

GOVERNING BOARD

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County of Sacramento

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THOUGHT OF THE DAY: "What you get by achieving your goals is not as important as what you become by achieving your goals."

Zig Ziglar

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, January 26, 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.

AGENDA

PAGE NUMBER

- | | | |
|-------------|--|-----|
| I. | <u>Call to Order/Roll Call/Review of Board Member Attendance</u> | 1-3 |
| | ➤ PC Meeting Attendance Update | |
| | ➤ Introduction of Newly Seated Representatives | |
| II. | <u>Consent Item</u> | |
| A. | Approval of the Minutes of the December 16, 2015 Special Meeting | 4-9 |
| III. | <u>Action Items</u> | |
| A. | <u>CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957</u> | 10 |
| | ➤ Approval of Eligible Lists for: Associate Teacher I, Associate Teacher III, Associate Teacher/Infant Toddler, and Site Supervisor. | |

B.	<u>TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING:</u> Approval of Revised Salary Schedules for Head Start Parent Intern, Head Start Substitute Assistant, Head Start Childcare Teacher Assistant, Head Start Student Intern, and Bilingual Aide	11-12
C.	Approval of Budget Modification for Head Start Fiscal Year 2015-2016	13-14
D.	Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs	15-17
E.	Selection of Committee Representatives for Program Year 2015-2016	18-19
	1) Head Start Personnel/Bylaws Committee Representatives	
	2) Head Start Budget/Planning Committee Representatives	
	3) Head Start Social/Hospitality Committee	
	4) Head Start Parent Ambassador Committee	
	5) Program Area Committees	
	a) Early Child Development and Health Services and Parent, Family and Community Engagement Committee	
	b) Monitoring & Evaluation (aka: Self-Assessment) Committee	
	c) Male Involvement Committee	
F.	Election of Representative and Alternate to the Community Action Board	20-22
G.	Selection of Representatives to the SETA Head Start Health Services Advisory Committee (HSAC)	23
H.	Ratification of Representative to Serve on the Sacramento Medi-Cal Dental Advisory Committee	24
I.	Selection of Maternal Child & Adolescent Advisory Board Representative and Alternate	25
J.	Election of Community Agency Representatives	26
IV.	<u>Information Items</u>	
A.	Standing Information Items	27-31
➤	PC/PAC Calendar of Events – Mr. Kenneth Tate	
➤	Parent/Staff Recognitions – Mr. Kenneth Tate	
➤	Community Resources-Parents/Staff – Mr. Kenneth Tate	
➤	Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne	
➤	PC/PAC Orientation & Officer Training Reports (oral) – Mr. Kenneth Tate	

B.	Governing Board Minutes for December 3, 2015	33-39
C.	Fiscal Monitoring Report ✓ River Oak Center for Children	40-42
V.	<u>Committee Reports</u>	43
➤	Executive Committee Meeting Critique: Mr. Kenneth Tate	
VI.	<u>Other Reports</u>	44-59
A.	Executive Director's Report	
B.	Head Start Deputy Director's Report ✓ Monthly Head Start Report (attached) ✓ Quality Assurance Reports (attached) • Information and Resources – Ms. Marie Desha (Parent Resource Information: Performance Standards, bylaws, the Brown Act, and Roberts Rules of Order. Additional parent resources are available on the web: www.headstart.seta.net) • Jeopardy: The Head Start Way – Ms. Alma Walton Hawkins	
C.	Chair's Report	
D.	Open Discussion and Comments	
E.	Public Participation	
VII.	<u>Adjournment</u>	

DISTRIBUTION DATE: WEDNESDAY, JANUARY 20, 2016

Policy Council meeting hosted by:
Kenneth Tate, Chair; Linda Litka, Vice Chair; Amanda Self, Secretary;
Reginald Castex, Treasurer, and (Vacant) Parliamentarian

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Lydia Razo, Elk Grove Unified School District
- _____ Victoria Ruiz, Sacramento City Unified School District
- _____ Phoua Lee, Sacramento City Unified School District
- _____ Heart Bell, San Juan Unified School District
- _____ Linda Litka, San Juan Unified School District
- _____ Reginald Castex, WCIC/Playmate Child Development Center
- _____ Brian Short, WCIC/Playmate Child Development Center
- _____ Stacey Webster, Home Base Option
- _____ Natalie Craig, SETA-Operated Program
- _____ Monica Reynoso, SETA-Operated Program
- _____ Penelope Scott, SETA-Operated Program
- _____ Georgina Schroeder, SETA-Operated Program
- _____ Amanda Self, Early Head Start (SETA)
- _____ Robin Blanks, Grandparent Representative
- _____ Calvin Sheppard, Men's Activities Affecting Children Committee
- _____ Nicole Chilton, Birth and Beyond
- _____ Jasmine Jamison, Past Parent Representative
- _____ Kenneth Tate, Past Parent Representative

Member to be seated:

- _____ Tyrone Broxton, Elk Grove Unified School District

Seats Vacant:

- _____ Vacant (Saelee), Sacramento City Unified School District
- _____ Vacant (Shepherd), SETA-Operated Program
- _____ Vacant (Johnson), SETA-Operated Program
- _____ Vacant (Williams), Twin Rivers Unified School District
- _____ Vacant (Rossetti), Twin Rivers Unified School District
- _____ 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

**** 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
H. Bell Seated 11/24	SJ	X	X											
R. Blanks Seated 11/24	GRAND	X	X											
T. Broxton Seated	ELK													
R. Castex Seated 11/24	WCIC	X	X											
N. Chilton s/b/seated 2/24; seated 3/24	CR	X	X											
N. Craig Seated 11/24	SOP	X	E											
J. Jamison s/b/seated 11/24; seated 12/16	PP	E	X											
C. Johnson s/b/seated 11/24	SOP	U	U											
P. Lee s/b/seated 11/24; seated 12/16	SAC	U	X											
L. Litka Seated 11/24	SJ	X	X											
D. Perez Seated 11/24	EG	X	X											
L. Razo Seated 12/16	EG		X											
M. Reynoso Seated 11/24	SOP	X	U											
V. Ruiz Seated 11/24	SAC	X	E											
F. Saelee s/b/seated 11/24	SAC	U	U											
G. Schroeder s/b/seated 11/24	SOP	E	X											
P. Scott s/b/seated 11/24; seated 12/16	SOP	E	X											

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
A. Self Seated 11/24	EHS/HB	X	X											
C. Sheppard Seated 4/28	MAACC	E	E											
B. Short s/b/seated 11/24; seated 12/16	WCIC	U	X											
M. Sigol s/b/seated 11/24	EHS/SJ	U	U											
K. Tate Seated 11/24	PAST	X	X											
S. Webster Seated 11/24	HB	X	E											
E. Williams s/b/seated 11/24	TR	U	U											

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 1/15/16

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 16, 2015 REGULAR
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the December 16, 2015 meeting.

RECOMMENDATION:

That the Policy Council approve the November 24 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

**MINUTES OF THE SPECIAL 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

Wednesday, December 16, 2015
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:05 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. The roll was called and a quorum was established.

PC Members Present:

Dennis Perez, Elk Grove Unified School District
Reginald Castex, WCIC/Playmate Child Development Center
Heart Bell, San Juan Unified School District
Linda Litka, San Juan Unified School District
Amanda Self, Early Head Start, SETA Operated Program
Kenneth Tate, Past Parent Representative
Nicole Chilton, Birth and Beyond
Robin Blanks, Grandparent Representative

PC Members Absent:

Victoria Ruiz, Sacramento City Unified School District (excused)
Natalie Craig, SETA-Operated Program (excused)
Monica Reynoso, SETA-Operated Program (unexcused)
Stacey Webster, Home Base Option (excused)
Lynda Williams, Outgoing Chair (excused)
Calvin Sheppard (excused)

New Members to be Seated:

Lydia Razo, Elk Grove Unified School District
Phoua Lee, Sacramento City Unified School District
Brian Short, WCIC/Playmate Child Development Center
Georgina Schroeder, SETA-Operated Program
Penelope Scott, SETA-Operated Program
Jasmine Jamison, Past Parent Representative

Members to be seated but Absent:

Feuy Saelee, Sacramento City Unified School District (unexcused)
Erica Williams, Twin Rivers Unified School District (unexcused)
Morgan Siegel, Early Head Start, San Juan Unified School District (unexcused)
Charlotte Johnson, SETA-Operated Program (unexcused)

II. Consent Item

A. Approval of the Minutes of the November 24, 2015 Regular Meeting

The minutes were reviewed; no questions or comments.

Moved/Blanks, second/Self, to approve the November 24, 2015 minutes.

Show of hands vote:

Aye: 12 (Bell, Blanks, Castex, Chilton, Jamison, Lee, Litka, Razo, Schroeder, Scott, Self, Short)

Nay: 0

Abstentions: 2 (Perez and Tate)

III. Action Items

A. Approval to Delegate Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

The item was reviewed; no questions or comments.

Moved/Self, second/Jamison, to approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

Show of hands vote:

Aye: 13 (Bell, Blanks, Castex, Chilton, Jamison, Lee, Litka, Perez, Razo, Schroeder, Scott, Self, Short)

Nay: 0

Abstentions: 1 (Tate)

B. Election of Policy Council Officers for Program Year 2015-2016

Mr. Tate reviewed the officer positions. Those elected into officer positions will receive training in January.

Those interested in the position of Chair: Linda Litka, Amanda Self, Jasmine Jamison, and Kenneth Tate. Nominees spoke of their interest in serving as Chair.

Votes:

Linda Litka - 2

Amanda Self - 1

Jasmine Jamison - 4

Kenneth Tate – 5

(2 abstentions: Short and Blanks)

Those interested in the position of Vice Chair: Linda Litka, Amanda Self, Reginald Castex. Nominees spoke of their interest in serving as Vice Chair.

Votes:

Amanda: 2

Linda: 8

Reginald: 3

(1 abstention [Tate])

Those interested in in the position of Secretary: Amanda Self, Brian Short, and Georgina Schroeder

Votes:

Amanda: 9

Brian: 2

Georgina: 2

(1 abstention [Tate])

Those interested in the position of Treasurer: Reginald Castex

Votes:

Reginald: 12

(1 abstention [Tate] and one board member out of the room [Jamison])

Those interested in the position of Parliamentarian: Dennis Perez & Lydia Razo

Votes:

Dennis: 8

Lydia: 4

(1 abstention [Tate] and one board member out of the room [Jamison])

Moved/Blanks, second/Litka, to ratify the election of the 2015-2016 officers as follows: Chair: Kenneth Tate; Vice Chair: Linda Litka; Secretary: Amanda Self; Treasurer: Reginald Castex; and, Parliamentarian: Dennis Perez.

Show of hands vote:

Aye: 12 (Bell, Blanks, Castex, Chilton, Lee, Litka, Perez, Razo, Schroeder, Scott, Self, Short)

Nay: 0

Abstentions: 1 (Tate)

(Ms. Jasmine Jamison out of the room during the vote.)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Mr. Tate reviewed the list of upcoming meetings.
- Parent/Staff Recognitions: None.
- Community Resources-Parents/Staff : None

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. Denise Lee reviewed the county wide fiscal report. The Agency is on-target with expenditures at 31.7% expended. Non-federal share is the volunteer time parents provide in the classroom or on a field trip. This time is very valuable to this organization. Every dollar volunteered is a dollar in matching dollars for SETA/Head Start. The federal government requires us to return 25% of our grant in matching hours. Ms. Self inquired about the supplies expenditures shown at 52%. Ms. Lee replied that it is not too high since the program is ‘ramping’ up at the beginning of the year so this means the expenditure of funds at the beginning; we will not go over budget.

B. Governing Board Minutes of November 5, 2015: No questions

C. Fiscal Monitoring Reports: No questions.

V. Committee Report

- Executive Committee: Ms. Self reviewed the critique of the last meeting.

VI. Other Reports

A. Executive Director’s Report: No report.

B. Head Start Deputy Director’s Report: Ms. Denise Lee welcomed the board and wished everyone a wonderful holiday season.

C. Head Start Managers’ Reports

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Carr congratulated all of the newly elected officers. Ms. Carr reviewed the attendance and enrollment report. Any vacancy that occurs is immediately filled to ensure full enrollment during the year. There is a county-wide meeting held to discuss enrollment, especially with Twin Rivers and Sacramento City. Ms. Self inquired whether there would be a Natomas delegate. Ms. Lee replied that there will not be a new delegate agency. However, if a site location is found in the North Natomas area, some of the underserved slots would definitely be considered. Staff is definitely interested in serving this part of Sacramento County.
- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: Ms. Caruso reported the self-assessment is underway and all board members are urged to attend the self-assessment meeting on January 20. Secondly, the grant planning for the grant will begin in January. All members are encouraged to attend the upcoming Budget/Planning Committee meetings that are directly related to the grant. The Quality Assurance Unit recently completed reviews of Sacramento County Office of Education and River Oak Center for Children. The reviews were great. The revised Unannounced Visits chart was reviewed. Ms. Caruso stated that part of the reason the numbers for Twin Rivers was so low was that the report was prepared on an old version of Excel. The EHS Childcare Partnership Program is doing well and is going full steam ahead.
- Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros reviewed the Food Services Operation report and reviewed the

- various expenditures. Ms. Cisneros provided information on the Preschool SHINE program, which is a training and technical assistance program. SHINE is an acronym that stands for Shaping Healthy Impressions Through Nutrition. Ms. Cisneros will provide more information on this outstanding program. Tours of Facilities and the Central Kitchen will be scheduled.
- Karen Gonzales - School Readiness, Special Education and Mental Health Services: Ms. Gonzales reviewed the special education report for the county. The numbers will change as children are still being identified that need an IDP. Ms. Gonzales, there will be programs following up to meet 10% required services numbers for preschool. SETA receives a lot of referrals from Alta Regional. A blank copy of the Individualized Development Plan was distributed which shows the different things teachers use to screen children.

- D. Chair's Report: Mr. Tate announced that Ms. Jenna Kline, our KVIE community representative, left to take a job at San Juan USD as a grant writer. The board sent Ms. Kline their best wishes.

IV. **Information Items** (continued)

- E. ➤ Community Resources-Parents/Staff

Ms. Chilton reported that Birth and Beyond will be hosting their annual holiday event on Friday, December 18, 2-4 p.m. There will be lots of arts and crafts for children on a first come, first served basis. Santa will be present and each child will be able to get a gift.

Ms. Self went to their Halloween event and it was awesome. Ms. Self reported that Operation Cratchit at Stanford Settlement is still accepting applications families to receive toys.

Mr. Castex suggested that staff consider a refocus of speech therapy; it is currently seen as a disability. He urged people to see speech therapy not as a disability but as an opportunity. Ms. Gonzales reviewed the process by which children are referred for speech therapy and spoke of a new process for screening children.

- E. Open Discussion and Comments: Ms. Lee thanked the board for participating in the special meeting.
- F. Public Participation: No comments.

VII. **Adjournment**: The meeting was adjourned at 11:01 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 B - ACTION

TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISED SALARY SCHEDULES FOR HEAD START PARENT INTERN, HEAD START SUBSTITUTE ASSISTANT, HEAD START CHILDCARE TEACHER ASSISTANT, HEAD START STUDENT INTERN, AND BILINGUAL AIDE

BACKGROUND:

In 2013, state legislation (AB 10) passed which increased California's minimum wage to \$10.00 per hour effective January 1, 2016. SETA staff reviewed current Agency classifications and salary ranges and identified five (5) job classifications which do not meet the revised minimum wage. The affected classifications include:

Head Start Parent Intern

	Step A	Step B	Step C	Step D	Step E
Current Rate	\$9.00	\$9.45	\$9.92	\$10.42	\$10.94
New Rate	Minimum Wage	Minimum Wage + 5%	Step B +5%	Step C +5%	Step D+5%

Head Start Substitute Assistant

	Step A
Current Rate	\$9.00
New Rate	Minimum Wage

Head Start Childcare Teacher Assistant

	Step A	Step B	Step C	Step D	Step E
Current Rate	\$9.31	\$9.77	\$10.27	\$10.76	\$11.32
New Rate	Minimum Wage	Minimum Wage + 5%	Step B +5%	Step C +5%	Step D+5%

Head Start Student Intern

	Step A	Step B	Step C	Step D	Step E
Current Rate	\$9.00	\$9.45	\$9.92	\$10.42	\$10.94
New Rate	Minimum Wage	Minimum Wage + 5%	Step B +5%	Step C +5%	Step D+5%

Bilingual Aide

	Step A	Step B	Step C	Step D	Step E
Current Rate	\$9.60	\$10.08	\$10.57	\$11.11	\$11.68
New Rate	Minimum Wage	Minimum Wage + 5%	Step B +5%	Step C +5%	Step D+5%

ITEM III-B – ACTION (continued)
Page 2

Currently there are 35 employees that are affected by these changes. All employees are receiving the minimum wage at this time.

RECOMMENDATION:

Open a public hearing, receive input, close the public hearing and approve the new pay ranges for Head Start Parent Intern, Head Start Substitute Assistant, Head Start Child Care Teacher Assistant, Head Start Student Intern, and Bilingual Aide.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION

APPROVAL OF BUDGET MODIFICATION
FOR HEAD START FISCAL YEAR 2015-2016

BACKGROUND:

This agenda item provides the opportunity for the Policy Council to approve a budget modification for the Elk Grove Unified School District, a SETA delegate agency, in the amount of \$60,000 to cover the cost of needed environmental health and safety modifications at school sites, which include the purchase and installation of shade structures and modifications of existing play structures.

Specifically, the Elk Grove Unified School District Head Start Program has projected under-spent funds in Personnel and Fringe Benefits due to two (2) teacher vacancies, two (2) para-educator vacancies, and two (2) Office Assistant III vacancies that were unfilled through the fall of 2015. The program is requesting to move \$30,000 from the Personnel and Fringe Benefits cost categories each to Equipment, as outlined below:

Cost Item	2015-2016 Original Budget	T/TA	Modification Increase (Decrease)	Final Budget
A. Personnel	\$1,793,584		(\$30,000)	\$1,763,584
B. Fringe Benefits	\$847,184		(\$30,000)	\$817,184
C. Travel				
D. Equipment			\$60,000	\$60,000
E. Supplies	\$33,525		0	\$33,525
F. Contractual				
G. Construction				
H. Other	\$178,146	\$9,000	0	\$187,146
Total Program	\$2,852,439	\$9,000		\$2,861,439
Non-Federal Program	\$783,579			\$783,579
Total Admin and Program	\$3,125,314	\$9,000	\$0	\$3,134,314

Recent health, safety and environmental reviews showed a need for shade structures at two Head Start locations and a play structure modification at two different Head Start locations in order to make them safe for children under the age of 5 years old.

ITEM III-C – ACTION (continued)
Page 2

Elk Grove Unified School District’s Policy Council took board action on this item at its meeting on January 12, 2016.

SETA staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve a budget modification in the amount of \$60,000 from Personnel and Fringe Benefits to Equipment for the Elk Grove Unified School District, a SETA delegate agency for the 2015-2016 Head Start fiscal year.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-D – ACTION

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN
HEAD START OR EARLY HEAD START PROGRAMS

BACKGROUND:

On an annual basis the Parent Advisory Committee is required to review and approve the Countywide Enrollment Selection Criteria for the Head Start and Early Head Start programs. In 2014-2015, the Head Start (preschool) Selection Criteria remained unchanged while the Early Head Start (infants/toddlers) Selection Criteria included slight revisions. Revisions made reflected a change in prioritization for teen moms due to the reduction in teen pregnancies in Sacramento County. Slight changes were also made to reduce duplication in categories. The Policy Council, Parent Advisory Committee and SETA Governing Board approved these changes in January 2015.

There are no recommended changes for 2015-2016.

Both the Selection Criteria for Sacramento County Early Head Start and the Selection Criteria for Head Start meet all requirements contained in 45 CFR 1305 Eligibility, Recruitment, Selection, Enrollment and Attendance and updated guidelines in accordance with the Head Start Act of 2007.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Early Head Start Enrollment Selection Criteria and the Head Start Enrollment Selection Criteria for Sacramento County as attached.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

Instructions: Place an “X” by the category that is applicable to applicant. Selection is based on the “X” that is the highest on the scale.

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

1. 2nd year enrollment within Sacramento County. _____
2. Transfer Head Start child to the same or another Sacramento Head Start agency within the same program option (full day, part day, home base). _____
3. Transition from Early Head Start whose family meets Federal Income Guidelines. _____
4. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days whose family meets Federal Income Guidelines. _____
5. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster care
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)). _____
6. 4-year-old child whose family meets Federal Income Guidelines. _____
7. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster care
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)). _____
8. 3-year-old child whose family meets Federal Income Guidelines. _____
9. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
10. 4-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). _____
11. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
12. 3-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). _____

Head Start Staff Signature

Date

Child's Name

Date of Birth

Date of Application

Status Enrolled Date Enrolled: _____ Waiting List

**EARLY HEAD START SELECTION CRITERIA:
SACRAMENTO COUNTY**

Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines

INSTRUCTIONS: Place an "X" by the highest applicable category on the scale (#1 being the highest).

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- For #1-7, within the same priority ranking, selection is based on age, with the youngest child receiving priority.
- For #8-11, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child's age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

1. Transfer Early Head Start child within Sacramento County with documentation.
(copy of Application and Eligibility Verification Form must be attached to wait list) _____
2. Family with a child birth to 36 months of age with a current IFSP.
(up to 10% may exceed Federal Income Guidelines) (waiver necessary) _____
3. A previously enrolled child (who dropped on good standing)
who requests to return to original agency within 60 days. _____
4. Pregnant woman/parent/guardian with a child birth to 12 months of age having
one or more documented family situations within the past year such as:

• Abuse (physical, substance, sexual & emotional)	• Teen Parent
• High Risk Pregnancy (includes moms >35 or <18)	• Homelessness
• Death of a parent/guardian, sibling	• Foster care
• Parent with developmental delay or other disabling condition	• CPS

5. Pregnant woman/parent/guardian with a child 13 to 36 months of age having
one or more documented family situations within the past year such as:

• Abuse (physical, substance, sexual & emotional)	• Teen Parent
• High Risk Pregnancy (includes moms >35 or <18)	• Homelessness
• Death of a parent/guardian, sibling	• Foster care
• Parent with developmental delay or other disabling condition	• CPS

6. Pregnant woman/parent/guardian with a child birth to 12 months of age. _____
7. Pregnant woman/parent/guardian with a child 13 to 36 months of age. _____
8. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
9. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines with no cap (waiver necessary). _____
10. Pregnant woman/parent/guardian with a child 13 to 36 months of age who
exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
11. Pregnant woman/parent/guardian with a child 13 to 36 months of age who
exceeds Federal Income Guidelines with no cap (waiver necessary). _____

Child's Name: _____

ITEM III-E – ACTION

SELECTION OF COMMITTEE REPRESENTATIVES FOR
PROGRAM YEAR 2015-2016

BACKGROUND:

The following standing committees require Policy Council representatives be appointed. It is hoped every member will participate on committees. A description of each committee is included in the Policy Council bylaws. Staff will be available to provide an oral report and answer questions.

1) Head Start Personnel/Bylaws Committee Representatives

Oversight by: Marie Desha

- a) Parliamentarian – _____
- b) _____
- c) _____
- d) _____
- e) _____

2) Head Start Budget/Planning Representatives

Oversight by: D’et Saurbourne and Denise Lee

- a) Treasurer – Reginald Castex _____
- b) _____
- c) _____
- d) _____
- e) _____

3) Head Start Social/Hospitality Committee: Oversight by: Marie Desha

- a) Secretary – Amanda Self _____
- b) Treasurer – Reginald Castex _____
- c) _____
- d) _____
- e) _____

4) Parent Ambassador Committee: Overseen by: Alma Hawkins

- a) Vice Chair – Linda Litka _____
- b) Secretary – Amanda Self _____
- c) Treasurer – Reginald Castex _____
- d) _____
- e) _____

5) Program Area Committees

A) Early Child Development and Health Services and Parent, Family and Community Engagement Committee: Oversight by: Karen Gonzales, Lisa Carr, and Martha Cisneros

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____

B) Monitoring/Evaluation (aka: Self-Assessment) Committee – Committee of the Whole - Policy Council members will participate as a Committee of the Whole: Oversight by: Robyn Caruso

C) Male Involvement Committee: Oversight by: Robert Silva

- a) _____
- b) _____
- c) _____

RECOMMENDATION:

As each committee is reviewed, interested Policy Council members will be added to that committee. After all committee slots are filled, it is recommended that the Policy Council ratify the committee membership.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-F – ACTION

ELECTION OF REPRESENTATIVE AND ALTERNATE TO
THE COMMUNITY ACTION BOARD

BACKGROUND:

The SETA Community Action Board is comprised of representatives from the Private, Public and Low-Income Sectors. The duties of the Board include recommending allocations of Community Services Block Grant (CSBG) funds to community services agencies throughout Sacramento County. Attached for your review is a CAB overview.

In the past, Mr. Calvin Sheppard served as the Head Start representative from the Low-Income Sector. Policy Council representatives to the Community Action Board receive a meeting reimbursement.

RECOMMENDATION:

That the Council elect a representative and alternate to serve as Low-Income Sector representatives to the Community Action Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

COMMUNITY ACTION BOARD OVERVIEW

The Community Action Board (CAB) is a twelve-person board representing a number of public, private and low-income interests. SETA, as the designated Community Action Agency for Sacramento County, receives Community Services Block Grant (CSBG) and funds from the U. S. Department of Health and Human Services through California's Department of Community Services and Development. SETA administers CSBG programs with the advice of the tri-partite Community Action Board.

The SETA CAB was established as an advisory body to the SETA Governing Board and is entrusted with a mission to make the entire community respond to the needs and interests of the poor. Its members assess the needs of the low-income community, receive and review proposals for CSBG funding, and made recommendations to the Governing Board to fund programs which most effectively address those needs.

The long-range objective of the CSBG program is to enable individuals to deal with the problems of poverty and attain self-sufficiency. Because the social needs in SETA's service delivery area are diverse - from drug abuse among youth to the problems of seniors - and because funding for programs is relatively scarce, Board members exercise great care in setting program priorities, allocating funds and evaluating program performance.

MEETING SCHEDULE

Regular meetings of the Community Action Board are held on the second Wednesday of each month at 10:00 a.m., 925 Del Paso Blvd. Meetings seldom exceed one hour in length with the exception of annual funding meetings.

COMPOSITION OF THE COMMUNITY ACTION BOARD

The Community Action Board is composed of twelve members with four members representing each of three constituent groups: 1) Public Officials or their representatives; 2) Private Sector, consists of business, industry, labor, religious groups, welfare, education, or other major groups and interests in the community; and 3) Low Income Sector, or representatives of the poor residents within the Community Action Board jurisdiction.

SECTOR PROFILES

Public - Public officials bring expertise in public relations, meetings, administration, funding and fiscal affairs. They represent the interests of the general public, yet can also serve as ambassadors of goodwill to the client groups.

Low Income - Representatives of the poor are the fundamental source of information on conditions and problems of poverty. Their participation and involvement on the Board, on its committees and at neighborhood levels is critical to Community Action efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs -- and the positive effects those programs can have on the community.

Private - Representatives of the private sector provide good decision-making capabilities. They normally have business, management and fiscal expertise. They are major sources of funds and other resources. Finally, they provide balance to the Board by representing the remainder of the community.

APPLICATION/APPOINTMENT PROCESS

Those wishing to apply for membership on the CAB are asked to fill out an application form available at 925 Del Paso Blvd., Sacramento, CA 95815, Attention: Nancy Hogan (Phone 263-3827). Completed applications should be returned to SETA. These applications go through an application/appointment process for each sector. CAB members serve one-year terms beginning in January of each year.

CONFLICT OF INTEREST

Upon appointment, each applicant is required to submit a completed Statement of Conflict of Interest (form provided by SETA).

ITEM III-G – ACTION

SELECTION OF REPRESENTATIVES TO THE SETA HEAD START
HEALTH SERVICES ADVISORY COMMITTEE (HSAC)

BACKGROUND:

The Policy Council is requested to select Representatives to serve on the Head Start Health Services Advisory Committee. This committee is an advisory group to the health program area plan, assists with creation of policies, and serves as one of our primary community resources for health information. Members on the committee include Head Start staff and parents and health professionals from the community with an interest in Head Start. The group meets two times per year for a dinner meeting. An interest in health would be appropriate for those serving on this committee. Ms. Martha Cisneros will be available to provide the date and time of the next committee meeting and answer questions.

RECOMMENDATION:

That the Policy Council select Representatives to serve on the Health Services Advisory Committee.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-H – ACTION

RATIFICATION OF REPRESENTATIVE TO SERVE ON THE SACRAMENTO
MEDI-CAL DENTAL ADVISORY COMMITTEE

BACKGROUND:

The Policy Council is requested to ratify the appointment of Ms. Amanda Self as representative on the Sacramento Dental Managed Care Advisory Committee. Ms. Self was seated in October, 2015 and is interested in completing her term.

This Medi-Cal Dental Advisory Committee was established by Senator Steinberg’s legislation AAB 1467 on July 1, 2012. The purpose of the committee is to provide oversight and guidance to improve Denti-Cal utilization rates, the delivery of oral health and dental services, including prevention and education services, dental managed care, and fee-for-service Denti-Cal.

The Sacramento Dental Managed Care Advisory Committee generally meets the fourth Wednesday of each month and is scheduled for 2016 on the following dates:

- * Thursday, February 25
 - * Thursday, March 24
 - * Thursday, April 28
 - * Wednesday, May 26
 - * Thursday, June 23
 - * Thursday, July 28
 - * Thursday, August 25
 - * Thursday, September 22
 - * Thursday, October 27
 - * Thursday, November 17*
 - * Thursday, December 15*
- * tentative dates

Staff will be available to share additional information and answer questions.

RECOMMENDATION:

Ratify Ms. Amanda Self as representative to serve on the Sacramento Dental Managed Care Advisory Committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-I – ACTION

SELECTION OF MATERNAL, CHILD AND ADOLESCENT HEALTH ADVISORY BOARD REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This item provides the Policy Council Chair an opportunity to appoint a representative and an alternate to sit on the Sacramento County Maternal, Child and Adolescent Health Advisory Board. Ms. Lynda Williams was the representative for this board.

The purpose of the Sacramento County Maternal, Child, and Adolescent Health Advisory Board (MCAHAB) is to improve coordination and promote an integrated health system serving mothers and children. The role of the MCAHAB is to advise the Board of Supervisors and the Department of Health and Human Services (DHHS) on local programs and services affecting the health of mothers, children, and adolescents.

The Sacramento County Maternal, Child and Adolescent Health Advisory Board has requested one representative and one alternate to serve from Head Start. Current health issues are addressed, providing an opportunity for Head Start parents to contribute in the discussion and receive valuable information for Head Start. The committee meets five times a year on the second Tuesday of the month. The meetings remaining in 2016: March 8, 2016, May 10, 2016, September 13, 2016, and November 8, 2016. The meetings are held at 9616 Micron, Suite 900, Conference Room 1, Sacramento, CA, from 8:00 – 10:00 a.m. If you have any questions, please contact Martha Cisneros, 263-3881.

RECOMMENDATION:

Ratify the Chair's appointment of one representative and one alternate to serve on the Sacramento County Maternal, Child and Adolescent Health Advisory Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-J – ACTION

ELECTION OF COMMUNITY AGENCY REPRESENTATIVES

BACKGROUND:

Head Start Policy Council bylaws provide an opportunity for two community agencies to serve on the board. Community agency representatives serve as a conduit between the board members and the community.

Last month, letters were sent out to several community agencies soliciting representatives. One application was received:

- * Birth and Beyond

Copies of the applications will be distributed to board members at the January 26 meeting.

RECOMMENDATION:

Review the applications and elect community agency representatives.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- PC/PAC Calendar of Events – Mr. Kenneth Tate
- Parent/Staff Recognitions – Mr. Kenneth Tate
- Community Resources-Parents/Staff – Mr. Kenneth Tate
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne
- PC/PAC Orientation & Officer Training Reports (oral) – Mr. Kenneth Tate

NOTES:

EVENT**DATE**

Governance Self-Assessment	Wednesday, January 20, 2016 1:00 – 2:30 p.m. Redwood Room
PAC Executive Committee	Friday, January 22, 2016 11:00 a.m. Olympus Room
PC/PAC Toastmasters Training	Tuesday, January 26, 2016 <i>(directly after the Policy Council 9:00 a.m. meeting)</i> 11:30 a.m. – 12:30 p.m. Magnolia Room
PC Executive Committee	Thursday, January 28, 2016 9:00 a.m. Olympus Room
PC/PAC Budget/Planning Committee Refunding Grant Planning	Friday, February 26, 2016 9:00 a.m. Magnolia Room
PC/PAC Budget/Planning Committee Refunding Grant Planning	Friday, March 4, 2016 9:00 a.m. Olympus Room
PC/PAC Budget/Planning Committee Refunding Grant Planning	Friday, March 11, 2016 9:00 a.m. Olympus Room
PC/PAC Budget/Planning Committee Refunding Grant Planning	Friday, March 18, 2016 9:00 a.m. Olympus Room

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

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
Head Start Basic									
Twin Rivers	\$ 1,589,191	\$ 62,559	\$ 539,068	\$ 601,627	37.9%	\$ 987,564	\$ 144,107	24.0%	10.4%
Elk Grove	3,125,314	113,849	1,296,795	1,410,644	45.1%	1,714,670	76,088	5.4%	8.1%
Sac City	8,615,832	183,005	3,040,185	3,223,191	37.4%	5,392,641	333,883	10.4%	5.7%
San Juan	4,570,140	206,840	1,581,564	1,788,404	39.1%	2,781,736	317,578	17.8%	11.6%
WCIC	826,068	37,679	287,636	325,315	39.4%	500,753	65,784	20.2%	11.6%
SETA	24,109,568	1,169,015	8,720,637	9,889,652	41.0%	14,219,916	2,971,695	30.0%	11.8%
Total	\$ 42,836,113	\$ 1,772,947	\$ 15,465,885	\$ 17,238,832	40.2%	\$ 25,597,281	\$ 3,909,134		

Early Head Start Basic									
Sac City	\$ 1,537,042	\$ 33,410	\$ 519,542.78	\$ 552,953	36.0%	\$ 984,089	\$ 49,246	8.9%	6.0%
San Juan	1,711,124	92,823	625,574.51	718,398	42.0%	992,726	-	0.0%	12.9%
SETA	4,399,257	168,298	1,607,612	1,775,910	40.4%	2,623,347	686,854	38.7%	9.5%
Total	\$ 7,647,423	\$ 294,531	\$ 2,752,730	\$ 3,047,261	39.8%	\$ 4,600,162	\$ 736,100		

Head Start T&TA									
Twin Rivers	\$ 7,500		\$ 23	\$ 23	0.3%	\$ 7,477			
Elk Grove	9,000		50	50	0.6%	8,950			
Sac City	20,000		711	711	3.6%	19,289			
San Juan	15,000		581	581	3.9%	14,420			
WCIC	7,500		-	-	0.0%	7,500			
SETA	324,269		84,182	84,182	26.0%	240,087			
Total	\$ 383,269	\$ -	\$ 85,546	\$ 85,546	22.3%	\$ 297,723	\$ -		

Early Head Start T&TA									
Sac City	\$ 27,564		\$ 226	\$ 226	0.8%	\$ 27,338			
San Juan	30,912		2,210	2,210	7.1%	28,702			
SETA	132,710		11,722	11,722	8.8%	120,988			
Total	\$ 191,186	\$ -	\$ 14,159	\$ 14,159	7.4%	\$ 177,027	\$ -		

TOTAL Head Start									
Twin Rivers	\$ 1,596,691	\$ 62,559	\$ 539,091	\$ 601,650	37.7%	\$ 995,041	\$ 144,107	24.0%	10.4%
Elk Grove	3,134,314	113,849	1,296,845	1,410,694	45.0%	1,723,620	76,088	5.4%	8.1%
Sac City	10,200,438	216,415	3,560,665	3,777,081	37.0%	6,423,357	383,130	10.1%	5.7%
San Juan	6,327,176	299,663	2,209,929	2,509,592	39.7%	3,817,584	317,578	12.7%	11.9%
WCIC	833,568	37,679	287,636	325,315	39.0%	508,253	65,784	20.2%	11.6%
SETA	28,965,804	1,337,313	10,424,153	11,761,466	40.6%	17,204,338	3,658,549	31.1%	11.4%
Total	\$ 51,057,991	\$ 2,067,478	\$ 18,318,319	\$ 20,385,797	39.9%	\$ 30,672,194	\$ 4,645,234	22.8%	10.1%

On Budget%
41.7%

Required %
25%
Max %
15%

SETA OPERATED PROGRAMS (SOP)
Expenditures for Fiscal Year 2015-2016
For the Five Months Ended December 31, 2015

SOP HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	41.7%
Personnel	\$ 12,430,102	\$ 5,069,310	\$ 7,360,792	40.8%
Fringe Benefits	6,974,530	2,794,053	4,180,477	40.1%
Equipment	67,000	-	67,000	0.0%
Travel (Out-of-State)	12,000	6,079	5,921	50.7%
Supplies	441,000	252,290	188,710	57.2%
Occupancy	2,390,241	996,850	1,393,391	41.7%
Local Travel	62,000	29,549	32,451	47.7%
Nutrition Services	267,520	150,728	116,792	56.3%
Child Services	90,000	21,997	68,003	24.4%
Substitutes	568,517	213,002	355,515	37.5%
Parent Services	114,100	33,114	80,986	29.0%
Publications/Advertising/Printing	15,000	2,470	12,530	16.5%
Training or Staff Development/Parent Aides	119,264	40,054	79,210	33.6%
Operating Costs	882,563	364,337	518,226	41.3%
TOTAL SOP HEAD START (BASIC & T&TA)	\$ 24,433,837	\$ 9,973,834	\$ 14,460,003	40.8%
Administrative %	11.7%			

SOP EARLY HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	41.7%
Personnel	\$ 2,172,823	\$ 929,732	\$ 1,243,091	42.8%
Fringe Benefits	1,219,171	433,734	785,437	35.6%
Supplies	45,000	26,371	18,629	58.6%
Occupancy	139,139	54,329	84,810	39.0%
Local Travel	15,000	7,489	7,511	49.9%
Nutrition Services	36,480	18,336	18,144	50.3%
Child Services	9,519	1,898	7,621	19.9%
Substitutes	3,804	-	3,804	0.0%
Training or Staff Development/Parent Aides	23,592	5,897	17,695	25.0%
Operating Costs	145,250	39,501	105,749	27.2%
TOTAL SETA EARLY HEAD START (BASIC & T&TA)	\$ 3,809,778	\$ 1,523,113	\$ 2,286,666	40.0%
Administrative %	11.1%			
Partners/Contractual	\$ 722,189	\$ 264,520	\$ 457,669	36.6%
TOTAL SOP EARLY HEAD START BASIC	\$ 4,531,967	\$ 1,787,632	\$ 2,744,335	39.4%
Administrative %	9.5%			

COMBINED SOP HS & EHS	Budget	Total Expenditures	Remaining Budget	41.7%
Personnel	\$ 14,602,925	\$ 5,999,042	\$ 8,603,883	41.1%
Fringe Benefits	8,193,701	3,227,787	4,965,914	39.4%
Equipment	67,000	-	67,000	0.0%
Travel (Out-of-State)	12,000	6,079	5,921	50.7%
Supplies	486,000	278,661	207,339	57.3%
Occupancy	2,529,380	1,051,179	1,478,201	41.6%
Local Travel	77,000	37,038	39,962	48.1%
Nutrition Services	304,000	169,064	134,936	55.6%
Child Services	99,519	23,895	75,624	24.0%
Substitutes	572,321	213,002	359,319	37.2%
Parent Services	114,100	38,939	75,161	34.1%
Publications/Advertising/Printing	15,000	2,470	12,530	16.5%
Training or Staff Development	142,856	45,951	96,905	32.2%
Operating Costs	1,027,813	403,838	623,975	39.3%
TOTAL SETA HS & EHS	\$ 28,243,615	\$ 11,496,946	\$ 16,746,669	40.7%
Administrative %	11.6%			
Partners/Contractual	\$ 722,189	\$ 264,520	\$ 457,669	36.6%
TOTAL COMBINED SOP HS & EHS	\$ 28,965,804	\$ 11,761,466	\$ 17,204,338	40.6%
Administrative %	10.6%			

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

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

For the Month Ended December 31, 2015

11m/12m

EHS-CCP BASIC	<u>Budget</u>	<u>Administrative Expenditures</u>	<u>Program Expenditures</u>	<u>Total Expenditures</u>	<u>Remaining Budget</u>	<u>83.3%</u>	<u>NFS</u>	<u>NFS %</u>	<u>Admin %</u>
Sacramento City USD	\$ 700,000	\$ 10,466	\$ 266,189	\$ 276,655	\$ 423,345	39.5%	\$ 29,038	10.5%	3.8%
SCOE	207,000		161,660	161,660	45,340	78.1%	\$ 47,428	29.3%	0.0%
Kinder World	261,000	14,778	199,047	213,825	47,175	81.9%	\$ 44,140	20.6%	6.9%
SETA	301,976	8,774	43,851	52,626	249,350	17.4%	-	0.0%	16.7%
TOTAL EHS-CCP BASIC	\$ 1,469,976	\$ 34,018	\$ 670,747	\$ 704,765	\$ 765,211	47.9%	\$ 120,606	17.1%	4.8%

EHS-CCP T&TA	<u>Budget</u>	<u>Administrative Expenditures</u>	<u>Program Expenditures</u>	<u>Total Expenditures</u>	<u>Remaining Budget</u>	<u>83.3%</u>	<u>NFS</u>	<u>NFS %</u>	<u>Admin %</u>
Sacramento City USD	\$ 17,500	\$ 80	\$ 1,919	\$ 1,999	\$ 15,501	11.4%	\$ -	0.0%	4.0%
SETA	19,249		31,378	31,378	(12,129)	163.0%	-	0.0%	0.0%
TOTAL EHS-CCP T&TA	\$ 36,749	\$ 80	\$ 33,297	\$ 33,377	\$ 3,372	90.8%	\$ -	0.0%	0.2%

EHS-CCP START-UP	<u>Budget</u>	<u>Administrative Expenditures</u>	<u>Program Expenditures</u>	<u>Total Expenditures</u>	<u>Remaining Budget</u>	<u>83.3%</u>	<u>NFS</u>	<u>NFS %</u>	<u>Admin %</u>
Sacramento City USD	\$ 30,700		\$ 1,086	\$ 1,086	\$ 29,614	3.5%	\$ -	0.0%	0.0%
SETA	60,000		36,521	36,521	23,479	60.9%	-	0.0%	0.0%
TOTAL EHS-CCP START-UP	\$ 90,700	\$ -	\$ 37,607	\$ 37,607	\$ 53,093	41.5%	\$ -	0.0%	0.0%

TOTAL EHS-CCP	<u>Budget</u>	<u>Administrative Expenditures</u>	<u>Program Expenditures</u>	<u>Total Expenditures</u>	<u>Remaining Budget</u>	<u>83.3%</u>	<u>NFS</u>	<u>NFS %</u>	<u>Admin %</u>
Sacramento City USD	\$ 748,200	\$ 10,466	\$ 269,193	\$ 279,660	\$ 468,540	37.4%	\$ 29,038	10.4%	3.7%
SCOE	207,000	-	161,660	161,660	45,340	78.1%	47,428	29.3%	0.0%
Kinder World	261,000	14,778	199,047	213,825	47,175	81.9%	44,140	20.6%	6.9%
SETA	381,225	8,774	111,751	120,525	260,700	31.6%	-	0.0%	7.3%
TOTAL EHS-CCP	\$ 1,597,425	\$ 34,018	\$ 741,651	\$ 775,669	\$ 821,756	48.6%	\$ 120,606	15.5%	4.4%

On Budget% Required % Max %
83.3% 25% 15%

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY
CORPORATE CARD - AMERICAN EXPRESS
STATEMENT OF ACCOUNT
12/10/2015**

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/ADMIN/WD
11/11/2015	Scholastic Inc.	Class Supplies	\$ 22.72	HS
11/13/2015	Sandra Dee's	PC/PAC Toastmaster End-of-Year Meeting	162.75	HS
11/18/2015	Dollar Tree	Class Supplies	325.50	HS
11/10/2015	American Express	Annual Membership Fee	55.00	ADMIN
11/10/2015	American Express	Annual Membership Fee	55.00	ADMIN
11/11/2015	SAHRA	Member Registration	376.00	ADMIN
11/17/2015	Toastmasters	Biannual Membership Fee	216.00	ADMIN
11/18/2015	Southwest	Parent Engagement Conference	380.96	HS
11/18/2015	Supershuttle	Parent Engagement Conference	24.00	HS
11/19/2015	Toastmasters	Biannual Membership Fee	86.40	ADMIN
11/20/2015	Southwest	Parent Engagement Conference	870.93	HS
11/20/2015	NHSA	Parent Engagement Conference	1,820.00	HS
11/21/2015	Southwest	Parent Engagement Conference	870.92	HS
11/21/2016	Supershuttle	Parent Engagement Conference	96.00	HS
11/24/2015	Crown Plaza	Parent Engagement Conference	1,917.97	HS
11/26/2015	Amazon	Office Supplies	15.22	ADMIN
12/1/2015	American Express	Member Rewards Program Fee	90.00	ADMIN
12/2/2015	New York New York	Recreation Installation Specialist Certification	215.04	HS
12/3/2015	Disneyland Hotel	CSMFO Annual Conference	310.05	ADMIN
12/10/2015	Online Faxes	Annual Fee for Human Resources	45.88	ADMIN
11/16/2015	American Express	Annual Membership Fee	55.00	ADMIN
11/19/2015	Uline	Class Supplies	96.86	HS
11/23/2015	Inland Business Systems	Copier/Printer Maintenance & Supplies	6,280.01	ADMIN
11/24/2015	Home Depot	Class Supplies	49.16	HS
12/1/2015	Rackspace	Cloud Server	44.04	ADMIN
12/3/2015	Dollar Tree	Class Supplies	117.18	HS
12/4/2015	Things Remembered	Employee Recognition	646.44	ADMIN
12/7/2015	Paypal *Forture Assoc.	Training Materials	55.33	HS
12/8/2015	Advance West	Propane for Warehouse Forklift	26.04	HS
12/8/2015	California Casters	Kitchen Supplies	151.51	HS
12/10/2015	Inland Business Systems	Copier/Printer Maintenance & Supplies	1,506.84	ADMIN
	<i>various various</i>	<i>various</i>	<u>9,220.94</u>	<i>WD</i>
Total American Express Bill			<u>\$ 26,205.69</u>	

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

ITEM IV-B - INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the December 3, 2015 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, December 3, 2015
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:05 a.m.

Members Present:

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

II. Consent Items

- A. Minutes of the November 5, 2015 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Resolution to Accept Community Services Block Grant (CSBG) Funds During the Next Five-Year Period and Authorize the Executive Director to Sign the Agreements and any Necessary Documents Pertaining to the Agreements
- D. Approval to Hire a SETA Retired Annuitant as a Temporary Consultant
- E. Approval to add TBenterprises to SETA's Vendor Services (VS) List

Consent items were reviewed; no questions or comments.

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

- A. Approve the November 5, 2015 minutes.
- B. Approve the claims and warrants for the period 10/29/15 through 11/24/15.
- C. Approve the resolution to accept CSBG funds during the next five-year period and authorize the Executive Director to sign the agreements and any necessary documents pertaining to the funding source.
- D. Approve the hiring of Mr. Warren Murphy, a SETA retired annuitant, as a temporary SETA consultant.
- E. Approve the addition of TBenterprises to SETA's VS list.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Review and Approval of Annual Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2015 (Loretta Su)

Ms. Loretta Su presented the annual audit for the fiscal year ended June 30, 2015. Ms. Su stated that this was a clean audit.

Moved/Schenirer, second/Kennedy, to approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2015.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

2. Approval of Procurement of Workers' Compensation Insurance

Ms. Su stated that the Workers' Compensation insurance will expire 12/30/15; she introduced Mr. Ken Urrutia who provided a report. Mr. Urrutia reported that he received a favorable renewal quote from AIG; he also received a quote from Security National. He is still working on the quotes and expecting the board to be happy with the results.

Moved/Kennedy, second/Warren, to authorize the Executive Director to procure Workers' Compensation coverage for the calendar year 2016.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. Concurrence with the Sacramento Works, Inc. Board to Approve the Request for Proposals for WIOA Youth Program Services Funded by Title I Funds for the Fiscal Year Beginning July 1, 2016

Ms. Terri Carpenter reviewed the process by which the RFP was developed. Two public hearings were held to hear testimony on ways to better serve local youth. The RFP focuses on 75% of funds on out-of-school youth, which is required under the Workforce Innovation and Opportunity Act.

There are 15 Youth Committee members including youth participants. Youth Advocates are located in the centers and work with the youth visiting the centers.

Moved/Schenirer, second/Kennedy, to concur with the Sacramento Works, Inc. board to approve the Request for Proposals for the WIOA Youth Program Services for the fiscal year beginning July 1, 2016.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Community Services Block Grant:

2. Approval of Community Services Block Grant Funding Recommendations for Program Year 2016

Ms. Julie Davis-Jaffe reviewed the staff report. During the recent procurement, 29 proposals were received requesting \$1,736,103. There was a ten member reader team that ranked the proposals into four categories. The Community Action Board reviewed and approved these funding recommendations at their November 18 meeting.

Mr. Nottoli stated that although there is over \$800,000 in total funds, he is concerned that there are inadequate safety-net resources available..

Mr. Thatch stated that this board has very broad discretion. Any request to change the recommended funding needs to make sure it is consistent with procurement documents. This board has the discretion to go out with other types of procurement.

Ms. Davis-Jaffe stated that SETA will work collaboratively and build relationships with other Safety Net services providers. Mr. Thatch stated that we used to have a lot more money. The concept behind this grant is that these funds are always leveraged with other money to make a difference. These programs are not intended to be fully-funded through the CSBG program.

Mr. Kennedy requested additional rankings in future funding recommendations to better differentiate the quality of proposals, and requested greater detail in the supporting rationale for funding recommendations.

Speakers before the board:

1. Suzi Dotson, Executive Director, WIND Youth Services
2. Carolyn Brodt, Executive Director, Next Move
3. Nilda Valmores, Executive Director, My Sister's House

Ms. Scherman is passionate about My Sister's House and does not understand why they were cut. Ms. Scherman suggested \$8,000 be found somewhere to assist this program.

Ms. Kossick suggested that the board provide staff with a priority list of agencies to consider if we get more money.

Moved/Schenirer, second/Kennedy, to approve the staff recommendation up to the \$800,000. If the agency receives additional CSBG funding, the board authorizes an additional allocation of \$8,000 to My Sister's House and if available, additional funding to WIND youth. If the agency does not receive additional CSBG funding, the board authorizes a 1% across-the-board cut of Safety-Net service providers to fund My Sister's House. Staff is directed to continue to work with WIND to find other discretionary funds and report back to the board.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Mr. Warren left at 11:17 a.m.

C. CHILDREN AND FAMILY SERVICES

1. Approval of the Submission of a Change in Scope for the Early Head Start-Child Care Partnership Grant to the Administration for Children and Families (ACF)

Ms. Denise Lee reviewed staff's recommendation to reprogram funds for the Early Head Start-Child Care Partnership grant. Staff, in partnership with Sacramento County Office of Education, scouted several alternate private providers to participate in the project. However, after much searching, no suitable provider was identified. Since this grant only allows for a center-based option; a switch of enrollment slots within the regular EHS program is recommended. This is strictly a 'puzzle shift' between both EHS programs. No money is moving out of the community.

Moved/Nottoli, second/Schenirer, to approve the submission of the Early Head Start Child Care-Partnership Change of Scope to the Administration for Children and Families/Office of Head Start, resulting in a total funded enrollment of 80 infants/toddlers with a budget of \$2,516,160 for the project period of February 1, 2015 through July 31, 2016 (18-month project period).

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

IV. Information Items

- A. Program Operator Monthly Report through September 2015: No additional report.
- B. Fiscal Monitoring Reports: No additional report.
- C. Employer Success Stories and Activity Report: No additional report.
- D. Dislocated Worker Update: Mr. William Walker provided an update on a call center that is downsizing; this call center specializes in student loan processing.
- E. Unemployment Update/Press Release from the Employment Development Department: No questions.
- F. Head Start Reports Ms. Denise Lee distributed copies of the annual report; additional copies are available. Ms. Lee reported back on the changes in vehicles; there were four new vehicles and one was totaled in an accident. The four old vehicles will go out to auction. Mr. Nottoli inquired whether there was a way our surplus vehicles could be utilized by someone needing a car. Ms. Kossick stated that staff will contact DHA to see if they still utilize surplus vehicles.

V. Reports to the Board

- A. Chair: Ms. Scherman wished everyone a nice holiday season.
- B. Executive Director: Ms. Kossick stated that the agency is transitioning to the new Workforce Innovation and Opportunity Act. A one page description of what the new membership will be was distributed. In January staff will be coming forward with a process to do the recruitment of applicants. It is expected that the board will be presented with suggested nominees for the board in March. It is expected that the board will have 25 members and 51% will have to be from the private sector.
- C. Deputy Directors: Mr. Roy Kim reported that the first public input hearing on WIOA will be held December 16.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No report.

Mr. Thatch stated that the first closed session has been dropped from the agenda. The second will go forward but he does not expect a report out of closed session.

The board retired into closed session at 11:38 a.m.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

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: 925 Del Paso Boulevard, Sacramento

Agency Negotiator: Kathy Kossick

Negotiating Party: McCuen Acoma Street Investors, LP

Under Negotiation: Price and Terms of Payment for Extension of Existing Lease

VII. Adjournment: The meeting was adjourned at 11:50 a.m. with no report out of closed session.

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest fiscal monitoring reports.

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Kathleen Willard **DATE:** January 5, 2016
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$432,017	8/1/14-7/31/15	3/1/15-7/31/15
Early Head Start	Basic	\$432,017	8/1/15-7/31/16	8/1/15-9/30/15

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 11/9-11/10/15

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

Program Operator: River Oak Center for Children

Findings and General Observations:

- 1) The total costs as reported to SETA for the Early Head Start program from March 1, 2015 to September 30, 2015 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

ITEM V

COMMITTEE REPORT

➤ 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 December 16, 2015 Policy Council meeting.

GOOD!!!
Congratulations to newly elected PC Executive Committee members. Thank you for committing your time.
Thank you Mr. Kenneth Tate for shared information on PAC Members approval to participate in agency's screening of applications and on oral exam panels.
Thank you Head Start Managers for shared information on monthly reports.
Thank you Mr. Kenneth Tate for facilitating the special PC Board meeting.
Thank you Board members for your continued attendance.
NEEDS IMPROVEMENT
Attendance. Please make every effort to attend all PC meetings.
Please turn off all electrical devices, i.e., phones.
Please be recognized by the Chair before leaving your seat by saying, "question of privilege."
Please be recognized by the Chair by raising your hand before speaking.
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
REMINDERS
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 VI- OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.
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- B. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

- ✓ Monthly Head Start Report (attached)
 - ✓ Quality Assurance Reports (attached)
 - Information and Resources – Ms. Marie Desha
(Parent Resource Information: Performance Standards, bylaws, the Brown Act, and Roberts Rules of Order. Additional parent resources are available on the web: www.headstart.seta.net)
 - Jeopardy: The Head Start Way – Ms. Alma Walton Hawkins
-
-
-

- C. 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.

SETA has been notified that there will NOT be a Federal Review during the months of January through September 2016.



Head Start Monthly Report January 2016

SETA Operated Program

Family Engagement

We have been very pleased that Sacramento County has made full enrollment since the beginning of our program year (August). We continue to look for ways to get the word out about EHS/HS and all of the wonderful things we offer as a program. At our county-wide meetings we have been strategizing ways to publicize to parents about what are program can do for children and families.

We are also embarking on our annual self-assessment. This year the Family Engagement unit will focus on the mandated 45 day screening results, and the partnership process with parents. This gives our agency an additional opportunity to ensure that the services we say we are providing, is truly being offered.

Health, Nutrition, and Safe Environments

Our Health, Nutrition, and Safe Environments staff continues to process routings for children entering our program for the first time in addition to children currently enrolled who need special assistance meeting a medical requirement and/or need. Staff has also been working on processing special diet referrals as well as any other hearing and vision screening follow ups. They are currently processing 277 routings and referrals along with 174 special diets.

On December 10, 2015, Health, Nutrition, and Safe Environment staff participated in the Otoacoustic Emissions (OAE) hearing screening training that was provided by Sarah Buhre, Deaf/Hard of Hearing Education Specialist for Contra Costa County Office of Education Early Start Program. Children in our program who do not pass the initial hearing screening, conducted in our centers, are referred to Health, Nutrition, and Safe Environment Staff to have an additional screening using the OAE equipment. We currently have 49 audiometers, which are used in the centers and two OAE machines which are only used by Health, Nutrition, and Safe Environment Staff.

Governance

Ms. Belinda Malone and Ms. Susan Adams facilitated a School Readiness Aide (SRA) Orientation Thursday, December 10 at SETA. The training was a success and parents were excited about the opportunity. Amazingly, one of the parents is a great grandmother! The attendance was low because training was a make-up session. Another SRA orientation will be scheduled in February or March. Thank you, Belinda and Susan for facilitating training.

The PC/PAC *Meet and Greet Breakfast* was held December 10 at SETA in the Sequoia Room. The event was a huge success and can be attributed to PC/PAC Executive committee member's involvement in planning the event. There were thirty-five (35) parents and staff in attendance, and it was apparent everyone was having an enjoyable experience getting acquainted because of the amount of laughter and conversation. The purpose of the *Meet and Greet Breakfast* was for parents to have an opportunity to get to know each other as a new board and

prior to the election of officers. Mr. Kenneth Tate (former PC Vice Chair), was an excellent facilitator and executive officers did an awesome job sharing their experience as an officer. Thank you Mr. Kenneth Tate (former PC Vice Chair), Ms. Amanda Self (former PC Secretary), and Ms. Robin Blanks (former PC Treasurer) for an impressive successful *Meet and Greet Breakfast* that surpassed last year's event.

PC/PAC officer elections for program year 2015-2016 were held last month. PAC officers were elected Tuesday, December 15 and PC officers elected Wednesday, December 16. PAC officers: Ms. Terri McMillin (Chair), Mr. Kenneth Tate (Vice Chair), Ms. Georgina Schroeder (Secretary), Ms. Penelope Scott (Treasurer), and Ms. Stephanie Brussard (Parliamentarian). PC officers: Mr. Kenneth Tate (Chair), Ms. Linda Litka (Vice Chair), Ms. Amanda Self (Secretary), Mr. Reginald Castex (Treasurer) and Mr. Dennis Perez (Parliamentarian). Congratulations to all new PC/PAC new officers, 2015-2016 program year! We look forward to an exciting and productive year as parents and staff partner together in decision making to ensure quality service delivery to Head Start/Early Head Start children and families.

Program Support Services

Quality Assurance and Monitoring Unit QA Exit Meetings for the monitoring reviews for EHS Partners River Oak Center for Children (ROCC) EHS and Sacramento County Office of Education (SCOE) EHS were held on December 11, 2015.

Health and Safety Screening 2015 Follow-Up Follow up visits to closeout corrective action plans from the August-September 2015 review were conducted. Letters to Delegates were sent out stating which actions items have been closed out (completed), in-progress or still outstanding (not addressed as of 12/18/2015).

Program Operations

SETA classrooms have been assessed using the CLASS tool which measures teacher-child interactions.

Preschool scores are:

CLASS Domains	SETA Scores	National Averages
Emotional Support	6.21	6.10
Classroom Organization	5.71	5.83
Instructional Support	3.08	2.9

Early Head Start scores are:

Toddler CLASS Domains	SETA Scores	National Averages
Emotional & Behavioral Support	6.4	National Scores not available
Engaged Support for Learning	3.4	National Scores not available

Elk Grove Unified School District

Education Services Update

Vanessa Sibley from Risk Management delivered CPR and First Aid training to teachers on a traditional calendar. The California Department of Social Services Community Care Licensing requirements stipulate that PreK teachers must receive CPR and First Aid training every other year. Teachers on a modified-traditional calendar will receive training in January.

Enrollment

The Elk Grove Unified School District is funded to serve 440 students and is fully enrolled. The average daily attendance (ADA) was 85%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Kate Barbero, PreK social worker and with Alicia Valero-Kerrick, PreK psychologist, to place students with an active IEP into the Head Start program. There are 41 students with active IEPs being served which is nine percent (9%) of our Head Start student population.

Health Services Update

Program educators continue to monitor files and provide additional support to families to ensure that children who need health services receive them.

USDA Meals/Snacks

Head Start students were served 7,032 meals during the month of December.

Recruitment

Individual registrations are taking place and twenty-eight (28) students are on the wait list for the Head Start program.

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2016 -2017 school year.

Sacramento City Unified School District

Health and Nutrition

This month marked the completion of the semester's clinical rotation with School Nurse Victoria Benson for the RN to BSN student from California State University, Sacramento. Nurse Benson planned a variety of clinical experiences for her nursing student during the semester, including a supervised home visit to a preschooler, his sibling, and both foster care parents.

On December 1, Nurse Benson also welcomed two CSUS senior nursing students who shadowed her during her work day as part of the student's community health nursing rotation.

Early Head Start's new School Nurse, Alyssa Quain, was welcomed to the Health, Nutrition and Safe Environments Committee meeting held on December 10. Nurse Quain gave an overview of the upcoming SB 277 changes to the personal beliefs exemptions and what it will mean to registering children in the Child Development Programs.

Dr. Richard Pan, the creator of SB 277, was very active in supporting Sacramento City Unified School District's School Nurses. Dr. Pan was the facilitator of medical case studies gleaned from the School Nurses' health encounters with students and their families in the district. Nurse Benson participated in a number of these case studies through the years and states that these teaching experiences proved to be very valuable.

A portion of the Health, Nutrition and Safe Environments (HNSE) Committee meeting was also devoted to reviewing the protocol for the upcoming Self-Assessment process. Self-Assessment committee members will soon audit a sampling of files in selected Head Start and State classrooms and a date was selected to review the HNSE Service Area Plan in January.

Education

During the month of December, Professional Learning focused on the topics of Pre-K Math and a Safety and Supervision Focus. Pre-K Math, Numeracy for Children was presented by consultant Jon Dueck. He provided a

hands-on workshop with activity ideas teachers could take back to their classrooms. The Safety and Supervision Focus provided training regarding properly assessing fire extinguishers, exit and evacuation maps, and outdoor play areas. Training for Balanced Literacy Cohort 3 occurred with consultant Andy Hess presenting.

Mental Health

All Social Workers and Resource Teachers are receiving Teaching Pyramid Coaching Certification training from WestEd. Five staff members are completing a one-year intensive training and others are attending the two-year apprentice training. Staff have been observing staff and attending team coaching meetings to support SCUSD staff as well as SETA and other delegate staff. Module 2 Teaching Pyramid training was done on December 11. The 5 intensive coaching trainees were attendees as well as 5 classroom staff teams. Social workers are also following up on referrals for children that did not pass their social and emotional assessments. They are supporting teaching staff as well as parents with children with challenges in the classroom.

Family and Community Engagement

The first goal setting was done with families before the Thanksgiving break. During the first week of December, goal sheets were collected and needs were being responded to by the School Community Liaisons and School Social Workers. Three staff and one parent attended the NHA Parent Engagement conference in San Diego. There were wonderful speakers and break-out sessions. The parent who attended has a child in our full inclusion program and was able to obtain many resources and connections with other parents of children with special needs. It was a very fruitful experience for all the attendees.

San Juan Unified School District

Education Services Update

Teachers implemented a new study called "Making Music" this month. There are various directions that these class investigations could take; for example, who works with music for their jobs, what different types of music are there, how can we make music with our voices, and what types of instruments can we play by hitting, tapping or shaking? The letter focus for this month is Tt, Oo, and Xx. The math concepts this month included Addition/Subtraction of 6-10 Objects and Counting (1-10, 1-20).

Disabilities Services Update

During the month of December, the SJUSD Early Childhood Education department welcomed Jessica Losh as she began to take on her new responsibilities as the most recent addition to the Lead Teacher team supporting Preschool programs. In addition to site support, she will be the Disabilities Content Specialist back-up. It will be wonderful to have another person on the Care Management Team, and she will gradually be participating in Screening procedures and IEP support, along with some of the Disabilities monitoring responsibilities.

Mental Health Services Update

The Mental Health Therapist provided Holiday Stress Management parent support workshops throughout the month of December. He also provided families with community resource phone numbers in the event of a need or crisis over the school break. Providing these additional resources ensures that families continue to be supported during the recess in classes, as the need doesn't go away just because of the holiday.

Health & Nutrition Services Update

Health continued to review students' health, nutrition, and immunization status, completing and reviewing health files for children enrolling in the 2015-16 school year. The School Nurse worked to complete and update Individualized Student Health Plans for those who have health concerns. Health screened children one day a week in December, except during the holiday week. Health also visited school sites to do follow-up screenings and monitoring. Smile Keepers will start again in March 2016. Children that do not have dental insurance and need treatment (rated at a #3, or #2 by Smiles for Kids) are being called to see if they would like to participate in the Smiles for Kids program. The Nurse also wrote Individualized Education Plans for several students.

Family and Community Partnerships Update

Due to the contribution of \$160,000.00 from the SJUSD Family and Community Engagement Services department, 7 ECE staff were able to attend the Head Start Parent, Family and Community Engagement Conference in San Diego! This money will also be used to support professional development for staff, parent education, and support for ELD families. Here's to a successful, ongoing collaboration.

Transition Services Update

On Tuesday, December 8, General Davie Center celebrated the Grand Opening of a Family Resource Center hosted by the First 5/School Readiness Team in conjunction with the Arcade Community Center and the SJUSD Family and Community Engagement Department. This new center will be a wonderful resource for the ECE community including holiday help, classes, free family events, and more. This grand opening event also had information for families with children going into kindergarten, and will serve as a great resource in helping with the transition for families.

Program Support/Staff Training Update

Teachers and Assistants were trained on Guided Language Acquisition Development (GLAD) strategies for preschool classrooms. One of the strategies demonstrated was the use of an Observation Chart. The chart features a photo that is big enough for a large group of children to view (8x11). Chart paper is attached to the image and children are asked "What do you observe?" Teachers take dictation from each child, writing exactly what each child says, and then date the chart. This chart is then hung on the wall low enough for children to access the photo and the writing. Multiple charts are used and children later compare what they see on different charts. Later in the week, children are directed to go back to the photos and are asked the question, "What do you see now?"

Fiscal Update

The 2015-2016 Head Start and Early Head Start programs are almost 50% through the year. All fiscal, In-Kind, Attendance, and Enrollment Reports have been submitted to SETA, the Grantee, on time. All expenses are in-line with the budgeted expenses submitted in the 2015-16 HS/EHS Budget. Enrollment, counting 30 day drops, is at 100% and Attendance is ranging between 82% to 87%. Revised personnel allocations for both HS and EHS were submitted to Budget Services - Position Control the week of December 14-18. The revised allocations are a result of assignment changes due to the ECE Redesign. All revised positions were effective as of October 1, therefore, any budget affected by these changes will be modified during 2nd Interims. Expenditure Transfers will be completed to reflect these changes going back to October 1 and forward.

The second week of December, a SETA monitor/auditor was at the ECE Main/Marvin Marshall office auditing March 1st through the close out of last year (July 31, 2015). At this time no deficiencies or non-compliance issues have been noted. Preparation for the 2016-17 Head Start and Early Head Start Budgets are beginning, starting the 1 of January, until March 3rd when HS/EHS budgets will be submitted to SETA.

Early Head Start

This month the Early Head Start staff had a half day for the First Friday staff meeting. Staff reviewed the state CCFP guidelines relating to special diets and menu production records with the Nutrition Lead Teachers. They also received updated information and resources for their Parent Family and Community Engagement binders. The balance of the meeting was focused on classroom teachers developing their DRDP 2015 classroom summaries, which were due at the end of December. Classroom staff had the opportunity to discuss with each other the trends they saw in their classroom level data, develop strategies to strengthen children's skills for the current assessment period, and consult with each other about common themes and ideas in the Fall assessment data. Late this month, all center based parents had another opportunity to collaborate with teachers at home visits and go over their child's progress.

Twin Rivers Unified School District

Highlights: challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r, self assessment, PIR, program highlights and significant program changes, expansion updates, etc.

Events

During December, Oakdale and Rio Linda came to Morey Avenue for the Merry Minion Celebration! During this very well attended event, all students performed holiday songs to the delight of their parents as well as created Minion themed crafts in their classrooms. Students were also able to play in the “snow” as well as created a classroom Minion for display. Both students and staff dressed like Minions for the celebration and staff delighted students and parents with a singing performance of the Winter Wonderland song. A great time was had by all!

Professional Development

The next workshop in January 2016 will focus on updating the DRDP, ECERS and CLASS action plans, SUPERvision training and developing program action plans. Several support staff and teaching staff are also participating in the Teaching Pyramid training with SETA which focuses on the social emotional development and strategies for students.

Components

All four Community Liaisons are continuing to meet with parents to complete the Family Partnership Agreements and beginning to follow-up on the goals. Community Liaisons also continue tracking the blood lead results, hemoglobin and lead risk. The inputting of information into Childplus also continues.

All students who did not participate in hearing, vision and dental screenings due to absences are being screened by the District Nurse at all three sites. The District Nurse and Health Assistant have finished reviewing the students’ files for medical concerns and continue to input the information into the Childplus database.

Our School Social Worker/Counselor continues providing classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. Our fourth case staffing is scheduled for January 14th to determine which students may require additional support from staff related to academic, behavioral or health concerns and parent meetings will be scheduled to further discuss any concerns.

The Speech and Language Pathologist (SLP) continues to screen students that have come to our attention from parent referrals during enrollment/intake process and the multidisciplinary meeting. Services for students with IEPs continue on a weekly basis. The third set of parent meetings for speech concerns will be held on January 21 and 28. The program anticipates meeting the 10% service to special needs students by January 2016.

The Education Component Leader continues classroom observations to assist with academic strategies and teacher coaching/mentoring. Teaching staff developed action plans for their classrooms based on the DRDP, CLASS and ECERS assessments and have begun implementing the strategies.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families so the sites continue to be fully enrolled. Fliers for local business and community based agencies have been delivered for recruitment purposes. The ERSEA Component Leaders are busily enrolling to ensure fully enrollment of all sites. The Program Design and Management component leaders have updated the personnel files for all staff.

Policy and Parent Committees

The December meeting was held at Morey on December 10, 2015. The agenda included monthly reports from November 2015, election of the Policy Committee Chair and approval of the revised Fiscal Policy. The Parent

Committee meetings were held at Rio Linda on December 16th and Oakdale on December 15th. Meetings will be held at all three sites in January 2016.

Parent Trainings/Meetings

The Community Liaison facilitated parent meetings for December 2015 with guest speakers from the District Office’s Parent Involvement Department. The training was a part of the Parent University and during the workshop parents were provided an opportunity to meet various staff and develop the home and school connection.

Fiscal: any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds.

The HS Budget Analyst completed the November 2015 Fiscal reports and copies were provided to all PC and Board of Trustee members. Staff continues to order supplies and materials based on their DRDP, CLASS and ECERS assessments.

WCIC

No report for December 2015

Recent Program Instruction Memos from Administration for Children and Families (ACF)
ACF-PI-HS-16-01 Changes in Federal Reporting

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/23/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	445	101	85
Sacramento City USD	1,211	1,221	101	86
SETA	2,028	2,008	99	74
San Juan USD	668	685	103	81
Twin Rivers USD	233	233	100	84
WCIC/Playmate	120	120	100	68
Total	4,700	4,712		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/23/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	146	101	74
SETA	369	379	103	72
San Juan USD	160	177	111	81
Total	673	702		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/23/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	36	100	TBD
Sacramento City USD	40	40	100	84
Unspecified Partner	8	0	0	N/A
Total	84	76		

(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
(As of 12/31/15)

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)*(EHS)**(CCP)*** Head Start #IEP (% AFE) Early Head Start #IFSP (% AFE)

Twin Rivers USD (233)	19 (8.5 %)	N/A
Elk Grove USD (440)	41 (9.4 %)	N/A
Sacramento City USD (1,211)(144)	117 (9.3 %)	14(10%)
San Juan USD (668) (160)	78 (11.7%)	17 (10.6 %)
WCIC (120)	6 (5 %)	N/A
Early Head Start/ Child Care Partnership (84)***		4 (4.7%)
SETA (2028) (369)	189 (9.5 %)	91 (24%)
County (4700)* (673)** (84)*** (Total 5,457)	450 (9%)	126 (18.9%)

(AFE- Annual Funded Enrollment)



SETA Head Start Food Service Operations Monthly Report *December 2015

December 7th - Vineland AM classes closed due to short staffing

December 21st through 23rd - Only Full Day Classes open.

December 24th through 31st - Winter break.

Meetings & Trainings:

All Staff Meeting Friday, December 4th - attended by all of the Food Service Staff.

Cook/Driver Mario Mauricio attended a ServSafe Training December 8th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
27,512	16,680	17,810	80

Total Amount of Meals and Snacks Prepared 62,082

Purchases:

Food \$51,518.55

Non - Food \$11,128.39

Building Maintenance and Repair: \$336.72

Janitorial & Restroom Supplies: \$375.62

Kitchen Small Wares and Equipment: \$288.02

Vehicle Maintenance and Repair : \$378.06

Vehicle Gas / Fuel: \$835.08

Normal Delivery Days 16



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: Quality Assurance/Monitoring Results – December 2015

Agency	Program	# of EHS Educators	Observations/ Files	Monitoring Purpose
River Oak Center for Children (partner)	Early Head Start Home Base and Socialization Activity	5	5 Home Visit Observations 10 Files 1 Socialization Activity	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Socialization event was well-organized with intentional activities and good attendance. Activities at the event promoted interactions between children and family members. It was apparent that it was enjoyable and educational for all.
- Recordkeeping of all required health screenings was exceptional. Immunizations and well-baby checks of all files reviewed were current and up-to-date.
- Home Visit Plans and Family Contact Notes were clear, thorough and captured the progress of families and staff's work.
- Agency-level community partnerships allowed ROCC to have in-house clothes closet and access to furniture for families that needed them.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	88%	1- Not all follow-up documentation on failed screening results (hearing and vision) and dental concern was found on file. 2- No documentation of follow-up on missing blood lead level results. 3- Incorrect date being recorded for blood lead levels (i.e., staff should be recording results date and not blood drawn date).
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	100%	No significant noted findings

Services to Pregnant Women/New Mothers <i>(Prenatal Services, New Mother Services)</i>	85%	1-No evidence of prenatal education provided to the pregnant mother whose child is enrolled in the program. 2- No documentation to enroll the pregnant mother as an EHS participant.
Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	90%	No significant noted findings
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	94%	No significant noted findings
Written Individualization <i>(Assessments, Individual Development Plans, Transition)</i>	91%	No significant noted findings
Home Based Option <i>(Group Size, Home Visits, Socializations)</i>	93%	No significant noted findings
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	94%	No significant noted findings

*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 will be scheduled within 120 days or less.



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: Quality Assurance/Monitoring Results – December 2015

Agency	Program	# of EHS Educators	# of Files	Monitoring Purpose
Sacramento County Office of Education (partner)	Early Head Start Home Base and Socialization Activity	3	3 Home Visit Observations 6 Files 1 Socialization Activity	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Very good family attendance and participation in home visits
- Systematic and highly organized record-keeping of children’s records
- Parents’ role as primary teachers and their homes as learning environments were consistently acknowledged and supported by the Home Educators.
- SCOE EHS Educators played a bigger role in their enrolled families’ lives; they were role models and mentors as evidenced by the growth in their relationships.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	68%	1-Not all heights, weights and head circumferences were completed and/or graphed within timelines. 2-Not all required blood lead level results (at ages 10-12 months and at 24 months) were on file, were missing valid documentation for results and/or infrequent follow-up for missing results. 3-Missing dental home information.
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	96%	No significant noted findings
Services to Pregnant Women/New Mothers <i>(Prenatal Services, New Mother Services)</i>	100%	No significant noted findings

Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	87%	1-Not all files reviewed had completed Family partnership Agreements (FPA), either due to missing information on the form or no documentation in other sections of the file. 2-Limited or no follow-up with families on the use of community resources and if the resources met the needs of families or not 3-Not all goals were clearly articulated and/or new ones not established when prior ones were met. There were no set time frames for the goals and strategies.
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	90%	No significant noted findings
Written Individualization <i>(Assessments, Individual Development Plans, Transition)</i>	89%	1-Not all IDPs contained parent input or did not include a date completed.
Home Based Option <i>(Group Size, Home Visits, Socializations)</i>	94%	No significant noted findings
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	94%	No significant noted findings

* 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 will be scheduled within 120 days or less.

ITEM VI-OTHER REPORTS (continued)

Page 2

- D. **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.

- E. **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.
