

GOVERNING BOARD

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KATHY KOSSICK
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DENISE LEE
Deputy Director

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Thought of the day: "One important key to success is self-confidence. An important key to self-confidence is preparation."

Author: Arthur Ashe

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, July 26, 2011

TIME: 9:00 a.m.

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

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

AGENDA

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
- II. **Consent Item**
 - A. Approval of the Minutes of the June 28, 2011 Special Meeting
- III. **Action Items**
 - A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of New Classification of Program Analyst and Pay Range

- B. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of Classifications of Children and Family Services Education Program Officer, Children and Family Services Support Services Program Officer, Children and Family Services Administrative Program Officer and the Related Salary Ranges
- C. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Modification of the Agency Classification Plan to Establish the New Classification Family Services Worker and Proposed Pay Ranges

IV. Information Items

- A. Standing Information Items
- Introduction of Newly Seated Representatives
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
 - Parent/Family Support Unit Events and Activities – Ms. Coventry St. Mary
 - PC/PAC Calendar of Events – Ms. Coventry St. Mary
 - ◆ PC/PAC Joint Parent Activity
 - Parent/Staff Recognitions – Ms. Coventry St. Mary
 - Community Resources-Parents/Staff – Ms. Coventry St. Mary
- B. Governing Board Minutes for the June 2, 2011 Meeting
- C. Fiscal Monitoring Reports
- Sacramento City Unified School District
 - Sacramento County Office of Education
 - Twin Rivers Unified School District

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. Social/Hospitality Committee: Ms. Lisa Daniels
- E. Monitoring and Evaluation Committee (AKA Self-Assessment Committee)
- F. Program Area Committees
- Early Childhood Development & Health Services Committee and Parent/Family Committee (AKA Customer Service/Attendance Subcommittee)
- G. Male Involvement Committee/Community Advocating Male Participation (CAMP): Mr. V. Goodwin
- H. Health Services Advisory Committee Report: Ms. Rebecca Lewis, Ms. Amarajit Gill, Ms. Kelly Martin

- I. Community Partnerships Advisory Committee (CPAC): Ms. Lisa Daniels, Ms. Amarjit Gill, Ms. Sarah Proteau, Ms. Kiersten Gonzales
- J. Maternal, Child and Adolescent Health Advisory Board: Ms. Rebecca Lewis

VI. Other Reports

- A. Executive Director's Report
- B. Head Start Deputy Director's Report
 - Monthly Head Start Report (see attachment)
- C. Chair's Report
- D. Head Start Managers' Reports (Brenda Campos, Lisa Carr, Karen Gonzales)
- E. Open Discussion and Comments
- F. Public Participation

III. Action Items (continued)

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

- ➔ Approval of Eligible List for: Approval of Eligibility Lists for:
 - 1) Associate Teacher/Infant Toddler
 - 2) Site Supervisor
- ➔ Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, JULY 20, 2011

Policy Council meeting hosted by:

Chair: Coventry St. Mary

Secretary: Lisa Daniels

Parliamentarian: Mary Brown

Vice Chair: Rebecca Lewis

Treasurer: Vacant

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Amarjit Gill, Elk Grove Unified School District
- _____ Michela Barbosa'Gage, Twin Rivers Unified School District
- _____ Kiersten Gonzales, Sacramento City Unified School District
- _____ Sandra Renteria, Sacramento City Unified School District
- _____ Darlene Low, San Juan Unified School District
- _____ Sarah Proteau, San Juan Unified School District
- _____ Lisa Daniels, WCIC/Playmate Child Development Center
- _____ Delia Ramirez, WCIC/Playmate Child Development Center
- _____ Mary Brown, SETA-Operated Program
- _____ Socorro Gutierrez, SETA-Operated Program
- _____ Kelly Martin, SETA-Operated Program
- _____ Laura Meza, SETA-Operated Program
- _____ Connie Wallace, SETA-Operated Program
- _____ Lucero Canto, Home Base Option
- _____ Blanca Rosales, Home Base Option
- _____ Rebecca Lewis, Grandparent Representative
- _____ Dina Patterson, Foster Parent Representative
- _____ Coventry St. Mary, Early Head Start (San Juan)
- _____ Tamara Knox, Past Parent Representative
- _____ David Quintero, Past Parent Representative
- _____ Victor Goodwin, Community Advocating Male Participation

Member to be Seated:

- _____ Willie Jean Peck, Elk Grove Unified School District

Seats Vacant:

- _____ Vacant (Joslin), SETA-Operated Program
- _____ Vacant (Garcia), Early Head Start (Sac. City)
- _____ Vacant (Sandoval), Sacramento City Unified School District
- _____ Vacant, Sacramento City Unified School District
- _____ Vacant (Ramsey-Gilbert), Twin Rivers Unified School District
- _____ Vacant (Hendricks), Early Head Start (SOP)
- _____ 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'Gage (11/23)	TR	X	X	X	X	X	E	X	X	X					
M. Brown (11/23)	SOP	X	PC	X	X	X	X	X	X	X					
L. Canto (6/28)	HB									X					
L. Daniels (11/23)	WCIC	X	X	X	X	X	X	X	X	X					
A. Gill (4/26)	ELK							X	X	X					
K. Gonzales (3/22)	SAC						X	X	X	X					
V. Goodwin (s/b/s 4/26)	CAMP							AP	X	X					
S. Gutierrez (3/22)	SOP						X	U	X	E					
H. Joelin (4/26)	SOP	E	E	X	X	X	X	X	X	X					
T. Knox (11/23)	PP	X	PC	X	X	X	X	X	X	X					
R. Lewis (11/23)	GRAND	X	E	X	X	X	X	X	X	X					
D. Low (4/26)	SJ							X	E	X					
K. Martin (s/b/s 3/22)	SOP						E	X	U	X					
L. Meza (s/b/s 6/28)	SOP									E					
D. Patterson (11/23)	FOSTER	X	PC	E	X	X	X	X	X	X					
W.J. Peck	Elk														
S. Proteau (4/26)	SJ							X	X	X					
D. Quintero (s/b/s 6/28)	PP									E					
D. Ramirez (11/23)	WCIC	X	X	U	X	E	X	X	X	X					

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

GLOSSARY OF ACRONYMS

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

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

Current a/o 7/15/11

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 28, 2011 POLICY COUNCIL MINUTES

BACKGROUND:

Attached for the Policy Council's review are the minutes of the June 28, 2011 meeting.

RECOMMENDATION:

That the Policy Council approve the June 28, 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, June 28, 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 9:19 a.m. Ms. Rebecca Lewis read the Thought of the Day. Ms. Lisa Daniels called the roll. Ms. Blanca Rosales and Ms. Lucero Canto were seated.

Members Present:

Amarjit Gill, Elk Grove Unified School District
Sandra Renteria, Sacramento City Unified School District
Sarah Proteau, San Juan Unified School District
Darlene Low, San Juan Unified School District
Michela Barbosa'Gage, Twin Rivers Unified School District (arrived at 9:32 a.m.)
Lisa Daniels, WCIC/Playmate Child Development Center
Delia Ramirez, WCIC/Playmate Child Development Center
Mary Brown, SETA-Operated Program
Kiersten Gonzales, SETA-Operated Program
Kelly Martin, SETA-Operated Program
Connie Wallace, SETA-Operated Program
Haley Joslin, SETA-Operated Program (arrived at 9:35 a.m.)
Rebecca Lewis, Grandparent Representative
Dina Patterson, Foster Parent Representative
Tamara Knox, Past Parent
Coventry St. Mary, Early Head Start
Victor Goodwin, CAMP

New Members to be Seated:

Lucero Canto, Home Base
Blanca Rosales, Home Base

Members Absent:

Socorro Gutierrez, SETA-Operated Program (excused)
Laura Meza, SETA-Operated Program (excused)
David Quintero, Past Parent (excused)

II. Consent Item

- A. Approval of the Minutes of the May 24, 2011 Special Meeting

There were no questions or comments.

Moved/Goodwin, second/Gill, to approve the May 24, 2011 minutes as distributed.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (St. Mary)

III. Action Items

A. Approval of Fiscal Year 2011-2012 Head Start/Early Head Start Supplemental Grant Application

Ms. Denise Lee reviewed this item. This is an opportunity to roll over ARRA expansion application funds. This was originally a two-year process but it is being extended for another year. These funds will be rolled over to the base funding. SETA has not received a funding cut and is allowed to keep these funds. Head Start funds in the amount of \$1,014,150 will serve an additional 150 children, and Early Head Start funds in the amount of \$2,194,641 will serve an additional 196 children.

Moved/Brown, second/Gill, to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Supplemental Refunding Application.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (St. Mary)

B. Approval of the Policy Council/Parent Advisory Committee Joint Parent Activity

There are two annual PC and PAC activities; the parent bonding activity, and the End-of-Year Parent Appreciation luncheon.

Ms. Barbosa'Gage arrived at 9:32 a.m.

Ms. Joslin arrived at 9:35 a.m.

This item provides an opportunity for Policy Council approve a joint parent activity with the Parent Advisory Committee. Ms. St. Mary reviewed proposed activities. The Social/Hospitality Committee oversees and plans the events. Details on the event will be provided at a later date. A parent bonding event is scheduled for Friday, July 29, 10 a.m. – 2:30 p.m. at the Old Sacramento Underground and History Museum Tour.

Moved/Low, second/Barbosa'Gage, to approve a joint parent activity with the Parent Advisory Committee.

Show of hands vote: Aye: 18, Nay: 0, Abstentions: 1 (St. Mary)

C. Selection of Representative and Alternate to the SETA Health Services Advisory Committee (HSAC)

Ms. St. Mary asked if anyone was interested in serving on this committee. Ms. Brenda Campos reviewed the purpose of the committee. The next meeting is scheduled for Wednesday, October 26; meetings are held in the Sequoia Room and last approximately two hours. Dinner is provided.

There are a number of health professions invited to attend. Major issue this committee is dealing with is the lead blood level in children and how it is screened.

Those interested in serving on this committee: Rebecca Lewis, Amarjit Gill, Kelly Martin, Haley Joslin.

This committee focuses specifically on Head Start issues.

Moved/Daniels, second/Proteau, to suspend the rules and vote in all of those interested.

Show of hands vote: Aye: 18, Nay: 0, Abstentions: 1 (St. Mary)

D. Selection of Community Partnership Advisory Committee (CPAC) Representative and Alternate

Ms. Terri Carpenter reported that the CPAC is scheduled to meet again on Thursday, September 15 at 9:00 a.m. in the Sequoia Room. Meetings generally last 1 ½-2 hours. This committee works to share information on services available in the area. Ms. Carpenter stated that staff is always looking for other organizations to join the CPAC.

Those interested: Lisa Daniels, Amarjit Gill, Sarah Proteau, Kierstan Gonzales.

Moved/ Daniels, second/Gonzales, to suspend the rules and vote in all of those interested.

Show of hands vote: Aye: 18, Nay: 0, Abstentions: 1 (St. Mary)

Ms. Desha requested that board members that attended the May 24 board meeting sign an attendance roster.

E. Approval of Tentative Agreement to Labor Contract

Mr. Rod Nishi stated that the Agency is currently in a labor contract that began last year and ends in 2013. Each year there are re-openers on wages and benefits. This agreement allows for a lump sum payment of \$1,200 for employees on board as of July 1, 2011; the vote of the union had not occurred when the agenda packet was published. The business agent for the Supervisory and Head Start units reported that the agreement was passed unanimously with only three nay votes.

The board asked how this came about. Mr. Nishi stated that near the beginning of the year when Congress was debating a resolution to continue the funding for the federal government, there was a charge to eliminate Head Start and other federal agencies. Management has been carefully monitoring expenses on a monthly basis to determine whether there would be funds to complete the year. Based on prudent review of budget and expenses, the Agency has been able to

identify \$700,000 for the total package agreement for the Agency. This rewards the employees but also protects the Agency's budget.

Ms. Brown inquired if this includes teachers and long-term substitutes? Mr. Nishi replied that this would cover regular employees which would include teachers. It would not include substitutes since they are not regular employees. This action would go to the SETA Governing Board on July 7 and it would be paid out in the full pay period after that which would be the August 5 paycheck. Taxes will need to be paid by the employees.

Moved/Martin, second/Barbosa'Gage, to approve the tentative agreement regarding wages and benefits.

Show of hands vote: Aye: 18, Nay: 0, Abstentions: 1 (St. Mary)

Ms. St. Mary distributed a list for parents to sign up for the Parent Activity.

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reported that the corporate card report in the amount of \$700,000 is for the agency as a whole. The Head Start portion is \$450,000. The report through May should be 83% of the grant; the budget is currently 75% of the grant. Staff is expecting to have around \$300,000 unspent. There are plans to spend money on new books and toys with the extra funds. Also, a modular building is in the process of being installed and being inspected; approximately \$450,000 is being spent on the modular. Overall, the program is in good shape. The administration expenditures are around 10% which is substantially lower than allowed.

Ms. Brown inquired why bike helmets are being purchased. Ms. Campos replied that there is a child with special needs that requires a bike helmet so it was decided that all of the children at the center would be provided a bike helmet.

- Parent/Family Support Unit Events and Activities: Ms. St. Mary reviewed the upcoming meetings.
- PC/PAC Calendar of Events: No additional report.
- Introduction of Newly Seated Representatives: Ms. Lucero Canto and Ms. Blanca Rosales introduced themselves.
- Parent/Staff Recognitions: Ms. Daniels said that her daughter and Victor Goodwin's daughter were featured in the June 16-22 "My Heart Belongs to Daddy" contest, sponsored by the Sacramento Observer and the Center for Fathers and Families.

Ms. Tamara Knox was asked to give a speech at a Soropotomist club meeting when they found out she wrote a book on the triumphs of domestic violence survivors. She was also featured in the Soropotimist flyer Women's

Opportunity Award. When she went to Virginia Beach, she met the keynote speaker and asked if she would be featured in a magazine.

- PC/PAC Parent Leadership Institute Reports: Ms. Brown reported that Dr. Tracy Tomasky was the trainer, and provided a really good training entitled, "From Follower to Leader". Of the 45 people on the boards and delegate agencies that signed up to go, only 15 attended. It was a very high cost to the Agency for board members that did not attend. It was a great opportunity for board members; it was a great self-esteem building experience.
- Community Resources-Parents/Staff: No additional report.

B. Governing Board Minutes for the April 28, 2011 Meeting: No questions.

V. Committee Reports

A. Executive Committee: Ms. Lewis reviewed the meeting critique.

Ms. St. Mary left the room; point of personal privilege. Ms. Lewis, Vice Chair, took over facilitating the meeting.

B. Budget/Planning Committee: No additional report.

C. Personnel/Bylaws Committee: Ms. Brown reported that the members have finished reading the bylaws and are in the process making the modifications that need to be done. If there are any changes needed, notify committee members.

D. Social/Hospitality Committee: Ms. Daniels discussed the upcoming parent activity. The End-of-Year Parent Appreciation is scheduled for Saturday, October 8 at the DoubleTree Hotel. The next committee meeting is scheduled for July 13 at 1 p.m.

E. Monitoring and Evaluation Committee: No report.

F. Program Area Committees

- Early Childhood Development & Health Services Committee and Parent/Family Committee Subcommittee: Ms. Campos stated that back in January/February, the Head Start program was reviewed; one of the findings was the blood lead level testing in children. Staff received a call from the regional office and they will be coming to see how the SETA Head Start has corrected the finding. Ms. Campos stated that a meeting has been set up, August 11 from 9-11 a.m., for parents to attend and provide information on which children need lead screening. Staff need to know what the barriers are for parents not taking their children to get screening. Although there are procedures in place, it is really the parents taking the kids in to get the screening done. What can be done to encourage parents and advocate for the test. Ms. Campos distributed a flyer on this issue and encouraged all parents to attend.

Ms. St. Mary returned to the meeting.

G. Male Involvement Committee/Community Advocating Male Participation: Mr. Victor Goodwin stated that the committee is planning new Daddy and Me (aka Family and me) events, hopefully at one of the water parks in the area. He will be coming with more information next month.

- H. Health Services Advisory Committee Report: October 26 is the next meeting.
- I. Community Partnerships Advisory Committee: The next meeting is scheduled for September 15.
- J. Maternal, Child and Adolescent Health Advisory Board: The next meeting is scheduled for September.

VI. Other Reports

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report

- Monthly Head Start Report: Ms. Lee provided an update on State Department of Education and proposed cuts. The last time she checked there was a 15% proposed cut for all state-funded programs which was reduced to 11%. Hopefully the governor will sign the budget soon. Staff is expecting between 15-25% cut in the budget. Due to ARRA fundings, staff was able to 'rebuild' some of the hours that were cut. Staff is looking at the actual hours that the centers are providing services to children. With potential budget cuts, it will be more difficult to find child care services for children; there will be more demand in September. The SETA-operated program is a year-round program. There are only 55-65% children in seats which means that half of the kids are not coming to school on a regular basis. There was discussion in the management team regarding this issue. It was decided that basic customer service was crucial and that the clients need to know that they are a part of something important. Staff is launching a new campaign for customer services and parent participation. It is important to find out what makes a parent bring their child to school every single day. Ms. Lee received final feedback in writing regarding the federal review; the reviewers will be visiting SETA again September 28-29. The reviewers will be seeing if the two areas of findings, blood lead screening and the reporting of in-kind services, have been resolved. For every dollar received from the federal government, SETA Head Start has to match 25% of this. Although the in-kind has been done, the documentation was not clear. Staff will receive training on July 21 on how to document the in-kind services. Staff also recently finished a food-care review which is done every three years. This is done to ensure that all of the special diets and services are being done correctly. Reviewers look at documentation on meal service in the classrooms. There were some findings regarding how the meal counts are done. Although training is done annually, a few new regulations were added so there is a need to go back and train staff. The responses are due July 20. They are small but mighty items since it is reimbursable funds. The Agency has not received a state visit but it does not mean that there will not be a review next school year.

Ms. Martin asked what was done with the leftovers at the classrooms. Ms. Campos stated that if it is hot food, the hot food must be thrown out if the temperature drops or is not eaten right away. Anything that is not expired or is cold can be kept for children but it cannot be taken off the premises.

Ms. Wallace stated that recently SETA has been sending out job opening notifications. She asked that since there are openings now, are people losing hours, and why are the positions open again? Ms. Lee replied that there is some hiring going. There has been very little hiring since 2009 but this was in anticipation of potential funding cuts. Management has been very sensitive to not fill vacancies with permanent staff or allow the use of substitutes. There was strategic planning on management's part to ensure there would be no layoffs. The Agency picked up supplemental funding and opened up new centers, some staff have taken promotions, and some staff left the Agency. When there were reduced work hours, it affected only CDE teaching staff.

Ms. Brown inquired about the staff that took Infant/Toddler position. She asked if there is going to be an inside recruitment, and what will happen to the people that are already ranked? Although people have the education and experience, some did not interview well. This does not mean that they are not a good teacher.

Ms. Lee stated that some people did not do well in the interview and were extended another opportunity to interview. Others chose to go to preschool, or chose to take another position.

C. Chair's Report: Ms. St. Mary shared that all of the work that comes to the board comes from the committees. She directed board members to the committee listing and encouraged board members to attend meetings. June birthdays: Kelly Martin (June 8), Darlene Low (June 24), and Coventry St. Mary (June 28).

D. Head Start Managers' Reports

- ✓ Lisa Carr: Ms. Carr stated that the first meeting of the Customer Service/ Attendance Committee meeting was held recently; another meeting is scheduled for July 28 at 1:30 p.m. Attendees included a cross section of teachers, parents, and family service workers. There was discussion as to what can be done as an agency to get kids here. Ms. Carr stated that this will 'roll up' to a school readiness committee. There will be more formal meetings in September. It is important to deal with attendance before the next school year begins. Ms. Carr distributed a flyer for a workshop on the effects of violence on children. The workshop will be held in the evening, and childcare and dinner will be provided by the Child Abuse Council. Starting in September, the Agency will again start planning for the County-wide Parent Conference.
- ✓ Brenda Campos: At the end of August, SETA has to complete a Program Information Report (PIR) which is due to the Office of Head Start. This report includes the number of children enrolled and services provide. Three delegate agencies have already submitted their information and staff is in the process of reviewing the reports.
- ✓ Karen Gonzales: Every June, the Agency is required to perform an annual report based on desired results. There are two areas to focus on: Desired Results #1 and #2, which came from data on where children need the most

support. Also, parent surveys went out. The environmental rating scales was used to develop the desired results.

- E. Open Discussion and Comments: Ms. Brown reported that her young son just graduated from sixth grade; he will be honored at the State Fair for not missing a single day from first grade to sixth grade.

Mr. Goodwin reported that his daughter will be in the Little Miss Capitol City pageant next weekend; this is part of a girls self-esteem program. The girls attend classes and then there is a pageant which includes a talent competition. She is also going to Las Vegas for the talent competition. He will be having a shoe "blowout" at his house to raise funds for the travel expenses.

Ms. Barbosa'Gage announced that her name is now Barbosa'Gage; she was married two years ago although she has been together with her husband for 27 years.

Ms. Knox reported that her son graduated from kindergarten.

Ms. Kiersten Gonzales reported that she and her husband will be holding an 'old skool' dance to help raise money to get music back to schools. This will be held on July 8, at 10:00 p.m. The cost is \$15 a person or \$25 per couple.

- F. Public Participation: None.

- VI. **Adjournment**: The meeting was adjourned at 11:22 a.m.

ITEM III-A - ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF NEW CLASSIFICATION OF PROGRAM ANALYST AND PAY RANGE

BACKGROUND:

The Executive Director is proposing the establishment of a new classification of Program Analyst. The duties and responsibilities of the proposed Program Analyst are currently assigned to the Accounting Technician Classification within the Children and Family Services Department. Over an extended period of time incumbent's duties and responsibilities focused less on accounting work and more upon the statistical recordkeeping assignments and the processing of reports.

The work of the Program Analyst is primarily the analysis work involving statistical recordkeeping and basic accounting. The new class describes this work using pertinent examples of duties undergirded by more relevant Knowledge and Ability requirements.

The Agency has submitted to the Union the proposed job specifications and pay range. The outcome of that meeting is not known at the time of the creation of the agenda item. Therefore an oral report shall be made at your meeting.

Step A	Step B	Step C	Step D	Step E
\$15.41	\$16.17	\$16.97	\$17.83	\$18.71

RECOMMENDATION:

Open a public hearing, hear testimony, close the public hearing and adopt the modification to the Agency classification plan to approve the new job classification for the Program Analyst as well as the pay range.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

PROGRAM ANALYST

ORGANIZATIONAL RESPONSIBILITIES

A Program Analyst is responsible to the Deputy Director or designee in the Children and Family Services department.

DEFINITION

Under general supervision; the Program Analyst is responsible for the development, maintenance, and analysis of data systems and information used to track the operations of Head Start/Early Head Start and state funded programs. The Program Analyst performs a variety of specialized statistical recordkeeping assignments in the maintenance and processing of reports and records; analyzes reports for accuracy of reporting; makes recommendations to program supervisors for corrections; assists with the development and enhancement of computer applications used to maintain Head Start/Early Head Start information systems. Incumbents in this position may provide lead direction and training to Head Start and state funded staff.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the positions which perform a variety of statistical recordkeeping for claims and contracts with state and federal funded programs. Incumbents are expected to work independently and have knowledge of state and federal programs, methods and procedures.

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. Receives and processes a variety of center claims and records;
2. Analyzes data and makes recommendations to ensure program compliance;
3. Processes and analyzes data and reports for Child and Adult Care Food Programs, California Department of Education programs and Head Start programs;
4. Prepares reports for submission to state and federal entities and ensures proper reimbursement;
5. Maintains a variety of financial records and files;
6. Operates office equipment and computer systems;
7. Sets-up and maintains program files for ongoing record-keeping;
8. Posts information to contractor-sponsored record-keeping systems;
9. Assists with on-going monitoring and record-keeping to ensure accountability and accuracy of records and reports;
10. Assists with the preparation of a variety of financial and special reports and statements;
11. Performs general financial and statistical recordkeeping assignments when needed;
12. Discusses and make recommendations to program supervisors to resolve errors or problems;
13. Verifies and inputs data into information systems from a variety of data sources;
14. Conducts training sessions as required;
15. Provides technical assistance and training as needed;
16. Responds to a variety of requests for information about Head Start/Early Head Start, California Department of Education and Child and Adult Care Food programs;

17. Performs a variety of related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Methods and practices of financial and statistical recordkeeping;
2. Basic knowledge of computer system operations;
3. State and federal funded programs, including Head Start, California Department of Education and Child and Adult Care Food Program;
4. Basic knowledge of data processing systems software is highly desirable;
5. Personal time management including appropriate attendance patterns;
6. Basic customer service skills.

Ability to:

1. Establish and maintain cooperative working relationships with others;
2. Communicate clearly and concisely, orally and in writing;
3. Insure the accuracy of data input regarding the program operations;
4. Learn new software packages and adapt to changes in technology;
5. Be detail oriented;
6. Gather and analyze a variety of data and information;
7. Develop and prepare a variety of complex reports;
8. Work in multiple projects and meet deadlines;
9. Effectively train others;
10. Make presentations in front of large groups of people;
11. Manage time effectively;
12. Perform specialized account and statistical recordkeeping assignments involving monitoring and claims processing;
13. Make arithmetical calculations quickly and accurately;

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 the knowledge and abilities would be:

1. Advanced training and background in working with data analysis, record-keeping and reporting systems and one year work experience maintaining file tracking systems.

PHYSICAL DEMANDS/QUALIFICATIONS

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 conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:

- Operate a personal computer.
- 5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand, wrist or eye strain;
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
 - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

ITEM III-B - ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF CLASSIFICATIONS OF CHILDREN AND FAMILY SERVICES EDUCATION PROGRAM OFFICER, CHILDREN AND FAMILY SERVICES SUPPORT SERVICES PROGRAM OFFICER, CHILDREN AND FAMILY SERVICES ADMINISTRATIVE PROGRAM OFFICER AND THE RELATED SALARY RANGES

BACKGROUND:

The Agency Executive Director is proposing the establishment of five new classifications. The work to be assigned to these classifications was previously assigned to the Program Officer classification. The specification language of the Program Officer classification does not sufficiently focus upon the duties and responsibilities needed in the Agency. The proposed new classifications have more narrowly drawn specifications that will allow selection criteria to be specific to the referenced work and provide for a more efficient selection and appointment process.

CHILDREN AND FAMILY SERVICES EDUCATION PROGRAM OFFICER

The establishment of the CFS Education Program Officer is in response to new federal regulations for Head Start:

CFR TITLE 42 > CHAPTER 105 > SUBCHAPTER II > § 9843a

.Staff qualifications and development

(B) Additional staff

The Secretary shall ensure that, not later than September 30, 2013, all—

(i) Head Start education coordinators, including those that serve as curriculum specialists, nationwide in center-based programs—

(l) have the capacity to offer assistance to other teachers in the implementation and adaptation of curricula to the group and individual needs of children in a Head Start classroom; and

(II) Have—

(aa) a baccalaureate or advanced degree in early childhood education; or

(bb) a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children;

Four of the seven Program Officers assigned to the Children and Family Services Department serve as the education coordinators for the SETA-Operated Program. They must have BA degrees in accordance with the mandate outlined above. The work of these Program Officers is specialized and the Agency cannot effectively recruit for candidates in the current general Program Officer specification.

CHILDREN AND FAMILY SERVICES SUPPORT SERVICES PROGRAM OFFICER

Two of the seven CFS Program Officer positions are assigned to provide supervision, coordination, and oversight for the Family Services Workers (FSW) and the functions they perform. This includes the provision of non-educational direct services and support services to children and families in Head Start programs. The incumbents are expected to be highly knowledgeable of CFS policies, social service principles and general Head Start operations. Recruiting with the current general Program Officer specification is difficult and this new classification will assist with successful recruitment.

CHILDREN AND FAMILY SERVICES ADMINISTRATIVE PROGRAM OFFICER

This CFS position is assigned to coordinate the development and oversee the administration of the Head Start and Early Head Start Basic Grant. This work requires broad and extensive work experience in the development and administration of social service/child development, and training in Grant Administration.

The job specifications and related pay range for these positions will be sent under separate cover.

RECOMMENDATION:

Open a public hearing, hear testimony, close the public hearing and approve the classifications of Children and Family Services Education Program Officer, Children and Family Services Support Services Program Officer, Children and Family Services Administrative Program Officer and the related salary ranges.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-C - ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: MODIFICATION OF THE AGENCY CLASSIFICATION PLAN TO ESTABLISH THE NEW CLASSIFICATION FAMILY SERVICES WORKER AND PROPOSED PAY RANGES

BACKGROUND:

The Agency first established the job classification of Head Start Family Services Worker (FSW) in June of 1990. The proposed Family Services Worker is a deep class which uses the current Head Start Family Services Worker as the foundation and identifies two additional gradations of work. The additions are identified as Range 2 and Range 3.

The gradations are necessary to recognize the complexity of the work of the FSW created by a combination of caseload and the sophistication of the data entry.

Movement between the Ranges is to be predicated upon three factors, all of which must be in place for the advancement of an individual from one range to the next, as well as the Agency recognizing the need for the number in each Range:

The first required factor relates to the assignment itself. The Alternative Range Criteria delineates specific work that must be included for each identified range.

Second, the individual must demonstrate competence in the skills sets required by the Knowleges and Abilities identified for the level in the specification. This is done through success in a skill set assessment battery which has been developed through a skills assessment project under the auspices of California State University. This is the assessment system currently used for Workforce Development deep classes.

Finally, the individual must earn the requisite points for advancement in a readiness evaluation completed by the supervisor and based upon observable work behaviors.

It is the FSW who is responsible for ensuring that parents and families are engaged and involved in the Head Start opportunities. They are in the communities touting the rewards of the program and recruit and enroll children and families to keep classrooms at capacity. Other duties are to plan and implement the parent(s) involvement activities and facilitate monthly meetings.

Recognizing the proven tenet that parents are the most important link in affecting their child's outcome, it is the FSW who works with classroom teachers and the families to create that link for success.

ITEM III-C - ACTION (continued)

Page 2

Proposed Pay RANGES

	Range 1 (current FSW)	Range 2	Range 3
Step A	\$13.98	\$14.68	\$15.41
Step B	\$14.69	\$15.41	\$16.17
Step C	\$15.42	\$16.17	\$16.97
Step D	\$16.18	\$16.97	\$17.83
Step E	\$16.98	\$17.83	\$18.71

The Agency has submitted to the Union the proposed job specifications and pay ranges. The outcome of that meeting is not known at the time of the creation of the agenda item. Therefore an oral report will be made at the meeting.

RECOMMENDATION:

Open a public hearing, hear testimony, close the public hearing and adopt the modification to the Agency classification plan to approve the job specification and pay ranges of Family Services Worker.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

FAMILY SERVICES WORKER

ORGANIZATIONAL RESPONSIBILITY

A Family Services Worker (FSW) is responsible to a Head Start Manager or designee.

DEFINITION

Under general supervision, the FSW class is responsible to maintain full enrollment at the site level and to ensure enrollments follow applicable selection criteria and enrollment procedures put in place by the Head Start and State funded programs operated by the Sacramento Employment and Training Agency. In addition, the FSW class is responsible to provide services to families.

DISTINGUISHING CHARACTERISTICS

This is a deep class with three ranges. Professional development factors required for FSW incumbents in each of the three ranges is assessed to determine readiness for advancement in rank. Actual range advancement is dependent upon:

1. Documentation of the required level of competence as determined in accordance with the Family Services Worker (FSW) Alternative Range Criteria, which is attached to and made part of this specification, and
2. The availability of an assignment with a predetermined degree of complexity (see Alternative Range Criteria) based upon such factors as:
 - Size of caseload;
 - Knowledge of state preschool funding terms and conditions;
 - Volume and variety of data entry;
 - Complexity of special projects;
 - Act as a mentor when assigned.

ALL LEVELS:

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. Completes all Head Start enrollment documentation for each child and when necessary, all State required paperwork;
2. Effectively uses computer software, general applications and software specifically to perform work;
3. Plans and implements parent involvement activities; and facilitates monthly parent meetings;
4. Conducts all health screenings and follow-up procedures required by federal Performance Standards, and maintains health records;
5. Tracks health requirements utilizing electronic tracking systems and software;
6. Develops Family Partnership Agreements with each family and conducts follow up;
7. Assists with presenting health information to students and parents;
8. Coordinates work assignments with other Head Start staff;
9. Works with parent advisory groups and organizations;
10. Assists families in locating and using community resources;
11. Contacts families and provides information on Head Start and State funded;

12. Attends home visits and discusses programs and family issues with parents and families;
13. Attends meetings concerned with Head Start operations and any other mandatory meetings;
14. Submits time sensitive reports;
15. Monitors work to ensure full compliance of Performance Standards;
16. Manages caseload and family needs;
17. Recruits and maintains a Parent Advisory Committee (PAC) representative.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic knowledge of Head Start programs, functions and procedures;
- Effective case management principles;
- Goal setting and follow up strategies;
- Effective interviewing techniques;
- Local community, social, employment and educational resources;
- Basic computer skills and business machinery, including word processing, fax use and use of scanners;
- Basic customer service skills;
- Personal time management including appropriate attendance patterns.

ABILITIES

Ability to:

- Work collaboratively with staff, customers, community agencies and the general public;
- Fill out all paperwork accurately and within timelines determined by either federal Performance Standards or the Agency;
- Document all Family Contacts and update Family Partnership Agreements (FPAs) within required timelines;
- Speak and write effectively by accurately completing reports, petty cash requests, parent activity forms and other reports or forms; keeping cohesive case notes, ability to use basic grammar and sentence structure, speak clearly;
- Provide customer service and maintain professional working relationships by meeting and greeting families, staff and the community in a professional manner in person and on the phone, promptly responding to family needs and requests for services;
- Exhibit personal time management by arriving to work on time ready to work, follow outlined call-in procedures when absent, maintaining reasonably predictable attendance;
- Make appropriate referrals when requested or determined necessary, and utilize-agencies for parent meetings, and recruitment opportunities;
- Operate audiovisual, computer, and other appropriate electronic equipment and access the Internet; create flyers, agendas, meeting minutes; send and receive email with attachments; scan documents and send and receive faxes;
- Plan, organize and facilitate parent meetings and parent activities by filling out appropriate paperwork and submitting in a timely manner, prepare flyers, advertise, create agendas, type minutes and keep an up to date parent meeting binder.

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 the knowledge and abilities would be:

Previous experience in working with pre-school children and community groups on a paid or volunteer basis is highly desirable. Some selection preference may be given to current or past Head Start parents.

RANGE – 2 – IN ADDITION TO THE ABOVE EXAMPLES OF ESSENTIAL DUTIES

18. Responsible for data entering all fields for Health events in child tracking/reporting system;
19. Responsible for carrying a caseload of 41-60 Head Start only or at least 20 Full Day State Preschool families to total between 41-60 total enrollments;
20. Responsible for maintaining state preschool required documentation, including enrollment applications, work/school verification, and completing and updating Notices of Action (NOA's) on a routine basis;
21. Serves as an Agency representative for Recruitment Fairs and recruitment events that take place within the community.

MINIMUM QUALIFICATIONS

Knowledge of:

- Funding Terms and Conditions for State funded programs including eligibility, and all other paperwork including work/school verification, and updated NOA's;
- Health tracking software (i.e., Child Plus; EZ-ID or other related data tracking system);
- Workshop facilitation;
- Recruitment and community outreach.

ABILITIES

Ability to:

- Data enter all health data with required information, using accurate codes and events, treatment tracking, complete reports accurately and timely and submit to appropriate designee;
- Plan, prepare and organize workshops by reserving space, preparing handouts, invitations or flyers; advertise; create agendas; schedule guest speakers, type minutes and gather evaluations;
- Gather and analyze a variety of data and information;
- Assist in the development and preparation of a variety of reports;
- Enroll families into Full Day California State Preschool Program (Full Day -CSPP) and maintain NOA's and contract hours;
- Competently use program specific databases and software;
- Conduct file review, indicating areas of non-compliance and prepare plans of correction.

Training and Experience:

A typical way of obtaining the required training and experience would include at least two (2) years in the work described above.

OR

An alternative path would be educational achievement in a Social Services discipline or psychology with an emphasis in family dynamics or a related field and at least two (2) years experience in community social services.

RANGE – 3 – IN ADDITION TO THE ABOVE
EXAMPLES OF ESSENTIAL DUTIES

- 22. Responsible for accurately data entering all fields for enrollment applications in child tracking/reporting system;
- 23. Responsible for a caseload of 60 Head Start families or 40 or more full day State preschool families;
- 24. Other special projects as assigned, including Self Assessment, mentor FSW's, and file review.

MINIMUM QUALIFICATIONS

Knowledge of:

- Application data entry into child tracking software systems;
- File Review Procedures utilizing developed tool;
- Mentoring relationships.

ABILITIES

Ability to:

- Coordinate projects, services and activities and follow them through to conclusion;
- Data enter enrollment applications into child tracking software databases accurately and within timelines dictated by the manager or the designee;
- Represent Head Start in the coordination of services with a variety of community partners;
- Provide training and technical assistance to staff including developing mentor relationships, training plans with staff and developing follow up plans and a way to monitor those plans;
- Monitor files using a predetermined tool, indicate areas of noncompliance, develop plans of correction, and complete with accuracy, plans of correction.

Training and Experience:

A typical way of obtaining the required training and experience would include at least three (3) years in the work described above.

OR

An alternative path would be educational achievement in a Social Services discipline or psychology with an emphasis in family dynamics or a related field and at least three (3) years experience in community social services.

PHYSICAL DEMANDS/QUALIFICATIONS

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 conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand, wrist or eye strain;
 - Exert a small amount of effort in moving and lifting (at least 15 lbs.) papers, binders, desk supplies and files in a sedentary or light work environment.

**ALTERNATE RANGE CRITERIA
FAMILY SERVICES WORKER**

Readiness to move from ranges will be assessed by the supervisor and approved by management. Range advancement requires assessment through an on-line CSUS Career Skills Assessment, demonstration of competency in the Performance Measures, and the availability of an assignment in the higher range.

READINESS FACTORS:**PERFORMANCE MEASURES:****ALL LEVELS**

- Completes enrollment paperwork accurately and submits timely to Placement Unit, including routings;
- Checks email daily and several times throughout the day and uses the agency electronic email system to correspond appropriately with supervisors and staff;
- Demonstrates computer knowledge by using word processing software to create flyers, agendas, minutes and correspondence for the center and open and create attachments for email;
- Utilizes Child Plus to enter Program Information Report data (PIR);
- Submits requests for petty cash and parent activities timely and demonstrates recordkeeping organizational skill by returning receipts, minutes, and handouts given within time frames;
- Makes room reservations when necessary and contacts community resource presenters to speak at parent meetings;
- Prepares for meetings by advertising, shopping for refreshments and securing babysitters;
- Maintains center parent meeting binder;
- Completes all screenings within initial 45 day timeframe and follow-up screenings as required. Makes referrals as necessary for results needing follow-up and completes paperwork accurately. Maintains all health records including physicals, dentals, lead results, and 2nd year signatures;
- Enters EZ-ID information accurately and timely, and includes copy in file;
- Reviews Family Partnership Agreement (FPA) form with each family and provides info on requested areas of interest; develops at least one goal with each family and follows-up in a timely manner;
- Interprets and explains screening results to parents and provides them with documentation; also provides documentation on information noted or requested on health or nutrition history;
- Works cooperatively with other center staff, or staff at other centers or main office;
- Actively recruits and educates Parent Advisory Committee (PAC) center member and assists with transition to PAC participation;
- Knowledge of community resources (including career centers) and provides information to parents as requested or needed and follows-up on referrals;
- Knowledge of Head Start program including eligibility requirements and contacts families on waiting list for potential enrollment;
- Works cooperatively with education staff to coordinate home visit participation; to gather

- FPA, health and nutrition information and document outcomes;
- Consistently attends all required monthly and mandatory meetings, arriving on time;
- Consistently meets deadlines and submits reports to appropriate units timely;
- Maintains files regularly to ensure family contact notes are updated and all required documentation is on file, to ensure family needs are met as well as time sensitive information;
- Arrive at work on time, ready to work, maintains attendance, and follows call-in procedures when calling in for absences.

RANGE – 2 – IN ADDITION TO THE ABOVE

- Enters all information accurately and timely as it relates to all health screenings and events, prints out a copy and submits it to the health/nutrition unit, keeps a copy for the records;
- Maintains: a caseload of between 41 and 60 Head Start families or at least 20 full day preschool families; regular family contact entries; and full enrollment at all times;
- Knowledge of State preschool requirements including Notice of Action (NOA's), employment/training verification, declarations of family size, income, employment status or self employment, seeking work, semester grades, and statements of parent incapacity;
- Attends recruitment fairs and recruits potential children for enrollment, actively follows up on waiting lists with appropriate centers.

RANGE – 3 – IN ADDITION TO THE ABOVE

- Enters all fields of the application in ChildPlus accurately, and submits completed information to the Placement Unit timely;
- Maintains: a caseload of 60 Head Start families; or 40 – 60 full day State preschool families, including regular family contact entries; and full enrollment at all times;
- Completes other special assignments timely and accurately, including but not limited to mentoring, file review, self-assessment, recording contact hours, etc.

ASSIGNMENT STANDARDS:

CFS, FSW (*Range 1*)

- Caseload of 40 Head Start families.

CFS, FSW (*Range 2*)

- Caseload of 41-60 Head Start families; or
- Full Day California State Preschool Program (FD-CSPP) for a total caseload of 40-60);
- Child Plus Health data entry;
- Serves as a facilitator for Recruitment Fairs and recruitment events that happen in the community.

CFS, FSW (*Range 3*)

- Caseload of 60 Head Start families or at least 40 FD CSPP;
- Child Plus Health-responsible for data entering all health events and screenings;
- Child Plus Applications -- responsible for data entering all fields for enrollment applications in Child Plus.

Other projects that may be assigned at Range 3:

- NOA's/ Contract Hours-go to all FD-CSPP sites and fill out tracking sheet to ensure NOA's match contract hours;
- Coordinate file review;
- Coordinate Drop File Week;
- Be a trainer for new FSW's (job shadowing);
- Work on Annual Self Assessment.

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- Introduction of Newly Seated Representatives
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
- Parent/Family Support Unit Events and Activities – Ms. Coventry St. Mary
- PC/PAC Calendar of Events – Ms. Coventry St. Mary
 - ◆ PC/PAC Joint Parent Activity
- Parent/Staff Recognitions – Ms. Coventry St. Mary
- Community Resources-Parents/Staff – Ms. Coventry St. Mary

NOTES:

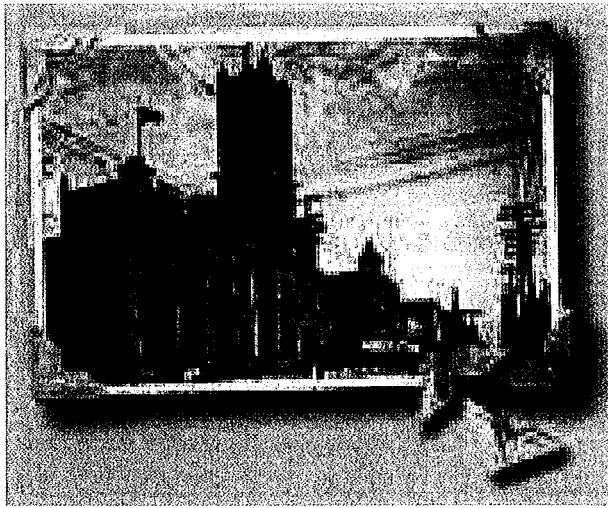
CALENDAR OF EVENTS AND ACTIVITIES
PARENT/FAMILY SUPPORT UNIT

<u>EVENT</u>	<u>DATE</u>
PC/PAC Male Involvement Meeting	Wednesday, July 20, 2011 4:00 p.m. 925 Del Paso Blvd. Redwood Room
Positive Discipline Parent Training	Tuesday, July 26, 2011 6:00-8:00 p.m. 925 Del Paso Blvd. Sequoia Room
Early Childhood Development & Health Services Committee (AKA Customer Service/Attendance Sub Committee) Meeting	Wednesday, July 27, 2011 1:30 p.m. 925 Del Paso Blvd. Redwood Room

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Male Involvement Committee Meeting	Wednesday, July 20, 2011 4:00 p.m. 925 Del Paso Blvd. Redwood Room
PAC Executive Committee Meeting	Thursday, July 21, 2011 9:00 – 10:00 a.m. 925 Del Paso Blvd. Olympus Room
PC/PAC Personnel/Bylaws Committee Meeting	Friday, July 22, 2011 10:00 a.m. – 12:00 p.m. 925 Del Paso Blvd. Oak Room
Early Childhood Development & Health Services Committee (AKA Customer Service/Attendance Sub Committee) Meeting	Wednesday, July 27, 2011 1:30 p.m. 925 Del Paso Blvd. Redwood Room
PC/PAC Joint Parent Activity	Friday, July 29, 2011 Old Sacramento Underground/Old Sacramento History Museum Tour 8:30 a.m.-2:30 p.m. (See attached flyer.)
PC Executive Committee Meeting	Thursday, August 4, 2011 9:00 a.m. – 10:00 a.m. 925 Del Paso Blvd. Redwood Room

**PC/PAC
Parent
Activity**



Theme: "Getting to Know You"
**Old Sacramento Underground
and
Old Sacramento History Museum Tour**

DATE: Friday, July 29, 2011

TIME: 8:30 a.m. ~ Arrival time at SETA Head Start Central Office,
925 Del Paso Blvd., Suite 100
Please be prompt - we will depart at 8:45 a.m. sharp.

10:00 a.m. - 2:30 p.m. ~ Activities/Return to SETA

LUNCH: 12:00 p.m.

SUBWAY - Old Sacramento

- * Transportation (light rail) will be provided by SETA Head Start
- * Lunch will be provided by SETA Head Start
- * Guests will be responsible for their lunch, transportation and tour fees

*** Codes: No shorts - Wear comfortable shoes - No smoking - No cameras underground**

If you are interested in participating in the activities, please confirm your attendance
by calling Lori Black at 263-4068 by 4:00 p.m., Friday, July 15, 2011.

ITEM IV-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The June 2, 2011 Governing Board minutes are attached for your review.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, June 2, 2011
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:07 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
Jay Schenirer, Councilmember, City of Sacramento (arrived at 10:10 a.m.)
Bonnie Pannell, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the April 28, 2011 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Ratification to Submit Fiscal Year 2011-12 Facilities Renovation and Repair Application to the California Department of Education
- D. Approval of Out-of-State Travel to Attend the Class Infant/Toddler Training Conference in Virginia and the State Professional Development Leadership Team Summit in Rhode Island
- E. Approval Of Fiscal Year 2011-2012 Head Start/Early Head Start Supplemental Grant Application
- F. Approval of Temporary Reclassification Extensions
- G. Appointment of Education Sector Member to the Sacramento Works, Inc. Board of Directors

The consent calendar was reviewed; no questions or comments.

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

- A. Approve the minutes of the April 28, 2011 special meeting.
- B. Approve the claims and warrants for the period 4/21/11 through 5/25/11.
- C. Ratify the submission of the Fiscal Year 2011-12 Facilities Renovation and Repair Grant Application to the California Department of Education in the amount of \$78,100.
- D. Approve out of state travel for staff to attend the CLASS Infant/Toddler Conference in Virginia on July 26-28, 2011 and the State Professional

Development Leadership Team Summit in Rhode Island on June 11, 2011 with anticipated costs to be approximately \$3,000.

- E. Approve the Fiscal Year 2011-2012 Head Start/Early Head Start Supplemental Refunding Application.
 - F. Approve the temporary reclassification of Ms. Elsie Bowers to Program Officer and Ms. Gale Paiva to Account Technician through December 30, 2011.
 - G. Appoint Dr. Steven Ladd to the Education Sector vacancy on the Workforce Investment Board operating as Sacramento Works, Inc.
- Voice Vote: Unanimous approval, with one abstention (Pannell)

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2011-2012

Mr. Roy Kim reported that the budget provides authority for SETA to operate. The final budget will be presented at the August board meeting which will reflect the actual budget. There are a number of pending allocations so on a preliminary budget, there is a \$6 million decrease from last year's final budget.

Mr. Schenirer arrived at 10:10 a.m.

Mr. Nottoli opened a public hearing.

Moved/Yee, second/Pannell, to receive input, and continue this item to August 4, 2011, where the public hearing will be closed and the Agency budget adopted.
Voice Vote: Unanimous approval.

2. Approval to Submit a Proposal to the U.S. Department of Justice, Office of Justice Programs, Office For Victims of Crime for the "Services for Victims of Human Trafficking" and Authorize the Executive Director to Execute the Cooperative Agreement and any Modifications or Other Documents Required by the Funding Source

Ms. Mary Jennings reviewed this board item. This particular solicitation does not require an application with law enforcement. This proposal provides two key items: comprehensive programs that serve all types of human trafficking, as well as focused on building community capacity. It is expected that SETA will work with My Sister's House, Opening Doors, and WEAVE on this program.

Ms. Scherman asked if staff has talked with law enforcement chaplaincy and Ms. Jennings stated that SETA has collaborated in the past and now working with the FBI Innocence Lost Project.

Moved/Pannell, second/Scherman, to approve the submission of an application to the U.S. Department of Justice, Office for Victims of Crime requesting up to \$400,000 for a two year (24 month) project period and authorize SETA's Executive Director to execute the cooperative agreement, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

3. Approval to Terminate the Agreement for Labor Relations Services with the City of Sacramento – and –
4. Approval to Hire a Labor Relations Consultant

Mr. Rod Nishi reviewed both items. Staff is asking for 30 days severance in the agreement with the City of Sacramento for labor relations. Mr. Takach has been the labor relations contact for six years.

Mr. Nottoli asked if SETA reimbursed the city for expenses incurred. Mr. Nishi stated that it was a fixed rate for services provided, billed monthly. It does accommodate the 'peaks and valleys' put in to the labor contract.

Ms. Scherman inquired about the "up to" \$60,000 being recommended for the hiring of Mr. Takach. Mr. Nishi stated that there may be savings overall. Staff is anticipating staying under the \$60,000. The agency has grown the capacity to do a number of personnel related issues internally. Staff has met with the City Human Resources Department and they are aware of this as well. Mr. Takach's retirement has allowed the Agency to hire him.

Moved/Pannell, second/ Schenirer, to approve the termination of the Labor Relations Services Agreement with the City of Sacramento effective July 2, 2011; and approve the hiring of Mr. Ed Takach as a Labor Relations consultant at a rate of \$55 per hour not to exceed \$60,000 per year.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Ms. Purdy stated that at this meeting, staff will present six approvals of plans and funding; staff will present this as a team to answer questions. SETA's Workforce Development Department's annual budget is \$28 million, with 150 budgeted positions, and 21 separate funding sources. The agency contracts out 45% of the funding received. Over the past few years, the budget has gone from a high of \$45 million (with ARRA) to a low \$26 million.

Annual Plan

1. Approval of Community Action Plan for 2012-2013

Ms. Cindy Sherwood-Green reported that in 1983, SETA was designated the Community Action Agency for Sacramento County. For the past eight years,

SETA has received between \$1.4-\$1.6 million, which provides funding for 20 agencies as well as in-house programs. The Community Action Board provides input on the CSBG funding. A community needs assessment was done through public testimony and the use of data sources. The assessment found that poverty has increased dramatically and there are a higher number of requests for shelter. The proposed target groups include low income families, youth, seniors, and homeless.

Mr. Victor Bonanno reviewed the Community Action Plan. In 2009, the Sacramento County poverty rate was 15.4%. This represents 211,544 persons, and a 25% increase over a two-year period. The Request For Proposals will be released in August, with programs beginning in January 2012.

Moved/Scherman, second/Pannell, to approve the 2012/13 Community Services Block Grant Community Action Plan.

Voice Vote: Unanimous approval.

The next five items were bundled together.

Workforce Investment Act – Plan

6. Concurrence with Sacramento Works, Inc. on the WIA Plan Modification: Reviewed later in the meeting.

Workforce Investment Act - One Stop Services

2. Approval to Extend Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker One Stop Services for Program Year 2011-2012

Ms. Purdy reported that there are 12 one stop career centers. This item recommends the funding extension of five career centers that are hosted by SETA. Seven other career centers are hosted by Asian Resources, Crossroads, La Familia Counseling Center, Sacramento City Unified School District, County of Sacramento Department of Human Assistance, Greater Sacramento Urban League, and Elk Grove Unified School District. Staff will submit the funding recommendation for the SETA-operated career centers next month. The career centers have served over 50,000 customers, which is 126% of plan.

Moved/Yee, second/Scherman, to approve the extension of all WIA One-Stop Services subgrant agreements for Program Year 2011-12 as indicated on the funding chart.

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

3. Review and Approval of Staff Funding Recommendations for the Workforce Investment Act (WIA), Title I, Adult and Dislocated Worker On-the-Job Training/Subsidized Employment (OJT/SE) PY 2011-12

Ms. Michelle O'Camb reviewed the critical occupational clusters which forecast a minimum of 200 jobs and a median hourly wage of \$10.00 per hour. Ms. Sherwood-Green reviewed the Health Care Industry program, which has trained a number of people and this industry remains strong in spite of the recession. Ms. O'Camb reviewed the funding recommendations.

Staff is requesting funding approval including two stipulations.

Moved/Scherman, second/Yee, to approve the staff recommendations as reflected on the funding chart with the following stipulations:

1. Provider operating costs must not exceed 40% of participant wages.
2. Reserve \$191,106 in CalWORKs funds to allocate additional slots, negotiate higher wage reimbursement rates, and/or negotiate longer training.

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

Mr. William Walker reported that there have been 1,211 City and County employees dislocated. There have been 441 non-profit dislocations, and 3,363 private sector dislocations over the past three year years. Many dislocated individuals do not come to the career centers, especially police department staff. There will be rapid response services provided for some probation staff being dislocated.

Workforce Investment Act - Youth Services

4. Approve Funding Recommendation for Safe Community Partnership Street Outreach Services

Ms. Christine Welsch stated that this is a partnership between the City of Sacramento, SETA, and Area Congregations Together to deal with gang issues.

Ms. Pannell stated that this is the best program to work with violent people; the program needs to be expanded to North Sacramento. Mr. Schenirer is also supportive of this program which has the ability to leverage with other funds to provide more health/mental health services to the young people.

Moved/Schenirer, second/Pannell, to approve funding for Safe Community Partnership Street Outreach services in the amount of \$150,000.

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

5. Concurrence with Sacramento Works to Approve Funding Recommendations for the Workforce Investment Act (WIA), Title I, Youth Program Services, for Program Year 2011-2012

Ms. Welsch reported that the youth program is divided into two categories: Universal Services and Individualized Services. The Universal Services are delivered via a Universal Youth Specialist stationed at the career centers. Individualized Services can be comprised of one of the following required WIA

- Program Elements: Improving Academic Achievement & Preparing for & Succeeding in Employment
- Supporting Youth Development

Mr. Schenirer left at 11:53 a.m.

Mr. Nottoli thanked staff and providers for the services provided to the youth.

This is a concurrence item. This item has already been reviewed and approved by the Youth Council and the Sacramento Works, Inc. board.

Moved/Scherman, second/Yee, to:

- Concur with the Sacramento Works, Inc. Board to approve the funding recommendation for the WIA, Title I, Youth Program, PY 2011-2012 with the program year beginning July 1, 2011.
- If necessary, authorize staff to negotiate contracts subject to a reduced cost per participant.
- Approve with the stipulations attached and that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August 2011 and may face deobligation of funds.
- If the WIA Youth allocation is less than the anticipated amount, SETA retains the right to reduce the contracted amounts.

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

6. Approval of 2011-2012 Workforce Investment Area Annual Plan Modification

Ms. Michelle O’Camb reported that the plan has been updated annually for the past eleven years. This year’s Workforce Investment Area’s Annual Plan Modification addresses changes that are planned for implementation during the Fiscal Year (FY 2011-2012) and an update on the Sacramento Works, Inc. Strategic Plan. This item seeks concurrence with the WIB for the local plan modification.

Moved/Pannell, second/Scherman, to concur with the Workforce Investment Board to approve the modifications to the 2011-2012 Sacramento Local Workforce Investment Area’s Annual Plan.

Voice Vote: Unanimous approval.

Ms. Scherman commended staff for the preparation of the staff reports.

IV. Information Items

- A. Office of Research Publication Regarding Local Workforce Investment Board Expenditures: No questions or comments.

- B. Third Quarter Reports for the Sacramento Works One Stop Career Center System: No questions or comments.
- C. Employer Success Stories and Activity Report: No questions or comments.
- D. Sacramento Veteran Resource Centers' SVOC Veteran Employment Assistance Program (VEAP) Board Summary: No questions or comments.
- E. Dislocated Worker Update: No questions or comments.
- F. Unemployment Update/Press Release from the Employment Development Department: No questions or comments.
- G. Fiscal Monitoring Report: No questions or comments.
- H. Head Start Reports: Ms. Denise Lee distributed some handouts the detailed budgets for the application. Staff received a formal letter from the regional office regarding the review conducted earlier in the year. The tracks system was left alone without continued questions about meeting performance. There are issues with the way in-kind is tracked and recorded. In addition, lead screening will be revisited in September to ensure the Agency has updated the standards.

Ms. Lee distributed a spiral bound book of pictures from the county-wide Parent Conference that was held locally. This book also includes success stories told by our clients.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Purdy thanked the board for staying so long.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No report.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Lisa Hutchin

Employee Organization: AFSCME Local 146

The board went into closed session at 12:06 p.m. Mr. Larry Larsen reported that there would be no report out of closed session.

- VII. Adjournment**: The meeting was adjourned at 12:28 p.m.

ITEM IV-C - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Donna Elmore **DATE:** June 13, 2011

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento City U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$ 8,054,717	8/1/09-07/31/10	8/1/09-07/31/10
Head Start	T & TA	20,000	8/1/09-07/31/10	8/1/09-07/30/10
Head Start	Prog. Impv.	217,242	8/1/09-07/31/10	8/1/09-07/30/10
HS/ARRA	COLA	143,593	8/1/09-07/31/10	8/1/09-07/31/10
HS/ARRA	Quality Impv.	403,572	8/1/09-09/30/10	8/1/09-09/30/10
HS/ARRA	Expansion	130,697	10/1/09-9/29/10	10/1/09-9/29/10
Early HS.	Basic & COLA	1,115,538	8/1/09-07/31/10	8/1/09-07/31/10
Early H.S.	T & TA	18,249	8/1/09-07/31/10	8/1/09-07/31/10
EHS/ARRA	COLA	19,889	8/1/09-07/31/10	8/1/09-07/31/10
EHS/ARRA	Quality Impv.	56,479	8/1/09-09/30/10	8/1/09-09/30/10
EHS/ARRA	Expansion	310,500	12/1/09-9/29/10	12/1/09-9/29/10

Monitoring Purpose: Initial Follow-Up Special Final

SATISFACTORY COMMENTS/RECOMMENDATIONS

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

1) The total costs as reported to SETA from August 1, 2009 to Sept. 29, 2010 have been traced to the delegate's records. The records were verified and appeared to be in order.

2) The total expenses reported to and reimbursed by SETA exceeded the actual expenses by \$3,620.48 due to over-statement of encumbrances as follows:

Program	Amt. Encumbered	Amt. Paid	Variance
a) HS Prog. Impv.	\$ 73,511.02	\$ 70,164.16	\$ 3,346.86
b) HS ARRA Expansion	4,856.09	4,630.37	225.72
c) EHS COLA	<u>7,350.06</u>	<u>7,302.16</u>	<u>47.90</u>
Total	<u>\$ 85,717.17</u>	<u>\$ 82,096.69</u>	<u>\$ 3,620.48</u>

3) In our review of the records for compliance with the Davis Bacon Act as required by the HS and EHS Special Conditions, we noticed that two projects exceeding \$2,000, which involved either; a construction, alteration or repair (including painting) did not submit documents to show that they complied with the Davis Bacon Act.

Recommendations for Corrective Action:

1) Reimburse SETA from non-SETA funds the amount of \$3,620.48.

2) Submit certified payrolls from the Landmark Construction for the replacement of the HVAC system at Washington Elementary School and from E. Rozakis Restoration for the painting at the American Legion EHS Center.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Tamara Sanchez **DATE:** June 14, 2011

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento County Office
of Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
Early Head Start	Expansion	\$ 284,400	9/30/10-09/29/11	9/30/10-4/30/11

Monitoring Purpose: Initial Final
Date of review: 5/24-25/11

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

Program Operator: Sacramento County Office of Education

Findings and General Observations:

- 1) The total costs as reported to SETA from September 30, 2010 to April 30, 2011 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Dr. Sara Haycox **DATE:** July 6, 2011
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA, Quality	\$ 1,144,591	8/01/10-07/31/11	8/01/10-5/31/11
Head Start	T & TA	7,500	8/01/10-07/31/11	8/01/10-5/31/11
Head Start	Expansion	209,115	9/30/10-09/29/11	9/30/10-5/31/11

Monitoring Purpose: Initial Follow-Up Special Final
Dates of review: 6/15-17/11

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

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2010 to May 31, 2011 have been traced to the delegate's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM V

COMMITTEE REPORTS

BACKGROUND:

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

The Executive Committee met and evaluated the June 28, 2011 special Policy Council meeting.

Good	Needs Improvement
Thank you, Ms. Lisa Daniels, for making reminder calls for PC meeting.	All board members to be seated by 8:50 a.m.
Great Attendance!	Remain seated during all presentations.
Thank you for turning off your cell phones and electronic devices.	
Thank you, Mr. Jaime Serrano, for your technical support.	
Thank you, Ms. Blanca Rosales, for translating.	
Good participation in open discussion.	

- B. Budget/Planning Committee: Ms. Coventry St. Mary

- C. Personnel/Bylaws Committee: Ms. Mary Brown

ITEM V- COMMITTEE REPORTS (Continued)
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D. Social/Hospitality Committee: Ms. Lisa Daniels

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

F. Program Area Committees

- Early Childhood Development & Health Services Committee and Parent/Family Committee (AKA Customer Service/Attendance Subcommittee): Ms. Coventry St. Mary

G. Male Involvement Committee/Community Advocating Male Participation (CAMP):
Mr. Victor Goodwin

H. Health Services Advisory Committee Report: Ms. Rebecca Lewis, Ms. Amarajit Gill, Ms. Kelly Martin

ITEM V- COMMITTEE REPORTS (Continued)

Page 3

- I. Community Partnerships Advisory Committee (CPAC): Ms. Lisa Daniels, Ms. Amarjit Gill, Ms. Sarah Proteau, Ms. Kiersten Gonzales

- J. Maternal, Child and Adolescent Health Advisory Board – Ms. Rebecca Lewis

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

➤ Monthly Head Start Report (attached)

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

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

- D. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

Lisa Carr: Family Support Unit

Brenda Campos: Grantee Program Support Services

Karen Gonzales: Child Development and Education Services

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 06/30/11)

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)	25	(12%)	N/A	
Elk Grove USD (420)	71	(17%)	N/A	
Sacramento City USD (1292)(147)	172	(13%)	15	(10%)
San Juan USD (700) (161)	80	(11%)	27	(17%)
WCIC (120)	13	(11%)	N/A	
SETA (2796) (345) (1878 Tracks)	246	(13%)	49	(14%)
County (4621)* (653)*	607	(13%)	91	(14%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Delegate Monthly Enrollment Report
June, 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	364	96	107	28
Elk Grove ARRA Expansion	40	39	98	36	90
Sacramento City USD	1,272	1,246	98	998	78
Sac City ARRA Expansion	20	20	100	20	100
Sacramento Employment and Training Agency	1,860 (2,778)	1,927	104	1,257	68
Sacramento Employment Training Agency AARA Expansion	18	20	111	14	70
San Juan USD	680	657	97	536	79
San Juan ARRA Expansion	20	22	11	10	50
Twin Rivers USD	179	176	98	92	51
Twin Rivers ARRA Expansion	32	33	103	33	103
WCIC/Playmate Head Start	100/20* *summer program	100/20*	100/100*	84/15*	84/75*
WCIC ARRA Expansion	20	20	100	17	85

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	43	37
Sac City ARRA Expansion	32	32	100	20	63
Sacramento Employment and Training Agency	213	214	100	148	69
Sacramento Employment Training Agency AARA Expansion	132	136	103	73	55
San Juan USD	129	127	98	86	67
San Juan ARRA Expansion	32	32	100	21	66

(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

SETA Head Start Food Service Operations Monthly Report * June 2011

June 3rd - Last Day WCIC part day classes.

June 6th - WCIC Full Day Class Closed.
Elkhorn opens a 10 ct. PM Class

June 7th - WCIC Full Day Class Closed

June 8th -WCIC One Full Day Class Opens for the Summer

June 15th & 16th - Parker Closed Staffing Issues.

June 20th - WCIC Class Closed

June 27th - Grant Skills decreased by one PM Class.

Meetings and Trainings:

Connie Otwell attended the Leadership Meeting on June 15th

Support Services Meeting with Brenda Campos attended by
The Food Service Team June 24th.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
43,200	26,750	31,026	2108

Total Amount of Meals and Snacks Prepared **103,084**

Purchases:

Food	\$79,173.45
Non - Food	\$17,748.90

Building Maintenance and Repair: \$5,716.91

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$5,427.20

Vehicle Gas / Fuel: \$2,256.96
Normal Delivery Days 22



Monthly Head Start Report

Head Start
June 2011

SETA Operated Program

Family Partnership Update:

Over 30 parents attended a workshop hosted by the Child Abuse Council of Sacramento. This two-hour presentation explored the impact of violence on children with a question and answer session after the main presentation. There were many questions, and parents were very receptive and surprised at some of the effects of violence on children. This workshop also explored the effect of TV violence on children, and the importance of monitoring for content, what children watched.

Family Service Workers have been in overdrive working to enroll new families into the Head Start program. In addition, they have attended many community events, staffing tables to ensure that all who need to know about Seta's services are made aware. Last month, both Workforce Development and Head Start were at the Pops in the Park sponsored by Councilwoman Bonnie Pannell. Participants were able to obtain information about both Head Start and the SacWorks Career Centers. Staff will be out again in July for the next event.

Education Update:

The summer months have been filled with many quality improvement activities. SETA trained the education leadership team on the Early Language and Literacy Classroom Observation tool (ELLCO). Through the use of mentor coaches, centers will be assessed using this tool over the next two months. Data will be used at classroom level to provide feedback to teachers on how to improve literacy skills for young children. At the program level, data will be used to help improve the effectiveness and implementation of the *Houghton Mifflin* supplementary curriculum.

In addition, both preschool and toddler classrooms have also been assessed using Environmental rating scales (ECERS/ITERS). We are proud to report that the scores for this

year show a significant gain in the level of quality classrooms and interactions. Final reports will be provided in the coming months.

The curriculum for these last important months before kindergarten is providing activities with an increased focus on school readiness skills. Many centers are also hosting their End-of-the-Year Celebrations to honor the children and their families as they transition from Head Start to the K-12 system.

Elk Grove Unified School District

Education Services Update:

Liz Aguilar, Education Area Expert from the Sacramento Employment and Training Agency (SETA), and Judy Ellis-O'Mealey, Education Area Expert from San Juan Unified School District, provided two days of professional development in the Classroom Assessment Scoring System (CLASS) for teachers on a modified traditional track schedule. CLASS has been adopted by the Federal Government as the observational instrument they will use for assessing classroom quality in preschool classrooms. CLASS focuses on interactions between teachers and students. It is based on developmental theory and research suggesting that interactions between students and adults are the primary mechanism of student development and learning. EGUSD teachers watched vignettes of teachers and students in preschool classrooms, discussed what they saw, and learned how to evaluate the interactions as being low, middle, or high in the areas of emotional support, classroom organization, and instructional support.

Teachers on a traditional track were provided with CLASS training on April 26 and 27.

The Head Start classes at the seven sites on a modified traditional calendar have successfully completed the school year.

Recruitment:

Registrations and certification appointments for the 2011-2012 school year are taking place in each of EGUSD's three regions. Region I, which includes John Reith Elementary, Herman Leimbach Elementary, Charles Mack Elementary, Union House Elementary and Prairie Elementary Schools, has 265 students certified for PreK. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, has 259 families certified for PreK. Region III, which includes Barbara Comstock Morse Elementary, Maelola Beitzel Elementary, David Reese Elementary, Franklin Elementary, Florence Markofer Elementary, and James McKee Elementary schools has 317 students certified for PreK. Currently there are 841 students certified, which is 90% of the number needed for full enrollment. Certification dates have been created for the month of July to certify the remaining 10% of students needed for full enrollment.

Sacramento City Unified School District

Education and Child Development Update:

School Readiness - In June, about 2000 preschool students, including those in SCUSD's home-based program, received a school readiness/transition materials package. These materials included a pencil box, pencil, eraser, pencil sharpener, crayons, glue, colored pencils, construction paper, writing journal, watercolor paints, and ruler. The classroom teachers presented the materials to their students to use over the summer and prepare for kindergarten in the fall.

Staff Development - On June 3rd the Children's Center Teachers received training from the California Preschool Instructional Network (CPIN) on "Introducing Letter Knowledge To Preschoolers: Why and How." Staff received strategies for the best way to share alphabet knowledge with preschoolers and how to support children with fun, naturalistic activities. This workshop was very informative and well received.

Health Update:

PIR Updates - The new nurses have been very busy preparing the PIR and screening children for September enrollment. During the review of the PIR data, it was found that there was 100% success rate on preventative dental care due to the Smile Keepers Program visiting every school to apply fluoride dental varnish for the children.

Training and Parent Workshops - Lisa Stevens attended the Food for Thought Training and obtained many resources about nutrition for parent and classroom education. Lisa also concluded the first Cooking Matters Parent Workshops at Cap City and Hiram Johnson. There was much interest from the parents to have classes during the summer or doing the workshops again during the school year.

Lead Results - Currently SCUSD is working on obtaining lead results for all returning children in addition to children who are screened.

EHS & Home Base Update:

Staff Development - Early Head Start Center-based staff attended post-service staff development on June 20. The topic, "Using Environmental Strategies to Promote Positive Social Interactions" was presented in an interactive way and was well received by staff.

Summer Home Visits - Center-based Early Head Start families are now in the process of receiving five summer home visits from their teachers. The focus of this summer's visits is "Maximizing Your Baby's Brain Development."

San Juan Unified School District

Education Services Update:

The staff calendar is in production. SJUSD has included many face pages to guide teachers through the year on topics such as the integrated curricula, cultural competence, and dual

language learners. Pacing guides for language and literacy and math are included in the calendar.

Disabilities Services Update:

The registration and screening process began in June for children re-registering and newly enrolling into programs for the fall. The screening team received a refresher course/training and were up and ready to go along with a newly stocked screening room. The Care Management team has managed all the files of children who have come through screening for the month of June. Referrals have been created for children needing them to take place as soon as school begins in August. The Disabilities Specialist is also in the midst of purging and storing all the IEPs that have been turned in from teachers completing their 2010-2011 school year paperwork. Outgoing children's IEPs will be put in the proper storage and returning children's IEPs will be prepared and organized for next year.

Mental Health Services Update:

The Mental Health Therapist provided support to the Kindergarten Readiness summer program. Kinder-bound students are given social/emotional tools to begin school in the fall. As parents begin the screening process for fall enrollment, families/children with identified needs are contacted by the MHT for necessary mental health services and follow-up intervention.

Nutrition Services Update:

SJUSD is pleased to announce that 13 teachers applied for the recent Western Growers Foundation garden grant! Hopefully, they will receive good news as they return for the next school year. The new ChooseMyPlate.gov posters are being laminated and will be available to the teachers at the fall staff training in August.

Health Services Update:

Health staff continues to follow up with children needing dental care from the second round of dental screenings with Kate Varanelli from Smile Keepers. Screening is now available three days a week (up from one day) in the centralized screening room. This is both for re-registration and new registrations of children for preschool. Health staff continue to review the information for the PIR report.

Family and Community Partnerships Update:

The June Policy Committee meeting was shorter than usual as the major tasks for the year have been accomplished. The SETA representatives gave a very positive report on the leadership training presented by Tracy Tomasky. There will be no Policy Committee meeting in July.

Transition Services Update:

Teachers completed their transition activities in June with their end-of-the-year family events. There were many fun fieldtrips and special events at the school sites, recognizing the

progress of all children this year. The classroom binder of transition activities will be revised and updated this year. The revisions will go to teachers in August when preschool classes resume.

Program Support/Staff Training Update:

SJUSD concluded the training schedule in May. Next year's professional development plan is complete.

San Juan has created summer committee opportunities for teachers to participate in the process of planning for the next academic year. There is a math committee which is creating a pacing guide for math activities that occur throughout the year in the classroom, two math workshops which will be offered to teachers, and home math activities for parents to do with their children. Additionally, there is an assessment committee which is creating a more teacher friendly approach to SJUSD's assessment system of collecting anecdotal evidence.

Fiscal Update:

June has been a very busy month as all fiscal reports and claims were submitted to SETA on June 10th.

Year-end close began within the San Juan Unified School District so that all receipts, mileage claims, etc. are being processed so that final payments can be made by the 30th of June. All Head Start and Early Head Start projections and trends are currently on track for this time of year. Early Head Start, since it is year round, is still in session.

Early Head Start:

The month began with an all staff celebration lunch. Food and fun was had by all! The month ends with two parent/staff trainings on Healthy Feeding of Young Children. The same training is being offered at two locations on two different nights to accommodate families on both ends of the district.

Twin Rivers Unified School District

Highlights:

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

Events:

The few school days in June were dedicated to "Last Circles" the end-of-the-year celebrations. Teaching staff coordinated ceremonies for all students entering kindergarten as well as returning to preschool. Parents and relatives attended the ceremonies and students delighted in showcasing their talents with songs, skits and reading. Students displayed their artwork and delighted at receiving diplomas/awards for their tremendous effort and hard work. Students will return on August 11, 2011.

Components:

All Component Leaders worked on gathering data for the Program Information Report (PIR).

Plans for the upcoming year were finalized and component leaders are scheduled to return August 2011.

Policy and parent Committees:

Due to the summer break, there were no Parent Committee or Policy Council meetings in June. Meetings will resume August 2011.

Personnel Changes:

Due to the loss of state funding, several preschool teachers were laid off and state programs were closed. This created a bumping process. Three of the Head Start teachers were included in the layoff. On May 31, 2011 the Policy Committee approved the selection of the two highly qualified teachers to continue in the Head Start Supplemental classes for the 2011-2012 school term.

WCIC

School is not in session. No report for June.

ITEM VI- OTHER REPORTS (continued)

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- E. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

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

ITEM III-D - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: