

GOVERNING BOARD

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County of Sacramento

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County of Sacramento

ADMINISTRATION

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Executive Director

DENISE LEE
Deputy Director

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

Thought of the day: "Success is a journey, not a destination. As you walk the path of achieving your dreams, enjoy life's process, for it is usually more important than the outcome."

Author: Esteemed Human Development International

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, November 22, 2011

TIME: 9:00 a.m.

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

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

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CODE SECTION 54957**

- ➔ Approval of Eligible List for:
 - 1) CFS Quality Assurance Analyst
 - ➔ Report out of Closed Session

VI. **Adjournment**

DISTRIBUTION DATE: WEDNESDAY, NOVEMBER 16, 2011

Policy Council meeting hosted by:

Chair: Coventry St. Mary

Secretary: Lisa Daniels

Parliamentarian: Mary Brown

Vice Chair: Rebecca Lewis

Treasurer: Socorro Gutierrez

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Amarjit Gill, Elk Grove Unified School District
- _____ Willie Jean Peck, Elk Grove Unified School District
- _____ Michela Barbosa'Gage, Twin Rivers Unified School District
- _____ Kiersten Gonzales, Sacramento City Unified School District
- _____ Sandra Renteria, Sacramento City Unified School District
- _____ Sarah Proteau, San Juan Unified School District
- _____ Lisa Daniels, WCIC/Playmate Child Development Center
- _____ Mary Brown, SETA-Operated Program
- _____ Connie Wallace, SETA-Operated Program
- _____ Devon McCracken, SETA-Operated Program
- _____ Yvette Hernandez, SETA-Operated Program
- _____ Socorro Gutierrez, SETA-Operated Program
- _____ Lucero Canto, Home Base Option
- _____ Blanca Rosales, Home Base Option
- _____ Rebecca Lewis, Grandparent Representative
- _____ Christina Cisco, Early Head Start (SOP)
- _____ Reina Florez, Alternate, Early Head Start (SOP)
- _____ Coventry St. Mary, Early Head Start (San Juan)
- _____ Tamara Knox, Past Parent Representative
- _____ David Quintero, Past Parent Representative

Members to be Seated: None.

Seats Vacant:

- _____ Vacant (Low), San Juan Unified School District
- _____ Vacant (Patterson), Foster Parent Representative
- _____ Vacant (Sandoval), Sacramento City Unified School District
- _____ Vacant (Ramsey-Gilbert), Twin Rivers Unified School District
- _____ Vacant (Hendricks), Early Head Start (Sac. City)
- _____ Vacant (Juarez), Child Health & Disability Prevention Program
- _____ Vacant (Ramirez), WCIC/Playmate Child Development Center
- _____ Vacant (Contreras), SETA-Operated Program
- _____ Vacant (Goodwin), Community Advocating Male Participation

**** Please call your alternate, the Policy Council Chair
(Coventry St. Mary: 849-2012, 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 2010-2011**

The 2010-2011 Board was seated on **November 23, 2010** and
December 14, 2010

BOARD MEMBER	SITE	11/23	12/14 *	1/25	2/22	3/3 *	3/22	4/26 *	5/24 *	6/28 *	7/26 *	8/23 *	9/27 *	10/25 *	11/8 *	11/22
M. Barbosa'Gage (11/23)	TR	X	X	X	X	X	E	X	X	X	X	X	X	X	X	U
M. Brown (11/23)	SOP	X	PC	X	X	X	X	X	X	X	X	X	X	X	X	X
L. Canto (6/28)	HB									X	X	U	X	X	E	
C. Cisco (7/26)	EHS/SOP										X	X	AP	AP	U	
L. Daniels (11/23)	WCIC	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
R. Florez (alt)	HB												X	X	U	
A. Gill (4/26)	ELK							X	X	X	X	X	X	X	X	X
K. Gonzales (3/22)	SAC						X	X	X	X	X	U	X	X	X	X
S. Gutierrez (8/23)	SOP											X	X	X	X	X
Y. Hernandez (8/23)	SOP											X	U	X	U	X
T. Knox (11/23)	PP	X	PC	X	X	X	X	X	X	X	X	X	X	X	X	E
R. Lewis (11/23)	GRAND	X	E	X	X	X	X	X	X	X	X	X	E	X	X	X
D. Low (4/26)	SJ							X	E	X	X	E	X	X	U	
D. McCracken (8/23)	SOP											X	X	X	X	X
D. Patterson (11/23)	FOSTER	X	PC	E	X	X	X	X	X	X	X	E	X	X	U	
W.J. Peck (7/26)	Elk										X	X	X	X	X	X
S. Proteau (4/26)	SJ							X	X	X	X	X	X	X	E	X
D. Quintero (s/b/s 6/28)	PP									E	X	X	X	X	X	X
S. Renteria (4/26)	SAC							X	X	X	X	X	U	X	X	X

BOARD MEMBER	SITE	11/23	12/14 *	1/25	2/22	3/3 *	3/22	4/26 *	5/24 *	6/28 *	7/26 *	8/23 *	9/27 *	10/25 *	11/8 *	11/22
B. Rosales (6/28)	HB									X	X	U	X	X	E	
C. St. Mary (11/23)	EHS/SJ	X	PC	X	X	X	X	X	X	X	X	X	X	X	X	
C. Wallace (s/b/s 3/22)	SOP						E	X	X	X	X	X	X	X	X	

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
FOSTER	Foster Parent Representative
GRAND	Grandparent Representative
HB	Home based Option
PAST	Past Parent Representative
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
TR	Twin Rivers School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

- X:** Present
- E:** Excused
- R:** Resigned
- U:** Unexcused Absence
- S/B/S:** Should be Seated
- AP:** Alternate Present
- E/PCB:** Excused, Policy Council Business
- E/PCB:** Excused, Policy Committee Business
- OGC:** Outgoing Chair
- *:** Special Meeting

Current a/o 11/8/11

ITEM I - CALL TO ORDER/ROLL CALL
(Continued)

New 2011-2012 Policy Council Members to be seated:

- _____ Venetea Dosty, Elk Grove Unified School District
- _____ Kiersten Gonzales, Sacramento City Unified School District
- _____ Nadezhda Ruelas, Sacramento City Unified School District
- _____ LuJuan Tillman, Sacramento City Unified School District
- _____ Sarah Proteau, San Juan Unified School District
- _____ Coventry St. Mary, San Juan Unified School District
- _____ Carolyn Wilson, Twin Rivers Unified School District
- _____ Trina Pelton, Twin Rivers Unified School District
- _____ Vivian Gutierrez, WCIC/Playmate Child Development Center
- _____ Frank Ybarra, WCIC/Playmate Child Development Center
- _____ Janet Diaz, Early Head Start (San Juan)
- _____ Connie Wallace, SETA-Operated Program
- _____ Socorro Gutierrez, SETA-Operated Program
- _____ Amber Taylor, SETA-Operated Program
- _____ Claudine Ayala, SETA-Operated Program
- _____ Devon McCracken, SETA-Operated Program
- _____ Latreece Anderson, SETA-Operated Program

- _____ Vacant, Home Base Option
- _____ Vacant, Home Base Option
- _____ Vacant, Past Parent Representative
- _____ Vacant, Past Parent Representative
- _____ Vacant, Grandparent Representative
- _____ Vacant, Foster Parent Representative

POLICY COUNCIL BOARD MEETING ATTENDANCE PROGRAM YEAR 2011-2012

The 2011-2012 Board was seated on **November 22, 2011** and
December 20, 2010

BOARD MEMBER	SITE	11/22	12/20	1/24	2/28	3/27	4/24	5/22	6/26	7/24	8/28	9/25	10/23	11/27
L. Anderson	SOP													
C. Ayala	SOP													
J. Diaz	EHS/SJ													
V. Dosty	EG													
K. Gonzales	SAC													
S. Gutierrez	SOP													
V. Gutierrez	WCIC													
T. Pelton	TR													
S. Proteau	SJ													
N. Rueas	SAC													
C. St. Mary	OGC													
A. Taylor	SOP													
L. Tillman	SAC													
C. Wallace	SOP													
C. Wilson	TR													
F. Ybarra	WCIC													

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 25, 2011 POLICY COUNCIL MINUTES

BACKGROUND:

Attached for the Policy Council's review are the minutes of the October 25, 2011 and November 8, 2011 meetings.

RECOMMENDATION:

That the Policy Council approve the October 25, 2011 and November 8, 2011 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, October 25, 2011
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Coventry St. Mary called the meeting to order at 9:08 a.m. and read the Thought of the Day. Ms. Lisa Daniels called the roll.

Members Present:

Willie Jean Peck, Elk Grove Unified School District (arrived at 9:07 a.m.)
Amarjit Gill, Elk Grove Unified School District (arrived at 9:30 a.m.)
Kiersten Gonzales, Sacramento City Unified School District
Sandra Renteria, Sacramento City Unified School District (arrived at 9:09 a.m.)
Sarah Proteau, San Juan Unified School District (arrived at 9:09 a.m.)
Darlene Low, San Juan Unified School District
Michela Barbosa'Gage, Twin Rivers Unified School District (arrived at 9:12 a.m.)
Lisa Daniels, WCIC/Playmate Child Development Center
Mary Brown, SETA-Operated Program (arrived at 9:17 a.m.)
Connie Wallace, SETA-Operated Program
Devon McCracken, SETA-Operated Program
Socorro Gutierrez, SETA-Operated Program
Yvette Hernandez, SETA-Operated Program
Rebecca Lewis, Grandparent Representative
David Quintero, Past Parent
Tamara Knox, Past Parent
Dina Patterson, Foster Parent Representative (arrived at 9:12 a.m.)
Coventry St. Mary, Early Head Start (San Juan)
Reina Florez, Alternate, Early Head Start (SOP) (arrived at 9:40 a.m.)
Lucero Canto, Home Base Option
Blanca Rosales, Home Base Option

Member Absent:

Christina Cisco, Early Head Start (SOP) (excused; alternate present)

II. Consent Item

- A. Approval of the Minutes of the September 27, 2011 Special Meeting

Minutes were reviewed; no questions or corrections.

Moved/Gutierrez, second/Quintero, to approve the September 27, 2011 minutes as distributed.

Show of hands vote: Aye: 12, Nay: 0, Abstentions: 1 (St. Mary)

III. Action Items

A. Approval of the Abolishment of the Program Officer, Head Start Family Services Worker, and Accounting Technician Classifications

Mr. Rod Nishi reviewed this board item. The classifications of Program Officer, Head Start Family Services Worker were replaced by new classifications and the incumbents in these classifications were reallocated into the new classifications.

Ms. Willie Jean Peck arrived at 9:07 a.m.

The Program Officer position was split into three classifications. All of the old Program Officers were reallocated into new positions. The Family Services Worker classification was created with three ranges. All FSWs completed testing and assessed for the various ranges, and then reallocated into their new positions.

Ms. Sandra Renteria and Ms. Sarah Proteau arrived at 9:09 a.m.

The remaining Head Start Accounting Technician was reallocated to Program Analyst thus making Accounting Technician position no longer needed.

Ms. Devon McCracken asked if the FSWs will no longer be at the centers and Mr. Nishi replied that it is just a change in their job titles.

Ms. Michela Barbosa'Gage arrived at 9:12 a.m.

Moved/Gutierrez, second/Daniels, to approve the abolishment of the Program Officer, Head Start Family Services Worker and the Accounting Technician classifications.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (St. Mary)

Ms. Dina Patterson arrived at 9:12 a.m.

B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Second Reading and Approval of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council

Ms. St. Mary reviewed the various modifications to the bylaws.

Ms. Mary Brown arrived at 9:17 a.m.

Ms. Gutierrez inquired why the minutes were revised. Ms. Daniels explained that it helps to streamline the bylaws.

Moved/Barbosa'Gage, second/Wallace, to close the public hearing and approve the amendments to the Policy Council bylaws.

Show of hands vote: Aye: 17, Nay: 0, Abstentions: 1 (St. Mary)

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

Ms. Willie Jean Peck and Ms. Dina Patterson also expressed interest in applying for Grandparent Representative. Ms. Patterson expressed interest in the Foster Parent Representative and stated that she faxed her application in the week prior.

Ms. Amarajit Gill arrived at 9:30 a.m.

Moved/Gonzales, second/Hernandez, to approve Ms. Willie Jean Peck verbal application for Grandparent Representative.

Show of hands vote: 17, Nay: 2 (Brown and Gutierrez), Abstentions: 1 (St. Mary)

Ms. Peck expressed interest in applying for the Foster Parent Representative as well.

Ms. Reina Florez arrived at 9:40 a.m.

Ms. Brown reminded board members that if applications were turned in on time, there would not be an issue. She feels that it is unfair to board members that have turned in their applications on time.

Ms. Desha requested that Action Items C, D, and E be tabled to the November 22 meeting to ensure all of the applications are received.

Moved/Daniels, second/Proteau, to continue items III-C, III-D, and III-E to the November 22 Policy Council meeting.

Show of hands vote: Aye: 17, Nay: 0, Abstentions: 3 (St. Mary, Lewis, Brown)

D. Review of Applications and Election of Grandparent Representative and Alternate: Continued to November 22, 2011

E. Review of Applications and Election of Foster Parent Representative and Alternate: Continued to November 22, 2011

IV. Information Items

A. Standing Information Items

➤ PC/PAC End-of-Year Appreciation Report(s)

- ◆ Parent Staff Recognitions: Ms. St. Mary and Ms. Wallace presented the following board members and staff with plaques of appreciation: Ms. Yvette Hernandez, Mr. David Quintero, Ms. Darlene Low, Ms. Lisa Daniels, Ms. Robyn Caruso, Ms. Alma Hawkins.

Ms. Knox and Ms. Patterson were excused and left the meeting at 9:58 a.m.

- Introduction of Newly Seated Representatives: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reported that the Agency is two months into the grant year with an expectation of spending 16.7% of the budget but less has been spent. The Agency is returning around \$400,000 to the Office of Head Start; \$46.2 million of last year's grant was spent. The California Department of Education programs are three months into the grant. Food program fiscal year is July 1-June 30 fiscal year. The ARRA program is coming to an end and the Office of Head Start approved SETA's request to extend the expansion funds which serves 150 Head Start and Early Head Start children.
- Parent/Family Support Unit Events and Activities: No additional reports.
- PC/PAC Calendar of Events: Ms. St. Mary reported the dates of the Health Services Advisory Committee and PC Executive Committee meetings.
- Parent/Staff Recognitions: No additional recognitions.
- Community Resources-Parents/Staff: Ms. Lewis reported that on Friday, October 28 from 3-6 p.m., a free Harvest Festival will be held at the Donut House on Fourth Avenue behind Food Source.

Ms. Daniels stated that while this is her last year in Head Start (2 terms left), she has volunteered to be Girl Scout troop leader.

Ms. Barbosa'Gage stated that this is her last year and she, too, will continue to volunteer.

- B. Governing Board Minutes of July 7, 2011 and August 4, 2011: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Coventry St. Mary
- PC/PAC Executive Committee Report: Ms. Lisa Daniels reviewed the critique of the last meeting.
- B. Budget/Planning Committee: Ms. Socorro Gutierrez stated that this is a really good committee because board members are helped to understand where the funds go. It is better to return funds than to be in the red; the next meeting is November 8, 2011, 9:00 a.m., in the Oak Room.
- C. Male Involvement Committee/Community Advocating Male Participation: Mr. David Quintero stated that he is not sure when the next meeting will be; maybe December.

Ms. Barbosa'Gage left at 10:12 a.m.

- D. Health Services Advisory Committee Report: The next meeting is scheduled for Wednesday, October 26.
- E. Maternal, Child and Adolescent Health Advisory Board: Ms. Rebecca Lewis reported on the Black Infant Health Committee. First Five is opening a new dental clinic in North Sacramento. Sacramento County is the only county that has managed dental care for children only. There have been several rabid skunks and raccoons in the downtown Sacramento area; parents were cautioned to be watchful. The next meeting November 11; Ms. Kossick and Ms. Lee have been invited to attend the meeting to “share their genius.”

VI. Other Reports

- A. Executive Director’s Report: Moved to later in the meeting.
- D. Head Start Managers’ Reports
 - ✓ Brenda Campos: A modular building at White Rock Elementary School is going through the licensing process. Ms. Campos reviewed the Program Information Report that is required of SETA annually; this report shares statistical information as it relates to enrollment, ages of children, ethnicity, languages spoken, education levels of the staff, healthy services and family services provided to families and children. It is a challenge to get the kids immunized in the Head Start program. The numbers are low compared to other health screenings. Children in the Home Base Option do not have to have their immunizations current in order to be enrolled. Follow-up for dental treatment for children continues to be a challenge. There are many factors such as transportation, educational/cultural concerns, or availability of follow-up appointment.

Ms. Willie Jean Peck has a special needs child and she does not want to have his dental care since he has an aversion to things being put into his mouth. She feels that she has been harassed for that even though she explained why she cannot take the child to the dentist. Ms. Campos replied that the individual cases need to be addressed. There are dentists that are capable of dealing with special needs children and dental issues do need to be addressed. SETA has professional/capable staff that can deal with this situation directly. Ms. Campos urged parents to talk to the Health Coordinator at their particular delegate agency. There is a county health coordinator that can be sought out for information.

The Annual Delegate Kickoff was held last week for administrative staff and representatives from the delegate staff. This meeting is done annually to talk about challenges and where the program is are heading in the coming year. The Executive Director of the California Head Start Association (Mr. Rick Mockler) was present, as well as former superintendent for the Department of Education, Mr. Jack McConnell who gave a presentation on how important Head Start is for children.

- A. Executive Director's Report: Ms. Kossick presented Ms. Lee with some flowers in recognition of her 20 years with the Agency.
- B. Head Start Deputy Director's Report
 - Monthly Head Start Report: The federal reviewers came back and did a follow-up visit blood lead testing and how in-kind hours are reported. The reviewers have recommended a full clearance of all of the findings. There was a lot of coordination and effort on the part of staff and delegate staff. The federal and state budgets continue to be a challenge to our community. There was an 11% cut in the Department of Education budget which meant reduction in services/staff and hours. The original proposal was for a 15% cut. Ms. Lee stated that this was a 'trigger bill'; in this case, it is a commitment or condition that the cuts would not be done now. However, if, by the second quarter of the year, revenue is not made, the 'trigger' will be pulled and there may be more cuts. This will happen on December 15. Sacramento County and the state are still short in the projections so there may be additional cuts. The board will be kept updated on the issues. If there were to be another cut, it would be an additional 4% budget cut. Ms. Lee reminded the Board that attendance is crucial. If there is 50-65% classroom attendance, there are 40% of kids that are not in their classroom which means there is the potential for budget cuts.

Ms. Kiersten Gonzales asked who board members could contact regarding this situation. Ms. Lee replied that contacting local officials would be the best; Ms. Lee suggested board members contact Mr. Rick Mockler at the California Head Start Association, (916) 444-7760. www.ca.headstart.org. The National Head Start Association also has sample letters on their website (www.NHSA.org).

Ms. Lewis stated that at the last budget meeting there was discussion about a separate organization that does the lobbying for Head Start but they do not receive much in donations. Are parents able to make monetary donations? Ms. Lee replied that parents can but the program cannot. The League of Women Voters can come out and do lobbying or on-site registration at the various parent meetings.

Ms. Alma Hawkins officially joined Ms. Desha in working on Governance.

- ✓ Lisa Carr: Ms. Carr congratulated Ms. Hawkins and made sure that she can still work on the Parent Conference. The Grandparent/Foster Parent chili cook-off on October 12 was a great event. Ms. Alma Hawkins and Ms. Jody Marquez were commended for organizing on a fabulous event. Ms. Carr talked about Healthy Marriage program. The Agency will be working with the Healthy Marriage Initiative of Greater Sacramento which received a nationwide grant to serve 1,200 families. The Agency will be working with this program to provide three different workshops: 1) one workshop for single parents; 2) one workshop for parents in romantic relationships; and one workshop for married parents. The classes will be offered in Spanish and in English. After finishing all classes,

attendees will be eligible for a \$50.00 stipend and dinner with childcare provided. Staff is finalizing the dates; some will be at the Del Paso office and some will be at the delegate agencies. There is good research that shows when parents are secure in their relationship and are empowered, the children in the classroom do much better. Ms. Carr will provide the research statistics showing how important good relations are for parents and kids. November 18 will be the first meeting of the Parent Conference Committee, 9:00 a.m. in the Redwood Room. On November 10, there will be a meeting on attendance/customer service, 1:00 p.m. in the Redwood Room.

Ms. Gonzalez inquired about the information about the children's' reading abilities by Grade and Ms. Carr replied that this information is utilized to determine the number of prisons built and the amount of money put into the criminal justice system. There is a direct correlation between the inability to read by Grade 3 and involvement in the criminal justice system.

Ms. Carr stated that Mr. Bob Silva has 18 pumpkin carving events throughout the SETA-operated programs.

Ms. Daniels asked for the report on Sacramento Reads; Ms. Carr will download the Power Point Presentation and include it in the next Policy Council board packet.

✓ Karen Gonzales: No report.

- C. Chair's Report: Ms. St. Mary reported that last year's Parent County-wide Conference was really fun and encouraged participation in the planning of this conference.

Board members were asked to see Ms. LaShaun Burke or Ms. Hogan to see if there are meeting reimbursements to pick up.

Ms. St. Mary thanked the board for their thoughts and prayers for her mother who recently had a heart attack. Her mother is doing fine.

- E. Open Discussion and Comments: Ms. Brown expressed concern that nothing has been said about a center being closed. Ms. Carr replied that the Head Start managers have been unable to meet with Ms. Lee regarding the center closure. She will bring the concerns to Ms. Lee.

Ms. McCracken wanted to know if Teacher Terri and Teacher Kazua will remain at the Broadway center. Ms. Carr replied that she is not the operations manager so she cannot answer the questions about teaching staff. Ms. Carr will touch base with Ms. Karen Gonzales.

Ms. Yvette Hernandez left at 11:03 a.m.; Ms. Sandra Renteria left at 11:06 a.m.; Ms. Amarjit Gill left at 11:11 a.m.

- F. Public Participation: Mr. David Quintero provided flyers on a Positive Solutions for Families Workshop; he has flyers in Spanish and English.

Ms. Reina Florez reported that Elk Grove Unified School District also provides workshops on how to deal with difficult children. Parent Project is specifically for older children. There is a \$20.00 materials fee but the workshops are free.

- VII. **Adjournment:** The meeting was adjourned at 11:18 a.m.

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL
Minutes/Synopsis

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

Tuesday, November 8, 2011
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Coventry St. Mary called the meeting to order at 9:05 a.m. Ms. Lisa Daniels called the roll.

Members Present:

Willie Jean Peck, Elk Grove Unified School District
Amarjit Gill, Elk Grove Unified School District
Kiersten Gonzales, Sacramento City Unified School District
Sandra Renteria, Sacramento City Unified School District
Lisa Daniels, WCIC/Playmate Child Development Center
Mary Brown, SETA-Operated Program
Connie Wallace, SETA-Operated Program
Devon McCracken, SETA-Operated Program
Socorro Gutierrez, SETA-Operated Program
Rebecca Lewis, Grandparent Representative
David Quintero, Past Parent
Coventry St. Mary, Early Head Start (San Juan)

Member Absent:

Christina Cisco, Early Head Start (SOP) (unexcused)
Sarah Proteau, San Juan Unified School District (excused)
Darlene Low, San Juan Unified School District (unexcused)
Michela Barbosa'Gage, Twin Rivers Unified School District (unexcused)
Reina Florez, Alternate, Early Head Start (SOP) (unexcused)
Lucero Canto, Home Base Option (excused)
Blanca Rosales, Home Base Option (excused)
Tamara Knox, Past Parent (excused)
Dina Patterson, Foster Parent Representative (unexcused)
Yvette Hernandez, SETA-Operated Program (unexcused)

II. **Action Item**

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

The board went into closed session at 9:08 a.m. Ms. St. Mary called the meeting back to order at 9:15 a.m. and reported out of closed session that the Policy Council approved the Eligibility List for Head Start Teacher.

- III. **Adjournment:** The meeting was adjourned at 9:16 a.m.

ITEM III-A – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF
PAST PARENT REPRESENTATIVES AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council Past Parent Applications to be reviewed and candidates elected for Program Year 2011-2012.

This item was continued from the October 25 Policy Council meeting.

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-B – 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 2011-2012.

This item was continued from the October 25 Policy Council meeting.

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-C – 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 2011-2012.

This item was continued from the October 25 Policy Council meeting.

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 III-D - ACTION

APPROVAL TO MODIFY SALARY CLASSIFICATION PLAN FOR THE POSITION OF
ON-CALL COOK/DRIVER

BACKGROUND:

The Executive Director is proposing to modify the Salary Classification Plan by increasing the wage rate of On-Cook/Driver from \$9.41 to \$10.41. On-call Cook/Drivers provides the Agency with the ability to have available individuals to fill-in for Head Start Cook/Drivers on an as-needed basis. Under the general direction of the Coordinator of Food Services and the Head Cook, these individuals prepare and deliver food to the various child care centers.

The Agency has encountered difficulty in maintaining a sufficient number of individuals on this list. Head Start Courier /Maintenance staffs have been called upon to deliver the meals and snacks prepared at the kitchen. While this keeps meals and snacks on schedule to be delivered to their appointed destinations, it does take staff away from their duties and responsibilities of maintenance.

The current wage rate for on-call Cook/Drivers is \$9.41 per hour and regular employees in the classification of Head Start Cook/Driver is \$13.42. The Agency wishes to increase the rate of the on-call staff to \$10.41. This rate aligns with substitute teachers.

Financial impact: \$3,800 per year based upon historical usage

RECOMMENDATION:

Approve modification to the Salary Classification Plan by increasing On-call Cook/Driver wage to \$9.41 per hour.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
- Committee Reports: Ms. Coventry St. Mary
 - ✓ Executive Committee: Ms. Coventry St. Mary
 - ✓ Budget/Planning Committee: Ms. Coventry St. Mary
 - ✓ Health Services Advisory Committee Report: Ms. Rebecca Lewis, Ms. Amarjit Gill
 - Seating of New Policy Council Members (2011-2012)
 - Introduction of Policy Council Members
 - Introduction of Staff
 - How to Present and Make Motions – Ms. Coventry St. Mary
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
 - Board Procedures
 - ✓ Reimbursements & Budget/Planning: Mr. Roger Bartlett
 - ✓ Personnel: Ms. Bonnie Bilger
 - ✓ Conflict of Interest: Ms. Nancy Hogan
 - Officer Elections – December 20, 2011 - Coventry St. Mary

NOTES:

ITEM IV-A – INFORMATION
(continued)

STANDING INFORMATION

This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council.

The Executive Committee met and evaluated the October 25, 2011 special Policy Council meeting.

GOOD!!!
Thank you, Ms. Lisa Daniels for making reminder phone calls for the PC meeting.
Thank you, Mr. Jaime Serrano, for your technical support to the Policy Council.
Thank you, Board members, for a clean board room.
Thank you, Board members, for remaining seated during presentations.
Thank you, Board Members, for management of cell phones.
Thank you, Ms. LaShaun Burke and Ms. Nancy Hogan, for providing PC/PAC reimbursements.
NEEDS IMPROVEMENT
Members arriving on time.
Members should be seated and be ready for meeting by 8:50 a.m.
Please plan to stay until the meeting is adjourned.
Remain seated during all presentations.
Prior to speaking, raise hand to be acknowledged by the Chair.
NO FOOD IN THE BOARD ROOM.

NOTES:

- Budget/Planning Committee Report – Ms. Coventry St. Mary

- Health Services Advisory Committee (HSAC) – Ms. Coventry St. Mary

ITEM IV-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The September 1, 2011 Governing Board minutes are attached for your review.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, September 1, 2011
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:13 a.m.

Members Present:

Don Nottoli, Chair, SETA Governing Board; Member, Board of Supervisors
Sophia Scherman, Vice Chair, SETA Governing Board; Public Representative
Jimmie Yee, Member, Board of Supervisors

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento
Bonnie Pannell, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the July 7, 2011 and August 4, 2011 Regular Board Meetings
- B. Approval of Claims and Warrants
- C. Approval of Out-of-State Travel for Staff to Attend the Open Society Foundation Institute in Washington, D.C.
- D. Approval of Revised Workforce Skills Preparation Services (WSP) Request for Qualifications (RFQ)

The consent items were reviewed; no questions or corrections.

Moved/Scherman, second/Yee, to approve the consent items as follows:

- A. Approve the minutes of the July 7, 2011 and August 4, 2011 meetings.
- B. Approve the claims and warrants for the period 7/29/11 through 8/25/11.
- C. Approve out-of-state travel for William Walker to attend the Open Society Foundation Institute on September 13-15, 2011 in Washington DC, at no cost to SETA.
- D. Approve the Release of the Revised Workforce Skills Preparation Services (WSP) Request for Qualifications (RFQ) to include an On-the-Job Training/ Subsidized Employment (OJT/SE) "pay-for-performance" vendor service.
Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval to Modify Retiree Medical And Dental Insurance Program Administrative Policy for Calendar Year 2012

Mr. Rod Nishi stated that in August, the board approved the Medical And Dental Insurance Program Administrative Policy for Calendar Year 2012. This item requests the modification of Section IX, Eligibility for Subsidy/Offset Payments which must be modified to coincide with the actions taken by the Board regarding eligibility for subsidy/offset payments. Mr. Nishi stated that this policy differs slightly from the county in that the county has different date requirements for qualified employees.

Moved/Yee, second/Scherman, to approve modification of Section IX. Eligibility for Subsidy/Offset Payments as identified in the Retiree Medical and Dental Insurance Program Administrative Policy, effective January 1, 2012.

Voice Vote: Unanimous approval.

2. Approval of Addendum to Payroll Services Contract with High Line Corporation

Mr. Nishi stated that SETA's payroll system software vendor is High Line Corporation. The former vendor, Ingentra, provided services to develop the payroll system. Staff is seeking approval of a contract addendum with High Line to troubleshoot the current system so the payroll system can be implemented. This contract addendum is not to exceed \$10,000. The president of High Line has stated that the cost of bringing SETA's payroll system on-line will not exceed \$10,000.

Moved/Scherman, second/Yee, to approve a contract addendum with High Line Corporation to provide consulting and troubleshooting to implement the timesheet entry module at a cost not to exceed \$10,000.

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

3. Approval of Revised Program Coordinator Job Classification and Re-Titling to Facilities Coordinator

Mr. Nishi stated that this item recommends the revision of the Program Coordinator job classification. While the scope of the duties of the classification have held fairly constant, the: tools, terminology, and specific tasks of the Program Coordinator's work need further clarification. Mr. Nishi reviewed the modified job classification and stated that there will be no financial impact.

Speaker before the board: Donna Hubbs, Program Coordinator

Moved/Scherman, second/Yee, to approve the revised Program Coordinator job classification and the re-titling to Facilities Coordinator.
Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

1. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2012 Program Year

Ms. Cindy Sherwood-Green reviewed this item. This RFP will seek proposals from organizations to serve low income Sacramento resident.

CSBG funding will be allocated as follows:

1. Sixty percent (60%), or \$480,000, for Safety-Net Services, one-time or limited services to families who find themselves in a crisis situation.
2. Forty percent (40%), or \$320,000, for Family Self Sufficiency services, which are comprehensive, case-managed services for families.

Proposals are due by October 6 and the Governing Board is scheduled to make final funding decisions on December 1. There are stipulations included in the RFP that the program would be run according to the state funding levels.

Moved/Yee, second/Scherman, to approve the CSBG Request for Proposals for the 2012 Fiscal Year.

Voice Vote: Unanimous approval.

Refugee Services

2. Approval of Staff Funding Recommendations for the Refugee Employment Social Services, Targeted Assistance, Older Refugee Discretionary, Targeted Assistance Discretionary Programs, Program Year 2011-2012

Ms. Michelle O'Camb stated that on June 17, 2011, SETA received 22 proposals. The 22 proposals were submitted by 14 applicants requesting a total of \$2,730,115; all proposals were reviewed by a team of nine. Ms. O'Camb reviewed the funding recommendations for refugee services. SETA has not received notification of PY's 2011-12 RESS and TA or Older Refugee Discretionary (ORD) allocations. It is anticipated that SETA will receive this information in September 2011. Preliminary estimates indicate that funds available for allocation will be:

RESS: \$590,528 **TA**: \$319,638 **ORD**: \$47,725

There will not be any carryover funds this year.

Ms. O'Camb reviewed the programs being recommended for funding. The agencies being recommended have demonstrated their ability to provide services indicated in the RFP. Ms. O'Camb reviewed a map indicating the highest

refugee concentrations in the county. Programs recommended for funding will provide services to refugees county-wide.

Mr. Nottoli spoke of a letter received by Sacramento City Unified School District. Ms. O'Camb stated that there have been issues with the program moving around so much and the refugee population's inability to find their services.

Speaker before the board:

Susan Lytle Gilmore, Director, Adult Education, Sacramento City Unified School District

Moved/Yee, second/Scherman, to approve staff funding recommendations for the Refugee Employment Social Services (RESS), Targeted Assistance (TA), Older Refugee Discretionary (ORD), and Targeted Assistance Discretionary (TAD) programs, Program Year 2011-2012, as indicated on the attached funding charts. Additionally, approve the following stipulations:

- 1) VESL/ES service providers must ensure open entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
- 2) All VESL/ES and ES Stand Alone budgets must include a minimum allocation of 5% for supportive services.
- 3) Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must stagger respective staff to ensure program services are available Monday through Friday, at least eight hours a day, from October 1, 2011 through September 30, 2012.
- 4) If the final allocations for RESS, TA, ORD, and/or TAD are less than the anticipated amounts, SETA reserves the right to reduce amounts allocated to providers accordingly.
- 5) If the final allocations for RESS and TA are more than anticipated, Staff will return with an augmentation recommendation. If staff returns with an augmentation recommendation, priority for funding will be given to Lao Family Community Development, Inc. for the Employment Service activity.

Roll call vote: Aye: 3, Nay: 0, Abstentions: 0

One Stop Services: No items.

Youth Services: No items.

IV. Information Items

- A. Child and Adult Care Food Program Review Report and Response: No questions.
- B. Report Back on Services Provided to Parolees

Ms. Kathy Hamilton, Director, Elk Grove Adult & Community Education thanked the board for approving staff to attend the Open Society Foundation Institute. This will assist staff to work with people between sixth and 12th grades. The team that goes to Washington, D. C. will bring back the action plan.

Ms. Purdy reviewed a variety of grants that have been received in Sacramento to assist public sector dislocations as well as other private sector dislocations.

- C. Fiscal Monitoring Reports: No questions or comments.
- D. Head Start Reports: No questions or comments.
- E. Employer Success Stories and Activity Report: No questions or comments.
- F. Dislocated Worker Update: Mr. Walker stated that Borders Books is not yet on the list; will be put on the list later.
- G. Unemployment Update/Press Release from the Employment Development Department: No additional report.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick: originally scheduled to present the Children and Family Services workshop in October. This will be moved to the November meeting.
- C. Deputy Directors: No comments.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:50 a.m.

ITEM III-E - ACTION

SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND THE ANNUAL NATIONAL HEAD START ASSOCIATION (NHSA) PARENT TRAINING CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for Policy Council to select two (2) Policy Council Members to attend the National Head Start Association's 28th Annual Parent Training conference, December 9-13, 2011 (Friday - Tuesday), in New Orleans, Louisiana.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Policy Council select two (2) Representatives and two (2) Alternates to attend the Conference.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

POLICY COUNCIL

REPRESENTATIVE CONFERENCE ATTENDANCE **GUIDELINES**

The following guidelines for Policy Council Representatives attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be given to Policy Council (PC) Representatives who have not had an opportunity to attend a Head Start Conference.
2. The PC Representative must give a written report to the PC at the next scheduled PC meeting upon his/her return from the parent conference (local or out-of-state). The Travel Approval and Expense Claim Form will not be approved until written report has been received.
3. The PC Representative's report must include the PC Representative's name, conference title, date, location, and workshops attended.
4. Networking information and additional comments are optional.

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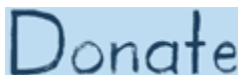


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28th Annual Parent Training Conference

December 9, 2011 - December 13, 2011

Hilton New Orleans Riverside--New Orleans, Louisiana

28th Annual Head Start Parent Conference & Institutes

December 9-13, 2011 ■ New Orleans, Louisiana

Every Child. Every Parent. Every Opportunity.

CONFERENCE SCHEDULE-AT-A-GLANCE*

Friday, December 9th

- Pre-Conference Special Tracks (9 a.m. - 5 p.m.)
- Pre-Conference Training Seminars (9 a.m. - 5 p.m.)

Saturday, December 10th

- Pre-Conference Special Tracks (9 a.m. - 4:30 p.m.)
- Pre-Conference Training Seminars (8 a.m. - 5 p.m.)
- Opening General Session (5 - 7 p.m.)
- Taste of New Orleans Reception (7 - 9 p.m. in the Exhibit Hall)

Sunday, December 11th

- General Conference Educational Sessions (9 a.m. - 3:30 p.m.)
- Family Services Institute (9 a.m. - 4 p.m.) **NEW**
- Health Services Institute (9 a.m. - 4 p.m.) **NEW**
- Achieving Educational Equity for Head Start Children Town Hall Meeting (2 - 4 p.m.) **NEW**
- Exhibits Open (9 a.m. - 5 p.m.) **NEW**
- Parent Policy Council Recognition Dinner (7 - 9 p.m.) **NEW**

Monday, December 12th

- General Conference Educational Sessions (9 a.m. - 3:30 p.m.)
- Cooking Matters Celebrates Healthy Eating (9 a.m. - 4 p.m.) **NEW**
- Father Engagement Summit (9 a.m. - Noon) **NEW**
- Family Services Institute (8:30 a.m. - 5 p.m.) **NEW**
- Health Services Institute (9 a.m. - 4 p.m.) **NEW**
- Exhibits Open (9 a.m. - 2 p.m.)
- NHSA 3-on-3 Basketball Tournament (4 - 7 p.m.)

Tuesday, December 13th

- Closing General Session featuring actor & Master Teacher Pepe Serna (8:30-10:30 a.m.)

* Subject to change.

Registration
is now OPEN!
GO TO
<https://nhsa.expotracker.net>

Please note: Conference participants are responsible for their meals. Learn more about the many culinary delights of New Orleans (as well as local attractions, music, and other key information) by visiting www.neworleanscvb.com/nhsa

[CLICK HERE TO REGISTER](#) or go to www.nhsa.org for information on this and other professional development opportunities designed specifically for the Head Start community.





Every Child. Every Parent. Every Opportunity.

To register, click [HERE](#).

NHSA welcomes two very special guests...

T. Berry Brazelton, M.D.

[Bio](#)



Joshua Sparrow, M.D.

[Bio](#)



Touchpoints: Strengthening Families, Building Communities

Opening Session Saturday December 10th 5:00 - 7:00 pm

Raising children has always been stressful, but today's families face more challenges than ever before. Rising costs in the face of stagnating wages; lack of affordable, quality child care for parents who work outside the home, overburdened healthcare systems incapable of dealing with the increase in families with children who have health related chronic conditions (diabetes, asthma, and autism spectrum disorders), and fragmented communities are facts of life in the United States, which negatively affect us all.

The paths which we know help children thrive and families succeed in the midst of these challenges-strong emotional bonds with adults in a child's early years, children who enter school ready to learn and access to education, jobs that pay livable wages, affordable health care, quality child care, and thriving community support systems - are eroding faster than we can rebuild them.

Dr. Brazelton's and Dr. Sparrow's presentation will focus on the stresses parents face today and offer solutions for relieving those stresses, based on Dr. Brazelton's pioneering research on infant development and more than 60 years of listening to parents and children. They will discuss what they call the Touchpoints Approach. The Touchpoints Approach empowers parents to discover their effectiveness as parents, guiding them through their children's predictable crises to support the development of their children's self-esteem and readiness to learn, and to take on the world.

Closing Session Tuesday December 13th

8:30-10:30 am

Pepe Serna



Veteran actor Pepe Serna has appeared in more than 100 feature films with other accomplished actors such as Al Pacino, Clint Eastwood, and Kevin Costner, and 300 television shows. In addition to his acting career, Pepe Serna is a Master Teacher at improve with over 40 years of experience teaching people from all walks of life, including educators, children, athletes, and other professionals. His workshops create an interactive environment of discovery that promote childlike playfulness, enabling even the most timid of participants to come out of their shells. Serna's workshop topics range from light comedy to real-life drama. Using lively discussions and role plays, participants learn to listen, get in touch with their inner core instincts, enhance their creativity, strengthen their public-speaking skills, increase their self-esteem, and find new ways of seeing old challenges.

NHSA's Annual Head Start Parent Conference is the only national parent conference that delivers high-quality training and educational opportunities to Head Start parents and those who work with or on behalf of parents. Participants in this comprehensive professional development event will learn best practices, effective strategies, and cutting-edge approaches that address the many challenges they face, explore areas critical to parent engagement, and facilitate the healthy development of Head Start children. The goal of this conference is to ensure that all participants gain the information and resources needed to prepare for kindergarten and to build lifelong learning skills.

Who should attend the Head Start Parent Conference?

With more than 100 educational sessions that address a broad range of topics to suit all levels of learners and their interests, the conference is a valuable learning opportunity for...

- **Parents** who are looking for effective strategies that support their child's optimal development, facilitate school readiness, and help their family attain self-sufficiency.
- **Directors and Managers** seeking the latest information to advance their agency's capacity to serve families and communities.
- **Entry-level professionals, recent graduates, and students** who are just beginning their careers and are looking for an effective and convenient way to cover a diverse range of topics in a short period of time; who want to build a network of experienced professionals who can provide future guidance; and who are interested in discussing the questions and challenges they are encountering.
- **Seasoned early childhood professionals** who want to remain current on best practices, new developments in the field, and changes in federal guidelines and requirements, and who are looking to increase their network of professionals with whom they can collaborate.

To register, click [HERE](#).

[Download the Conference Schedule at a Glance here.](#)

Pre-Conference Seminars and Special Tracks offered December 9-10th

[Free Training Seminars](#)

[Special Tracks](#)--Feldesman Tucker's Hot Topics in Child Care, A Joyous Jump in Literacy, Building Stronger Communities by Strengthening Children and Families, and more!

Conference Events

- Policy Council Dinner (additional fee--\$80) - Sunday, December 11th 7:00 PM-9:00 PM
- [Father Engagement Summit](#) - Monday, December 12th 9:00 AM-12:00 PM
- [Health Services Institute](#) - Sunday, December 11th and Monday December 12th
- [Family Services Institute](#) - Sunday, December 11th and Monday December 12th

What learning areas will be covered during the Conference?

- [Parent Involvement and Parenting Practices](#)
- [The Head Start Child Development and Early Learning Framework](#)
- [The Role of Parents as Teachers](#)
- [Parent/Family Engagement](#)
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- [Social Emotional Development and Challenging Behavior](#)
- [Assessments, Planning, and Management](#)
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- [Staff Professional Development](#)
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- [Professional Development for Parents](#)
- [Cultural Competence/Dual Language Learners](#)
- [Program Governance](#)

General questions about the conference may be e-mailed to Ed Condon at econdon@nhsa.org.

[Interested in volunteering? Click here to download a volunteer packet. \(Please allow enough time to download.\)](#)

Interested in being a vendor at our conference, [click here](#).

Conference Registration Rates:

Early-bird registration on or before October 21, 2011: \$300 NHSA member rate & \$350 non-member rate

Regular registration: \$400 NHSA member rate & \$450 non-member rate



[Hilton New Orleans Riverside](#)

Two Poydras Street
New Orleans, LA 70130

(504) 561-0500

Ask for the NHSA Annual Parent Training Conference
Room Rate

Single/Double - \$174
Hotel cut-off date: November 14, 2011

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Presenters, click [here](#) to complete the required registration, or download your registration form [here](#).

Exhibiting at the Conference: [Click here to download the exhibitor prospectus](#) or contact Owen Snyder at owen@carambolagroup.com or (407) 999-9449.

Advertising in the Conference Program Guide: [Click here to download an insertion order](#) or contact Julie Antoniou at julie@nhsa.org or (703) 739-7561.

Interested in presenting an educational workshop? [Download the Call for Presentation here.](#)

Interested in presenting a Special Track? [Download the Call for Special Track Proposals here.](#)

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Airport Shuttle:

Adults (6 or older) are \$38 round trip per person, or \$20 one-way. Children under 6 are free. The first 3 bags per passenger are free. It departs every 10 minutes from airport. 504-596-2699.

Taxi:

One or two passengers from the airport is \$33. For 3 or more passengers the fare is \$14 per passenger.

Street Car:

Ride through the Crescent City on a national historic landmark, it only costs \$1.25. Streetcars have been rumbling along St. Charles Avenue for over 165 years. The current route runs over 13 miles downtown from Canal Street along St. Charles, past Greek Revival mansions and raised cottages, Tulane University and Audubon Park, and beyond the shops at the Riverbend, where it takes a right-hand turn onto Carrollton Avenue. The St. Charles Streetcar made its inaugural run as the Carrollton Railroad, which shuttled passengers between the French Quarter and the resort town of Carrollton. Thousands of residents commute to work on the olive-green electric cars.

Riverfront Streetcar:

For \$1.50, you can ride the traditional green or newer red streetcars. The two-mile route includes stops at all the right places: the Convention Center at Julia Street, Riverwalk, the Aquarium of the Americas, the French Market, and the Old Mint on Esplanade.

Canal/Carrollton Streetcar:

The "newest" re-established streetcar line in New Orleans runs the length of Canal Street. This is the original "Cemeteries" line, which runs from the Mississippi River to the cemeteries located at the mid-city end of Canal Street. Along the line there is a Carrollton Spur, which will take you to beautiful City Park, home of the New Orleans Museum of Art and the New Orleans Botanical Gardens. This stop is also within easy walking distance to the Fairgrounds Race Course, where the world-famous New Orleans Jazz Festival takes place every April-May.





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New Orleans, LA
Updated: 03:01 PM

Overcast

Humidity: 69%

Visibility: 10 miles

Wind: SE at 9.0 mph

79 °F

click for forecast

New Orleans Weather

New Orleans has a subtropical climate with pleasant year-round temperatures. Temperatures range from the mid 40's in winter to the upper 90's in the summer. Rainfall is common in New Orleans, with a monthly average of about five inches of precipitation.

Month	Max	MIN	Avg. Rainfall	% Sunshine
January	63	43	4.9	49
February	64	45	5.2	51
March	72	52	4.7	57
April	79	59	4.5	65
May	84	64	5.1	69
June	90	72	4.6	67
July	91	73	6.7	61
August	90	73	6.0	63
September	88	70	5.9	64
October	79	59	2.7	72
November	70	50	4.1	62
December	64	45	5.3	48



ITEM IV-A – INFORMATION (continued)

STANDING INFORMATION

BACKGROUND:

- PC/PAC Calendar of Events: Ms. Coventry St. Mary
- Parent/Family Support Unit Events and Activities: Ms. Coventry St. Mary
- Community Resources-Parent/Staff: Ms. Coventry St. Mary

NOTES:

CALENDAR OF EVENTS AND ACTIVITIES
PARENT/FAMILY SUPPORT UNIT

<u>EVENT</u>	<u>DATE</u>
Countywide Parent Conference Planning Meeting	Friday, November 18, 2011 9:00 a.m. – 12:00 p.m. 925 Del Paso Blvd. Redwood Room
Know Your Rights Workshop	Wednesday, November 30, 2011 5:30 – 8:00 p.m. 925 Del Paso Blvd. (flyer attached)

Know Your Rights Workshops

Date: Wednesday, November 30, 2011

Location: 925 Del Paso Blvd. #100

Sacramento, CA.

(Sequoia Room)

Time: 5:30pm - 8:00pm

(Across from Globe light rail Station)

**Panel Discussion
Topics:**

Child Support

***Presented by the Sacramento County
Office of Child Support***

Dinner and Childcare will be provided

*To RSVP and arrange for Spanish translation, please contact
Belinda Malone @ 263-4078 or Robert Silva @263-3809*

Conferencias: Sepa sus Derechos

Fecha: Miercoles, 30 de Noviembre del 2011

Lugar: 925 Del Paso Blvd. #100

Sacramento, CA 95815

(Sala Sequoia Room de SETA)

Hora: 5:30pm - 8:00pm

(Frente a la estación Globe del tren ligero)

Discusión del Panel Tópicos:

Custodia Infantil

***Presentado por la oficina de la conada de Sacramento de
suporte de menor.***

Habrà cena y cuidado infantil

*Para la reservación y arreglos de interpretación comuníquese
con*

Belinda Malone al 263-4078 o Robert Silva al 263-3809.

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Budget Planning Meeting	Tuesday, November 8, 2011 9:30 – 10:00 a.m. 925 Del Paso Blvd. Oak Room
PAC Executive Committee	Thursday, November 17, 2011 9:00 a.m. 925 Del Paso Blvd. Magnolia Room (Chair only – all other officer positions null and void.)
Countywide Parent Conference Planning Meeting	Friday, November 18, 2011 9:00 a.m. – 12:00 p.m. 925 Del Paso Blvd. Redwood Room
PC/PAC Executive Committee Meeting	Tuesday, November 22, 2011 11:00 a.m. (after PC meeting) 925 Del Paso Blvd. Room TBA
PC Executive Committee	Tuesday, November 29, 2011 9:30 a.m. 925 Del Paso Blvd. (Chair only – all other officer positions null and void.)
PC/PAC NHSA Parent Travel Conference Meeting	Wednesday, December 7, 2011 1:30 – 3:00 p.m. 925 Del Paso Blvd. Redwood Room

ITEM V- OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal Policy Council board packet.
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- 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)
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- C. 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
-
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-

- D. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. Coventry St. Mary), 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.



Monthly Head Start Report

November 2011

SETA Operated Program

Education Update:

October and November are the months we have the annual Supervision Policies and Procedures and the Code of Conduct Training. This yearly training reinforces SETA's expectations that all children and families are treated with respect and are kept safe.

The first assessment of the school year is underway. The DRDP (Desired Results Developmental Profile) is completed for each child. Information is used to create goals and strategies to support school readiness.

Teachers participated in a forum on free art and creative expression. The Mentor Coaches facilitated great conversations about how to strengthen art in the classroom

Family Partnership Unit:

The Male Involvement Program provided 18 Daddy and Me workshops to the early learning sites. Fathers and their children were able to carve pumpkins together at a variety of harvest festivals. After carving pumpkins, the fathers were able to learn about the different ways they could get involved in the classrooms, and why it is so important for them to stay involved in their children's lives.

Parents also had an opportunity to take a field trip to Sacramento City College to look at the campus, to meet advisors, and pick up financial aid paperwork. SETA Head Start has a Career Incentive Program which allows Head Start to reimburse parents, as well as staff, the cost of tuition and books for whatever financial aid does not cover.

Family Service Workers completed health screenings on children and met with parents to share the results of those screenings. Pedestrian safety workshops were held in the month of October. Parents and children were reminded of the need to look both ways when crossing the streets, how to install car seats correctly, and the importance of using sidewalks and staying with parents in parking lots. FSWs will also be meeting with parents to complete the Family Partnership Agreement.

Staff Development:

On October 24, 2011, SETA CFS held an All Staff Training Day at the Scottish Rite Masonic Center. Denise Lee provided a "kickoff" of the 30th Anniversary Celebration for SETA Head Start with a power point presentation that captured key elements of each program year from 1982-2011. After the general session, there were three breakout sessions that staff rotated to throughout the day which provided professional as well as personal growth for the staff: "*Building Constructive Alliances*", "*Understanding Aggressive Behavior*", and "*Sealogs for Success-Leading through Chaos and Change*". This was a great day for staff to gather together

away from their work locations and have the opportunity to interact with each other in a whole new setting; getting to know new staff, gain knowledge, and share stories and ideas.

CFS also provided the resources for staff to get their TB tests done at the All Staff Training rather than taking their own time away from work or home to get the test done at their own medical facility. Staff was very appreciative of this convenience.

Overall, the day was a great success and staff came away from the training with new thoughts, friendships and a refreshed outlook of the future.

Elk Grove Unified School District

Education Services Update:

Monica Barber, Education Coordinator from Sacramento Employment and Training Agency (SETA), presented information on developing partnerships with the families of the children in the Head Start program. She explained that the goal of Head Start is to both teach children and to assist families in developing and utilizing individual and family strengths in order to successfully meet personal and family objectives. Monica gave examples of questions to ask when helping families create goals and how to help them break goals into the smaller steps that are often needed to get to the larger goal.

Enrollment:

The Head Start program is fully enrolled with 380 students in the regular Head Start classrooms and 40 students in the expansion classrooms. Average Daily Attendance in the regular Head Start classrooms was 89%. Average Daily Attendance in the Head Start Expansion classrooms was 88%.

Disabilities Services and Mental Health Services Update:

The program educators and clerks have worked closely with the PreK special education program specialist and the consulting psychologist in placing students with an active IEP into the Head Start program. There are 37 students with active IEPs being served.

Health Services Update:

Representatives from Smile Keepers visited every Head Start classroom this month to provide fluoride treatments and discuss dental health. Program educators are monitoring files and providing additional support to ensure that children who have need of further dental treatment receive it. This month's Elk Grove Meals/Snack calendars are attached.

Family and Community Partnerships Update:

"Latino Family Literacy", a class for Spanish speaking parents, was held every Tuesday during the month of October at Samuel Kennedy Elementary School. This class teaches parents how to read aloud with their children and gives them strategies for establishing a reading routine in their home. There was an average of 5 parents in attendance at these classes.

"Parent Expectations Support Achievement" (PESA), a class for helping parents build their parenting skills, was held Wednesdays during the month of September at Charles Mack Elementary School. There was an average of eight parents in attendance at these classes.

"Read Together, Talk Together", a class that teaches parents how to make the most of the reading experience when reading with their child at home was held at Charles Mack on October 11, and Samuel Kennedy on October 18. Three parents attended the class at Charles Mack. Four parents attended the class at Samuel Kennedy.

Recruitment:

Individual registrations are taking place and students are being placed on a waiting list. There is a waiting list at each of the school sites.

Sacramento City Unified School District

Education:

In October, teaching staff received the first of a three part training series on Language and Literacy Development by Dr. Theresa Roberts. The in-depth training focuses on three key areas: Alphabet Knowledge, Phonological Awareness and Oral Language/Comprehension. Teachers will understand and implement specific indicators for high-quality instruction for the three areas. They will also receive on-site coaching support from our Resource Teachers.

Health & Nutrition:

The Dental Varnish Clinics began this month. The preschoolers are screened for dental needs and have dental varnish applied by Dental Hygienists from Smile Keepers. The Child Development Nurses are actively involved in every dental varnish clinic. The nurses follow-up on preschool children with dental needs by helping these families access dental care and by promoting good dental health practices through dental education and encouragement of routine dental care.

SCUSD nurses were also busy with health screenings of new entry preschoolers and have met their first 45 day screening deadline. Screenings continue for second year students and for children identified as needing rescreening.

Preschool teachers have begun incorporating the “I am Moving, I am Learning” objectives into their monthly parent meetings. Year One of the Head Start Three Year Goals focuses on bridging the gap between healthy lifestyle, exercise and nutrition information presented to preschoolers in the classroom and information given to their parents. Teachers were given a master list of each IMIL topic that will be covered in the classroom setting each month. Goals, objectives and master copies of handouts are provided for each monthly parent meeting and include topics such as “Share a Family Meal”, “Take Me Shopping” and “The Food Plate”.

Nurses attended the Head Start Delegate Kick-Off this month and gleaned valuable information such as California Head Start Association updates, political advocacy for the Head Start Programs and how to manage stress in the workplace.

Enrollment:

All of SCUSD’s hard work recruiting and enrolling has paid off! SCUSD is now fully enrolled in all program options.

Mental Health:

Social Workers continue attending the Sacramento County of Education (SCOE) Full Inclusion/CSEFEL Trainings with West Ed on Promoting “The Social Emotional Competence of Young Children.” Training includes: The Module Trainings, Train the Trainer, and Coaches Training. Social workers are starting to meet with External coaches to process training information and plan to implement strategies.

EHS and Home Base:

Pregnant and parenting teen groups are on-going at American Legion and Hiram Johnson. The Social Workers are currently collaborating with the Foster Youth Social Worker at American Legion to create/facilitate a 7th period for credit parenting class for male and female teen parents. Social Workers are also working with an independent study teacher at Capital City to create /facilitate a for credit class for teen mothers.

San Juan Unified School District

Family and Community Partnership Update:

The Policy Committee has gotten off to a good start. SJUSD began the new school year with a breakfast for new representatives on October 4, 2011. New Representatives not only shared a morning meal together but played an ice breaker game and were introduced to the various board positions they are eligible to run for at the first meeting. Additionally, the outgoing board gave the new reps some idea of what holding a position had been like for them.

The following week was the first meeting of the year and it was very well attended. Business was conducted smoothly, the new policy of having reps sign the Statement of Economic Interest form was accomplished and new reps appeared to become comfortable speaking up to make motions. At the Executive Board Meeting the following week, the board had positive responses to how the first meeting had been conducted.

Early Head Start:

Early Head Start is completing the first round of the education cycle. Child screenings and assessments (Desired Results Developmental Profile) are complete. Individualized Development Plans have been developed for each child and case management meetings have begun. Parent conferences and home visits during the next few weeks will complete the cycle. This will provide the program with the year's first data for analysis and integration.

Mental Health Services Update:

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

Nutrition:

The SETA Delegate Kick Off presented informational as well as motivational speakers, each of whom is dedicated to advocating for early education. Jack O'Connell, former California Superintendent of Schools, reminded the audience of the importance of providing meals to children to support not only their nutritional needs as well as children's academic success.

Grand Oaks Head Start, the recipient of the Western Growers Garden Grant, now has three garden boxes planted full of potatoes, beets, snap peas, celery, broccoli and cauliflower. The current plan is to create a "nature center" around the first garden that greets the families as they walk to the classroom. Parents will be putting in a wood chip path and donated tree stumps to be used as benches.

Education:

All preschool programs have completed their first Desired Results Developmental Profile assessments. This assessment is a California state mandate. Preschool children are assessed twice a year, first within 60 calendar days of their enrollment date, then again within six months of the first assessment date.

These assessments are based on anecdotal notes and work samples gathered during the assessment period. All areas of learning are covered in the three domains of social emotional, cognitive, and physical development. Data is aggregated for individual children, individual classrooms, and there is an agency level report divided by funding sources: State, Head Start, and Head Start and State.

Training:

Teachers were trained on the Early Childhood Environment Rating Scale. This assessment tool measures the quality of each child's experience in the class room. This is an evidences based assessment which is mandated for all California State Preschool programs. This assessment is completed once a year for all classrooms. An action plan is created after the assessment is completed and reviewed toward the end of the year with a follow up process.

Teachers experienced small group practice in scoring environment items, definitions of the terms and calculating substantial portion of the day where all learning centers are open for children to self direct during 1/3 of the class time daily.

Fiscal:

Head Start and Early Head Start Expansion ARRA funds ended on September 29th. As of October 1st, all funds that were funded under the ARRA funds were shifted, due to federal regulations under a supplemental Head Start and Early Head Start Grant. The supplemental grant now rolls into the main base grants for Head Start and Early Head Start. There is no more ARRA reporting, or any separate fiscal/in-kind reports that are due to SETA and to ACF. At this time the supplemental funds have only been funded for 6 months by the Federal Government. SJUSD hopes that the 2012 budget for Head Start will include the remaining funds needed to carry on the additional 6 months. This will be decided by the Senate and House as they work through the development of the 2012 Federal Budget.

The base grants for Head Start and Early Head Start are doing well with the year fully under way and enrolled at 100%. All fiscal reports show that the spending levels are right on schedule with the budget with 75% of SJUSD's program year remaining and 75% of the funds remaining.

Head Start submitted a modification to SETA on the 27th of October, which aligned the Head Start program and budget with the preschool reorganization. Approval of this modification should be known within 6 to 8 weeks.

Health Services Update:

Health is screening one day a week in the centralized screening room. Health Assistants are also screening in the field to test children that did not pass the first time & they have screened the children's growth. Health has continued doing dental screenings with Kate Varanelli. These dental screenings will continue through December. Any children that qualify and are in need of dental restoration will be referred to 'Smiles for Kids Day' to start the needed dental work on the first Saturday in February. The selected school sites are preparing for the SETA Monitoring Team that will be herein the beginning of November.

Twin Rivers Unified School District

Highlights: challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r, self assessment, PIR, program highlights and significant program changes, expansion updates, etc.

Events:

All students participated in Red Ribbon Week from October 24-28th. Activities included a teacher and parent door decorating contest and take-home coloring contest. The School Social Worker held parent meetings in each classroom to provide information about the dangers of drugs and how to be healthy. On October 27th, students participated in the annual Fall Festival. Students paraded around the campus with their costumes and enjoyed a hay wagon ride during the event.

For the male involvement activity, Fathers and Football was held on October 18th. Over 60 fathers (mothers and grandparents too) participated in football drills and activities at Morey Avenue as a part of the obesity and parent involvement activities. Participants received certificates and goodie bags. Photos are attached.

Professional Development:

On October 31st, all district preschool staff participated in professional development related to the Enlightened Discipline philosophy. Julie Jenkins Sathe, the author of the Enlightened Discipline book, was the trainer. Preschool staff are beginning to implement the three rules of be safe, be clean and be kind as noted in the book. All preschool staff will participate in additional training with the author on two future training sessions this school year.

Components:

Component leaders continue to follow up on their respective screenings and assessments that are required at the beginning of every school year.

The Nutrition Component Leader continues following up on hemoglobin and blood lead tests. The heights and weights have been completed for all students and have been input into the Childplus database.

The Health Component Leader continues the screenings for vision, hearing, blood pressure and dental for all students. Dental screenings have been scheduled for November 1st-3rd.

The School Social Worker/Counselor continues the Family Partnership Agreement with the incoming families as well as supporting classroom teachers with classroom observations and implementation of behavioral strategies/interventions. The Component Leader is also assessing mental health referrals that have been submitted by the teaching staff and parents for social skills and behavior intervention. The social skills and friendship groups will begin in November 2011 for referred students.

The Speech and Language Pathologist continues providing speech services to students with speech IEPs. All speech rescreening has been completed.

The Education Component Leader continues to support classroom teachers with file management and classroom strategies. The ECERS assessment has been completed for all classrooms as well as plans of action developed.

The ERSEA Component Leaders continue enrolling students and arranging enrollment files. Data input into the Child Plus, CDMIS and AERIES school database continues and a wait list has been formed. The component leaders also continue file monitoring to ensure all necessary documents are correctly completed.

Policy and Parent Committees:

The Parent Committees at both Expansion sites held parent meetings. The Policy Committee held a meeting at Morey Avenue on October 18th. During the meeting, members approved the prior meeting minutes, fundraising idea, and the new HS teachers. Members received copies of monthly Component reports. The next Policy Committee meeting will be held on November 15th at 8:30am.

Parenting:

Parents are invited to attend parenting classes in collaboration with the nearby elementary school, Garden Valley. Plans are underway to provide parenting classes in collaboration with the Mutual Assistance Network (MANN) during Spring 2012.

Fiscal:

Any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds.

Staff and PC members were provided budget information at the staff and PC meetings. Teaching staff completed their first orders based on information from their ECERS assessments.

WCIC

Program Design and Management:

WCIC's management values staff development/education, team leadership, team-building, and stability of diverse quality staff.

Family and Community Partnerships:

WCIC/Playmate Head Start Program's management is currently developing a MOU with The Effort Clinic to

provide health assistance, such as: TB testing, lead screenings, hemoglobin, physical and dental exams.

Early Childhood Education:

WCIC/Playmate Head Start Program had a Second Step Skills/Social and Academic Success, Social Emotional Skills for Early Learning Training presented by Melanie Nicolas, Program Officer, Program Support Services from SETA on October 14, 2011. She stated the brand-new Second Step Early Learning Program is designed specifically for multiple-age early learning classrooms. The curriculum is taught through 28 weekly themes, consisting of short activities to be done throughout the week. The activities build on each other to develop children's self-regulation skills and social-emotional competence. The kit contains: Color Photo Weekly Theme Cards; Join In and Sing CD; Listening Rules Cards; Feelings Cards; Boy and Girl puppets; Colorful posters; Teaching Materials Notebook; and Online Teaching Guide. There will be only two PM classes piloting this curriculum.

WCIC/Playmate Head Start Program received Language Delay training by Paul Lee, Speech Therapist, from Father Keith B. Kenny Elementary School October on 19, 2011. He addressed the parents on how you talk to your child is important and children must make verbal answers when spoken to. He passed out the following handouts: How to talk with your child is important; How children use language to satisfy needs; Asking questions, simplify your language to help your child understand; Pupil personnel services guidelines for parents; and Developmental articulation ages for females. He holds Individual Education Plan (IEP) meetings if a child has a language delay. Also, if a parent has a concern regarding their child's speech, they should inform their child's teacher so the child can be tested for any speech and language delays.

WCIC/Playmate Head Start Program teaching staff received ELLCO Training presented by Wanda Baker, Mentor Coach from SETA on October 21, 2011. She asked what is a "Mentor?" All staff gave a brief description on what a "Mentor" meant. She gave an introduction of herself and stated she has had over 100 jobs in her life. She stated we need to believe in ourselves in order to do well in life. She asked staff to give a brief description of what they are good at. She ended the training by stating she will be coming to the center to observe teachers on Mondays and Fridays.

WCIC/Playmate Head Start Program staff received Dental Health training by Garnett Volkens, Health Coordinator from Sacramento Employment Training Agency on October 28, 2011. She stated cavities, also known as tooth decay, occur when plaque, the sticky substance that forms on teeth, combines with the sugars and/or starches of the foods that we eat. This combination produces acids that attack tooth enamel. Tooth decay is also the second most prevalent disease in the United States. Cavities can be easily prevented by brushing your teeth daily, flossing daily, eating healthy, regular dental visits, replacing your sealants, using mouth rinse, and chewing sugarless gum. She also stated that if a toothbrush is not available, rinsing with water can help remove food from teeth. Tooth decay can affect a child's development and ability to learn, so children need to see a dentist regularly.

Recent Program Instruction Memos from Administration for Children and Families (ACF)

ACF-PI-HS-11-04 School Readiness in Programs Serving Preschool Children

Sacramento County Head Start/Early Head Start Delegate Monthly Enrollment Report

October, 2011

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	420	420	100	373	89
Sacramento City USD	1,292	1,308	101	1,140	88
Sacramento Employment and Training Agency	1,874 (2,778)	1,890	101	1,399	75
San Juan USD	700	706	101	563	80
Twin Rivers USD	211	213	101	187	89
WCIC/Playmate Head Start	120	120	100	101	84

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	147	147	100	99	67
Sacramento Employment and Training Agency	345	348	101	213	62
San Juan USD	161	168	105	119	74

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 days allowable period.
- (b) If enrollment is less than 100%, agency must include corrective plan of action.
- (c) Attendance on the last day of month

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 10/31/11)

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)	9	(4%)	N/A	
Elk Grove USD (420)	37	(9%)	N/A	
Sacramento City USD (1292)(147)	108	(8%)	3	(2%)
San Juan USD (700) (161)	57	(8%)	13	(8%)
WCIC (120)	3	(2%)	N/A	
SETA (2796) (345) (1878 Tracks)	155	(8%)	30	(9%)
County (4621)* (653)*	369	(8%)	46	(7%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

ITEM V-OTHER REPORTS (continued)

Page 2

- E. 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.

- F. 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-F- ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: