

**GOVERNING BOARD**

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*Thought of the Day: "When we give unconditional love to children, we give the most valuable gift we have."*

*Author: Katherine M. Olson*

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

**DATE:** Tuesday, May 22, 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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**DISTRIBUTION DATE: TUESDAY, MAY 15, 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
R. Florez s/b/s 1/3	EHS/SOP		X	X	E	X	X							
A. Gill Seated 11/22	PP	X	X	E	X	X	X							
K. Gonzales Seated 11/22	SAC	X	E	X	E	X	AP							
S. Gutierrez Seated 11/22	SOP	X	X	X	X	X	X							
V. Gutierrez Seated 11/22	WCIC	X	X	X	X	X	X							
T. Knox Seated 11/22	PP	X	X	X	X	X	X							
R. Lewis Seated 11/22	GP	X	X	X	X	X	X							
O. Martinez Seated 2/28	SAC				X	X	X							
W. Peck Seated 1/3	FP		X	X	E	X	X							
S. Proteau Seated 11/22	SJ	X	X	E	E	X	X							
N. Ruelas Seated 11/22	SAC	X	X	X	X	X	X							
J. Sanders Seated 1/24	SOP			X	X	X	X							
C. St. Mary Seated 11/22	OGC/SJ	X	X	X	X	X	X							
A. Strayhand Seated 3/27	ELK				E	X	X							
A. Taylor Seated 11/22	SOP	X	X	X	E	X	X							
C. Wallace Seated 11/22	SOP	X	E	X	X	X	X							
C. Wilson Seated 11/22	TR	X	X	X	X	X	X							
F. Ybarra Seated 11/22	WCIC	X	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 4/31/12*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 24, 2012 POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the April 24, 2012 regular meeting.

RECOMMENDATION:

That the Policy Council approve the April 24, 2012 minutes.

**NOTES:**

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

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

**REGULAR MEETING OF THE HEAD START POLICY COUNCIL**  
**SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE**

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

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

Tuesday, April 24, 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 9:11 a.m. and read the Thought of the Day for the Policy Council. Ms. Socorro Gutierrez read the Thought of the Day for the Parent Advisory Committee. Ms. Amber Taylor will serve as Secretary for the PC; Ms. Amanda Sokol will serve as the Secretary for the PAC.

Ms. Sokol called the roll for the PAC:

**Members Present:**

Amber Taylor  
Reina Florez (arrived at 9:33 a.m.)  
Juan Mozqueda (arrived at 9:20 a.m.)  
Zoila Lucero  
Tancy Vang  
Amanda Sokol  
Praveena Chaudhary  
Johnny Sanders  
Connie Wallace  
Socorro Gutierrez  
Laura Meza  
Rebecca Lewis  
Tamara Knox  
Derek Adams (alternate)  
LaTasha Windham  
Hodari Polk

**Members Absent:**

Traci Scott (AP)  
Tami Joslin (U)  
Elda Perez (E)  
Erika Contreras (E)  
Eduardo Sanchez (E)  
Asontie Hudson (E)  
Aaliya Mohammod (E)  
Maria Chavez (U)

Mr. Derek Adams, Broadway, was seated as an alternate for Ms. Traci Scott.  
Ms. LaTasha Windham, Illa Collin Head Start, was seated.  
Mr. Hodari Polk, Hillsdale Head Start, was seated.

Ms. Amber Taylor called the roll for the Policy Council.

**Members Present:**

Apryl Strayhand, Elk Grove Unified School District (arrived at 9:16 a.m.)  
Ogla Martinez, Sacramento City Unified School District  
Nadezhda Ruelas, Sacramento City Unified School District

Elesia Thompson, Sacramento City, alternate for Kierstan Gonzales  
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/Playmate  
Frank Ybarra, WCIC/Playmate  
Amber Taylor, SETA-Operated Program  
Socorro Gutierrez, SETA-Operated Program  
Johnny Sanders, SETA-Operated Program  
Connie Wallace, SETA-Operated Program (arrived at 9:15 a.m.)  
Reina Florez, Early Head Start (SOP) (arrived at 9:32 a.m.)  
Willie Jean Peck, Foster Parent Representative  
Rebecca Lewis, Grandparent Representative  
Tamara Knox, Past Parent Representative  
Amarjit Gill, Past Parent Representative  
Amanda Sokol (seated as an SOP alternate)

Members Absent:

Kiersten Gonzales, Sacramento City Unified School District

**II. Consent Item (PC)**

A. Approval of the Minutes of the March 27, 2012 Regular Meeting

Minutes were reviewed; no questions or comments.

Moved/Ybarra, second/Gill, to approve the March 27, 2012 minutes.  
Show of hands vote: Aye: 17, Nay: 0, Abstentions: 1 (St. Mary)

**II. Consent Item (PAC)**

A. Approval of Minutes for PAC Meeting March 20, 2012

Minutes were reviewed; no questions or comments.

Moved/Taylor, second/Lewis, to approve the March 20, 2012 PAC minutes.  
Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (S. Gutierrez)

**III. Action Items**

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



The board went into closed session at 9:24 a.m. Ms. St. Mary called the meeting back to order at 9:36 a.m. and reported out of closed session that the Policy Council approved the Eligibility List for: Head Start Courier/Maintenance.

Ms. Reina Florez arrived at 9:32 a.m.

#### **IV. Information Items**

##### **A. Standing Information Items**

- Parent/Staff Recognitions – Mr. Victor Bonanno was given a certification of recognition for his AB1234 Ethics Training

#### **III. Action Items (continued)**

Ms. Denise Lee reviewed all of the action items and requested the action be taken as a block.

Ms. Lee stated that this is the first year the government is requiring 132 programs to recomplete for their grant. SETA is not one of the 132 programs required to recomplete for funds.

The Budget/Planning Committee reviews the budget and provides input if the budget needs to be balanced. The parents that sit on the committee decide where the budget changes are made.

##### **B. Approval of Fiscal Year 2012-2013 Head Start/Early Head Start Budget**

Ms. Lee reported that a budget of just over \$50 million is being submitted to run the Head Start and EHS program. A very small COLA was approved; it does allow the Agency to deal with the trends in increasing salaries and benefits. ARRA expansion grant funding has become a permanent part of the basic budget. The budget/slots are modified to fit the needs of the parents. There are 12 different options available in the county to accommodate the needs of parents. The Agency has lost 400 of the full-day slots because the demand was less than was budgeted. There were 1,292 full day slots and it was reduced. When the economy improves, the number of full-day slots will be increased.

Ms. Lee reviewed the combination option which is a combination of home base and other types of services; this targets pregnant teens and young mothers.

Ms. Lewis inquired about Early Head Start modifications with Elk Grove. Ms. Lee replied that SETA has a partnership with SCOE to get their teens involved in the EHS through the SCOE partnership.

Ms. Wallace asked how the teen parents are recruited and Ms. Lee replied that many of them come through word of mouth. The Agency does not necessarily

recruit for teens but are recruited through the 'normal' Head Start recruitment efforts. Ms. Wallace stated that there is a resource board at Norma Johnson and perhaps that would be a good way to recruit pregnant moms.

Ms. Lee stated that there are no budget cuts this year. Any anticipated state budget cuts will not be known until May. Staff is still planning for full funding and if there are adjustments need to be made, the Budget/Planning Committee will meet and decide where the cuts must be made.

Ms. Lee reviewed the 2012-1013 budget and stated that 80% of the budget consists of personnel/fringe benefit expenses. The budget is reviewed on a monthly basis.

C. Approval of Fiscal Year 2012-2013 Head Start/Early Head Start Refunding Application

Ms. Lee provided a brief overview of the refunding application. Ms. Lee also reviewed the listing of SETA-Operated Program and delegate agency center locations.

D. 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

The T/TA plan includes the goals that need to be met. This plan includes a plan to increase the career resource benefits for staff and human resources.

Ms. Florez expressed her appreciation for the information and detail included in the T/TA plan.

E. Approval of Fiscal Year 2012-2013 SETA Operated Program Tracks

Ms. Lee reviewed the SOP program track system. SETA is the only program in the nation that provides a track system for services. Some centers are not on a track but they are fully serving children. The track system allows staff to have year-round employment and also for the centers to be used year round.

F. Approval of Fiscal 2012-2013 Sacramento County Program Options/Grantee and Delegate Agencies

The \$50 million budget will provide services to 5,519 children in pre-school, 653 in EHS. The budget includes funds for basic, operations, T/TA including a COLA adjustment.

Ms. Wilson asked why there was a option track for North Avenue since it is closed. Ms. Lee stated that SETA has a lease contract with Twin Rivers USD for

the Grant Skills Center classroom. The location at Grant needs to be used by the school district and the school district has given SETA five new rooms at North Avenue, which is 2.4 miles away. Staff anticipates that this program will open on June 4. There are many options available for parents not willing to travel to the North Avenue center.

G. Approval of Annual Self-Assessment for 2011-2012 and Resulting Program Improvement Plan SETA Operated Program

Staff is in the process of breaking down every detail of what children need to know to go ahead to kindergarten. Last month, Ms. Karen Gonzales reviewed in detail the process by which children are assessed during the school year. The assessment is done on many levels; parents must engage with the teachers to ensure their child is doing well. This is a planned, articulated and detailed approach to ensure children are prepared for kindergarten.

Ms. Lucero stated that during Literacy Week, her child is so advanced in reading that she went to other kindergartners' classes and read to them.

Ms. Amarjit Gill left at 10:15 a.m.

Ms. Tamara Knox left at 10:30 a.m.

Policy Council:

Ms. St. Mary requested a motion to approve items B-G in the Policy Council agenda packet.

Moved/Lewis, second/S. Proteau, to approve items B-G as follows:

- B. 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).
- C. Approve the Fiscal Year 2012-2013 Head Start/Early Head Start Refunding Application.
- D. Approve the Fiscal Year 2012-2013 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.
- E. Approve Fiscal Year 2012-2013 SETA Operated Program Tracks.
- F. Approve Fiscal Year 2012-2013 Sacramento County Program Options/Grantee and Delegate Agencies.
- G. Approve Program Year 2011-2012 Self Assessment and Resulting Program Improvement Plan.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (St. Mary)

Ms. Nadezhda Ruelas left at 10:35 a.m.

Parent Advisory Committee:

Ms. Gutierrez requested a motion from the Parent Advisory Committee to approve the action items A-F.

Moved/Taylor, second/Sanders, to approve items A-F as follows:

- A. 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).
- B. Approve the Fiscal Year 2012-2013 Head Start/Early Head Start Refunding Application.
- C. Approve the Fiscal Year 2012-2013 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.
- D. Approve Fiscal Year 2012-2013 SETA Operated Program Tracks.
- E. Approve Fiscal Year 2012-2013 Sacramento County Program Options/Grantee and Delegate Agencies.
- F. Approve Program Year 2011-2012 Self Assessment and Resulting Program Improvement Plan.

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

#### **IV. Information Items (continued)**

##### **A. Standing Information Items**

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett: Mr. Bartlett reviewed the fiscal report. The budget expenditures for 8 months comes to 61% spent overall. The non-federal share of 24% needs to be brought up; the Agency is required to have 25% of federal share. Staff is carefully monitoring how non-federal share amounts are captured. Administrative costs are at 10.2% which is below the 15% allowed. The corporate card was reviewed. No questions.
- PC/PAC Calendar of Events – Ms. Socorro Gutierrez reviewed the calendar of upcoming events. Ms. Florez asked if the PC/PAC bylaws meeting on April 27 will still take place since it conflicts with SETA's provider breakfast in celebration of the 30 Year Anniversary. Ms. Desha stated that the committee meeting will be moved.
- Parent/Family Support Unit Events and Activities: No questions.
- Parent Leadership Institute Reports – Ms. Socorro Gutierrez presented certificates for parents that attended the Parent Leadership Institute training with Ms. Betsy Haas. Certificates were given to: Ms. Vivian Gutierrez, Ms. Rebecca Lewis, Ms. Amarjit Gill, Ms. Sarah Proteau, Ms. Kathy Kossick, Ms. Denise Lee, Ms. Wendy Tanner, and Mr. Francisco Navarro. Ms. Gutierrez thanked Ms. Betsy Haas for the outstanding training.
- Navigating Kinship Report: Ms. Willie Jean Peck distributed her report. She said that it was a great workshop and learned a lot. Ms. Rebecca Lewis attended this meeting as well. Ms. Lewis stated that the conference was also for elderly parents and other family members for whom care must be provided.
- Special Education Overview: No additional report.
- Community Resources-Parents/Staff: No reports.

- B. Governing Board Minutes for the February 2, 2012 Meetings: No questions.

**V. Committee Reports**

- A. Executive Committee: Ms. St. Mary reviewed the meeting critique.  
B. PC/PAC Joint Executive Committee Report: Ms. St. Mary stated that a former board member suggested having Toastmasters provide training to board members on public speaking. Ms. Gutierrez stated that this will teach us to express ourselves and to improve public speaking techniques.

Ms. Apryl Strayhand inquired whether training was held in different languages. Ms. Gutierrez replied that there has not yet been a conference in other languages but it is being considered.

**VI. Other Reports**

- A. Executive Director's Report: Ms. Kathy Kossick thanked board members for their participation in the 30 year celebrations. SETA was recently awarded a small grant (\$80,000) in Community Services Block Grant funds. These funds, called Healthy Futures, focuses on Head Start parents/families in Galt and formerly incarcerated/former foster youth. The grant teaches healthy activities and recently two parents participated in a 5K run in Elk Grove. This has been a great blending of grants.  
B. Head Start Deputy Director's Report: Ms. Lee reported that in celebration of Literacy Week and SETA's 30<sup>th</sup> Year Anniversary, there were over 90 different readers that read to children in Head Start classrooms. Some of the participants included elected officials, a WNBA player, returning Head Start graduates, grandparents, Snow White, the Gingerbread Man, and the Cat in the Hat. Congresswoman Doris Matsui attended and read at one of the centers.

Ms. Brenda Campos she was with Good Day Sacramento who went to the kitchen and work with the kitchen crew. The Good Day Sacramento video was shown.

- C. Head Start Managers' Monthly Reports  
➤ Brenda Campos: The next Food Services Committee is May 17, 9-11 a.m. Ms. Campos introduced Ms. Alesia Nichols.  
➤ Lisa Carr: Parent/Family Support Unit: Ms. Carr spoke of the Countywide Parent Conference and thanked board members for the attendance and participation at the conference. There were 84 parents and 15 staff in attendance at the Countywide Parent Conference.

Ms. Elesia Thompson spoke of her attendance at the conference. She took a lot of notes and shared it with her friends. She also wanted to know if the **Good**

**Day Sacramento** clips are available. The clips are on the web site, the SETA Facebook page, and the Good Day Sacramento web site.

Ms. Laura Meza reported that there will be a health fair in Walnut Grove and wanted to know if Head Start could have a table there. Ms. Carr asked for the information and stated that staff will be in attendance.

- Karen Gonzales: Child Development and Education Services. Ms. Gonzales welcomed new staff members Lynnette Blaney, a new Typist Clerk III, and Susan Field, a Head Start Coordinator (Education) Supervisory. Staff is looking to increase parent participation in the classrooms. Program Officers will be going to the various classrooms to evaluate the classroom environments. In addition, outside consultants will be going to the centers to rate the classroom environment. Based on the results, changes will be made and supplies will be ordered.

D. Chair's Report

Ms. St. Mary thanked parents for attending the Parent Conference.

Ms. Gutierrez reviewed the Region IX report. Ms. Gutierrez thanked Ms. Belinda Malone for coordinating the Countywide Parent Conference and thanked Ms. Alma Hawkins for her support.

- ✓ National Head Start Association 2013 Awards and Scholarships: Ms. St. Mary reviewed the scholarship information; Ms. Tamara Knox won the scholarship two years ago. The scholarship deadline is coming up; parents need to submit their application no later than May 31.

E. Open Discussion and Comments: Ms. Sokol announced that Hagen Park is having Kid's Day at the Park. There will be bike safety classes and there will be a raffle for free bikes. This will be on Sunday, April 29, 11:00 a.m. – 4:00 p.m.

Ms. Florez explained that she is often late because she is dealing with challenges keeping her family together. She asked for consideration for her tardiness. Ms. Florez asked about day care option for EHS. Ms. St. Mary thanked Ms. Florez for her comments and encouraged her to stay on the board; her input is crucial!

Ms. Rebecca Lewis reported that the April 17 Sacramento Bee featured an article on Ms. Brittany Lewis, who is her daughter, who is in her third year of medical school at U.C. Davis.

F. Public Participation: None.

**VIII. Adjournment:** The meeting was adjourned at 11:55 a.m.

ITEM III-A – ACTION

APPROVAL OF POLICY COUNCIL/PARENT ADVISORY COMMITTEE JOINT  
PARENT ACTIVITY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to discuss and approve a joint parent activity with the Parent Advisory Committee. An update on the parent activity will be shared at the Policy Council meeting.

See attached information on the Parent Activity Fund.

RECOMMENDATION:

That the Policy Council approve a joint parent activity with the Parent Advisory Committee.

**NOTES:**

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

# PARENT ACTIVITY FUND

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## ***How can the parent activity fund be used?***

Interpretation: Programs must be cautioned that 45 CFR, Part 74, Appendix F, prohibits expenditure of grant funds solely for entertainment purposes. Entertainment expenditures are defined as the cost of amusement, diversion, social activities, ceremonials, and incidental cost relating thereto, such as meals, lodging, transportation and gratuities. It should be noted that the restriction on expenditures applies to activities which are solely for entertainment. Expenditures for project related purposes are allowable even though entertainment may play an incidental part in the activities. Therefore, programs are required to justify the expenditure of parent activity funds on the basis of project relatedness. For example, a visit by a parent group to a museum can be justified if parents utilize the experience to train parents in ways of providing educational activities for their children in the community. Banquets given in conjunction with parent training and seminars can be justified based on the performance standards. Once the program justifies the activity as primarily project related, with entertainment being incidental, then the related costs of lodging, transportation, refreshments, meals, etc., are also allowable.



ITEM III – B - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

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

NOTES:

## PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Personnel/Bylaws Committee Meeting	Thursday, May 24, 2012 9:00 a.m. – 10:30 a.m. Redwood Room
PC Executive Committee Meeting	Thursday, May 24, 2012 10:30 a.m. – 11:30 a.m. Olympus Room
PC/PAC Social/Hospitality Committee Meeting	Friday, June 8, 2012 9:30 – 11:30 a.m. Redwood Room
PC/PAC Budget/Planning Committee Meeting	Tuesday, June 12, 2012 9:00 – 10:00 a.m. Oak Room
PC/PAC Male Involvement Committee Meeting	Wednesday, June 20, 2012 10:00-11:30 a.m. Magnolia Room.
PAC Executive Committee Meeting	Thursday, June 21, 2012 9:00 – 10:00 a.m. Olympus Room
PC Executive Committee Meeting	Thursday, June 28, 2012 9:00 – 10:00 a.m. Olympus Room
PC/PAC Personnel/Bylaws Committee Meeting	Thursday, June 28, 2012 10:30 a.m. – 12:00 p.m. Olympus Room

**PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
Family Literacy Night	Thursday, June 14, 2012 6:00 – 8:00 p.m. KVIE Public Television 2030 West El Camino Avenue Sacramento, CA 95833 (see attachment)
PC/PAC Male Involvement Committee Meeting	Wednesday, June 20, 2012 10:00-11:30 a.m. Magnolia Room.



# FREE WORKSHOP

## FAMILY LITERACY NIGHT

Ideal for Teachers, Parents and Caregivers (Grades K-12)

**Thursday, June 14**

6:00pm to 8:00pm

Refreshments & Snacks

Will Be Provided!

### Location

KVIE Public Television  
2030 W. El Camino Avenue  
Sacramento, CA 95833

### Registration

**Deadline June 1, 2012**

Tanisha Mayers

916-641-3543

[tmayers@kvie.org](mailto:tmayers@kvie.org)

Learn about free KVIE and PBS preK-12 educational resources:

- Explore how KVIE is far more than Television
- Thousands of lesson plans
- Teaching activities
- On-demand video assets
- Interactive games and simulations

**Don't miss out-great giveaways!**

**Prizes  
Free Books  
& More**



KVIE's Education and Outreach Services are funded in part by Independent Benefit Supporters and Raley's Quality of Life charitable giving program.



For fun activities, visit [kviekids.org](http://kviekids.org)

ITEM IV-B- INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

The March 1, 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, March 1, 2012  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:03 a.m.

Members Present:

Sophia Scherman, Chair, SETA Governing Board; Public Representative  
Bonnie Pannell, Vice Chair, SETA Governing Board; Councilmember, City  
of Sacramento

Jimmie Yee, Member, Board of Supervisors

Don Nottoli, Member, Board of Supervisors

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

**Recognition of Long-Term Employees:**

Mr. William Walker recognized Elvina Carrington's 25 years of service to SETA. Ms. Purdy spoke of how important Ms. Carrington's work has been on the various transitions throughout the years.

Ms. Karen Gonzales reported that Ms. Geraldine Nicholls, with 25 years of service, has decided to be recognized privately.

Mr. Nathanael Gale acknowledged Ms. Debi Ross-Brownell, with 20 years of service, for her outstanding work as a Head Start Site Supervisor.

**II. Consent Items**

- A. Minutes of the February 2, 2012 Regular Board Meeting

- B. Approval of Claims and Warrants

The consent items were reviewed; no questions or corrections.

Moved/Nottoli, second/Pannell, to approve the consent calendar as follows:

- A. Approve the February 2, 2012 minutes.  
B. Approve claims and warrants for the period 1/27/12 through 2/23/12.

Voice Vote: Unanimous approval.

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

1. Approval of Revisions to the Sacramento Employment and Training Agency 2011-2012 Budget

Mr. Roy Kim reported that this board item seeks approval to modify the budget. The revised budget of \$89,055,604 includes changes in anticipated revenues and expenses from the following sources:

- Head Start Program - \$583,856
- Workforce Investment Act - \$1,782,358
- Refugee Employment Social Services – (\$33,977)
- Targeted Assistance for Refugees - \$27,974

The most significant increase was the WIA 10% set aside. The additional 10% funds will be passed on to the local workforce investment areas.

The budget revision will be submitted to the County and the City of Sacramento.

Moved/Pannell, second/Yee, to approve the revised SETA budget for fiscal year 2011-2012.

Voice Vote: Unanimous approval.

2. Approve and Authorize the Executive Director to Sign a Petition to Initiate Assessment Proceedings for the Northgate Boulevard Property and Business Improvement District and Authorize the Executive Director to Sign and Approve the Ballot for the Proposed Northgate Boulevard Property and Business Improvement District

Ms. Kathy Kossick will be participating with the board's approval to vote to establish the Northgate Business Improvement District. SETA owns one property in the Northgate Blvd. district located at 2401 Northview Drive. Mr. Nottoli stated his support of this item.

Moved/Nottoli, second/Pannell, to approve the following:

- 1) Sign the petition which will initiate special assessment proceedings to create the Northgate Property and Business Improvement District for the purpose of undertaking the management district plan as described in the Management District Plan, and
- 2) Sign and approve the Ballot for the proposed Northgate Property and Business Improvement District assessment. Ballots will be weighted according to the proportional financial obligation of the affected property.

Voice Vote: Unanimous approval.



## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

**Refugee Services:** None.

### **One Stop Services**

1. Approval to Submit Northern California Innovation Strategies Workforce Innovation Fund Proposal to the U.S. Department of Labor

Ms. Robin Purdy reported that this item seeks approval to act as the lead applicant/fiscal agent for a \$12 million proposal on behalf of 23 Northern California counties. This is an innovation strategies grant. It is anticipated that this grant will better serve customers' outcomes and reduce the cost of doing business for employers.

The four proposed strategies included:

1. Facilitating cooperation between Workforce Investment Boards, One Stop Career Centers, Apprenticeships, and Community Colleges
2. Facilitating cooperation across programs and funding streams to leverage Workforce Investment Act and Temporary Assistance to Needy Families funds to create and promote to employers, a subsidized employment program providing 50% to 100% wage subsidies to employers who agree to hire, train and retain workers.
3. Facilitating cooperation between WIBs, EDD/UI and economic development partners in business development, expansion and job creation activities and in matching dislocated workers who have been on UI longer than 10 weeks to jobs open in the region by using technology and work ready training and services.
4. Facilitating cooperation between entrepreneurship development programs, small business assistance programs, economic development organizations, community colleges, and regional industry alliances to eliminate barriers to starting small businesses.

Ms. Scherman inquired whether trade schools were included. Ms. Purdy replied that apprenticeship programs and trade schools that are focusing on middle-skill high wage jobs will be included. Staff is focusing on Healthcare, IT, clean energy technology, agriculture/food and advanced manufacturing areas.

Ms. Pannell inquired whether SETA has a relationship with Sacramento Job Corps and Ms. Purdy replied that Mr. Brian Broadway is on the WIB and staff works well with Sacramento Job Corps.

Moved/Pannell, second/Yee, to approve the submittal of a proposal by SETA on behalf of the Northern California Innovation Strategies Consortium in response to the Workforce Innovation Fund.

Voice Vote: Unanimous approval.

**Community Services Block Grant:** None.

**C. CHILDREN AND FAMILY SERVICES**

**IV. Information Items**

A. Fiscal Monitoring Reports: No questions or comments.

B. Employer Success Stories and Activity Report

Mr. William Walker reported that the economy is starting to grow; staff is receiving job orders especially out of the Bay area. Employers are looking for a lot more engineers. Apple is in the process of building a new office in Cupertino.

C. Dislocated Worker Update

Mr. Walker reported that he met with SHRA to talk about their dislocations. SHRA will be contacting staff when they have specific dates. San Juan USD will be dislocating a number of certificated staff as well as Sacramento City USD. Most of the staff dislocated by the closure of the Elk Grove Raley's will be absorbed by other stores.

D. Head Start Reports

Mr. Nottoli inquired about the number of Policy Council board members. Ms. Denise Lee replied to Mr. Nottoli regarding the new and returning board members. Each center elects their representative to the Policy Council and the Parent Advisory Committee.

Mr. Nottoli inquired about the Walnut Grove Head Start enrollment and Ms. Lee replied that this center is doing well. The parents are working with other parents to ensure there will be full enrollment. The parents are being accountable to ensure high enrollment. Staff is still looking for another location.

**V. Reports to the Board**

A. Chair: Ms. Scherman expressed her appreciation of the outstanding staff reports.

B. Executive Director: Ms. Kossick the 30<sup>th</sup> Head Start year will be celebrating the week of April 9. Staff will be contacting board members to visit a center of their choice to celebrate. On April 12, Congresswoman Matsui will be participating in the celebration. Ms. Lee stated that the time will be flexible since children will be at the centers all day. Ms. Scherman reported that the library in Elk Grove distributes a dictionary to children and the children treasure their dictionary.

- C. Deputy Directors: Ms. Lee staff is working on other activities for children to do such as jumping 30 times or counting to 30 or imagining what you want to be when you are 30. The teaching staff is working to develop these activities. A provider breakfast will be held on April 27 to thank the providers for their outstanding work over the 30 years. During literacy week there is an opportunity for board members to come to the centers and read to the children.

Mr. Nottoli suggested that invitations be sent to the Board of Supervisors and the City Council members that are not on the SETA board.

Ms. Purdy reported that staff was recently notified of two RFPs for the Office of Victims of Crimes, US Department of Justice. Staff is developing a proposal and will be working with law enforcement and local community based organizations. The proposal due dates are March 29 and April 17. One proposal will be requesting \$500,000 and the second will be requesting \$400,000.

Ms. Purdy reported that the Gold Standard Evaluation will be involving 1,400 customers to participate to see if the WIA benefits customers. The first month, 325 customers were selected and only 23 were put into the 'core services only' group. Everyone coming into the centers can receive core services.

- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public:

Speaker before the Board: Mr. Frederick Gayle stated that he is impressed with 30 years of Head Start and that it is one of the most effective programs in this country. Mr. Gayle's wife participated in the Head Start program in Appalachia. He volunteered his time at the Head Start centers to read to the children.

- VI. Adjournment: The meeting was adjourned at 10:53 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 April 24, 2012 Policy Council meeting.

<b>GOOD!!!</b>
<b>GREAT JOB</b> , Board Members, for your perfect attendance!!!
Thank you, Ms. Coventry St. Mary, for making reminder calls for the PC meeting.
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.
<b>GREAT JOB</b> , Board Members, for keeping cell phones and electronic devices off during the board meeting.
<b>GREAT JOB</b> to all parents and staff who attended the County Wide Parent Conference
<b>GREAT JOB</b> to the Parent Conference Planning Team.
<b>GREAT JOB</b> Ms. Coventry St. Mary and Ms. Socorro Gutierrez, Parent Conference Mistresses of Ceremony!
<b>NEEDS IMPROVEMENT</b>
Arrive on time.
Seated and ready for meeting by 8:50 a.m.
Members remain seated during all presentations.
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 <b>please</b> 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 V- COMMITTEE REPORTS (Continued)  
Page 2

C. Budget/Planning Committee: Ms. Coventry St. Mary, Ms. Nadezhda Ruelas

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D. Personnel/Bylaws Committee: Ms. Vivian Gutierrez, Ms. Rebecca Lewis, Ms. Coventry St. Mary, and Ms. Socorro Gutierrez

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E. Social/Hospitality Committee: Ms. Reina Florez, Ms. Nadezhda Ruelas, Ms. Carolyn Wilson, Ms. Willie Jean Peck, and Ms. Coventry St. Mary

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F. Program Area Committees

- Early Childhood Development & Health Services Committee and Parent/Family Committee (AKA Customer Service/Attendance Subcommittee): Ms. Connie Wallace and Ms. Socorro Gutierrez

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- Monitoring and Evaluation Committee (AKA Self-Assessment Committee): Committee of the Whole

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- Male Involvement Committee/Community Advocating Male Participation (CAMP): Vacant

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ITEM V- COMMITTEE REPORTS (Continued)

Page 3

- G. Health Services Advisory Committee Report: Mr. Johnny Sanders, Ms. Socorro Gutierrez, Ms. Kiersten Gonzales, Ms. Rebecca Lewis, Ms. Reina Florez, and Ms. Connie Wallace

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- H. Community Partnerships Advisory Committee (CPAC): Ms. Vivian Gutierrez, Ms. Reina Florez, Ms. Connie Wallace, Ms. Willie Jean Peck, and Ms. Coventry St. Mary

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- I. Maternal, Child and Adolescent Health Advisory Board – Ms. Rebecca Lewis

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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  
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.

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**Observance of Memorial Day – Monday, May 28, 2012**

# Monthly Head Start Report

**May 2012**

## **SETA Operated Program**

### **All Staff Training Event:**

SETA's Children and Family Services Department held an All Staff Training on April 6, 2012 at Sacramento Scottish Rite Masonic Center. The day began with a Power Point Presentation highlighting services, along with Denise Lee speaking to the staff and kicking off the 30<sup>th</sup> Anniversary for SETA CFS Department. Three staff were presented with awards commemorating 30 years of service to the Head Start program-Sharon Adams, Francisco Navarro and Denise Sedlacek. The day also included four fantastic workshops which provided professional, as well as personal growth, for staff. The workshops were: Bridges Out of Poverty, Work-Life Balance, Exceptional Customer Service-It's In the Bag!, and Moving Through Change: What's In It for Me?. The All Staff Training day allowed staff from various areas of the program - Early Learning Centers, kitchens, facilities, administration office - to join together for a day to relax and enjoy the camaraderie with peers.

### **Family Partnership Unit:**

On April 21, the annual Countywide Parent and Kinship Conference was held at the Charles A. Jones Skills Center. Over 80 parents and grandparents participated in the event, making it a huge success!

The event was keynoted by Ronald Mah, LMFT. The title of his key note address was Legacy-Wisdom and Foolishness through the Generations. He also provided a two-hour workshop for parents on the topic of healthy families, and functional families. Other workshops included financial survival; mothers raising sons; a nutrition class; a workshop on discipline; and, a literacy workshop hosted by a representative from KVIE.

Over 69 children were in attendance and were able to participate in a workshop titled "Education through Music" put on by Pam West, Site Supervisor at Hopkins Park; and all of the children had an opportunity to go to the on-site petting zoo.

All in all, families left energized and excited. Overwhelmingly, the response was so positive and families are already talking about next year's conference.



## **SETA Children and Family Services 30<sup>th</sup> Anniversary:**

SETA Children and Family Services has been providing services to children, families and the community in Sacramento County for the past 30 years through the Head Start program. In celebration of this incredible milestone, SETA hosted a variety of events in April. Specifically:

**April 9-13 Literacy Week** –a variety of special guest readers generously gave their time to read at each Early Learning Center. Readers included, but were not limited to, Honorable Congresswoman Doris Matsui, City and County elected officials, SETA Governing Board members, partnering businesses, local police and fire departments, community partners, volunteers and even a past Head Start child who is currently in kindergarten and returned to read to their previous preschool class.

**April 12** – SETA hosted a highlighted Celebration event with **Honorable Congresswoman Doris Matsui** at the Sharon Neese Early Learning Center. Congresswoman Matsui, SETA Governing Board Chair Sophia Scherman, Policy Council Chair Coventry St. Mary, SETA staff Shondell Pearson and her daughter Jennelle, and the parents of a child who attends Sharon Neese Center were the speakers during the event. Congresswoman Matsui read stories to the preschool children, and the children read along with her. The event drew current and past parents and grandparents, City and County elected officials, Policy Council and Parent Advisory Committee members, and staff.

**April 24 – Good Day, Sacramento “Celebrity on the Job”** took place at SETA’s main kitchen on Watt Avenue in Sacramento. Newscaster Amy Carabba from CW31 Good Day, Sacramento show reported on the daily activities in the food service kitchens, which begin at 6:00 a.m., Monday-Friday. She started her day with the preparation of the food, moved onto getting the food ready to take to each of the early learning centers, loaded the van and delivered the food to the sites. Amy was impressed at the number of meals served each day and the special diet meals that are prepared for children who cannot eat certain foods due to various medical conditions or allergies. During the interview, Amy gained a lot of information about the Head Start program: the meals that children receive may be the most nutritional food they have all day; there are a large number of children who come from low-income families that may not otherwise be able to have their child attend an early learning center; and, the commitment that comes from all of the staff to ensure SETA has a top notch program.

**April 27 - Service Provider/Community Partner Breakfast** was held at Antioch Progressive Church in South Sacramento. The event highlighted numerous valuable partnerships that have joined efforts with SETA to provide high quality services to Head Start families and their children over the past 30 years. There were six providers highlighted on video, along with recognition awards given to over 70 providers/partners. Darla Givens, newscaster from NEWS10, was the emcee for the morning. SETA/Head Start was very fortunate to have so many community partners who share the passion and involvement for our children and families in Head Start. SETA/Head Start is an AWESOME program and very proud to be able to provide services to our community!

## **Elk Grove Unified School District**

### **Education Services Update:**

Liz Aguilar, education expert from SETA, presented a CLASS workshop highlighting the domain of instructional support. Instructional support focuses upon the importance of teacher child interactions in supporting childrens’ cognitive and language development.

Irene Ladd, instructional coach, gave an overview of the Californian Learning Foundations for Preschool, Volume II and the California Preschool Curriculum Framework, Volume II. The Foundations describe the knowledge and skills that most children can be expected to exhibit in a high

quality program at ages 48 months and 60 months. They are designed to help preschool programs focus their efforts on what children need to learn in order to be successful in preschool, elementary school and throughout life. The California Preschool Curriculum Framework was created to be a companion to the California Learning Foundations and provides educators with strategies and ideas to support the learning and development of preschool children.

**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 79%.

**Disabilities Services and Mental Health Services Update:**

The program educators and clerks have worked closely with the PreK social worker, Florence Oneto, and with the PreK psychologist, Teresa Gannon, to place students with an active IEP into the Head Start program. There are 49 students (12%), with active IEPs being served. This number exceeds the 10% minimum required by Head Start.

**Health Services Update:**

Program Educators are monitoring files and providing additional support to ensure that children in need of further dental treatment receive those services.

**Family and Community Partnerships Update:**

“Healthy Air for Healthy Kids,” a workshop presented to teach parents about the importance of healthy air and ways to prevent air pollution in their homes by using less toxic cleaning products was delivered by Breathe California at Prairie Elementary School on April 12. Ten parents attended this class.

“Making Parenting a Pleasure,” a class designed to help parents build their parenting skills, was held at Charles Mack Elementary School on April 15 and 25. Three parents attended these classes.

“Discover Art,” a class where parents learn the importance of art in children’s lives as a form of self expression and creativity as well as participate in hands-on art activities they can do with their children at home were held at William Daylor High on April 10, and Charles Mack Elementary School on April 24. Seventeen parents attended the class at William Daylor and three parents attended the class at Charles Mack Elementary School.

“What To Do With The Mad You Feel,” a workshop designed to help parents learn where anger comes from and how to help their children manage their anger and channel it into more productive activity was held at Charles Mack Elementary School on April 17, at Prairie Elementary School on April 18, and at Samuel Kennedy Elementary School on April 19. Five parents attended the workshop at Charles Mack, thirty-two parents attended the workshop at Prairie, and four parents attended the workshop at Samuel Kennedy.

**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, registered 89 families in April. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, registered 150 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 183 families. A calendar with registration dates for May and 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:**

In April, teaching staff attended the Professional Learning on “What’s New in Autism” presented by Ginny Condon, Disabilities Coordinator for Child Development. Since April was Autism Awareness Month, this was a great opportunity for staff to learn more about Autism Spectrum Disorders (ASD).

Several resource staff, Social Workers, Coordinators and Resource Teachers attended a two-day CLASS observation training to become reliable assessors. The training was presented by Liz Aguilar/SETA and Amy Ronsheimer/SCUSD. After becoming reliable assessors, staff will conduct classroom assessments that will help monitor and improve program quality.

### **Health:**

Healthy food can be delicious! That’s what the preschool parents at Joseph Bonnheim discovered during this month’s parent meeting on health and nutrition. The parents were taught how to make fresh fruit smoothies by the teacher Elaine Hill, and the preschool nurse, Victoria Benson. They presented a talk about “Sugars” and “Making Good Food Choices”. Ms. Hill brought her juicer/blender from home and provided frozen fruits, natural fruit juices or coconut milk for the smoothies. Each participating parent received a refillable water bottle, which was used for the smoothies. Parents commented on how sweet-tasting the smoothies were, and they did not include any added sugar. One mother commented to the nurse, “I have the WIC program and thought I knew everything about nutrition. But then I attended the parent meeting today, and was excited to learn many other new things.”

- In addition to Joseph Bonnheim Preschool, more health and nutrition preschool parent talks occurred during the month by nurses, Lisa Stevens and Espie Millendez. The nurses have shared that these parent talks are always well received.
- Lisa Stevens, nurse, reported that SETA completed two Health and Nutrition audits of our Nicholas and Woodbine sites. Both sites were reported to have satisfactory findings
- Karen Ito, Registered Dietitian, gave a presentation to the Child Development Staff regarding “Family Style Dining in the Classroom and Children with Food Allergies”. The presentation was well-received, which included many questions from staff and great dialogue between the teaching staff and Ms. Ito.
- Espie Millendez, nurse, reports that the Dental Varnish Clinics with Dental Hygienists from Smile Keepers are continuing through the month of May.
- Nurse, Lisa Stevens, attended the Heal Meeting this month, which addressed the topic of “Rethink Your Drink”. This campaign suggests taking a closer look at the amount of sugar

included in beverages and focuses on encouraging parents and students to substitute their sugary drinks, especially soda, with water.

- Nurses Lisa Stevens and Victoria Benson attended the conference by U.C. Davis on “The Eyes of a Child.” Presenters at the conference included Pediatric Ophthalmologists, an Orthopedist, Optometrist and a Credentialed School Nurse. Valuable information was shared relating to such topics as vision disorders, how to accurately measure visual acuity in a school-aged child, differentiating infectious from infectious red eyes, and differentiating emergent from non-emergent pediatric eye problems.

### **Mental Health:**

The 6th CSEFEL social skills booklet on anger management was distributed to teachers to give to parents at their last conference. Social workers continue to present at parent meetings in several of the classrooms. There was a Male Involvement presentation done at Fruit Ridge preschool. Workshops and classes for teen parents are ongoing at American Legions and Hiram Johnson High Schools. Trainings were attended on the topics of sex trafficking and social and emotional learning. CLASS training also took place.

## **San Juan Unified School District**

### **Education Services Update**

Head Start teachers finalized their third DRDP assessments for those children returning to school next year. As teachers finalize the third assessment, the individual child strategies for the domains of social/emotional, cognitive, and physical development are created. This information is shared with families in Individual Development Plans (IDP) at parent conferences in May 2012.

### **Disabilities Services Update**

Re-registering returning students, as well as registering new students for the 2012-2013 school year is the theme for April. Some changes recurred in the process regarding special needs and general education students. After reviewing the changes by the OHS to the service plan, the Coordinator, Special Education Specialist, and a few other committee members determined that returning students would not need developmental a screening. Teachers and parents will still have the option to request a screening for their children if the need arises.

The pace picked up in the Screening Center as the team anticipates the May and June registration and screening rush. A new screening schedule has been created as well as preparation for new staff.

### **Mental Health Services Update**

The Mental Health Therapist lends extra support to the parents of kindergarten-bound children who have concerns regarding social/emotional readiness. The therapist is preparing to close out the school year by providing resources for child counseling cases so families can continue with mental health services.

### **Nutrition Services Update**

During this time of transition for the Pre-K children a traditional activity that occurs is introducing children to eating in the school cafeteria in preparation for Kindergarten. Teachers are proficient at taking the children through the food line, explaining each step to the children to make sure they grasp the concepts of cafeteria etiquette. The cafeteria staff enjoys this event as much as the children do.

### **Health Services Update**

Health staff screens children one day a week in the centralized screening room; in May screening will take place two days per week to accommodate students that are re-registering. Screening will increase to three days a week in June for new and returning registrations for the 2012-2013 school year. Health continues to provide dental screenings with Kate Varanelli. These dental screenings are the second round for all classes. Additionally, Health Services follows up with the children that have high and low BMIs and are also following up with any children that have an elevated blood lead levels.

### **Family and Community Partnerships Update**

The Policy Committee held its first meeting at the new location (Dom Way Primary Center, 1500 Dom Way, Sacramento, CA). A quorum was reached to approve the COLA for HS/ EHS. The first reading of the by-laws was also accomplished. Soon, the Hospitality Committee will plan the appreciation lunch to be held in September.

### **Transition Services Update**

April was a busy month for transitions. Parent conferences have been beneficial for parents to understand the importance of kindergarten readiness and their child's current development. Classroom teachers have been busy planning the kindergarten class visits. Parent meetings are focused on transitions and school readiness and information regarding these topics is being distributed to other parents. Transition binders which contain many helpful resources for teachers and parents have been updated and distributed for use.

### **Program Support/Staff Training Update**

Teachers and Child Development Assistants attended a Math Workshop that focused on creating sets of objects, and adding and subtracting from sets with 1-2 hidden objects in the sets. The agenda included an opportunity for staffers to share math strategies, a take home math activity for parents to do with their children, ending with a make-it, take-it session.

### **Fiscal Update**

Head Start and Early Head Start have improved over the last month with the percentage remaining in the year being more in balance with the remaining budget.

Both Head Start and Early Head Start fiscal and in-kind reports were submitted before the 10<sup>th</sup> of the month. Head Start in-kind is still below the 25% requirement. A modification to SETA and OHS/ACF requesting a lower in-kind match for Head Start this fiscal year will be requested.

Third Interims for San Juan USD and Budget Development are near completion with final figures to custodial costs being adjusted.

### **Early Head Start**

The Head Start grant was approved by the Policy Committee and submitted to SETA.

Teacher evaluations were completed and show continuous professional development by the staff.

The Infant Toddler Environment Rating Scale Action Plan was completed and included in the annual self-assessment.

The spring child assessment period ended with the completion of the Desired Results tool and Individualized Development Plan for each child.

## **Twin Rivers Unified School District**

No report for this month.

### **WCIC**

**Congratulations** are in order for WCIC/Playmate Head Start Programs' Head Teacher, Mrs. Janet Wong-Acorda and Ms. Gwendolyn Jackson, Teacher, for passing the CLASS Re-Certification with scores of 98 each, during the month of April 2012.

WCIC/Playmate Head Start Programs' staff received a training titled "Understanding Temperament" by Becky Hoing, Child Development Training Specialist from CAPC, on April 13, 2012. She addressed the Nine Temperament Traits. The traits were activity level, distractibility, biological rhythm, intensity of reaction, persistence, sensory threshold, approach/withdrawal, adaptability, and mood. She stated that understanding temperament can determine one's temperament; explore "Goodness of Fit" between a child and caregiver, define self-regulation and support strategies for classrooms. Reflection on how adult's and children's temperament influences relationships can affect interactions and emotional environment in the classrooms. Temperament is a unique response to stress, which shapes the personalities, and the emotional cues in response to stress and affects the ability to cope with stress, and self-regulation.

WCIC/Playmate Head Start Programs' children and staff took school pictures of the 2011-2012 graduating class and returning children on April 16, 2012.

Mr. Zong Vue, Family Services Worker, attended the PIR Overview Meeting on April 16, 2012 at SETA.

WCIC/Playmate Head Start Programs' staff received training on "Physical Activity/Healthy Lifestyle" by Liz Aguilar, Education Consultant from Sacramento Employment and Training Agency, on April 18, 2012. Ms. Aguilar provided information on how to make fitness fun. She addressed physical inactivity as a major risk factor for developing coronary artery disease. It also increases the risk of stroke and such other major cardiovascular risk factors as obesity, high blood pressure, low HDL "good" cholesterol and diabetes. The American Heart Association recommends that children and adolescents participate in at least sixty minutes of moderate to vigorous physical activity every day. Ms. Aguilar asked "Why is exercise or physical activity important for the child? How do you promote physical activity in the child, what if the child is uncoordinated or overweight?" Increased physical activity has been associated with increased life expectancy and decreased risk of cardiovascular disease. Physical activity produces overall physical, psychological and social benefits; inactive children are likely to become inactive adults. Physical activity helps with controlling weight, reducing blood pressure, raising HDL cholesterol, reducing the risk of diabetes and some kinds of cancer, and improved psychological well-being, including gaining more self-confidence and higher self-esteem. Also, physical activity should be increased by reducing sedentary time; it should be fun for children and adolescents. Parents should try to be role models for active lifestyles and provide children with opportunities for increased physical activity. All children, even less-coordinated ones, need to be physical active. Activities are helpful for the physical and psychological well-being of children with a weight problem.

WCIC/Playmate Head Start Programs' staff received training on "Mandated Reporting" by Becky Hoing, Child Development Training Specialist from CAPC, on April 27, 2012. Ms. Hoing stated that in 2009, there were 4,400 callers per month, more than 22,000 allegations of child abuse neglect, and 1,600 removed from homes. In many states, mandated reporters are professionals who, in the ordinary course of work and because they have regular contact with children or other identified vulnerable

populations, are required to report. She addressed the four types of child abuse: physical abuse, sexual abuse, emotional abuse, and neglect. She said abuse occurs when a victim has suffered physical injury inflicted other than by accidental means, has injuries, or is in a condition resulting from mistreatment, such as malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional abuse or cruelty. Neglect may be defined as abandonment, denial of proper care and attention physically, emotionally, or morally, or living under conditions, circumstances or associations injurious to well-being. Mandated reporters are required to file a report whenever there is reasonable cause to suspect or believe any child/resident of a care facility has abused or neglected. Whenever the results of an investigation leads to the conclusion that there is reasonable cause to believe that there has been abuse or neglect by staff, then the institution, school or facility must provide records concerning the investigation to the appropriate investigating agency and/or to the agency that licensed the facility.

WCIC's Team attended the SETA Head Start 30<sup>th</sup> Anniversary Celebration on April 27th at Antioch Progressive Church; SETA's leadership hosted a Provider Breakfast Celebration. This event was to highlight the numerous valuable partnerships that joined their efforts to provide high quality services to Head Start families and their children over the past 30 years!!! Presentations of special honors were provided to Delegate Agencies. Everyone enjoyed the MC, program, breakfast, and Head Start children's entertainment, token of appreciation and networking opportunities. **Congratulations!!!**

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

ACF-IM-HS-12-03 Consumer Product Safety Commission (CPSC) New Crib Standards

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

**April, 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	333**	79	41
Sacramento City USD	1,292	1,295	100	1,138	88	32
SETA	1,874 (2,796)	1,917	102	1,552	83	3,081
San Juan USD	700	696*	99	565	81	75
Twin Rivers USD	211	208*	99	185	87	78
WCIC/Playmate Head Start	120	120	100	98	98	-

\*Delegates have chosen not to replace slots within 60 days of end of school year. \*\*Spring break.

## 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	109	74	104
Sacramento Employment and Training Agency	345	352	102	268	78	866
San Juan USD	161	172	107	125	78	13

- (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 04/30/12)

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)	21	(10%)	N/A	
Elk Grove USD (420)	49	(12%)	N/A	
Sacramento City USD (1292)(147)	157	(12%)	15	(10%)
San Juan USD (700) (161)	74	(11%)	20	(12%)
WCIC (120)	12	(10%)	N/A	
SETA (2796) (345) (1878 Tracks)	186	(10%)	57	(16%)
<b>County (4621)* (653)*</b>	<b>499</b>	<b>(11%)</b>	<b>92</b>	<b>(14%)</b>

\* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

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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