

## GOVERNING BOARD

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

**BONNIE PANNELL**  
Councilmember  
City of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

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

## ADMINISTRATION

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

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Sacramento, CA 95815

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

**THOUGHT OF THE DAY:** *"Leaders become great, not because of their power, but because of their ability to empower others."*

*Author: John C. Maxwell*

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

**DATE:** Tuesday, June 26, 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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- A. Executive Committee: Ms. Coventry St. Mary
- B. PC/PAC Joint Executive Committee Report: Ms. Coventry St. Mary
- C. Budget/Planning Committee: Ms. Coventry St. Mary and Ms. Nadezhda Ruelas
- D. Personnel/Bylaws Committee: Ms. Vivian Gutierrez, Ms. Rebecca Lewis, Ms. Coventry St. Mary, and Ms. Socorro Gutierrez.
- E. Social/Hospitality Committee: Ms. Nadezhda Ruelas, Ms. Carolyn Wilson, Ms. Willie Jean Peck, and Ms. Coventry St. Mary
- 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
  - Monitoring and Evaluation Committee (AKA Self-Assessment Committee): Committee of the Whole
  - Male Involvement Committee/Community Advocating Male Participation (CAMP): Mr. Frank Ybarra, and Ms. Vivian Gutierrez
- G. Health Services Advisory Committee Report: Ms. Rebecca Lewis, Ms. Amarjit Gill,
- H. Community Partnerships Advisory Committee (CPAC):
- I. Maternal, Child and Adolescent Health Advisory Board: Ms. Rebecca Lewis

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

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- A. Executive Director's Report
- B. Head Start Deputy Director's Report
- Monthly Head Start Report (attached)
- C. Head Start Managers' Monthly Reports
- Brenda Campos: Grantee Program Support Services
  - Lisa Carr, Parent/Family Support Unit
  - Karen Gonzales: Child Development and Education Service

- D. Chair's Report
- E. Open Discussion and Comments
- F. Public Participation

**VII. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, JUNE 20, 2012**

Policy Council meeting hosted by:  
Coventry St. Mary, (Chair), Tamara Knox (Vice Chair), Vacant (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:

- \_\_\_\_\_ 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
- \_\_\_\_\_ Willie Jean Peck, Foster Parent Representative
- \_\_\_\_\_ Amarjit Gill, Past Parent Representative
- \_\_\_\_\_ Tamara Knox, Past Parent Representative

**New Member to be Seated:**

- \_\_\_\_\_ Erika Contreras, SETA-Operated Program
- \_\_\_\_\_ Hodari Polk, SETA-Operated Program

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Strayhand), Elk Grove Unified School District
- \_\_\_\_\_ Vacant (Riddick), Elk Grove Unified School District
- \_\_\_\_\_ Vacant (Gonzales), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Pelton), Twin Rivers Unified School District
- \_\_\_\_\_ Vacant (Canto), Home Base Option
- \_\_\_\_\_ Vacant (Rosales), Home Base Option
- \_\_\_\_\_ Vacant (Florez), Early Head Start (SOP)
- \_\_\_\_\_ 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	6/11 *	6/26	7/24	8/28	9/25	10/23	11/27
<del>R. Florez</del> e/b/e 1/3	EHS/SOP		✗	✗	E	✗	✗	E	U						
E. Contreras Seated	SOP														
A. Gill Seated 11/22	PP	X	X	E	X	X	X	X	X						
<del>K. Gonzales</del> Seated 11/22	SAC	✗	E	✗	E	✗	AP	✗	U						
S. Gutierrez Seated 11/22	SOP	X	X	X	X	X	X	X	X						
V. Gutierrez Seated 11/22	WCIC	X	X	X	X	X	X	X	E						
T. Knox Seated 11/22	PP	X	X	X	X	X	X	X	X						
R. Lewis Seated 11/22	GP	X	X	X	X	X	X	X	E						
O. Martinez Seated 2/28	SAC				X	X	X	X	X						
W. Peck Seated 1/3	FP		X	X	E	X	X	X	E						
H. Polk Seated	SOP														
S. Proteau Seated 11/22	SJ	X	X	E	E	X	X	X	X						
N. Ruelas Seated 11/22	SAC	X	X	X	X	X	X	X	U						
J. Sanders Seated 1/24	SOP			X	X	X	X	X	X						
C. St. Mary Seated 11/22	OGC/SJ	X	X	X	X	X	X	X	X						
<del>A. Strayhand</del> Seated 3/27	ELK				E	✗	✗	U	U						
A. Taylor Seated 11/22	SOP	X	X	X	E	X	X	X	X						
C. Wallace Seated 11/22	SOP	X	E	X	X	X	X	E	X						
C. Wilson Seated 11/22	TR	X	X	X	X	X	X	X	X						
F. Ybarra Seated 11/22	WCIC	X	X	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 6/19/12*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 22 AND JUNE 11, 2012 POLICY  
COUNCIL MEETINGS

BACKGROUND:

Attached for the Policy Council's review are the minutes of the May 22, 2012 regular and June 11, 2012 special meetings.

RECOMMENDATION:

That the Policy Council approve the May 22 and June 11 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, May 22, 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 9:12 a.m. Ms. Tamara Knox read the Thought of the Day. Ms. Amber Taylor acted as Secretary and called the roll. Ms. Fina Dempsey 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  
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  
Johnny Sanders, SETA-Operated Program  
Willie Jean Peck, Foster Parent Representative  
Rebecca Lewis, Grandparent Representative  
Tamara Knox, Past Parent Representative  
Amarjit Gill, Past Parent Representative (arrived at 9:27 a.m.)

Members Absent:

Apryl Strayhand, Elk Grove Unified School District (unexcused)  
Connie Wallace, SETA-Operated Program (excused)  
Reina Florez, Early Head Start (SOP) (excused) \*\*

(\*\*Ms. Florez chose to sit in the audience with her child. )



## II. Consent Item

### A. Approval of the Minutes of the April 24, 2012 Meeting

Minutes were reviewed; no questions or corrections.

Moved/Wilson, second/Sanders

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (St. Mary)

## III. Action Items

### A. Approval of the Parent Advisory Committee and Policy Council Joint Parent Activity

The Policy Council and Parent Advisory Committee have a budget for the parent activity which must be educational and not for amusement. By having a joint activity with the Parent Advisory Committee, the funds can go further. Past activities included: Capitol Building Tour, a tour of the Old Sacramento Underground, and the Family History Center.

Moved/Ruelas, second/S. Gutierrez, to approve a joint parent activity with the Parent Advisory Committee.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (St. Mary)

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

The board went into closed session at 9:20 a.m. Ms. St. Mary called the meeting back to order at 9:34 a.m. and reported out of closed session that the Policy Council approved the Eligibility List for: 1) Head Start Site Supervisor and 2) Associate Teacher/Infant Toddler.

## IV. Information Items

### A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roy Kim reviewed the fiscal report. Third quarter of the budget was reviewed. Administrative costs are significantly under the 15% allowed. Mr. Kim talked about the in-kind and staff has seen a marked increase in the amount of non-federal share received from the centers. Need to continue increasing the non-federal share. SETA has submitted a waiver to the Office of Head start to waive some of the non-federal share which will ease the burden of the non-federal share requirement. A lot of the additional spending for Head Start is done in the latter part of the year.
- PC/PAC Calendar of Events: Ms. St. Mary reviewed the upcoming meetings.
- Parent/Family Support Unit Events and Activities: No additional report.

- Parent/Staff Recognitions: Birthdays were announced.
- Community Resources - Parents/Staff: Ms. Knox reported that she recently graduated with honors from Sacramento City College and expressed appreciation to Head Start for her growth as well as her son's growth.

Ms. Nadezhda Ruelas found a website "Brain connection.com" that has brain games that enhances your IQ and memory.

- B. Governing Board Minutes for the March 1, 2012 Meeting: No questions or comments.

## V. Committee Reports

- A. Executive Committee: Ms. St. Mary reviewed the critique of the last board meeting.
- B. PC/PAC Joint Executive Committee Report: Ms. Amber Taylor reviewed the critique of the joint PC/PAC Executive Committee. Ms. Taylor spoke of a parent engagement survey which will be utilized as a way to find out how to get more participation from parents. Some questions being considered: "What do you want for your child, yourself, your family? Is there any specific reason you cannot attend meetings? Is there a better date/time to attend meetings." The survey will have 4-5 questions. There was also discussion of National Head Start Parent Conference representatives and ways to encourage new parents to attend the convention. There was discussion of having a slot open for a new parent and a current parent. It was approved by the Joint PC/PAC Executive Committee that the Chairs (PC and PAC) automatically attend the parent conference. Toastmasters public speaking training have not yet been set. A sign-up sheet will be distributed and an actual date will be set. There has been a request to have the Toastmaster presentation in Spanish as well.
- C. Budget/Planning Committee: Ms. Socorro Gutierrez attended the May 8 meeting where attendees discussed end-of-year budget issues. A lot of expenditures are slightly behind but it will balance out at the end.
- D. Personnel/Bylaws Committee: Meeting is on May 24.
- E. Social/Hospitality Committee: Ms. Taylor distributed information on the PC/PAC Parent Activity which will be to visit the Discovery Museum Science and Space Center and Planetarium. Attendees will be taking public transportation and everyone will have lunch at Denny's afterward. Guests are allowed but they must pay their own way. Guests must be at least 18 years of age and no children allowed. The activity will be Wednesday, July 11 and parents are asked to meet at SETA at 8:20 a.m. Committee members will discuss and plan the End of Year Parent Appreciation event which will be a luncheon; the next meeting will be Friday, June 8. Ms. S. Gutierrez urged board members to attend the next Social/Hospitality Committee meeting.
- F. Program Area Committees:
  - Early Childhood Development & Health Services Committee and Parent/Family Committee (AKA Customer Service/Attendance Subcommittee): No report.

- Monitoring and Evaluation Committee (AKA Self-Assessment Committee): No report.
- Male Involvement Committee/Community Advocating Male Participation: Mr. Frank Ybarra reported that the last meeting, held May 16, attendees discussed putting together a fatherhood packet to be distributed to the centers. This will be a way to get more participation by fathers. Parents that are around to serve food must have a TB test. These tests are good for two years. The next meeting is June 20 and all parents are urged to attend.
- G. Health Services Advisory Committee Report: The next meeting is in October.
- H. Community Partnerships Advisory Committee: Ms. Socorro Gutierrez reviewed how to apply for assistance at SMUD. A representative from SMUD talked about low cost billing for SMUD. Ms. Ruelas talked about a father/daughter dance scheduled for June 16 from 6:30 – 8:30 p.m.
- I. Maternal, Child and Adolescent Health Advisory Board: Ms. Rebecca Lewis reported that there was no meeting but she attended the William Snidely Presentation at U.C. Davis Cancer Center. She heard a doctor/lawyer who talked about lifespans as it relates to socio economic data. The United States is 27<sup>th</sup> in life expectancy in the world. There is a new Fresh Express grocery store in Meadowview. They received a \$300 million grant and expect to have grocery stores in low income neighborhoods.

## **VI. Other Reports**

- A. Executive Director's Report: Ms. Kossick spoke of jobs.sacramentoworks.com. Ms. Kossick distributed information on the site and urged all board members to tell their friends and family about this great site. There is a lot of great free information available on the web site. Ms. Kossick asked for feedback on parents that went to the web site.
- B. Head Start Deputy Director's Report: Ms. Denise Lee reported that the Agency has applied for a waiver on some of the non-federal share matching. For every dollar spent, the Agency has to have a non-federal share match. WCIC and San Juan have found themselves short of expectations for their non-federal match; these programs thought some of the match could be offset with parent participation. The waiver, requesting \$800,000 relief, was sent last week. Staff is encouraged delegates to get as much non-federal match done as possible. The state budget continues to be tight. The biggest issues will be if the government takes the full day preschool services and move to something else. When parents volunteer in the classroom, it is valued at \$24.00 per hour.

Ms. Taylor stated that the TB clinic was great but she wanted more notice. Ms. Lee replied that the clinic is rotated around the various centers every quarter. June 7 is an Advocacy Day at the Sheraton Grand Hotel. There will be a meeting in the morning. Ms. Lisa Carr has the information in her office; there is a \$30.00 fee for those that participate.

- C. Head Start Managers' Monthly Reports
- Brenda Campos: Grantee Program Support Services: Ms. Campos reported that the next Health Services Advisory Committee is scheduled for October 24, 5:30 p.m., in the Sequoia Room. In the grantee operated program, a center at Grant Skills Center was leased. However, the enrollment has increased and the school district asked SETA to vacate the Grant Skills Center. The North Avenue center will open the first of June. The Program Information Report (PIR) is a report submitted to the Office of Head Start; this report will be completed and turned in early.
  - Lisa Carr, Parent/Family Support Unit: Ms. Carr reported that a review was done of the Parent Conference. The next meeting is in October. Staff are doing group enrollments for the North Avenue center so it is expected there will be full enrollment. The Agency is doing county-wide recruitment for Head Start and Early Head Start. There will be bus placards which will run in 200 buses and 15 bus shelters.
  - Karen Gonzales: Child Development and Education Service: Ms. Gonzales reported that children are going through the last assessment period of the year and parents were urged to talk with the teachers. The data will be compiled and Ms. Gonzales will share this information next month. In addition, the environmental rating scales are being done in the classrooms.
- D. Chair's Report: Ms. St. Mary asked members to fill out their reimbursement form with blue or black ink. Ms. Hawkins can figure out the mileage using MapQuest.
- Ms. Reina Florez asked whether it was possible for meeting reimbursement funds could be direct deposited into board member checking accounts. Ms. Lee will check it out and report back.
- E. Open Discussion and Comments: No comments.
- F. Public Participation: No comments.
- VII. **Adjournment**: The meeting was adjourned at 10:54 a.m.

**SPECIAL 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

Monday, June 11, 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 9:04 a.m. Ms. Socorro Gutierrez acted as Secretary and called the roll.

**Members Present:**

Ogla Martinez, Sacramento City Unified School District  
Coventry St. Mary, San Juan Unified School District  
Sarah Proteau, San Juan Unified School District  
Carolyn Wilson, Twin Rivers Unified School District  
Frank Ybarra, WCIC  
Amber Taylor, SETA-Operated Program  
Socorro Gutierrez, SETA-Operated Program  
Johnny Sanders, SETA-Operated Program  
Connie Wallace, SETA-Operated Program  
Tamara Knox, Past Parent Representative  
Amarjit Gill, Past Parent Representative (arrived at 9:07 a.m.)

**Members Absent:**

Apryl Strayhand, Elk Grove Unified School District (unexcused)  
Kiersten Gonzales, Sacramento City Unified School District (unexcused)  
Reina Florez, Early Head Start (SOP) (unexcused)  
Vivian Gutierrez, WCIC (excused)  
Rebecca Lewis, Grandparent Representative (excused)  
Willie Jean Peck, Foster Parent Representative (excused)  
Nadezhda Ruelas, Sacramento City Unified School District (unexcused)

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

The board went into closed session at 9:07 a.m. Ms. St. Mary called the meeting back to order at 9:15 a.m. and reported out of closed session that the Policy Council approved the Eligibility List for: 1) Site Supervisor Eligibility List (revised).

Ms. St. Marty reported that the Budget/Planning Committee meeting has been canceled. Any underspent funds will be dealt with in July.

There will be a reopener on the union contract presented to the Policy Council at the June 26 meeting; this does not guarantee a salary increase to employees.

Ms. Connie Wallace expressed a concern regarding continuing issues with the sandbox at the Norma Johnson center; she requested sandbox covers. Ms. Wallace was asked whether the site supervisor was aware of the problem and she responded affirmatively but she is not sure if a work order has been submitted.

Board members were reminded that the next Policy Council meeting is scheduled for Tuesday, June 26, 9:00 a.m.

**III. Adjournment:** The meeting was adjourned at 9:20 a.m.

ITEM III-A - ACTION

APPROVAL OF TENTATIVE AGREEMENT TO LABOR CONTRACT

BACKGROUND:

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) have a labor agreement that covers the period July 1, 2010 through June 30, 2013. That agreement includes a reopener clause for wages and benefits on May 15, 2011 and May 15, 2012. The Agency has met with AFSCME and reached a Tentative Agreement. The agreement includes a one-time payment of \$1,500 for all regular agency employees on board as of July 1, 2012. The agreement also calls for an increase to the health care subsidy for employee and employee plus family effective January 1, 2013. The health care subsidy is an additional \$25 per month (total of \$495) for employee and \$50 per month (total of \$780) for employee and family.

The Tentative Agreement is being put to a vote by AFSCME members and was not completed prior to the preparation of this agenda item. Therefore, an oral report identifying the outcome of the vote will be provided at the Policy Council meeting.

Two of the three bargaining units (Supervisory and Head Start) represent Head Start employees and therefore require a vote by the Head Start Policy Council.

The SETA Governing Board will take action at their July 5, 2012 meeting.

RECOMMENDATION:

Approve the Tentative Agreement regarding wages and benefits.

NOTES:

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

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

## 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
  - Early Learning Advocacy Day 2012: Ms. Socorro Gutierrez
  - Community Resources-Parents/Staff: Ms. Coventry St. Mary

#### NOTES:



**PC/PAC CALENDAR OF EVENTS**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
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
Toast Masters Public Speaking Training	Friday, June 29, 2012 Registration: 8:30 a.m. Training: 9:00 a.m. to 12:30 p.m. Shasta Room
PC/PAC Social/Hospitality Committee	Friday, July 6, 2012 9:30 a.m. – 11:30 a.m. Olympus Room
PC/PAC Budget/Planning Committee Meeting	Tuesday, July 10, 2012 9:00 – 10:00 a.m. Oak Room
PC/PAC Parent Activity	Wednesday, July 11, 2012 Discovery Museum Science and Space Center 9:45 a.m. – 2:30 p.m. (activities/return to SETA) 12:00 p.m. Lunch at Denny's <b>8:20 a.m. arrival time at SETA Head Start Office</b> Transportation (light rail/bus)
PC/PAC Male Involvement Committee Meeting	Wednesday, July 18, 2012 10:00 – 11:30 a.m. Magnolia Room
Food Service Committee Meeting	Thursday, July 19 9:00 a.m. 10:30 a.m. Oak Room
PAC Executive Committee	Thursday, July 19 9:00 a.m. 10:00 a.m. Olympus Room
PC/PAC Personnel/Bylaws Committee Meeting	Thursday, July 26, 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>
PC/PAC Male Involvement Committee Meeting	Wednesday, July 18, 2012 10:00 – 11:30 a.m. Magnolia Room

ITEM IV-B- INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

The April 5, 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, April 5, 2012  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:08 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 (arrived at 10:16 a.m.)

Jay Schenirer, Councilmember, City of Sacramento

**II. Consent Items**

- A. Minutes of the March 1, 2012 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Sacramento Works Youth Council Member
- D. Approval of Staff Recommendations for the Adult Vendor Services (VS) List
- E. Approval of Staff Recommendation for the Adult Vendor Services (VS) List –Pay-for-Performance On-the-Job Training/Subsidized Employment (OJT/SE)
- F. Approval of Selection Criteria for Enrollment in Early Head Start or Head Start

The consent items were reviewed; no questions or corrections.

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

- A. Approve the March 1, 2012 minutes.
  - B. Approve claims and warrants for the period 2/24/12 through 3/29/12.
  - C. Appoint Mr. Zak Ford to the Sacramento Works Youth Council.
  - D. Approve the recommendations for the Adult VS Lists: **Think Feel Know USA, LLC**, and the **Center for Fathers and Families**.
  - E. Approve the recommendation of SOAR, Inc. for the provision of Pay-for-Performance OJT/SE services to eligible CalWORKs recipients.
  - F. Approve the Early Head Start Selection Criteria and the Head Start Selection Criteria for Sacramento County as outlined in the board packet.
- Voice Vote: Unanimous approval.  
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

### III. Action Items

#### A. GENERAL ADMINISTRATION/SETA

1. Approval of Out-of-State Travel to Attend the National Head Start Association Conference

Ms. Pannell asked if there was money in the budget for this conference; Ms. Kossick assured Ms. Pannell that the agency does have the funding.

Moved/Pannell, second/Yee, to approve out of state travel to the National Head Start Association Conference in Nashville, Tennessee for three staff.  
Voice Vote: Unanimous approval.

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

Mr. Rod Nishi reviewed the uniform policy which will create a professional face for Head Start centers. This policy covers the use of the Agency provided logo shirts and the replacement procedure. This final product is being recommended for approval to be included in SETA personnel policies and procedures.

Moved/Yee, second/Pannell, to approve the modifications to the SETA Personnel Policies and Procedures: Addition of Section 11.15 Head Start Uniform Policy.  
Voice Vote: Unanimous approval.

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of New Job Classification of Web Innovation Engineer

Mr. Nishi explained that this is a new classification that requires expert information on dealing with the World Wide Web. The Agency has been relying on a consultant to provide these services. It is the desire of the Agency to develop this new classification and fill the position with a regular employee. In the classification would be unrepresented management. One person will be hired.

In response to a question from Mr. Yee, Mr. Nishi explained that the Board approved the pay for performance broadband system. Zone 1 captures the salary range and responsibilities for chief positions and deputy directors. Zone 2 is a second level for management positions and network engineers. Within the broadband structure, there is a tiering of salaries. Staff in Zone 2 do not automatically go into Zone 1.

Moved/Yee, second/Pannell, to adopt the modification to the Agency classification plan to add the classification of Web Innovation Engineer.  
Voice Vote: Unanimous approval.

The board reviewed items 4-6 in a block.

4. Ratification of the Submission of the Proposal to the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance and Office for Victims of Crime for the "Enhanced Collaborative Model to Combat Human Trafficking" Grant and Authorize the Executive Director to Execute the Cooperative Agreement and any Modifications or Other Documents Required by the Funding Source

Staff is seeking approval to once again collaborate with the existing partners of the Rescue and Restore Victims of Human Trafficking Program, with the Sacramento Sheriff's Department, and with other local organizations committed to combating human trafficking, and submit an application seeking up to \$500,000 under the Enhanced Collaborative Model to Combat Human Trafficking grant. The application will be submitted jointly with the Sacramento Sheriff's Department.

5. Approval to Submit a Proposal to the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime for the "Services for Victims of Human Trafficking" and Authorize the Executive Director to Execute the Cooperative Agreement and any Modifications or Other Documents Required by the Funding Source

Ms. Jennings stated that this is essentially the same proposal but is for services only. This proposal was prepared at the request of the Office for Victims of Crime. This proposal requests \$400,000 for a two year period.

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

6. Approval to Submit a Continuation Application to the U.S. Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR) for the Rescue & Restore Victims of Human Trafficking Regional Program Grant, and Authorize the Executive Director to Execute the Modification to the Cooperative Agreement and any Other Documents Required by the Funding Source

In March, 2012, the Office of Refugee Resettlement invited SETA to submit an application for the continuation of its Rescue & Restore Regional Program. The continuation application is due on April 16, 2012. This proposal is requesting \$287,412 year funding for a one year period.

Mr. Yee asked why these items were not put on the consent calendar. Ms. Kossick explained that when it comes to money items, it should go on the action

agenda. Mr. Thatch stated that the Agency likes to document votes on roll call items; roll call items are generally not put on the consent calendar. In addition, items that go to the City Council or BOS for approval are also separated out.

Moved/Yee, second/Schenirer, to approve Items 4-6 as follows:

4. Ratify the submission of the proposal to the U.S. DOJ / BJA / OVC requesting up to \$500,000 for a two-year (24 month) project period, and authorize SETA's Executive Director to execute the cooperative agreement, modifications and any other documents required by the funding source.

**- and -**

5. Approve the submission of an application to the U.S. Department of Justice, Office for Victims of Crime requesting up to \$400,000 for a two-year (24 month) project period, and authorize SETA's Executive Director to execute the cooperative agreement, modifications and any other documents required by the funding source.

**- and -**

6. Approve the submission of the continuation application to the U.S. Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR) requesting a second year of funding in the amount of \$287,412 for the Rescue and Restore Regional Program, and authorize SETA's Executive Director to execute the modification to the cooperative agreement and any other documents required by the funding source

Voice Vote: Unanimous approval.

7. Approval of the Acceptance of National Emergency Grant (NEG) Funds and the Augmentations of NEG Funds to On-the-Job Training (OJT) Providers

Ms. Michelle O'Camb reported that this item requests \$150,000 from the state to serve an additional 21 clients. It will bring the total allocation for the funding source \$550,000 to serve 150 clients. Although LaFamilia is a current NEG OJT provider, they have declined additional funding at this time.

The cost per participant overall is \$7,000 per person which includes supportive services and case management. There have been 82% entered employment rates for this OJT program; a lot of money is being funneled into this program because of the high entered employment rate.

Staff follows the customers in real time data. Ms. O'Camb reported that the Department of Human Assistance does provide some funding toward these customers. Mr. Nottoli stated that once the employer takes the person on and the person moves off from Calworks, the real test is where the person stays with

the employer and the employer picks up the entire cost of the employee. Ms. Kossick replied that SETA staff will talk with DHA to see what is being done in regard to tracking the success of the employee/employer stability.

Ms. O’Camb stated that staff will be bringing extensions for this program and additional information to the board.

Moved/Nottoli, second/Yee, to approve the acceptance of an additional \$150,000 in NEG OJT funding from the State, EDD. In addition, approve the augmentation recommendations of NEG OJT funds as reflected in the funding chart included in the board packet.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

8. Approval of Subcontract for Legal Services Regarding Uninsured Workers’ Compensation Claim

Mr. Thatch offered to answer questions on this item; no questions or comments.

Moved/Yee, second/Nottoli, to authorize Legal Counsel to subcontract with Ms. Stallknecht and the law firm of Haworth Bradshaw Stallknecht & Barber in handling the defense of this claim.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

**Refugee Services:** None.

### **One Stop Services**

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

Ms. O’Camb reviewed this item which requests approval to allocate additional WIA funds for the provision of \$205,000 utilized at the career centers. Ms. O’Camb reviewed the funding allocations.

Moved/Schenirer, second/Pannell, to approve the augmentation of talent development scholarships and supportive services funds to SWCCs for Program Year 2011-12, as indicated in the board packet.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

2. Approve the Submission of an Application to the PG & E Foundation and Accept WIA Governor’s 15% VEAP Funding for the PG&E PowerPathways Program and Authorize the Executive Director to Accept the PG&E Foundation Funding and Execute the Agreements, Modifications and any other Required Documents



Mr. William Walker reviewed this item. This is the third very successful program. This program would add the gas line worker which PG & E has requested. SETA will be partnering with American River College and PG & E to train 80 veterans.

Ms. Scherman asked where are the veterans coming from and Mr. Walker replied that staff is working with the Sacramento Veteran's Resource Center and the veterans organizations throughout the county.

Ms. Pannell asked how this program could be included in Cosumnes River College. Mr. Walker replied that CRC has to have a Power Pathways program. Mr. Walker will be working with CRC.

Moved/Pannell, second/Yee, to approve the submission of an application for \$500,000 in funding to provide services to 80 veterans. Authorize the SETA Executive Director, if awarded, to execute the agreements, modifications and any other documents required by the funding sources.

Voice Vote: Unanimous approval.

### **Community Services Block Grant**

3. Approval to Ratify the Submission of an Application to the State Department of Community Services and Development for Community Services Block Grant Discretionary Targeted Initiatives and Innovative Projects Funding

Mr. Victor Bonanno reviewed this item. The application requesting \$100,000 will benefit low income individuals. The due date was 3/31. Two categories of funding were available. This application requested funds in the direct client services category and will focus on employment for homeless individuals.

The funds will be leveraged with other funds (CSBG and WIA). The Department of Rehabilitation will assist to subsidize some of the OJT costs; they will be willing to assist with an additional two months' funding.

Mr. Chi Cheng spoke of Sacramento Steps Forward which has a very active employment committee and a lot of partners in the community. This organization works with a lot of partnering agencies to do pre-employment workshops and life-skills training.

Moved/Schenirer, second/Pannell, to ratify the submission of the Pathways to Employment grant application to the State Department of Community Services and Development in the amount of \$100,000.

Voice Vote: Unanimous approval.

## **C. CHILDREN AND FAMILY SERVICES**

1. Approval to Authorize Negotiations for Head Start Janitorial Services

Mr. Nishi reported that the Agency received 17 proposals in response to the RFP for janitorial services. This notice was distributed to the county vendor list; an offerors' conference was held on March 18. Potential vendors visited the various child care centers to see the work that needs to be done. Mr. Nishi expects the services to begin in June.

Proposals being recommended for funding are selected because:

- Unique understanding of the environment
- Costs were low
- Looked at technical experience and on-going and current training they are providing to staff.
- Each submitted a list of references.

Staff is requesting the authority to begin negotiations with the top seven proposers. Two of the three current providers are on the list to move forward. Care Free is not being recommended due to their poor performance.

Staff is also requesting authority to negotiate better pricing to perhaps fine tune proposal costs. Staff will come back at the June 7 meeting for final approval. There is a list of things vendors need to provide the SETA contracts department. Staff is not sure right now how many vendors will be presented for final approval.

Mr. Schenirer thinks this item would be more appropriate for the consent calendar since it is a matter of how the business is run. It is staff's job to get the best price for a qualified organization.

Moved/Yee, second/Scherman, to authorize staff to enter into negotiations with the seven proposers listed above.  
Voice Vote: Unanimous approval.

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

##### **A. Update on Regional Workforce Investment Board Strategic Plan**

The Sacramento Workforce Investment Board has been working with the neighboring WIAs for the last six months to bring together priorities and develop a strategic plan that includes action plans to implement each of the following goals:

1. Conducting regional outreach to employers
2. Providing high quality services through the One Stop Career Center system
3. Preparing youth to thrive and succeed
4. Getting ready for future changes in workforce development policy

Mr. Nottoli stated that it appears that NCCC has one of the highest unemployment rates in the state. He asked what sort of strategies are being looked at to assist the higher unemployed counties? Ms. Purdy replied that

NCCC and NORTEC are very rural. These WIAs will be focusing on outreach to smaller business employers and self-employment.

The youth action teams will be bringing the Youth Councils together and strengthen how the Youth Councils are doing their work on their local WIBs. Each WIB has a Youth Council that reviews policies and funding decisions of the youth funding.

- B. Final Results of the On-Site Head Start Program Triennial Monitoring Review: No questions.
- C. Fiscal Monitoring Reports: No questions.
- D. Employer Success Stories and Activity Report: No questions.
- E. Dislocated Worker Update: No questions.
- F. Unemployment Update/Press Release from the Employment Development Department: Ms. Pannell asked if there is any indication that there has been an improvement and Ms. Purdy replied that there are indications that the economy is improving. The Career Centers are always busy!

Ms. Pannell asked about an upcoming job fair at the Pannell Center. Mr. Walker met with Ms. Pannell's staff regarding logistics. The focus will be on adults but there will be a youth component. Staff is working with EDD to recruit employers and get training providers there.

- G. Head Start Reports

Ms. Denise Lee distributed an overview of the activities being prepared for the 30 year anniversary celebration. A copy of the current Head Start annual report was distributed.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked board members for reading or otherwise participating in the 30 Year festivities.
- C. Deputy Directors: Ms. Purdy stated that there are leadership changes in some of the SETA-funded programs. Ms. Rachel Rios is the Executive Director of La Familia Counseling Center, and Ms. Stephanie Nguyen has taken leadership of Asian Resources.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

III. **Action Items** (continued)

A. **GENERAL ADMINISTRATION/SETA** (continued)

9. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**  
(Subdivision (a) of Section 54956.9)

**UNITED STATES OF AMERICA, *ex rel.* MAUREEN DERMOTT-MORRISON v. SACRAMENTO EMPLOYMENT TRAINING AGENCY, et al.**

U.S. District Court, Eastern District of California Case No. 2:10-CV02048 KJM  
GGH

The board went into closed session at 11:30 a.m. The board returned to open session at 11:43 a.m. Mr. Thatch reported that the Governing Board voted to defend the litigation and to defend and indemnify Ms. Kathy Kossick.

VI. **Adjournment:** The meeting was adjourned at 11:44 a.m.

ITEM IV-C – INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

NOTES:

**MEMORANDUM**

**TO:** Ms. Tracy Tomasky                      **DATE:** May 17, 2012

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

**RE:** On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic , COLA	\$ 4,348,543	8/01/10-07/31/11	8/01/10-7/31/11
Head Start	T & TA	15,000	8/01/10-07/31/11	8/01/10-7/31/11
HS/ARRA	Expansion	130,697	9/30/10-09/29/11	9/30/10-9/29/11
Early HS	Basic, COLA	1,245,090	8/01/10-07/31/11	8/01/10-7/31/11
Early HS	T & TA	20,112	8/01/10-07/31/11	8/01/10-7/31/11
EHS/ARRA	Expansion	432,000	9/30/10-09/29/11	9/30/10-9/29/11
EHS/ARRA	Expansion T & TA	21,600	9/30/10-09/29/11	9/30/10-9/29/11

**Monitoring Purpose:** Initial  Final

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

**Program Operator:** San Juan Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2010 to September 29, 2011 for Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) The District's allowable in-kind expenses for the Expansion program was less than the 25% Federal requirement by \$ 45,431.41. However, the shortfall was covered by Non-Federal share generated by the County-wide program in excess of the Federal requirement.

**Recommendations for Corrective Action:**

- 1) The San Juan Unified School District needs to implement and continue monitoring its Non-Federal Share on a monthly basis to ensure that it meets the 25% required.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Dr. Sara Haycox **DATE:** June 15, 2012  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA, Quality	\$ 1,144,591	8/01/11-07/31/12	8/01/11-4/30/12
Head Start	T & TA	7,500	8/01/11-07/31/12	8/01/11-4/30/12
Head Start	Supplemental	174,263	9/30/11-07/31/12	9/30/11-4/30/12

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Dates of review:** 5/15-17/12

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



**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2011 to April 30, 2012 have been traced to the delegate's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council

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 May 22, 2012 Policy Council meeting.

<b>GOOD!!!</b>
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, Ms. Fina Dempsey, for translation services.
Thank you, Ms. Alma Hawkins, for assistance with completing reimbursement forms.
Thank you, Ms. Alma Hawkins, for all of your support.
<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.
Board Members Please obtain child care during meeting.
Please no use of electronic devices during meetings.

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. 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. Rebecca Lewis, and Ms. Connie Wallace

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- H. Community Partnerships Advisory Committee (CPAC): Ms. Vivian Gutierrez, 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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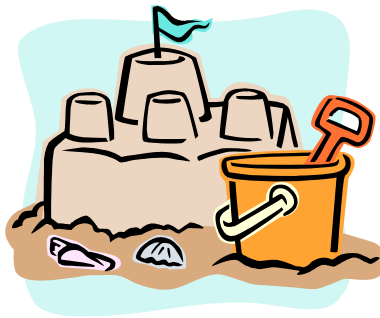
- D. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. Coventry St. Mary), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

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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# Monthly Head Start Report

June 2012

## **SETA Operated Program**

### **Wellness Program:**

SETA Staff Development Unit, along with staff from various departments of the Agency, have worked very hard over the past months to develop and implement a Wellness Program, which was launched on April 2, 2012. Staff have shown excitement and enthusiasm in the program, which will allow each of them to identify and pursue health improvement goals that are right for them. The program will promote health and well-being for all employees. A large component of the program will include activities that will allow staff to get to know fellow employees. SETA is partnering with Kaiser to bring additional health information and resources to the Agency.

- Vision: Create an engaging and healthy work environment where employees can flourish.
- Mission: Improve the overall well-being of all employees by providing engaging activities, integrated education programs and information resources that will nurture the mind, body and spirit.
- Program Highlights:
  - \* Worksite Champions – Staff volunteers sign up to lead, demonstrate or facilitate a staff engagement activity, event or workshop for the agency at their worksite. In April, we had the first Worksite Champion activity “Home Gardening” conducted by Daratha Jensen, Site Supervisor at Solid Foundation Head Start. Staff learned about cultivating a garden at their homes, as well as sharing easy recipes that use fresh produce and herbs. May’s Worksite Champion was Alli Robinson from the Sharon Neese Early Learning Center. Alli had a picturesque display of scrapbooking materials that allowed staff to transform their photos into vivid memories.
  - \* Staff Engagement Activities – Coordinated by SETA Worksite Champions that will provide the opportunity for staff to participate in engaging activities and interact with staff from all areas of the agency. Zumba Fridays will be held the first Friday of each month at the Del Paso Blvd. office.
  - \* Approved Wellness Activities – Employee health and wellness programs and workshops provided by Kaiser, external health professionals and/or certified SETA staff. Kaiser will hold various Lunch n’ Learn sessions at Del Paso Blvd., including such topics as “Get Moving” and “Stress Reduction.” Staff is being encouraged to participate in Kaiser’s “Thrive Across America” team challenge, which will begin in June and end in September.

Each month, there is a theme for the Worksite Wellness Calendar. For 2012, the themes are:

April – Subduing Stress  
May – Fit & Fitter  
June – Stay Safe  
July – The Fit Outdoors  
August – Promoting Prevention  
September – Balance Life  
October – Cancer Awareness  
November – Giving Thanks & Getting Involved  
December – Celebrating Health Holidays

## **Elk Grove Unified School District**

### **Education Services Update:**

Teachers looked at the results of their school readiness assessments and their class DRDP class summary results to evaluate students' social and academic growth over the course of the school year. Time was allotted for teachers to discuss their results and to share ideas with one another. Teachers looked at the agency wide results of school readiness assessments and DRDP summary results to evaluate agency wide strengths and weaknesses and to discuss in-service needs for next school year. Emotional support, language and literacy, and how to use the results of assessments as a formative tool for planning will be the focus of in-servicing next year.

The fifteen Head Start classes on a traditional calendar have successfully completed the school year. The six Head Start classes on a modified calendar will end on June 19.

### **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 May was 69%. Low attendance can be attributed to the fifteen classes on a traditional calendar closing for the summer on May 21.

### **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 parents and para educators to ensure that children in need of further dental or medical treatment receive those services.

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

"Making Parenting a Pleasure," a class designed to help parents build their parenting skills, was held at Charles Mack Elementary School on May 2, 9, 16, and 30. An average of 5 parents attended these classes.

### **Recruitment:**

The Head Start classes are fully enrolled. The program is no longer enrolling new students this close to the end of the school year.

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 39 families in May. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, registered 42 families. Region III, which includes Barbara Comstock Morse Elementary, Maeola Beitzel Elementary, David Reese Elementary, Franklin Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, registered 32 families. A calendar with registration dates for 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.

**Personnel Update:**

The PreK program is excited to have hired Mikako Fisher as the new program specialist. Mikako comes to the program from Charles Mack Elementary School where she worked as an academic program coordinator for two years. Prior to being at Charles Mack, Mikako taught at Prairie Elementary School for seven years.

**Sacramento City Unified School District**

**Education:**

The staff received Professional Learning on “Early Math: Number Sense” which was presented by Sharron Krull. This workshop provided the teaching staff with a wealth of information about how to guide children’s learning and what materials are required to best support the early math skills of preschoolers. During this dynamic workshop, participants were able to engage in hands-on activities that can be used for developing math concepts for counting, cardinality, comparison, etc.

Dr. Theresa Roberts provided two additional Literacy trainings to a small group of the 17 teachers. These trainings provided an opportunity for the staff to receive a more focused and intensive training on the indicators of effective alphabet instruction.

**Health:**

The nurses have just completed the spring Dental Varnish Clinics. Espie Millendez has compiled the dental statistics for Head Start students. Head Start has screened over 120 more preschoolers than last year and had 4% more preschoolers who had healthy appearing mouths during the Spring Dental Varnish Clinics.

Lisa Stevens, Espie Millendez and Victoria Benson attended the “ReThink Your Drink” Taskforce Meeting on May 23. The taskforce focused on upcoming social media campaigns which included the new “ReThink Your Drink” logos, campaign fact sheets and handouts for teens and adults. Members of the taskforce critiqued the future Facebook page for “ReThink Your Drink”. This Facebook page will be used as a link from other health education websites; such as, *Kick the Can*, *California Dairy Council*, *Health Education Council*, *Healthy Eating Active Living*, and *Champions for Change*.

Noel Estacio and Victoria Benson attended the California Head Start Association’s Health Institute Conference in San Diego May 7 – 9. The theme of the conference was “Healthy and Ready to Learn.” Noel and Victoria attended workshops such as “Ready for Change! Helping Parents Choose Good Oral Health for Their Family”, “Monitoring Made Easy”, “Tools and Policies to Improve Health and Safety in Head Start and Early Head Start Programs”, “An Introduction to “Caring for our Children” ” and “Following Up with Follow-Up”.

May 7 marked the date of fall enrollment for Head Start. The enrollment ‘kick off’ included a successful local community campaign offering books to potential preschoolers, who came to register with their parents, during the first week of registration.

The Health/Nutrition SETA audit took place at Earl Warren Full Inclusion Preschool on May 14. Victoria reports that the site received satisfactory findings in the SETA report.

Health staff continues to participate in PIR training through SETA on May 16 and 31.



### **Head Start:**

The social workers attended CSEFEL's last Coaching Meeting with SCOE team members for this school year. The external coaches are moving on and the internal coaches (social workers) will proceed with next year's coaching.

Capital City will have a Child Abuse Prevention Workshop in Spanish.

Joseph Bonnheim will hold a Male Involvement Workshop.

Individually supporting/Introducing CSEFEL strategies to teaching staff.

Additional CSEFEL training workshops are being planned.

CSEFEL Coaching Pilot Project is being planned for selected teaching staff for next school year.

### **Early Head Start:**

- The Teen Parent Group at American Legion is wrapping up for the school year.
- Hiram Johnson is offering a parent workshop on Bonding and Attachment.
- River Oaks Early Head Start Program is also offering a parent workshop on Bonding and Attachment.

### **Disabilities:**

Autism is on the rise and there has been a significant increase in the number of children with a diagnosis of autism entering the preschool programs. The focus of May's Professional Learning was "What's New in Autism." The staff left the meeting with an increased knowledge-base of the latest research on possible causes, characteristics, and treatments. The parents of Head Start children with autism were provided with information regarding five local community events in May and June being offered by Families for Early Autism Treatment (FEAT).

## **San Juan Unified School District**

### **Education Services Update:**

Third assessment DRDP data is being analyzed and is included in the professional development planning. The Math series workshops and resources are being developed for next year and the initial plan has indicated that several training sessions will support Project Based learning.

Teachers involved in the leadership committee are reviewing book titles to be purchased for all classrooms for next year. These book titles were chosen as a result of our Self Assessment this year.

CLASS scores for 50% of our classrooms were received. Our domain averages were 5.76 for Emotional Support, 5.52 for Classroom Organization and 3.77 for Instructional Support.

### **Disabilities Services Update:**

Disabilities Specialist was out and many of her regular duties were distributed to other Lead Teachers. Kindergarten transition meetings were completed. Full-Inclusion Kindergarten bound students had IEP transition meetings for appropriate Kindergarten placement and full-inclusion Head Start classrooms were determined for the 2012-2013 school year. Screening Center was inventoried and prepared for summer screening.

### **Mental Health Services Update:**

Mental Health Therapist lending extra support to kindergarten-bound children's parents who have concern for child's social/emotional development as year comes to a close. Topics include but not limited to limit setting, self-esteem building, and self-regulation skill building.

### **Nutrition Services Update:**

Staff had the opportunity to attend the Trainer's Workshop for Creating and Sustaining School Gardens. The workshop was presented by the UC Davis Children's Garden Program. The guidance that was provided has detailed information regarding topics such as "Outdoor Classroom Management", "Critters and Critter Control" and "Designing Your Garden". Attendees were also given *Gardens for Learning*, a resource provided by the California School Garden Network ([www.csgn.org](http://www.csgn.org)).

### **Health Services Update:**

Health is screening two days a week in the centralized screening room. In June screening will increase to three days a week to start new & returning registrations for 2012-2013 year. Health has completed the second round of dental screenings with Kate Varanelli. Health Services is following up with the children that have high and low BMI's. Health is also following up with any children that have a blood lead level. Health is also reviewing all information and data input for Child Plus and the PIR report.

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

At the meeting for May, 2012 the Policy Committee approved the Child Selection Criteria. The First Reading of the by-laws was to take place but this was tabled due to a copying error in the by-laws presented to representatives. There will be a short meeting taking place in June, 2012 with a recess most likely for July. Representatives were informed of this.

### **Transition Services Update:**

After a year of School Readiness activities and curriculum our pre-kindergarten students are well under way to a successful kindergarten year. Data that has been gathered over the school year indicates growth in all areas steadily increasing and strengthening. The pre-kindergarten students are busy visiting kindergarten classrooms and participating in small group activities and story time. Kindergarten teachers, preschool teachers and private providers have participated in collaboration meetings discussing expectations of incoming students. Our district has designed an articulation card for students entering kindergarten and this has been well received by the kindergarten teachers. As they begin this next phase of their school career, they are confident in the knowledge that they and their families are truly prepared.

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

Teachers participated in a workshop regarding the end-of-the-year system and protocols. Teachers will be closing their classrooms and bringing in necessary paperwork and CUM files for all children the last week of May.

### **Fiscal Update:**

Head Start and Early Head Start fiscal and in-kind reports were submitted May 5, 2012 for April's actual and accrued expenses. At this time both programs are working to keep expenses down since both are approximately 8% to 10% overspent.

An in-kind waiver request was submitted to Sacramento Employment and Training Agency for a county-wide waiver to the Office of Head Start. In-kind hours have decreased due to the loss of state funds in collaborative programs.

### **Early Head Start:**

The month of May is an important time for gathering student information regarding transitioning to Preschool. Integration of Services case management meetings were held where information about age-eligible children transitioning to preschool was gathered. Parents received individualized letters regarding school options available to them for the next school year. Parent input regarding home visits for families enrolled in the combination model is being collected for scheduling in June.

Staff training on School Readiness Goals helped to frame for teachers the focus for next year. The month ended with an afternoon of fun staff teambuilding!

# **Twin Rivers Unified School District**

Closed - No report for this month.

## **WCIC**

WCIC/Playmate Head Start Programs Team received "Second Step Curriculum Training" by Melanie Nicolas, Program Officer from Sacramento Employment Training Agency on May 16, 2012. Ms. Nicolas provided information on how to develop skills at home and at school. She addressed that the Second Step Curriculum provides a learning tool, emotional management, empathy, friendship skills and problem solving. She stated during class time children begin with skills for learning and listening, how to be friends, following rules in/out the classrooms, transitioning, sharing, etc.

WCIC/Playmate Head Start Programs Team received training on "Healthy Eating/Physical Activity" by Marcelina Amonoo, Program Assistant from Champions for Change on May 16, 2012. Ms. Amonoo provided information on how to eat healthy and the benefits of eating fruits and vegetables. She addressed fruits and vegetables are some of the healthiest and best tasting foods. They are low in sodium and calories, and most are fat free. People need to reach for blue, purple, green, yellow, orange, and red fruits and vegetables for meals and snacks. They will help the body get vitamins, minerals, fiber, and other natural substances. When eating at a restaurant, enjoy more fruits and vegetables. Get off to a good start by ordering a plate of fresh fruit for breakfast, select 100% fruit or vegetable juice, order vegetable soup and side salads for lunch, order steamed or grilled vegetables as a side dish, and order fresh fruits for dessert.

WCIC/Playmate Head Start Programs celebrated the 27th Annual Fathers' Barbecue and Annual Awards on Friday, May 18, 2012. The 27th Annual Fathers' Barbecue and Awards presentations were a success.

WCIC/Playmate Head Start Programs Team received training on "Nurturing Children Through Praise" by Jessica Ochoa and Becky Honig, Child Development Training Specialists from CAPC on May 25, 2012. Ms. Ochoa stated praise is verbal or non-verbal ways of letting children know how proud you are of children and their efforts. It is one of the best ways without evaluating children, or to just comment on what the child is doing. Comments allow the child to draw his/her own conclusions. The key points are: to take from comments, notice details, make observations and allow the child to draw their own conclusions. This allows the opportunity for conversations to evolve with the children.

WCIC/Playmate Head Start Program attended the Kindergarten Transition field trip on May 29, 2012 to Father Keith B. Kenny Elementary School. Teaching staff observed Ms. Williams' Kindergarten morning class. Ms. Williams stated Kindergarten will be a time of many changes. Students will have to adjust to new teachers, new children, new schedules, and new routines. A successful entry into Kindergarten will help students have a positive attitude about school and learning. Kindergarten will provide a balanced curriculum with activities in languages, arts, mathematics, sciences, social studies, arts, and physical education. Parents/Guardians and teachers need to continue to read books about starting Kindergarten, talk enthusiastically, and reassure the child of a positive Kindergarten experience. Students will need to know how to spell and write their name, count from 1 to 30, sight words, recognize the alphabet and numbers, early math skills, and the five rules in the classroom. WCIC/Playmate Head Start children enjoyed the field trip.

Family Services Workers attended the PIR Overview Meeting on May 31, 2012 at SETA from 9:00am – 11:00am.

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

ACF-IM-HS-12-04 Head Start, Child Care and Public Libraries: Partnerships to Support Young Children and Their Families

ACF-IM-HS-12-05 Head Start/Early Head Start Relationship-Based Competencies for Staff and Supervisors who Work with Families

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

**May, 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>
Elk Grove USD	420	420	100	289	69
Sacramento City USD	1,292	1,265*	98	1,137	88
SETA	1,874 (2,796)	1,922	103	1,476	79
San Juan USD	700	682*	97	564	81
Twin Rivers USD	211	205*	97	192	91
WCIC/Playmate Head Start	120	120	100	101	84

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

## 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>
Sacramento City USD	147	147	100	87	59
Sacramento Employment and Training Agency	345	352	102	221	64
San Juan USD	161	163	101	117	73

(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 05/31/12) Revised

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)	23	(11%)	N/A	
Elk Grove USD (420)	49	(12%)	N/A	
Sacramento City USD (1292)(147)	161	(12%)	16	(11%)
San Juan USD (700) (161)	78	(11%)	20	(12%)
WCIC (120)	12	(10%)	N/A	
SETA (2796) (345) (1878 Tracks)	222	(12%)	59	(17%)
<b>County (4621)* (653)*</b>	<b>545</b>	<b>(12%)</b>	<b>95</b>	<b>(15%)</b>

\* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

# Seta Head Start

## Food Service Operations Monthly Report

### \* April 2012

April 2nd through 6th - WCIC Classes Closed for Spring Break

April 9th - Vineland Closed due to Twin Rivers Furlough Day  
Phoenix Park only AM classes due to water issues.

April 16th - New Delivery Routes Start

April 18th - Kennedy Estates only PM Class due to water issues.

April 24th - Good Morning Sacramento Filming at the Central Kitchen.

April 27th - EHS Home Base Field Trip, Lunch & Snack Provided for 125 Guests  
Preschool Home Base Field Trip Lunch & Snack Provided for 60 Guests.

**Meetings and Trainings:**

All Staff Training - April 6 attended by all of the Food Service Team.

Food Service Team Meeting at Plaza Del Paso April 27th.

<b>Total Number of Meals and Snacks Prepared for All Kitchens</b>				
	Lunch	PM Snack	Breakfast	Field Trips
	41,170	24,366	28,842	380

**Total Amount of Meals and Snacks Prepared** **94,758**

**Purchases:**

Food	\$78,777.68
Non - Food	\$12,720.67

**Building Maintenance and Repair:** **\$301.66**

**Kitchen Small Wares and Equipment:** **\$169.83**

**Vehicle Maintenance and Repair :** **\$4,185.28**

**Vehicle Gas / Fuel:** **\$2,253.86**  
Normal Delivery Days 21

# Seta Head Start

## Food Service Operations Monthly Report

### \* May 2012

May 10th - WCIC Kitchen Inspection completed by Connie and Cheryl

May 18th - Home Base Preschool and Home Base EHS Field Trips  
Total Cost \$690.15 for 205 Guests

May 28th - Memorial Day Holiday

Quarry Tile Cleaned and resealed at Galt, Mather, Crossroads and  
WCIC Kitchens during the month.

Meetings and Trainings:

Injury and Illness Prevention Plan Meeting attended by Connie Otwell  
May 15th, 2012 at Plaza Del Paso

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
44,638	26,574	31,134	1380

Total Amount of Meals and Snacks Prepared 103,726

Purchases:

Food	\$86,700.28
Non - Food	\$17,359.86

Building Maintenance and Repair: \$8,960.11

Kitchen Small Wares and Equipment: \$2,627.78

Vehicle Maintenance and Repair : \$2,068.69

Vehicle Gas / Fuel:	\$780.23
Normal Delivery Days	22

ITEM VI-OTHER REPORTS (continued)

Page 2

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

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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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