCC settings per child, per year	129		233	129	175
8. Number of home visits per child, per year	2		2	2	2
9. Number of hours per home visit	1.5		1.5	1.5	1.5
Complete #10-13 for home-based options					
10. Number of home visits per child, per year		32			
11. Number of hours per home visit		1.5			
12. Number of hours per home-based socialization experience		2.5			
13. Number of home-based socialization experiences per child, per year		16			
Notes: Item 1: If more than 5 different schedules, photocopy form and write in 6, 7, 8, etc. Item 2: Identify each program schedule as center-based (CB), home-based (HB), combination program (CO), family child care (FC), or other program option (OT). For combination options (CO) and other options (OT), the items on the form that more appropriately describe the services provided by these options should be filled out.					

¹Funded enrollment by program option must equal the total number of children supported through the budget contained on the SF 424A and the Line-Item Budget.

I. ENROLLMENT BY PROGRAM OPTION					
This section should be filled out and submitted for each grantee and delegate agency.					
<u>680</u> Head Start _____ Early Head Start					
I. Funded child enrollment by program option ¹ :		2. Number of pregnant women enrolled for EHS: _____			
Center-based enrollment	<u>632</u>				
Home-based enrollment	<u>48</u>				
Combination option enrollment					
Family child care enrollment					
Other option enrollment					
Total child enrollment	<u>680</u>				
II. PROGRAM SCHEDULE					
This section should be filled out for <i>each group of children served for different hours of service</i> each year.					
Complete #1-3 for all groups of children					
1. Program schedule number	1	2	3	4	5
2. Program option identification	CB Half-Day	HB	CB Full-Day	CB Half-Day SPS Collab.	
3. Funded enrollment	440	48	132	60	
Complete #4-9 for center-based, family child care, combination, and other options					
4a. Number of classes/groups/family child care settings	22		7	6	
5. Number of hours of classes/groups/FCC settings per child, per day	3.5		6.5	3.5	
6. Number of days of classes/groups/FCC settings per child, per week	5		5	5	
7. Number of days of classes/groups/FCC settings per child, per year	160		244	175	
8. Number of home visits per child, per year	2		2	2	
9. Number of hours per home visit	1		1	1	
Complete #10-13 for home-based options					
10. Number of home visits per child, per year		32			
11. Number of hours per home visit		1.5			
12. Number of hours per home-based socialization experience		2			
13. Number of home-based socialization experiences per child, per year		18			
Notes: Item 1: If more than 5 different schedules, photocopy form and write in 6, 7, 8, etc. Item 2: Identify each program schedule as center-based (CB), home-based (HB), combination program (CO), family child care (FC), or other program option (OT). For combination options (CO) and other options (OT), the items on the form that more appropriately describe the services provided by these options should be filled out.					

¹Funded enrollment by program option must equal the total number of children supported through the budget contained on the SF 424A and the Line-Item Budget.

I. ENROLLMENT BY PROGRAM OPTION					
This section should be filled out and submitted for each grantee and delegate agency.					
<input checked="" type="checkbox"/> Head Start <input type="checkbox"/> Early Head Start					
1. Funded child enrollment by program option ¹ : Center-based enrollment: 380 Home-based enrollment Combination option enrollment Family child care enrollment Other option enrollment Total child enrollment: 380			2. Number of pregnant women enrolled for EHS: _____		
II. PROGRAM SCHEDULE					
This section should be filled out for <i>each group of children served for different hours of service</i> each year.					
Complete #1-3 for all groups of children					
1. Program schedule number	1	2	3	4	5
2. Program option identification	CB*	CB**			
3. Funded enrollment	240	140			
Complete #4-9 for center-based, family child care, combination, and other options					
4a. Number of classes/groups/family child care settings	12	7			
4b. Double session, enter D					
5. Number of hours of classes/groups/FCC settings per child, per day	3.5	3.5			
6. Number of days of classes/groups/FCC settings per child, per week	4	4			
7. Number of days of classes/groups/FCC settings per child, per year	134	134			
8. Number of home visits per child, per year	2	2			
9. Number of hours per home visit	1.5	1.5			
Complete #10-13 for home-based options					
10. Number of home visits per child, per year					
11. Number of hours per home visit					
12. Number of hours per home-based socialization experience					
13. Number of home-based socialization experiences per child, per year					
Notes: Item 1: If more than 5 different schedules, photocopy form and write in 6, 7, 8, etc. Item 2: Identify each program schedule as center-based (CB), home-based (HB), combination program (CO), family child care (FC), or other program option (OT). For combination options (CO) and other options (OT), the items on the form that more appropriately describe the services provided by these options should be filled out. CB* = Traditional Track CB** = Modified Traditional Track					

¹Funded enrollment by program option must equal the total number of children supported through the budget contained on the SF 424A and the Line-Item Budget.

ITEM III-C - ACTION

APPROVAL TO SUBMIT A REQUEST TO CARRYOVER HEAD START FUNDS
PROGRAM YEAR 2009-2010

BACKGROUND:

In September 2009, SETA received a Program Improvement award from the Office of Head Start. The award included the removal, installation, and 25% of the purchase price for two modular classrooms to replace existing modulars at the Bannon Creek and Bright Beginnings Head Start sites. In April 2010, SETA submitted a budget modification request to reprogram Head Start Basic funds to cover the 75% unfunded portion of the classroom modulars.

The Office of Head Start requires that funds be obligated by July 31, 2010, and that all obligations be liquidated by October 29, 2010. While funds have been obligated, the Bright Beginnings project will not be completed and obligations will not be liquidated by October 29, 2010. Therefore, staff is recommending carrying over up to \$300,000 in Program Year 2009-2010, Head Start Basic funds, to complete the project.

The Program Improvement award also included \$8,000 to erect a privacy fence at Center of Praise. However, because SETA is surrendering the premises to the landlord in October, staff is recommending carrying over \$8,000 and using the funds for the cost of removing and relocating the playground structures.

Additionally, San Juan Unified School District, have 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.

Staff will be available to share information.

RECOMMENDATION:

1. Approve the submission of a carryover request for Program Year 2009-2010, Head Start Basic funds up to \$300,000.
2. Approve the submission of a carryover request for Program Year 2009-2010, Head Start Program Improvement funds up to 293,000.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- Introduction of Newly Seated Members – Ms. Jennifer Ryon
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
- PC/PAC Calendar of Events – Ms. Jennifer Ryon
- PC/PAC End-of-Year Appreciation (see flyer)
- Parent/Family Support Unit Events and Activities – Ms. Jennifer Ryon
- PC/PAC Recruitment – Ms. Jennifer Ryon
- PC/PAC Survey – Ms. Jennifer Ryon
- Program Self-Assessment – Ms. Robyn Caruso
- Community Resources – PC Representatives/Staff – Ms. Jennifer Ryon

NOTES:

The Head Start/Early Head Start
Policy Council and Parent Advisory Committee
cordially invite you to attend the 2009-2010
SETA Head Start Annual End of the Year Parent Appreciation
"The Imprints We Leave Behind"

Double Tree Hilton Hotel ~ Capital Ballroom
2001 Point West Way
Sacramento, CA
October 16, 2010, 12:00 p.m. - 3:00 p.m.
Attire: Semi-formal

LUNCHEON ENTREE SELECTIONS:

* Marinated Tri-Tip, with Garlic Mashed Potatoes,
Sautéed Mushrooms and Tomatoes in Red Sauce

*Or

* Broiled Salmon with Sautéed Bay Shrimp, Lemon Dill Sauce,
Rice, Tri Colored Peppers and Lemon Wheel Garnish

Rolls and Butter

Assorted mixed Greens Starter

DESSERT: Rockslide Brownie with Vanilla Bean Ice Cream

BEVERAGES: Coffee, Tea, Lemonade, and Iced Tea

Keynote Speaker: Dr. Tracey Tomasky

Guests (three per invitee) are responsible for their luncheon fee
(non-refundable, advance payment required) ~ Cash or money order only.

Luncheon cost including service fee and tax: Tri-Tip \$31.00, Salmon or Vegetarian \$30.00.

Guest luncheon fees are due by Friday, October 1, 2010, 12 noon. (No Exceptions.)

RSVP by Friday, October 1, 2010.

Call Lori Black at 263-4068.

CALENDAR OF EVENTS
PARENT/FAMILY SUPPORT UNIT

EVENT	DATE
Male Involvement Committee Meeting	Thursday, September 30, 2010 11:00 a.m. 925 Del Paso Blvd. Saturn Room
Male Involvement Committee Meeting	Friday, October 29, 2010 11:00 a.m. 925 Del Paso Blvd. Redwood Room

PC/PAC CALENDAR OF EVENTS

EVENT	DATE
Male Involvement Committee Meeting	Thursday, September 30, 2010 11:00 a.m. 925 Del Paso Blvd. Saturn Room
PAC Executive Committee Meeting	Thursday, September 30, 2010 9:00 a.m. 925 Del Paso Blvd. Olympus Room
PC/PAC Personnel/Bylaws Committee Meeting	Thursday, September 30, 2010 10:00 a.m. 925 Del Paso Blvd. Olympus Room
PC Executive Committee Meeting	Thursday, October 7, 2010 9:00 a.m. 925 Del Paso Blvd. Olympus Room
PC/PAC Budget/Planning Committee Meeting	Monday, October 11, 2010 9:00 – 10:30 a.m. 925 Del Paso Blvd. Redwood Room
Review of SETA-Operated Program Health and Nutrition Policies and Procedures (see flyer)	Friday, October 15, 2010 9:00 a.m. 925 Del Paso Blvd. Sequoia Room
PC/PAC End-of-Year Appreciation Event (see flyer)	Saturday, October 16, 2010 12:00 – 3:00 p.m. Double Tree Hilton Hotel Capitol Ballroom 2001 Point West Way Sacramento, CA
Male Involvement Committee Meeting	Friday, October 29, 2010 11:00 a.m. 925 Del Paso Blvd. Redwood Room

PC/PAC CALENDAR OF EVENTS

EVENT

DATE

Health Services Committee Meeting	Wednesday, October 27, 2010 5:30 – 7:30 p.m. 925 Del Paso Blvd. Shasta Room
Children’s Dental Task Force	Wednesday, October 27, 2010 3:00 – 5:00 p.m. 2750 Gateway Oaks Drive, Suite 330 Sacramento, CA

ITEM IV-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The August 12, 2010 Governing Board minutes are attached for your review.

NOTES:

**SPECIAL 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, CA 95815

Thursday, August 12, 2010
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Kevin McCarty called the meeting to order at 10:08 a.m.

Members Present:

Kevin McCarty, Chair, SETA Governing Board; Councilmember, City of Sacramento
Bonnie Pannell, Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Jimmie Yee, Member, Board of Supervisors

Member Absent:

Don Nottoli, Vice Chair, SETA Governing Board; Member, Board of Supervisors

II. Consent Items

- A. Minutes of the July 1, 2010 Regular Board Meeting
- B. Approval of Claims and Warrants

The consent items were reviewed; no questions or comments.

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

- A. Approve the July 1, 2010 minutes.
 - B. Approve claims and warrants for the period 6/25/10 through 8/4/10.
- Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval to Extend the Deadline for the Request for Proposals for Head Start Warehouse/Workshop Office Space

Mr. Rod Nishi stated that the RFP was released on Monday, May 3. Three proposals were received and one of the proposals was withdrawn; a fourth was received after the deadline. Subsequent to the deadline, the Agency was notified that the current landlord wanted to submit a proposal. This item requests the extension of the deadline to accept the current landlord's proposal; the new

deadline will be August 27. This is a closed session item; staff is prepared to make a recommendation but the extension is being brought before the board for consideration.

Ms. Scherman asked if this extension was only to accommodate our landlord. Mr. Nishi stated that other proposers will also be allowed to submit proposals. There was discussion as to where the responsibility of notifying the landlord. Mr. Nishi replied that staff directly mailed the RFP announcement to the top 50 commercial brokers and posted a public notice in the Sacramento Bee. The current landlord is requesting consideration to extend the deadline.

Mr. Yee asked whether there would be legal recourse from the two proposers that submitted on time. Mr. Thatch replied that this board has a history of extending deadlines for a variety of reasons. This board retains the right in the RFP to do specific things, one of which is to extend the deadline. The issue is that the current landlord was not aware of the RFP and they feel they can be competitive. It is entirely within this board's discretion.

Speaker before the Board: Mr. Johan Otto, North 10th Partners. Mr. Otto stated that they did talk with the tenant but were totally caught off guard that there was an RFP released. They cannot understand why they did not receive notification and are requesting an extension of the RFP deadline.

Mr. McCarty stated that everyone should learn from this situation and in the future, send notification to the actual landlord that an RFP is available.

Moved/Pannell, second/Scherman, to approve extending the deadline of the RFP to August 27, 2010. If the Board approves the extension, staff will come back to the Board at its September meeting to discuss recommendations for negotiating with the best proposers. Extending the deadline may give the Agency an opportunity to receive more proposals at competitive rates.
Voice Vote: Unanimous approval.

2. Approval of Revisions to the Procurement Policies and Procedures

Mr. Roy Kim reviewed the specific changes to the Procurement Policies and Procedures which brings SETA into compliance with EDD's requirements. Allowable small purchases are changed from \$100,000 to \$50,000. Also, prior to small purchases utilizing WIA funds, staff would obtain more than one price quote.

Mr. Yee wants to make sure the staff is not confused by the changes. Mr. Kim replied that SETA's purchasing staff already follow EDD's procurement policies.

Moved/Scherman, second/Yee, to approve SETA's Procurement Policies and Procedures, as revised.

Voice Vote: Unanimous approval.

3. Approval of Amendment to Fiscal Year 2009-2010 One-Stop Share of Cost Agreement and Approval of New Fiscal Year 2010-2011 One-Stop Share Cost Agreement with the County Department of Human Assistance and Authorize the Executive Director to Sign the Amendment and the New 2010-11 Agreement and any Amendments to the New Agreement

Ms. Robin Purdy stated that the Workforce Investment Act requires that our partners in the One Stop system pay their fair share. Since 2003, SETA and the Department of Human Assistance agreed to share costs. On June 15 the County Board of Supervisors increased the contract of services to CalWorks by \$1 million. This would provide \$188,000 for self-sufficiency services to the South County Services, and to allocate SETA staff to provide job search services to customers.

Mr. Thatch requested that the board's action include approval to augment South County Services by \$188,000.

Moved/Scherman, second/Yee, to approve the amendment to the current agreement for \$1,100,000 with the County Department of Human Assistance to continue One-Stop Services to CalWorks customers and approve a new agreement for Fiscal Year 2010-11 in the form approved by the Board of Supervisors for further continuation of these One-Stop Services in the amount of \$3,700,000 and authorize the Executive Director to sign the amendment, the new agreement and any required amendments or other documents pertaining to the amendment or the new agreement. In addition, the board approves subcontracting with South County Services in the amount of \$188,000.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

4. Approval to Ratify the Submission of a Health Professions Opportunity Grant Application to the Administration for Children and Families

Ms. Cindy Sherwood-Green reviewed this item. Staff submitted a \$5 million proposal to cover eight counties and 10,000 square miles of service area. SETA will be the lead agency and fiscal agent.

Moved/Scherman, second/Yee, to ratify the submission of the HealthWorks Health Professions Opportunity grant application to the Department of Health and Human Services, Administration for Children & Families in the amount of \$5 million.

Voice Vote: Unanimous approval.

5. Approval of Staff Recommendations for the Adult and Youth Vendor Services (VS) List

Ms. Marianne Sphar stated that the applications were reviewed by an evaluation team. The new vendors will provide services to adult and youth customers.

Moved/Pannell, second/Scherman, to approve The Effort, Inc., and Sacramento Asian American Minority, Inc. (SAAMI) to the Adult and Youth VS Lists
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

B. WORKFORCE INVESTMENT ACT

1. Appointment of Labor Sector Representative to the Workforce Investment Board

Ms. Kossick stated that this appointment will fill a vacancy due to one of the members moving to the Bay Area.

Moved/Yee, second/Pannell, to appoint Daniel Koen to the vacant labor seat on the Sacramento Works, Inc. board of directors.
Voice Vote: Unanimous approval.

2. Approval to Accept Additional Funds for the California Clean Energy Workforce Training Program

Ms. Purdy stated that this item requests approval to accept funds for the California Clean Energy program. These funds are coming from the California Workforce Investment Board on behalf of six local regions. Staff is working with the state to negotiate a budget. The budget will be brought to the board in September along with recommendations of where to put the money.

Moved/Scherman, second/Yee, to accept \$900,000 in additional funding to expand and continue the Clean Energy Workforce Training Program for an additional year.
Voice Vote: Unanimous approval.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Update on Publicity/Media Outreach: Ms. Terri Carpenter stated that all of the media was positive.

B. Update on New and Pending Grants: Ms. Purdy reviewed the short summary of the discretionary grants; the grants are focusing on sector initiatives in clean

energy and health care. There are a couple of grants focusing on disabled customers and at-risk youth. Mr. Walker reported that 14 veteran families are being enrolled with more to come. Mr. Yee commended staff for the excellent job of seeking and securing funds for the various programs.

- C. Fiscal Monitoring Reports: No comments.
- D. Head Start Fiscal Report: No comments.
- E. Head Start Policy Council Minutes: No comments.
- F. Employer Recruitment Activity Report: No comments.
- G. Dislocated Worker Update: Mr. Yee asked about the number of people hired Campbell Soup? Mr. Walker stated that the testing process for Campbell Soup is quite lengthy. They utilize the WorkKeys assessment system. Campbell's Soup is still in the assessment process. Mr. Yee inquired whether Mr. Walker had met with the new HR manager at Campbell's Soup; Mr. Yee was able to meet the new person and feels the new HR manager will be excellent. Ms. Pannell inquired about a new store going in the old Circuit City building. Mr. Walker stated that Henry's Market, which offers organic food, is in the process of moving in.
- H. Unemployment Rate Update: No comments.
- I. Workforce Investment Act Incentive Awards for Exemplary Performance for Program Year 2007-08 AND Program Year 2008-09: Ms. Purdy stated that this report shows the excellent work that is being provided at the career centers. These funds will be used to do capacity building and staff training.
- J. Update on the Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) program services and Safe Community Partnership: Ms. Christine Welsch reported that this report updates the board on the services provided; SETA received two grants for Safe Community Partnership. SETA will be taking the lead. The grants will be focusing on the City of Sacramento macro corridor and then will serve other areas. Sacramento is the second highest gang activity area in the State of California, second only after Oakland.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked the board for adjusting their schedules and wished Ms. Scherman a happy birthday.
- C. Deputy Directors: Ms. Denise Lee distributed the June monthly report. The California Department of Education contracts have not been signed due to the state budget issues. The Office of Head Start stated that there are to be no inter-

fund loans, so staff is looking for additional funding that is not restricted in order to keep the doors opened. The Children and Family Services department was notified by the landlord of Center of Praise, which serves 60 children, that they are requesting the center area back for their own needs. SETA is the largest tenant there, with a month-to-month lease. The landlord is asking SETA to vacate by October 1. This has forced staff to consider other areas to serve the children, since the focus is on full enrollment. Bright Beginnings will be closed to have the new modular installed. Staff is working to prevent a potential lack of enrollment. The Management team is looking at where to replace the Center of Praise center. Staff has contacted Community Care Licensing to see if there are any centers locally that SETA could take over. In addition, staff is working with three property agents and Child Action to see if there are any centers that could work out. None of the areas toured have been found to be appropriate. There was discussion of moving children to other centers. Ms. Lee stated that there are 11 families affected by the closure of Center of Praise that will go to other centers; many of the children will graduate to kindergarten.

D. Counsel: No report.

E. Members of the Board: Ms. Sherman announced that a "Fill the Bus" event will be held August 28 at Henry's Market in Elk Grove. Food donated will go to the food bank in Elk Grove. Ms. Pannell reported that a business improvement district raised \$2.5 million to be used on Mack Road to put up cameras at three intersections.

F. Public: No comments.

VI. CLOSED SESSION ITEMS

Mr. Thatch stated that under the second closed session item, sites 1 and 2 will not be heard; the Board will take action on sites 3 and 4. There will be a report out of closed session.

The board adjourned into closed session at: 10:57 a.m.

The board went back in open session at 11:14 a.m.; the Clerk called the roll to establish a quorum.

Mr. Thatch stated that there were two items to report out of closed session. The board in a unanimous vote, approved a five year lease, with an option to renew with Site #3, at \$1.15 /sq. foot to \$1.29

Additionally, the Board authorized staff and legal counsel to commence negotiation with site #4.

➔ CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

→ **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: 261 Richards Boulevard, Sacramento, CA 95814

Negotiating Parties: Michael S. Gellar Revocable Trust (Michael S. Gellar)

Under Negotiation: Price, Term of Payment, Terms of Agreement for lease

Site #2

Address: 301 N. 10th Street, Sacramento, CA 95815

Negotiating Parties: Tower Development (Timothy W. Lee)

Under Negotiation: Price, Term of Payment, Terms of Agreement for lease

Site #3

Address: 5655 Hillsdale Blvd, Suite 8 and 9

Negotiating Parties: The Olivewood Group (Frank and Vincent Maestri)

Under Negotiation: Price, Term of Payment, Terms of Agreement for lease

Site #4:

Address: 5249 Elkhorn Boulevard, Sacramento

Negotiating Party: Barbara Werbke, Owner

Under Negotiation: Price, Term of Payment, Terms of Agreement for lease

VII. Adjournment: The meeting was adjourned at 11:15 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 August 24, 2010 Special Policy Council meeting.

Good	Needs Improvement
Thank you, Ms. Lori Black, for reminder calls to attend Board meeting.	Board member attendance at standing and program area committee meetings.
Thank you for clean Board room.	
Thank you, Ms. Mary Brown, for filling in for Secretary.	

- 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
 - ✓ 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)
- Program Information Report (PIR) (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

- ♦ Tuberculosis Policy
- ♦ No Outside Food Policy

Karen Gonzales: Child Development and Education Services

Lisa Carr, Parent/Family Support Unit

• Monthly Head Start Report

September 2010

SETA Operated Program

In the Grow Farm Stand Opening at SETA's Sharon Neese Head Start Center

SETA Head Start, in partnership with the Health Education Council (HEC) and local grower, Soil Born Farm, opened a farm stand in the parking lot at the 925 Del Paso Boulevard location on Wednesday, September 15, from 10:00 am to 1:00 pm. Affordable, fresh and locally-grown fruits and vegetables will be sold and monthly food demonstrations will be held to feature seasonal produce. The farm stand also provides job training to Head Start parents who sign up as parent volunteers. These parents will work with the HEC and the local grower in setting up the stand and selling the produce. Parent volunteers who work at the stand will also earn a cash stipend and bring home some produce at the end of the day.

This farm stand is part of the First 5 Sacramento-funded *In the Grow Project* that focuses on providing nutrition education to children, parents and child care/preschool centers. In July 2008-July 2010, seven SETA-Operated Head Start centers operated a weekly farm stand. The farm stands enhanced nutrition education at Head Start centers. Head Start children took regular walking trips to the farm stands to sample the seasonal produce. Fruits and vegetables were also purchased from the stands and used back in the classroom for cooking activities.

The Sharon Neese (925 Del Paso Blvd.) farm stand will run every Wednesday until November and then will re-open in Spring 2011.

Kids Learn About Empathy Through Bike-A-Thon and St. Jude's Hospital

The Solid Foundation Head Start Early Learning Center was partnered with St. Jude's Children's Hospital to coordinate a Bike Safety Program. Along with pedestrian safety, the current Head Start focus on health and fitness through the I am Moving, I am Learning curriculum, this was a natural fit into the program. In addition to bike safety, the event also provided opportunities for children to learn about empathy through discussions about the sick children who stay at St. Jude's Hospital.





The event was a tremendous success and children were able to participate in this experiential learning activity. Nearly all of the children brought their own bikes and helmets, while the remaining children used bikes at school. This bicycle safety event was an easy way to teach children about helmet use and basic traffic safety rules. Further, there was incredible family participation, as parents, grandparents, and other family members took part in the event. Some family members even became part of the event by helping to illustrate what happens when traffic safety rules are not followed. This event offered a great opportunity for family members and children to interact in a meaningful and educational way. At the conclusion of the event, all of the children received activity coloring books that reinforced the bike safety messages. Thank you St. Jude's Hospital for your interest in our children and program.

Great NEWS - Recent Media Coverage for Head Start

SETA Head Start has recently received some great media coverage! News station, KCRA Channel 3, KFBK News/Talk 1530 AM and CBS Radio Affiliate - KNCI New Country 105 FM/KHTK AM provided exposure to the general public about SETA Head Start through interviews with staff. Additionally, the local Spanish television station, Univision, joined in the media coverage. These were excellent opportunities to educate the community on the Head Start Program and help increase enrollment.

Daddy & Me Go Fishing



On August 28th, from 9AM – 1PM, the Committee Advocating Male Participation (CAMP) hosted Daddy & Me Fishing at Haggin Park in Rancho Cordova. Over 140 Head Start parents and their children participated in this day of fishing. The day started off with a breakfast that was provided for all participants. A total of 600 pounds of catfish was dumped in the Haggin Park pond as families looked on. The event was a collaborative effort between Head Start and California Fish and Game, which provided all of the fishing equipment, as well as staff to demonstrate fishing techniques. A special note of appreciation to parent Dina Patterson, who not only got at the event early to help set up, but stayed until the catfish started calling her at 11:30 am to come catch them.

Elk Grove Unified School District

Pre-Service Training Emphasizes the Importance of Pre-K

A half-day pre-service training for staff was held at Florin Elementary School on August 9, 2010. Donna Cherry, Associate Superintendent, Pre-K through 6, began the morning by welcoming everyone. She emphasized how important Pre-K is in the overall picture of education in Elk Grove Unified School District and how much she values the work that the teachers do. Additionally, Bob Roe, Director, Pre-K through 6, gave a Power Point presentation highlighting research that shows that students who had attended Pre-K in EGUSD have performed better on standardized tests as they have moved up through the grade levels, than those who had not. Further, the new Pre-K Program Specialist, Claudia Charter, was introduced. She comes to this position after spending three years as an Academic Program Coordinator at Charles Mack Elementary School. Before coming to Charles Mack, she spent 21 years as an elementary school teacher in Colusa Unified School District. Finally, Ada Arevalo, Pre-K Program Specialist, reviewed the changes to the Preschool Handbook, stressed the importance of attendance reporting and tracking to ensure that classes remain fully enrolled, and answered questions and concerns.

During the August 27 in-service, Judy Schulz from EGUSD's Food and Nutrition Services, spoke to teachers about food safety and handling, guidelines regarding portion sizes, and the proper posting in the classrooms for students with special dietary needs. Additionally, Irene Ladd presented information highlighting the similarities and differences between the Desired Results Developmental Profile (DRDPr) that teachers have used in the past for assessing student achievement and the new profile, DRDP-ps.

Visiting Families for Transition into School Setting

Teachers and Para-educators in traditional and modified traditional classes spent the week of August 16 preparing for the start of school on August 23, visiting families in their homes and setting the groundwork for a successful transition into the school setting.



New School Year Begins with Full Enrollment

Head Start classes began the year fully enrolled with 380 students in our regular Head Start classrooms and 40 in the expansion classrooms. Attendance this month averaged 93%. EGUSD has been focused on filling classes and compiling waiting lists. Individual registrations have been held and plans are in place to hold registration for 12 sites during the month of September to increase the number of students on our waiting lists.

Family Fun Day Plans Are Underway

Plans are being made for Elk Grove's Family Fun Day on September 18, at Prairie Elementary, which will offer information on the One Stop Career Center, the public library, Southgate Park and Recreation District, nutrition education, medical and dental insurance, and adult education. Free dental, vision, height, and weight screenings will be available to families.

Fiscal Update

The Fiscal Technician for the Head Start program has submitted the close-out report for the fiscal year 2009-2010. The results of the SETA audit of Head Start were positive and required no corrective action.

Sacramento City Unified School District

Raising a Reader (RAR) Teacher Orientation Kickoff

The Child Development (RAR) Teacher Orientation 2010 from 12:30 to 3:30 nationally known program addressing a enters kindergarten lacking



Raising A Reader Program works to substantially increase the number of families who engage in "book cuddling" with their children frequently and routinely each week by providing quality multicultural books and additional technical teacher support through on-going training that focuses on improving early literacy strategies that actively involve parents and caregivers. During the 2009-2010 school year, over 648 children and their parents became members of the Raising A Reader movement by actively participating in our monthly family literacy workshops. Currently, there are 33 district classrooms using RAR, including First 5 targeted sites, Early Head Start Collaborative Expansion and priority schools.

Department's Raising A Reader Kick-Off took place on August 31, p.m. Raising A Reader is a evidenced-based family literacy national crisis: one in three children basic early literacy skills. The

“Phase-In” Transition Schedule Helps Ensure Smooth Transition for Children and Parents

Children will transition back to school beginning Monday, September 20th. On the first day of school, parents will participate in orientation while attending class with their preschoolers. On the second and third day of school, half of the 20 children will attend school each day. By the fourth day all children will attend. This slow start schedule will ensure a smooth transition for all children as they learn the new routine of going to preschool.

Home Visits Are Going Strong With Incoming and Returning Students

Between September 7th and the 17th, the Head Start teachers will attempt to complete 1,300 home visits with incoming and returning students. Home Visits are at the heart of building strong and trusting relationships between teaching staff and families. The teachers are supported by Spanish, Chinese, Hmong and Russian Bilingual Aides who translate for families who speak limited English. The teachers begin talking with the parents about their goals and dreams for their children and for their families. Meeting with families in their homes is a fantastic way to start the new school year!

I Am Moving, I Am Learning Curriculum Implemented in Classrooms This Year

This fall, all classrooms will receive *I Am Moving, I Am Learning Curriculum* kits which were purchased from Lakeshore. The kits include a wide selection of equipment/materials to help teachers engage children in fun and age-appropriate physical activities, movement skills and healthy nutrition habits that will improve children’s health and prevent childhood obesity.

The Child Development Department is pleased to welcome Victoria Benson, RN to the team. Victoria comes from the SCUSD’s Health Services Department where she worked for seven years. Victoria will be working from the Capital City location to support the health needs of our children and families. In addition, an offer has been extended to Holly LaPierre, RN, for our Children’s Center Nurse position. HR approval is pending.

Layoff Notices Rescinded for Social Workers

Additionally, the Child Development Department is excited to report that layoff notices have been rescinded for all four of our Social Workers. They returned to work on September 7th to continue their invaluable work supporting the social emotional needs of children and families in the program.

Mandatory All Staff Meeting is Rare Occasion for SCUSD

On September 24th, the Child Development Department will host an all staff meeting at the Serna Center. This two hour mandatory meeting will include department updates, a presentation from the new Chief Academic Officer, Olivine Roberts, the sharing of the newly released Employee Department Norms, and an opportunity for staff to complete an Individual Staff Development Plan. The department is looking forward to this rare occasion of having all staff in one location to share the district’s common goal of serving children and families throughout the Sacramento City Unified School District.

San Juan Unified School District

Pre-Service Training Gears Teachers For New Learning Tools and Assessments

A pre-service training was held on August 27th and teachers were trained on the new DRDP-PS tool and child development assistants were trained on strategies for taking authentic anecdotal notes that serve as evidence for assessment. The District is gearing up for implementation of the CLASS tool. Classroom teachers, who are reliable assessors, will go into peer classrooms and use the CLASS



tool to assess the classroom. These assessments will be confidential and the findings will be used to look for trends in the program. Tier 1 of this process will begin in September. Once the trends are identified, this information will be used to finalize staff development plans for the year.

Dental Screenings, Mental Health Referrals and IEPs Implemented for School Year

The health team has scheduled dental screenings with Kate Varanelli from Smile Keepers to provide dental screenings for all the preschool programs. During the summer health team staff have been screening children in the centralized screening room for two or three days each week. Meanwhile, the nurse has been training staff and putting health plans in place so children are ready to start school at the beginning of the school year.

The Mental Health Therapist has a new counseling intern group that will work with children in the program. As mental health referrals arise, the interns will be placed at program sites. During the screening process for fall enrollment, families/children with mental health needs will be identified and contacted by the therapist for mental health services and follow-up intervention.

During the month of August new systems were set-up for the coming year. The majority of the incoming preschoolers were screened and their files case-managed for possible interventions and areas of support. New forms, IEPs and monitoring tools were distributed at the first staff meeting and new staff members were trained in the screening process. Additionally, extended screening center hours were offered during some of the days. It has been a hugely successful month since the 100% enrollment goal was reached and all eligible children were screened. Of the children enrolled, 57 have IEPs in place.

Annual All Day Infant/Toddler Staff Retreat Marks Beginning of School Year for EHS

The beginning of the new school year for the Early Head Start Program was marked by the annual all day infant/toddler staff retreat, which was followed by two days of staff training on the latest versions of the developmental screener and assessment tools.

Fiscal Update

The fiscal year for Head Start (HS) and Early Head Start (EHS) ended on July 31, 2010. The closeout reports were completed and submitted by August 31st to SETA. Head Start ended the year with all 2010 year grant funds for Basic, Training & Technical Assistance (T&TA), and Program Improvement fully expended. It is estimated that Early Head Start

will only return approximately \$8,840 of the Program Improvement funds due to project challenges. EHS Basic and T&TA were fully expended.

Fund 12 (Child Development Fund) for the San Juan Unified School District were closed and all required documentation reconciling the general ledger accounts were completed, along with the state categorical (CAT) form and the auditors binder. These documents will be used by the External Auditor, Perry Smith, LLC for the fiscal year 2010 audit of the San Juan Unified School District's books.

SJSUD is now focusing on starting a new year for the Head Start and Early Head Start Basic and T&TA grants, along with finishing up the HS/EHS American Recovery and Reinvestment Act (ARRA) Quality, and Expansion grants, which end September 29, 2010.

New Community Partnership with American River College

A new partnership has developed between SJUSD Early Head Start and American River College (ARC). ARC is interested in placing students in SJUSD's EHS classes for their practicum experience. Additionally, ARC has chosen SJUSD's Early Head Start sites to videotape to show their students how best practice theory in infant care can be successfully implemented in a real-world setting. This new collaboration presents exciting opportunities!

Twin Rivers Unified School District

Staff Busy With Back to School Events

School resumed on August 12th and all sites are fully enrolled with waiting lists. With the beginning of the school year come parent orientations and Family Partnership Agreements.

Staff is currently busy planning Back to School Nights at the Woodridge, Morey Avenue, and Kohler sites. Additionally, planning for the Grand Opening of the library at Morey Avenue is underway.



WCIC

Recruitment Was Focus, Full Enrollment Is The Result

WCIC concentrated heavily on recruitment for the new school year in August. As a result of the staff's efforts, WCIC is at full enrollment and the waiting list continues to grow.

Community Partnerships

The cultivation of community partnerships is an ongoing endeavor that enhances the quality of existing services to Head Start families while building further bridges within the community. Current partners include: UC Berkeley Early Childhood Math Project, NIA Women of Purpose, The Effort Clinic; several more partnerships are being developed.

Busy, Busy, Busy - Celebrations Galore!

WCIC's 75th Anniversary Celebration Planning Committee met on August 31, 2010. A weeklong celebration is planned for August 1st through August 6th, 2011. Monthly updates will be provided.



WCIC/Playmate Head Start Program staff members are engaged in planning the Community Service Day with the Sacramento Hotel Association, the City of Sacramento and the Volunteer Center of Sacramento.

WCIC/Playmate Head Start Program team members are also engaged on the City of Sacramento's Oak Park Community Center's Anniversary Celebration Planning Committee.

Fiscal Update

WCIC's 2009-2010 Head Start Expansion budget modification was submitted to SETA Head Start for approval. Modifications include using under-spent personnel costs for new equipment needed for the play yard.

During the month of August 2010, Ms. Davis, Executive Director/Head Start and Mr. Anderson, Bookkeeper, were busy finalizing the WCIC Close-Out Reports for 2009-2010 program year.

WCIC's Program Improvement projects were all successfully completed by the end of August, with the exception of the security cameras, due to factory delays. The estimated completion date is September 17, 2010.

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– D - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: