

**GOVERNING BOARD**

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

**ALLEN WARREN**  
Councilmember  
City of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

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

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**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: "All your dreams can come true if you have the courage to pursue them."

Author: Walt Disney

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

**DATE:** Tuesday, August 26, 2014

**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).

**R E V I S E D  
AGENDA**

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
  - PC Meeting Attendance Update
  - Introduction of Newly Seated Representatives
  
- II. **Consent Item**
  - A. Approval of the Minutes of the July 29, 2014 Special Meeting
  
- III. **Action Item**
  - A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** *Modification of the Agency Classification Plan to Establish the New Classification of Personnel/Human Resources Department Chief (Roy Kim)*

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

- A. Standing Information Items
  - PC/PAC Calendar of Events – Ms. LaTasha Windham (attached)
  - PC/PAC End-of-Year Appreciation (see calendar/flyer)
  - Parent/Family Support Unit Events and Activities – Ms. LaTasha Windham (attached)
  - Parent/Staff Recognition – Ms. LaTasha Windham
  - Community Resources-Parents/Staff – Ms. Jasmine Jamison
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson
  
- B. Governing Board Minutes of July 17, 2014 (attached)

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

- A. Executive Committee: Ms. LaTasha Windham
- B. Budget/Planning Committee: Ms. LaTasha Windham
- C. Personnel/Bylaws Committee: Ms. LaTasha Windham
- D. Social/Hospitality Committee: Ms. LaTasha Windham
- E. Parent Ambassador Committee: Ms. LaTasha Windham
- F. Men’s Activities Affecting Children Committee (MAACC): Mr. Kenny Williams
- F. Maternal, Child and Adolescent Health Advisory Board: Ms. Lynda Williams
- G. Sacramento Medi-Cal Dental Advisory Committee: Ms. LaTasha Windham
- H. Community Agency Reports: Ms. LaTasha Windham

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

- A. Executive Director’s Report
- B. Head Start Deputy Director’s Report
  - Monthly Head Start Report (attached)
  - Quality Assurance Summary Reports (attached)
- C. Head Start Managers’ Reports
  - ✓ Brenda Campos: Grantee Program Support Services
  - ✓ Lisa Carr: Parent, Family & Community Engagement
  - ✓ Karen Gonzales: Child Development & Education Services
    - ◆ Early Childhood Environment Rating Scale (ECERS) Report
    - ◆ Infant/Toddler Environment Rating Scale Report
- D. Chair’s Report
- E. Open Discussion and Comments
- F. Public Participation

#### **VII. Adjournment**

**DISTRIBUTION DATE: TUESDAY, AUGUST 19, 2014**

**REVISED AGENDA DISTRIBUTION DATE: WEDNESDAY, AUGUST 20, 2014**

Policy Council meeting hosted by:

LaTasha Windham (Chair), Lynda Williams (Vice Chair), Steven Wormley (Secretary),  
Toni Espinoza (Treasurer), Richina Siackasorn (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Toni Espinoza, Elk Grove Unified School District
- \_\_\_\_\_ Steven Wormley, Sacramento City Unified School District
- \_\_\_\_\_ Jill Julian, Sacramento City Unified School District
- \_\_\_\_\_ Linda Litka, San Juan Unified School District
- \_\_\_\_\_ Lynda Williams, San Juan Unified School District
- \_\_\_\_\_ Kris Ingram, Twin Rivers Unified School District
- \_\_\_\_\_ Richina Siackasorn, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Kenneth Tate, SETA-Operated Program
- \_\_\_\_\_ LaTasha Windham, SETA-Operated Program
- \_\_\_\_\_ Lenda Wheeler, SETA-Operated Program
- \_\_\_\_\_ Annette Duran, Past Parent Representative
- \_\_\_\_\_ Colleen Fietzek, Home Base Option
- \_\_\_\_\_ Kenny Williams, Men's Activities Affecting Children Committee
- \_\_\_\_\_ Jenna Kline, KVIE Public Television, Community Rep.
- \_\_\_\_\_ Genevieve Levy, Sacramento Food Bank & Family Services

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Barajas), Elk Grove Unified School District
- \_\_\_\_\_ Vacant (Bailey), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Ali), Twin River Unified School District
- \_\_\_\_\_ Vacant (Thomas), WCIC/Playmate Child Development Center
- \_\_\_\_\_ Vacant (Harris), SETA-Operated Program
- \_\_\_\_\_ Vacant (Soberanes), SETA-Operated Program
- \_\_\_\_\_ Vacant (Adams), SETA-Operated Program
- \_\_\_\_\_ Vacant (Gill), Past Parent Representative
- \_\_\_\_\_ Vacant (Burke), Home Base Option
- \_\_\_\_\_ Vacant (Cullen), Early Head Start (San Juan)
- \_\_\_\_\_ Vacant (Hill), Early Head Start (Sac. City)
- \_\_\_\_\_ Vacant (White), Early Head Start/Home Base (SOP)
- \_\_\_\_\_ Vacant (Peck), Foster Parent Representative

**\*\* Please call your alternate, Policy Council Chair  
(LaTasha Windham (821-8959 or 400-3546), 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 2013-2014**

The 2013-2014 Board was seated on **November 26, 2013** and  
**December 17, 2013**

BOARD MEMBER	SITE	11/26	12/17 *	1/28	2/25	3/25	4/22	5/27	6/24	7/29 *	8/26	9/23	10/28	11/25
<del>B. Bailey</del> Seated 11/26	SAC	✕	E	✕	✕	✕	✕	✕	E	U				
A. Duran Seated 2/25	PAST				X	X	X	U	X	X				
T. Espinoza Seated 11/26	ELK	X	X	E	X	X	X	X	X	X				
C. Fietzek Seated 3/25	HB					X	X	X	X	X				
K. Williams Seated 7/29	MAACC									X				
J. Julian Seated 3/25	SAC					X	X	X	X	X				
K. Ingram Seated 11/26	Twin Rivers	X	X	X	X	X	X	E	X	X				
G. Levy Seated 1/28	Comm. Rep.			X	X	X	E	AP	X	X				
L. Litka Seated 11/26	SJ	X	X	E	X	X	X	X	X	X				
J. Kline Seated 11/26	Comm. Rep.	X	X	X	X	X	X	X	E	X				
R. Siackasorn Seated 11/26	WCIC	X	X	X	X	X	X	E	U	X				
K. Tate Seated 11/26	SOP	X	X	X	X	X	X	X	X	X				
L. Wheeler Seated 3/25	SOP					X	X	U	X	X				
L. Williams Seated 11/26	SJ	x	E	x	x	X	X	X	X	X				
L. Windham Seated 11/26	SOP	X	X	X	X	X	X	E	X	X				
S. Wormley Seated 11/26	SAC	X	X	X	X	X	X	X	X	X				

## GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
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
MAACC	Men's Activities Affecting Children Committee
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 7/29/14*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JULY 29, 2014 SPECIAL  
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the July 29, 2014 meeting.

RECOMMENDATION:

That the Policy Council approve the June 24 minutes.

**NOTES:**

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

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

**SPECIAL 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, July 29, 2014  
9:00 a.m.

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

Ms. Lynda Williams called the meeting to order at 9:06 a.m.; the pledge of allegiance was recited. Mr. Steven Wormley called the roll.

**Members Present:**

Toni Espinoza, Elk Grove Unified School District (arrived at 9:20 a.m.)  
Jill Julian, Sacramento City Unified School District  
Lynda Williams, San Juan Unified School District  
Steven Wormley, Sacramento City Unified School District  
Linda Litka, San Juan Unified School District  
Kristyn Ingram, Twin Rivers Unified School District  
Richina Siackasorn, WCIC/Playmate Child Development Center  
Lenda Wheeler, SETA-Operated Program  
Kenneth Tate, SETA-Operated Program  
Colleen Fietzek, Home Base Representative  
Annette Duran, Past Parent Representative  
Kenny Williams, Men's Activities Affecting Children Committee  
Genevieve Levy, Sacramento Food Bank & Family Services  
Jenna Kline, Community Representative, KVIE Public Television  
LaTasha Windham, SETA-Operated Program (arrived and was seated at 10:40 a.m.)

**Members Absent:**

Benjamin Bailey, Sacramento City Unified School District (unexcused)

**New Member to be Seated:**

Kenny Williams, MAACC Representative, was seated.

**II. Consent Item**

**A. Approval of the Minutes of the June 24, 2014 Regular Meeting**

Minutes were reviewed; no questions or corrections.

Moved/Julian, second/Fietzek, to approve the June 24, 2014 minutes.

Show of hands vote:

Aye: 12 (Duran, Fietzek, Ingram, Julian, Kline, Levy, Litka, Siackasorn, Tate, Wheeler, K. Williams, Wormley)

Nay: 0

Abstention: 1 (L. Williams)

### III. **Action Items**

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

The board went into closed session at 9:15 a.m. Ms. Williams called the meeting back to order at 9:26 a.m. and reported that the Policy Council approved the eligible list for: 1) Head Start Coordinator (Education)(Supervisory); and, 2) Children and Family Services Program Specialist.

Ms. Toni Espinoza arrived at 9:20 a.m.

#### B. **TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING:** Ratification of Revisions to the Salary Schedule for Head Start Parent Intern and Head Start Substitute Teacher Assistant

Ms. Williams opened a public hearing.

Ms. Denise Lee stated that this item is a result of the increase in the minimum wage. It is expected that the minimum wage will increase again in January, 2016. This is retroactive approval; the Governing Board will take action on this item at their August 7 meeting.

Moved/Wormley, second/Julian, to close the public hearing and approve the new pay ranges for the Head Start Parent Intern and Head Start Substitute Teacher Assistant.

Show of hands vote:

Aye: 13 (Duran, Espinoza, Fietzek, Ingram, Julian, Kline, Levy, Litka, Siackasorn, Tate, Wheeler, K. Williams, Wormley)

Nay: 0

Abstention: 1 (L. Williams)

### IV. **Information Items**

#### A. Standing Information Items

- PC/PAC Calendar of Events – Ms. Williams stated that the MAACC meeting has been changed to 12:30 p.m. instead of 1 p.m. Ms. Williams reviewed the calendar of events.



- Parent/Family Support Unit Events and Activities: Ms. Genevieve Levy was congratulated on her recent marriage.

Ms. Jasmine Jamison called the Parent Advisory Committee meeting to order at 9:45 a.m. and read the thought of the day. The roll was called.

**Members Present:**

Jasmine Jamison  
Kenneth Tate  
Colleen Fietzek  
Linda Aviluz  
Joyce Turner  
Todd Woods  
Sabrina Rasmussen  
Lenda Wheeler  
Kenneth Williams  
Yared Espiritu (alternate)  
LaTasha Windham (arrived at 10:40 a.m.)

**Members Absent:**

Debra Baro (alternate present)  
Annette Pettis (unexcused)  
Claudia Vazquez (excused)  
Alacya Harris (unexcused)

**II. Approval of the minutes of the June 17, 2014 PAC meeting**

Minutes were reviewed; no questions or corrections.

Moved/Tate, second/Wheeler, to approve the June 17, 2014 meeting.

Show of hands vote:

Aye: 8 (Aviluz, Fietzek, Rasmussen, Tate, Turner, Wheeler, Williams, Woods)

Nay: 0

Abstentions: 1 (Jamison)

**C. Approval of the Submission of the Early Head Start-Child Care Partnership and EHS Expansion Application to the Office of Head Start**

Ms. Lee stated that this grant puts priority on programs that provide comprehensive services to children in child care in a home or child care facility; not necessarily one that would receive services in Head Start. The grant would provide an additional 108 slots for EHS and includes 2.5% of Training/Technical Assistance funds to the new teachers coming on board to raise their educational level. This project will be headed up by Brenda Campos. The grant is for five years.

Ms. Williams asked how were the partners chosen and Ms. Lee replied that the Agency already works with these partners; they were not brought in by competitive procurement. If other providers come up later and current providers cannot serve, there will then be an opportunity for other providers to come forward. The providers will be monitored regularly; staff will be working with them to educate them on Head Start requirements.

Mr. Tate asked how many slots will each get and Ms. Lee replied that the slots will go according to the providers' capacity to serve the number of children. These are providers that serve children as young as eight weeks old; the targeted age group is 0-3 years. This is year-round, full day services. The Head Start curriculum will be blended in with what current providers offer.

Ms. Lee stated that the regulations do not fit perfectly but there is an expectation that the families will be included in the program and continue with their subsidized child care services. The grant is due August 20 and will be read competitively. It is anticipated that the awards letters will be sent out by November with a start date expected by the end of January, beginning of February, 2015.

Policy Council:

Moved/Wheeler, second/Espinoza, to approve the submission fo the Early Head start – Child Care Partnership and the EHS Expansion application to the Office of Head Start in the amount of \$1,664,460, including Basic, Training/Technical Assistance and one-time start-up funds, to expand services to 108 infant/toddlers in Sacramento County.

Show of hands vote:

Aye: 13 (Duran, Espinoza, Fietzek, Ingram, Julian, Kline, Levy, Litka, Siackasorn, Tate, Wheeler, K. Williams, Wormley)

Nay: 0

Abstention: 1 (L. Williams)

Parent Advisory Committee:

Moved/Woods, second/Rasmussen, to approve the submission of the Early Head Start – Child Care Partnership and the EHS Expansion application to the Office of Head Start in the amount of \$1,664,460, including Basic, Training/Technical Assistance and one-time start-up funds, to expand services to 108 infant/toddlers in Sacramento County.

Show of hands vote:

Aye: 8 (Aviluz, Fietzek, Rasmussen, Tate, Turner, Wheeler, Williams, Woods)

Nay: 0

Abstentions: 1 (Jamison)

**IV. Information Items**

**A. Standing Information Items**

Ms. Yared Espiritu, Alternate, Walnut Grove was seated at 10:54 a.m.

- Parent/Staff Recognition: Ms. Jamison read a letter from Shriner's Hospital thanking the PC and PAC for the gift bags.

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reported that we are very close to the end of the program year and the budget is expended by 92.8% which is to be expected this time of year. The non-federal share is at 27.6% which is great; Ms. Patterson thanked all board members for their participation. The e-rate reimbursement is expected to be sent in shortly.
- Child Care Center Food Menu (PAC): No questions.
- B. Governing Board Minutes of June 5, 2014: No questions.
- C. Fiscal Monitoring Report (PC): No questions.

**V. Committee Reports**

- A. Executive Director: Ms. Kathy Kossick reported that SETA's Public Information Officer, Ms. Terri Carpenter, was promoted to Workforce Development Manager. The Agency will be evaluating to see what will be done with the PIO duties. Ms. Carpenter will still be available by phone for questions.

Last Tuesday, the president signed a bill for a workforce investment act. The Senate and House of Representatives came up with the Workforce Innovation And Opportunity Act. Some of the major changes for us will be a smaller WIB, and more of a focus on out-of-school youth. Fifteen non-active federal programs were 'cleaned up' and federal programs will now be measured by the same performance standards.

Ms. Kossick thanked staff that played a huge role in the very successful federal review.

- B. Executive Committee: Ms. Jamison reviewed the Executive Committee critique for the PAC and Ms. Williams reviewed the Executive Committee critique for the PC.
- C. Budget/Planning Committee (PC and PAC): The bylaws meeting took place yesterday and July 22. Committee members reviewed issues that needed attention. The bylaws will be presented for a first reading at the September meeting.
- D. Social/Hospitality Committee (PC and PAC): Ms. Jamison reviewed the most recent meeting where committee members are starting to work on the end-of-year event. Board members were asked to look for a possible venue, and that the cost is hoped to be around \$25.00 per person including tax with 40-45 people. Ms. Jamison went over criteria for end-of-year certificates. Ms. Richina

Siackasorn will be the keynote speaker as well as Ms. Lynda and Kenny Williams.

- E. Parent Ambassador Committee (PC and PAC): Ms. Williams reviewed the most recent meeting and thanked Ms. Lee for attending. The parent internship will be more in depth. Discussed the \$2.00 per child campaign and options available. Pictures were taken for enrollment and recruitment flyer for next year.
- F. Men's Activities Affecting Children Committee (MAACC) (PC and PAC): Mr. Kenny Williams reported that there will be a MAACC event on September 17, 5-8 p.m. at McKinley Park. More information will be sent next month. The next MAACC meeting will be August 22, 12:30 p.m. in the Olympus Room.
- G. Maternal, Child and Adolescent Health Advisory Board (PC): Ms. Williams stated that the next meeting is in September; she will bring information back.
- H. Sacramento Medi-Cal Dental Advisory Committee (PC): Ms. Lenda Wheeler talked about the urgent need for childrens' dental care. The next meeting will be July 30 at Western Dental.
- I. Community Agency Reports (PC): Ms. Jenna Kline had no report. Ms. Genevieve Levy reported that the Sacramento Food Bank and Family Services is offering a summer camp for kids 13-18 of age. The camp will be from August 4-14, 2:30 – 4:30 p.m. Ms. Levy brought flyers. If anyone is interested in learning of resources, she oversees several listserves. Network Café will be held at their Oak Park facility which is an opportunity to meet with parents and community members.

## **VI. Other Reports**

- A. Head Start Deputy Director's Report: Ms. Lee reported that staff received the final report on the federal review. It was a good review; reviewers looked at 93 different indicators with hundreds of Performance Standards.

Ms. Windham arrived at 10:40 a.m.

Ms. Lee reviewed the two strengths outlined by the reviewers, although neither landed in the final report. Other strong areas included governance: human resources, fiscal, program services, and program design and management. There are three findings: two in fiscal and one in health and safety. All non-compliance items must be cleared by November 6. There was also one noted concern (not considered a finding) regarding timelines for health screenings.

The health and safety finding is of a more serious nature. During the last classroom observation and during the transition from outside to inside, one child was left outside for a very short period of time. This is considered a health and

safety issue. The agency already has several mechanisms in place to ensure the safety of all children, including detailed policies/procedures, a children's safety curriculum, and on-going staff training. These systems will be enhanced to include unannounced visits to each center throughout the year, retraining of staff every six months, and enhanced center/classroom safety procedures. Detailed plans will be shared with the Regional Office on August 26-28.

The regional office sends out support staff to review policies and procedures to address issues. Based on their feedback, staff will provide reports to OHS. There can be no more incidences from now forward.

Ms. Wheeler asked about utilizing SRA (school readiness aides) and Ms. Lee replied that every volunteer and parent help to lower the adult/child ratio. The SRA can always act as extra hands, but are not responsible for supervision of children. Staff is discussing an option of expanding the duties of SRAs to include safety monitoring to sweep the playgrounds. Ms. Lisa Carr is heading up a committee to see if this enhanced capacity will be viable.

Mr. Tate stated that maybe this will keep us on our toes; it is important for parents to be more involved with dropping off/picking up their children.

Ms. Lee asked parents to ask their children to be more attentive to the teaching staff; it is crucial to engage the children in conversations and make sure the child knows not to leave the classroom without a staff member or adult. SETA/Head Start serves 5,000 children county-wide and it is very important that the children are safe and parents engaged with teaching staff.

Ms. Espinoza stated that college teaching students need to have so many hands-on hours and working in the Head Start classrooms may be a way to get their hours and we get the staff. Ms. Lee replied that the Agency does tap into volunteers and mostly use them as substitute teachers. Those working in the classroom must be TB tested and fingerprinted.

Ms. Lee stated that the in-kind third party will be amended for two years. Staff needs to evaluate the landlord issue with WCIC.

Ms. Lee stated that the Agency also had a state and child care food program review. SETA has been asked to cease use of the electronic sign in system until further evaluation by CDE. A request was submitted in May; if not approved, the system must be stopped by September 1 and replaced with pen/paper sign-in/out system. If the electronic system is not approved by September 1, staff will utilize a dual system, i.e., pen/pencil sign in sheets and electronic systems sign in system. There is a need to do both until the final approval is received. The child care food program, ACF and licensing have no concerns with the system.

Ms. Levy was excused at 11:25 a.m.

- B. Open Discussion and Comments: None.
  - C. Public Participation: Ms. Desha asked to see members of the Social/Hospitality Committee after the meeting.
- VII. Adjournment:** The meeting was adjourned at 11:25 a.m.

**ITEM III-A- ACTION**

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: MODIFICATION  
OF THE AGENCY CLASSIFICATION PLAN TO ESTABLISH THE  
NEW CLASSIFICATION OF PERSONNEL/HUMAN RESOURCES  
DEPARTMENT CHIEF**

**BACKGROUND:**

Due to upcoming transition within the Agency, the Executive Director is proposing the creation of the job classification of Personnel/Human Resources Department Chief.

The position will be responsible for Agency's Personnel/Human Resource and Facilities/Maintenance functions, including the employee safety program, labor relations, employee recruitment, examination and selection, staff training and development, and the position classification plan.

**Financial Impact:**

No additional cost to the Agency.

**RECOMMENDATION:**

Open a public hearing, receive input, close the public hearing, and approve the job classification of Personnel/Human Resources Department Chief.

**STAFF PRESENTER:** Roy Kim

## **PERSONNEL/HUMAN RESOURCES DEPARTMENT CHIEF**

### **ORGANIZATIONAL RESPONSIBILITY**

The Personnel/Human Resources Department Chief is responsible to and reports to the SETA Executive Director.

### **DEFINITION**

Under administrative direction, plans, organizes, administers and directs the Personnel/Human Resources Department activities and functions. Responsibilities include direct and indirect supervision of professional and technical staff.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized classification for the top level management position responsible for the overall administration of the Agency's Personnel/Human Resources Department. The Personnel/Human Resources Department Chief is responsible for providing coordinated and consistent direction to the Agency regarding human resource activities for SETA employees as well as potential employees.

### **EXAMPLES OF ESSENTIAL DUTIES**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Oversees the functions and activities of personnel, human resources, program development, planning and Agency facilities;
2. Develops and implements division and agency-wide policies and procedures;
3. Provides complex technical assistance on special projects and activities to the Executive Director;
4. Oversees the development of required federal, state or local plans and modifications to plans for the Agency;
5. Administers and directs the SETA position classification plan, employee safety program, employee relations, recruitment and examinations, selection, staff training and development, labor relations, salary administration;
6. Counsels and instructs subordinate staff on employee relations practices and techniques for grievance handling and disciplinary matters;
7. Administers employee evaluation systems;
8. Develops department goals and objectives, reviews achievements, and makes changes when necessary;
9. Directs, supervises, coordinates, reviews and evaluates the work of subordinate staff;
10. Assists the Executive Director to provide direction in planning, developing, coordinating, implementing and administering Agency functions;
11. Oversees the development and implementation of program development and program procurement invoices of the Agency;
12. Serves as resource person to the SETA Governing Board and the Head Start Policy Council;
13. Assists in formulating, administering, and developing Agency long-range goals.

### **MINIMUM QUALIFICATIONS**

Knowledge of:

- Principles and practices of organization, management, supervision, training and public administration;
- Laws and regulations affecting human resources, compliance, contract negotiation, investigations, labor law, leaves of absence including FMLA, CFRA, PDL and disability leaves, recruitment;



## **MINIMUM QUALIFICATIONS**

### **Knowledge of (Con't):**

- Budget development and fiscal controls;
- Laws and regulations affecting all programs of the Agency.

AND

### **Ability to:**

- Plan, organize, supervise, and coordinate the human resource and facilities functions of the Agency;
- Make effective oral and written presentations;
- Effectively represent SETA's human resource and facilities functions with other government agencies and concerned people;
- Supervise, train and evaluate assigned personnel;
- Establish and maintain cooperative working relationships with staff.

AND

**Training and Experience:** Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain these knowledges and abilities would be:

1. Advanced educational training in public administration, human resources, economics, government or a closely related field, and five years of increasingly responsible human resource experience. At least three years of this experience should be in a management or supervisory position.

## **PHYSICAL DEMANDS/QUALIFICATIONS**

### **Essential Physical Attributes:**

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
  - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
  - Understand conversation in person or on the phone.
3. Sufficient Vision to:
  - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
  - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
  - Sit for long periods of time throughout the day;
  - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
  - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
  - Move from one area in the workplace to another.

### **Non-essential Physical Attributes:**

1. Ability to Taste.
2. Ability to Smell.

## ITEM IV-A – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- A. Standing Information Items
  - PC/PAC Calendar of Events – Ms. LaTasha Windham (attached)
  - PC/PAC End-of-Year Appreciation (see calendar/flyer)
  - Parent/Family Support Unit Events and Activities – Ms. LaTasha Windham (attached)
  - Parent/Staff Recognition – Ms. LaTasha Windham
  - Community Resources-Parents/Staff – Ms. Jasmine Jamison
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson

#### NOTES:

# September

2014

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1 <b>Holiday</b> Labor Day	2	3 1:00 p.m. Social/Hospitality Committee Olympus Room	4	5	6
7	8 9:30 a.m. Personnel/Bylaws Committee Meeting Olympus Room	9 1:00 p.m. Budget/Planning Committee Meeting Oak Room	10	11	12	13
14	15	16 9:00 a.m. PAC Meeting SETA Board Room	17	18 9:00 a.m. PAC Executive Committee Meeting Olympus Room	19 1:00 p.m. Parent Ambassador Olympus Room	20
21	22	23 9:00 a.m. PC Meeting SETA Board Room	24	25 9:00 a.m. PC Executive Committee Meeting Olympus Room	26 12:30 p.m. MAACC Meeting Olympus Room	27
28	29	30				

## PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Men's Activities Affecting Children Committee	Friday, August 22, 2014 12:30 p.m. Olympus Room
PC/PAC Social/Hospitality Committee	Wednesday, September 3, 2014 1:00 p.m. Olympus Room
PC/PAC Personnel/Bylaws Committee	Monday, September 8, 2014 9:30 a.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, September 9, 2014 1:00 p.m. Oak Room
End-of-Year Parent Appreciation Celebration	Saturday, October 11 6:00 – 9:00 p.m. Shriner's Hospitals for Children 2425 Stockton Blvd., Sacramento <b>RSVP by Thursday, September 18, 2014.</b> (flyer attached)

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

**EVENT**

**DATE**

PC/PAC Men's Activities Affecting Children Committee	Friday, August 22, 2014 12:30 p.m. Olympus Room



The Head Start/Early Head Start

**Policy Council and Parent Advisory Committee**

Cordially invite you to attend the 2013-2014  
SETA Head Start Annual End-of-the-Year Parent Appreciation

**“Bringing Head Start/Early Head Start Home”**

Shriner’s Hospitals for Children, - 2425 Stockton Blvd, Sacramento, CA  
Saturday, October 11, 2014, 6:00 p.m. – 9:00 p.m.

Attire: Semi-Formal

**Dinner Entrée Selections:**

**Fettuccine with Grilled Chicken & Seasonal Fresh Vegetables**

Grilled chicken with fresh sautéed vegetables tossed with a light parmesan cheese sauce served on fettuccine pasta.

- Or -

**Grilled Salmon with Lemon & Dill**

Salmon seasoned with lemon and dill, grilled and served with fresh seasonal vegetables and rice pilaf.

- Or -

**Fettuccine & Seasonal Fresh Vegetables (vegetarian)**

Fresh sautéed vegetables tossed with a light parmesan cheese sauce served on fettuccine pasta.

House Salad, Rolls and Butter

**DESSERT:** Cheesecake or Lemon Meringue Pie

**BEVERAGES:** Assorted sodas, bottled water, and coffee

**Keynote Speakers:** Ms. Richina Siackasorn, Mr. Kenny & Mrs. Lynda Williams

Guests (two per invitee) are responsible for their dinner fee  
(Non-refundable, advance payment required) – Cash or money order only.  
Dinner cost includes beverage, dessert, and tax

*Fettuccine & Seasonal Fresh Vegetables (\$19.00)*

*Fettuccine with Grilled Chicken & Seasonal Fresh Vegetables (\$21.00)*

*Grilled Salmon with Lemon & Dill (\$24.00)*

Guest dinner fees are due by Thursday, September 18, 2014, 12:00 noon (no exceptions)

**RSVP by Thursday, September 18, 2014**

Call Alma Hawkins at 263-0540

ITEM IV-B – INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

The July 17, 2014 Governing Board minutes are attached for your review.

NOTES:

**SPECIAL 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, July 17, 2014  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Councilmember Allen Warren called the meeting to order at 10:07 a.m.

Members Present:

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

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

**II. Consent Items**

- A. Minutes of the June 5, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Fund the Community Link Capital Region 2-1-1 Sacramento Human Services Database
- D. Ratification of the Submission of the Regional Industry Cluster of Opportunity (RICO) Applications to the California Workforce Investment Board
- E. Appointment of Three Required Partner Members and One Economic Development Member to the Sacramento Works, Inc. Board
- F. Ratification of the Submission of the Workforce Accelerator Application to the California Workforce Investment Board
- G. Approval of Staff Recommendation for the Adult Vendor Services (VS) List
- H. Ratification of Participation in the California Employment Development Department's Application to the U.S. Department of Labor for Disability Employment Initiative Grant Funding and Authorize the Executive Director to Execute the Funding Agreement and any Modifications or Documents Required by the Funding Source
- I. Approval of Out-of-State Travel to Attend the AARP Foundation BACK TO WORK 50+ Grant Training Workshop

Ms. Kossick was pleased to announce that for Item II-F, SETA's application was one of 120 applications submitted and 18 funded for the Workforce Accelerator Application.



The consent items were reviewed; no questions or corrections.

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

- A. Approve the June 5, 2014 minutes
  - B. Approve the claims and warrants for the period 5/30/14 through 7/10/14.
  - C. Approve \$103,396 for Community Link to update and maintain the 2-1-1 Sacramento Human Services Database for a three-year period. The funding would be administered through a County of Sacramento Master Contract.
  - D. Ratify the submission of the RICO grant applications requesting \$400,000 to the California Workforce Investment Board and authorize the executive Director to accept the funds, negotiate the agreements, execute the contracts and make any necessary modification to the agreements.
  - E. Appoint Dr. Jenni Murphy, Ms. Joycelynn Brown, and Ms. Ann Edwards to the vacant Required Partner seats, and Dr. William Karns to the vacant Economic Development seat on the Sacramento Works, Inc. Board of Directors.
  - F. Ratify the submission of the Workforce Accelerator grant application requesting \$150,000 to the California Workforce Investment Board and authorize the Executive Director to accept the funds, negotiate the agreement, execute the contract and make any necessary modification to the agreement.
  - G. Approve the addition of On My Own Community Services to the Adult VS list.
  - H. Ratify the submission of SETA's proposal in the amount of \$600,000 to the EDD for inclusion in its application to the DOL for the new Disability Employment Initiative Grant opportunity, and authorize SETA's Executive Director to execute the funding agreement, modifications and any other documents required by the funding source.
  - I. Approve out-of-state travel to the AARP Foundation BACK TO WORK 50+ Training Workshop in Washington D.C. at an approximate cost of \$1,800.
- Roll Call Vote:  
Aye: 4 (Nottoli, Scherman, Warren, Yee)  
Nay: 0  
Abstention: 0

### **III. Action Items**

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

- 1. Approval of Compensation Package for Executive Director

Ms. Hogan read the resolution into the record. The recommendation is for a salary increase to \$158,760 annually effective July 17, 2014, with the Executive Director contributing 5.18% of salary to the pension plan, and a \$2,500 one-time payment in December, 2014.

Mr. Yee thanked Ms. Kossick for seven years that she has not had a raise. Mr. Yee reviewed the employee raises over the years. Mr. Yee stated that Ms.

Kossick will now start paying part of her pension. Mr. Yee explained that employee pension payments has been a huge problem for the city and the county and both are asking employees to start contributing. It is crucial that all employees contribute to their pension. Eventually, the labor and negotiation will sit down to come up with a fair pension contribution. He supports the salary recommendation for the Executive Director.

Mr. Nottoli thanked the chair for communicating with the City Manager and County Executive during the review of the Executive Director's salary. Mr. Nottoli stated that the board action accurately reflects the recommendation of the City Council and the Board of Supervisors.

Moved/Yee, second/Scherman, to adopt resolution 2014-3 approving the compensation package for the Executive Director.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

### Refugee Services

1. Approval to Augment Supportive Services Funding to Refugee Social Services (RSS), Targeted Assistance (TA) and TA Discretionary Refugee Program Service Providers

Ms. Mary Jennings reviewed this item and explained why Bach Viet has expended its supportive services allocation. Mr. Nottoli questioned the adequacy of the recommended \$5,000 to meet the needs of the clients. Staff is actively monitoring the situation and will come to the board to determine if additional funding will be needed to ensure the provision of services to refugees. Ms. Michelle O'Camb reviewed the reason for the influx of refugees; staff is following the situation closely. Ms. Scherman feels uncomfortable with the \$5,000 and would urge staff to acquire more funds. Ms. O'Camb explained that this affects just the refugee cash assistance customers, which is a smaller number than the CalWORKS customers.

Moved/Yee, second/Nottoli, to approve augmenting Bach Viet Association, Inc. \$5,000 in supportive services funding utilizing RSS and TA funds to ensure the provision of supportive services to enrolled refugees enrolled in its program.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

Community Services Block Grant: None.

One Stop Services

2. Approval to Augment Sacramento Works Training Centers to Transfer Responsibility for Information Technology Infrastructure Costs

Ms. Robin Purdy stated that this item requests approval for a one-time reimbursement for four centers that transitioned from job to training centers. As part of the transition, the responsibility of maintaining the IT infrastructure will be transferred to the training center.

Moved/Yee, second/Scherman, to approve a one-time reimbursement based on actual costs for each career center for up to the following amounts:

SWTC	Description	Augmentation
Crossroads Diversified Services	Licenses and software,	\$15,000
Asian Resources, Inc.	Routers	\$15,000
La Familia Counseling Center	T1 Internet Connectivity	\$15,000
Greater Sacramento Urban League	IT contractor and staff Computers	\$15,000
Total		\$60,000

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

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

**IV. Information Items**

- A. 2013-14 Community Services Block Grant Discretionary Project Summary: Ms. Scherman asked about ArtBeast. Ms. Cindy Sherwood Green explained the background behind this program which is a training program for the residents. The children's studio provides services to children 0-7 years of age; it has been a very successful program.
- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: Mr. Walker reported that the number of new hires outnumbered the number of dislocations. Sloan Industry came into town; this company provides apprenticeship jobs and has a contract with the State of California to build fences around the prisons.
- D. Dislocated Worker Update: A WARN notice from Intuit was received.

- E. Unemployment Update/Press Release from the Employment Development Department: The unemployment rate has continued to decline. Mr. Nottoli expressed concern with the data being presented; Mr. George Marley from EDD will be invited to provide a detailed explanation regarding the data.
- F. Summary of Workforce Innovation and Opportunity Act: Ms. Kossick reported that this legislation was just passed by the House and Senate. It eliminates 15 programs but most of the eliminated programs are national discretionary programs. It will change our performance measures. There will be more focus on credentials and degrees and getting youth into secondary education and long-term employment. The required partner members will be reduced on the WIB and there will be more focus on out-of-school youth. Over the course of the next year, regulations will be written and staff will provide reports as more is learned. Ms. Kossick stated that regulation development takes 12-15 months so it will take a while before implementation.
- G. Administration for Children and Families Monitoring Report: Mr. Warren received a letter informing him of a couple of issues from the Federal Review. Ms. Denise Lee stated that staff received the report on July 8 and was pleased with the outcome. There were three areas of noncompliance that the Agency must fully remedy by November 6, 2014. There will be a follow-up review by the regional office as well as assigned training and technical assistance prior to the deadline. Along with refining current safety and supervision procedures, management is working with the union to develop intensive and interactive training to be provided in August to enhance the understanding of policies and procedures. From that point, re-training will be provided twice a year. In addition, there will be an increase of unannounced monitoring visits to each center, including delegate agencies.

Mr. Warren asked Ms. Lee to explain what happened. Ms. Kossick explained that there was a child left unattended for approximately 1 ½ minutes in the playground. The Board was informed of the incident on May 2 and Ms. Kossick provided an e-mail update regarding the situation. The child was hiding behind a large structure in the playground during transition from outside back to the classroom.

Mr. Nottoli asked Ms. Lee about the CLASS scores and how it measure quality in the program. Ms. Lee explained the tool is used nationally by programs and is the measurement by which the OHS monitoring reviewer measure teacher-child interactions.

Ms. Lee stated that the reviewers left knowing this program provides incredibly high quality service to children and families in Sacramento County. . There were two strengths noted when the review team left SETA: the Quality Assurance system was great, and school readiness to ensure children are engaged and being prepared for kindergarten.

H. Head Start Reports: No additional report.

**V. Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick notified the board that Ms. Robin Purdy will be retiring in December. The transition process is beginning and Mr. Roy Kim will be transitioning over to Ms. Purdy's position. This will be happening in the fall.

C. Deputy Directors: Ms. Purdy announced two internal candidates to workforce development managers, Ms. Terri Carpenter and Ms. Michelle O'Camb.

D. Counsel: No report.

E. Members of the Board: Ms. Scherman wishes Mr. Warren a Happy Birthday. Mr. Warren reported that he turned 50 years old on June 30.

F. Public: No comments.

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

ITEM V

COMMITTEE REPORTS

A. Executive Committee

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

The Executive Committee met and evaluated the July 29, 2014 Policy Council meeting.

<b>GOOD!!!</b>
Thank you Ms. Kathy Kossick for the Sharing of information on the Workforce Innovation and Opportunity Act.
Thank you Ms. Denise Lee for in depth shared information on EHS Child Care Partnership and Expansion Application.
Thank you Ms. Denise Lee for sharing information in regards to the federal review.
Thank you committee members for your awesome participation during the board meeting
Thank you Ms. Lynda Williams for chairing a well facilitated and organized meeting.
<b>NEEDS IMPROVEMENT</b>
Please be recognized by the Chair before leaving your seat.
<b>REMINDERS</b>
Please committee members, if you have information to share with the committee, bring your forms/flyers to Ms. Marie three to four days prior to the meeting to be approved.

B. Budget/Planning Committee: Toni Espinoza, Jenna Kline, LaTasha Windham, Steven Wormley, Kenneth Tate, Lynda Williams, Kenny Williams

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C. Personnel/Bylaws Committee: Richina Siackasorn, Kenneth Tate, Steven Wormley, LaTasha Windham, Toni Espinoza, Lynda Williams, Kenny Williams

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ITEM V – COMMITTEE REPORTS (continued)

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- D. Social/Hospitality Committee: Steven Wormley, Toni Espinoza, Richina Siackasorn, Kristyn Ingram, LaTasha Windham, Linda Litka, Lynda Williams, Kenny Williams

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- E. Parent Ambassador Committee: Lynda Williams, Steven Wormley, Toni Espinoza, Richina Siackasorn, LaTasha Windham, Kenny Williams

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- F. Men’s Activities Affecting Children Committee (MAACC): Richina Siackasorn, Steven Wormley, LaTasha Windham, Kenneth Tate, Lynda Williams, Kenny Williams, Toni Espinoza.

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- F. Maternal, Child and Adolescent Health Advisory Board: Richina Siackasorn, Lynda Williams

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- G. Sacramento Medi-Cal Dental Advisory Committee: LaTasha Windham

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- H. Community Agency Reports: Jenna Kline and Genevieve Levy

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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) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.
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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 & Community Engagement
  - ✓ Karen Gonzales: Child Development & Education Services
    - ◆ Early Childhood Environment Rating Scale (ECERS) Report
    - ◆ Infant/Toddler Environment Rating Scale Report
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- D. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. LaTasha Windham), 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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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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# SETA Head Start Food Service Operations Monthly Report \*July 2014

July 1st - Elkhorn afternoon class closed due to a broken air conditioner.

July 3rd - Preschool Part-Day (B) Classes Closed, Minimum Day Preschool & EHS Full Day (C) Classes.

July 4th - Holiday.

July 11th - Fruitridge & LaVerne closed for pest management services.

July 17th & July 18th - Freedom Park closed due to flood from adjacent office suite.

July 18th - Elkhorn closed for pest management services.

**Meetings:**

The Food Service Staff attended a meeting at the WCIC Kitchen on July 1st.

<b>Total Number of Meals and Snacks Prepared for All Kitchens</b>				
	Lunch	PM Snack	Breakfast	Field Trips
	33,800	20,806	22,636	1936
<b>Total Amount of Meals and Snacks Prepared</b>				<b>79,178</b>

**Purchases:**

Food	\$68,307.64
Non - Food	\$10,809.29

Building Maintenance and Repair:	\$1,178.54
Janitor & Restroom Supplies	\$0.00
Kitchen Small Wares and Equipment:	\$0.00
Vehicle Maintenance and Repair :	\$269.21
Vehicle Gas / Fuel:	\$2,209.52
Normal Delivery Days	22



# Head Start Monthly Report

## **SETA Operated Program**

### **Family Engagement Unit**

July was the end of our program year, and we had a lot to celebrate in the Family Engagement unit. 374 fathers have participated in some sort of male involvement event. This ranged from Daddy and Me breakfast or lunch events, where a male role model was able to come to the early learning center, have a meal with their child, then tour the classroom, participate in circle time activities, and participate in a brief workshop on the importance of male involvement in a child's life. Other events included an Early Head Start home based BBQ at the park. Fathers and other male participants took their children to the playground, made a book with their child, and played games.

This year we had overwhelming success in our Family Literacy Activity Program (FLIP). Parents read or did some other literacy activity with their child(ren) which totaled over 72,000 hours for the program year. That is quite a commitment on a parent's behalf to read to their child each day. For the next program year, we will focus on math activities for parents to do at home with their children.

We also trained 56 School Readiness Aides (SRA) and 73 Parent Aides (PA). School Readiness Aides are assigned a classroom, and work under the supervision of a Head Start teacher and provide small group activities which are directly related to the theme that the class is working on. Having parents in the classroom who have been trained to provide small group instruction has been great not only for the children, but it has given parents an opportunity to see if they might be interested in pursuing a career in Early Childhood Education. Teachers also benefit by having additional adults in the classroom.

Parent Aides are responsible for receiving the food from the central kitchen, prepping the meals, and keeping the food workspace clean. Parent Aides learn the basics of food prep, food safety and sanitation and inventory. Parent Aide volunteers allow teachers to stay in the classroom with children and not have to worry about getting the meal tasks completed. Head Start really runs on parent volunteers!

Family Service Workers were incredibly busy ensuring that all of our slots stayed full and that parents were receiving services. We also were out in the community, making sure that families and community members know about Head Start and Early Head Start services.

### **Program Support Services**

*Quality Assurance and Monitoring Unit:* SETA-Operated Program HS/EHS Home Base Program was monitored for the month of July. Report will be available by August 15, 2015 during the scheduled Exit Meeting with staff and supervisors. Exit Meeting for WCIC was held on July 23, 2014 at the agency's administrative office.

*Program Support Services:* Two teams from SETA-Operated Program and Delegate Agencies attended the Practice-Based Coaching (PBC) Leadership Academy held in Woodland, CA on July 16-18, 2014. This training opportunity was provided by National Center for Quality Teaching and Learning (NCQTL) and sponsored by the Office of Head Start (OHS) to support programs implement coaching as part of their professional development programs. Strategic plans that were developed during the Leadership Academy had been presented to the SOP and countywide executive leadership teams for planning and implementation.

*Program Information Reports (PIR):* Delegates have submitted their annual PIR Reports (HS/EHS) for review and approval by SETA. This report provides demographic information and description of services provided to all enrolled children and families for 2013-2014. A countywide report is due to Office of Head Start by August 31, 2014. A copy of this report will be made available to the public after August 31, 2014.

**Early Head Start Partners Program Highlights and Success Stories**

**EHS Partners: SCOE and ROCC  
Program Highlights and Success Stories  
July 2014**

In 2010, SETA partnered with Sacramento County Office of Education (SCOE) and River Oak Center for Children (ROCC) to expand Early Head Start Home-Based Services. Each agency brought in their special training and resources in early intervention and mental health arenas as well as outreach to vulnerable communities they traditionally serve, a transient population and families in foster care. SETA offers training and support and coordinates other services to ensure comprehensive services are provided to all enrolled families. For the past 5 years, this collaboration had made a difference to the lives of many children and their families. We are proud to highlight and share their successes.

**Sacramento County Office of Education  
Funded Enrollment: (36)**

	Number Served	Percent of Total
Children participated in the program since January 2010 .....	170	
Children with an IFSP .....	40	(24%)
Children homeless at enrollment .....	33	(19%)
Teen moms .....	17	(10%)
Enrolled as pregnant women (includes teens) .....	11	(6%)
Foster children .....	5	(3%)

**River Oak Center for Children Early Head Start**  
Funded Enrollment: (60)

	Number Served	Percent of Total
Children participated in the program since January 2010 .....	243	
Children with an IFSP .....	26	(10.7%)
Children homeless at enrollment .....	6	(2.47%)
Teen moms .....	5	(2.06%)
Enrolled as pregnant women (includes teens) .....	14	(5.76%)
Foster children .....	26	(10.7%)

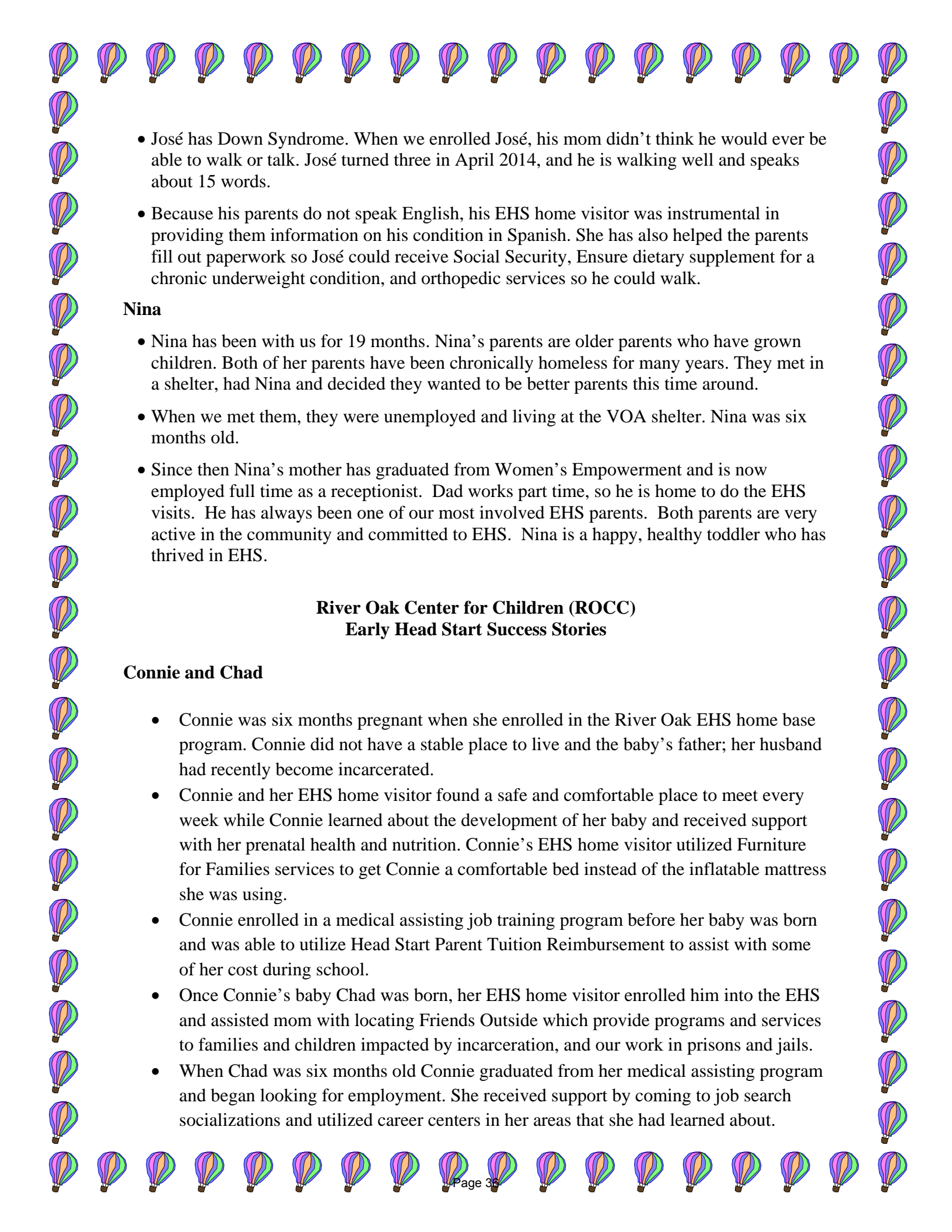
**Sacramento County Office of Education (SCOE)**  
**Early Head Start Success Stories**

**Macayla & Michael**

- Macayla enrolled in SCOE EHS in 2011. At that time her mom was pregnant and had just been released from jail, and her father was addicted to meth. They had an open CPS case. We had Macayla for 18 months until she turned three and then we enrolled her baby brother, Michael.
- The first year we worked with them, this family lost their home and went to a homeless shelter. They also struggled with drugs and domestic abuse and were separated for several months. They were very close to losing custody of their children.
- Throughout it all, they have stayed enrolled in EHS. Our EHS Home Educator stayed in communication with their CPS worker throughout their case. Their CPS case is now closed.
- Both parents completed drug rehabilitation classes and are now clean. They have found permanent housing. Mom is working full time and Dad is looking for work.
- Macayla transferred to Northview Head Start when she turned three. Michael will remain with us until November 2014, and then will transfer to Head Start.

**José**

- We met José when he was three months old at an EHS socialization event. Our SCOE EHS home visitor who was bilingual in English and Spanish was the only person at the event who spoke Spanish so she spent the morning with the family, and subsequently enrolled José in EHS.

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- José has Down Syndrome. When we enrolled José, his mom didn't think he would ever be able to walk or talk. José turned three in April 2014, and he is walking well and speaks about 15 words.
  - Because his parents do not speak English, his EHS home visitor was instrumental in providing them information on his condition in Spanish. She has also helped the parents fill out paperwork so José could receive Social Security, Ensure dietary supplement for a chronic underweight condition, and orthopedic services so he could walk.

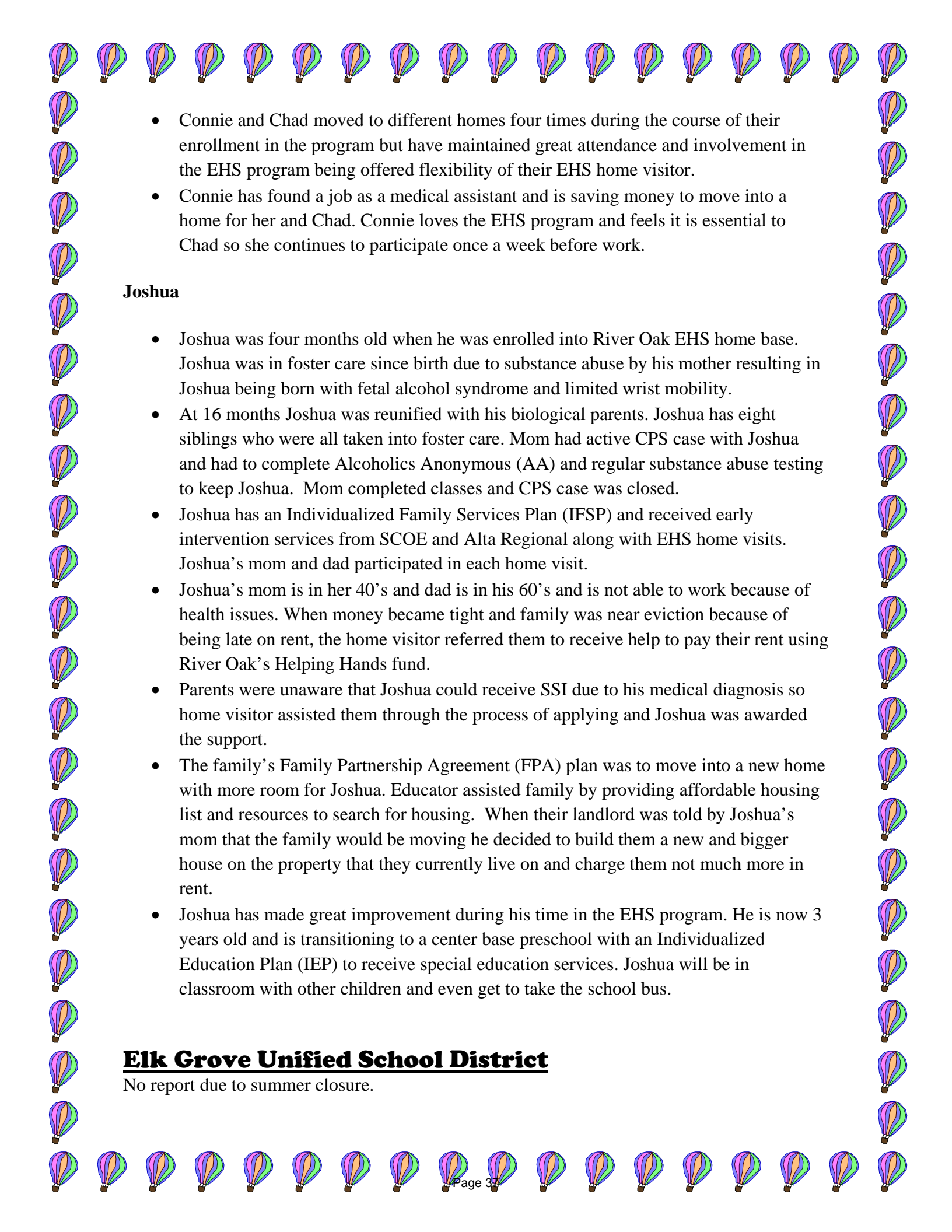
### **Nina**

- Nina has been with us for 19 months. Nina's parents are older parents who have grown children. Both of her parents have been chronically homeless for many years. They met in a shelter, had Nina and decided they wanted to be better parents this time around.
- When we met them, they were unemployed and living at the VOA shelter. Nina was six months old.
- Since then Nina's mother has graduated from Women's Empowerment and is now employed full time as a receptionist. Dad works part time, so he is home to do the EHS visits. He has always been one of our most involved EHS parents. Both parents are very active in the community and committed to EHS. Nina is a happy, healthy toddler who has thrived in EHS.

## **River Oak Center for Children (ROCC) Early Head Start Success Stories**

### **Connie and Chad**

- Connie was six months pregnant when she enrolled in the River Oak EHS home base program. Connie did not have a stable place to live and the baby's father; her husband had recently become incarcerated.
- Connie and her EHS home visitor found a safe and comfortable place to meet every week while Connie learned about the development of her baby and received support with her prenatal health and nutrition. Connie's EHS home visitor utilized Furniture for Families services to get Connie a comfortable bed instead of the inflatable mattress she was using.
- Connie enrolled in a medical assisting job training program before her baby was born and was able to utilize Head Start Parent Tuition Reimbursement to assist with some of her cost during school.
- Once Connie's baby Chad was born, her EHS home visitor enrolled him into the EHS and assisted mom with locating Friends Outside which provide programs and services to families and children impacted by incarceration, and our work in prisons and jails.
- When Chad was six months old Connie graduated from her medical assisting program and began looking for employment. She received support by coming to job search socializations and utilized career centers in her areas that she had learned about.

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- Connie and Chad moved to different homes four times during the course of their enrollment in the program but have maintained great attendance and involvement in the EHS program being offered flexibility of their EHS home visitor.
  - Connie has found a job as a medical assistant and is saving money to move into a home for her and Chad. Connie loves the EHS program and feels it is essential to Chad so she continues to participate once a week before work.

### **Joshua**

- Joshua was four months old when he was enrolled into River Oak EHS home base. Joshua was in foster care since birth due to substance abuse by his mother resulting in Joshua being born with fetal alcohol syndrome and limited wrist mobility.
- At 16 months Joshua was reunified with his biological parents. Joshua has eight siblings who were all taken into foster care. Mom had active CPS case with Joshua and had to complete Alcoholics Anonymous (AA) and regular substance abuse testing to keep Joshua. Mom completed classes and CPS case was closed.
- Joshua has an Individualized Family Services Plan (IFSP) and received early intervention services from SCOE and Alta Regional along with EHS home visits. Joshua's mom and dad participated in each home visit.
- Joshua's mom is in her 40's and dad is in his 60's and is not able to work because of health issues. When money became tight and family was near eviction because of being late on rent, the home visitor referred them to receive help to pay their rent using River Oak's Helping Hands fund.
- Parents were unaware that Joshua could receive SSI due to his medical diagnosis so home visitor assisted them through the process of applying and Joshua was awarded the support.
- The family's Family Partnership Agreement (FPA) plan was to move into a new home with more room for Joshua. Educator assisted family by providing affordable housing list and resources to search for housing. When their landlord was told by Joshua's mom that the family would be moving he decided to build them a new and bigger house on the property that they currently live on and charge them not much more in rent.
- Joshua has made great improvement during his time in the EHS program. He is now 3 years old and is transitioning to a center base preschool with an Individualized Education Plan (IEP) to receive special education services. Joshua will be in classroom with other children and even get to take the school bus.

### **Elk Grove Unified School District**

No report due to summer closure.



# **Sacramento City Unified School District**

## **Health and Nutrition**

Child Development (CHDV) is pleased to welcome Lori Hemmingson-Suza, Children's Center Nurse, to the team. Lori's base will be the Hiram Johnson registration office. The summer months are a very busy time for Children's Center nurses. Nurses expend a great deal of time conducting required screenings on children, i.e., hearing, vision and blood pressure as well as reviewing all files to determine if all pertinent health data are included in children's files. Nurses confer regularly with doctors to secure physicals; they devise Emergency Care Plans for designated students; work in conjunction with parents to retrieve pertinent health information on children such as food allergies, medical conditions, and medications; nurses work closely with Sacramento City Unified School District's Nutrition Services Department to share information regarding children's special diets; and nurses play a significant role in providing training for teachers so that they are better able to support children's and their families' overall health.

## **Education**

CHDV leadership has been very busy devising and confirming a rich professional learning experience for teachers during the 2014-2015 school year. Professional learning offerings will entail a range of presentations related to Balanced Literacy; "Common Core Like" Math Activities for Preschoolers; CSEFEL/Emotional Literacy, Collaborative Teaching, Atypically Developing Children; Child Process Portfolios and other topics required by SETA and based on Child Development's Quality Assurance Monitoring Results. With regard to the department's literacy and numeracy initiatives, CHDV has retained two outstanding consultants who are well-versed in these areas. Please note that the district's web site includes a comprehensive professional learning catalog, which includes great descriptions of the professional learning offerings. Also, CHDV is happy to announce that SCUSD has included at least two days in the teachers' contract for the purposes of Orientation and Pre-service training, which will occur during the month of August.

CHDV is also happy to announce staff's participation in the Cohort 4 CSEFEL through a partnership with SCOE. Teachers of full-inclusion classrooms have been singularly focused on CSEFEL training and one SCUSD full-inclusion classroom has been highlighted as a model CSEFEL classroom. CHDV continues to look forward to this special collaborative opportunity involving SCUSD's Special Education Department and SCOE. CHDV's ultimate goal is to ensure that all classrooms utilize CSEFEL practices, which have already proven to be quite instrumental in ensuring greater outcomes for all children in the areas of self-regulation and autonomy.

## **Disabilities**

CHDV is pleased to announce that enrollment numbers for full-inclusion sites are at about 90% at this point in time. There are 19 children and 60 children with mild to significant disabilities enrolled in SCUSD's Early Head Start and Head Start program options, respectively. SCUSD continues to enroll children during the course of the summer months and, as usual, the district typically surpasses its required enrollment number of children with mild to significant disabilities.





## **San Juan Unified School District**

### **Education Services Update**

Classroom teachers are off contract until August 20. There are a handful of 12 month resource teachers working during July to prepare for the upcoming academic year. A few of the many education-related tasks undertaken during July are the Staff Calendar and Education Binder resources, which go to print during the summer. Materials to begin the year are gathered and sent to printing (including the Start Up Box for the year), the first three professional development days are in the beginning stages of planning, and classroom resources are ordered.

### **Disabilities Services Update**

During the month of July, the Disabilities Specialist reconciled, archived and prepared the aged-out IEPs for storage. The IEPs for preschoolers enrolling for the 2014-2015 school year have been entered into Child Plus and filed, and will be given to the teachers when they return from summer break. There are already 65 children with IEPs that have been accepted for the 2014-2015 school year, which nearly meets the 10% requirement. Developmental screening continues as children are registered for school and necessary referrals are written and prepared for parent signatures when school begins. Screener Tracking Records and Special Education Update forms have been updated, copied and readied for the teacher start up boxes.

### **Mental Health Services Update**

The Mental Health Therapist provided ongoing support to families/children with identified mental health needs as parents began the screening process for fall enrollment. Children with elevated ASQ-SE assessment scores will receive ongoing follow-up mental health services as needed as the year progresses.

### **Nutrition Services Update**

For the first time, San Juan Unified School District Food Services has requested feedback from preschool regarding the school menus! Juice has been removed from the breakfast menu paralleling the long existing ECE juice policy. This is yet another indicator that the district is moving forward with the new USDA nutrition guidelines for school lunches.

### **Health Services Update**

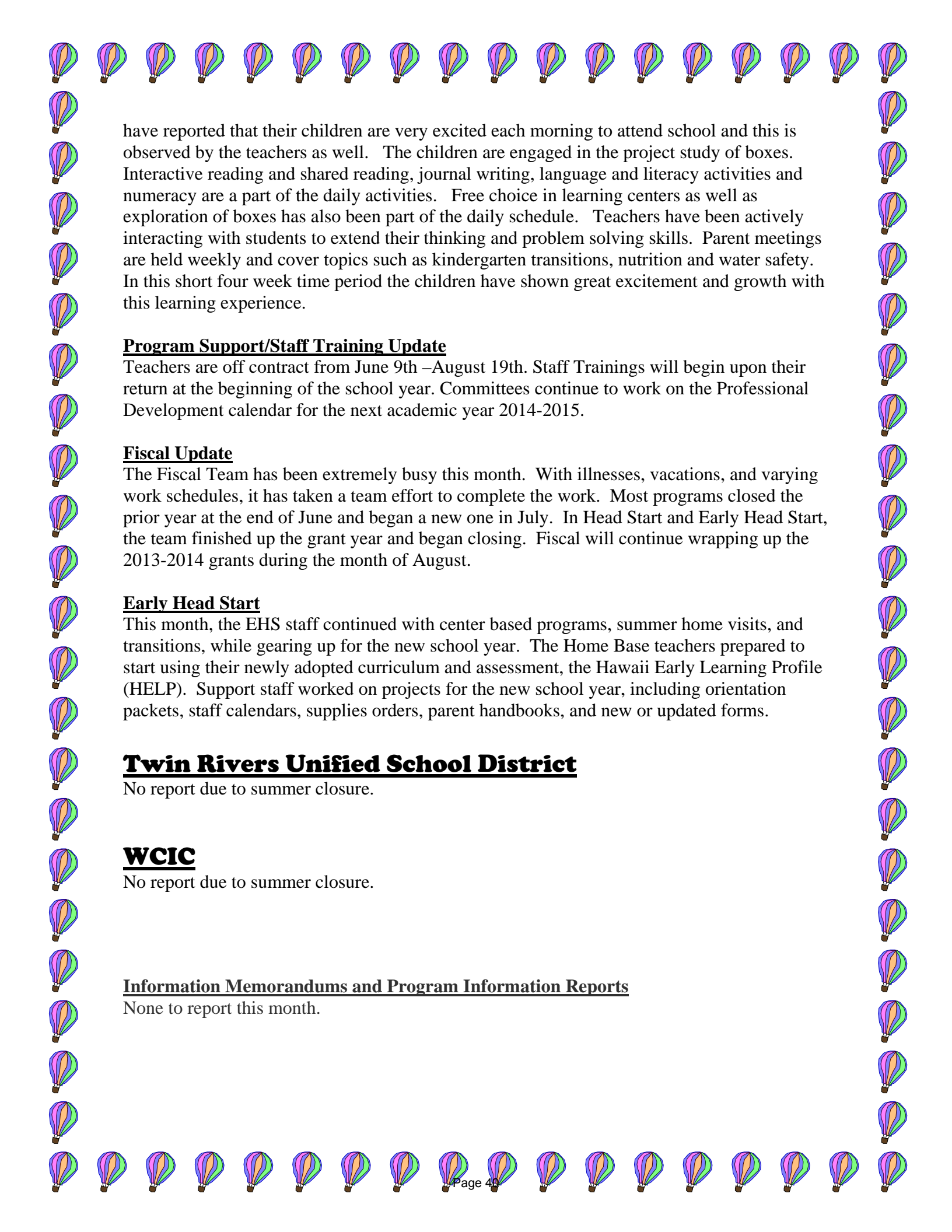
The Health Team is screening throughout the summer for the 2014-2015 school year in the centralized screening room, which was just moved to Room 5 at the Marvin Marshall site. Health is reviewing students' health, nutrition, and immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns.

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

The Parent Involvement Lead Teacher wrapped up the 2013-2014 school year in June. July is quiet regarding the Family and Community Partnerships. Preparation for the 2014-2015 school year will begin on August 1<sup>st</sup>.

### **Transition Services Update**

Summer Camp Academy, a preschool program designed for children entering kindergarten who have had either limited preschool experience or none at all, is in full swing. The parents



have reported that their children are very excited each morning to attend school and this is observed by the teachers as well. The children are engaged in the project study of boxes. Interactive reading and shared reading, journal writing, language and literacy activities and numeracy are a part of the daily activities. Free choice in learning centers as well as exploration of boxes has also been part of the daily schedule. Teachers have been actively interacting with students to extend their thinking and problem solving skills. Parent meetings are held weekly and cover topics such as kindergarten transitions, nutrition and water safety. In this short four week time period the children have shown great excitement and growth with this learning experience.

**Program Support/Staff Training Update**

Teachers are off contract from June 9th –August 19th. Staff Trainings will begin upon their return at the beginning of the school year. Committees continue to work on the Professional Development calendar for the next academic year 2014-2015.

**Fiscal Update**

The Fiscal Team has been extremely busy this month. With illnesses, vacations, and varying work schedules, it has taken a team effort to complete the work. Most programs closed the prior year at the end of June and began a new one in July. In Head Start and Early Head Start, the team finished up the grant year and began closing. Fiscal will continue wrapping up the 2013-2014 grants during the month of August.

**Early Head Start**

This month, the EHS staff continued with center based programs, summer home visits, and transitions, while gearing up for the new school year. The Home Base teachers prepared to start using their newly adopted curriculum and assessment, the Hawaii Early Learning Profile (HELP). Support staff worked on projects for the new school year, including orientation packets, staff calendars, supplies orders, parent handbooks, and new or updated forms.

**Twin Rivers Unified School District**

No report due to summer closure.

**WCIC**

No report due to summer closure.

**Information Memorandums and Program Information Reports**

None to report this month.

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
July 2014**

**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 on Last Day of Month</b>	<b>(c) % Attend. to Funded</b>
Elk Grove USD	420 (0)	0*	Not in Session	0*	Not in Session
Sacramento City USD	1,292 (103)	103*	100	72*	70
SETA	1,974 (1,619)	1,678*	104	917*	57
San Juan USD	693 (0)	0*	Not in Session	0*	Not in Session
Twin Rivers USD	211 (0)	0*	Not in Session	0*	Not in Session
WCIC/Playmate	120 (0)	0*	Not in Session	0*	Not in Session

\*Some programs closed or reduced enrollment during the month of June.

**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 on Last Day of Month</b>	<b>(c) % Attend. to Funded</b>
Sacramento City USD	147	147	100	73	50
SETA	328	345	105	248	76
San Juan USD	161	161	100	121	75

(a) Includes children who have dropped during the month and whose slot be filled within the 30 days allowable period.

(b) If enrollment is less than 100%, agency includes corrective plan of action.

(c) Attendance on the last day of month.

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 7/31/14)

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)	71 (17%)	N/A
Sacramento City USD (1292)(147)	192 (15%)	19 (13%)
San Juan USD (693) (161)	109 (16%)	22 (14%)
WCIC (120)	13 (11%)	N/A
SETA (1974) (345)	223 (11%)	57 (16%)
<b>County (4710)* (653)**</b>	<b>629 (13%)</b>	<b>98 (15%)</b>

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

**Agency – Early Childhood Environment Rating Scale (State Funded Classrooms)**

**SETA Head Start**

Report Starting and Ending Dates:

**3/1/2014 to 5/27/14**

Total number of classrooms:	17
Total number of children with a disability:	16
Average number of children in a classroom with a disability:	0.9
Average number of staff present in a classroom:	3.6
Average number of children present in a classroom:	14.5
Average observation time for a classroom:	3.1
Average interview time for a classroom:	0.4

<b>I. Space and Furnishings</b>	<b>6.2</b>
<b>II. Personal Care Routines</b>	<b>5.5</b>
<b>III. Listening and Talking</b>	<b>6.7</b>
<b>IV. Activities</b>	<b>6.3</b>
<b>V. Interaction</b>	<b>6.0</b>
<b>VI. Program Structure</b>	<b>6.7</b>
<b>VII. Parents and Staff</b>	<b>6.6</b>

Agency (summary) – Infant/Toddler Environment Rating Scale

**SETA Head Start**

Report Starting and Ending Dates:

**3/1/2014 to 5/27/14**

Total number of classrooms:	13
Total number of children with a disability:	4
Average number of children in a classroom with a disability:	0.3
Average number of staff present in a classroom:	2.8
Average number of children present in a classroom:	6.2
Average observation time for a classroom:	2.8
Average interview time for a classroom:	0.7

<b>I. Space and Furnishings</b>	<b>5.7</b>
<b>II. Personal Care Routines</b>	<b>5.7</b>
<b>III. Listening and Talking</b>	<b>6.7</b>
<b>IV. Activities</b>	<b>5.8</b>
<b>V. Interaction</b>	<b>7.0</b>
<b>VI. Program Structure</b>	<b>6.9</b>
<b>VII. Parents and Staff</b>	<b>6.3</b>