

**GOVERNING BOARD**

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

**ALLEN WARREN**  
Councilmember  
City of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

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

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

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**THOUGHT OF THE DAY:** *"Thought for the Day.....Lead with your own participation in a way that you believe will create value and will invite others to do the same.*

*Author: Suzanne Mayo*

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

**DATE:** Tuesday, March 25, 2014

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

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

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

**AGENDA**

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  - ⇒ Introduction of Newly Seated Representatives
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- III. Action Items**
  - A. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957** 9
    - Approval of Eligible Lists for: Head Start Home Visitor

**CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

Pursuant to Government Code Section 54957

➔ Report out of Closed Session

**IV. Information Items**

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➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson
- D. Fiscal Monitoring Report 19-21  
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**V. Committee Reports**

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- Executive Committee Meeting Critique: Ms. LaTasha Windham
- Budget/Planning Committee: Ms. LaTasha Windham
- Personnel/Bylaws Committee: Ms. LaTasha Windham
- Parent, Family & Community Engagement & Early Childhood Development & Health Services Committee: Ms. LaTasha Windham
- Men's Activities Affecting Children Committee (MAACC): Mr. Justin Fietzek
- Health Services Advisory Committee: Ms. LaTasha Windham
- Social/Hospitality Committee: Ms. LaTasha Windham
- Parent Ambassador Report: Ms. LaTasha Windham
- Maternal, Child and Adolescent Health Advisory Board: Ms. Richina Siackasorn
- Sacrament Medi-Cal Dental Advisory Committee: Mr. Benjamin Bailey

**VI. Other Reports**

31-46

- A. Executive Director's Report
- B. Head Start Deputy Director's Report  
➤ Monthly Head Start Report (attached)
- C. Head Start Managers' Reports

- ✓ Brenda Campos: Grantee Program Support Services
  - ✓ Lisa Carr: Parent, Family Support and Community Engagement
  - ✓ Karen Gonzales: Child Development & Education Services
- D. Chair's Report
  - E. Open Discussion and Comments
  - F. Public Participation

**VII. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, MARCH 19, 2014**

Policy Council meeting hosted by:  
LaTasha Windham (Chair), Angeles Soberanes (Vice Chair), Steven Wormley (Secretary),  
Toni Espinoza (Treasurer), Richina Siackasorn (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Toni Espinoza, Elk Grove Unified School District
- \_\_\_\_\_ Benjamin Bailey, Sacramento City Unified School District
- \_\_\_\_\_ Steven Wormley, Sacramento City Unified School District
- \_\_\_\_\_ Linda Litka, San Juan Unified School District
- \_\_\_\_\_ Lynda Williams, San Juan Unified School District
- \_\_\_\_\_ Saleema Ali, Twin River Unified School District
- \_\_\_\_\_ Kris Ingram, Twin Rivers Unified School District
- \_\_\_\_\_ Richina Siackasorn, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Rodney Pontiflet, SETA-Operated Program
- \_\_\_\_\_ Kenneth Tate, SETA-Operated Program
- \_\_\_\_\_ Angeles Soberanes, SETA-Operated Program
- \_\_\_\_\_ Derek Adams, SETA-Operated Program
- \_\_\_\_\_ LaTasha Windham, SETA-Operated Program
- \_\_\_\_\_ Justin Fietzek, Men's Activities Affecting Children Committee
- \_\_\_\_\_ Willie Jean Peck, Foster Parent Representative
- \_\_\_\_\_ Annette Duran, Past Parent Representative
- \_\_\_\_\_ Jenna Kline, KVIE Public Television, Community Rep.
- \_\_\_\_\_ Genevieve Deignan, Sacramento Food Bank & Family Services

**New Policy Council Members to be seated:**

- \_\_\_\_\_ Alexis Barajas, Elk Grove Unified School District
- \_\_\_\_\_ Jill Jullian, Sacramento City Unified School District
- \_\_\_\_\_ Lenda Wheeler, SETA-Operated Program
- \_\_\_\_\_ Colleen Fietzek, Home Base Option

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Amonoo), WCIC/Playmate Child Development Center
- \_\_\_\_\_ Vacant (Gill), Past Parent Representative
- \_\_\_\_\_ Vacant (Burke), Home Base Option
- \_\_\_\_\_ Vacant (Florez), Early Head Start (SOP)
- \_\_\_\_\_ Vacant (Calderon), Early Head Start (SETA)
- \_\_\_\_\_ Vacant (Cullen), Early Head Start (San Juan)
- \_\_\_\_\_ Vacant (Hill), Early Head Start (Sac. City)

**\*\* Please call your alternate, Policy Council Chair  
(LaTasha Windham (821-8959 or 400-3546), or Head Start Staff  
(Marie Desha: 263-4082 or Nancy Hogan: 263-3827)  
if you will not be in attendance. \*\***

**POLICY COUNCIL  
BOARD MEETING ATTENDANCE  
PROGRAM YEAR 2013-2014**

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

BOARD MEMBER	SITE	11/26	12/17 *	1/28	2/25	3/25	4/22	5/37	6/24	7/22	8/26	9/23	10/28	11/25
D. Adams Seated 11/26	SOP	X	X	X	X									
S. Ali s/b/s 11/26	Twin Rivers	E	X	E	X									
B. Bailey Seated 11/26	SAC	X	E	X	X									
A. Barajas Seated	ELK				U									
G. Deignan Seated 1/28	Comm. Rep.			X	X									
A. Duran Seated 2/25	PAST				X									
T. Espinoza Seated 11/26	ELK	X	X	E	X									
C. Fietzek Seated	HB													
<del>C. Fietzek Seated 11/26</del>	<del>SOP</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>									
J. Fietzek Seated 8/27/12	MAACC	X	X	X	X									
<del>C. Fimbres Seated 11/26</del>	<del>SAC</del>	<del>X</del>	<del>E</del>	<del>U</del>	<del>U</del>									
J. Jillian Seated	SAC													
K. Ingram Seated 11/26	Twin Rivers	X	X	X	X									
L. Litka Seated 11/26	SJ	X	X	E	X									
J. Kline Seated 11/26	Comm. Rep.	X	X	X	X									
W. Peck Seated 11/26	FOSTER	X	E	X	X									
R. Pontiflet Seated 11/26	SOP	X	E	X	U									
R. Siackasorn	WCIC	X	X	X	X									

Seated 11/26															
<b>BOARD MEMBER</b>	<b>SITE</b>	<b>11/26</b>	<b>12/17 *</b>	<b>1/28</b>	<b>2/25</b>	<b>3/25</b>	<b>4/22</b>	<b>5/37</b>	<b>6/24</b>	<b>7/22</b>	<b>8/26</b>	<b>9/23</b>	<b>10/28</b>	<b>11/25</b>	
A. Soberanes Seated 11/26	SOP	X	X	U	X										
K. Tate Seated 11/26	SOP	X	X	X	X										
L. Wheeler Seated	SOP														
L. Williams Seated 11/26	SJ	X	E	X	X										
L. Windham Seated 11/26	SOP	X	X	X	X										
S. Wormley Seated 11/26	SAC	X	X	X	X										

### GLOSSARY OF ACRONYMS

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

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

Current a/o 3/17/14

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 25, 2014 REGULAR  
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the February 25, 2014 meeting.

RECOMMENDATION:

That the Policy Council approve the February 25 minutes.

**NOTES:**

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

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

## REGULAR MEETING OF THE HEAD START POLICY COUNCIL

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

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

Tuesday, February 25, 2014  
9:00 a.m.

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

Ms. LaTasha Windham called the meeting to order at 9:06 a.m. and read the Thought of the Day. Secretary, Mr. Steven Wormley, called the roll; a quorum was established.

#### Members Present:

Toni Espinoza, Elk Grove Unified School District  
Steven Wormley, Sacramento City Unified School District  
Benjamin Bailey, Sacramento City Unified School District  
Lynda Williams, San Juan Unified School District  
Linda Litka, San Juan Unified School District  
Kristyn Ingram, Twin Rivers Unified School District  
Saleema Ali, Twin River Unified School District (arrived at 9:20 a.m.)  
Richina Siackasorn, WCIC/Playmate Child Development Center (arrived at 9:25 a.m.)  
Kenneth Tate, SETA-Operated Program  
Colleen Fietzek, SETA-Operated Program  
Derek Adams, SETA-Operated Program  
LaTasha Windham, SETA-Operated Program  
Colleen Fietzek, SETA-Operated Program  
Angeles Soberanes, SETA-Operated Program  
Justin Fietzek, Home Base Option  
Jenna Kline, Community Representative  
Genevieve Deignan, Sacramento Food Bank  
Willie Jean Peck, Foster Parent Representative (arrived at 9:28 a.m.)

#### Members Absent:

Celina Fimbres, Sacramento City Unified School District (unexcused)  
Rodney Pontiflet, SETA-Operated Program (unexcused)

#### New Members to be seated not Present:

Lisa Burke, Home Base Option (unexcused)  
Alexis Barajas, Elk Grove Unified School District (unexcused)

### **II. Consent Item**

A. Approval of the Minutes of the January 28 Regular Meeting



The minutes were reviewed; no questions or corrections.

Moved/Williams, second/Espinoza, to approve the minutes of the January 28 as distributed.

Show of hands vote:

Aye: 13 (Adams, Bailey, Ingram, Deignan, Espinoza, C. Fietzek, J. Fietzek, Kline, Litka, Soberanes, Tate, Williams, Wormley)

Nay: 0

Abstentions: 1 (Windham)

### **III. Action Items**

#### **A. Approval of Community Assessment 2014-2017 and Resulting Countywide Head Start/Early Head Start 3-Year Goals**

Ms. Robyn Caruso, Administrative Program Officer, stated that in January 2014, a county-wide planning team comprised of directors, managers, content area experts and parents met to discuss current Community Assessment data and prioritize needs for the Sacramento County Head Start/Early Head Start programs. Priorities led to three specific goals for Sacramento County which are:

**Goal 1: SCHOOL READINESS** — Increase school readiness outcomes by engaging families and staff in implementing effective, research-based strategies that support the Five Essential Domains of the Early Learning framework to ensure a high quality learning experience.

**Goal 2: MENTAL HEALTH** – Assist families, children and staff with accessing mental health and social services through communication, advocacy and education.

**Goal 3: ENROLLMENT/RECRUITMENT** — Create innovative marketing/recruitment strategies to ensure full enrollment by increasing the community's awareness of the value of early education programs and Head Start comprehensive services.

Moved/Williams, second/Espinoza, that the Policy Council approve the 2014-2017 Community Assessment and resulting countywide Head Start/Early Head Start 3-Year Goals.

Show of hands vote:

Aye: 13 (Adams, Bailey, Ingram, Deignan, Espinoza, C. Fietzek, J. Fietzek, Kline, Litka, Soberanes, Tate, Williams, Wormley)

Nay: 0

Abstentions: 1 (Windham)

Ms. Saleema Ali arrived at 9:20 a.m.

Ms. Richina Siackasorn arrived at 9:25 a.m.

Ms. Willie Jean Peck arrived at 9:28 a.m.

B. Approval of Past Parent Representative

Moved/J. Fietzek, second/Wormley, that the policy council.

Show of hands vote:

Aye: 16 (Adams, Ali, Bailey, Ingram, Deignan, Espinoza, C. Fietzek, J. Fietzek, Kline, Litka, Peck, Siackasorn, Soberanes, Tate, Williams, Wormley)

Nay: 0

Abstentions: 1 (Windham)

Ms. Annette Duran introduced herself and was welcomed to the board as a Past Parent Representative.

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

The board went into closed session at 9:45 a.m. The board went into open session at 9:51 a.m. and reported out of closed session that the following eligible lists were approved: Approval of Eligibility List for Head Start Site Supervisor.

IV. **Information Items**

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Windham noted a correction on the calendar; March 20 is the PAC Executive Committee meeting.
- Parent/Staff Recognitions: None.
- Parent/Staff Recognitions – CHSA Parent Training Conference Reports: No additional reports.
- Community Resources-Parents/Staff: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson reviewed the six month fiscal report. The expenditures for the county wide program are at 49.6% of budget with the non-federal share at 25.5%; the administrative costs are at 9.6% which is well below the 15% threshold. Ms. Patterson stated that a budget planning meeting was held last week which was the beginning of the process for creating the budget; no one showed up at the committee meeting. It is crucial that parents provide some guidance on the development of the budget. Staff was recently notified that the Agency will be fully restored from the sequestration cuts (\$2.4 million). Staff still does not know the amount; there will be a 1.3% COLA in the new fiscal year. The March 7 and 14 budget planning meetings will be canceled. The meetings will reconvene after March 15 which will give staff a chance to get more budget information. Staff needs to figure out what date would be best for the committee members.

B. Governing Board Minutes of December 5, 2013: No questions.

C. Presentation from Community Representatives: Will be continued to the March meeting.

## **V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Windham reviewed the critique.
- Budget/Planning Committee: No additional report.

## **VI. Other Reports**

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: Ms. Denise Lee stated that she is expecting the federal review to be the last two weeks in April. This has not yet been confirmed.

Ms. Alma Hawkins and Ms. Brenda Campos were introduced and recognized for their 30 years of service to SETA. Ms. Denise Lee presented each employee with flowers.

- C. Head Start Managers' Reports: No reports.
- D. Chair's Report: Ms. Linda Litka and Ms. Denise Lee were wished a Happy Birthday.
- E. Open Discussion and Comments: Mr. Bailey requested more specific details regarding the hiring process, i.e., what kind of tests are given, what is the screening process, etc. Ms. Lee replied that she cannot give actual written or oral exam information but would be happy to discuss the matter after the meeting. Ms. Lee urged all board members to consider working on a screening panel for employees to learn the process.
- F. Public Participation: Ms. Jessica Williams, Toni Espinoza's aunt, was acknowledged.

Ms. Fietzek reported that she will be resigning as a Northview representative. She will be seeking to be a Home Base representative.

- VIII. Adjournment:** The meeting was adjourned at 10:17 a.m.

## **VII. Training**

The Parent Advisory Committee and Head Start Policy Council will participate in AB 1234 Ethics Training.

ITEM III-A - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

## ITEM IV-A – INFORMATION

### PRESENTATION FROM COMMUNITY REPRESENTATIVES

#### BACKGROUND:

Policy Council bylaws allow for community participation on the board. The community representatives for Program Year 2013-14 are:

- ❖ Jenna Kline, KVIE Public Television
- ❖ Genevieve Deignan, Sacramento Food Bank & Family Services

This item will provide the Community Representatives an opportunity to provide information to board members regarding services available.

#### NOTES:

## ITEM IV – B – INFORMATION

### SCHOOL READINESS AND CHILDREN'S OUTCOMES PRESENTATION

#### BACKGROUND:

This item provides an opportunity for Manager, Karen Gonzales, to present Desired Results Developmental Profile results for kindergarten readiness and children's outcomes, education services, staff development, and special projects that support school readiness for children in the SETA-Operated Program.

#### NOTES:

## ITEM IV-C – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- A. Standing Information Items
  - PC/PAC Calendar of Events – Ms. LaTasha Windham
  - Parent/Staff Recognitions – Ms. LaTasha Windham
  - Community Resources-Parents/Staff – Ms. LaTasha Windham
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson

#### NOTES:

# April

2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<b>1</b>	<b>2</b> 1:00 PM Social/Hospitality Committee Olympus Room	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b> 9:00 AM Budget/Planning Committee Meeting Oak Room  9:00 AM Elk Grove PC Meeting Prairie Pre K-2 5251 Valley Hi Drive Sacramento 95823	<b>9</b>	<b>10</b> 11:00 AM Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823  9:00 AM San Juan PC Meeting General Davie Center 1500 Dom Way Sacramento 95864	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b> 9:00 AM PAC Meeting SETA Board Room	<b>16</b> 5:15 PM WCIC PC Meeting 3555 3rd Avenue Sacramento 95817	<b>17</b> 9:00 AM PAC Executive Committee Meeting Olympus Room  8:30 AM Twin Rivers PC Meeting 155 Morey Avenue Sacramento 95838	<b>18</b> 1:00 PM Parent Ambassador Mtg. Olympus Room	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b> 9:00 AM PC Meeting SETA Board Room	<b>23</b>	<b>24</b> 9:00 AM PC Executive Committee Meeting Olympus Room	<b>25</b> 1: 00 PM MAAC Meeting Olympus Room	<b>26</b>
<b>27</b>	<b>28</b> 9:30 Bylaws Committee Olympus Room	<b>29</b>	<b>30</b>	May 2 – 12:00 PM Parent Ambassador – Olympus Room		



**PC/PAC CALENDAR OF EVENTS**

**EVENT**

**DATE**

Budget Refunding Meeting	Tuesday, March 18, 2014 10:30 a.m. Sequoia Room (lunch will be provided)
Health Services Advisory Committee Marketing Task Force	Thursday, March 20, 2014 9:00 a.m. – 11:00 a.m. Redwood Room
PAC Executive Committee	Thursday, March 20, 2014 9:30 a.m. Olympus Room
Parent Aid Training (flyer attached)	Thursday, March 20, 2014 1:00 – 3:00 p.m. Sequoia Room
Parent Aid Training (flyer attached)	Friday, March 21, 2014 9:00 – 11:00 a.m. Sequoia Room
Parent Ambassador Committee	Thursday, March 21, 2014 12:00 p.m. Olympus Room
Budget Refunding Meeting	Tuesday, March 25, 2014 10:30 a.m. Sequoia Room (lunch will be provided)
PC Executive Committee	Thursday, March 27, 2014 9:00 a.m. Olympus Room
PC/PAC Men's Activities Affecting Children Committee	Friday, March 28, 2014 1:00 p.m. Olympus Room

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

**EVENT**

**DATE**

Parent Aid Training (flyer attached)	Thursday, March 20, 2014 1:00 – 3:00 p.m. Sequoia Room
Parent Aid Training (flyer attached)	Friday, March 21, 2014 9:00 – 11:00 a.m. Sequoia Room
PC/PAC Men's Activities Affecting Children Committee	Friday, March 28, 2014 1:00 p.m. Olympus Room

SETA Operated & Delegate Agencies Combined Head Start/Early Head Start  
Expenditures for Fiscal Year 2013-2014  
For the Seven Months Ended February 28, 2014

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
<b>Head Start Basic</b>									
Twin Rivers	\$ 1,291,599	\$ 81,299	\$ 659,926	\$ 741,225	57.4%	\$ 550,374	\$ 186,805	25.2%	11.0%
Elk Grove	2,557,886	96,482	1,473,044	1,569,525	61.4%	988,361	309,617	19.7%	6.1%
Sac City	7,935,460	384,216	4,199,645	4,583,861	57.8%	3,351,599	807,009	17.6%	8.4%
San Juan	4,273,735	261,061	2,363,604	2,624,665	61.4%	1,649,070	530,085	20.2%	9.9%
WCIC	772,492	43,824	414,492	458,317	59.3%	314,175	105,569	23.0%	9.6%
SETA	23,557,075	1,479,971	12,255,760	13,735,731	58.3%	9,821,344	3,547,535	25.8%	10.8%
<b>Total</b>	<b>\$ 40,388,247</b>	<b>\$ 2,346,854</b>	<b>\$ 21,366,470</b>	<b>\$ 23,713,324</b>	<b>58.7%</b>	<b>\$ 16,674,923</b>	<b>\$ 5,486,620</b>		

<b>Early Head Start Basic</b>									
Sac City	\$ 1,437,354	\$ 74,033	\$ 789,239	\$ 863,271	60.1%	\$ 574,083	\$ 203,548	23.6%	8.6%
San Juan	1,600,146	60,291	981,271	1,041,562	65.1%	558,584	301,589	29.0%	5.8%
SETA	3,783,586	208,104	1,982,234	2,190,339	57.9%	1,593,247	1,008,592	46.0%	9.5%
<b>Total</b>	<b>\$ 6,821,086</b>	<b>\$ 342,428</b>	<b>\$ 3,752,744</b>	<b>\$ 4,095,172</b>	<b>60.0%</b>	<b>\$ 2,725,914</b>	<b>\$ 1,513,729</b>		

<b>Head Start T&amp;TA</b>									
Twin Rivers	\$ 7,500		\$ 5,159	\$ 5,159	68.8%	\$ 2,341		0.0%	0.0%
Elk Grove	9,000		7,830	7,830	87.0%	1,170		0.0%	0.0%
Sac City	20,000		3,723	3,723	18.6%	16,277		0.0%	0.0%
San Juan	15,000		1,300	1,300	8.7%	13,700		0.0%	0.0%
WCIC	7,500		1,571	1,571	20.9%	5,929		0.0%	0.0%
SETA	335,361	-	86,706	86,706	25.9%	248,655		0.0%	0.0%
<b>Total</b>	<b>\$ 394,361</b>	<b>\$ -</b>	<b>\$ 106,288</b>	<b>\$ 106,288</b>	<b>27.0%</b>	<b>\$ 288,073</b>	<b>\$ -</b>		

<b>Early Head Start T&amp;TA</b>									
Sac City	\$ 27,564		\$ 2,880	\$ 2,880	10.4%	\$ 24,684		0.0%	0.0%
San Juan	30,912		6,635	6,635	21.5%	24,277		0.0%	0.0%
SETA	121,618	-	14,000	14,000	11.5%	107,618		0.0%	0.0%
<b>Total</b>	<b>\$ 180,094</b>	<b>\$ -</b>	<b>\$ 23,515</b>	<b>\$ 23,515</b>	<b>13.1%</b>	<b>\$ 156,579</b>	<b>\$ -</b>		

<b>TOTAL Head Start</b>									
Twin Rivers	\$ 1,299,099	\$ 81,299	\$ 665,085	\$ 746,384	57.5%	\$ 552,715	\$ 186,805	25.0%	10.9%
Elk Grove	2,566,886	96,482	1,480,874	1,577,355	61.5%	989,531	309,617	19.6%	6.1%
Sac City	9,420,378	458,249	4,995,487	5,453,736	57.9%	3,966,642	1,010,557	18.5%	8.4%
San Juan	5,919,793	321,352	3,352,809	3,674,161	62.1%	2,245,632	831,674	22.6%	8.7%
WCIC	779,992	43,824	416,063	459,888	59.0%	320,104	105,569	23.0%	9.5%
SETA	27,797,640	1,688,076	14,338,700	16,026,776	57.7%	11,770,864	4,556,127	28.4%	10.5%
<b>Total</b>	<b>\$ 47,783,788</b>	<b>\$ 2,689,282</b>	<b>\$ 25,249,017</b>	<b>\$ 27,938,299</b>	<b>58.5%</b>	<b>\$ 19,845,489</b>	<b>\$ 7,000,349</b>	<b>25.1%</b>	<b>9.6%</b>

On Budget% 58.3%      Required % 25%      Max % 15%

**SETA OPERATED PROGRAMS (SOP)**  
Expenditures for Fiscal Year 2013-2014  
For the Seven Months Ended February 28, 2014

<b>SOP HEAD START (BASIC &amp; T&amp;TA)</b>	Budget	Total Expenditures	Remaining Budget	58.3%
Personnel	\$ 12,470,043	\$ 7,023,385	\$ 5,446,658	56.3%
Fringe Benefits	6,914,638	4,172,223	2,742,415	60.3%
Equipment	50,000	41,408	8,592	82.8%
Supplies	382,000	157,074	224,926	41.1%
Occupancy	2,396,233	1,361,490	1,034,743	56.8%
Local Travel	47,500	31,805	15,695	67.0%
Nutrition Services	414,099	433,812	(19,713)	104.8%
Child Services	109,000	68,129	40,871	62.5%
Parent Services	77,300	26,020	51,280	33.7%
Publications/Advertising/Printing	30,000	7,531	22,469	25.1%
Training or Staff Development/Parent Aides	146,060	72,213	73,847	49.4%
Operating Costs	855,562	427,347	428,215	49.9%
<b>TOTAL SOP HEAD START (BASIC &amp; T&amp;TA)</b>	<b>\$ 23,892,435</b>	<b>\$ 13,822,437</b>	<b>\$ 10,069,998</b>	<b>57.9%</b>
Administrative %	10.6%			

<b>SOP EARLY HEAD START (BASIC &amp; T&amp;TA)</b>	Budget	Total Expenditures	Remaining Budget	58.3%
Personnel	\$ 1,785,744	\$ 1,128,470	\$ 657,274	63.2%
Fringe Benefits	990,194	603,252	386,942	60.9%
Supplies	40,000	5,043	34,957	12.6%
Occupancy	281,840	61,332	220,508	21.8%
Local Travel	22,500	12,864	9,636	57.2%
Nutrition Services	51,181	53,537	(2,356)	104.6%
Child Services	45,700	956	44,744	2.1%
Parent Services	8,500	1,065	7,435	12.5%
Training or Staff Development/Parent Aides	65,971	3,857	62,114	5.8%
Operating Costs	86,317	52,906	33,411	61.3%
<b>TOTAL SETA EARLY HEAD START (BASIC &amp; T&amp;TA)</b>	<b>\$ 3,377,947</b>	<b>\$ 1,923,282</b>	<b>\$ 1,454,665</b>	<b>56.9%</b>
Administrative %	10.9%			
Partners/Contractual	\$ 527,257	\$ 270,914	\$ 256,343	51.4%
<b>TOTAL SOP EARLY HEAD START BASIC</b>	<b>\$ 3,905,204</b>	<b>\$ 2,194,196</b>	<b>\$ 1,711,008</b>	<b>56.2%</b>
	9.4%			

<b>COMBINED SOP HS &amp; EHS</b>	Budget	Total Expenditures	Remaining Budget	58.3%
Personnel	\$ 14,255,787	\$ 8,151,855	\$ 6,103,932	57.2%
Fringe Benefits	7,904,832	4,775,474	3,129,358	60.4%
Equipment	50,000	41,408	8,592	82.8%
Supplies	422,000	162,117	259,883	38.4%
Occupancy	2,678,073	1,422,822	1,255,251	53.1%
Local Travel	70,000	44,670	25,330	63.8%
Nutrition Services	465,280	487,348	(22,068)	104.7%
Child Services	154,700	69,085	85,615	44.7%
Parent Services	85,800	27,084	58,716	31.6%
Publications/Advertising/Printing	30,000	7,531	22,469	25.1%
Training or Staff Development	212,031	76,071	135,960	35.9%
Operating Costs	941,879	480,254	461,625	51.0%
<b>TOTAL SETA HS &amp; EHS</b>	<b>\$ 27,270,382</b>	<b>\$ 15,745,719</b>	<b>\$ 11,524,663</b>	<b>57.7%</b>
Administrative %	10.7%			
Partners/Contractual	\$ 527,257	\$ 270,914	\$ 256,343	51.4%
<b>TOTAL COMBINED SOP HS &amp; EHS</b>	<b>\$ 27,797,639</b>	<b>\$ 16,016,633</b>	<b>\$ 11,781,006</b>	<b>57.6%</b>
	10.6%			

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY  
CORPORATE CARD - AMERICAN EXPRESS  
STATEMENT OF ACCOUNT  
AS OF 2/10/14**

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/ADMIN
1/11/2014	Discount Office	Office Supplies	\$ 84.50	ADMIN
1/12/2014	Amazon	Parent Training Materials	189.51	HS
1/13/2014	Amazon	Parent Training Materials	231.21	HS
1/15/2014	Richmond Products	Occluding Glasses - Vision Screening Tool	372.14	HS
1/15/2014	Inland Business Systems	Copier/Printer Maintenance & Supplies Contract	2,368.40	ADMIN
1/16/2014	Mountainside Medical	Band-aids	346.56	HS
1/16/2014	Inland Business Systems	Copier/Printer Maintenance & Supplies Contract	391.24	ADMIN
1/22/2014	World Pantry	Food for Special Diets	146.64	HS
1/22/2014	Things Remembered	Anniversary/Retirement Gifts	481.36	ADMIN
1/23/2014	Adobe Systems	Adobe Professional XI	449.00	HS
1/24/2014	Inland Business Systems	Copier/Printer Maintenance & Supplies Contract	1,111.08	ADMIN
1/28/2014	Rackspace Cloud	Cloud Server	93.31	ADMIN
1/28/2014	Quick Medical	Wall Growth Chart	271.47	HS
1/29/2014	AED Superstore	CPR Equipment	390.00	HS/ADMIN
2/1/2014	Fleet Collision	Van Repair	4,656.92	HS
2/7/2014	Patterson Medical Supply	Alcohol Wipes	45.85	HS
2/8/2014	Mastermark	Self Inking Address Stamps	95.33	ADMIN
2/10/2014	Inland Business Systems	Copier/Printer Maintenance & Supplies Contract	1,370.37	ADMIN
2/10/2014	Amazon	Computer Supplies	75.94	ADMIN
1/17/2014	Amtrak	CHSA Parent Conference Transportation	413.00	HS
1/23/2014	Alaska Airlines	CSMFO Annual Conference	514.00	ADMIN
1/23/2014	Hyatt Hotels	CHSA Parent Conference	167.88	HS
1/24/2014	Hyatt Hotels	CHSA Parent Conference	1,678.80	HS
1/26/2014	Hyatt Hotels	CHSA Parent Conference	2,719.80	HS
1/30/2014	Job Journal	Employment Ad	20.00	HS
2/1/2014	Government Finance Officers	GFOA Conference Registration	380.00	ADMIN
2/6/2014	Stockton Recorder	Subscription	19.62	ADMIN
2/6/2014	Craigslist	Employment Ad	500.00	ADMIN
various	various	various	<u>7,142.31</u>	WD
	Total American Express Bill		<u><b>\$ 26,726.24</b></u>	

Note: Administrative charges are allocated between HS and Work Force.

ITEM IV-D – INFORMATION  
FISCAL MONITORING REPORT

BACKGROUND:

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

Staff will be available to answer questions.

**NOTES:**

**MEMORANDUM**

**TO:** Ms. Edenaugboye Davis      **DATE:** February 20, 2014

**FROM:** Mayxay Xiong, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA	\$ 815,467	8/01/12-7/31/13	8/01/12-7/31/13
Head Start	T & TA	\$7,500	8/01/12-7/31/13	8/01/12-7/31/13

**Monitoring Purpose:**      **Initial**      **Final**   X    
**Date of review:** 2/11-2/12/14

	<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	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Program Improvement	X			
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation		N/A		
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

**Program Operator: WCIC**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2012 to July 31, 2013 have been traced to the subgrantee's records. The records were verified and appeared to be in order.

**Recommendations for Corrective Action:**

- 1) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council



ITEM IV-E – INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

The February 6, 2014 Governing Board minutes are attached for your review.

NOTES:

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

Minutes/Synopsis

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

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

Thursday, February 6, 2014  
10:00 a.m.

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

Members Present:

Allen Warren, Chair, Governing Board; Councilmember, City of Sacramento  
Jimmie Yee, Member, Board of Supervisors  
Sophia Scherman, Public Representative  
Jay Schenirer, Councilmember, City of Sacramento

Member Absent:

Don Nottoli, Vice Chair, Governing Board; Member, Board of Supervisors

**Recognition of Long-Term Employee** (all 30 years):

- ⇒ Ms. Denise Lee read comments honoring Brenda Campos, Head Start Manager
- ⇒ Ms. Marie Desha read comments honoring Alma Hawkins, Head Start Social Services/Parent Involvement Specialist
- ⇒ Ms. Karen Gonzales read comments honoring Joanne Kennedy, Site Supervisor
- ⇒ Ms. Karen Gonzales read comments honoring Linda Randall, Associate Teacher I

**II. Consent Items**

- A. Minutes of the December 6, 2013 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Education Sector Member to the Sacramento Works Board of Directors
- D. Appointment of Youth Council Member
- E. Approval of Calendar Year 2014 Retiree Medical and Dental Insurance Program Administrative Policy
- F. Approval to Retain a Human Resources Consultant

Mr. Thatch stated that a law recently went into effect that requires all board to record their vote person by person. From this point on, the board will be required to have roll call votes only.

The consent items were reviewed; there were no questions or corrections.

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

- A. Approve the December 5, 2013 minutes.
- B. Approve the claims and warrants for the period 11/17/13 through 1/28/14.
- C. Approve the appointment of Dr. Deborah J. Travis to the Education Sector vacancy on the Workforce Investment Board operating as Sacramento Works, Inc.
- D. Appoint Mr. Brandon Louie to the Sacramento Works Youth Council.
- E. Approve the Calendar Year 2014 Retiree Medical and Dental Insurance Program Administrative Policy.
- F. Approve the hiring of Mr. Gilberto Basaldua as a Human Resources Consultant at a rate of \$60 per hour to provide services on an as-needed basis for investigations of alleged employee misconduct.

Roll call vote:

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

Nay: 0

Abstentions: 0

### **III. Action Items**

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

- 1. Approval to Release a Request for Proposals for Audit Services

Ms. Loretta Su reviewed this item which requests the release of an RFP to procure audit services for 2014. The resulting contract may be renewed for two additional fiscal years which covers FY2015, and FY2016.

Ms. Scherman asked that applicants be reminded that no late proposals will be accepted.

Moved/Scherman, second/Yee, to approve the release of a Request for Proposals for Audit Services.

Roll call vote:

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

Nay: 0

Abstentions: 0

#### **B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

Community Services Block Grant: None.

## One Stop Services

1. Ratification of the Submission of the Capital Pathways to Success Grant Application to the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), **Youth CareerConnect Program**

Ms. Christine Welsch stated that this grant aligns with the services already being provided through the career centers and job training centers. Staff is excited about the partnership because it was bringing the two large school districts together to engage in this initiative. SETA is the fiscal agent.

Mr. Schenirer asked if the city was asked for a letter of recommendation and Ms. Welsch replied affirmatively.

In California, UC Davis and CalTrans use the most H-1B Visas which allows them to hire foreign nationals to work in the USA. This program creates pathways so our own young people will be hired. This is a long-term program utilizing 11, 12<sup>th</sup> grade high school students and freshman year of college local young people.

Mr. Warren noted that Twin Rivers not included and wants to explore the options of including Twin Rivers in future endeavors. Ms. Welsch replied that there are three initiatives and Twin Rivers is part of another initiative.

Moved/Yee, second/Scherman, to ratify the submission of the Capital Pathways to Success grant application requesting \$7 million to the U.S. Department of Labor, Employment and Training Administration, **Youth CareerConnect Program**.

Roll call vote:

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

Nay: 0

Abstentions: 0

Ms. Purdy commended Christine Welsch and Mary Jennings on their work on the **Youth CareerConnect** program.

2. Approval to Accept Funding from the Department of Human Assistance for the Expanded Subsidized Employment Program and Augment Training Providers and a Training Center for 2013-14

Ms. Robin Purdy stated that the funding of \$1.6 million will be used to serve 180 CalWORKS recipients. This is an expensive activity but it has very high entered employment and retention rate. If successful, it will continue for a three-year period. This item requests augmentation of three providers for \$169,000 to provide case management and job development services.

Moved/Yee, second/Scherman, to accept \$1,653,617 in funding to augment the Subsidized Employment/OJT contract for Fiscal Year 2013-14 and augment an existing WIA/CalWORKS-funded training center and OJT providers as follows:

Folsom Cordova Community Partnership: \$76,550

Greater Sacramento Urban League: \$76,500

North State Building Industry Foundation: \$57,890

Roll call vote:

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

Nay: 0

Abstentions: 0

3. Approval to Extend the WIA 25% Governor's Discretionary Multi-Sector Workforce Partnership Subgrants and Augment Sacramento Works Training Centers

Mr. William Walker reviewed this program; to date about 500 people, included veterans, have been served. These funds are meant to serve the recently laid off Campbell's Soup staff.

Moved/Yee, second/Schenirer, to augment the Sacramento Works Training Centers as follows with additional WIA Governor's Discretionary Funding totaling \$240,000 and extend subgrants through March 31, 2015:

Asian Resources: \$45,000

Elk Grove Unified School District: \$75,000

Greater Sacramento Urban League: \$45,000

Sacramento City Unified School District: \$75,000

Roll call vote:

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

Nay: 0

Abstentions: 0

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

#### IV. Information Items

- A. Sacramento Works Media Campaign Summary: Ms. Terri Carpenter reviewed the media campaigns for the year.
- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: Mr. William Walker stated that for the first time, the Employer Activity Report jobs outnumbered the dislocated employees report. Employer activities have really picked up.
- D. Dislocated Worker Update: Mr. Walker stated that an addition of Coca Cola at Gateway Parks was impacted by the closure on Stockton Blvd.

- E. Unemployment Update/Press Release from the Employment Development Department: No questions.
- F. Summation Report for Child and Adult Care Food Program: Ms. Denise Lee reported that this is an audit that is done every three years; it was a very good report with no financial findings. The program findings noted have been corrected by staff.
- G. Head Start Reports: Ms. Lee thanked the board for acknowledging the 30 year Head Start employees. Ms. Lee reported that the federal government can require the lowest performing programs recompute for their grants. There are four in California that will be going through the recompetition process: San Joaquin, Napa/Solano, Campesinos Unidos, Inc., and Inyo Mono Advocates for Community Action.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Mr. Yee an early Happy Birthday.
- C. Deputy Directors: Ms. Robin Purdy, introduced Professor Steve Linthicum, Deputy Sector Navigator Information and Communications Technologies/Digital Media. Mr. Linthicum has been at Sierra College for 15 years; he is working to develop a program where high school kids can get a certification to 'articulate' in a profession. Sierra College will be cooperating in the \$250 million career pathways program
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman announced that she has 20 years of service on the boards at SETA.
- F. Public: None.

**VI. Adjournment: The meeting was adjourned at 11:15 a.m.**

ITEM V

COMMITTEE REPORTS

A. Executive Committee

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

The Executive Committee met and evaluated the February 25, 2014 Policy Council meeting.

<b>GOOD!!!</b>
Thank you Ms. Denise Lee, Deputy Director, for your excellent report.
Thank you, Ms. Guissella Nakatani and Mr. Francisco Navarro for providing translating service.
No side barring.
Recognizing Chair before speaking.
Thank you, Mr. Victor Bonanno, for providing AB 1234 Ethics Training.
<b>NEEDS IMPROVEMENT</b>
Arrive on time at 8:50 a.m. and be seated.
Pleasure turn off cell phones and Ipads.
Absolutely no side barring.
<b>REMINDERS</b>
Absolutely no food in the board room. No exceptions. Please refrain from dropping food and beverages in the board room.

- Budget/Planning Committee: Toni Espinoza, Benjamin Bailey, Jenna Kline, LaTasha Windham, Steven Wormley, Kenneth Tate

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- Personnel/Bylaws Committee: Richina Siackasorn, Kenneth Tate, Derek Adams, Steven Wormley, LaTasha Windham

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ITEM V – COMMITTEE REPORTS (continued)  
Page 2

- Parent, Family & Community Engagement & Early Childhood Development & Health Services Committee: Benjamin Bailey, Genevieve Deignan, Richina Siackasorn, Jenna Kline, Willie Jean Peck, Steven Wormley, LaTasha Windham

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- Men's Activities Affecting Children Committee (MAACC): Lynda Williams, Richina Siackasorn, Derek Adams, Benjamin Bailey, Steven Wormley, Justin Fietzek, LaTasha Windham, Kenneth Tate, Rodney Pontiflet.

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- Health Services Advisory Committee: Richina Siackasorn, Steven Wormley, Benjamin Bailey, Lynda Williams, LaTasha Windham

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- Social/Hospitality Committee: Steven Wormley, Toni Espinoza, Richina Siackasorn, Lynda Williams, Kristyn Ingram, Benjamin Bailey, LaTasha Windham, Willie Jean Peck

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- Parent Ambassador Report: Angeles Soberanes, Steven Wormley, Toni Espinoza, Justin Fietzek, Benjamin Bailey, Lynda Williams, Derek Adams, Richina Siackasorn, LaTasha Windham, Willie Jean Peck

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ITEM V – COMMITTEE REPORTS (continued)  
Page 3

- Maternal, Child and Adolescent Health Advisory Board: Ms. Richina Siackasorn

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- Sacrament Medi-Cal Dental Advisory Committee: Mr. Benjamin Bailey

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ITEM V- OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.
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- B. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.
- Monthly Head Start Report (attached)
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- C. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- ✓ Brenda Campos: Grantee Program Support Services
  - ✓ Lisa Carr: Parent, Family Support & Community Engagement
  - ✓ Karen Gonzales: Child Development & Education Services
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- D. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. LaTasha Windham), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

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

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(Where is the rain?)

# Monthly Head Start Report

## March 2014

### **SETA Operated Program**

#### **Family Engagement**

The new Program Officer for ERSEA, Monica Avila, has started her new position, and has been conducting eligibility training for some of the new Family Service Workers and EHS Educators. She also has been busy familiarizing herself with all of the requirements of her new position.

Staff has been busy enrolling new families into the program, and providing continued services to those children and parents who continue to stay enrolled. In an effort to continue to meet full enrollment, a new recruitment plan was implemented, and work has begun on developing new strategies for outreach countywide.

All of the Home Base staff completed a four-part training on supporting positive relationships between parents and children. This training came from our regional office and gave ideas on strategies to enhance relationship building, and building trust and competency in the birth to five year old home base clients we serve.

#### **Program Support Services**

*Quality Assurance Unit* - The following programs were monitored by QA Unit in February 2014: San Juan Unified School District Head Start/Early Head Start (five school locations); Elk Grove Unified School District Head Start (five school locations) and SETA-Operated Program (two site locations). Reports are available in March. Exit Meetings for the reviews completed in January 2014 are scheduled on Friday, March 7, 2014 for SETA-Operated Program and Thursday, March 13, 2014 for EHS Partners River Oak Center for Children EHS and SCOE EHS.

*New Quality Assurance Staff* - Beginning March 10, 2014, we welcome new staff Nancy Fugate and James Saetern into our unit. Former QA staff Heather Brandusa and Monica Avila accepted new positions in our SETA-Operated Program as Education Coordinator (Home-based HS and EHS) and Family Support Program Officer, respectively. Thank you and congratulations to incoming and outgoing Quality Assurance staff!



## **Program Operations**

This month, teachers are focusing on increasing Instructional Support throughout the day. There are so many opportunities for learning that take place in all routines of the typical preschool day. How can tooth brushing be a time to introduce advanced language? How can transitions into the classroom from the playground be a time to model language? These are some of the questions that teachers are finding answers to. In February, Head Start Teachers and Site Supervisors attended training on how they can ensure we take advantage of all opportunities to get children kindergarten ready. Feedback from participants has been very positive and they are excitedly trying new strategies.

Our second assessment period data has been analyzed and we are seeing great growth! The areas we see as continuing to need concerted effort are in the domains of literacy and math. In literacy, emergent writing is a strength while phonemic awareness needs more support. In math concepts, number sense of quantity and counting is a strong skill while patterning needs support. These trends are very typical of this age group of children. Our data tells us that strong teaching strategies in these areas are exactly where our focus should continue to be.

## **Elk Grove Unified School District**

### **Education Services Update**

Vanessa Sibley from Risk Management delivered CPR and First Aid training to our teachers. The California Department of Social Services Community Care Licensing requirements stipulate that all teachers must receive CPR and First Aid training every other year.

### **Enrollment**

The Elk Grove Unified School District Head Start program is funded to serve 420 students and is fully enrolled. The average daily attendance (ADA) in January was 88%.

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

Our program educators and clerks have worked closely with Teresa Gannon, PreK psychologist, to place students with active IEPs into the Head Start program. There are 65 (15%) Head Start students with active IEPs being served.

### **Health Services Update**

Representatives from “Smile Keepers” are continuing their second round of visits to our Head Start classrooms this year. The representatives provide fluoride treatments and discuss dental health with our students.

Program Educators are taking results from height and weight graphs and contacting families whose children are underweight, overweight or obese to offer information regarding healthy eating and physical activity, and if desired, referral to a registered dietician or their personal physician.

In February, 10,192 meals were served to our Head Start students. The February Elk Grove Meals and Snack calendars are attached.



**Family and Community Partnerships Update**

Family education opportunities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated, in part, by the desires and needs of families expressed in a yearly survey and, in part, by the School Readiness grant. Parents are informed of education opportunities at monthly meetings and by publication of a monthly calendar.

“Latino Family Literacy” workshops were held on February 5, 12, 19 and 26, 2014, at Samuel Kennedy Elementary School. These classes provided Spanish speaking parents with strategies for working with their children in the area of literacy and ways to establish a reading routine in their home. Two (2) families attended these workshops.

“English Family Literacy” workshops were held at Herman Leimbach Elementary School on February 4, 11, 18, and 25, 2014. This presentation provided our English speaking families with the same information on literacy, techniques and strategies as those provided in “Latino Family Literacy”. An average of four (4) families attended this workshop.

“What To Do with the Mad You Feel”, a class for parents to learn strategies on how to help their children learn the self-control necessary to manage anger and channel it into a productive activity, was held at Florin Elementary School on February 13. Two (2) families attended this workshop.

“Financial Fitness” was presented in partnership with KVIE, Sacramento at Charles Mack Elementary School on February 27. Six (6) parents attended this class. “Financial Fitness” is a workshop designed to help parents develop their children’s knowledge about spending, saving, and giving money away. In addition, parents learned strategies that can be applied to their money management.

**Recruitment**

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

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allowed to have full enrollment by the end of June for the 2014-2015 school year.

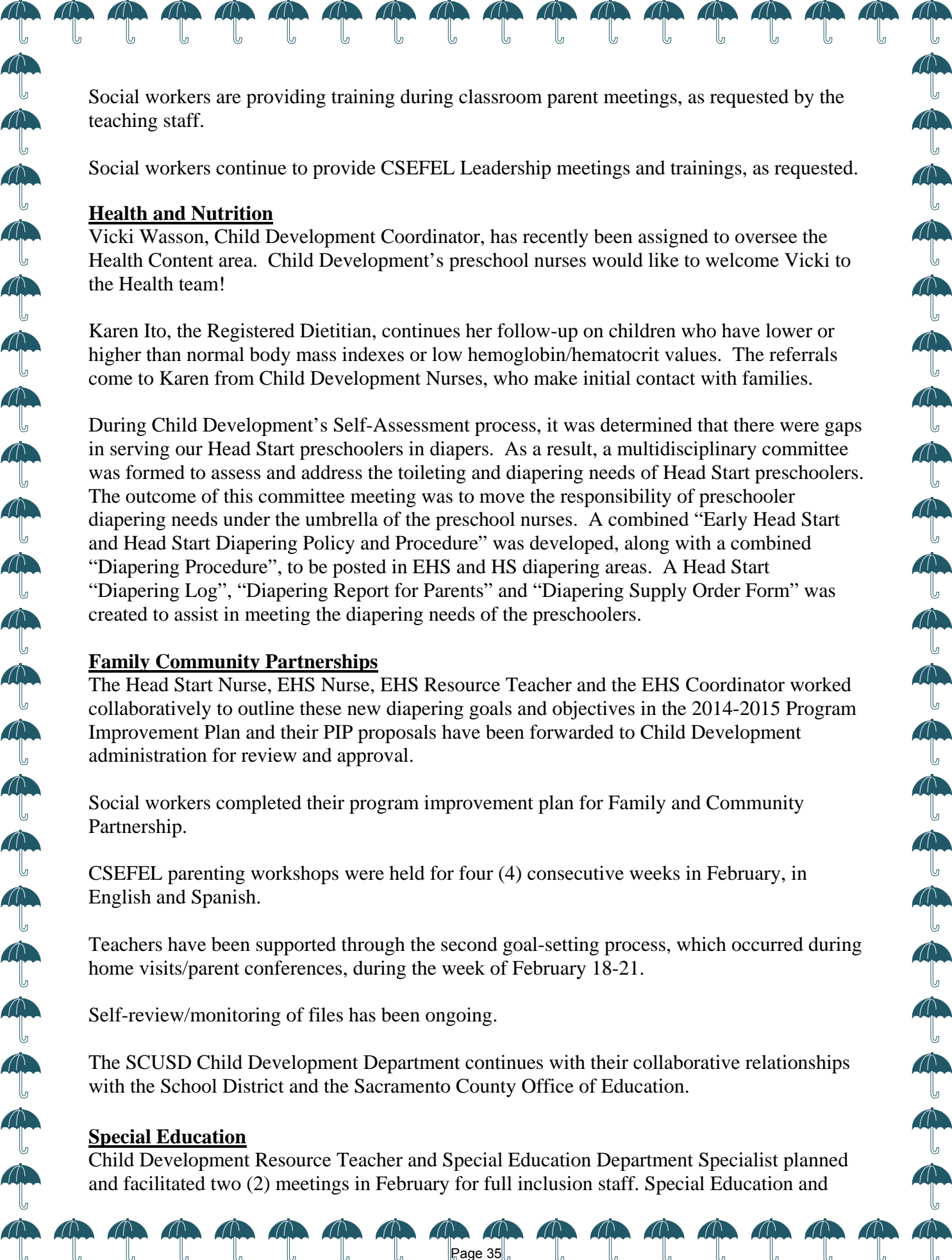
**Sacramento City Unified School District**

**Mental Health**

Training was provided to all the teachers regarding changes to our Child Discipline Policy, during the February 14<sup>th</sup> professional learning day.

Social workers will follow-up with teachers regarding rescreening children with needs initially identified from Social/Emotional screeners.

The social workers completed the program improvement plan for Family and Community Partnerships.



Social workers are providing training during classroom parent meetings, as requested by the teaching staff.

Social workers continue to provide CSEFEL Leadership meetings and trainings, as requested.

**Health and Nutrition**

Vicki Wasson, Child Development Coordinator, has recently been assigned to oversee the Health Content area. Child Development’s preschool nurses would like to welcome Vicki to the Health team!

Karen Ito, the Registered Dietitian, continues her follow-up on children who have lower or higher than normal body mass indexes or low hemoglobin/hematocrit values. The referrals come to Karen from Child Development Nurses, who make initial contact with families.

During Child Development’s Self-Assessment process, it was determined that there were gaps in serving our Head Start preschoolers in diapers. As a result, a multidisciplinary committee was formed to assess and address the toileting and diapering needs of Head Start preschoolers. The outcome of this committee meeting was to move the responsibility of preschooler diapering needs under the umbrella of the preschool nurses. A combined “Early Head Start and Head Start Diapering Policy and Procedure” was developed, along with a combined “Diapering Procedure”, to be posted in EHS and HS diapering areas. A Head Start “Diapering Log”, “Diapering Report for Parents” and “Diapering Supply Order Form” was created to assist in meeting the diapering needs of the preschoolers.

**Family Community Partnerships**

The Head Start Nurse, EHS Nurse, EHS Resource Teacher and the EHS Coordinator worked collaboratively to outline these new diapering goals and objectives in the 2014-2015 Program Improvement Plan and their PIP proposals have been forwarded to Child Development administration for review and approval.

Social workers completed their program improvement plan for Family and Community Partnership.

CSEFEL parenting workshops were held for four (4) consecutive weeks in February, in English and Spanish.

Teachers have been supported through the second goal-setting process, which occurred during home visits/parent conferences, during the week of February 18-21.

Self-review/monitoring of files has been ongoing.

The SCUSD Child Development Department continues with their collaborative relationships with the School District and the Sacramento County Office of Education.

**Special Education**

Child Development Resource Teacher and Special Education Department Specialist planned and facilitated two (2) meetings in February for full inclusion staff. Special Education and



Child Development Head Start staff participated together in Common Planning Time (CPT) and received information regarding collaboration, assessments and accommodations.

Hiram Johnson's full inclusion classroom is currently serving as a model site for the Child Development Department's Balanced Literacy Initiative. Andrea Hess, Balanced Literacy Consultant, spent time in the full inclusion classroom, modeling how to set-up a quality environment which supports the Balanced Literacy approach to learning. This initiative is one of the exciting training/learning opportunities being offered through the Child Development Department.

## **San Juan Unified School District**

### **Education Services Update**

Teachers are completing the theme of *Construction Zone* and began the *Box Study* on February 24th. The letter focus is Bb, Mm, and Rr; and when they move on to the *Box Study*, the focus will be Cc, Qq, and Vv. The math focus for February was Creating Linear Patterns. All programs received their winter DRDP data reports on February 28<sup>th</sup>.

### **Disabilities Services Update**

The Disabilities Specialist, along with the Systems Team and most of the staff, has spent much of the month preparing for the Federal Review. SETA Quality Assurance reviewers have been busy out at school sites and the support staff and teachers have spent time reviewing and fine-tuning processes, files, and classrooms. A new form has been created to place in a child's cumulative file if they have an IEP. It states both that the child has an IEP and where the IEP can be located.

Screening continues as children drop from classes and replacements are enrolled. At this time, screening occurs 1 day per week. Discussions are in the works for changes in the screening schedule and time frame during the upcoming busy enrollment period.

### **Mental Health Services Update**

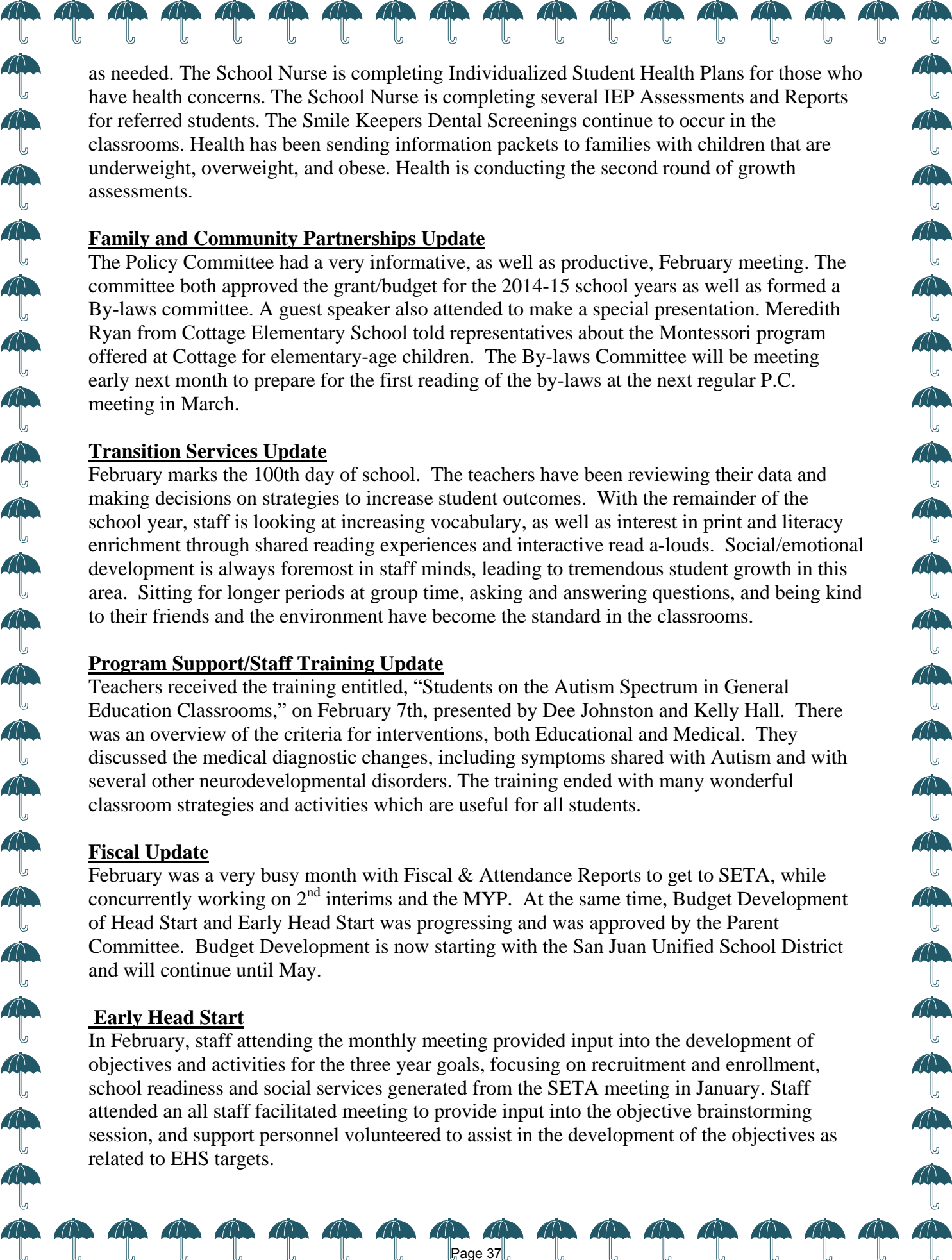
The Mental Health Therapist is currently participating in parent-teacher conferences to both address specific social-emotional needs of identified children as well as to provide community resources and mental health referral information. The Mental Health Therapist continues to hold ongoing Limit Setting workshops for teachers and parents.

### **Nutrition Services Update**

Applications for the Garden Enhanced Nutrition Education workshop were distributed to preschool staff. Once again, the local workshop will be offered at the UC Davis Children's Garden on Saturday, May 3rd. The workshop will include tips for making nutrition engaging and effective; tips for eating from the garden; and, crop planning information.

### **Health Services Update**

The Health Team continues to hold screening once a week on Tuesdays in the centralized screening room. Health is reviewing incoming students' health, nutrition, and immunization status, as well as completing health screenings and counseling families in various health areas



as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. The School Nurse is completing several IEP Assessments and Reports for referred students. The Smile Keepers Dental Screenings continue to occur in the classrooms. Health has been sending information packets to families with children that are underweight, overweight, and obese. Health is conducting the second round of growth assessments.

**Family and Community Partnerships Update**

The Policy Committee had a very informative, as well as productive, February meeting. The committee both approved the grant/budget for the 2014-15 school years as well as formed a By-laws committee. A guest speaker also attended to make a special presentation. Meredith Ryan from Cottage Elementary School told representatives about the Montessori program offered at Cottage for elementary-age children. The By-laws Committee will be meeting early next month to prepare for the first reading of the by-laws at the next regular P.C. meeting in March.

**Transition Services Update**

February marks the 100th day of school. The teachers have been reviewing their data and making decisions on strategies to increase student outcomes. With the remainder of the school year, staff is looking at increasing vocabulary, as well as interest in print and literacy enrichment through shared reading experiences and interactive read a-louds. Social/emotional development is always foremost in staff minds, leading to tremendous student growth in this area. Sitting for longer periods at group time, asking and answering questions, and being kind to their friends and the environment have become the standard in the classrooms.

**Program Support/Staff Training Update**

Teachers received the training entitled, “Students on the Autism Spectrum in General Education Classrooms,” on February 7th, presented by Dee Johnston and Kelly Hall. There was an overview of the criteria for interventions, both Educational and Medical. They discussed the medical diagnostic changes, including symptoms shared with Autism and with several other neurodevelopmental disorders. The training ended with many wonderful classroom strategies and activities which are useful for all students.

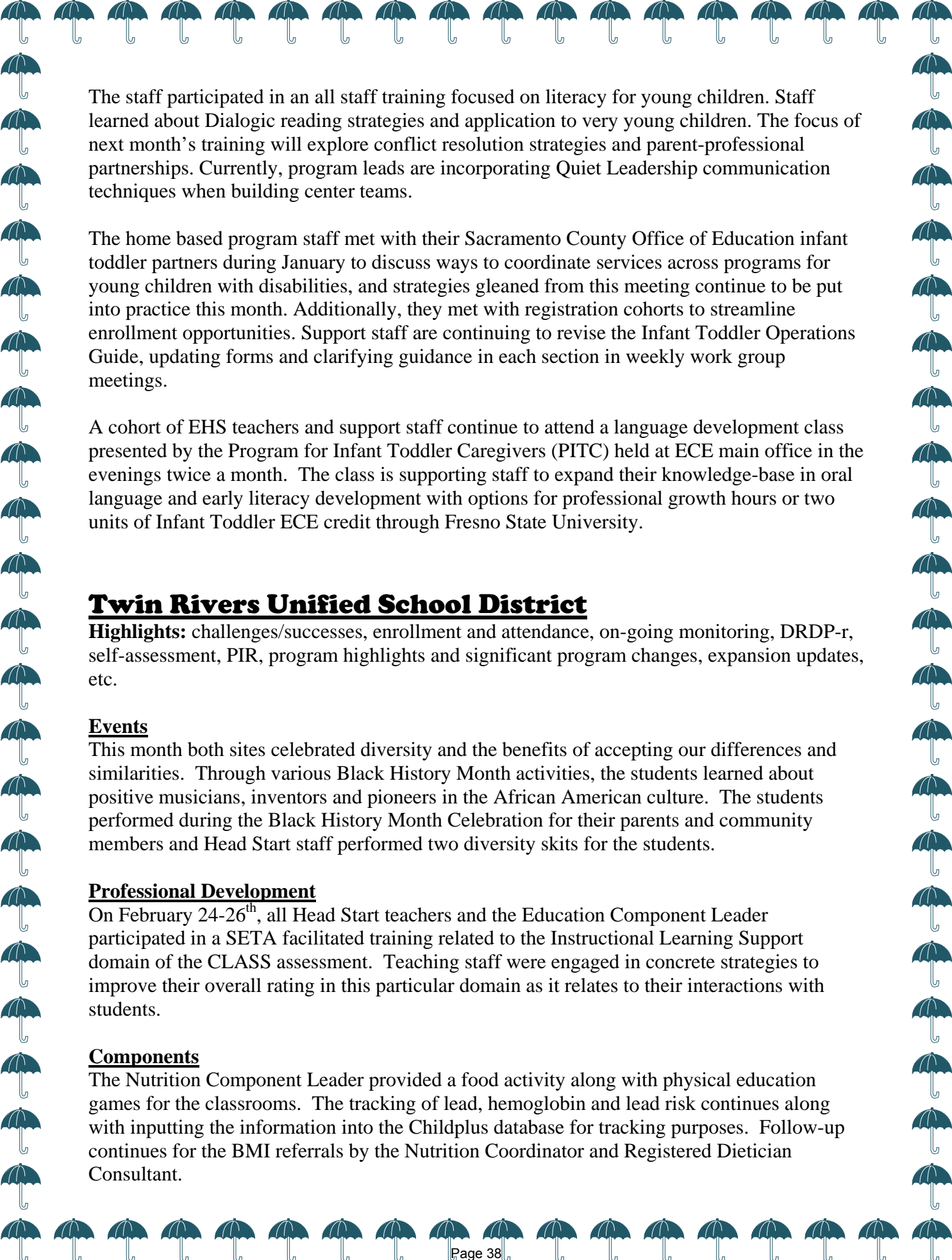
**Fiscal Update**

February was a very busy month with Fiscal & Attendance Reports to get to SETA, while concurrently working on 2<sup>nd</sup> interims and the MYP. At the same time, Budget Development of Head Start and Early Head Start was progressing and was approved by the Parent Committee. Budget Development is now starting with the San Juan Unified School District and will continue until May.

**Early Head Start**

In February, staff attending the monthly meeting provided input into the development of objectives and activities for the three year goals, focusing on recruitment and enrollment, school readiness and social services generated from the SETA meeting in January. Staff attended an all staff facilitated meeting to provide input into the objective brainstorming session, and support personnel volunteered to assist in the development of the objectives as related to EHS targets.





The staff participated in an all staff training focused on literacy for young children. Staff learned about Dialogic reading strategies and application to very young children. The focus of next month's training will explore conflict resolution strategies and parent-professional partnerships. Currently, program leads are incorporating Quiet Leadership communication techniques when building center teams.

The home based program staff met with their Sacramento County Office of Education infant toddler partners during January to discuss ways to coordinate services across programs for young children with disabilities, and strategies gleaned from this meeting continue to be put into practice this month. Additionally, they met with registration cohorts to streamline enrollment opportunities. Support staff are continuing to revise the Infant Toddler Operations Guide, updating forms and clarifying guidance in each section in weekly work group meetings.

A cohort of EHS teachers and support staff continue to attend a language development class presented by the Program for Infant Toddler Caregivers (PITC) held at ECE main office in the evenings twice a month. The class is supporting staff to expand their knowledge-base in oral language and early literacy development with options for professional growth hours or two units of Infant Toddler ECE credit through Fresno State University.

**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**

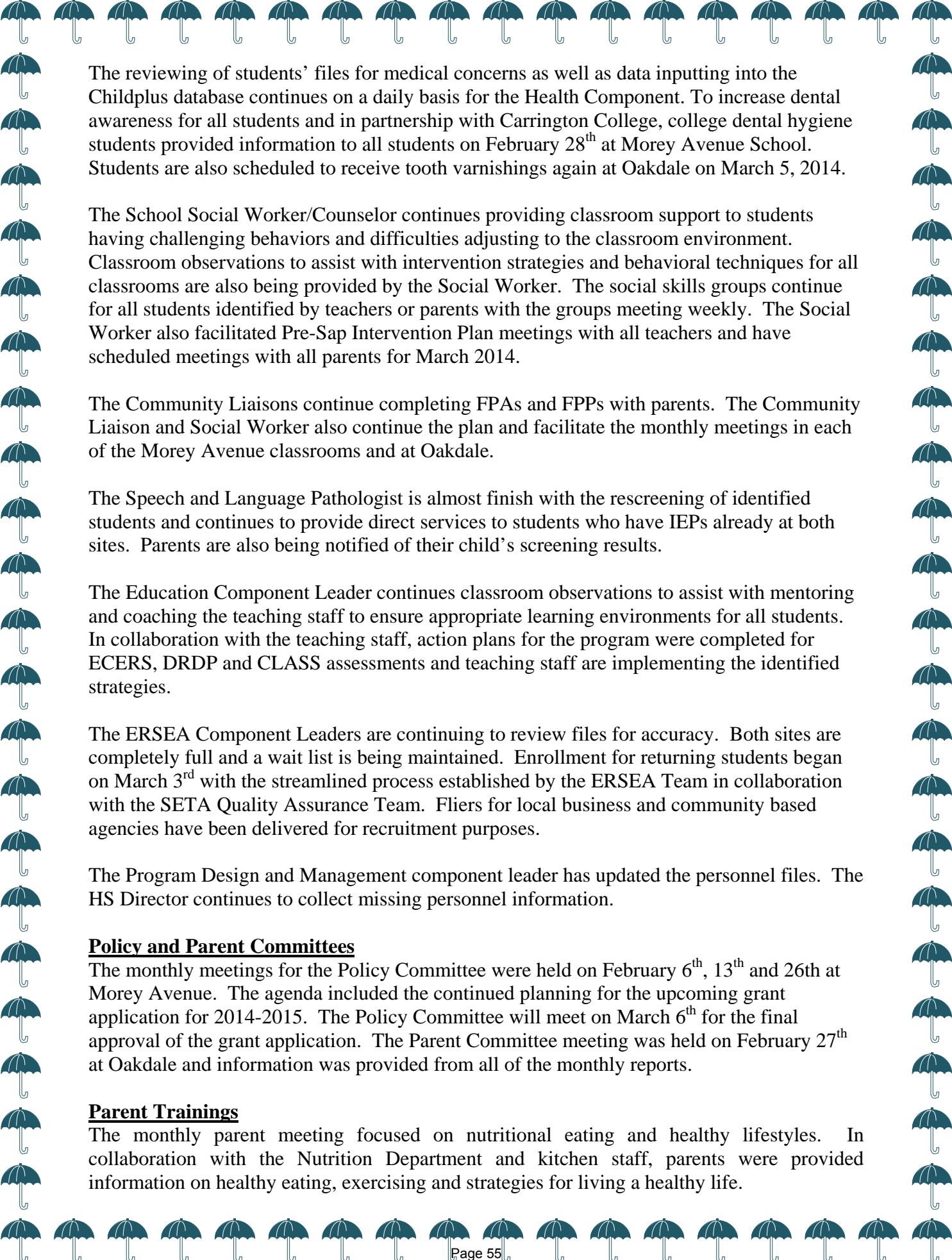
This month both sites celebrated diversity and the benefits of accepting our differences and similarities. Through various Black History Month activities, the students learned about positive musicians, inventors and pioneers in the African American culture. The students performed during the Black History Month Celebration for their parents and community members and Head Start staff performed two diversity skits for the students.

**Professional Development**

On February 24-26<sup>th</sup>, all Head Start teachers and the Education Component Leader participated in a SETA facilitated training related to the Instructional Learning Support domain of the CLASS assessment. Teaching staff were engaged in concrete strategies to improve their overall rating in this particular domain as it relates to their interactions with students.

**Components**

The Nutrition Component Leader provided a food activity along with physical education games for the classrooms. The tracking of lead, hemoglobin and lead risk continues along with inputting the information into the Childplus database for tracking purposes. Follow-up continues for the BMI referrals by the Nutrition Coordinator and Registered Dietician Consultant.



The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis for the Health Component. To increase dental awareness for all students and in partnership with Carrington College, college dental hygiene students provided information to all students on February 28<sup>th</sup> at Morey Avenue School. Students are also scheduled to receive tooth varnishings again at Oakdale on March 5, 2014.

The School Social Worker/Counselor continues providing classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. The social skills groups continue for all students identified by teachers or parents with the groups meeting weekly. The Social Worker also facilitated Pre-Sap Intervention Plan meetings with all teachers and have scheduled meetings with all parents for March 2014.

The Community Liaisons continue completing FPAs and FPPs with parents. The Community Liaison and Social Worker also continue the plan and facilitate the monthly meetings in each of the Morey Avenue classrooms and at Oakdale.

The Speech and Language Pathologist is almost finish with the rescreening of identified students and continues to provide direct services to students who have IEPs already at both sites. Parents are also being notified of their child's screening results.

The Education Component Leader continues classroom observations to assist with mentoring and coaching the teaching staff to ensure appropriate learning environments for all students. In collaboration with the teaching staff, action plans for the program were completed for ECERS, DRDP and CLASS assessments and teaching staff are implementing the identified strategies.

The ERSEA Component Leaders are continuing to review files for accuracy. Both sites are completely full and a wait list is being maintained. Enrollment for returning students began on March 3<sup>rd</sup> with the streamlined process established by the ERSEA Team in collaboration with the SETA Quality Assurance Team. Fliers for local business and community based agencies have been delivered for recruitment purposes.

The Program Design and Management component leader has updated the personnel files. The HS Director continues to collect missing personnel information.

### **Policy and Parent Committees**

The monthly meetings for the Policy Committee were held on February 6<sup>th</sup>, 13<sup>th</sup> and 26<sup>th</sup> at Morey Avenue. The agenda included the continued planning for the upcoming grant application for 2014-2015. The Policy Committee will meet on March 6<sup>th</sup> for the final approval of the grant application. The Parent Committee meeting was held on February 27<sup>th</sup> at Oakdale and information was provided from all of the monthly reports.

### **Parent Trainings**

The monthly parent meeting focused on nutritional eating and healthy lifestyles. In collaboration with the Nutrition Department and kitchen staff, parents were provided information on healthy eating, exercising and strategies for living a healthy life.



**Fiscal**

Appropriate spending for items related to ECERS, DRDP and the CLASS assessment continues for all classrooms. Budget planning meetings with staff for the 2014-2015 school year were conducted on February 7<sup>th</sup> and 25<sup>th</sup>.

**WCIC**

**Fiscal**

WCIC/Playmate Head Start Program's June 30, 2013 Audit Exit Interview took place on February 13, 2014; the following Leadership/Management Members attended: Board's Executive Committee (Ms. Usher, Mr. Brixie, Mr. McKinney and Mr. Boyer); Ms. Davis, Executive Director/Head Start, and Mr. Anderson, Bookkeeper.

Fiscal Monitoring took place on February 11, 2014 by Ms. Mayxay Xiong, Fiscal Monitor with SETA (Grantee). Written Report Forthcoming.

**Board and PC Training**

WCIC's Board of Directors and Policy Committee (PC) Members received an Ethics Training on February 19, 2014 by Mr. Victor Bonanno.

**Community Engagement**

Ms. Davis, Executive Director/Head Start and Mr. Dale McKinney, WCIC's 1<sup>st</sup> Vice - President were elected to the Oak Park Business Association Board on February 12, 2014: **Congratulations!!!**

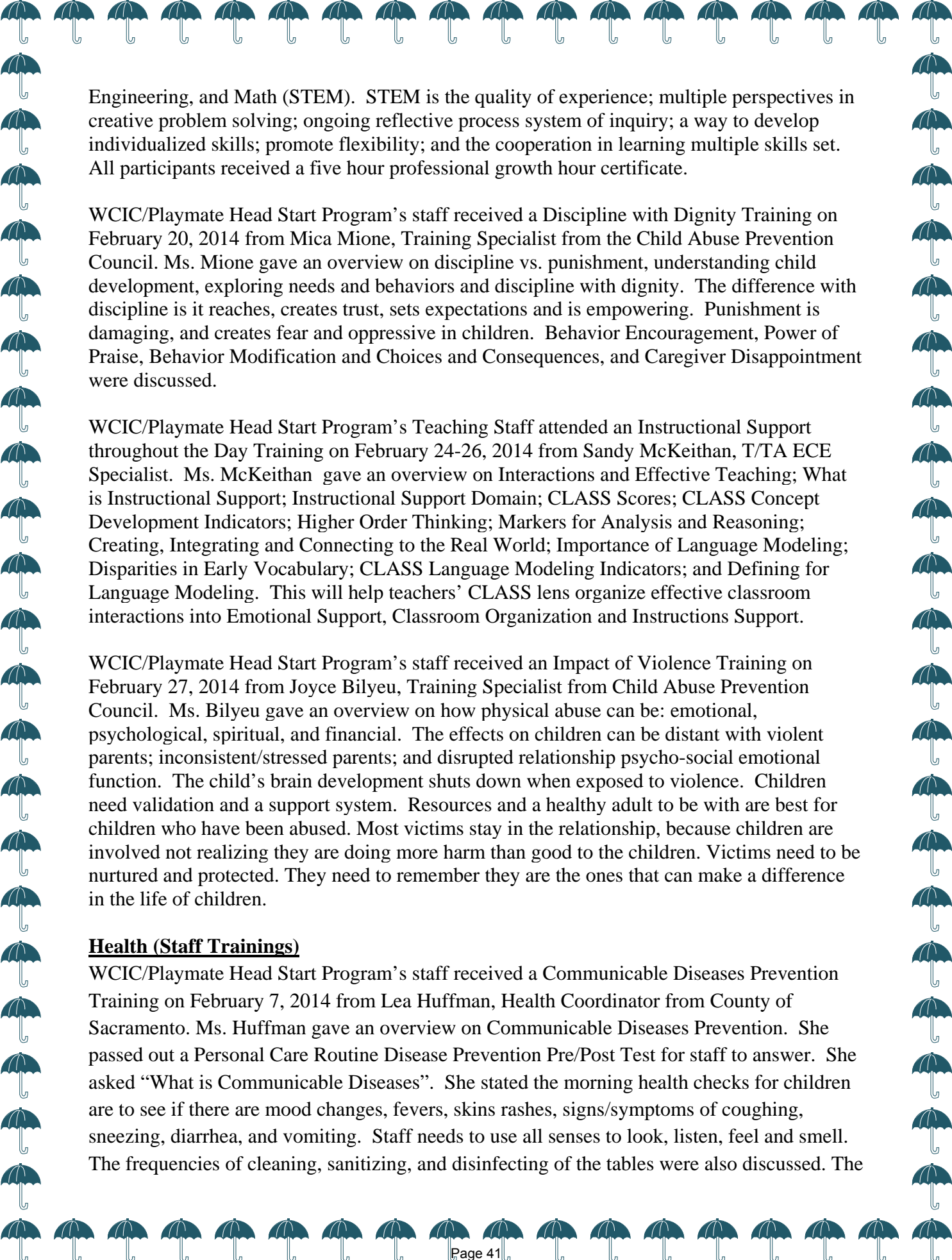
WCIC has a Memorandum of Understanding (MOU) with Sacramento City College to join the employee/student and Sacramento City College in a Job Placement Program. This Program gives both partners an opportunity to work together to allow students to partake in the interview process for job opportunities when openings occur. There are great benefits to both partners such as: a motivated and enthusiastic employee/student and time for the Education Coach to periodically "check in" with the employee/student.

**Enrollment**

During the month of February 2014, WCIC's Enrollment Team continued non-stop to maintain 100% Enrollment.

**Education (Staff Trainings)**

WCIC/Playmate Head Start Program's staff attended the Common Core State Standards and Early Childhood Education Workshop in Salida, California on Saturday, February 8, 2014. Teresa Ruiz and John Holanda were the presenters. John and Teresa discussed the Early Childhood Curriculum Alignment with the Common Core State Standards (CCSS). Handouts on Early Childhood Education Alignment, Open Ended Questions, Self and Parallel Talk CLASS, Linking STEM to the Creative Process Geometric Shape Activity were passed out. John gave several examples of the Arts and how it is related to the Science, Technology,



Engineering, and Math (STEM). STEM is the quality of experience; multiple perspectives in creative problem solving; ongoing reflective process system of inquiry; a way to develop individualized skills; promote flexibility; and the cooperation in learning multiple skills set. All participants received a five hour professional growth hour certificate.

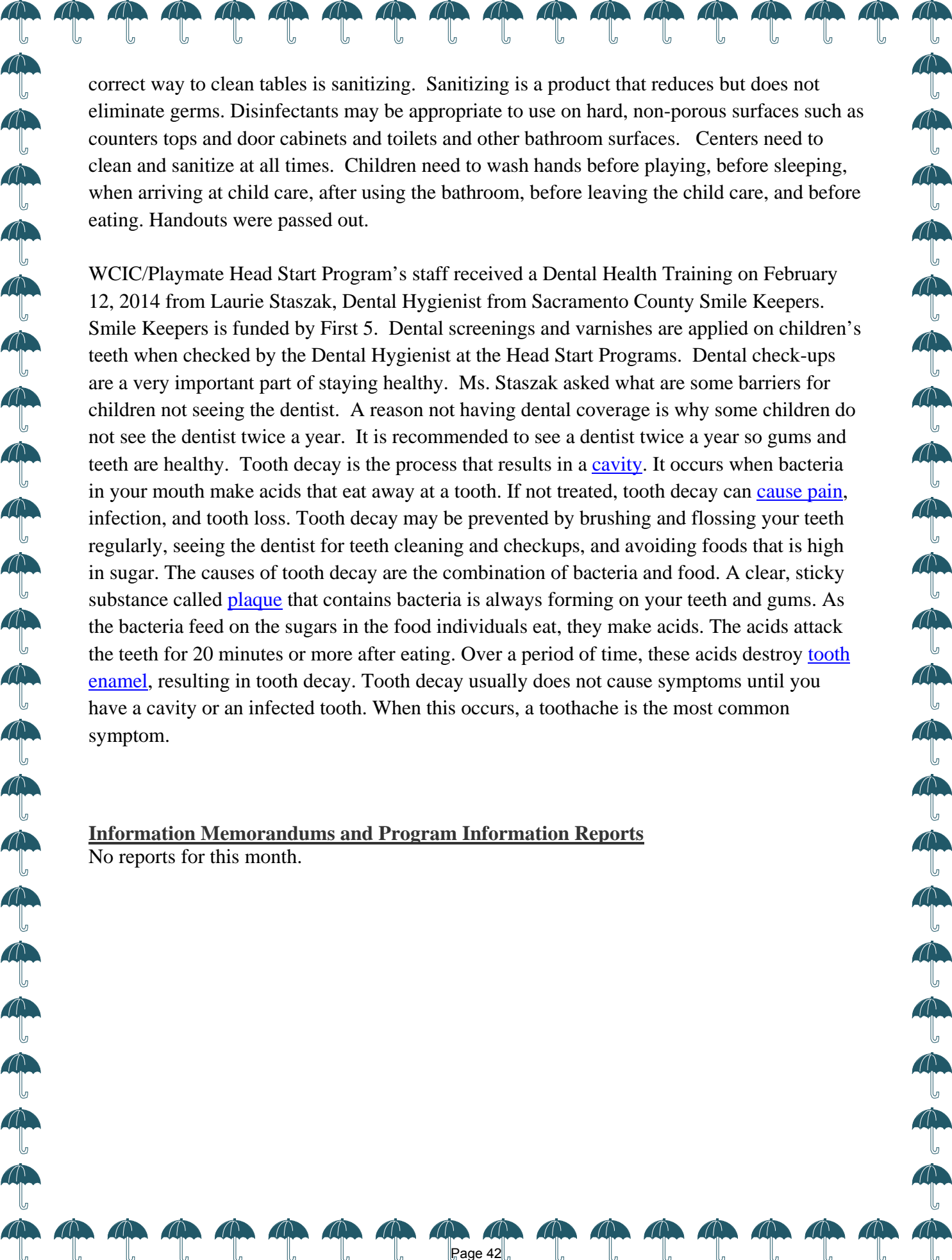
WCIC/Playmate Head Start Program’s staff received a Discipline with Dignity Training on February 20, 2014 from Mica Mione, Training Specialist from the Child Abuse Prevention Council. Ms. Mione gave an overview on discipline vs. punishment, understanding child development, exploring needs and behaviors and discipline with dignity. The difference with discipline is it reaches, creates trust, sets expectations and is empowering. Punishment is damaging, and creates fear and oppressive in children. Behavior Encouragement, Power of Praise, Behavior Modification and Choices and Consequences, and Caregiver Disappointment were discussed.

WCIC/Playmate Head Start Program’s Teaching Staff attended an Instructional Support throughout the Day Training on February 24-26, 2014 from Sandy McKeithan, T/TA ECE Specialist. Ms. McKeithan gave an overview on Interactions and Effective Teaching; What is Instructional Support; Instructional Support Domain; CLASS Scores; CLASS Concept Development Indicators; Higher Order Thinking; Markers for Analysis and Reasoning; Creating, Integrating and Connecting to the Real World; Importance of Language Modeling; Disparities in Early Vocabulary; CLASS Language Modeling Indicators; and Defining for Language Modeling. This will help teachers’ CLASS lens organize effective classroom interactions into Emotional Support, Classroom Organization and Instructions Support.

WCIC/Playmate Head Start Program’s staff received an Impact of Violence Training on February 27, 2014 from Joyce Bilyeu, Training Specialist from Child Abuse Prevention Council. Ms. Bilyeu gave an overview on how physical abuse can be: emotional, psychological, spiritual, and financial. The effects on children can be distant with violent parents; inconsistent/stressed parents; and disrupted relationship psycho-social emotional function. The child’s brain development shuts down when exposed to violence. Children need validation and a support system. Resources and a healthy adult to be with are best for children who have been abused. Most victims stay in the relationship, because children are involved not realizing they are doing more harm than good to the children. Victims need to be nurtured and protected. They need to remember they are the ones that can make a difference in the life of children.

**Health (Staff Trainings)**

WCIC/Playmate Head Start Program’s staff received a Communicable Diseases Prevention Training on February 7, 2014 from Lea Huffman, Health Coordinator from County of Sacramento. Ms. Huffman gave an overview on Communicable Diseases Prevention. She passed out a Personal Care Routine Disease Prevention Pre/Post Test for staff to answer. She asked “What is Communicable Diseases”. She stated the morning health checks for children are to see if there are mood changes, fevers, skins rashes, signs/symptoms of coughing, sneezing, diarrhea, and vomiting. Staff needs to use all senses to look, listen, feel and smell. The frequencies of cleaning, sanitizing, and disinfecting of the tables were also discussed. The



correct way to clean tables is sanitizing. Sanitizing is a product that reduces but does not eliminate germs. Disinfectants may be appropriate to use on hard, non-porous surfaces such as counters tops and door cabinets and toilets and other bathroom surfaces. Centers need to clean and sanitize at all times. Children need to wash hands before playing, before sleeping, when arriving at child care, after using the bathroom, before leaving the child care, and before eating. Handouts were passed out.

WCIC/Playmate Head Start Program’s staff received a Dental Health Training on February 12, 2014 from Laurie Staszak, Dental Hygienist from Sacramento County Smile Keepers. Smile Keepers is funded by First 5. Dental screenings and varnishes are applied on children’s teeth when checked by the Dental Hygienist at the Head Start Programs. Dental check-ups are a very important part of staying healthy. Ms. Staszak asked what are some barriers for children not seeing the dentist. A reason not having dental coverage is why some children do not see the dentist twice a year. It is recommended to see a dentist twice a year so gums and teeth are healthy. Tooth decay is the process that results in a [cavity](#). It occurs when bacteria in your mouth make acids that eat away at a tooth. If not treated, tooth decay can [cause pain](#), infection, and tooth loss. Tooth decay may be prevented by brushing and flossing your teeth regularly, seeing the dentist for teeth cleaning and checkups, and avoiding foods that is high in sugar. The causes of tooth decay are the combination of bacteria and food. A clear, sticky substance called [plaque](#) that contains bacteria is always forming on your teeth and gums. As the bacteria feed on the sugars in the food individuals eat, they make acids. The acids attack the teeth for 20 minutes or more after eating. Over a period of time, these acids destroy [tooth enamel](#), resulting in tooth decay. Tooth decay usually does not cause symptoms until you have a cavity or an infected tooth. When this occurs, a toothache is the most common symptom.

**Information Memorandums and Program Information Reports**  
No reports for this month.

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

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (February 28)</b>	<b>(b) % Actual to Funded</b>	<b>Attendance on Last day of Month (February 28)</b>	<b>(c) % Attend. to Funded</b>
Elk Grove USD	420	420	100	364	87%
Sacramento City USD	1,292	1,292	100	1,081	84%
SETA	1,974	1,989	107	1,540	78%
San Juan USD	693	709	102	502	72%
Twin Rivers USD	211	211	100	182	86%
WCIC/Playmate	120	120	100	102	85%

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (February 28)</b>	<b>(b) % Actual to Funded</b>	<b>Attendance on Last day of Month (February 28)</b>	<b>(c) % Attend. to Funded</b>
Sacramento City USD	147	147	100	72	49%
SETA	328	352	102	257	78%
San Juan USD	161	172	107	118	73%

- (a) Includes children who have dropped during the month and whose slot be filled within the 30 days allowable period.
- (b) If enrollment is less than 100%, agency includes corrective plan of action.
- (c) Attendance on the last day of month.

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 2/28/14)

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

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

<u>Agency/AFE (HS)*(EHS)**</u>	<u>Head Start #IEP (% AFE)</u>	<u>Early Head Start #IFSP ( % AFE)</u>
Twin Rivers USD (211)	15 (7 %)	N/A
Elk Grove USD (420)	65 (15%)	N/A
Sacramento City USD (1292)(147)	158 (12%)	16 (11%)
San Juan USD (693) (161)	93 (13%)	20 (12%)
WCIC (120)	12 (10%)	N/A
SETA (1974) (345)	162 (8%)	42 (12%)
<b>County (4710)* (653)**</b>	<b>505 (11%)</b>	<b>78 (12%)</b>

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment



# SETA Head Start Food Service Operations Monthly Report \*February 2014

February 7th - Closed Classes due to Co-Hort Training:  
Hillsdale 2 AM Classes & Northview 1 PM Class.  
Minimum Day Preschool & EHS Full Day Classes.

February 14th - North Avenue Daddy & Me 40 Guests for Breakfast & Lunch

February 17th - Holiday - President's Day

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

Lunch	PM Snack	Breakfast	Field Trips
37,242	21,786	24,342	80

Total Amount of Meals and Snacks Prepared 83,450

## Purchases:

Food	\$65,512.25
Non - Food	\$11,631.48

Building Maintenance and Repair: \$173.90

Janitor & Restroom Supplies \$0.00

Kitchen Small Wares and Equipment: \$1,514.88

Vehicle Maintenance and Repair : \$765.27

Vehicle Gas / Fuel: \$1,489.80  
Normal Delivery Days 19



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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