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DENISE LEE
Deputy Director

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*Thought of the day: "A goal is reached one step at a time.
The secret is patience. Good work, done little by little,
becomes great work."*

Author: Esteemed Human Development International

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

DATE: Tuesday, September 27, 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 August 23, 2011 Special Meeting

III. Action Items

A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of New Classification of Children and Family Services (CFS) Quality Assurance Analyst and Related Salary Range

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

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
- Parent/Staff Recognitions – Ms. Coventry St. Mary
- Community Resources-Parents/Staff – Ms. Coventry St. Mary

B. Fiscal Monitoring Reports

- Elk Grove Unified School District
- San Juan Unified School District
- Women's Civic Improvement Club

V. Committee Reports

A. Executive Committee: Ms. Coventry St. Mary

- PC/PAC Executive Committee Report

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

C. Personnel/Bylaws Committee: Ms. Mary Brown

D. Social/Hospitality Committee: Ms. Lisa Daniels

- ◆ PC/PAC End-of-Year Appreciation Luncheon

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 and Child Safety Subcommittee)

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

H. Health Services Advisory Committee Report: Ms. Rebecca Lewis, Ms. Amarjit Gill

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
 - ◆ Mayor Kevin Johnson's Sacramento READS Campaign
- ✓ Karen Gonzales
- E. Open Discussion and Comments
- F. Public Participation

III. Action Items (continued)

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

→ Approval of Eligible List for: Site Supervisor

CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Pursuant to Government Code Section 54957

→ Report out of Closed Session

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, SEPTEMBER 22, 2011

Policy Council meeting hosted by:

Chair: Coventry St. Mary

Secretary: Lisa Daniels

Parliamentarian: Mary Brown

Vice Chair: Rebecca Lewis

Treasurer: Socorro Gutierrez

ITEM I - CALL TO ORDER/ROLL CALL

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

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

Members to be Seated:

- _____ Erika Contreras, SETA-Operated Program
- _____ Reina Flores, Alternate, Early Head Start (SOP)

Seats Vacant:

- _____ Vacant (Sandoval), Sacramento City Unified School District
- _____ Vacant (Ramsey-Gilbert), Twin Rivers Unified School District
- _____ Vacant (Hendricks), Early Head Start (Sac. City)
- _____ Vacant (Juarez), Child Health & Disability Prevention Program
- _____ Vacant (Ramirez), WCIC/Playmate Child Development Center

**** 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	X	X			
M. Brown (11/23)	SOP	X	PC	X	X	X	X	X	X	X	X	X			
L. Canto (6/28)	HB									X	X	U			
C. Cisco (7/26)	EHS/SOP										X	X			
E. Contreras	SOP											U			
L. Daniels (11/23)	WCIC	X	X	X	X	X	X	X	X	X	X	X			
R. Flores (alt)	HB														
A. Gill (4/26)	ELK							X	X	X	X	X			
K. Gonzales (3/22)	SAC						X	X	X	X	X	U			
V. Goodwin (s/b/s 4/26)	CAMP							AP	X	X	E	U			
S. Gutierrez (8/23)	SOP											X			
Y. Hernandez (8/23)	SOP											X			
T. Knox (11/23)	PP	X	PC	X	X	X	X	X	X	X	X	X			
R. Lewis (11/23)	GRAND	X	E	X	X	X	X	X	X	X	X	X			
D. Low (4/26)	SJ							X	E	X	X	E			
D. McCracken (8/23)	SOP											X			
D. Patterson (11/23)	FOSTER	X	PC	E	X	X	X	X	X	X	X	U			
W.J. Peck (7/26)	Elk										X	X			
S. Proteau (4/26)	SJ							X	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
D. Quintero (s/b/s 6/28)	PP									E	X	X			
S. Renteria (4/26)	SAC							X	X	X	X	X			
B. Rosales (6/28)	HB									X	X	U			
C. St. Mary (11/23)	EHS/SJ	X	PC	X	X	X	X	X	X	X	X	X			
C. Wallace (s/b/s 3/22)	SOP						E	X	X	X	X	X			

GLOSSARY OF ACRONYMS

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

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

Current a/o 9/8/11

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 23, 2011 POLICY COUNCIL MINUTES

BACKGROUND:

Attached for the Policy Council's review are the minutes of the August 23, 2011 meeting.

RECOMMENDATION:

That the Policy Council approve the August 23, 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, August 23, 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 9:07 a.m. and read the Thought of the Day. Ms. Lisa Daniels called the roll. Ms. Devon McCracken and Ms. Yvette Hernandez were seated; both represent the SETA-Operated Program.

Members Present:

Amarjit Gill, Elk Grove Unified School District (arrived at 9:10 a.m.)
Willie Jean Peck, Elk Grove Unified School District
Sandra Renteria, Sacramento City Unified School District (arrived at 9:12 a.m.)
Sarah Proteau, San Juan Unified School District
Michela Barbosa'Gage, Twin Rivers Unified School District (arrived at 9:40 a.m.)
Lisa Daniels, WCIC/Playmate Child Development Center
Mary Brown, SETA-Operated Program
Connie Wallace, SETA-Operated Program
David Quintero, Past Parent
Rebecca Lewis, Grandparent Representative
Tamara Knox, Past Parent
Coventry St. Mary, Early Head Start (San Juan)
Christina Cisco, Early Head Start (SOP) (arrived at 9:11 a.m.)

New Members to be Seated:

Devon McCracken, SETA-Operated Program
Yvette Hernandez, SETA-Operated Program
Socorro Gutierrez, SETA-Operated Program (arrived at 9:15 a.m.)

New Member to be Seated but Absent:

Erika Contreras, SETA-Operated Program (unexcused)

Members Absent:

Victor Goodwin, CAMP (unexcused)
Kiersten Gonzales, SETA-Operated Program (unexcused)
Lucero Canto, Home Base (unexcused)
Blanca Rosales, Home Base (unexcused)
Darlene Low, San Juan Unified School District (excused)
Dina Patterson, Foster Parent Representative (unexcused)

II. Consent Item

A. Approval of the Minutes of the July 26, 2011 Special Meeting

Minutes were reviewed; no questions or corrections.

Moved/Daniels, second/Proteau, to approve the July 26, 2011 minutes as distributed.

Show of hands vote: Aye: 11, Nay: 0, Abstention: 1 (St. Mary)

Ms. Christina Cicsco arrived at 9:11 a.m. and was seated.

Ms. Sandra Renteria arrived at 9:12 a.m.

Ms. Socorro Gutierrez arrived at 9:15 a.m. and was seated.

III. Action Item

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

The board went into closed session at 9:16 a.m. Ms. St. Mary called the meeting back to order at 9:20 a.m. and reported out of closed session that the Policy Council approved the eligibility list for Early Head Start Educator.

IV. Information Items

A. Standing Information Items

- Introduction of Newly Seated Representatives: New members, Socorro Gutierrez, Yvette Hernandez, Devon McCracken, introduced themselves and spoke of their involvement in the Head Start program.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account
 - Mr. Roger Bartlett reviewed the fiscal report through the end of July 2011. Administrative costs are 10.2%; the Agency is required to spend less than 15%. The grant year will end up having spent 98.5% of the monies granted. Personnel costs come to 98.5% expended. A few major items are being paid yet, i.e., Bright Beginnings modular and site work, supplies and services. Staff expects that approximately \$500,000 will remain unexpended. Mr. Bartlett reviewed two errors in the statement account.

Ms. Willie Jean Peck asked why the left over funds cannot be utilized. Mr. Bartlett stated that staff always tries to err on the conservative side by not spending down the entire budget. This year there is no carryover.

- Parent/Family Support Unit Events and Activities: Ms. St. Mary reviewed the upcoming activities. Mayor Johnson has invited SETA to co-host a Sacramento Reads event, August 24 at Forty Acres in Oak Park.
 - PC/PAC Calendar of Events: Ms. St. Mary reviewed calendar and reminded the board of the Happiest Baby on the Block and Shaken Baby Syndrome workshop to be held this evening.
 - Parent/Staff Recognitions: No comments.
 - Community Resources-Parents/Staff: No additional report.
- B. Fiscal Monitoring Report: No questions or comments.

V. Committee Reports

- A. Executive Committee: Ms. Daniels reviewed the Executive Committee critique.
- B. Budget/Planning Committee: Ms. Connie Wallace reported that the committee talked about fiscal activities and the grant monies not spent.
- C. Personnel/Bylaws Committee: Ms. Brown stated that the committee has some suggested changes which will be brought to the board next month for the first reading. It is hoped to have the bylaws approved at the October meeting.
- D. Social/Hospitality Committee: Ms. Daniels reported that the End-of-Year Appreciation Luncheon is scheduled for Saturday, October 8, 12:30 – 3:00 p.m. at the Doubletree, Salon C, by the Hilton Hotel; Ms. Daniels reviewed the menu. Three guests are allowed but they must pay for their own meals and parking fee. Board members were asked to confirm their attendance with Lori Black, 263-4068. The next committee meeting will be September 7 at 1:00 p.m.
- E. Monitoring and Evaluation Committee: No additional report.
- F. Program Area Committees
 - Early Childhood Development & Health Services Committee and Parent/Family Committee: The next meeting is August 26, 2011.
- G. Male Involvement Committee/Community Advocating Male Participation (CAMP): Ms. Brown stated that the attendees viewed a video that Mr. Bob Silva is considering showing to the board. The CAMP is considering having a Fatherhood Conference. Attendees received their tee shirts. The attendees talked about the next Daddy and Me event but a date has not been selected.
- H. Health Services Advisory Committee Report: The first meeting will be held October 26 from 5:30 – 7:30 p.m.

Ms. Michela Barbosa'Gage arrived at 9:40 a.m.

- I. Community Partnerships Advisory Committee: Ms. Daniels reported that the next meeting will be Thursday, September 15, 9:00 a.m.
- J. Maternal, Child and Adolescent Health Advisory Board: Ms. Lewis reported that the board has been off for the summer but will reconvene September 13, 9:00 a.m. She was asked to interview on September 1 to be offered one of 19 seats that will be given voting rights; she currently does not have voting rights. If she is appointed, she will be able to vote.

The Chair went off the agenda to share the following information on pages 14-31.

PC/PAC Joint Activity Report: Ms. St. Mary reported that the attendees went to the Old Sacramento Discovery Museum and the Old Sacramento underground. Ms. Peck stated that one of the most interesting parts of the tour was that people lived there and where they lived or had businesses. There was interesting information on each person and how the discovery of gold was sent out to the public. It was a very interesting tour. It was a fun activity and good way to get to know each other.

End of the Year Appreciation event: Ms. Daniels stated that there is a sign-up sheet going around for people to choose their luncheon selection.

VI. Other Reports

A. Executive Director's Report: Ms. Kathy Kossick stated that the Governing Board will be approving the release of a Request for Proposals (RFP) for Community Services Block Grant funds for Sacramento County. Normally there is \$800,000 available, but this year there is a possible 50% decrease depending upon Congressional action. Staff will not know the final amount until October or November.

B. Head Start Deputy Director's Report

➤ Monthly Head Start Report: Ms. Denise Lee referred board members to page 40 in the board packet, county-wide enrollment and attendance report. These reports are crucial especially for attendance. Staff spends a lot of time ensuring there is full enrollment in classes, but attendance is also crucial. Board member voices and participation is very important. There is a challenge to ensure there are children in classes every single day. The kids not in class are missing out in the process of preparing for kindergarten. If kids attend only half of the time, the teachers have to work even harder to get them ready for their assessment tests. Ms. Lee stated that she and her managers had an opportunity to attend the California Head Start Association conference in San Diego and heard from the Office of Head Start; the OHS committed to how important accountability is in the Head Start program. This is a \$9.8 billion funded program, one of the few social programs being funded. Ms. Lee reminded parents that their voices are important. Program accountability is becoming more crucial. Family community outcomes tool will be released to find the outcome of services provided to families.

Ms. Barbosa'Gage asked whether Twin Rivers has their program attendance up. Ms. Lee replied that Twin Rivers does report their attendance to the agency. This information should be available at the delegate meetings. Twin Rivers should provide an Average daily Attendance report along with a monthly attendance report.

- C. Chair's Report: Ms. St. Mary spoke about the grand opening of the Elkhorn site. She and Ms. Brown attended the open house. It is a beautiful site, very open, a lot of room inside and outside in the playground area. Board members were reminded to please attend any committee meetings scheduled.
- D. Head Start Managers' Reports
 - ✓ Brenda Campos:
 - ◆ SETA Monitoring/Quality Assurance Review Report: Ms. Campos stated that representatives from the Administration for Children and Families (ACF) will be at SETA September 28-29 to do a follow up review; one of the issues reviewed is how in-kind hours are reported. Staff participated in a conference call where information was provided regarding the review. The representatives will be covering two issues: how in-kind is reported and blood lead level testing in children. The grantee plus WCIC and Twin Rivers will be involved in the follow up review. The reviewers are requiring a list of all children enrolled in all three programs as of February 4. From that, they want the list of children that did not receive their blood lead level testing.

The Program Information Report (PIR) is due to the Office of Head Start by 8/31.

- ✓ Lisa Carr: Ms. Carr urged parents to attend the Happiest Baby on the Block and Shaken Baby Syndrome workshop scheduled for the evening. One of the videos is how to get fussy babies to go to sleep. These workshops are being provided in conjunction with the Child Abuse Council. Those interested in attending are asked to call Mr. Ron Jones at 263-0609 for a reservation. Staff is very interested to hear from board members what kind of training they want the agency to provide. Mayor Kevin Johnson's Third Grade Reading Campaign will be held August 24. SETA is hosting a table, and all parents are encouraged to bring their children. Mayor Johnson's staff has been working hard to ensure this will be a success. At the last SETA-Operated Program attendance meeting, Ms. Carr provided a Power Point Presentation regarding attendance. There is a lot of information that looks at what happens to children that do not attend school. Children really miss out by Grade 3 if they do not have a good foundation. Learning begins at Early Head Start, especially for parents that bring their children to school every day.
 - Annual County-wide Parent Conference: The next meeting date to be provided.
- ✓ Karen Gonzales: Ms. Gonzales stated that the Elkhorn open house was wonderful. Staff is looking at what can be done to raise the bar for attendance in pre-school. Staff will be working with the Sacramento County Office of Education, Center for Social and Emotional Learning, and partnering with Sacramento City and Elk Grove in four-part pilot series of training for teachers. This will train the teachers on how to deal with children with behavioral issues. It is hoped that training will also be available to parents. Ms. Peck stated that discipline needs to be done at home first and it then goes into the classroom. In October/November, the workshops will be available to parents so the parents have strategies to deal with challenging

behaviors. If there is a positive climate for children, they are more apt to come to school.

Ms. Brown asked about the annual county-wide parent conference. Ms. Carr stated that the planning is on break for the summer since most of the delegate staff is not yet back. Planning meetings will begin in September. It is hoped that the conference will not be held during Spring break. Ms. Brown reported that she heard a wonderful presentation on lead assessment. Paula had information on lead and Ms. Brown suggested inviting her to be a resource person at the parent conference.

Ms. McCracken stated that a souvenir she purchased in San Francisco had a note on it that it contained lead.

Mr. Quintero asked for the lead pamphlet in Spanish. Ms. Brenda Campos will follow up and provide the pamphlet in Spanish.

E. Open Discussion and Comments: Mr. Francisco Navarro is putting together an orientation video on what Head Start is. The orientation video will help board members to learn about the board process so they're comfortable. The video will be shown to the board. There was a PC/PAC Executive Committee meeting on August 29. The next meeting will be announced to all parents.

F. Public Participation: No comments.

VII. Adjournment: The meeting was adjourned at 10:35 a.m.

ITEM III-A - ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF NEW JOB CLASSIFICATION OF CHILDREN AND FAMILY SERVICES (CFS) QUALITY ASSURANCE ANALYST AND RELATED SALARY SCHEDULE

BACKGROUND:

The Executive Director is proposing the establishment of a new classification of Children and Family Services (CFS) Quality Assurance Analyst.

At the federal level there is an Office of Head Start Monitoring Protocol and Guides Manual. Each year a protocol is issued to advise grantees and delegate agencies of the approach the annual federal monitoring review will take. This year's protocol signaled a new focus as indicated by the following statement included in the protocol:

The Protocol has been enhanced for FY 2011 to place a greater emphasis on the quality of the delivery and management of program services, with a focus on making connections between program systems and collecting data on critical indicators of success in promoting school readiness.

This proposed new classification represents an effort by the Agency to establish a focused on-going internal monitoring team with the same focus on analysis of: "program systems and collecting data on critical indicators".

The Agency previously had a monitoring unit dissolved in 2008 in an effort to cope with a reduction in funds. That unit was staffed with specialists, each with expertise in a functional area. The plan is to reestablish a monitoring unit staffed by a classification which is designed primarily to do system analysis and monitoring.

CONSIDERATIONS:

The Agency has Specialist Classifications in areas including: Education, Social Services, Health/Nutrition, and Special Education. The concept for these and similar Specialist classes is to provide specialized subject matter expertise in support of direct services providers and coordinators.

The concept of the proposed classification is that of an analyst with a basic knowledge of Head Start program functions, who is able to provide expertise in monitoring and quality assurance methodology.

The CFS Quality Assurance Analyst will review and analyze monitoring data sampled from all Head Start functional areas to find specific types of potential compliance issues the department may face. The analyst will provide information on the particular non-

ITEM III-A – ACTION (continued)
Page 2

compliance that can be addressed. The analyst will write and implement monitoring procedures to obtain the non-compliance information needed for analysis, and report findings from test and monitoring data to management.

While incumbents in existing classifications are subject matter specialists who perform some monitoring duties, this classification will be a quality assurance and monitoring specialist who has a general knowledge of Head Start functional areas. One of the qualifications patterns for the classification gives recognition to skills represented by possession of a Health Service Credential or a Basic Family Services Credential issued by the National Head Start Association.

While the proposed class is significantly different from existing Specialist classes in concept and approach, the classes are equivalent in the preparation and performance expectations that the Agency has for each of them.

Proposed Salary Range

Step A	Step B	Step C	Step D	Step E
\$19.26	\$20.23	\$21.25	\$22.30	\$23.42

The Agency and union met on September 21, 2011 and arrived at a consensus on this item. This position would be assigned to the Head Start bargaining unit.

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 of Children and Family Services (CFS) Quality Assurance Analyst and related Salary Range.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

CHILDREN AND FAMILY SERVICES (CFS) QUALITY ASSURANCE ANALYST

ORGANIZATIONAL RESPONSIBILITY

A CFS Quality Assurance Analyst is responsible to the Deputy Director or designee.

DEFINITION

Under general direction, to provide monitoring and quality assurance to assure local, state and federal guidelines are being met and exceeded in the basic functional areas of: safety, health, nutrition, learning environment, development of physical and intellectual competence, language development, social and emotional development, special education and family support, within child development programs operated by the Sacramento Employment and Training Agency and its delegate agencies and partners.

DISTINGUISHING CHARACTERISTICS

This is an analytical classification that does not provide direct services but works closely with employees and supervisors engaged in providing direct services to: assess service delivery; and facilitate the provision of excellent service.

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. Provides daily, weekly and monthly monitoring of child development and social service programs that serves the needs of low income families.
2. Provides monitoring and quality assurance analysis to ensure high quality programming and service delivery systems;
3. Performs site inspections in association with applicable state, federal and local policies and performance standards;;
4. Insures the proper maintenance of various records at program sites;
5. Prepares or generates various reports;
6. Assists in the compilation of data;
7. Utilizes data systems and software to develop reports, analyze data and evaluate programs;
8. Performs activities designed to validate/verify the data entered into child and family tracking and data systems;
9. Conducts staff and parent interviews to ensure performance standards are met or exceeded;
10. Provides feedback, including technical assistance, regarding quality programming, compliance and corrective plans of action;
11. Assists with program self assessment process;
12. Responds to requests for information and assistance.

MINIMUM QUALIFICATIONS

Knowledge of:

- Head Start, Early Head Start and State Preschool programs and functions;
- Common techniques, methods and standards for sample collection, handling, quality assurance;
- Training, technical assistance and performance based feedback;
- Program evaluation and monitoring;
- Basic data processing systems software;
- Problems and needs of low-income families;
- Community Relations and capacity building.

AND

Ability to

- Ability to utilize a variety of metrics, approaches and quality assurance/internal review processes in performing assigned reviews;
- Analyze data;
- Provide training programs and workshops for parents and staff;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Insure the proper maintenance of records;
- Insure program compliance with local, state and federal regulations and standards;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships.

AND

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

Pattern I:

At least one year in a classification equivalent to a SETA Head Start Specialist.

OR

Pattern II:

One (1) year of specialized experience that includes working with quality assurance/monitoring methods, principles and practices, dealing with the problems of young children and their families;

AND

- I. An AA Degree or higher in Social Science, Human Development, or in a related field, OR
- II. A Basic Health Service Credential or a Basic Family Services Credential issued by the National Head Start Association is highly desirable

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:
FIRST READING OF MODIFICATIONS TO THE BYLAWS OF THE
SETA OPERATED HEAD START/EARLY START POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee 2010-2011 met during the program year to review and recommend revisions to the Bylaws of the SETA Operated Head Start/Early Head Start Policy Council.

Additions are indicated by ***bold italic*** type with yellow highlighting, deletions are indicated by ~~strike through~~ with orange highlighting.

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC Bylaws as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading: 9/27/11
Policy Council Final Approval:
Governing Board Approval:

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

ARTICLE I

Name

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

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the PC shall be to promote the objectives of the HS/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of HS/EHS programs in Sacramento County.

45 Code of Federal Regulations (CFR) 1306.3 (h): A HS/EHS parent means a HS/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.

- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local HS/EHS programs.
- C. Initiating suggestions and ideas for HS/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, with individuals and groups interested in the aims, goals, and objectives of HS/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

Section 2: Powers, Duties and Functions

The PC must perform the following powers, duties and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.
- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 - 1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
 - 4. The program's philosophy and long- and short-range program goals and objectives.
 - 5. The selection of delegate agencies and their service areas.
 - 6. The composition of the PC and the procedures by which policy group members are chosen.
 - 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
 - 8. The annual self-assessment of the Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.

9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.
 10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, volunteers and hiring and firing criteria for program staff.
 11. Decisions to hire or terminate the HS/EHS Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the HS/EHS program of the grantee agency. For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
 13. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.
 14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
 15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
 16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III

Membership

Section 1: Parent Representatives

A. The Parent Membership shall consist of:

- | | |
|-----------|--|
| Six (6) | Representatives elected from the SOP PAC |
| Three (3) | Representatives from Sacramento City Unified School District |

- Two (2) Representatives from San Juan Unified School District
- Two (2) Representatives from Elk Grove Unified School District
- Two (2) Representatives from Twin Rivers Unified School District
- Two (2) Representatives from Women's Civic Improvement Club/Playmate (WCIC)
- Two (2) Representatives from Home Base Option
- One (1) Representative from EHS - SOP
- One (1) Representative from EHS - Sacramento City Unified School District
- One (1) Representative from EHS - San Juan Unified School District

The above parent representatives must be a parent of a child/children currently enrolled in the HS/EHS Program.

B. Community Representatives

Additional PC members will include:

- One (1) Representative elected by the Community Advocating Male Participation (CAMP) - This representative may or may not be a current parent. There will be one (1) Alternate position.
- Two (2) Past Parent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children enrolled in the HS/EHS Program. There will be two (2) Past Parent alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community Representatives appointed by agencies.
- One (1) Foster Parent Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Foster Parent alternate position.
- One (1) Grandparent Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Grandparent alternate position.

Section 2: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies he or she represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.

1. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting.
- C. Alternates may not hold an office.
- D. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Representative is present.
- E. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, the National Head Start Association (NHSA) Conference, and the California Head Start Association (CHSA).

Section 3: Other Provisions

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be reappointed must express their desire to remain on the PC. Otherwise, the Agency may designate a replacement for that representative.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency HS/EHS staff **(or members of their immediate families)** shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 4: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three (3) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives

must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

Section 5: Attendance

- A. **Absences**: Any member or alternate in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.

- B. **Reinstatement**: The representative agency/group may request that a member who has been removed due to absences be reinstated ***in the event the Alternate declines***. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.

1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within ten (10) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.

- C. **Punctuality**: Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

- D. **Policy Council/Policy Committee Business**: Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

Section 6: Removal

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

ARTICLE IV Meetings

Section 1: Meetings

A. Annual Meeting

The annual meeting of the PC shall be held on the 4th Tuesday in November of each year.

B. Regular Meetings

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at ~~4~~ 9:00 ~~p~~ a. m. at the SETA Board Room.

C. Special Meetings

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Head Start Deputy Director, SETA Executive Director or upon petition by at least a majority of the members of the PC.

D. Quorum

For the purpose of transacting the business of the PC at any annual, regular, special, or emergency meeting, a quorum of the PC shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum. A majority (51%) of the quorum must be current parents.

Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. Annual and Regular Meetings:

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so

shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. Special Meetings:

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. Emergency Meetings:

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. Committee Meetings:

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused ~~will~~ **may** be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

Section 3: Open Meetings

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

Section 4: Mailing Address

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members,

their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

Section 5: Rules of Procedure

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

Section 6: Nominations/Elections

PC Board Members or candidates must be present to be nominated or elected. However, if PC member is absent due to PC business, the member may be nominated or elected.

Section 7: Voting

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

Section 8: Meeting Reimbursement

Each PC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PC Reimbursement Policies and Procedures.

Parents are not to bring small children to the meetings. If small children are present, members will be reimbursed for transportation/mileage only.

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day when attending conferences, workshops, trainings, orientation, Parent Leadership Institute, or participation in the Agency

¹Robert's Rules of Order: Simplified and Applied, 2nd ed., Copyright, 2001.

hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:

1. PC (regularly scheduled, annual, emergency and special meetings)
2. Interview/screening/exam panels
3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality)
4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) and Program Self Assessment
5. Program Area Committees
6. Community Partnership Advisory Committee (CPAC)
7. Health Services Advisory Committee (HSAC)
8. Ad Hoc (special) Committee meetings
9. Community Action Board meetings (CAB)
10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
11. Workforce Investment board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)

~~B. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.~~

B. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.

C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

ARTICLE V Officers

Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.

- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.

Section 3: Duties of Officers

The duties of the PC officers shall be as prescribed in these Bylaws, and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Conference (as funds allow for representation). The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event.
- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee.
- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary and oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

Section 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the board, the PC Chair shall appoint an

interim officer until the officer returns to duty or is replaced **at the next regularly scheduled meeting**. (The appointment of the officer must be made from among the membership of the PC.)

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

ARTICLE VI

Committees

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

Section 1: Standing Committees

Executive Committee

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

Budget/Planning Committee

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all HS/EHS budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP HS/EHS Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

Personnel/Bylaws Committee

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

Social/Hospitality Committee

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Parent/Family Support, Monitoring and Evaluation.

- **Early Childhood Development and Health Services Committee** shall be comprised of ~~three (3) staff and a minimum of three (3)~~ representatives who shall plan and review the Early Childhood Development and Health Services program area, and review the Early Childhood Development and Health Services program area, participate in curriculum/instruction and health and safety.
- **Parent/Family Support Committee** shall be comprised of one (1) staff and ~~a minimum of three (3)~~ representatives who shall plan and review the Parent/Family Support program area.
- **The Male Involvement Committee** shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan and review the Male Involvement Program.
- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the committee of the whole who shall plan, review and oversee program monitoring and evaluation.

PC member representatives shall select at least two (2) Program Area Committees to serve on as described above. Special circumstances may be excused by the Chair.

Section 3: Special Committees:

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

ARTICLE VII Required Reports

Section 1: Required Reports

The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- Fiscal Reports (Budget Reports)
- Corporate Card Statement of Accounts (Credit Card Expense Report)
- ~~(USDA Meal/Snacks Report)~~ (Child and Adult Care Food Program **[CACFP]**)
Report (~~SETA Operated Program~~ **SOP**) (~~USDA Meal/Snacks Report~~)
- Program Information Summaries (**Monthly Head Start Report**)
- Sacramento County ~~Head Start~~ **HS**/~~Early Head Start~~ **EHS** Program Enrollment Report (Enrollment Report)

ARTICLE VIII Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- A. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

Current a/o 7/22/11

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
- 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, September 21, 2011 9:00 a.m. 925 Del Paso Blvd. Saturn Room
Chili Cook-off – Celebrating Grandparents, Kinship, and You	Wednesday, October 12, 2011 6:00-8:30 p.m. 925 Del Paso Blvd. (Head Start side) (see attached flyer)

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Social/Hospitality Committee Meeting	Wednesday, September 7, 2011 1:00-3:00 p.m. 925 Del Paso Blvd. Oak Room
PC/PAC Budget/Planning Committee Meeting	Tuesday, September 13, 2011 9:00 – 10:00 a.m. 925 Del Paso Blvd. Oak Room
Community Partnership Advisory Committee (CPAC) Meeting	Thursday, September 15, 2011 9:00-10:30 a.m. 925 Del Paso Blvd. Redwood Room
PAC Executive Committee Meeting	Thursday, September 22, 2011 9:00-10:00 a.m. 925 Del Paso Blvd. Redwood Room
PC/PAC Male Involvement Meeting	Wednesday, September 21, 2011 9:00 a.m. 925 Del Paso Blvd. Saturn Room
PC Executive Committee Meeting	Thursday, September 29, 2011 9:00 – 10:00 a.m. 925 Del Paso Blvd. Saturn Room

Chili Cook-Off



and
Celebrating
Grandparents, Kinship, and You
Massages - Manicures - Laughing Yoga Class
and More

Wednesday, October 12, 2011
 SETA Head Start Office, 925 Del Paso Blvd.
 Sacramento, CA 95815

Individuals, families, and organizations are welcome to compete – (must pre-register)
 Space is limited to the first 20 entries
 Prizes for 1st, 2nd, 3rd, and People's Choice Categories: Aroma, Appearance, and Taste



- | | |
|---------|---|
| 6:00 PM | Registration and Set-Up |
| 6:00 PM | Choice of - Massage, Manicure, Pedicure, Hairdo, or Laughing Yoga Class |
| 7:00 PM | Tasting Begins |
| 7:30 PM | Judging |
| 8:00 PM | Award Presentation |
| 8:30 PM | Evaluation & Dismissal |

Child care available to the first 40 who call first. Call Ms. Jody at 263-5423 or Ms. Alma at 263-0540 by TUESDAY, OCTOBER 4, 2011.

Don't Delay - Call Today

ITEM IV-B – 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: Mr. Robert Roe **DATE: August 15, 2011**

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$ 2,419,490	08/1/10-7/31/11	08/1/10-5/31/11
Head Start	T & TA	9,000	08/1/10-7/31/11	08/1/10-5/31/11
HS/ARRA	Expansion	261,394	9/30/10-9/29/11	9/30/10-5/31/11

Monitoring Purpose: Initial X Final
Date of review: 6/22-24/11

	<u>AREAS EXAMINED</u>	<u>SATISFACTORY</u>		<u>COMMENTS/ RECOMMENDATIONS</u>	
		<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
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	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records		N/A		

Program Operator: Elk Grove Unified School District

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 agency records. The records were verified and appeared to be in order.
- 2) There are no findings on the Head Start program for the current period. However, in our review of the encumbrances for the 2009-2010 program, we found that of the total encumbrances of \$ 99,461.47, \$94,201.52 was expended leaving a balance of \$5,259.95 of unexpended encumbrances. This amount is considered a disallowed cost because the Head Start program was not benefited pursuant to Section C.3.a of Attachment A, OMB Circular No. A-87, which states, "A cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received."

Recommendations for Corrective Action:

- 1) Reimburse SETA from non-SETA funds the amount of \$ 5,259.95.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Tracy Tomasky **DATE:** August 18, 2011
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic , COLA	\$ 4,278,623	8/01/09-07/31/10	8/01/09-7/31/10
Head Start	T & TA	15,000	8/01/09-07/31/10	8/01/09-7/31/10
Head Start	Prog. Impv.	625,000	8/01/09-07/31/10	8/01/09-7/31/10
HS/ARRA	COLA	76,276	8/01/09-06/30/10	8/01/09-6/30/10
HS/ARRA	Quality Impv.	214,375	8/01/09-09/30/10	8/01/09-9/30/10
HS/ARRA	Expansion	130,697	10/1/09-09/29/10	10/1/09-9/29/10
Early HS	Basic, COLA	1,225,070	8/01/09-07/31/10	8/01/09-7/31/10
Early HS	T & TA	20,112	8/01/09-07/31/10	8/01/09-7/31/10
Early HS	Prog. Impv.	100,000	8/01/09-07/31/10	8/01/09-7/31/10
EHS/ARRA	COLA	21,840	8/01/09-06/30/10	8/01/09-6/30/10
EHS/ARRA	Quality Impv.	62,019	8/01/09-09/30/10	8/01/09-9/30/10
EHS/ARRA	Expansion Start-Up	63,000	11/1/09-09/30/10	11/1/09-9/30/10
EHS/ARRA	Expansion	360,000	11/1/09-09/30/10	11/1/09-9/30/10

Monitoring Purpose: Initial Follow-Up Special Final

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 Program Improvement	X			
9 Indirect Cost Allocation	X			
10 Adherence to Budget	X			
11 In-Kind Contribution	X			
12 Equipment Records		N/A		

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2009 to July 31, 2010 for Head Start and Early Head Start and from October 1, 2009 to September 30, 2010 for HS/ARRA and EHS/ARRA funds have been traced to the delegate agency'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: Ms. Edenausegboye Davis **DATE:** August 29, 2011

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA	\$ 678,941	8/01/10-7/31/11	8/01/10-5/31/11
Head Start	T & TA	7,500	8/01/10-7/31/11	8/01/10-5/31/11
Head Start	Expansion	130,697	9/30/10-9/29/11	9/30/10-5/31/11

Monitoring Purpose: Initial Follow-Up Final

Date of review: 8/16-17/11

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

Program Operator: WCIC

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 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

ITEM V

COMMITTEE REPORTS

BACKGROUND:

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

The Executive Committee met and evaluated the August 23, 2011 special Policy Council meeting.

Good	Needs Improvement
Thank you, Ms. Lisa Daniels, for making reminder calls for PC meeting.	Members arriving on time.
Thank you for turning off your cell phones and electronic devices.	Members should be seated and be ready by 8:50 a.m.
Thank you, Mr. Jaime Serrano, for your technical support.	Please do not bring children to the meetings.
Good participation in open discussion.	Remain seated during all presentations.
Thank you, Mr. Francisco Navarro, for your support to the Policy Council.	Punctuality in attendance.
Clean Board Room.	
Thank you, Ms. LaShaun Burke and Ms. Nancy Hogan, for providing PC/PAC reimbursements.	
Thank you, Ms. Consuelo Lopez, for translating services.	

- PC/PAC Executive Committee Meeting – Ms. Coventry St. Mary

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

ITEM V- COMMITTEE REPORTS (Continued)

Page 2

C. Personnel/Bylaws Committee: Ms. Mary Brown

B. Social/Hospitality Committee: Ms. Lisa Daniels
 ♦ PC/PAC End-of-Year Appreciation Luncheon (attachment)

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

ITEM V- COMMITTEE REPORTS (Continued)

Page 3

H. Health Services Advisory Committee Report: Ms. Rebecca Lewis, Ms. Amarjit Gill

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.

- 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:

- ✓ Brenda Campos
- ✓ Lisa Carr
 - ◆ Mayor Kevin Johnson's Sacramento READS Campaign
- ✓ Karen Gonzales

Seta Head Start Food Service Operations Monthly Report *August 2011

August 1st - Walnut Grove closes 1 AM Class

August 1st to 5th - WCIC - 75th Anniversary Celebration
Solid Foundation Center Closed for Maintenance Projects

August 11 & 12 - Mather one AM and one PM class closed for Maintenance

August 12th - Open House at Elkhorn Head Start
The Food Service provided the refreshments for the Children.

August 30th - Yearly Fire Inspection at the WCIC Kitchen.

Meetings and Trainings:

ECOLAB Food Safety Webinar 8/16 attended by Connie Otwell.

Leadership Meeting 8/17 attended by Connie Otwell.

PAC Food Service Meeting 8/18 attended by Connie Otwell

Total Number of Meals and Snacks Prepared for All Kitchens	Lunch	PM Snack	Breakfast	Field Trips
	45,664	27,895	32,439	80

Total Amount of Meals and Snacks Prepared	106,078
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Purchases:

Food	\$79,256.55
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Non - Food	\$16,608.84
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Building Maintenance and Repair:	\$1,029.43
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Kitchen Small Wares and Equipment:	\$62.02
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Vehicle Maintenance and Repair :	\$729.06
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Vehicle Gas / Fuel:	\$2,147.15
Normal Delivery Days	23

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 08/31/11)

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	9	(4%)	N/A	
Elk Grove USD (420)	34	(8%)	N/A	
Sacramento City USD (1292)(147)	37	(3%)	2	(1%)
San Juan USD (700) (161)	50	(7%)	27	(16%)
WCIC (120)	2	(1%)	N/A	
SETA (2796)(1878 Tracks) (345)	120	(6%)	29	(8%)
County (4621)* (653)*	252	(5%)	58	(9%)

* 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
August, 2011
Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	380	380	100	343	90
Elk Grove ARRA Expansion	40	40	100	39	98
Sacramento City USD	1,272 (162)	211	133	145	45
Sac City ARRA Expansion	20	-	-	-	-
Sacramento Employment and Training Agency	1,860 (2,778)	1,905	103	1,401	75
Sacramento Employment Training Agency AARA Expansion	18	20	111	7	39
San Juan USD	680	693	102	556	82
San Juan ARRA Expansion	20	-	-	-	-
Twin Rivers USD	179	179	100	162	91
Twin Rivers ARRA Expansion	32	33	103	24	75
WCIC/Playmate Head Start	100 (20)	20	100	10	50
WCIC ARRA Expansion	20	-	-	-	-

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	114	99	37	32
Sac City ARRA Expansion	32	31	97	6	19
Sacramento Employment and Training Agency	213	214	100	150	70
Sacramento Employment Training Agency AARA Expansion	132	130	98	65	49
San Juan USD	129	129	100	48	37
San Juan ARRA Expansion	32	32	100	19	59

(a) Includes children who have dropped during the month and whose slot will be filled within the 30 days allowable period.

(b) If enrollment is less than 100%, agency must include corrective plan of action.

(c) Attendance on the last day of month

Back to School



Monthly Head Start Report

September 2011

SETA Operated Program

Program Support Services Update: HEALTHY FUTURES PROJECT 2011-2012 Galt Head Start Early Learning Center

Since June 2011, the Galt Head Start Center has been participating in the Healthy Futures Project, a year-long SETA program funded by a Community Services Block Grant (CSBG) discretionary grant, in collaboration with SETA's Workforce Development Department. This project is funded to serve a total of 64 clients including youth and young adults (in partnership with Linkage to Education), and 32 families living in the Galt area targeting Head Start families. The program objective is to strengthen Head Start families' ability to avoid or overcome obesity and obesity-related conditions by providing the necessary skills, resources and experiences.

Enrolled families at the Galt Head Start will meet with a bilingual Spanish/English Registered Dietitian (R. D.) at a minimum of four occasions to develop a personalized family Nutrition Plan and to follow up with their progress. In partnership with Health Education Council's (HEC) In the Grow Program, nutrition and physical activity workshops will be scheduled throughout the year. Reading nutrition labels, food budgeting, cooking demonstrations and fun ways to be physically active are some of the workshop topics. Two fun field trips or active participation at a community health event such as fun run/walk will also be scheduled. Incentives and raffle prizes are available to encourage participation.

A parent orientation workshop that included physical movement, summer smoothie drink demonstration and pre-program assessment was held on August 4, 2011 at the St. Christopher's Multi-Purpose Center across from the Galt Head Start site. Lunch, program incentives and raffle prizes were offered to the attendees. Future meetings and events in the Galt site are scheduled for September 15, October 4, October 27 and December 16 (tentative).

Program contact for Healthy Futures at Galt Head Start is Melanie Nicolas at mpnicola@headstart.seta.net. Countywide Healthy Futures Project is coordinated by SETA Manager Cindy Sherwood-Green at CindySG@delpaso.seta.net and Supervisor Victor Bonanno at Victor@delpaso.seta.net

Education Update:

Classrooms are being observed using the ELLCO (Early Language and Literacy Classroom Observation) in August and September. This tool takes a focused look at how materials and teacher/child interactions promote language and literacy development. Information gained from these observations will be used by mentor coaches and teachers to plan for improvements.

Two Education Leadership staff attended the CLASS for Infants and Toddlers training in Minnesota. This is a new observation tool to be used in our Early Head Start classrooms to promote quality interactions. The preschool CLASS tool has been such a valuable and effective method of providing feedback to teachers and we are excited about the impact the CLASS tool will have on our EHS program.

Family Partnership Unit:

SACREADS

SETA Head Start is proud to join Mayor Kevin Johnson and his initiative called SAC READS. We are partnering with school districts, local companies, non-profit agencies, colleges and universities, to name just a few, to ensure that by third grade, children are reading at their grade level. SETA Head Start is at the table to remind parents that the birth to five year old population must be part of the solution if we are looking to increase literacy among Sacramento's children. We are focusing on three areas: attendance at school, literacy, and summer learning. SETA is a year-round program, so our children are learning in the summer, but we are focusing our energies on families getting their children to school, and our continued emphasis on literacy.

Summer Parenting Series Comes to a Close

August saw the close of our summer parenting series sponsored by the Child Abuse Council. The last workshop in the series was about Shaken Baby Syndrome. Parents learned about the dangers of shaken baby syndrome and ways to calm crying babies. Parents who attended these summer sessions also earned a certificate, along with all the great knowledge they received to help become better parents. The Family Support Unit will begin offering new parenting classes later in the fall.

Recruitment and Enrollment-Busy, Busy, Busy

Family Service Workers have been very busy enrolling new families into the Head Start classrooms and ensuring that all classes are fully enrolled. This summer has also allowed staff to be at many community recruitment events, including the Summer in the Park series sponsored by City Council Member Bonnie Pannell. Staff looks forward to many more opportunities to work in the community to let people know about all the wonderful things Head Start does for children and families in the community.

Elk Grove Unified School District

Education Services Update:

A half-day pre-service was held at Florin Elementary School on August 8, 2011. Bob Roe, Director, PreK-6, began the morning by welcoming everyone. He emphasized how important PreK is in the overall picture of education in Elk Grove Unified School District and how much he values the work

that EGUSD's teachers do. He reminded teachers about the importance of accuracy when taking and recording attendance. He told everyone that he was looking forward to a wonderful school year and seeing them in their classrooms soon.

Ada Arevalo, Program Specialist, PreK, reviewed calendars for parent meetings, parent workshops, parent conferences, and the school year calendar. She reminded teachers that parent workshops play a vital part in how staff support and educate parents and the importance of making sure parents are aware of them.

Claudia Charter, Program Specialist, PreK, handed out the Classroom Health and Safety Checklist and asked teachers to post it in their classrooms as a daily quick reference guide for ensuring the classrooms are safe for the children. She gave each teacher a Substitute Folder and asked them to complete it and place it in the front of their file cabinet. She showed teachers the new forms for tracking In-Kind Classroom Volunteer hours and In-Kind Home Activity hours and explained how to use them. She explained the importance of using these exactly as they are printed. The new forms were developed in conjunction with the Sacramento Employment and Training Agency (SETA), our grantee, and other delegate agencies as a result of the Federal Review. Every Head Start agency in Sacramento County will be using the same forms and EGUSD staff will be tracking their use very carefully this year.

Ruth Martinez, Program Educator, PreK, discussed the importance of the new file review form and gave directions on how to fill it out. Teachers and para-educators were given two hours to work together to look through the files of their incoming students using the new form so that they would have a good understanding of the families they would be working with prior to doing their home visits.

At the August 26 in-service, Isabelle Aguiniga, Head School Nurse for EGUSD, presented information regarding how to use an EpiPen, how to handle bee stings, and the proper use of an inhaler. She explained the necessity of filling out the **Bumps and Blows to the Head** form if a student has any trauma to the head and the importance of having the EGUSD Medication form filled out before administering any medications to students. She gave teachers a copy of each of these forms as well as a First Aid Quick Reference Guide.

Judy Schulz, Operations Manager, EGUSD's Food and Nutrition Services, spoke to teachers about food safety and handling, guidelines regarding portion sizes, and the proper posting in the classrooms for students with special dietary needs.

Florence Oneto, Social Worker, PreK, gave a presentation on mandated reporting of child abuse and neglect. She reminded teachers and para-educators that it was their legal responsibility to report any suspected abuse.

Teachers and Para-educators in traditional and modified traditional classes spent the week of August 15 preparing for the start of school on August 22, visiting families in their homes, and setting the groundwork for a successful transition into the school setting.

Head Start classes began on August 22 with full enrollment: 380 students in the regular Head Start classrooms and 40 in the expansion classrooms.

Disabilities Services and Mental Health Services Update:

The program educators and clerks have worked closely with the PreK Special Education Program Specialist and the consulting Psychologist in placing students with an active IEP into the Head Start program. There are currently 34 students with active IEPs in the program.

Health Services Update:

Height and weight measurements for each student were completed by the para-educators. Program educators are in the process of graphing each child's information and contacting parents with health concerns related to underweight or overweight issues.

Family and Community Partnerships Update:

Plans are being made for Family Fun Day on September 17, at Prairie Elementary, which will offer information on the One Stop Career Center, the public library, Southgate Park and Recreation District, nutrition education, medical and dental insurance, and adult education. Free dental, vision, height, and weight screenings will be available to families.

Fiscal Update:

The fiscal technician for the Head Start program has submitted the close-out report for the fiscal year 2010-2011.

Recruitment:

EGUSD's PreK Team has been focused on filling classes and compiling waiting lists. Individual registrations have been held at all sites to increase the number of students on the waiting lists.

Sacramento City Unified School District

Education and Child Development:

SCUSD's 10-month, traditional teaching staff returned on August 31 for pre-service training. Nearly 100% of the preschool teachers were in attendance to receive information on several topics including: DRDP, Nutrition, Classroom Safety and Professional Development.

On August 29 and 30, SCUSD's Resource Teachers and Coordinators attended the District's Data Inquiry training. The goal of the training was for Resource Teachers to be able to lead teachers in the use of assessment results to improve teaching and student outcomes in our preschool classrooms.

The 2011-2012 Professional Development for the Child Development Department will focus on three areas: Social Emotional Development with two CSEFEL (Center for Social Emotional Foundation in Early Learning) trainings, three Language and Literacy trainings will be presented by Dr. Theresa Roberts, and the Math training will emphasize number sense.

Health:

During the month of August, health screenings by Lisa Stevens, RJN, continued at the two registration sites. Mrs. Stevens assumed the responsibility for screenings at both centers since one of the Children's Center Nurses resigned at the first part of August.

Also during the month of August, the Head Start Program was audited by SETA for documentation of blood lead levels for the returning preschoolers for the 2011-2012 school year. According to feedback from SETA, the auditors were pleased with their findings.

EHS and Home Base:

August 22, 23 & 24, the EHS home visiting team welcomed EHS home visiting staff from San Luis Obispo to share in a training by Linda Kamura on involving parents and individualizing for socializations. The training was very hands-on and staff learned many new socialization strategies and were very happy to see Linda return.

On August 31, EHS center based teachers began the first in a series that will total 46 hours of trainings on the new CA Infant/Toddler Learning Foundations by Judy Ishiura, trainer with WestEd.

San Juan Unified School District

Education Services Update:

The school year will begin with a theme entitled “Building Classroom Community.” The goal is to help children and families acclimate to the new classroom environment that includes learning centers, as well as provide time for teacher observations that will give knowledge about each child’s developmental levels and learning styles. Inviting families to participate in this year’s classroom activities is a priority in building a classroom community.

Disabilities Services Update:

The first few weeks of August were fast and furious in our Screening Center, as staff screened hundreds of children in preparation for the new school year. Families were greeted and sent forth with their “passports” through the various screening stations, including Health, Developmental, and Family Partnership. The Care Management Team worked long and hard to complete the process so CUM folders could be made. Children were enrolled and any needed referrals /assessments could begin in the first week of school.

Newly hired Bilingual Assistants assisted in the screening process. New Full Inclusion Staff have completed home visits and are organizing their schedules to meet the needs of the students and classes that they serve. Garfield is now a full inclusion class that offers opportunities that allow students to participate in this class. Both teachers are establishing a workable schedule that creates a wonderful sharing and caring environment.

Mental Health Services Update:

The Mental Health Therapist has a new counseling intern group oriented to ECE policies and prepared for placement at sites as mental health referrals arise. As parents begin the screening process for fall enrollment, families/children with identified needs are contacted by MHT for needed mental health services and follow up intervention.

Nutrition Services Update:

The school year has begun by saying a fond farewell to the iconic Food Pyramid! Trainings will occur in October on the new Choose My Plate campaign.

Health Services Update:

Health is screening three days a week in the centralized screening room, which will be reduced to once a week in September. The Health Team will be meeting with Kate Varanelli regarding conducting dental screenings in the fall. In addition, the Health Team has attended the mandatory *Smiles for Kids* training at the Dental Association so the families and children without insurance can attend in February for dental work. The nurse has also been training the teachers regarding seizures, Epipens, & other health conditions of children they have in their classrooms.

Family and Community Partnerships Update:

The Policy Committee met in August. There was not a lot of business to attend to but a quorum was achieved. Everyone is looking forward with anticipation to the new school year.

Transition Services Update:

The School Readiness team is in the process of distributing transitional backpacks to all students entering preschool. The backpacks contain many resources for both the students and the parents that support entering school for the first time.

Program Support/Staff Training Update:

Teachers received new Education Binders with all master forms needed for the year. Additional resources were created by a Teacher Assessment Committee this summer and were added to the binder appendix.

There was also a training session for Bilingual Teaching Assistants where the new Bilingual Tool Kit was shared and the structure for dual language learners was discussed.

Fiscal Update:

This is the final month for the 2010-11 Head Start and Early Head Start fiscal year. Staff is in the middle of closing out the fiscal year 2010-11 for San Juan Unified School District/Child Development Dept. (Fund 12). At the same time staff is preparing for the submission of the final close-out packet of the Head Start and Early Head Start FY 2010-11 due August 31, 2011.

Staff is in the process of gearing up for Head Start and State Preschool classes to begin, along with reviewing all fiscal policies with the Preschool and Infant/Toddler Teachers. In-Kind was a major focus as there continues to be a shift from obtaining the majority of the In-Kind funds from the collaboration option to obtaining more participation from parents in the classroom. A countywide in-kind class tracking form was created over the summer with input from the grantee and all the delegate agencies. Training was essential for the teachers so that parent hours could be maximized.

Early Head Start:

August brought about many exciting changes for the infant/toddler program and three new teachers were welcomed. Staff is still preparing to open a new site located at 1500 Dom Way (the district is renaming the site) and it is almost ready for licensing. Many children left for preschool as new families were welcomed to the program. Staff was happy to have many of the enrolled children in the combo model return to the centers after receiving home visits this summer. Staff also had two and a half days of staff training, and we were selected as one of five programs in the Sacramento area to receive PITC Partners for Quality – Infant/Toddler Reflective Curriculum Planning Process training through a grant from First 5.

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, and expansion updates.

Events:

The 2011-2012 school year began on August 11 at all Head Start sites. Prior to the first day of school, parents engaged in the orientation process with their classroom teachers. The introductory session was a great opportunity for parents and the students to meet the classroom teacher as well as visit the

classroom. Each parent received a Parent Handbook and an overview of the school rules/policies and procedures. During the parent orientation, the School Social Worker also began the Family Partnership Agreement with the parents to begin goal setting strategies and identification of what resources and training would be beneficial.

During the month of August, information sessions to recruit new Policy Committee (PC) members were also held. Teachers talked to parents about the roles of the parent groups, and parents were invited to sessions to receive additional information about participation. Twenty parents participated in the two sessions. PC elections are scheduled the week of September 19.

Professional Development:

Early Childhood Education preschool staff participated in a Professional Development Day on August 10. The focus of the training was the implementation of the newly adopted Creative Curriculum materials. Staff was provided with pacing guides and additional instructional support to implement the new materials to students. Additional professional development is scheduled for the monthly Staff Professional Learning Community (PLC) as well as on September 6 during the District Neighborhood Network Training Day.

Staff meetings were also held to review the program's three-year goals which include mental health, health and school readiness.

Components:

Component leaders returned to school on August 4 to prepare for the new school year. Health Component leaders have scheduled screenings for vision, hearing, dental and blood pressure.

The Nutrition Component Leader has been following up on blood lead level testing for the upcoming Federal Review visit on September 28 and 29. Follow-up includes ensuring all students enrolled from February 2011 have completed blood lead level testing and have completed documentation in the enrollment files.

The School Social Worker/Counselor has begun the Family Partnership Agreement with the incoming families as well as supported classroom teachers with classroom observations and implementation of behavioral strategies/interventions. Component Leader is also assessing mental health referrals that have been submitted by the teaching staff and parents for social skills and behavior intervention.

The Speech and Language Pathologist (SLP) completed speech screenings for all of Head Start and will begin assessing which students need additional speech intervention and services.

The Education Component Leader has assisted with orientation for all new Head Start teachers. The orientation included information on file set-up, documentation and home visit requirements.

The ERSEA Component Leaders have been enrolling students and arranging enrollment files. Data input into the ChildPlus and AERIES school databases has begun as well as establishing a waiting list.

Policy and Parent Committees:

The Parent Committees at both Expansion sites had parent meetings and elected parent representatives for the 2011-2012 Policy Committee. The Policy Committee held a meeting at Morey Avenue on August 23 with the members of the 2010-2011 group. During the meeting, members approved the

Supplemental Budget modification, discussed the current year enrollment and plans for the new Policy Committee group. The new group will be officially seated September 2011.

Parenting:

Plans are underway to provide parenting classes in collaboration with the Mutual Assistance Network (MAN) during spring of 2012.

Fiscal:

The close-out reports for the 2010-2011 have been completed by the Budget Analyst.

Teaching staff have begun to complete their ECERS to establish the needs of their classrooms and learning materials. First orders from teaching staff are due in October 2011.

WCIC

Program Design and Management:

WCIC values team leadership, education, team-building, and stability of diverse quality staff.

Special Events:

WCIC's Board of Directors, staff, customers, and community celebrated WCIC's 75th Anniversary during the week of August 1- 6, 2011. Activities included an Art Exhibit hosted by The Brick House; Children's Literacy & Storytelling hosted by NIA-Women of Purpose; Poetry and Spoken Word hosted by The Black Group, NSAA the Black Root, the Black United Fund of Sacramento Valley and Sacramento Area Black Caucus; Health, Wellness and Cease Fire Youth Symposium hosted by Enlightened Minds Group; House Party hosted by Brenda Usher and WCIC's Head Start staff; and Banquet Gala Celebration hosted by WCIC Board of Directors, staff and members. Special thank you acknowledgements were sent to over two hundred individuals and/or organizations for the fellowship that showed affection and appreciation for the work and leadership of the WCIC's 75th Anniversary Planning Committee.

There were 14 individuals and/or organizations that participated in the Banquet Table Sponsorships efforts, which have set a new standard for social responsibility in the Oak Park community, and have set a powerful example that will inspire other individuals, organizations, and companies to do the same.

The banquet featured a catered banquet, hat show, music, speakers and a special tea tribute to the founding mothers.

The entire WCIC Family appreciated everyone's willingness to get involved with WCIC, and with the funds that were raised during the weeklong celebration it looks very likely that WCIC will be able to maintain the Senior Nutrition Program for 2011-2012.

The weeklong festivities were a joyous celebration that included WCIC's 75 years of History, Founding Mothers Legacy, and acknowledgement of Playmate Head Start's Co-Founder, Nelwyn Garret England.

Early Childhood Education:

During the month of August 2011, WCIC's Team was busy recruiting and enrolling children for the 2011-2012 program year to ensure 100% enrollment on the first day of school. The first day of school is scheduled for Tuesday, September 6, 2011.

Ms. Janet Wong-Acorda, Head Teacher, attended Mayor Kevin Johnson's Sacramento Reads/ Stand Up For Great Schools Campaign on August 24, 2011 at the Guild Theatre in Sacramento. Information on school districts that have the highest reading levels/academics were as follows: St. Hope/PS7 rated 90%; Crocker/Riverside Elementary rated 80%; Hearst Elementary rated 78%; Westlake Elementary rated 72%; and Genevieve Didion Elementary rated 71%. The featured guest was award winning teacher Rafe Esquith and his students, the Hobart Shakespeareans. The Hobart Shakespeareans is a public school classroom designed to improve the quality of life for economically disadvantaged children. The school is located in Central Los Angeles. Their enrollment is almost 2,000 students. The Hobart Boulevard Elementary School has 92% children that live in poverty. None of the children speak English as a primary language. In closing, the Hobart Shakespeareans students acted a Shakespeare play.

Family and Community Partnerships:

UC Davis and Head Start Healthy Kids partnered with several WCIC/Playmate Head Start families. Several families participated in eating healthy foods and video taping of the project. Nutrition classes were offered from June 30, 2011 to August 11, 2011 at WCIC/Playmate for 1.5 hours a week. Blood draws were done on the children who participated in the Healthy Kids project. Stipends were paid for each parent that participated in the project.

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

ACF-IM-HS-11-03 Staff qualifications, preschool classroom teachers, infant-toddler, center-based caregiver, teachers

ACF-IM-HS-11-04 Staff qualifications, preschool classroom teachers, waiver

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-C- ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: