

GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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Councilmember
City of Sacramento

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Councilmember
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Board of Supervisors
County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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*Thought of the Day: "No matter how difficult the road ahead seems, find the courage within to keep going. You will achieve your goal."
Author: Esteemed Human Development International*

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

DATE: Tuesday, April 26, 2011

TIME: 9:00 a.m.

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

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

AGENDA

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
- II. **Consent Item**
 - A. Approval of the Minutes of the March 22, 2011 Regular Meeting
- III. **Action Items**
 - A. Approval of Fiscal Year 2011-2012 Head Start/Early Head Start Budget

- B. Approval of Fiscal Year 2011-2012 Head Start/Early Head Start Grant Application/Narrative
- C. Approval of Fiscal Year 2011-2012 Head Start/Early Head Start 3-Year Goals/Objectives
- 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
- E. Approval of County-wide Head Start/Early Head Start Center Locations
- F. Approval of Fiscal Year 2011-2012 SETA-Operated Program Tracks
- G. Approval of Fiscal Year 2011-2012 Sacramento County Program Options/Grantee and Delegate Agencies
- H. Discussion and Approval of the Policy Council (PC) Meeting Time Change

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 – Mr. Victor Bonanno, Ethics Training – Ms. Coventry St. Mary
 - Countywide Parent Conference Reports – 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 March 3, 2011 Meeting
- C. Fiscal Monitoring Reports
 - ✓ River Oak Center for Children
 - ✓ Sacramento County Office of Education

V. Committee Reports

- A. Executive Committee: Ms. Coventry St. Mary
- B. PC/PAC Joint Executive committee Report - Ms. Coventry St. Mary

VI. Other Reports

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

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, APRIL 20, 2011

Policy Council meeting hosted by:

Chair: Coventry St. Mary

Secretary: Lisa Daniels

Parliamentarian: Mary Brown

Vice Chair: Rebecca Lewis

Treasurer: Haley Joslin

ITEM I - CALL TO ORDER/ROLL CALL

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

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

Member to be Seated:

- _____ Amarjit Gill, Elk Grove Unified School District
- _____ Kiersten Gonzales, Sacramento City Unified School District
- _____ Lisa Sandoval, 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
- _____ Ekuah Ramsey-Gilbert, Twin Rivers Unified School District
- _____ Victor Goodwin, Community Advocating Male Participation

Seats Vacant:

- _____ Vacant (Garcia), Early Head Start (Sac. City)
- _____ Vacant (Burgess), SETA-Operated Program
- _____ Vacant (Quintero), SETA-Operated Program
- _____ Vacant (Reyes), SETA-Operated Program
- _____ Vacant (Dixon), SETA-Operated Program
- _____ Vacant (Barron), Home Base Option
- _____ Vacant (Barron), Home Base Option
- _____ Vacant (Broussard), Past Parent Representative
- _____ Vacant (Juarez), Child Health & Disability Prevention Program

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

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2010-2011**

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

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

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	SAC														
C. St. Mary (11/23)	EHS/SJ	X	PC	X	X	X	X								
L. Sandoval	SAC														
C. Wallace (s/b/s 3/22)	SOP						E								

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 4/14/11

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MARCH 22, 2011 POLICY COUNCIL MINUTES

BACKGROUND:

Attached for the Policy Council's review are the minutes of the March 22, 2011 meeting.

RECOMMENDATION:

That the Policy Council approve the March 22, 2011 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR 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, March 22, 2011
1:00 p.m.

- I. Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Coventry St. Mary called the meeting to order at 1:10 p.m. and read the thought of the day. Ms. Lisa Daniels called the roll.

Ms. Kierstan Gonzales, SETA-Operated Program, was seated. Three additional members representing SOP: Ms. Socorro Gutierrez, Ms. Kelly Martin (excused), and Ms. Connie Wallace (excused)

Ms. Socorro Gutierrez arrived at 1:12 p.m.

Members Present:

Willie Jean Peck, Elk Grove Unified School District
Lisa Daniels, WCIC/Playmate Child Development Center
Delia Ramirez, WCIC/Playmate Child Development Center
Mary Brown, SETA-Operated Program
Kiersten Gonzales, SETA-Operated Program
Socorro Gutierrez, SETA-Operated Program
Haley Joslin, SETA-Operated Program
Rebecca Lewis, Grandparent Representative
Dina Patterson, Foster Parent Representative
Tamara Knox, Past Parent
Coventry St. Mary, Early Head Start
Kristen Hendricks, Early Head Start (SOP)

Members Absent:

Darlene Low, San Juan Unified School District (unexcused)
Troy Luna, CAMP (excused)
Michela Barbosa, Twin Rivers Unified School District (excused)

II. Consent Item

- A. Approval of the Minutes of the February 22, 2011 Regular Meeting and March 3, 2011 Special Meeting

Moved/Daniels, second/Lewis, to approve the February 22 and March 3 minutes as distributed.

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

III. Action Items

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

- Approval of Eligible List for: Approval of Eligibility List for Early Head Start Educator.

CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Pursuant to Government Code Section 54957: Dropped from the agenda.

The board went into closed session at 1:17 p.m. Ms. St. Mary called the meeting back to order at 1:48 p.m. and reported out of closed session that the Policy Council approved the Eligibility List for Early Head Start Educator.

B. Approval to Revise Early Head Start Educator Classification

Mr. Rod Nishi stated that in 2007, the Improving Head Start Act was enacted. The revision of the Early Head Start Educator classification is due to the enactment of this new Act. Included in this revision is the requirement of staff to have six units in the infant/toddler arena. Mr. Nishi stated that of the current 24 incumbents, 19 currently meet the qualifications. The Agency is working with the Union regarding the five employees that do not have the units; these staff must meet the requirements by January 1, 2012.

Ms. Brown inquired about what would happen to the five staff that do not have the units and if they would be replaced. Mr. Nishi stated that he believes the staff will achieve the units but they can move to the Associate Teacher position if they meet the qualifications of that classification.

Moved/Brown, second/Knox, to approve the revised classification of Early Head Start Educator.

Moved/ Aye: 11, Nay: 0, Abstentions: 1 (St. Mary)

C. TIMED ITEM 1:00 P.M. AND PUBLIC HEARING: Approval of Associate Teacher/Infant Toddler Classification and Adoption of the Related Salary Range

Ms. St. Mary opened a public hearing.

Mr. Nishi stated that this item creates a new classification and increases the current infant toddler salary range by 2.5%. The fiscal implications would come to around \$25,776.

Moved/Peck, second/Knox, to close the public hearing and approve the establishment of the new classification of Associate Teacher/Infant Toddler and the related salary range.

Show of hands vote: 10, Nay: 1 (Hendricks), Abstentions: 1 (St. Mary)

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

Mr. Nishi stated that at least 50% of the teachers have to have a Bachelor's degree. This item provides an incentive for teachers to achieve their Bachelor's degree.

Ms. Brown inquired whether there were performance expectations attached to the salary schedule. Mr. Nishi replied that this is an incentive for our current employees to achieve this educational achievement. The increase is attached to the employees' reaching at least a Bachelor's degree, which is a requirement for our Head Start grant. The goal is to have quality instructors for our program.

Ms. Hendricks asked where the additional money will be coming from and Mr. Nish replied that the funds are budgeted in the grant budget. Ms. Hendricks inquired if the pay raise was for new people coming in or just for current employees. Mr. Nishi replied that new people coming into the program must already have the educational requirements. Ms. Peck stated that it is important to offer teachers a good salary to ensure they stay on board.

Ms. Lee stated that as of October 1, 2011, 100% of teachers must have a minimum of an Associate of Arts degree. SETA is working to achieve that at least 50% of Head Start teachers achieve their Bachelor's degree. Ms. Lee stated that the Agency is providing every possible avenue for staff to work and achieve their AA degree.

Moved/Brown, second/Peck, to approve the revised job classification of Site Supervisor and Head Start Teacher, including a salary schedule, with a pay differential for meeting education requirements.

Moved/ Aye: 11, Nay: 0, Abstentions: 1 (St. Mary)

Ms. Lee acknowledged the hard work of Mr. McGee and Mr. Nishi in the completion of the job classification study.

E. Approval of Head Start/Early Head Start 2011 Community Assessment

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

- Goal 1: Increase prevention and intervention strategies that promote health and wellness for Head Start/Early Head Start staff, children, and families.
- Goal 2: Increase school readiness, develop the roles of parents, students, and staff in implementing effective strategies for classroom

organization, instructional support and emotional support that lead to a high-quality learning experience, both at home and at school.
Goal 3: Use existing and additional services and systems to increase the awareness of, and participation in, activities and services which contribute to family, child, and staff mental wellness.

Moved/Hendricks, second/Daniels, to approve the Community Assessment for 2011-2014.

Moved/ Aye: 11, Nay: 0, Abstentions: 1 (St. Mary)

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

The program improvement plan was distributed; these are areas in which the agency wants to improve. The assessment included reviewing documentation, interviewing staff and parents, and performing classroom observations at SETA Head Start Early Learning Centers and administration building.

Moved/Brown, second/Lewis, to approve the Program Self-Assessment for 2010-2011.

Show of hands vote: Aye: 10, Nay: 0, Abstentions: 1 (St. Mary)

Ms. Tamara Knox was out of the room during the vote.

G. Selection of the Early Childhood Development and Health Services and Parent/Family Support Committee (aka Child Safety Committee)

Ms. Karen Gonzales stated that this committee reviews our three year goals and how they will be implemented. Over the years, this committee has been involved in developing curriculum, teacher tool kits, and the safety and the disaster committee. In the next committee meeting, attendees will be looking at the school readiness especially attendance, social skills, mental health, and making sure the kids are well fed. This is a busy committee with a lot of work to do in order to prepare children for kindergarten. The meetings are quarterly.

Those interested: Willie Jean Peck, Kristen Hendricks, and Lisa Daniels. Board members spoke of their interest in serving on this committee.

Moved/Hendricks, second/Ramirez, to select members for the Early Child Development and Health Services and Parent/Family Support Committee (aka: Child Safety Committee).

Moved/ Aye: 11, Nay: 0, Abstentions: 1 (St. Mary)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. St. Mary reviewed the calendar of events. The county-wide parent conference is scheduled for Wednesday, April 20, at the Charles A. Jones Career & Education Center.

- Parent/Family Support Unit Events and Activities: No comments.
- Parent/Staff Recognitions: No comments.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reviewed the most current fiscal report. The program is seven months into the school year so staff expects to spend 58% of the grant; currently expenditures are at 52% budget. The school districts are fairly slow in reporting their numbers to the Agency and Mr. Bartlett feels confident that they will meet their budgets.
- California Head Start Association Reports: Ms. Peck spoke of her experience at the CHSA conference. She especially enjoyed the music for children workshop since she has experience working with a disabled child that responds to music.
- National Head Start Association Parent Training Conference Reports: Ms. St. Mary spoke of her experience at the Virginia Beach conference. She particularly liked the positive discipline workshop. Ms. Tamara Knox won the Beating the Odds award.
- Community Resources-Parents/Staff: Ms. Brown stated that on April 1-4 at Cal Expo, free dental care, health care and vision care will be available on a first-come, first-served basis. Ms. Daniels reminded board members that a few meetings ago, information was provided on free karate classes at La Familia; Ms. Daniels provided the details of the class. WCIC had a speaker from La Familia. Ms. Daniels spoke of the various classes available at La Familia.

B. Governing Board Minutes for the February 3, 2011 Meeting: Ms. Brown stated that there were four SETA employees recognized for longevity of service. Ms. Desha was recognized for 20 years of service to SETA.

V. Committee Reports

- A. Executive Committee: Ms. Daniels reviewed the Executive Committee report.
- B. Budget/Planning Committee: Ms. Brown spoke of the most recent meeting that assisted in the preparation of the budget for the grant application. There is a budget shortage of approximately \$60,000. There are two more meetings scheduled to continue the review of the application.
- C. Personnel/Bylaws Committee: Ms. Brown spoke of the most recent meeting. Members read the bylaws and will begin the review process. If there are any issues that need to be modified in the bylaws, let members of the committee know or attend the meeting.
- D. Male Involvement Committee/Community Advocating Male Participation: Ms. Daniels reported that the committee met on February 25. Some CAMP tee shirts were found in storage which means that new tee shirts do not need to be purchased. The committee members also discussed the Daddy and Me fishing events. All board members are urged to attend the CAMP
- E. Health Services Advisory Committee Report: Ms. St. Mary reported that a meeting was held on February 23 where items of discussion included the OHS

triennial review, lead policy procedures of Head Start, and disaster procedures. The next meeting will be Wednesday, October 26, 5:30 – 7:30 p.m.

VI. Other Reports

- A. Executive Director's Report: Ms. Lee stated that the board recently approved the grant application for two carryover grants. The grants are not always approved. One of the grants was to continue the modular installation; this grant was approved. The second grant was to apply for additional funds to assist teachers. Staff submitted a carryover request for Head Start/EHS expansion funds from year 1 which is currently being reviewed at the Regional Office. Board members were notified of an advocacy meeting where parents can share their voice about what Head Start has done for them. Staff is not able to provide information regarding advocacy.
- B. Head Start Deputy Director's Report
 - Monthly Head Start Report: Ms. Brenda Campos stated that the delegate agencies are in the process of submitting their grant documents. Ms. Robyn Caruso is in the process of reviewing the grants. Ms. Campos stated that there have been some inconsistencies in documenting/tracking the blood lead levels in children. The Sacramento Lead Alliance spoke before the health content staff and parents and shared information regarding lead levels in children.
 - Ms. Karen Gonzales stated that staff is very excited to get the mentor coach grant up and running. The mentor coaches have come on board; they are a great bunch of people with great education and backgrounds.
- C. Head Start Managers' Reports
 - County-wide Parent Conference: Ms. Lisa Carr has CAMP flyers for board members as well as information on the parent conference on Wednesday, April 20. There will be child care for delegate agencies. There will be on-site care or board members can be reimbursed for child care. Call Mr. Bob Silva 263-3809 to contribute a parent success story.
- D. Open Discussion and Comments: Ms. Hendricks spoke about getting age-appropriate sippy cups for the class.
- E. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 3:46 p.m.

ITEM III-A – ACTION

APPROVAL OF FISCAL YEAR 2011-2012
HEAD START/EARLY HEAD START BUDGET

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Head Start/Early Head Start Budget for Fiscal Year 2011-2012 in the amount of \$41,697,604 for Head Start and \$5,081,578 for Early Head Start. Budget details are as follows:

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/Planning Committee met weekly during March and the first two weeks in April with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Loretta Su, Acting Fiscal Chief; Mr. Roger Bartlett, Fiscal Manager; Head Start Managers Ms. Brenda Campos, Ms. Lisa Carr and Ms. Karen Gonzales; Governance/Social Services/Parent Involvement Coordinator, Ms. Marie Desha to provide input on the budget.

A copy of the 2011-2012 Head Start/Early Head Start Budget is attached.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the Fiscal Year 2011-2012 Head Start/Early Head Start Budget.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B – ACTION

APPROVAL OF FISCAL YEAR 2011-2012
HEAD START/EARLY HEAD START GRANT APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Grant Application.

A copy of the Fiscal Year 2011-2012 Head Start/Early Head Start Grant Application is attached for review.

Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the Fiscal Year 2011-2012 Head Start/Early Head Start Grant Application.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-C – ACTION

APPROVAL OF FISCAL YEAR 2011-2012 HEAD START/EARLY HEAD START
3-YEAR GOALS/OBJECTIVES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Fiscal Year 2011-2012 Head Start/Early Head Start 3-Year Goals/Objectives.

In January 2011, a county-wide planning team comprised of directors, managers, content area experts and parents, met to discuss current Community Assessment data and prioritize needs for the Sacramento County Head Start/Early Head Start programs. Priorities led to three specific goals for Sacramento County which are:

Goal 1: MENTAL HEALTH – Using existing services and systems to increase the awareness of, and participation in, activities that contribute to family, child, and staff mental wellness.

Goal 2: SCHOOL READINESS — Increase school readiness by developing the role 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 school.

Goal 3: HEALTH—Increase prevention and intervention strategies that promote health and wellness for Head Start/Early Head Start staff, children, and families.

The grantee and each delegate agency developed program specific objectives to support each goal for the next three years. Objectives will be measured and analyzed on a regular basis and updated as needed on an annual basis.

The Fiscal Year 2011-2012 Head Start/Early Head Start 3-Year Goals/Objectives is attached. Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the Fiscal Year 2011-2012 Head Start/Early Head Start 3-Year Goals/Objectives.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-D – ACTION

APPROVAL OF FISCAL YEAR 2011-2012 HEAD START/EARLY HEAD START TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION AS ALIGNED WITH ESTABLISHED THREE-YEAR GOALS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Training/Technical Assistance Grant Application in the amount of \$384,611 for Head Start, and \$123,941 for Early Head Start. The Budget/Planning Committee met several times with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Loretta Su, Acting Fiscal Chief; Mr. Roger Bartlett, Fiscal Manager; Head Start Managers Ms. Brenda Campos, Ms. Lisa Carr and Ms. Karen Gonzales; Governance/Social Services/Parent Involvement Coordinator, Ms. Marie Desha and the PC/PAC Chairs, to provide input on the budget.

The Fiscal Year 2011-2012 Head Start/Early Head Start Training/Technical Assistance Grant Application is attached. Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the Fiscal Year 2011-2012 Head Start/Early Head Start Training/Technical Grant Application as aligned with established three-year goals.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-E - ACTION

APPROVAL OF COUNTY-WIDE HEAD START AND
EARLY HEAD START CENTER LOCATIONS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve Head Start and Early Head Start center locations for Fiscal Year 2011-2012.

This listing of SETA-Operated Program center locations is attached for your review.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve Fiscal Year 2011-2012 Head Start and Early Head Start Center Locations

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-F - ACTION

APPROVAL OF FISCAL YEAR 2011-2012 SETA OPERATED PROGRAM TRACKS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve Fiscal Year 2011-2012 SETA Operated Program Tracks. The document is attached.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve Fiscal Year 2011-2012 SETA Operated Program Tracks.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III- G- ACTION

APPROVAL OF FISCAL 2011-2012 SACRAMENTO COUNTY PROGRAM
OPTIONS/GRANTEE AND DELEGATE AGENCIES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve Fiscal Year 2011-2012 Sacramento County Program Options/Grantee and Delegate Agencies. The document is attached.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve Fiscal Year 2011-2012 Sacramento County Program Options/Grantee and Delegate Agencies.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-H – ACTION

DISCUSSION AND APPROVAL OF POLICY COUNCIL (PC) MEETING
TIME CHANGE

BACKGROUND:

Currently, the Policy Council meets after the Parent Advisory Committee on the fourth Tuesday of each month. Having back-to-back meetings has proven to be difficult for dual PC/PAC board members to maintain full attendance all day and for staff to full prepare agenda items in a timely manner.

Staff suggests that board members consider changing the Policy Council time to 9:00 a.m. on the fourth Tuesday of each month. Staff will be asking the PAC to consider changing the PAC meeting to the third Tuesday of each month at 9:00 a.m. in the SETA Board Room.

Staff will be available to answer questions.

RECOMMENDATION:

Discuss and consider a motion to move the Policy Council meeting time to 9:00 a.m. on the fourth Tuesday of each month.

NOTES:

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 – Mr. Victor Bonanno, Ethics Training – Ms. Coventry St. Mary
- Countywide Parent Conference Reports – 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

<u>EVENT</u>	<u>DATE</u>
Male Involvement Meeting	Friday, April 22, 2011 11:00 a.m. 925 Del Paso Blvd. Redwood Room
Countywide Parent Conference	Wednesday, April 20, 2011 8:00 a.m. – 4:00 p.m. Charles A. Jones 5451 Lemon Hill Avenue Sacramento, CA

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Countywide Parent Conference	Wednesday, April 20, 2011 8:00 a.m. – 4:00 p.m. Charles A. Jones 5451 Lemon Hill Avenue Sacramento, CA
Community Partnerships Advisory Committee (CPAC)	Thursday, April 21, 2011 9:00 – 10:30 a.m. 925 Del Paso Blvd. Redwood Room
PC/PAC Personnel/Bylaws Committee	Friday, April 22, 2011 9:00 a.m. – 11:00 a.m. 925 Del Paso Blvd. Oak Room
Male Involvement Committee <i>MEETING CANCELED</i>	Friday, April 22, 2011 11:00 a.m. 925 Del Paso Blvd. Redwood Room
PAC Executive Committee Meeting	Thursday, April 28, 2011 10:00 – 11:00 a.m. 925 Del Paso Blvd. Room TBA
PC Executive Committee Meeting	Thursday, May 5, 2011 9:00 a.m. – 10:00 a.m. 925 Del Paso Blvd. Olympus Room
PC/PAC Parent Leadership Institute	Date/Time to be announced Location: SETA

ITEM IV-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

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

NOTES:

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

Minutes/Synopsis

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

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

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:06 a.m.

Members Present:

Don Nottoli, Chair, SETA Governing Board; Member, Board of Supervisors
Sophia Scherman, Vice Chair, SETA Governing Board; Public Representative
Jimmie Yee, Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento

Member Absent:

Bonnie Pannell, Councilmember, City of Sacramento

- Introduction of New Board Member: Councilman Schenirer was welcomed to the board.

Mr. Nottoli requested a motion to continue Item III-A-2 to the April 7 meeting. Ms. Kossick stated that this will provide staff additional time to complete the revisions.

Moved/Scherman, second/Schenirer, to continue this item to the April 7.

Voice Vote: Unanimous approval.

II. **Consent Items**

- A. Minutes of the February 3, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification Extension

The consent calendar was reviewed; no questions or comments.

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

- A. Approve the minutes of the February 3, 2011 meeting.
- B. Approve the claims and warrants for the period 1/27/11 through 2/24/11.
- C. Approve the temporary reclassification of Ira Ayers to Workforce Development Professional 3 through May 27, 2011.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Receive, Adopt and File Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2011

Ms. Loretta Su reviewed this item.

Moved/Schenirer, second/Scherman Receive, adopt, and file this Investment Policy for the Pooled Investment Fund for the calendar year 2011.

Voice Vote: Unanimous approval.

2. Approval of Revisions to Classifications: Item continued to April 7 meeting.

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Approval of Workforce Development Analyst, Workforce Development Analyst Supervisor, Workforce Development Professional Supervisor and Workforce Development Quality Control Supervisor Classifications and Related Salary Ranges

Mr. Rod Nishi distributed a table showing the various classifications. Part of the contract negotiation agreement was to have classification studies done. This study was completed in 2010, and a number of revisions are being requested for approval. Classifications that are no longer in use in the agency are being recommended to be abolished. This is Phase 2 of the job classification study.

Mr. Nishi reviewed the classifications that are being recommended that will create new analyst and supervisor positions within the Workforce Development Professional classification.

Mr. Nottoli opened a public hearing.

Moved/Yee, second/Scherman, to close the public hearing, approve the new classifications of Workforce Development Analyst, Workforce Development Analyst Supervisor, Workforce Development Professional Supervisor, and Workforce Development Quality Control Supervisor, and approve the salary ranges for the newly created classifications.

Voice Vote: Unanimous approval.

Items 4-6 were taken as a block.

4. Approval of Reallocation of Employment and Training Analysts and Management Information Analyst into the Workforce Development Analyst Deep Classification and Abolishment of Employment and Training Analyst I, II and III and Management Information Analyst I, II and III

- and -

5. Approval of Reallocation of Incumbents in the Six Classifications of Employment and Training Analyst Supervisor, Labor Market Information Supervisor, Employment Services Supervisor, Youth Services Supervisor, Eligibility Supervisor and Management Information Analyst Supervisor into Workforce Development Quality Control Supervisor, Workforce Development Analyst Supervisor and Workforce Development Professional Supervisor and Abolishment of the Six Classifications

- and -
6. Approval to Reallocate Marketing Specialist Incumbents to Workforce Development Professional and Abolish the Classifications of Marketing Specialist I, II, and III (Rod Nishi)

Mr. Nishi reviewed incumbent staff to be reallocated into new positions.

Moved/Schenirer, second/Scherman, to approve items as follows:

Item 4: Reallocate 14 Employment Training Analysts and 1 Management Information Analyst into the Workforce Development Analyst series; approve the abolishment of Employment and Training Analyst and Management Information Analyst classification series.

Item 5: Approve the reallocation of three Employment and Training Analyst Supervisors, one Management Information Analyst Supervisor, one Employment Services Supervisor, and one Youth Services Supervisor as noted above; approve the abolishment of the classifications of Employment and Training Analyst Supervisor, Labor Market Information Supervisor, Employment Services Supervisor, Youth Services Supervisor, Eligibility Services Supervisor, and Management Information Analyst Supervisor.

Item 6: Approve the reallocation of the 7 (seven) incumbents of the Marketing Specialist series into the Workforce Development Professional classification as depicted above, and approve the abolishment of the classifications of Marketing Specialist I, II, and III.

Voice vote: Unanimous approval.

Items 7-9 were taken as a block.

7. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Senior Accountant Classification and Related Salary Range and Revision to the Accountant II (Supervisory) Classification

- and -
8. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Payroll Specialist, Senior Payroll Specialist, and Payroll Operations Supervisor Classifications, Reallocation of Payroll Clerks and Accountant II (Supervisor) to New Classifications, and Abolishment of the Payroll Clerk and Accountant II (Supervisory) (Unrepresented) Classifications

- and -

9. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Information Technology Services Facilitator and Information Technology Engineering Analyst Classifications and Reallocation of Incumbents of Information Technology Analyst II to New Classifications

Mr. Nottoli opened a public hearing.

Mr. Nishi reviewed the modified classifications.

Moved/Yee, second/Schenirer, to close the public hearing and approve the following:

Item 7: Approve the Senior Accountant classification and related salary range and approve the revisions to the Accountant II (Supervisory) classification.

Item 8: Approve the Payroll Specialist, Senior Payroll Specialist, and Payroll Operations Supervisor classifications, and reallocate the three incumbent employees as depicted in the chart above. Abolish the classifications of Payroll Clerk and Accountant II (Supervisor) (Unrepresented)

Item 9: Approve the new classifications of Information Technology Services Facilitator and Information Technology Engineering Analyst; and reallocate 4 Information Technology Analyst II incumbents as depicted above into new classifications.

Voice Vote: Unanimous approval.

10. Approval of Revision and Re-Titling of Database Developer Classification

Mr. Nishi stated that this is a retitling of the data base developer. This position has evolved so the modified title needs to be changed to Programmer Analyst.

Moved/Scherman, second/Schenirer, to approve revisions to the job classification of Database Developer, including the re-titling to Programmer Analyst.

Voice Vote: Unanimous approval.

➔ Speaker before the board: Donna Hubbs, Program Coordinator

B. WORKFORCE INVESTMENT ACT

1. Approval to Release a Request for Proposals for FY 2012 – 2016 Under the Workforce Investment Act (WIA) Title I, for On-the-Job Training/Subsidized Employment (OJT/SE) Services

Ms. Michelle O’Camb reviewed this item. Staff has included \$2,000,000 in CalWORKS funds in this Request for Proposals, for a total available amount of \$2,890,000.

Moved/Scherman, second/Schenirer, to approve the release of the Request for Proposals (RFP) for FY 2012 – 2016 under the WIA for On-the-Job Training/Subsidized Employment (OJT/SE) services.

Voice Vote: Unanimous approval.

2. Approval to Ratify the Addition of a Second Mandatory Bidders' Conference to the Workforce Investment Act (WIA) Youth Services Request for Proposals

Ms. Christine Welsch stated that the Youth RFP required the mandatory attendance of proposing organizations at the WIA Youth Services Bidders' Conference. Some program operators did not attend the mandatory conference. Staff is requesting the addition of a second mandatory bidders' conference.

Moved/Schenirer, second/Yee, to ratify the addition of a second mandatory bidders' conference for the 2012-2016 Youth Services Request for Proposals (RFP), which was held on Wednesday, February 23, 2011 at 9:30 a.m. in the SETA Board Room, retaining the requirement that failure to attend one of the bidders' conferences, either on February 17, 2011 or February 23, 2011 will disqualify a respondent's application. All other provisions of the Youth RFP shall continue to apply.

Voice Vote: Unanimous approval.

C. HEAD START

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

Ms. Denise Lee reviewed this item which offers the Agency an opportunity to request carryover funds. Underspent items were in large part due to programs starting three months later than expected. The Head Start Policy Council reviewed and approved this carryover request.

Mr. Yee requested a breakdown on the benefit amount which Ms. Kossick provided.

Moved/Scherman, second/Schenirer, to approve the submission of a carryover request for Program Year 2009-2010, Head Start Expansion funds up to \$42,702; and approve the submission of a carryover request for Program Year 2009-2010, Early Head Start Expansion funds up to \$382,524; and approve the submission of a carryover request for Program Year 2009-2010, COLA/Quality Improvement funds up to \$93,468.

Voice Vote: Unanimous approval.

Mr. Nottoli left the meeting.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions or comments.

B. Head Start Reports: No questions or comments.

C. Dislocated Worker Update: No report.

D. Employer Activity Report: Mr. William Walker reviewed some additional information to the dislocated worker update.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: No report.

C. Deputy Directors: No reports.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: Speakers before the board:

- Mr. David DeLuz, President & CEO of Greater Sacramento Urban League: Thanked staff for their support over the years.
- Jeffery Tardaguila, Advocate: Requested that a public copy of board packets be made available at the front reception desk.

VI. Adjournment: The meeting was adjourned at 11:36 a.m.

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached are copies of the latest fiscal monitoring reports. Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Laurie Clothier DATE: March 4, 2011

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
EHS	Expansion	\$ 389,517	12/1/09-9/29/10	12/1/09-9/29/10

Monitoring Purpose: Initial ___ Final X
Date of review: 2/17-18/11 & 2/22/11

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

Program Operator: River Oak Center for Children

Findings and General Observations:

- 1) The total costs as reported to SETA from December 1, 2009 to Sept. 29, 2010 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) We have reviewed the documents supporting the in-kind expenses for home visits. The Home Visitor forms we reviewed did not show the activities done for which the in-kind hours were claimed. Further, there is no monthly summary of the in-kind hours accumulated to support the in-kind hours claimed in the report submitted to SETA. There is no clear link between the activities being claimed for the in-kind expenses and the activities recommended in the curriculum.
- 3) We also reviewed the documents which supported the in-kind donations. We noted that there were donated items that could not be claimed as in-kind expenses since they are not allowable program costs.

Recommendations for Corrective Action:

- 1) For the in-kind expenses for home visits, we recommend that the Home Visitors should clearly indicate in the Home Visitor Form the activities done by the clients and the time spent for the activities. There should be a monthly summary of the in-kind hours by Home Visitor and by Client to support the in-kind hours submitted to SETA. To establish a clear link between the activities recommended in the curriculum and the activities being claimed as in-kind expenses, we recommend that a listing of these activities be distributed to the Home Visitors and to the clients as reference.
- 2) For the in-kind expenses for donated items, we recommend that the items be reviewed to determine whether these are allowable program costs if purchased with EHS funds. If they are not, then they could not be considered as in-kind expenses.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Tamara Sanchez **DATE:** March 2, 2011
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento County Office of Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Expansion	\$ 237,000	12/01/09-09/29/10	12/01/09-9/29/10

Monitoring Purpose: Initial Final
Date of review: 2/24/11

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

Program Operator: Sacramento County Office of Education

Findings and General Observations:

- 1) The total costs as reported to SETA from December 1, 2009 to September 29, 2010 for 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 March 22, 2011 regular Policy Council meeting.

Good	Needs Improvement
Thank you to Ms. Saundra Espinoza for translating at the PC meeting.	Arriving to meeting on time; start meeting on time.
Thank you Ms. Mary Degnan and Ms. Saundra Espinoza for making reminder calls to all board members prior to the meeting.	Please remain seated during presentations.
Thank you board members for turning off cell phones before the meeting.	Raise hands high during motions, seconds, and during the voting process, until secretary has completed the count.
Board members asking for point of personal privilege.	Early departure and staying until meeting is adjourned.
Good communication and active participation.	
Thank you, Ms. Denise Lee, for your thorough presentations and answers.	

- B. PC/PAC Joint Executive Committee Report:

NOTES:

ITEM VI- OTHER REPORTS

BACKGROUND:

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

- Monthly Head Start Report (attached)
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- 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

Lisa Carr, Parent/Family Support Unit

➔ County-wide Parent Conference

ITEM VI- OTHER REPORTS (continued)
Page 2

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

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

**Sacramento County Head Start
Sacramento Employment and Training Agency
THREE YEAR GOALS & OBJECTIVES
2011 - 2014**

GOAL 1 – MENTAL HEALTH

Goal 1, Year 1: Using existing services and systems to increase the awareness of, and participation in, activities that contribute to family, child, and staff mental wellness.

Objectives	Activities	Timeline	Person(s) Responsible
<p>Children:</p> <ul style="list-style-type: none"> Children will participate in classrooms that have high levels of Positive Climate, Teacher Sensitivity, Regard for Student Perspective and Behavior Management. Children will participate in activities that focus on Social-Emotional development. <p>Staff:</p> <ul style="list-style-type: none"> Agency will actively seek out additional Social-Emotional curriculum/ resources. <p>Parents:</p> <ul style="list-style-type: none"> Parents will develop an awareness of the importance of identifying emotions and expressing feelings and how they can facilitate this in their child/ren. 	<ul style="list-style-type: none"> Staff will continue to receive ongoing training in the areas of Positive Climate, Teacher Sensitivity, Regard for Student Perspective and Behavior Management. Mentor/ Coaches will provide one on one assistance in the above mentioned areas Sing and Share curriculum will be used in each Head Start classroom. Activities promoting Social Emotional development will be incorporated into Home Visits. Committee will be created to research Social Emotional Curriculum/ resource option. Parents will be introduced to the Social Emotional Foundations for Early Learning, Modules 1 and 2 which include: <i>Making Connections and Making it Happen.</i> 	<p>Program Year 2011-2012</p> <p>January 2012</p> <p>Fall 2011</p> <p>Parent workshops to be held bi-monthly</p>	<p>Teachers Program Officers Mentor Coaches</p> <p>Teachers Home Visitors</p> <p>Program Officers Education Coordinators</p> <p>Manager Family Support Unit SS/PI Staff</p>

Goal 1, Year 2: Using existing services and systems to increase the awareness of, and participation in, activities that contribute to family, child, and staff mental wellness.			
Objectives	Activities	Timeline	Person(s) Responsible
<p>Children:</p> <ul style="list-style-type: none"> Children will participate in classrooms that have high levels of Positive Climate, Teacher Sensitivity, Regard for Student Perspective and Behavior Management. Children will participate in activities that focus on Social-Emotional development. <p>Staff:</p> <ul style="list-style-type: none"> Agency will pilot any new Social Emotional Curriculum found the prior year. <p>Parents:</p> <ul style="list-style-type: none"> Building on the strategies in Year 1, parents will gain awareness of, and increased knowledge of the importance of supporting social emotional skills in their child/ren. 	<ul style="list-style-type: none"> Staff will continue to receive ongoing training in the areas of Positive Climate, Teacher Sensitivity, Regard for Student Perspective and Behavior Management. Sing and Share curriculum will be used in each Head Start classroom. Activities promoting Social Emotional development will be incorporated into Home Visits. Teachers will be trained on any new curriculum. Parents will review learning modules 1 and 2 and build upon those by being introduced to Modules 3 and 4 which include: <i>Why children do what they do, and Teach Me What to do.</i> 	<p>Program Year 2012-2013</p> <p>November 2012</p> <p>Fall 2012</p> <p>Parent workshops to be held bi-monthly.</p>	<p>Teachers Program Officers Mentor Coaches</p> <p>Teachers Home Visitors</p> <p>Program Officers Education Coordinators</p> <p>Manager Family Support Unit SS/PI Staff</p>
Goal 1, Year 3: Using existing services and systems to increase the awareness of, and participation in, activities that contribute to family, child, and staff mental wellness.			
Objectives	Activities	Timeline	Person(s) Responsible
<p>Children:</p> <ul style="list-style-type: none"> Children will participate in classrooms that have high levels of Positive Climate, Teacher Sensitivity, Regard for Student Perspective and Behavior Management 	<ul style="list-style-type: none"> Staff will continue to receive ongoing training in the areas of Positive Climate, Teacher Sensitivity, Regard for Student Perspective and Behavior Management. 	<p>Program Year 2013-2014</p>	<p>Teachers Program Officers Mentor Coaches</p>

<ul style="list-style-type: none"> Children will participate in activities that focus on Social-Emotional development. <p>Staff:</p> <ul style="list-style-type: none"> Agency will implement any new Social Emotional Curriculum found the prior year. <p>Parents:</p> <ul style="list-style-type: none"> Parents will develop strategies that can be used to promote positive adult and child behavior in home and in community settings and learn to identify the meaning of behavior by examining what happens before and after the problem behavior. 	<ul style="list-style-type: none"> Sing and Share curriculum will be used in each Head Start classroom. Activities promoting Social Emotional development will be incorporated into Home Visits. Teachers will be trained on any new curriculum. Parents will review all of the preceding modules and conclude <i>with Facing the Challenge Parts 1 and 2.</i> 	<p>November 2014</p> <p>Fall 2013</p> <p>Parent workshops to be held bi-monthly</p>	<p>Teachers Home Visitors</p> <p>Program Officers Education Coordinators</p> <p>Manager Family Support Unit SS/PI Staff</p>
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**Sacramento County Head Start
Sacramento Employment and Training Agency
THREE YEAR GOALS & OBJECTIVES
2011 - 2014**

GOAL 2 – SCHOOL READINESS

Goal 2, Year 1: Increase school readiness by developing the role 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 school.

Objectives	Activities	Timeline	Person(s) Responsible
<p>Children:</p> <ul style="list-style-type: none"> Children in the Head Start Program will experience an increase in positive, significant and sustained developmental outcomes in the 11 domains of the Head Start Child Development and Early Learning Framework. 	<ul style="list-style-type: none"> Teachers will provide children higher quality and effective instructional support through use of the CLASS instrument and support from Early Learning Mentor Coaches. 	February 2011- February 2012	Teachers Home Visitors
<p>Staff:</p> <ul style="list-style-type: none"> Teachers/ Home Visitors will be knowledgeable of the new Head Start Child Development and Early Learning Framework including the 3 additional domains of Logic and Reasoning, Social Studies Knowledge and Skills and English Language Development. 	<ul style="list-style-type: none"> Provide training and support in the new Head Start Child Development and Early Learning Framework to promote positive outcomes. 	August 2011	Program Officers Mentor Coaches Education Coordinators
<ul style="list-style-type: none"> Analyze the new Head Start Child Development and Early Learning Framework to the California Preschool Learning Foundations for alignment to ensure appropriate curriculum and assessment. 	<ul style="list-style-type: none"> SETA will work in collaboration with California Dept. of Education, WESTed, BEAR (UC Berkeley), California Head Start Association and other Head Start grantees on a committee to align the Early Learning Framework to the California Preschool Learning Foundations 	July 2012	Program Officers Education Coordinators

<p>Parents:</p> <ul style="list-style-type: none"> Committee will be formed to help address strategies in order to improve attendance in the Head Start/Early Head Start class room. Parents will gain increased knowledge about the importance of regular attendance and the link to future school success 	<ul style="list-style-type: none"> Parent Orientation and parent meetings will focus on the importance of attendance and the relationship to school readiness. 	<p>Fall 2011</p>	<p>Manager Family Support Unit FSWs Teaching Staff</p>
<p>Goal 2, Year 2: Increase school readiness by developing the role 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 school.</p>			
Objectives	Activities	Timeline	Person(s) Responsible
<p>Children:</p> <ul style="list-style-type: none"> Children s readiness for school will be promoted by the teacher s increased use of activities that incorporate the Head Start Child Development and Early Learning Framework to the California Preschool Learning Foundations. <p>Staff:</p> <ul style="list-style-type: none"> The quality of Head Start teaching will improve in the area of enhanced curriculum implementation (with an emphasis on the importance of oral language, letter knowledge and phonological awareness concepts Ensure Kindergarten Readiness Checklist is aligned with both the Head Start Child Development and Early Learning Framework to the California Preschool Learning Foundations. <p>Parents:</p> <ul style="list-style-type: none"> Parents receive a monthly literacy activity geared toward increasing literacy competency in children, thereby promoting 	<ul style="list-style-type: none"> Children will be engaged in high quality activities that promote school readiness. Materials and training will be provided as needed to implement and support Kindergarten readiness through purposeful teaching. The CLASS tool will be used as a guiding instrument Provide training to reinforce the implementation of Creative Curriculum and The Houghton Mifflin Language and literacy activities. Provide individualized teacher support through the use of Early Learning Mentor Coaches. Establish a committee of teachers, parents and Education Support staff to look at the Kindergarten Readiness Checklist and any improvements necessary. Parents will receive a monthly at home activity focusing on literacy development. Two parent workshops 	<p>July 2013</p> <p>November 2012</p> <p>January 2013</p> <p>Fall 2012</p>	<p>Teachers; Home Visitors</p> <p>Program Officers Mentor Coaches Education Coordinators</p> <p>Program Officers Educations Coordinators</p> <p>Manager Family Support Unit SS/PI Staff</p>

school readiness.	will be held for all SETA operated programs helping parents to attain greater knowledge of literacy activities and linking it to school readiness.		
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Goal 2, Year 3: Increase school readiness by developing the role 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 school.

Objectives	Activities	Timeline	Person(s) Responsible
<p>Children:</p> <ul style="list-style-type: none"> Children will increase their use of higher level thinking skills and creativity in the area of numeracy. <p>Staff:</p> <ul style="list-style-type: none"> Teachers will be knowledgeable of <u>why and how</u> the child s individual developmental needs, curriculum, Head Start requirements and state standards can work together toward excellent early childhood education experiences. Teachers will increase the quality and /or quantity of their instructional activities which promote higher level thinking skills and creativity in the area of numeracy. <p>Parents:</p> <ul style="list-style-type: none"> Parents will receive monthly math activities geared toward increasing mathematical awareness, thereby promoting school readiness 	<ul style="list-style-type: none"> Children will be engaged in quality instructional activities that require the use of higher level thinking skills and creativity in the area of numeracy. (As identified on the ECERS tool) Teachers will be trained on the alignment of the Early Learning Framework to the California Preschool Learning Foundations, including any supplementary tools to assess any gaps. Provide training and/or mentoring to increase teachers knowledge of and ability to implement classroom activities which promote higher level thinking skills and creativity in the area of numeracy Parents will receive monthly math activities geared toward increasing mathematical awareness, thereby promoting school readiness 	<p>January 2014</p> <p>November 2013</p> <p>January 2014</p> <p>Fall 2012</p>	<p>Teachers Home Visitors</p> <p>Program Officers Education Coordinators</p> <p>Program Officers Education Coordinators Teachers Home Visitors</p> <p>Manager Family Support Unit SS/PI Staff</p>

**Sacramento County Head Start
Sacramento Employment and Training Agency
THREE YEAR GOALS & OBJECTIVES
2011 - 2014**

GOAL 3 – HEALTH

Goal 3, Year 1: Increase prevention and intervention strategies that promote health and wellness for Head Start/EHS staff, children and families.

Objectives	Activities	Timeline	Person(s) Responsible
<p>Children:</p> <ul style="list-style-type: none"> ▪ On a daily basis, children will participate in enhanced health education activities on the following topic areas: (1) nutrition, (2) physical activity, (3) personal safety and (4) oral health. 	<ul style="list-style-type: none"> ▪ Onsite visits by popular children s characters will be used in teaching health and safety habits to children. Children will continue to participate in IMIL and gardening activities at the centers. ▪ Enhanced curriculum training for teachers on: <i>Go Grow Glow</i> and school garden projects (Nutrition); <i>IMIL</i> (Physical Activity); <i>PAWS</i> (Personal Safety) and Oral Health will be scheduled at minimum of 2 times a year. 	Monthly	Health/Nutrition Specialists; Teachers
		Fall 2011 and Spring 2012	Teachers; Site Supervisors; Education Coordinators; Program Officers
<p>Parents:</p> <ul style="list-style-type: none"> ▪ Parents will participate in nutrition education and healthy cooking classes at least 3 times/year. Centers that have onsite parent physical activity clubs will be increased to a total of 6 participating centers on the 1st year. 	<ul style="list-style-type: none"> ▪ Increased onsite visits with parents by Health/Nutrition staff to engage in one-on-one conversations, and to reinforce key health messages. ▪ Nutrition education classes and technical assistance in creating onsite physical activity clubs will be offered at centers for parent and staff participation 	Monthly	Health/Nutrition Specialists; Family Services Workers; Program Officer
		TBD	Program Officer; Health/Nutrition Specialists; Family Services Workers

<p>Staff:</p> <ul style="list-style-type: none"> A worksite employee wellness program called <i>“Take Action, Head Start!</i> will be introduced to Head Start staff with the objective of providing a framework for encouraging active lifestyle and healthy eating at work sites. Minimum of four (4) worksite teams will be signed on as ongoing participants to <i>Take Action, Head Start!</i> setting their own fruit/vegetable consumption and physical activity goals. <p>Community Partners:</p> <ul style="list-style-type: none"> Community collaboration with existing partners will continue: UC Davis Dept. of Nutrition Science and The Healthy Kids research project; CSUS Dept. of Family and Consumer Sciences; Health Education Council (HEC) and In the Grow Program; Kids Care Dental Group and The Effort. SETA Head Start and SETA Workforce Development Departments will partner and explore other funded health initiatives that benefit SETA s target population. Additional Health Services Advisory Committee (HSAC) Partners that provide no or low-cost medical and dental services to children and families will be identified. 	<ul style="list-style-type: none"> A staff committee will be created to implement <i>Take Action!</i> , a worksite wellness program through Network for a Healthy California which will be used to implement the employee wellness program. Technical assistance from Health Education Council (HEC) will be utilized. SETA employee <i>Take Action!</i> Team will participate in community fun run/walk events twice/year. SETA Head Start children, families, and staff will continue to participate in a variety of innovative health services and research projects offered by SETA agency partners. SETA Head Start will develop Memoranda of Understanding (MOU) with HSAC community partners that will provide no or low-cost services to children and families. 	<p>November 2011 (Kick-Off Event)</p> <p>TBD</p> <p>Ongoing</p> <p>Fall 2011</p>	<p>Program Officer; Health Nutrition Specialists; <i>Take Action, Head Start!</i> Committee</p> <p><i>Take Action, Head Start!</i> Committee</p> <p>Teachers; Health/Nutrition Specialists; Program Officers; Managers</p> <p>Coordinator; Program Officer; Manager</p>
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Goal 3, Year 2: Increase prevention and intervention strategies that promote health and wellness for Head Start/EHS staff, children and families.

Objectives	Activities	Timeline	Person(s) Responsible
<p>Children:</p> <ul style="list-style-type: none"> On a daily basis, children will participate in enhanced health education activities on the following topic areas: (1) nutrition, (2) physical activity, (3) personal safety and (4) oral health. <p>Parents:</p> <ul style="list-style-type: none"> Parents will participate in nutrition education and healthy cooking classes at least 3 times/year. Centers that have onsite parent physical activity clubs will be increased to a total of 9 participating centers on the 2nd year. <p>Staff:</p> <ul style="list-style-type: none"> <i>Take Action, Head Start!</i> Year 2 will build on Year 1 program strategies. Model worksite teams that showed success in Year 1 will have formal recognition and will be invited to become Peer Leaders or Team Captains. Four (4) new or continuing teams will be signed on as participants for Year 2, setting 	<ul style="list-style-type: none"> Onsite visits by popular children s characters will be used in teaching health and safety habits to children. Children will continue to participate in IMIL and gardening activities at the centers. Enhanced curriculum training for teachers on: <i>Go Grow Glow</i> and school garden projects (Nutrition); <i>IMIL</i> (Physical Activity); <i>PAWS</i> (Personal Safety) and Oral Health will be scheduled at minimum of 2 times a year. Increased onsite visits with parents by Health/Nutrition staff to engage in one-on-one conversations, and to reinforce key health messages. Nutrition education classes and technical assistance in creating onsite physical activity clubs will be offered at centers for parent and staff participation. Mini-health and fitness fairs and/or workshops primarily for staff will be scheduled at the SETA Del Paso Blvd. office and will travel to various Head Start sites. Ongoing support and incentives will be provided to program participants. 	<p>Monthly</p> <p>Fall 2012 and Spring 2013</p> <p>Monthly</p> <p>TBD</p> <p>2x/year</p>	<p>Health/Nutrition Specialists; Teachers</p> <p>Teachers; Site Supervisors; Education Coordinators; Program Officers</p> <p>Health/Nutrition Specialists; Family Services Workers; Program Officer</p> <p>Program Officer; Health/Nutrition Specialists; Family Services Workers</p> <p>Program Officer; Health Nutrition Specialists; <i>Take Action, Head Start!</i> Committee</p>

<p>their own fruit/vegetable consumption and physical activity goals.</p> <p>Community Partners:</p> <ul style="list-style-type: none"> ▪ SETA Head Start will remain to be active partners with various community agencies listed on Year 1. New partnerships will be explored and developed. ▪ Additional Health Services Advisory Committee (HSAC) Partners that provide no or low-cost medical and dental services to children and families will be identified 	<ul style="list-style-type: none"> ▪ SETA employee Take Action! Team will participate in community fun run/walk events 2x/year. ▪ SETA Head Start children, families, and staff will continue to participate in a variety of innovative health services and research projects offered by SETA agency partners. ▪ SETA Head Start will develop Memoranda of Understanding (MOU) with HSAC community partners that will provide no or low-cost services to children and families. 	<p>TBD</p> <p>Ongoing</p> <p>Fall 2012</p>	<p><i>Take Action, Head Start!</i> Committee</p> <p>Teachers; Health/Nutrition Specialists; Program Officers; Managers</p> <p>Coordinator; Program Officer; Manager</p>
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Goal 3, Year 3: Increase prevention and intervention strategies that promote health and wellness for Head Start/EHS staff, children and families.

Objectives	Activities	Timeline	Person(s) Responsible
<p>Children:</p> <ul style="list-style-type: none"> ▪ On a daily basis, children will participate in enhanced health education activities in the following topic areas: (1) nutrition, (2) physical activity, (3) personal safety and (4) oral health. 	<ul style="list-style-type: none"> ▪ Onsite visits by popular children s characters will be used in teaching health and safety habits to children. Children will continue to participate in IMIL and gardening activities at the centers. ▪ Enhanced curriculum training for teachers on: <i>Go Grow Glow</i> and school garden projects (Nutrition); <i>IMIL</i> (Physical Activity); <i>PAWS</i> (Personal Safety) and Oral Health will be scheduled at minimum of 2 times a year. 	<p>Monthly</p> <p>Fall 2013 and Spring 2014</p>	<p>Health/Nutrition Specialists; Teachers</p> <p>Teachers; Site Supervisors; Education Coordinators; Program Officers</p>

<p>Parents:</p> <ul style="list-style-type: none"> Parents will participate in nutrition education and healthy cooking classes at least 3 times/year. Centers that have onsite parent physical activity clubs will be increased to a total 12 participating centers on the 3rd year. <p>Staff:</p> <ul style="list-style-type: none"> <i>Take Action, Head Start!</i> Year 3 will build on Year 1 and Year 2 program strategies. Model worksite teams that show continuing success in Years 1 and 2 will have formal recognition and will be invited to become Peer Leaders or Team Captains. Four (4) new or continuing teams will be signed on as participants for Year 2, setting their own fruit/vegetable consumption and physical activity goals. <p>Community Partners:</p> <ul style="list-style-type: none"> SETA Head Start will remain to be active partners with various community agencies listed on Years 1 and 2. New partnerships will be explored and developed. Additional Health Services Advisory Committee (HSAC) Partners that provide no or low-cost medical and dental services to children and families will be identified. 	<ul style="list-style-type: none"> Increased onsite visits with parents by Health/Nutrition staff to engage in one-on-one conversations, and to reinforce key health messages. Nutrition education classes and technical assistance in creating onsite physical activity clubs will be offered at centers for parent and staff participation. Mini-health and fitness fairs and/or workshops primarily for staff will be scheduled at the SETA Del Paso Blvd. office and will travel to various Head Start sites. Ongoing support and incentives will be provided to program participants. SETA employee Take Action! Team will participate in community fun run/walk events 2x/year. SETA Head Start children, families, and staff will continue to participate in a variety of innovative health services and research projects offered by SETA agency partners. SETA Head Start will develop Memoranda of Understanding (MOU) with HSAC community partners that will provide no or low-cost services to children and families. 	<p>Monthly</p> <p>TBD</p> <p>2x/year</p> <p>TBD</p> <p>Ongoing</p> <p>Fall 2013</p>	<p>Health/Nutrition Specialists; Family Services Workers; Program Officer</p> <p>Program Officer; Health/Nutrition Specialists; Family Services Workers</p> <p>Program Office; Health Nutrition Specialists; <i>Take Action, Head Start!</i> Committee</p> <p><i>Take Action, Head Start!</i> Committee</p> <p>Teachers; Health/Nutrition Specialists; Program Officers; Managers</p> <p>Coordinator; Program Officer; Manager</p>
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BACKUP INFORMATION FOR THE

APRIL 26, 2011

**HEAD START POLICY COUNCIL
BOARD MEETING**

ITEM III-D – ACTION

**APPROVAL OF FISCAL YEAR 2011-
2012 HEAD START/EARLY HEAD
START TRAINING/TECHNICAL
ASSISTANCE GRANT
APPLICATION AS ALIGNED WITH
ESTABLISHED THREE-YEAR
GOALS**

TRAINING AND TECHNICAL ASSISTANCE PLAN 2011-2012

PHILOSOPHY

PHILOSOPHY

SETA Head Start's program philosophy is based on the premise that all families share certain basic needs and that the Head Start population, in particular, can reap even greater benefits from a comprehensive service delivery system that ensures their needs are met. Our program mission is to improve the lives of low-income children by providing comprehensive child development services that are family focused, including education, health, nutrition, mental health and social services. SETA Head Start's goals are accomplished by involving parents in the complete operation and administration of the program and by supporting the growth of families and staff through the development of advocacy skills, enhanced self-esteem and empowerment. The overall goal is to develop a greater degree of independence among families and the decisions which impact their lives. Finally, SETA Head Start has established as its vision, "Touching Families, Making A Difference."

SETA continually strives to recruit, train and retain the highest quality staff. Ongoing training and technical assistance ensures that all staff are knowledgeable about the Head Start philosophy, goals and objectives, mission, values and Performance Standards of the Head Start and Early Head Start programs.

PLANNING PROCESS

SETA employs an exacting strategic planning process to identify and accomplish the training and professional development needs of Head Start/Early Head Start staff, parents, and delegate agencies. This process results in a T/TA Plan which carefully incorporates needs identified through PIR, OHS Monitoring Protocol, Self Assessment, Community Assessment, on-going monitoring results, Desired Results and Child Outcomes, as well as analysis of embedded program and operational reporting systems such as ERSEA reports, ADA reports, etc., and established countywide goals. Ultimately, under the direction of SETA's strong parent organizations (PC/PAC), specific dollars are allocated to these prioritized needs (see attached budget) to ensure staff, parents and delegate agencies receive the necessary training and professional development to move SETA's organization forward.

Several T/TA planning sessions take place in late winter. Participants in the T/TA planning include the SETA Leadership team, Policy Council and Parent Advisory Committee members and delegate agency directors. Participants share information about their community assessment results, Program Self Assessment, most recent ERSEA and health and child outcomes reports/DRDP. Participants identify program strengths and service gaps. A number of areas are identified through these meetings as priorities for T/TA and countywide goal statements are formulated.

Sub-committees which include staff, parents and countywide content coordinators update written program area plans and modify or develop policies and procedures for key management systems.

The Training and Technical Assistance Plan was the direct result of an exhaustive and highly collaborative partnership between Head Start/Early Head Start grantee staff, parents, and delegate agencies.

TRAINING AND TECHNICAL ASSISTANCE PLAN 2011-2012

APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT

Adjustments to the Training and Technical Assistance Plan (T/TA) proposed for PY 2011-2012 reflect the combined needs identified and prioritized by:

- 1) parents on the Budget/Planning Committee
- 2) the SETA Leadership team
- 3) the resulting goals established in the 2010-2011 Self Assessment Program Improvement Plan
- 4) a through careful analysis of results from the PIR, Community Assessment, countywide goals, on-going monitoring, DRDP results and ERSEA reports.

A systematic approach was taken to ensure that SETAs 2010-2011 Self Assessment Program Improvement Plan (PIP) and associated budget would reflect current needs identified through

- a) on-going monitoring
- b) PIR results
- c) committee reviews of the existing T/TA Plan
- d) 3-Year Goals and Objectives

The T/TA Plan was adjusted to align with The Three Year Goals and Objectives and the Self Assessment Program Improvement Plan. Items which were modified on the current T/TA to support specific PIP goals are denoted with an asterisk *.

OUTCOMES AND TIMETABLES

Outcomes and timetable attainment of the Program Improvement Plan (PIP) will be tracked and measured on a bi-weekly basis. Leadership meetings are conducted weekly with specific agenda content. Moving forward, all Leadership meeting agendas will include a standing item, *PIP Status Report*. A significant portion of these meetings will be focused on the PIP outcome and timetable attainments. This process will allow for careful tracking of progress as it relates to timetables and outcomes attainment in the six defined goals within: Early Intervention and Prevention; Record Keeping and Reporting; Planning; Communication; Human Resources/Staff Development/Training and Health and Nutrition Services.

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

[NOTES: M=Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
Improve Management Systems							
A. ERSEA-Strengthen paperwork system							
Cluster Training	FSWS, Site Supervisors, EHS Educators, Home Visitors	ERSEA Coordinator	Annual staff training on enrollment and eligibility. Refresher training to occur so HS and EHS enrollment and eligibility guidelines are followed	August 2011	Minimal	Minimal	PIP
B. Recordkeeping and Recording-strengthen recordkeeping and reporting system							
Cluster Training	FSWS, Site Supervisors, EHS Educators, Home Visitors, HS Teachers, Program Officers, Family Placement Workers	ERSEA Coordinator and I/T department	Refresher course on the electronic sign in sheet called EZ-ID. Ensure that all staff are aware of how to use the functions, and implement the new substitute sign in system for sub teaching staff.	August 2010 and ongoing	Minimal	Minimal	
Cluster Training	FSWS, Site Supervisors, EHS Educators and Home Visitors	Program Support Manager	Train staff on the Lead Assessment test, and how to document in the Child Plus system	September 2011	Minimal	Minimal	M
FPA follow up training	EHS Home visitors, Preschool Home Base and FSWS	SS/PI Supervisors and EHS Education Coordinator	Staff will improve their knowledge and documentation skills in the areas of FPA. Staff will achieve an understanding of the FPA process and how to	October 2011	Minimal	Minimal	PIP

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

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Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
			provide follow up				
Development of new monitoring system for the SETA Operated Programs	All Head Start Staff	Leadership Team	The Managers along with the Leadership team will devise a new way of monitoring the SETA Operated Programs.	August 2011	To be determined	Minimal	M
45 day Educational Screening Training	All Teaching Staff	Education Program Officers	Conduct follow up training on timelines associated with education screenings. This will ensure that 45 day mandates are met, and files are complete.	September/ October 2011	Minimal	Minimal	PIP
Develop tracking system for Outcomes and Portfolio Assessments	All Teaching staff	Education Program Officers	Develop a tracking system to ensure that all Portfolio assessments are turned in on time. Develop a training system to train on new tracking system	January 2012	Minimal	Minimal	PIP
Update/redesign Teacher Tool Kit	All Teaching Staff	Education Program Officers, Education Coordinator	Develop an updated Teacher tool Kit book for all teaching staff. Provide updated information and procedures for implementing all education policies	November 2011	Minimal	Minimal	PIP
Develop a Tool Kit for Family Service Workers	Family Service Workers	Family Support Program Officers, SS/PI Supervisors	Develop a tool kit for Family Service Workers so that all information needed to be successful in their job, is available.	February 2012	Minimal	Minimal	M
Up date Health/Nutrition Policy and Procedures	Health Nutrition Specialist,	Health/Nutrition Specialist,	Update and train staff on any changes to the	July 2011	Minimal	Minimal	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

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Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
	FSWS, Teaching Staff, EHS Educators	Program Support Manager	Health/Nutrition Policies and Procedure Manuel. Ensure that all staff are complaint with new policies and procedures and best practices are being followed				
C. Human Resources-Strengthen Human Resource System							
Career Incentive Plan	All Staff	Community colleges, 4 year colleges/universities	Staff will receive up to \$1,500 per grant year to return back to school to continue their education and meet reauthorization requirements	July 2011 and on-going	\$18,966	\$3,466	M
New Employee Orientation	All new staff	Education Coordinators, Program Officers, Staff Training officer, other staff as needed	New staff will understand agency policies and procedures and Head Start/Early Head Start requirements	Ongoing as new staff are hired	Minimal	Minimal	M
Conferences (NHSA, CHSA, WIFLI, CAEYC, CDPI, Zero to Three) and other identified staff development opportunities	Staff, Parents	Conference Presenters	Ensure staff and parents are exposed to updated information on changes to HS/EHS; parents and staff will demonstrate increased knowledge and skill, maintain connections to regional, state and national HS/EHS agencies.	September 2011 and ongoing throughout year	\$15,200	\$3,300	M
On site Infant/Toddler classes for EHS Staff	Staff	Community College Instructors	Six Units of ECE will be offered onsite for employees who are interested in ensuring they meet the requirements	July 2011- Spetember 2011	M	\$20,000	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

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Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
			for working with infants and toddlers				
D. On-going Monitoring-Strengthen On-going monitoring system							
Development of Improved ongoing monitoring system , including file check off sheet and a process by which follow up to documented	Content Coordinators, Program Officers, teaching staff, FSWS, Mental health and disabilities staff	Management team, content coordinators	Refinement of ongoing monitoring for all SETA Operated Programs. Updated training on Child Plus.net and how to read reports. Development of a system to ensure all findings are followed up on in a timely manner	August/Sept 2011	Minimal	Minimal	PIP
Update procedures for ensuring compliance with CCFP monitoring protocols , and annual training	Teaching staff	Manager, Program Support, Health/Nutrition Specialist	Staff will review current and any new procedures for CCFP on-going monitoring.. Staff will demonstrate an increased awareness how accurate recordkeeping and ongoing monitoring relates to continued funding of the CCFP program	October/ November 2011	Minimal	Minimal	PIP
E. Program Support-Strengthen Delegate Support							
Delegate Kick off	Delegate staff, Delegate Support team, Grantee managers and Deputy Director	Deputy Director, Manager, Program Support	Ensure compliance in all areas of performance standards. Continue to build supportive relationships	October 2011	\$3,000		M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

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Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
Content Coordinator Meetings	Content Coordinator from Delegate Agencies	SOP Content Coordinators	All Head Start staff will increase their knowledge of service delivery methods, develop county-wide systems to bring to their agencies	August 2011 ongoing monthly	Minimal	Minimal	M
Career Incentive for Delegates	All delegate staff	Community colleges, 4 year colleges and universities	Staff will receive up to \$1,500 per grant year to return back to school to continue their education and meet reauthorization requirements	August 20101 and ongoing	\$6,000		M
F. Self Assessment-Strengthen Self Assessment System							
Self Assessment Training	Parents and staff	Management staff	Train staff and parents of extensive self assessment process. Improve data analysis for accurate interpretation of data documents for planning purposes	January 2012	Minimal	Minimal	M
G. Program Governance-Strengthen Program Governance							
PAC/PC Training	PAC/PC Members	SS/PI Coordinator and SS/PI staff	Demonstrate increased knowledge of role and responsibilities of members, including Robert's Rules of Order, Brown Act, and parliamentary procedures	October 2011	Minimal	Minimal	M
Parent Leadership Training	PAC/PC members	SS/PI Coordinator and Keynote speaker	Deeper understanding of leadership role parents play in HS/EHS and deepen	January 2012	\$8,000	\$500	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

[NOTES: M-Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
			relationship with parents				
Governing Board Training	Governing Board Members, PAC/PC Chairs	Deputy Director, SS/PI Coordinator	Demonstrate deeper understanding of the roles and responsibilities the Governing Board has in relation to the HS/EHS programs, and how the PC fits into that relationship	January 2012	Minimal	Minimal	M
Ethics Training	PAC/PC members	Workforce Development staff	Members will be trained in the topic of ethics and responsibility. Members will be made aware of their ethical responsibilities in regards to sitting on PAC/PC.	February 2012	Minimal	Minimal	M
Local Conferences- parents	Parents	Local conferences	Parents will achieve greater awareness of the process of become an advocate, and how the state and local budgets affect child care funding	Spring 2011	\$2,000	\$1,000	PIP
CHSA Parent Conference	Parents	CHSA	Parents will have an opportunity to network with other HS/EHS parents and bring back information and training to other parents	TBA	\$6,000	\$1,200	
H. Program Planning: Strengthen Planning Systems							
Managers Planning Retreat	Leadership Team	Deputy Director, Managers	Leadership team will come together twice a year to plan for the upcoming program year, evaluate progress, and make adjustments to the plan.	August 2011 February 2012	Minimal	Minimal	M
Improve Service Delivery							

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

[NOTES: M=Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					HS	EHS	
A. HEALTH & SAFETY							
Disaster Preparedness Professional Strand 1 (Program Support)	Staff and parents	Manager, Program Support, Manager, Family Support, identified expert speakers	Disaster protocols will be developed by staff for each early learning site, and for home use. Parents and staff will demonstrate increased awareness of the importance of planning for disasters and be able to articulate the plans for either their early learning site, or their home. Protocol will be based on the OHS IM posted on the ECLECK site	Roll out to happen by August 2011	\$5,000	\$1,000	M
CPR Training	Teaching Staff	Health/Nutrition Specialist	Teaching staff certified in Pediatric CPR and First Aide	Monthly	Minimal	Minimal	M
PAWS Training	Teaching Staff	Education Coordinators, Health/Nutrition Staff	Staff will increase their knowledge of ways of keeping children safe while at school.	September 2011	\$500	\$500	M
Pedestrian Training	Parents	FSWS, Health/Nutrition Specialist, teaching staff	Increased knowledge of health and safety issues and of pedestrian safety	September 2011 and ongoing	\$4,000	\$1,000	M
Professional Strand 2- Manager, Program Support-Customer Service	Program Support staff, cook/drivers	To be determined	All program support staff and cook/drivers will receive ongoing training to increase their knowledge of providing quality customer service to each other, and the clients they serve.	August 2011 and ongoing	\$3,000		M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

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Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
Dental Education	Staff, parents and children	Health/Nutrition Specialist	Using a variety of techniques, all participants will increase their knowledge and participation in dental hygiene in order to decrease the amount of dental disease in children	Fall 2011 and ongoing	M	M	CGO
Health Consultant	Parents, staff	Nurse	Parents and staff will gain knowledge about health concerns, and typical development in their child birth-3. Services and education will be offered to pregnant women to guide them in achieving a healthy pregnancy	Ongoing	Minimal	\$5,000	M
<i>B. NUTRITION</i>							
Nutrition education and Healthy Cooking classes	Parents	Health Nutrition Specialist	Parents will demonstrate increased knowledge on ways to prepare healthy meals and have opportunities to engage in one-on-one conversations with	September 2011 and ongoing at parent meetings and countywide training	\$4,000	\$1,000	CGO
Farm Stands	Parents and staff	Soil Born Farms and master Gardeners'	Parents will be trained on how to run a fruit/vegetable stand, and how to incorporate healthy fruits and vegetables into diet.	Ongoing until grant runs out	Minimal	Minimal	CGO

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

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Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
Parent Aide training	Parents	SS/PI and Head Cook	Parents will gain knowledge and skills in the areas of employment and food service. Parents will work in the classrooms to prepare food, and to become on-call cook/drivers	July 2011 and ongoing monthly	\$20,000	\$1,000	Q
Parent Education Workshops	Parents	Health/Nutrition Staff, outside speakers	Parents will increase their knowledge regarding healthy eating, incorporating exercise into their daily routine, food safety, obesity prevention, and the advantages of breastfeeding	Ongoing at monthly parent meetings and annually at county-wide parent training	Minimal	Minimal	CGO
Health Advisory/CPAC	Community	Outside professionals	Health staff will come together to discuss and strategize best practices and to ensure consistency on health related topics throughout Sacramento County	Annually	\$1,500	\$500	M
Dietician Consultant	Parents, staff	R.D. Consultant	Parents and staff increase their knowledge about the proper feeding of infants and toddlers. RDA will counsel parents and work on referrals with parents and staff		\$3,000	\$3,000	M
<i>C. MENTAL HEALTH</i>							
Love and Logic Parenting Workshops	Parents	Manager, Parent Support	Parents will be offered a series of parenting classes dealing with the issues of addressing challenging	January 2012 and May 2012	Minimal	Minimal	Q

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

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Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					HS	EHS	
			behaviors as identified on the FPA.				
Parent Education Workshops	Parents	Mental Health Specialists, SS/PI staff,	Staff will learn the framework of developing an active lifestyle, and healthy eating at work. The goal is to increase healthy eating and increase physical activity	November 2011	Minimal	Minimal	CGO
Worksite Employee Wellness Program	All staff	Staff committee and Network for a Healthy California	Teachers in Therapeutic Preschool will increase knowledge in the areas of addressing challenging behavior, and supporting parents on appropriate child discipline methods	Monthly at child study meetings	\$3,000	\$1,000	CGO
Mental Health Workshops	EHS Staff	Infant/Child Mental Health providers	Staff will gain greater knowledge in the areas of infant mental health and post partum depression	Spring 2011	\$2,000	\$500	M
<i>D. DISABILITIES</i>							
Special Education Workshops (teachers)	Teachers	Disabilities Coordinator, Special Education Staff, SCOE Staff	Staff will gain knowledge on types of disabilities, identification of children with disabilities, accessing services and implementing general education adaptations	Spring 2011	\$2,000	\$500	M
Special Education Workshops (Parents)	Parents	Disabilities Coordinator, Special Education Staff,	Parents will increase their knowledge of ; typical child development, interpretations of child screenings, disability services available, and transition in and out of HS/EHS	Ongoing at parent meetings and socializations	\$1,000	\$500	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

[NOTES: M=Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					HS	EHS	
<i>E. CHILD DEVELOPMENT</i>							
Teambuilding	Mentor Coach	Ronald Mah	Mentor Coaches will gain competency in building effective teams with identified teaching staff.	September 2011	\$2,000		M
CLASS Training - Professional Strand #1- (Program Operations)	All classroom teachers	Educational Program Officers	Staff will increase their competency in areas of the CLASS assessment by at least one point	Ongoing	\$4,000		M
Regional Site Supervisor Meetings	Site Supervisors	Education Program Officers	Site Supervisors will meet quarterly to discuss best practices in the ECE field, implementation of the new oral language curriculum, and the new classroom assessment tool	Quarterly	Minimal	Minimal	M
Customer Service Training–Professional Strand #2- (Program Operations)	All teaching staff	Education Program Officers, Identified outside training experts	All teaching staff will receive ongoing training to increase their knowledge of providing quality customer service to each other, and the clients they serve.	Bi-monthly beginning in September 2011	\$4,000	\$1,000	M
Houghten/Mifflin Literacy Training Professional Strand #3- (Program Operations)	All teaching staff	Education Program Officers, Mentor Coaches	Staff will gain competence and new knowledge on methods of literacy development in their classroom, based on the modules of Houghten/Mifflin and Creative Curriculum. Staff will receive individualized teacher support through the use of Mentor	Bimonthly beginning September 2011	\$6,000		M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

[NOTES: M=Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
			Coaches.				
Mentor Coaching	Mentor Coaches	Betsy Haas	Mentor Coaches will receive the second part of the training and will continue to increase skill and knowledge in partnering with staff to create effective mentoring relationships	September 2011	\$2,000		Q
Head Start Child Development and Early Learning Framework	Teaching Staff	Education Program Officers, Education Coordinators, Mentor Coaches	Staff will gain increase knowledge and receive ongoing support in the new Head Start Child Development and Early Learning Framework to support positive outcomes	August 2011	M		CGO
<i>F. FAMILY SERVICES AND COMMUNITY PARTNERSHIPS</i>							
Parent Education Workshops	Parents-county-wide	SS/PI Staff, FSWS, outside presenters	Parents will be offered a variety of topics related to the County wide 3-year goals, including increased knowledge in the areas of mental wellness and school readiness,	September 2011, and then bi-monthly	\$5,000	\$1,200	CGO
Kindergarten Readiness (Transition)	Parents	Manager, Family Support, SS/PI staff, FSWS, Site Supervisors	Parents will increase their knowledge of what is involved in preparing children for kindergarten; routines, dispositions, home	Fall 2011 and Monthly	Basic		CGO

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

[NOTES: M-Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost Budget Source		Notes
					HS	EHS	
			work packets and attendance are among the topics to be addressed				
Male Involvement Services	Parents, staff	SS/PI Staff	Fathers will gain greater knowledge around health issues, child development, literacy development in children, and how to strengthen the parent/child bond. Staff will increase knowledge of how to increase male involvement at the site level, and to develop activities that are designed for men	September 2011 and monthly	\$4,759	\$806	Q
Family Literacy Involvement Project (FLIP)	Parents	SS/PI staff, teaching staff	Children's books will be given out monthly to each family enrolled in HS/EHS along with an activity to enhance the book. Families will gain knowledge of methods to foster oral language development in their child	Monthly	\$16,000	\$1,000	Q
Grandparent/Foster parent services	Grandparents, foster parents, parents	SS/PI staff, community representatives	Grandparents and foster parents will increase knowledge of services available to them, and obtain support. Workshops will be offered on topics identified by grandparents/foster parents through the support meeting held monthly	Monthly	\$8,000	\$1,500	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

[NOTES: M=Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					HS	EHS	
Customer Service Training: Professional Strand #1	Family Service Workers and Family Placement Workers	Family Support Program Officers and Outside Agency	All FSWS and FPWS will receive ongoing training to increase their knowledge of providing quality customer service to each other, and the clients they serve.	September 2011	\$3,000	Minimal	M
Monthly FSW Meeting	Family Service Workers, Family Placement Workers	Family Support Program Officers	FSWS will meet monthly with a variety of guest speakers to ensure they are up to date on information and in providing quality services to families	Ongoing	M	M	M
Best Practices in the Social Service Field Professional Strand #2- (Family Support)	FSWS, EHS Educators, Home Visitors, SS/PI staff	Outside agencies to be determined	Staff will gain greater understanding and competency in their chosen field	January 2012 and as needed	\$3,000	Minimal	Q
Time Management- Professional Strand #3- (Family Support)	FSWS, EHS Educators, Home Visitors, SS/PI staff	Outside agencies to be determined	Staff will increase skills in managing their time, gain an understanding of how this can help them achieve a more effective work environment	Summer 2011 and two other times to be determined	\$4,000	Minimal	Q
Translation Services	Parents	Identified bilingual staff and consultants	Increase all parent's access to training and materials	Ongoing	\$3,000	Minimal	M
Parent Activity Projects	Parents	SS/PI staff, Employment Service Specialist, Health/Nutrition staff and outside guest speakers as	Parents will choose educational workshops to attend based on their interests. Topics will be discussed and voted on at parent meetings and socializations	Ongoing	\$14,000	\$1,000	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2011-2012**

[NOTES: M-Mandated; CGO=Countywide Goals and Objectives; PIP=Program Improvement Plan; Q=Quality]							
Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					Budget Source	HS EHS	
		identified					
Parent Conference	Parents	Outside guest speakers	Parents will be offered a countywide parent conference on a variety of topics. Collaboration will occur with the Male Involvement committee and the grandparent/foster parent committee	Spring 2012	Basic	Basic	PIP
Parent Career Incentive	Parents	Various learning institutes	Parents will be reimbursed up to \$600 per grant year to attend college, vocational education or adult education	Ongoing	\$3,500	Minimal	M
Staff Support for T/TA	Staff	N/A	A portion of staff salaries are being charged off since these staff support T/TA services. This will be more fully addressed in the budget narrative	Ongoing	\$81,226	\$24,209	M

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2011-2012

**SETA OPERATED
HEAD START
PROGRAM**
Funded enrollment:
2778 (2806)

Administrative Office:
925 Del Paso Blvd.,
Suite 200
Sacramento, CA 95815
(916) 263-3804

Auberry Park
8120 Power Inn
Sacramento, CA 95828
681-5535 (60)

Bannon Creek
2775 Millcreek Drive
Sacramento, CA 95833
263-5336 (100)

Bright Beginnings
10487 White Rock
Road, P52
Rancho Cordova, CA
95670
255-4720 (80)

Broadway
263 Seavey Circle
Sacramento, CA 95818
263-0961 (60)

Country Woods Apts.
5700 Mack Rd.
Sacramento, CA 95823
262-3232 (120)

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823
262-0910 (80)

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660
263-0542 (180)

Freedom Park
6015 Watt Ave., S #5
North Highlands, CA
95660
274-6196 (180)

Fruitridge
5746 40th Street
Sacramento, CA 95824
262-2696 (100)

Galt
615 2nd Street
Galt, CA 95632
(209) 745-6458 (180)

Grant Skill Center
577 Las Palmas
Sacramento, CA 95815
263-3807 (120)

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632
209-744-7728 (60)

Hillsdale
5665 Hillsdale Ave.,
Bldg. 4
Sacramento, CA 95842
263-1031 (160)

Hopkins Park
2317 Matson Drive
Sacramento, CA 95822
262-0934 (120)

Illa Collin Center
3530 41st Avenue
Sacramento, CA 95824
263-1389 (60)

Job Corps
3100 Meadowview
Sacramento, CA 95832
427-4010 (40)

Kennedy Estates
6501 Elder Creek
Sacramento, CA 95824
227-3003 (60)

La Riviera
9000 La Riviera Drive
Sacramento, CA 95826
255-4556 (60)

LaVerne Stewart
5545 Sky Parkway
Sacramento, CA 95823
262-0929 (60)

Mather
Mather Air Force Base
10546 Peter A. McCuen
Rd.
Mather, CA 95655
231-0632 (120)

Nedra Court
#60 Nedra Court
Sacramento, CA 95822
262-0947 (100)

New Helvetia II
816 Revere Street
Sacramento, CA 95818
322-1951 (80)

**Norma Johnson
Early Learning Center**
3265 Norwood Avenue
Sacramento, CA 95838
263-3425 (60)

Northview
2401 Northview
Sacramento, CA 95833
263-3985 (120)

Parker Avenue
4516 Parker Avenue
Sacramento, CA 95820
227-0695 (16)

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823
262-2385 (60)

**Sharon Neese Early
Learning Center**
925 Del Paso Blvd.,
Suite 300
Sacramento, CA 95815
263-5470 (60)

Solid Foundation
7505 Franklin Blvd.
Sacramento, CA 95823
262-3167 (80)

Strizek Park
3829 Stephen Drive
North Highlands, CA
95660
263-5333 (60)

Vineland
6450 20th Street
Rio Linda, CA 95673
263-0266 (60)

**Home Based Program
(110)**

**TWIN RIVERS USD
ECD CENTER
HEAD START**
Funded Enrollment:
179

Morey Avenue
155 Morey Avenue
Sacramento, CA 95838
(916) 643-8680 (179)

**ELK GROVE UNIFIED
SCHOOL DISTRICT
HEAD START**
Funded Enrollment:
380

Administrative Office:
9510 Elk Grove-Florin
Rd., Room 214
Elk Grove, CA 95624
(916) 686-7595

**David Reese
Elementary**
7600 Lindale Drive
Sacramento, CA 95828
429-7780 (80)

**Florence Markofer
Elementary**
9759 Tralee Way
Elk Grove, CA 95624
686-5042 (40)

Franklin Elementary
4611 Hood Franklin
Road
Elk Grove, CA 95023
(20)

Florin Elementary
7300 Kara Drive
Sacramento, CA 95828
383-6620 (20)

**James McKee
Elementary**
8701 Halverson Drive
Elkhorn, CA 95624
(40)

John Reith
8401 Valley Lark Drive
Sacramento CA 95823
399-0110 (20)

Maeola Beitzel
8140 Caymus Drive
Sacramento CA 95829
688-7579 (20)

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2011-2012

Prairie Elementary
5251 Valley Hi Drive
Sacramento, CA 95823
424-7665 (60)

Samuel Kennedy Elementary
7037 Briggs Drive
Sacramento, CA 95828
387-8902 (40)

Union House Elementary
7850 Deer Creek Dr.
Sacramento, CA 95823
000-0000 (20)

William Daylor Continuation High School
6131 Orange Ave.
Sacramento, CA 95823
427-5428 (20)

**SACRAMENTO CITY
UNIFIED SCHOOL
DISTRICT HEAD
START
Funded Enrollment:
1,272**

Administrative Office:
Serna Center
5735 47th Ave.
Sacramento, CA 95824
(916) 643-7800

Abraham Lincoln Children's Center
3324 Glenmoor Drive
Sacramento, CA 95827
228-5867 (15)

A.M. Winn Elementary
3351 Explorer Drive
Sacramento, CA 95827
228-5883 (20)

Bear Flag Children's Center
6620 Gloria Drive
Sacramento, CA 95831
433-2747 (15)

Bowling Green Elementary
6807 Franklin Blvd.
Sacramento, CA 95823
433-5598 (20)

Bret Harte Children's Center
2761 9th Avenue
Sacramento, CA 95818
277-6932 (28)

Capital City (Ext Day)
7220 24th Street
Sacramento, CA 95823
264-3950 (40)

C.B. Wire Elementary
5100 El Paraiso Avenue
Sacramento, CA 95824
433-5585 (20)

Charles A. Jones Skills Children's Center
5451 Lemon Hill Ave.
Sacramento, CA 95824
433-2655 (28)

Collis P. Huntington Elementary
5917 26th Street
Sacramento, CA 95822
433-5437 (20)

Collis P. Huntington Children's Center
5917 26th St.
Sacramento, CA 95822
433-5438 (28)

Earl Warren Elementary
5420 Lowell Street
Sacramento, CA 95820
382-6038 (40)

Edward Kemble Elementary
7495 29th Street
Sacramento, CA 95822
433-5028 (40)

Edward Kemble Children's Center
7495 29th Street
Sacramento, CA 95822
433-2813 (15)

Elder Creek Elementary
7800 Lemon Hill Avenue
Sacramento, CA 95824
382-6004 (20)

Elder Creek Children's Center
7800 Lemon Hill Ave.
Sacramento, CA 95824
382-5979 (42)

Ethel I. Baker Elementary
5717 Laurine Way
Sacramento, CA 95824
433-5448 (40)

Ethel Phillips Elementary
2930 21st Avenue
Sacramento, CA 95820
277-6780 (40)

Fr. Keith B. Kenny
3525 Martin Luther King Jr. Blvd.
Sacramento, CA 95817
277-6500 (20)

Freeport Elementary
2118 Meadowview Rd.
Sacramento, CA 95832
433-5037 (20)

Freeport Children's Center
2118 Meadowview Rd
Sacramento, CA 95832
433-2777 (15)

Fremont (Wrap Around)
2420 N Street
Sacramento, CA 95816
277-6615 (20)

Fruitridge Elementary
4625 44th Street
Sacramento, CA 95820
277-6288 (40)

Golden Empire Elementary (Ext Day)
9045 Canberra Drive
Sacramento, CA 95826
228-5848 (20)

H. W. Harkness Elementary (Wrap Around)
2147 54th Avenue
Sacramento, CA 95822
433-5045 (20)

Hiram Johnson Family Education Center
3535 65th Street
Sacramento, CA 95820
277-6767 (20)

Hiram Johnson Children's Center
3535 65th Street
Sacramento, CA 95820
(15)

Isador Cohen Elementary
9025 Salmon Falls Drive
Sacramento, CA 95826
228-5863 (20)

James Marshall Elementary
9525 Goethe Road
Sacramento, CA 95827
228-5856 (20)

Jedediah Smith Elementary (Wrap Around)
401 McClatchy Way
Sacramento, CA 95818
264-4181 (20)

John Bidwell Elementary
1730 65th Avenue
Sacramento, CA 95822
433-5451 (20)

John Bidwell Children's Center
1730 65th Avenue
Sacramento, CA 95822
(15)

John Cabrillo Elementary
1141 Seamas Avenue
Sacramento, CA 95822
264-3765 (20)

John Sloat
7525 Candelwood Way
Sacramento, CA 95822
433-5054 (20)

Joseph Bonnheim Elementary
7300 Marin Ave.
Sacramento, CA 95820
277-6517 (20)

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2011-2012

Maple Elementary
3200 37th Avenue
Sacramento, CA 95824
433-7389 (20)

Marian Anderson Elementary
2850 49th Street
Sacramento, CA 95817
277-7139 (20)

Marian Anderson Children's Center
2850 49th Street
Sacramento, CA 95817
277-7139 (42)

Mark Hopkins Elementary
2221 Matson Dr.
Sacramento, CA 95822
433-7317 (20)

Mark Twain Elementary
4914 58th Street
Sacramento, CA 95820
277-6458 (20)

Nicholas Elementary
6601 Steiner Drive
Sacramento, CA 95823
433-5079 (20)

Oak Ridge Elementary
4501 Martin L King Jr. Blvd.
Sacramento, CA 95820
277-6684 (20)

Pacific Elementary
6201 41st Street
Sacramento, CA 95824
433-5324 (20)

Parkway Elementary
4720 Forest Parkway
Sacramento, CA 95823
433-2843 (20)

Parkway Children's Center
4720 Forest Parkway
Sacramento, CA 95823
433-2842 (15)

Peter Burnett Elementary
6032 36th Avenue
Sacramento, CA 95824
277-6522 (40)

Susan B. Anthony Elementary (Ext Day)
7864 Detroit Blvd.
Sacramento, CA 95832
433-5356 (40)

Washington Elementary (Wrap Around)
520 18th Street
Sacramento, CA 95814
264-4163 (20)

Washington Children's Center
530 18th Street
Sacramento, CA 95814
264-4364 (28)

William Land Elementary
2120 12th Street
Sacramento, CA 95818
264-4169 (20)

Woodbine Children's Center
2500 52nd Ave.
Sacramento, CA 95822
433-5318 (16)

Home-Based Program (72)

SAN JUAN UNIFIED SCHOOL DISTRICT HEAD START 680

Administrative Office:
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

Citrus Heights
7085 Auburn Blvd.
Citrus Heights, CA 95621
728-3175 (20)

Coleman Elementary
6545 Beach Avenue
Orangevale, CA 95662
986-2207 (60)

Cottage Elementary
2221 Morse Avenue
Sacramento, CA 95825
575-1981 (34)

Dyer Kelly
2236 Edison Avenue
Sacramento, CA 95821
566-2151 (34)

Edison Elementary
1500 Dom Way
Sacramento, CA 95864
575-2346 (54)

Encina
1400 Bell Street
Sacramento, CA 95825
971-5812 (34)

Garfield
3700 Garfield Avenue
Carmichael, CA 95608
575-2432 (20)

Grand Oaks
7901 Rosswood Dr.
Citrus Heights, CA 95621
728-3199 (20)

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825
566-2181 (108)

Kingswood Elementary
5700 Primrose Drive
Fair Oaks, CA 95628
867-2122 (34)

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA 95621
728-3230 (20)

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608
971-7380 (128)

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821
575-2374 (20)

Skycrest Elementary
5641 Mariposa Ave.
Citrus Heights, CA 95610
867-2103 (20)

Sunrise Elementary
7322 Sunrise Blvd.
Citrus Heights, CA 95610
728-3191 (74)

**WOMEN'S CIVIC IMPROVEMENT CLUB/ PLAYMATE HEAD START
Funded Enrollment: 100**

Administrative Office:
W.C.I.C./Playmate #2
3555 3rd Avenue
Sacramento, CA 95817
(916) 457-8661 (20)

Playmate #1
3930 8th Avenue
Sacramento, CA 95817
(916) 451-8870 (100)

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2011-2012

**SETA OPERATED
EARLY HEAD START
Funded enrollment:
213**

**SETA Early Head Start
Administrative Office:**
925 Del Paso Blvd.,
Suite 200
Sacramento, CA 95815
263-3804

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823
262-0910 (8)

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632 (8)

Job Corps
3100 Meadowview
Sacramento, CA 95832
427-4010 (16)

La Riviera
9000 La Riviera Drive
Sacramento, CA 95826
255-4556 (16)

Mather Air Force Base
10546 Peter A. McCuen
Rd.
Mather, CA 95655
231-0632 (8)

New Helvetia I
2640 A/B Muir Way
Sacramento, CA 95818
322-7068 (16)

**Norma Johnson
Early Learning Center**
3265 Norwood Avenue
Sacramento, CA 95838
263-3425 (8)

Northview
2401 Northview
Sacramento, CA 95833
263-3985 (8)

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823
262-2385 (8)

**Sharon Neese
Early Learning Center**
925 Del Paso Blvd., S. 300
Sacramento, CA 95815
263-5470 (8)

Home Base (109)

**SACRAMENTO CITY USD
EARLY HEAD START
Funded Enrollment:
115**

**Sacramento City USD
Administrative Office**
Hiram Johnson Family
Education Center
3535 65th Street
Sacramento, CA 95820
(916) 277-6767

American Legion
3801 Broadway
Sacramento, CA 95817
277-6608 (16)

**Hiram Johnson Family
Education Center**
3535 65th Street
Sacramento, CA 95820
277-6767 (30)

**Community/Home Base
Capital City**
7222 24th Street
Sacramento, CA 95823
264-3950 (74) (8)

**SAN JUAN USD EARLY
HEAD START
Funded Enrollment:
129**

**San Juan Unified School
District Early Head Start
Administrative Office**
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

**Fair Oaks Infant/Toddler
Center**
10700 Fair Oaks Blvd.
Fair Oaks, CA 95628
971-5873 (16)

**Encina Infant/Toddler
Center**
1400 Bell Street
Sacramento, CA 95825
921-9714 (33)

**Marvin Marshall Toddler
Center**
5309 Kenneth Avenue
Carmichael, CA 95608
971-7380 (8)

**San Juan Infant/Toddler
Center**
7551 Greenback Lane
Citrus Heights, CA 95610
725-6125 (24)

Home Base (48)



SETA TRACK DESCRIPTION

The SETA Operated Head Start Program offers services using a Track system which allows for year-round services to children and families for FY 2011-2012. The Track system has been very successful in meeting the needs of children, families, and staff by:

- (1) providing children with uninterrupted educational opportunities to ensure school readiness by the time they leave the Head Start program;
- (2) allowing services for families to be continuous and uninterrupted from one year to the next;
- (3) providing children and families the continuity of the same teaching staff for two years;
- (4) strengthening a continuing safe and positive summer time learning environment;
- (5) enabling SETA to provide quality Head Start services to more eligible children than actually funded
- (6) offering year-round employment to all Head Start staff; and
- (7) decreasing the need to hire additional teaching staff due to breaks in full employment

HEAD START ACCOUNTABILITY:

Each Track meets all Head Start Performance Standards, including days and months of center operations, record keeping/reporting, ages of children eligible and fiscal compliance.

Annual Number of Required Days 1306.32(b)(3)

Each Track reflects a minimum of 160 days for the program year. Children attend 5 days per week for 35 weeks, with the exception of Track V, which runs year round, 5 days a week, for a minimum of 243 days. (See SETA Program Year Options/Track worksheet)

Early Head Start is a year-round program and does not operate under the SETA Track System.

Record Keeping/Reporting 1304.51(g) and Enrollment and Re-enrollment 1305.7(a)

Each Track equals one program year of service. All performance standards, mandates, screenings, and home visits/parent conferences are provided in each Track (as would be in a traditional program).

In Child Plus, SETA's data tracking system, when the Track period ends (a program year ends), the child's information is rolled over to the second program year and a new Track begins. New screenings, home visits/parent conferences, etc. are repeated.

To ensure full enrollment is maintained, a PIR is run at the end of each Track. The PIR is verified against the Monthly Attendance and Enrollment reports.

Example of a child enrolled on a Track (in accordance with Program Tracks Calendar)

A child, called Johnny, enrolls in Track I (Blue Track I) on November 8, 2010. Johnny is three years old on or before the December 2nd cut off date, making him age eligible to enroll in Head Start. Upon enrollment, Johnny will receive all mandated screenings within 45 days of his first day of enrollment. Updated screenings will be provided upon expiration of individual screenings. Johnny will also receive two home visits and two parent conferences within Track I and all other mandated performance standard services.

On July 29, 2011, Track I will roll over to Track II. Johnny's electronic record will be closed out for Track I and enrolled with a new enrolment date for Track II. Track I records will be maintained and a Track I PIR will be run and verified.

Johnny's new enrollment date for Track II (Blue Track II) will be August 1, 2011. Johnny will receive mandated screenings in his new Track II (except for those screenings not yet expired). Johnny will receive new screening for those not yet expired on or before their individual expiration date. Johnny will also receive two home visits and two parent conferences within Track II. He will also receive all other mandated performance standards required per program year.

Each Track equates to one program year of service. In the example given, Johnny will be enrolled for two years; Year 1 will be Track I and Year 2 will be Track II. Once Johnny is age eligible, he will promote to kindergarten. Individual kindergarten dates are determined based on public school system. Should Johnny transition after April of 2012, he will be enrolled for a few months in Track III before going on to kindergarten. Eligibility will be re-determined at this time.

Age of Children 1305.4(a)

Age eligibility is determined by the public school cut-off date and aligns with SETA's funding periods.

Fiscal Compliance

The attached *Tracks by Fiscal Year Funding* reflects and verifies that each Track is only counted once per fiscal year. In the *End of the Month Enrollment Report*, the 930 enrollments in Tracks I, II and III serve more than SETA's funded enrollment due to the fact that SETA is able to maximize facility use, ensuring full enrollment at any time.

HEAD START PROGRAM TRACKS

BEGIN	END	TRK	DAYS	WKS	ENROLLED	FY
September 24, 2007	June 13, 2008	1	167	35	950	26
June 16, 2008	February 27, 2009	2	167	35	950	26
September 4, 2007	May 23, 2008	4	135	34	72	26
January 22, 2008	September 26, 2008	3	169	35	950	26
September 29, 2008	June 19, 2009	1	167	35	950	27
June 22, 2009	March 5, 2010	2	167	34	950	27
September 2, 2008	May 22, 2009	5	167	35	32	27
March 2, 2009	October 30, 2009	3	166	34	950	27
November 2, 2009	July 23, 2010	1	167	35	940	28
July 26, 2010	April 8, 2011	2	167	35	940	28
August 3, 2009	July 30, 2010	5	236	49	24	28
March 8, 2010	November 5, 2010	3	164	34	940	28
November 8, 2010	July 29, 2011	1	166	35	930	29
August 1, 2011	April 20, 2012	2	165	35	930	29
August 2, 2010	July 29, 2011	5	234	49	24	29
April 11, 2011	December 16, 2011	3	167	35	930	29
January 3, 2012	September 7, 2012	1	167	35	930	30
September 10, 2012	June 7, 2013	2	169	36	930	30
August 1, 2011	July 31, 2012	5	238	47	16	30
April 23, 2012	January 4, 2013	3	165	35	930	30
January 7, 2013	September 13, 2013	1	168	35		31
September 16, 2013	June 6, 2014	2	166	35		31
August 1, 2012	July 31, 2013	5	233	49		31
June 10, 2013	February 21, 2014	3	166	35		31
February 24, 2014	October 31, 2014	1	169	35		32
November 2, 2014	July 24, 2015	2	166	35		32
August 1, 2013	July 31, 2014	5	236	49		32
June 9, 2014	February 20, 2015	3	166	35		32
February 23, 2015	October 30, 2015	1	169	35		33
November 2, 2015	July 22, 2016	2	166	35		33
August 1, 2014	July 31, 2015	5	236	49		33
July 27, 2015	April 15, 2016	3	166	35		33

Sum of Enrolled	TRK				Grand Total
	1	2	3	5	
FY					
26	950	950	950	72	2922
27	950	950	950	32	2882
28	940	940	940	24	2844
29	930	930	930	24	2814
30	930	930	930	24	2814
31					
32					
33					
Grand Total	4700	4700	4700	176	14276

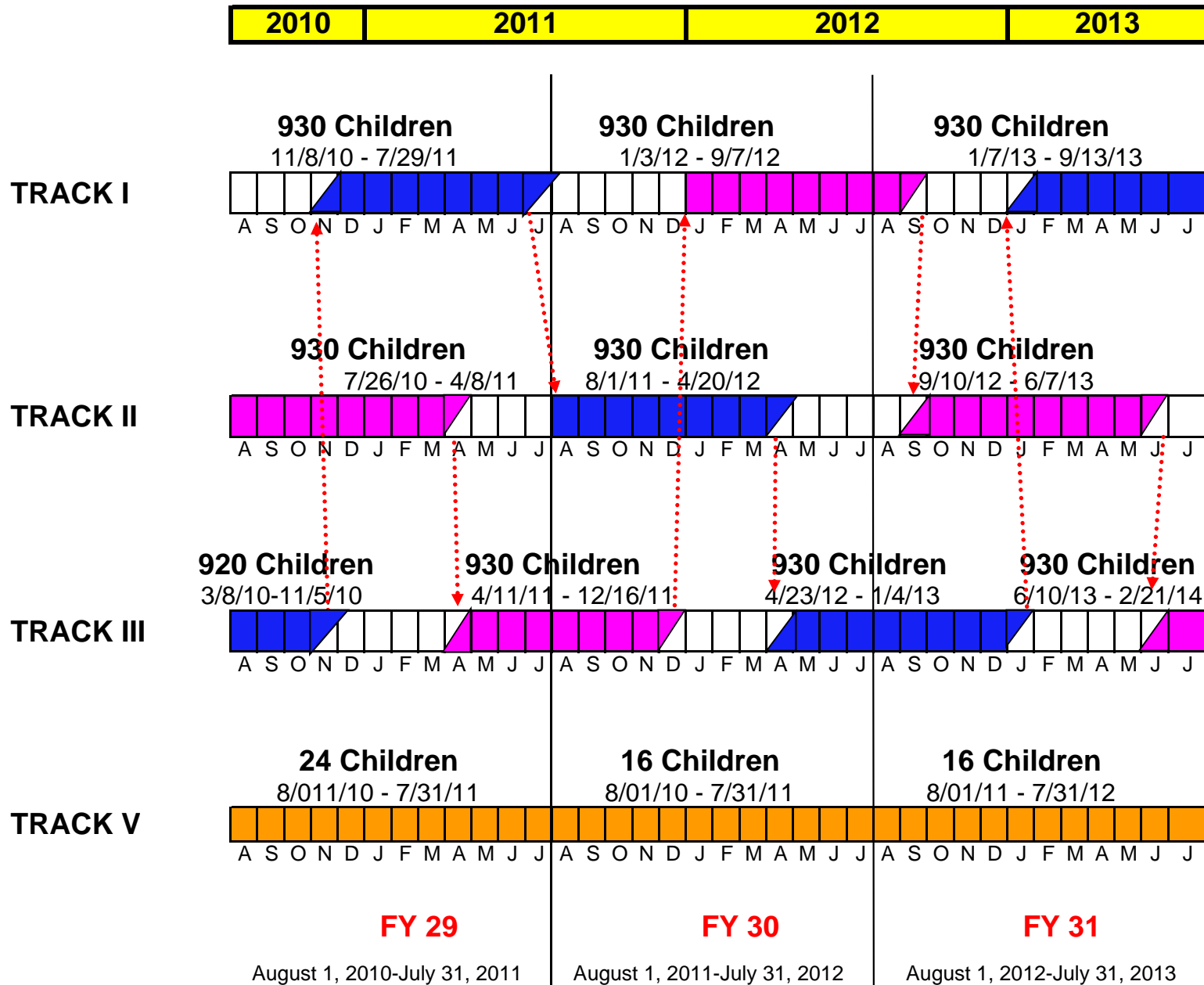
Funding Period	FY	
1-Aug-11	31-Jul-12	30
1-Aug-10	31-Jul-11	27
1-Aug-09	31-Jul-10	28
1-Aug-08	31-Jul-09	27
1-Aug-07	31-Jul-08	26

SETA's actual enrollment totals are greater than total funded enrollment due to SETA's Track System

**SETA PROGRAM YEAR OPTIONS/TRACKS:
FY 2011 - 2012
August 2011 - August 2012**

Program Year January 2012 - September 2012 TRACK I			Program Year September 2012 - June 2013 TRACK II			Program Year April 2011 - December 2011 TRACK III			Program Year August 2010 - July 2011 TRACK V			Year Round Early Head Start			
Auberry	PD	20	Auberry	PD	20	Auberry	PD	20	Parker	PD	16	Crossroads	FD/CS	8	
Bannon	PD	40	Bannon	PD	40	Bannon	FD/S	20				Elkhorn	FD/CS	16	
						Bright Beginnings	PD	80				Grizzly Hollow	FD/CS	8	
Broadway	PD	20	Broadway	PD	20	Broadway	PD	20				Job Corp	FD/CS	8	
Country Woods	PD	40	Country Woods	PD	40	Country Woods	PD	40				La Riviera	FD/CS	8	
Crossroads	FD/CS	20	Crossroads	FD/CS	20	Crossroads	FD/CS	20				Mather	FD/CS	8	
							PD	20				New Helvetia I	FD/CS	16	
Elkhorn	PD	60	Elkhorn	PD	60	Elkhorn	PD	20				Norma Johnson	FD/CS	8	
	FD/S	20		FD/S	20							Northview	FD/CS	8	
Freedom Park	PD	60	Freedom Park	PD	60	Freedom Park	PD	20				Phoenix	FD/CS	8	
							FD/S	20				Sharon Neese	FD/CS	8	
							FD/CS	20							
Fruitridge	PD	40	Fruitridge	PD	40	Fruitridge	PD	20				Subtotal EHS		104	
Galt	PD	60	Galt	PD	60	Galt	PD	60				Home Base		109	
Grant	PD	40	Grant	PD	40	Grant	PD	20	TOTAL	16	TOTAL EHS	213			
							FD/S	20	KEY						
Grizzly Hollow	PD	20	Grizzly Hollow	PD	20	Grizzly Hollow	PD	20	PD - Part day, 5 days per week						
Hillsdale	PD	40	Hillsdale	PD	40	Hillsdale	PD	40	FD - Full day, 5 days per week						
							FD/S	40	S - State Collaborative - 7 hours						
Hopkins	PD	40	Hopkins	PD	40	Hopkins	PD	40	CS - State Collaborative - 8 hours						
Illa Collin	PD	20	Illa Collin	PD	20	Illa Collin	PD	20							
Job Corp	FD/CS	20	Job Corp	FD/CS	20	Home Base	HB	20							
Kennedy	PD	20	Kennedy	PD	20	Kennedy	PD	20							
La Riviera	FD/CS	20	La Riviera	FD/CS	20	La Riviera	FD/CS	20							
La Verne	PD	20	La Verne	PD	20	La Verne	PD	20							
Mather	PD	20	Mather	PD	20	Mather	PD	20							
	FD/S	20		FD/S	20		FD/CS	20	SUMMARY						
Nedra Court	PD	40	Nedra Court	PD	40	Nedra Court	PD	20	Center Based/Full Day @ 620			EHS Center Base @ 104			
New Helvetia II	PD	40	New Helvetia II	PD	40				Center Based/Part Day @ 2076			EHS Home Base @ 109			
Norma Johnson	FD/CS	20	Norma Johnson	FD/CS	20	Norma Johnson	FD/CS	20	Home Base @ 110						
Northview	PD	20	Northview	PD	20	Northview	PD	20							
	FD/S	20		FD/S	20		FD/CS	20							
Phoenix Park	FD/CS	20	Phoenix Park	FD/CS	20	Phoenix Park	FD/CS	20							
Sharon Neese	FD/CS	20	Sharon Neese	FD/CS	20	Sharon Neese	FD/CS	20							
Solid Foundation	PD	20	Solid Foundation	PD	20	Solid Foundation	PD	40							
Strizek Park	PD	20	Strizek Park	PD	20	Strizek Park	PD	20							
Vineland	PD	20	Vineland	PD	20	Vineland	PD	20							
Subtotal		900	Subtotal		900	Subtotal		900							
Home Base		30	Home Base		30	Home Base		30							
TOTAL		930	TOTAL		930	TOTAL		930							
Full Day Totals		180	Full Day Totals		180	Full Day Totals		260	GRAND TOTAL SOP HEAD START			2778 (2806) +28			
Part Day Totals		720	Part Day Totals		720	Part Day Totals		620	GRAND TOTAL SOP EHS			213			

PROGRAM TRACKS CALENDAR



PROGRAM APPROACH FORM - Grantee/Delegate Number 09CH0012/FY 2011 Agency Name Sacramento Employment & Training Agency

<p>I. ENROLLMENT BY PROGRAM OPTION</p> <p>This section should be filled out and submitted for each grantee and delegate agency.</p>	<p><input checked="" type="checkbox"/> Head Start</p> <p><input type="checkbox"/> Early Head Start</p>
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<p>1. Funded child enrollment by program option:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Center-based enrollment</td> <td style="text-align: right; border-bottom: 1px solid black;">2696</td> </tr> <tr> <td>Home-based enrollment</td> <td style="text-align: right; border-bottom: 1px solid black;">110</td> </tr> <tr> <td>Combination option enrollment</td> <td></td> </tr> <tr> <td>Family child care enrollment</td> <td></td> </tr> <tr> <td>Other option enrollment</td> <td></td> </tr> <tr> <td>Total child enrollment</td> <td style="text-align: right; border-bottom: 1px solid black;">2806*</td> </tr> </table>	Center-based enrollment	2696	Home-based enrollment	110	Combination option enrollment		Family child care enrollment		Other option enrollment		Total child enrollment	2806*	<p>2. Number of pregnant women enrolled for EHS: N/A</p>
Center-based enrollment	2696												
Home-based enrollment	110												
Combination option enrollment													
Family child care enrollment													
Other option enrollment													
Total child enrollment	2806*												

II. PROGRAM SCHEDULE
 This section should be filled out for *each group of children served for different hours of service each year.*

Complete #1-3 for all groups of children

1. Program schedule number	1	2	3	4	5		
2. Program option identification	CB/FD	CB/FD	CB/PD	CB/PD	HB		
3. Funded enrollment	400	220	2060	16	110		

Complete #4-9 for center-based, family child care, combination, and other options

4a. Number of classes/groups/family child care settings	20	11	103	1	N/A		
4b. Double session, enter D	N/A	N/A	N/A	N/A	N/A		
5. Number of hours of classes/groups/FCC settings per child, per day	8	7	4	6	N/A		
6. Number of days of classes/groups/FCC settings per child, per week	5	5	5	5	N/A		
7. Number of days of classes/groups/FCC settings per child, per year	165	165	165	247	N/A		
8. Number of home visits per child, per year	2	2	2	**	N/A		
9. Number of hours per home visit	1.5	1.5	1.5	**	N/A		

Complete #10-13 for home-based options

10. Number of home visits per child, per year					35		
11. Number of hours per home visit					1.5		
12. Number of hours per home-based socialization experience					3		
13. Number of home-based socialization experiences per child, per year					16		

*Actual enrollment totals are greater than total funded enrollment due to SETA's Track System
 **Services offered at emergency housing facility. Children and families reside at facility. After 6 weeks, parents are enrolled at another Head Start Center where actual home visits will take place.

PROGRAM OVERVIEW – SETA Operated Program - Head Start

Delegate Agency: Sacramento Employment and Training Agency (SETA)	Head Start Director's Name: Denise T. Lee, Deputy Director
Address: 925 Del Paso Blvd., Suite 200	City: Sacramento State: CA Zip: 95815
Policy Council Chairperson: Coventry St. Mary	Address: 7044 Sunburst Way City: Citrus Heights State: CA Zip: 95621

Program Options (i.e., Standard full-day, Standard Part-day, Extended Day, Variated Part-Day)	Option Type: <u>Standard Full Day</u>	Option Type: <u>Standard Full Day</u>	Option Type: <u>Standard Part Day</u>	Option Type: <u>Standard Extended Day</u>
Place Model in parenthesis: (CB=Center based, HB=Home Based, CO=Combination Option, FCC=Family Child Care Collaboration, OT=Other)	Option 1 (CB/FD) 5 days/week 8 hrs/day 35 weeks	Option 2 (CB/FD) 5 days/week 7 hrs/day 35 weeks	Option 3 (CB/PD) 5 days/week 4 hrs day 35 weeks	Option 4 (CB/PD) 5 days/week 6 hrsday 47 weeks
Funded Head Start Enrollment (total # here)	400	220	2060	16
Proposed # of children with diagnosed disabilities (total # here)	40	22	206	1
Proposed # of families above-income poverty level: (total # here)	40	22	206	1
Proposed # of families below-income poverty level: (total # here)	360	198	1854	15
Number of classroom operation hours per week:	40	35	20	30
Number of weeks per year that program will operate:	35	35	35	47
Number of teacher hours per week:	35	35	35	35
Number of teacher aide hours per week:	30-40	35	30-40	35
Number of teachers/Home Visitors:	20	11	103	1
Number of paid teacher aides/CCT	41	16	103	1
Number of classes:	20	11	103	1
Number of homes (for Home-Based Option only):				
Number of home visits per year:	2	2	2	2
Comments:				

Actual enrollment totals are greater than total funded enrollment due to SETA's Track System.

PROGRAM OVERVIEW – SETA Operated Program - Head Start (cont.)

Delegate Agency: **Sacramento Employment and Training Agency (SETA)** Head Start Director's Name: **Denise T. Lee, Deputy Director**

Address: **925 Del Paso Blvd., Suite 200** City: **Sacramento** State: **CA** Zip: **95815**

Policy Council Chairperson: **Coventry St. Mary** Address: **7044 Sunburst Way** City: **Citrus Heights** State: **CA** Zip: **95621**

Program Options (i.e., Standard full-day, Standard Part-day, Extended Day, Variated Part-Day)	Option Type: Home Base			
Place Model in parenthesis: (CB=Center based, HB=Home Based, CO=Combination Option, FCC=Family Child Care Collaboration, OT=Other)	Option 5 (HB) __days/week __hrs/day __35_weeks	TOTALS		
Funded Head Start Enrollment (total # here)	110	2806		
Proposed # of children with diagnosed disabilities (total # here)	11	280		
Proposed # of families above-income poverty level: (total # here)	11	280		
Proposed # of families below-income poverty level: (total # here)	99	2526		
Number of classroom operation hours per week:	-			
Number of weeks per year that program will operate:	35			
Number of teacher hours per week:	40			
Number of teacher aide hours per week:	0			
Number of teachers/Home Visitors:	10	145		
Number of paid teacher aides/CCT	0	161		
Number of classes:	-	135		
Number of homes (for Home-Based Option only):	110	110		
Number of home visits per year:	35	35		
Comments:				

HEAD START

SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS /GRANTEE & DELEGATE AGENCIES FY 2011-2012								
PROGRAM OPTIONS								
AGENCY	Total Funded Enrollments	OPTION 1 (CB) Full-Day Collab. 5 days/ week 10 hrs/day 48 weeks	OPTION 2 (CB) Full-Day 5 days/week 8-9hrs/day 46-49 weeks	OPTION 3 (CB) Full-Day Collab. 5 days/week 8 hrs/day 35 weeks	OPTION 4 (CB) Full-Day 5 days/week 9 hrs/day 38 weeks	OPTION 5 (CB) Part-Day 5 days/week 3.5-4 hrs/day 32-35 weeks	OPTION 6 (CB) Part-Day 5 days/week 6 hrs/day 47 weeks	OPTION 7 (CB) Wrap 5 days/week 6 hrs/day 33 weeks
SETA	2,778*			620		2,060	16	
Elk Grove	380							
Sacramento City	1,272	162						367
San Juan	680		72			560		
Twin Rivers	179				48			
WCIC (Playmate)	100		20			80		
TOTALS	5,389	162	92	620	48	2,700	16	367
Comments								

* SETA's actual enrollment totals are greater than total funded enrollment due to SETA's Track System.

Please refer to individual Program Approach forms for specific detail of the above options.

HEAD START

SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS /GRANTEE & DELEGATE AGENCIES FY 2011-2012								
PROGRAM OPTIONS								
AGENCY	Total Funded Enrollments	OPTION 8 (CB) Part-Day 4 days/ week 3.5 hrs/day 33-36 weeks	OPTION 9 (HB) Home Base 32-47 weeks					
SETA	2,778		110					
Elk Grove	380	380						
Sacramento City	1,272	671	72					
San Juan	680		48					
Twin Rivers	179	131						
WCIC (Playmate)	100							
TOTALS	5,389	1,182	230					
Comments								

* SETA's actual enrollment totals are greater than total funded enrollment due to SETA's Track System.

Please refer to individual Program Approach forms for specific detail of the above options.

EXHIBIT A: (HEAD START)

**SUMMARY OF FEDERAL FUNDS, CHILDREN TO BE SERVED,
CHILD-ADULT RATIO, AND PROGRAM OPTIONS**

Grantee: Sacramento Employment and Training Agency

Street Address: 925 Del Paso Blvd., Suite 200 **City:** Sacramento, CA **Zip:** 95815

Head Start Director's Name: Denise Lee **Phone:** (916) 263-3804 or (916) 263-3916
E-mail: DENISE@headstart.seta.net

Policy Council Chairperson: Coventry St. Mary **Phone: (916) 849-2012**

Street Address: 7044 Sunburst Way **City: Citrus Heights, CA** **Zip: 95621**

<u>Federal Share</u>	<u>Grantee Only</u>	<u>Delegates</u>	<u>TOTAL</u>
PA 22 (Basic, COLA)	24,535,084	16,777,909	41,312,993
PA 20 (T&TA)	325,611	59,000	384,611
TOTAL	24,860,695	16,836,909	41,697,604

Local Share: (25% of total Federal share or 20% of total program cost) \$ 10,424,401
Total Program Costs: \$ 52,122,005

Program Information - Center Based/Full Day	GRANTEE
(a) Number of children to be enrolled	400
(b) Child/Adult Ratio	8:1
(c) Number of handicapped children to be enrolled:	40
(d) Number of weeks per year that program will operate: Please see "Tracks" in Appendix	35
(e) Number of classes:	20
(f) Number of classroom operation hours per day: See Program Overview	8
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	40
(i) Number of classroom operations days per year:	165
(j) Number of teachers:	20
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	0
(m) Number of paid teacher aides/child care teachers:	41
(n) Number of home visits per year: (Tracks)	2

Program Information - Center Based/Full Day	GRANTEE
(a) Number of children to be enrolled	220
(b) Child/Adult Ratio	8:1
(c) Number of handicapped children to be enrolled:	22
(d) Number of weeks per year that program will operate: Please see "Tracks" in Appendix	35
(e) Number of classes:	11
(f) Number of classroom operation hours per day: See Program Overview	7
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	35
(i) Number of classroom operations days per year:	165
(j) Number of teachers:	11
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	0
(m) Number of paid teacher aides/child care teachers:	16
(n) Number of home visits per year: (Tracks)	2

Program Information - Center Based/Part Day	GRANTEE
(a) Number of children to be enrolled	2060
(b) Child/Adult Ratio	10:1
(c) Number of handicapped children to be enrolled:	206
(d) Number of weeks per year that program will operate: Please see "Tracks" in Appendix	35
(e) Number of classes:	103
(f) Number of classroom operation hours per day: See Program Overview	4
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	20
(i) Number of classroom operations days per year:	165
(j) Number of teachers:	103
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	0
(m) Number of paid teacher aides/child care teachers:	103
(n) Number of home visits per year: (Tracks)	2

Program Information - Center Based/Part Day	GRANTEE
(a) Number of children to be enrolled	16
(b) Child/Adult Ratio	10:1
(c) Number of handicapped children to be enrolled:	1
(d) Number of weeks per year that program will operate: Please see "Tracks" in Appendix	47
(e) Number of classes:	1
(f) Number of classroom operation hours per day: See Program Overview	6
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	30
(i) Number of classroom operations days per year:	247
(j) Number of teachers:	1
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	0
(m) Number of paid teacher aides/child care teachers:	1
(n) Number of home visits per year: (Tracks)	2

Program Information - Home-Based:	GRANTEE
(a) Number of children to be enrolled:	110
(b) Number of home visitors:	10
(c) Number of families per home visitor:	12
(d) Number of home visits per child per month:	4
(e) Number of home visits per child per year:	35
(f) Number of hours per home visit:	1.5
(g) Number of socialization experiences per child per month:	2
(h) Number of hours per socialization:	3
(i) Number of weeks of home-based operation per year:	35
(j) Number of weekly hours of home visitor employment:	40
(k) Number of weeks of home visitor employment:	52
(l) Home visits will begin on <u>8/1/11</u> and end on <u>7/31/12</u> See "Tracks" in Appendix	

I. ENROLLMENT BY PROGRAM OPTION _____ Head Start
 Early Head Start
 This section should be filled out and submitted for each grantee and delegate agency.

1. Funded child enrollment by program option: Center-based enrollment 104 Home-based enrollment 109 Combination option enrollment Family child care enrollment Other option enrollment Total child enrollment 213	2. Number of pregnant women enrolled for EHS: <u>Varies (#'s included in home base)</u>
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II. PROGRAM SCHEDULE
 This section should be filled out for *each group of children served for different hours of service each year.*

Complete #1-3 for all groups of children

1. Program schedule number	1	2	3	4	5
2. Program option identification	CB/FD	CB/FD	HB		
3. Funded enrollment	88	16	109		

Complete #4-9 for center-based, family child care, combination, and other options

4a. Number of classes/groups/family child care settings	11	2			
4b. Double session, enter D	0	0			
5. Number of hours of classes/groups/FCC settings per child, per day	8	7			
6. Number of days of classes/groups/FCC settings per child, per week	5	5			
7. Number of days of classes/groups/FCC settings per child, per year	247	247			
8. Number of home visits per child, per year	2	2			
9. Number of hours per home visit	1.5	1.5			

Complete #10-13 for home-based options

10. Number of home visits per child, per year			47		
11. Number of hours per home visit			1.5		
12. Number of hours per home-based socialization experience			3		
13. Number of home-based socialization experiences per child, per year			24		

Comments:

PROGRAM OVERVIEW – Early Head Start

Delegate Agency: **Sacramento Employment and Training Agency (SETA)**

Head Start Director's Name: **Denise T. Lee, Deputy Director**

Address: **925 Del Paso Blvd., Suite 200**

City: **Sacramento**

State: **CA**

Zip: **95815**

Policy Council Chairperson: **Coventry St. Mary**

Address: **7044 Sunburst Way**

City: **Citrus Heights**

State: **CA**

Zip: **95621**

Program Options (i.e., Standard full-day, Standard Part-day, Extended Day, Variated Part-Day)	Option Type: <u>Standard Full Day</u>	Option Type: <u>Standard Full Day</u>	Option Type: <u>Home Base</u>	Total
Place Model in parenthesis: (CB=Center based, HB=Home Based, CO=Combination Option, FCC=Family Child Care Collaboration, OT=Other)	Option 1 (CB) 5 days/week 8 hrs/day 47 weeks	Option 2 (CB) 5 days/week 7 hrs/day 47 weeks	Option 3 (HB) days/week hrs/day 47 weeks	
Funded Head Start Enrollment (total # here)	88	16	109	213
Proposed # of children with diagnosed disabilities (total # here)	8	1	11	20
Proposed # of families above-income poverty level: (total # here)	8	1	10	19
Proposed # of families below-income poverty level: (total # here)	80	15	99	194
Number of classroom operation hours per week:	40	7	-	47
Number of weeks per year that program will operate:	47	47	47	141
Number of teacher hours per week:	35	35	40	110
Number of teacher aide hours per week:	40	35	-	75
Number of teachers/Home Visitors:	11	2	10	23
Number of paid teacher aides/CCT	22	4	-	26
Number of classes:	11	2	-	13
Number of homes (for Home-Based Option only):	-	-	109	109
Number of home visits per year:	2	2	47	51

Comments:

* Actual Enrollment totals are greater than total funded enrollment due to SETA's Track System.

EARLY HEAD START

SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES						
FY 2011-2012						
PROGRAM OPTIONS						
AGENCY	Total Funded Enrollments	<u>OPTION 1</u> (CB) 5 days/week 8-8.5 hrs 47 weeks	<u>OPTION 2</u> (CO) 5 days/week 7.5-8 hrs/day 48-49 weeks	<u>OPTION 3</u> (CO) 1 day 3 hrs 48 weeks	<u>OPTION 4</u> (HB) 47-48 weeks	<u>OPTION 5</u> (HB) 41 weeks
SETA	213	104			109	
Sacramento City	115		45	8	62	
San Juan	129	40	41			48
TOTALS	457	144	86	8	171	48
Comments						

Please refer to individual Program Approach forms for specific detail on the above options.

EXHIBIT A: (EARLY HEAD START)

**SUMMARY OF FEDERAL FUNDS, CHILDREN TO BE SERVED,
CHILD-ADULT RATIO, AND PROGRAM OPTIONS**

Grantee: Sacramento Employment and Training Agency

Street Address: 925 Del Paso Blvd., Suite 200

City: Sacramento, CA

Zip: 95815

Head Start Director's Name: Denise Lee

Phone: (916) 263-3804 or (916) 263-3916

E-mail: DENISE@headstart.seta.net

Policy Council Chairperson: Coventry St. Mary

Phone: (916) 849-2012

Street Address:

City: Zip:

<u>Federal Share</u>	<u>Grantee Only</u>	<u>Delegates</u>	<u>TOTAL</u>
PA 25 (Basic, COLA)	2,578,677	2,378,960	4,957,637
PA 26 (T&TA)	85,580	38,361	123,941
TOTAL	2,664,257	2,417,321	5,081,578

Local Share: (25% of total Federal share or 20% of total program cost) \$ 1,270,395

Total Program Costs: \$ 6,351,973

Program Information - Center Based/Full Day	TOTAL
(a) Number of children to be enrolled	88
(b) Child/Adult Ratio (Center Based)	4:1
(c) Number of handicapped children to be enrolled:	8
(d) Number of weeks per year that program will operate: i. First day of class: <u>08/1/11</u> Last day of class: <u>07/31/12</u>	47
(e) Number of classes (groups of 4 children):	22
(f) Number of classroom operation hours per day:	8
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	40
(i) Number of classroom operation days per year:	247
(j) Number of teacher:	11
(k) Number of teacher hours per week:	40
(l) Number of double sessions (same teacher in AM and PM class):	N/A
(m) Number of paid teacher aides:	22
(n) Number of home visits per year:	2

Program Information - Center Based/Full Day	TOTAL
(a) Number of children to be enrolled	16
(b) Child/Adult Ratio (Center Based)	4:1
(c) Number of handicapped children to be enrolled:	1
(d) Number of weeks per year that program will operate: i. First day of class: <u>08/1/11</u> Last day of class: <u>07/31/12</u>	47
(e) Number of classes (groups of 4 children):	4
(f) Number of classroom operation hours per day:	7
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	35
(i) Number of classroom operation days per year:	247
(j) Number of teacher:	2
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM and PM class):	N/A
(m) Number of paid teacher aides:	4
(n) Number of home visits per year:	2

Program Information - Home-Based	Totals
(a) Number of children to be enrolled:	109
(b) Number of home visitors (EHS Educators):	10
(c) Number of families per home visitor:	11
(d) Number of home visits per child per month:	4
(e) Number of home visits per child per year:	47
(f) Number of hours per home visit:	1.5
(g) Number of socialization experiences per child per month:	3
(h) Number of hours per socialization:	3
(i) Number of weeks of home-based operation per year:	47
(j) Number of weekly hours of home visitor employment:	40
(k) Number of weeks of home visitor employment:	52

April Showers Bring May Flowers



Monthly Head Start Report April 2011

SETA Operated Program

SETA Head Start Disaster Preparedness Plan

SETA Head Start has gathered staff, parents and community members to design a disaster preparedness plan that is comprehensive and relevant to the greater Sacramento area. In the event of a disaster, the safety and well-being of children and staff is the utmost priority and reflected throughout the plan.

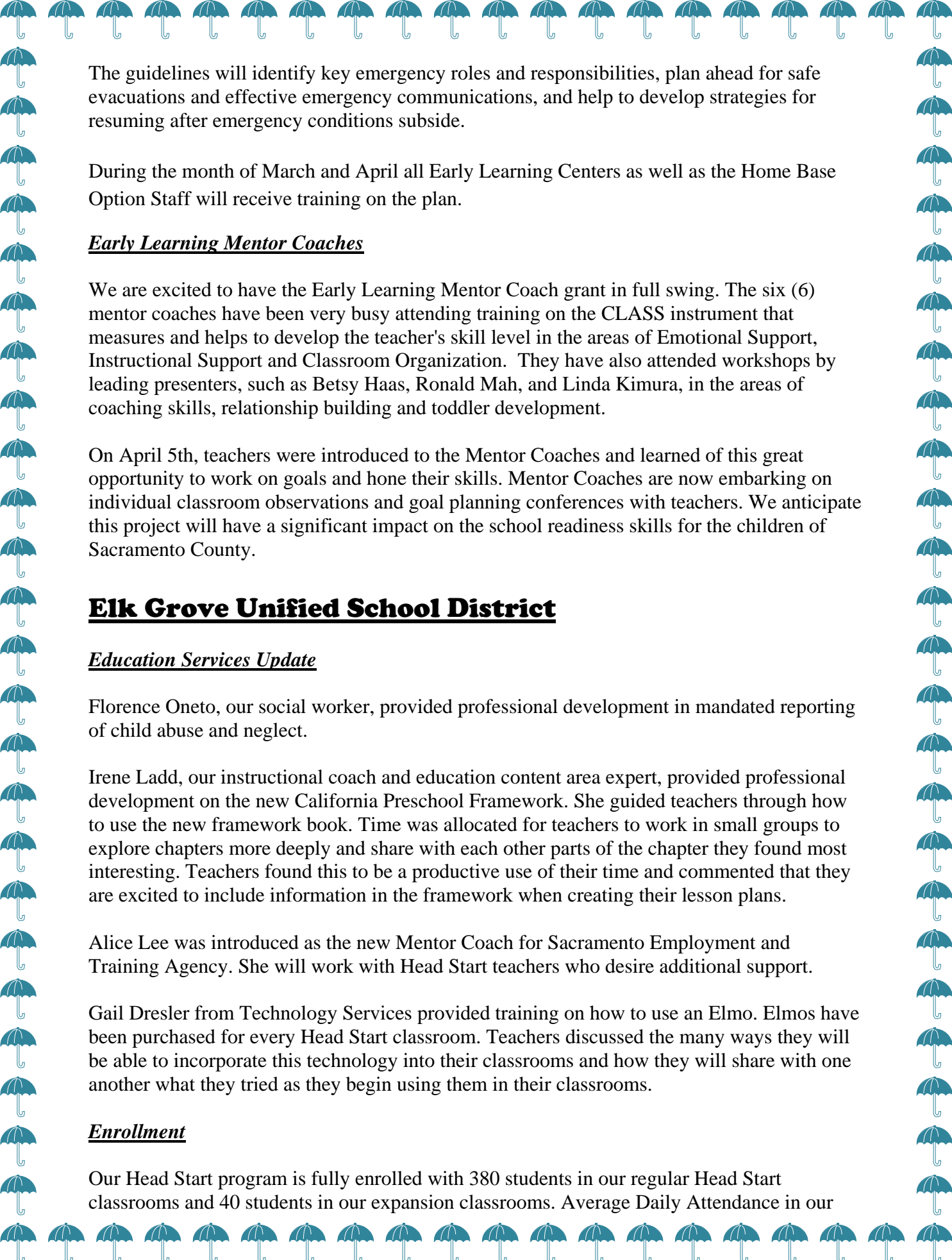
The purpose of this plan is to provide an organized and comprehensive plan of action for center staff, in concert with management, in the case of an emergency or disaster. The structure of the plan has been designed to assist in creating a proactive environment for preparedness as well as increase confidence of staff and children in the event of a disaster.

For centers, the plan provides center specific information and procedures in three critical areas:

- Before - Preparation, leadership, hazard assessment, training, and drills
- During - Child safety, Facilities, evacuation, Shelter-in-Place, first aid and instruction
- After - Reuniting families, communication, restoration of services, and recovery resources

For administration, the plan outlines the process, implementation and administration of the plan. Information on disasters and phases of action are included and organized in the following areas:

- Preparedness -Resources, communication, supplies and equipment, evacuation and Shelter-in-Place planning, and risk reduction
- Response - Evaluation of conditions, reporting, disaster instructions, communication, coordination, and immediate assessment
- Recovery-Damage assessment, child/family/staff support systems, documentation and plan evaluation



The guidelines will identify key emergency roles and responsibilities, plan ahead for safe evacuations and effective emergency communications, and help to develop strategies for resuming after emergency conditions subside.

During the month of March and April all Early Learning Centers as well as the Home Base Option Staff will receive training on the plan.

Early Learning Mentor Coaches

We are excited to have the Early Learning Mentor Coach grant in full swing. The six (6) mentor coaches have been very busy attending training on the CLASS instrument that measures and helps to develop the teacher's skill level in the areas of Emotional Support, Instructional Support and Classroom Organization. They have also attended workshops by leading presenters, such as Betsy Haas, Ronald Mah, and Linda Kimura, in the areas of coaching skills, relationship building and toddler development.

On April 5th, teachers were introduced to the Mentor Coaches and learned of this great opportunity to work on goals and hone their skills. Mentor Coaches are now embarking on individual classroom observations and goal planning conferences with teachers. We anticipate this project will have a significant impact on the school readiness skills for the children of Sacramento County.

Elk Grove Unified School District

Education Services Update

Florence Oneto, our social worker, provided professional development in mandated reporting of child abuse and neglect.

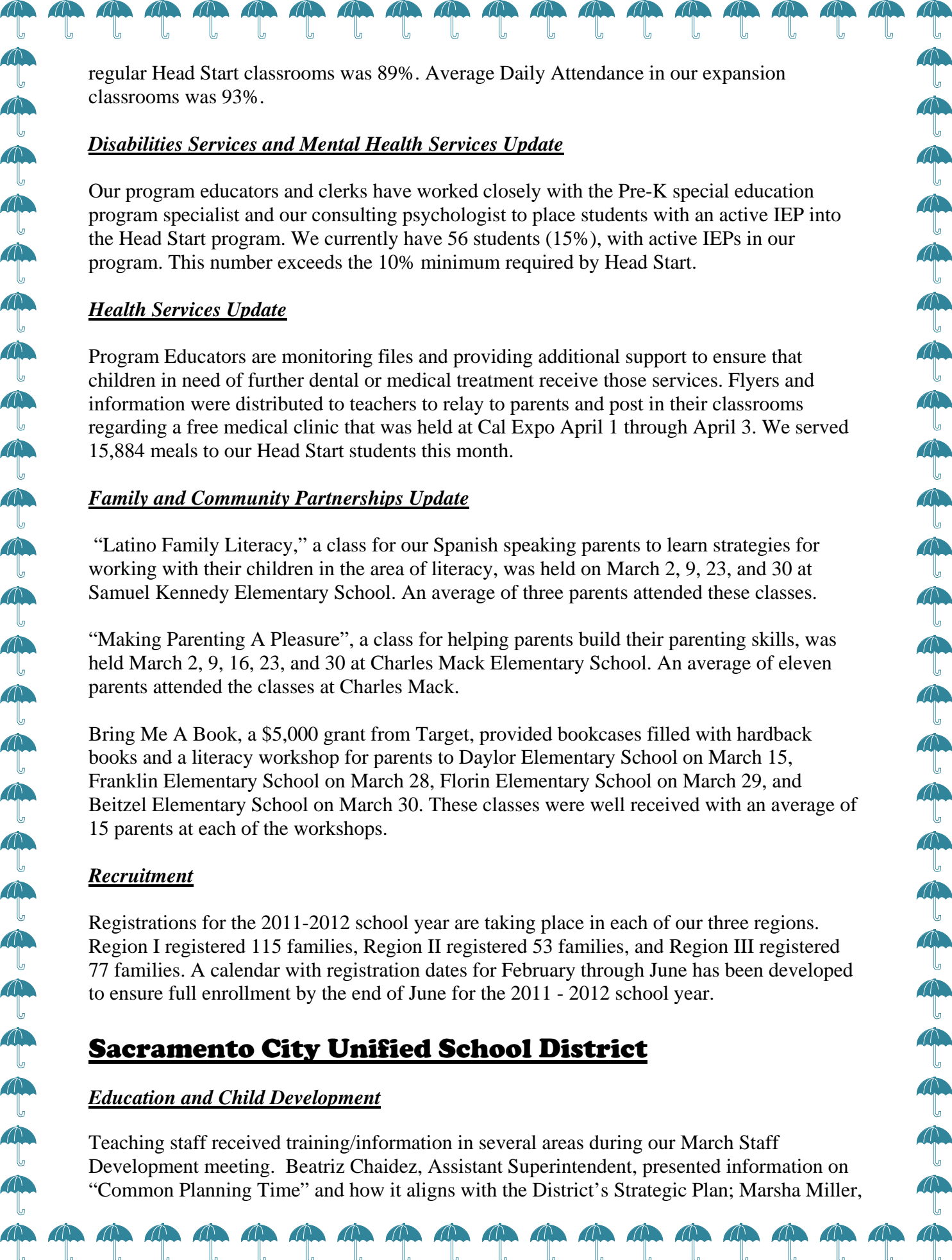
Irene Ladd, our instructional coach and education content area expert, provided professional development on the new California Preschool Framework. She guided teachers through how to use the new framework book. Time was allocated for teachers to work in small groups to explore chapters more deeply and share with each other parts of the chapter they found most interesting. Teachers found this to be a productive use of their time and commented that they are excited to include information in the framework when creating their lesson plans.

Alice Lee was introduced as the new Mentor Coach for Sacramento Employment and Training Agency. She will work with Head Start teachers who desire additional support.

Gail Dresler from Technology Services provided training on how to use an Elmo. Elmos have been purchased for every Head Start classroom. Teachers discussed the many ways they will be able to incorporate this technology into their classrooms and how they will share with one another what they tried as they begin using them in their classrooms.

Enrollment

Our 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 89%. Average Daily Attendance in our expansion classrooms was 93%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with the Pre-K special education program specialist and our consulting psychologist to place students with an active IEP into the Head Start program. We currently have 56 students (15%), with active IEPs in our program. This number exceeds the 10% minimum required by Head Start.

Health Services Update

Program Educators are monitoring files and providing additional support to ensure that children in need of further dental or medical treatment receive those services. Flyers and information were distributed to teachers to relay to parents and post in their classrooms regarding a free medical clinic that was held at Cal Expo April 1 through April 3. We served 15,884 meals to our Head Start students this month.

Family and Community Partnerships Update

“Latino Family Literacy,” a class for our Spanish speaking parents to learn strategies for working with their children in the area of literacy, was held on March 2, 9, 23, and 30 at Samuel Kennedy Elementary School. An average of three parents attended these classes.

“Making Parenting A Pleasure”, a class for helping parents build their parenting skills, was held March 2, 9, 16, 23, and 30 at Charles Mack Elementary School. An average of eleven 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 to Daylor Elementary School on March 15, Franklin Elementary School on March 28, Florin Elementary School on March 29, and Beitzel Elementary School on March 30. These classes were well received with an average of 15 parents at each of the workshops.

Recruitment

Registrations for the 2011-2012 school year are taking place in each of our three regions. Region I registered 115 families, Region II registered 53 families, and Region III registered 77 families. A calendar with registration dates for February through June has been developed to ensure full enrollment by the end of June for the 2011 - 2012 school year.

Sacramento City Unified School District

Education and Child Development

Teaching staff received training/information in several areas during our March Staff Development meeting. Beatriz Chaidez, Assistant Superintendent, presented information on “Common Planning Time” and how it aligns with the District’s Strategic Plan; Marsha Miller,



Child Nutrition Consultant from the California Department of Education, provided information for our upcoming State Nutrition Services Review; and Liz Aguilar and Cheri Chord from SETA introduced the New Head Start Mentor/Coach Project.

Part day teachers are continuing to meet for professional development in order to complete Common Planning Time hours. During the Common Planning Time meetings, teachers use guiding questions to focus their discussions around students' work and assess how students are doing, i.e., what do we expect students to know, what results are we getting, how will we respond? The goal is to provide teachers opportunities to collaborate on teaching practices and strategies that will improve student outcomes.

Over 30 parents attended Part I- Male Involvement workshop Friday evening, April 1st. Bob Silva from SETA along with David Aleman, our Social Worker, presented information on "Strategies for Positive Discipline" & "Legacies Fathers Leave". Dinner, childcare and translators were provided. Part II will conclude Friday evening, April 8th . .

Health

Our Nurses are continuing with re-screenings, and new student health screenings at both the school sites and the two Registration Center sites. The Children's Center Nurses are preparing for the Summer 's new and returning student registration for the 2011-2012 school year. Nurse follow-up continues for children with identified health needs.

Our Dental Varnish Clinics are continuing at the Head Start and State Preschool sites. Our Nurses assist the dental hygienist during the dental screening and varnish clinic and meet with parents in person to discuss dental care and follow-up. Follow-up on dental needs continue via Nurse telephone contact with parents.

The Children's Center Nurses are preparing for the upcoming "Cooking Matters" classes in conjunction with Karen Ito, our Preschool Nutritionist. This six week course is designed for parents of preschoolers and is designed to assist parents in making healthy food choices. The highlight of the course will be the cooking classes where parents are given hands-on opportunities to cook and prepare a healthy meal each week.

Disabilities

Last month, three of our Head Start programs were reviewed by SETA's Disabilities Coordinator. All three sites passed their review and received favorable comments. The reviewer shared the following about Elder Creek:

"This was my first visit to this Children's Center. The staff and children were very friendly. I was very impressed with the Parent Board which contained significant resources for parents that they could take home to read. I did observe teacher Elda providing various expressive language opportunities for children to engage with her and each other. All activities kept the children focused."

In January the Special Needs Coordinator provided staff development to teachers on how to incorporate IEP goals and individualized adaptations into classroom lesson plans for children with special needs. In the month of February our Head Start program served 124 children and 12 infants with special needs.



Miscellaneous

The School Readiness Fair was held on Saturday March 5th, 2011 from 10 a.m. to 2 p.m. at the Sacramento City Unified School District's Serna Center. Over 555 people attended. Parents were provided with immunizations, vision, dental, hearing and developmental screeners. Health insurance enrollment and assistance was provided to families needing health insurance for their children.

Preschool and kindergarten enrollment information was provided including booklets on how parents can contribute to their child's school readiness. All children who attended the SR Fair received a free book to take home.

The results are as follow:

- ✘ 282 Parent/Guardians
- ✘ 273 children under the age of 5 received comprehensive services
- ✘ 85 children received fluoride varnish
- ✘ 131 Immunizations were provided
- ✘ 72 Vision Screenings
- ✘ 41 Hearing Screenings
- ✘ 35 Brigrance (to children entering kindergarten only)
- ✘ 273 books were distributed to children.

Over 45 county and city agencies participated and provided family activities and/or community information.

San Juan Unified School District

Education Services Update

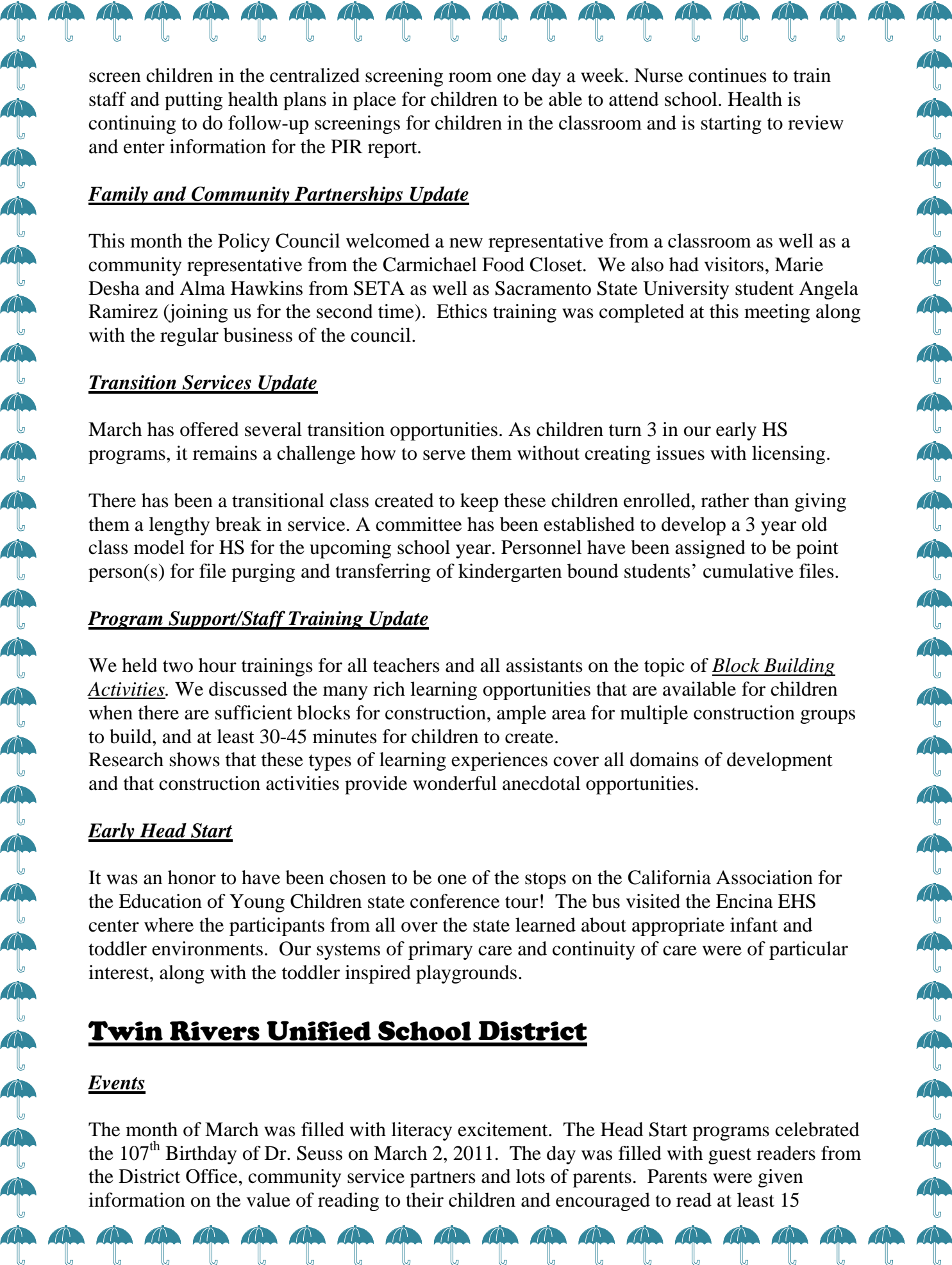
San Juan is working with Donald Schmidt from SETA to organize a process to aggregate data for all Home Base children next year. Home Based teachers will fill out bubble sheets to record developmental ratings in the areas of social emotional, cognitive, and physical growth. Reports for individual children and an agency wide report will allow us to track student progress.

Mental Health Services Update

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

Health Services Update

Health is continuing the second round of dental screenings with Kate Varanelli from Smile Keepers. We are following up with children needing dental care. Health is continuing to



screen children in the centralized screening room one day a week. Nurse continues to train staff and putting health plans in place for children to be able to attend school. Health is continuing to do follow-up screenings for children in the classroom and is starting to review and enter information for the PIR report.

Family and Community Partnerships Update

This month the Policy Council welcomed a new representative from a classroom as well as a community representative from the Carmichael Food Closet. We also had visitors, Marie Desha and Alma Hawkins from SETA as well as Sacramento State University student Angela Ramirez (joining us for the second time). Ethics training was completed at this meeting along with the regular business of the council.

Transition Services Update

March has offered several transition opportunities. As children turn 3 in our early HS programs, it remains a challenge how to serve them without creating issues with licensing.

There has been a transitional class created to keep these children enrolled, rather than giving them a lengthy break in service. A committee has been established to develop a 3 year old class model for HS for the upcoming school year. Personnel have been assigned to be point person(s) for file purging and transferring of kindergarten bound students' cumulative files.

Program Support/Staff Training Update

We held two hour trainings for all teachers and all assistants on the topic of Block Building Activities. We discussed the many rich learning opportunities that are available for children when there are sufficient blocks for construction, ample area for multiple construction groups to build, and at least 30-45 minutes for children to create.

Research shows that these types of learning experiences cover all domains of development and that construction activities provide wonderful anecdotal opportunities.

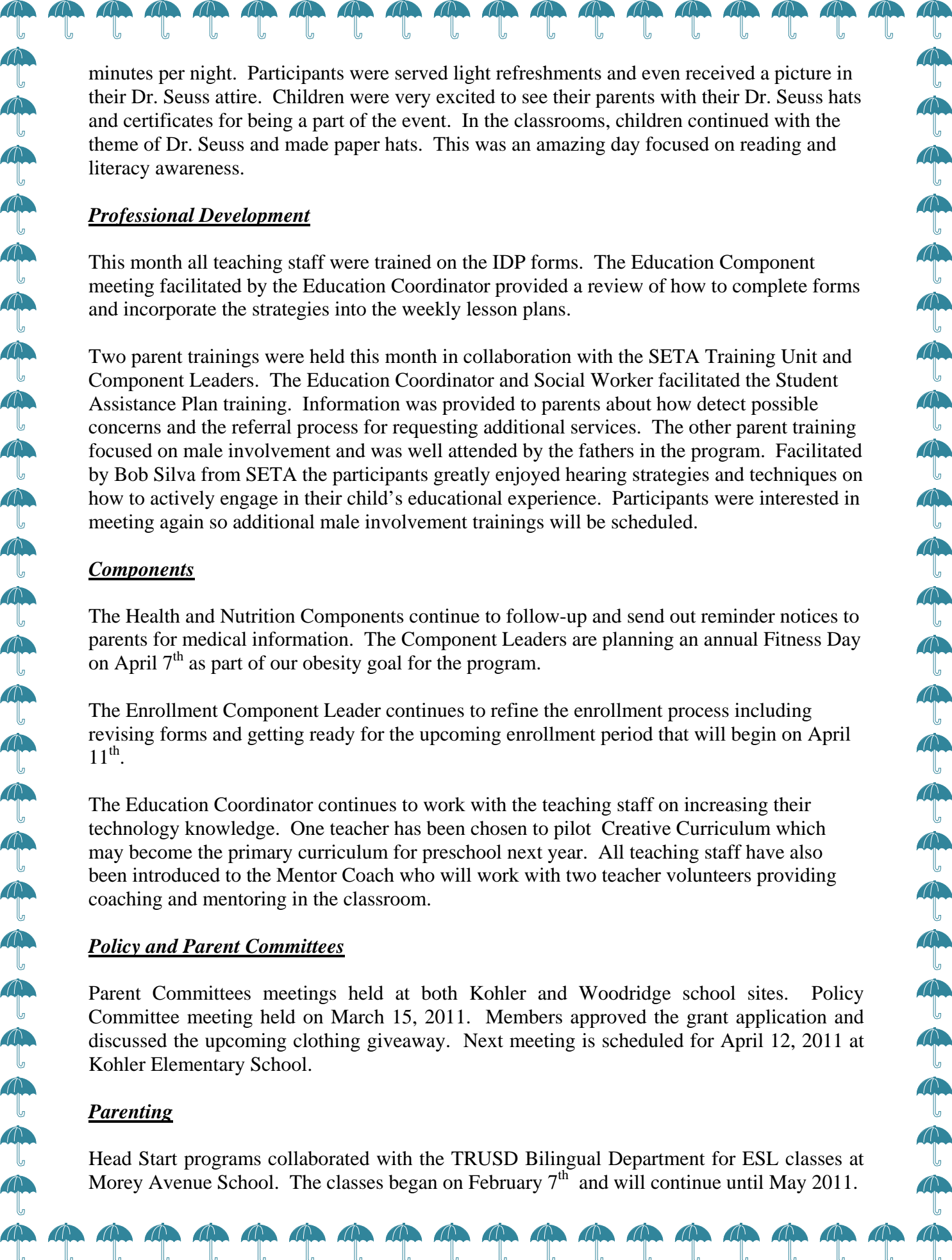
Early Head Start

It was an honor to have been chosen to be one of the stops on the California Association for the Education of Young Children state conference tour! The bus visited the Encina EHS center where the participants from all over the state learned about appropriate infant and toddler environments. Our systems of primary care and continuity of care were of particular interest, along with the toddler inspired playgrounds.

Twin Rivers Unified School District

Events

The month of March was filled with literacy excitement. The Head Start programs celebrated the 107th Birthday of Dr. Seuss on March 2, 2011. The day was filled with guest readers from the District Office, community service partners and lots of parents. Parents were given information on the value of reading to their children and encouraged to read at least 15



minutes per night. Participants were served light refreshments and even received a picture in their Dr. Seuss attire. Children were very excited to see their parents with their Dr. Seuss hats and certificates for being a part of the event. In the classrooms, children continued with the theme of Dr. Seuss and made paper hats. This was an amazing day focused on reading and literacy awareness.

Professional Development

This month all teaching staff were trained on the IDP forms. The Education Component meeting facilitated by the Education Coordinator provided a review of how to complete forms and incorporate the strategies into the weekly lesson plans.

Two parent trainings were held this month in collaboration with the SETA Training Unit and Component Leaders. The Education Coordinator and Social Worker facilitated the Student Assistance Plan training. Information was provided to parents about how detect possible concerns and the referral process for requesting additional services. The other parent training focused on male involvement and was well attended by the fathers in the program. Facilitated by Bob Silva from SETA the participants greatly enjoyed hearing strategies and techniques on how to actively engage in their child's educational experience. Participants were interested in meeting again so additional male involvement trainings will be scheduled.

Components

The Health and Nutrition Components continue to follow-up and send out reminder notices to parents for medical information. The Component Leaders are planning an annual Fitness Day on April 7th as part of our obesity goal for the program.

The Enrollment Component Leader continues to refine the enrollment process including revising forms and getting ready for the upcoming enrollment period that will begin on April 11th.

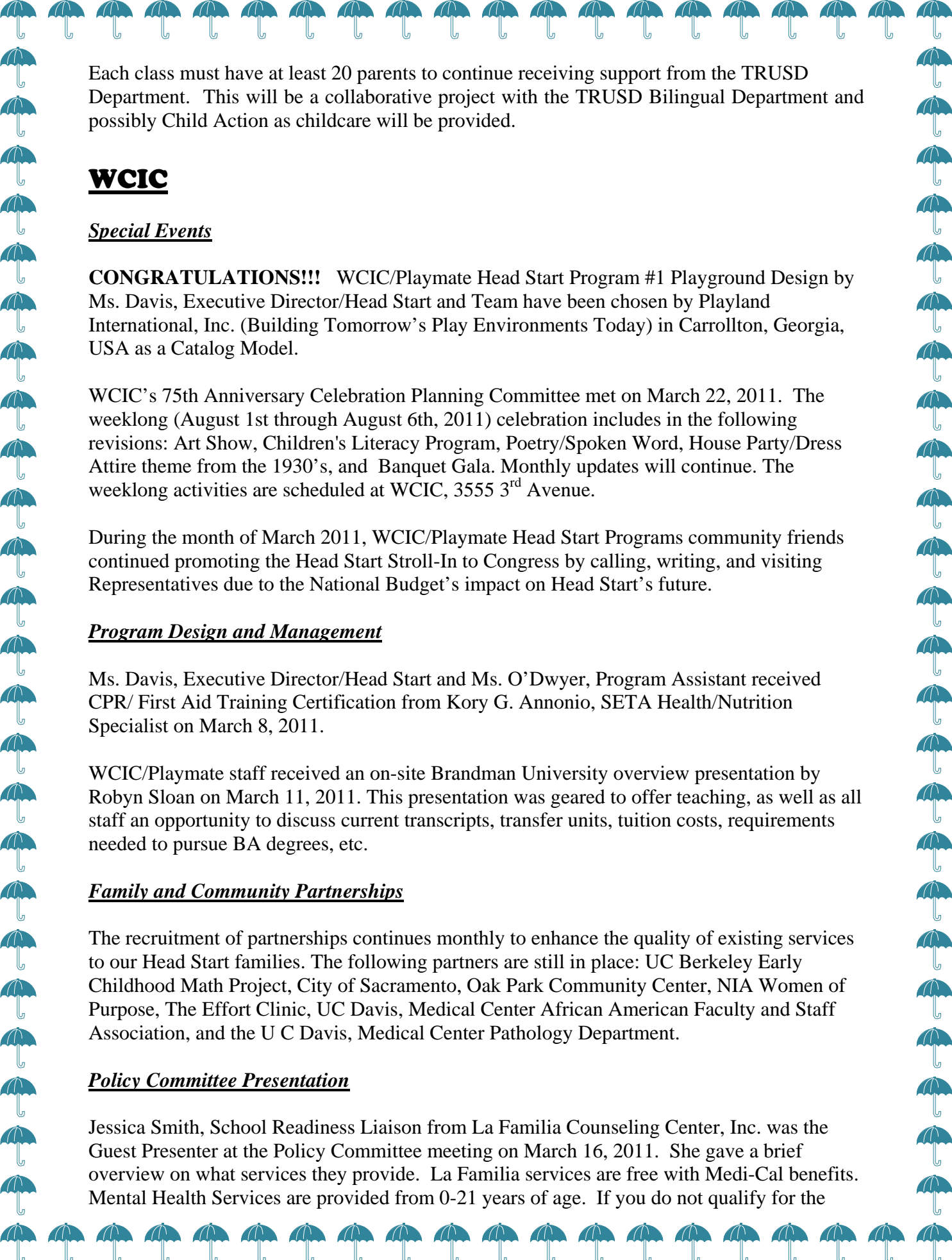
The Education Coordinator continues to work with the teaching staff on increasing their technology knowledge. One teacher has been chosen to pilot Creative Curriculum which may become the primary curriculum for preschool next year. All teaching staff have also been introduced to the Mentor Coach who will work with two teacher volunteers providing coaching and mentoring in the classroom.

Policy and Parent Committees

Parent Committees meetings held at both Kohler and Woodridge school sites. Policy Committee meeting held on March 15, 2011. Members approved the grant application and discussed the upcoming clothing giveaway. Next meeting is scheduled for April 12, 2011 at Kohler Elementary School.

Parenting

Head Start programs collaborated with the TRUSD Bilingual Department for ESL classes at Morey Avenue School. The classes began on February 7th and will continue until May 2011.



Each class must have at least 20 parents to continue receiving support from the TRUSD Department. This will be a collaborative project with the TRUSD Bilingual Department and possibly Child Action as childcare will be provided.

WCIC

Special Events

CONGRATULATIONS!!! WCIC/Playmate Head Start Program #1 Playground Design by Ms. Davis, Executive Director/Head Start and Team have been chosen by Playland International, Inc. (Building Tomorrow's Play Environments Today) in Carrollton, Georgia, USA as a Catalog Model.

WCIC's 75th Anniversary Celebration Planning Committee met on March 22, 2011. The weeklong (August 1st through August 6th, 2011) celebration includes in the following revisions: Art Show, Children's Literacy Program, Poetry/Spoken Word, House Party/Dress Attire theme from the 1930's, and Banquet Gala. Monthly updates will continue. The weeklong activities are scheduled at WCIC, 3555 3rd Avenue.

During the month of March 2011, WCIC/Playmate Head Start Programs community friends continued promoting the Head Start Stroll-In to Congress by calling, writing, and visiting Representatives due to the National Budget's impact on Head Start's future.

Program Design and Management

Ms. Davis, Executive Director/Head Start and Ms. O'Dwyer, Program Assistant received CPR/ First Aid Training Certification from Kory G. Annonio, SETA Health/Nutrition Specialist on March 8, 2011.

WCIC/Playmate staff received an on-site Brandman University overview presentation by Robyn Sloan on March 11, 2011. This presentation was geared to offer teaching, as well as all staff an opportunity to discuss current transcripts, transfer units, tuition costs, requirements needed to pursue BA degrees, etc.

Family and Community Partnerships

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

Policy Committee Presentation

Jessica Smith, School Readiness Liaison from La Familia Counseling Center, Inc. was the Guest Presenter at the Policy Committee meeting on March 16, 2011. She gave a brief overview on what services they provide. La Familia services are free with Medi-Cal benefits. Mental Health Services are provided from 0-21 years of age. If you do not qualify for the

services, La Familia will make a referral out to another agency. Languages spoken are: English, Spanish and Hmong. There are 13 Session Parenting Workshops that are offered from 5:30pm-7:30pm. Birth and Beyond has home visitors that work with families to build parent-child relationships through bonding; Teaching Child Development and Parenting Skills; Link families to Health Services and provide Resources and Information. The One Stop Career Center offers: Computer Lab, Assessment Tools, and Career Center Workshops. La Familia Partners include Sacramento County Centers Services Office, EDD (Operation Welcome Home); EDD Employment Department, and Education Related Services. The following events are offered from La Familia: Zumba Classes, Parent Support Group, SacWorks.org Website, GED, MPAP Parenting Workshop, and Karate. The services are funded by Sacramento Employment Training Agency (SETA).



SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 03/31/11)

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)	22	(10%)	N/A	
Elk Grove USD (420)	64	(15%)	N/A	
Sacramento City USD (1292)(147)	130	(10%)	12	(8%)
San Juan USD (700) (161)	79	(11%)	27	(17%)
WCIC (120)	13	(11%)	N/A	
SETA (2796) (345) (1878 Tracks)	240	(13%)	45	(13%)
County (4621)* (653)*	548	(12%)	84	(13%)

* 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
March, 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	338	89
Elk Grove ARRA Expansion	40	40	100	37	93
Sacramento City USD	1,272	1,308	103	1,140	90
Sac City ARRA Expansion	20	20	100	20	100
Sacramento Employment and Training Agency	1,860 (2,778)	1,886	101	1,524	82
Sacramento Employment Training Agency AARA Expansion	18	20	111	11	61
San Juan USD	680	680	100	570	84
San Juan ARRA Expansion	20	20	100	15	75
Twin Rivers USD	179	179	100	175	98
Twin Rivers ARRA Expansion	32	34	106	34	106
WCIC/Playmate Head Start	100	100	100	86	86
WCIC ARRA Expansion	20	20	100	12	60

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	71	62
Sac City ARRA Expansion	32	30	94	18	56
Sacramento Employment and Training Agency	213	223	105	128	60
Sacramento Employment Training Agency AARA Expansion	132	136	103	81	61
San Juan USD	129	129	100	99	77
San Juan ARRA Expansion	32	32	100	24	75

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

SETA Head Start Food Service Operations Monthly Report March, 2011

March 11th - Morning Classes closed at Lavern Stewart due to alarm that could not be turned off.
ADT repaired faulty Alarm afternoon classes open.

March 29th thru 30th - La Riviera Closed due to no water.

March 28th - Central Kitchen Quarry Floor Tile Repair cost \$1,575.

March 31st - La Riviera Classes held at the Sharon Neese Center

Meetings and Trainings:

PAC Food Services Committee attended by Connie Otwell - March 10th.

Program Services Staff Meeting attended by Connie Otwell March 11th

Leadership Meeting attended by Connie Otwell March 16th

CACFP Meeting attended by Connie Otwell March 17th.

Food Services Staff Meeting with Brenda Campos attended by all of the Food Service Team March 18th at Plaza Del Paso , The Food Service Team also attended a Staff Appreciation Celebration at the Sharon Neese Center.

Positive Resolutions or Building Constructive Alliances with Angry, Insecure. Unhappy, or Suspicious Clients Training attended by All of The Food Service Staff March 25th

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
44,262	27,032	30,778	320

Total Amount of Meals and Snacks Prepared 102,392

Purchases:

Food	\$77,701.90
Non - Food	\$14,552.70

Building Maintenance and Repair: \$1,999.77

Kitchen Small Wares and Equipment: \$60.90

Vehicle Maintenance and Repair : \$1,283.89

Vehicle Gas / Fuel:	\$2,492.51
Normal Delivery Days	23