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*Thought for the Day: "Dream **BIG**, dream small, dream in color or dream in black and white, then make them a reality."*

Author: Esteemed Human Development

SPECIAL MEETING OF THE HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE

Date: Tuesday, April 24, 2012

Time: 9:00 a.m.

Location: SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

While the Head Start Parent Advisory Committee (PAC) welcomes and encourages participation in the Committee meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under the jurisdiction of the Head Start Parent Advisory Committee and not on the posted agenda may be addressed by the general public under the Public Participation item of this agenda. The Head Start Parent Advisory Committee limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject.

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- Policy Council Report(s) – Mr. Johnny Sanders, Ms. Connie Wallace, Ms. Socorro Gutierrez, and Ms. Amber Taylor
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report – (attached)
- Managers' Reports
 - Program Support Services Report – Ms. Brenda Campos
 - Parent/Family Support Report – Ms. Lisa Carr
 - ◆ Countywide Parent Conference Update

- Child Development and Education Services Report – Ms. Karen Gonzales
- ✓ Region IX Reports (attached)

VII. Discussion

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IX. Adjournment

DISTRIBUTION DATE: TUESDAY, APRIL 17, 2012

Parent Advisory Committee (PAC) meeting hosted by:
Socorro Gutierrez, Chair; Amber Taylor, Vice Chair;
Vacant, Secretary; Reina Florez, Treasurer;
Rebecca Lewis, Parliamentarian

ITEM I - A – ROLL CALL

The Parent Advisory Committee Secretary will call the roll for the following members:

- ___ Vacant, Auberry Park Head Start
- ___ **Amber Taylor, Bannon Creek Head Start,**
- ___ **Traci Scott, Broadway Early Learning Center**
- ___ Vacant, Country Wood Head Start
- ___ **Elda Perez, Crossroad Gardens Head Start**
- ___ **Reina Florez, Early Head Start/ Home Base**
- ___ **Juan Mozqueda, Elkhorn Head Start**
- ___ **Tami Joslin, Freedom Park Head Start**
- ___ **Zoila Lucero, Fruitridge Head Start**
- ___ Vacant, Galt Head Start
- ___ Vacant, Grant Skills Head Start
- ___ Vacant, Grizzly Hollow Head Start
- ___ Vacant, Hillsdale Head Start
- ___ Vacant, Home Base
- ___ Vacant, Home Base
- ___ Vacant, Hopkins Park Head Start
- ___ Vacant, Illa Collin Head Start
- ___ Vacant, Job Corps Head Start
- ___ **Tancy Vang, Kennedy Estates Head Start**
- ___ Vacant, LaVerne Stewart Head Start
- ___ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- ___ **Amanda Sokol, Mather Head Start**
- ___ **Praveena Chaudhary, Nedra Court Head Start**
- ___ Vacant, New Helvetia I Head Start
- ___ Vacant, New Helvetia II Head Start
- ___ **Connie Wallace, Norma Johnson Head Start**
- ___ **Erika Contreras, Northview Head Start**
- ___ **Johnny Sanders, Parker Avenue Head Start**
- ___ Vacant, Phoenix Park Head Start
- ___ Vacant, Sharon Neese Early Learning Center
- ___ Vacant, Solid Foundation Head Start
- ___ Vacant, Strizek Park Head Start
- ___ **Socorro Gutierrez, Vineland Head Start**
- ___ **Laura Meza, Walnut Grove Head Start**
- ___ Vacant, Whispering Pines Head Start
- ___ Vacant, Foster Parent Representative
- ___ **Rebecca Lewis, Grandparent Representative**
- ___ Vacant, Male Involvement Representative
- ___ **Tamara Knox, Past Parent/Community Representative**
- ___ Vacant, Past Parent/Community Representative

MEMBERS TO BE SEATED:

- ___ Eduardo Sanchez, Country Wood Head Start
- ___ Maria Chavez, Grant Skills Center
- ___ Hodari Polk, Hillsdale Head Start
- ___ Aaliya Mohammad, Hopkins Park Head Start
- ___ LaTasha Windham, Illa Collin Early Learning Center
- ___ Asontie Hudson, Phoenix Park Head Start

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 15, 2011 & December 20, 2011

PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2011-2012

COMMITTEE MEMBER	CENTER	11/15	12/20	01/17	02/21	03/20	04/24*	05/15	06/19	07/17	08/21	09/18	10/16	11/20
Vacant	AP													
Amber Taylor Seated 11/15	BC	X	X	X		X								
Traci Scott Seated 3/20	BLC					X								
Vacant	COP													
Eduardo Sanchez Seated	CW													
Elda Perez Seated 11/15	CR	X	X	E		X								
Reina Florez Re-seated 12/20	EHS/HB		X	E		X								
Juan Mozqueda Seated 1/17	EL	E	X	X		X								
Tami Joslin Seated 12/20	FP		X	X		X								
Zoila Lucero Re-seated 11/15	FT	X	X	U		X								
Vacant	G													
Vacant	GH													
Maria Chavez Seated	GSC													
Hodari Polk s/b Seated 3/20	H					U								
Devon McCracken Re-seated 12/20	HB		X	U		U								
Vacant	HB													
LaTasha Windham Seated	IC													
Aaliya Mohammad Seated	HP													
Vacant	JC													
Tancy Vang Seated 12/20	K		X	X		X								
Vacant	LVS													
Vacant	MCBB													
Amanda Sokol Seated 11/15	M	X	E	X		X								
Praveena Chadhary Seated 11/15	NC	X	X	X		X								
Connie Wallace Seated 11/15	NJ	X	X	X		X								
Vacant	NH2													
Erika Contreras Seated 11/15	NV	X	U	X		X								
Johnny Sanders Seated 11/15	PA	X	X	X		E								
Asontie Hudson s/b Seated 3/20	PP					U								
Vacant	SF													
Vacant	SN													
Vacant	SP													
Socorro Gutierrez Seated 11/15	V	X	X	X		X								
Laura Meza Seated 11/15	WG	X	X	X		X								
Vacant	WP													
Vacant	FPR													
Rebecca Lewis Seated 11/15	GPR	X	X	X		X								
Vacant	MIR													
Vacant	OGC													
Tamara Knox Seated 12/20	PPR	E	X	X		X								
Vacant	PPR													

*** Special Meeting**

Members: If you cannot attend a meeting and are going to be absent, you must:

1. First, call your Alternate(s) to see if they can attend in your place;
2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 263-4082; and
3. Third, please call the PAC Chair, Ms. Socorro Gutierrez, at 402-3822, or the Clerk of the Boards, Ms. Nancy Hogan, at 263-3827.

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2011-2012
(Continued)

Head Start Center Abbreviations

AP:	Auberry Park	K:	Kennedy Estates
BC:	Bannon Creek	LVS:	LaVerne Stewart
BB:	Bright Beginnings	M:	Mather
BLC:	Broadway Early Learning Center	MCBB	Marie Cleveland's Bright Beginnings
CR:	Crossroad Gardens	NJ:	Norma Johnson
CW:	Countrywood	NC:	Nedra Court
EHS:	Early Head Start	NH:	New Helvetia 2
EL:	Elkhorn	NV:	Northview
FP:	Freedom Park	PA:	Parker Avenue
FT:	Fruitridge	PP:	Phoenix Park
G:	Galt	SF:	Solid Foundation
GH:	Grizzly Hollow	SN:	Sharon Neese
GSC:	Grant Skills Center	SP:	Strizek Park
H:	Hillsdale	V:	Vineland
HB:	Home Based	WG:	Walnut Grove
HP:	Hopkins Park	WP:	Whispering Pines
IC:	Illa Collin		
JC:	Job Corps		

Representative Abbreviations

FPR:	Foster Parent Representative
GPR:	Grandparent Representative
MIR:	Male Involvement Representative
OGC:	Out Going Chair
PPR:	Past Parent Representative

Attendance Record Abbreviations

X:	Present
E:	Excused
AP:	Alternate Present
AE:	Alternate Excused
U:	Unexcused
PAC:	Parent Advisory Committee
R:	Resigned
S/B:	Should be, or should have been (seated)

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE MARCH 20, 2012 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the March 20, 2012 PAC meeting.

RECOMMENDATION:

Approve the minutes of the March 20, 2012 PAC meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

**REGULAR MEETING OF THE HEAD START
PARENT ADVISORY COMMITTEE**

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

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

Tuesday, March 20, 2012
9:00 a.m.

I. Welcome

Call to Order/Roll Call: Ms. Socorro Gutierrez called the meeting to order at 9:06 a.m. The Pledge of Allegiance was recited. Ms. Gutierrez read the thought of the day. It was announced that Ms. Connie Wallace will act as Secretary; Ms. Wallace called the roll and a quorum was confirmed. Ms. Traci Scott, Broadway Early Learning Center, was seated and welcomed.

Members Present:

Amber Taylor
Elda Perez
Reina Florez (arrived at 9:12 a.m.)
Juan Mozqueda
Tami Joslin
Zoila Lucero (arrived at 9:10 a.m.)
Tancy Vang
Amanda Sokol
Praveena Chaudhary
Connie Wallace
Erika Contreras
Socorro Gutierrez
Laura Meza (arrived at 9:17 a.m.)
Rebecca Lewis
Tamara Knox
Traci Scott

Members Absent:

Johnny Sanders (E)
Song Vang (E)
Devon McCracken (U)

- Introduction of Newly Seated Representatives: Ms. Asontie Hudson and Mr. Hodari Polk were not present (both unexcused).

- Introduction of CFS Quality Assurance Unit: Monica Avila, Monica Barber, Heather McClellan Brandusa, Valerie Powell, Cami Saling, Judy Weber, by Ms. Melanie Nicolas, Program Officer, Supervisor, and Ms. Brenda Campos, Manager

Ms. Brenda Campos stated that this unit has been in place since January. She will be providing reports on what the quality assurance unit is doing at the

centers. Ms. Campos introduced Ms. Melanie Nicolas. Ms. Nicolas introduced the Quality Assurance Unit. Unit members were asked to introduce themselves and state how long they have been employed with SETA.

- * Ms. Monica Avila: Has been with the agency for 12 years; she was a Family Services Worker supervisor
- * Monica Barber: Has been with the agency for 6 years; she worked as a Family Services Worker.
- * Heater McClellan: Has been with the agency 4 ½ years working in EHS in the home based option.
- * Cami Saling: Has been with the agency 17 months. Prior to SETA, she worked for a family home care program.
- * Valerie Powell: Has been with the agency 2 years. Prior to that she worked with autistic children and at SCOE adult education.
- * Judy Weber: Has been with the agency for 23 years; she started as a Head Start parent and was employed as a Family Services Worker supervisor.

II. Consent Item

A. Approval of Minutes for PAC Meeting January 17, 2012

Ms. Gutierrez reviewed the minutes; there were no questions or corrections.

Moved/Chaudhary, second/Knox, to approve the minutes of the January 17, 2012 PAC meeting.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (Gutierrez and Scott)

III. Action Items

A. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start

Ms. Denise Lee reviewed the selection criteria for enrollment in the Head Start program.

Moved/Sokol, second/Taylor, that the Parent Advisory Committee approves the Early Head Start Selection Criteria, and the Head Start Selection Criteria.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (Gutierrez)

B. Election of Policy Council Representatives and Alternates

Ms. Gutierrez reviewed the purpose of the Policy Council. Ms. Rebecca Lewis stated that parents on the Policy Council are able to attend conferences and parents on both boards would have double the opportunity to attend conferences.

Ms. Erika Contreras indicated that she would be interested in serving as an alternate on the Policy Council.

Moved/Taylor, second/Lewis, to elect Ms. Erika Contreras as an alternate to the Policy Council.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 0 (Gutierrez)

IV. Information Items

A. Standing Information

- Parent/Family Support Unit Calendar of Events: Ms. Gutierrez distributed a sign in sheet for the Parent Leadership Institute. Ms. Gutierrez urged board members to sign up for the Parent Leadership Institute.
- PC/PAC Calendar of Events and Activities: Ms. Gutierrez reviewed the calendar of events.
- Parent/Staff Recognitions: None
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett stated that the next Budget/Planning Committee meeting is on April 10, not April 20. The EHS program budget is being spent quicker than the Head Start budget. The administrative expenditures is at 10.23% which is very good; the Agency is required to spend no more than 15% administrative expenditures. The non-federal share is required to be 25%; SETA is at 23% but this is due to a lag in reporting. Some centers are under reporting their non-federal share; board members were encouraged to participate in the classroom. The corporate card expenditures were reviewed.

Ms. Lewis stated that she does not understand the impact when the funding is no longer separate. Mr. Bartlett replied that it means that instead of ACF providing the funding separate, the funding will now be incorporated into the Base grant for the 2012-2013 program year.

- Officer Training Report: No additional reports.
- Child Care Center Food Menu: No questions.
- National Head Start Association Parent Training Conference Reports: No questions.
- California Head Start Association Reports: No questions.
- Community Resources- Parent/Staff: Ms. Gutierrez reviewed the scholarship information for Region IX.

Ms. Tamara Knox spoke of a scholarship that she received two years ago. Ms. Knox encouraged all board members to apply for a scholarship.

- B. Governing Board Minutes of December 1, 2011 and January 5, 2012: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Amber Taylor reviewed the most recent Executive Committee critique.

- B. Budget/Planning Committee: Ms. Gutierrez reviewed the roster and committee assignment roster. Ms. Gutierrez reported on the most recent Budget/Planning Committee meeting.
- C. Personnel/Bylaws Committee: A lot of parents signed up for this committee; Ms. Gutierrez is hoping to have good participation from parents.
- D. Social/Hospitality Committee: The meetings will begin soon.
- E. Male Involvement Committee: No report.
- F. Community Partnerships Advisory Committee: No report.
- G. Health Services Advisory Committee: No report.

VI. Other Reports

➤ Chair's Report

Policy Council Report(s): Mr. Johnny Sanders, Ms. Connie Wallace, Ms. Socorro Gutierrez, and Ms. Amber Taylor. The next meeting is March 27, 9:00 a.m.

- ✓ Head Start Deputy Director's Monthly Report: Ms. Denise Lee reported that the planning for the 2012-2013 grant year has been completed. The grant is due to the regional office on May 1. The grant documents will come to this board on April 24 for approval. The Agency received a refunding letter with a .72% cost of living increase. The funds will be utilized to cover fringe benefits.

During the 30th anniversary week (Apr. 9-12), the centers will be celebrating literacy week; special readers are invited to come into the different centers to read to children. Governing Board members and Councilmember Doris Matsui will be coming to the centers to read. There will be a mobile library going around to the centers. A calendar will be distributed so parents can go to the various events.

Ms. Terri Carpenter, SETA's Public Information Officer, has secured **Good Day Sacramento** to join the Head Start kitchen staff on April 24.

Ms. Lee reviewed the enrollment report. This is a required report and helps to keep staff aware of how the classrooms are full or not.

Ms. Sokol inquired about the absolute maximum for enrollment. Ms. Lee reviewed the process and why it is allowed for parents to stay with their child at the center if there is not a substitute.

The special education report is by program. The threshold is that the program serves a minimum of 10% special needs children or higher.

➤ Managers' Reports

- Program Support Services Report: Ms. Brenda Campos oversees the PAC Food Services Committee; there have been two meetings but no attendees. Ms. Gutierrez stated that she had not received notification of the meeting. No one attended the Health Services Advisory Committee meeting either. Ms. Gutierrez

stated that it is difficult for a lot of parents to attend an evening meeting. Some of the centers were evaluated to identify general upkeep/maintenance that is required at the centers. Maintenance will be going on now through July. Some modifications will be made to the food services the delivery workload.

Ms. Wallace stated that there was a health and safety issue at her center on March 14. When she drove up there was a disease issue at her center. She chose to keep her daughter out of the center. She does not know if it is an issue for professionals to come in to clean the center. She was waiting to get a call from the center saying that her daughter could return to Head Start. Ms. Wallace will be taking her daughter to the doctor before she goes back to school. Ms. Campos replied that in child care centers, communicable diseases can be very common, i.e, scabies, pinworm, ringworm, head lice, etc. Head Start has a protocol in place for when someone has been identified with a communicable disease. There is an exposure notice is posted at the center for two weeks. It states that the child has been exposed to a certain disease, gives an overview, incubation period of the disease, also identify that although the child was exposed, it does not necessarily mean that the child is infected. Staff also works to ensure that the staff working with the infected child is dealt with. The key is hand washing. The staff is well trained in the proper hand washing techniques.

Ms. Chaudhary inquired about an issue at the center where the gas was left on. Ms. Campos stated that the facilities staff aired the center out before children returned.

Ms. Vang stated that there is a new gate at her center (Kennedy Estates) that does not fit correctly. Ms. Campos stated that there is a key at the door that needs to be utilized to unlock the gate.

- Parent/Family Support Report: Ms. Lisa Carr reported that the Parent/Kinship Conference is scheduled for Saturday, April 21, 9:00 a.m. to 3:00 p.m. Ms. Carr urged all parents to attend the parent conference. Staff is hoping for a much larger number of board members to attend. There will be child care for children 2-12 years of age. For children younger than 2 two years of age, there is a mechanism for one of the partner agencies that will provide a stipend for the child care. Ronald Mah will be the guest speaker and will also conduct two workshops. The food that will be provided will be done by Plates, which is a program that assists people who have been in an abusive situation and are now working in the food service industry. There are no FSWs at Kennedy Estates or Broadway. Testing was completed for the FSW 1 and testing for FSWII and III is forthcoming.

Parents were urged to contact Ms. Belinda Malone to see about eligibility for a \$600 career incentive funds grant.

Child Development and Education Services Report: Ms. Karen Gonzales reported that staff is preparing for a visit from federal program technical specialists on how data is utilized to plan for progress. The DRDP is done three times a year; children are assessed at five different levels. Ms. Gonzales reviewed the first two assessment levels. Literacy and math continue to be the areas in which children need the most assistance.

Teachers were given the data for the classroom and each individual child. Teachers were able to identify strengths and the developing skills that need to be worked on. It is important to move the teachers from "I feel, I think" to "I KNOW my children can do this." The agency will be hiring more infant toddler and associate teachers. Site Supervisor interviews are going on and the eligibility list will be going to the PC for approval.

VII. Center Updates

Ms. Zoila Lucero, Fruitridge, asked that now that the program has more funds, will her center get more money for materials such as paper and art supplies. Ms. Gonzales replied that every center has a budget for materials. The program officer will follow up to ensure the classrooms are fully stocked.

Ms. Tamara Knox left the meeting at 10:00 a.m.

Ms. Tancy Vang stated that the playground at her center has a rubbery covering with nothing on it. Ms. Vang asked if something can be drawn on it such as a hop scotch or a track. The kids run into each other. Ms. Campos suggested that staff could put cones out for a track. Spray paint will not adhere to the surface.

Ms. Zoila Lucero heard concerns of volunteers at the school about how to report their time at school. Ms. Lee replied that there is a form at the center for volunteer hours. For every hour a parent works at the center, the agency meets the matching requirement.

VII. Discussion

Ms. Gutierrez stated that a lot of parents signed up for committees but do not show up at the committee meetings. There is a Male Involvement Committee meeting tomorrow; this committee offers the men an opportunity to participate. Please consider joining a committee and participate fully.

VIII. Public Participation: None.

IX. Adjournment: The meeting was adjourned at 11:13 a.m.

ITEM III-A – ACTION

APPROVAL OF FISCAL YEAR 2012-2013
HEAD START/EARLY HEAD START BUDGET

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Head Start/Early Head Start Budget for Fiscal Year 2012-2013 in the amount of \$50,410,127, which includes Basic, including supplemental funding; Training and Technical Assistance, and a .72% Cost of Living Adjustment. Budget details are as follows:

Head Start Basic (serves 5,539 children)	\$42,327,143
Head Start Training and Technical Assistance	\$ 394,361
Cost of Living Adjustment (COLA)	\$ 304,755
Early Head Start Basic (serves 653 children)	\$ 7,152,278
Early Head Start Training and Technical Assistance	\$ 180,094
Cost of Living Adjustment (COLA)	<u>\$ 51,496</u>
TOTAL	<u>\$50,410,127</u>

The Budget/Planning Committee met weekly during February with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Roy Kim, 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 Head Start parents to provide input on the budget.

A copy of the 2012-2013 Head Start/Early Head Start Budget will be sent under separate cover.

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

RECOMMENDATION:

Approve the Fiscal Year 2012-2013 Head Start/Early Head Start Budget in the amount of \$50,410,127 for Basic, Training/Technical Assistance and Cost of Living Adjustment (COLA).

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

Budget Narrative

Head Start

FY 2012-13

Overview

The Head Start budget was developed to ensure high quality comprehensive services and programming is achieved at all times. This is accomplished by aligning funds to program activities which support classrooms interactions, curriculum/instruction development, parent support and services, quality assurance/monitoring, training/staff development, technical assistance, long and short range objectives, and partnership development.

Along with on-going fiscal monitoring routines, SETA Head Start/Early Head Start hosts monthly budget/planning committee meetings to review, analyze and provide feedback on the current budget to actual expenditures. The meetings include parents from the Budget/Planning Committee along with the Deputy Director, Fiscal Chief, Fiscal and Head Start Managers, and the governance coordinator. Discussions include, but are not limited to, monthly expenditures and fluctuations, credit card expenditures, cost-savings ideas, new budget requests and general updates. By tracking and monitoring monthly expenditures, the committee is able to adjust line items to address changes in community needs and program improvement requirements and when planning a new fiscal year. Consideration for planning the 2012-2013 budget included: 3-Year Goals/Objectives including the enhanced school readiness goals for preschool and infant/toddlers, Community Needs, Self Assessment, local and State budget reductions, parent satisfaction surveys and staff feedback.

During the months of March/April, the management team met weekly with the parent Budget/Planning Committee to plan and develop the 2012-2013 Head Start/Early Head Start Basic, COLA and T/TA Budgets. The Head Start Basic funds will be used for the following:

COLA

The .72 percent COLA of \$177,743 will be used to offset a .9% increase in Sacramento County's Retirement System. The net increase will be \$107,000. The remaining funds will be used for increases in Worker's Compensation insurance for teacher premium. SETA is subject to the terms of a negotiated union contract and cannot utilize the COLA to enhance employees' salaries.

Personnel

The combined Head Start/Early Head Start Personnel Budgets of \$17,337,317 will fund a total of 471 regular positions and 32 substitute teacher positions. Of the regular positions, 417 are Head Start/Early Head Start educational and administrative personnel. The remaining 54 are Agency Administrative Staff who are partially funded from Head Start/Early Head Start funds and partially funded from other Agency resources. The Agency Administrative Staff as outlined on

Schedule A-1 Administrative Staff provide support services such as fiscal, information technology, human resources and payroll to the Children and Family Services Department. These positions are allocated to all funding sources pursuant to SETA's Cost Allocation Plan.

Changes to SETA's Personnel Schedule (*Schedule A-1 Personnel*) for 2012-2013 include:

Addition of Quality Assurance Unit – SETA has re-created and implemented a dedicated Quality Assurance Unit to ensure thorough and on-going monitoring and evaluation is taking place within the grantee, its delegate agencies and partners. The team is comprised of 6 FTEs (Quality Assurance Specialist) who will act in a generalist capacity. The unit will report to the Deputy Director and will be supervised by the Program Officer in Program Support Services.

Re-structure of Family Services Worker Job Classification (Range I, Range II and Range III)

As part of SETA on-going professional development and recent classification study, SETA revamped the Family Services Worker job specification to include three distinct job ranges (Range I, II and III). Each job range increases in complexity within the daily tasks including Head Start and State paperwork; staff competence levels including technology, mentoring and case load; as well as skill level and performance indicators. Advancements to the next range occurs upon successful completion of skills-based assessments and performance evaluations. Wage rates vary between Range levels (*See Schedule A-1 Personnel*).

Information Technology Facilitator Analyst – To enhance and standardize record-keeping and reporting systems utilizing the ChildPlus tracking system, SETA Head Start has added a new program position to the Head Start/Early Head Start budget. This position, Information Technology Facilitator Analyst, was created to provide on-site training, technical assistance and guidance to staff countywide, including delegate agencies and partners. The position will be assigned to the Director's Office and be supervised by the ERSEA Program Officer.

Fringe Benefits

All regular employees receive SETA's full benefits package including medical/dental, retirement, life insurance and disability plans. Fringe benefits are estimated to be 52% of salaries as follows: FICA 7.65%, UI 1.0%, Workers Comp 5.35%, Health/Dental 13.7%, and Retirement 25.6%. As detailed on *Schedule B – Fringe Benefits*, total cost of fringes is \$9,011,108. Fifty-two percent includes an increase in retirement and worker's compensation premiums. Note: the total of the fringe package equals 53% of personnel. However, 52% represents the total based actual FTEs, not including substitutes and consultants.

Travel

Thorough and up-to-date training information is essential for continued growth and individual staff development. SETA believes that training is a valuable and necessary component of the program design and has allocated Basic and Training and Technical Assistance funds for staff and parents to attend conferences and training seminars. Proposed conference attendance includes *OHS Leadership Conference, Birth to 3 Conference, 0-3 Conference, WIPFLI* and the *National Head Start Association Parent Conference*. See *Schedule C*. The conferences selected

have proven track records for providing an array of quality workshops which meet staff and parents' needs. Funds will cover registration fees, travel, accommodations, and per diem for meals (approximately \$1,200 - \$2,000 per person per conference).

Equipment

Playground Equipment - Head Start Basic funds are allocated for the replacement/repair of playground equipment should an unexpected incident or vandalism occur which requires replacement and/or repair of major playground equipment. Funds may also be used if current equipment is identified as unsafe or in need of repair during one of SETA's bi-annual Environmental Safety Checks. In addition, funds have been budgeted to replace one of SETA's aging delivery vans/service vehicles for the food services unit.

Supplies

Office and Child & Family Supplies - Office supplies and Child and Family supplies will be purchased so that children and teachers have needed supplies and materials on hand to ensure quality programming, including safe and healthy environments. A portion of the Child and Family Supply budget is reserved for ECERS and CLASS enhancements; while the remaining portion is provided to each classroom (\$2,500/classroom) and Home Visitor to individualize environments/home teachings, supplies and materials in accordance with children's interests and themes. A variety of consumable supplies are kept in stock at SETA's central warehouse which ensures timely orders and well supplied classrooms without long lag periods. Special orders are managed through a supply request process which is reviewed and approved by supervisory and management staff to ensure appropriateness and enhancements with Creative Curriculum, Houghton Mifflin and children's interests.

Technology – Head Start funds are allocated for technology supplies to maintain computer licenses, including *ChildPlus*, *Microsoft Windows Suite*, *Novell*, *Groupwise* and *Citrix*. Funds will also be used for replacement computers for administrative and teaching staff, parents (for *Rosetta Stone* and ESL programs) and children's computers. Funds will be available for any replacement equipment needed for the *EZ-ID Sign-in/out system*. The program is currently researching the potential use of iPads and customized apps for the quality assurance/on-going monitoring instrument.

Medical/Dental/Disabilities - In accordance with the Head Start Performance Standards, funds are allocated for medical, dental and disabilities supplies and materials for children and in the classrooms. Supplies include, but are not limited to, first aid supplies, CPR charts, latex gloves, toothbrushes/toothpaste, dental mirrors, adaptive equipment/supplies, etc.

Contractual

SETA will continue to fund five (5) delegate agencies including four school districts and one community based organization. Aligned with the Sacramento County Community Assessment, funded enrollment is distributed as follows (*see HS Funding Allocations worksheet under the Countywide – Head Start tab*):

Elk Grove Unified School District	420	\$2,709,186
Sacramento City Unified School District	1,292	\$8,396,924
San Juan Unified School District	700	\$4,526,491
Twin Rivers Unified School District	211	\$1,370,953
Women's Civic Improvement Club	120	\$ 822,967
Totals include Basic and T/TA		

There were no major changes in the Sacramento County Community Assessment and overall under-served areas remain unchanged. Hence, service levels and funding distribution will remain the same for each delegate agency.

Construction

No funds have been reserved for this category.

Schedule H - Other

Occupancy - During 2012-2013, SETA will maintain a total of 31 early learning centers, a central kitchen, 4 satellite kitchens, a warehouse and administrative offices. Of the 31 early learning centers, one is owned by SETA (Northview ELC) and seven are provided rent-free. SETA Head Start leases approximately 27,200 square feet of office space at its administrative headquarters which includes the Sharon Neese Early Learning Center. A detailed *Rent Schedule* is provided with individual rent, janitorial and utilities. Rent schedule includes COLA increases for lease agreements provisions as required.

Utilities and telephone are budgeted for administrative offices and early learning centers. In addition, many of the site leases include provisions for utilities.

Property and liability insurance is provided by Philadelphia Insurance Company and covers all potential risks that SETA Head Start might be subjected to. Projected costs for Property and Liability insurance costs have decreased significantly due to increased accuracy in the valuation of assets and preferred pricing from Philadelphia.

Building maintenance/repair is budgeted and is generally provided by the SETA Head Start/Early Head Start Facilities Unit (approximately \$6,450/center). Security alarm systems, janitorial services and copier services are provided under contracts with outside providers. Funds budgeted to maintain those services are based on current expenditures, analysis of upcoming needs, existing contracts and number of classrooms and teachers.

Local travel – Staff will be reimbursed mileage while making home visits and/or providing support services at the early learning centers. Mileage reimbursement will be determined by the current federal IRS reimbursement rate of \$.555/mile. The budget includes funds for such reimbursements.

Nutrition Services – Funds have been budgeted for the costs of providing daily meals and snacks in excess of reimbursements from the CACFP. The costs of providing meals includes salaries for kitchen staff and drivers, food costs, transportation costs, kitchen rent, and administrative services and supplies.

Funds will also be available for nutritional activities (educational cooking activities) in the classrooms.

Child Services – As mandated by the federal Performance Standards, SETA will contract with six highly qualified, professional, expert consultants on an on-call basis in the areas of medical health (Registered Nurse), oral health/hygiene (Dentists), nutrition (Registered Dietician), mental health (Psychologist) and special education (Speech/Language Therapist) to provide services to Head Start children and their families as needed. Funds will be used to provide appropriate medical and dental services as a payer of last resort and mandated screenings. Consultants will also provide in-house training, technical assistance and other services to Head Start program staff as needed.

Field Trips and Socializations – Funds will be provided for socializations, field trips, and visiting expert activities to enhance children’s learning and experiences in the classroom and outside the classroom environment. Funds will be allocated to each center on a \$7.00 cost per child basis. Parents will vote on activities/field trips at their center parent committee meetings. A list of approved activities and field trips will be provided as guidance. Socializations will be provided twice monthly and rotated in geographic areas to ensure all families have an opportunity to attend. Funds will be available for home base field trips, visiting experts, parent meetings and a family cooking activity (as guided in our *Sprouts Newsletter*). Field Trips are allocated at \$10.00/child.

Parent Services – Parent Services includes funds for Policy Council and Parent Advisory Committee member reimbursements and for Parent Center Activities including hospitality and parent recognition. Hospitality funds will be used for a meet-and-greet parent activity in the beginning of the year as new board members are seated as well as an end-of-the-year banquet for departing board members. Additionally, funds have been budgeted for Parent Meetings at the various centers.

Parent Conference - The Family Support Unit along with the parent Hospitality Committee will host its second annual county-wide parent conference. In an effort to save travel costs and expose more parents to conference activities and workshops, the Budget/Planning Committee requested SETA to host a countywide parent conference in Sacramento. Along with several community partners, SETA has budgeted funds to provide a well-balanced, comprehensive conference. The conference will take place in spring 2013.

Publications/Advertising/Printing – Funds have been budgeted for advertising vacant employment opportunities, printing forms, various handouts, and the annual report.

Other – In the Other category, funds have been budgeted for employee fingerprinting and background checks for regular and substitute staff members (@ \$91/clearance); Delegate/Partner

support services; vehicle operating costs; community collaborative activities; and administrative services and supplies. Administrative services and supplies will be allocated for the operation of SETA’s support departments including Information Technology, Fiscal, Human Resources, Payroll, and the Executive Director’s Office. Costs incurred in these departments will be allocated between Head Start and other agency activities using formulae that take into consideration the volume of agency activities measured in several verifiable ways.

Non-Federal Share

Non-Federal Share – SETA has several identified categories of non-federal share to meet the required match. Categories include:

Sacramento County Office of Education/Full Inclusion Program (1 special education teacher per classroom, 7 classrooms, 4 hours/day, 4 days/week, 136 days/year)	\$2,867,997
Space utilization agreements with the landlords of our sites	\$443,813
Donated medical/dental services	\$40,000
SETA Administrative costs	\$163,453
Parent Volunteers and other volunteers in the classrooms	\$1,468,827
School District Collaboration with our delegate agencies	\$1,315,843

Employee Compensation Cap

Sacramento Employment and Training Agency confirms that no employee with compensation (as defined in Section 653 (b)(2) of the Head Start Act of 2007 in excess of the Federal Executive Compensation Schedule, Level II (currently \$179,700) is paid in whole or in part using Federal funds.

Early Head Start Budget Narrative 2012-13

Overview

The Early Head Start budget was developed to ensure high quality comprehensive services and programming is achieved at all times for infants/toddlers. This is accomplished by aligning funds to program activities which support classroom interactions, curriculum/instruction development, parent support and services, quality assurance/monitoring, training/staff development, technical assistance, long and short range objectives, and partnership development.

Along with on-going fiscal monitoring routines, SETA Head Start/Early Head Start hosts monthly budget/planning meetings to review, analyze and provide feedback on the current budget to actual monthly expenditures. The meetings include parents from the Budget/Planning Committee along with the Deputy Director, Fiscal Manager, Fiscal Chief and Head Start Managers and the governance coordinator. Discussions include, but are not limited to, monthly expenditures and fluctuations, cost-savings ideas, new budget requests, credit card expenditures, and general updates. By tracking and monitoring monthly expenditures, the committee is able to adjust line items when planning a new fiscal year and address changes in community needs and program improvement requirements. Consideration for planning the 2012-2013 budget included: 3-Year Goals/Objectives, Community Needs, Self Assessment, local and State budget reductions, parent satisfaction and staff feedback.

During the months of March/April, the management team met weekly with the parent Budget/Planning Committee to plan and develop the 2012-2013 Head Start/Early Head Start Basic and T/TA Budgets. The Early Head Start Basic funds will be used for the following:

COLA

The .72 percent COLA of \$28,574 will be used to offset a .9% increase in employer contributions to the Sacramento County Employees Retirement System. SETA is subject to the terms of a negotiated union contract and cannot utilize the COLA to enhance employees' salaries.

Personnel

The combined Head Start/Early Head Start Personnel Budgets will fund a total of 471 regular positions and 32 substitute teacher positions. Of the regular positions, 42 positions support Early Head Start educational and administrative personnel. Center-based staff for Early Head Start dually funded by Early Head Start funds and California Department of Education. The Agency Administrative Staff as outlined on *Schedule A-1 Administrative Staff* provide support services such as fiscal, information technology, human resources and payroll to the Children and Family Services Department. Administrative positions are allocated to all funding sources pursuant to SETA's Cost Allocation Plan.

Fringe Benefits

All regular employees receive SETA's full benefits package including medical/dental, retirement, life insurance and disability plans. Fringe benefits are estimated to be 52% of salaries as follows: FICA 7.65%, UI 1.0%, Workers Comp 5.35%, Health/Dental 13.7%, and Retirement 25.6%. As detailed on *Schedule B – Fringe Benefits*.

Travel

Thorough and up-to-date training information is essential for continued growth and individual staff development. SETA has allocated Basic and Training and Technical Assistance funds for staff and parents to attend conferences and training seminars that offer specific workshops and training regarding infant/toddler development. Conferences specifically designed to focus on infant/toddler topics and professional development includes the *Zero to Three Conference*, *National Head Start Association Parent Conference*, *Birth to 3 Conference*, and the *OHS Leadership Conference*. These conferences have proven track records for providing an array of quality workshops which meet staff and parents' needs. Funds will cover registration fees, travel, accommodations, and per diem for meals.

Equipment

There are no proposed equipment items for Early Head Start.

Supplies

Office and Child & Family Supplies - Office supplies and Child and Family supplies will be purchased so that infants/toddlers and teachers have needed supplies, materials and diapers on hand to ensure quality programming, including safe and healthy environments. A portion of the Child and Family Supply budget is reserved for ITERS enhancements; while the remaining portion is provided to each classroom and Home Visitor to individualize environments/home teachings, supplies and materials in accordance with children's interests, themes and SETAs enhanced school readiness goals.

Medical/Dental/Disabilities - In accordance with the Head Start Performance Standards funds are allocated in Early Head Start for medical, dental and disabilities supplies and materials for children and in the classrooms and in home base. Supplies include, but are not limited to, first aid supplies, CPR charts, latex gloves, toothbrushes/toothpaste, dental mirrors, adaptive equipment/supplies, etc.

Literacy – In Early Head Start, literacy supplies are provided for SETAs enhanced school readiness goals and family literacy activities. Supplies will include, but are not limited, to age appropriate books, writing materials, curriculum enhancements, etc.

Contractual

SETA will continue to fund two (2) delegate agencies and two partners for Early Head Start: Sacramento City Unified School District and San Juan Unified School District as delegates and River Oak Center for Children and Sacramento County Office of Education as partners. Aligned with the Sacramento County Community Assessment funded enrollment is distributed as follows:

Sacramento City Unified School District	147	\$1,544,881
San Juan Unified School District	161	\$1,720,077
River Oak Center for Children	60	\$ 470,785
Sacramento County Office of Education	36	\$ 301,443
Totals include Basic and T/TA		

SETA will continue to partner with Sacramento County Office of Education Infant Development Program to provide full inclusion services and on-going special education services for children with Individual Family Services Plans (IFSPs). This contract is in the amount of \$15,000. SETA historically has served more than 24% of the Home Based enrollment with children with disabilities and a minimum of 10% in the center-based program. This contract is long-standing and will continue to help serve our children with special needs.

There were no major changes in the Sacramento County Community Assessment and overall under-served areas remain unchanged. Hence, service levels and funding distribution will remain the same. Funding levels are based on the number of slots (funded enrollment) and each delegate agency's historical costs of operating the Early Head Start Program.

Construction

There are no proposed construction items for Early Head Start.

Schedule H - Other

Occupancy - During 2012-2013, SETA will maintain a total of 11 early learning centers which serve infant/toddlers. SETA leases approximately 27,200 square feet of office space at its administrative headquarters which includes the Sharon Neese Early Learning Center which serves two classrooms of infant/toddlers (16 children). A detailed *Rent Schedule* is provided with individual rent, janitorial and utilities. The New Helvetia I center is a stand-alone Early Head Start center which is adjacent to New Helvetia II which serves 40 preschoolers. Janitorial costs are budgeted to provide a clean and sanitary environment for children and staff.

Utilities and telephone are budgeted for administrative offices and early learning centers. Several lease agreements include provisions for utilities.

Property and liability insurance is provided by Philadelphia Insurance Company and covers all potential risks that SETA Early Head Start might be subjected to. Projected costs for Property

and Liability insurance costs have decreased significantly due to increased accuracy in the valuation of assets and preferred pricing from Philadelphia.

Building maintenance/repair is generally provided by the SETA Head Start/Early Head Start Facilities Unit. Security alarm systems, janitorial services and copier services are provided under contracts with outside providers. Funds budgeted to maintain those services are based on current expenditures, analysis of upcoming needs, existing contracts and number of classrooms and EHS Educators.

Local Travel - Home Visitors and other Early Head Start staff will be reimbursed mileage while making home visits and/or providing support services at the early learning centers. Mileage reimbursement will be determined by the current federal IRS reimbursement rate of \$.555/mile.

Child Services – As mandated by the federal Performance Standards, SETA will contract with four highly qualified, professional, expert consultants on an on-call basis in the areas of medical health (Registered Nurse/PhN), oral health/hygiene (Dentists), nutrition (Registered Dietician), and mental health (Psychologist) to provide services to Early Head Start pregnant women, infants/toddlers and their families as needed. Funds will be used to provide appropriate medical and dental services as a payer of last resort and mandated screenings. Consultants will also provide in-house training, technical assistance and other services to Early Head Start program staff as needed.

Field Trips and Socializations – Funds will be provided for visiting expert activities to enhance children’s learning and experiences in the classroom and for socialization activities. Funds will be allocated to each classroom on a cost per child basis. Parents will vote on activities at their center parent committee meetings. A list of approved activities and field trips will be provided as guidance. Socializations will be provided twice monthly and rotated in geographic areas to ensure all families have an opportunity to attend. Funds will be available for field trips, visiting experts, transportation, parent meetings and a family cooking activity (as guided in our *Sprouts Newsletter*).

Parent Services – Parent Services includes funds for Policy Council and Parent Advisory Committee member reimbursements and for Parent Center Activities including hospitality and parent recognition. Hospitality funds will be used for a meet-and-greet parent activity in the beginning of the year as new board members are seated as well as an end-of-the-year banquet for departing board members. Funds will also be available to pay for transportation for parents who have no other transportation options for medical appointments and socializations. Supply funds will be used to prepare PAC/PC orientation materials when new board members are seated.

Parent Conference - The Family Support Unit along with the parent Hospitality Committee will host its second annual countywide parent conference. In an effort to save travel costs and expose more parents to conference activities and workshops, the parents in the Budget/Planning Committee requested SETA to host a countywide parent conference in Sacramento. Workshops will target topics specific to infant/toddlers and pregnant women. The conference will take place in spring 2013. Funds have been budgeted for the Early Head Start costs of the Parent Conference.

Nutrition Services – Funds have been budgeted for the costs of providing daily meals and snacks in excess of reimbursements from the CACFP. The costs of providing meals includes salaries for kitchen staff and drivers, food costs, transportation costs, kitchen rent, and administrative services and supplies.

Publications/Advertising/Printing - Funds have been provided for advertising vacant employment opportunities, recruitment flyers and banners, printing forms and publications, including the Annual Report.

Other Operating Costs – Funds have been provided for employee/substitute fingerprinting and background checks, Delegate/Partner support and coordination activities, vehicle insurance and operating costs, and administrative services and supplies. Administrative services and supplies will be allocated for the operation of SETA’s support departments including Information Technology, Fiscal, Human Resources, Payroll, and the Executive Director’s Office. Costs incurred in these departments will be allocated between Early Head Start and other agency activities using formulae that take into consideration the volume of agency activities measured in several verifiable ways.

Non-Federal Share

SETA has several identified categories of non-federal share to meet the required match. Categories and estimated amounts include:

California Department of Education	\$354,963
Space utilization agreements with the landlords of our sites	\$ 58,050
Parent and community volunteers	\$186,659
School District Collaboration with our delegate agencies	\$240,745
Collaboration with partners	\$189,309

Collaboration/Wrap-around with California Department of Education (CDE) – SETA Early Head Start will continue to collaborate with the California Department of Education General Child Care to provide full-day, year-round services for 120 infant/toddlers. Children enrolled in the wrap-around model are provided full-day services up to 8 hours per day, 5 days per week. Funds earned from CDE are used as non-federal share and offset Early Head Start expenses incurred for a full day educational program. Staffing in the infant/toddler classrooms consists of one Early Head Start Educator and two Associate Teachers, all of which are fully qualified in accordance with 648A regulations. There are 8 infant/toddlers per classroom with a group size of 4 infants/toddlers per primary care giver. Pending State budget cuts and the May revise results, this model is subject to change. Changes will be presented to ACF for approval should the program model be altered and/or the opportunity to claim Non-Federal Share is reduced.

Employee Compensation Cap

Sacramento Employment & Training Agency confirms that no employee with compensation (as defined in Section 653 (b)(2) of the Head Start Act of 2007 in excess of the Federal Executive Compensation Schedule, Level II (currently \$179,700) is paid in whole or in part using Federal funds.

ITEM III-B – ACTION

APPROVAL OF FISCAL YEAR 2012-2013
HEAD START/EARLY HEAD START REFUNDING APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Fiscal Year 2012-2013 Head Start/Early Head Start Refunding Application.

A copy of the Fiscal Year 2012-2013 Head Start/Early Head Start Refunding Application will be sent under separate cover. A listing of SETA-Operated Program and delegate agency center locations, part of the refunding application, is attached for your review.

Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

Approve the Fiscal Year 2012-2013 Head Start/Early Head Start Refunding Application.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

**SETA OPERATED
HEAD START
PROGRAM**
Funded enrollment:
2796 (2838)

Administrative Office:
925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
(916) 263-3804

Auberry Park
8120 Power Inn
Sacramento, CA 95828
563-5000 (60)

Bannon Creek
2775 Millcreek Drive
Sacramento, CA 95833
563-5005 (80)

Bright Beginnings
10487 White Rock
Road, P52
Rancho Cordova, CA
95670
563-5090 (160)

Broadway
263 Seavey Circle
Sacramento, CA 95818
563-5119 (80)

Country Wood Apts.
5700 Mack Rd.
Sacramento, CA 95823
563-5011 (120)

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823
563-5015 (100)

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660
563-5353 (120)

Freedom Park
6015 Watt Ave., S #5
North Highlands, CA
95660
563-5125 (180)

Fruitridge
5746 40th Street
Sacramento, CA 95824
563-5020 (80)

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

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

Hillsdale
5665 Hillsdale Ave.,
Bldg. 4
Sacramento, CA 95842
563-5360 (200)

Hopkins Park
2317 Matson Drive
Sacramento, CA 95822
563-5035 (120)

Illa Collin Center
3530 41st Avenue
Sacramento, CA 95824
563-5368 (60)

Job Corps
3100 Meadowview
Sacramento, CA 95832
563-5038 (20)

Kennedy Estates
6501 Elder Creek
Sacramento, CA 95824
563-5044 (60)

LaVerne Stewart
5545 Sky Parkway
Sacramento, CA 95823
563-5055 (60)

Mather
Mather Air Force Base
10546 Peter A. McCuen
Rd.
Mather, CA 95655
563-5057 (120)

Nedra Court
#60 Nedra Court
Sacramento, CA 95822
563-5066 (80)

New Helvetia II
816 Revere Street
Sacramento, CA 95818
563-5069 (40)

**Norma Johnson
Early Learning Center**
3265 Norwood Avenue
Sacramento, CA 95838
563-5372 (60)

**North Avenue Elem.
School**
1281 North Avenue
Sacramento, CA 95838
(160)

Northview
2401 Northview
Sacramento, CA 95833
563-5375 (120)

Parker Avenue
4516 Parker Avenue
Sacramento, CA 95820
563-5071 (16)

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823
563-5075 (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
563-5080 (80)

Strizek Park
3829 Stephen Drive
North Highlands, CA
95660
563-5383 (60)

Vineland
6450 20th Street
Rio Linda, CA 95673
563-5385 (60)

Walnut Grove
14273 River Road
Walnut Grove, CA
95690
776-4939 (40)

Whispering Pines
7610 Amherst Street
Sacramento, CA 95823
262-3143 (40)

**SETA Home Base
Program (102)**

**TWIN RIVERS USD
ECD CENTER
HEAD START**
Funded Enrollment:
211

Morey Avenue
155 Morey Avenue
Sacramento, CA 95838
(916) 643-8680 (187)

**Oakdale Preschool
Center**
3708 Myrtle Avenue
North Highlands, CA
95660 (24)

**ELK GROVE UNIFIED
SCHOOL DISTRICT
HEAD START**
Funded Enrollment:
420

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)

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2012-2013

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

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

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
424-3510 (20)

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

**SACRAMENTO CITY
UNIFIED SCHOOL
DISTRICT HEAD
START
Funded Enrollment:
1,292**

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 (24)

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 (24)

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 (26)

Capital City (Ext Day) Elementary
7220 24th Street
Sacramento, CA 95823
264-3950 (20)

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 (48)

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 (36)

Earl Warren Elementary
5420 Lowell Street
Sacramento, CA 95820
382-6038 (34)

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 (24)

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 (32)

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 MLK Jr. Blvd.
Sacramento, CA 95817
277-6780 (24)

Fremont (Wrap Around) Elementary
2420 N Street
Sacramento, CA 95816
277-6615 (24)

Fruitridge Elementary
4625 44th Street
Sacramento, CA 95820
277-6288 (20)

Golden Empire Elementary (Ext Day)
9045 Canberra Drive
Sacramento, CA 95826
228-5848 (24)

H. W. Harkness Elementary (Wrap Around)
2147 54th Avenue
Sacramento, CA 95822
433-5045 (24)

Hiram Johnson Family Education Center
3535 65th Street
Sacramento, CA 95820
277-6767 (17)

Hiram Johnson (Wrap Around) Elementary
3535 65th Street
Sacramento, CA 95820
277-6767 (24)

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 (24)

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

John Bidwell Elementary
1730 65th Avenue
Sacramento, CA 95822
433-5049 (24)

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

John Sloat Elementary
7525 Candlewood 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 2012-2013

Lisbon
7555 S. Land Park Dr.
Sacramento, CA 95831
433-5057 (24)

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

**Marian Anderson
Children's Center**
2850 49th Street
Sacramento, CA 95817
277-7139 (24)

**Marian Anderson
(Wrap Around)**
2850 49th Street
Sacramento, CA 95817
277-6259 (40)

**Mark Hopkins
Elementary**
2221 Matson Dr.
Sacramento, CA 95822
433-7317 (16)

**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 (24)

**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 (47)

**Washington
Elementary
(Wrap Around)**
520 18th Street
Sacramento, CA 95814
264-4163 (32)

**Washington
Children's Center**
530 18th Street
Sacramento, CA 95814
264-4364 (20)

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

Woodbine
2500 52nd Ave.
Sacramento, CA 95822
433-5318 (24)

**Home-Based Program
(48)**

**SAN JUAN UNIFIED
SCHOOL DISTRICT
HEAD START
700**

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 (80)

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

**Dom Way Primary
Center**
1500 Dom Way
Sacramento, CA 95864
575-2346 (54)

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

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

Garfield
3700 Garfield Avenue
Carmichael, CA 95608
575-2432 (54)

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 (94)

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:
120**

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)

Playmate #2
3555 3rd Avenue
Sacramento, CA 95817
457-8661 (20)

**SETA OPERATED
EARLY HEAD START
Funded enrollment:
345**

**SETA Early Head Start
Administrative Office:**

925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
263-3804

Broadway

263 Seavey Circle
Sacramento, CA 95818
563-5119 (8)

Crossroad Gardens

7322 Florinwood Dr.
Sacramento, CA 95823
563-5015 (8)

Elkhorn

5249 Elkhorn Blvd.
Sacramento, CA 95660
563-5353 (16)

Grizzly Hollow

805 Elk Hills Drive
Galt, CA 95632 (8)
(209) 744-7728

Job Corps

3100 Meadowview
Sacramento, CA 95832
563-5038 (16)

Mather Air Force Base

10546 Peter A. McCuen
Rd.
Mather, CA 95655
563-5057 (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
563-5372 (8)

Northview

2401 Northview
Sacramento, CA 95833
563-5375 (8)

Phoenix Park

4400 Shining Star Dr.
Sacramento, CA 95823
563-5075 (8)

**Sharon Neese
Early Learning Center**
925 Del Paso Blvd., S. 300
Sacramento, CA 95815
263-5470 (16)

**SETA Early Head Start
Home Base (225)**

**SACRAMENTO CITY USD
EARLY HEAD START
Funded Enrollment:
147**

**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 (28)

Capital City

7220 24th Street
Sacramento, CA 95823
264-3950 (74) (12)

Home Base (87)

**SAN JUAN USD EARLY
HEAD START
Funded Enrollment:
161**

**San Juan Unified School
District Early Head Start
Administrative Office**

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

**Dom Way Primary
Center**

1500 Dom Way
Sacramento, CA 95864
575-2346 (16)

**Encina Infant/Toddler
Center**

1400 Bell Street
Sacramento, CA 95825
921-9714 (41)

**Fair Oaks Infant/Toddler
Center**

10700 Fair Oaks Blvd.
Fair Oaks, CA 95628
971-5873 (16)

**Marvin Marshall Toddler
Center**

5309 Kenneth Avenue
Carmichael, CA 95608
971-7380 (16)

**San Juan Infant/Toddler
Center**

7551 Greenback Lane
Citrus Heights, CA 95610
725-6125 (24)

Home Base (48)

ITEM III-C – ACTION

APPROVAL OF FISCAL YEAR 2012-2013 HEAD START/EARLY HEAD START TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION TO BE IN ALIGNMENT WITH ESTABLISHED THREE-YEAR GOALS

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Fiscal Year 2012-2013 Head Start/Early Head Start Training/Technical Assistance Plan in the amount of \$394,361 for Head Start, and \$180,094 for Early Head Start. The Budget/Planning Committee met several times with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Roy Kim, 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 parents to provide input on the plan and correlating budget.

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

RECOMMENDATION:

Approve the Fiscal Year 2012-2013 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

TRAINING AND TECHNICAL ASSISTANCE PLAN 2012-2013

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 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, i.e., DRDP-r. 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 Grantee staff, parents, and delegate agencies. Finally, the T/TA plan was submitted to Seta's assigned GPSS who reviewed the document and provided feedback on the plan. The feedback provided by the GPSS was incorporated into this T/TA plan.

TRAINING AND TECHNICAL ASSISTANCE PLAN 2012-2013

APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT

Adjustments to the Training and Technical Assistance Plan (T/TA) proposed for PY 2012-2013 reflect the combined needs identified and prioritized by 1) parents on the Refunding Grant Application Planning Committee, 2) parents on the Budget/Planning Review Committee, and 3) the resulting goals established in the 2011-2012 Self Assessment Action Plan through careful analysis of results from: PIR, Community Assessment, countywide goals, on-going monitoring, DRDP-r, and ERSEA reports.

A systematic approach was taken to ensure that our 2012-2013 Self Assessment Action Plan, 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, as well as the continuing Three Year Goals and Objectives.

The T/TA Plan was adjusted to align with The Three Year Goals and Objectives, and the Self Assessment Action 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 will be tracked and measured on a monthly basis. Leadership Team and Management meetings are conducted weekly with specific agenda content. Agendas will include status reports and check-ins on a bi-weekly basis. This process will allow for careful tracking of progress as it relates to timetables and outcomes attainment in the defined priorities and sub-groups: 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
2012-2013**

[NOTES LEGEND: M=Mandated; G/O= Goals and Objectives; PIP= Program Improvement Plan; SA=Self Assessment]

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/ T & TA Budget Source		Notes
					HS	EHS	
1. Priority: Program Design and Management							
A. ERSEA - Strengthen paperwork system							
Cluster Training	Range 3 FSW	ERSEA Program Officer	Staff fully trained and proficient in data entering applications into the Child Plus System	August 2012	Minimal	Minimal	Job requirement
Cluster Training	FSWS, Site Supervisors, EHS Educators Home Visitors	ERSEA Program Officer	Staff fully trained on income calculations and accurate completion of application	August 2012	Minimal	Minimal	Job requirement
B. Recordkeeping and Reporting – Strengthen recordkeeping and reporting system							
Cluster Training	Range 1 & 2 FSWS, EHS Educators	Internal Staff	Staff will improve their organizational skills, and set up a system to ensure timely follow-up	August 2012	Minimal	Minimal	PIP
Cluster Training	Site Supervisors, Teachers, Social Workers, Home Visitors, and Special Ed Field Techs	Education Program Officers and H/N Staff	Review the routing and referral procedure for special education and mental health. Conduct follow up training to ensure compliance	September 2012	Minimal	Minimal	PIP

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2012-2013**

45 day Educational Screening Training	All Teaching Staff and FSWS	Program Operations Program Officers and Family Support Program Officers	Conduct follow-up training on timelines associated with mandated screenings. This will ensure that 45 day mandates are met and files are complete.	September/October 2012	Minimal	Minimal	SA
C. Human Resources - Strengthen Human Resources Systems							
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 Head Start/Early Head Start requirements	August 2012 and on-going	\$28,466	\$9,466	Best Practice
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	On-going as new staff are hired	Minimal	Minimal	Best Practice
Conferences (NHSA, CHSA, WIPFLI, 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.		\$4,800	\$4,800	Job Knowledge
In-service training	All Head Start and Early Head Start staff	Outside trainers	Staff will have opportunities to develop new skills, gain knowledge on three year goals and objectives and best practices in their field	December 2012 Spring 2013	\$15,000	\$5,000	G/O

TRAINING AND TECHNICAL ASSISTANCE PLAN
2012-2013

D. On-going Monitoring - Strengthen On-going Monitoring Systems							
Development of Scanner system	FSWS, Home Visitors, EHS Educators	I/T Staff	Identified staff will become knowledgeable about how and why documents to be scanned. This will allow of internal monitoring for compliance.	August 2012	Minimal	Minimal	Job Knowledge
Countywide Training on new internal monitoring tool	Countywide staff	QA Team	All countywide staff will have opportunities to attend training on the new internal monitoring tool used to ensure compliance.	October 2012 and ongoing	\$2573	\$805	M
E. Program Support - Strengthen Delegate and Partner Support							
Delegate Kick off	Delegate staff, Delegate Support team, Grantee managers and Deputy Director	Deputy Director, Program Support Manager	Roll out of the new SETA Monitoring tool. Continue to build supportive relationships	October 2012	\$3,000	Minimal	M
Content Coordinator Meetings	Content Coordinators 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 2012 on-going monthly	Minimal	Minimal	Best Practice

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2012-2013**

Career Incentive for Delegate Staff	All delegate staff	Community colleges, 4 year colleges and universities	Staff will receive up to \$750 per grant year to return back to school to continue their education and meet reauthorization requirements	August 2012 and on-going	\$6,000		Best Practice
Child Plus Training	Delegate and Partner staff	Outside Consultant	Delegate and Partner staff will have opportunities to continue to increase skills in all aspects of Child Plus entry and knowledge	TBA	\$6,000	\$2,000	Job Knowledge
F. Program Governance - Strengthen Program Governance							
PAC/PC Training	PAC/PC members	SS/PI Coordinator and SS/PI staff	Demonstrate increased knowledge of roles and responsibilities of members, including Robert's Rules of Order, Brown Act, and parliamentary procedures	October 2012	Minimal	Minimal	M
Parent Leadership Training	PAC/PC members	SS/PI Coordinator and Keynote speaker	Deeper understanding of leadership roles parents play in HS/EHS and deepen relationship with parents	April 2013	\$9,000	\$1,520	M
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 2013	Minimal	Minimal	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2012-2013**

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 serving on PAC/PC.	February 2013	Minimal	Minimal	M
Local Conferences- parents	Parents	Local conferences	Parents will achieve greater awareness of the process of becoming an advocate, and how the state and local budgets affect child care funding	Spring 2013	\$2,000	\$1,000	Best Practices
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	January 2013	\$6,000	\$1,200	Best Practices
H. Program Planning - Strengthen Planning Systems							
Strategic Planning Follow up	Strategic Planning Team	Outside Consultant	Team will reconvene to provide updates on progress of Strategic plan, and to reevaluate goals and objectives.	Fall 2012	\$1,000	Minimal	Best Practice

TRAINING AND TECHNICAL ASSISTANCE PLAN
2012-2013

2. PRIORITY: Improve Service Delivery (Develop a comprehensive Parent Education Program to promote self-sufficiency, improve the quality all Head Start/ Early Head Start delivery service methods to ensure all Performance Standards are being met.)

A. HEALTH & SAFETY

BBP/ Universal Precaution Training	All Staff	Program Support Manager, Health/Nutrition Specialists/ Identified outside trainers	All staff will be trained on Blood Borne Pathogens and other mandated training including Child Abuse and food safety.	September 2012 and April, 2013	Minimal	Minimal	M
CPR Training	Teaching Staff	Health/Nutrition Specialists	Teaching staff certified in Pediatric CPR and First Aide	Monthly	Minimal	Minimal	M
Pedestrian Training	Parents	FSWS, Health/Nutrition Specialists, Teaching Staff	Increased knowledge of health and safety issues and of pedestrian safety	September 2012 and on-going	\$1,000	\$1,000	M

B. NUTRITION

Nutrition and Child Obesity	Parents	Health Nutrition Specialists	Parents will demonstrate increased knowledge on ways to combat childhood obesity and how to increase physical activity at home.	September 2012 and on-going at parent meetings and countywide training	\$7,250	\$3,500	G/O
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	August 2012 and on-going monthly	\$20,000	\$1,600	G/O

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2012-2013**

			cook/drivers				
School Readiness Aide Training	Parents	Family Support Manager, Education Coordinator	Parents will gain knowledge and skills in the area of child development, how to provide classroom support to individual children in the areas of school readiness preparation	September 2012 initial training and bimonthly after that	\$25,000		G/O
Health Advisory/CPAC	Community	Outside professionals	Health professionals and 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
<i>C. MENTAL HEALTH</i>							
CSEFEL Workshops- Positive Solutions for Families	Parents	Parent Support Manager	Parents will be offered a series of parenting classes dealing with the issues of addressing challenging behaviors as identified on the FPA.	January 2013 and May 2013	Minimal	Minimal	G/O
Parent Education Workshops	Parents	Mental Health Specialists, SS/PI staff	Parents will increase their knowledge in the areas of stress management, healthy eating and the relationship to mental health or other mental health services identified on the FPA	Ongoing monthly at parent meetings at the Early Learning Sites	Minimal	Minimal	On-going monitoring
CSEFEL Training-	Staff		Staff will be trained to implement the CSEFEL techniques into their classrooms. This will reduce the amount of conflict and stress in the classroom.	Two Head Start classes to be identified	\$3,000		G/O

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2012-2013**

<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 2013	\$3,000	\$1,650	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	On-going at parent meetings and socializations	Minimal	Minimal	M
<i>E. School Readiness</i>							
Best Practices in Caring for Children Birth-5	EHS Educators, Teaching staff	Identified outside trainers	Staff will gain increased knowledge in the areas of best practices in EHS care	Spring 2013		\$1,000	M
CLASS Training –	All classroom teachers and identified Delegate Staff	Educational Program Officers	Staff will receive ongoing training in the CLASS instrument and techniques to enhance teacher effectiveness	On-going	\$4,000		M
Regional Site Supervisor Meetings	Site Supervisors	Program Operations Unit Program Officers	Site Supervisors will meet monthly to discuss best practices in the ECE field, implementation of the new oral language curriculum, and the new classroom assessment tool, updated policies/procedures/practices	Monthly	Minimal	Minimal	M
Early Head Start Best practices	Early Head Start Staff	Outside trainers	Early Head Start staff will be offered multiple training sessions on topics including CLASS for Toddlers, school readiness, communication and increasing cognition in infants and toddlers	Monthly		\$9,716	Best Practices

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2012-2013**

Dual Language Learners	All teaching staff	Program Operations Unit Program Officers, Identified outside training experts	All teaching staff will receive on-going teacher training to support their increased competence in working with dual language learners	Bi-monthly beginning in Feb 2013	\$4,000	\$1,000	Best Practices
Mentor Coaches	All teaching staff	Mentor Coach	Staff will be given the opportunity to work one-on-one with a Mentor Coach to increase teacher CLASS scores and improve intentional teacher activities. Staff will also be offered opportunities to participate in monthly teacher forums to increase ideas for curriculum implementation.	Bi-monthly beginning September 2012 for Teacher Forums. On-going for Mentor Coach	\$20,000		Best Practices
ECERS/ITERS Consultants	Identified Classrooms	ECERS/ITERS Consultants	Consultants will be hired to provide the ECERS/ITERS to selected classrooms. Will work with staff to develop environmental plans for anything that is not at a 5	July 2013	\$16,500	\$7,500	Best Practices
Training for EHS Home Base staff	EHS educators	West Ed	Staff will receive follow up training from Program For Infant/Toddler Caregivers on implementation of best practices with infants and toddlers	To be determined	0	\$5,000	Best Practices
<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 needs identified on the FPA. Training will happen at monthly parent meetings, monthly countywide training	Summer 2012 and monthly	\$5,000	\$1,200	G/O

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2012-2013**

			and other modes as identified as successful				
Parent and staff education on the importance of attendance	Parents and staff	SS/PI staff, FSWS and teaching staff	Parents and staff will implement gain greater knowledge about the importance of regular attendance and their role in encouraging regular attendance	Fall 2012 Spring of 2013	\$5,000	\$1,000	Best Practices
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 2012 and monthly	\$4,759	\$816	Best Practices
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 school readiness.	Monthly	\$16,350	\$1,950	G/O
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	Monthly	\$4,000	\$1,900	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2012-2013**

			grandparents/foster parents through the support meeting held monthly				
Best Practices in the Social Service Field	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 2013 and as needed	\$4,000	\$2,000	G/O
Parent Activity Projects	Parents	SS/PI staff, Employment Service Specialist, Health/Nutrition staff and outside guest speakers as identified	Parents will choose educational workshops to attend based on their interests. Topics will be discussed and voted on at parent meetings and socializations	On-going	\$9,400	\$1,000	Best Practices
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 2013	Basic	Basic	Best Practices
Parent Career Incentive Program	Parents	Various learning institutes	Parents will be reimbursed up to \$600 per grant year to attend college, vocational education or adult education	On-going	\$3,500	1,500	M

ITEM III-D- ACTION

APPROVAL OF FISCAL YEAR 2012-2013 SETA-OPERATED PROGRAM TRACKS

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve Fiscal Year 2012-2013 SETA-Operated Program Tracks.

Staff will be available to answer questions.

RECOMMENDATION:

Approve Fiscal Year 2012-2013 SETA-Operated Program Tracks.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____



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 2012-2013. 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.

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				
FY	1	2	3	5	Grand Total
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	16	2806
31	930	930	930	48	2838
32					
33					
Grand Total	5630	5630	5630	216	17106

Funding	Period	FY
1-Aug-12	31-Jul-13	31-Jan
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

HEAD START PROGRAM TRACKS

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

ITEM III-E - ACTION

APPROVAL OF FISCAL 2012-2013 SACRAMENTO COUNTY PROGRAM
OPTIONS/GRANTEE AND DELEGATE AGENCIES

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve Fiscal Year 2012-2013 Sacramento County Program Options/Grantee and Delegate Agencies.

Staff will be available to answer questions.

RECOMMENDATION:

Approve Fiscal Year 2012-2013 Sacramento County Program Options/Grantee and Delegate Agencies.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

HEAD START

SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS /GRANTEE & DELEGATE AGENCIES FY 2012-2013

PROGRAM OPTIONS

AGENCY	Total Funded Enrollments	OPTION 1 (CB) Full-Day Collab. 5 days/ week 8 hrs/day 46 weeks	OPTION 2 (CB) Full-Day Collab. 5 days/week 10 hrs/day 46 weeks	OPTION 3 (CB) Full-Day 5 days/week 8-9 hrs/day 33-35 weeks	OPTION 4 (CB) Full-Day 5 days/week 9-10 hrs/day 33-35 weeks	OPTION 5 (CB) Full-Day 5 days/week 8-9 hrs/day 46-48 weeks	OPTION 6 (CB) Full-Day 4-5 days/week 6.5 hrs/day 47 weeks	OPTION 7 (CB) Part-Day 4-5 days/week 3.5 hrs/day 32-35 weeks
SETA	2,796*			580	100	20		
Elk Grove	400							
Sacramento City	1,292	49	49					
San Juan	700						200	160
Twin Rivers	211			24				
WCIC (Playmate)	120					20		
TOTALS	5,519	49	49	604	100	40	200	160

Comments

* SETA's actual enrollment totals are 42 more 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 2012-2013

PROGRAM OPTIONS

AGENCY	Total Funded Enrollments	<u>OPTION 8</u> (CB) Wrap 5 days/week 6 hrs/day 32-33 weeks	<u>OPTION 9</u> (CB) Part Day 5 days/week 6 hrs/day 48 weeks	<u>OPTION 10</u> (CB) Part-Day 5 days/week 4 hrs/day 35-36 weeks	<u>OPTION 11</u> (CB) Part-Day 4 days/ week 3.5 hrs/day 32-36 weeks	<u>OPTION 12</u> (HB) Home Base 32-47 weeks		
SETA	2,796		16	2020		102		
Elk Grove	400				400			
Sacramento City	1,292	535			611	48		
San Juan	700				340			
Twin Rivers	211				187			
WCIC (Playmate)	120			100				
TOTALS	5,519	535	16	2,120	1,538	150		

Comments

* SETA's actual enrollment totals are 42 more than total funded enrollment due to SETA's Track System.

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

EARLY HEAD START

SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES						
FY 2012-2013						
PROGRAM OPTIONS						
AGENCY	Total Funded Enrollments	<u>OPTION 1</u> Full Day 5 days/week 7.5 hrs/day 34 weeks	<u>OPTION 2</u> Full Day 5 days/week 8-10 hrs/day 48 weeks	<u>OPTION 3</u> (CO) 5 days/week 7.5-8 hrs/day 34-36 weeks	<u>OPTION 4</u> (CO) 1 day/week 8 hrs/day 7 weeks	<u>OPTION 5</u> (HB) 47-48 weeks
SETA	345		120			225
Sacramento City	147			52*	8**	87
San Juan	161	72		41		48
TOTALS	653	72	120	93	8	360
Comments	<p>*For center based option, 178 center-based service day are offered, then the option becomes a home-based model; this program option provides a total of 235 service days.</p> <p>**For combination option, 37 center-based days are offered during the school year, bi-weekly home visits are offered during the school year and weekly visits are offered during the summer.</p>					

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

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

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:		2. Number of pregnant women enrolled for EHS: N/A	
Center-based enrollment	<u>2736</u>		
Home-based enrollment	<u>102</u>		
Combination option enrollment			
Family child care enrollment			
Other option enrollment			
 Total child enrollment	 <u>2838*</u>		

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	6	
2. Program option identification	CB/FD	CB/FD	CB/FD	CB/PD	CB/PD	HB	
3. Funded enrollment	100	260	360	16	2000	102	

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

4a. Number of classes/groups/family child care settings	5	13	18	1	100	N/A	
4b. Double session, enter D	N/A	N/A	N/A	N/A	N/A	N/A	
5. Number of hours of classes/groups/FCC settings per child, per day	10	9	8	6	4	N/A	
6. Number of days of classes/groups/FCC settings per child, per week	5	5	5	5	5	N/A	
7. Number of days of classes/groups/FCC settings per child, per year	165	165	165	247	165	N/A	
8. Number of home visits per child, per year	2	2	2	**	2	N/A	
9. Number of hours per home visit	1.5	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.

I. ENROLLMENT BY PROGRAM OPTION Head Start
X 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 <u> 120 </u> Home-based enrollment <u> 225 </u> Combination option enrollment Family child care enrollment Other option enrollment Total child enrollment <u> 345 </u>	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	
2. Program option identification	CB/FD	CB/FD	CB/FD	HB	
3. Funded enrollment	8	32	80	225	

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

4a. Number of classes	1	4	10		
4b. Double session, enter D	0	0	0		
5. Number of hours of classes, per day	10	9	8		
6. Number of days of classes, per week	5	5	5		
7. Number of days of classes, per year	247	247	247		
8. Number of home visits per child, per year	2	2	2		
9. Number of hours per home visit	1.5	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:

ITEM III-F - ACTION

APPROVAL OF ANNUAL SELF ASSESSMENT FOR 2011-2012
AND RESULTING PROGRAM IMPROVEMENT PLAN
SETA OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the results of the Head Start/Early Head Start Annual Self-Assessment.

In January 2012, eighteen teams were assembled for the 2011-2012 self-assessment process. Each was composed of both parents and staff and was led by an appointed team leader to facilitate the process. Teams reviewed and analyzed nineteen service areas, including Program Governance, Planning, Communication, Record-keeping/Reporting, On-going Monitoring, Human Resources, Fiscal, Prevention/Early Intervention, Tracking/Follow-up, Disabilities, Individualization, Family Partnerships, Parent Involvement, Community Partnerships, Eligibility/Recruitment/Selection/ Enrollment/Attendance, Safe Environments, Child Outcomes, Education and Early Intervention.

While many positive outcomes and strengths were noted during the review, staff continues to strive for excellence. As part of the 2011-2012 Program Improvement Plan, staff will focus on a few areas of improvement, including school readiness/child outcomes, family and community outcomes, human resources and staff development opportunities.

A summary report and resulting Program Improvement Plan are attached for review and approval.

Staff will be available to answer questions.

RECOMMENDATION:

Approve Program Year 2011-2012 Self-Assessment and resulting Program Improvement Plan.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

Self Assessment Summary of Results 2011-2012

Project Background:

During the fall of 2011, SETA Head Start/Early Head Start developed a self assessment plan that included parents, administrative and field staff, as well as management. The self assessment process resulted in an in-depth review of the quality and compliance of the SETA Head Start/Early Head Start program.

To conduct the self assessment, the teams utilized the *2012 OHS Monitoring Protocol*, the *Head Start Self Assessment: Your Foundation for Building Program Excellence* tool and the *SETA Head Start/Early Head Start Monitoring Tool*. Each team developed an in-depth, cross-combination tool for their use and team leaders trained all staff, parents and volunteers to ensure they were clear on the protocols. The teams conducted site visits during early January. All Early Learning Centers were visited by at least one self assessment team. Team reviews included, but were not limited to the following: children's files, on-going monitoring reports, program information reports, policies and procedures manuals, Human Resource and fiscal documents, monthly reports, *Childplus* reports, self assessment results, goals and objectives, classroom observations, ECERS, ITTERS, and CLASS results, indicators from Community Childcare Licensing (CCL) and the Child and Adult Care Food Program (CACFP), home visit observations, etc. Additionally, many teams performed interviews with staff, parents, and community partners for the self assessment. Results from the self assessment were analyzed in February and resulted in a detailed Self Assessment Program Improvement Plan (PIP).

Team Composition:

A total of eighteen teams were assembled for the Self Assessment. Each team had an appointed team leader to facilitate the process and was composed of both parents and staff. Some parents and staff may have served on more than one team. The teams were as follows:

Program Governance	Individualization
Planning	Disabilities
Communication	Family Partnerships
Record Keeping & Reporting	Parent Involvement
Ongoing Monitoring	Community Partnerships
Human Resources	ERSEA
Fiscal	Safe Environments
Prevention & Early Intervention	Child Outcomes
Tracking & Follow-up	Education and Early Childhood Development

Summary of Program Strengths: SETA Head Start/Early Head Start has many notable strengths, including some of the following:

School Readiness/Child Outcomes:

- Staff developed a comprehensive approach to school readiness/child outcomes systems and training to ensure teachers are well prepared to analyze and appropriately use data to individualize for children
- Strong partnerships with SCOE, River Oak Center for Children, and local school districts facilitate service delivery to students with disabilities.
- Team approach to providing support to families who have a child with a disability gives them a network of resources.
- Teaching styles and classroom routines are modified to assist children with disabilities.
- New education tracking system facilitates monitoring of home visits and parent conference due dates.
- Diverse staff reflects the cultures and languages of the children and families served.
- Strong evidence of individualization for all children in lesson plans and in the children's files; staff can articulate how and why, they individualize for children.
- Curriculum is well documented and implemented consistently across sites.
- Behavior plans are used for children with challenging behaviors.
- Classrooms are rich with materials for children to work independently.
- DRDP and HELP assessment reporting systems provide quality feedback.
- Consistent parent conference.

Family and Community Outcomes:

- Overall, parents seem very pleased with the quality of services that they are receiving and can articulate the services their children receive.
- Family Service Workers have good rapport with their families and are knowledgeable of available community resources.
- Excellent parent and staff interaction was observed during site visits.
- Centers contain well developed parent areas that are inviting and useful.
- Monthly parent meetings are focused on topics identified in the Family Partnership Agreements.
- Regular communication between parents and site staff during pick up/drop off times and monthly parent meetings.
- Strong connection with a variety of community partners. Regular meetings with community agencies allow for ongoing collaboration.

Health/Early Intervention and Nutrition Services:

- Health and safety continues to be a priority at the child development centers. Staff is knowledgeable about and practice safety procedures.
- Staff implemented a multi-pronged approach and aggressive campaign to address follow-up and parent education regarding low blood lead levels, including training for parents, children, and staff.
- Health and Nutrition materials are available in multiple formats and languages.

- Staff developed and implemented “Health-a-Palooza,” a fantasy character (i.e. Snow White, Alice in Wonderland, Jasmine and Belle) presentation for children on health, nutrition, and safety.
- Food Services provides high quality meals which meet the individual nutritional needs of the children.
- A comprehensive disaster preparedness program is in place for each center.

Program Design and Management:

(including Planning, Communications, Record-Keeping/Reporting, On-going Monitoring, Governance, ERSEA, Fiscal and Human Resources):

- Intensive strategic planning process with SETA management, leadership and center-based staff during the 2011-2012 program year.
- Comprehensive and well documented planning process that includes parents, board members, content experts, staff, and management.
- Program decisions are driven by community data.
- Both PC and PAC members are well versed on Head Start governance and are actively engaged in program decision-making.
- Parents and staff work together on shared governance decision-making committees
- Regular communication between staff (within groups of staff and with management) during regular meetings and via e-mail communication.
- Excellent communication and collaboration between program and fiscal staff.
- Strong system of internal fiscal controls.
- Monitoring data is used for program improvement and corrective action plans.
- Site level recordkeeping procedures and information are consistent with reports received at administrative level.
- Implementation of electronic tracking system for children’s attendance (EZ ID)
- Staff receives ongoing trainings to increase their competency, including day long all-staff training meetings that are offered regularly.
- Ongoing tuition reimbursement program for all staff.

Summary of Program Growth Opportunities: During the Self Assessment process, teams identified areas for improvement and opportunities for growth. Areas of improvement do not necessarily indicate systemic issues and/or areas of non-compliance. Below is a summary of some of the highlighted areas. A complete Program Improvement Plan (PIP) with action steps, timelines, and staff responsible is attached.

School Readiness/Child Outcomes:

- Interactions between teacher and child in the area of instructional support were lower than other CLASS domains.
- Math and literacy activities for toddlers and math activities for preschoolers could be strengthened.
- Creative art activities that support the Creative Arts Learning Framework domain could be strengthened
- Limited parent input on children’s IDPs.

- Not all staff could clearly articulate agency-level school readiness goals and/or how curriculum goals or how curriculum is used to meet Head Start Framework and State Preschool Foundations.
- More training opportunities needed for staff to support children with disabilities.

Family and Community Outcomes:

- Fragmented documentation regarding parent meetings at centers.
- Limited parent involvement on board, advisory committees and in monthly center meetings.
- In several of the files, there was insufficient or untimely documented follow-up on goals in the Family Partnership Agreement. Some of the files also lacked clear strategies for reaching the set goals.
- The Family Partnership Agreement lacks a place to address immediate needs.
- Some parents reported that they did not receive a site orientation and/or have a staff member review the parent handbook with them.

Health/Early Intervention and Nutrition:

- Health screens are completed, but not always within 45 days.

Program Design and Management:

(including Planning, Communications, Record-Keeping/Reporting, On-going Monitoring, Governance, Fiscal and Human Resources):

- Varying levels of competency in writing skills, computer skills and organizational skills among staff in regard to tracking and follow-up.
- Inconsistent, infrequent and/or limited documentation of follow-up in files (i.e. Family Contact forms, failed health events, medical/dental homes, home visits, parent conferences.
- Applications are sometimes incomplete and/or inaccurate
- More staff input needed on agendas for FSW and Site Supervisor meetings.
- Limited follow-up to staff training on new tools/materials
- More training and on-site visits needed in the EHS classrooms for on-going support and quality enhancements
- The Routings and Referrals system needs to be updated for more timely routing and follow-up.
- Case management is not occurring regularly with proper documentation.
- Employee performance evaluations are completed, however, not always in a timely manner for all employees.

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self Assessment Program Improvement Plan (PIP)
2011-2012**

<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>SCHOOL READINESS/CHILD OUTCOMES</i>				
<i>Goal: Continue to support teacher's growth and development regarding CLASS, DRDP and data analysis</i>				
Continue to build teacher knowledge and skills in CLASS/Instructional Support domain	Karen Gonzales, Manager Program Officers (ED) Education Coordinators	April 2012	Regional Training/Staff Development scheduled	
Continue to strengthen teacher's use of the Houghton Mifflin curriculum	Karen Gonzales, Manager Program Officers (ED) Education Coordinators	April 2012	Regional Training/Staff Development scheduled	
Continue to develop teacher knowledge on the interconnectedness of the newly developed School Readiness Goals, Child Outcomes, Preschool Foundations, the Early Learning Framework and Desired Results.	Karen Gonzales, Manager Program Officers (ED) Education Coordinators	May 2012	Regional Training/Staff Development scheduled	
Increase effectiveness of math and literacy activities for toddlers	Karen Gonzales, Manager Program Officers (ED) Education Coordinators	May 2012	Regional Training/Staff Development scheduled	
Develop data reports to support analysis of various programming, such as attendance, full-day/part-day, program options, demographics, etc. Produce a new variety of results-oriented reports for the boards.	Karen Gonzales, Manager Denise Lee, Deputy Director Donald Schmidt, ITA	July 2012	DRDP data is gathered 3X/year. New reports will be developed to analyze various data sets.	

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self Assessment Program Improvement Plan (PIP)
2011-2012**

<i>FAMILY AND COMMUNITY OUTCOMES</i>				
<i>Goal: Increase parent/child participation</i>				
Increase parent participation in PC and PAC board activities and sub-committees.	Marie Desha, SS/PI Coordinator PAC/PC Executive Committee SS/PI Specialists	June 2012	PAC/PC Orientation took place in January which included approval processes. Surveys will be sent to parents to see how the program can improve overall parent participation.	
Increase child daily attendance in each center. Develop a program to educate parents on the importance of attending school as it relates to school readiness and encourage their daily participation.	Lisa Carr, Manager Program Officers (SS/PI)	April 2012	A subcommittee is in place and in the process of designing a new system.	
Ensure monthly parent meetings are well documented, organized and available to all parents at each center. Ensure parent officers have been chosen so that parents can run their own meeting.	Lisa Carr, Manager SS/PI Specialists	April 2012		
Ensure that parent orientation is occurring at all centers and that the parent handbook is being reviewed.	Lisa Carr, Manager SS/PI Specialists	July 2012		
<i>Goal: Continue to strengthen family case management and internal monitoring systems to ensure high quality family outcomes are documented</i>				
Continue to provide staff development for Family Service Workers in the areas of case management /documentation, customer services, goal setting strategies, time management and follow-up services	Lisa Carr, Manager Program Officers (SS/PI)	March 2012	Monthly professional development strands have been developed and are in progress	

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self Assessment Program Improvement Plan (PIP)
2011-2012**

<i>RECORD-KEEPING AND REPORTING</i>				
<i>Goal: Improve efficiency and effectiveness of record-keeping and reporting systems</i>				
Create and implement a new monitoring tool for on-going program and systems monitoring	Brenda Campos, Manager Program Officer (Admin) Quality Assurance Specialists	April 2012	The QA Unit is in the process of developing a tool. A pilot of the tool will be launched in June 2012	

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

This agenda item provides an opportunity for information to be shared on the following:

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
- PC/PAC Calendar of Events – Ms. Coventry St. Mary
- Parent/Family Support Unit Events and Activities – Ms. Coventry St. Mary
- Parent/Staff Recognitions – Mr. Victor Bonanno
- Parent Leadership Institute Reports– Ms. Coventry St. Mary
- Navigating Kinship Report(s) – Ms. Willie Jean Peck
- Special Education Overview – Ms. Beverly Sanford
- Community Resources-Parents/Staff – Ms. Coventry St. Mary

NOTES:

PC/PAC CALENDAR OF EVENTS



<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Thursday, April 26, 2012 9:00 – 10:00 a.m. Olympus Room
PC/PAC Personnel/Bylaws Committee Meeting	Friday, April 27, 2012 9:00 a.m. – 10:30 a.m. Redwood Room
PC Executive Committee	Thursday, May 3, 2012 9:00 a.m. – 10:00 p.m. Olympus Room
PC/PAC Social/Hospitality Committee Meeting	Friday, May 4, 2012 9:00 a.m. – 11:00 a.m. Redwood Room
PC/PAC Budget/Planning Committee Meeting	Tuesday, May 8, 2012 9:00 – 10:00 a.m. Oak Room
PC/PAC Male Involvement Committee Meeting	Wednesday, May 16, 2012 10:00 - 11:30 a.m. Magnolia Room
PAC Executive Committee	Thursday, May 17, 2012 9:00 – 10:00 a.m. Olympus Room
PAC Food Service Committee Meeting	Thursday, May 17, 2012 9:00 – 11:00 a.m. Oak Room
PC/PAC Personnel/Bylaws Committee Meeting	Thursday, May 24, 2012 9:00 a.m. – 10:30 a.m. Redwood Room
PC Executive Committee	Thursday, May 24, 2012 10:30 a.m. – 11:30 a.m. Olympus Room

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

<u>EVENT</u>	<u>DATE</u>
PC/PAC Male Involvement Committee Meeting	Wednesday, May 16, 2012 10:00 - 11:30 a.m. Magnolia Room



SETA Head Start Menu

April 2012

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 7	2 Breakfast: Crispix Cereal, Apple, Milk Lunch: Chicken Fried Brown Rice, Orange, Milk Snack: Cheese Sticks, American Classic Wheat Crackers	3 Breakfast: Oatmeal, Brown Sugar, Banana, Milk Lunch: Macaroni & Cheese, Seasoned Green Beans, Strawberries or Tangerines, Milk Snack: Strawberry Waffle, Whole Grain Grahams, Milk	4 Breakfast: Whole Wheat Apple Cinnamon Muffin, Diced Peaches, Milk Lunch: BBQ Chicken on Whole Wheat Bun, Peas & Carrots, Cantaloupe, Milk Snack: Dreamy Orange Whole Grain Mini Loaf, Diced Pears	5 Breakfast: Whole Grain Pancakes/Syrup, Apple, Milk Lunch: Roasted Turkey Sandwich on Whole Wheat Bread, Carrot Sticks, Kiwi, Mayonnaise, Milk Snack: Sunrise Bites Whole Wheat Crackers, Apple	6 Breakfast: Whole Grain Cheerios Cereal, Pear, Milk Lunch: Cheese Sandwich on Whole Wheat Bread, Baby Carrots, Orange, Milk Snack: Lemon Dinosaur Crackers, Apple
Week 1	9 Breakfast: Whole Grain Kix Cereal, Pineapple, Milk Lunch: Lemon Pepper Chicken, Peas/Carrots, Steamed Brown Rice, Orange, Milk Snack: Cottage Cheese, Cheese-It Crackers	10 Breakfast: Whole Wheat Sweet Corn Muffin, Orange, Milk Lunch: Beef Patty on whole Wheat bun, whole Kernel Corn, Pickle, Kiwi, Mustard & Ketchup, Milk Snack: String Cheese, Apple	11 Breakfast: Whole Grain Biscuit/Jelly, Diced Peaches, Milk Lunch: Build a Burrito, Beans, Tortilla, Shredded Cheese/Lettuce, Tomato, Tangerine or Strawberries, Milk Snack: Sunrise Bites Whole Grain Crackers, Banana	12 Breakfast: Whole Wheat Banana Muffin, Diced Pears, Milk Lunch: Cheese on Whole Wheat Bread, Cauliflower with Dip, Apples or Watermelon, Butter, Milk Snack: Kix Whole Grain Cereal, Milk	13 Breakfast: Whole Grain Cheerios, Banana, Milk Lunch: Turkey Ham on Whole Wheat Bread, Cantaloupe, Baby Carrots, Mayonnaise, Milk Snack: Rice Cakes, Pineapple Tidbits
Week 2	16 Breakfast: Whole Grain Kix Cereal, Apples, Milk Lunch: Oven Baked chicken, Sweet Potatoes, Cantaloupe, Whole Wheat Sweet Corn Muffin, Milk Snack: Oranges, Strawberry Yogurt	17 Breakfast: Whole Grain Pancakes/Syrup, Kiwi, Milk Lunch: BBQ Beef Burger on Whole Wheat Bun, Mixed Vegetables, Tangerine or Strawberries, Milk Snack: Whole Wheat Apple Cinnamon Muffin, Banana	18 Breakfast: Oatmeal/Raisins, Pineapple Tidbits, Brown Sugar, Milk Lunch: Chicken Chow Mein, Steamed Brown Rice, Apple or Watermelon, Milk Snack: Tropical Treat, Whole Grain Crackers, Diced Pears	19 Breakfast: Crispix Cereal, Banana, Milk Lunch: Turkey Ham on Whole Wheat Bread, Cucumbers with Dip, Orange, Mayonnaise, lowfat Milk Snack: Dreamy Orange Whole Grain Mini Loaf, Milk	20 Breakfast: Whole Wheat Blueberry Muffin, Diced Mango, Milk Lunch: Roasted Sliced Turkey on Whole Wheat Bread, Baby Carrots, Kiwi, Milk Snack: American Cheese Quesadilla, Butter
Week 3	23 Breakfast: Multi Grain Cereal, Orange, Milk Lunch: Macaroni & Cheese, Broccoli/Ranch Dip, Cantaloupe, Milk Snack: Strawberry Waffle, Whole Grain Grahams, Milk	24 Breakfast: Whole Wheat Apple Cinnamon Muffin, Banana, Milk Lunch: Beef Ravioli, French Bread, Spinach Salad with Dressing, Orange, Milk Snack: Whole Wheat Banana Mini Loaf, Apple	25 Breakfast: Whole Grain Biscuit/Jelly, Diced Peaches, Milk Lunch: Enchilada Casserole with Tomato Sauce and Cheese, Sweet Corn Kernels, Kiwi, Milk Snack: Sound Bites Whole Grain Crackers, Peach Yogurt	26 Breakfast: Bagelette/Cream Cheese, Apple, Milk Lunch: Roasted Turkey/Whole Wheat Bread, Zucchini with Dip, Tangerine or Strawberries, Mayonnaise, Milk Sanck: Cottage Cheese, Pineapple Tidbits	27 Breakfast: Whole Grain Cheerios, Orange, Milk Lunch: Swiss Cheese on Whole Wheat Bread, Sliced Tomatoes, Diced Apricots, Butter, Milk Snack: Fresh Kiwi, Goldfish Crackers
Week 4	30 Breakfast: Whole Wheat Blueberry Muffin, Cantaloupe, Milk Lunch: Spanish Rice, Sweet Kernel Corn, Tangerine or Strawberries, Milk Snack: Cheese-It Crackers, Apricot Halves				

SETA Head Start Menu

Abril 2012

	lunes	martes	miércoles	jueves	viernes
Semana 7	2 Desayuno: Cereal Crispix, Manzana, Leche. Comida: Arroz Integral Frito con Pollo, Naranja, Leche. Bocadillo: Barritas de Queso, Galletas Saladas de Trigo American Classic.	3 Desayuno: Avena, Azúcar Morena, Plátano, Leche. Comida: Macarrón con Queso, Ejotes Sazonados, Fresa o Tanjarina, Leche. Bocadillo: Waffle de Fresa, Galletas de Grano Integral Grahams, Leche.	4 Desayuno: Mollete de Trigo Integral con Manzana y Canela, Durazno, Leche. Comida: Pollo Asado con Pan de Trigo Integral, Chicharos y Zanahorias, Melón, Leche. Bocadillo: Minibarra de Grano Integral Dreamy Orange, Pera Picada.	5 Desayuno: Jotqueis (Pancakes) de Grano Integral con Miel, Manzana, Leche. Comida: Jamón de Pavo con Pan de Trigo Integral, Pepino con Aderezo, Naranja, Mayonesa, Leche. Bocadillo: Minibarra de Pan de Trigo Integral Dreamy Orange, Leche.	6 Desayuno: Cereal Cheerios de Grano Integral, Pera, Leche. Comida: Rebanada de Pavo Asado en Pan de Trigo Integral, Zanahorias, Kiwi, Leche. Bocadillo: Quesadilla de Queso Americano, Mantequilla.
Semana 1	9 Desayuno: Cereal Kix de Grano Integral, Piña, Leche. Comida: Macarrón con Queso, Brócoli con Aderezo Ranch, Melón, Leche. Bocadillo: Waffle de Fresa, Galletas Graham de Grano Integral, Leche.	10 Desayuno: Mollete de Trigo Integral y Maíz, Naranja, Leche. Comida: Ravioli de Res, Pan Francés, Ensalada de Espinaca con Aderezo, Naranja, Leche. Bocadillo: Minibarra de Pan de Trigo Integral, Manzana.	11 Desayuno: Bizcocho de Grano Integral con Jalea, Durazno Picado, Leche. Comida: Enchilada Horneada con Salsa de Jitomate y Queso, Granos de Elote Dulce, Kiwi, Leche. Bocadillo: Galletas Saladas de Grano Integral, Yogur de Durazno.	12 Desayuno: Mollete de Trigo Integral con Plátano, Pera Picada, Leche. Comida: Pavo Asado con Pan de Trigo Integral, Barritas de Calabacita con Aderezo, Tanjarina o Fresa, Leche. Bocadillo: Requesón, Golosinas de Piña.	13 Desayuno: Cheerios de Grano Integral, Plátano, Leche. Comida: Queso Suizo con Pan de Trigo Integral, Rebanadas de Jitomate, Chabacano Picado, Mantequilla, Leche. Bocadillo: Kiwi, Galletas en forma de Pez.
Semana 2	16 Desayuno: Cereal Kix de Grano Integral, Manzana, Leche. Comida: Arroz Español, Granos de Elote Dulce, Tanjarina o Fresa, Leche. Bocadillo: Galletas Saladas Cheese-It, Mitades de Chabacano.	17 Desayuno: Jotqueis (Pancakes) de Grano Integral con Miel, Kiwi, Leche. Comida: Pollo Teriyaki, Arroz Integral a Vapor, Ensalada Sunomono, Kiwi, Leche. Bocadillo: Galletas Saladas de Grano Entero Tropical Treat, Manzana.	18 Desayuno: Avena con Pasas, Golosinas de Piña, Azúcar, Leche. Comida: Pasta de Trigo Integral con Res y Salsa de Jitomate, Ensalada Verde con Aderezo, Naranja, Leche. Bocadillo: Galletas de Arroz, Durazno Picado.	19 Desayuno: Cereal Crispix, Plátano, Leche. Comida: Pavo y Queso Enrollado en una Tortilla, Ensalada de Col, Mango, Leche. Bocadillo: Yogur de Fresa, Plátano.	20 Desayuno: Mollete de Trigo Integral con Arándanos Azules, Mango, Leche. Comida: Ensalada de Atún, Galletas Saladas, Zanahorias, Melón, Leche. Bocadillo: Mollete de Trigo Integral con Manzana y Canela, Leche.
Semana 3	23 Desayuno: Jotqueis (Pancakes) de Grano Integral con Miel, Mango, Leche. Comida: Chile con Carne y Frijoles, Galletas Saladas, Chabacanos Picados, Leche. Bocadillo: Galletas Saladas Jungle, Leche.	24 Desayuno: Mollete de Trigo Integral y Maíz, Naranja, Leche. Comida: Frijoles Refritos, Tortilla de Harina, Salsa de Jitomate, Tanjarina o Fresa, Leche. Bocadillo: Cereal Kix de Grano Integral, Leche.	25 Desayuno: Bizcocho de Grano Integral con Jalea, Durazno Picado, Leche. Comida: Caldo de Pollo con Verduras, Bollo para Cena de Trigo Integral, Melón, Mantequilla, Leche. Bocadillo: Galletas Saladas de Grano Integral Sound Bites, Plátano.	26 Desayuno: Avena con Pasas, Piña, Azúcar Morena, Leche. Comida: Carne de Res con Macarrón de Trigo Integral, Puré de Jitomate, Ensalada con Aderezo, Naranja, Leche. Bocadillo: Puré de Frijoles, Tortilla de Harina.	27 Desayuno: Cheerios Multigrano, Plátano, Leche. Comida: Pavo Asado con Pan de Trigo Integral, Brócoli con Aderezo, Kiwi, Mayonesa, Leche. Bocadillo: Galletas Saladas de Trigo, Barrita de Queso.
Semana 4	30 Desayuno: Mollete de Trigo Integral con Arándanos Azules, Melón, Leche. Comida: Arroz Español, Granos de Elote Dulce, Tanjarina o Fresa, Leche. Bocadillo: Galletas Saladas Cheese-It, Mitades de Chabacano.				

ITEM IV-B – INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the February 2, 2012 meeting.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, February 2, 2012
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:08 a.m.

Members Present:

Bonnie Pannell, Vice Chair, SETA Governing Board; Councilmember, City of Sacramento (arrived at 10:16 a.m.)
Jimmie Yee, Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento

Member Absent:

Sophia Scherman, Chair, SETA Governing Board; Public Representative

II. Consent Items

- A. Minutes of the January 5, 2012 Regular Board Meeting
- B. Approval of Claims and Warrants

The consent items were reviewed; no questions or corrections.

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

- A. Approve the January 5, 2012 minutes.
- B. Approve claims and warrants for the period 12/21/11 through 1/26/12.
Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval to Reallocate Head Start Social Services/Parent Involvement Coordinator (Supervisory) to CFS Administrative Program Officer

Mr. Rod Nishi reviewed this item. There were no questions.

Moved/Yee, second/Schenirer, to approve the reallocation of Elsie Bowers, Head Start Social Services/Parent Involvement Coordinator (Supervisory) to CFS Administrative Program Officer.

Voice Vote: Unanimous approval.

2. Approval To Extend Audit Services Agreement For Fiscal Year Ending June 30, 2012 And Authorize The Executive Director To Sign The Agreement

Mr. Roy Kim reviewed this item which requests an extension of the audit services agreement for fiscal year 2012. The agreement allows for an increase of 5% or the Consumer Price Index, whichever is smaller. The Consumer Price Index increased by 3.2% during 2011.

Moved/Yee, second/Schenirer, to approve the extension of the agreement with Gilbert Associates, Inc., for audit services for the fiscal year ending June 30, 2012, in the amount of \$50,568 and authorize the Executive Director to sign the agreement.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

3. Receive, Adopt and File Sacramento County Annual Investment Policy of Pooled Investment Fund – Calendar Year 2012

Roy Kim reviewed this item; there were no questions or comments.

Moved/Yee, second/Schenirer, to receive, adopt, and file this Investment Policy for the Pooled Investment Fund for the calendar year 2012.

Voice Vote: Unanimous approval.

Ms. Pannell arrived at 10:16 a.m.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services:

1. Approval to Augment Workforce Investment Act, Title I, Adult/Dislocated Worker One Stop Services for Program Year 2011-2012

Ms. Robin Purdy reviewed this item.

Moved/Yee, second/Schenirer, to approve the augmentation of talent development scholarship funds to One-Stop Career Centers for Program Year 2011-12, as indicated in the board packet.

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

2. Approval to Augment the Workforce Investment Act (WIA), Title I, Adult and CalWORKS On-the-Job Training/Subsidized Employment (OJT/SE) Providers PY 2011-12

Ms. Robin Purdy reviewed this item.

Moved/Yee, second/Schenirer, to augment OJT/SE providers with WIA Adult and CalWORKS funds to serve additional eligible CalWORKS recipients as identified in the funding augmentation chart.

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

Community Services Block Grant: None.

- C. **CHILDREN AND FAMILY SERVICES:** None.

IV. **Information Items**

- A. Youth Services at the Sacramento Works Career Centers

Ms. Tatiana DeLeon, a youth advocate at South County Career Center spoke about the program and how she assists youth visiting the career center. Mr. DeShaun Brown gave a testimonial about the Cease Fire program and how our programs/staff assist in helping at-risk youth to succeed in life.

- B. Summary of Media Coverage Received for SETA and Sacramento Works from July 1, 2011 through December 31, 2011

Ms. Terri Carpenter reviewed the report. SETA is averaging nine stories per month in the media.

- C. Partnership with Sacramento City Unified School District (SCUSD) and Sacramento State to Train Laid Off Teachers

Ms. Cindy Sherwood-Green reviewed the partnership with SCUSD and Sac State to train laid-off teachers. SCUSD and Sacramento State received a \$300,000 grant to train laid off teachers to receive a second credential in math and science in K-8 grades. There is a 30% shortage in these 2 areas. SETA is providing \$30,000 leverage funding for tuition.

- D. Fiscal Monitoring Report: No questions or comments.

- E. Employer Success Stories and Activity Report

Mr. William Walker reviewed the activity report. H & R Block hired both temporary seasonal and year round employees. Staff is also working with Fresh

& Easy to recruit for new positions; some positions are not being filled because the jobs pay \$10 per hour for 15-20 hours per week.

F. Dislocated Worker Update

Mr. Walker stated that SETA staff has contacted management at the Bel Air in Elk Grove regarding the store closure.

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

H. Head Start Reports

Ms. Denise Lee stated that the Head Start 30th Anniversary celebration is being planned. Ms. Lee gave verbal invite to board members to participate in literacy week along with a visit from Congresswoman Doris Matsui.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick wished Mr. Yee a Happy Birthday!

C. Deputy Directors: Ms. Purdy spoke of the Gold Standard Review. There will be 1,300 evaluated on their experience with Workforce Investment Act services. The evaluation process is being implemented very smoothly.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: Ms. Juanita Sendejas Lopez, EGUSD and South County Career Center, requested support from board members to have the bus services to the South County Career Center reactivated.

VI. **Adjournment:** The meeting was adjourned at 10:52 a.m.

ITEM V

COMMITTEE REPORTS

✓ Executive Committee

Critique of the Parent Advisory Committee meeting, March 20, 2012.

GOOD!!!
Thank you, Ms. Consuelo Lopez, for translating.
Thank you, Chair, for making reminder calls for the PAC meeting.
No eating in board room.
Thank you for notifying Chair of meeting departures.
Attendance.
Thank you, Ms. Connie Wallace, for acting as Secretary.
Thank you Ms. Nancy Hogan and Ms. LaShaun Burke, for providing PC/PAC reimbursements
NEEDS IMPROVEMENT
All members seated at 8:50 a.m. prior to the meeting.
Please remember to turn off ALL electronic devices.
No children at meetings.
Clean board room, including putting name plates away.
Plan to attend committee meeting(s) that you have signed up to participate on.

NOTES:

- PC/PAC Joint Executive Committee Report – Ms. Socorro Gutierrez

NOTES:

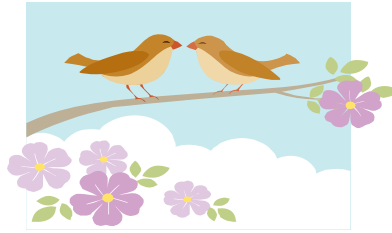
ITEM VI – OTHER REPORTS

BACKGROUND:

This agenda item provides an opportunity for other reports to be shared with PAC.

- Chair's Report
 - ✓ National Head Start Association 2013 Awards and Scholarships
- Policy Council Report(s) – Mr. Johnny Sanders, Ms. Connie Wallace, Ms. Socorro Gutierrez, and Ms. Amber Taylor
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report – (attached)
- Managers' Reports
 - Program Support Services Report – Ms. Brenda Campos
 - Parent/Family Support Report – Ms. Lisa Carr
 - ◆ Countywide Parent Conference Update
 - Child Development and Education Services Report – Ms. Karen Gonzales
 - ✓ Region IX Reports (attached)

NOTES:



Monthly Head Start Report

April 2012

SETA Operated Program

Education Update:

It is time for the start of the annual Environmental Ratings Scales (ECERS/ITERS) to be completed in both preschool and toddler classrooms. Each year the classrooms are assessed by objective outside evaluators to determine the quality of the learning environments. Classrooms are evaluated on topics such as quantity and quality of diverse and ample materials, room arrangement, health & safety, and provisions for families. Information gathered from these visits is analyzed and the data is used to guide inventory purchases as well as professional development.

Early Head Start staff are being introduced to the newly developed School Readiness Goals for Infants and Toddlers. These goals have been aligned with the domains of the federal learning framework as well as state learning guidelines. These goals have also been developed to provide a continuum of learning objectives for children birth to 5 in the program. Data from assessment can be gathered and analyzed three times per year to measure children's progress for each goal.

Family Partnership Unit:

The Family Service Workers at the Head Start sites have been busy ensuring that they have been meeting with each parent and updating the Family Partnership Agreement. This document gives staff and parents a road map of what parents want to get out of Head Start, and the goals they have for themselves and for their children. This document also allows staff to target training opportunities for parents.

Family Service Workers have also been busy with recruitment opportunities in the community. Since community events really pick up in the spring, staff has a lot of opportunities to ensure that Head Start/Early Head Start's name is out in the community to offer parents the opportunity to enroll their child in a Head Start/Early Head Start option.

Internal staff has been busily planning the Countywide Parent Conference. The Agency is excited to have Ronald Mah presenting at the conference. This is also an opportunity to collaborate with community agencies to offer families workshops and resources that can make a difference in their lives. This year, the conference will be held at the Charles A. Jones Skills Center. Staff is looking forward to a large participation by parents and grandparents.

Elk Grove Unified School District

Education Services Update

Irene Ladd, instructional coach, worked with teachers to assess key findings from the mid-year Desired Results Developmental Profile (DRDP) and to create an action plan to use in their classroom based on the results of the assessment. After looking at key findings and creating an action plan for their classroom, teachers looked at

the DRDP findings from the Head Start program as a whole and created action steps for all teachers to incorporate into their lesson plans. Teachers will focus on using self and parallel talk to teach conflict negotiation and to demonstrate problem solving strategies, will ask recall and open-ended questions during reading activities, and will increase the use of patterning activities during small group time to include sounds, actions, and objects.

Enrollment

The Elk Grove Unified School District Head Start program is fully enrolled with 420 students in the program. Average Daily Attendance for the month of March was 82%.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the Pre-K social worker, Florence Oneto and with the Pre-K psychologist, Teresa Gannon, to place students with an active IEP into the Head Start program. There are 48 students with active IEPs being served.

Health Services Update

Program Educators are monitoring files and providing additional support to ensure that children in need of further dental treatment receive those services. Height and weight measurements for each child were completed by the para-educators for the second time this year. Program Educators are in the process of graphing each child's information and contacting parents with health concerns related to underweight and overweight issues.

Family and Community Partnerships Update

"Latino Family Literacy", a class that focuses on teaching Spanish-speaking families specific strategies they can use to assist their children in the area of literacy, was held at Charles Mack Elementary School on March 7, 14, and 28, and at Prairie Elementary School on March 1, 8, and 15. An average of 9 parents attended the classes at Charles Mack and Prairie Elementary Schools.

"Breathe Easy," a workshop designed to help parents understand how to recognize asthma symptoms and triggers, was delivered by Breathe California at Charles Mack Elementary School on March 29. Ten parents attended this class.

"Making Parenting a Pleasure," a class designed to help parents build their parenting skills, was held at Samuel Kennedy Elementary School on March 6, 13, and 20. One parent attended this class.

"Read To Me Daddy," a class designed to teach fathers and male father figures how simple, brief interactions make a big difference in the lives of their children, was held at Charles Mack Elementary School on March 13. Five fathers attended this class.

"Parent Expectations Support Achievement," (PESA) a class for helping parents build their parenting skills, was held each Tuesday during the month of March at Samuel Kennedy Elementary School. There were two parents in attendance at these classes.

Recruitment

The Head Start classes are fully enrolled. Each school has a waiting list and families are notified when space becomes available.

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2012 -2013 school year.

Registrations for the 2012-2013 school year are taking place in each of the three regions. Region I, which includes John Reith Elementary, Herman Leimbach Elementary, Charles Mack Elementary, Union House Elementary and Prairie Elementary Schools, has registered 190 families. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, registered 99 families. Region III, which includes Barbara Comstock Morse Elementary, Maelola Beitzel

Elementary, David Reese Elementary, Franklin Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, registered 100 families. A calendar with registration dates for March through June has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2012 -2013 school year.

Sacramento City Unified School District

Education:

Teaching staff attended a Professional Learning workshop on Math Number Sense and Operations, presented by Sharron Krull. The ideas and strategies presented in the workshop will help teachers incorporate engaging math activities and experiences throughout the day. The information presented in this workshop will also support the department's math priority and school readiness goals.

Resource Teachers, Coordinators and Dr. Roundtree are continuing to meet with Dr. Theresa Roberts to evaluate teachers' progress on implementing the Department's Language and Literacy Priorities. Each teacher receives on-site mentoring support from a resource teacher once or twice a month.

Early Head Start:

As part of Child Development's three-year health goals in Early Head Start, the program is focusing on preventing obesity and improving the health of young children by distributing an assessment tool to parents entitled, "Nutrition & Physical Activity Assessment for (1 to 3 year olds)." This document was modified by the State Dept. of Health Care Services CHDP website and is now mainly pictorial form. The document requires parents to circle the foods and activities that their children choose each day.

In addition to the assessment tool, the program has attached information for the parents regarding appropriate nutrition and activities for young children, provided by USDA's *Choose My Plate* and *I Am Moving, I Am Learning* curriculum. The goal is to create a dialogue between parents and their teacher or home visitor about the health of their child. Child Development plans to redistribute the assessment tool next Fall and the following Spring in order to evaluate the child's nutrition and activity status in a progressive sequence.

Health:

Espie Millendez compiled statistics from the dental varnish clinics held during the fall of 2011. One thousand and ninety –two Head Start preschool-aged children received a dental exam and dental varnish by the Dental Hygienist from Smile Keepers. Of these children, 53% were found to have healthy teeth and gums. 26 % of Head Start preschoolers had dental needs identified (such as dental cavities and gum disease). Five percent of the Head Start preschoolers had urgent dental needs identified. Child development is continuing with the dental varnish clinics and will compare data from the fall and spring dental examinations. Nurses continue to follow-up on dental concerns noted by the dental hygienist.

The Early Head Start and Head Start Nurses have worked together with the Registered Dietitian to finalize policies and procedures regarding referrals for nutritional support for Head Start/Early Head Start children and their parents. Karen Ito, Child Development's Registered Dietitian, has already begun working with preschool children and parents regarding nutritional concerns identified by nurses.

Preschool nurses are continuing to provide sensory screenings for new preschool enrollees and are following up on children being referred for medical treatment/evaluation of health concerns noted through sensory screenings and chart reviews.

Preschool nurses have been busy presenting health talks to parents at the monthly Head Start Parent Meetings. Some of the topics that nurses have covered included: "hand-washing and ways to keep healthy during cold and flu season," "obesity in preschoolers," "nutrition and dental health," "how sugars affect our bodies and dental health," and "how to read a nutrition facts label and calculate sugar content."

Nurses Lisa Stevens and Victoria Benson gave a presentation on "Obesity in Preschoolers," at two Staff Development Meetings this month. Espie Millendez created and manned a resource materials display to share health education materials with the Child Development staff.

In March, preschool nurses attended the SETA Health and Nutrition Content Meeting with Mr. Sergio Ochoa Sanchez presenting from the Mexican Consulate. Lisa Stevens and Victoria Benson also attended the SNAP Conference on Pediatric Obesity at the Sacramento Convention Center. Victoria Benson attended the Sacramento Childhood Lead Poisoning Prevention Collaborative Meeting in February. Three preschool nurses attended a Child Plus training this month, which was presented by consultant Kristen Smith.

Mental Health:

David Aleman, John Perez, Valerie Willover, and Janet Love attended CSEFEL Parenting Training provided through West Ed.

Janet Love, Laurie Mayfield, John Perez and David Aleman attended the concluding training for the CSEFEL Trainer of Trainers and the Trainer of Coaches.

Family Partnership Unit:

On March 9, the Family and Community Partnership Program Area and Program Recruitment Meeting reviewed the 2011 – 2012 Forms and Procedures.

- Classroom needs spreadsheets were due March 16
- FPA/MH Central File Review began March 16
- Fruitridge preschool hosted a Male Involvement Parent Meeting on March 22

Staff submitted the last revolving grant application to First Five on April 2, 2012. Staff has already received word that some modifications of the grant are needed. A meeting to discuss modifications of the grant will be held with First Five staff on April 12, 2012

The redesign team members have convened twice thus far. Discussions are still very preliminary.

San Juan Unified School District

Education Services Update:

The analysis of the mid-year Desired Results data showed that scores were on track to meet or exceed expectations for growth in regard to measures related to number sense and mathematical operations. Math was the school readiness focus in the Three-Year Goal document.

Data differences between the WRAP programs (6.5 hours) and part-day programs (3.5 hours) may be attributed to the pilot of project based learning which has been the curriculum focus in the afternoon portion of the WRAP classes. An average of 1.5 hours has been devoted to studies which are a form of project based learning. Measures related to cause and effect, problem solving, memory and knowledge, curiosity and initiative, and engagement and persistence have shown growth in the WRAP programs.

Disabilities Services Update:

During the month of March, the Disability Specialist attended the Disabilities/Education Content meeting at SETA. The new School Readiness Goals were further discussed along with next year's DRDP Scantron changes and a sharing from all county delegates regarding current events within their districts. Early in the month, the Disabilities Specialist also attended the Healthy California Conference. During that conference, the Specialist attended a very informative workshop on physical activity and children with Special Needs.

The final compilation of the Transition Binder updates were completed at a Lead Teacher Meeting, with all Leads obtaining completed new and/or updated binders and ready to distribute to the teachers at their sites. The binders included a section devoted to Transitioning children with Special Needs on to Kindergarten. The month closed out with a screening plan and schedule finalized as new registration and re-registration will begin next month for the 2012-2013 school year.

Mental Health Services Update:

The Mental Health Therapist participated in parent-teacher conferences and home visits to both address specific social-emotional needs of identified children as well as to provide community resources/mental health referral information. The MHT continues to provide interactive trainings program wide for parents on Limit Setting and Stress Management.

Nutrition Services Update:

At the March content meeting, SETA presented a guest speaker, Sergio Ochoa Sanchez from the Mexican Consulate in Sacramento. All the information shared was pertinent to the Mexican community. The consulate issues ID's and passports and also offers programs supporting medical and legal concerns, immigration, labor rights and family services. In addition, the consulate sponsors a free health fair the last Thursday of each month.

Health Services Update:

The Health team provided screening one day each week in the centralized screening room; soon the team will be increasing the days to start re-registration and registration for next school year. Health has continued providing dental screenings with Kate Varanelli. These dental screenings are the second round which includes visiting all the classes. Health Services followed up with the children who have high and low BMI's. Health also followed up with any children who have a blood lead level. The Health staff members have completed their Self-Assessment and Plan of Action.

Family and Community Partnerships Update:

This past month the Policy Committee completed its work on the Self-Assessment concluding the site visits and collating information gleaned from parent surveys. The Policy Committee heard a review of some of the areas of strength and weaknesses as evidenced by the assessment. The Policy Committee representatives were informed about the upcoming county-wide Kinship Conference on April 21, 2012, with the hope of generating a good turn out from San Juan families for this year.

Transition Services Update:

Kindergarten transition events occurred in the preschool program around the district. This exciting event took place in the kindergarten classroom and the guest speakers were the kindergarten teacher, principal and vice principal. Preschool teachers were also present. The parents heard about elementary expectations, class times and uniform policies. The parents were very excited about this event as it provided the opportunity to ask questions and see a kindergarten classroom. Following this event the preschool teacher planned a kindergarten classroom visit during class time and the preschool children were able to experience circle time, small group instruction and 'read-alouds' with kindergarten students. This event helped trade anxiety for excitement as parents and preschool students prepared for entering kindergarten.

Program Support/Staff Training Update:

March professional development topics were Science: Project Based Learning for all teachers and Introduction to the Pre-K CLASS Assessment System (6 hours) for all child development assistants, bilingual teaching assistants and some special education assistants.

Fiscal Update:

The Head Start and Early Head Start Grants were resubmitted to SETA this month adding into the Base Funding a .72% COLA. Head Start received an additional \$32,000 and Early Head Start received an additional \$12,000. These COLA funds will go to the continuing increase in both budgets Health and Welfare Costs (Health Insurance). The increase for fiscal year 2012-2013 is projected to be an 8.4 percent.

Approval for the revised HS/EHS Grant Application with COLA was reviewed by the San Juan Unified School Districts Governing Board on April 10th and by the Parent Committee on April 12th.

Head Start and Early Head Start submitted fiscal reports by the March 10. Both budgets were approximately 11% overspent as of mid-March, but spending plans have been put into motion to bring down expenses within normal ranges.

Early Head Start:

Certificated evaluations have been completed along with the grant submission to SETA. Quarterly Integration of Services case management meetings were held and updated Individualized Development Plans are now in place for all of the children. Transition Plans for preschool are being completed with registration to take place in the next few weeks.

Twin Rivers Unified School District

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

Events

March was a fun and engaging month as the classrooms finished their Creative Curriculum investigation on clothing. This study included classroom activities on how clothing is made, different materials used and the various ethnic clothing worn by diverse populations. Each classroom incorporated the theme into their learning areas including dramatic play areas that were transformed into Laundromats and clothing boutiques. The final celebration of the clothing investigation was the First Annual Fashion Show in which all students strutted their way across the stage with their parents and families cheering wildly for their fancy gear. Photos attached.

Professional Development

The latest district wide professional development day was held on March. Presenters from the Teaching Strategies Department of Creative Curriculum facilitated a training opportunity for teaching staff related to mathematical concepts. The training focused on strategies to integrate math and numerical concepts into all aspects of the curriculum. Teachers were also taught how to expand math lessons in fun and exciting ways so students were engaged and eager to learn math theories.

Preschool staff also participated in the monthly Education Component meeting with the focus of Concept Development, one of the domains from the CLASS observation assessment. SETA Education Consultation provided information on creative ways to increase the rating in this category by challenging students with higher level questions to extend lessons and increase analytical thinking skills.

Components

The Nutrition Component Leader continues the following on hemoglobin and blood lead tests as well as the monthly parents and student nutrition activities. Planning is underway for the annual Family Fitness Day for all students and families during the week of April 10th.

The Health Component Leader continues to follow up on screenings and send parents notification for any needed medical information. Dental awareness demonstrations and teeth varnishing was completed for all preschool students in partnership with Smilekeepers and Carrington College.

The School Social Worker/Counselor continues the Family Partnership Agreement with the incoming families as well as supported classroom teachers with classroom observations and implementation of behavioral strategies/interventions. The Component Leader also continues assessing mental health referrals that have been submitted by the teaching staff and parents for social skills and behavior intervention. The social skills and Friendship groups continue for referred students who need assistance with anger management techniques and social skills.

The Speech and Language Pathologist (SLP) continues providing speech services to students with speech IEPs.

The Education Component Leader continues to support classroom teachers with file management and classroom strategies. Action plans from the DRDP, ECERS and CLASS assessments have been completed for all classrooms as well as an agency action plan for improved school readiness skills.

The ERSEA Component Leaders continue enrolling students and maintaining enrollment files. Data input into the ChildPlus, CDMIS and AERIES school database continues and a wait list has been formed. The component leaders also continue file monitoring to ensure all necessary documents are correctly completed. Planning for next year's enrollment to start on April 10 has also begun.

Policy and parent Committees

The Parent Committees at both Expansion sites held parent meetings. The Policy Committee held the monthly meetings on March 14, 21 and 28. During the meeting, members approved the annual grant application, approved use of the fundraiser funds as well as last meeting minutes. Members received copies of monthly Component reports including the Fiscal Report. The next Policy Committee meeting will be held on April 18, 2012.

Parenting

The parenting classes in collaboration with the Mutual Assistance Network (MANN) began in March 2012 with childcare also being provided. Parents are encouraged to attend the parenting classes.

Fiscal: any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds.

Teaching staff completed their final classroom orders based on the results of their ECERS and DRDP-PS action plans. Orders have begun arriving for the various classrooms.

WCIC

Program Design and Management:

WCIC's management continues to value staff development/education, team leadership, team-building, and stability of diverse quality staff. **W.C.I.C. (We're Caring, Involved, and Committed).**

Health Screenings:

Operation DETECT Health Fair Screenings in collaboration with WCIC/Playmate Head Start Programs, The Brickhouse Gallery, Sanofi Aventis, Fortitude Health and Wellness, Inc., and Healing Our Village (HOV) were a success on March 5 through 7, 2012. Head Start parents and community members were screened and received health care handouts.

Early Childhood Education:

WCIC/Playmate Head Start Programs' teaching team received Training on "Learning Through Play/Personal and Social Development" by Liz Aguilar, Education Consultant from Sacramento Employment and Training Agency on March 16, 2012. Children play and learn at the same time. Ms. Aguilar discussed favorite Ooey Goey Art, Science and Sensory Play Activities and recipes. She discussed favorite things teachers can paint with the children and large motor/active games children like to play. She demonstrated how to play games with the children, which included activities such as: Gingerbread Man, Gingerbread Man, Are you hiding behind the __van? Mickey Mouse, Mickey Mouse, Are you hiding behind the __truck? Ms. Aguilar gave a brief overview on what activities were appropriate for preschoolers.

WCIC/Playmate Head Start Programs' staff and parents received a "Mental Wellness Training On Laughter" by Alma E. Hawkins, Social Services/Parent Involvement Specialist (Family Partnership Unit) from Sacramento Employment and Training Agency on March 21, 2012. Ms. Hawkins shared information on how laughter affects the brain. The cerebrum controls speech, thoughts and emotions. The average person laughs 17 times a day;

humans are the only species that laugh. There is strong evidence that laughter can actually improve health and help you fight disease; laughter is contagious. Researchers estimate that laughing 100 times is equal to 10 minutes on the rowing machine; laughter also gives your diaphragm and abdominal, respiratory, face, legs, and back muscles workout. Mental Health professionals are suggesting laughter therapy, which teaches people how to laugh and openly cope in difficult situations by using humor. Ms. Hawkins advised everyone to go home and laugh in the mirror!!!

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

ACF-IM-HS-12-02 SF-428 Tangible Personal Property Report
 SF-429 Real Property Status Report

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011

Site	Loc Id	Track II	# Enrolled 3/30/12	# Present 3/30/12	# Absent 3/30/12	# Term W/I 30 days
Off Track		1				
Off Track		2				
Off Track		3				
Auberry Park	1238A	1	19	15	4	1
Auberry Park	1238B	2	19	17	2	1
Bannon Creek	1200A	2	20	16	4	
Bannon Creek	1200B	2	20	12	8	
Bannon Creek	1200X	1	21	15	6	
Bright Beginnings	1201A	1	20	17	3	
Bright Beginnings	1201B	1	20	14	6	
Bright Beginnings	1201C	1	20	17	3	
Bright Beginnings	1201D	1	18	16	2	2
Broadway ELC	1246A	2	19	10	9	
Broadway ELC	1246R	2	19	12	7	1
Broadway ELC	1246U	EHS	8	6	2	
Broadway ELC	1246X	1	23	12	11	
Country Woods	1245A	2	20	18	2	
Country Woods	1245B	1	18	14	4	2
Country Woods	1245C	2	20	16	4	
Country Woods	1245D	1	18	18	0	2
Crossroad Gardens	1242A	1	19	16	3	1
Crossroad Gardens	1242R	2	21	18	3	
Crossroad Gardens	1242U	EHS	8	8	0	
Crossroad Gardens	1242X	1	20	17	3	1
EHS-HB OPTION	1230C	EHS	12	8	1	
EHS-HB OPTION	1230D	EHS	12	7	4	
EHS-HB OPTION	1230E	EHS	2	2	0	
EHS-HB OPTION	1230G	EHS	12	8	1	
EHS-HB OPTION	1230H	EHS	8	4	1	2
EHS-HB OPTION	1230I	EHS	12	5	1	
EHS-HB OPTION	1230J	EHS	12	9	2	
EHS-HB OPTION	1230K	EHS	15	10	2	
EHS-HB OPTION***	1230L	EHS	13	17	3	
EHS-HB OPTION***	1230M	EHS	12	10	2	
EHS-HB OPTION***	1230N	EHS	14	8	1	
Elkhorn	1255A	1	19	13	6	1
Elkhorn	1255B	2	20	10	10	
Elkhorn	1255C	2	20	16	4	
Elkhorn	1255D	2	20	14	6	
Elkhorn	1233M	EHS	7	4	3	1
Elkhorn	1255U	EHS	7	6	1	1
Elkhorn	1255X	2	21	17	4	

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011

Site	Loc Id	Track II	# Enrolled 3/30/12	# Present 3/30/12	# Absent 3/30/12	# Term W/I 30 days
Freedom Park	1239A	1	20	14	6	
Freedom Park	1239B	2	20	15	5	
Freedom Park	1239C	2	20	16	4	
Freedom Park	1239D	2	19	9	10	1
Freedom Park	1239R	1	19	8	11	2
Freedom Park	1239X	1	20	16	4	1
Fruitridge	1216A	1	20	16	4	
Fruitridge	1216B	2	20	15	5	
Fruitridge	1216X	2	20	14	6	
Galt	1234A	2	20	15	5	
Galt	1234B	2	19	9	10	1
Galt	1234C	1	19	18	1	1
Galt	1234D	1	20	16	4	
Galt	1234E	1	20	14	6	
Galt	1234F	2	19	16	3	1
Grant Skills	1217A	2	18	13	5	2
Grant Skills	1217B	1	20	16	4	
Grant Skills	1217C	2	20	13	7	
Grant Skills	1217D	1	20	14	6	
Grant Skills	1217X	1	20	12	8	1
Grizzly Hollow	1252A	2	20	18	2	
Grizzly Hollow	1252B	1	19	18	1	1
Grizzly Hollow	1252U	EHS	7	6	1	1
Hillsdale	1228A	2	19	8	11	1
Hillsdale	1228B	2	20	16	4	
Hillsdale	1228C	1	19	11	8	1
Hillsdale	1228D	1	20	10	10	
Hillsdale	1228R	1	19	14	5	1
Hillsdale	1228X	1	21	17	4	
Home Base Option	1213A	2	12	12	0	
Home Base Option	1213B	5	12	10	2	
Home Base Option	1213C	2	12	6	3	
Home Base Option	1213D	1	12	7	2	
Home Base Option	1213E	1	12	9	0	
Home Base Option	1213F	1	12	0	3	

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011

Site	Loc Id	Track II	# Enrolled 3/30/12	# Present 3/30/12	# Absent 3/30/12	# Term W/I 30 days
Hopkins Park	1253A	2	20	15	5	
Hopkins Park	1253B	1	19	17	2	1
Hopkins Park	1253C	2	17	12	5	2
Hopkins Park	1253D	1	18	13	5	1
Illa Collin ELC	1221A	1	17	11	6	3
Illa Collin ELC	1221B	2	17	10	7	1
Job Corp	1237M	EHS	7	6	1	1
Job Corp	1237U	EHS	8	7	1	
Job Corp	1237X	1	21	16	5	
Kennedy Estates	1240A	2	19	13	6	1
Kennedy Estates	1240B	1	18	15	3	1
La Verne Stewart	1219A	2	20	16	4	
La Verne Stewart	1219B	1	19	13	6	1
Mather	1223A	1	20	12	8	
Mather	1223B	2	17	11	6	2
Mather	1223R	2	18	14	4	
Mather	1223U	EHS	6	6	0	2
Mather	1223X	1	19	12	7	
Nedra Court	1244A	1	20	15	5	
Nedra Court	1244B	2	20	19	1	
Nedra Court	1244C	2	20	14	6	
New Helvetia I-EHS	1212U	EHS	16	10	6	
New Helvetia II-HS	1247A	2	17	9	8	1
New Helvetia II-HS	1247B	2	20	18	2	
Norma Johnson ELC	1214R	2	21	11	10	
Norma Johnson ELC	1214U	EHS	8	7	1	
Norma Johnson ELC	1214X	1	22	18	4	
Northview	1224A	2	20	10	10	
Northview	1224B	1	19	12	7	1
Northview	1224R	2	19	16	3	2
Northview	1224U	EHS	8	5	3	
Northview	1224X	1	21	14	7	
Parker Avenue	1207E	5	7	3	4	4

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 03/31/12)

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)	20	(9%)	N/A	
Elk Grove USD (420)	48	(11%)	N/A	
Sacramento City USD (1292)(147)	157	(12%)	15	(10%)
San Juan USD (700) (161)	71	(10%)	20	(12%)
WCIC (120)	12	(10%)	N/A	
SETA (2796) (345) (1878 Tracks)	186	(10%)	57	(17%)
County (4621)* (653)*	494	(11%)	92	(14%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SETA Head Start Food Service Operations Monthly Report *March 2012

March 7th - WCIC Kitchen Hood System Serviced By Central Valley Fire Control

March 20th - Central Kitchen Power Outage due to Road Construction.
Hot Food Cooked at the WCIC Kitchen.

March 28th - Kennedy Afternoon Class closed due to bug spraying

Meetings and Trainings:

Food Service Staff Meeting attended by the Food Service Staff - March 2nd & 30th.

The Cook / Driver's attended a Computer Training - March 16 at Plaza Del Paso

Connie Otwell attended The SETA Injury and Illness Prevention Program meeting
on March 20th, at Plaza Del Paso

SYSCO Food Show - March 28th at The Sacramento Convention Center attended
by some of the Food Service Staff

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
43,554	25,850	30,422	240

Total Amount of Meals and Snacks Prepared 100,066

Purchases:

Food	\$76,334.93
Non - Food	\$16,687.48

Building Maintenance and Repair: \$859.77

Kitchen Small Wares and Equipment: \$192.33

Vehicle Maintenance and Repair : \$3,521.21

Vehicle Gas / Fuel:	\$2,479.30
Normal Delivery Days	21

REGION I
2011-2012
BUDGET BALANCE

PETTY CASH FUND 2011-2012
BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Beg. Bal	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Obligated	Remaining
Bright Beginnings 1201A	20	200.00														200.00
Bright Beginnings 1201B	20	200.00						17.63		22.92						144.38
Bright Beginnings 1201C	20	200.00				15.07		61.23		13.95						124.82
Bright Beginnings 1201D	20	200.00														200.00
Fruitridge 1216A	20	200.00	16.06													200.00
Fruitridge 1216B	20	200.00				55.26										75.42
Fruitridge 1216C	20	200.00	70.00							84.72						97.98
Hopkins Park A	20	200.00						82.64								115.28
Hopkins Park B	20	200.00														117.36
Hopkins Park C	20	200.00						82.43								200.00
Hopkins Park D	20	200.00														117.57
Illa Collin 1221A	20	200.00														200.00
Illa Collin 1221B	20	200.00	40.46	38.21	6.47	42.82				45.10						26.94
Kennedy E 1240A	20	200.00		25.46				19.96		21.56						133.02
Kennedy E 1240B	20	200.00				40.00										160.00
Broadway 1246A	20	200.00														200.00
Broadway 1241R	20	200.00		38.84		18.21		19.40	23.68	79.78						120.22
Broadway- E.H.S. 1241M	8	120.00														99.87
Broadway- E.H.S. 1246U	8	120.00				57.35										200.00
La Verne Stewart 1219A	20	200.00				35.01		45.76								62.65
La Verne Stewart 1219B	20	200.00														39.23
Mather 1223A	20	200.00	24.80		37.61	25.72										200.00
Mather 1223B	20	200.00						6.58		38.87						136.67
Mather 1223R	20	200.00				14.71		37.84								129.75
Mather 1223X	20	200.00														147.45
Mather - E.H.S. 1223U	8	120.00			51.41			30.31								200.00
Parker 1207E	12	144.00														118.28
TOTAL		5104.00	81.32	102.51	95.49	374.15	53.26	403.78	153.50	209.10	0.00	0.00	0.00	0.00	0.00	3630.89

APPROVED BY:


Signature of Program Manager (Roger Bartlett)

DATE:

4/13/12

REVIEWED BY:


Signature of Fiscal Manager (Roger Bartlett)

DATE:

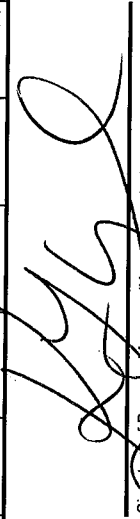
4/13/12

REGION II
2011-2012
BUDGET BALANCE

PETTY CASH FUND 2011-2012
BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Reg. Bal.	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Obligated	Remaining
Auberry Park 1238A	20	200.00							6.67							193.33
Auberry Park 1238B	20	200.00														200.00
Bannon Creek 1200A	20	200.00						17.22								182.78
Bannon Creek 1200B	20	200.00				68.20										131.80
Bannon Creek 1200X	20	200.00						6.59	45.64							147.77
Broadway 1246R	20	200.00					147.69									52.31
Broadway 1246X	20	200.00						23.59	68.60	31.64						76.17
Grant Skills 1217A	20	200.00								83.03						116.97
Grant Skills 1217B	20	200.00								4.46						173.02
Grant Skills 1217C	20	200.00				22.52										117.22
Grant Skills 1217D	20	200.00				32.28			50.50	27.86						164.60
Grant Skills 1217X	20	200.00							7.54	77.31						79.60
Job Corp 1237X	20	200.00				43.09										74.42
Job Corp - EHS 1237M	8	120.00				22.95	21.54	28.55		18.81						79.20
Job Corp - EHS 1237U	8	120.00						18.19		19.26						53.56
New Helvetia I 1212U	16	240.00				9.69				48.25						199.09
New Helvetia II 1247A	20	200.00				32.33		25.27								142.40
New Helvetia II 1247B	20	200.00				24.84										139.08
Northview 1224A	20	200.00								38.75						116.25
Northview 1224B	20	200.00														158.24
Northview 1224R	20	200.00								92.46						55.77
Northview 1224X	20	200.00				146.99										53.01
Northview - E.H.S.1224U	8	120.00						16.03								103.97
Solid Foundation A	20	200.00				80.85			46.31	5.39						58.32
Solid Foundation B	20	200.00						51.34		61.38						87.28
Solid Foundation C	20	200.00				38.78			9.85							125.65
TOTAL		5000.00	0.00	146.47	149.48	522.52	169.23	186.78	235.11	508.60	0.00	0.00	0.00	0.00	0.00	3081.81

APPROVED BY:



Signature of Program Manager (Karen Gonzales)

REVIEWED BY:



Signature of Fiscal Manager (Roger Bartlett)

DATE:

4/13/12


DATE:


4/13/12

REGION III
2011-2012
BUDGET BALANCE

PETTY CASH FUND 2011-2012
BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Beg. Bal	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Obligated	Remaining
Eikhorn A	20	200.00			56.87	21.28		9.57	22.71	23.93						65.64
Eikhorn B	20	200.00		12.47	53.97		17.66		36.76	38.51						40.63
Eikhorn C	20	200.00		12.80			34.22	4.30	14.84	98.49						35.35
Eikhorn D	20	200.00				23.63	62.22	9.61	14.93	34.58						55.03
Eikhorn X	20	200.00	54.75		3.22			43.08		41.99						56.96
Eikhorn EHS	16	240.00								41.00						199.00
Freedom Park 1239A	20	200.00	42.00						28.46	4.04						125.50
Freedom Park 1239B	20	200.00					60.15			39.22						100.63
Freedom Park 1239C	20	200.00						78.41		27.73						93.86
Freedom Park 1239D	20	200.00				3.88		6.70	36.38	20.48						132.56
Freedom Park 1239X	20	200.00		39.00		28.10			33.65	38.91						60.34
Freedom Park 1239R	20	200.00				74.62			6.98	22.63						95.77
Hillsdale 1228A	20	200.00				24.37	108.05			10.70						56.88
Hillsdale 1228B	20	200.00		29.05						71.49						99.46
Hillsdale 1228C	20	200.00	33.53	26.50	22.03		13.32		9.75	71.14						23.73
Hillsdale 1228D	20	200.00		27.04		6.47		30.08	10.46	17.05						108.90
Hillsdale 1228R	20	200.00				16.28	11.85	51.18								120.69
Hillsdale 1228X	20	200.00		17.99		41.61		34.09								106.31
Norma Johnson 1214R	20	200.00				44.41	144.46			144.36						-133.23
Norma Johnson 1214X	20	200.00	17.24	26.07		26.91		27.91		113.54						-11.67
Norma Johnson - EHS	8	120.00		16.25				12.61	27.48	33.40						30.26
Sharon Neese 1249R	20	200.00				26.27	38.78	24.76	14.00							96.19
Sharon Neese 1249X	20	200.00					80.09									119.91
Sharon N-EHS 1249U	8	120.00					27.35	15.95								76.70
Strizek 1225A	20	200.00	15.71							117.97						66.32
Strizek 1225B	20	200.00							6.45							193.55
Vineland 1211A	20	200.00		32.52	39.50			98.49		18.89						10.60
Vineland 1211B	20	200.00		57.65					29.93							112.42
TOTAL		5480.00	163.23	186.00	286.93	337.83	598.15	446.74	292.78	1030.05	0.00	0.00	0.00	0.00	0.00	2138.29

APPROVED BY:  Signature of Program Manager (Karen Gonzalez)

REVIEWED BY:  Signature of Fiscal Manager (Roger Bartlett)

DATE: 4/13/12

DATE: 4/13/12

REGION IV
2011-2012
BUDGET BALANCE

PETTY CASH FUND 2011-2012
BUDGET \$10 PER CHILD (HS) AND \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Beg. Bal	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Pending	Remaining
Country Woods 1245A	20	200.00														200.00
Country Woods 1245B	20	200.00														200.00
Country Woods 1245C	20	200.00		15.09					60.34							124.57
Country Woods 1245D	20	200.00														200.00
Crossroad - E.H.S. 1242U	8	120.00														120.00
Crossroad G 1242R	20	200.00						26.94		10.43						162.63
Crossroad G 1242X	20	200.00				8.59		15.62	81.83	8.49						85.47
Crossroads - 1242A	20	200.00	16.17	14.42			73.81	24.78	18.96							51.86
Galt 1234A	20	200.00						25.59		7.54						192.46
Galt 1234B	20	200.00														174.41
Galt 1234C	20	200.00							28.06							171.94
Galt 1234D	20	200.00	21.24	20.64	25.37			43.91		62.19						26.65
Galt 1234E	20	200.00					29.52									170.48
Galt 1234F	20	200.00		7.34												192.66
Grizzly Hollow - E.H.S.	8	120.00														120.00
Grizzly Hollow 1252 A	20	200.00		56.01	23.55		26.04		38.35							56.05
Grizzly Hollow 1252B	20	200.00	8.84					19.76								171.40
Nedra 1244A	20	200.00	18.32	41.25	34.37	49.91		19.38	6.77	43.04						-6.27
Nedra 1244B	20	200.00		13.99	27.22			28.58		112.09						11.35
Nedra 1244C	20	200.00		28.26	26.38	23.47		18.94		145.91						-42.96
Phoenix Park EHS1248U	8	120.00														120.00
Phoenix Park 1248R	20	200.00	15.02	6.22		6.76		34.84	19.20	21.76						96.20
Phoenix Park 1248X	20	200.00			15.09	12.00	8.00			3.81						161.10
Walnut Grove 1235A	20	200.00														200.00
Whispering Pines 1215A	20	200.00														200.00
TOTAL		4760.00	79.59	203.22	151.98	100.73	137.37	258.34	253.51	415.26	0.00	0.00	0.00	0.00	0.00	3160.00

APPROVED BY:

DATE: 4/13/12

REVIEWED BY:

DATE: 4/13/12


Signature of Program Manager (Kajen Gonzales)


Signature of Fiscal Manager (Roger Bartlett)

HOME BASE
2011-2012
BUDGET BALANCE

PETTY CASH FUND 2011-2012
BUDGET \$10 PER CHILD and \$15 PER CHILD (EHS)

SITE	NUMBER OF CHILDREN	Beg. Bal	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Obligated	Remaining
B. Parnell	11	165.00														165.00
C. Bunge	11	165.00			4.73											160.27
C. Wynne	11	165.00														165.00
D. Nichols	11	165.00														165.00
H. McClellan	11	165.00	4.11	24.66		6.66	17.11									112.46
J. Jimenez	11	165.00														165.00
K. Aroyau	11	165.00														165.00
K. Lee	11	165.00								37.32						127.68
L. Letourneau	11	165.00		13.55			17.21									134.24
L. Moore	11	165.00														165.00
L. Schleicher	11	165.00														165.00
K. Afoyan	11	165.00														165.00
P. Medrano	15	150.00					108.23									41.77
J. Isaac	15	150.00			84.34	2.14			47.07							16.45
L. Glines	15	150.00		11.23	18.89				21.85							98.03
M. Edwards	15	150.00				58.66		73.23	38.55							80.97
V. Oezhehovsky	15	150.00						95.02								54.98
R. Ramirez	15	150.00							24.37							125.63
TOTAL		2880.00	4.11	49.44	107.96	6.66	60.80	310.80	131.84	37.32	0.00	0.00	0.00	0.00	0.00	2272.48

APPROVED BY:

DATE:

[Signature]
4/13/12

REVIEWED BY:

DATE:

[Signature]
4/13/12

Signature of Program Manager (Karen Gonzales)

Signature of Fiscal Manager (Roger Bartlett)

FIELD TRIP FUND 2011-2012
 BUDGET \$7 PER CHILD

SITE	Beg. Bal	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Remaining
Head Start	14000.00	218.25	218.25	1548.25	908.25	68.25	332.25	68.25	518.25	0.00	0.00	0.00	0.00	10120.00
EHS	8500.00	0.00	155.25	665.00	140.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7539.75
TOTAL	22500.00	218.25	373.50	1548.25	1048.25	68.25	332.25	68.25	518.25	0.00	0.00	0.00	0.00	17659.75

APPROVED BY:


 Signature of Program Manager (Karla Gonzales)

DATE:

4/13/12

REVIEWED BY:


 Signature of Fiscal Manager (Roger Bartlett)

DATE:

4/13/12

ITEM VII- DISCUSSION

BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to discuss items not on the agenda.

NOTES:

ITEM VIII – PUBLIC PARTICIPATION

BACKGROUND:

Participation of the general public at the SETA-Operated Program Parent Advisory Committee meeting is encouraged. Members of the audience are asked to address their request to the Chair if they wish to speak.

NOTES: