

**GOVERNING BOARD**

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

**BONNIE PANNELL**  
Councilmember  
City of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

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

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

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*THOUGHT OF THE DAY: "Whatever one possesses becomes of double value when we have the opportunity of sharing it with others."*

*Author: Bouilly*

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

**DATE:** Tuesday, November 27, 2012

**TIME:** 9:00 a.m.

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

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

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- Seating of New Policy Council Members (2012-2013)
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- Introduction of Staff
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B. Head Start Deputy Director's Report

- Monthly Head Start Report (attached)

C. Head Start Managers' Monthly Reports

- Brenda Campos: Grantee Program Support Services
  - ✓ Program Self Assessment
- Lisa Carr, Parent/Family Support Unit
- Karen Gonzales: Child Development and Education Service

- D. Chair's Report
  - ✓ Parent Meeting Attendance Incentive
- E. Open Discussion and Comments
- F. Public Participation

**VII. Adjournment**

**DISTRIBUTION DATE: TUESDAY, NOVEMBER 20, 2012**

Policy Council (PAC) meeting is hosted by:  
Coventry St. Mary, Chair; Vacant, Vice Chair;  
Vacant, Secretary; Vacant, Treasurer;  
Vacant, Parliamentarian

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Oglá Martinez, Sacramento City Unified School District
- \_\_\_\_\_ Sarah Proteau, San Juan Unified School District
- \_\_\_\_\_ Coventry St. Mary, San Juan Unified School District
- \_\_\_\_\_ Carolyn Wilson, Twin Rivers Unified School District
- \_\_\_\_\_ Frank Ybarra, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Connie Wallace, SETA-Operated Program
- \_\_\_\_\_ Socorro Gutierrez, SETA-Operated Program
- \_\_\_\_\_ Hodari Polk, SETA-Operated Program
- \_\_\_\_\_ Rebecca Lewis, Grandparent Representative
- \_\_\_\_\_ Willie Jean Peck, Foster Parent Representative
- \_\_\_\_\_ Amarjit Gill, Past Parent Representative
- \_\_\_\_\_ Tamara Knox, Past Parent Representative

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Ruelas), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Strayhand), Elk Grove Unified School District
- \_\_\_\_\_ Vacant (Riddick), Elk Grove Unified School District
- \_\_\_\_\_ Vacant (Gonzales), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Pelton), Twin Rivers Unified School District
- \_\_\_\_\_ Vacant (Gutierrez), WCIC/Playmate Child Development Center
- \_\_\_\_\_ Vacant (Contreras), SETA-Operated Program
- \_\_\_\_\_ Vacant (Sanders), SETA-Operated Program
- \_\_\_\_\_ Vacant (Taylor), SETA-Operated Program
- \_\_\_\_\_ Vacant (Nelson), Community Advocating Male Participation
- \_\_\_\_\_ Vacant (Canto), Home Base Option
- \_\_\_\_\_ Vacant (Rosales), Home Base Option
- \_\_\_\_\_ Vacant (Florez), Early Head Start (SOP)
- \_\_\_\_\_ Vacant (Diaz), Early Head Start (San Juan)
- \_\_\_\_\_ Vacant (Hendricks), Early Head Start (Sac. City)
- \_\_\_\_\_ Vacant (Juarez), Child Health & Disability Prevention Program

**\*\* Please call your alternate, the Policy Council Chair  
(Coventry St. Mary: 849-2012, or Head Start Staff (Marie  
Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be  
in attendance. \*\***

# POLICY COUNCIL BOARD MEETING ATTENDANCE PROGRAM YEAR 2011-2012

The 2011-2012 Board was seated on **November 22, 2011** and  
**January 3, 2012**

BOARD MEMBER	SITE	11/22	1/3 *	1/24	2/28	3/27	4/24	5/22	6/11 *	6/26	7/24	8/28	10/2 *	10/23	11/27
<del>E. Contreras</del> Seated 6/26	SOP									✘	✘	✘	⊥	⊥	
A. Gill Seated 11/22	PP	X	X	E	X	X	X	X	X	X	X	X	E	X	
S. Gutierrez Seated 11/22	SOP	X	X	X	X	X	X	X	X	X	X	X	X	X	
T. Knox Seated 11/22	PP	X	X	X	X	X	X	X	X	X	X	X	X	X	
R. Lewis Seated 11/22	GP	X	X	X	X	X	X	X	E	X	X	X	X	E	
O. Martinez Seated 2/28	SAC				X	X	X	X	X	E	E	X	X	X	
<del>A. Nelson</del> Seated 6/26	<del>MIV</del>									✘	⊥	✘	⊥	⊥	
W. Peck Seated 1/3	FP		X	X	E	X	X	X	E	X	X	X	X	X	
H. Polk Seated 6/26	SOP									X	X	X	X	X	
S. Proteau Seated 11/22	SJ	X	X	E	E	X	X	X	X	X	X	X	X	X	
C. St. Mary Seated 11/22	OGC/SJ	X	X	X	X	X	X	X	X	X	X	X	X	X	
C. Wallace Seated 11/22	SOP	X	E	X	X	X	X	E	X	X	X	X	X	X	
C. Wilson Seated 11/22	TR	X	X	X	X	X	X	X	X	X	X	X	X	X	
F. Ybarra Seated 11/22	WCIC	X	X	X	X	X	X	X	X	X	X	X	X	X	

## GLOSSARY OF ACRONYMS

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

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

*Current a/o 10/8/12*

ITEM I - CALL TO ORDER/ROLL CALL  
(Continued)

**New 2012-2013 Policy Council Members to be seated:**

- \_\_\_\_\_ Brandy Revis, Elk Grove Unified School District
- \_\_\_\_\_ Victoria Billoups, Elk Grove Unified School District
- \_\_\_\_\_ Elesia Morris, Sacramento City Unified School District
- \_\_\_\_\_ Omar Batool, Sacramento City Unified School District
- \_\_\_\_\_ Dominique Rios-Farias, Sacramento City Unified School District
- \_\_\_\_\_ Sarah Proteau, San Juan Unified School District
- \_\_\_\_\_ Carolyn Wilson, Twin Rivers Unified School District
- \_\_\_\_\_ Melissa Morgan, Twin Rivers Unified School District
- \_\_\_\_\_ Annette Duran, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Sandres Germany, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Ana Calderon, Early Head Start (SETA)
- \_\_\_\_\_ Mai Yang, Early Head Start (Sac. City)
- \_\_\_\_\_ Morgan Aguilar, Early Head Start (San Juan)
- \_\_\_\_\_ Amarjit Gill, Past Parent Representative
- \_\_\_\_\_ Nse J. Akang, Foster Parent Representative
- \_\_\_\_\_ Toni Espinoza, Home Base Option
- \_\_\_\_\_ Gina Roberson, The Child Abuse Prevention Center
- \_\_\_\_\_ Coventry St. Mary, Outgoing Chair
  
- \_\_\_\_\_ Vacant, San Juan Unified School District
- \_\_\_\_\_ Vacant, SETA-Operated Program
- \_\_\_\_\_ Vacant, SETA-Operated Program
- \_\_\_\_\_ Vacant, SETA-Operated Program
- \_\_\_\_\_ Vacant, SETA-Operated Program
- \_\_\_\_\_ Vacant, SETA-Operated Program
- \_\_\_\_\_ Vacant, SETA-Operated Program
- \_\_\_\_\_ Vacant, Home Base Option
- \_\_\_\_\_ Vacant, Past Parent Representative
- \_\_\_\_\_ Vacant, Grandparent Representative
- \_\_\_\_\_ Vacant, Community Representative
- \_\_\_\_\_ Vacant, Community Advocating Male Participation (CAMP) Representative

# POLICY COUNCIL BOARD MEETING ATTENDANCE PROGRAM YEAR 2012-2013

The 2012-2013 Board was seated on **November 27, 2012** and  
**December 20, 2012**

BOARD MEMBER	SITE	11/27	12/20	1/22	2/26	3/26	4/23	5/28	6/25	7/23	8/27	9/24	10/22	11/26
M. Aguilar Seated	EHS/SJ													
N. Akang Seated	FOSTER													
O. Batool Seated	SAC													
V. Billoups Seated	ELK													
A. Calderon Seated	EHS/HB SETA													
A. Duran Seated	WCIC													
T. Espinoza Seated	HB													
S. Germany Seated	WCIC													
A. Gill Seated	PP													
M. Morgan Seated	TR													
E. Morris Seated	SAC													
S. Proteau Seated	SJ													
B. Revis Seated	ELK													
D. Rios-Farias Seated	SAC													
G. Roberson Seated	CR													
C. Wilson Seated	TR													
M. Yang Seated	EHS/Sac.													



## GLOSSARY OF ACRONYMS

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- 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 10/8/12*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 23, 2012 POLICY  
COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the October 23, 2012 special meeting.

RECOMMENDATION:

That the Policy Council approve the October 23 minutes.

**NOTES:**

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

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

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

**Minutes/Synopsis**

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

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

Tuesday, October 23, 2012  
9:00 a.m.

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

Ms. Coventry St. Mary called the meeting to order at 9:08 a.m. and read the Thought of the Day.

The Secretary, Ms. Connie Wallace, called the roll.

**Members Present:**

Ogla Martinez, Sacramento City Unified School District  
Sarah Proteau, San Juan Unified School District  
Coventry St. Mary, San Juan Unified School District  
Carolyn Wilson, Twin Rivers Unified School District (arrived at 9:20 a.m.)  
Frank Ybarra, WCIC  
Socorro Gutierrez, SETA-Operated Program (arrived at 9:16 a.m.)  
Connie Wallace, SETA-Operated Program  
Hodari Polk, SETA-Operated Program (arrived at 9:12 a.m.)  
Tamara Knox, Past Parent Representative  
Willie Jean Peck, Foster Parent Representative  
Amarjit Gill, Past Parent Representative (excused)

**Members Absent:**

Erika Contreras, SETA-Operated Program (unexcused)  
Anthony Nelson, Male Involvement Committee (unexcused)  
Rebecca Lewis, Grandparent Representative (excused)

**II. Consent Item**

**A. Approval of the Minutes of the October 2, 2012 Special Meeting**

Minutes were reviewed; no questions or corrections.

Moved/Ybarra, second/Gill, to approve the minutes of the October 2, 2012 meeting.

Show of hands vote: Aye: 7, Nay: 0, Abstentions: 1 (St. Mary)

### III. Action Items

#### E. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957 – and - CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Pursuant to Government Code Section 54957

The board went into closed session at 9:12 a.m. Ms. St. Mary called the meeting back to order at 9:26 a.m. and reported out of closed session that the Policy Council approved the eligibility list for: Associate Teacher/Infant Toddler. The board took no action on the public employee dismissal.

Ms. St. Mary announced that the following board members arrived during closed session:

Mr. Hodari Polk arrived at 9:12 a.m.  
Ms. Socorro Gutierrez at 9:16 a.m.  
Ms. Carolyn Wilson 9:20 a.m.

#### A. Review of Applications and Election of Past Parent Representatives and Alternates

Ms. Amarjit Gill stated that she submitted an application for the Past Parent Representative.

Board members were asked if they were willing to consider Ms. Gill despite the fact that her application was not received. A polling of the board indicated the entire board would consider Ms. Gill for the Past Parent Representative.

Ms. Gill spoke of her interest in serving as a Past Parent Representative on the Head Start Policy Council.

Moved/Gutierrez, second/Proteau, to approve Ms. Amarjit Gill to serve as Past Parent Representative for

Show of hands vote: Aye: 10, Nay: 0, Abstentions: 1 (St. Mary)

#### B. Review of Applications and Election of Grandparent Representative and Alternate

No applications have been received for this position.

Moved/Ybarra, second/ Knox, to table the election of Grand Parent Representative to the next meeting.

Show of hands vote: Aye: 10, Nay: 0, Abstentions: 1 (St. Mary)

C. Review of Applications and Election of Foster Parent Representative and Alternate

Mr. Nse J. Akang submitted an application for the position of Foster Parent Representative. Mr. Akang spoke of his interest in serving in this position.

Moved/Gill, second/Peck, to approve the election of Mr. Nse Akang as a Foster Parent Representative.

Show of hands vote: Aye: 10, Nay: 0, Abstentions: 1 (St. Mary)

D. Election of Representative and Alternate to Attend the National Head Start Association (NHSA) Annual Parent Training Conference, Saturday, December 1 – Wednesday, December 5, 2012, Grape Vine (Dallas), Texas

Ms. Marie Desha reviewed the details of the Head Start Annual Parent Training Conference. There is a budget of \$1,561 per parent to attend the conference and two PC and two PAC representatives will attend. Ms. Desha urged those interested in attending the conference to have child care in place immediately.

Those interested in attending: Hodari Polk and Ogla Martinez

Mr. Polk and Ms. Martinez spoke of their interest in attending the Parent Conference.

Moved/Gutierrez, second/Gill, that the Policy Elect one representative and one alternate to attend the National Head Start Association (NHSA) Annual Parent Training Conference, Saturday, December 1 – Wednesday, December 5, 2012, Grape Vine, Texas.

Show of hands vote: Aye: 10, Nay: 0, Abstentions: 1 (St. Mary)

Vote:

Hodari: 6

Ogla: 4

Mr. Polk will serve as the representative and Ms. Martinez will serve as the alternate.

**IV. Information Items**

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reported that staff is in the process of filing the final report for last year's grant. With a \$49 million allocation, less than \$150,000 will be returned to the Office of Head Start. Reviewing the monthly fiscal report, Mr. Bartlett stated that the Agency is currently at 15% of the budget. The non-federal share is currently at 21% but this is not entirely accurate because a number of reports have yet to be entered into the system.
- PC/PAC Calendar of Events: Ms. St. Mary reviewed the most current events.

- Parent/Family Support Unit Events and Activities: No additional report.
  - PC/PAC End-of-Year Appreciation 2011-2012 Reports: Ms. St. Mary reported that the event was wonderful and the food was great. Ms. Connie Wallace enjoyed herself. Mr. Polk expressed his appreciation for Ms. Gutierrez, Ms. St. Mary and Ms. Marie Desha.
  - Parent/Staff Recognitions: Ms. St. Mary and Ms. Gutierrez gave certificates of appreciation to Mr. Frank Ybarra, Ms. Oglia Martinez, Ms. Nancy Hogan, Ms. Robin Purdy. Other certificates will be distributed to Ms. Robyn Caruso, Ms. Jeanie Ross, and Ms. Wendy Tanner,
  - Community Resources - Parents/Staff: No questions.
  - Voter Registration Outreach Update: Ms. St. Mary, Ms. Socorro Gutierrez, and other board members, attended an Early Learning Advocacy day training where they learned of the availability of a California for the Support of Early Education (CSee) voter registration grant. A grant proposal was submitted. Ms. Gutierrez and Ms. St. Mary put together parent volunteer information boxes. The League of Women Voters provided voter registration training for parents as well as registration cards. Ms. St. Mary thanked all of the parents that were able to assist in getting voters registered. This is a project that she and Ms. Socorro Gutierrez headed but could not go to SETA staff for assistance. If the opportunity rises to go out and do voter registration program again, get involved!
- B. Governing Board Minutes for the August 2, 2012 Meeting: No questions or comments.

## **V. Committee Reports**

- A. Executive Committee: Ms. Connie Wallace reviewed the critique.
- B. Budget/Planning Committee: The next meeting is November 13.
- C. Personnel/Bylaws Committee: No more meetings for the year.
- D. Social/Hospitality Committee: No more meetings for the year.
- E. Program Area Committees: No report.
- F. Health Services Advisory Committee Report: The next meeting is scheduled for October 24, 5:30 – 7:30 p.m.
- G. Community Partnerships Advisory Committee (CPAC): No meeting scheduled.
- H. Maternal, Child and Adolescent Health Advisory Board: No meeting scheduled.

## **VI. Other Reports**

- A. Executive Director's Report: Ms. Kossick thanked board members for their support of the program and all of their hard work over the year.
- B. Head Start Deputy Director's Report: Ms. Lee thanked Ms. Purdy for all of the support on both sides of the aisle. Ms. Purdy provides guidance for all career centers and is a champion for all of the Head Start centers. Ms. Lee thanked the parents that participated in the voter registration program. It is crucial that parents utilizing Head Start services vote. Self assessment is coming up in January. The Office of Head Start comes in every three years do to an

assessment. The January assessment will be held January 14-18 and there will be a board interview to determine board governance and participation.

- Program Information Report (PIR): A copy of the PIR was distributed to board members. This report is submitted to the federal government describing what services are provided, number of parents served, and demographics for all of the children. While the Agency is funded to serve 5,539 children, and the actual number served is 7,881 in the program year. The larger number served is explained by the fact that some children were enrolled less than 45 days. Dental services have increased over the years due to the Agency's commitment to provide dental care for children. There are a lot of resources on site to ensure staff will achieve their AA and BA degrees.

C. Head Start Managers' Monthly Reports

- Brenda Campos: Grantee Program Support Services: Ms. Campos reminded the board of the upcoming Health Services Advisory Committee; call Ms. Valerie Powell to confirm your attendance at this meeting. The Committee will be discussing how to deal with overweight children. At the centers, staff will be taking the childrens' heights/weights and determining their BMI. The Health Services Advisory Committee will be reviewing the TB policy for possible modifications, especially with regard to volunteers. The Quality Assurance Team is going out to review the centers. National Lead Prevention Week is a national campaign to make parents aware of blood lead poisoning.

- Lisa Carr, Parent/Family Support Unit: Ms. Carr reported that the discipline workshops continue. Ms. Carr acknowledged Ms. Nicole Castrejon for her outstanding assistance in translating at the workshop. Planning for the Parent Conference continues and Ms. Carr hopes more parents will become involved. The Agency will be asking the delegates to see if there are staff to assist in the planning of the Parent Conference.

- Karen Gonzales: No report.

- D. Chair's Report: Board members were urged to pick up their reimbursement money as soon as possible. The next Policy Council meeting is November 27, which will be this board's last meeting unless there is no new representative. Ms. St. Mary thanked Ms. Nicole Castrejon for her assistance in translating.

- E. Open Discussion and Comments: Ms. Connie expressed appreciation for all board and staff members, especially Ms. Kossick. Ms. St. Mary acknowledged staff from San Juan Unified School District Ms. Alma Burgess, Ms. Staci Brown, Ms. Cynthia Gray, and Ms. Catherine DeLaTorre.

- F. Public Participation: None.

VII. Adjournment: Meeting adjourned at 11:00 a.m.

ITEM III-A - ACTION

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

BACKGROUND:

The Personnel/Bylaws Committee 2011-2012 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council.

Additions are indicated by ***bold italic*** type and deletions are indicated by ~~strikethrough~~.

A public hearing was opened on October 23, 2012 to hear testimony on modifications to the bylaws.

RECOMMENDATION:

Hear any additional testimony, close the public hearing and approve the amendments to the Policy Council Bylaws as attached.

NOTES:

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

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



# **BYLAWS OF THE SACRAMENTO COUNTY**

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

Policy Council First Reading: 10/2/12  
Policy Council Final Approval:  
Governing Board Approval:

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

**ARTICLE I**

Name

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

**ARTICLE II**

Purpose, Powers, Duties and Functions

**Section 1: Purpose**

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

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

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

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

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

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

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

9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.
  10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, volunteers and hiring and firing criteria for program staff.
  11. Decisions to hire or terminate the HS/EHS Director of the Grantee agency.
  12. Decisions to hire or terminate any person who works primarily for the HS/EHS program of the grantee agency. For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
  13. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.
  14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
  15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
  16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

### **ARTICLE III**

#### **Membership**

#### **Section 1: Parent Representatives**

- A. The Parent Membership shall consist of:
- |           |  |
|-----------|--|
| Six (6)   | Representatives elected from the SOP PAC                     |
| Three (3) | Representatives from Sacramento City Unified School District |
| Two (2)   | Representatives from San Juan Unified School District        |

- Two (2) Representatives from Elk Grove Unified School District
- Two (2) Representatives from Twin Rivers Unified School District
- Two (2) Representatives from Women's Civic Improvement Club/Playmate (WCIC)
- Two (2) Representatives from Home Base Option
- One (1) Representative from EHS - SOP
- One (1) Representative from EHS - Sacramento City Unified School District
- One (1) Representative from EHS - San Juan Unified School District

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

**B. Community Representatives**

Additional PC members will include:

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

**Section 2: Alternates**

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

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
  - 1. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.

- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting.
- C. Alternates may not hold an office.
- D. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Representative is present.
- E. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, ~~the National Head Start Association (NHSA) Conference,~~ and the California Head Start Association (CHSA).

### Section 3: Other Provisions

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be reappointed must express their desire to remain on the PC. Otherwise, the Agency may designate a replacement for that representative.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency HS/EHS staff (or members of their immediate families) shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

### Section 4: Terms

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

## Section 5: Attendance

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

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

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

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

- C. **Punctuality:** Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

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

## Section 6: Removal

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



## **ARTICLE IV**

### **Meetings**

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

##### **A. Annual Meeting**

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

##### **B. Regular Meetings**

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

##### **C. Special Meetings**

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

##### **D. Quorum**

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

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

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

##### **A. Annual and Regular Meetings:**

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

B. **Special Meetings:**

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

C. **Emergency Meetings:**

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

D. **Committee Meetings:**

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

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

**Section 3: Open Meetings**

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

**Section 4: Mailing Address**

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members,

their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

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

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

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

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

#### **Section 7: Voting**

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

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

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

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

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day when attending conferences, workshops, trainings, orientation, Parent Leadership Institute, or participation in the Agency

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

hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:

1. PC (regularly scheduled, annual, emergency and special meetings)
  2. Interview/screening/exam panels
  3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, **Parent Ambassador**)
  4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) and Program Self Assessment
  5. Program Area Committees
  6. Community Partnership Advisory Committee (CPAC)
  7. Health Services Advisory Committee (HSAC)
  8. Ad Hoc (special) Committee meetings
  9. Community Action Board meetings (CAB)
  10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
  11. Workforce Investment board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)
- B. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

## **ARTICLE V**

### Officers

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

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

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

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.

### Section 3: Duties of Officers

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

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

### Section 4: Vacancy

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

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

## **ARTICLE VI**

### **Committees**

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

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

##### **Executive Committee**

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

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

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

##### **Personnel/Bylaws Committee**

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

### **Social/Hospitality Committee**

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

### **Parent Ambassador Committee**

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

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

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

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

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

### **Section 3: Special Committees:**

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a



purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

## **ARTICLE VII** Required Reports

### Section 1: Required Reports

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

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

## **ARTICLE VIII** Bylaws Amendment

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

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
  - A. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
  - D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
  - E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
  - F. Any amendments must also be approved by the SETA Governing Board.



ITEM III-B – ACTION

MODIFICATION TO THE POLICIES AND PROCEDURES OF THE SETA  
OPERATED HEAD START/EARLY HEAD START POLICY COUNCIL/PARENT  
ADVISORY COMMITTEE

BACKGROUND:

The Head Start Management is recommending a revision to the Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee to modify the language regarding reimbursements for child care as follows:

The revision is identified in the italic type (see items F & G attached).

Mr. Roger Bartlett will be available for questions.

RECOMMENDATION:

That the Policy Council approve the modifications to the Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed.

NOTES:

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

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

# PC/PAC Reimbursement Policies and Procedures

## MILEAGE

1. Reimbursements will be made for actual costs of attending the REQUIRED meetings and other obligations associated with your participation as a member/officer of SETA Head Start PC/PAC.
  - a. Reimbursement will not be made for attendance at optional meetings or training meetings.
2. Mileage will be calculated from your residence or workplace to the SETA offices or other location where the meeting is being held. If you come to the meeting directly from home and then proceed to your workplace, SETA will reimburse you for the total mileage incurred.
  - a. For example, assume that your home is five miles from the SETA offices, but your workplace is 20 miles from the SETA offices. You attend a meeting held at the SETA offices at 8:30 a.m. and then proceed directly to your workplace. You would be reimbursed for 25 total miles.
  - b. However, if you attend the meeting at 8:30 and then return home prior to proceeding to work, you would be reimbursed for 10 miles.
  - c. If you came directly from work to attend a meeting held at 1:00 p.m. and then returned directly to work, you would be reimbursed for 40 miles.
3. If you utilized public transportation to attend a meeting at SETA, you would be reimbursed for the actual costs of that transportation.
  - a. Assume that you attended a meeting and rode RT Light Rail from your house to SETA offices and back to your house. You would be reimbursed for the cost of a round trip ticket.
  - b. If you were working out of town and rode Greyhound and RT Light Rail to attend a meeting at SETA and then rode RT Light Rail to your home after the meeting, you would be reimbursed for the cost of the Greyhound ticket to Sacramento and the RT Light Rail passes to SETA and home.

## CHILD CARE

1. SETA will reimburse you at the rate of \$8.00 per hour, up to a maximum of \$30 per day, for the number of hours of child care necessitated by your attendance/participation in REQUIRED PC/PAC meetings when your child(ren) are cared for by a non-SETA care provider.
  - a. Reimbursement will not be made for child care provided by spouse/significant other.
  - b. Reimbursement will be for actual costs incurred up to a maximum of \$8.00 per hour, no matter how many children are cared for.

# PC/PAC Reimbursement Policies and Procedures

## MILEAGE

1. Reimbursements will be made for actual costs of attending the REQUIRED meetings and other obligations associated with your participation as a member/officer of SETA Head Start PC/PAC.
  - a. Reimbursement will not be made for attendance at optional meetings or training meetings.
2. Mileage will be calculated from your residence or workplace to the SETA offices or other location where the meeting is being held. If you come to the meeting directly from home and then proceed to your workplace, SETA will reimburse you for the total mileage incurred.
  - a. For example, assume that your home is five miles from the SETA offices, but your workplace is 20 miles from the SETA offices. You attend a meeting held at the SETA offices at 8:30 a.m. and then proceed directly to your workplace. You would be reimbursed for 25 total miles.
  - b. However, if you attend the meeting at 8:30 and then return home prior to proceeding to work, you would be reimbursed for 10 miles.
  - c. If you came directly from work to attend a meeting held at 1:00 p.m. and then returned directly to work, you would be reimbursed for 40 miles.
3. If you utilized public transportation to attend a meeting at SETA, you would be reimbursed for the actual costs of that transportation.
  - a. Assume that you attended a meeting and rode RT Light Rail from your house to SETA offices and back to your house. You would be reimbursed for the cost of a round trip ticket.
  - b. If you were working out of town and rode Greyhound and RT Light Rail to attend a meeting at SETA and then rode RT Light Rail to your home after the meeting, you would be reimbursed for the cost of the Greyhound ticket to Sacramento and the RT Light Rail passes to SETA and home.

## CHILD CARE

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  - a. Reimbursement will not be made for child care provided by spouse/significant other.
  - b. Reimbursement will be for actual costs incurred up to a maximum of \$8.00 per hour, no matter how many children are cared for.

## ITEM IV-A - INFORMATION

### 'BREATHE CALIFORNIA' PROGRAM FOR ASTHMATIC CHILDREN

#### BACKGROUND:

"Breathe California" of Sacramento-Emigrant Trails was awarded a grant through the Kaiser Foundation to provide asthma education classes. These classes are specifically designed for Head Start parents who have children with asthma or asthma-like diseases.

Three Head Start centers have been identified as having the highest incidences of asthma-they are the Fruitridge Head Start, Country Woods Head Start and the Freedom Park Head Start programs. Each center will have a class in the Fall (which will be happening within the next few weeks) and in the Spring. Each class will be 45 minutes long with refreshments and child care provided. Parents are encouraged to invite family members who care for the child who has asthma or have children of their own with asthma. The Fall schedule is as follows:

- ❖ Fruitridge Head Start, November 2, 2012, 12:30 p.m.
- ❖ Country Wood Head Start, November 16, 2012, 12:30 p.m.
- ❖ Freedom Park Head Start, December 5, 2012, 5:00 p.m.

Ms. Brenda Campos will be available to answer questions.

#### NOTES:

## ITEM IV-B – INFORMATION

### STANDING INFORMATION ITEMS

#### BACKGROUND:

#### B. Standing Information Items

- Parent/Staff Recognition: Ms. Coventry St. Mary
- Committee Reports: Ms. Coventry St. Mary
  - ✓ Executive Committee: Ms. Coventry St. Mary
  - ✓ Budget/Planning Committee: Ms. Coventry St. Mary
- Seating of New Policy Council Members (2012-2013)
- Introduction of Policy Council Members
- Introduction of Staff
- How to Present and Make Motions: Ms. Coventry St. Mary
- Introduction of Staff
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account:  
Mr. Roger Bartlett
- Board Procedures
  - ✓ Reimbursements & Budget/Planning: Mr. Roger Bartlett
  - ✓ Personnel: Ms. Bonnie Bilger
  - ✓ Conflict of Interest: Ms. Nancy Hogan
- Officer Elections – December 20, 2012: Coventry St. Mary
- Calendar of Events and Activities, Parent/Family Support Unit:  
Ms. Coventry St. Mary
- PC/PAC Calendar of Events: Ms. Coventry St. Mary
- Community Resources: Parents/Staff: Ms. Coventry St. Mary

#### NOTES:

COMMITTEE REPORTS

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

The Executive Committee met and evaluated the October 23, 2012 Policy Council meeting.

<b>GOOD!!!</b>
Thank you, Ms. Coventry St. Mary, for making reminder calls for the PC meeting.
Thank you, Ms. Nancy Hogan and Ms. LaShaun Burke, for providing PC/PAC reimbursements.
Thank you, board members, for completing reimbursement forms in blue or black in only.
Thank you, Board members, for recognizing Chair prior to speaking.
Thank you, Ms. Coventry St. Mary, for a timely meeting.
Thank you, Ms. Alma Hawkins, for all of your support.
Thank you, Ms. Consuelo Lopez, for being present to translate.
Thank you, Mr. Hodari Polk, for a clean board room.
Thank you, Ms. Nicole Castrejon, for translating.
Thank you, Board members, for great discussion.
<b>NEEDS IMPROVEMENT</b>
Arrive on time and start on time.
Seated and ready for meeting by 8:50 a.m.
Members remain seated during all presentations.
<b>Absolutely no food allowed in the board room. No exeptions.</b>
Members please pick up reimbursements prior to leaving the meeting.
Board members please obtain child care prior to meeting.
Please no use of electronic devices during meetings.
Reminder! Board members please remain seated during entire meeting.

B. Budget/Planning Committee: Ms. Coventry St. Mary

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## PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Positive Discipline for Children Series	November 7 and 14 Dinner 6:00 – 6:30 p.m. Workshop: 6:30 – 8:30 p.m. Sequoia Room
PAC Executive Committee	Monday, November 26, 2012 9:30 a.m. Olympus Room <b>(Chair only – all other officer positions null and void.)</b>
PC Executive Committee	Thursday, November 29, 2012 9:00 a.m. Olympus Room <b>(Chair only – all other officer positions null and void.)</b>
National Head Start Association (NHSA) 29 <sup>th</sup> Annual Parent Training Conference	Saturday, December 1, 2012 to Tuesday, December 5, 2012 Grape Vine, Texas

## PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

<u>EVENT</u>	<u>DATE</u>
Positive Discipline for Children Series	November 7 and 14 Dinner 6:00 – 6:30 p.m. Workshop: 6:30 – 8:30 p.m. Sequoia Room



ITEM IV-C - INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

The September 7, 2012 Governing Board minutes are attached for your review.

NOTES:

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

Minutes/Synopsis

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

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

Friday, September 7, 2012  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Pannell called the meeting to order at 10:00 a.m.

Members Present:

Bonnie Pannell, Vice Chair, SETA Governing Board; Councilmember, City of Sacramento  
Jimmie Yee, Member, Board of Supervisors  
Don Nottoli, Member, Board of Supervisors

Members Absent:

Sophia Scherman, Chair, SETA Governing Board; Public Representative  
Jay Schenirer, Councilmember, City of Sacramento

**II. Consent Items**

- A. Minutes of the August 2, 2012 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Required Partner Representative to the Sacramento Works, Inc. Board
- D. Approval to Change Head Start Program Approach for the Fiscal Year 2012-2013

The consent items were reviewed; no questions or corrections.

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

- A. Approve the August 2, 2012 minutes
  - B. Approve the claims and warrants for the period 7/26/12 through 8/29/12.
  - C. Appoint Mr. Jay Onasch to the vacant required partner seat on the Sacramento Works, Inc. Board of Directors.
  - D. Approve the change to the Head Start program approach for the SETA Operated Program and Sacramento City Unified School District, for Fiscal Year 2012-2013 as outlined in the board packet.
- Voice vote: Unanimous approval.

### III. Action Items

#### A. GENERAL ADMINISTRATION/SETA

1. Approval of Retiree Medical Insurance Subsidy and Retiree Medical and Dental Insurance Program Administrative Policy for Calendar Year 2013

Ms. Kathy Kossick reported that this item requests approval for retiree subsidy. The board is presented with three options to consider. Staff is recommending maintaining the current subsidy which would cost \$26,568 for 22 individuals.

Moved/Yee, second/Nottoli, that the Board approve Option A for the next calendar year and approve the Retiree Medical and Dental Insurance Program Administrative Policy, effective January 1, 2013.

Voice Vote: Unanimous approval.

#### B. WORKFORCE DEVELOPMENT DEPARTMENT

**Refugee Services:** None.

##### **One Stop Services**

1. Approval to Accept Funds from the Sacramento County Sheriff's Department to Serve Re-entry Customers and Authorize the Executive Director to Execute the Subgrant Agreement, Modification and Other Documents Required by the Funding Source

Mr. William Walker reviewed this item. In February, 2012, a proposal was submitted to the Bureau of Justice Assistance (BJA), which was funded in August of 2012. The BJA provided \$747,057 to fund the Second Chance Technology Training Program at the Sacramento County Sheriff's Rio Cosumnes Correctional Facility. This will be a three-year program training 60 males and 40 females.

Mr. Walker stated that the grant will pay for half of the wages for the trainees while the employers will pay the other half. Beutler has been lined up as one of the employers.

Moved/Nottoli, second/Yee, to approve the acceptance of \$266,100 from the Sacramento County Sheriff's Department and authorize the Executive Director to execute the subgrant agreement, modification, and other documents required by the funding source.

Voice Vote: Unanimous approval.

**Community Services Block Grant:** No items.

**C. CHILDREN AND FAMILY SERVICES:** No items.

**IV. Information Items**

A. Reduced Funding from the Sacramento County Department of Human Assistance

Mr. Nottoli reported that there had been discussion this week that there are sufficient funds through CalWORKs to cover the current fiscal year, but that the cuts will affect fiscal Year 2013-2014. There could potentially be a loss of some career centers. Ms. Kossick stated that the budget cuts will be changing depending upon the budget cuts from Congress.

Mr. Kim reported that there was a last minute change to the CalWORKs budget. Staff is hopeful that the actual unspent CalWORKs funds will be higher and the actual reduction will be much less than the \$2.1 million cut anticipated.

B. Report on American Express Corporate Account Rewards Points Program, FY 2012

Mr. Kim reviewed the annual report regarding the Reward Points that are accumulated over the year. Mr. Kim explained that there was a higher usage of points this year because an employee retired and the points that were assigned to the employee's card are not transferrable and had to be expended during the fiscal year.

C. Fiscal Monitoring Reports: No questions.

D. Employer Success Stories and Activity Report

Mr. Nottoli inquired how the hiring for the new call center was going. Mr. Walker reported that SETA assisted in the hiring of a HR manager. At this point all new hires for ACT will be coming to SETA for testing. ACT has hired 170 individuals. At this point, the new hires are in training. Once the training has been completed and the new hires are 'on the floor,' a new group of employees will be cycled in.

E. Dislocated Worker Update: No questions.

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

G. Head Start Reports: No report.

**V. Reports to the Board**

A. Chair: No report.

- B. Executive Director: Ms. Kossick stated that SETA met last week with the Organization for Economic Cooperative Development, based in Paris, that is doing an international study on local job creation. This group visited two WIBS in California (SETA and NORTEC), and two WIBs in Michigan. This group is also working with many other countries. Staff will share the results when they come out.

Ms. Kossick reported that SETA will be meeting next week with 16 senior officials from China visiting to see how the Agency works with employers and serves job seekers.

- C. Deputy Directors: No report.  
D. Counsel: No report.  
E. Members of the Board: Mr. Nottoli reported that he had an opportunity to visit the White Rock Head Start center; he really enjoyed it.  
F. Public: No comments.

**VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (subdivision (a) of Section 54956.9)**

**KAREN MILTON v. SACRAMENTO EMPLOYMENT & TRAINING AGENCY**  
EQUAL Employment Opportunity Commission Case No. 846-2012-57015

The board went into closed session at 10:20 a.m.

The board went back into session at 10:53 a.m. Ms. Pannell reported that there was no report out of closed session.

**VII. Adjournment: The meeting was adjourned at 10:53 a.m.**

ITEM IV-D - INFORMATION  
FISCAL MONITORING REPORTS

**BACKGROUND:**

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

Staff will be available to answer questions.

**NOTES:**

MEMORANDUM

**TO:** Ms. Laurie Clothier                      **DATE:** October 18, 2012  
**FROM:** Greg P. Tayros, 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>
EHS	Expansion	\$ 389,516	9/30/11-7/31/12	9/30/11-7/31/12

**Monitoring Purpose:** Initial X      Final     
**Date of review:** 9/26-27/12

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation		N/A		
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation		N/A		
10	Adherence to Contract/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 from September 30, 2011 to July 31, 2012 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council



**MEMORANDUM**

**TO:** Dr. Sara Haycox **DATE:** September 11, 2012  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Twin Rivers Unified School District

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

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Dates of review:** 9/18-20/12

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

**Findings and General Observations:**

1. The total costs as reported to SETA from August 1, 2011 to July 31, 2012 have been traced to the delegate's records. The records were verified and appeared to be in order.
2. There are no findings.

**Recommendations for Corrective Action:**

- 1) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.

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- B. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

- Monthly Head Start Report (attached)

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- C. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:  
Brenda Campos: Grantee Program Support Services  
    ✓ Program Self Assessment  
Lisa Carr: Parent/Family Support Unit  
Karen Gonzales: Child Development and Education Services

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

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.

- ✓ Parent Meeting Attendance Incentive

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# Monthly Head Start Report

**November 2012**



## **SETA-Operated Program**

### **Program Support Services:**

Quality Assurance (QA) Unit - The 2012 SETA Head Start Monitoring and Quality Assurance Tool is now available and electronic copies can be accessed by going to the following link:

<http://psscfs.sacramentoheadstart.net/QA/index.html>. Two formats (full document and a checklist format) are available. QA Analysts have begun monitoring visits on October 22 at SETA-Operated Head Start centers. October, November and December monitoring schedule involves SETA-Operated centers.

The annual SETA Head Start Delegate Kick Off was successfully held on October 18, 2012 at the Scottish Rite Masonic Temple in Sacramento. Highlights of the event included an inspiring keynote speech by former School Superintendent Delaine Eastin. Other speakers were CHSA Executive Director Rick Mockler and Rob Colombini of STG International, California State TTA Center for Head Start.

Content Coordinators have resumed monthly onsite monitoring visits of Delegates in October. QA Unit staff will begin monitoring the delegates in February 2013. CLASS Observations, child file and document reviews, and one-on-one meetings with content staff comprise SETA monitoring activities. Regular Content Meetings for program year 2012-2013 have commenced in September.

## **Elk Grove Unified School District**

### **Education Services Update**

Liz Aguilar, Education Consultant from the Sacramento Employment and Training Agency (SETA), presented information on the Emotional Support domain piece of the Classroom Assessment Scoring System (CLASS). Teachers were given the opportunity to watch several vignettes and discuss what they had seen happening in each of them. The presentation was well received with many teachers commenting that they appreciated the opportunity to revisit this important concept.

### **Enrollment**

The Elk Grove Unified School District Head Start Program is fully enrolled with 420 students in the program. Average Daily Attendance for the month of October was 91%.

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

The program educators and clerks have worked closely with the PreK social worker, Florence Oneto, and with the PreK psychologist, Teresa Gannon, to place students with an active IEP into the Head Start program. There are 40 students with active IEPs being served.

### **Health Services Update**

Representatives from Smile Keepers visited Head Start classrooms this month to provide fluoride treatments and discuss dental health. Program educators are monitoring files and providing additional support to ensure that children who have further need of dental treatment receive it.

14,532 meals were served to our Head Start students this month.

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

“Latino Family Literacy”, a class for Spanish speaking parents to learn strategies for working with their children in the area of literacy, was held at Charles Mack Elementary on October 5, 12, 19, and 26. An average of 13 parents attended these classes.

Read To Me Daddy/Pizza For Papa, a workshop designed to help males learn the critical impact the male role model has upon a child’s development and success in life, as well as give strategies for making the most of the time they spend with their children, was held at Charles Mack on October 16, at Samuel Kennedy on October 17, at David Reese on October 18, at Herman Leimbach on October 19, and at Florin Elementary on October 24. Thirty-two parents attended the workshop at Charles Mack. Twenty parents attended the workshop at Samuel Kennedy. Thirty-one parents attended the workshop at David Reese. Twelve parents attended the workshop at Herman Leimbach, and thirty-four attended the workshop at Florin Elementary.

### **Recruitment**

The Head Start classes are fully enrolled. Each school site has a waiting list and families are notified when space becomes available.

## **Sacramento City Unified School District**

### **Teaching and Learning:**

The teaching staff participated in the Center for Social and Emotional Foundations for Early Learning (CSEFEL) training modules 1 and 2, which were presented by social workers and resource teachers. During these trainings, staff had the opportunity to build their knowledge and learn additional strategies to build positive relationships with children and support high quality classroom environments.

Teacher Collaboration Meetings (TCM) and Common Planning Time (CPT) meetings are being offered to teachers. The purpose is to facilitate opportunities for teachers to get together to review children’s work and/or assessment data and discuss their classroom practices to determine how they can improve child outcomes. Staff will meet on a monthly or bi-monthly basis to collaborate in small groups.

### **Health and Nutrition:**

The fall and winter Dental Varnish Clinics through Smile Keepers have begun. The Child Development Nurses are working closely with the teachers to increase parent/child participation with this valuable program. In addition, the nurses have begun follow-up with parents regarding any dental concerns identified through this program. There have been heightened efforts to provide all preschool students with dental health information and submit documentation for proper tracking through the Child Plus System.

Initial sensory screenings for Head Start preschoolers, were completed by the Child Development Nurses on October 18, 2012. The nurses are continuing to visit the classrooms to screen preschoolers who were absent at the time of initial screening dates.

Victoria Benson, in conjunction with Dr. Nho Le-Hinds in Health Services, has arranged for licensed vocational nursing students from the CAJ Skills Center LVN Program to work with the nurses in SCUSD's preschool program. Espie Millendez and Victoria Benson have been mentoring these students during their clinical rotation. They have given them a variety of learning experiences, such as assisting with the dental varnish clinics, performing vision and blood pressure screenings, and assisting with Body Mass Index (BMI) follow-up with parents.

Subsequent to Sensory Screenings, the nurses have been focusing their efforts on Body Mass Index follow-up from the fall height, weight and BMI measurements of the Head Start preschoolers. Parents whose children fall within the "underweight", "overweight" and "obese" parameters, and specified WIC criteria according to the new SETA BMI Policy, were contacted recently by phone. A bilingual LVN student provided valuable BMI follow-up with Spanish-speaking parents.

The nurses are reporting an increased number of Head Start parents requesting Nutrition Counseling Services since they have initiated personal contact through phone calls.

Lisa Stevens reports the completion of a recent SETA Health/Nutrition Audit at Bowling Green Preschool. A notation was made by the SETA auditor regarding tooth-brushing, however, due to physical constraints within this particular classroom, a Waiver for tooth-brushing activities has been on file for this particular site.

Lisa Stevens and Victoria Benson attended the Health Services Advisory Committee Meeting at SETA on October 24<sup>th</sup>.

Lisa Stevens and Tammy Sanchez continue to maintain a close working relationship with Nutrition Services. A meeting was held this month with Nutrition Services as a continuation of collaborative efforts to address Special Diets and Food Allergies for preschoolers. The nurses have developed and implemented a Special Diets/Food Allergy tracking form which is shared monthly with Nutrition Services and the department's registered dietitian.

Victoria Benson and Tammy Sanchez attended the afternoon session of the SETA Kick-Off on October 18<sup>th</sup>. The break-out session focused on SETA's monitoring tool for Health, Nutrition and Safe Environments for Head Start and Early Head Start programs.

Lisa Stevens, Charlotte Bier (Child Development Resource Teacher), Karen Ito and Victoria Benson attended the Regional Network Meeting of the California Preschool Instructional Network on October 31<sup>st</sup>. The meeting was held at the Sacramento County Office of Education and focused on the Health Foundations and Framework in Volume 2 of the Preschool Learning Foundations and the Preschool

preschool routines and shared informative and colorful nutrition handouts. Victoria reports she has already had occasion to share some of the valuable materials that were provided at this conference.

Karen Ito, Registered Dietitian consultant, shares the following information : In October 2012, SCUSD's Child Development launched the nutrition grant project, "Let's Eat Right Now", through funding provided by the Sierra Sacramento Valley Medical Society Alliance. The program promotes the consumption of "fresh from the farm" seasonal produce, in preventing anemia and obesity. The program is taking place at three preschools; Leatata Floyd, James Marshall and Susan B. Anthony (the latter two preschools being within Sacramento City Unified School District.) Once a month, children are provided with fresh, seasonal produce from Capay Organics which are incorporated into nutrition activities in the classroom. Child Development recognizes the importance of introducing a wide variety of fresh fruits and vegetables to preschool children who are beginning to develop their taste preference for food. Another component of the program is nutrition education and cooking classes for parent/guardians. A two-week series of classes on "Preventing Anemia" is currently being offered. Fresh, seasonal produce for these classes are also provided by Capay Organics. Children and parents/guardians go home with the produce they have tasted, so they can prepare the food and share it with their families.

## **San Juan Unified School District**

### **Education Services Update:**

Teachers completed their first DRDP assessments of students as of October 25. Teachers will use this data to individualize for each child in their class as well as to create whole class activities. This next assessment period will run through the month of February.

Teachers began the pilot study of *Clothes* on October 29, a project-based learning experience designed for all preschool children. As teachers experience this new teaching paradigm, language, literacy and math learning concepts will be integrated. Activities will occur in all classes with a focus on the letters "U", "Y", and "W", along with the introduction of "T", "O", and "X". The Math focus will be on numerical comparisons using vocabulary, such as; "more", "less" and "fewer".

### **Disabilities Services Update:**

The Disabilities Specialist prepared for the self-assessment process, in conjunction with the "mock" Federal Review. A team was assembled and a checklist prepared for team members to use when reviewing the chosen sites. The SETA monitoring tool and the Federal Review tool were used as a blue print in creating the checklist. The Screening Center remains open although the hours have decreased due to fewer families needing to complete screenings. October was also the month that teachers completed any necessary rescreens on their students who have been enrolled from the beginning of the year.

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

The Mental Health Therapist has been participating in parent/teacher conferences to both address specific social/emotional needs of identified children and to provide community resources and mental health referral information. The Therapist continues to provide Limit Setting workshops for parents and staff throughout the program. Implementation of follow-up services is ongoing.

Along with tasting, they had the chance to touch, smell, and see the variations of leaves from the colorful rainbow chard to the green fan of collard greens. The training was provided to remind teachers of multiple ways to introduce healthy eating to young children. Each classroom received the book, Lettuce Introduce You: Poems about Food, by Laura Purdie Salas.

### **Health Services Update:**

Health Services is now screening one day a week in the centralized screening room and has completed reviewing all the immunization, health, and nutrition status of the children for the 2012-2013 school year. Health Services is traveling to classroom sites to complete or reattempt the 45 day screenings. The nurse has completed the State Immunization Report and submitted it to the State. They are participating in the *Smiles for Kids* program again this year to provide dental services to children who have no dental home or insurance.

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

The new Policy Committee representatives were seated at the first meeting for the 2012-2013 school year. Refreshments were available before the start of the formal meeting. The representatives were given initial training on Policy Committee procedures and outgoing Executive Board officers were presented with appreciation plaques.

Program Area Plan Review teams and Self Review site visit teams were formed and meetings are being scheduled for both groups in early November. The Executive Board for PC was elected during the meeting and met later in the month, receiving further information and starting the process of setting each month's PC agenda. The Parent Involvement Lead Teacher attended the Delegate Kickoff meeting, hearing more information about the changes to the content and the new focus on Family Engagement that is coming from OHS. Information was shared during the Executive Board meeting.

### **Transition Services Update:**

October has been a busy month with the completion date of the first DRDP data. When the compiled data is returned to the teachers, lesson plans and individualization will reflect the continued needs of the students.

Harvest Festivals have also been occurring at sites with the theme of Literacy. Parents have been involved in making books with their children and obtaining community resources on a variety of topics including school readiness and the importance of reading to their children.

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

Teachers were offered an early October training on the California Child Care Food Program (CCFP) as well as materials and activities from I Am Moving, I Am Learning. (*See the Nutrition report for details.*)

In mid-October there was the first training, in a series of three, on Project Based Learning tied to our SJUSD Strategic Plan and Head Start plan to increase child outcomes. On October 19, John Gunnarson presented an introduction to studies where learning concepts are taught in the context of students' interests.

The second training on this topic was October 25 and was a non-mandatory opportunity for teachers and child development assistants. This series will be completed in November.



The October reports were submitted in a timely matter and payment was received. The SETA Kickoff was informative and prepared us for the coming grant year with knowledge and excitement. Staff is currently preparing for the Fiscal Audit Review in January.

**Early Head Start:**

The annual self-assessment data collection and the annual Service Area Plan updates are in full swing. In addition to early preparations for the federal review next year, preparations are also in full gear for the tri-annual Child Care Food Program review in early December, along with unannounced site visits next October.

The General Davie, Jr. Primary Center re-naming and dedication ceremony health fair was a big success despite the rain. The site located at 1500 Dom Way continues to grow as an early learning center collaboration with Early Head Start, Head Start, School Readiness and many community partners.

**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:**

The annual Fall Festival events were held at Oakdale and Morey on October 25 and 29. During the well-attended events, students had the opportunity to participate in a haywagon ride, musical walk and other carnival games. The students also danced along with the Robo Band to classical preschool songs as a part of the school's goal of reducing obesity.

In celebration of the nationwide "Red Ribbon Week", the school social worker also facilitated classroom meetings to discuss the importance of saying no to drugs and keeping our bodies healthy. Parent meetings were also held in all classrooms to discuss healthy habits and the dangers of drugs.

**Professional Development:**

The ECE Leadership Team facilitated professional development training on October 31. This full-day workshop will included a refresher training on the Enlightened Discipline concepts of Be Kind, Be Safe and Be Clean implemented last year for all of the preschool programs. The training also provided information on creative ways to implement Alpha Friends to increase letter recognition and knowledge of letter sounds. A review of licensing requirements was completed. The training also provided an in-depth focus on math within Creative Curriculum. Teachers participated in intentional teaching moments to increase their knowledge of math vocabulary, skills and ways to incorporate math into their learning centers and daily schedule.

All component leaders, ECE Director and HS Director attend the annual Delegate Kickoff event on October 18 in collaboration with SETA and the other delegate agencies. The event focused on the Quality Monitoring tool and the introduction of the Family Parent Community Engagement Framework. Additional meetings have been scheduled to continue working with SETA to focus on the implementation of the FPCE in alignment with the School Readiness goals.

### **Nutrition and Health:**

The Nutrition Component Leader continues inputting the nutrition information into the Childplus database and following up on the nutritional needs of students. Referrals to the Registered Dietician are being completed for BMI calculations. The nutrition activities in the classrooms continue with a focus of vegetables and fruits that grow on trees to align with the Tree investigation theme in Creative Curriculum.

The Health Component Leader continues reviewing students' files for medical concerns and continues following up on students' needing additional documents. Students participated in vision, dental and hearing screenings at Morey and Oakdale in collaboration with our local community partners. The inputting of health information continues in the Childplus database.

The School Social Worker/Counselor continues classroom observations to assist with intervention strategies and behavioral techniques for all classrooms. The Head Start program is currently filling the vacancy for the other Community Liaison position so the Social Worker has been assisting with the Family Partnership Process due to the staff shortage. The interviews are scheduled for November 6 with both staff and PC parents as part of the interview panel. The mental health and social skills groups are scheduled to begin the week of November 5 for any students referred by teaching staff or parents for additional assistance with behavior modifications. Planning for the annual Winterfest is underway as well as the annual Hmong New Year celebration.

The Community Liaison continues to meet with families to complete their Family Partnership Profiles and begin assessing their goals with the Family Partnership Agreement as well as providing resources and information. The Community Liaison and Social Worker also continue the plan and facilitate the monthly meetings in each classroom and at Oakdale.

The Speech and Language Pathologist (SLP) has completed the initial screenings at both sites and students with speech IEP are receiving speech services.

The Education Component Leader continues to support teaching staff with classroom observations and suggestions for improving classroom management skills and student engagement strategies. The ECERS assessments have been completed and staff are working with Education Resource teacher to develop classroom specific action plans.

The ERSEA component continues to meet with parents to fill any vacancies and both sites are fully enrolled with established wait lists.

The Program Design and Management component continues to meet weekly with the ERSEA team to draft the ERSEA manual. The Head Start Director meet with all staff individually on October 23 to discuss their goals and encouraged all staff to actively seek training opportunities to fulfill their goals.

### **Policy and Parent Committees:**

The first Policy Committee meeting was held on October 10 and the first Parent Committee meeting was held on October 17. The agendas included election of PC officers, bylaw review and planning of the Fall Festival. The next Policy Committee meeting will be held on November 7 and Parent Committee meeting on November 14. The agenda will include the approval of the Social Worker and Community Liaison positions, selection of fundraiser and brainstorming for the Winterfest event.

### **Parent Trainings:**

The parenting classes in collaboration with the Birth and Beyond North Highlands Resource Center and Mutual Assistance Network started and parents are encouraged to attend. The next parent training will be held on November 14 for both the morning and afternoon classes on healthy cooking tips.

### **Fiscal:**

The Budget Analyst provided another budget overview for the ECE certificated staff at the Professional Development Day on October 31. Teachers have begun ordering materials and supplies based on their ECERS assessment results.

## **WCIC**

### **Management:**

**Congratulations to Ms. Brenda Usher, Winner of 2013 CHSA Lifetime Special Award; Ms. Davis nominated Ms. Usher.**

### **Enrollment:**

During the month of October 2012, WCIC's enrollment was 100%.

### **Education:**

WCIC/Playmate Head Start Programs received an Oral Language Training by Alicia Barron, Education Coordinator from Sacramento Employment Training Agency on October 5, 2012. She asked teaching staff "What is Language?" Language is a system of words with rules for their use in speaking, reading and writing. Rules for Language are: Sounds of Language (Phonology), Structure of Language (Syntax) and Meaning of Languages (Semantics). She addressed the teaching staff on Oral Language Developmental Continuum for preschool children ages 3 and 4. The descriptors for preschool children are: listen attentively for short periods; follow directions during daily/classroom routines; focus on own needs when listening; talk about daily experiences; may or may not use complete sentences; communication nonverbally; and ask what unfamiliar words mean. Preschool children ages 4 and 5 years old should be able to respond to stories, poems, rhymes, music, actions songs; follow 2-3 step directions; respond to questions; listen attentively for increasing periods; connect information and events to life experiences; know print is reading stories; retell stories or events in chronically order; uses more complex sentences and seek/share information and appreciate social interactions. She passed out a brochure on Promoting Oral Language Development.

WCIC/Playmate Head Start Programs received a Second Step Curriculum Training Part 2 by Melanie Nicolas, Program Officer, Program Support Services from Sacramento Employment Training Agency on October 12, 2012. She addressed the staff on Second Step Curriculum Part 2. She gave an overview on Second Step Curriculum objectives: how children listen and focus attention in class; children have empathy; children manage emotions; children make friends; and children solve problems. Ms. Melanie asked staff to review the Second Step Unit 5. Staff tried a variety of methods of effective learning by doing songs, games and activities with children. Teachers need to integrate with everyday routines and weekly lesson plans and work with teaching partners. The final Second Step Training is scheduled for December 7, 2012 at WCIC/Playmate Head Start Program.

WCIC/Playmate Head Start Programs received a School Readiness and CLASS Training by Liz Aguilar, Education Consultant from Sacramento Employment Training Agency on October 17, 2012.

She addressed the parents and staff on School Readiness and CLASS. She provided handouts on “SETA Head Start School Readiness Goals.” Ms. Liz gave an overview on the Essential Domains such as: Physical Development and Health; Social Emotional Development; Approaches to Learning; Language and Literacy; and Cognitive and General Knowledge. The School Readiness Goals correlates with the Framework Domains Elements and California DRDP Measures. School Readiness Goals have been established for the 2012- 2013 school year. The goals were created from the Head Start Child Development and Early Learning Framework and aligned with the Creative Curriculum Objectives.

Ms. Liz gave a brief overview of CLASS. CLASS acronyms are: Classroom Assessment Scoring System. CLASS is used in all Head Start Programs. CLASS Domains are designed to create common metric and vocabulary that is used to describe various aspects of quality across the early childhood levels. Ms. Liz stated Emotional Support was scored the highest nationwide and Instructional Support was considered to be the lowest of all Classroom Domains. CLASS will be assessed in the classrooms three times a year. Federal Government will receive these scores to determine how teachers are meeting these goals.

WCIC/Playmate Head Start Programs received a Math Activities Training by Alicia Barron, Education Coordinator from SETA on October 19, 2012. She presented on Math Activities. She passed out a handout on “High Five Math Resource Guide”. She gave an overview on Individualization, Numbers and Operations, Geometry and Spatial Sense, Patterns, and Measurement in Math for preschool. “High Five Math Guide” is for teachers to provide strong research base about early childhood math. It is to encourage a decision making approach to math education and professional development and also to supply professional development resources, tools and approached for education leaders to promote high quality math education. Teachers will benefit using the guide to help children individualize and create new levels of math experience.

WCIC/Playmate Head Start Programs received a Mandating Reporting of Child Abuse and Neglect Training by Joyce Bilyeu from Child Abuse Prevention Council on October 26, 2012. She presented on Mandating Reporting of Child Abuse and Neglect. She gave a brief overview on employee notification forms, phone reports, prepare and written reports, suspect of child abuse or neglect, etc. She stated Sacramento County is approximately dealing with 20% physical abuse; 8% sexual abuse; 14% emotional abuse; and 49% neglect. She stated it is unlawful corporal punishment if an adult spanks and leave a mark on the child’s body. She demonstrated with a baby doll on Shaken Baby Syndrome and how it can affect an infant brain if shaken. It does not take much for an adult to shake a child to death. It can be as little as a whiplash effect to cause brain damage. Staff that work in the field of childcare are mandated reporters, we must make a report if there is at all a reason to suspect child abuse of any kind. If failure to report, staff can lose their credential. There are steps to reporting. Staff can call CPS (916) 875-KIDS or law enforcement. A written report must be completed within 36 hours of the report. Forms can be downloaded from [www.ag.ca.gov/childabuse/forms.php](http://www.ag.ca.gov/childabuse/forms.php). She also stated Shaken Baby Syndrome of My Pledge Certificate has been distributed to mothers who have newborns/infants.

**Health:**

WCIC/Playmate Head Start Programs’ children received a Sacramento County Smile Keepers Dental Health Program dental screening and fluoride vanishes on October 2, 2012 and October 3, 2012.

WCIC/Playmate Head Start Programs' children received dental screenings on October 15, 2012 from Dr. Eric D. Phillips.

WCIC/Playmate Head Start Programs' children received CSUS, Dept. of Speech Pathology and Audiology hearing screening on October 5, 2012.

WCIC/Playmate Head Start Programs received a Physical Activity by Phil Bensing from Health Education Council on October 17, 2012. He addressed the parents and staff on Physical Activity. He passed out a "Power Up in 10" Pamphlet. Mr. Bensing stated adults need to have 30 minutes of physical activity daily in order to reduce the risk of chronic diseases. In order to keep your weight in control, adults need to do Moderate Intensity Physical Activity each day. Moderate Intensity Activity is what makes your heart beat faster than normal. Vigorous Intensity Activity is when adults breathe hard and sweat such as: jumping jacks, dancing and basketball. He demonstrated what adults can do at home even when people have busy lives with the family. Children need to have at least 60 minutes of physical activity each day. How to reach a goal is to incorporate 10-15 minutes of physical activity daily. Adults need to set simple and short term goals and try to make it fun.

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

ACF-PI-HS-12-03 Non-Competitive 5-Year Grant Awards

ACF-IM-HS-12-06 All Head Start and Early Head Start Agencies and Delegate Agencies located in the states of Connecticut, New Jersey, and New York and other areas affected by Hurricane Sandy and recovery efforts

# SETA Head Start Food Service Operations Monthly Report \*August 2012

August 8th - New Helvetia I & II closed no water.

August 23rd - Walnut Grove closed no water

August 28th - New Helvetia I & II closed no water.

August 31st - Whispering Pines and Crossroads Kitchen Closed  
Crossroads Kitchen Production moved to Mather Kitchen  
Classes will increase at Phoenix Park due to Whispering Pines closure.

**Meetings and Trainings:**

Serv Safe Training attended by Melissa Smith and Beth Rush, August 7th.

Food Service Staff Meeting at Plaza Del Paso August 17th.

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

Lunch	PM Snack	Breakfast	Field Trips
44,720	26,592	31,912	400

**Total Amount of Meals and Snacks Prepared** 103,624

**Purchases:**

Food	\$75,310.87
Non - Food	\$15,796.16

**Building Maintenance and Repair:** \$65.90

**Kitchen Small Wares and Equipment:** \$4,569.49

**Vehicle Maintenance and Repair :** \$1,623.18

<b>Vehicle Gas / Fuel:</b>	<b>\$2,762.30</b>
Normal Delivery Days	23

# SETA Head Start Food Service Operations Monthly Report \*September 2012

September 3rd - Holiday

September 4th - The Cook / Drivers were reassigned to new delivery routes or Satellite Kitchens for next program year.

September 10th - WCIC Classes Return from Summer Break

**Meetings and Trainings:**

Rosa Alatorre and Connie Otwell attended MS 2010 Orientation on September 20th at Plaza Del Paso.

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

Lunch	PM Snack	Breakfast	Field Trips
39,276	23,452	27,236	240

**Total Amount of Meals and Snacks Prepared** **90,204**

**Purchases:**

Food	\$69,095.58
Non - Food	\$14,318.03

Building Maintenance and Repair:	\$1,188.51
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Kitchen Small Wares and Equipment:	\$178.03
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Vehicle Maintenance and Repair :	\$925.57
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Vehicle Gas / Fuel:	\$2,269.98
Normal Delivery Days	19

# SETA Head Start Food Service Operations Monthly Report \*October 2012

October 8th - WCIC Classes Closed observance of Indigenous People's Day

October 19th - Nedra Court Closed - gas left on over night

October 23rd & 31st - Home Base Field Trips - Lunch and Snack provided

October 25th - Kennedy Estates Center Closed due to water repairs.

**Meetings and Trainings:**

Lawrence Prophet and Joyce Gray attended a SERVE SAFE Training on October 9th.

Cheryl Barton and Rosa Alatorre attended the CACFP Conference October 15th through October 17th in San Diego.

Connie Otwell Attended the Association of Nutrition & Food service Professionals Fall Regional Meeting October 25th.

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

Lunch	PM Snack	Breakfast	Field Trips
46,364	28,276	31,724	840

**Total Amount of Meals and Snacks Prepared** 107,204

**Purchases:**

Food \$85,202.00

Non - Food \$23,505.93

Building Maintenance and Repair: \$1,582.65

Kitchen Small Wares and Equipment: \$586.15

Vehicle Maintenance and Repair : \$1,292.88

Vehicle Gas / Fuel: \$2,825.25

Normal Delivery Days 23



# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 10/31/12)

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP ( % AFE)</u>	
Twin Rivers USD (211)	13	(6%)	N/A	
Elk Grove USD (420)	40	(10%)	N/A	
Sacramento City USD (1292)(147)	96	(7%)	12	(8%)
San Juan USD (700) (161)	78	(11%)	7	(4%)
WCIC (120)	4	(3%)	N/A	
SETA (2796) (345) (1878 Tracks)	124	(6%)	34	(10%)
<b>County (4621)* (653)*</b>	<b>355</b>	<b>(8%)</b>	<b>53</b>	<b>(8%)</b>

\* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

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

**October, 2012**

## Head Start

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment</b>	<b>(b) % Actual to Funded</b>	<b>Attendance</b>	<b>(c) % Attend. to Funded</b>
Elk Grove USD	420	420	100	382	91
Sacramento City USD	1,292	1,296	100	1,101	60
SETA	1,880 (2,796)	1,895	101	1,453	77
San Juan USD	700	700	100	555	79
Twin Rivers USD	211	210	100	174	82
WCIC/Playmate Head Start	120	120	100	96	80

## Early Head Start

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment</b>	<b>(b) % Actual to Funded</b>	<b>Attendance</b>	<b>(c) % Attend. to Funded</b>
Sacramento City USD	147	147	100	137	93
SETA	345	346	100	236	68
San Juan USD	161	167	104	112	70

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

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

(c) Attendance on the last day of month

ITEM VI-OTHER REPORTS (continued)  
Page 2

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

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

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