

GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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City of Sacramento

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Board of Supervisors
County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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*Thought of the Day: "You make your own opportunity. Don't wait for it to come to you. Seize the moment."
Esteemed Human Development International: Ms. Betsy Haas*

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

DATE: Tuesday, March 22, 2011

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 February 22, 2011 Regular Meeting and March 3, 2011 Special Meeting
- III. Action Items**
 - A. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957**
 - Approval of Eligible List for: Approval of Eligibility List for Early Head Start Educator.

III. **Action Items** (continued)

- A. **CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
Pursuant to Government Code Section 54957
 ➔ Report out of Closed Session
- B. Approval to Revise Early Head Start Educator Classification
- C. **TIMED ITEM 1:00 P.M. AND PUBLIC HEARING:** Approval of Associate Teacher/Infant Toddler Classification and Adoption of the Related Salary Range
- D. Approval of Revised Site Supervisor and Head Start Teacher Classifications and Salary Schedules
- E. Approval of Head Start/Early Head Start 2011 Community Assessment
- F. Approval of Program Self-Assessment for 2010-2011
- G. Selection of the Early Childhood Development and Health Services and Parent/Family Support Committee (aka Child Safety Committee)

IV. **Information Items**

- A. Standing Information Items
 - PC/PAC Calendar of Events – Ms. Coventry St. Mary
 - Parent/Family Support Unit Events and Activities – Ms. Coventry St. Mary
 - Parent/Staff Recognitions – Ms. Coventry St. Mary
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
 - California Head Start Association(CHSA) Reports (attached) – Ms. Coventry St. Mary
 - National Head Start Association (NHSA) Parent Training Conference Reports (attached) – Ms. Coventry St. Mary
 - Community Resources-Parents/Staff – Ms. Coventry St. Mary
- B. Governing Board Minutes for the February 3, 2011 Meeting

V. **Committee Reports**

- A. Executive Committee: Ms. Coventry St. Mary
- B. Budget/Planning Committee: Ms. Coventry St. Mary
- C. Personnel/Bylaws Committee: Ms. Mary Brown
- D. Male Involvement Committee/Community Advocating Male Participation (CAMP): Mr. Troy Luna
- E. Health Services Advisory Committee Report: Ms. Coventry St. Mary

VI. Other Reports

- A. Executive Director's Report
- B. Head Start Deputy Director's Report
 - Monthly Head Start Report (see attachment)
- C. Head Start Managers' Reports
 - County-wide Parent Conference – Ms. Lisa Carr
- D. Open Discussion and Comments
- E. Public Participation

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, MARCH 17, 2011

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Willie Jean Peck, Elk Grove Unified School District
- _____ Darlene Low, San Juan Unified School District
- _____ Michela Barbosa, Twin Rivers Unified School District
- _____ Lisa Daniels, WCIC/Playmate Child Development Center
- _____ Delia Ramirez, WCIC/Playmate Child Development Center
- _____ Haley Joslin, SETA-Operated Program
- _____ Mary Brown, SETA-Operated Program
- _____ Rebecca Lewis, Grandparent Representative
- _____ Dina Patterson, Foster Parent Representative
- _____ Coventry St. Mary, Early Head Start (San Juan)
- _____ Kristen Hendricks, Early Head Start (SOP)
- _____ Troy Luna, Community Advocating Male Participation
- _____ Tamara Knox, Past Parent Representative

Member to be Seated:

- _____ Kiersten Gonzales, Sacramento City Unified School District

Seats Vacant:

- _____ Vacant (Garcia), Early Head Start (Sac. City)
- _____ Vacant (Tellez), Elk Grove Unified School District
- _____ Vacant (Ornelas), Sacramento City Unified School District
- _____ Vacant (Mitchell), Sacramento City Unified School District
- _____ Vacant (Krueger), San Juan Unified School District
- _____ Vacant (Ramsey), Twin Rivers Unified School District
- _____ Vacant (Burgess), SETA-Operated Program
- _____ Vacant (Quintero), SETA-Operated Program
- _____ Vacant (Reyes), SETA-Operated Program
- _____ Vacant (Dixon), SETA-Operated Program
- _____ Vacant (Barron), Home Base Option
- _____ Vacant (Barron), Home Base Option
- _____ Vacant (Broussard), Past Parent Representative
- _____ Vacant (Juarez), Child Health & Disability Prevention Program

**** 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	11/22
M. Barbosa (11/23)	TR	X	X	X	X	X									
Marybell Barron (12/14)	HB		X	U	R										
Moses Barron (12/14)	HB		X	U	R										
E. Broussard (1/25)	PP	E	E	X	X	E									
M. Brown (11/23)	SOP	X	PC	X	X	X									
M. Burgess (1/25)	SOP	E	U	X	E										
M. Cane (s/b/s 1/25)	SAC			U	U	AP									
L. Daniels (11/23)	WCIC	X	X	X	X	X									
K. Gonzales	SAC														
K. Hendricks (2/22)	EHS/SOP				X	X									
H. Joslin (1/25)	SOP	E	E	X	X	X									
G. Juarez (11/23)	CHDP	X	E	X	R										
T. Knox (11/23)	PP	X	PC	X	X	X									
B. Krueger (11/23)	SJ	X	U	X	U	E									
R. Lewis (11/23)	GRAND	X	E	X	X	X									
D. Low (11/23)	SJ	X	X	E	U	X									
T. Luna (11/23)	MI	X	X	E	E	X									
B. Mitchell	SAC			X	U	U									
A. Ornelas (11/23)	SAC	X	U	X	U	E									
D. Patterson (11/23)	FOSTER	X	PC	E	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	11/22
W. J. Peck (12/14)	ELK	U	X	X	X	X									
D. Quintero (11/23)	SOP	X	X	X	X	X									
D. Ramirez (11/23)	WCIC	X	X	U	X	E									
E. Ramsey (11/23)	TR	X	E	U	X	U									
C. St. Mary (11/23)	EHS/SJ	X	PC	X	X	X									
S. Shehadeh (8/24)	EHS/SOP			X	X										
L. Telloz (11/23)	ELK	X	X	U	U										

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 3/9/11

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 22, 2011 REGULAR AND MARCH 3, 2011 SPECIAL POLICY COUNCIL MEETINGS

BACKGROUND:

Attached for the Policy Council's review are the minutes of the February 22, 2011 and the March 3, 2011 meetings.

RECOMMENDATION:

That the Policy Council approve the February 22, 2011 and the March 3, 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, February 22, 2011
10:30 a.m.

- I. Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Coventry St. Mary called the meeting to order at 10:35 a.m. Ms. Mary Brown read the thought of the day. Ms. Lisa Daniels called the roll.

The following board member was seated Ms. Kristen Hendricks. Ms. Desha explained that Mr. Samih Shehadeh was holding a seat now being filled by Ms. Hendricks. Ms. St. Mary thanked Mr. Shehadeh for his participation on the Policy Council. Mr. Shehadeh is termed out.

Members Present:

Willie Jean Peck, Elk Grove Unified School District
Ekuah Ramsey, Twin Rivers Unified School District
Michela Barbosa, Twin Rivers Unified School District
Lisa Daniels, WCIC/Playmate Child Development Center
Delia Ramirez, WCIC/Playmate Child Development Center
Mary Brown, SETA-Operated Program
David Quintero, SETA-Operated Program
Haley Joslin, SETA-Operated Program
Rebecca Lewis, Grandparent Representative
Dina Patterson, Foster Parent Representative (arrived at 11:09 a.m.)
Electa Broussard, Past Parent
Tamara Knox, Past Parent
Coventry St. Mary, Early Head Start
Kristen Hendricks, Early Head Start (SOP)
Samih Shehadeh, Early Head Start (SOP)

Members Absent:

Lora Tellez, Elk Grove Unified School District (unexcused)
Manuel Cano, Sacramento City Unified School District (unexcused)
Arisdelcy Ornelas, Sacramento City Unified School District (unexcused)
Brianna Mitchell, Sacramento City Unified School District (unexcused)
Brandy Krueger, San Juan Unified School District (unexcused)
Darlene Low, San Juan Unified School District (unexcused)
Marybell Barron, Home Base Option (resigned)
Moses Barron, Home Base Option (resigned)
Troy Luna, CAMP (excused)
Michelle Burgess, SETA-Operated Program (excused)
Gloria Juarez, Child Health & Disability Prevention Program (resigned)

II. Information Items

A. Standing Information Items

- AB 1234 Ethics Training: Mr. Victor Bonanno provided ethics training required for all boards receiving stipends and/or federal funds.

III. Consent Item

A. Approval of the Minutes of the January 25, 2011 Regular Meeting

Moved/Barbosa, second/Quintero, to approve the January 25, 2011 regular meeting.

Show of hands vote: Aye: 12, Nay: 0, Abstentions: 2 (Brown and St. Mary)

IV. Action Items

A. Appointment of Representative and Alternate for the Maternal Child and Adolescent Health Advisory Board

Ms. Campos is not present to share information. Ms. St. Mary read the background for this appointment. Ms. Desha stated that according to the new bylaws, there is no maximum on the number of committee board members can participate on.

Those interested Kristen Hendricks and Rebecca Lewis. Members spoke of their interest in this position.

Moved/Knox, second/Daniels, to ratify the appointment of the Representative and Alternate for the Maternal Child and Adolescent Health Advisory Board.

Show of hands vote: Aye: 12, Nay: 0, Abstentions: 2 (Brown and St. Mary)

Votes: Kristen: 5, Rebecca: 6 (Ekuah Ramsey abstained.)

Ms. Lewis will serve as representative, and Ms. Hendricks will serve as alternate.

B. Appointment of Representative and Alternate to the Children's Dental Task Force

Ms. St. Mary reviewed the board item.

Moved/Lewis, second/Barbosa, to ratify the appointment of a representative and an alternate to the Children's Dental Task Force.

Show of hands vote: Aye: 12, Nay: 0, Abstentions: 2 (Brown and St. Mary)

Those interested in serving on this committee: Michela Barbosa, Kristen Hendricks, and Haley Joslin.

Votes: Michela: 4, Kristen: 5, Haley: 3

Ms. Hendricks will serve as the representative and Ms. Barbosa will serve as the alternate.

Ms. Desha reported that the first children's dental clinic has opened in Oak Park; there will be five more. Ms. Desha will report back on other openings.

II. Information Items (continued)

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. St. Mary reviewed upcoming meetings. The County-wide Parent Conference is Wednesday. PC/PAC Budget/Planning Committee meeting scheduled for March 22 will be canceled.
- Parent/Family Support Unit Events and Activities: No comments.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett stated that the budget is 45% spent for the year; personnel is running around 40% of the budget. The in-kind is exceeding the requirement of the Federal government. Close to \$130,000 has been spent on the credit card. Mr. Bartlett encouraged board members to attend the upcoming budget/planning committee meetings.
- National Head Start Association (NHSA) Parent Training Conference Reports: Ms. Lisa Daniels provided an oral report on the recent parent training conference. Ms. Rebecca Lewis reported on her participation at the conference. Her written report will be in next month's agenda packet. Ms. Barbosa also spoke of her experience at the conference.
- Officer Training Report: Ms. St. Mary stated that this was a very informative training. Ms. Daniels spoke of her participation in this training. Ms. Lewis was surprised that there were quite a few absences; she hopes that those that could not attend see Ms. Desha for the important information that was distributed. Ms. Brown suggested to Ms. Desha that this training be considered for the entire Policy Council since the training was so in-depth; it would be helpful if every board member received this training.
- Community Resources-Parents/Staff: Ms. Lewis reported that free health care is available at the Oak Park Community Center on Saturdays; you have to get there very early. Ms. Daniels received information from the YMCA for basketball classes beginning on March 1. There are scholarships available for those unable to pay. Ms. Knox reminded board members of Second Saturday which is a great opportunity to bring family and friends together. She showed the cover of a paper called "Express". Ms. Brown advised the board that Ms. Knox recently won the Soroptomist Award for her accomplishments.

B. Governing Board Minutes for the January 6, 2011 Meeting: No questions or comments.

C. Fiscal Monitoring Reports: No questions or comments.

V. Committee Reports

A. Executive Committee: Ms. St. Mary read the critique of last month's meeting.

B. Budget/Planning Committee: Ms. Brown reported that the first committee meeting was held earlier in February; Mr. Bartlett already reported everything that occurred in the meeting. There are a lot of meetings during the month of March all for the reapplication. Any board member wishing to have input on the program are urged to attend these meetings.

C. Male Involvement Committee/Community Advocating Male Participation: Ms. Daniels attended the last CAMP meeting. There was a good turnout and attendees discussed the classes offered by the Center for Fathers and Families; these classes are provided for a nominal fee.

VI. Other Reports

A. Executive Director's Report: Ms. Kathy Kossick acknowledged the participation of the Policy Council and all staff for getting through a very rigorous review. The board's support of the program makes this outstanding program possible. Policy Council members need to be aware of what is happening regarding potential funding cuts. Staff will be forwarding information to board members as the information becomes available.

B. Head Start Deputy Director's Report: Ms. Denise Lee thanked the board for interviewing with the federal review team. The Governing Board was interviewed immediately after the Policy Council. The federal team was impressed with the parents' involvement in the program. The review was successfully completed. This was SETA's 10th federal review. One thing that came out loud and clear was how impressed the reviewers were with our parent involvement and classroom procedures. Some of the strengths and areas of improvement were reviewed. There were about 2,000 Performance Standards reviewed during the federal review. Three areas of improvement: 1) in-kind (volunteering to help at a field trip, doctors/dentists that provide services at no charge). The way the in-kind is reported must be more descriptive; staff is working on a new form. 2) Health screenings, specifically a lead blood test is needed. Staff need to ensure that the new families enrolled will be provided this blood lead test. 3) Track system; SETA has been running on a track system to provide year-round services for families and children. Washington is reviewing this process as to whether changes need to be made. The findings were turned in to Washington, D. C. and it will be decided whether the findings can be sustained or dismissed. The blood test will be required of new families enrolled into the program. The in-kind must be 25% for the entire program budget; for every \$46 million dollars received, there must

be \$.25 raised for each dollar. There is a House bill that has proposed cuts for Head Start which would affect over 200,000 families. Staff cannot lobby elected officials but can point board members in the direction. The California Head Start Association and the National Head Start Association have been tracking congressional progress. Two web sites: www.nhsa.org and www.caheadstart.org to get information regarding the congressional hearings. These web sites offer parents an opportunity to provide testimony on Head Start. The Sacramento program is serving about 20% of the eligible families. Ms. Lewis inquired whether there was anything in particular she can bring to the table to the Health Services Advisory Committee; this will be discussed at the next meeting. There are a lot of physicians in the community that will not provide the blood lead test being required. Staff can provide information to assist parents to write letters. Board members can also call Rick Mockler, Executive Director of the California Head Start Association at (916) 444-7760, to get the most up-to-date information on the budget issues. Ms. Lewis asked about across-the-board budget cuts. Ms. Lee stated that the list is long of potential cuts; there are severe cuts in child care programs.

- C. Head Start Managers' Reports: Ms. Lisa Carr reported that the County-wide Parent Conference is scheduled for Wednesday, April 20, 8:00 am – 3:30 p.m. at the Lemon Hill Skills Center. There will be a Grand Parent strand, Male Involvement strand, resumes, and music for children. Mayor Kevin Johnson has agreed to keynote this event. Board members will be sent a 'save the date' flyer. Board members are asked to call for reservations as well as child care. All of the information will be provided in the 'save the date' flyer. Center pieces are parent and grandparent success stories. Anyone having a success story is asked to contact Ms. Lisa Carr at 263-8123 and the board member can dictate their statement to staff. There are two parents that will speak after Mayor Johnson about the Head Start program. Ms. Carr stated that staff acknowledges that many of the board members are on spring break that week but the Lemon Hill Skills Center gave us their venue for free. Ms. Brown stated that some of the planners for the parent conference could not attend due to their participation in Officer training. Ms. Carr stated that the next parent conference planning meeting is scheduled for March 18 at 9:00 a.m. in the Redwood Room.
 - D. Open Discussion and Comments: Ms. Barbosa said that Ms. Hawkins did a 'laughing' workshop and everyone enjoyed it very much. Ms. St. Mary thanked Ms. Brown for her assistance during the meeting.
 - E. Public Participation: No comments.
- VII. Adjournment: The meeting was adjourned at 12:21 p.m.

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL
Minutes/Synopsis

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

Thursday, March 3, 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 9:12 a.m. Ms. Lisa Daniels called the roll.

Members Present:

Willie Jean Peck, Elk Grove Unified School District
Darlene Low, San Juan Unified School District
Michela Barbosa, Twin Rivers Unified School District
Lisa Daniels, WCIC/Playmate Child Development Center
Mary Brown, SETA-Operated Program
David Quintero, SETA-Operated Program
Haley Joslin, SETA-Operated Program
Rebecca Lewis, Grandparent Representative
Dina Patterson, Foster Parent Representative
Tamara Knox, Past Parent
Coventry St. Mary, Early Head Start
Kristen Hendricks, Early Head Start (SOP)
Troy Luna, Community Advocating Male Participation (arrived at 9:21 a.m.)
Kiersten Gonzales, Sacramento City Unified School District (alternate)

Members Absent:

Arisdelcy Ornelas, Sacramento City Unified School District (excused)
Brianna Mitchell, Sacramento City Unified School District (unexcused)
Brandy Krueger, San Juan Unified School District (excused)
Ekuah Ramsey, Twin Rivers Unified School District (unexcused)
Manuel Cano, Sacramento City Unified School District (unexcused)
Delia Ramirez, WCIC/Playmate Child Development Center (excused)
Electa Broussard, Past Parent (excused)
Michelle Burgess, SETA-Operated Program (resigned)

II. **Action Item**

- A. Approval to Submit a Request to Carryover Program Year 2009-10 Head Start and Early Head Start Expansion, COLA and Quality Improvement Funds

Ms. Denise Lee stated that staff was recently notified of the availability of additional funds. Because of the very tight time frame, this item must be turned around quickly.

SETA is requesting a no cost extension of 2009-2010 COLA/Quality Improvement funds (Original award: ARRA COLA and Quality Improvement contract number 09SE0012) in the amount of \$93,468 to September 30, 2011.

Board members were provided with handouts with detailed explanations as to the recommended expenditures.

Moved/Lewis, second/Quintero, to:

1. Approve the submission of a carryover request for Program Year 2009-2010, Head Start Expansion funds up to \$42,702.
2. Approve the submission of a carryover request for Program Year 2009-2010, Early Head Start Funds up to \$382,524; and
3. Approve the submission of a carryover request for Program Year 2009-2010, COLA/Quality Improvement funds up to \$93,468.

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

The meeting was adjourned at 9:38 a.m.

ITEM III-A - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM III-B - ACTION

APPROVAL OF REVISED EARLY HEAD START EDUCATOR CLASSIFICATION

BACKGROUND:

The Agency Executive Director is proposing to modify the job classification of Early Head Start Educator in an effort to comply with the Public Law 110-134 "Improving Head Start for School Readiness Act of 2007."

By September 30, 2010, all Early Head Start teachers must have, at a minimum, a Child Development Associate (CDA) credential and have been trained in early childhood development or an equivalent credential that addresses comparable competencies.

In California, a CDA is not offered by the State Department of Education; however, a Child Development Associate Teacher Permit is offered and obtainable. The California Head Start Association requested a determination of compliance by the Office of Head Start and such was granted in a letter dated July 26, 2010. The letter states:

"...the Office of Head Start has determined that the Child Development Associate Teacher Permit as an acceptable alternative to the CDA when it includes a minimum of *six units in infant toddler course work* as part of the core units."

The Agency has determined that 19 of the 24 incumbents in the Early Head Start Educator classification currently meet the requisite educational standards. It is anticipated that the incumbents will have met the standard by the end of the year.

Attached is the revised job classification.

The Agency has prepared and submitted to the American Federation of County, Municipal and State Employees (AFSCME) the proposed revisions as required by Section 1.2 of the Labor agreement for the Head Start bargaining unit. The Agency and Union have met and have come to consensus on this action.

Financial Impact: \$0

RECOMMENDATION:

Approve the revised classification of Early Head Start Educator.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

EARLY HEAD START EDUCATOR

ORGANIZATIONAL RESPONSIBILITY

An Early Head Start Educator is responsible to the Early Head Start Coordinator or designee.

DEFINITION

Under general supervision, the Early Head Start Educator is responsible for the planning, and implementation of individualized home based and center based programs for a specific number of infants/toddlers and their families.

DISTINGUISHING CHARACTERISTICS

This classification is designed to combine all the skill of a Tier III Head Start Associate Teacher with an educational outlook that transcends the classroom environment.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

Administrative –

1. Maintains close contact with Early Head Start Coordinator, other Early Head Start staff, and community resource persons;
2. Responsible for preparation and maintenance of infants/toddlers, family file;
3. Responsible for the proper use and maintenance of equipment and supplies;
4. Responsible for recording child attendance, sign-in/sign-out sheet, parent and volunteer time, parent meeting attendance, and home visit documentation;
5. Responsible for reviewing and signing all forms to be turned in;
6. Performs related duties as assigned.

Home Visiting/Center Based Teaching –

1. Provides high quality, early education services;
2. Develops plan for each family, taking into consideration the individual needs of the total family;
3. Spends one and one-half to two hours per week with each individually enrolled family performing education, nutrition, health and safety activities;
4. Develops a daily schedule and prepares learning areas in the classroom;
5. Conducts a socialization for all enrolled children once per week,
6. Works with children individually and in groups on activities which promote language, cognitive, social, emotional and physical development;
7. Plans and implements field trips;
8. Develops an Individual Development Plan for each infant/toddler within 45 days of enrollment;
9. Assist parents in developing ways of using household resources for educational activities with their children;
10. Provides developmentally appropriate center-based activities for infants/toddlers.

Health and Safety –

1. Obtain children's health histories and ensures that physical examinations are obtained from the family doctor, Child Health Disability Prevention Programs, or the Health Component at the time of enrollment;
2. Works with parents and the Health Component staff to ensure that all immunizations and other medical and dental follow-up is completed;
3. Serves as a role model for health, safety and hygiene practices, providing first aid when necessary.

Family Development –

1. Make referrals to component specialists and/or outside agencies as necessary in order to meet family needs;
2. Plans and participates in parent meetings and group activities for parents;
3. Completes Individual Family Development Plan.

Continuing Education –

The Educator participates in ongoing staff training taking related courses when necessary or when directed as a program recommendation.

MINIMUM QUALIFICATIONS

~~Education: Twelve (12) units in Early Childhood Education. At least three (3-6) of the twelve (12) units must be related to the care of infants/toddlers,~~ **and staff must have Possession of a current Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing, including a minimum of six (6) units infant/toddler development coursework.**

OR

- I. **An Associate, Bachelor's or advanced degree in early childhood education and three (3) units of infant/toddler development coursework;**

OR

- II. **An Associate degree in a field related to early childhood education and possession of a Associate Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing, plus six (6) units of infant/toddler development coursework;**

OR

- III. **A Bachelor's or advanced degree in any field and possession of a Child Development Associate Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing, plus six (6) units of infant/toddler development coursework.**

Knowledge of:

- Child Development principles;

- Developmentally - appropriate curriculum for infants/toddlers;
- Positive guidance techniques;
- Health and safety for infants/toddlers;
- Parent education techniques;
- Community resources;
- **Some word processing software.**

AND

Ability to:

- Read and write effectively;
- Maintain accurate records;
- Work effectively with infants/toddlers including children with disabilities;
- Set up classroom environment and provide developmentally appropriate center-based activities;
- Administer developmental assessments;
- Prepare Individual Development Plans and lesson plans;
- Relate to persons from diverse cultures and to persons from low-income families;
- Conduct home visits and parent meetings.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. At least one (1) year of successful work experience in an infant/toddler program or in a Head Start program.

SPECIAL REQUIREMENTS

Possession of a current First Aid Certificate and CPR Training Certificate (may be obtained within three (3) months of employment). Possession of, or ability to obtain, a valid Class C Driver's License is required. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required. Readily available transportation and minimum insurance as required by law.

PHYSICAL DEMANDS/QUALIFICATIONS

~~While performing the duties of this job, the employee is regularly required to:~~

- ~~• Talk and hear, see, taste and/or smell, to sit on floor and low chairs, reach with hands and arms, and stoop, kneel, crouch, bend or crawl;~~
- ~~• Stand, walk, run and climb or balance each workday.~~

~~The employee must regularly lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) pounds. The job involves lifting and holding children **ages birth through three years.**~~

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

- 1. Sufficient Speech to:**
 - **Engage in conversations with children, parents and staff;**
 - **Lead educational activities.**
- 2. Sufficient Hearing to:**
 - **Supervise children;**
 - **Engage in conversations with children, parents and staff;**
 - **Hear sounds of the environment.**
- 3. Sufficient Vision to:**
 - **Supervise children;**
 - **Observe the environment for health and safety.**
- 4. Sufficient Sensitivity of Touch or Dexterity to:**
 - **Tie children's shoes;**
 - **Check children's health.**
- 5. Sufficient Ability to Smell to:**
 - **Monitor the environment;**
 - **Check children's health;**
- 6. Sufficient Strength and Conditioning to:**
 - **Sit on floor or low chairs, reach with hands and arms, stoop, kneel, crouch, bend, crawl, stand, walk, run, climb, and balance in assisting children in their physical, cognitive, and social, development;**
 - **Occasionally move up to fifty (50) pounds and occasionally move up to one hundred (100) pounds. The job involves moving and holding children.**

Non-essential Physical Attributes:

- 1. Ability to Taste.**

ITEM III-C - ACTION

**TIMED ITEM 1:00 P.M. AND PUBLIC HEARING: APPROVAL OF ASSOCIATE
TEACHER/INFANT TODDLER CLASSIFICATION AND ADOPTION OF THE RELATED
SALARY RANGE**

BACKGROUND:

The Agency Executive Director is proposing the establishment of a new classification of Associate Teacher/Infant Toddler to provide for the care of the infant/toddlers (ages birth to 3) in the Early Head Start program. At this time, the care of infant/toddlers is provided in part by Associate Teachers who have the requirements in their job classification of:

“A minimum of twelve (12) college units in core courses in Early Childhood Education (ECE); or

A minimum of one (1) year of successful work experience as a teacher or a teacher assistant in a child development program in an educational or recreational setting, and possession of a current Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing.”

The basis of the need for this new classification is as follows:

Each Head Start classroom in center-based programs must have a teacher who has, among six (6) options, a Child Development Associate (CDA) credential that is appropriate to the age of the children being served¹. In California, a CDA is not offered by the State Department of Education; however, a Child Development Associate Teacher Permit is offered and obtainable. The California Head Start Association requested a determination of compliance by the Office of Head Start and such was granted in a letter dated July 26, 2010. The letter states:

“...the Office of Head Start has determined that the Child Development Associate Teacher Permit as an acceptable alternative to the CDA when it includes a minimum of six units in infant toddler course work as part of the core units.”

The element of the new class beyond that of the current Associate Teacher is the designation that six (6) of the twelve (12) college units, *“...must be in courses directly related to the care and development of Infants and Toddlers.”* Attached is the new job classification.

¹ ACF-IM-HS-08-12, 08/19/2008, Office of Head Start, Classroom staff qualifications

ITEM III-C - ACTION (continued)
Page 2

The Agency has prepared and submitted to the American Federation of County, Municipal and State Employees (AFSCME) the proposed description and proposed pay range as required by Section 1.2 of the Labor agreement for the Head Start bargaining unit. The Agency and Union have met and have come to consensus on this item.

Step A	Step B	Step C	Step D	Step E
\$12.69	\$13.33	\$13.99	\$14.71	\$14.35

RECOMMENDATION:

Open a public hearing, hear testimony, close the public hearing and approve the establishment of the new classification of Associate Teacher/Infant Toddler and the related salary range.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ASSOCIATE TEACHER/INFANT TODDLER

ORGANIZATIONAL RESPONSIBILITIES

An Associate Teacher/Infant Toddler is responsible to the Site Supervisor.

DEFINITION

Under general supervision, conduct activities for children birth to 3 years old in an Early Head Start Infant Toddler program; supervise and assist children with learning activities; work with parents; provide direction to parent volunteers and substitutes; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to provide a variety of educational activities at a program site for the Infant Toddler Early Head Start Program operated by the Sacramento Employment and Training Agency. Responsibilities include educational activity planning, teaching, and promotion of parent involvement in site activities.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Under general supervision, conducts classroom activities which provide individual developmental experiences for children;
2. Performs classroom teaching duties;
3. Responsible for the health, safety, and personal welfare of assigned children,
4. Assists in planning and implementing educational activities in an Early Head Start classroom;
5. Assists with observing and assessing the progress of children;
6. Supervise children in outdoor activities and field trips;
7. Participates in parent and staff meetings;
8. Assists children with basic needs;
9. Provides some direction for parent volunteers;
10. Promotes parent involvement in the classroom;
11. Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Child Care programs and functions,
- Developmental stages and needs of infants to toddlers;
- Problems and needs of low-income families;
- Teaching methods and techniques;
- Some word processing software.

AND

Ability to:

- Perform care-giving routines for children from 6 months to 3 years in a child care program operated by SETA;
- Provide developmentally appropriate center-based activities for infants/toddlers;

- Provide guidance for the parent volunteers and substitutes;
- Promote the SETA program within the community it serves;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships.

AND

MINIMUM QUALIFICATIONS

Education: Possession of a current Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing, including a minimum of six (6) units infant/toddler development coursework.

OR

- I. An Associate, Bachelor's or advanced degree in early childhood education and three (3) units of infant/toddler development coursework;

OR

- II. An Associate degree in a field related to early childhood education and possession of a Associate Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing, plus six (6) units of infant/toddler development coursework;

OR

- III. A Bachelor's or advanced degree in any field and possession of a Child Development Associate Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing, plus six (6) units of infant/toddler development coursework.

Experience: At least one (1) year of successful work experiences as a Teacher Assistant.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

1. Sufficient Speech to:
 - Engage in conversation with parents and staff;
 - Lead circle time;
 - Supervise children.
2. Sufficient Hearing to:
 - Supervise Children;
 - Engage in conversation with parents and staff.
3. Sufficient Vision to:
 - Supervise children.
4. Sufficient Sensitivity of Touch to:
 - Tie children's shoes;

- Check children's health.
- 5. Sufficient Ability to Taste:
 - Prepare snacks.
- 6. Sufficient Ability to Smell to:
 - Maintain a clean environment;
 - Check children's health;
 - Prepare snacks.
- 7. Sufficient Strength and Conditioning to:
 - Sit on floor or low chairs, reach with hands and arms, stoop, kneel, crouch, bend, crawl, stand, walk, run, climb, and balance in assisting children in their physical, cognitive, and social, development;
 - Move up to fifty (50) pounds and occasionally move up to one hundred (100) pounds. The job involves moving and holding children.

ITEM III-D - ACTION

APPROVAL OF REVISED SITE SUPERVISOR AND HEAD START TEACHER
CLASSIFICATIONS AND SALARY SCHEDULES

BACKGROUND:

The Agency Executive Director is proposing to modify the job classifications of Site Supervisor and Head Start Teacher in an effort to comply with the Public Law 110-134 "Improving Head Start for School Readiness Act of 2007". This law requires the following:

October 1, 2011
Each Head Start classroom in center-based programs have a teacher who has at least one of the following: An associate, baccalaureate or advanced degree in early childhood education; An associate degree in a field related to early childhood education and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children; A baccalaureate or advanced degree in any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children;
September 30, 2013
At least 50 percent of Head Start teachers nationwide in center-based programs have: A baccalaureate or advanced degree in early childhood education; or A baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.

Attached are the revised job classifications.

Further, the Agency has determined that approximately 35% of the current Site Supervisors and Head Start Teachers have obtained the above requirements. In an effort to provide incentive to the current Site Supervisors and Head Start Teachers, the

ITEM III-D – ACTION (continued)
Page 2

Agency proposes the following revision (2.5% increase) to the salary schedule as an incentive to obtain a baccalaureate or advanced degree in early childhood education.

	Step A	Step B	Step C	Step D	Step E
Site Supervisor current	\$20.23	\$21.25	\$22.30	\$23.42	\$24.60
Site Supervisor proposed education incentive	\$20.74	\$21.78	\$22.86	\$24.01	\$25.22
Head Start Teacher current	\$18.30	\$19.21	\$20.18	\$21.19	\$22.24
Head Start Teacher proposed education incentive	\$18.76	\$19.69	\$20.68	\$21.72	\$22.80

The Agency has prepared and submitted to the American Federation of County, Municipal and State Employees (AFSCME) the proposed modifications and pay ranges as required by Section 1.2 of the Labor agreement for the Supervisory bargaining unit. The Agency and Union have met and have come to consensus on these actions.

Financial Impact: Annualized Wages and Fringe \$49,878

RECOMMENDATION:

Approve the revised job classifications of Site Supervisor and Head Start Teacher, including a salary schedule with a pay differential for meeting education requirements.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

SITE SUPERVISOR

ORGANIZATIONAL RESPONSIBILITY

The Site Supervisor is responsible to a Program Officer, for the daily activities at a Child Development Site.

DEFINITION

Under general direction, to coordinate educational activities, enrollment and community outreach activities; to provide work direction for site staff and parent volunteers; to conduct staff and parent meetings.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to provide a variety of assistance with the outreach, social service, and health components of the Child Development Program operated by the Sacramento Employment and Training Agency. Responsibilities include assisting with outreach and enrollment programs, assisting families with the use of community resources, health screenings, maintenance of health records, supervising and overseeing a child care site that may include infant/toddler child care and/or preschool and/or school age.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Coordinates program activities at a Child Development site;
2. Plans daily learning activities;
3. Encourages parent involvement in site activities;
4. Performs classroom teaching functions;
5. Observes and assesses the progress of children;
6. Conducts home visits;
7. Coordinates field trips;
8. Conducts fire and evacuation drills;
9. Orders supplies;
10. Disseminates information from the SETA central office to site staff;
11. Conducts orientations for new and substitute personnel;
12. Assists with identifying and working with children and families with mental health problems and Special Education needs;
13. Insures that site activities are operated in accordance with Head Start and/or State Department of Education standards and regulations;
14. Insures a health and safe environment for children, parents, and staff;
15. Prepares new sites for licensing and maintains licensing requirements of existing sites;
16. Assists with enrollment and community outreach programs;
17. Conducts home visits and discusses programs and problems with parents and families;
18. Assists families in locating and using community resources;
19. Accumulates health immunization and emergency information for children at a Child Development Program site;
20. Assists with health screenings and follow-up procedures;

- 21. Maintains inventory of health supplies;
- 22. Assists with presenting health information to students and parents;
- 23. Coordinates work assignments with other staff;
- 24. Works with parent advisory groups and organizations.

MINIMUM QUALIFICATIONS

Knowledge of:

- Child Development programs and functions;
- Early childhood development;
- Basic knowledge of health problems and communicable diseases;
- Problems and needs of infant, pre-school and school age children;
- First aid;
- Problems and needs of low-income families;
- Staff development and training;
- Principles of supervision;
- Some word processing software.

AND

Ability to:

- Coordinate and direct activities at a child care site operated by SETA;
- Promote training for parent volunteer and site staff;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Insure site compliance with Head Start regulations and standards, California State Department of Education and California State Community Care Licensing regulations;
- Maintain records and prepare reports (such as assessments, screenings and individual education plans);
- Assist with a variety of community outreach, parent involvement, enrollment and health activities of the child development program;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships;

AND

~~**Training and Experience:** Any combination of training and experience which would likely provide the required knowledges and abilities would be:~~

- ~~I. At least three (3) years of successful teaching experience as a teacher in a day care program; or one (1) year of successful supervisory experience in a similar program assisting the early childhood development of young children; experience working in infant/toddler care is preferred.~~

EDUCATION

I. An Associate, Bachelor's or advanced degree in early childhood education;

OR

II. An Associate degree in a field related to early childhood education and possession of a Child Development Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing.

OR

III. A Bachelor's or advanced degree in any field and possession of a Child Development Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing.

AND

Possession of or eligibility for a Child Development Site Supervisor Permit as verified by the State of California Commission on Teacher Credentialing. At least three (3) semester units above must be related to the care of infants. ~~An Associate of Arts degree or a Bachelor of Arts degree in Early Childhood Education preferred.~~

AND

~~**Training and Experience:** Any combination of training and experience which would likely provide the required knowledges and abilities would be:~~

I. At least three (3) years of successful teaching experience as a teacher in a day care program; or one (1) year of successful supervisory experience in a similar program assisting the early childhood development of young children; experience working in infant/toddler care is preferred.

AND

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required. Failure to obtain a Class C Driver's License will be evaluated on a case by case basis.

PHYSICAL DEMANDS/QUALIFICATIONS

~~While performing the duties of this job, the employee is regularly required to:~~

- ~~• Talk and hear, taste and/or smell, to sit on floor and low chairs, reach with hands and arms, and stoop, kneel, crouch, bend or crawl;~~
- ~~• Stand, walk, run and climb or balance each workday.~~

The employee must regularly lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) pounds. The job involves lifting and holding children ages **birth through three years**.

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:

- **Engage in conversations with children, parents and staff;**
- **Lead educational activities.**

2. Sufficient Hearing to:

- **Supervise children;**
- **Engage in conversations with children, parents and staff;**
- **Hear sounds of the environment.**

3. Sufficient Vision to:

- **Supervise children;**
- **Observe the environment for health and safety.**

4. Sufficient Sensitivity of Touch or Dexterity to:

- **Tie children's shoes;**
- **Check children's health.**

5. Sufficient Ability to Smell to:

- **Monitor the environment;**
- **Check children's health;**

6. Sufficient Strength and Conditioning to:

- **Sit on floor or low chairs, reach with hands and arms, stoop, kneel, crouch, bend, crawl, stand, walk, run, climb, and balance in assisting children in their physical, cognitive, and social, development;**
- **Occasionally move up to fifty (50) pounds and occasionally move up to one hundred (100) pounds. The job involves moving and holding children.**

Non-essential Physical Attributes:

1. Ability to Taste.

HEAD START TEACHER

ORGANIZATIONAL RESPONSIBILITY

A Head Start Teacher is responsible to a Head Start Site Supervisor.

DEFINITION

Under general direction, to plan and conduct classroom activities which provide individual developmental experience for Head Start Children; to perform classroom teaching duties; to be responsible for the health, safety, and personal welfare of assigned children; to provide direction for Head Start Associate Teachers, substitutes and parent volunteers; to conduct home visits and promote parent involvement in Head Start programs; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to provide a variety of educational activities at a program site for the Head Start Program operated by the Sacramento Employment and Training Agency. Responsibilities include educational activity planning, teaching, and promotion of parent involvement in site activities.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Plans and implements educational activities in a Head Start classroom; performs classroom teaching duties;
2. Provides guidance to Head Start Associate Teachers, substitutes and parent volunteers;
3. Conducts home visits to discuss child development and goals;
4. Maintains daily attendance and enrollment systems;
5. Maintains a high quality learning environment as measured on standard rating scales, observes and assesses the progress of children;
6. Assists with identifying and working with children and families with Mental Health concerns and Special Education needs; insures that educational activities are operated in accordance with Head Start guidelines;
7. Responsible for providing highly effective teaching strategies including the areas of emotional support, classroom management, and concept development;
8. Provides classroom services that meet Head Start, State and licensing requirements;
9. Encourages parent involvement in site activities; participates in parent and staff meetings;
10. Conducts fire and evacuation drills; insures the safety and supervision of children.

SPECIAL REQUIREMENTS

Must meet requirements in one of the following options:

- I. An Associate, Bachelor's or advanced degree in early childhood education;
- II. An Associate degree in a field related to early childhood education and possession of a Child Development Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing;
- III. A Bachelor's or advanced degree in any field and possession of a Child Development Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing.

~~Possession of a Children's Center Instructional Permit, issued by the State of California, or a Child Development Associate Credential, or an Associate of Arts degree or a Bachelor of Arts degree in Early Childhood Education.~~ Possession of, or ability to obtain, a valid Class C Driver's License is required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Head Start programs and functions;
- Early childhood development;
- Challenges and needs of low-income families;
- Effective teaching methods and techniques.

Ability to:

- Plan and implement daily classroom educational and child development activities at a Head Start site operated by SETA;
- Provide guidance for parent volunteers and Head Start Associate Teachers;
- Promote parent involvement with Head Start programs;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

- I. At least one year of successful work experience as a Head Start Associate Teacher or one year of successful work experience in teaching young children in a comparable program.

PHYSICAL DEMANDS/QUALIFICATIONS

~~While performing the duties of this job, the employee is regularly required to:~~

- ~~• Talk and hear, see, taste and/or smell, to sit on floor and low chairs, reach with hands and arms, and stoop, kneel, crouch, bend or crawl;~~
- ~~• Stand, walk, run and climb or balance each workday.~~

~~The employee must regularly lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) pounds. The job involves lifting and holding children **ages birth through three years.**~~

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:

- Engage in conversations with children, parents and staff;***
- Lead educational activities.***

2. Sufficient Hearing to:

- Supervise children;***
- Engage in conversations with children, parents and staff;***
- Hear sounds of the environment.***

3. Sufficient Vision to:

- Supervise children;***
- Observe the environment for health and safety.***

4. Sufficient Sensitivity of Touch or Dexterity to:

- Tie children's shoes;***
- Check children's health.***

5. Sufficient Ability to Smell to:

- Monitor the environment;***
- Check children's health;***

6. Sufficient Strength and Conditioning to:

- Sit on floor or low chairs, reach with hands and arms, stoop, kneel, crouch, bend, crawl, stand, walk, run, climb, and balance in assisting children in their physical, cognitive, and social, development;***
- Occasionally move up to fifty (50) pounds and occasionally move up to one hundred (100) pounds. The job involves moving and holding children.***

Non-essential Physical Attributes:

1. Ability to Taste.

ITEM III-E – ACTION

APPROVAL OF COMMUNITY ASSESSMENT FOR 2011-2014

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the triennial Community Assessment for 2011-2014.

On January 6, 2011, a Sacramento County Head Start/Early Head Start Three-year Goals and Objectives meeting was held at the Sacramento Employment and Training Agency (SETA) to review Community Assessment findings, to develop, discuss and prioritize county-wide three-year goals for the period 2011-2014. The following goals were selected:

- Goal 1: Increase prevention and intervention strategies that promote health and wellness for Head Start/Early Head Start staff, children, and families.
- Goal 2: Increase school readiness, develop the roles of parents, students, and staff in implementing effective strategies for classroom organization, instructional support and emotional support that lead to a high-quality learning experience, both at home and at school.
- Goal 3: Use existing and additional services and systems to increase the awareness of, and participation in, activities and services which contribute to family, child, and staff mental wellness.

Participants at the January 6 planning meeting included the Deputy Director, delegate agency directors, managers, program coordinators/specialists, and parents.

SETA Head Start and delegate agencies will develop their three-year objectives to support each goal.

Ms. Denise Lee, Deputy Director, will provide a mini presentation on the Sacramento County Head Start/Early Head Start Three-Year Goals and Objectives meeting which will include an overview of the recent Community Assessment results (see attachment).

RECOMMENDATION:

That the Policy Council approve the Community Assessment for 2011-2014.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-F - ACTION

APPROVAL OF PROGRAM SELF ASSESSMENT FOR 2010-2011

BACKGROUND:

In November 2010, SETA Head Start underwent a two-week program self-evaluation to ensure quality services continue to be provided to children and families of the Head Start/Early Head Start program. The Head Start Deputy Director, managers, staff, Board members, center parents and community partners were involved in the process. The program Self-Assessment is an annual requirement by the Office of Head Start (OHS) to determine if a program is in compliance with the Head Start Performance Standards. If it's found that a program area is out of compliance, a corrective plan of action is devised to correct the area of concern. The tools used to determine program compliance were the *OHS Monitoring Protocol* and *Your Foundation for Building Program Excellence*. The assessment included reviewing documentation, interviewing staff and parents, and performing classroom observations at SETA Head Start Early Learning Centers and administration building. Please see attached program self-assessment results and Program Improvement Plan.

Ms. Denise Lee, Head Start Deputy Director, will be available to share information and answer questions.

RECOMMENDATION:

That the Policy Council approve the Program Self-Assessment for 2010-2011.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-G – ACTION

SELECTION OF THE EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES AND PARENT/FAMILY SUPPORT COMMITTEE (AKA CHILD SAFETY COMMITTEE)

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to select the Early Childhood and Health Services and Parent/Family Support Committee (AKA: Child Safety Committee).

Oversight: Karen Gonzales, Lisa Carr, and Brenda Campos

- a) _____
- b) _____
- c) _____
- d) _____

RECOMMENDATION:

Select members for the Early Child Development and Health Services and Parent/Family Support Committee (aka: Child Safety Committee).

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- PC/PAC Calendar of Events – Ms. Coventry St. Mary
- Parent/Family Support Unit Events and Activities – Ms. Coventry St. Mary
- Parent/Staff Recognitions – Ms. Coventry St. Mary
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account –
Mr. Roger Bartlett
- California Head Start Association (CHSA) parent Conference Reports
(attached) – Ms. Coventry St. Mary
- National Head Start Association (NHSA) Parent Training Conference
Reports (attached) – Ms. Coventry St. Mary
- Community Resources-Parents/Staff – Ms. Coventry St. Mary

NOTES:

CALENDAR OF EVENTS AND ACTIVITIES
PARENT/FAMILY SUPPORT UNIT

<u>EVENT</u>	<u>DATE</u>
Male Involvement Meeting	Friday, March 25, 2011 11:00 a.m. 925 Del Paso Blvd. Redwood Room
Countywide Parent Conference	Friday, April 20, 2011 8:00 a.m. – 4:00 p.m. Charles A. Jones 5451 Lemon Hill Avenue Sacramento, CA

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Budget Planning Committee Special Meeting – 2011-2012 Refunding Application Planning Meeting	Tuesday, March 22, 2011 9:00 – 10:30 a.m. 925 Del Paso Blvd. Oak Room
PAC Executive Committee Meeting	Thursday, March 24, 2011 9:00 – Oak Room 925 Del Paso Blvd. Oak Room
PC/PAC Male Involvement Meeting	Friday, March 25, 2011 11:00 a.m. 925 Del Paso Blvd. Redwood Room
PC/PAC Budget Planning Committee Special Meeting – 2011-2012 Refunding Application Planning Meeting	Tuesday, March 29, 2011 9:00 – 10:30 a.m. 925 Del Paso Blvd. Oak Room
PC/PAC Executive Committee Meeting	Tuesday, March 29, 2011 10:45 a.m. 925 Del Paso Blvd. Redwood Room
PC Executive Committee Meeting	Thursday, March 31, 2011 9:00 a.m. 925 Del Paso Blvd. Oak Room
PC/PAC Personnel/Bylaws Committee 2011-2012 Refunding Application Planning Committee Meeting	Thursday, March 31, 2011 10:00 a.m. 925 Del Paso Blvd. Oak Room
PC/PAC Budget Planning Committee 2011-2012 Refunding Application Planning Committee Meeting	Tuesday, April 5, 2011 9:00 – 10:30 a.m. 925 Del Paso Blvd. Oak Room
Countywide Parent Conference	Friday, April 20, 2011 8:00 a.m. – 4:00 p.m. Charles A. Jones 5451 Lemon Hill Avenue Sacramento, CA
Community Partnerships Advisory Committee (CPAC)	Thursday, April 21, 2011 9:00 – 10:30 a.m. 925 Del Paso Blvd. Redwood Room

SETA Head Start
Parent Representative
CHSA Parent Training
Conference Report

By

Willie Jean Peck
PC Member

The CHSA Parent Training Conference was awesome. The detailed travel arrangement and hotel accommodations were wonderful.

The conference registration process was efficient and quick. We were honored with an entertaining presentation of a dragon dance performed by some very tiny Asian children. Monday morning, Keynote Speaker Jim Gill engaged us with music and movement for children. It was quite encouraging.

I attended the following workshops:

1) Emotional Intelligence – Betsy Haas

I took this workshop to learn how to better deal with stress.

What I Learned

I can learn to manage my reaction to stress by becoming more aware of my emotional response to people and situations.

2) Music for Young Children – Jim Gill

I took this workshop because I enjoy the effect music has on young children.

What I Learned

I can learn to manage my reaction to stress by becoming more aware of my emotional response to people and situations.

3) Stress and Flying on Auto Pilot - How to get Your Own Power – Jacki Gray

I took this workshop to understand how the brain reacts in stressful situations and how that effects your reactions and responses and how you discipline children.

What I Learned

I learned that the brain plays an active role in dealing with stress, of course, but I can teach myself and my child how to make choices to facilitate positive interactions in situations and with other people, especially your child.

4) Raising Authentic Children – Norma T. Hollis

I took this class to learn how to fully recognize my special needs child's gifts, talents, and to help him develop them to better his life.

What I learned

A person who learns what their gifts and talents are early in life can benefit from their own natural talent, developmentally, emotionally, and be more successful in life.

5) **Partnering with Parents to Develop Plans for Social and Emotional Wellness – Contra Costa Community Services Bureau Staff**

I took this class to become aware of services and resources available for families and children with social and emotional problems.

What I learned

This agency works closely with Head Start and social services, as well as school districts, to provide help to students and families. Parents are key components in the development of treatment plan and services. Empowering parents to be involved in the total process.

My Summary of the Conference

The conference was educational and enlightening. There was lots of information shared and great discussion of common concerns. The workshops I chose to take addressed my concern regarding stress, its effect on my health, my child's health, relationships, and decision making, learning how to manage my stress, and teaching my child how to cope with stress. I have become aware of my child's gifts, talents and interests, and can better assist him with developing in these areas. For all children, and especially children with special needs, music is an excellent teaching tool; it brings joy and happiness. Another aspect was learning to be aware of agencies that can assist families when there is a concern regarding social and emotional health.

Thank you for allowing me to attend this conference.

National Head Start Association

27th Annual National Head Start Parent Conference

December 10-14, 2010

First I would like to start off by saying, as a P.C. Board Member for SETA Head Start, I was fortunate enough to attend my first out-of-state conference in Virginia Beach, Virginia. This was a wonderful experience for me with all the classes and workshops that NHSA had to offer for Parents and Staff to bring back to their schools and or Agency. I feel this information will be extremely helpful for them.

They also have many events that we attended, such as: Fitness in the Moring, to get you started. Tea and You Networking Event, Parent Award Banquet – Parent of the Year Award, Beating the Odds Award, Dress for Success and Celebrate – Fashion Show, Christmas Tour of Lights, Closing Breakfast.

There were five (5) of us who prepared to go off to the conference, with everyone residing in Sacramento, California. Not knowing what to expect as far as the Conference and workshops were concerned, we found that there were a lot of classes to select from. Flying on an airplane for the first time for some of us went very well. We all became a closer group for the four (4) days we were there in Virginia.

Workshops/Classes:

Day (1), 12/11/2010

Conducting an Effective Policy Council Meeting

Instructor: Melvin Gravely, Executive Director

In this workshop we learned WHO, WHAT and HOW to conduct an effective Policy Council meeting, and it starts with the Grantee and Delegate Agencies working together with Head Start parents and their children for the most effective outcome for our children's future. Many parents had a lot of questions about only being allowed to serve on the PC or PAC Board for three (3) years. Mr. Gravely answered, "This is in your bylaws. Please stay involved. You must remember that this is the beginning of your child's education."

Another item he went over was Official Structure of a Policy Council meeting, which is our meeting's Call to Order, Reading Minutes, Reports of Standing and Special Committees, Unfinished Business, New Business, Adjournment. A Quorum – the number of members necessary to do business according to the constitution or bylaws – must be present to hold a business meeting.

Overall, the entire workshop had lots of information for us to take back to our PC/PAC Board. Because of the training I received at SETA Head Start last year, this conference and workshops were a lot easier for me to select and understand. Thank you, SETA.

Official Structure – Parent Committee, Policy Council, Policy Committee, Policy Council - Grantee, Policy Committee - Delegate.

Confidentiality Statement – Establishing an Agreement.

Process for Making a Decision – Head Start Act – Federal, State, Local, Bylaws, Robert’s Rules, Federal Bylaws.

Open Meeting Laws – Important Terms to Know, Public Notice of Meeting, Things to Do Prior/During Meeting, Bylaws, Parliament Laws, Meeting Functions.

Day (2), 12/12/10 – Positive Discipline

Instructor: Melvin Gravely, Executive Director

Positive Discipline understands the child’s behavior. Understanding the importance of accepting and respecting the feelings of the child, lots of positive reinforcement never tells him/her they’re less than or they’re bad. Knowing that physical punishment will not change a behavior, this workshop was great for me to understand why a child acts up or acts out and how to know your child to help him/her turn the behavior around quickly; always offer plenty of love and attention, and work with your teacher to understand your child and their needs.

What is Discipline? Reasons for Children’s Misbehavior, Rules, Type of Interventions, Positive Reinforcement, Consequences.

Day (2), 12/12/2010 – Parents Awards Banquet

Special Guest Speaker: Author and former Head Start parent Sharon D. Johnson

Sharon D. Johnson is a successful author and speaker from Columbia, South Carolina. She began her life’s journey as a young parent who relied on Head Start to provide care for her children and to enhance her parenting skills. As the young mother of four girls, Johnson participated in training programs and established a lifelong relationship with her Head Start family service worker. Presently Sharon Johnson is a business owner and the organizer of *You Too*, a nonprofit organization that helps women and families who live in local shelters. She meets with women on a regular basis to discuss issues such as domestic abuse and support systems. She is a sought-after speaker with an inspiring story, marked by determination and perseverance.

The National Head Start Association with all they offer also say that HEAD START WORKS and award parents because, without the parents and children, there is no NHSA. There were two fields that NHSA had Awards in: Beating the Odds Award and Parent of the Year Award.

Beating the Odds Award Nominee and NHSA 2010 Winner, TAMARA KNOX!!!

Congratulations, Tamara! You deserve this award, and always keep your head up high with that beautiful smile.

Tamara Knox' road to self-sufficiency was marked by tremendous challenges that included a five-year relationship that was severely abusively, the death of three of her children, and the need for rehabilitation in order to walk again. Since overcoming these hurdles, she has enrolled in college, majoring in photography and photo journalism, self published two books titled, *My Journey* and *Standing Tall*, and has had her work featured in several community photo exhibitions. She has also volunteered more than 300 hours participating on the Policy Council, Parent Advisory Committee, and other committees in 2009 and 2010. She is now working toward several goals, including establishing good credit, obtaining a business license, establishing herself as a local photographer/photojournalist, working for the Sacramento Magazine and becoming a home owner. Eventually, Knox aspires to own a domestic violence shelter that focuses on rebuilding victims' lives.

Parent of the Year Award Nominee and NHSA 2010 Winner, Kyle Adolf

Kyle Adolf loves his role as a father of three wonderful sons under the age of 10. As a single father, he participates in his sons' education by serving as Chair for both the Head Start Policy Council and the Parent Advisory Committee at the elementary school. Adolf is also a member of the High-Five Camp Board, which helps youths with emotional/social difficulties, and a coach for the Special Olympics soccer program. After receiving an honorable medical discharge from active service in the United States Marines, he decided to pursue a career in the medical field. He is currently majoring in mathematics, with a minor in psychology. His continued education has earned him a cumulative GPA of over 3.0, which resulted in his making the Dean's List and being inducted into the National Omicron-Psi Honor Society.

Day (3), 12/13/2010 – 1, 2, 3, Come Learn with Me

Instructor: Laurie Sironen-Kroft

This workshop was about things that you and your child can learn. Fun and easy things you can do at home, vocabulary builders, book corners – you can turn daily routines and activities into learning experiences and know that your child will enter school with a strong math foundation.

Day (4), 12/14/2010 – Parent Involvement

Instructor: Jalene Huff

This workshop was geared more for staff and offered ideas for them to get parents involved in the classroom and in parent meetings: have a Mother Involvement, a Male Involvement, a Monthly Meeting; offer something FREE; involve parents in the social and emotional development of their child.

About NHSA

About the National Head Start Association

The National Head Start Association is a non-partisan, not-for-profit

Organization that believes that every child, regardless of

Circumstances at birth, has the ability to succeed in life if given

The opportunity that Head Start offers to children and their

families. It represents more than 1 million children, 200,000

staff and 2,600 Head Start programs in the United States.

Day (4), 12/14/2010 – Last of the Conference

In closing I would like to say Thank You to SETA Head Start Staff, the Policy Council, the Parent Advisory Committee, and My Family, for this opportunity to attend the 27th Annual NHSA Conference in Virginia Beach, Virginia. I learned a lot but – as I stated – with the training and all the committees that I sit on at SETA and San Juan Unified School District, the workshops were a lot easier for me to understand and follow. Just because other States, Grantees, and Delegates are run a bit differently, it all ends up the same in the end.

FOR THE CHILDREN AND THEIR FAMILIES – PARENT ENGAGEMENT: THE NECESSARY INGREDIENT!!!

Coventry St.Mary

SETA Policy Council Board Chair

ITEM IV-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The February 3, 2011 Governing Board minutes are attached for your review.

NOTES:

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

Minutes/Synopsis

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

Thursday, February 3, 2011
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:06 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
Bonnie Pannell, Councilmember, City of Sacramento

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

- Recognition of Long-Term Employees (20 years): Marie Desha, Pam McKee, Jeanie Ross, Bob Silva

Ms. Denise Lee introduced Ms. Marie Desha; Ms. Desha spoke of her passion for parent involvement and that it is an awesome and wonderful experience.

Ms. Lisa Carr introduced Mr. Robert Silva; Mr. Silva spoke of his experience working in the Head Start program.

Ms. Dea Karnegas introduced Ms. Pam McKee; Ms. McKee spoke of his experience working in the Head Start program. She enjoys watching the children grow and develop.

Mr. Rod Nishi introduced Ms. Jeanie Ross; Ms. Ross thanked Mr. Nishi for his support.

II. Consent Items

- A. Minutes of the January 6, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification Extension

The consent calendar was reviewed; no questions or comments.

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

- A. Approve the minutes of the December 2, 2010 meeting.
- B. Approve the claims and warrants for the period 12/22/10 – 1/26/11.

- C. Approve the temporary reclassification of Ms. Monica Barber to Social Services/Parent Involvement Specialist through September 29, 2011.
Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval to Eliminate Classifications

Mr. Rod Nishi reported that a classification study was done. This item provides the board an opportunity to eliminate job specifications that have no incumbents and have over the years have eliminated the use of the specifications. This went to the union and the Head Start Policy Council and those identified as Head Start were eliminated.

Moved/Pannell, second/Scherman, to approve the elimination of classifications identified in the report provided to board members.

Voice Vote: Unanimous approval.

2. Approval of Revised Job Classifications

Mr. Nishi stated that this item modifies current job specifications that were delivered under separate cover. This item also went to the union and the Head Start Policy Council.

The board raised questions regarding the physical needs for various classifications. Why is there no need for visual approve with coming back with report back on sight. Mr. Thatch recommends that due to the number of questions, the board postpone this item to the next meeting. Staff will check to see why vision is not included in the requirements.

Moved/Scherman, second/Pannell to continue this item to the March 3 meeting.
Voice Vote: Unanimous approval.

3. Approval of Staff Recommendation for the Adult and Youth Vendor (VS) Services Lists

Ms. Marianne Sphar reviewed this item. There were no questions or comments.

Moved/Yee, second/Scherman, to approve the addition of Sacramento Urban Resource Center to the Adult and Youth Vendor Services List.

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

4. Approval to Hire SETA Retired Annuitants

Ms. Kossick stated that the retired annuitants would be working on specific activities; the funding would be coming from the payroll savings.

Moved/Pannell, second/Scherman, to approve hiring Melissa Noteboom, James Pardun, and Noelia Rommel as retired annuitants and temporary SETA Consultant employees.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

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

Ms. Kossick reviewed this item; Mr. Lake is being recommended to replace Mr. Bruce Wagstaff on the Sacramento Works board.

Moved/Yee, second/Pannell, to appoint Mr. Paul Lake to the vacant required partner seat on the Sacramento Works, Inc. Board of Directors.

Voice Vote: Unanimous approval.

2. Appointment of Private Business Sector Member to the Sacramento Workforce Investment Board

Ms. Kossick reviewed the two individuals presented for appointment. The Sacramento Works Executive Committee is recommending Stephanie Leach be appointed to fill the Private Business slot on the WIB.

Moved/Pannell, second/Yee, to appoint Ms. Stephanie Leach to the Sacramento Works Workforce Investment Board to fill a Private Sector seat.

Voice Vote: Unanimous approval.

3. Concurrence with Sacramento Works, Inc. to Approve the Request for Proposals for WIA Youth Program Services for fiscal year beginning July 1, 2011

Ms. Christine Welsch stated that this is the first procurement for the year round youth services in four years. Ms. Welsch reviewed the various areas of concentration in the youth program. This has been approved by the Youth Council and the Sacramento Works board. Proposals will be due March 17.

Moved/Pannell, second/Scherman, to concur with Sacramento Works, Inc. to approve the Request for Proposals for the WIA Youth Program Services for fiscal year beginning July 1, 2011.

Voice Vote: Unanimous approval.

4. Approval of the 2010-11 Workforce Investment Area Plan Summary

Items 4 and 5 were reviewed together.

Ms. Robin Purdy reported that both items have been reviewed and approved by the WIB. After reviewing the plan summary, Ms. Purdy stated that she will report back with more information on where the youth went that initially came into a career center.

5. Approval of the Workforce Investment Act Sacramento Works One Stop Career Center Resource Allocation Plan 2011-2012

Ms. Purdy reported that the Resource Allocation Plan was developed by the Sacramento Works Planning/Oversight Committee. The major change is to move 10% of money out of talent development into talent marketing. If this item is approved, an RFP will be presented for approval to procure OJT providers.

Moved/Pannell, second/Yee, to approve items 4 and 5 as follows:

- Approve the 2010-2011 Sacramento Local Workforce Investment Area's Plan Summary.
- Approve the Resource Allocation Plan as presented.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval of Out-of-State Travel to Attend the Office of Head Start Summit "On the Road to School Readiness"

No questions or comments on this item.

Moved/Pannell, second/Scherman, to approve out of state travel to the OHS Summit: On the Road to School Readiness in an amount not to exceed \$3,000.
Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Resolution to Accept Program Year 2011 Community Services Block Grant (CSBG) Funds and Authorize the SETA Executive Director to Sign the Agreement and any Amendments to the Agreement

Ms. Cindy Sherwood-Green reviewed this item; there were no questions.

Moved/Scherman, second/Yee, to approve a resolution, and authorize the Executive Director to sign the agreement and any amendments to the agreement.

Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions or comments.

B. Head Start Reports: Ms. Denise Lee thanked board members for their participation in the federal review. It was a very successful event. The final report was given today and the reviewers stated that the classrooms are phenomenal, and the parent engagement was great. The Delegate agencies also did a great job. Some strengths included: recognized relationships in early childhood development; the education of staff was impressive; nutrition services; parent engagement and opportunities for involvement; diversity of staff in order to meet the needs of the families; high quality programming; strong commitment between delegate agencies in relation to the grantee.

There are three areas of potential non-compliance. The Office of Head Start will determine whether it will be a non-compliance issue. The three issues are:

1. How in-kind or donations are accounted. The documentation and explanation needs to be better. There needs to be an explanation as to what the activity was how the information was collected.
2. Health-screenings for children. There are 13 different health screenings currently done. There is one blood test that is not done on site and staff we connect parents to physicians. There recently was a change to identify what medical screening is needed for each child age.
3. The SETA Operated program operates a year-round track program which is under a lot of scrutiny. The track program has been in place for 11 years and allows a higher number of children to be served. The federal office knows about the track system and has approved it. SETA/Head Start is the only program that operates a year-round track program.

The report will be submitted to the Office of Head Start. SETA/Head Start will hear back within 90 days and there will be a follow-up review by the regional office.

C. Local Workforce Investment Board Recertification: No questions or comments.

D. Workforce Investment Act Fiscal and Procurement Status Report and ARRA Final Monitoring Report: No questions or comments.

E. Dislocated Worker Update: No questions or comments.

F. Employer Activity Report: No questions or comments.

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

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked the board for their participation with the federal reviewers. The reviewers were really impressed with the quality of participation. Ms. Coventry St. Mary is the new chair of the Policy Council, and Ms. Mary Brown is the new chair of the Parent Advisory Committee.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman referenced the school shooting incident in Placerville and inquired whether Head Start had a plan to unite the children with their parents in the event of such an incident. Ms. Lee stated that staff prepared a very thorough book on how to deal with emergencies and have been trained on how to respond to emergencies.

Mr. Yee thanked Ms. Kossick and staff for the preparation given to Governing Board members prior to the federal review interview.

- F. Public: Ms. Ann Thomas, Vice President, Sacramento Professional Network reported that SETA has helped the Sacramento Professional Network out by providing meeting space. This organization is important in that they are helping professionals in need. Ms. Thomas thanked Ms. Kossick specifically.

Ms. Purdy stated that staff has started a professional program here in this building once a week for the next 16 weeks. The program offers networking, skills update, and job development to increase services to professionals.

Mr. Yee wished everyone a happy Lunar New Year.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

The board went into closed session at: 11:41; Mr. Thatch stated that there would not be a report out of closed session.

- VII. Adjournment:** The meeting was adjourned at 11:41 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 February 22, 2011 regular Policy Council meeting.

Good	Needs Improvement
Thank you to Ms. Sandra Espinoza and Ms. Mary Brown for making reminder calls to Board members to attend the meeting.	Attendance.
Thank you to Mr. Victor Bonanno for providing Ethics training.	
Thank you to all members for turning off cell phones before the meeting.	
Board members asking Chair for point of personal privilege.	
Clean Board room.	

The Executive Committee met and evaluated the March 3, 2011 special Policy Council meeting.

Good	Needs Improvement
Thank you to Ms. Mary Brown and Ms. Lisa Daniels for making reminder calls to Board members to attend the special meeting.	Attendance.
Board members asking Chair for point of personal privilege.	Arriving to meeting on time.
Thank you to Board members for attending the special Board meeting.	Using electronic devices ONLY to take notes during meeting.
Clean Board room.	

ITEM V (continued)
Page 2

B. Budget/Planning Committee – Ms. Coventry St. Mary

C. Personnel/Bylaws Committee – Ms. Mary Brown

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

E. Health Services Advisory Committee Report: Ms. Coventry St. Mary

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director 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.

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

- Monthly Head Start Report (attached)

- C. 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

➔ County-wide Parent Conference

- D. 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.

"Spring Ahead"



Monthly Head Start Report March 2011

SETA Operated Program

Upcoming 1st Annual Parent Conference

Last year during budget planning, the Head Start parents on the planning committee voted to host a countywide parent conference here in Sacramento. They redistributed funds from out-of-State travel and created a budget for this event. We are pleased to announce the 1st Annual Sacramento Countywide Parent Conference "*Families Coming Together*" will be held on April 20th at the Charles Jones/Lemon Hill Career Center from 8:00 a.m. - 4:00 p.m. Former Head Start alum, Mayor Kevin Johnson, will be the keynote speaker. The conference will feature a series of workshops and activities that promote positive parenting and child development skills, life skills, health/nutrition/fitness activities and much more. The conference is hosted in partnership with *Agency on Aging, Sacramento City USD, Lilliput Children's Services, Twin Rivers USD, San Juan USD, and River Oak Center for Children*. Child care will be provided.

Elk Grove Unified School District

Education Services Update

This month, teachers assessed the progress of their students with the School Readiness Screening. This screening assesses name writing, alphabet recognition, shapes recognition, counting, and one-to-one correspondence.

Vanessa Ham of EGUSD's Risk Management Department certified all of the teachers in CPR at the January in-service.

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 87% and 93% in the expansion classrooms.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the Pre-K special education program specialist and the consulting psychologist to place students with an active IEP into the Head Start program. There are currently 52 students (14%), with active IEPs in the program. This number exceeds the 10% minimum required by Head Start.

Health Services Update

Representatives from the Smiles Keepers Program visited each class this month to provide fluoride treatments and discuss dental health. Height and weight measurements for each child were completed by the paraeducators for the second time this year. Program Educators are in the process of graphing each child's information and contacting parents with health concerns related to underweight and overweight issues.

A total of 9092 meals were served to Head Start students this month.

Family and Community Partnerships Update

"Latino Family Literacy," a class for Spanish speaking parents to learn strategies for working with their children in the area of literacy, was held on February 2, 16, and 23, at Samuel Kennedy Elementary School. An average of three parents attended these classes.

"Discover Art," a class presented in partnership with KVIE, Sacramento, was held at Charles Mack Elementary School on February 13. This class is designed to help parents learn the importance of art as a form of expression, creativity and problem solving in their child's life. Thirteen parents attended this class.

"Making Parenting A Pleasure," a class for helping parents build their parenting skills, was held February 3, 10, 17, and 24, at Prairie Elementary School and at Charles Mack Elementary School on February 2, 9, 16, and 23. An average of two parents attended the classes at Prairie Elementary and an average of fourteen parents attended the classes at Charles Mack.

Recruitment

Registrations for the 2011-2012 school year began for each of EGUSD's three regions. Region I registered 57 families, Region II registered 66 families, and Region III registered 62 families. A calendar with registration dates for February through June has been developed to ensure full enrollment by the end of June for the 2011 - 2012 school year.

Sacramento City Unified School District

Education and Child Development

February Staff Development: Two speakers from KVIE presented a “Celebrating Diversity” workshop and brought lots of free materials on related topics.

Health

Nurses participated in the District’s Preschool Case Management Meetings which began this month after a year-long hiatus. These meetings are being held to help identify and support preschoolers with academic, behavioral and health concerns in the State and Head Start Preschool programs. This multidisciplinary meeting is chaired by Special Needs Coordinator, Ginny Condon, and includes Resource Teachers, Preschool Social Workers, and Nurses.

Nurses also continued to stay busy preparing for the State and SETA reviews that followed the Federal

Nurses also continued to stay busy preparing for the State and SETA reviews that followed the Federal Review.

The spring Dental Screening /Dental Varnish clinics began March 1st and will continue through May. All three Nurses actively participate in this program and follow-up on the dental needs of SCUSD’s preschoolers.

Sensory screenings continued at preschool sites this month, and parent health talks were given at the school sites on the subjects of hand-washing and nutrition.

Mental Health

28 people attended a movie night on Relationship Enhancement; and seven couples completed a **Six Week Workshop on Building A Healthy Family By Strengthening Parent Communication Skills**. Some of the feedback from couples that completed the course were “*We learned that if we took time to listen and understand one another things work out better!*” and “*We are communicating better with one another and we are doing more family outings!*” Many of the couples are planning to attend a follow-up Child Discipline Workshop in April.

Disabilities

Sac-City is pleased to announce that the federal review team did not issue any findings for the Disabilities Content Area. The reviewer was especially impressed with SCUSD’s referral and tracking systems which result in timely and appropriate services for children with special needs. Although the reviewer said he typically does not visit classrooms, SCUSD staff was able to talk him into visiting one of the newest full-inclusion sites. He was impressed by how well the staff worked together and how engaged all children were in the classroom activities.

San Juan Unified School District

Education Services Update

Two members of the SJUSD Head Start staff attended the Education CHSA Conference in San Francisco. Staff brought back many resources on Dual Language Learners, CLASS, and the new HS kit called “Getting Ready for School”. This is a wonderful tool for monthly parent education and provides materials for the family to be their child’s teacher as they

support language, literacy, and math through scope and sequence of activities through the year. This kit must be requested through ECLCK.

Disabilities Services Update

February brought the end of the Federal Review for the agency. SJUSD was well prepared in the area of Disabilities, as SJUSD was in all areas. The reviewers seemed to be impressed and satisfied. News was brought about newly designated HS Collaborative State preschool sites to begin next year. These classes are already fully functional, but will become HS Collaborative classes in the upcoming school year. Several more children have been added to the growing list of those with active IEPs and several more have been referred for assessment. The Disabilities Specialist has been in contact with Norma McNamera from SCOE and is faxing her updated registration information.

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 Therapist also training counseling interns on the topic of Parent/Child Attachment styles.

Health Services Update

Health has started the second round of dental screenings with Kate Varanelli from Smile Keepers. SJUSD is following up with children needing dental care. Health staff members are continuing to screen children in the centralized screening room one day a week. The Nurse continues to train staff and put health plans in place for children to be able to attend school. Follow-up screenings on children in the classroom are continuing as well.

Family and Community Partnerships Update

This past month two parents attended the CHSA Conference in San Francisco, which offered a variety of interesting and informative workshops. The Federal Review was also completed in February with the executive board participating in an interview with a reviewer. Other opportunities for parents to participate included helping to create objectives for the new three-year goals, as well as interviewing candidates and applying for jobs with the program.

Transition Services Update

San Juan preschool fliers have been updated and sent to SCOE for potential families who will be enrolling their kindergarten children. Two kindergarten transition events for families are scheduled for Howe Ave. and Dyer-Kelly preschool classes. This is a collaboration event with the First Five School Readiness Program. The event will help parents understand the process for getting their children enrolled into kindergarten and will provide preparation activities for kindergarten. Administration from each school will be present to answer parent questions. Pre-kindergarten Summer Camp fliers are being created for community distribution. The target sites for this program will be Dyer-Kelly, Howe Ave, and Whitney.

Program Support/Staff Training Update

In lieu of February training, teachers visited other preschool classroom to focus on various subjects such as environment and curriculum implementation. The feedback from the teachers was very positive as they were able to take with them a different viewpoint about their own teaching style.

Fiscal Update

Head Start and Early Head Start Fiscal has experienced a very fast January and February 2011. In the midst of submitting the entire fiscal reports by the 10th of each month to SETA, all Head Start and Early Head Start budgets stayed within the proposed FY 10-11 Budgets.

Fiscal staff also went through a HS/EHS Federal Review in which only one issue dealing with in-kind was noted. This was a countywide issue. This did not have any monetary effect on our programs.

At the same time, fiscal staff was in the process of budget development for SJUSD's Head Start and Early Head Start Grant Application which is due to SETA on March 1, 2011. Approval for the grant application will be brought before the PC on March 10th and the District's Board of Education on April 12th.

Early Head Start

The short month of February was busy with the Federal Review, establishment of the three year goals and objectives, budget committee meetings and grant writing. It ended with a State Review.

Twin Rivers Unified School District

Events

February was a very busy and exciting month for Twin Rivers Unified School District's Head Start programs. The programs celebrated Black History Month with a variety of classroom activities and events that increased the knowledge of both students and parents. At Morey Avenue School this included a historic tour in which large posters of great African American inventors, artists, politicians, sports athletes and people of honor were displayed throughout the school campus for everyone to read. The informational posters were changed daily and students took the historic tour everyday to learn about different influential people.

The cultural celebration included a fantastic program on February 17th filled with student performance, parent book reading and lots of fun. Students recited historical poems, danced to African music and participated in yoga with a community partner agency.

Teachers and families completed the second home visit during the week of February 7th.

Professional Development

Two parent trainings on mental wellness were held in collaboration with the SETA Training Unit. Parents were provided information about how to reduce stress and learned relaxation techniques.

Components

Component Leaders continued implementing the Plan of Action steps following the Federal Review. The Education Component Leader assisted with the scheduling of the home visits for all teaching staff in early February. The Speech Language Pathologist continued to provide direct services to students who were identified with speech concerns. The Nutrition and Health Components continued to follow-up on all identified health concerns. The School Social Worker continued to complete Family Partnership Agreements for families and started the Friendship Social Skills groups. The Leadership Team of Component Leaders worked on the revising the policy manual.

Policy and Parent Committees

Parent Committees meetings were held at both Kohler and Woodridge school sites. The Policy Committee meeting was held on February 15, 2011. Members discussed the results of the Federal Review Site Visit, Dr. Seuss Read to Achieve Day and rescheduled future meetings for the Expansion sites. The next meeting is scheduled for March 15, at Morey Avenue and will included Ethics training.

Parenting

The TRUSD Bilingual Department is still in the process of organizing the ESL classes at Morey Avenue School. The classes were tentatively scheduled to begin February 7th. This will be a collaborative project with the TRUSD Bilingual Department and possibly Child Action, as childcare will be provided.

Fiscal

Teachers' are placing their final order for this school year. Per the district policy, orders must be submitted no later than April 15th.

WCIC

Special Events

WCIC's 75th Anniversary Celebration Planning Committee met on February 23, 2011. The weeklong in August will include: an art show, a children's literacy program, poetry, banquet, a house party, and a concluding reception at WCIC. The weeklong activities are scheduled at WCIC, 3555 3rd Avenue.

During the month of February, WCIC/Playmate Head Start Program's community friends have been promoting the Head Start Stroll-In to Congress by calling and writing Representatives, due to the National Budget's impact on Head Start's future.

Three of WCIC/Playmate's teaching team members enjoyed a great free luncheon with Lakeshore (Educational supply vendor) on February 23, 2011 at the Sheraton Grand Sacramento Hotel: Mrs. Wong-Acorda, Head Teacher; Ms. Thao, Teacher; and Ms. Jackson, Teacher.

Program Design and Management:

WCIC continues to value team leadership, education, team-building, and stability of diverse quality staff. During the month of February, the WCIC/Playmate team members, including parents, have been busy developing the 2011-2012 Head Start Grant Application.

Family and Community Partnerships

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

Board of Directors and Policy Committee Training:

Victor Bonanno, ETA Supervisor from SETA, facilitated the "Ethics Training" for the WCIC Board of Directors and Policy Committee on February 16, 2011.

Fiscal:

WCIC and the Playmate Head Start Program's audit exit took place on February 24, 2011.

CONGRATULATIONS UNQUALIFIED AUDIT!!!

**Sacramento County Head Start/Early Head Start
Delegate Monthly Enrollment Report
February, 2011
Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	380	380	100	329	87
Elk Grove ARRA Expansion	40	40	100	37	93
Sacramento City USD	1,272	1,302	102	1,130	89
Sac City ARRA Expansion	20	20	100	20	100
Sacramento Employment and Training Agency	1,860 (2,778)	1,878	101	1,468	79
Sacramento Employment Training Agency AARA Expansion	18	20	111	11	55
San Juan USD	680	686	101	540	79
San Juan ARRA Expansion	20	20	100	16	80
Twin Rivers USD	179	179	100	172	96
Twin Rivers ARRA Expansion	32	33	103	33	103
WCIC/Playmate Head Start	100	100	100	79	79
WCIC ARRA Expansion	20	20	100	18	90

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	115	115	100	70	61
Sac City ARRA Expansion	32	31	97	25	78
Sacramento Employment and Training Agency	213	218	102	162	76
Sacramento Employment Training Agency AARA Expansion	132	131	99	84	64
San Juan USD	129	130	101	91	71
San Juan ARRA Expansion	32	33	103	21	66P

(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 02/28/11)

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)	22	(10%)	N/A	
Elk Grove USD (420)	60	(14%)	N/A	
Sacramento City USD (1292)(147)	124	(10%)	12	(8%)
San Juan USD (700) (161)	75	(11%)	21	(13%)
WCIC (120)	13	(11%)	N/A	
SETA (2796) (345) (1878 Tracks)	229	(12%)	43	(12%)
County (4621)* (653)*	523	(11%)	76	(11.5%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

Seta Head Start

Food Service Operations Monthly Report

*February 2011

February 1st - 4th - Federal Review Continues

February 4th - WCIC Kitchen was used for the Women Civic Improvement Club
Annual Crab Feast

February 9th - Phone Calls / Messages Memo given to all staff, by Head Cook
Cheryl Barton

February 21st - Presidents Day Holiday

February 22nd - Vineland Center Closed due to School District Schedule.

Meetings and Trainings:

Leadership Meeting attended by Connie Otwell February 16th

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
38,248	24,296	26,120	0

Total Amount of Meals and Snacks Prepared 88,664

Purchases:

Food \$32,799.62

Non - Food \$13,442.25

Building Maintenance and Repair: \$556.79

Kitchen Small Wares and Equipment: \$280.57

Vehicle Maintenance and Repair : \$2,820.07

Vehicle Gas / Fuel: \$1,840.60
 Normal Delivery Days 19

ITEM VI- OTHER REPORTS (continued)

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- E. 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.
