

**GOVERNING BOARD**

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

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City of Sacramento

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**PATRICK KENNEDY**  
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**ADMINISTRATION**

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*Thought of the day: "Success is measured by your discipline and inner peace."*

- Mike Ditka

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

**DATE:** Tuesday, September 29, 2015

**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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| ✓           | Lisa Carr: Parent, Family & Community Engagement   |       |
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**DISTRIBUTION DATE: WEDNESDAY, SEPTEMBER 23, 2015**

Policy Council meeting hosted by: Lynda Williams (Chair), Kenneth Tate (Vice Chair), Amanda Self (Secretary), Robin Blanks (Treasurer), Tawana Craig (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Robin Blanks, Elk Grove Unified School District
- \_\_\_\_\_ Tyrone Broxton, Elk Grove Unified School District
- \_\_\_\_\_ Feuy Saelee, Sacramento City Unified School District
- \_\_\_\_\_ Linda Litka, San Juan Unified School District
- \_\_\_\_\_ Lynda Williams, San Juan Unified School District
- \_\_\_\_\_ Joe Morales, Twin Rivers Unified School District
- \_\_\_\_\_ Stacy Wilson, Twin Rivers Unified School District
- \_\_\_\_\_ Brian Short, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Tawana Craig, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Todd Woods, SETA-Operated Program
- \_\_\_\_\_ Sabrina Lovelady, SETA-Operated Program
- \_\_\_\_\_ Amanda Self, Early Head Start (SETA)
- \_\_\_\_\_ Kenneth Tate, Past Parent Representative
- \_\_\_\_\_ Jasmine Jamison, Past Parent Representative
- \_\_\_\_\_ Calvin Sheppard, Men's Activities Affecting Children Committee
- \_\_\_\_\_ Jenna Kline, KVIE Channel 6
- \_\_\_\_\_ Nicole Chilton, Birth and Beyond

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Cruz), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Torres), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Baty), SETA-Operated Program
- \_\_\_\_\_ Vacant (Paniagua), SETA-Operated Program
- \_\_\_\_\_ Vacant (Shepherd), SETA-Operated Program
- \_\_\_\_\_ Vacant (Craig), SETA-Operated Program
- \_\_\_\_\_ Vacant (Cullen), Early Head Start (San Juan)
- \_\_\_\_\_ Vacant (Hill), Early Head Start (Sac. City)
- \_\_\_\_\_ Vacant (White), Early Head Start/Home Base (SOP)
- \_\_\_\_\_ Vacant, Home Based Option
- \_\_\_\_\_ Vacant (Wheeler), Grandparent Representative
- \_\_\_\_\_ Vacant (Peck), Foster Parent Representative

**\*\* Please call your alternate, Policy Council Chair (Lynda Williams: 333-2402 or 533-7389), 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 2014-2015**

The 2014-2015 Board was seated on **November 25, 2014** and  
**December 18, 2014**

| BOARD MEMBER                                  | SITE  | 11/25 | 12/18<br>* | 1/27 | 2/24 | 3/24 | 4/28 | 5/26 | 6/23 | 7/21<br>* | 8/25 | 9/29 | 10/27 | 11/24 |
|---|-------|-------|------------|------|------|------|------|------|------|-----------|------|------|-------|-------|
| R. Blanks<br>Seated 11/25                     | EG    | X     | X          | X    | X    | X    | X    | X    | X    | X         | X    |      |       |       |
| T. Broxton<br>Seated 2/24                     | EG    |       |            |      | X    | X    | X    | X    | U    | X         | X    |      |       |       |
| N. Chilton<br>s/b/seated 2/24;<br>seated 3/24 | CR    |       |            |      | E    | X    | X    | X    | X    | X         | X    |      |       |       |
| T. Craig<br>Seated 3/24                       | WCIC  |       |            |      |      | X    | X    | X    | X    | X         | X    |      |       |       |
| J. Jamison<br>Seated 2/24                     | PP    |       |            |      | X    | X    | X    | X    | X    | X         | X    |      |       |       |
| J. Kline<br>Seated 2/24                       | CR    |       |            |      | X    | X    | X    | X    | X    | X         | E    |      |       |       |
| L. Litka<br>Seated 11/25                      | SJ    | X     | X          | X    | X    | X    | X    | X    | X    | U         | X    |      |       |       |
| S. Lovelady<br>Seated 1/27                    | SOP   |       |            | X    | X    | X    | X    | X    | X    | X         | X    |      |       |       |
| J. Morales<br>Seated 6/23                     | TR    |       |            |      |      |      |      |      | X    | U         | X    |      |       |       |
| F. Saelee<br>Seated 5/26                      | SAC   |       |            |      |      |      |      | X    | E    | X         | U    |      |       |       |
| A. Self<br>Seated 11/25                       | HB    | X     | X          | X    | X    | X    | X    | X    | X    | X         | X    |      |       |       |
| C. Sheppard<br>Seated 4/28                    | MAACC |       |            |      |      |      | X    | X    | X    | X         | E    |      |       |       |
| B. Short<br>Seated 3/24                       | WCIC  |       |            |      |      | X    | X    | X    | E    | X         | X    |      |       |       |
| K. Tate<br>Seated 11/25                       | PAST  | X     | X          | X    | X    | X    | X    | X    | X    | X         | E    |      |       |       |
| L. Williams<br>Seated 11/25                   | SJ    | X     | X          | X    | X    | X    | E    | X    | X    | E         | X    |      |       |       |
| S. Wilson<br>s/b/seated 6/23;<br>seated 7/21  | TR    |       |            |      |      |      |      |      | U    | X         | X    |      |       |       |
| T. Woods<br>Seated 12/18                      | SOP   |       | X          | U    | X    | X    | X    | X    | X    | E         | 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 9/4/15*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 25, 2015 REGULAR  
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the August 25, 2015 meeting.

RECOMMENDATION:

That the Policy Council approve the August 25 minutes.

**NOTES:**

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

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

**REGULAR MEETING OF THE HEAD START/EARLY  
HEAD START POLICY COUNCIL**  
*(Minutes reflect the actual progress of the meeting.)*

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

Tuesday, August 25, 2015  
9:00 a.m.

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

Ms. Amanda Self called the meeting to order at 9:04 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Linda Litka called the roll. A quorum was established.

PC Members Present:

Robin Blanks, Elk Grove Unified School District  
Linda Litka, San Juan Unified School District  
Lynda Williams, San Juan Unified School District  
Joe Morales, Twin Rivers Unified School District  
Brian Short, Women's Civic Improvement Club  
Tawana Craig, Women's Civic Improvement Club  
Sabrina Lovelady, SETA-Operated Program  
Todd Woods, SETA-Operated Program  
Amanda Self, Home Base Option  
Nicole Chilton, Birth and Beyond  
Jasmine Jamison, Past Parent  
Tyrone Broxton, Elk Grove Unified School District (arrived at 9:14 a.m.)  
Stacy Wilson, Twin Rivers Unified School District (seated at 9:26 a.m.)

PC Members Absent:

Feuy Saelee, Sacramento City Unified School District (unexcused)  
Jenna Kline, KVIE Public Television (excused)  
Kenneth Tate, Past Parent Representative (excused)  
Calvin Sheppard, Men's Activities Affecting Children Committee (excused)

**II. Consent Item**

**A. Approval of the Minutes of the July 21, 2015 Special Meeting**

A correction on page 10 was noted.

Moved/Jamison, second/Williams, to approve the minutes of the July 21 meeting as corrected.

Show of hands vote:

Aye: 10 (Blanks, Chilton, Craig, Jamison, Litka, Lovelady, Morales, Short, Williams, Woods)

Nay: 0  
Abstentions: 1 (Self)

**VI. Other Reports**

- A. Executive Director's Report: Ms. Kossick stated that last week, five officials from the Housing and Urban Development Department reviewed a piece of property owned by the Sacramento Housing and Redevelopment Agency. This property is being considered for an improvement grant through the Choice Neighborhoods Initiative. SHRA was initially awarded \$2 million to develop a plan on how to improve a River District Rail yard area. Last week five officials reviewed the development with officials from city/county/private sector staff. The Sacramento area is one of the finalists. There will be five cities awarded by the end of September; we should know if we are awarded \$30 million to rebuild housing units and develop new housing units. Ms. Kossick stated that Sacramento has a very good chance of getting the award. SETA will be doing job development with the residents. Other city competitors include Boston and Kansas City; it is a national competition.

**III. Action Item**

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

The board went into closed session at 9:14 a.m.; the board went back into open session at 9:23 a.m. Ms. Self reported that during closed session, the following eligible lists were approved: Approval of Eligible List for: Early Head Start Educator, Site Supervisor, Associate Teacher/Infant Toddler, and Associate Teacher Tier III.

It was announced later in the meeting that the Associate Teacher/Infant Toddler eligibility list was pulled and not acted upon.

Mr. Broxton arrived at 9:14 a.m. during closed session.

B. **TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING:** Approval of Changes to the SETA Personnel Policies and Procedures

Mr. John Allen reviewed this item which brings the Personnel Policies and Procedure into compliance with new modifications. This requires a 14 day public hearing period.

Ms. Self opened a public hearing; no comments.



Moved/Craig, second/Woods, to closed the public hearing and approve modifications to the policies and procedures.

Show of hands vote:

Aye: 11 (Blanks, Broxton, Chilton, Craig, Jamison, Litka, Lovelady, Morales, Short, Williams, Woods)

Nay: 0

Abstentions: 1 (Self)

11-0-1 (Self)

Ms. Stacy Wilson was seated at 9:25 a.m.

- C. Approval of the Submission of the Amendment Application for the Early Head Start-Child Care Partnership (EHS-CCP) Program to the Office of Head Start

Ms. Lee this reviewed the board item. The award will be serving 84 infants and toddlers with Sacramento City USD and Kinder World. National Human Development Foundation was unable to move forward and eight slots are yet to be filled; staff is still reaching out to secure the eight slots. The project is moving along well and the enrollment is almost at full capacity.

Moved/Lovelady, second/Williams, to approve the submission of the Early Head Start-Child Care Partnership and Expansion Amended Application to the Office of Head Start in the amount of \$918,735 including Basic and Training/Technical Assistance.

Show of hands vote:

Aye: 12 (Blanks, Broxton, Chilton, Craig, Jamison, Litka, Lovelady, Morales, Short, Williams, Wilson, Woods)

Nay: 0

Abstentions: 1 (Self)

- D. Approval of the SETA Early Head Start-Child Care Partnership Health and Safety Screener Summary Report

Ms. Lee asked that this item be acted upon after information items.

Ms. Craig excused at 9:37 a.m.

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

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

- PC/PAC Calendar of Events: Ms. Lynda Williams reviewed this item.
- Parent/Staff Recognitions: Ms. Self congratulated Ms. D'et Patterson Saurbourne on her recent marriage. Ms. Linda Litka was congratulated on her outstanding job of chairing the San Juan parent board. She is the PTO President for Whitney Avenue Elementary School for San Juan.

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reviewed the program year end report ending July 31. The staff will have the final numbers in the next couple of months; delegates have until the end of October to submit their final expenditures. Overall, the budget for 2014-15 was 98.5% spent. The only program that was underspent was Elk Grove. The non-federal share is at 30% and more information is coming in. Administrative expenditures are at 11.1%.
- Parent/Staff Recognitions (continued): Parent Intern: Ms. Denise Lee one of the best things is parents have an opportunity to make modifications to the budget; one modification made was to create a position called Parent Intern. This is a training ground for new positions in the Agency. This offers training in child development and workforce development. The job specs went out in five areas: Clerical/Secretary; Courier/Maintenance; Data Entry Clerk; Health Aide; and School Cook. These are 600 hour positions. There were supervisors interested in assisting parents to develop job skills. In addition, there were workforce coaches available to assist the parents in their job development. At this time, four of the five individuals have been hired; Ms. Lee introduced Ms. Shalita Calhoun. Ms. Calhoun stated that she is the data entry clerk and does filing and enrollment at the various sites. She meets with Ms. Wanda Thomas Johnson to help her with her resume and job skills techniques. These positions were chosen as a potential position for employment at SETA.

Ms. Lynda Williams spoke of being interviewed by Senator Pan's staff seeking out people to be Greater Sacramento hero. San Juan is integrating ECE and she has been asked to sit on a team as a Parent Voice. San Juan will be working over three years to merge ECE with traditional K-12.

- Toastmasters Training: Ms. Stacy Wilson spoke of her first time at Toastmasters; she gave a speech on her favorite Superhero, SheRa.
- Community Resources-Parents/Staff: Ms. Self spoke of the Scholar Share Children's Book Festival and urged all board members to attend.

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

- D. Approval of the SETA Early Head Start-Child Care Partnership Health and Safety Screener Summary Report (continued)

Ms. Brenda Campos reviewed the Health and Safety Screener.

Staff is very pleased with Sacramento City and Kinder World for assisting in getting ready for the program review. There were very concerns and the concerns that did arise were addressed immediately. SETA has a Quality Assurance liaison and will follow up on the noted concerns/findings. SETA will repeat this process for the regular Head Start/Early Head Start grant in August/September. All Head Start sites

will be reviewed with the same screener. Upon the Council's approval, the chair will certify the report.

Moved/Williams, second/Jamison, to approve and certify the SETA Early Head Start-Child Care Partnership Health and Safety Screener results.

Show of hands vote:

Aye: 11 (Blanks, Broxton, Chilton, Jamison, Litka, Lovelady, Morales, Short, Williams, Wilson, Woods)

Nay: 0

Abstentions: 1 (Self)

Ms. Lovelady excused at 10:19 a.m.

**IV. Information Items (continued)**

- B. Fiscal Monitoring Report: No questions.
- C. Governing Board Minutes for June 4, 2015: No questions.

**V. Committee Reports**

- A. Executive Committee: Ms. Self reviewed the Executive Committee critique.
- B. Budget/Planning Committee: No additional report.
- C. Personnel/Bylaws Committee: Mr. Brian Short reported the committee members reviewed PC and PAC bylaws. Mr. Short urged all to attend future meetings.
- D. Men's Activities Affecting Children Committee: Mr. Woods stated that they are working on MAACC flyers; there is no one in MAACC that speaks Spanish and Mr. Woods asked if someone knows Spanish, please attend the next meeting.
- E. Social/Hospitality Committee: Ms. Self reported they approved the guest list. The guest speakers will be Ms. Jackie Bates and Ms. Alma Hawkins. Ms. Self urged all parents to come and participate.
- F. Parent Ambassador Report: Mr. Joe Morales reported they worked on a flyer and tried to get some places for people to go to recruit. Mr. Woods reported that he and Ms. Litka went to Hagginwood Park on August 22 to do recruitment.
- G. Maternal, Child and Adolescent Health Advisory Board: Ms. Williams shared the next meeting will be held in August.
- H. Sacramento Medi-Cal Dental Advisory Committee: Ms. Self reported that at the July 23 meeting, Ms. Debra Payne was voted in as a member at large.
- I. Community Reports: Ms. Nicole Chilton reported that the first Child Enrichment And Parent Employment Workshop was held last week. Birth and Beyond will be hosting a Girl Scout troop in the area. If anyone knows of interested young girls, let her know.
- J. Community Action Board: Ms. Self read Mr. Calvin Sheppard's report.

**VI. Other Reports (continued)**

- B. Chair's Report: No report.
- C. Head Start Deputy Director's Report: Ms. Lee reviewed the summary report of strategic planning session. We will be focusing some of our attention on how to make Head Start a brand name. In addition, there will be work to improve the number of people presented for consideration on staff eligibility lists. There are a huge number of reductions from the applicants to the eligibility list; we need to find out why there is such a huge drop off on the applicants.
- D. Head Start Managers' Reports
  - ✓ Brenda Campos: Grantee Program Support Services: The Quality Assurance unit will be utilizing the health and safety screener through the second week of September. Most of the delegate agencies will be starting school soon and are in the process of doing their pre-service training. Ms. Campos announced that she will be retiring as of September 18. She thanked the parents for their support over the years.
  - ✓ Lisa Carr: No report.
  - ✓ Karen Gonzales: Staff has been given new framework from the federal government regarding the assessment of children.
- E. Open Discussion and Comments: None.
- F. Public Participation: Ms. Self announced that the cake in the board room lounge is to celebrate April to August birthdays, new babies, retirements, and new Parent Interns.

**VII. Adjournment:** The meeting was adjourned at 10:56 a.m.

ITEM III-A - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM III-B - ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: FIRST READING OF  
MODIFICATIONS TO THE BYLAWS OF THE SETA-OPERATED HEAD  
START/EARLY START POLICY COUNCIL**

BACKGROUND:

The Personnel/Bylaws Committee 2014-2015 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council.

Additions are indicated by ***bold italic*** type with green highlighting, deletions are indicated by ~~strike through~~ with orange highlighting.

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC Bylaws as attached.

NOTES:

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

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

**BYLAWS OF THE SACRAMENTO COUNTY**

**HEAD START/EARLY HEAD START  
POLICY COUNCIL  
(PC)**

Policy Council First Reading: 9/29/15  
Policy Council Final Approval:  
Governing Board Approval:

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**BYLAWS FOR THE SACRAMENTO COUNTY  
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

**ARTICLE I**

Name

This Council shall be named the Sacramento County Head Start (HS)/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC). Head Start/Early Head Start hereinafter shall be referred to as HS/EHS.

**ARTICLE II**

Purpose, Powers, Duties and Functions

**Section 1: Purpose**

The purpose of the PC shall be to promote the objectives of the HS/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of HS/EHS programs in Sacramento County.

45 Code of Federal Regulations (CFR) 1306.3 (h): A HS/EHS parent means a HS/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.

- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local HS/EHS programs.
- C. Initiating suggestions and ideas for HS/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, with individuals and groups interested in the aims, goals, and objectives of HS/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

**Section 2: Powers, Duties and Functions**

The PC must perform the following powers, duties and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.

- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
  - 1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
  - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
  - 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
  - 4. The program's philosophy and long- and short-range program goals and objectives.
  - 5. The selection of delegate agencies and their service areas.
  - 6. The composition of the PC and the procedures by which policy group members are chosen.
  - 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
  - 8. The annual self-assessment of the Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
  - 9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.
  - 10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, volunteers and hiring and firing criteria for program staff.

11. Decisions to hire or terminate the HS/EHS Director of the Grantee agency.
  12. Decisions to hire or terminate any person who works primarily for the HS/EHS program of the grantee agency. For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
  13. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.
  14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
  15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
  16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

### **ARTICLE III** Membership

#### **Section 1: Election/Appointment of Members**

As outlined in Article III, Section 2, the PC shall consist of elected voting representatives from each delegate agency Policy Committee, the SETA-operated PAC, Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PC. Additional Community Representatives shall be elected by the PC. Home Base Option and EHS Representatives shall be elected by delegate agency Policy Committees and SETA-Operated Program parent committees. The Outgoing PC Chair shall have a reserved seat.

The Male Involvement Representative shall be elected by the SOP Men's Activities Affecting Children Committee (MAACC).

#### **Section 2: Parent Representatives**

A. The Parent Membership shall consist of:

- Six (6) Representatives elected from the SOP PAC
- Three (3) Representatives from Sacramento City Unified School District
- Two (2) Representatives from San Juan Unified School District
- Two (2) Representatives from Elk Grove Unified School District
- Two (2) Representatives from Twin Rivers Unified School District
- Two (2) Representatives from Women’s Civic Improvement Club/Playmate (WCIC)
- Two (2) Representatives from Home Base Option
- One (1) Representative from EHS - SOP
- One (1) Representative from EHS - Sacramento City Unified School District
- One (1) Representative from EHS - San Juan Unified School District

The above parent representatives must be a parent of a child/children currently enrolled in the HS/EHS Program.

**B. Community Representatives**

Additional PC members will include:

- One (1) Representative elected by the Men’s Activities Affecting Children Committee (MAACC) - This representative may or may not be a current parent. There will be one (1) Alternate position.
- Two (2) Past Parent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children enrolled in the HS/EHS Program. There will be two (2) Past Parent alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community Representatives elected by the PC.
- One (1) Foster Parent Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Foster Parent alternate position.
- One (1) Grandparent Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Grandparent alternate position.

**Section 3: Alternates**

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies he or she represents.

A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.

**1. A Representative missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused, or unexcused) will automatically be removed and replaced by the Alternate.**

**2. The Alternate who attends meetings on behalf of an absent Representative will be recorded as Alternate Present (AP). An Alternate's AP attendance will not count as "present" for the Representative.**

~~4~~ **3.** In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.

**B.** Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting. **However, an Alternate may not hold an office.**

~~C.~~ ~~Alternates may not hold an office.~~

~~D.~~ **C.** Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Representative is present.

~~E.~~ **D.** Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA).

#### Section 4: Other Provisions

A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.

B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.

C. Community Agency Representatives wishing to be ~~reappointed must express their desire to remain on the PC. Otherwise, the Agency may designate a replacement for that representative.~~ **elected/re-elected must submit an application to the PC. Community Agencies who have not been elected/re-elected may share agency information quarterly.**

D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.

E. No SETA or Delegate Agency HS/EHS staff (or members of their immediate

families) shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.

- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

#### Section 5: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three (3) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

#### Section 6: Attendance

- A. **Absences:** Any member or alternate in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.

- B. **Reinstatement:** The representative agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.

1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within ten (10) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.

- C. **Punctuality:** Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless

approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

- C. **Policy Council/Policy Committee Business**: Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

#### **Section 7: Removal**

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

### **ARTICLE IV** Meetings

#### **Section 1: Meetings**

A. **Annual Meeting**

The annual meeting of the PC shall be held on the 4<sup>th</sup> Tuesday in November of each year.

B. **Regular Meetings**

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

C. **Special Meetings**

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Children and Family Services Deputy Director, SETA Executive Director or upon petition by at least a majority of the members of the PC.

D. **Quorum**

For the purpose of transacting the business of the PC at any annual, regular, special, or emergency meeting, a quorum of the PC shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum. A majority (51%) of the quorum must be current parents.

#### **Section 2: Meeting Notice**



Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. **Annual and Regular Meetings:**

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. **Special Meetings:**

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings:**

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. **Committee Meetings:**

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused may be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.



### **Section 3: Open Meetings**

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

<sup>1</sup>Robert's Rules of Order: Simplified and Applied, 2<sup>nd</sup> ed., Copyright, 2001.

### **Section 4: Mailing Address**

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

### **Section 5: Rules of Procedure**

Except as specifically provided herein, Robert's Rules of Order<sup>1</sup> shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

### **Section 6: Nominations/Elections**

PC Board Members or candidates must be present to be nominated or elected. However, if PC member is absent due to PC business, the member may be nominated or elected.

### **Section 7: Voting**

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

### **Section 8: Meeting Reimbursement**

Each PC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PC Reimbursement Policies and Procedures.

Parents are not to bring small children to the meetings. If small children are present, members will be reimbursed for transportation/mileage only.

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day when attending conferences, workshops, trainings, orientation, Parent Leadership Institute, or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:
1. PC (regularly scheduled, annual, emergency and special meetings)
  2. Interview/screening/exam panels
  3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
  4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) and Program Self Assessment
  5. Program Area Committees
  6. Community Partnership Advisory Committee (CPAC)
  7. Health Services Advisory Committee (HSAC)
  8. Ad Hoc (special) Committee meetings
  9. Community Action Board meetings (CAB)
  10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
  11. Workforce Investment board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)
- B. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

## **ARTICLE V**

### **Officers**

#### **Section 1: Officers**

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

#### **Section 2: Election and Term of Office**

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.

- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.
- C. A SOP Parent Advisory Committee (PAC) member who has not been re-elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

### **Section 3: Duties of Officers**

The duties of the PC officers shall be as prescribed in these Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

#### **Section 4: Vacancy**

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the board, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment of the officer must be made from among the membership of the PC.

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

### **ARTICLE VI Committees**

There is hereby created standing committees of the PC. At least 51% of all Committees shall be current parents. The quorum of any committee shall be 51% of the Committee membership. No committee meeting shall have a majority of PC members present without proper public notice.

#### **Section 1: Standing Committees**

##### **Executive Committee**

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

##### **Budget/Planning Committee**

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all HS/EHS budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP HS/EHS Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

### **Personnel/Bylaws Committee**

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

### **Social/Hospitality Committee**

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

### **Parent Ambassador Committee**

Parent Ambassador Committee shall be composed of the Vice Chair, who shall oversee the Committee, the Secretary, Treasurer, former parents, and other members who shall be selected after each annual meeting of the PC. Former parents who no longer serve on the PC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PC trainings/events, and childrens' activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PC monthly.

### **Section 2: Program Area Committees**

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Parent, Family and Community Engagement, Monitoring and Evaluation.

- **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program area, and review the Early Childhood Development and Health Services program area, participate in curriculum/instruction and health and safety.
- **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Parent/Family Support program area.
- **The Men's Activities Affecting Children Committee (MAACC)** shall be comprised of one (1) staff and representatives who shall plan and review the Male Involvement Program.
- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the committee of the whole who shall plan, review and oversee program monitoring and evaluation.

PC member representatives shall select at least two (2) Program Area Committees to serve on as described above. Special circumstances may be excused by the Chair.

**Section 3: Special Committees:**

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

**ARTICLE VII**  
Required Reports

Section 1: Required Reports

The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- Fiscal Reports (Budget Reports)
- Corporate Card Statement of Accounts (Credit Card Expense Report)
- USDA Meal/Snacks Report (Child and Adult Care Food Program [CACFP]) Report (SOP)
- Program Information Summaries (Monthly Head Start Report)
- Sacramento County HS/EHS Program Enrollment Report (Enrollment Report)

**ARTICLE VIII**  
Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.

- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

*First reading: 10/27/15*  
*Second reading: /15*

ITEM III-C – ACTION

APPROVAL AND CERTIFICATION OF THE SETA HEAD START/EARLY HEAD START HEALTH AND SAFETY SCREENER SUMMARY REPORT

BACKGROUND:

This agenda item provides the opportunity for the Policy Council to review and certify the results of the SETA Head Start/Early Head Start Health and Safety Screener.

As a condition to the Head Start/Early Head Start grant, grantees must comply with the terms and conditions for the project award period. Included in the conditions is a requirement to conduct a screening of the health and safety environment of each Head Start and Early Head Start center (countywide) where services are provided. Screeners must be completed within 45 days (September 14, 2015) of the start of the project period and/or within 45 calendar days of services starting at each new location. Certification of the Health and Safety Screener is required by the Policy Council and Governing Board within 75 calendar days (October 14, 2015) of the start of the program.

During the months of August and September, SETA staff performed a health and safety review at each Head Start and Early Head Start location within the grantee and its delegate agencies. Summary results of the review are attached.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approves and certifies the SETA Head Start/Early Head Start Health and Safety Screener results.

NOTES:

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

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





**Health and Safety Screener 2015-2016  
August-September 2015  
Summary: Areas of Improvement/Action Items**

**Overview:**

During the months of August and September 2015 (within 45 days of the program start date), SETA staff performed a health and safety review at each Head Start and Early Head Start location within the grantee and its delegate agencies. During the review, the quality assurance team reviewed 107 centers/outdoor environments and 211 classrooms. The review team utilized the OHS-prescribed Health and Safety Screener (tool) which is comprised of 40 indicators in the areas of Environments, Health and Safety Procedures and Supervision. Transportation questions were excluded from the review since Sacramento County programs do not provide transportation to Head Start/Early Head Start children.

Overall, the program has no significant findings or non-compliance areas. A summary of the reviews is provided below. A corrective plan of action will be developed for each area of improvement and will be followed-up by the SETA Quality Assurance Analyst for clearance.

**Program Strengths:**

- Environments for infants/toddlers are free of choking hazards; materials are cleaned and sanitized as needed between use by individual children
- Fire extinguishers are available, accessible, tested and services regularly
- Cleaning supplies and other potentially hazardous materials are no accessible to children
- Classrooms meet/exceed minimum square footage required
- Necessary accommodations and modifications are made to ensure the safety, comfort and participation of children with disabilities
- Child accessible electrical outlets have covers, are tamper-resistant or have safety plugs
- Safety and supervision procedures and practices
- Indoor/outdoor environments are free from molds and pollutants, including smoke, lead, pesticides and herbicides, as well as soil and water pollutants
- All staff have criminal background checks, initial health exams, and TB screenings
- All staff are trained in mandated reporter responsibilities

- Agency policies and procedures protect children with allergies and from known allergens
- Staff notify parents when children are sick or injured
- Children, including sleeping children, are supervised by staff at all times
- Children in outdoor areas do not have access to unsafe or unsupervised areas (i.e. body of water, roads, parking lots, or other hazards)
- Redundant procedures are in place to ensure that no child is left alone
- Required staff to child ratios are maintained at all times per local, state and Head Start regulations, whichever is more stringent

**Areas of Improvement:**

**SETA-Operated Program (SOP):**

Number of Centers/Outdoor Environments: 30

Number of Classrooms: 98

- Outdoor play areas have debris, trash and tripping hazards
- Toilet cleanliness (dirt/grime)
- Medication procedures not consistently followed
- Emergency lights/flashlights not maintained; Overdue dates for fire extinguishers annual testing
- Evacuation maps not properly labeled (position of map reader, and where evacuation meeting location is)
- CCL postings not updated with current staff names

**Elk Grove Unified School District (EGUSD):**

Number of Centers/Outdoor Environments: 13

Number of Classrooms: 17

- Outdoor play equipment in some school sites are for 5-12 years old; some for 2-5 years old which pose potential hazards and require active supervision at all times. Lay out of school yards in some sites require strategic zoning for adequate supervision.
- Outdoor premises have debris and have structures that need maintenance (e.g. fence, dry rot, etc.)
- Bathroom maintenance/cleanliness (rusty bolts, old caulking)
- Evacuation maps posted but blocked; clutter in some classrooms

**Sacramento City Unified School District (SCUSD):**

Number of Centers/Outdoor Environments: 40

Number of Classrooms: 54

- Evacuation maps not at all exit doors, not specific to the classroom or not properly labeled
- Missing fire extinguishers

- Outdoor play equipment concerns and maintenance

San Juan Unified School District (SJUSD):

Number of Centers/Outdoor Environments: 20

Number of Classrooms: 30

- Clutter on classroom counters
- Emergency lights/flashlights not maintained
- Medication procedure concerns
- Outdoor premises at some centers need maintenance

Twin Rivers Unified School District (TRUSD):

Number of Centers/Outdoor Environments: 3

Number of Classrooms: 9

- CCL postings are not updated with current staff names; some classrooms have old and new forms displayed on wall.
- Not all evacuation maps are properly labeled for meeting location.
- Bathroom maintenance/cleanliness (old caulking, heavily stained linoleum, daily cleaning)
- Clutter on classroom counters (potential hazards) and cleaning supplies accessible to children
- Outdoor premises need maintenance

Women's Civic Improvement Club (WCIC):

Number of Centers/Outdoor Environments: 1

Number of Classrooms: 3

- No concerns

## ITEM IV-A – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- PC/PAC Calendar of Events – Ms. Lynda Williams (attached)
- Parent/Staff Recognitions – Ms. Lynda Williams
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne
- Toastmasters Training – Ms. Lynda Williams
- Community Resources-Parents/Staff – Ms. Lynda Williams

#### NOTES:

# October

2015

| Sun       | Mon       | Tue  | Wed   | Thu  | Fri  | Sat   |
|-----------|-----------|--|---|--|--|---|
|           |           |  |   | <p><b>1</b></p> <p>9:00 AM<br/>PC Executive<br/>Olympus Room</p> <p>10:30 a.m.<br/>PC/PAC Social/<br/>Hospitality Committee<br/>Olympus Room</p>   | <p><b>2</b></p> <p>11:30 AM<br/>Toastmaster's<br/>Meeting<br/>Shasta Room</p> <p>1:00 PM<br/>Parent<br/>Ambassadors<br/>Meeting<br/>Olympus Room</p> | <p><b>3</b></p> <p>10 am-3 pm<br/>Parent Ambassadors<br/>Recruitment Event<br/>Healthy Kids Day<br/>Sleep Train Area<br/>1 Sports Drive</p>       |
| <b>4</b>  | <b>5</b>  | <b>6</b>   | <b>7</b>  | <b>8</b>   | <b>9</b>   | <p><b>10</b></p> <p>9 am-2 pm<br/>Parent Ambassadors<br/>Recruitment Event<br/>Health Education &amp;<br/>Career Faire<br/>6376 Fruitridge Rd</p> |
| <b>11</b> | <b>12</b> | <p><b>13</b></p> <p>9:00 AM<br/><u>Elk Grove PC</u><br/>Meeting<br/>Prairie Pre-K 2<br/>5251 Valley Hi Drive<br/>Sacramento 95823</p> <p>1:00 PM<br/>PC/PAC<br/>Budget/Planning<br/>Oak Room</p> | <p><b>14</b></p> <p>PC/PAC End-of-Year<br/>Appreciation<br/>10:30 a.m.<br/>Shriner's Hospital for<br/>Children<br/>2425 Stockton Blvd.<br/>1<sup>st</sup> Floor Auditorium<br/>Sacramento, CA<br/>95817</p> | <p><b>15</b></p> <p>8:30 AM<br/><u>Twin Rivers USD</u><br/>155 Morey Avenue<br/>Sacramento 95838</p> <p>9:00 AM<br/><u>San Juan PC</u> Meeting<br/>General Davie Center<br/>1500 Dom Way Sacramento<br/>95864</p> <p>9:00 AM<br/><u>Sacramento City PC</u> Meeting<br/>Capital City Multipurpose<br/>Room, 7220 24th Street<br/>Sacramento 95823</p> | <b>16</b>  | <b>17</b>   |
| <b>18</b> | <b>19</b> | <p><b>20</b></p> <p>9:00 AM<br/>PAC Meeting<br/>SETA Board Room</p>  | <p><b>21</b></p> <p>5:15 PM<br/><u>WCIC PC</u> Meeting<br/>3555 3rd Avenue<br/>Sacramento 95817</p>   | <p><b>22</b></p> <p>9:00 AM<br/>PAC Executive<br/>Olympus Room</p>   | <p><b>23</b></p> <p>10 AM<br/>MAAC Meeting<br/>Olympus Room</p>  | <b>24</b>   |
| <b>25</b> | <b>26</b> | <b>27</b>  | <b>28</b>   | <b>29</b>  | <b>30</b>  | <b>31</b>   |

## CALENDAR OF EVENTS

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| <u>EVENT</u>                             | <u>DATE</u>   |
|--|---|
| PC Executive Committee                   | Thursday, October 1, 2015<br>9:00 a.m.<br>Olympus Room  |
| PC/PAC Social Hospitality Committee      | Thursday, October 1, 2015<br>10:30 a.m.<br>Olympus Room   |
| PC/PAC Toastmasters                      | Friday, October 2, 2015<br>11:30 a.m.<br>Shasta Room  |
| Parent Ambassadors Meeting               | Friday, October 2, 2015<br>1:00 p.m.<br>Olympus Room  |
| PC/PAC Budget/Planning Committee         | Tuesday, October 13, 2015<br>1:00 p.m.<br>Oak Room  |
| PC/PAC End-of-Year Appreciation          | Wednesday, October 14, 2015<br>10:30 a.m.<br>Shriner's Hospital for Children<br>2425 Stockton Blvd.<br>1 <sup>st</sup> Floor Auditorium<br>Sacramento, CA 95817 |
| Daddy & Me Day at the Crocker Art Museum | Saturday, October 17, 2015<br>10:00 a.m. – 1:00 p.m.<br>Tour starts at 11:00 a.m.<br>216 "O" Street<br>Sacramento, CA 95814                                     |

The Head Start/Early Head Start  
**Policy Council and  
Parent Advisory Committee**

Cordially invite you to attend the 2014-2015

SETA Head Start Annual  
End-of-the-Year Parent Appreciation

**Head Start / Early Head Start  
“SOWING SEEDS TOGETHER”**

Shriner’s Hospitals for Children,  
2425 Stockton Blvd, Sacramento, CA  
Wednesday, October 14, 2015  
10:30 AM

Attire: Business Casual

**Brunch Selections**

**Continental and From the Grill**

- Fresh fruit salad, pastries/bagels/muffins,
- French toast with sausage or bacon OR
- Scrambled eggs, potatoes served with sausage or bacon.
  - Coffee, and orange juice

**Keynote Speakers:**

Mrs. Jackie Bates, DTM  
Ms. Alma Walton Hawkins

Guests (two per invitee) are responsible for their brunch fee  
(Non-refundable, advance payment required) – Cash or money order only.

**\$7.95**

Guest fees are due by

**Thursday, October 1, 2015, 12:00 noon** (no exceptions)

RSVP by Tuesday, September 22, 2015

Call Alma Hawkins at 263-0540





**Daddy & Me Day at the Crocker Art Museum**  
**All Head Start Family Members Welcome**



**216 O St., Sacramento, California**

**When: Saturday, October 17, 2015**

**Time: 10:00 a.m. to 1:00 p.m. (TOUR STARTS AT 11:00 a.m.)**

**Activities**

**Continental Breakfast (Bagel, Cream Cheese, Fruit)**

**Children's Art Activities (Bead, Necklace Activity)**

**Free Admission-Self-Guided Tour (Starts 11:00 a.m. SHARP)**

**R.S.V.P. please call Bob Silva @ 916-263-3809**





SETA Operated & Delegate Agencies Combined Head Start/Early Head Start  
Expenditures for Fiscal Year 2015-2016  
For the One Month Ended August 31, 2015

|                         | Budget               | Admin             | Program             | YTD Expenses        | YTD %       | Remaining            | Non-Federal Share | NFS YTD % | Admin % |
|-------------------------|----------------------|-------------------|---------------------|---------------------|-------------|----------------------|-------------------|-----------|---------|
| <b>Head Start Basic</b> |                      |                   |                     |                     |             |                      |                   |           |         |
| Twin Rivers             | \$ 1,589,191         |                   |                     | \$ -                | 0.0%        | \$ 1,589,191         |                   | 0.0%      | 0.0%    |
| Elk Grove               | 3,125,314            |                   |                     | -                   | 0.0%        | 3,125,314            |                   | 0.0%      | 0.0%    |
| Sac City                | 8,615,832            |                   |                     | -                   | 0.0%        | 8,615,832            |                   | 0.0%      | 0.0%    |
| San Juan                | 4,570,140            |                   |                     | -                   | 0.0%        | 4,570,140            |                   | 0.0%      | 0.0%    |
| WCIC                    | 826,068              |                   |                     | -                   | 0.0%        | 826,068              |                   | 0.0%      | 0.0%    |
| SETA                    | 24,109,568           | 172,931           | 1,543,478           | 1,716,409           | 7.1%        | 22,393,159           | 500,478           | 29.2%     | 10.1%   |
| <b>Total</b>            | <b>\$ 42,836,113</b> | <b>\$ 172,931</b> | <b>\$ 1,543,478</b> | <b>\$ 1,716,409</b> | <b>4.0%</b> | <b>\$ 41,119,704</b> | <b>\$ 500,478</b> |           |         |

|                               |                     |                  |                   |                   |             |                     |             |      |       |
|-------------------------------|---------------------|------------------|-------------------|-------------------|-------------|---------------------|-------------|------|-------|
| <b>Early Head Start Basic</b> |                     |                  |                   |                   |             |                     |             |      |       |
| Sac City                      | \$ 1,537,042        |                  |                   | \$ -              | 0.0%        | \$ 1,537,042        |             | 0.0% | 0.0%  |
| San Juan                      | 1,711,124           |                  |                   | -                 | 0.0%        | 1,711,124           |             | 0.0% | 0.0%  |
| SETA                          | 4,399,257           | 24,765           | 195,902           | 220,667           | 5.0%        | 4,178,590           |             | 0.0% | 11.2% |
| <b>Total</b>                  | <b>\$ 7,647,423</b> | <b>\$ 24,765</b> | <b>\$ 195,902</b> | <b>\$ 220,667</b> | <b>2.9%</b> | <b>\$ 7,426,756</b> | <b>\$ -</b> |      |       |

|                            |                   |             |                 |                 |             |                   |             |  |  |
|----------------------------|-------------------|-------------|-----------------|-----------------|-------------|-------------------|-------------|--|--|
| <b>Head Start T&amp;TA</b> |                   |             |                 |                 |             |                   |             |  |  |
| Twin Rivers                | \$ 7,500          |             |                 | \$ -            | 0.0%        | \$ 7,500          |             |  |  |
| Elk Grove                  | 9,000             |             |                 | -               | 0.0%        | 9,000             |             |  |  |
| Sac City                   | 20,000            |             |                 | -               | 0.0%        | 20,000            |             |  |  |
| San Juan                   | 15,000            |             |                 | -               | 0.0%        | 15,000            |             |  |  |
| WCIC                       | 7,500             |             |                 | -               | 0.0%        | 7,500             |             |  |  |
| SETA                       | 324,269           |             | 6,075           | 6,075           | 1.9%        | 318,194           |             |  |  |
| <b>Total</b>               | <b>\$ 383,269</b> | <b>\$ -</b> | <b>\$ 6,075</b> | <b>\$ 6,075</b> | <b>1.6%</b> | <b>\$ 377,194</b> | <b>\$ -</b> |  |  |

|                                  |                   |             |                 |                 |             |                   |             |  |  |
|----------------------------------|-------------------|-------------|-----------------|-----------------|-------------|-------------------|-------------|--|--|
| <b>Early Head Start T&amp;TA</b> |                   |             |                 |                 |             |                   |             |  |  |
| Sac City                         | \$ 27,564         |             |                 | \$ -            | 0.0%        | \$ 27,564         |             |  |  |
| San Juan                         | 30,912            |             |                 | -               | 0.0%        | 30,912            |             |  |  |
| SETA                             | 132,710           |             | 5,825           | 5,825           | 4.4%        | 126,885           |             |  |  |
| <b>Total</b>                     | <b>\$ 191,186</b> | <b>\$ -</b> | <b>\$ 5,825</b> | <b>\$ 5,825</b> | <b>3.0%</b> | <b>\$ 185,361</b> | <b>\$ -</b> |  |  |

|                         |                      |                   |                     |                     |             |                      |                   |              |              |
|-------------------------|----------------------|-------------------|---------------------|---------------------|-------------|----------------------|-------------------|--------------|--------------|
| <b>TOTAL Head Start</b> |                      |                   |                     |                     |             |                      |                   |              |              |
| Twin Rivers             | \$ 1,596,691         | \$ -              | \$ -                | \$ -                | 0.0%        | \$ 1,596,691         | \$ -              | 0.0%         | 0.0%         |
| Elk Grove               | 3,134,314            | -                 | -                   | -                   | 0.0%        | 3,134,314            | -                 | 0.0%         | 0.0%         |
| Sac City                | 10,200,438           | -                 | -                   | -                   | 0.0%        | 10,200,438           | -                 | 0.0%         | 0.0%         |
| San Juan                | 6,327,176            | -                 | -                   | -                   | 0.0%        | 6,327,176            | -                 | 0.0%         | 0.0%         |
| WCIC                    | 833,568              | -                 | -                   | -                   | 0.0%        | 833,568              | -                 | 0.0%         | 0.0%         |
| SETA                    | 28,965,804           | 197,696           | 1,751,280           | 1,948,976           | 6.7%        | 27,016,828           | 500,478           | 25.7%        | 10.1%        |
| <b>Total</b>            | <b>\$ 51,057,991</b> | <b>\$ 197,696</b> | <b>\$ 1,751,280</b> | <b>\$ 1,948,976</b> | <b>3.8%</b> | <b>\$ 49,109,015</b> | <b>\$ 500,478</b> | <b>25.7%</b> | <b>10.1%</b> |

On Budget%  
8.3%

Required %  
25%      Max %  
15%

**SETA OPERATED PROGRAMS (SOP)**  
Expenditures for Fiscal Year 2015-2016  
For the One Month Ended August 31, 2015

| <b>SOP HEAD START (BASIC &amp; T&amp;TA)</b>       | Budget               | Total Expenditures  | Remaining Budget     | 8.3%        |
|--|----------------------|---------------------|----------------------|-------------|
| Personnel  | \$ 12,430,102        | \$ 991,679          | \$ 11,438,423        | 8.0%        |
| Fringe Benefits                                    | 6,974,530            | 382,444             | 6,592,086            | 5.5%        |
| Equipment  | 67,000               | -                   | 67,000               | 0.0%        |
| Travel (Out-of-State)                              | 12,000               | -                   | 12,000               | 0.0%        |
| Supplies   | 441,000              | 106,480             | 334,520              | 24.1%       |
| Occupancy  | 2,390,241            | 150,677             | 2,239,564            | 6.3%        |
| Local Travel                                       | 62,000               | 90                  | 61,910               | 0.1%        |
| Nutrition Services                                 | 267,520              | 38,633              | 228,887              | 14.4%       |
| Child Services                                     | 90,000               | -                   | 90,000               | 0.0%        |
| Substitutes  | 568,517              | 35,470              | 533,047              | 6.2%        |
| Parent Services                                    | 114,100              | 1,555               | 112,545              | 1.4%        |
| Publications/Advertising/Printing                  | 15,000               | 25                  | 14,975               | 0.2%        |
| Training or Staff Development/Parent Aides         | 119,264              | 1,166               | 118,098              | 1.0%        |
| Operating Costs                                    | 882,563              | 14,264              | 868,299              | 1.6%        |
| <b>TOTAL SOP HEAD START (BASIC &amp; T&amp;TA)</b> | <b>\$ 24,433,837</b> | <b>\$ 1,722,483</b> | <b>\$ 22,711,354</b> | <b>7.0%</b> |
| Administrative %                                   | 10.0%                |                     |                      |             |

  

| <b>SOP EARLY HEAD START (BASIC &amp; T&amp;TA)</b>        | Budget              | Total Expenditures | Remaining Budget    | 8.3%        |
|---|---------------------|--------------------|---------------------|-------------|
| Personnel   | \$ 2,172,823        | \$ 144,030         | \$ 2,028,793        | 6.6%        |
| Fringe Benefits   | 1,219,171           | 58,147             | 1,161,024           | 4.8%        |
| Supplies  | 45,000              | -                  | 45,000              | 0.0%        |
| Occupancy   | 139,139             | 12,118             | 127,021             | 8.7%        |
| Local Travel  | 15,000              | -                  | 15,000              | 0.0%        |
| Nutrition Services  | 36,480              | 5,268              | 31,212              | 14.4%       |
| Child Services  | 9,519               | -                  | 9,519               | 0.0%        |
| Substitutes   | 3,804               | -                  | 3,804               | 0.0%        |
| Training or Staff Development/Parent Aides                | 23,592              | 5,825              | 17,767              | 24.7%       |
| Operating Costs   | 145,250             | 1,104              | 144,146             | 0.8%        |
| <b>TOTAL SETA EARLY HEAD START (BASIC &amp; T&amp;TA)</b> | <b>\$ 3,809,778</b> | <b>\$ 226,492</b>  | <b>\$ 3,583,286</b> | <b>5.9%</b> |
| Administrative %  | 11.2%               |                    |                     |             |
| Partners/Contractual                                      | \$ 722,189          | \$ -               | \$ 722,189          | 0.0%        |
| <b>TOTAL SOP EARLY HEAD START BASIC</b>                   | <b>\$ 4,531,967</b> | <b>\$ 226,492</b>  | <b>\$ 4,305,475</b> | <b>5.0%</b> |
| Administrative %  | 11.2%               |                    |                     |             |

  

| <b>COMBINED SOP HS &amp; EHS</b>       | Budget               | Total Expenditures  | Remaining Budget     | 8.3%        |
|--|----------------------|---------------------|----------------------|-------------|
| Personnel                              | \$ 14,602,925        | \$ 1,135,709        | \$ 13,467,216        | 7.8%        |
| Fringe Benefits                        | 8,193,701            | 440,591             | 7,753,110            | 5.4%        |
| Equipment                              | 67,000               | -                   | 67,000               | 0.0%        |
| Travel (Out-of-State)                  | 12,000               | -                   | 12,000               | 0.0%        |
| Supplies                               | 486,000              | 106,480             | 379,520              | 21.9%       |
| Occupancy                              | 2,529,380            | 162,796             | 2,366,584            | 6.4%        |
| Local Travel                           | 77,000               | 90                  | 76,910               | 0.1%        |
| Nutrition Services                     | 304,000              | 43,901              | 260,099              | 14.4%       |
| Child Services                         | 99,519               | -                   | 99,519               | 0.0%        |
| Substitutes                            | 572,321              | 35,470              | 536,851              | 6.2%        |
| Parent Services                        | 114,100              | 1,555               | 112,545              | 1.4%        |
| Publications/Advertising/Printing      | 15,000               | 25                  | 14,975               | 0.2%        |
| Training or Staff Development          | 142,856              | 6,991               | 135,865              | 4.9%        |
| Operating Costs                        | 1,027,813            | 15,368              | 1,012,445            | 1.5%        |
| <b>TOTAL SETA HS &amp; EHS</b>         | <b>\$ 28,243,615</b> | <b>\$ 1,948,976</b> | <b>\$ 26,294,639</b> | <b>6.9%</b> |
| Administrative %                       | 10.1%                |                     |                      |             |
| Partners/Contractual                   | \$ 722,189           | \$ -                | \$ 722,189           | 0.0%        |
| <b>TOTAL COMBINED SOP HS &amp; EHS</b> | <b>\$ 28,965,804</b> | <b>\$ 1,948,976</b> | <b>\$ 27,016,828</b> | <b>6.7%</b> |
| Administrative %                       | 10.6%                |                     |                      |             |

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY  
CORPORATE CARD - AMERICAN EXPRESS  
STATEMENT OF ACCOUNT  
AS OF 8/10/15**

| DATE                        | VENDOR NAME               | DESCRIPTION                            | AMOUNT              | HS/ADMIN/WD |
|-----------------------------|---------------------------|--|---------------------|-------------|
| 7/11/2015                   | Sacramento Zoo            | Field Trip                             | \$ 297.00           | HS          |
| 7/20/2015                   | Inland Business Systems   | Copier/Printer Maintenance & Supplies  | 1,844.77            | ADMIN       |
| 7/21/2015                   | Amazon                    | Classroom Supplies                     | 45.60               | HS          |
| 7/21/2015                   | Amazon                    | Classroom Supplies                     | 156.96              | HS          |
| 7/22/2015                   | Things Remembered         | Employee Recognition                   | 166.01              | ADMIN       |
| 7/22/2015                   | Amazon                    | Classroom Supplies                     | 133.98              | HS          |
| 7/22/2015                   | Quick Medical             | Classroom Supplies                     | 244.74              | HS          |
| 7/23/2015                   | Things Remembered         | Employee Recognition                   | 527.30              | ADMIN       |
| 7/23/2015                   | Amazon                    | Classroom Supplies                     | 156.97              | HS          |
| 7/24/2015                   | Masune First Aid & Safety | Classroom Supplies                     | 715.62              | HS          |
| 7/24/2015                   | Inland Business Systems   | Copier/Printer Maintenance & Supplies  | 1,257.00            | ADMIN       |
| 7/24/2015                   | Paper Direct              | PC/PAC Supplies                        | 5.00                | HS          |
| 7/27/2015                   | Rackspace                 | Cloud Server                           | 41.78               | ADMIN       |
| 7/27/2015                   | CDW Governement           | Mentor/Coach Supplies Returned         | (441.65)            | HS          |
| 7/28/2015                   | Apple                     | Facilities iPad Mini's for Work Orders | 3,266.49            | HS          |
| 8/4/2015                    | Scholastic                | FLIP Books                             | 5,825.16            | HS          |
| 8/4/2015                    | SEP Software              | Backup Software Licensing              | 2,640.00            | ADMIN       |
| 8/5/2015                    | Cal Chamber               | SETA Orientation Materials             | 43.78               | ADMIN       |
| 8/5/2015                    | Amazon                    | Office Supplies                        | 64.14               | ADMIN       |
| 8/7/2015                    | Amazon                    | Classroom Supplies                     | 165.64              | HS          |
| 8/7/2015                    | Walmart                   | Classroom Supplies                     | 496.91              | HS          |
| 7/16/2015                   | Hyatt                     | CHSA Conference                        | 373.18              | HS          |
| 7/17/2015                   | Portola Hotel             | CHSA Conference                        | 468.60              | HS          |
| 7/19/2015                   | Hyatt                     | CHSA Conference                        | 2,612.26            | HS          |
| 7/21/2015                   | Academyx Training         | SQL Training                           | 695.00              | ADMIN       |
| 7/23/2015                   | Compulink                 | Laserfiche Conference                  | 1,795.00            | ADMIN       |
| 7/30/2015                   | Southwest                 | Laserfiche Conference                  | 516.00              | ADMIN       |
| 7/30/2015                   | Safety Center             | Sacramento Regional Safety Forum       | 40.00               | ADMIN       |
| 7/31/2015                   | Southwest                 | Laserfiche Conference                  | 172.00              | ADMIN       |
| 8/5/2015                    | Toastmasters              | New Member Fee                         | 45.60               | ADMIN       |
| 8/7/2015                    | Summit Professional       | Preschoolers & Autism Workshop         | 219.00              | HS          |
| 8/7/2015                    | Paypal *CALPELRA          | Labor Relations Academy                | 237.00              | ADMIN       |
| 8/8/2015                    | Marriott                  | Labor Relations Academy                | 663.12              | ADMIN       |
| 8/8/2015                    | Prime Time Shuttle        | Laserfiche Conference                  | 108.00              | ADMIN       |
| 8/9/2015                    | Hotel Abrego              | Labor Relations Academy                | 50.00               | ADMIN       |
|                             | <i>various various</i>    | <i>various</i>                         | <u>19,682.83</u>    | <i>WD</i>   |
| Total American Express Bill |                           |  | <b>\$ 45,330.79</b> |             |

Note: Administrative charges are allocated between Head Start and Workforce Development.

EARLY HEAD START - CHILD CARE PARTNERSHIP (EHS-CCP)  
Expenditures for Fiscal Year 2015-2016  
For the Month Ended August 31, 2015

|                         | Budget              | Admin           | Program          | YTD Expenses     | YTD %                      | Remaining           | Non-Federal Share | NFS YTD %                | Admin %             |
|-------------------------|---------------------|-----------------|------------------|------------------|----------------------------|---------------------|-------------------|--------------------------|---------------------|
| <b>EHS-CCP-Basic</b>    |                     |                 |                  |                  |                            |                     |                   |                          |                     |
| SETA                    | \$ 301,976          | \$ 1,502        | \$ 10,742        | \$ 12,244        | 4.1%                       | \$ 289,732          |                   | 0.0%                     | 12.3%               |
| Sac City                | 700,000             | 267             | 5,913            | 6,180            | 0.9%                       | 693,820             | -                 | 0.0%                     | 4.3%                |
| SCOE                    | 207,000             | -               | -                | -                | 0.0%                       | 207,000             | -                 | 0.0%                     | 0.0%                |
| Kinder World            | 261,000             | -               | -                | -                | 0.0%                       | 261,000             | -                 | 0.0%                     | 0.0%                |
| <b>Total</b>            | <b>\$ 1,469,976</b> | <b>\$ 1,769</b> | <b>\$ 16,655</b> | <b>\$ 18,424</b> | <b>1.3%</b>                | <b>\$ 1,451,552</b> | <b>\$ -</b>       |                          |                     |
| <b>EHS-CCP T&amp;TA</b> |                     |                 |                  |                  |                            |                     |                   |                          |                     |
| SETA                    | \$ 19,249           |                 | \$ 13,350        | \$ 13,350        | 69.4%                      | \$ 5,899            |                   | 0.0%                     | 0.0%                |
| Sac City                | 17,500              |                 | -                | -                | 0.0%                       | 17,500              |                   | 0.0%                     | 0.0%                |
| <b>Total</b>            | <b>\$ 36,749</b>    | <b>\$ -</b>     | <b>\$ 13,350</b> | <b>\$ 13,350</b> | <b>36.3%</b>               | <b>\$ 23,399</b>    | <b>\$ -</b>       |                          |                     |
| <b>EHS-CCP Start-Up</b> |                     |                 |                  |                  |                            |                     |                   |                          |                     |
| SETA                    | \$ 60,000           |                 | \$ 5,514         | \$ 5,514         | 9.2%                       | \$ 54,486           |                   | 0.0%                     | 0.0%                |
| Sac City                | 30,700              |                 | 195              | 195              | 0.6%                       | 30,505              | -                 | 0.0%                     | 0.0%                |
| <b>Total</b>            | <b>\$ 90,700</b>    | <b>\$ -</b>     | <b>\$ 5,710</b>  | <b>\$ 5,710</b>  | <b>6.3%</b>                | <b>\$ 84,990</b>    | <b>\$ -</b>       |                          |                     |
|                         |                     |                 |                  |                  | <i>On Budget%</i><br>33.3% |                     |                   | <i>Required %</i><br>25% | <i>Max %</i><br>15% |

ITEM IV-B - INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the August 6, 2015 meeting.

NOTES:

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

Minutes/Synopsis

*(Minutes reflect the actual progression of the meeting.)  
(as corrected 9/3/15)*

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

Thursday, August 6, 2015  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:02 a.m.

Members Present:

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

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento

- ➔ Recognition of long-term employee: Marsha Strode, Workforce Development Professional Supervisor (20 years): Ms. Julie Davis-Jaffe congratulated Ms. Marsha Strode on her 20 year anniversary. Ms. Strode has been a member of the CAIZ training team for 12 years.

II. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to (subdivision (b) of Section 54956.9): ONE POTENTIAL CASE

The board went into closed session at 10:08 a.m.; the board went back into open 10:20 a.m. with no report out of closed session.

Mr. Thatch requested that items G and H be acted upon separately.

III. **Consent Items**

- A. Minutes of the June 4, 2015 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Modify California Employers Association's Adult Vendor Services Agreement

- D. Approval to Add Leaders in Community Alternatives, Inc. to SETA's Vendor Services (VS) List
- E. Approval to Revise SETA's Vendor Services (VS) Request for Qualifications
- F. Appointment of Member to the Community Action Board
  - I. Approval to Participate in the Submission of an Application to the California Department of Industrial Relations, Division of Apprenticeship Standards to Establish a Workforce Development Professional Apprenticeship Program
  - J. Approval to Accept National Emergency Grant Funds from the California Employment Development Department and Authorize the Executive Director to Execute the Agreement, any Subgrants or Other Documents Required by the Funding Source

There were no questions.

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

- A. Approve the minutes of the April 30, 2015 meeting.
- B. Approve the claims and warrants for the period 5/29/15 through 7/28/15.
- C. Approve the recommendation to modify CEA's VS contract.
- D. Approve the recommendation to add Leaders in Community Alternatives, Inc. to SETA's VS List.
- E. Approve the release of SETA's *Revised* Vendor Services (VS) RFQ to combine Adult and Youth Workforce Development services, to expand on service descriptions, and to add Entrepreneurial Skills to the list of services.
- F. Appoint Sacramento Public Library Authority to represent the Public Sector on the SETA Community Action Board.
- I. Approve SETA's participation in the submission of an application to the State Division of Apprenticeship Standards to establish a Workforce Development Professional Apprenticeship Program.
- J. Accept NEG funds from the EDD and authorize the Executive Director to execute the agreement, any subgrants or other documents required by the funding source.

Roll Call Vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

~~G. Approval of Use of Fund Balance~~

~~There were no questions or comments on this item.~~

~~Moved/Nottoli, second/Kennedy, to approve the use of Agency fund balance to cover the unallowable cost of \$5,401.99.~~

~~Roll Call Vote:~~

~~Aye: 4 (Kennedy, Nottoli, Scherman, Warren)  
Nay: 0  
Abstention: 0  
Absent: 1 (Schenirer)~~

~~H. Ratification of the Community College Foundation (CCF) Participant Payroll Services Contract Extension~~

~~No questions or comments on this item.~~

~~Moved/Kennedy, second/Scherman, to ratify the Community College Foundation payroll services contract extension.~~

~~Roll Call Vote:~~

~~Aye: 4 (Kennedy, Nottoli, Scherman, Warren)  
Nay: 0  
Abstention: 0  
Absent: 1 (Schenirer)~~

**IV. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

*G. Approval of Use of Fund Balance*

*There were no questions or comments on this item.*

*Moved/Nottoli, second/Kennedy, to approve the use of Agency fund balance to cover the unallowable cost of \$5,401.99.*

*Roll Call Vote:*

*Aye: 4 (Kennedy, Nottoli, Scherman, Warren)  
Nay: 0  
Abstention: 0  
Absent: 1 (Schenirer)*

*H. Ratification of the Community College Foundation (CCF) Participant Payroll Services Contract Extension*

*No questions or comments on this item.*

*Moved/Kennedy, second/Scherman, to ratify the Community College Foundation payroll services contract extension.*

*Roll Call Vote:*

*Aye: 4 (Kennedy, Nottoli, Scherman, Warren)  
Nay: 0  
Abstention: 0  
Absent: 1 (Schenirer)*



1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2015-2016

Ms. Loretta Su reviewed this item. A public hearing was opened in June and was continued to today. Staff posted and published this public hearing as directed by the board. The budget has increased by \$294,000 primarily due to additional funding for Early Head Start Community Partnership grant. There was a lowering in some of the Workforce grants. The budget will be submitted to the city and county for approval.

Mr. Nottoli asked for public input.

Moved/Scherman, second/Warren, to close the public hearing and adopt a Resolution approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2015-2016.

Roll Call Vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

2. Approval of Revised Fiscal and Procurement Policies and Procedures

Ms. Loretta Su reported that the Office of Management and Budget released Uniform Guidance. The requirements combined or replaced previous regulations. This board item ensures SETA is in compliance with these changes. To ensure SETA is in compliance with the Uniform Guidance requirements, the Fiscal Policies and Procedures were modified to update the following:

- Fixed Assets, Information Technology and Low-Value Inventory Policy
- Procurement Policies and Procedures (include Executive Director Contract Authority)
- Fiscal Monitoring Policies and Procedures
- Audit Requirements, Audit Resolution, Audit Appeal, and Debt Collection Policies and Procedures

The Executive Director's authority is for goods and services that cost less than \$100,000.

Moved/Kennedy, second/Nottoli, to approve the revised Fiscal Policies and Procedures as presented.

Roll Call Vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

3. Approval of Changes to the SETA Personnel Policies and Procedures: Dropped from the agenda.
4. Reappointment of Workforce Investment/Development Board Members

Ms. Kossick stated that staff is working to facilitate the new Workforce Innovation and Opportunity Act. In August 2012, the WIB board was appointed to a three year term. This board item requests the continuance of these board members to March 31, 2016. There will be a workshop at the next meeting on changes for the new workforce program.

Moved/Warren, Scherman, to reappoint Sacramento Works, Inc. board members for a term to end March 31, 2016.

Roll Call Vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

**B. WORKFORCE DEVELOPMENT DEPARTMENT: None.**

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

**V. Information Items**

- A. SETA Children and Family Services Department Year-In-Review Presentation

Ms. Denise Lee reported that the fiscal year just ended on Friday. This item provides Head Start managers an opportunity to provide an oral update of the previous year.

Ms. Lisa Carr, Ms. Karen Gonzales, and Ms. Brenda Campos spoke before the board. Ms. Campos announced that she will be retiring in September.

Ms. Lee stated that the federal government released some new rulemaking which allows for public comment and feedback. Each public comment received must be addressed. The last modification was in 2007.

Ms. Lee stated that there will be a shift in the performance standards. Currently, there are 1,400 performance standards and 1/3 of them have been eliminated. Head Start will begin to work with much younger children. More significantly, the program will be expanded to six hours with a minimum of 180 day school day per year. There may be a change in the requirement for teachers to have at least a BA degree. The updated plan will cost approximately \$1 billion across the country.

Mr. Nottoli expressed concern regarding the six hour schedule. Ms. Kossick and Ms. Lee will provide some additional information regarding how the proposed changes would affect the Agency's program.

B. Workforce Innovation and Opportunity Act Implementation

Mr. Roy Kim stated that staff will present an in-depth overview on the new Workforce Act at the September 3 meeting. The agency will be going through procurement for adult and youth service providers and Mr. Kim reviewed the two planning calendars.

C. Update on Creating a Workforce Pipeline for the Sacramento Downtown Entertainment and Sports Complex: No comments.

D. Review of Fourth Quarter Workforce Investment Act Performance Dashboard: No comments.

E. List of Pending/Received Grants: No comments.

F. Community Services and Development On-site Monitoring Report: No comments.

G. Fiscal Monitoring Reports: No comments.

H. Employer Success Stories and Activity Report: No additional report.

I. Dislocated Worker Update: No comments.

J. Unemployment Update/Press Release from the Employment Development Department: No comments.

K. Head Start Reports: No additional comments.

**VI. Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick wished an early Happy Birthday to Ms. Scherman; her birthday is 8/18.

C. Deputy Directors: No report.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: No comments.

**VII. Adjournment:** The meeting was adjourned at 11:40 a.m.

ITEM V

COMMITTEE REPORTS

➤ 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 August 25, 2015 Policy Council meeting.

| <b>GOOD!!!</b>   |
|--|
| Thank you, Ms. Kathy Kossick, for shared information regarding the CHOICE neighborhood initiative.   |
| Thank you, Mr. John Allen, for sharing changes to the SETA Personnel Policies & Procedures.  |
| Thank you, Ms. Denise Lee, for shared information on the amendment application and the Health and Safety Screener summary report.  |
| Thank you, Ms. Brenda Campos, for the EHS-CCP Health & Safety Screener Summary update. Congratulations on retiring after 31 years of dedicated service to SETA EHS/HS children and families. You are an awesome inspiration to us all. |
| Thank you, Ms. Linda Litka, for acting as Secretary. Great job!  |
| Thank you, Ms. Amanda Self, for the Outstanding job of facilitating the meeting.   |
| Thank you, Ms. Bonnie Bilger, for your eligibility list presentation.  |
| Congratulations Ms. Shalita Calhoun, on your new parent intern position and for sharing about your clerical duties.  |
| <b>NEEDS IMPROVEMENT</b>   |
| Please turn off all electrical devices, i.e., phones.  |
| Please be recognized by the Chair before leaving your seat by saying, "question of privilege."   |
| Please be recognized by the Chair by raising your hand before speaking.  |
| If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.  |
| <b>REMINDERS</b>   |
| Arrive on time and be seated by 8:50 a.m. to start meeting.  |
| Refrain from leaving your seat during any presentation.  |
| No eating in the Board Room.   |
| Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.  |

- Budget/Planning Committee: Ms. Lynda Williams

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- Personnel/Bylaws Committee: Ms. Lynda Williams

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- Men's Activities Affecting Children Committee (MAACC): Mr. Calvin Sheppard

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- Social/Hospitality Committee: Ms. Lynda Williams

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- Parent Ambassador Report: Ms. Lynda Williams

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- Maternal, Child and Adolescent Health Advisory Board: Ms. Lynda Williams

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ITEM V (continued)  
Page 3

- Sacramento Medi-Cal Dental Advisory Committee: Ms. Amanda Self

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- Community Reports: Ms. Jenna Kline and Ms. Nicole Chilton

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- Community Action Board: Mr. Calvin Sheppard

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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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- A. 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:
- ✓ Lisa Carr: Grantee Program Support Services
  - ✓ Lisa Carr: Parent, Family Support & Community Engagement
  - ✓ Karen Gonzales: Child Development & Education Services

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- D. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. Lynda Williams), 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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# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(June 30, 2015)

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 (243)           | 26 (10.6 %)                    | N/A                                    |
| Elk Grove USD (480)             | 47 (9.8 %)                     | N/A                                    |
| Sacramento City USD (1312)(144) | 162 (12.3 %)                   | 17 (11.8%)                             |
| San Juan USD (700) (160)        | 95 (13.3%)                     | 27 (17 %)                              |
| WCIC (120)                      | 12 (10 %)                      | N/A                                    |
| SETA (2002) (349)               | 244 (12 %)                     | 84 (24%)                               |
| <b>County (4857)* (653)**</b>   | <b>589 (12%)</b>               | <b>128 (19.2%)</b>                     |

\*AFE = Annual Funded Enrollment

\*\*% AFE = Percentage of Annual Funded Enrollment



**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
August 2015**

**Head Start**

| <b>Agency</b>       | <b>Funded Enrollment</b> | <b>(a)<br/>Last Day of Month Enrollment<br/>8/31/15</b> | <b>(b)<br/>% Actual to Funded</b> | <b>Average Daily Attendance for Month %</b> |
|---------------------|--------------------------|---|-----------------------------------|---|
| Elk Grove USD       | 440                      | 436   | 99                                | 91  |
| Sacramento City USD | 1,211<br>(144)           | 144*  | 100                               | 82  |
| SETA                | 2,028                    | 2,363   | 117                               | 70  |
| San Juan USD        | 668<br>(0)               | Not in Session*   | N/A                               | N/A   |
| Twin Rivers USD     | 233                      | 203   | 87                                | 77  |
| WCIC/Playmate       | 120<br>(0)               | Not in Session*   | N/A                               | N/A   |
| <b>Total</b>        | <b>4,700<br/>(2,845)</b> | <b>3,146</b>  |                                   |   |

\*Some programs were closed or had reduced enrollment during the month of August.

**Early Head Start**

| <b>Agency</b>       | <b>Funded Enrollment</b> | <b>(a)<br/>Last Day of Month Enrollment<br/>8/31/15</b> | <b>(b)<br/>% Actual to Funded</b> | <b>Average Daily Attendance for Month %</b> |
|---------------------|--------------------------|---|-----------------------------------|---|
| Sacramento City USD | 144                      | 144   | 100                               | 68  |
| SETA                | 369                      | 370   | 100                               | 79  |
| San Juan USD        | 160                      | 151   | 94                                | 71  |
| <b>Total</b>        | <b>673</b>               | <b>665</b>  |                                   |   |

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

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

(c) Average Daily Attendance for month, excluding Home Based



# SETA Head Start Food Service Operations Monthly Report \*August 2015

**August 3rd to 25th** - Marina Vista Classes held at Alder Grove due to construction.

**August 3rd** - The Food Service Committee toured the Central Kitchen.

**August 11th** - Central Valley Fire Control serviced all ANSIL systems and fire extinguishers at all the kitchens.

**August 24th & 25th** - Marina Vista closed - Reopens August 26th.

**August 28th** - Marina Vista closed in the afternoon due to plumbing problems.

## **Meetings & Trainings:**

Food Service Meeting held at Plaza del Paso August 4th, all Food Service Staff in attendance.

Connie attended CPR Training on August 13th.

## **Total Number of Meals and Snacks Prepared for All Kitchens:**

| Lunch  | PM Snack | Breakfast | Field Trips |
|--------|----------|-----------|-------------|
| 35,400 | 21,392   | 22,850    | 300         |

**Total Amount of Meals and Snacks Prepared** 79,942

## **Purchases:**

|            |             |
|------------|-------------|
| Food       | \$63,385.96 |
| Non - Food | \$16,109.47 |

**Building Maintenance and Repair:** \$1,442.00

**Janitorial & Restroom Supplies:** \$0.00

**Kitchen Small Wares and Equipment:** \$0.00

**Vehicle Maintenance and Repair :** \$2,310.80

**Vehicle Gas / Fuel:** \$1,484.91  
Normal Delivery Days 21

# Monthly Head Start Report

## September 2015

### **SETA Operated Program**

#### **Family Engagement**

We are very pleased that the SETA operated programs stayed fully enrolled for the month, even though we had many children transitioning to kindergarten. The sites have been full with new children getting used to being away from their parents, and anxious parents leaving their babies with new people. August always brings new and exciting changes for staff, children and parents.

Last month we had the opportunity to forage some new partnerships. We will be working closer with HUD and their clients who have recently moved from homelessness, into some stable housing. HUD has a legislative directive to work with Head Start programs in order to increase the availability of birth to five services for those families with the most need. We look forward to seeing how we can collaborate to ensure families whether in transitional housing or in more stable housing are able to enroll their children into Head Start and Early Head Start programs. We are also looking at a way to increase access and awareness of Head Start and Early Head Start services to foster youth/young adults who are parents. This is a populations that increasingly needs services for their young children.

During August we were able to participate in Phoenix Park's National Night out, the District 2 Multi-Cultural Faire and the grand opening of the Blue Line Lite Rail at Cosumnes River College. This gave our parent ambassadors and our recruitment staff an opportunity to present to interested parties about the services SETA offers.

#### **Program Support Services**

Program Information Report (PIR 2015) - Delegate PIR Reports were reviewed and approved by Grantee for final submission to Office of Head Start by August 31, 2015 due date. A thorough review and verification process at the Grantee level is completed each year for accuracy.

School Readiness Goals (SRG) - Grantee participated in a conference call with ACF Program Specialist on 8/24/2015 to discuss SRG outcomes for 2014-2015 and action plans for upcoming year. With the release of the new Head Start Early Learning Outcomes Framework: Ages 0-5 and the roll-out of the DRDP 2015, our countywide School Readiness Goals are being revised using a stakeholder review and approval process.

Countywide Health and Safety Screenings 2015 - Required screening for all classrooms started in August (continuing until September 17) to meet new Head Start 5-year grant requirements. A summary report will be submitted to the Policy Council and Governing Board for approval in order to submit necessary certification to Office of Head Start.



### **Program Operations**

Teachers went through the training to transition from the DRDP 2010 to the DRDP 2015 (Desired Results Developmental Profile.) This new assessment tool for children combines the previous preschool, infant-toddler and special education documents into one assessment that looks at the continuum of birth-5 for all children.

This California state tool is aligned with the Head Start Early Learning Outcomes Framework which sets the expectations for children's development. The assessment will measure learning across the domains of Approaches to Learning, Social and Emotional, Language, Literacy, Mathematics, Cognitive, Science, and Motor and Perceptual in our toddler and preschool classrooms. The program will use the data gathered from this assessment to make curriculum changes and improvements.

### **Governance**

The Policy Council and Parent Advisory Committee members are diligently engaged with many activities. The bylaws committee is finished with revisions and is ready to present them to the boards for consideration.

The End of Year Parent Appreciation Brunch will be held at Shriners Hospitals for Children on Wednesday, October 14<sup>th</sup> at 10:30 a.m. The event theme is "*Head Start/Early Head Start Sowing Seeds Together.*" Event colors orange, lime green and yellow. The keynote speakers are Ms. Jackie Bates and Ms. Alma Walton-Hawkins.

A special thank you and recognition is extended to the following parents for participating in Head Start/Early Head Start HR application screening and oral exams: Ms. Robin Blanks, Mr. Brian Short, Ms. Amanda Self, and Ms. Deanna Yee.

Toastmaster training for the board members continues to be well-liked. The parents are now facilitating the meetings with assistance from Ms. Jackie Bates, DTM (Distinguished Toastmaster), facilitator.

The Parent Ambassadors are a group of PC/PAC board members who in addition to receiving public speaking training also attend events in the community. These recruitment events provide information about Head Start/Early Head Start services from the parents' point-of-view. The enthusiasm from the Parent Ambassadors has enhanced our recruitment efforts. Thank you:

- Ms. Linda Litka and Mr. Todd Woods – August 22<sup>nd</sup> District 2 Multi-Cultural Faire in Hagginwood Park
- Ms. Sabrina Lovelady and Mr. Todd Woods – September 12<sup>th</sup> Rio Linda Country Faire
- Ms. Robin Blanks and Ms. Linda Litka – September 26<sup>th</sup> Fairytale Town Book Faire
- Mr. Joe Morales and Ms. Sabrina Lovelady – October 3<sup>rd</sup> Sleep Train Arena - Healthy Kids Day

PC/PAC Community Representative (Past Parent, Grandparent and Foster Parent) recruitment information went out to SOP Early Learning Centers via courier last week. Mr. Tyrone Broxton, PC member and Ms. Tamora Smith, Parent Intern, sorted, organized and distributed letters, memos and flyers within two days. This was a big project and their assistance was greatly appreciated.

## **Elk Grove Unified School District**

### **Education Services Update**

A half-day pre-service was held in the Board Room at Florin Elementary School on August 5. Jo Ellen Kauble, school nurse for EGUSD, presented information regarding how to use an EpiPen, how to handle bee stings, and the proper use of an inhaler. She explained the importance of having the EGUSD Medication form filled out before administering any medications to students.

Sneh Nair, operations manager, EGUSD's Food and Nutrition Services, spoke to teachers about food safety and handling, guidelines regarding portion sizes, serving meals family style, and the proper posting in the classroom for students with special dietary needs.

Catherine Barbero, PreK social worker, gave a presentation on mandated reporting of child abuse and neglect. She reminded teachers that it was their legal responsibility to report any suspected abuse.

A full-day pre-service was held at James McKee Elementary School on August 6. Claudia Charter and Mikako Fisher, and Kimberly Potter, PreK program specialists, presented information and distributed documents needed to start the school year.

Claudia Charter trained teachers on how to fill out the student file review spread sheet. Teachers and para-educators were given two and a half hours to work together to review the files of their incoming students and to familiarize themselves with the families they would be working with prior to doing their home visits.

Teachers and para-educators spent August 10-14 visiting families in their homes and setting the groundwork for a successful transition into the school setting.

### **Enrollment**

The Elk Grove Unified School District Head Start Program is fully enrolled with 440 students in the program. Average Daily Attendance for the month of August was 91%.

### **Disabilities Services and Mental Health Services Update**

The program educators and clerks have worked closely with the PreK social worker, Catherine Barbero, and with the PreK psychologist, Dr. Valero-Kerrick, to place students with an active IEP into the Head Start program. There are 26 or 5.9% students with active IEPs being served at all PreK sites.

### **Health Services Update**

Height and Weight measurements for each student were completed by para-educators. Program educators are in the process of graphing each child's information and contacting the parents with health concerns related to underweight or overweight issues.



### **USDA Meals/Snacks**

In August, 7,138 meals were served to our Head Start students. This month's Elk Grove Meals/Snack calendars are attached.

### **Fiscal Update**

This month's fiscal report is attached.

### **Recruitment**

EGUSD's Pre-K Team has been focused on filling our classes and compiling waiting lists. Individual registrations have been held at all sites to increase the number of students on our waiting lists.

## **Sacramento City Unified School District**

### **Mental Health/Family & Community Engagement**

Social workers continue to consult with teaching staff and home visitors regarding children and families.

The Family Development Credentialing classes have ended and the social workers are now following up with students to finalize their credentialing requirements.

Early Head Start resource team is developing home visitation safety protocols.

### **Education**

During August, Child Development provided training on the DRDP 2015 tool which is to be implemented by fall. There was also a workshop on Meaningful Observation and How to Relate the Data to the DRDP 2015.

The 12-month programs have started their 45-day screenings and parent orientation home visits and conferences.

### **Special Education**

During August, Child Development has served 7 Preschoolers with IEPs and 11 Early Head Start students with IFSPs, including 2 children in the expansion program.

Child Development is actively enrolling students in collaboration with SCUSD's special Education Department and SCOE, and Sacramento County Office of Education, to fully include students with disabilities in our preschool and infant toddler programs for the upcoming 2015-2016 school year.

The Head Start full-inclusion classrooms will continue collaborative programs at Edward Kemble, Earl Warren, Isador Cohen, Hiram Johnson, and Ethel I Baker, as in previous years, serving children with mild to moderate and moderate to severe special needs. Children with disabilities are fully included throughout the Early Head Start program options.

### **Early Head Start & Home-Based**

Early Head Start Home-Base families indulged in two very exciting socializations. The Nurses have collaborated with the Food Literacy Program to provide a hands-on cooking experience for families and children.

The parents participated in preparing healthy organic meals such as salsa and bean and cheese burritos. The families were provided with information on nutritious meals and how to easily prepare them in their own homes.

The second socialization was focused on pedestrian and car seat safety. A county police officer came and spoke with families on the new car seat laws for infants and toddlers. The officer used a car seat to demonstrate how to properly install a car seat. Resources were also provided to the families on availability of car seats to the public.

We also welcomed two new staff to the program, as one of our home visitors retired. Anna Rodriguez replaced Rona Hammond and Sandra Gonzalez is the new Itinerant teacher that supports the new expansion classrooms.

## **San Juan Unified School District**

### **Education Services Update**

Teachers started their Home Visits August 20<sup>th</sup> and they ran through August 31<sup>st</sup>. Head Start classes begin on September 1<sup>st</sup>. Teachers open with the *Beginning of the Year* study from *The Creative Curriculum*. This unit has a focus on building class community, establishing class routines and class rules, and becoming familiar with their individual class campuses. They also begin the year with the social emotional curriculum entitled *Second Step*.

### **Disabilities Services Update**

The Screening Center has been a buzz of activity during the month of August. Over 400 children have come through with their families to complete the developmental and the behavioral screeners. From that group, 14 referrals have been written and placed in childrens' Cumulative files awaiting parents' signatures, so the teacher may then submit the referral to the appropriate special education staff member. There are over 50 IEPs in place and ready for services to kick in when school begins on September 1<sup>st</sup>. Almost all of the 20 Full Inclusion spaces are filled and classroom staffs in the 5 Inclusion classrooms are preparing to welcome those students into the classes. These programs have been so successful that the Special Education department has been negotiating for more of those spaces. It's going to be a great year.

### **Mental Health Services Update**

As parents continued the screening process for fall enrollment, families/children with identified needs were contacted by the Mental Health Therapist for needed mental health services and follow up intervention. The Mental Health Therapist will provide Mandated Reporting training to all staff at the September 4<sup>th</sup> professional development training.

### **Health & Nutrition Services Update**

Health continued reviewing students' health, nutrition, and immunization status, as well as completing and reviewing health files for the 2015-16 school year. For returning students, files were reviewed to see what they will need for the start of the 2015-16 school year. The School Nurse worked on completing and updating Individualized Student Health Plans for those who have health concerns. Health continued screening children on Tuesdays, Wednesdays, and Thursdays during the month of August. The School Nurse will also conduct a staff training for the health issues of the children on September 4<sup>th</sup>.



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

This month, the August 11<sup>th</sup>, 2015 Policy Committee meeting was rescheduled to August 20<sup>th</sup>, 2015 to accommodate parent needs and staff transition. A quorum was established at that meeting to conduct closed session business. Also during the meeting, the Community Services representative from Barnes and Noble Bookstore shared stories about the successful community event held at the Arden store. She commented that she saw many San Juan families at the event. The next scheduled event will be held in September, with more information to follow at the next Policy Committee meeting.

### **Transition Services Update**

Many families have been introduced to the Early Childhood Education Department of San Juan Unified by way of the registration and screening departments. Families have been greeted and guided through the process with the help of enrollment technicians, secretaries, school community workers, health team and others all willing and ready to help families transition into EHS and HS. As teachers and classroom staff returned to work from summer break, they began preparing their rooms for orientations, home visits and soon busy feet and hands. Home visits began on Friday the 21<sup>st</sup>. Cum files keep rolling out and teachers continue to contact parents in order to get the classes full.

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

On August 21<sup>st</sup>, Teachers and Child Development Assistants attended a DRDP 2015 training presented by First Five coach Ramee Serwanga. Teachers received a new Education Binder containing extensive resources for the new DRDP 2015 tool and accompanying 2015 assessment system.

This new assessment system was created by the Assessment Committee of teachers who met through the month of July. They reviewed the DRDP 2015 documents available online and made changes where they thought they were necessary to meet the needs of the agency programs.

### **Fiscal Update**

HS/EHS year 5 wrapped up at the end of July and the Fiscal Team is in the final stages of preparing the reports for year-end close. The new year is off to a great start and SJUSD ECE is working through the changes as the new design is rolled out. The fiscal staff is shorthanded again which creates additional work for those remaining. They are grateful for everyone picking up part of the load.

### **Early Head Start**

This month, the Early Head Start classroom and Home Base teachers, along with the support staff, participated in two full day trainings to kick off the new school year. The group was pleased to hear a keynote presentation from noted local author and Early Childhood Education advocate Mary Jane Maguire-Fong. Her keynote presentation focused on the theme of "Teaching and Learning with Infants and Toddlers", and involved group discussions and reflection as part of the presentation. That afternoon, all I/T staff rotated through breakout sessions focused on program updates and mandated annual training topics.

During the all staff training day, all staff also received copies of two books that will be used in the program this year as a training and reflection focus—*Teaching and Learning with Infants and Toddlers: Where Meaning-Making Begins* by our keynote speaker, Mary Jane Maguire-Fong and *Gracious Space: A Practical Guide For Working Better Together* by Patricia M. Hughes. Information and reflective questions from the second book have also been incorporated into this year's staff calendar, which has a continuing theme of focusing on reflective practice. Further reflective practice work will occur at each of the upcoming monthly staff meetings to reinforce the skills and practices established last school year.



The second full day of I/T staff training was devoted to a focus on DRDP 2015, the updated assessment tool that encompasses birth through 5 years old and is inclusive of children with special needs. Ramee Serwanga, a certified DRDP 2015 trainer and manager with the Sacramento County Office of Education, led the EHS classroom teachers and support staff through a variety of activities, discussions and reflective exercises designed to acquaint participants with the new features of the DRDP assessment tool.

In addition this month, several Infant/Toddler staff openings were filled with experienced teaching staff from other parts of the program, some of whom had previous experience with the I/T program. The hiring included permanent and Limited Term classroom teaching positions as well as a Home Based teacher position. Finally this month, the new combined program parent handbook and calendars were distributed to new, returning and continuing families.

## **Twin Rivers Unified School District**

### **Events**

Students returned to school for the 2015-16 school year on August 20<sup>h</sup> at all three sites: Morey Avenue, Rio Linda and Oakdale Head Start. All sites welcomed back our returning students and a host of new faces. Prior to the start of school, parents participated in parent orientations which provided information on the Head Start program rules and procedures, and presented an opportunity to meet the teaching staff and get tours of the preschool classrooms. Parents also attended pedestrian safety as a part of the parent orientations and completed ASQ assessments with the teaching staff.

### **Professional Development**

On August 19<sup>h</sup>, the entire district participated in the annual Preservice Professional Development Day. After the Welcome Back Rally with Superintendent Martinez, the Head Start staff focused on training related to SUPERVISION ratio/supervision policy, new ASQ questionnaire as well as the new file system for student information. Staff also reviewed and revised the playground schedule, reviewed the staff handbook and discussed expectations for the school year.

### **Components**

At the start of the school year, the program has one vacant Community Liaison position and one Community Liaison on maternity leave until mid-September. The short staffed Community Liaisons are continuing to assist with parent orientations and begin scheduling for the completion of the Family Partnership Agreement. Community Liaisons are also beginning the tracking of blood lead results, hemoglobin and lead risk. The inputting of information will begin after the file review. Plans are also underway to begin growth assessments within the next 2 weeks to measure the heights and weights of all students.

Students participated in hearing screenings with the Health Component Leader on August 31<sup>st</sup> at Oakdale. The dental screenings for all sites will occur on the 8<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup> of September. Vision screenings will also occur on September 29<sup>th</sup> and 30<sup>th</sup>. The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis. All staff will complete Medical training on September 10<sup>th</sup> related to bloodborne pathogens, epipens and inhalers etc.

Our School Social Worker/Counselor is providing in classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist

with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. All teaching staff will participate in a refresher training with the Social Worker to review the Student Assistant Plan (SAP) and how to refer students with possible behavior concerns on September 24<sup>th</sup>. Our first case staffing will occur on September 17<sup>th</sup> to determine which students may require additional support from staff related to academic, behavioral or health concerns.

The Community Liaison completed many FPPs during parent orientations. The Community Liaisons also begin to plan the monthly meetings for all three sites that will occur during the third week of September with a focus on pedestrian safety.

The Head Start programs has a newly assigned Speech and Language Pathologist (SLP) who has begun screening student that have come to our attention from parent referrals during enrollment/intake process. Services for students with IEPs also started during the week of August 31<sup>st</sup>.

The Education Component Leader continues assisting with parent orientations with the Community Liaisons. Classroom observations to assist with academic strategies and teacher coaching by the Education Resource Teacher continues and planning for the monthly Education Component meetings.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families to get the program fully enrolled. Fliers for local business and community based agencies have been delivered for recruitment purposes. The ERSEA Component Leaders are busily enrolling to ensure fully enrollment of all sites is reached as soon as possible and the program is 80% full. The Program Design and Management component leaders will begin updating the personnel files.

### **Policy and Parent Committees**

Parents were provided preliminary information about the Parent and Policy Committees during parent orientations. Information sessions will be held on September 8<sup>th</sup>, 9<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup> at all sites to solicit parents for the PC for 2015-16. The September meeting will be held at Morey on September 30, 2015 with a meet and greet training opportunity on September 23, 2015. The agenda will include monthly reports from August 2015. The PC elections will be held in the third week of September so new members can attend the first meeting and be seated.

### **Parent Trainings**

The classroom parent meetings for September 2015 will focus on information regarding pedestrian safety. Parents will learn tips to keep the students safe while driving and walking.

### **Fiscal**

The HS Budget Analyst completed the end-of-the-year closeout for 2014-2015.

### **WCIC**

#### **Enrollment**

During the month of August 2015, WCIC's Enrollment Team was busy enrolling 120 children to meet Funded Enrollment for the 2015-2016 Program Year. The goal was accomplished!

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

None to report

Head Start  
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|                                    | SOP  | Elk Grove | Sac City | San Juan | Twin Rivers | WCIC | County Totals |
|------------------------------------|------|-----------|----------|----------|-------------|------|---------------|
| <b>Administration</b>              |      |           |          |          |             |      |               |
| Total Funded Enrollment            | 2002 | 480       | 1312     | 700      | 243         | 120  | 4857          |
| Actual Enrollment                  | 2858 | 549       | 1545     | 787      | 307         | 151  | 6197          |
| # Enrolled < 45 days               | 212  | 18        | 122      | 30       | 10          | 9    | 401           |
| # Total staff                      | 397  | 66        | 174      | 93       | 38          | 16   | 784           |
| # of classes                       | 93   | 24        | 61       | 37       | 17          | 6    | 238           |
| Age: 2 years old                   | 8%   | 0%        | 1%       | 0%       | 9%          | 0%   | 4%            |
| Age: 3 years old                   | 40%  | 32%       | 38%      | 45%      | 46%         | 52%  | 40%           |
| Age: 4 years old                   | 43%  | 68%       | 59%      | 55%      | 45%         | 48%  | 51%           |
| Age: 5 years old                   | 9%   | 0%        | 2%       | 0%       | 0%          | 0%   | 5%            |
| Hispanic                           | 49%  | 46%       | 48%      | 44%      | 31%         | 33%  | 47%           |
| Non -Hispanic                      | 51%  | 54%       | 52%      | 56%      | 69%         | 67%  | 53%           |
| Am. Indian/Alaska Native           | 1%   | 30%       | 1%       | 0%       | 1%          | 1%   | 3%            |
| Asian                              | 7%   | 18%       | 17%      | 6%       | 15%         | 5%   | 11%           |
| Black or African America           | 29%  | 19%       | 26%      | 18%      | 36%         | 51%  | 27%           |
| Native Hawaiian/Pac.Islander       | 2%   | 1%        | 2%       | 1%       | 5%          | 1%   | 2%            |
| White                              | 16%  | 19%       | 46%      | 67%      | 16%         | 3%   | 30%           |
| Bi-racial/Multi-racial             | 7%   | 11%       | 3%       | 5%       | 6%          | 6%   | 6%            |
| Other or Unspecified               | 38%  | 2%        | 5%       | 3%       | 21%         | 33%  | 21%           |
| English                            | 64%  | 60%       | 62%      | 66%      | 76%         | 67%  | 64%           |
| Spanish                            | 28%  | 24%       | 25%      | 23%      | 13%         | 28%  | 26%           |
| Native Central/South Am.           | 0%   | 0%        | 0%       | 0%       | 0%          | 0%   | 0%            |
| Middle Eastern/Indic               | 2%   | 5%        | 2%       | 5%       | 0%          | 1%   | 2%            |
| East Asian                         | 4%   | 9%        | 10%      | 1%       | 11%         | 3%   | 6%            |
| Native No.American/Alaska          | 0%   | 0%        | 0%       | 0%       | 0%          | 0%   | 0%            |
| Pacific Islander                   | 0%   | 0%        | 1%       | 1%       | 0%          | 0%   | 0%            |
| European/Slavic                    | 1%   | 1%        | 0%       | 2%       | 0%          | 0%   | 1%            |
| African                            | 0%   | 0%        | 0%       | 0%       | 0%          | 0%   | 0%            |
| Other or Unspecified               | 1%   | 1%        | 0%       | 2%       | 0%          | 1%   | 1%            |
| # of Families                      | 2647 | 538       | 1472     | 763      | 285         | 139  | 5844          |
| # of One Parent Families           | 53%  | 41%       | 51%      | 41%      | 53%         | 63%  | 50%           |
| # of Two Parent Families:          | 47%  | 59%       | 49%      | 59%      | 47%         | 37%  | 50%           |
| ..1 or both Employed               | 34%  | 43%       | 36%      | 47%      | 29%         | 37%  | 37%           |
| ..In School/Job Training           | 13%  | 2%        | 4%       | 10%      | 3%          | 4%   | 6%            |
| ..Unemployed/Retired/Disabled      | 28%  | 16%       | 13%      | 13%      | 17%         | 0%   | 13%           |
| # Families on active military duty | 1%   | 0%        | 0%       | 1%       | 0%          | 1%   | 1%            |
| <b>Health</b>                      |      |           |          |          |             |      |               |
| Med. Screenings Complete           | 93%  | 100%      | 96%      | 96%      | 95%         | 100% | 95%           |
| Needing Med. Treatment             | 1%   | 2%        | 0%       | 4%       | 1%          | 5%   | 1%            |
| Rec'd Med. Treatment               | 50%  | 100%      | 100%     | 100%     | 75%         | 100% | 86%           |

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|   | SOP  | Elk  | Sac City | San  | Twin | WCIC | County |
|---|------|------|----------|------|------|------|--------|
| <b>Dental</b>                                 |      |      |          |      |      |      |        |
| Up to date on oral health care                | 89%  | 93%  | 78%      | 94%  | 92%  | 100% | 88%    |
| Needing Dental Treatment                      | 1%   | 55%  | 13%      | 26%  | 18%  | 21%  | 14%    |
| Dental Treatment Rec'd                        | 86%  | 74%  | 81%      | 100% | 86%  | 100% | 85%    |
| <b>Immunization</b>                           |      |      |          |      |      |      |        |
| Complete/up to date/exempt                    | 96%  | 98%  | 98%      | 97%  | 99%  | 94%  | 97%    |
| <b>Health insurance</b>                       |      |      |          |      |      |      |        |
| Children with medical home                    | 99%  | 99%  | 100%     | 100% | 100% | 100% | 100%   |
| Children with health insurance                | 99%  | 100% | 99%      | 100% | 100% | 100% | 99%    |
| <b>Staff Qualifications</b>                   |      |      |          |      |      |      |        |
| # of Teachers                                 |      |      |          |      |      |      |        |
| ..Teachers with AA degree                     | 49%  | 0%   | 19%      | 0%   | 20%  | 0%   | 27%    |
| ..Teachers with BA or higher                  | 51%  | 100% | 81%      | 100% | 80%  | 100% | 73%    |
| # of Teacher Assistants                       |      |      |          |      |      |      |        |
| ..Teacher Assistants with permit              | 54%  | 5%   | 39%      | 0%   | 58%  | 33%  | 40%    |
| ..Teacher Assistants w/AA degree              | 20%  | 48%  | 11%      | 29%  | 25%  | 33%  | 22%    |
| ..Teacher Assistants with BA degree or higher | 17%  | 33%  | 0%       | 17%  | 17%  | 0%   | 13%    |
| <b>ERSEA</b>                                  |      |      |          |      |      |      |        |
| # over income                                 | 7%   | 2%   | 8%       | 3%   | 9%   | 0%   | 6%     |
| # income below 100% poverty                   | 63%  | 59%  | 52%      | 67%  | 67%  | 49%  | 60%    |
| # children in foster care                     | 3%   | 3%   | 2%       | 1%   | 1%   | 2%   | 2%     |
| # families in homeless status                 | 0%   | 0%   | 0%       | 0%   | 2%   | 1%   | 0%     |
| # families receiving TANF                     | 27%  | 36%  | 38%      | 29%  | 21%  | 48%  | 32%    |
| <b>Disabilities</b>                           |      |      |          |      |      |      |        |
| % Diagnosed                                   | 13%  | 10%  | 12%      | 14%  | 10%  | 10%  | 12%    |
| # of Health Impairments                       | 3%   | 2%   | 1%       | 2%   | 0%   | 0%   | 2%     |
| # Speech/language impairments                 | 77%  | 51%  | 81%      | 79%  | 96%  | 100% | 77%    |
| #Intellectual disabilities                    | 7%   | 21%  | 1%       | 1%   | 0%   | 0%   | 5%     |
| Hearing impairment, include deaf              | 1%   | 0%   | 0%       | 1%   | 0%   | 0%   | 1%     |
| Orthopedic impairment                         | 1%   | 2%   | 1%       | 2%   | 0%   | 0%   | 1%     |
| Visual impairment, include blind              | 0%   | 0%   | 0%       | 3%   | 0%   | 0%   | 1%     |
| Special learning disability                   | 2%   | 0%   | 0%       | 0%   | 0%   | 0%   | 1%     |
| Autism  | 7%   | 6%   | 6%       | 4%   | 4%   | 0%   | 6%     |
| Non-categorical/develop. delay                | 3%   | 0%   | 1%       | 6%   | 0%   | 0%   | 2%     |
| Multiple disabilities                         | 0%   | 17%  | 9%       | 1%   | 0%   | 0%   | 4%     |
| Deaf-blind                                    | 1%   | 0%   | 0%       | 0%   | 0%   | 0%   | 1%     |
| <b>Family Partnership</b>                     |      |      |          |      |      |      |        |
| % families receiving Family Services          | 99%  | 55%  | 82%      | 82%  | 100% | 100% | 88%    |
| <b>Education Screenings/Assessments</b>       |      |      |          |      |      |      |        |
| # Completed Ed. Screenings                    | 96%  | 97%  | 82%      | 100% | 91%  | 100% | 93%    |
| <b>Mental Health</b>                          |      |      |          |      |      |      |        |
| # of M.H.Consultations of kids                | 10%  | 15%  | 9%       | 12%  | 15%  | 0%   | 10%    |
| # of Individual M.H. Assm'ts                  | 214  | 66   | 162      | 15   | 22   | 0    | 479    |
| # Referred outside for M.H.                   | 183  | 13   | 69       | 8    | 2    | 0    | 275    |
| <b># of Volunteers</b>                        |      |      |          |      |      |      |        |
|   | 2329 | 654  | 430      | 443  | 196  | 198  | 4250   |

Early Head Start  
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|                                    | SOP | Sac City | San Juan | County Totals |
|------------------------------------|-----|----------|----------|---------------|
| <b>Administration</b>              |     |          |          |               |
| Total Funded Enrollment            | 352 | 144      | 160      | 656           |
| Actual Enrollment                  | 624 | 241      | 258      | 1123          |
| Of enrollees, # Pregnant Women     | 11  | 32       | 14       | 57            |
| # Enrolled < 45 days               | 36  | 22       | 37       | 95            |
| # Total staff                      | 82  | 23       | 45       | 150           |
| # of classes                       | 14  | 3        | 11       | 28            |
| Age: under 1                       | 22% | 36%      | 22%      | 24%           |
| Age: 1 years old                   | 36% | 27%      | 33%      | 34%           |
| Age: 2 years old                   | 40% | 35%      | 39%      | 39%           |
| Age: 3 years old                   | 2%  | 2%       | 6%       | 3%            |
| Hispanic                           | 37% | 69%      | 39%      | 44%           |
| Non -Hispanic                      | 63% | 31%      | 61%      | 56%           |
| Am. Indian/Alaska Native           | 1%  | 0%       | 0%       | 1%            |
| Asian                              | 7%  | 9%       | 3%       | 7%            |
| Black or African America           | 40% | 14%      | 18%      | 29%           |
| Native Hawaiian/Pac. Islander      | 1%  | 2%       | 1%       | 1%            |
| White                              | 24% | 10%      | 64%      | 30%           |
| Bi-racial/Multi-racial             | 4%  | 16%      | 6%       | 7%            |
| Other or Unspecified               | 23% | 49%      | 8%       | 25%           |
| English                            | 77% | 55%      | 61%      | 68%           |
| Spanish                            | 16% | 37%      | 24%      | 22%           |
| Native Central/South Am.           | 0%  | 0%       | 0%       | 0%            |
| Middle Eastern/Indic               | 1%  | 1%       | 7%       | 2%            |
| East Asian                         | 6%  | 7%       | 1%       | 5%            |
| Native No.American/Alaska          | 0%  | 0%       | 0%       | 0%            |
| Pacific Islander                   | 0%  | 0%       | 0%       | 0%            |
| European/Slavic                    | 1%  | 0%       | 4%       | 2%            |
| African                            | 0%  | 0%       | 0%       | 0%            |
| Other or Unspecified               | 0%  | 0%       | 3%       | 1%            |
| # of Families                      | 560 | 193      | 222      | 975           |
| # of One Parent Families           | 59% | 58%      | 39%      | 54%           |
| # of Two Parent Families:          | 41% | 42%      | 61%      | 46%           |
| ..1 or Both Employed               | 27% | 30%      | 46%      | 32%           |
| ..In School/Job Training           | 6%  | 11%      | 16%      | 9%            |
| ..Unemployed/Retired/Disabled      | 14% | 12%      | 15%      | 14%           |
| # Families on active military duty | 1%  | 0%       | 1%       | 1%            |
| <b>Health</b>                      |     |          |          |               |
| Med Screenings Complete            | 99% | 70%      | 90%      | 91%           |
| Needing Med. Treatment             | 2%  | 47%      | 6%       | 10%           |
| Rec'd Med. Treatment               | 70% | 100%     | 100%     | 97%           |
| <b>Dental</b>                      |     |          |          |               |
| Up to date oral health care        | 95% | 69%      | 90%      | 89%           |
| <b>Immunization</b>                |     |          |          |               |
| Complete/up to date/exempt         | 86% | 87%      | 73%      | 83%           |

Early Head Start  
2014-2015 Program Information Report (PIR) Summary

|  | SOP  | Sac City | San Juan | County |
|--|------|----------|----------|--------|
| <b>Health insurance</b>                                |      |          |          |        |
| Children with medical home                             | 95%  | 100%     | 95%      | 95%    |
| Children with health insurance                         | 99%  | 100%     | 98%      | 99%    |
| <b>Staff Qualifications</b>                            |      |          |          |        |
| <b># of Teachers</b>                                   |      |          |          |        |
| ..Teachers with AA degree                              | 32%  | 50%      | 14%      | 26%    |
| ..Teachers with BA or higher degree                    | 46%  | 50%      | 38%      | 43%    |
| <b># of Teacher Assistants</b>                         |      |          |          |        |
| ..Teacher Assistants with permit                       | 90%  | 0%       | 0%       | 90%    |
| ..Teacher Assistants with AA degree                    | 0%   | 0%       | 0%       | 0%     |
| ..Teacher Assistants with BA or higher                 | 0%   | 0%       | 0%       | 0%     |
| <b>% Over Income</b>                                   |      |          |          |        |
| # income below 100% poverty                            | 55%  | 65%      | 79%      | 63%    |
| # children in foster care                              | 7%   | 2%       | 2%       | 5%     |
| # families in homeless status                          | 1%   | 0%       | 0%       | 1%     |
| # families receiving TANF                              | 33%  | 31%      | 17%      | 28%    |
| <b>Disabilities</b>                                    |      |          |          |        |
| % Diagnosed  | 19%  | 10%      | 16%      | 16%    |
| % receiving special services                           | 100% | 100%     | 100%     | 100%   |
| <b>Family Partnership</b>                              |      |          |          |        |
| % Families receiving Family Services                   | 86%  | 95%      | 53%      | 80%    |
| <b>Education Screenings/Assessments</b>                |      |          |          |        |
| # Completed Ed. Screenings                             | 85%  | 74%      | 87%      | 84%    |
| <b>Mental Health</b>                                   |      |          |          |        |
| # of M.H.Consultations of kids                         | 8%   | 5%       | 7%       | 7%     |
| # of Individual M.H. Assm'ts                           | 48   | 2        | 6        | 56     |
| # Referred outside for M.H.                            | 38   | 2        | 0        | 40     |
| <b>Services to Pregnant Women</b>                      |      |          |          |        |
| <b># of Pregnant Women</b>                             |      |          |          |        |
| Prenatal Health-1st trimester                          | 0%   | 28%      | 7%       | 18%    |
| Prenatal Health-2nd trimester                          | 18%  | 25%      | 43%      | 29%    |
| Prenatal Health-3rd trimester                          | 82%  | 47%      | 50%      | 57%    |
| # with medical insur.                                  | 100% | 100%     | 100%     | 104%   |
| # rec'd professional dental exam                       | 9%   | 16%      | 0%       | 19%    |
| # identified medically high risk                       | 9%   | 44%      | 43%      | 38%    |
| <b>Pregnant Women receiving the following services</b> |      |          |          |        |
| prenatal health care                                   | 64%  | 100%     | 100%     | 96%    |
| postpartum health care                                 | 45%  | 50%      | 57%      | 53%    |
| mental health interventions                            | 18%  | 50%      | 14%      | 36%    |
| substance abuse prevention                             | 18%  | 25%      | 100%     | 43%    |
| substance abuse treatment                              | 9%   | 0%       | 0%       | 2%     |
| prenatal education on fetal develop.                   | 64%  | 100%     | 100%     | 96%    |
| info. on benefits of breastfeeding                     | -64% | 100%     | 100%     | 94%    |
| # of Volunteers  | 240  | 196      | 14       | 450    |

PIR 2007-2008  
Early Head Start

| Indicators   |   | SETA    | SJUSD   | SCUSD   | County wide | National | RegionIX |
|--|---|---------|---------|---------|-------------|----------|----------|
| 1  | Percentage EHS children that are up to date on a schedule of preventative and primary health care   | 98.43%  | 97.33%  | 91.39%  | 95.72%      | 91.00%   | 96.00%   |
| 3  | Percentage EHS children that have received or are receiving treatment that were diagnosed by a health care professional as needing medical treatment. | 89.39%  | 100.00% | 66.67%  | 85.35%      | 96.00%   | 97.00%   |
| 4  | Percentage of EHS children that have completed dental exams   |         |         |         |             |          |          |
| 6  | Percentage of HS children diagnosed as needing dental treatment that have received or are receiving dental treatment                                  |         |         |         |             |          |          |
| 13   | Percentage of teachers that have ECE related degree, CDA or state certificate   | 100.00% | 100.00% | 100.00% | 100.00%     | 86.00%   | 95.00%   |
| 23   | Percentage of funded enrollment reported as children with disabilities  | 33.33%  | 21.71%  | 20.00%  | 25.01%      | 18.00%   | 17.00%   |
| 25   | Percentage of families that participated in a goal-setting process leading to a Family Partnership Agreement (FPA)                                    | 77.96%  | 100.00% | 80.83%  | 86.26%      | 92.00%   | 97.00%   |
| C.6 Medical home- at end of year /with source of continuous medical care   |   | 95.66%  | 100.00% | 98.33%  | 98.00%      | 95.00%   | 98.00%   |
| Mental Health - percentage of children referred for mental health services that received or are receiving those services |   | 88.89%  | 0.00%   | 50.00%  | 69.45%      | 73.00%   | 70.00%   |

ITEM VI-OTHER REPORTS (continued)

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

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

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