Early Learning Centers Serving More Than 6,000 Sacramento Children & Families Annually

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DENISE LEE
Deputy Director

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

Thought of the Day: "Realizing little dreams helps to have faith in having big dreams."

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, May 24, 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 April 26, 2011 Special Meeting

III. Action Items

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

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
- ➢ PC/PAC Parent Leadership Institute – Ms. Coventry St. Mary
- ➢ Community Resources-Parents/Staff – Ms. Coventry St. Mary

B. Governing Board Minutes for the April 7, 2011 Meeting

C. Fiscal Monitoring Reports
- ✓ Women's Civic Improvement Club

V. Committee Reports

A. Executive Committee: Ms. Coventry St. Mary
B. PC/PAC Executive Committee: Ms. Coventry St. Mary
C. Budget/Planning Committee: Ms. Coventry St. Mary
D. Personnel/Bylaws Committee: Ms. Mary Brown
E. Social/Hospitality Committee: Ms. Lisa Daniels
F. Monitoring and Evaluation Committee (AKA Self-Assessment Committee)
G. Program Area Committees
- ➢ Early Childhood Development & Health Services Committee and Parent/Family Committee Subcommittee

H. Male Involvement Committee/Community Advocating Male Participation (CAMP): Mr. Victor Goodwin
I. Health Services Advisory Committee Report: Ms. Coventry St. Mary
J. Community Partnerships Advisory Committee (CPAC): Ms. Willie Jean Peck
K. 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
E. Open Discussion and Comments
F. Public Participation

III. **Action Items** (continued)

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

- Approval of Eligible List for: Approval of Eligibility List for Associate Teacher/Infant Toddler
  - ➔ Report out of Closed Session

VII. **Adjournment**

DISTRIBUTION DATE: THURSDAY, MAY 19, 2011

Policy Council meeting hosted by:

Chair: Coventry St. Mary
Vice Chair: Rebecca Lewis
Secretary: Lisa Daniels
Treasurer: Haley Joslin
Parliamentarian: Mary Brown
Parliamentarian: Mary Brown

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, Twin Rivers Unified School District
_____ Kiersten Gonzales, Sacramento City Unified School District
_____ Sandra Renteria, Sacramento City Unified School District
_____ Darlene Low, San Juan Unified School District
_____ Sarah Proteau, San Juan Unified School District
_____ Lisa Daniels, WCIC/Playmate Child Development Center
_____ Delia Ramirez, WCIC/Playmate Child Development Center
_____ Haley Joslin, SETA-Operated Program
_____ Mary Brown, SETA-Operated Program
_____ Socorro Gutierrez, SETA-Operated Program
_____ Kelly Martin, SETA-Operated Program
_____ Connie Wallace, SETA-Operated Program
_____ Rebecca Lewis, Grandparent Representative
_____ Dina Patterson, Foster Parent Representative
_____ Coventry St. Mary, Early Head Start (San Juan)
_____ Kristen Hendricks, Early Head Start (SOP)
_____ Tamara Knox, Past Parent Representative

Member to be Seated:

_____ Ekuah Ramsey-Gilbert, Twin Rivers Unified School District
_____ Victor Goodwin, Community Advocating Male Participation

Seats Vacant:

_____ Vacant (Garcia), Early Head Start (Sac. City)
_____ Vacant (Sandoval), Sacramento City Unified School District
_____ Vacant, Sacramento City Unified School District
_____ Vacant (Reyes), SETA-Operated Program
_____ Vacant (Barron), Home Base Option
_____ Vacant (Barron), Home Base Option
_____ Vacant (Broussard), Past Parent Representative
_____ Vacant (Juarez), Child Health & Disability Prevention Program

**** Please call your alternate, the Policy Council Chair (Coventry St. Mary: 849-2012, or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2010-2011

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

BOARD MEMBER	SITE	11/23	12/14 *	1/25	2/22	3/3 *	3/22	4/26 *	5/24 *	6/28 *	7/26 *	8/23 *	9/27 *	10/25 *	11/22
M. Barbosa (11/23)	TR	X	X	X	X	X	E	X							
M. Brown (11/23)	SOP	X	PC	X	X	X	X	X							
L. Daniels (11/23)	WCIC	X	X	X	X	X	X	X							
A. Gill (4/26)	ELK							X							
K. Gonzales (3/22)	SAC						X	X							
V. Goodwin (s/b/s 4/26)	CAMP							AP							
S. Gutierrez (3/22)	SOP						X	U							
K. Hendricks (2/22)	EHS/SOP				X	X	X	U							
H. Joslin (1/25)	SOP	E	E	X	X	X	X	X							
T. Knox (11/23)	PP	X	PC	X	X	X	X	X							
R. Lewis (11/23)	GRAND	X	E	X	X	X	X	X							
D. Low (4/26)	SJ							X							
~~T. Luna (11/23)~~	~~MI~~	~~X~~	~~X~~	~~X~~	~~E~~	~~X~~	~~E~~	~~U~~							
K. Martin (s/b/s 3/22)	SOP						E	X							
D. Patterson (11/23)	FOSTER	X	PC	E	X	X	X	X							
W. J. Peck (12/14)	ELK	U	X	X	X	X	X	E							
S. Proteau (4/26)	SJ							X							
D. Ramirez (11/23)	WCIC	X	X	U	X	E	X	X							
E. Ramsey-Gilbert (s/b/s 4/26)	TR							U							

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

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 26, 2011 POLICY COUNCIL MINUTES

BACKGROUND:

Attached for the Policy Council's review are the minutes of the April 26, 2011 meeting.

RECOMMENDATION:

That the Policy Council approve the April 26, 2011 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL
REGULAR MEETING OF THE PARENT ADVISORY COMMITTEE
Minutes/Synopsis
(Minutes reflect the actual progress of the meeting.)

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

Tuesday, April 26, 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 9:15 a.m. and read the thought of the day for the Policy Council; Ms. Mary Brown read the thought of the day for the Parent Advisory Committee.

Ms. Lisa Daniels called the roll for the Policy Council.

Members Present:
Lisa Daniels, WCIC/Playmate Child Development Center
Delia Ramirez, WCIC/Playmate Child Development Center
Michela Barbosa, Twin Rivers Unified School District
Mary Brown, SETA-Operated Program
Kiersten Gonzales, SETA-Operated Program
Haley Joslin, SETA-Operated Program (arrived at 9: 25 a.m.)
Rebecca Lewis, Grandparent Representative
Dina Patterson, Foster Parent Representative
Tamara Knox, Past Parent
Coventry St. Mary, Early Head Start
David Quintero, Alternate, Community Advocating Male Participation

Members Absent:
Willie Jean Peck, Elk Grove Unified School District (excused)
Socorro Gutierrez, SETA-Operated Program (unexcused)
Troy Luna, CAMP (unexcused)
Kristen Hendricks, Early Head Start (SOP) (unexcused)

The following new board members were seated:
Amarjit Gill, Elk Grove Unified School District (arrived at 9:20 a.m.)
Sandra Renteria, Sacramento City Unified School District
Darlene Low, San Juan Unified School District
Sarah Proteau, San Juan Unified School District
Kelly Martin, SETA-Operated Program
Connie Wallace, SETA-Operated Program

New Members to be seated but absent:
Lisa Sandoval, Sacramento City Unified School District (unexcused)
Ekuah Ramsey-Gilbert, Twin Rivers Unified School District (unexcused)
Victor Goodwin, Community Advocating Male Participation (Alternate Present)

It was announced that Ms. Connie Wallace would act as Secretary for the PAC.

Ms. Consuelo Lopez and Ms. Saundra Espinosa were introduced as the translator.

Ms. Connie Wallace called the roll for the PAC:

Members Present:
Haley Joslin, Early Head Start/Home Base
Kelly Martin, Hopkins Park Head Start
Mary Brown, La Riviera Head Start
Connie Wallace, Norma Johnson Head Start
Laura Meza, Walnut Grove Head Start
LaShonda Tablit, Foster Parent Representative
Rebecca Lewis, Grandparent Representative
Tamara Knox, Past Parent/Community Representative
Yvette Hernandez, Past Parent/Community Representative
David Quintero, Alternate, Male Involvement Representative

Members Absent:
Donna Dobbins, Home Base (unexcused)
Praveena Chaudhary, Nedra Court Head Start (excused)
Erika Contreras, Northview Head Start (unexcused)
Socorro Gutierrez, Vineland Head Start (unexcused)
Troy Luna, Male Involvement Representative (unexcused)

New Parent Advisory Committee representatives to be seated:
Donyea Elmore, Auberry Head Start
Monica Jones, Bannon Creek Head Start
Eloy Anzaldua, Freedom Park Head Start
Zoila Lucero, Fruitridge Head Start
Teresa Toscano, Grant Skills Center Head Start

New PAC representative to be seated but absent:
Victor Goodwin, Male Involvement Representative (Alternate Present)

Ms. Haley Joslin arrived at 9:25 a.m.

Ms. Brown stated that Policy Council board members and Parent Advisory Committee members will vote separately; Ms. Wallace will do the count for the PAC.

Mr. David Quintero was seated as the Male Involvement Alternate for Victor Goodwin.

II. Consent Item

A. Approval of the minutes of the March 22, 2011 regular PC meeting

Moved/Barbosa, second/Gill, to approve the March 22, 2011 minutes.
Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (St. Mary)

A. Approval of the minutes of the March 22, 2011 regular PAC meeting.

Moved/Knox, second/Jones, to approve the March 22, 2011 regular PAC meeting minutes.
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Brown)

III. Action Items

A. Approval of Fiscal Year 2011-2012 Head Start/Early Head Start Budget

Ms. St. Mary reviewed the board item. Ms. Denise Lee reviewed the budget for the coming year. The Budget/Planning Committee met weekly to review the budget; when planning for the new budget, this committee meets weekly. Ms. Lee is not aware of any budget cuts; the Agency may be able to sustain some of the ARRA funds for the next six months.

Head Start Basic	$41,312,993
Head Start Training and Technical Assistance	$ 384,611
Early Head Start Basic	$ 4,957,637
Early Head Start Training and Technical Assistance	$ 123,941

The budget allows the Agency to serve just under 6,000 children and 450 Early Head Start children. The majority of the budget is personnel staffing costs including a 50.2% of fringe benefit package. There are two parts to the budget: Basic grant and Training/Technical Assistance. For every dollar receives, SETA must bring in 25% through in-kind, i.e., volunteer hours provided by parents. Other sources of in-kind include free rent, computers, supplies and/or materials donated to the agency. Ms. Lee reviewed the travel budget.

Ms. Lee stated that while there were no Head Start cuts, the California Department of Education did receive a 15% reduction in funding which translates to a $600,000 reduction in funding for the Sacramento area. Changes being proposed includes reduced operational hours in the full-day program from 9-10 hours to 7-8 hours. This reduces the staffing hours so the net effect would be that some of the Associate Teachers would work either a six or seven hour day. The CDE dollars pay only for staffing and services provided at the centers. A significant amount of time and data was reviewed to come up with this decision. The needs of the parents were compared to the actual times when children were in the classroom and a decision was made to cut the amount of hours the centers

are open. The reductions will be done according to seniority and review by the Union.

There is a pay differential for teaching staff with a Bachelor's degree. In order to say competitive, the Agency has offered a 2.5% increase for staff that have achieved their BA degree.

Ms. Lewis inquired whether there was any information/concern regarding the fact that Elk Grove does not have an EHS program. Ms. Lee stated that while Elk Grove does not have EHS, they have partnered with Sacramento City Unified School District to provide services to teen parents through independent study or a home base program. There are only 450 EHS slots county wide.

PC Vote:
Moved/Daniels, second/Barbosa, to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Budget.
Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (St. Mary)

PAC Vote:
Moved/Martin, second/Lewis, to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Budget.

Ms. Jones asked about the student/teacher ratio; Ms. Lee stated that in regular classrooms, the ratio is 10:1 and in Early Head Start, the ratio is 8:1.

Mr. Elmore had concerns regarding the $1.5 million in leases. Ms. Lee stated that if there is an opportunity to negotiate lower rents, staff follows through. Seven of the centers are rent-free and the Agency owns one center. Many lease agreements include utilities and janitorial, but others do not. Staff recently negotiated a huge discount in the facilities lease. Staff continues to scout for lower lease costs.

Show of hands vote: 14, Nay: 0, Abstentions: 1 (Brown)

B. Approval of Fiscal Year 2011-2012 Head Start/Early Head Start Grant Application/Narrative

Ms. St. Mary reviewed the staff report. Ms. Lee reviewed the narrative portion of the application. The data provided in the grant application came from the community assessment. The Agency is currently serving 20% of the eligible population for Head Start services. This is a county-wide narrative. There is a center based program and a home based program. The Agency is serving 3,800 in a part-day program, which is a 10:1 staffing/student ratio. There is a collaboration model/braided program with CDE funds to offer a full day program. This provides a teacher/child ratio 8:1. There are 230 children in the home-base program. The track system was reviewed.

Some of the program changes include the elimination of the therapeutic preschool. Due to budget cuts, River Oak was unable to sustain the partnership with SETA to offer the therapeutic preschool. There is a fully integrated model to do a hybrid therapeutic model at Crossroads. At the last meeting the board approved the Infant/Toddler Associate Teacher job classification which will allow the Agency to recruit for new staff with the appropriate background/education. River Oak will bring an additional staff member to deal with the children and assist the teacher in how to interact with the child.

Ms. Jones has a special needs child and asked if this was the same. Ms. Lee replied that therapeutic preschool was for children that socially or emotionally could not deal with the regular classroom experience.

Ms. Gill inquired about the teaching staff with AA or BA degrees and whether the agency is planning to hire teachers that have degrees. Ms. Lee replied that the Agency wants current staff to earn their degrees. If there are openings, the Agency will be recruiting for people that have at least an AA degree; if applicants have a BA degree, they will be paid a differential. The agency has provided classes on-site to assist staff to achieve their degrees.

Mr. Elmore asked if the service with River Oak was provided according to teacher or parent recommendation. Ms. Lee replied that it could be the parent, it could be the teaching staff, or it could be identified through the screening or observation with the child. River Oak staff work with the parent to identify the challenges and set up a way to access services.

Ms. Sandra Renteria asked why is the pay for staff so different? The food served at the classroom needs to be more healthy; there is a lot of waste. Ms. Lee replied that there is a salary survey each year and SETA/Head Start pays competitive salaries. Ms. Lee urged Ms. Renteria to participate in the Food Services Committee which deals with the menus. The changes reviewed by Ms. Lee are about the SETA operated program and Sacramento City USD may have other changes.

Ms. LaShonda Tablit stated that her daughter was eating better at Head Start than at home. She was very impressed with the menu and service provided. Ms. Lee stated that all of the Head Start meals have to meet the USDA guidelines and are approved by a registered dietitian.

Ms. Brown inquired about the Elkhorn teachers and whether there will be layoffs. Ms. Lee replied that she is not sure which teachers are going to that location because teachers can go to other locations. There will be no layoffs.

PC Vote:
Moved/Barbosa, second/Gill, to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Grant Application/Narrative.
Show of hands vote: Aye: 16, Nay: 0, Abstention: 1 (St. Mary)

PAC Vote:
Moved/Martin, second/Knox, to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Grant Application/Narrative.
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Brown)

Off agenda:

IV. Information Items

A. Standing Information Items

- Parent/Staff Recognitions: Mr. Victor Bonanno, Ethics Training: Ms. Mary Brown read the certificate of appreciation for Mr. Bonanno providing the Ethics training.

Ms. Gill left at 10:40 a.m.

III. Action Items (continued)

C. Approval of Fiscal Year 2011-2012 Head Start/Early Head Start 3-Year Goals/Objectives

Ms. St. Mary reviewed the staff report. Ms. Lee reviewed the three year goals with the objectives. The goals are county-wide and the objectives are independent according to delegate.

Ms. Dina Patterson left at 10:46 a.m.

PC Vote:
Moved/Martin, second/Wallace, to approve the Fiscal Year 2011-2012 Head Start/Early Head Start 3-Year Goals/Objectives.
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (St. Mary)

PAC Vote:
Moved/Martin, second/Meza, to approve the Fiscal Year 2011-2012 Head Start/Early Head Start 3-Year Goals/Objectives.
Show of hands vote: Aye: 13, Nay: 0, Abstentions: 2 (Jones and Brown)

D. Approval of Fiscal Year 2011-2012 Head Start/Early Head Start Training/ Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals

Ms. St. Mary reviewed the staff report for this item. There are two different funding streams: basic grant and training and technical assistance (specifically for training staff and/or parents). This is the one-year plan for how the funds will be spent. This provides for the majority of the extras such as parent conference and training. This grant is designed around the three-year goals and objectives and community assessment. Ms. Lee reviewed the plan. This includes monetary items and non-monetary items to provide support.

Ms. Jones requested additional information on the career incentive for parents and staffing at the centers. Ms. Lee stated that Family Service Workers have this information. In addition, Ms. Karen Gonzales and Ms. Lisa Carr can provide the information regarding the staffing at the centers.

Ms. Patterson returned at 10:56 a.m.

PC Vote:
Moved/Gonzales, second/Daniels, to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Training/Technical Grant Application as Aligned with Established Three-Year Goals.
Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (St. Mary)

PAC Vote:
Moved/Martin, second/Jones, to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Training/Technical Grant Application as Aligned with Established Three-Year Goals.
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Brown)

The Boards took a break at 11:10 a.m.
The meeting was called back to order at 11:16 a.m.

Ms. Barbosa left at 11:11 a.m.

E. Approval of County-wide Head Start/Early Head Start Center Locations

Ms. St. Mary reviewed the staff report. Ms. Lee reported that what is different from last year is the addition of a center at Elkhorn and the elimination of Walnut Grove center. There was a great deal of thought going into the decision to close Walnut Grove. That center operates two morning classrooms and there are no afternoon classes. The Agency cannot maintain enrollment or attendance at this classroom. Staff considered keeping one classroom open but cannot renegotiate the lease which is $3,872 per month. Take the dollar amount divided by the 20 children and this is an extremely expensive center to run. There is a chance of having a center if/when free rent is available. Staff is proposing a home base option which means services would go directly to the child at home. If the elementary campus opens a classroom to Head Start, a center based classroom will be offered.

A board member stated that she will talk to the principal to see if the Agency can use one classroom; she is sure that if the parents come together there will be a classroom open. Ms. Lee welcomes the parents' advocacy on this issue. Staff will continue to work on this issue and changes can come at any time.

Ms. Low asked if other centers are being opened and Ms. Lee replied that the delegates are opening more centers.

PC Vote:
Moved/Low, second/Martin, to approve Fiscal Year 2011-2012 Head Start and Early Head Start Center Locations.
Show of hands vote: Aye: 11, Nay: 0, Abstentions: 3 (Brown, Daniels, St. Mary)

PAC Vote:

Moved/Martin, second/Hernandez, to approve Fiscal Year 2011-2012 Head Start and Early Head Start Center Locations.
Show of hands vote: Aye: 12, Nay: 1 (Elmore), Abstentions: 2 (Meza and Brown)

F. Approval of Fiscal Year 2011-2012 SETA-Operated Program Tracks

Ms. St. Mary reviewed the staff report. Ms. Lee stated that Sacramento Head Start is the only program that offers year-round school. Instead of closing in June, centers stay open all year and the children transition to kindergarten in the fall. This also allows staff to work all year without layoffs. Utilizing the tracks, the Agency can serve 1,000 more children each year since the services are available all year. The tracks system is for the SETA-Operated program only.

PC Vote:
Moved/Gonzales, second/Lewis, to approve Fiscal Year 2011-2012 SETA Operated Program Tracks.
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (St. Mary)

PAC Vote:
Moved/Anzaldua, second/Tablit, to approve Fiscal Year 2011-2012 SETA Operated Program Tracks.
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Brown)

G. Approval of Fiscal Year 2011-2012 Sacramento County Program Options/ Grantee and Delegate Agencies

Ms. St. Mary reviewed the staff report which provides an overview of services offered. The document breaks down what each center provides regarding services. Many centers have reduced hours. There are fewer children served in the full-day program and more served in the half-day program.

Ms. Lewis inquired what qualifies as full-day or part-day. Ms. Lee replied that anything under six hours is considered part-day.

PC Vote:
Moved/Martin, second/Proteau, to approve Fiscal Year 2011-2012 Sacramento County Program Options/Grantee and Delegate Agencies.
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (St. Mary)

PAC Vote:
Moved/Knox, second/Anzaldua, to approve Fiscal Year 2011-2012 Sacramento County Program Options/Grantee and Delegate Agencies.
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Brown)

H. Discussion and Approval of the Policy Council (PC) Meeting Time Change

Ms. St. Mary reviewed the staff report. Ms. Lee stated that it has been very challenging for staff to be in the room for both meetings and board members that sit on both boards. This item recommends moving the PAC to the third Tuesday of the month at 9:00 a.m. The Policy Council would meet on the fourth Tuesday of the month at 9:00 a.m. This item requests board consideration to move the Policy Council meeting time to 9:00 a.m. on the fourth Tuesday of each month.

Q: Is this effective immediately?
A: This will be effective next month.

Q: Ms. Martin inquired whether there was a vote that this was in agreement for everyone?
A: Ms. Lee stated that this is the first time asking for the Boards' approval.

Ms. Gonzales stated that Sacramento City's Policy Committee found it very difficult to find board members to sit on the Policy Council due to their children getting out at 2:00 p.m.

Ms. Brown expressed her appreciation to staff for wanting to move the meetings to separate days.

PC Vote:
Moved/Gonzales, second/Low, to move the Policy Council meeting time to 9:00 a.m. on the fourth Tuesday of each month.
Show of hands vote: Aye: 13, Nay: 1 (Martin), Abstentions: 1 (St. Mary)

H. Discussion and Approval of the Parent Advisory Committee (PAC) Meeting Date and Time Change

Ms. Mary Brown reviewed the background information for the PAC.

PAC Vote:
Moved/Jones, second/Hernandez, to move the Parent Advisory Committee meeting time to 9:00 a.m. on the third Tuesday of each month.
Show of hands vote: Aye: 11, Nay: 2 (Martin and Hernandez); Absentions: 1 (Brown)

IV. Information Items

A. Standing Information Items

- Introduction of Newly Seated Representatives: No comments.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roy Kim reviewed the report since Roger is on vacation. The county-wide program is a little underspent but it is not an issue right now. The budget is around 65% year-to-date expended.
- Parent/Family Support Unit Events and Activities: No report.
- PC/PAC Calendar of Events: Ms. Brown stated that a signup sheet was going around for the Parent Leadership Institute scheduled for May 25. Registration and a continental breakfast will be from 8:30 – 9 a.m. The theme of the Institute is "From Follower to Leader" and Dr. Tracy Tomasky from San Juan will be the trainer. Event location will be at the South Natomas Community Center, 2921 Truxel Road.

Ms. Sandra Renteria, Mr. Eloy Anzaldua and Ms. Laura Meza left at 12:09 p.m.

- Countywide Parent Conference Reports: Ms. St. Mary reported that the conference was a very successful event; a lot of parents and staff attended and there were a lot of different classes. Ms. Brown spoke of her experience at the conference. Ms. Knox was one of the speakers at the conference. The keynote speaker was Kevin Johnson. Ms. St. Mary thanked the committee for the hard work.
- Child Care/food center menu attached
- PC/PAC Parent Leadership Institute: No additional report.
- Community Resources-Parents/Staff: Ms. Brown reported that there will be a free play date for children on April 30 at Haggin Park.
  Ms. Daniels announced that Early Childhood Advocacy Day is May 24; the admission is $45 but scholarships are offered.

B. Governing Board Minutes for the March 3, 2011 Meeting: No questions or comments.

Ms. Lewis stated that redistricting is going on. A commission was formed and everyone is encouraged to get the word out that our opinion matters. Go on-line to the City of Sacramento's website and click on tools which will bring up the redistricting map. The City Council will take every modified map into consideration. It is expected that after the redistricting, each district will have around 58,311 people. Currently, Natomas is District 1 and the largest district and is expected to be split up.

C. Fiscal Monitoring Reports: No questions or comments.

V. Committee Reports

A. Executive Committee: Ms. Brown read the critique of the most recent meeting. The PAC conference attendance guidelines was modified; copies of the modified guidelines were distributed.

B. PC/PAC Joint Executive Committee Report: No additional report.

VI. **Other Reports** Tabled.

A. Executive Director's Report: Ms. Kathy Kossick thanked members of the Budget/Planning Committee for their hard work on the budget. In the spirit of cooperation, SETA recently applied for a $100,000 grant with the Community Services Department. The funds would target Head Start families in the Galt area and foster youth families in the prevention of obesity. Staff will know on April 29 if SETA was awarded the funds. Cards for the jobs.sacramentoworks.org web site were distributed. This is an outstanding on-line site for job searches.

B. Head Start Deputy Director's Report: No additional comments.

C. Chair's Report: None.

D. Head Start Managers' Reports: Ms. Lisa Carr reported that the Parent Conference was very successful; over 95 people signed in. Ms. Carr thanked everyone for attending. The planning for next year's conference will begin later this year. Ms. Carr thanked the parents for the success of the conference.

E. Open Discussion and Comments: Flowers were given to Lori Black and Nancy Hogan in observation of Administrative Professional's Day.

F. Public Participation: Ms. Brown reported that with the assistance of laptops, the PC and PAC and Ms. Desha are communicating during the meeting to ensure the meeting flows smoothly. Ms. Desha thanked Mr. Jaime Serrano for setting up the computers.

VII. **Adjournment**: The PAC and PC meetings were adjourned at 12:40 a.m.

ITEM III-A – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF
PAST PARENT REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council Past Parent Applications to be reviewed and candidates elected for Program Year 2010-2011.

RECOMMENDATION:

That the Policy Council elect one (1) Past Parent Representative and one (1) Alternate.

NOTES:

Representatives nominated:

_____

_____

_____

_____

Representatives elected:

_____

Alternates nominated:

_____

_____

Alternates elected:

_____

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

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
- PC/PAC Parent Leadership Institute – Ms. Coventry St. Mary
- Community Resources-Parents/Staff – Ms. Coventry St. Mary

NOTES:

CALENDAR OF EVENTS AND ACTIVITIES
PARENT/FAMILY SUPPORT UNIT

EVENT	DATE
PC/PAC Male Involvement Meeting	Wednesday, May 18, 2011 4:00 p.m. 925 Del Paso Blvd. Redwood Room

PC/PAC CALENDAR OF EVENTS

EVENT	DATE
PC/PAC Budget Planning Meeting	Tuesday, May 10, 2011 9:00 a.m. – 10:30 a.m. 925 Del Paso Blvd. Oak Room
PC/PAC Social/Hospitality Committee	Wednesday, May 11, 2011 1:00 p.m. – 3:00 p.m. 925 Del Paso Blvd. Olympus Room
PC/PAC Executive Committee Meeting	Friday, May 13, 2011 11:00 a.m. – 1:00 pm. 925 Del Paso Blvd. Oak Room
PC/PAC Male Involvement Committee	Wednesday, May 18, 2011 4:00 p.m. 925 Del Paso Blvd. Redwood Room
PAC Food Service Committee	Thursday, May 19, 2011 9:00 a.m. – 10:30 am. 925 Del Paso Blvd. Oak Room
PAC Executive Committee Meeting	Friday, May 20, 2011 10:00 – 11:00 a.m. 925 Del Paso Blvd. Redwood Room
Parent Leadership Institute	Wednesday, May 25, 2011 8:30 a.m. to 12:30 p.m. South Natomas Community Center 2921 Truxel Road, Sacramento Registration is 8:30 a.m., training starts at 9 a.m.
PC Executive Committee	Thursday, June 2, 2011 9:00 a.m. – 10:00 a.m. 925 Del Paso Blvd. Room TBA
PC/PAC Personnel/Bylaws Committee	Tuesday, May 31, 2011 10:00 a.m. – 12:00 p.m. 925 Del Paso Blvd. Room TBA

ITEM IV-B– INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

The April 7, 2011 Governing Board minutes are attached for your review.

NOTES:

REGULAR MEETING OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, April 7, 2011
10:00 a.m.

I. **Call to Order/Roll Call/Pledge of Allegiance**: Ms. Scherman called the meeting to order at 10:10 a.m.

Members Present:
Don Nottoli, Chair, SETA Governing Board; Member, Board of Supervisors (arrived at 10:16 a.m.)
Sophia Scherman, Vice Chair, SETA Governing Board; Public Representative
Jimmie Yee, Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento

Member Absent:
Jay Schenirer, Councilmember, City of Sacramento

III. **Action Items**

A. GENERAL ADMINISTRATION/SETA

1. Approval to Release a Request for Proposals for Sacramento Safe Community Partnership Street Outreach Services

SETA is partnering with the City of Sacramento Police Department and Area Congregations Together (ACT) to develop and implement the City of Sacramento's Safe Community Partnership strategy using the Operation Ceasefire model. This is a community-based approach to reduce gang violence. A copy of the revised RFP was distributed; staff is requesting approval to release an RFP.

Mr. Yee stated that the program needs to start now..

Moved/Pannell, second/Yee, to approve the release of a Request for Proposals for Sacramento Safe Community Partnership Street Outreach services.
Voice Vote: Unanimous approval.

2. Approval to Extend the Payroll Services Contract with the California Community College Foundation

Ms. Welsch reported that in 2009, the Governing Board approved a sole source contract with CCCF for the summer youth program payroll. CCCF can provide the payroll services as well as the workers compensation insurance for the participants. This is used for SETA's internal programs and some of the providers utilize them. The contract is expiring and staff is requesting a one year contract extension and to retain the option to extend the contract for another year. The payroll rate is 9.2% - 9.5% on top of the hourly rate. This is based on the workers compensation and FICA rate.

Mr. Nottoli arrived at 10:16 a.m.

Moved/Pannell, second/Yee, to approve the contract extension with the California Community College Foundation's Payroll Services contract for one year, retaining the further option to extend for an additional year, if desired.
Roll Call Vote: 4-0-0

3. Approval of Revised Job Classifications

Mr. Rod Nishi stated that this item was carried over from the February meeting where the board raised questions on physical demands and qualifications. Mr. Nish reviewed a matrix with four areas of change on the job specifications. For every job specification in the organization, there are four distinct physical requirements. The physical requirements are broken into essential and non-essential physical attributes.

Mr. Yee inquired whether there were there any upgrades in salaries? Ms. Nish replied that for the action requested now, the modifications are only to the job specifications and that there are no economic impacts. Some of the actions taken in March may have had financial impacts.

The board inquired if there were employees saying they cannot do certain things? Mr. Nishi stated that the management would use this if an employee is in a classification that cannot perform a certain duty due to physical limitations. Management would determine whether it is an essential requirement of the job. Management would meet with the staff to determine whether the employee can be accommodated.

Moved/Yee, second/Pannell, to approve the revisions to the classifications identified in the documents distributed.
Voice Vote: Unanimous approval.

4. Approval to Reallocate Six Accounting Technician Incumbents to Accountant I

Mr. Nishi stated that this item recommends the reallocation of existing Accounting Technicians to Accountant 1. During part of the job classification study, it was recognized that over time the Accounting Technician job has evolved. There is no

economic impact on this; the incumbents are in the classification of Accounting Technician. One person will stay as an Accounting Technician in Head Start

Moved/Pannell, second/Scherman, to approve the reallocation of six (6) incumbents of the Accounting Technician classification to Accountant I.
Voice Vote: Unanimous approval.

5. Approval of Re-Titling of Department Secretary Classification

Mr. Nishi stated that this item modifies the current classification title which no longer accurately describes the work of the incumbent. There were no questions or comments.

Moved/Scherman, second/Pannell, to approve the re-titling of the Department Secretary classification to Executive Assistant.
Voice Vote: Unanimous approval.

6. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Approval of Associate Teacher/Infant Toddler Classification and Adoption of the Related Salary Range

Mr. Nishi stated that this item requests approval for a new job classification for a new position. Currently the, care of infant/toddlers are provided by Associate Teachers. Based on clarification from the Office of Head Start, that "…the Office of Head Start has determined that the Child Development Associate Teacher Permit as an acceptable alternative to the CDA when it includes a minimum of *six units in infant toddler course work* as part of the core units." Once approved, the Agency will be doing an internal recruitment so those currently performing in the role can compete for the positions, as well as other Associate Teachers. Mr. Nish provided a correction on step E, which is $15.44, or 2.5% higher than the current Associate Teacher position. The financial impact is $25,766 for 26 slots. This will be effective at the beginning of the Head Start budget year which begins August 1.

Mr. Nottoli opened a public hearing; there was no public testimony.

Moved/Scherman, second/Pannell, close the public hearing, and approve the establishment of the new classification of Associate Teacher/Infant Toddler and the related salary range, with the notation for the modification of the salary range.
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

7. Approval of Revised Early Head Start Educator Classification

Mr. Nishi stated that the Agency is submitting this item to comply with the Public Law 110-134 "Improving Head Start for School Readiness Act of 2007." This requires all Early Head Start teachers to have a Child Development Associate

(CDA) credential, which California does not issue. Staff requested clarification from Head Start in a letter dated July 26, 2010 and received information that, "…the Office of Head Start has determined that the Child Development Associate Teacher Permit as an acceptable alternative to the CDA when it includes a minimum of *six units in infant toddler course work* as part of the core units."

Mr. Nish stated that of the 24 existing incumbents, 19 will meet the new requisite education requirements. Letters have been issued to the incumbents in recognition of their educational shortfall and the Agency has gone to lengths to offer classes so the incumbents can stay in their position. There is no financial impact with this revision. The Policy Council reviewed and approved this item.

Moved/Pannell, second/Scherman, to approve the revised classification of Early Head Start Educator.
Voice Vote: Unanimous approval.

Ms. Scherman commended Management for working with AFSCME on this issue; she did not receive very many calls on the changes.

Mr. Nishi stated that staff is still working on other revisions of additional classifications and will be meeting with the union and individuals. At the June meeting, there will be another set of recommendations.

8. Approval of Revised Site Supervisor and Head Start Teacher Classifications and Salary Schedules

Mr. Nishi stated that this board item provides an incentive for current Site Supervisors and Teachers to earn a Bachelor's degree. By September 2013, at least 50% of Head Start teachers nationally must have a Bachelor's. In order to provide an incentive, the Agency met with the union and arrived with an incentive option. Currently, the SETA-operated program has 35% teachers with a Bachelor's degree. Many of the delegates have a much higher rate of teachers with Bachelor's degrees.

Current Site Supervisors and Teachers with degrees will receive the incentive. The annualized impact including fringe benefits will be under $50,000. This will be effective August 1

Moved/Scherman, second/Yee, to approve the revised job classifications of Site Supervisor and Head Start Teacher, including salary schedules with a pay differential for meeting education requirements.
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

Off agenda item.

Mr. Nottoli asked the board to consider an off-agenda item which came to the attention of the board after the posting of the agenda. This item requests approval to utilize reserve funds in the event of a federal government shutdown.

A motion to hear the item needs to be approved.

Moved/Pannell, second/Scherman, to hear the off-agenda item.
Voice vote: Unanimous approval.

9. Approval to Utilize Reserve Funds in the Event of a Federal Government Shutdown

Ms. Kossick stated that under federal regulations, SETA is allowed to draw down up to three days of operating cash. Staff is not positive that the federal offices where we can draw down cash will be open since the budget has not yet been approved. These funds would be a safety net for cash flow.

The funds would carry staff through a two week period; if Congress does not act, an emergency meeting will be called to determine what to do. There is $1.7 million available. As of Friday, the Agency can pull down three days of cash. Options are to take all of the reserve available, determine other options, and hopefully not shut down operations. Once the federal offices are opened, the draw down can be replenished.

Ms. Scherman inquired whether SETA would be affected if the government shuts down and Ms. Kossick stated that it would, but only in respect of drawing down cash.

Moved/Yee, second/Scherman, to approve the use of Agency reserve funds of approximately $1 million to continue funding existing operations in the event that cash cannot be obtained through the regular federal cash draw-down process.
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

B. WORKFORCE INVESTMENT ACT

1. Approval of Funding Augmentation for Workforce Investment Act (WIA) Adult and Dislocated Worker On-the-job Training Providers

Ms. Robin Purdy stated that staff asking approval to augment current OJT providers by $105,000. Staff has reviewed the training providers' current performance and whether they can work with additional OJT slots. The additional services will be done by June 30, 2011. Recommended augmentation includes:

Asian Resources, Inc.
Bach Viet Assn.: $24,818
Folsom/Cordova: $26,186
La Familia Counseling Center: $4,392

Lao Family Community Development, Inc.: $23,724
North State Building Industry: $25,938
Sacramento Chinese Community Service Center: $0

Moved/Yee, second/Scherman, to augment OJT providers with WIA Adult and Dislocated Worker funds as outlined by staff.
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

2. Approval to Support, Participate in, and Submit Regional Proposals to the U.S. Department of Labor

Ms. Purdy stated that SETA has pending applications submitted to the Department of Labor. Ms. Purdy reviewed the proposals being submitted. SETA will be acting as lead agency and fiscal agent.for one of the proposals.
Moved/Yee, second/Scherman, to:

1) Approve support and collaboration for the Green Jobs Innovation Fund and the Career Pathways Innovation Fund proposals, and
2) Approve SETA to submit a proposal and act as fiscal agent for the Enhanced Transitional Jobs Program.

Voice Vote: Unanimous approval.

3. Approve Acceptance of Funds from the City of Sacramento for the Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) Program Services and Sacramento Safe Community Partnership and Authorize the SETA Executive Director to Execute any Subgrant Agreements, Modifications and any other Documents Required by the Funding Source

Ms. Christine Welsch reported that SETA and the City of Sacramento have submitted an application for funding; the City has asked SETA to be the fiscal agent and SETA's contracted services amounts are estimated to be $490,000. Board members requested a full overview of the Safe Community Program.

Ms. Welsch stated that the young people involved in this program are gang members. When seeking participants, 115 young men were called in and 76 attended a 'call in.', Currently, there are 20 participating in the Work Experience program, and over half have engaged in services which is unusual for this population. This program also provides funding for the payroll for a probation officer. This program became operational in November. The Boston program began 15 years ago. Funds are available for life coaching and mentoring.

Moved/Pannell, second/Yee, to:

- Approve acceptance of funds from the City of Sacramento for the Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) program services and Sacramento Safe Community Partnership and;
- authorize the SETA Executive Director to execute any subgrant agreements, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

4. Approval to Augment Soil Born Farms with WIA 15% Green Jobs Corps Funds for Continuation of Program Services of the Green Jobs Corps Program and Extend the Contract through June 30, 2011

Ms. Welsch stated that this is a continuation of the Green Jobs Corps funding targeting young people aged 14-24. The youth are to be engaged in employment/training and community services around green jobs.

Moved/Pannell, second/Scherman, to augment Soil Born Farms with $7,600 in WIA 15% Green Jobs Corps funds to continue providing services in the Green Jobs Corps program and extend the contract through June 30, 2011.
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

5. Approval to Submit a Proposal for Veterans' Employment-Related Assistance Funds (VEAP) and Authorize the Executive Director to Execute the Subgrant Agreement and any Modifications or any Other Documents Required by the Funding Source

Ms. Michelle O'Camb reviewed this item. A total of $6 million of WIA funds is available with a maximum of $500,000 per grantee allowed. This application will provide funds for two case managers and job developers. Mr. Walker reviewed where the training will take place. They are mostly transitional jobs to assist the veterans to become employed. Ms. Scherman inquired of the number of veterans assisted in the last six months; Mr. Walker replied that there have been 95 veterans assisted and the goal is 125.

Moved/Scherman, second/Pannell, to approve the submission of a proposal for the Veterans' Employment-Related Assistance Program and authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.
Voice Vote: Unanimous approval.

C. HEAD START (both items reviewed together)

1. Approval of Program Self-Assessment for 2010-2011

Ms. Denise Lee reviewed the results of a two-week program self-evaluation to ensure quality services continue to be provided to children and families of the Head Start/Early Head Start program.

2. Approval of Community Assessment for 2011-2014

Ms. Denise Lee stated that the Agency is required to look at the community and assess the services available to children. Board members were provided a binder

with the full Community Assessment. Ms. Lee presented key highlights of community areas that affect the Agency's ability to provide quality services to Head Start children and families. These findings were used to develop and prioritize county-wide three-year goals and objectives. These goals include:

Goal 1: Increase prevention and intervention strategies that promote health and wellness for Head Start/Early Head Start staff, children, and families.

Goal 2: Increase school readiness, develop the roles of parents, students, and staff in implementing effective strategies for classroom organization, instructional support and emotional support that lead to a high-quality learning experience, both at home and at school.

Goal 3: Use existing and additional services and systems to increase the awareness of, and participation in, activities and services which contribute to family, child, and staff mental wellness.

The Community Assessment will be posted on the SETA web site for public review. Ms. Scherman would like to have a meeting where Head Start is the focal point of the agenda, same for our career centers.

Moved/Scherman, second/Pannell, to approve the following:
1) Approve the Program Self-Assessment for 2010-2011; and
2) Approve the Community Assessment for 2011-2014.
Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval to Ratify the Submission of an Application to the State Department of Community Services and Development (CSD) for Community Services Block Grant (CSBG) Discretionary Targeted Initiatives Funding

Ms. Cindy Sherwood-Green reviewed this item requesting approval to ratify the submission of a grant application. The application was submitted April 1 requesting $100,000 to develop a project which will provide 85 participants and their families with case management and the skills, resources, and experiences necessary to avoid or overcome obesity and obesity-related health conditions.

The grant will provide services for Head Start youth and their families in the Galt community. In addition, former foster youth and probationary youth will be served.

Moved/Pannell, second/Yee, to ratify the submission of the Healthy Futures grant application to the State Department of Community Services and Development in the amount of $100,000.
Voice Vote: Unanimous approval.

2. Approval of Resolution to Apply for Program Year 2011 Community Services Block Grant (CSBG) Discretionary Targeted Initiative Funding and Authorize the SETA Executive Director to Complete and Execute any Documents Necessary for Completion of the Application

Ms. Sherwood-Green stated that this item is the resolution to submit the application just discussed and authorizes the Executive Director to complete and execute necessary documents.

Moved/Pannell, second/Yee, to approve a resolution to apply for program year 2011 Community Services Block Grant (CSBG) discretionary targeted initiative funding and authorize the SETA Executive Director to complete and execute any documents necessary for completion of the application
Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS: No items.

II. Consent Items

A. Minutes of the March 3, 2011 Regular Board Meeting
B. Approval of Claims and Warrants

The consent calendar was reviewed; no questions or comments.

Moved/Yee, second/Scherman, to approve the consent calendar as follows:
A. Approve the minutes of the March 3, 2011 meeting.
B. Approve the claims and warrants for the period 2/25/11 through 3/30/11.
Voice Vote: Unanimous approval, with one abstention (Pannell)

IV. Information Items

A. Office of Refugee Resettlement Monitoring Review: No questions.

B. Head Start Reports: No additional report.

C. Dislocated Worker Update: No additional report.

D. Employer Activity Report: No additional report.

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

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick introduced Coventry St. Mary, Chair of the Policy Council, and Mary Brown, Chair of the Parent Advisory Committee. Federal auditors are in the process of reviewing some records and will be continuing for a week or so; Ms. Kossick will report back at the next meeting.

C. Deputy Directors: Ms. Denise Lee stated that the California Department of Education's budget has been cut by 15%; it will either come with a reduction in hours or staffing. Staff has not yet heard about Head Start cuts. The program information results were received and the generic feedback is that SETA is doing extremely well. Board members were thanked for agreeing to meet on April 28. A new Head Start center will be opening next week at Elkhorn and Highway 80.

D. Counsel: Mr. Larsen stated that there are procedures under the Brown Act regarding teleconferencing. If this is something the board is interested in for future consideration, legal counsel can do research.

E. Members of the Board: No comments.

F. Public: Ms. Juanita Sendejas Lopez invited the board members to visit the one stops. There are lots of things going on at the career centers and people are getting jobs.
Reneé John, Folsom Cordova Community Partnership, provided a number of success stories of last year's summer youth program. The summer youth program definitely has an effect on youth.

VI. **Adjournment**: Meeting adjourned at 12:18 p.m.

ITEM IV-C - INFORMATION

FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest fiscal monitoring report.

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: **Ms. Edenausegboye Davis** **DATE: April 18, 2011**

FROM: **Greg P. Tayros, SETA Fiscal Monitor**

RE: **On-Site Fiscal Monitoring of WCIC**

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic, COLA	$ 667,032	8/01/09-7/31/10	8/01/09-7/31/10
Head Start	T & TA	7,500	8/01/09-7/31/10	8/01/09-7/31/10
Head Start	Prog. Impv.	145,655	8/01/09-7/31/10	8/01/09-7/31/10
HS/ARRA	COLA	11,909	8/01/09-6/30/10	8/01/09-6/30/10
HS/ARRA	Quality Impv.	33,471	8/01/09-9/30/10	8/01/09-9/30/10
HS/ARRA	Expansion	130,697	10/1/09-9/29/10	10/1/09-9/29/10

Monitoring Purpose: Initial ____ Follow-Up ___ Final __X_
Date of review: 3/29-31/11

	AREAS EXAMINED	SATISFACTORY YES	SATISFACTORY NO	COMMENTS/ RECOMMENDATIONS YES	COMMENTS/ RECOMMENDATIONS 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, 2009 to September 30, 2010 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 April 26, 2011 regular Policy Council meeting.

Good	Needs Improvement
Thank you, Ms. Saundra Espinoza and Ms. Consuelo Lopez, for translating at the PC meeting.	Early departure and staying until the meeting is adjourned.
Thank you, Ms. Saundra Espinoza and Ms. Connie Myers, for making reminder calls to all board members prior to the meeting.	Please remain seated during presentations.
Thank you, Ms. Denise Lee, for your thorough presentations and answers.	**Please** turn off all electronic devices during the meeting.
Thank you, Ms. Rebecca Lewis, for acting as Parliamentarian for PC/PAC joint meeting.	Start meeting on time and arriving to meeting on time.
Thank you, PC and PAC Board members for your attendance at the joint meeting.	Board members to be seated at 8:50 a.m.
	Leave board room area clean at the end of the meeting.

B. PC/PAC Executive Committee: Ms. Coventry St. Mary

_____

_____

_____

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

_____

D. Personnel/Bylaws Committee: Ms. Mary Brown

_____

E. Social/Hospitality Committee: Ms. Lisa Daniels

_____

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

_____

G. Program Area Committees

- Early Childhood Development & Health Services Committee and Parent/Family Committee Subcommittee: Ms. Coventry St. Mary

_____

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

_____
_____
_____

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

_____
_____
_____

J. Community Partnerships Advisory Committee (CPAC): Ms. Willie Jean Peck

_____
_____
_____

K. 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: Grantee Program Support Services
Karen Gonzales: Child Development and Education Services

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

(As of 04/30/11)

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

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

Agency/AFE (HS)(EHS)	Head Start #IEP (% AFE)		Early Head Start #IFSP (%AFE)	
Twin Rivers USD (211)	25	(12%)	N/A	
Elk Grove USD (420)	64	(15%)	N/A	
Sacramento City USD (1292) (147)	142	(11%)	15	(10%)
San Juan USD (700) (161)	70	(11%)	27	(17%)
WCIC (120)	13	(11%)	N/A	
SETA (2796) (345) (1878 Tracks)	242	(13%)	47	(14%)
County (4621)* (653)*	**566**	**(12%)**	**89**	**(14%)**

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

Seta Head Start
Food Service Operations Monthly Repor
* April 2011

April 1st through 8th - La Riviera Classes moved to the Sharon Neese Center due to plumbing repair problems.

April 8th - Norma Johnson closed due to water shut off by the complex.

April 11th - Elkhorn Head Start Center Opens

April 11th & 12th - All EHS Classes Closed for Training

April 14th - EHS Home Base Field Trip, Lunch & Snack Provided for 150 Guests
Special Field Trip Menu - Total Cost $181.28

April 18th - Elkhorn Center Opens one Full Day Class with 10 Children.

April 18th through 22nd - All WCIC Centers Closed for Spring Break

April 27th - Raymond's Home Base Field Trip, Lunch & Snack Provided for 72 Guests
Special Field Trip Menu - Total Cost $192.73

Meetings and Trainings:
SYSCO Food Show at the Sacramento Convention Center was attended by some of the Food Service Staff on April 6th.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
42,144	25,352	29,594	900

Total Amount of Meals and Snacks Prepared 97,990

Purchases:

Food	$72,851.62
Non - Food	$19,344.22

Building Maintenance and Repair: $1,111.61

Kitchen Small Wares and Equipment: $0.00

Vehicle Maintenance and Repair : $2,626.50

Vehicle Gas / Fuel: $2,541.04
Normal Delivery Days 21

Sacramento County Head Start/Early Head Start
Delegate Monthly Enrollment Report
April, 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	374	98	338	89
Elk Grove ARRA Expansion	40	40	100	37	93
Sacramento City USD	1,272	1,288	101	1,120	88
Sac City ARRA Expansion	20	20	100	20	100
Sacramento Employment and Training Agency	1,860 (2,778)	1,890	102	1,402	75
Sacramento Employment Training Agency AARA Expansion	18	20	111	13	72
San Juan USD	680	685	101	570	84
San Juan ARRA Expansion	20	20	100	17	85
Twin Rivers USD	179	177	99	174	97
Twin Rivers ARRA Expansion	32	33	103	33	103
WCIC/Playmate Head Start	100	100	100	81	81
WCIC ARRA Expansion	20	20	100	16	80

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	115	115	100	54	47
Sac City ARRA Expansion	32	32	100	26	81
Sacramento Employment and Training Agency	213	213	100	162	76
Sacramento Employment Training Agency AARA Expansion	132	137	104	93	70
San Juan USD	129	130	101	100	78
San Juan ARRA Expansion	32	32	100	22	69

(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

Monthly Head Start Report
May 2011

SETA Operated Program

Family Partnership Update:
"Families Coming Together" Countywide Parent Conference

Congratulations to the conference planning committee for a wonderfully successful *Spring 2011 Parent/Kinship Conference* on April 20. The Family Support Unit, in partnership with Head Start parents, *Agency on Aging, River Oak Center for Children, Sacramento City USD, Lilliput Children's Services, San Juan USD and Twin Rivers USD,* did a fabulous job of providing a one day conference for Head Start/Early Head Start parents countywide. Mayor Kevin Johnson provided a powerful keynote address along with several professional presenters who provided workshops and breakout sessions. The conference hosted more than 90 attendees and provided child care to approximately 50 children while their parent(s) attended the conference. Great job conference committee!! We look forward to next year.

Nutrition Update:

No Kid Hungry, Share Our Strength, a national organization based in Washington, D.C., has selected SETA Head Start as one of a few Head Start programs to participate in the "Share Our Strength's Cooking Matters " ™ pilot program. The "Share Our Strength's Cooking Matters"™ program, also sponsored by ConAgra Foods ®, will empower families with skills they need to prepare healthy and affordable meals through cooking based nutrition courses. Head Start will bring this information to centers by way of a nutrition "toolkit". The Sharon Neese, Bannon Creek and Freedom Park centers will be the first to participate in classroom activities.

Health Update:
"Health A Palooza" Interactive Program

The Program Support Services, Health and Nutrition Specialists will be sponsoring the "Health A Palooza" in the upcoming months. This new program will provide an interactive visit with favorite Disney® and fairy tale characters to educate children on the importance of good health, good nutrition, safety, and exercise. "There is no place like SETA" for new and innovative ways to present important information to the children of Head Start.

Enrollment Update:
ELKHORN IS OPEN FOR SERVICES

We are pleased to announce that after much anticipation, the new Elkhorn Early Learning Center has opened for center-based services. The center serves 80 part-day children and 20 full-day children with two infant/toddler classrooms scheduled to open in the summer/fall of 2011. We extend a big thank you to the Elkhorn staff for their patience and flexibility to serve children/families in a home-base option while the center was being prepared and licensed. Also, a warm thank you to the Hillsdale staff for being so accommodating with their space and sharing classrooms for socializations.

Staff Development Update:
Early Learning Mentor Coaches Update

The six (6) Early Learning Mentor Coaches have filled their schedule with initial teacher meetings and observations. Although the Mentor Coaches are able to provide guidance and expertise in many areas, the most popular topics requested by the Proteges are using CLASS to promote quality interactions and concept development, social/emotional support in the classrooms, appropriate transitions and scheduling, assistance with environment and room arrangement, and behavior management techniques.

In the coming months, the Mentor Coaches will be working on structuring and planning teacher forums assessing the classrooms using the ELLCO, an early language and literacy classroom observation tool.

Federal Regulations Update:
Appropriation Act for Fiscal Year 2011

On April 15, President Obama signed Public Law 112-10, the Department of Defense and Full-Year Continuing Appropriation Act, 2011 which included $7.6 billion for Head Start/Early Head Start programs. This funding will continue services to 965,000 children and their families nationwide. The appropriations also included $340 million to continue ARRA expansion funding for the 2011-2012 school year. This means that Sacramento County will continue to serve its current funded enrollment and also continue expansion for 150 preschool children and 196 infant/toddlers (s*ee ACF-PI-HS-11-02 Fiscal Year 2011 Head Start Funding Guidance).*

Elk Grove Unified School District

Education Services Update

Liz Aguilar, Education Area Expert from the Sacramento Employment and Training Agency (SETA), and Judy Ellis-O'Mealey, Education Area Expert from San Juan Unified School District, provided two days of professional development in the Classroom Assessment Scoring System (CLASS) for teachers on a traditional track schedule. CLASS has been adopted by the Federal Government as the observational instrument they will use for assessing classroom quality in preschool classrooms. CLASS focuses on interactions between teachers and students. It is based on developmental theory and research suggesting that

interactions between students and adults are the primary mechanism of student development and learning. Our teachers watched vignettes of teachers and students in preschool classrooms, discussed what they saw, and learned how to evaluate the interactions as being low, middle, or high in the areas of emotional support, classroom organization, and instructional support.

Teachers on a modified traditional track will be provided with CLASS training on June 6 and June 7.

Enrollment

Elk Grove USD Head Start program is fully enrolled with 380 students in our regular Head Start classrooms and 40 students in our expansion classrooms. Average Daily Attendance in our regular Head Start classrooms was 98%. Average Daily Attendance in our expansion classrooms was 100%.

Disabilities Services and Mental Health Services Update

Elk Grove USD program educators and clerks have worked closely with the Pre-K special education program specialist and our consulting psychologist to place students with active IEPs into the Head Start program. We currently have 53 students (13%), with active IEPs in our program. This number exceeds the 10% minimum required by Head Start.

Health Services Update

Program Educators are monitoring student files and providing additional support to parents and para educators to ensure that children in need of further dental or medical treatment receive those services.

We served 15,884 meals to our Head Start students this month.

Family and Community Partnerships Update

“What To Do With The Mad You Feel”, a class for helping parents learn how to help their children learn the self control necessary to manage anger and channel it into productive activity, was held on April 5, at Charles Mack, April 6, at Prairie Elementary, and April 7, at Samuel Kennedy Elementary Schools. An average of twelve parents attended these classes.

“Latino Family Literacy,” a class for our Spanish speaking parents to provide strategies for working with their children in the area of literacy, was held on April 13 at Samuel Kennedy Elementary School. An average of three parents attended this class.

“Making Parenting A Pleasure”, a class for helping parents build their parenting skills, was held April 6 and 13 at Charles Mack Elementary School. An average of ten parents attended the classes at Charles Mack.

“Bring Me A Book”, a $5,000 grant from Target, provided bookcases filled with hardback books and a literacy workshop for parents at Leimbach Elementary on April 5; Isabelle Jackson Elementary on April 11; Samuel Kennedy Elementary on April 12; and Maeola Beitzel Elementary School on March 30. These classes were well received with an average of eight parents at each of the workshops.

Health Services Update

Health is finishing up the second round of dental screenings with Kate Varanelli from Smile Keepers. SJUSD staff is following up with children needing dental care. Health is continuing to screen children in the centralized screening room one day a week. The Nurse continues to train staff regarding the health plans being put in place for children to be able to attend school. Health staff is continuing to do follow-up screenings on children in the classroom. Additionally, Health staff is also starting to review and enter information for the PIR report. SJUSD is starting to prepare for re-registration which starts in May.

Family and Community Partnerships Update

The Policy Committee completed the first reading of the by-laws at the April meeting. SJUSD's new SETA representative was elected and one reinstated at this meeting as well. Self assessment site visits are planned to be completed in the next two weeks.

Transition Services Update

April is a month where SJUSD's teachers begin to share school readiness activities with parents in an effort to support their children academically over the summer. These activities are available to teachers in their Preschool Classroom Transition Resource Binder.

Program Support/Staff Training Update

Lorraine Weatherspoon and Sue Hudnall from CPIN (California Professional Instructional Network) presented a Math training for all teachers on April 15. They integrated resources from the Preschool Learning Foundations, the Preschool Curriculum Framework and the Creative Curriculum Approach to Math.

Early Head Start

April was a month focused on assessment and evaluation. The spring child assessments are completed and the data gathered will be used for program self assessment and individualized planning for each child. The children continue to thrive! The online version of the child assessment tool has been uploaded to the server and SJUSD staff look forward to enhancing the child assessment system with technology over the next six months. Teacher evaluations were also completed. Amidst all of the uncertainty with budgets, the teachers have maintained their focus on children and learning and it has been inspiring to witness their passion.

Twin Rivers Unified School District

Events

The month of April was filled with excitement for fitness and planning for the upcoming 2011-2012 school year. On April 7, Morey Avenue students, staff and parents participated in Fitness Day as a part of our obesity reduction goal. Participants exercised with jump ropes, tunnels and balance beams as they sweated their way through the obstacle courses designed by the Health Component Leaders. Classrooms competed for prizes and the I Am Moving, I am Learning Physical Fitness curriculum was a huge hit!

Enrollment for the upcoming year also began on April 11. ERSEA Component Leaders spent time streamlining the process to ensure compliance with all of the necessary paperwork requirements.

The Morey Avenue Annual Open House was also a tremendous success. With a Mardi Gras theme throughout the school, parents were shown the spring growing projects of grass and beans, seen art displays and created make and take activities with their children in the classrooms. Parents were amazed at the students' creative schoolwork. The finale was FREE books and ice cream at the library. A great time was had by all. Photos attached.

Professional Development

Plans are underway for additional staff training on May 27 focusing on the implementation of the Creative Curriculum materials. Details will be forthcoming.

The Summer Activities Training has been scheduled for May 4 in collaboration with the SETA Training Unit. This event will provide parents with information on how to entertain their children during the hot summer months with free and low cost activities.

Components

The Component Leaders continued providing assistance to our students and families. The Speech Language Pathologist provided speech services to 32 students at Morey Avenue. The Social Worker continues to work on follow-up for the Family Partnership Agreement forms. The Friendship Skills groups continue and the final details for the annual Multicultural Faire are being finalized.

The Enrollment Component Leader started enrollment for the 2011-2012 school year. The revised forms and process have been outlined and returning students began on April 11. Enrollment will continue until the summer break (June) and resume again in August 2011.

The Education Coordinator provided support and mentoring for the teachers. Teachers have finished the second assessment period and data will be analyzed. Teaching staff are also updating their Plan of Actions related to their ECERS and DRDP-PS assessments. In collaboration with the Social Worker, the Education Coordinator is also coordinating a Preschool Transition Event for May 11th. The event will include tours of the kindergarten classrooms, meet and greet with the kindergarten teachers and resources and information on kindergarten standards.

Policy and parent Committees

Parent Committees meetings held at both Kohler and Woodridge school sites. Policy Committee meeting held on April 12, 2011 at Kohler Elementary School. Members approved the previous minutes, reseating of Ekuah Ramsey-Gilbert, use of remaining funds and decided on details for the upcoming Parent Appreciation Day on May 26, 2011. Next meeting is scheduled for May 17, 2011 at 9 a.m. at Woodridge Elementary School.

Parenting

Due to the low enrollment, the ESL classes were discontinued. Efforts will resume in the fall. Parents were provided information for two nearby elementary schools who are also offering ESL classes at various times.

WCIC

Special Events

WCIC's 75th Anniversary Celebration Planning Committee met on April 26, 2011. The weeklong (August 1st - 6th, 2011) celebration will include: Diverse Artists Show, Children's Literacy Program, Poetry/Spoken Word, House Party (with a Dress Attire theme from the 1930's), and a Banquet Gala. Monthly updates will continue. The entire weeklong activities are scheduled to take place at WCIC, 3555 3rd Avenue.

WCIC's Annual Open House, which was hosted by Board Member, Dr. David Covin, was a success on April 30, 2011. The event included: an R&B band, a Jazz band, diverse foods, networking, and approximately 150 guests and/or members of the organization. The 75th Anniversary Commemorative Artwork was unveiled, which is a symbol of "Mother of Many," the Founding Mothers' Birth of the Women's Civic Improvement Club.

Program Design and Management

WCIC values team leadership, education, team-building, and stability of diverse quality staff. WCIC/Playmate staff members received their "Cultural Awareness" and "Impacts of Violence on Children" certificates of training from the Child Abuse Prevention Council. This certifies that the staff members successfully completed the two day, two hour trainings as part of the Quality Child Care Collaborative.

Early Childhood Education

WCIC/Playmate Head Start Programs will graduate/transition 75 children to Kindergarten in 2011-2012. **CONGRATULATIONS SACRAMENTO HEAD START PROGRAMS!!!**

Family and Community Partnerships

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

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

ACF-PI-HS-11-01 Fiscal Year 2011 Head Start Funding Guidance
ACF-PI-HS-11-02 SF-425 Federal Financial Report Form Replaces SF-269

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–B - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: