

**GOVERNING BOARD**

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

**ALLEN WARREN**  
Councilmember  
City of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**PATRICK KENNEDY**  
Board of Supervisors  
County of Sacramento

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Phone: (916) 263-3804  
Fax: (916) 263-3779

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

*Thought of the day: "Great thoughts speak only to the thoughtful mind. But great actions speak to all mankind."*

*~~ Theodore Roosevelt*

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

**DATE:** Tuesday, August 23, 2016

**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).

**AGENDA**

**PAGE NUMBERS**

- |             |   |     |
|-------------|---|-----|
| <b>I.</b>   | <b><u>Call to Order/Roll Call/Review of Board Member Attendance</u></b>   | 1-3 |
|             | ➤ PC Meeting Attendance Update  |     |
|             | ➤ Introduction of Newly Seated Representatives  |     |
| <b>II.</b>  | <b><u>Consent Item</u></b>  |     |
| A.          | Approval of the Minutes of the July 26, 2016 Regular Meeting  | 4-8 |
| <b>III.</b> | <b><u>Action Items</u></b>  |     |
| A.          | <b><u>CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957</u></b>   | 9   |
|             | ➤ Approval of Eligible Lists for: Associate Teacher, Associate Teacher/Infant Toddler, Site Supervisor, and Early Head Start Educator |     |
|             | ➔ Report out of closed session  |     |

B.	<b><u>TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:</u></b> Approval of Revised Job Classification for Associate Teacher (Tier I, II, III, and IV) and Establish Salary Ranges for the Classification	10-14
C.	<b><u>TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:</u></b> Approval of Job Classification for Administrative Assistant and Establish the Salary Range for the Classification	15-19
D.	<b><u>TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:</u></b> First Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Start Policy Council	20-36
E.	Approval to Submit a Carryover Request for Program Year 2015-16 of Head Start /Early Head Start Funds	37-38
F.	Approval to Submit a Request to Carryover Early Head Start-Child Care Partnership and Expansion Training and Technical Funds for Program Year 2015-2016	39-40
G.	Approval to Submit a Request to Carryover Early Head Start-Child Care Partnership and Expansion Start-Up for Program Year 2015-2016	41
<b>IV.</b>	<b><u>Information Items</u></b>	
A.	Presentation: Ms. Elena Quintero, Sacramento City Council, District One	42
B.	Standing Information Items	43-51
	➤ PC/PAC Calendar of Events – Mr. Kenneth Tate	
	➤ Parent, Family & Community Engagement - Events and Activities – Mr. Kenneth Tate	
	➤ Parent/Staff Recognitions – Mr. Kenneth Tate	
	➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurborne	
	➤ Toastmasters Training – Mr. Kenneth Tate	
	➤ Community Resources – Parents/Staff - Mr. Kenneth Tate	
C.	Governing Board Minutes of July 7, 2016 (attached)	52-57
<b>V.</b>	<b><u>Committee Reports</u></b>	
	➤ Executive Committee Meeting Critique: Mr. Kenneth Tate	58-59
	➤ Personnel/Bylaws Committee: Mr. Kenneth Tate	
	➤ Men's Activities Affecting Children Committee (MAACC): Mr. Calvin Sheppard	
	➤ Social/Hospitality Committee: Mr. Kenneth Tate	
	➤ Parent Ambassador Report: Mr. Kenneth Tate	
	➤ Sacramento Medi-Cal Dental Advisory Committee: Ms. Robin Blanks	

**VI. Other Reports**

60-75

- A. Executive Director's Report
- B. Chair's Report
- C. Head Start Deputy Director's Report
  - Monthly Head Start Report (attached)
- D. Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
  - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
    - ✓ Quality Assurance Report for Sacramento City Unified School District
    - ✓ Quality Assurance Report for San Juan Unified School District
  - Martha Cisneros-Campos - Health, Nutrition and Safe Environments Services
  - Karen Griffith - School Readiness, Special Education and Mental Health Services
- E. Open Discussion and Comments
- F. Public Participation

**VII. Adjournment**

**DISTRIBUTION DATE: THURSDAY, AUGUST 18, 2016**

Policy Council meeting hosted by:  
Kenneth Tate (Chair), Linda Litka (Vice Chair), vacant (Secretary),  
Tyrone Broxton (Treasurer), vacant (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Tyrone Broxton, Elk Grove Unified School District
- \_\_\_\_\_ Andrea Scharnow, Sacramento City Unified School District
- \_\_\_\_\_ Linda Litka, San Juan Unified School District
- \_\_\_\_\_ Amanda Robinson, San Juan Unified School District
- \_\_\_\_\_ Stacy Lewis, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Reginald Castex, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Natalie Craig, SETA-Operated Program
- \_\_\_\_\_ Thelma Adams, SETA-Operated Program
- \_\_\_\_\_ Penelope Scott, SETA-Operated Program
- \_\_\_\_\_ Stacey Webster, Home Base Option
- \_\_\_\_\_ Robin Blanks, Grandparent Representative
- \_\_\_\_\_ Calvin Sheppard, Men's Activities Affecting Children Committee
- \_\_\_\_\_ Terri McMillin, Past Parent Representative
- \_\_\_\_\_ Kenneth Tate, Past Parent Representative

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Razo), Elk Grove Unified School District
- \_\_\_\_\_ Vacant (Saelee), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Cruz), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Lee), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Williams), Twin Rivers Unified School District
- \_\_\_\_\_ Vacant (Rossetti), Twin Rivers Unified School District
- \_\_\_\_\_ Vacant (Johnson), SETA-Operated Program
- \_\_\_\_\_ Vacant (Schroeder), SETA-Operated Program
- \_\_\_\_\_ Vacant Guerrero, SETA-Operated Program
- \_\_\_\_\_ Vacant (Self), Early Head Start (SETA)
- \_\_\_\_\_ Vacant (Siegel), Early Head Start, San Juan Unified School District
- \_\_\_\_\_ Vacant (Hill), Early Head Start (Sac. City)
- \_\_\_\_\_ Vacant (White), Early Head Start/Home Base (SOP)
- \_\_\_\_\_ Vacant (Peck), Foster Parent Representative
- \_\_\_\_\_ Vacant (Chilton), Birth and Beyond

**\*\* Please call your alternate, Policy Council Chair (Kenneth Tate: (916) 236-7407), 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 2015-2016**

The 2014-2015 Board was seated on **November 24, 2015** and  
**December 16, 2015**

BOARD MEMBER	SITE	11/24	12/16 *	1/26	2/23	3/22	4/26	5/24	6/28	7/26	8/23	9/27	10/25	11/22
T. Adams Seated 5/24	SOP							X	E	X				
R. Blanks Seated 11/24	GRAND	X	X	X	X	X	X	X	X	X				
T. Broxton s/b/seated 1/26; seated 2/23	ELK			E	X	X	X	X	X	E				
R. Castex Seated 7/26	WCIC									X				
N. Craig Seated 11/24	SOP	X	E	X	X	U	X	X	X	X				
S. Lewis Seated 4/26	WCIC						X	X	E	X				
L. Litka Seated 11/24	SJ	X	X	X	X	X	X	X	X	X				
T. McMillin Seated 4/26	PP						X	X	X	X				
A. Robinson Seated 1/26	SJ			X	X	X	X	X	X	X				
A. Scharnow Seated 3/22	SAC					X	X	X	X	X				
P. Scott Re-seated 6/28	SOP								X	X				
C. Sheppard Seated 4/26	MAACC						X	X	X	X				
K. Tate Seated 11/24	PAST	X	X	X	X	X	X	X	X	X				
S. Webster Seated 11/24	HB	X	E	X	X	X	X	X	X	X				

## GLOSSARY OF ACRONYMS

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

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

*Current a/o 8/17/2016*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JULY 26, 2016 POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the July 26, 2016 meeting.

RECOMMENDATION:

That the Policy Council approve the July 26 minutes.

**NOTES:**

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

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

**REGULAR MEETING OF THE 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, July 28, 2016  
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:04 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Blanks, interim Secretary, called the roll and a quorum was established.

**PC Members Present:**

Andrea Scharnow, Sacramento City Unified School District  
Amanda Robinson, San Juan Unified School District  
Linda Litka, San Juan Unified School District  
Stacy Lewis, Women’s Civic Improvement Club/Playmate (arrived and seated at 9:09 a.m.)  
Natalie Craig, SETA-Operated Program (arrived and seated at 9:28 a.m.)  
Penelope Scott, SETA-Operated Program  
Thelma Adams, SETA-Operated Program  
Stacey Webster, Home Base Option  
Kenneth Tate, Past Parent Representative  
Robin Blanks, Grandparent Representative  
Calvin Sheppard, Men’s Activities Affecting Children Committee  
Terri McMillin, Past Parent Representative

**Members Absent:**

Tyrone Broxton, Elk Grove Unified School District (excused)

**New Members Seated:**

Reginald Castex, WCIC/Playmate Child Development Center (arrived and seated at 9:09 a.m.)

**II. Consent Item**

**A. Approval of the Minutes of the June 28, 2016 Regular Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Scharnow, second/Blanks, to approve the minutes of the June 28, 2016 meeting as distributed.



Aye: 9 (Adams, Blanks, Litka, McMillin, Robinson, Scharnow, Scott, Sheppard, Webster)

Nay: 0

Abstention: 1 (Tate)

Mr. Reginald Castex was seated at 9:09 a.m.

Mr. Stacy Lewis was seated at 9:09 a.m.

### **III. Action Items**

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

The board went into closed session at 9:11 a.m. Mr. Tate called the meeting back into open session 9:26 a.m. and reported that the Policy Council approved the following eligible lists: Head Start Teacher, Associate Teacher (I, III, and Infant Toddler), and Quality Assurance Analyst

Ms. Natalie Craig arrived and was seated at 9:28 a.m.

#### **B. Ratification of Submission of the Revised Head Start Extended Duration of Services Application to the Office of Head Start**

Ms. Denise Lee reviewed this item requesting ratification of a revised application to the OHS to extend the duration of services for Head Start preschool children. The application was revised to include changes to the SOP, San Juan, and WCIC. The board approved 468 enrollment slots in the original board action. Changes to the plan resulted in 415 enrollment slots for the extended duration application. Ms. Lee reviewed the budget modifications. Staff is expecting full implementation of these slots by Fall, 2017.

Moved/McMillin, second/Scharnow, to ratify the submission of the revised Head Start Extended Duration of Services application to the Office of Head Start to extend the duration of services to Head Start children in Sacramento County.

Aye: 12 (Adams, Blanks, Castex, Craig, Lewis, Litka, McMillin, Robinson, Scharnow, Scott, Sheppard, Webster)

Nay: 0

Abstentions: 1 (Tate)

### **IV. Information Items**

#### **A. Presentation: Ms. Donna Zick, Sacramento Public Library: Ms. Donna Zick, Early Learning Center Specialist, provided a review of the amazing number of services available through the Sacramento Public Library. Ms. Lee stated that the agency would be willing to pay for the Play Summit registration for board members interested in participating.**

B. Standing Information Items

- PC/PAC Calendar of Events: Ms. Blanks reviewed the calendar of events.
  - Parent, Family & Community Engagement - Events and Activities: No additional report.
  - Parent/Staff Recognitions: None.
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. Lee reviewed the fiscal report. The deferred maintenance issues will be a one-time carryover in order to expend the funds. The administrative expenses are holding at 10%. The budget is looking good for the end of the fiscal year which is coming up next month. Staff does not anticipate sending money back to the government but will be requesting an extension of time to spend the money.
  - Toastmasters Training: Mr. Tate stated that this is a great way to advance your public speaking skills.
  - Financial/Literacy Workshop Report(s): Mr. Tate stated that it was a great workshop; he was able to learn more about finances. Golden One Credit Union even offered an opportunity to open a checking account.
  - Community Resources – Parents/Staff: None.
- C. Governing Board Minutes of June 2, 2016: No questions.

V. **Committee Reports**

- Executive Committee Meeting Critique: Ms. Litka reviewed the critique.
- Personnel/Bylaws Committee: Mr. Tate reported on the July 14 meeting where recommended changes to bylaws will be forwarded to the boards in August.
- Men's Activities Affecting Children Committee (MAACC): Ms. Scott reported that there will be an evening workshop on child support; she urged all board members to attend. The MAACC is planning a BBQ at McKinley Park, either August 26 or September 9; the date will be selected and board members notified. Mr. Tate discussed some activities that will be available during the MAACC BBQ.
- Social/Hospitality Committee: Ms. Linda Litka reported on the July 6 meeting. The End-of-Year Parent Appreciation event was discussed as well as keynote speaker.
- Parent Ambassador Report: Ms. McMillin reported on the July 8 meeting; attendees received their recruitment tee shirts and buttons. They discussed possible upcoming events such as a car show and a talent show.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Blanks stated that there will be a meeting on Thursday. She received an e-mail since the State budget was signed, the California Children's Dental Prevention Program was funded.
- Community Report: Ms. Katherine Yaipen-Faulter, Birth and Beyond: Ms. Yaipen-Faulter stated that this program serves kids 0-5 and, since last year, the age range was expanded from 0-17 years of age. They provide a number of classes in both English and Spanish. They have a community Baby Shower for families in their program which involves games and food. Participants can be in their last trimester of pregnancy or have a baby is 3 months old or less. They also have child seat safety workshops and the participants get a free car seat,

installed at no charge. Birth and Beyond also sponsors a Girl Scout troop with no cost to the parents. They are always recruiting for new families. Ms. Lee acknowledged Ms. Yaipen-Faulter as a Policy Council board member.

## **VI. Other Reports**

- A. Executive Director's Report: No report.
- B. Chair's Report: No report.
- C. Head Start Deputy Director's Report: Ms. Lee reported that the Agency received notice of award for the upcoming program year. In addition, the COLA application was approved on August 1. Staff is expecting to hear from the regional office for the extended duration application. In addition, the Agency will be applying for the EHS child care and expansion grant due August 24. Staff is in the process of working on the details and it is expected that it will be presented to the PC for approval next month. The SOP program will be expanding, not the delegate programs.
- D. Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report.
  - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
    - ✓ 3<sup>rd</sup> Quarter Unannounced Visit Charts: Ms. Lee reviewed the unannounced safety visit charts. The QA goal is that 100% of the classrooms are reviewed every quarter. QA was short staffed so it was difficult to reach all of the classrooms during the third quarter. Teachers are doing a great job of responding. Mr. Tate concerns with TR and WCIC below the 90% threshold for compliance; he requested feedback from the school. The safety of children is our first priority.
  - Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros hoping to have a tour of the central kitchen. SB277 requires all children and staff in licensed child care facilities to be fully vaccinated. This will affect the food services staff as well. In July, staff has been working on following up on referrals for the fiscal year; staff is continuing to connect families to services they have requested. The California Dental Association 'slapped' California's hand for not providing dental services to families in need so more children and families are accessing dental services now. In response to a question by Ms. Craig, Access and Liberty Dental are making huge strides to provide more comprehensive services to adults and children.
  - Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.
- E. Open Discussion and Comments: No comments.
- F. Public Participation: None.

## **VII. Adjournment: The meeting was adjourned at 11:05 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: APPROVAL OF REVISED JOB CLASSIFICATION FOR ASSOCIATE TEACHER (TIER I, II, III, AND IV) AND ESTABLISH SALARY RANGES FOR THE CLASSIFICATION**

**BACKGROUND:**

The Children and Family Services (CFS) Department is committed to providing a career pathway for teaching staff and recognition of staff's continued attainment of formal education. By creating an additional tier, Tier IV, for the Associate Teacher job classification, CFS is able close the gap of career growth between the Associate Teacher, Tier III and the Head Start Teacher.

Research has shown that by providing staff with clear promotional opportunities and investing in the employee's future, an employer may see a decrease in turnover and an increase in longevity.

With the expansion of state preschool and transitional kindergarten in Sacramento County, the job market is flooded with employment opportunities for teaching staff, resulting in less applicants and more turnover than in previous years.

Over the past 18 months, the CFS and Human Resources Departments together have worked to review and amend current job specifications to reduce barriers to entry level positions and to create training pathways for career enhancement within SETA. Specific details are as follows:

Associate Teacher I (modified 2015) – Created to serve as an entry level position for staff and to begin their career with SETA.

Associate Teacher II (modified 2015) – Modified to serve as a position for employees that are unable to maintain or renew teaching permit as required to support state funded classrooms.

Associate Teacher III – This is a permitted, non-degreed position, as mandated by Head Start Performance Standards.

Associate Teacher IV (new)– This is a degreed position designed to be the last step in career growth before qualifying for the Head Start Teacher position.

**PRESENTER:** John Allen

ITEM III-B - ACTION (continued)  
Page 2

Salary Scale for Associate Teacher Tier IV:

The Head Start Associate Teacher job classification will be a 4-tiered deep class. Tiers are determined by experience, permit, and degree level (i.e., Associate's and Bachelor's degrees). The proposed salary schedule aligns with the current Associate Teacher (Tier I, II, and III) job classification.

	Step A	Step B	Step C	Step D	Step E
Tier I	\$10.85	\$11.39	\$11.96	\$12.57	\$13.19
Tier II	\$11.94	\$12.54	\$13.16	\$13.82	\$14.51
Tier III	\$13.10	\$13.75	\$14.44	\$15.17	\$15.94
<b>Tier IV (New)</b>	<b>\$14.41</b>	<b>\$15.13</b>	<b>\$15.88</b>	<b>\$16.67</b>	<b>\$17.50</b>
Head Start Teacher	\$18.79	\$19.73	\$20.73	\$21.76	\$22.84

Staff will be available to answer questions.

FINANCIAL IMPACT:

\$112,694 (salary and fringe benefits) annually and are budgeted in the Head Start and Early Head Start basic grant.

RECOMMENDATION:

Open a public hearing, hear testimony, and take action to close the public hearing and approve the revisions for the Associate Teacher Tier I, II, III and IV job classification as attached. Approve the revised salary schedule which includes Tier IV.

NOTES:

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

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

## ASSOCIATE TEACHER

### **ORGANIZATIONAL RESPONSIBILITIES**

Associate Teacher reports to the Site Supervisor.

### **DEFINITION**

Under general supervision, to conduct school readiness and educational activities for children 18 months to 96 years old in a Head Start and/or California Department of Education child development program; to supervise and assist children with learning activities; to assist teachers with daily classroom activities; to work with parents; to provide direction to parent volunteers; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a deep class with four (4)~~three~~ Tiers. Appointees are initially placed in the most appropriate Tier for which they qualify and are advanced as they meet the requirements for higher Tiers.

### **EXAMPLES OF ESSENTIAL DUTIES**

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

1. Under general supervision, conducts classroom activities which provide individual developmental experiences for children;
2. Performs classroom teaching duties;
3. Responsible for the health, safety, and personal welfare of assigned children;
4. Assists in planning and implementing educational activities in a classroom;
5. Assists with observing and assessing the progress of children;
6. Supervises children in outdoor activities and field trips;
7. Participates in parent and staff meetings;
8. Assists children with basic needs;
9. Provides some direction for parent volunteers;
10. Promotes parent involvement in the classroom;
11. Performs other related work as required.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

- Child Care programs and functions, developmental stages and needs of infants to 9 years old;
- Problems and needs of low-income families;
- Teaching methods and techniques;
- Some word processing software.

#### Ability to:

- Perform care-giving routines for children from 6 months to 9 years in a child care program operated by SETA;
- Provide guidance for the parent volunteers and teacher assistants;
- Promote the SETA program within the community it serves;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;

- Establish and maintain cooperative working relationships.

### **Training and Experience:**

#### **Tier I / Substitute**

A minimum of six (6) college units in Early Childhood Education (ECE) and obtain a Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing within 24 months of hire date. Successful completion of the permit will qualify a Tier I / Substitute as a Tier III / Permitted Associate Teacher. The time in the position will be dictated by the Individual Staff Development Plan (ISDP) as approved by the employee and the Supervisor.

#### **Tier II / Non-Permitted**

A minimum of twelve (12) college units in core courses in Early Childhood Education (ECE);

#### **Tier III / Permitted**

1. A minimum of one (1) year of successful work experience as a teacher or a teacher assistant in a child development program in an educational or recreational setting,
2. Possession of a current Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing, or Possession of a CDA, ~~or Possession of an Associates' Degree or Bachelor's Degree in Early Childhood Education or similarly applicable field of study.~~

#### **Tier IV / Degreed**

Must meet the training and experience requirements of Tier III and possession of an Associate's Degree or Bachelor's Degree in Early Childhood Education or similarly applicable field of study.

### **PHYSICAL DEMANDS/QUALIFICATIONS**

#### **Essential Physical Attributes:**

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

1. Sufficient Speech to:
  - Engage in conversations with children, parents and staff;
  - Lead educational activities.
2. Sufficient Hearing to:
  - Supervise children;
  - Engage in conversations with children, parents and staff;
  - Hear sounds of the environment.
3. Sufficient Vision to:
  - Supervise children;
  - Observe the environment for health and safety.
4. Sufficient Sensitivity of Touch or Dexterity to:
  - Tie children's shoes;
  - Check children's health.
5. Sufficient Ability to Smell to:
  - Monitor the environment;
  - Check children's health;
6. Sufficient Strength and Conditioning to:
  - Sit on floor or low chairs, reach with hands and arms, stoop, kneel, crouch, bend, crawl, stand, walk, run, climb, and balance in assisting children in their physical, cognitive, and social, development;
  - Occasionally move up to fifty (50) pounds and occasionally move up to one hundred (100) pounds. The job involves moving and holding children.

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



1. Ability to Taste.

ITEM III-C - ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF JOB SPECIFICATION FOR ADMINISTRATIVE ASSISTANT AND ESTABLISH THE SALARY RANGE FOR THE SPECIFICATION**

**BACKGROUND:**

In examining the current administrative needs of the Agency, it was determined that the current Typist Clerk III (established 1986) and Head Start Typist Clerk III (established in 1986) job specifications do not meet the growing needs of Agency. As such SETA has developed a new classification, Administrative Assistant, to more accurately describe the knowledge, skills, and abilities needed to meet the needs of the Agency.

The Administrative Assistant job specifications will have the same salary range as that of the Typist Clerk III specifications. There will be no financial impact to the Agency due to this added specification.

Salary Scale:

	Step A	Step B	Step C	Step D	Step E
Typist Clerk III	\$15.82	\$16.61	\$17.43	\$18.32	\$19.22
Head Start Typist Clerk	\$15.82	\$16.61	\$17.43	\$18.32	\$19.22
<b>Administrative Assistant (new)</b>	<b>\$15.82</b>	<b>\$16.61</b>	<b>\$17.43</b>	<b>\$18.32</b>	<b>\$19.22</b>

Staff will be available to answer questions.

**RECOMMENDATION:**

Open a public hearing, hear testimony, close the public hearing and approve the Administrative Assistant job specification as attached.

**NOTES:**

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

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

# Sacramento Employment and Training Agency

Established:  
Class Code:

## Administrative Assistant

### **ORGANIZATIONAL RESPONSIBILITY**

An Administrative Assistant is responsible to the Deputy Director or Department Chief or designee.

### **DEFINITION**

Under general direction, the Administrative Assistant provides administrative and office support activities to multiple staff and management in the department to maintain an efficient office environment. Duties may include word processing, creating spreadsheets and presentations, record-keeping and filing, fielding telephone calls, and receiving and directing visitors. Extensive software skills, Internet research abilities and strong communication skills are required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized classification which performs office support assignments for SETA departments. Incumbent performs a wide range of the more difficult and complex office assignments.

### **INTERPERSONAL SKILLS EXPECTATIONS**

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact positively and professionally with the public, staff, children, and vendors.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to work on daily assignments and special projects with quick turnaround and a can-do attitude.
- Must be self-directed and able to work as a collaborative team to get larger department work completed.

### **EXAMPLES OF DUTIES**

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

1. Provides quality customer service in a fast-paced, high energy department with multiple work units;
2. Prepares and edits correspondences, reports and presentations;

3. Organizes and maintains files and records;
4. Receives and processes forms, copies, faxes, scans, and department mail;
5. Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies;
6. Retrieves and compiles requested information;
7. Coordinates travel and guest arrangements;
8. Compiles technical information and prepares reports;
9. Assists with logistics and set-up for department meetings, training sessions and professional development activities;
10. Performs work related errands as requested such as going to the post office, bank, store, restaurant, etc.
11. May be assigned to receptionist duties, receiving visitors, phone calls and mail, providing a variety of information about SETA programs and events;
12. Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques;
13. Plans and schedules meetings/appointments and manages management calendaring;
14. Uploads current and relevant program information on the department website;
15. May serve as backup for other program related tasks;
16. Provides data entry and record-keeping support;
17. Interacts with employees, guests, or clients for the purpose of supporting the department;
18. Provides office and individual space planning and set-up;
19. May perform ergonomic evaluations to ensure workplace safety;
20. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;
21. Contributes to team effort by accomplishing related results as needed.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

- A variety of administrative and clerical concepts, practices and procedures
- Filing and record-keeping procedures
- Letter and report writing
- Reception and telephone techniques
- Office practices, methods, procedures, and equipment
- Proper English usage, spelling, grammar, and punctuation
- Word processing, spreadsheet, and database software

AND

#### Ability to:

- Organize, plan and problem-solve
- Manage and prioritize work
- Be flexible, reliable and accurate
- Be team oriented and support other office staff as needed
- Follow directions
- Perform a variety of the more difficult office functions in support of the department
- Interpret and apply rules, policies and regulations with good judgement in a variety of situations
- Maintain a variety of administrative files and records
- Compile information and prepare accurate reports

- Type at a speed of a minimum of 45 words per minute
- Interact tactfully and courteously with persons seeking information and expressing concerns about SETA policies and functions
- Establish and maintain cooperative working relationships
- Competently use word processing, database and spreadsheet software
- Ability to stay on task with minimal supervision

AND

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

- I. At least one year of professional experience in an office environment

OR

- II. Verifiable education or certification which would demonstrate having the necessary abilities (e.g. 2 years of college, completion of a job training program, bachelor's degree, associate's degree, etc.)

**PHYSICAL DEMANDS/QUALIFICATIONS**

<b><i>Required Activity</i></b>	<b><i>Description</i></b>
<b><i>Dexterity</i></b>	<b><i>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</i></b>
<b><i>Talking</i></b>	<b><i>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</i></b>
<b><i>Hearing</i></b>	<b><i>Often perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</i></b>
<b><i>Repetitive Motion</i></b>	<b><i>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</i></b>
<b><i>Sedentary Work</i></b>	<b><i>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</i></b>
<b><i>Visual Acuity</i></b>	<b><i>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a</i></b>

	<i>computer terminal; and/or extensive reading.</i>
<b><i>Environment</i></b>	<b><i>The worker is not substantially exposed to adverse environmental conditions.</i></b>
<b><i>Relational</i></b>	<b><i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</i></b>

DRAFT

ITEM III-D - 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 2015-2016 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 ~~strikethrough~~ 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: 8/23/16  
Policy Council Final Approval:  
Governing Board Approval:



## Table of Contents

	<u>Page Number</u>
<b>Article I: Name</b>	1
<b>Article II: Purpose, Powers, Duties and Functions</b>	
Section 1: Purpose (A-E)	1
Section 2: Powers, Duties and Functions (A-F)	1-3
<b>Article III: Membership</b>	
Section 1: Election/Appointment of Members	3
Section 2: Parent/Community Representatives (A-B)	3-4
Section 3: Alternates (A-E)	4-5
Section 4: Other Provisions (A-F)	5
Section 5: Terms	6
Section 6: Attendance (A-D)	6
Section 7: Removal	7
<b>Article IV: Meetings</b>	
Section 1: Meetings (A-D)	7
Section 2: Meeting Notice (A-D)	7-8
Section 3: Open Meetings	8
Section 4: Mailing Address	8-9
Section 5: Rules of Procedure	9
Section 6: Nominations/Elections	9
Section 7: Voting	9
Section 8: Meeting Reimbursement (A-C)	9-10
<b>Article V: Officers</b>	
Section 1: Officers	10
Section 2: Election and Term of Office (A-C)	10
Section 3: Duties of Officers (A-E)	11
Section 4: Vacancy (A-B)	11-12
<b>Article VI: Committees</b>	
Section 1: Standing Committees	
➤ Executive Committee	12
➤ Budget/Planning Committee (A-B)	12
➤ Personnel/Bylaws Committee	12
➤ Social/Hospitality/Fundraising Committee	13
➤ Parent Ambassador Committee	13
Section 2: Program Area Committees	13
Section 3: Special Committees	13-14
<b>Article VII: Required Reports</b>	
Section 1: Required Reports	14
<b>Article VIII: Bylaws Amendment(A-F)</b>	14

**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.
  - 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 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.
- 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 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.
- D. **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.

**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

---

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

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 **call the roll**, keep records of the current and preceding minutes at each meeting, **and** 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.

*Board approved:* \_\_\_\_\_



ITEM III- E- ACTION

APPROVAL TO SUBMIT A CARRYOVER REQUEST FOR PROGRAM  
YEAR 2015-16 OF HEAD START /EARLY HEAD START FUNDS

BACKGROUND:

On May 3, 2016, SETA received approval from the Office of Head Start/ Administration for Children and Families to modify its budget in the amount of \$452,000 which moved funds from Personnel (\$452,000) to Equipment (\$248,500) and Other (\$203,500). These under-spent funds were moved to perform needed health, safety and licensing maintenance and repair to a variety of SETA Head Start/Early Head Start centers. Specific projects approved included:

**Equipment** – purchase two (2) vehicles; purchase and install two (2) shade structures, one (1) replacement play structure, and a new infant/toddler play yard.

**Other** – Interior paint at six (6) centers, artificial grass at four (4) centers, floor replacement at one (1) center, and shade canvas replacements at five (5) centers.

In addition to the budget modification, a replacement infant/toddler play structure was also budgeted.

The Office of Head Start requires that funds be obligated by July 31, 2016, and that all obligations be liquidated by October 29, 2016. Due to significant changes in California Public Works project procurement, registration, and management, SETA was unable to complete some of the projects by July 31, 2016 and obligations will not be liquidated by October 29, 2016. Therefore, staff is recommending carrying over up to \$283,615.92 in Program Year 2015-2016, Head Start/Early Head Start Basic funds, to complete the following projects:

Galt – crash-bar door purchase and installation	\$ 13,989.00
Canvas shade replacements (4 centers)	9,811.25
New IT play yard (North Avenue)	98,405.05
New IT play yard (Job Corps)	74,194.62
Interior Paint (6 centers)	<u>87,215.00</u>
TOTAL	\$283,614.92

The revised California Public Works legislation requires all Public Works projects to be completed by contractors who are registered on the Department of Industrial Relations (DIR) website. Many of the contractors that SETA has previous utilized have chosen



ITEM III-E – ACTION (continued)  
Page 2

not to register, therefore, SETA cannot contract with them for any Public Works project. Acquiring contractors through the new DIR approved contractors list has increased the time it takes to complete the pre-approved deferred maintenance projects. Many of the contractors who are on the DIR approved list were contacted to provide quotes on SETA projects, but the majority of the contractors declined to provide a quote. SETA staff continues to diligently work through this challenge.

RECOMMENDATION:

Approve the submission of a carryover request for Program Year 2015-2016, Head Start/Early Head Start Basic funds up to \$283,614.92.

NOTES:

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

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

ITEM III-F- ACTION

APPROVAL TO SUBMIT A REQUEST TO CARRYOVER EARLY HEAD  
START-CHILD CARE PARTNERSHIP AND EXPANSION TRAINING  
AND TECHNICAL FUNDS FOR PROGRAM YEAR 2015-2016

BACKGROUND:

On February 3, 2016, SETA received additional training and technical assistance funds (TTA), in the amount of \$183,747 to support the newly developed Early Head Start-Child Care Partnership and Expansion project. These funds were in addition to the \$36,749 training and technical assistance funds provided with the base funding for this project.

Associated with the training and technical assistance funds was a strategically developed plan of action outlining the projects and staff development activities associated with starting up a new program, preparing new staff for project implementation, and providing guidance to newly developed partners.

The Office of Head Start requires that funds be obligated by July 31, 2016, and that all obligations be liquidated by October 29, 2016. Unfortunately, with less than six months to fully obligate the additional TTA funds and a risk of over-saturating newly hired staff, SETA was unable to fully obligate the TTA funds awarded for this project by July 31. The Office of Head Start/Administration for Children and Families has encouraged programs to request carryover for pending training and technical assistance projects associated with this grant award to ensure adequate time and resources are provided for the new project.

Staff is recommending carrying over up to \$152,252.94 in Program Year 2015-2016, Early Head Start-Child Care Partnership/Expansion Training and Technical Assistance funds, to complete the following projects and activities:

Grantee:

Provider Training (monthly EHS topics)	\$ 1,359.00
Practice-Based Coaching (individual/small group)	19,250.00
Career Incentive Program (college tuition/books)	30,000.00
Self-Assessment Training/Consultants	15,000.00
CHSA Annual Conference	5,280.00
PITC Trainer Institute	13,600.00
Other Conference/Training	38,035.98

Contractual:

Sacramento City USD	14,001.96
KinderWorld	<u>15,726.00</u>
TOTAL	\$152,252.94

ITEM III-F – ACTION (continued)  
Page 2

A full training and technical assistance plan is available upon request.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the submission of a carryover request for Program Year 2015-2016, Early Head Start-Child Care Partnership and Expansion training and technical funds up to \$152,252.94.

NOTES:

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

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

ITEM III-G - ACTION

APPROVAL TO SUBMIT A REQUEST TO CARRYOVER EARLY  
HEAD START-CHILD CARE PARTNERSHIP AND EXPANSION  
START-UP FOR PROGRAM YEAR 2015-2016

BACKGROUND:

In February 2016, SETA received Early Head Start-Child Care Partnership(EHS-CCP) and Expansion Start-up funds in the amount of \$90,700. Of the total amount of start-up funds, \$68,700 was set aside for contracted delegates and partners to perform minor renovations and repairs to meet EHS performance standards at the EHS-CCP centers.

The Office of Head Start requires that funds be obligated by July 31, 2016, and that all obligations be liquidated by October 29, 2016. KinderWorld Inc., a SETA partner, was unable to procure, schedule and complete a classroom renovation which removed a cement pillar in middle of the room, creating a supervision barrier and lost square footage required to meet EHS group size standards.

The project has been procured and will commence on August 26 and extend through the Labor Day weekend. Scheduling aligns with reduced attendance during the holiday weekend and as children transition out to kindergarten during the new school year.

Staff is recommending carrying over up to \$15,000 in Program Year 2015-2016, Early Head Start-Child Care Partnership/Expansion Start-up funds, to complete the classroom renovation.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the submission of a carryover request for Program Year 2015-2016, Early Head Start-Child Care Partnership and Expansion Start-up funds up to \$15,000.

NOTES:

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

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

ITEM IV-A – INFORMATION

PRESENTATION: MS. ELENA QUINTERO, SACRAMENTO CITY  
COUNCIL, DISTRICT ONE

BACKGROUND:

This provides an opportunity for Ms. Elena Quintero, Sacramento City Council, District One Parks and Youth Liaison/ PTA President. She will be speaking on the importance of parent engagement.

Mr. Todd Woods, former PC/PAC representative, will be viewed in the video presentation. Mr. Woods is the President of the Village Elementary School PTA in North Highlands, CA.

NOTES:

## ITEM IV-B – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- B. Standing Information Items
  - PC/PAC Calendar of Events – Mr. Kenneth Tate
  - Parent, Family & Community Engagement - Events and Activities – Mr. Kenneth Tate
  - Parent/Staff Recognitions – Mr. Kenneth Tate
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurborne
  - Toastmasters Training – Mr. Kenneth Tate
  - Community Resources – Parents/Staff - Mr. Kenneth Tate

#### **NOTES:**

## CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Friday, August 19, 2016 9:00 a.m. Olympus Room
PC Executive Committee	Friday, August 26, 2016 9:00 a.m. Olympus Room
MAACC Bar-b-que	Friday, August 26, 2016 3:00 – 6:00 p.m. McKinley Park 601 Alhambra Blvd. Sacramento, CA 95816 Invitation extended to PC/PAC & family members only.
PC/PAC Toastmasters Training	Friday, September 2, 2016 11:30 a.m. Shasta Room
PC/PAC Social/Hospitality Committee	Wednesday, September 7, 2016 1:00 p.m. – 3:00 p.m. Olympus Room
PC/PAC Personnel/Bylaws Committee	Thursday, September 8, 2016 9:00 a.m. Olympus Room
PC/PAC Parent Ambassador Committee	Friday, September 9, 2016 1:00 p.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, September 13, 2016 1:00 p.m. Oak Room
PC/PAC End-of-Year Appreciation Brunch	Friday, October 14, 2016 10:00 a.m. – 1:00 p.m. Shriner's Hospital for Children 2425 Stockton Blvd. 1 <sup>st</sup> Floor Auditorium Sacramento, CA 95817 (see attached flyer)

# September

2016

Mon	Tue	Wed	Thu	Fri
			1	2 11:30 a.m. Toastmaster's Meeting Shasta Room
5  HAPPY LABOR DAY	6	7 1:00 p.m. Social/Hospitality Meeting Olympus Room	8 9:00 a.m. Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823	9 1:00 p.m. Parent Ambassadors Meeting Olympus Room
12	13 9:00 a.m. Elk Grove PC Meeting Prairie Pre-K 2 5251 Valley Hi Drive Sacramento 95823  1:00 p.m. PC/PAC Budget/Planning Oak Room	14	15 8:30 a.m. Twin Rivers PC Meeting 155 Morey Avenue Sacramento 95838  9:00 a.m. San Juan PC Meeting General Davie Center 1500 Dom Way Sacramento 95864	16
19	20 9:00 a.m. PAC Meeting SETA Board Room	21 5:15 p.m. WCIC PC Meeting 3555 3rd Avenue Sacramento 95817	22	23 9:00 a.m. PAC Executive Olympus Room  10:30 a.m. MAACC Meeting Olympus Room
26	27 9:00 a.m. PC Meeting SETA Board Room	28	29	30 9:00 a.m. PC Executive Meeting Olympus Room



The Head Start/Early Head Start  
Policy Council and Parent Advisory Committee  
Cordially invite you to attend the 2015-2016

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

*“Head Start/Early Head Start Creating and Growing in Success Together”*

Shriners Hospitals for Children,  
2425 Stockton Blvd, Sacramento, CA  
Friday, October 14, 2016  
10:00 a.m. – 1:00 p.m.  
Attire: Business Casual

**Brunch Selection**

- French toast, Sausage, Bacon, Scrambled eggs, potatoes
- Coffee, and orange juice

**Keynote Speaker:**

Ms. Jackie Bates

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

**\$7.95**

Guest fees are due by

**Monday, October 3, 2016,**

**12:00 noon** (no exceptions)

RSVP by Friday, September 23, 2016

Call Nancy Hogan at 263-3827





SETA Operated & Delegate Agencies Combined Head Start/Early Head Start  
Expenditures for Fiscal Year 2015-2016  
For the Twelve Months Ended July 31, 2016

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
<b>Head Start Basic</b>									
Twin Rivers	\$ 1,589,191	\$ 158,919	\$ 1,430,272	\$ 1,589,191	100.0%	\$ -	\$ 381,406	24.0%	10.0%
Elk Grove	3,125,314	268,777	2,856,537	3,125,314	100.0%	-	1,093,860	35.0%	8.6%
Sac City	8,615,832	516,950	8,098,882	8,615,832	100.0%	-	2,412,433	28.0%	6.0%
San Juan	4,570,140	543,847	4,026,293	4,570,140	100.0%	-	914,028	20.0%	11.9%
WCIC	826,068	104,911	721,157	826,068	100.0%	-	330,427	40.0%	12.7%
SETA	24,109,568	2,939,791	20,782,041	23,721,831	98.4%	387,737	6,728,851	28.4%	12.4%
<b>Total</b>	<b>\$ 42,836,113</b>	<b>\$ 4,533,194</b>	<b>\$ 37,915,182</b>	<b>\$ 42,448,376</b>	<b>99.1%</b>	<b>\$ 387,737</b>	<b>\$ 11,861,005</b>		

<b>Early Head Start Basic</b>									
Sac City	\$ 1,537,042	\$ 98,371	\$ 1,438,671.31	\$ 1,537,042	100.0%	\$ -	\$ 245,927	16.0%	6.4%
San Juan	1,711,124	217,313	1,493,811.25	1,711,124	100.0%	-	684,450	40.0%	12.7%
SETA	4,399,257	426,900	3,886,304	4,313,204	98.0%	86,053	2,067,209	47.9%	9.9%
<b>Total</b>	<b>\$ 7,647,423</b>	<b>\$ 742,584</b>	<b>\$ 6,818,786</b>	<b>\$ 7,561,370</b>	<b>98.9%</b>	<b>\$ 86,053</b>	<b>\$ 2,997,585</b>		

<b>Head Start T&amp;TA</b>									
Twin Rivers	\$ 7,500		\$ 7,500	\$ 7,500	100.0%	\$ -			
Elk Grove	9,000		9,000	9,000	100.0%	-			
Sac City	20,000		20,000	20,000	100.0%	-			
San Juan	15,000		15,000	15,000	100.0%	-			
WCIC	7,500		7,500	7,500	100.0%	-			
SETA	324,269		353,159	353,159	108.9%	(28,890)			
<b>Total</b>	<b>\$ 383,269</b>	<b>\$ -</b>	<b>\$ 412,159</b>	<b>\$ 412,159</b>	<b>107.5%</b>	<b>\$ (28,890)</b>	<b>\$ -</b>		

<b>Early Head Start T&amp;TA</b>									
Sac City	\$ 27,564		\$ 27,564	\$ 27,564	100.0%	\$ -			
San Juan	30,912		30,912	30,912	100.0%	-			
SETA	132,710		20,878	20,878	15.7%	111,832			
<b>Total</b>	<b>\$ 191,186</b>	<b>\$ -</b>	<b>\$ 79,354</b>	<b>\$ 79,354</b>	<b>41.5%</b>	<b>\$ 111,832</b>	<b>\$ -</b>		

<b>TOTAL Head Start</b>									
Twin Rivers	\$ 1,596,691	\$ 158,919	\$ 1,437,772	\$ 1,596,691	100.0%	\$ -	\$ 381,406	23.9%	10.0%
Elk Grove	3,134,314	268,777	2,865,537	3,134,314	100.0%	-	1,093,860	34.9%	8.6%
Sac City	10,200,438	615,321	9,585,117	10,200,438	100.0%	-	2,658,360	26.1%	6.0%
San Juan	6,327,176	761,159	5,566,017	6,327,176	100.0%	-	1,598,478	25.3%	12.0%
WCIC	833,568	104,911	728,657	833,568	100.0%	-	330,427	39.6%	12.6%
SETA	28,965,804	3,366,691	25,042,381	28,409,072	98.1%	556,732	8,796,060	31.0%	11.9%
<b>Total</b>	<b>\$ 51,057,991</b>	<b>\$ 5,275,778</b>	<b>\$ 45,225,482</b>	<b>\$ 50,501,259</b>	<b>98.9%</b>	<b>\$ 556,732</b>	<b>\$ 14,858,590</b>	<b>29.4%</b>	<b>10.4%</b>

On Budget%  
100.0%

Required %  
25%

Max %  
15%

**SETA OPERATED PROGRAMS (SOP)**  
Expenditures for Fiscal Year 2015-2016  
For the Twelve Months Ended July 31, 2016

<b>SOP HEAD START (BASIC &amp; T&amp;TA)</b>	Budget	Total Expenditures	Remaining Budget	100.0%
Personnel	\$ 11,978,102	\$ 11,764,777	\$ 213,325	98.2%
Fringe Benefits	6,974,530	6,833,725	140,805	98.0%
Equipment	315,500	162,097	153,403	51.4%
Travel (Out-of-State)	12,000	6,379	5,621	53.2%
Supplies	441,000	479,830	(38,830)	108.8%
Occupancy	2,593,741	2,451,616	142,125	94.5%
Local Travel	62,000	81,516	(19,516)	131.5%
Nutrition Services	267,520	298,581	(31,061)	111.6%
Child Services	90,000	89,312	688	99.2%
Substitutes	568,517	512,581	55,936	90.2%
Parent Services	114,100	112,456	1,644	98.6%
Publications/Advertising/Printing	15,000	8,693	6,307	58.0%
Training or Staff Development/Parent Aides	119,264	200,150	(80,886)	167.8%
Operating Costs	882,563	1,073,277	(190,714)	121.6%
<b>TOTAL SOP HEAD START (BASIC &amp; T&amp;TA)</b>	<b>\$ 24,433,837</b>	<b>\$ 24,074,990</b>	<b>\$ 358,847</b>	<b>98.5%</b>
Administrative %	12.2%			

<b>SOP EARLY HEAD START (BASIC &amp; T&amp;TA)</b>	Budget	Total Expenditures	Remaining Budget	100.0%
Personnel	\$ 2,172,823	\$ 2,087,619	\$ 85,204	96.1%
Fringe Benefits	1,219,171	1,141,812	77,359	93.7%
Supplies	45,000	41,792	3,208	92.9%
Occupancy	139,139	172,847	(33,708)	124.2%
Local Travel	15,000	18,276	(3,276)	121.8%
Nutrition Services	36,480	36,478	2	100.0%
Child Services	9,519	3,607	5,912	37.9%
Substitutes	3,804	-	3,804	0.0%
Parent Services	-	5,825	(5,825)	
Training or Staff Development/Parent Aides	23,592	15,053	8,539	63.8%
Operating Costs	145,250	113,444	31,806	78.1%
<b>TOTAL SETA EARLY HEAD START (BASIC &amp; T&amp;TA)</b>	<b>\$ 3,809,778</b>	<b>\$ 3,636,753</b>	<b>\$ 173,025</b>	<b>95.5%</b>
Administrative %	11.8%			
Partners/Contractual	\$ 722,189	\$ 697,329	\$ 24,860	96.6%
<b>TOTAL SOP EARLY HEAD START BASIC</b>	<b>\$ 4,531,967</b>	<b>\$ 4,334,082</b>	<b>\$ 197,885</b>	<b>95.6%</b>
Administrative %	9.9%			

<b>COMBINED SOP HS &amp; EHS</b>	Budget	Total Expenditures	Remaining Budget	100.0%
Personnel	\$ 14,150,925	\$ 13,852,396	\$ 298,529	97.9%
Fringe Benefits	8,193,701	7,975,537	218,164	97.3%
Equipment	315,500	162,097	153,403	51.4%
Travel (Out-of-State)	12,000	6,379	5,621	53.2%
Supplies	486,000	521,622	(35,622)	107.3%
Occupancy	2,732,880	2,624,463	108,417	96.0%
Local Travel	77,000	99,792	(22,792)	129.6%
Nutrition Services	304,000	335,059	(31,059)	110.2%
Child Services	99,519	92,919	6,600	93.4%
Substitutes	572,321	512,581	59,740	89.6%
Parent Services	114,100	118,281	(4,181)	103.7%
Publications/Advertising/Printing	15,000	8,693	6,307	58.0%
Training or Staff Development	142,856	215,203	(72,347)	150.6%
Operating Costs	1,027,813	1,186,721	(158,908)	115.5%
<b>TOTAL SETA HS &amp; EHS</b>	<b>\$ 28,243,615</b>	<b>\$ 27,711,743</b>	<b>\$ 531,872</b>	<b>98.1%</b>
Administrative %	12.1%			
Partners/Contractual	\$ 722,189	\$ 697,329	\$ 24,860	96.6%
<b>TOTAL COMBINED SOP HS &amp; EHS</b>	<b>\$ 28,965,804</b>	<b>\$ 28,409,072</b>	<b>\$ 556,732</b>	<b>98.1%</b>
Administrative %	10.6%			

**EARLY HEAD START - CHILD CARE PARTNERSHIP (EHS-CCP)**

Expenditures for Funding Period 2/1/15-7/31/16

For the Month Ended July 31, 2016

18m/18m

<b>EHS-CCP BASIC</b>	Budget	Administrative Expenditures	Program Expenditures	Total Expenditures	Remaining Budget	100.0%	NFS	NFS %	Admin %
Sacramento City USD	\$ 1,050,000	\$ 25,785	\$ 775,189	\$ 800,974	\$ 249,026	76.3%	\$ 200,244	25.0%	3.2%
SCOE	310,500		292,735	292,735	17,765	94.3%	\$ 83,058	28.4%	0.0%
Kinder World	391,500	19,575	371,925	391,500	-	100.0%	\$ 145,743	37.2%	5.0%
SETA	452,964	13,311	101,324	114,635	338,329	25.3%	-	0.0%	11.6%
<b>TOTAL EHS-CCP BASIC</b>	<b>\$ 2,204,964</b>	<b>\$ 58,671</b>	<b>\$ 1,541,173</b>	<b>\$ 1,599,844</b>	<b>\$ 605,120</b>	<b>72.6%</b>	<b>\$ 429,045</b>	<b>26.8%</b>	<b>3.7%</b>

<b>EHS-CCP T&amp;TA</b>	Budget	Administrative Expenditures	Program Expenditures	Total Expenditures	Remaining Budget	100.0%	NFS	NFS %	Admin %
Sacramento City USD	\$ 38,641	\$ 812	\$ 20,635	\$ 21,446	\$ 17,195	55.5%	\$ -	0.0%	3.8%
Kinder World	20,900		4,318	4,318	16,582	20.7%	-	0.0%	0.0%
SETA	160,955		39,539	39,539	121,416	24.6%	-	0.0%	0.0%
<b>TOTAL EHS-CCP T&amp;TA</b>	<b>\$ 220,496</b>	<b>\$ 812</b>	<b>\$ 64,492</b>	<b>\$ 65,304</b>	<b>\$ 155,192</b>	<b>29.6%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>1.2%</b>

<b>EHS-CCP START-UP</b>	Budget	Administrative Expenditures	Program Expenditures	Total Expenditures	Remaining Budget	100.0%	NFS	NFS %	Admin %
Sacramento City USD	\$ 30,700		\$ 30,687	\$ 30,687	\$ 13	100.0%	\$ -	0.0%	0.0%
Kinder World	16,300		-	-	16,300	0.0%	-	0.0%	0.0%
SETA	43,700		33,646	33,646	10,054	77.0%	-	0.0%	0.0%
<b>TOTAL EHS-CCP START-UP</b>	<b>\$ 90,700</b>	<b>\$ -</b>	<b>\$ 64,333</b>	<b>\$ 64,333</b>	<b>\$ 26,367</b>	<b>70.9%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>0.0%</b>

<b>TOTAL EHS-CCP</b>	Budget	Administrative Expenditures	Program Expenditures	Total Expenditures	Remaining Budget	100.0%	NFS	NFS %	Admin %
Sacramento City USD	\$ 1,119,341	\$ 25,785	\$ 826,511	\$ 852,296	\$ 267,045	76.1%	\$ 200,244	23.5%	3.0%
SCOE	310,500	-	292,735	292,735	17,765	94.3%	83,058	28.4%	0.0%
Kinder World	391,500	19,575	371,925	391,500	-	100.0%	145,743	37.2%	5.0%
SETA	657,619	13,311	174,510	187,821	469,798	28.6%	-	0.0%	7.1%
<b>TOTAL EHS-CCP</b>	<b>\$ 2,478,960</b>	<b>\$ 58,671</b>	<b>\$ 1,665,680</b>	<b>\$ 1,724,352</b>	<b>\$ 754,608</b>	<b>69.6%</b>	<b>\$ 429,045</b>	<b>24.9%</b>	<b>3.4%</b>

On Budget%      Required %      Max %  
100.0%              25%              15%

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY  
CORPORATE CARD - AMERICAN EXPRESS  
STATEMENT OF ACCOUNT  
7/10/2016**

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/ADMIN/WD
6/22/2016	Kaiser Permanente	Kaiser HSA Premium	\$ 30,736.32	ADMIN
7/8/2016	Philadelphia Insurance	Insurance Premium	15,834.61	ADMIN
6/28/2016	JetBlue Airways	CHSA Annual Policy and Leadership Conference	178.20	HS
6/28/2016	CHSA	CHSA Annual Policy and Leadership Conference	645.00	HS
6/29/2016	CALPELRA	CALPELRA Conference and Membership	2,020.00	ADMIN
6/30/2016	Southwest	CHSA Annual Policy and Leadership Conference	239.96	HS
6/30/2016	Casa Munras Hotel	CALPELRA Conference	207.48	ADMIN
6/30/2016	Prime Time Shuttle	CHSA Annual Policy and Leadership Conference	64.80	HS
7/2/2016	Southwest	CHSA Annual Policy and Leadership Conference	239.96	HS
6/11/2016	Hannibal's Catering	Parent Leadership Institute	336.75	HS
6/11/2016	Sacramento Zoological Society	Field Trip	180.00	HS
6/14/2016	Amazon	Classroom Supplies	83.38	HS
6/15/2016	Dollar Tree	Classroom Supplies	488.25	HS
6/15/2016	Amazon	Classroom Supplies	257.72	HS
6/15/2016	CM School Supply	Classroom Supplies	336.22	HS
6/16/2016	Amazon	Classroom Supplies	519.30	HS
6/16/2016	Amazon	Membership	107.42	ADMIN
6/17/2016	Dos Coyotes Border Café	Parenting Workshop	346.40	HS
6/17/2016	Uline Shipping Supplies	Classroom Supplies	903.30	HS
6/17/2016	Amazon	Classroom Supplies	2,173.14	HS
6/18/2016	Inland Business Systems	Copier/Printer Maintenance & Supplies	1,413.54	ADMIN
6/18/2016	Amazon	Classroom Supplies	169.29	HS
6/19/2016	Walmart	Classroom Supplies	520.57	HS
6/21/2016	Things Remembered	Employee Recognition	549.79	ADMIN
6/25/2016	Barnes & Noble	Classroom Supplies	(79.52)	HS
6/27/2016	Rackspace	Cloud Server	50.59	ADMIN
6/30/2016	Amazon	Classroom Supplies	176.93	HS
7/1/2016	Brookes Publishing	Classroom Supplies	661.64	HS
7/1/2016	Amazon	Classroom Supplies	84.22	HS
7/2/2016	iPROMOTEu	Kitchen Supplies	1,247.13	HS
7/2/2016	Nasco Modesto	Classroom Supplies	952.64	HS
7/2/2016	Amazon	Classroom Supplies	129.00	HS
7/7/2016	Apple	iPads	5,988.58	HS
7/9/2016	Sacramento Zoological Society	Field Trip	350.00	HS
	various various	various	17,552.33	WD

Total American Express Bill

**\$ 85,664.94**

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

ITEM IV-C – INFORMATION  
GOVERNING BOARD MINUTES

**BACKGROUND:**

This agenda item provides an opportunity for the Policy Council to review the attached Governing Board minutes of the July 7, 2016 meeting.

**NOTES:**

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

Minutes/Synopsis

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

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

Thursday, July 7, 2016  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:25 a.m. Mr. Nottoli led the board in the Pledge of Allegiance. The roll was called and a quorum established.

Members Present:

Sophia Scherman, Chair, Governing Board; Public Representative  
Patrick Kennedy, Member, Board of Supervisors  
Don Nottoli, Member, Board of Supervisors

Members Absent:

Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento  
Allen Warren, Councilmember, City of Sacramento

- ➔ Recognition of long-term employees
- Mohsen Ghahremani, Workforce Development Professional III:  
Ms. Julie
- Davis-Jaffe recognized Mr. Ghahremani for his 25 years of service at SETA.

**I. Consent Items**

- A. Minutes of the June 2, 2016 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Add Rancho Cordova Training Center to SETA's Vendor Services (VS) List
- D. Ratification of the Submission of the Application for Discretionary Targeted Assistance Grant Funds to Serve Refugee Women and Underemployed Refugees, PY 2016-2019, and Authorize the Executive Director to Execute the Agreement/Modifications and any Other Documents Required by the Funding Source
- E. Ratification of the Submission of an Application to the AARP Foundation for Continuation Funding of the Back to Work 50+ Program and Authorize the Executive Director to Execute the Agreement/Modifications and any other Documents Required by the Funding Source



The consent items were reviewed; no questions or comments.

Moved/Nottoli, second/Kennedy, to approve the consent items as follows:

- A. Approve the June 2, 2016 minutes
- B. Approve the claims and warrants for the period 5/26/16 through 6/28/16.
- C. Approve the recommendation to add Rancho Cordova Training Center to SETA's VS List.
- D. Ratify the submission of the application for Targeted Assistance Discretionary (TAD) Grant funds to the California Department of Social Services—Refugee Programs Bureau (RPB) to serve newly arrived refugee women and underemployed refugees who, for compelling reasons, have been unable to achieve economic self-sufficiency, PY2016-2019. – and -  
Authorize the Executive Director to execute the agreement, including modifications, and any other documents required by the funding source.
- E. Ratify the submission of the continuation application for \$50,000 to The AARP Foundation for the Back to Work 50+ Program. – and -
- F. Authorize the Executive Director to execute the agreement, including modifications and any other documents required by the funding source.

Roll Call Vote:

Aye: 3 (Nottoli, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent: 2: (Schenirer and Warren)

### **III. Action Items**

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

##### **1. Approval of Labor Agreements**

Ms. Kossick offered to answer questions; there were no questions.

Moved/Kennedy, second/Nottoli, to approve the labor agreements effective July 1, 2016 to June 30, 2018.

Roll Call Vote:

Aye: 3 (Nottoli, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent: 2: (Schenirer and Warren)

##### **2. Approval of 2016-17 Compensation Recommendations for Unrepresented Confidential and Management Personnel and the Personnel Resolution Covering Unrepresented Employees**

Ms. Kossick offered to answer questions; there were no questions.

Moved/Nottoli, second/Kennedy, to approve the report on 2016-17 compensation recommendations for unrepresented confidential and exempt management employees on the effective dates given in the report and approve the Personnel Resolution Covering Unrepresented Employees effective July 7, 2016.

Roll Call Vote:

Aye: 3 (Nottoli, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent: 2: (Schenirer and Warren)

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

One Stop Services: None.

### Community Services Block Grant

1. Approval of Community Services Block Grant (CSBG) Funding Augmentation Recommendations for Program Year 2016

Ms. Julie Davis-Jaffe reviewed the funding augmentation recommendations. All Safety Net service providers will be receiving funding with these augmented funds.

Moved/Kennedy, second/Nottoli, to approve the staff funding augmentation recommendations for the CSBG Program Year 2016 as follows:

1. My Sister's House - \$8,000 in CSBG funds to serve an additional 9 households.
2. WIND Youth Services - \$20,381 (includes \$17,000 in CSBG Discretionary funds) to serve 318 households.
3. Elk Grove Food Bank Services - \$20,000 in CSBG funds to serve 333 households.
4. Direct Client Emergency Services - \$69,951 in CSBG funds to serve 1,400 households through the Sacramento Works America's Job Centers.

Roll Call Vote:

Aye: 3 (Nottoli, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent: 2: (Schenirer and Warren)

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

1. Approval to Accept Funding from the Sacramento County of Education for the Quality Rating Improvement System (QRIS)

Ms. Denise Lee stated that this helps to provide professional development opportunities. All funds are state funds with the exception of "Race to the Top".

Staff is planning to utilize the funds as enhancements to the classroom and professional development classes.

Moved/Nottoli, second/Kennedy, to approve SETA to accept current funding in the amount of \$110,500 and future funding from Sacramento County Office of Education for the Quality Rating and Improvement System/Raising Quality Together Program.

Roll Call Vote:

Aye: 3 (Nottoli, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent: 2: (Schenirer and Warren)

**IV. Information Items**

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No additional report.
- C. Dislocated Worker Update: No additional report.
- D. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- E. Head Start Reports: No additional report.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked board members for coming in today. Ms. Kossick introduced the new Human Resources Manager Allison Noren.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No report.

**VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to Government Code Section 54956.9, (subdivision (b)):

Two Potential Cases

**CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Pursuant to Government Code Section 54956.8.

The Governing Board may discuss negotiations concerning the following

property(ies) and person(s):

Address: 444 N. 3rd Street, Sacramento

Agency Negotiator: Kathy Kossick

Negotiating Party: Ravel Rasmussen Properties and Separovich/Domich  
Real Estate Development

Under Negotiation: Price and Terms of Payment

Address: 925 Del Paso Boulevard, Sacramento

Agency Negotiator: Kathy Kossick

Negotiating Party: McCuen Acoma Street Investors, LP

Under Negotiation: Price and Terms of Payment

The board went into closed session at 10:55 a.m. Ms. Scherman called the meeting back to order at 11:16 a.m. and stated that there was no report out of closed session.

**VII. Adjournment:** The meeting was adjourned at 11:16 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 July 26, 2016 Policy Council meeting.

<b>GOOD!!!</b>
Thank you, Ms. Denise Lee, for shared information on the Ratification of Submission of the Revised Head Start Extended Duration of Services Application to the OHS.
Thank you, Ms. Denise Lee, for offering to cover the cost of the Sacramento Public Library Play Summit.
Thank you, Mr. John Allen, for shared information on the employment eligibility lists.
Thank you, Ms. Donna Zick, for the excellent presentation on the Sacramento Public Library services.
Thank you, Ms. Katherine Yaipen-Faulter, for sharing the Birth & Beyond August Calendar of Events.
Thank you, Mr. Kenneth Tate for facilitating an excellent meeting.
Thank you, Ms. Robin Blanks for acting as Secretary.
<b>NEEDS IMPROVEMENT</b>
<b>Please be recognized by the Chair by raising your hand before speaking.</b>
Attendance.
<b>Please turn off all electrical devices, i.e., phones.</b>
Please be recognized by the Chair before leaving your seat by saying, "question of privilege."
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.

ITEM V- COMMITTEE REPORTS (continued)

Page 2

- Personnel/Bylaws Committee: Mr. Kenneth Tate

---

---

---

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

---

---

---

- Social/Hospitality Committee: Mr. Kenneth Tate

---

---

---

- Parent Ambassadors Committee: Mr. Kenneth Tate

---

---

---

- Sacramento Medi-Cal Dental Advisory Committee: Ms. Robin Blanks

---

---

---

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.
- 
- 
- 

- B. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Mr. Kenneth Tate), 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.

---

---

---

- C. 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)

---

---

---

- D. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- Lisa Carr - Family Engagement, Home Base, and ERSEA Services
  - Robyn Caruso - Program Support, Quality Assurance, & EHS-CCP services
    - Quality Assurance Report for Sacramento City Unified School District
    - Quality Assurance Report for San Juan Unified School District
  - Martha Cisneros-Campos - Health, Nutrition and Safe Environments Services
  - Karen Griffith - School Readiness, Special Education & Mental Health Services
- 
- 
-



## Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members  
 RE: SETA Quality Assurance/Monitoring Results – July 2016

Agency	Program	# of Home Visits Observed	# of Files	Monitoring Purpose
Sacramento City Unified School District	Head Start and Early Head Start Home Base and Socialization Activity	6 2 Head Start 4 Early Head Start 2 socialization activities	12 4 Head Start 8 Early Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

### **Exemplary Practices (Above Compliance)**

- Socialization events were fun and enjoyable, with high attendance and active parent engagement. Parents took observations of their children and there was an evaluation component to the activities.
- Families and Home Visitors have positive and mentoring relationships as evidenced by their interactions.
- High parent engagement
- Regularly scheduled home visits with minimal/no parent cancellations.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	69%	1 Not all required well-baby checks (EHS) and physical exams (HS) were completed or in file. 2- Not all screenings and/or follow-up were completed and/or in a timely manner. 3- Missing information on California Immunization Record cards 4- Not all data in the file matched contents of ChildPlus
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	93%	No significant noted concerns
<b>Services to Pregnant Women/New Mothers</b> <i>(Prenatal Services, New Mother Services)</i>	N/A	Not applicable/observed
<b>Family , Parent and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	87%	1- Family Partnership Agreements need some refinement with setting goals, developing strategies and following-up on identified needs.



<b>Adult Mental Health</b> <i>(Parent/Guardian Mental Health)</i>	92%	No significant noted concerns
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	92%	No significant noted concerns
<b>Written Individualization</b> <i>(Assessments, Individual Development Plans, Transition)</i>	90%	No significant noted concerns
<b>Home Based Option</b> <i>(Group Size, Home Visits, Socializations)</i>	91%	No significant noted concerns
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	86%	1- No record of Grantee-approved over-income waiver 2- Inaccuracies between enrollment application and Child Plus records. 3- Some enrollment applications were missing information and/or inconsistencies

\* Due to the small sample size of files reviewed, the percentages from Head Start and Early Head Start have been combined for purposes of determining compliance. Combined scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

**Corrective Action Plans:**

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits by the SETA Quality Assurance team will be scheduled within 120 days or less.



## Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members

RE: SETA Quality Assurance/Monitoring Results – July 2016

Agency	Program	# of Home Visits Observed	# of Files	Monitoring Purpose
San Juan Unified School District	Early Head Start Home Base and Socialization Activity	4 1 socialization activity	8	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

### **Exemplary Practices (Above Compliance)**

- Complete and succinct file documentation of services
- Very professional and highly trained staff as evidenced by their delivery of services, record-keeping system and engagement with families and reviewers.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	88%	1-Inaccuracies between information in child's file and Child Plus.
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	100%	No significant noted concerns
<b>Services to Pregnant Women/New Mothers</b> <i>(Prenatal Services, New Mother Services)</i>	100%	No significant noted concerns
<b>Family , Parent and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	99%	No significant noted concerns

<b>Adult Mental Health</b> <i>(Parent/Guardian Mental Health)</i>	100%	No significant noted concerns
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	100%	No significant noted concerns
<b>Written Individualization</b> <i>(Assessments, Individual Development Plans, Transition)</i>	100%	No significant noted concerns
<b>Home Based Option</b> <i>(Group Size, Home Visits, Socializations)</i>	96%	No significant noted concerns
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	96%	No significant noted concerns

\*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

**Corrective Action Plans:**

The Head Start/Early Head Start program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits by the SETA Quality Assurance team will be scheduled within 120 days or less.

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
July 2016**

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment 7/29/16</b>	<b>(b) % Actual to Funded</b>	<b>Average Daily Attendance for Month %</b>
Elk Grove USD	440	Not in Session	N/A	N/A
Sacramento City USD	1,211 (112)	148**	132	64
SETA	2,028 (1,588)	1,710**	108	60
San Juan USD	668	Not in Session	N/A	N/A
Twin Rivers USD	233	Not in Session	N/A	N/A
WCIC/Playmate	120	Not in Session	N/A	N/A
<b>Total</b>	<b>4,700 (1,700)</b>	<b>1,858</b>		

\*\*Some programs reduced enrollment during the month of July.

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment 7/29/16</b>	<b>(b) % Actual to Funded</b>	<b>Average Daily Attendance for Month %</b>
Sacramento City USD	144	151	105	83
SETA	369	381	103	74
San Juan USD	160	147	92	75
<b>Total</b>	<b>673</b>	<b>679</b>		

**EHS-CC Partnership/Expansion**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment 7/29/16</b>	<b>(b) % Actual to Funded</b>	<b>Average Daily Attendance for Month %</b>
Kinder World	36	37	103	74
Sacramento City USD	40	40	100	70
SETA/Job Corps.*	4	4	100	TBD
<b>Total</b>	<b>80</b>	<b>81</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

## SPECIAL EDUCATION REPORT

### Sacramento County Head Start/Early Head Start

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.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	2028	239	<b>12%</b>	369	95	<b>26%</b>
<b>Twin Rivers USD</b>	233	38	<b>16%</b>			
<b>Elk Grove USD</b>	440	59	<b>13%</b>			
<b>Sac City USD</b>	1211	167	<b>14%</b>	144	23	<b>16%</b>
<b>San Juan USD</b>	668	104	<b>16%</b>	160	25	<b>16%</b>
<b>WCIC</b>	120	16	<b>13%</b>			
<b>EHS CCP</b>				84	4	<b>5%</b>
<b>COUNTY TOTAL</b>	<b>4700</b>	<b>623</b>	<b>13%</b>	<b>757</b>	<b>147</b>	<b>19%</b>

*AFE: Annual Funded Enrollment*



# SETA Head Start Food Service Operations Monthly Report \*July 2016

**July 1st** - Minimum Day Preschool & EHS Full Day Classes.

**July 4th** - Holiday.

**July 11th** - LaVerne Stewart Class A closed due to lack of permanent staff.

**July 13th** - New On-Call Cook/Driver Orlando started at the Central Kitchen.

**July 22nd** - Some of the EHS classes were closed for training.

**July 25th & 26th** - The Galt Center was closed for repairs.

## **Meetings & Trainings:**

Connie attended a meeting at the new Walnut Grove site on July 26th.

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

Lunch	PM Snack	Breakfast	Field Trips
30,350	18,920	20,930	760

**Total Amount of Meals and Snacks Prepared** 70,960

## **Purchases:**

Food \$50,529.98

Non - Food \$10,994.42

Building Maintenance and Repair: \$468.66

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$100.00

Vehicle Maintenance and Repair : \$3,240.70

Vehicle Gas / Fuel: \$1,376.01  
Normal Delivery Days 20



# **HEAD START MONTHLY REPORT**

## **AUGUST 2016**

### **SETA Operated Program** **Program Operation**

In the month of July, center based teachers were introduced and trained on two new tools. The Ages and Stages Questionnaire (ASQ), was introduced as the newly adopted 45-day screener for preschool aged children. The use of ASQ is considered an indicator of a high quality preschool program by Raising Quality Together. Preschool teachers will now use the ASQ-3 and ASQ-SE questionnaires in conjunction. Each questionnaire consists of 38 questions that screen for strengths and concerns in the area of social and emotional and development. This shift will also provide screening consistency throughout the agency as ASQ is already used in Early Head Start and Home Base.

July also saw the introduction of an updated TIPS binder. TIPS stands for “Teacher Individualization Planning Support.” Spearheaded by the intervention team and Education Coordinators, the recently developed binder now provides quick access to data and resources that will allow teachers to better individualize for children. Teachers now have the ability to quickly reference resources that provide strategies regarding speech and language, math, CLASS and behavior. All Teachers and Site Supervisors received three hours of training on ways to effectively use both ASQ screeners and the TIPS binder.

### **Health, Nutrition, and Safe Environments**

The Health, Nutrition, and Safe Environment Unit has been continuing to follow up on routings and referrals. Routings and referrals range from creating asthma care plans to processing special diet plans and conducting large scale dental treatment referrals. A special acknowledgment to Health Services Specialists and Food Services Staff for all of their hard work and dedication to achieve such a high success in this process.

With the start of school quickly approaching, staff is diligently working on processes and systems to support our families that will be routed to our unit. We are also very excited at new partnerships with Public Health, Sacramento State, Access Dental, and Covered Sacramento. Each of our partners will be assisting with our mass attempt to conduct screenings for children in addition to providing resources for our children in the areas of health and nutrition.



**Program Support Services**

*Quality Assurance Unit* - SETA-Operated Programs were reviewed in the month of July with the following centers: Bannon Creek, Hillsdale, Phoenix Park, Marina Vista and Elkhorn. Reports are being finalized and will be available mid-August. QA Exit Meetings were held for SCUSD HS/EHS Home-based Program on July 22, 2016 and SJUSD EHS Home-based Program on July 29, 2016.

*Technical Assistance* -Technical assistance activities were provided to Delegates in finalizing their PIR 2016 Reports and in updating their Corrective Action Plans in preparation for 2016-2017 school year.

**Governance**

PC/PAC was honored to have the Sacramento Public Library Executive Director, Ms. Rivkah Sass and Ms. Donna Zick, Early Learning Specialist, provided a presentation on library resource information and services. Ms. Sass is a SETA Community Action Board (CAB) member representing the Sacramento Public Library.

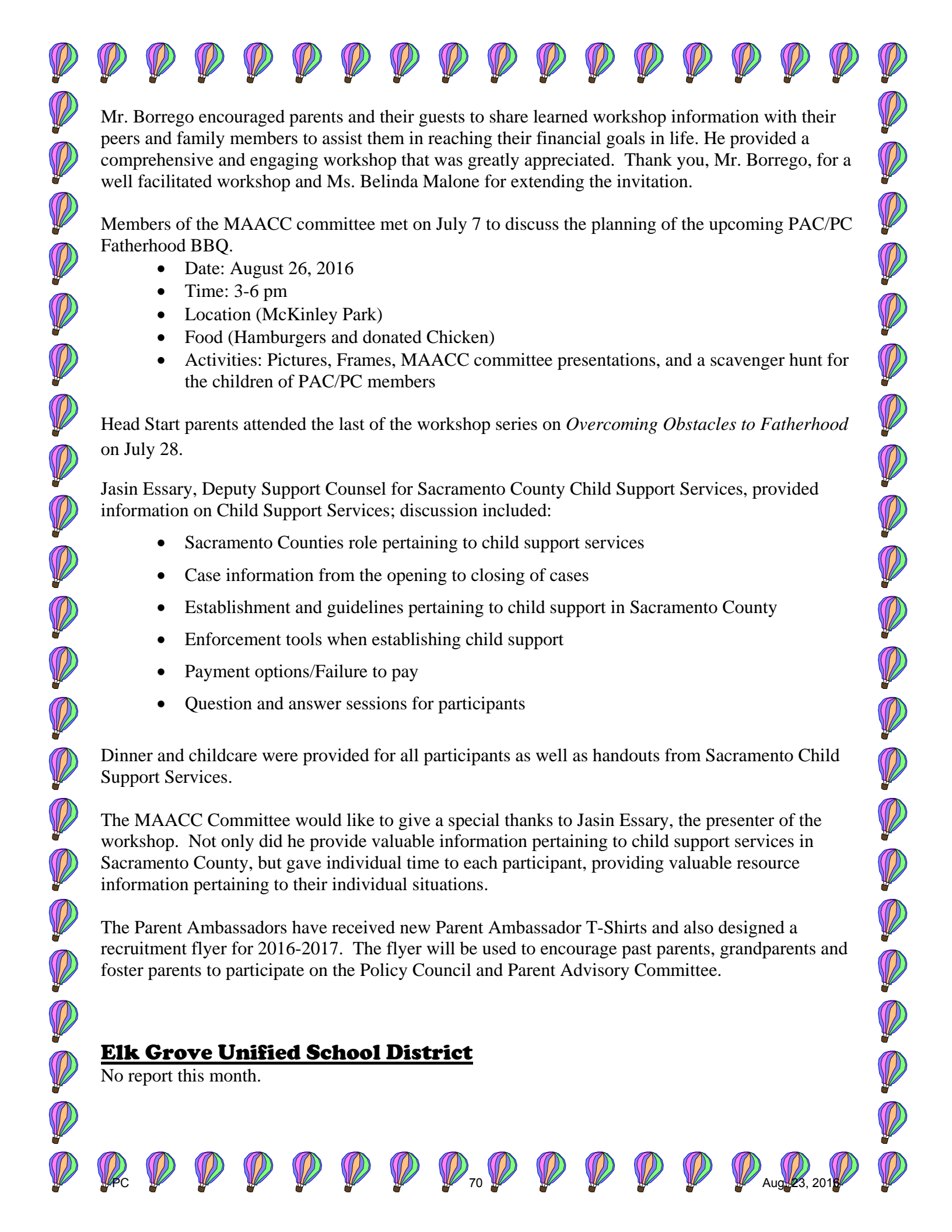
The Sacramento Public Library is the fourth largest system in California and serves more than 1.3 million residents in Sacramento County, including the cities of Citrus Heights, Elk Grove, Galt, Isleton, Rancho Cordova and Sacramento. Parents and staff were amazed of the many services available to community members. Library items for check out with a library card include books of course, Go-Pro cameras, video games, musical instruments, sewing machine, prom dresses; just to name a few. In-library use includes a homework zone, play stations, a book publishing center etc. Additional services include EBooks/BookFLIX for kids, storytelling, Rosetta Stone international languages in 30 languages, passport service, adult learning, help with homework on-line program (designed for K-12), and a summer lunch program for children up to age 18 years old. Please see [www.saclibrary.org](http://www.saclibrary.org) for additional library services.

Thank you, Ms. Sass and Ms. Zick, for an awesome and informative Sacramento Public Library presentation. The Sacramento Public Library delivers ideas, information, and resources to help our community discover, learn and grow (Mission Statement).

On July 20, Mr. Gerad Borrego, Financial Education Coordinator (SAFE Credit Union), provided a Financial/Literacy for parents. Parents learned how to understand credit and the importance of having good credit. Topics of discussion included:

- Why good credit is important
- How to get a free credit report once a year
- What is a credit score?
- Things you can do to build or rebuild credit
- Tips on how to use a credit card responsibly
- Cost of making a minimum payment





Mr. Borrego encouraged parents and their guests to share learned workshop information with their peers and family members to assist them in reaching their financial goals in life. He provided a comprehensive and engaging workshop that was greatly appreciated. Thank you, Mr. Borrego, for a well facilitated workshop and Ms. Belinda Malone for extending the invitation.

Members of the MAACC committee met on July 7 to discuss the planning of the upcoming PAC/PC Fatherhood BBQ.

- Date: August 26, 2016
- Time: 3-6 pm
- Location (McKinley Park)
- Food (Hamburgers and donated Chicken)
- Activities: Pictures, Frames, MAACC committee presentations, and a scavenger hunt for the children of PAC/PC members

Head Start parents attended the last of the workshop series on *Overcoming Obstacles to Fatherhood* on July 28.

Jasin Essary, Deputy Support Counsel for Sacramento County Child Support Services, provided information on Child Support Services; discussion included:

- Sacramento Counties role pertaining to child support services
- Case information from the opening to closing of cases
- Establishment and guidelines pertaining to child support in Sacramento County
- Enforcement tools when establishing child support
- Payment options/Failure to pay
- Question and answer sessions for participants

Dinner and childcare were provided for all participants as well as handouts from Sacramento Child Support Services.

The MAACC Committee would like to give a special thanks to Jasin Essary, the presenter of the workshop. Not only did he provide valuable information pertaining to child support services in Sacramento County, but gave individual time to each participant, providing valuable resource information pertaining to their individual situations.

The Parent Ambassadors have received new Parent Ambassador T-Shirts and also designed a recruitment flyer for 2016-2017. The flyer will be used to encourage past parents, grandparents and foster parents to participate on the Policy Council and Parent Advisory Committee.

## **Elk Grove Unified School District**

No report this month.



# **Sacramento City Unified School District**

## **Health and Nutrition**

As Fall Registration ramps up, the Preschool Nurses are very busy attending to a variety of tasks; such as:

- Emergency Care Plans are being written, medications are being collected from parents and student files are all being reviewed.
- Coordination is taking place between SCUSD Child Development Department and SCUSD Nutrition Services Department staff so that Special Diets will be in place before school starts.
- Substitute teacher binders are being updated to include current health and special diet information on incoming students.
- Flip charts are being prepared for every classroom which has students with special diets.
- Parents are bringing children in for hearing and vision screenings, and parents are being provided information on nutrition, iron, lead and dental care. Parents are receiving a Poison Control magnet and the phone number for Dial-A-Story.
- Nurse Lori is finalizing the dental varnish calendar with the SmileKeepers (County of Sacramento) for the coming year. Packets are being prepared for every classroom, with permission slips and printed information for the parents and the teachers.
- As all the preparations continue to occur for the start of school, nurses continue to also provide nurse support to the five Children Center classrooms that remain open in the summer.

## **Education**

All Resource Staff attended a Creative Curriculum Training session with Cathy Cole. The emphasis was on how to support teachers with the re-alignment implementation of The Creative Curriculum.

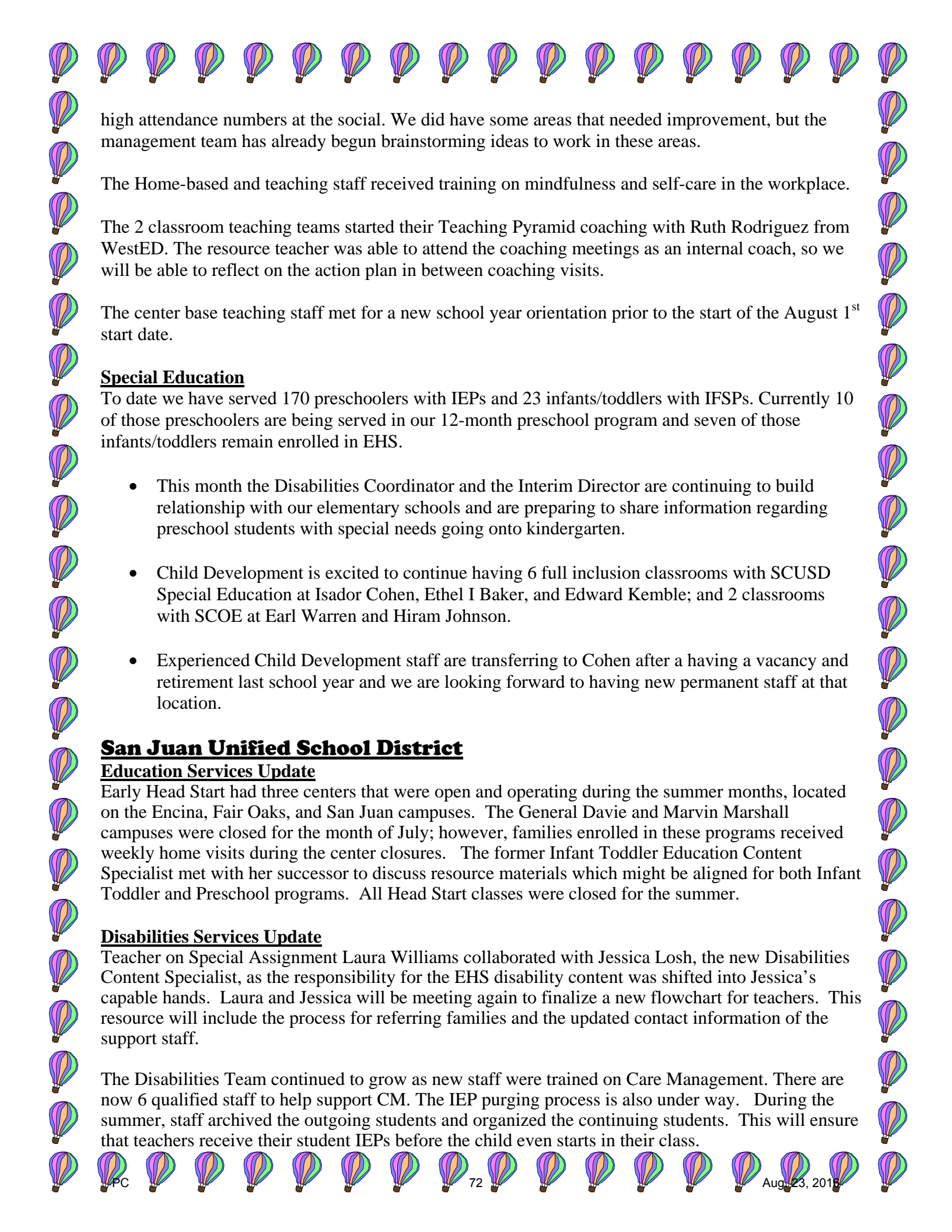
Coordinators and Resource staff are preparing for the next school year by updating classroom forms, ordering consumable materials, replacing curriculum materials and more.

## **Family & Community Engagement**

The department is in its final stages to rolling out the newly developed APPLE Bag. APPLE stands for All Parents Participate in Literacy and Education. This will be a family early literacy and engagement bag. Each teacher will receive 24 bags to rotate with children. The APPLE bag will contained hardbound books selected from the CSEFEL-Teaching Pyramid and staff recommended titles. The goal is to encourage families to engage in their children's early language and literacy development by reading and sharing books. In addition to the books, information and activity sheets on parent engagement will be included as well.

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

The Home-based staff had the exit meeting with SETA to go over findings from the Quality Assurance visits in June. Overall the team had positive feedback for the home visitors based on their observations on home visits and at the socialization. There was a lot of positive feedback in regards to the interactions that the reviewers observed while on home visits. They were also happy to see



high attendance numbers at the social. We did have some areas that needed improvement, but the management team has already begun brainstorming ideas to work in these areas.

The Home-based and teaching staff received training on mindfulness and self-care in the workplace.

The 2 classroom teaching teams started their Teaching Pyramid coaching with Ruth Rodriguez from WestED. The resource teacher was able to attend the coaching meetings as an internal coach, so we will be able to reflect on the action plan in between coaching visits.

The center base teaching staff met for a new school year orientation prior to the start of the August 1<sup>st</sup> start date.

### **Special Education**

To date we have served 170 preschoolers with IEPs and 23 infants/toddlers with IFSPs. Currently 10 of those preschoolers are being served in our 12-month preschool program and seven of those infants/toddlers remain enrolled in EHS.

- This month the Disabilities Coordinator and the Interim Director are continuing to build relationship with our elementary schools and are preparing to share information regarding preschool students with special needs going onto kindergarten.
- Child Development is excited to continue having 6 full inclusion classrooms with SCUSD Special Education at Isador Cohen, Ethel I Baker, and Edward Kemble; and 2 classrooms with SCOE at Earl Warren and Hiram Johnson.
- Experienced Child Development staff are transferring to Cohen after a having a vacancy and retirement last school year and we are looking forward to having new permanent staff at that location.

### **San Juan Unified School District**

#### **Education Services Update**

Early Head Start had three centers that were open and operating during the summer months, located on the Encina, Fair Oaks, and San Juan campuses. The General Davie and Marvin Marshall campuses were closed for the month of July; however, families enrolled in these programs received weekly home visits during the center closures. The former Infant Toddler Education Content Specialist met with her successor to discuss resource materials which might be aligned for both Infant Toddler and Preschool programs. All Head Start classes were closed for the summer.

#### **Disabilities Services Update**

Teacher on Special Assignment Laura Williams collaborated with Jessica Losh, the new Disabilities Content Specialist, as the responsibility for the EHS disability content was shifted into Jessica's capable hands. Laura and Jessica will be meeting again to finalize a new flowchart for teachers. This resource will include the process for referring families and the updated contact information of the support staff.

The Disabilities Team continued to grow as new staff were trained on Care Management. There are now 6 qualified staff to help support CM. The IEP purging process is also under way. During the summer, staff archived the outgoing students and organized the continuing students. This will ensure that teachers receive their student IEPs before the child even starts in their class.



**Mental Health Services Update**

The Mental Health Therapist lent ongoing support to families and children with identified mental health needs during the summer vacation. He was also a member of the team that assisted parents and families as they began the screening process for fall enrollment. Children with elevated ASQ-SE assessment scores will receive ongoing follow up mental health services as needed. The Mental Health Therapist will now begin providing support and services to EHS as well.

**Health Services Update**

Health screened twice a day (one AM session and one PM session), three days a week during the month of July. They also reviewed files for the students entering the 2016-2017 school year. This review included the students' health, nutrition, and immunization status. The pertinent data was entered into Child Plus for children enrolling in the upcoming school year. The School Nurse wrote Individualized Student Health Plans for those who have health concerns. She also prepared the training materials for the staff for the beginning of the school year.

**Nutrition Services Update**

The Content Specialist for CACFP updated the menus and the Menu Production Records for the 2016-2017 school year for both Preschool and Infant Toddler. A short introductory meeting regarding nutrition is being prepared for the teachers' in-service training in August.

**Family and Community Partnerships Update**

Staff continued to call new and returning families to complete their children's registration for the new school year in part-day Head Start, WRAP programs, and Early Head Start programs. Additionally, preschool children and their families completed comprehensive screening by completing ASQs, ASQ-SEs and Head Start Family Partnership Agreement Worksheets. Families were provided with community resource information, First 5 parent resource boxes, and contact information for their School Community Worker. Additional community resources were provided based on individual family need. Linguistic support in Spanish and Arabic was provided to assist families.

There was no Policy Committee meeting for the month of July. Most of the Program Governance work for the month consisted of preparation for the upcoming school year. Governance systems, forms, and timelines were reviewed and updated as necessary. The Program Area Plan and program planning cycle (road map) were reviewed to assure that responsible parties and program monitoring plans are in place for the upcoming school year.

**Program Support/Staff Training Update**

The Early Head Start and Head Start School Readiness goals around literacy will continue to be professional development topics next year. The Infant Toddler and Preschool Leadership teams worked on the professional development schedules for 2016-2017. State Triangulation findings will inform some of the topics and content. Both teams began planning the Pre-Service trainings for August.

**Fiscal Update**

The Fiscal department was extremely busy this month. The fiscal year closed June 30<sup>th</sup>, which involved closing purchase orders, setting up liabilities and accounts receivables, and reconciling all programs. This also meant closing grants for 2015-2016 and completing the SAC forms. Head Start and Early Head Start closed the 2015-2016 grant year as of July 31.





**Safe Environments Update**

Staff began the process of gearing up for the upcoming school year and Professional Development trainings. Staff will be asked to review- and if necessary- rewrite, their SUPER vision plans. They also reviewed all the Safe Environment checklists and forms, as well as updated dates and requirements as needed. Staff looked at the road map created last year as a resource in order to continue meeting important timelines.

**Twin Rivers Unified School District**

No report this month.

**WCIC**

No report this month.

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

None to report.

ITEM VI-OTHER REPORTS (continued)  
Page 2

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

---

---

---

- 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.

---

---

---