

## GOVERNING BOARD

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**BONNIE PANNELL**  
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**SOPHIA SCHERMAN**  
Public Representative

**JIMMIE YEE**  
Board of Supervisors  
County of Sacramento

## ADMINISTRATION

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Executive Director

**DENISE LEE**  
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*Thought of the Day: "When you hold a torch to light someone else's path, your own gets brightened in the process."*

*Author: Esteemed Human Development, Inc.*

### **REGULAR MEETING OF THE HEAD START POLICY COUNCIL**

**DATE:** Tuesday, April 24, 2012

**TIME:** 9:00 a.m.

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

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

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➤	Monthly Head Start Report (attached)
C.	Head Start Managers’ Monthly Reports
➤	<u>Brenda Campos</u> : Grantee Program Support Services
➤	<u>Lisa Carr</u> , Parent/Family Support Unit

- ❖ Countywide Parent Conference Update
- Karen Gonzales: Child Development and Education Service
- D. Chair's Report
  - ✓ National Head Start Association 2013 Awards and Scholarships
- E. Open Discussion and Comments
- F. Public Participation

**VIII. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, APRIL 18, 2012**

Policy Council meeting hosted by:  
Coventry St. Mary, (Chair), Tamara Knox (Vice Chair), Reina Florez (Secretary),  
Nadezhda Ruelas (Treasurer), Vivian Gutierrez (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Apryl Strayhand, Elk Grove Unified School District
- \_\_\_\_\_ Kiersten Gonzales, Sacramento City Unified School District
- \_\_\_\_\_ Oglá Martínez, Sacramento City Unified School District
- \_\_\_\_\_ Nadezhda Ruelas, Sacramento City Unified School District
- \_\_\_\_\_ Sarah Proteau, San Juan Unified School District
- \_\_\_\_\_ Coventry St. Mary, San Juan Unified School District
- \_\_\_\_\_ Carolyn Wilson, Twin Rivers Unified School District
- \_\_\_\_\_ Vivian Gutierrez, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Frank Ybarra, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Connie Wallace, SETA-Operated Program
- \_\_\_\_\_ Socorro Gutierrez, SETA-Operated Program
- \_\_\_\_\_ Amber Taylor, SETA-Operated Program
- \_\_\_\_\_ Johnny Sanders, SETA-Operated Program
- \_\_\_\_\_ Rebecca Lewis, Grandparent Representative
- \_\_\_\_\_ Reina Florez, Early Head Start (SOP)
- \_\_\_\_\_ Willie Jean Peck, Foster Parent Representative
- \_\_\_\_\_ Amarjit Gill, Past Parent Representative
- \_\_\_\_\_ Tamara Knox, Past Parent Representative

**New Member to be Seated:**

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Riddick), Elk Grove Unified School District
- \_\_\_\_\_ Vacant (Anderson), SETA-Operated Program
- \_\_\_\_\_ Vacant (McCracken), SETA-Operated Program
- \_\_\_\_\_ Vacant (Pelton), Twin Rivers Unified School District
- \_\_\_\_\_ Vacant (Canto), Home Base Option
- \_\_\_\_\_ Vacant (Rosales), Home Base Option
- \_\_\_\_\_ Vacant (Diaz), Early Head Start (San Juan)
- \_\_\_\_\_ Vacant (Hendricks), Early Head Start (Sac. City)
- \_\_\_\_\_ Vacant (Juarez), Child Health & Disability Prevention Program
- \_\_\_\_\_ Vacant (Goodwin), Community Advocating Male Participation

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

# POLICY COUNCIL BOARD MEETING ATTENDANCE PROGRAM YEAR 2011-2012

The 2011-2012 Board was seated on **November 22, 2011** and  
**January 3, 2012**

BOARD MEMBER	SITE	11/22	1/3 *	1/24	2/28	3/27	4/24	5/22	6/26	7/24	8/28	9/25	10/23	11/27
<del>L. Canto</del> Reseated 1/3	<del>HB</del>	X	X	X	X	E								
R. Florez s/b/s 1/3	EHS/SOP		X	X	E	X								
A. Gill Seated 11/22	PP	X	X	E	X	X								
K. Gonzales Seated 11/22	SAC	X	E	X	E	X								
S. Gutierrez Seated 11/22	SOP	X	X	X	X	X								
V. Gutierrez Seated 11/22	WCIC	X	X	X	X	X								
T. Knox Seated 11/22	PP	X	X	X	X	X								
R. Lewis Seated 11/22	GP	X	X	X	X	X								
O. Martinez Seated 2/28	SAC				X	X								
W. Peck Seated 1/3	FP		X	X	E	X								
<del>T. Polton</del> s/b/s 11/22	<del>TR</del>	U	X	E	X	E								
S. Proteau Seated 11/22	SJ	X	X	E	E	X								
<del>C. Riddick</del> Seated 1/3	<del>ELK</del>		X	U	E	U								
<del>B. Rosales</del> Reseated 1/3	<del>HB</del>	X	X	X	X	E								
N. Ruelas Seated 11/22	SAC	X	X	X	X	X								
J. Sanders Seated 1/24	SOP			X	X	X								
C. St. Mary Seated 11/22	OGC/SJ	X	X	X	X	X								

BOARD MEMBER	SITE	11/22	1/3 *	1/24	2/28	3/27	4/24	5/22	6/26	7/24	8/28	9/25	10/23	11/27
A. Strayhand Seated 3/27	ELK				E	X								
A. Taylor Seated 11/22	SOP	X	X	X	E	X								
C. Wallace Seated 11/22	SOP	X	E	X	X	X								
C. Wilson Seated 11/22	TR	X	X	X	X	X								
F. Ybarra Seated 11/22	WCIC	X	X	X	X	X								

### GLOSSARY OF ACRONYMS

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

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

Current a/o 4/3/12

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MARCH 27, 2012 POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the March 27, 2012 regular meeting.

RECOMMENDATION:

That the Policy Council approve the March 27, 2012 minutes.

**NOTES:**

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

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

**Minutes/Synopsis**

*(Minutes reflect the actual progress of the meeting.)*

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

Tuesday, March 27, 2012  
9:00 a.m.

**I. Call to Order/Roll Call/Review of Board Member Attendance**

Ms. Coventry St. Mary called the meeting to order at 9:06 a.m. Ms. Connie Wallace read the Thought of the Day; Ms. Wallace acted as Secretary and called the roll. Ms. Teresita Saechao provided translation services.

**Members Present:**

Kiersten Gonzales, Sacramento City Unified School District  
Ogla Martinez, Sacramento City Unified School District  
Nadezhda Ruelas, Sacramento City Unified School District (arrived at 9:25 a.m.)  
Coventry St. Mary, San Juan Unified School District  
Sarah Proteau, San Juan Unified School District  
Carolyn Wilson, Twin Rivers Unified School District  
Vivian Gutierrez, WCIC  
Frank Ybarra, WCIC  
Amber Taylor, SETA-Operated Program  
Socorro Gutierrez, SETA-Operated Program (arrived at 9:11 a.m.)  
Johnny Sanders, SETA-Operated Program  
Connie Wallace, SETA-Operated Program  
Reina Florez, Early Head Start (SOP) (arrived at 9:35 a.m.)  
Willie Jean Peck, Foster Parent Representative  
Rebecca Lewis, Grandparent Representative  
Tamara Knox, Past Parent Representative  
Amarjit Gill, Past Parent Representative

**New Members Seated:**

Apryl Strayhand, Elk Grove Unified School District

**Members Absent:**

Trina Pelton, Twin Rivers Unified School District (excused)  
Codie Riddick, Elk Grove Unified School District (unexcused)  
Lucero Canto, Home Base Option (excused)  
Blanca Rosales, Home Base Option (excused)



- 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. Melanie Nicolas introduced the CFS Quality assurance Unit. This unit began January 3. Ms. Nicolas asked unit members to introduce themselves and announce how many years they have been with the agency.

Monica Avila: Has been at SETA for 12 years. Ms. Avila used to be a Family Services Worker.

Monica Barber: Has been at SETA 6 years.

Judy Weber: Ms. Weber started as a parent in the San Juan Head Start program in 1986. She has been a SETA employee for 23 years.

Heather McClellan Brandusa: Has been at SETA for 7 years

Cami Saling: Has been at SETA for 17 months.

Valerie Powell: Has been at SETA 2 years

## II. Consent Item

- A. Approval of the Minutes of the February 28, 2012 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/V. Gutierrez, second/Gill, to approve the February 28, 2012 minutes as distributed.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (St. Mary)

## III. Action Items

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

The board went into closed session at 9:17 a.m. Ms. St. Mary called the meeting back to order at 9:35 a.m. and reported out of closed session that the Policy Council approved the Eligibility List for: 1) Early Head Start Educator; 2) Family Services Worker Range II; 3) Family Services Worker Range III. The eligibility list for Site Supervisor was tabled.

Ms. Reina Florez arrived at 9:35 a.m. and assumed the duties of Secretary.

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

Ms. Lee reviewed the county-wide selection criteria. It was decided many years ago to do the selection for Head Start and Early Head Start the same way.

Moved/S. Gutierrez, second/Gill, to approve the Early Head Start Selection Criteria and the Head Start Selection Criteria for Sacramento County.  
Show of hands vote: Aye: 17, Nay: 0, Abstention: 1 (St. Mary)

C. Approval of Modification to the SETA Personnel Policies and Procedures:  
Addition of Section 11.15 Head Start Uniform Policy

This board item requests modification to the Head Start Personnel Policies by instituting a uniform policy. A union represents the employees and this document works in tandem with the labor contract. If there are issues in the labor contract it supersedes the uniform policy.

Mr. Nishi stated that upon the Policy Council's approval of this policy, it will also go before the SETA Governing Board for approval.

Ms. Gonzales inquired how much the new policy will cost. Ms. Lee replied that the first group of uniforms was rolled out. The initial cost was \$15,000 for 328 staff members. Staff received a combination of five items, three shirts, two aprons; the Agency will be replacing them as they wear out. In addition, the Agency will be switching the fabric and color. The replenishment of the shirts and aprons is expected to be \$9,000 annually.

Moved/Wallace, second/Lewis, to approve the modifications to the SETA Personnel Policies and Procedures: Addition of Section 11.15 Head Start Uniform Policy.

Show of hands vote: Aye: 17, Nay: 0, Abstentions: 1 (St. Mary)

**IV. Information Items**

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. St. Mary reviewed the calendar.
- Parent/Family Support Unit Events and Activities: Ms. St. Mary reminded board member of the upcoming Parent Conference. The keynote speaker will be Mr. Ronald Mah.
- Parent/Staff Recognitions: Ms. Reina Florez thanked Ms. Brenda Campos and Ms. Megan Marshall for assisting her with acquiring her child's shot records. Ms. Rebecca Lewis gave a 'shout out' to Ms. Tamara Knox. Ms. Knox was acknowledged as one of Sacramento City College's Outstanding Women Students. Ms. Lewis attended the Maternal Child and Adolescent Committee; Dr. Kasserli, the new public health officer was introduced. Ms. Wallace thanked Ms. Campos for an issue that she brought up at the PAC meeting; she appreciates the follow through. Ms. St. Mary wished Ms. Desha a Happy Birthday. Ms. Hawkins's birthday is on Friday, March 30. A number of other birthdays were announced.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reviewed the fiscal report. The Agency is seven months into the budget so it is expected that expenditures would be 58% of the budget; currently the

expenditures are 55% of the budget. Administrative costs are running around 10%. Staff has identified some areas where the non-federal shares are not generally reported; Mr. Bartlett will report back on this issue next month. The Agency just received notification that a \$3 million expansion grant will be received to increase the Head Start and Early Head Start programs. The ARRA grant for mentor coaches has been spent; management has decided to continue this program utilizing other funds.

- National Head Start Association (NHSA) Parent Training Conference Reports Ms. Amber Taylor, Ms. Socorro Gutierrez, and Ms. Rebecca Lewis all spoke of their experiences at the New Orleans conference.
  - California Head Start Parent Conference (CHSA) Reports: Ms. Reina Florez and Ms. Coventry St. Mary provided an overview of the conference.
  - Officer Training Report: Ms. Coventry St. Mary, Vivian Gutierrez, and Ms. Carolyn Wilson reported on the officer training.
  - Community Resources-Parents/Staff: None.
- B. Governing Board Minutes for the December 1, 2011 and January 5, 2012 Meetings: No questions.
- C. Fiscal Monitoring Reports: No questions.

#### **V. Committee Reports**

- A. Executive Committee: Ms. Reina Florez reviewed the two meeting critiques.
- B. Budget/Planning Committee: Ms. Socorro Gutierrez reported on the most recent meeting.
- C. Personnel/Bylaws Committee: The next meeting will be March 28; this is an opportunity for board members to suggest modifications to the bylaws.
- D. Social/Hospitality Committee: The first meeting will be April 11, 1 p.m. in the Redwood Room.
- E. Program Area Committees
- Early Childhood Development & Health Services Committee and Parent/Family Committee: No meeting scheduled.
  - Monitoring and Evaluation Committee: No report.
  - Male Involvement Committee/Community Advocating Male Participation: There was a good turnout for the last meeting; there is still a need for a CAMP representative on the board.
- F. Health Services Advisory Committee Report: No meeting scheduled.
- G. Community Partnerships Advisory Committee: The next meeting will be Thursday, April 19, 2012, 9:00 a.m., in the Redwood Room.
- H. Maternal, Child and Adolescent Health Advisory Board: No additional report.

#### **VI. Other Reports**

- A. Executive Director's Report: Ms. Kathy Kossick next month will be celebrating 30 years of SETA being the Head Start grantee for Sacramento County.

- B. Head Start Deputy Director's Report
  - Monthly Head Start Report: Congresswoman Doris Matsui will be kicking off the 30 Year Anniversary festivities on April 12. The SETA Operated Program will have literacy week by having a variety of special guest readers reading to the children. On April 24, Good Day Sacramento will have their celebrities working at the kitchen and delivering the food to the different centers.
- C. Head Start Managers' Monthly Reports
  - Brenda Campos: Grantee Program Support Services: No report.
  - Lisa Carr, Parent/Family Support Unit: Ms. Carr attended the California Head Start Conference with parents and really enjoyed it! Ms. Carr spoke of the Countywide Parent Conference and how wonderful Mr. Ronald Mah is! There are some great workshops being scheduled and really great food!
  - ❖ Healthy Marriage Workshops: Ms. Carr reported that three workshops have been held for families; the workshops are being offered throughout the county. There are 120 classes that will be offered during the grant period. Call 362-1900 for more information. The one class being offered at SETA will be finishing up this Saturday. Call to find out when the next series of workshops will be held. Child care/play care and meals are provided for the attendees.
  - Karen Gonzales: Child Development and Education Services: No report.
- D. Chair's Report: Ms. St. Mary asked parents to pick up their reimbursement money as soon as possible.
- E. Open Discussion and Comments: No comments.

Ms. Vivian Gutierrez reported that WCIC will be having a talent show; all are welcome. Ms. Gutierrez also reported that her husband will be joining the CAMP group.

Congratulations to Ms. Taylor on her new baby born last month!

- F. Public Participation: None.

**VII. Adjournment:** The meeting was adjourned at 11:15 a.m.

ITEM III – A - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM III-B – ACTION

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

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Head Start/Early Head Start Budget for Fiscal Year 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-C – ACTION

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

BACKGROUND:

This agenda item provides an opportunity for the Policy Council 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 2<sup>nd</sup> 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 41<sup>st</sup> 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 20<sup>th</sup> 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 47<sup>th</sup> 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 24<sup>th</sup> 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 65<sup>th</sup> Street  
Sacramento, CA 95820  
277-6767 (17)

**Hiram Johnson (Wrap Around) Elementary**  
3535 65<sup>th</sup> 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 65<sup>th</sup> 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 49<sup>th</sup> Street  
Sacramento, CA 95817  
277-7139 (24)

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

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

**Mark Twain  
Elementary**  
4914 58<sup>th</sup> 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 41<sup>st</sup> 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 18<sup>th</sup> Street  
Sacramento, CA 95814  
264-4163 (32)

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

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

**Woodbine**  
2500 52<sup>nd</sup> 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 3<sup>rd</sup> 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 65<sup>th</sup> Street  
Sacramento, CA 95820  
(916) 277-6767

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

**Hiram Johnson Family  
Education Center**  
3535 65<sup>th</sup> Street  
Sacramento, CA 95820  
277-6767 (28)

**Capital City**  
7220 24<sup>th</sup> 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-D – 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 Policy Council 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	
<b>1. Priority: Program Design and Management</b>						
<b>A. ERSEA - Strengthen paperwork system</b>						
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>B. Recordkeeping and Reporting – Strengthen recordkeeping and reporting system</b>						
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
<b>C. Human Resources - Strengthen Human Resources Systems</b>							
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**

<b>D. On-going Monitoring - Strengthen On-going Monitoring Systems</b>							
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
<b>E. Program Support - Strengthen Delegate and Partner Support</b>							
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
<b>F. Program Governance - Strengthen Program Governance</b>							
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
<b>H. Program Planning - Strengthen Planning Systems</b>							
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
<b><i>C. MENTAL HEALTH</i></b>							
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**

<b><i>D. DISABILITIES</i></b>							
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
<b><i>E. School Readiness</i></b>							
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
<b><i>F. FAMILY SERVICES AND COMMUNITY PARTNERSHIPS</i></b>							
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-E - ACTION

APPROVAL OF FISCAL YEAR 2012-2013 SETA OPERATED PROGRAM TRACKS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council 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.



**SETA PROGRAM YEAR OPTIONS/TRACKS:  
FY 2012 - 2013  
August 2012 - August 2013**

Program Year January 2013 - September 2013 TRACK I			Program Year September 2013 - June 2014 TRACK II			Program Year April 2012 - January 2013 TRACK III			Program Year August 2012 - July 2013 TRACK V			Year Round Early Head Start			
Auberry	PD	20	Auberry	PD	20	Auberry	PD	20	Parker	PD	16	Broadway	FD/CS	8	
Bannon	FD/S	20	Bannon	FD/S	20	Bannon	PD	40	Walnut Grove	PD	20	Crossroads	FD/CS	8	
Bright Beginnings	PD	80	Bright Beginnings	PD	80				Home Base	HB	12	Elkhorn	FD/CS	16	
Broadway	FD/CS	20	Broadway	FD/CS	20	Broadway	PD	20				Grizzly Hollow	FD/CS	8	
Country Woods	PD	40	Country Woods	PD	40	Country Woods	FD/CS	20				Job Corp	FD/CS	16	
Crossroads	PD	20	Crossroads	PD	20	Crossroads	PD	40				Mather	FD/CS	8	
	FD/CS	20		FD/CS	20		FD/CS	20				New Helvetia I	FD/CS	16	
Elkhorn	PD	20	Elkhorn	PD	20	Elkhorn	PD	60				Norma Johnson	FD/CS	8	
							FD/S	20				Northview	FD/CS	8	
Freedom Park	PD	20	Freedom Park	PD	20	Freedom Park	PD	60				Phoenix	FD/CS	8	
	FD/S	40		FD/S	40							Sharon Neese	FD/CS	16	
Fruitridge	PD	20	Fruitridge	PD	20	Fruitridge	PD	40							
Galt	PD	60	Galt	PD	60	Galt	PD	60				Subtotal EHS CB		120	
Grizzly Hollow	PD	20	Grizzly Hollow	PD	20	Grizzly Hollow	PD	20				Home Base EHS		129	
Hillsdale	PD	40	Hillsdale	PD	40	Hillsdale	PD	40				River Oak		60	
	FD/S	40		FD/S	40							SCOE		36	
Hopkins	PD	40	Hopkins	PD	40	Hopkins	PD	40				Subtotal EHS HB		225	
Illa Collin	PD	20	Illa Collin	PD	20	Illa Collin	PD	20	TOTAL	48	TOTAL EHS	345			
Job Corp	FD/CS	20	Job Corp	FD/CS	20				KEY						
Kennedy	PD	20	Kennedy	PD	20	Kennedy	PD	20	PD - Part day, 5 days per week						
La Verne	PD	20	La Verne	PD	20	La Verne	PD	20	FD - Full day, 5 days per week						
Mather	PD	20	Mather	PD	20	Mather	PD	20	S - State Collaborative (part day state)						
	FD/CS	20		FD/CS	20		FD/CS	20	CS - State Collaborative (full day state)						
Nedra Court	PD	20	Nedra Court	PD	20	Nedra Court	PD	40							
Norma Johnson	FD/CS	20	Norma Johnson	FD/CS	20	Norma Johnson	FD/CS	20	SUMMARY						
North Avenue	PD	40	North Avenue	PD	40	North Avenue	PD	40	Center Based/Full Day @ 720			EHS Center Base @ 120			
	FD/S	20		FD/S	20				Center Based/Part Day @ 2016			EHS Home Base @ 225			
Northview	PD	20	Northview	PD	20	Northview	PD	20	Home Base @ 102						
	FD/S	20		FD/S	20		FD/S	20							
Phoenix Park	FD/CS	20	Phoenix Park	FD/CS	20	Phoenix Park	FD/CS	20							
Sharon Neese	FD/CS	20	Sharon Neese	FD/CS	20	Sharon Neese	FD/CS	20							
Solid Foundation	PD	20	Solid Foundation	PD	20	Solid Foundation	PD	40							
Strizek Park	PD	20	Strizek Park	PD	20	Strizek Park	PD	20							
Vineland	PD	20	Vineland	PD	20	Vineland	PD	20							
Whispering Pines	PD	20	Whispering Pines	PD	20										
Subtotal	900		Subtotal	900		Subtotal	900								
Home Base	30		Home Base	30		Home Base	30								
TOTAL	930		TOTAL	930		TOTAL	930								
Full Day Totals	280		Full Day Totals	280		Full Day Totals	160		GRAND TOTAL SOP HEAD START			2796 (2838) +42			
Part Day Totals	620		Part Day Totals	620		Part Day Totals	740		GRAND TOTAL SOP EHS			345			

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-F - ACTION

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

BACKGROUND:

This agenda item provides an opportunity for the Policy Council 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		
<b>TOTALS</b>	<b>5,519</b>	<b>49</b>	<b>49</b>	<b>604</b>	<b>100</b>	<b>40</b>	<b>200</b>	<b>160</b>

**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				
<b>TOTALS</b>	<b>5,519</b>	<b>535</b>	<b>16</b>	<b>2,120</b>	<b>1,538</b>	<b>150</b>		

**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
<b>TOTALS</b>	<b>653</b>	<b>72</b>	<b>120</b>	<b>93</b>	<b>8</b>	<b>360</b>
<b>Comments</b>	<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.



<b>I. ENROLLMENT BY PROGRAM OPTION</b>					
This section should be filled out and submitted for each grantee and delegate agency.					<input type="checkbox"/> Head Start <input checked="" type="checkbox"/> Early Head Start
1. Funded child enrollment by program option:		2. Number of pregnant women enrolled for EHS: <u>Varies (#'s included in home base)</u>			
Center-based enrollment	120				
Home-based enrollment	225				
Combination option enrollment					
Family child care enrollment					
Other option enrollment					
Total child enrollment	345				
<b>II. PROGRAM SCHEDULE</b>					
This section should be filled out for <i>each group of children served for different hours of service each year.</i>					
<b>Complete #1-3 for all groups of children</b>					
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	
<b>Complete #4-9 for center-based, family child care, combination, and other options</b>					
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		
<b>Complete #10-13 for home-based options</b>					
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-G - 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 Policy Council to review and approve the results of the Head Start/Early Head Start Annual Self Assessment.

In January 2011, eighteen teams were assembled for the 2011-2012 self assessment process. Each was composed of both parents and staff and was lead 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>
<b><i>SCHOOL READINESS/CHILD OUTCOMES</i></b>				
<b><i>Goal: Continue to support teacher's growth and development regarding CLASS, DRDP and data analysis</i></b>				
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**

<b><i>FAMILY AND COMMUNITY OUTCOMES</i></b>				
<b><i>Goal: Increase parent/child participation</i></b>				
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		
<b><i>Goal: Continue to strengthen family case management and internal monitoring systems to ensure high quality family outcomes are documented</i></b>				
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**

***RECORD-KEEPING AND REPORTING***

***Goal: Improve efficiency and effectiveness of record-keeping and reporting systems***

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	
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## ITEM IV-A – INFORMATION

### STANDING INFORMATION ITEMS

#### BACKGROUND:

- A. Standing Information Items
  - 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**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
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**

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

ITEM IV-B- INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

The February 2, 2012 Governing Board minutes are attached for your review.

NOTES:

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

Minutes/Synopsis

*(Minutes reflect the actual progression of the meeting.)*

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

Thursday, 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 30<sup>th</sup> 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

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

The Executive Committee met and evaluated the March 27, 2012 Policy Council meeting.

<b>GOOD!!!</b>
Thank you, Ms. Coventry St. Mary, for making reminder calls for the PC meeting.
Thank you, Ms. Coventry St. Mary, for making reminder calls for the Parent Leadership Institute.
Thank you, Ms. Nancy Hogan and Ms. LaShaun Burke, for providing PC/PAC reimbursements.
<b>Thank you, Board members, for great participation in discussion.</b>
Thank you, Board members, for recognizing Chair prior to speaking.
Thank you, Board members, for obtaining child care during the meeting.
Thank you, Ms. Betsy Haas, for an awesome Parent Leadership Institute Training “Leadership Though Effective Communication and Team Building”
<b>NEEDS IMPROVEMENT</b>
Arriving on time.
Seated and ready for meeting by 8:50 a.m.
Members remain seated during all presentations.
<b><i>Members, please, no use of electronic devices or cell phones during the meeting.</i></b>
Plan to stay until meeting is adjourned.
Plan to attend committee meeting(s) that you have signed up to participate on.
<b><i>ABSOLUTELY NO FOOD ALLOWED IN THE BOARD ROOM. NO EXCEPTIONS.</i></b>
Members please pick up reimbursements prior to leaving the meeting.
Please leave Board Room clean.

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

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ITEM VI- OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal Policy Council board packet.
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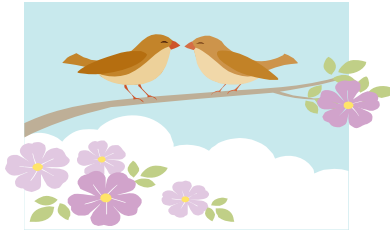
- B. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.
- Monthly Head Start Report (attached)
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- C. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:  
Brenda Campos: Grantee Program Support Services  
Lisa Carr: Parent/Family Support Unit  
    ❖ Countywide Parent Conference Update  
Karen Gonzales: Child Development and Education Services
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- D. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. Coventry St. Mary), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

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

- ✓ National Head Start Association 2013 Awards and Scholarships
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# 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 10<sup>th</sup> and by the Parent Committee on April 12<sup>th</sup>.

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 10<sup>th</sup>.

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

# Sacramento County Head Start/Early Head Start Delegate Monthly Enrollment Report

**March, 2012**

## Head Start

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment</b>	<b>(b) % Actual to Funded</b>	<b>Attendance</b>	<b>(c) % Attend. to Funded</b>	<b>Waiting List</b>
Elk Grove USD	420	420	100	343	82	34
Sacramento City USD	1,292	1,304	101	1,141	88	33
SETA	1,874 (2,796)	1,912	102	1,349	72	3,779
San Juan USD	700	706	101	544	78	77
Twin Rivers USD	211	211	100	182	86	83
WCIC/Playmate Head Start	120	120	100	96	80	100

## Early Head Start

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment</b>	<b>(b) % Actual to Funded</b>	<b>Attendance</b>	<b>(c) % Attend. to Funded</b>	<b>Waiting List</b>
Sacramento City USD	147	147	100	98	67	130
Sacramento Employment and Training Agency	345	346	100	239	69	1,118
San Juan USD	161	168	104	121	75	15

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

# 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%)
<b>County (4621)* (653)*</b>	<b>494</b>	<b>(11%)</b>	<b>92</b>	<b>(14%)</b>

\* 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

ITEM VI-OTHER REPORTS (continued)

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

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

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