

**GOVERNING BOARD**

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Board of Supervisors  
County of Sacramento

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City of Sacramento

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**ADMINISTRATION**

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Executive Director

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*Thought of the day: "Life affords no higher pleasure than that of surmounting difficulties, passing from one step of success to another, forming new wishes and seeing them gratified."*

*Quote from Dr. Samuel Johnson*

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

**DATE:** Tuesday, May 27, 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).

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- D. Chair's Report
- E. Open Discussion and Comments
- F. Public Participation

**VII. Adjournment**

**DISTRIBUTION DATE: TUESDAY, MAY 20, 2014**

Policy Council meeting hosted by:  
LaTasha Windham (Chair), Vacant (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:

- \_\_\_\_\_ Alexis Barajas, Elk Grove Unified School District
- \_\_\_\_\_ Toni Espinoza, Elk Grove Unified School District
- \_\_\_\_\_ Benjamin Bailey, Sacramento City Unified School District
- \_\_\_\_\_ Steven Wormley, Sacramento City Unified School District
- \_\_\_\_\_ Jill Julian, 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
- \_\_\_\_\_ Kenneth Tate, SETA-Operated Program
- \_\_\_\_\_ LaTasha Windham, SETA-Operated Program
- \_\_\_\_\_ Lenda Wheeler, SETA-Operated Program
- \_\_\_\_\_ Alacya Harris, SETA-Operated Program
- \_\_\_\_\_ Charles White, Early Head Start/Home Base (SOP)
- \_\_\_\_\_ Annette Duran, Past Parent Representative
- \_\_\_\_\_ Colleen Fietzek, Home Base Option
- \_\_\_\_\_ Jenna Kline, KVIE Public Television, Community Rep.
- \_\_\_\_\_ Genevieve Deignan, Sacramento Food Bank & Family Services

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

- \_\_\_\_\_ Jasmine Thomas, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Justin Fietzek, Men's Activities Affecting Children Committee
- \_\_\_\_\_ Yajaira Martinez, Alternate, Sacramento Food Bank & Family Services

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Soberanes), SETA-Operated Program
- \_\_\_\_\_ Vacant (Adams), SETA-Operated Program
- \_\_\_\_\_ Vacant (Gill), Past Parent Representative
- \_\_\_\_\_ Vacant (Burke), Home Base Option
- \_\_\_\_\_ Vacant (Cullen), Early Head Start (San Juan)
- \_\_\_\_\_ Vacant (Hill), Early Head Start (Sac. City)
- \_\_\_\_\_ Vacant (Peck), Foster Parent Representative

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

BOARD MEMBER	SITE	11/26	12/17 *	1/28	2/25	3/25	4/22	5/27	6/24	7/22	8/26	9/23	10/28	11/25
J. Thomas Seated 4/22	WCIC						X							
L. Wheeler Seated 3/25	SOP					X	X							
C. White Seated 4/22	EHS/SOP						X							
L. Williams Seated 11/26	SJ	x	E	x	x	X	X							
L. Windham Seated 11/26	SOP	X	X	X	X	X	X							
S. Wormley Seated 11/26	SAC	X	X	X	X	X	X							

### GLOSSARY OF ACRONYMS

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

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

Current a/o 4/22/14

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 22, 2014 SPECIAL  
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the April 22, 2014 meeting.

RECOMMENDATION:

That the Policy Council approve the April 22 minutes.

**NOTES:**

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

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

**SPECIAL MEETING OF THE HEAD START POLICY COUNCIL**  
**SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE**

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

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

Tuesday, April 22, 2014  
10:30 a.m.

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

Ms. Windham called the meeting to order at 11:15 a.m. and read the thought of the day.

**Roll Call: Policy Council**

**Members Present:**

Toni Espinoza, Elk Grove Unified School District  
Jill Julian, Sacramento City 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  
Richina Siackasorn, WCIC/Playmate Child Development Center  
Kenneth Tate, SETA-Operated Program  
LaTasha Windham, SETA-Operated Program  
Lenda Wheeler, SETA-Operated Program  
Jenna Kline, Community Representative, KVIE Public Television  
Annette Duran, Past Parent Representative  
Colleen Fietzek, Home Base Representative

**Members Absent:**

Genevieve Deignan, Sacramento Food Bank & Family Services (excused)  
Alexis Barajas, Elk Grove Unified School District (excused)  
Angeles Soberanes, SETA-Operated Program (excused)  
Derek Adams, SETA-Operated Program (unexcused)  
Justin Fietzek, Men's Activities Affecting Children Committee (excused)  
Willie Jean Peck, Foster Parent Representative (excused)

Ms. Windham seated the following new members:

- ✓ Jasmine Thomas, Playmate/WCIC
- ✓ Alacya Harris, SETA-Operated Program
- ✓ Charles White, Early Head Start/SOP



## **Roll Call: Parent Advisory Committee**

### **Members Present:**

Debra Baro  
Annette Pettis  
Alacya Harris  
Jasmine Jamison  
Kenneth Tate  
Clifton Tucker  
Lenda Wheeler  
Colleen Fietzek,  
Marcia Cajero  
LaTasha Windham

### **Member Absent:**

Derek Adams (unexcused)  
Rodney Pontiflet (excused)  
Grant Harper (unexcused)  
Angeles Soberanes (excused)  
LaShanda Banks (unexcused)  
Catherine Odurokwarton (unexcused)

### **New representatives to be seated:**

Sabrina Rasmussen, Norma Johnson  
Claudia Vazquez, Bannon Creek  
Linda Aviluz, Hillsdale

### **New representatives to be seated but absent:**

Ivette Navarrete, Crossroad Gardens (unexcused)  
Lucy Vue, Illa Collin (unexcused)  
Justin Fietzek, MAACC (excused)  
Erica Curtis, Sharon Neese (excused)

## **II. Consent Items (Policy Council)**

- A. Approval of the Minutes of the March 25, 2014 Regular Meeting
- B. Approval of Annual Self-Assessment for 2014-2015 and Resulting Program Improvement Plan SETA-Operated Program

The consent items were reviewed; no questions or corrections.

Moved/Wheeler, second/Williams, to approve:

- A. The minutes of the March 25, 2014 meeting as distributed.
- B. Approve Program Year 2013-14 Self-Assessment and resulting Program Improvement Plan.

Show of hands vote:

Aye: 17 (Ali, Bailey, Duran, Espinoza, C. Fietzek, Ingram, Julian, Kline, Litka, Siackasorn, Soberanes, Tate, Thomas, Wheeler, White, Williams, Wormley)

Nay: 0

Abstention: 1 (Windham)

## **II. Consent Items (Parent Advisory Committee)**

- A. Approval of the Minutes of the March 18, 2014 Regular Meeting

- B. Approval of Annual Self-Assessment for 2014-2015 and Resulting Program Improvement Plan SETA-Operated Program

Moved/Harris, second/Wheeler, to approve consent items as follows:

- A. Approve the March 18, 2014 minutes as distributed.
- B. Approve the Program Year 2013-2014 Self-Assessment and resulting Program Improvement Plan.

Show of hands vote:

Aye: 11 (Aviluz, Cajero, C. Fietzek, Harris, Pettis, Rasmussen, Tate, Tucker, Vazquez, Wheeler, Windham)

Nay: 0

Abstentions: 1 (Jamison)

### III. **Action Items** (Policy Council)

- A. Approval of Fiscal Year 2014-2015 Head Start/Early Head Start Budget

Moved/Williams, second/Espinoza, to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Budget in the amount of \$51,057,991 for Basic including sequestration restoration and COLA funds and Training/Technical Assistance.

Show of hands vote:

Aye: 17 (Ali, Bailey, Duran, Espinoza, C. Fietzek, Ingram, Julian, Kline, Litka, Siackasorn, Soberanes, Tate, Thomas, Wheeler, White, Williams, Wormley)

Nay: 0

Abstention: 1 (Windham)

Ms. Saleema Ali left at 11:30 a.m.

- B. Approval of Fiscal Year 2014-2015 Head Start/Early Head Start Refunding Application

Moved/Williams, second/Litka, to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Refunding Application.

Show of hands vote:

Aye: 16 (Bailey, Duran, Espinoza, C. Fietzek, Ingram, Julian, Kline, Litka, Siackasorn, Soberanes, Tate, Thomas, Wheeler, White, Williams, Wormley)

Nay: 0

Abstention: 1 (Windham)

- C. Approval of Fiscal Year 2014-2015 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals

Moved/C. Fietzek, second/Siackasorn, to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.

Show of hands vote:

Aye: 16 (Bailey, Duran, Espinoza, C. Fietzek, Ingram, Julian, Kline, Litka, Siackasorn, Soberanes, Tate, Thomas, Wheeler, White, Williams, Wormley)

Nay: 0

Abstention: 1 (Windham)

D. Approval of Fiscal 2014-2015 Sacramento County Program Options/Grantee and Delegate Agencies

Moved/Williams, second/Siackasorn, to approve Fiscal Year 2014-2015 Sacramento County Program Options/Grantee and Delegate Agencies.

Show of hands vote:

Aye: 16 (Bailey, Duran, Espinoza, C. Fietzek, Ingram, Julian, Kline, Litka, Siackasorn, Soberanes, Tate, Thomas, Wheeler, White, Williams, Wormley)

Nay: 0

Abstention: 1 (Windham)

E. Election of Alternate to the Maternal, Child and Adolescent Health Advisory Board

Ms. Siackasorn reviewed the last meeting and the items reviewed at the meeting. She also reviewed the staff report.

Those interested in serving as alternate: Lenda Wheeler and Lynda Williams

First vote:

L. Williams: 8

L. Wheeler: 8

Second vote:

Williams: 9

Wheeler: 7

Ms. Williams was congratulated as the alternate.

Moved/Wheeler, second/Julian, to ratify the election of Ms. Lynda Williams as the alternate to the Maternal, Child and Adolescent Health Advisory Board.

Show of hands vote:

Aye: 16 (Bailey, Duran, Espinoza, C. Fietzek, Ingram, Julian, Kline, Litka, Siackasorn, Soberanes, Tate, Thomas, Wheeler, White, Williams, Wormley)

Nay: 0

Abstention: 1 (Windham)

F. **TIMED ITEM 10:30 A.M. AND PUBLIC HEARING:** Approval of New Job Classification of Children and Family Services (CFS) Program Specialist

Ms. Windham reviewed the board item and opened a public hearing.

Ms. Lee reviewed the new job specification. Ms. Lee stated that three years ago, the Agency performed a classification study to update jobs to align with current job duties. During that same time, SETA Head Start had an opportunity to bring on new partners River Oak and the Sacramento County Office of Education. With the new grant application, this position was put back in the budget which meets the needs which includes health/mental health in addition to education. The salary range is similar to similar positions already providing similar services.

Ms. Siackasorn left at 12:01 p.m.

Ms. Lee is hoping to launch this August 1.

Ms. Jasmine Thomas left at 12:00 p.m.

Moved/Espinoza, second/Wheeler, to close the public hearing and approve the job classification and proposed pay range for the Children and Family Services Program Specialist.

Show of hands vote:

Aye: 14 (Bailey, Duran, Espinoza, C. Fietzek, Ingram, Julian, Kline, Litka, Siackasorn, Soberanes, Thomas, Wheeler, White, Williams, Wormley)

Nay: 1 (Tate)

Abstention: 1 (Windham)

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

The board went into closed session at 12:07 p.m. The Board went into open session at 12:18 p.m. and Ms. Windham reported out of closed session that the eligible list for Head Start Teacher was approved.

Ms. Saleema Ali left during closed session at 12:15 p.m.

H. Approval of SETA Head Start/Early Head Start Written Service Plans 2013-2014

Ms. Windham reviewed the staff report for the written service plan.

Moved/Williams, second/Julian, to approve the SETA Head Start/Early Head Start Written Service Plans 2013-2014.

Show of hands vote:

Aye: 13 (Duran, Espinoza, C. Fietzek, Ingram, Julian, Kline, Litka, Siackasorn, Soberanes, Tate, Thomas, Wheeler, White, Williams, Wormley)

Nay: 0  
Abstentions: 2 (Bailey and Windham)

**III. Action Items (Parent Advisory Committee)**

A. Approval of Fiscal Year 2014-2015 Head Start/Early Head Start Budget

Moved/Wheeler, second/Harris, to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Budget in the amount of \$51,057,991 for Basic including sequestration restoration and COLA funds and Training/Technical Assistance.

Show of hands vote:

Aye: 11 (Aviluz, Cajero, C. Fietzek, Harris, Pettis, Rasmussen, Tate, Tucker, Vazquez, Wheeler, Windham)

Nay: 0

Abstention: 1 (Jamison)

B. Approval of Fiscal Year 2014-2015 Head Start/Early Head Start Refunding Application

Moved/Tucker, second/Tate, to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Refunding Application.

Show of hands vote:

Aye: 11 (Aviluz, Cajero, C. Fietzek, Harris, Pettis, Rasmussen, Tate, Tucker, Vazquez, Wheeler, Windham)

Nay: 0

Abstention: 1 (Jamison)

C. Approval of Fiscal Year 2014-2015 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals

Moved/C. Fietzek, second/Harris, to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.

Show of hands vote:

Aye: 11 (Aviluz, Cajero, C. Fietzek, Harris, Pettis, Rasmussen, Tate, Tucker, Vazquez, Wheeler, Windham)

Nay: 0

Abstention: 1 (Jamison)

D. Approval of Fiscal 2014-2015 Sacramento County Program Options/Grantee and Delegate Agencies

Moved/C. Fietzek, second/Pettis, to approve Fiscal Year 2014-2015 Sacramento County Program Options/Grantee and Delegate Agencies.

Show of hands vote:

Aye: 11 (Aviluz, Cajero, C. Fietzek, Harris, Pettis, Rasmussen, Tate, Tucker, Vazquez, Wheeler, Windham)

Nay: 0

Abstention: 1 (Jamison)

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

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

- PC/PAC Calendar of Events: Ms. Jamison reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Community Resources-Parents/Staff: Mr. Clifton Tucker reported that on Thursday, April 24, the Dragon Theater will offer a customer appreciation night by offering a free movie night. Secondly, he stated that he needs to resign as a PAC member due to family issues.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: No report.
- Child Care Center Food Menu: No comments.

##### **B. Governing Board Minutes: No questions.**

#### **V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Windham reviewed the PC critique and Ms. Jamison reviewed the PAC critique.
- Budget/Planning Committee: Ms. Wheeler (PAC) reported that everything looks great. Mr. Wormley (PC) stated that the programs that were cut are being restored.
- Personnel/Bylaws Committee: Ms. Jamison reported that the next meeting will take place May 29, 9:30 a.m., in the Olympus Room
- Parent, Family & Community Engagement & Early Childhood Development & Health Services Committee: No report.
- Men's Activities Affecting Children Committee (MAACC): Mr. Tate reported that the attendees went over several areas regarding male involvement in the classroom, in the community, and at home. Several different topics were exchanged. A five-week workshop for men or male figures called the 'Art of Being a Man' will be held; the workshop will begin next month. The MAACC is working on a Daddy and Me breakfast and lunch, perhaps at a local park. Ms. Williams's husband Kenny will be nominated for MAACC Alternate at the upcoming MAACC meeting. The next meeting is the last Friday of the month, May 30, 1:00 p.m. Meetings are open to everyone.
- Social/Hospitality Committee: The next meeting is scheduled for Wednesday, May 7, 1 p.m. Ms. Espinoza reported on the last meeting where attendees discussed parent activities and what they are thinking of doing; committee members will come back with ideas.
- Parent Ambassador Report: Ms. Jamison reported out that this is a very new committee and that they are working to involve more parents. The next meeting is scheduled for May 16 at 1:00 p.m.

- Sacramento Medi-Cal Dental Advisory Committee: No additional report.
- Community Representative: Ms. Kline reported that KVIE just launched a Facebook page geared toward parents; they are trying to expand knowledge around the community. Go to the KVIE website: KVIE kids or Facebook\KVIE

**VI. Other Reports**

- Executive Director: Ms. Kossick thanked everyone very much for their participation. She commended board members for doing a wonderful job in helping to present ourselves as an outstanding program.
- Chair's Report: Ms. Windham had no report; Ms. Jamison had no additional report but she thanked all board members for their participation.
- Policy Council Report(s): No report.
- Head Start Deputy Director's Report: Ms. Lee thanked all board members for their participation.
- Head Start Managers' Reports: No report.
- Open discussion: Ms. Williams stated that she has been investigating Facebook for the Head Start program and found three pages: federal, state and local agency. SETA's page has very few 'likes' and it has not been updated in quite some time. She posted on the Facebook page and challenged other board members to post items. Ms. Williams wished her husband Kenny a Happy Birthday.

**VII. Center Updates:** Ms. Harris stated that information has been provided at her center regarding the Sacramento Arena apprenticeship program. There are specific ZIP codes to assist in the building of the new arena. Everyone is encouraged to get on the job line. Ms. Kossick stated that SETA is a big part of the process; SETA staff is working on a flyer listing all partners and phone numbers.

In response to a question from Mr. Tate regarding children at Parker, Ms. Lee stated that parents will be meeting with her on the placement of children during the summer. Staff has come up with a plan where the children are placed near their parents' employment.

Mr. Tucker reported that part of EHS group activity for parents and children was to visit the Sacramento Zoo.

**VIII. Discussion** None.

**IX. Public Participation** None.

**X. Adjournment:** The meeting was adjourned at 1:00 p.m.

ITEM III-A – ACTION

APPROVAL OF POLICY COUNCIL/PARENT ADVISORY COMMITTEE  
JOINT PARENT ACTIVITY

BACKGROUND:

This agenda item provides an opportunity for the Head Start Policy Council to discuss and approve a joint parent activity with the Parent Advisory Committee.

See attached information on the Parent Activity Fund.

RECOMMENDATION:

That the Head Start Policy Council approve a joint parent activity with the Parent Advisory Committee.

**NOTES:**

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

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



# PARENT ACTIVITY FUND

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## ***How can the parent activity fund be used?***

Interpretation: Programs must be cautioned that 45 CFR, Part 74, Appendix F, prohibits expenditure of grant funds solely for entertainment purposes. Entertainment expenditures are defined as the cost of amusement, diversion, social activities, ceremonials, and incidental cost relating thereto, such as meals, lodging, transportation and gratuities. It should be noted that the restriction on expenditures applies to activities which are solely for entertainment. Expenditures for project related purposes are allowable even though entertainment may play an incidental part in the activities. Therefore, programs are required to justify the expenditure of parent activity funds on the basis of project relatedness. For example, a visit by a parent group to a museum can be justified if parents utilize the experience to train parents in ways of providing educational activities for their children in the community. Banquets given in conjunction with parent training and seminars can be justified based on the performance standards. Once the program justifies the activity as primarily project related, with entertainment being incidental, then the related costs of lodging, transportation, refreshments, meals, etc., are also allowable.

ITEM III-B - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

## ITEM IV-A – INFORMATION

### EX-OFFENDERS EXPUNGEMENT PRESENTATION

#### BACKGROUND:

The Sacramento Employment and Training Agency provides assistance to ex-offenders to expunge their records. Ms. Joyce Keith, Workforce Development Professional II from the South County Career Center, will be available to talk about the services provided.

#### Expungement vs. Rehabilitation Certificate:

- What is the difference between an Expungement and Rehabilitation Certificate?
- Who is eligible?
- What is the process?
- How long does a client have to wait before applying?
- When a record is expunged, how do they answer the question, “have you been convicted of a crime?”
- After the record is expunged, what can an employer see when they do a background check?

Ms. Keith will be available to answer questions.

#### NOTES:

## ITEM IV-B – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- A. Standing Information Items
- PC/PAC Calendar of Events – Ms. LaTasha Windham (attached)
  - Parent/Family Support Unit Events and Activities – Ms. LaTasha Windham (attached)
  - Parent/Staff Recognition – Ms. LaTasha Windham
  - Public Speaking (Toastmasters) Training Oral Reports – Ms. LaTasha Windham
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson

#### NOTES:

## PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Social/Hospitality Committee	Wednesday, May 21, 2014 1:00 p.m. Olympus Room
PAC Executive Committee	Thursday, May 22, 2014 9:00 a.m. Olympus Room
PC Executive Committee	Thursday, May 29, 2014 9:00 a.m. Olympus Room
PC/PAC Bylaws Committee	Thursday, May 29, 2014 10:30 a.m. Olympus Room
PC/PAC Men's Activities Affecting Children Committee	Friday, May 30, 2014 1:00 p.m. Olympus Room
PC/PAC Social/Hospitality Committee	Wednesday, June 4, 2014 1:00 p.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, June 10, 2014 9:00 a.m. Oak Room
PAC Executive Committee	Thursday, June 19, 2014 9:00 a.m. Olympus Room
PAC Food Service Committee	Thursday, June 19, 2014 10:30 a.m. Olympus Room
PC/PAC Parent Ambassador	Friday, June 20, 2014 1:00 p.m. Olympus Room

**PC/PAC CALENDAR OF EVENTS**  
(continued)

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
PC/PAC Bylaws Committee	Thursday, June 26, 2014 10:30 a.m. Olympus Room
PC Executive Committee	Thursday, June 26, 2014 9:00 a.m. Olympus Room
PC/PAC Men's Activities Affecting Children Committee	Friday, June 27, 2014 1:00 p.m. Olympus Room
PC/PAC Social/Hospitality Committee	Wednesday, July 2, 2014 1:00 p.m. Olympus Room

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

**EVENT**

**DATE**

PC/PAC Men's Activities Affecting Children Committee	Friday, May 30, 2014 1:00 p.m. Olympus Room
PC/PAC Men's Activities Affecting Children Committee	Friday, June 27, 2014 1:00 p.m. Olympus Room

# June

2014

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b> 1:00 PM Social/Hospitality Committee Olympus Room	<b>5</b> 9:00 AM Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b> 9:00 AM Budget/Planning Committee Meeting Oak Room	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b> 9:00 AM PAC Meeting SETA Board Room	<b>18</b>	<b>19</b> 9:00 AM PAC Executive Committee Meeting Olympus Room  10:30 AM-12:00 PM Food Service Committee Meeting Olympus Room	<b>20</b> 1:00 PM Parent Ambassador Olympus Room	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b> 9:00 AM PC Meeting SETA Board Room	<b>25</b>	<b>26</b> 9:00 AM PC Executive Committee Meeting Olympus Room  10:30 AM Bylaws Committee Olympus Room	<b>27</b> 1:00 PM MAAC Meeting Olympus Room	<b>28</b>
<b>29</b>	<b>30</b>					
July 2, 2014 - 1:00 PM Social/Hospitality Committee Elk Grove – San Juan - Twin Rivers – WCIC: Closed						



SETA Operated & Delegate Agencies Combined Head Start/Early Head Start  
Expenditures for Fiscal Year 2013-2014  
For the Nine Months Ended April 30, 2014

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
<b>Head Start Basic</b>									
Twin Rivers	\$ 1,291,599	\$ 114,106	\$ 912,758	\$ 1,026,864	79.5%	\$ 264,735	\$ 260,258	25.3%	11.1%
Elk Grove	2,557,886	122,409	1,859,439	1,981,848	77.5%	576,038	402,426	20.3%	6.2%
Sac City	7,935,460	500,207	5,580,115	6,080,322	76.6%	1,855,138	1,142,856	18.8%	8.2%
San Juan	4,273,735	355,406	3,066,157	3,421,563	80.1%	852,172	759,059	22.2%	10.4%
WCIC	772,492	58,781	541,839	600,621	77.8%	171,871	154,060	25.7%	9.8%
SETA	23,557,075	1,930,718	15,659,184	17,589,903	74.7%	5,967,172	4,826,993	27.4%	11.0%
<b>Total</b>	<b>\$ 40,388,247</b>	<b>\$ 3,081,627</b>	<b>\$ 27,619,493</b>	<b>\$ 30,701,120</b>	<b>76.0%</b>	<b>\$ 9,687,127</b>	<b>\$ 7,545,652</b>		

<b>Early Head Start Basic</b>									
Sac City	\$ 1,437,354	\$ 95,264	\$ 1,013,692	\$ 1,108,955	77.2%	\$ 328,399	\$ 288,553	26.0%	8.6%
San Juan	1,600,146	123,155	1,059,246	1,182,401	73.9%	417,745	409,889	34.7%	10.4%
SETA	3,783,586	278,218	2,589,198	2,867,417	75.8%	916,169	1,362,879	47.5%	9.7%
<b>Total</b>	<b>\$ 6,821,086</b>	<b>\$ 496,637</b>	<b>\$ 4,662,136</b>	<b>\$ 5,158,773</b>	<b>75.6%</b>	<b>\$ 1,662,313</b>	<b>\$ 2,061,321</b>		

<b>Head Start T&amp;TA</b>									
Twin Rivers	\$ 7,500		\$ 7,500	\$ 7,500	100.0%	\$ -		0.0%	0.0%
Elk Grove	9,000		7,830	7,830	87.0%	1,170		0.0%	0.0%
Sac City	20,000		7,092	7,092	35.5%	12,908		0.0%	0.0%
San Juan	15,000		2,712	2,712	18.1%	12,288		0.0%	0.0%
WCIC	7,500		1,571	1,571	20.9%	5,929		0.0%	0.0%
SETA	335,361	-	96,338	96,338	28.7%	239,023		0.0%	0.0%
<b>Total</b>	<b>\$ 394,361</b>	<b>\$ -</b>	<b>\$ 123,044</b>	<b>\$ 123,044</b>	<b>31.2%</b>	<b>\$ 271,317</b>	<b>\$ -</b>		

<b>Early Head Start T&amp;TA</b>									
Sac City	\$ 27,564		\$ 5,083	\$ 5,083	18.4%	\$ 22,481		0.0%	0.0%
San Juan	30,912		6,910	6,910	22.4%	24,002		0.0%	0.0%
SETA	121,618	-	22,033	22,033	18.1%	99,585		0.0%	0.0%
<b>Total</b>	<b>\$ 180,094</b>	<b>\$ -</b>	<b>\$ 34,026</b>	<b>\$ 34,026</b>	<b>18.9%</b>	<b>\$ 146,068</b>	<b>\$ -</b>		

<b>TOTAL Head Start</b>									
Twin Rivers	\$ 1,299,099	\$ 114,106	\$ 920,258	\$ 1,034,364	79.6%	\$ 264,735	\$ 260,258	25.2%	11.0%
Elk Grove	2,566,886	122,409	1,867,269	1,989,678	77.5%	577,208	402,426	20.2%	6.2%
Sac City	9,420,378	595,470	6,605,981	7,201,452	76.4%	2,218,926	1,431,408	19.9%	8.3%
San Juan	5,919,793	478,561	4,135,025	4,613,586	77.9%	1,306,207	1,168,949	25.3%	10.4%
WCIC	779,992	58,781	543,410	602,192	77.2%	177,800	154,060	25.6%	9.8%
SETA	27,797,640	2,208,937	18,366,754	20,575,691	74.0%	7,221,949	6,189,872	30.1%	10.7%
<b>Total</b>	<b>\$ 47,783,788</b>	<b>\$ 3,578,264</b>	<b>\$ 32,438,698</b>	<b>\$ 36,016,962</b>	<b>75.4%</b>	<b>\$ 11,766,826</b>	<b>\$ 9,606,973</b>	<b>26.7%</b>	<b>9.9%</b>

On Budget%      Required %      Max %  
75.0%                      25%                      15%

**SETA OPERATED PROGRAMS (SOP)**  
Expenditures for Fiscal Year 2013-2014  
For the Nine Months Ended April 30, 2014

<b>SOP HEAD START (BASIC &amp; T&amp;TA)</b>	<b>Budget</b>	<b>Total Expenditures</b>	<b>Remaining Budget</b>	<b>75.0%</b>
Personnel	\$ 12,470,043	\$ 9,285,667	\$ 3,184,376	74.5%
Fringe Benefits	6,914,638	5,345,498	1,569,140	77.3%
Equipment	50,000	41,408	8,592	82.8%
Supplies	382,000	212,127	169,873	55.5%
Occupancy	2,396,233	1,733,413	662,820	72.3%
Local Travel	47,500	42,510	4,990	89.5%
Nutrition Services	414,099	173,420	240,679	41.9%
Child Services	109,000	104,328	4,672	95.7%
Parent Services	77,300	31,160	46,140	40.3%
Publications/Advertising/Printing	30,000	10,121	19,879	33.7%
Training or Staff Development/Parent Aides	146,060	95,218	50,842	65.2%
Operating Costs	855,562	611,371	244,191	71.5%
<b>TOTAL SOP HEAD START (BASIC &amp; T&amp;TA)</b>	<b>\$ 23,892,435</b>	<b>\$ 17,686,241</b>	<b>\$ 6,206,194</b>	<b>74.0%</b>
Administrative %		10.9%		

<b>SOP EARLY HEAD START (BASIC &amp; T&amp;TA)</b>	<b>Budget</b>	<b>Total Expenditures</b>	<b>Remaining Budget</b>	<b>75.0%</b>
Personnel	\$ 1,785,744	\$ 1,510,020	\$ 275,724	84.6%
Fringe Benefits	990,194	780,967	209,227	78.9%
Supplies	40,000	8,940	31,060	22.3%
Occupancy	281,840	81,320	200,520	28.9%
Local Travel	22,500	17,301	5,199	76.9%
Nutrition Services	51,181	21,342	29,839	41.7%
Child Services	45,700	1,127	44,573	2.5%
Parent Services	8,500	1,337	7,163	15.7%
Training or Staff Development/Parent Aides	65,971	11,646	54,325	17.7%
Operating Costs	86,317	79,435	6,882	92.0%
<b>TOTAL SETA EARLY HEAD START (BASIC &amp; T&amp;TA)</b>	<b>\$ 3,377,947</b>	<b>\$ 2,513,435</b>	<b>\$ 864,512</b>	<b>74.4%</b>
Administrative %		11.1%		
Partners/Contractual	\$ 527,257	\$ 365,628	\$ 161,629	69.3%
<b>TOTAL SOP EARLY HEAD START BASIC</b>	<b>\$ 3,905,204</b>	<b>\$ 2,879,063</b>	<b>\$ 1,026,141</b>	<b>73.7%</b>
		9.7%		

<b>COMBINED SOP HS &amp; EHS</b>	<b>Budget</b>	<b>Total Expenditures</b>	<b>Remaining Budget</b>	<b>75.0%</b>
Personnel	\$ 14,255,787	\$ 10,795,687	\$ 3,460,100	75.7%
Fringe Benefits	7,904,832	6,126,465	1,778,367	77.5%
Equipment	50,000	41,408	8,592	82.8%
Supplies	422,000	221,067	200,933	52.4%
Occupancy	2,678,073	1,814,733	863,340	67.8%
Local Travel	70,000	59,811	10,189	85.4%
Nutrition Services	465,280	194,762	270,518	41.9%
Child Services	154,700	105,455	49,245	68.2%
Parent Services	85,800	32,497	53,303	37.9%
Publications/Advertising/Printing	30,000	10,121	19,879	33.7%
Training or Staff Development	212,031	106,864	105,167	50.4%
Operating Costs	941,879	690,806	251,073	73.3%
<b>TOTAL SETA HS &amp; EHS</b>	<b>\$ 27,270,382</b>	<b>\$ 20,199,676</b>	<b>\$ 7,070,706</b>	<b>74.1%</b>
Administrative %		10.9%		
Partners/Contractual	\$ 527,257	\$ 365,628	\$ 161,629	69.3%
<b>TOTAL COMBINED SOP HS &amp; EHS</b>	<b>\$ 27,797,639</b>	<b>\$ 20,565,304</b>	<b>\$ 7,232,335</b>	<b>74.0%</b>
		10.6%		

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY  
CORPORATE CARD - AMERICAN EXPRESS  
STATEMENT OF ACCOUNT  
AS OF 4/11/14**

<b>DATE</b>	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>HS/ADMIN</b>
3/13/2014	Inland	Copier/Printer Maintenance & Supplies	\$ 1,370.37	ADMIN
3/14/2014	Amazon	Disaster Supplies	208.79	HS
3/15/2014	Apple	Product Exchange	(21.69)	HS
3/21/2014	Paypal - Web Faction	Web Server	9.50	ADMIN
3/22/2014	Inland Business	Copier/Printer Maintenance & Supplies	1,111.08	ADMIN
3/22/2014	Paypal - Really Good Stuff	Classroom Supplies	337.87	HS
3/23/2014	Amazon	Network Cables	86.17	ADMIN
3/26/2014	Dos Coyotes	PC/PAC Budget Planning Meeting	83.00	HS
3/26/2014	Redleaf Press	Training Materials	575.57	HS
3/28/2014	Nasco	Classroom Supplies	47.63	HS
3/28/2014	Rackspace	Cloud Server	86.03	ADMIN
3/29/2014	Schools In	Classroom Supplies	254.75	HS
4/1/2014	Brookes Publishing	Training Materials	924.80	HS
4/1/2014	Oriental Trading	Classroom Supplies	23.24	HS
4/4/2014	Amazon	Classroom Supplies	531.65	HS
4/8/2014	Dos Coyotes	Parent Training	207.11	HS
4/11/2014	Pro Exhibits	Head Start Signs	1,639.95	HS
3/13/2014	Fred Pryor/Career Track	Training Registration	199.00	ADMIN
3/20/2014	UMX Inc	Office Supplies	170.96	ADMIN
3/22/2014	Renaissance Hotel	CCDAA Training Conference	365.90	HS
3/22/2014	Sacramento History Museum	Field Trip	54.00	HS
3/25/2014	Subway	Parent Training	175.00	HS
3/25/2014	WIPFLI	Training Registration	765.00	ADMIN
4/3/2014	Southwest Airlines	WIPFLI Training	582.00	ADMIN
4/6/2014	Westin	IDA Training Conference	296.93	HS
4/6/2014	Westin	IDA Training Conference	296.93	HS
4/6/2014	Westin	IDA Training Conference	296.93	HS
4/6/2014	Westin	IDA Training Conference	296.93	HS
4/6/2014	Westin	IDA Training Conference	296.93	HS
4/7/2014	Westin	IDA Training Conference	296.93	HS
4/8/2014	Survey Monkey	Annual Renewal	300.00	ADMIN
various	various	various	<u>10,397.51</u>	WD
Total American Express Bill			<u><b>\$ 22,266.77</b></u>	

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

ITEM IV-C – INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

The April 3, 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, April 3, 2014  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Councilmember Allen Warren called the meeting to order at 10:03 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 Employees** (both 30 years)
- ◆ **Barbara Meyer**, Workforce Development Professional III: Barbara introduced her son, Robert.
  - ◆ **Marty Araiza**, Workforce Development Quality Control Sup.: Marty's daughter Janelle was introduced.
- ➔ **Presentation on SB 837:** Karen Ziebron - Sen. Steinberg's Office: Ms. Ziebron reviewed SB 837 which is under discussion. This bill is has been amended to satisfy some issues. It would provide one year of voluntary pre-kindergarten education to be available to all four-year olds. There have been studies that it would be cost effective since every dollar spent on early learning and prevention will save seven dollars down the road. Ms. Ziebron referenced the fact that three things are keeping people from joining the military: illiteracy, having a criminal record, and/or obesity. Ms. Ziebron offered to discuss this bill with anyone interested. President Obama is very interested in this bill. Senator Steinberg stated that the President is looking to California to champion this bill.

Ms. Ziebron stated that the funding will come from ADA, and will not be available to just low income students. Sometimes kids fall through the cracks because their parents make too much money; this bill would ensure all children would receive pre-kindergarten education. Mr. Schenirer stated that it is his plan is to bring this bill to the City Law and Legislative committee to get an endorsement. He hopes the county is aligned with this important legislation.

## **II. Consent Items**

- A. Minutes of the March 6, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Modify Greater Sacramento Urban League's Adult Vendor Services Contract
- D. Approval to Submit an Application to the Office of Refugee Resettlement Under the Rescue & Restore Victims of Human Trafficking Program and Authorize the Executive Director to Execute the Agreement and any Modifications to the Agreement
- E. Appointment of Private Sector Applicant to the Sacramento Works, Inc. Board

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

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

- A. Approve the March 6, 2014 minutes
- B. Approve claims and warrants for the period 3/1/14 through 3/27/14.
- C. Approve the recommendation to add the Adult Literacy activity, specifically ABE, to GSUL's Adult VS contract.
- D. Approve the submission of an application to ORR in response to its Rescue & Restore Victims of Human Trafficking Program funding opportunity requesting \$150,000 per year to continue Sacramento's Rescue & Restore Regional Program, and authorize SETA's Executive Director to execute the agreement and other documents required by ORR.
- E. Approve the appointment of Dale Waldschmitt, Pacific Coast Companies, to the Sacramento Works, Inc. board.

Roll call vote:

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

Nay: 0

Abstentions: 0

## **III. Action Items**

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

- 1. Approval of Selection of Audit Firm

Ms. Loretta Su reviewed the item and the process by which the staff recommendation was developed.

In response to a question from Ms. Scherman, Ms. Su stated that Gilbert and Associates is located in Sacramento.

Moved/Schenirer, second/Yee, to approve the selection of Gilbert Associates, Inc. for audit services for SETA for the fiscal year ending June 30, 2014 for a fee not to exceed \$45,500 for one year with two optional, additional one-year terms.

Roll call vote:

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

Nay: 0

Abstentions: 0

2. Ratification of the Submission of the Capital Region MC3 Grant Application to the California Workforce Investment Board

Ms. Christine Welsch stated that SETA and Golden Sierra Job Training Agency have joined together to submit a regional proposal in partnership with community partners to provide training, “earn and learn” activities, support services, and job placement assistance to serve youth and veterans. Participants will be able to take pre-apprenticeship programs to be certified MC3. The program will be working to bring people into this training venue and then be sent out to a pre-apprenticeship program.

Moved/Scherman, second/Yee, to ratify the submission of the Capital Region MC3 grant application requesting \$750,000 to the California Workforce Investment Board.

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. Approval to Augment North State Building Industry Foundation WIA Dislocated Worker 25 Percent Additional Assistance Funds for On-the-Job Training (OJT) Opportunities to Eligible Dislocated Workers and Veterans

Ms. Michelle O’Camb reviewed this item requesting augmentation of North State Building Industry Foundation. Mr. Walker was asked about the percentage of veterans participating; he replied that although eligibility has changed, the participation is quite high. There are a lot of veterans that reach out to us for the Power Pathways program.

Mr. Warren asked if there were any provisions in this program to positively impact the homeless population. Mr. Walker replied that this program is mostly for dislocated workers (Campbell's Soup) and veterans were added to the program to increase the veterans' services currently available. Agency staff works very closely with Sacramento Veteran's Resource Center so we do reach out to all veterans.

Moved/Scherman, second/Yee, to approve the augmentation of \$57,890 in WIA Dislocated Worker 25 Percent Additional Assistance funding to NSBIF to provide 10 OJT opportunities to eligible dislocated workers and veterans.

Roll call vote:

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

Nay: 0

Abstentions: 0

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

**IV. Information Items**

A. Update on Creating a Workforce Pipeline for the Sacramento Downtown Entertainment and Sports Complex: Mr. William Walker stated that the Agency is working to create a pipeline to apprenticeships to work on the new sports complex. Classes have begun at American River College and NCCT. Turner Construction is an admirable partner that has worked with several groups in the area. The demolition is scheduled to begin in June, 2014. Mr. Warren stated that this is a real opportunity to positively impact low-income communities and he will continue to make himself available to staff to ensure the program is successful. Other partners also have to be held accountable in the process. Mr. Warren asked to be utilized to make sure all of the partners are working together and doing what they're supposed to do.

Mr. Yee stated that he has always encouraged local developers to hire local people, local designers, etc.

B. Fiscal Monitoring Reports: No comments.

C. Employer Success Stories and Activity Report: Mr. William Walker stated that Fresh Market was taken off the report because they came and went fast.

D. Dislocated Worker Update: Mr. Walker stated that he received notice by Sprint that they will be closing their call center. The Sacramento Airport will be laying off 40 individuals; staff is already talking with union representatives.

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



- F. Head Start Reports: Ms. Denise Lee stated that the Agency will be going through three reviews in the current year. Two reviews have been completed: the State review and the food program review. The federal government will be here to review the program on Tuesday, April 22 with a team of 18 people; the entrance review will be held Tuesday, April 22 at 8:30 a.m. There will be several on-site interviews with parents, staff and board members. Governing Board members will meet with federal reviewers at 9:00 a.m. on April 24; the annual grant application will be presented for approval on the same day. Ms. Kossick stated that if there are three members participating in the interview, the meeting will be posted to comply with the Brown Act. The actual board meeting will begin at 10:00 a.m. Mr. Nottoli is already scheduled to participate in the interview.

**V. Reports to the Board**

- A. Chair: No report.  
B. Executive Director: No report.  
C. Deputy Directors: No report.  
D. Counsel: No report.  
E. Members of the Board: Ms. Scherman stated that she would like SETA to do something special for former SETA Board member, Ms. Bonnie Pannell; SETA needs to recognize her in a special way. Ms. Kossick stated that staff will think what would be appropriate and set something up very soon.  
F. Public: No comments.

- VI. Adjournment**: The meeting was adjourned at 11:03 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 April 22, 2014 Policy Council meeting.

<b>GOOD!!!</b>
Well facilitated meeting by both Ms. Jasmine Jamison (PAC Chair) and LaTasha Windham (PC Chair).
Thank you, Board members, for great parent participation during the federal review.
Thank you Ms. Kathy Kossick, Executive Director, for expression of gratitude for parent support and involvement.
Thank you, Ms. Denise Lee, Deputy Director, Children & Family Services, for your awesome leadership in preparing for the federal review.
Thank you, Ms. Marie Desha, for your support and guidance in preparing us for the federal review.
Thank you, Ms. Alma Hawkins, for assistance with parent reimbursements.
<b>NEEDS IMPROVEMENT</b>
Being acknowledged by Chair prior to speaking or leaving seat.
Remain seated during presentations. No walking.
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 in the break room.
Please be careful of beverage spills in the break room and the board room.

B. Budget/Planning Committee: Toni Espinoza, Benjamin Bailey, Jenna Kline, LaTasha Windham, Steven Wormley, Kenneth Tate, Lynda Williams

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ITEM V – COMMITTEE REPORTS (continued)  
Page 2

C. Personnel/Bylaws Committee: Richina Siackasorn, Kenneth Tate, Steven Wormley, LaTasha Windham

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D. Social/Hospitality Committee: Steven Wormley, Toni Espinoza, Richina Siackasorn, Kristyn Ingram, Benjamin Bailey, LaTasha Windham, Lynda Williams, Kenny Williams (alternate)

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E. Parent Ambassador Report: Angeles Soberanes, Steven Wormley, Toni Espinoza, Justin Fietzek, Benjamin Bailey, Lynda Williams, Richina Siackasorn, LaTasha Windham

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F. Parent, Family & Community Engagement & Early Childhood Development & Health Services Committee: Benjamin Bailey, Genevieve Deignan, Richina Siackasorn, Jenna Kline, Steven Wormley, LaTasha Windham, Lynda Williams

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G. Men’s Activities Affecting Children Committee (MAACC): Richina Siackasorn, Benjamin Bailey, Steven Wormley, Justin Fietzek, LaTasha Windham, Kenneth Tate, Lynda Williams, Kenny Williams (alternate).

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ITEM V – COMMITTEE REPORTS (continued)

Page 3

H. Maternal, Child and Adolescent Health Advisory Board: Richina Siackasorn, Lynda Williams

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I. Sacramento Medi-Cal Dental Advisory Committee: Benjamin Bailey

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J. Community Agency Reports: Jenna Kline and Genevieve Deignan

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ITEM VI- OTHER REPORTS

BACKGROUND:

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

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

- Monthly Head Start Report (attached)
- Quality Assurance Summary Reports (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
    - ⇨ Free Prescription Drug Discount Cards
  - ✓ 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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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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# Monthly Head Start Report

## May 2014



### **SETA-Operated Program**

#### **Program Operations**

Though essentially important at all times, in the next month our centers will be focusing on safety. Each center will be looking at their safety and supervision practices to ensure utmost compliance and effectiveness. One aspect of this includes the PAWS for Safety Curriculum. PAWS is a standardized, weekly classroom curriculum designed to enhance the overall safety of the children in our care. This includes supervision, awareness of danger areas (the cone zone), pedestrian safety and specific summer safety ideas.

Each month, teachers receive prescribed lesson plans with assigned PAWS activities to be completed weekly. Each classroom is supplied with the materials needed to implement each weekly activity and each activity card has ideas for project expansion. This curriculum was created to correlate with the updated Policies and Procedures regarding supervision. “Paws” the Safety Raccoon was created specifically for this safety curriculum and is being used to create familiarity and continuity for safety throughout our program.

#### **Program Support Services**

*Quality Assurance Unit:* Staff provided follow-up visits to SOP and Delegates in preparation for the OHS Triennial Review held on April 22-May 1, 2014. Unit staff assisted OHS Reviewers in taking them to the sites that were monitored. Completed Quality Assurance Monitoring Reports for SCUSD and TRUSD were submitted to respective delegate agencies.

### **Elk Grove Unified School District**

#### **Education Services Update**

Karin Nakahira-Young, Instructional Coach, presented information about the Classroom Assessment Scoring System (CLASS), in the domain Instructional Support. Teachers worked in small groups to create and practice using questions that would promote higher level groups; teachers participated in a large group activity which consisted of moving around the room writing down questions that could be asked when doing various activities with students. The questions were written down and sent out for teachers to reference when creating their lesson plans.

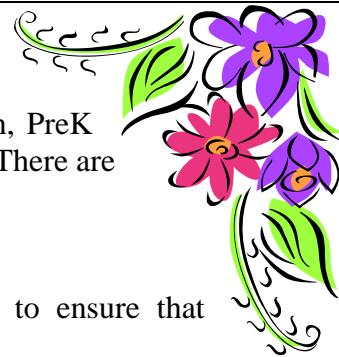
#### **Enrollment**

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 April was 89%.



### **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 73 (17%) Head Start students with active IEPs being served.



### **Health Services Update**

Program Educators are monitoring files and providing additional support to ensure that children in need of further dental treatment receive those services.

In April, 9,326 meals were served to our Head Start students. The April 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. Every opportunity is utilized to inform parents of upcoming parent meetings and to encourage their attendance. Parents are informed of education opportunities during monthly classroom parent meetings, by publication of a monthly parent calendar, by their child's classroom teacher, and by the Academic Program Coordinator at their school site.

The following classes or workshops were held in April:

"Positive Parenting" classes were held in Spanish at Charles Mack Elementary School on April 1 and 8, and in English at David Reese Elementary School on April 1 and 8. These classes teach parents positive approaches to discipline, stress management techniques, communication skills, and developmental milestones. An average of eight (8) parents attended the classes at Charles Mack and an average of two (2) parents attended the classes at David Reese.

"I Am Moving, I Am Learning" was held at Florin Elementary on April 3, at Charles Mack Elementary on April 8, and at David Reese Elementary School on April 10. This class teaches parents that children who have daily physical activity perform better in school and how to use simple materials found at home to create fun, physically active experiences for their children. Eleven (11) families attended the class at Florin Elementary, eleven (11) families attended the class at Charles Mack, and five (5) families attended the class at David Reese Elementary School.

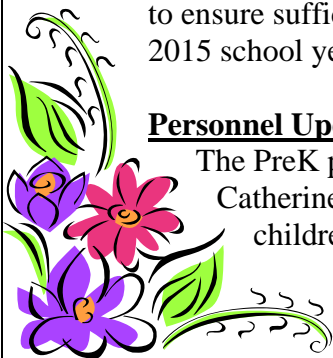
### **Recruitment**

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.

### **Personnel Update**

The PreK program is excited to have hired Catherine Barbero as our new social worker. Catherine comes to our program with many years of experience working with young children and their families in both school settings and with private agencies.





# **Sacramento City Unified School District**

## **Health and Nutrition**

This month, nurses have been quite busy preparing for the Head Start/Early Head Start Federal Review. Preschool nurses had the unique opportunity to engage with the reviewers, which was an edifying experience for them all. Sacramento City Unified School District (SCUSD) nurses viewed the review as a very positive learning experience and appreciated receiving feedback from the reviewers about their content area.

The Preschool Nurses are actively screening new preschool applicants for the 2014-2015 school year now that Head Start preschool open enrollment has been launched.

Nurses provided health information on the topics of dental health and hygiene, lead risks and how to avoid them, nutrition information and iron information and distributed this important information to all prospective parents at both registration sites located at Cap City and Hiram Johnson during the enrollment launch.

The vacant Child Development Nurse position will be filled in the next two months. Nurses look forward to having the additional help and assistance as SCUSD seeks to provide the needed health assistance and support to newly enrolled families in the subsequent year.

SCUSD is happy to report that preschool nurses' layoff notices have all been rescinded for the 2014-2015 school year, with the exception of one. SCUSD anticipates that the final one will also be rescinded in the very near future.

The dental varnish clinics will be continuing through the month of May. Nurses are happy to report that there has been a marked improvement in preschoolers' oral health status in some of the preschool classrooms this spring. Nurses will be comparing current preschooler dental assessment data with last year's data results. Nurses continue to follow-up with parents whose preschool children were noted to have dental health needs during the dental varnish clinics.

The lead nurse just completed the last rotation of LVN student mentorship before their graduation in May. The experience was a rewarding one and the nurses look forward to a continued positive working relationship with CAJ Skills Center.

## **Social Services**

Social workers have been diligently preparing for the Head Start/Early Head Start federal review. Tasks included reviewing files, providing needed services and support to assigned caseloads and engaging families in the process of completing their Family Partnership Agreements.

## **Disabilities**

Sacramento City Unified School District Child Development Program has served 170 Head Start Preschool Children and 19 Early Head Start Preschool Children with a variety of disabilities from September 2013 through April 2014. These children have been served in the general education classrooms as well as the 9 full-inclusion classrooms. Through ongoing collaboration and teamwork, Head Start and SCUSD Special Education staff is providing exceptional teaching and care to these children and families and they continue to display their skills to a range of classroom visitors and guests. Teachers and staff have also been focusing on the topic of "transitions" this past April on a variety of levels:



assisting parents with preschool applications to continue preschoolers in the subsequent year; assisting parents with the kindergarten registration process; encouraging and accompanying families to visits to the new school; and attending annual and transition IEP meetings along with families in order to assist parents in determining the best fall school placements for youngsters.



## **San Juan Unified School District**

### **Education Services Update**

Teachers began the Flower Study on Thursday, April 24<sup>th</sup>. Their letter focus was on Gg, Ee, and Dd. Their math focus continues to be adding and subtracting hidden objects in sets. This study will blend into the theme of *Growing and Changing* in mid-May. The final DRDP assessment ends May 9<sup>th</sup>.

### **Disabilities Services Update**

This month the screening team finalized the screening schedule for the 2014-15 school year registration/enrollment seasons. The Disabilities Lead teachers took inventory in the screening room and made a list of supplies they need to replenish. The team also organized and stocked the ASQ and ASQ-Es that were recently ordered and delivered.

Final preparations were completed for the upcoming Federal Review. The Monitoring forms and Special Education paperwork were organized and updated as necessary. Interview questions have been reviewed and the protocol box contents have been double checked. The Disabilities Specialist visited classrooms for a double check in areas requiring a response plan in accordance with the Quality Assurance Review.

### **Mental Health Services Update**

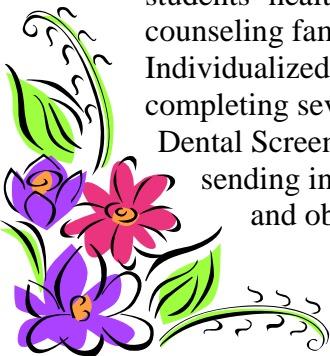
The Mental Health Therapist is lending extra support to kindergarten-bound children's parents who have concern for the child's social and emotional readiness. He is also providing resources for counseling cases that are preparing to close in order to continue future mental health services.

### **Nutrition Services Update**

The CDE Shaping Healthy Impressions through Nutrition and Exercise (SHINE) is offering Meal Quality Forums. Cooks from early child care programs will present culinary techniques in one of the professional kitchens located at the Le Cordon Bleu College of Culinary Arts in Sacramento. Staff is confident this culinary experience will promote healthy meal choices and preparation.

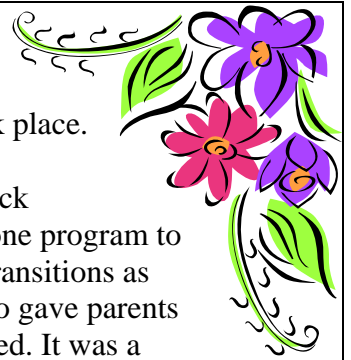
### **Health Services Update**

Health is not screening during the month of April, but will start screening again twice a week in May on Tuesdays and Thursdays in the centralized screening room. Health is reviewing students' health, nutrition, and immunization status, 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 will continue to run in classrooms through May 1st. Health has been sending information packets to families with children that are underweight, overweight, and obese.



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

At the April Policy Committee meeting, the second reading of the by-laws took place. There were also two guest speakers. The first was Kate Lasarian, the district coordinator for Family Community Engagement, who asked parents for feedback regarding any experience they might have had with a child transitioning from one program to another (from Early Head Start to Head Start or any elementary or secondary transitions as well). The second was Laura Williams, Lead Teacher for Early Head Start, who gave parents information regarding assessment data for infants and toddlers and how it is used. It was a productive and very informative meeting.



### **Transition Services Update**

Parent education has been an important part of the transition process. Teachers have been working with parents to become equal partners in planning their child's transition. Teachers have been assisting families by individualizing the process based on the needs of each individual family. Parents have been educated on new environments and routines, as well as kindergarten expectations and readiness skills.

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

Teachers received a training titled "Instructional Support Throughout the Day," which was presented by Liz Aguilar from SETA. The content was taken from the *Train the Trainer* presentation given at SETA in March. This was an interactive training in which teachers participated in activities where the different teaching strategies were paired with different times in the daily class schedule, thus demonstrating teachable moments throughout the day. Teachers and Assistants attended training on *Reflective Planning* where teams viewed several video clips with children exploring cut flowers. Teams then reflected on what they thought the children were thinking and then looked at the teacher interactions to gauge how this affected the children's experiences. This training was presented by Mary Jane MacGuire-Fong and Marie Jones from American River College.

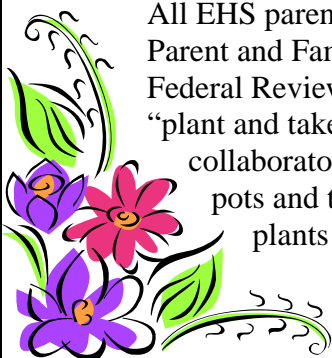
### **Fiscal Update**

This was a very busy month for the fiscal team. They completed estimated actuals for the end of the year as well as completed budget development. The Head Start and Early Head Start grant applications were completed. All resources were reconciled, the SETA reports were submitted, and the CCTR quarterly reports were filed. This was possible because of the great group of willing and able team players in the fiscal department.

### **Early Head Start**

This month, the EHS staff worked on finishing the third round of DRDP assessments for the year. They also participated in the annual mandated reporter training, with some staff doing the training online. The EHS leadership team planned for the upcoming program-wide staff development training in May.

All EHS parents had an opportunity to give feedback to the program through the countywide Parent and Family Engagement survey, with results to be shared next month. During the OHS Federal Review this month, two of the centers celebrated Earth Day with a cross program "plant and take" parent meeting sponsored by Home Depot, one of the local community collaborators. During the parent meeting, the parents and children planted seeds in clay pots and took them home afterward, eagerly looking forward to watching their new plants sprout and grow.



# **Twin Rivers Unified School District**

## **Events**

During the month of April both sites participated in Open House events to showcase our classrooms and school to our parents and the community. At Morey, community vendors set up booths to provide contact information and resources to our families related to lead prevention and healthy eating. Each classroom displayed art work and guests were treated to delicious yogurt treats from the Nutrition Department.

Starting April 21<sup>st</sup>, all staff also participated in the triennial Federal Review Visit. Component leaders were busily preparing for the intense visit that included the monitoring of all aspects of the preschool program. The visit is scheduled to be completed on May 2<sup>nd</sup>.

## **Professional Development**

On May 1<sup>st</sup>, the teaching staff will participate in the last ECE District wide professional development workshop at Morey Avenue for the 2013-2014 school year. The workshop will focus on Common Core standards alignment with the Preschool Learning Foundations.

## **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.

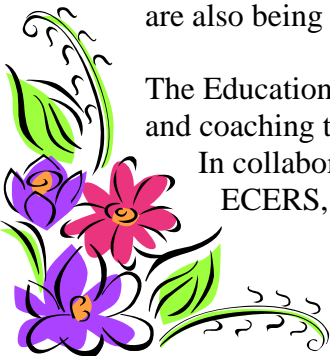
The School Social Worker/Counselor continues providing classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided 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 meetings with a few parents of students identified with challenging behaviors.

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

The Speech and Language Pathologist is finishing 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 for the second assessment period.





The ERSEA Component Leaders are continuing to review files for accuracy. Both sites are completely full and a wait list is being maintained. The final enrollment date for 2013-14 was April 11<sup>th</sup>. Enrollment for returning students continues and almost all students eligible to return for the upcoming school year have been re-enrolled.

Enrollment has begun for the 2014-15 school year with the group enrollment process. Fliers for local business, churches and community based agencies have been delivered for recruitment purposes by the Community Liaisons.

### **Policy and Parent Committees**

The monthly meeting for the Policy Committee was held on April 10<sup>th</sup> at Morey Avenue. The agenda included the approval of the teacher assistant hiring list and the approval of the meeting minutes. The Policy Committee will meet next on May 15<sup>th</sup> at Morey. The Parent Committee meeting was held on April 29<sup>th</sup> at Oakdale and information was given from all of the monthly reports. The next meeting will be May 29<sup>th</sup>.

### **Parent Trainings/Meetings**

The two Community Liaisons facilitated the monthly meeting for April in collaboration with Mutual Assistance Network with a focus on researching local resources in the community.

### **Fiscal**

Appropriate spending for items related to ECERS, DRDP and the CLASS assessment will be finished by April 30<sup>th</sup> for all classrooms.

## **WCIC**

### **Federal Review**

The WCIC Team has been engaged in the 2014 Federal Review process from April 22, 2014 through May 1, 2014. OHS will provide a Written Report within 60 days. Congratulations Sacramento County Head Start Programs for a job well done!

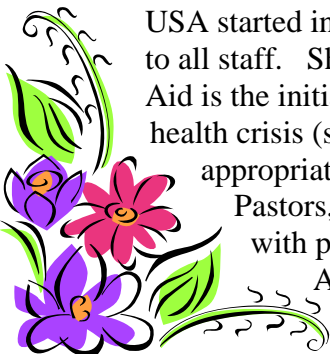
### **Enrollment**

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

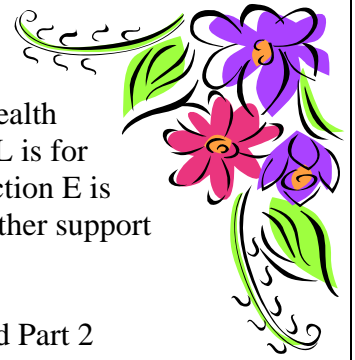
### **Mental Health (Staff Trainings)**

WCIC/Playmate Head Start Program's staff received a Mental Health First Aid Training from Alexandra Rechs, Program Coordinator Quality Management from Sacramento County, Division of Behavioral Health on April 4, 2014. Ms. Rechs stated Mental Health First Aid USA started in Austria. She passed out Mental Health First Aid USA 2009 Edition Manuals to all staff. She gave an overview on "What is Mental Health First Aid?" Mental Health First Aid is the initial help given to a person showing symptoms of mental illness or in a mental health crisis (severe depression, psychosis, panic attack, suicidal thoughts and behavior) until appropriate professional or other help, including peer and family support, can be engaged.

Pastors, office staff, elders, deacons, and anyone with present or potential ministry with persons who are mentally ill could benefit from taking the Mental Health First Aid training. The more common mental disorders are anxiety, major depression,



substance use, bipolar disorder, eating disorders and schizophrenia. Mental Health First Aid Action Plan is: Action A: Assess for risk of suicide or harm; Action L is for Listen nonjudgmentally; Action G is for Give reassurance and information; Action E is for Encourage appropriate help; and Action E is for Encourage self-help and other support strategies.



WCIC/Playmate Head Start Program's staff received a Mental Health First Aid Part 2 Training from Alexandra Rechs, Program Coordinator Quality Management from Sacramento County, Division of Behavioral Health on April 11, 2014. The second part of Mental Health First Aid Training was on the potential risk factors and warning signs for a range of mental health problems, including: depression, anxiety/trauma, psychosis, substance use disorders, and self-injury. Psychosis is a general term used to describe a situation in which a person has lost some contact with reality, resulting in severe disturbances in thinking, emotion, and behavior. Psychosis can severely disrupt a person's relationships, work, and usual activities. Self-care can be difficult to initiate or maintain. Substance use disorder is how different substances affect the brain in different ways. People use substances because of these effects, which increasing feelings of pleasure or decreasing feelings or distress. Using alcohol and other drugs does not in itself mean that a person has a substance use disorder. Ms. Rechs gave more examples of an understanding of the prevalence of various mental health disorders in the U.S. and the need for reduced stigma and discrimination in the communities. A 5-step action plan encompassing the skills, resources and knowledge to assess the situation, to select and implement appropriate interventions, and to help the individual in crisis connect with appropriate professional care and the evidence-based professional, peer, social, and self-help resources are available to help someone with a mental health problem.

**Information Memorandums and Program Information Reports**

ACF-PI-HS-14-01 FY (Fiscal Year) 2014 Head Start Funding Increase



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

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment 4/30/14</b>	<b>(b) % Actual to Funded</b>	<b>Attendance on Last Day of Month 4/30/14</b>	<b>(c) % Attend. to Funded</b>
Elk Grove USD	420	420	100	370	89
Sacramento City USD	1,292	1,292	100	1,119	87
SETA	1,974	2002	101	1,563	79
San Juan USD	693	697	100	554	80
Twin Rivers USD	211	211	100	189	90
WCIC/Playmate	120	120	100	101	84

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment 4/30/14</b>	<b>(b) % Actual to Funded</b>	<b>Attendance on Last Day of Month 4/30/14</b>	<b>(c) % Attend. to Funded</b>
Sacramento City USD	147	147	100	84	57
SETA	328	338	103	272	83
San Juan USD	161	170	105	133	83

(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 4/30/14)

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)	17 (8 %)	N/A
Elk Grove USD (420)	73 (17%)	N/A
Sacramento City USD (1292)(147)	180 (14%)	19 (13%)
San Juan USD (693) (161)	107 (15%)	22 (13%)
WCIC (120)	13 (11%)	N/A
SETA (1974) (345)	197 (10%)	54 (16%)
<b>County (4710)* (653)**</b>	<b>587 (12%)</b>	<b>95 (14%)</b>

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment





# SETA Head Start

## Food Service Operations Monthly Report

### \*April 2014

April 4th - Minimum Day Preschool & EHS Full Day Classes.

April 11th - Home Base Field Trip, Special Field Trip menu provided for 84 guests.

April 14th through 18th - Spring Break - Traditional Centers Closed.  
Broadway Center closed for floor repair.

April 25th - EHS Home Base Field Trip. Special Field Trip menu provided for 150 guests.

**Meetings:**

Food Service Staff Meeting at WCIC - All Food Service Staff attended on April 4th.

AB 1825 - Preventing Sexual Harassment attended by Cheryl Barton & Connie Otwell on April 17.

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

Lunch	PM Snack	Breakfast	Field Trips
40,150	23,964	26,706	400

**Total Amount of Meals and Snacks Prepared** 91,220

**Purchases:**

Food	\$77,373.99
Non - Food	\$12,870.73

Building Maintenance and Repair: \$622.50

Janitor & Restroom Supplies \$0.00

Kitchen Small Wares and Equipment: \$3,183.28

Vehicle Maintenance and Repair : \$1,131.29

Vehicle Gas / Fuel: \$2,110.65  
Normal Delivery Days 22



## Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members  
 RE: SETA Quality Assurance/Monitoring Results – March 2014

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
Sacramento City Unified School District	Edward Kemble HS Rosa Parks HS Mark Twain HS Pacific HS Hollywood HS Hiram Johnson EHS	6 5 in Head Start 1 in Early Head Start	17	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

### Exemplary Practices (Above Compliance)

- Several teachers used natural events and routines as ‘teachable moments’ and engaged students in conversations
- Classroom activities at Hiram Johnson EHS were enriched by joining music class in SCOE/HS Inclusion class and parent input

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	91% HS 73% EHS	No significant findings for HS. Noted items for are EHS. 1- Not all children have a medical/dental home identified 2- Some ChildPlus did not match contents of the child’s file 3 – Some dental follow-up is limited 4 – Two noted incidents where medication policy was not followed 5 – One class observed did not perform tooth-brushing
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	95% HS 100% EHS	No significant noted findings

<b>Safe Environments</b> <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	97% HS 89% EHS	1- Earthquake preparedness poster not displayed nor practiced 2- Food prep area/kitchen inspection did not meet food safety standards
<b>Family , Parent and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	82%	1-Limited evidence that all immediate needs or information requested had adequate follow-up (not documented in the child's file) 2- Limited documentation/evidence of parent meetings and parent rep elections 3 – Inconsistent documentation of pedestrian safety training for parents
<b>Adult Mental Health</b> <i>(Parent/Guardian Mental Health)</i>	64%	1-Mental Health professional information was clearly posted at the center
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	91% HS 71% EHS	No significant findings for HS. Noted items for are EHS. 1-Screenings had inconsistent dates between the file and ChildPlus 2- Transition plan was not found in one EHS child file 3- Documentation was unclear if home visit/parent conference was performed
<b>Written Individualization</b> <i>(Assessments, Individual Development Plans, Transition)</i>	88% HS 88% EHS	1-Observation dates were not consistent with other dates in file challenging the validity of written observations. 2- Ratios were not met at all times 3-Little/no children's art was displayed
<b>Curriculum/Implementation of Individualization</b> <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	93% 100%	No significant noted findings
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	96%	No significant noted findings

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

### **Corrective Action Plans:**

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



## Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members  
 RE: Quality Assurance/Monitoring Results – March 2014

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
Twin Rivers Unified School District	Morey Avenue Oakdale	5	12	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

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

- Strong parent participation observed. Numerous parent/family volunteers in the classrooms.
- Children's art work was nicely displayed at children's eye level. The art work was commendable. The children were provided several experiences to create 3- D art.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	83%	1- Not all heights/weights were graphed within two weeks 2- Not all health screens, results and/or follow-up were on file 3- Hand-washing procedures and supervision were inadequate
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	96%	No significant noted findings
<b>Safe Environments</b> <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	88%	1-Doors were not paper-free 2-Licensing notification to parents was not evident in each child's file 3-Food prep areas did not meet cleanliness requirements 4-Some classrooms have clutter 5-Some areas on the play yard need maintenance and may pose safety concerns for children

<p><b>Family, Parent and Community Engagement</b>  <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i></p>	<p>75%</p>	<p>1-Not all children's files had evidence of timely completion of Family Partnership Agreements (FPA)  2-Goals/strategies were either lacking or not clearly identified  3-Follow-up documentation did not clearly link with the steps or goals of FPA  4-Documentation indicated approaches to follow up with parents regarding FPA needed to be evaluated for effectiveness.</p>
<p><b>Adult Mental Health</b>  <i>(Parent/Guardian Mental Health)</i></p>	<p>100%</p>	<p>No significant noted findings</p>
<p><b>Education</b>  <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i></p>	<p>77%</p>	<p>1-Documentation on screen results was unclear in the child's file if completed in a timely manner  2-Not all contents of the child's file matched in ChildPlus</p>
<p><b>Written Individualization</b>  <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i></p>	<p>86%</p>	<p>1-Not all Individual Development Plans were completed and/or on file  2-ChildPlus dates did not match contents of the files</p>
<p><b>Curriculum/Implementation of Individualization</b>  <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i></p>	<p>79%</p>	<p>1-Supervision and adult-child ratios at all times continues to need improvement  2-Lesson plans not posted at one center  3-Classroom management and transitions needs improvement  4-Some furnishings and classroom materials need repair/replacement  5-Some interest areas of the classroom were closed off/unavailable for children</p>
<p><b>ERSEA</b>  <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i></p>	<p>88%</p>	<p>1-Eligibility verification forms were inconsistently kept in files  2-Inaccuracies between data in ChildPlus and information in the child's file  3-Waiting lists were not well organized and updated</p>

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

**Corrective Action Plans:**

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



# FREE PRESCRIPTION DRUG DISCOUNT CARDS

United Way California Capital Region has partnered with FamilyWize to provide free prescription drug discount cards to help as many people throughout the community save money on their prescription drug costs.

FamilyWize essentially acts like a huge consumer group buying service for the uninsured and underinsured. The discounts and savings on medications are provided voluntarily by the more than 61,000 participating pharmacies that have agreed to provide prices similar to what they give large insurance companies and employers. The participating pharmacies get more business, in three ways:

1. FamilyWize directs people with FamilyWize cards to their stores;
2. People are able to fill more of their prescriptions because of the savings;
3. People often buy other things when they go into the store to get their prescriptions.

All funding for the FamilyWize program is provided by part of the dispensing fee that is included in the cost of medicines when a FamilyWize card is used to save you money, and by in-kind donations and reduced costs from the program sponsors.

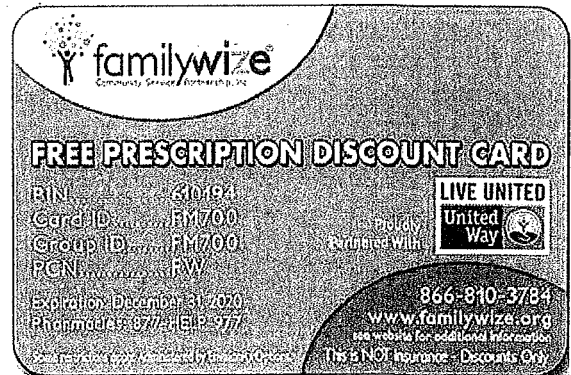
## It's easy to use a FamilyWize card.

There are no forms to fill out, waiting period or registration. The card is really just like a reusable prescription coupon on all FDA approved medicines. Anyone in your family, your work, your church or your neighborhood can use it. Immediately. You can even use it if you have health insurance, both during deductible periods and for anything your insurance does not pay for.

You **ALWAYS** get the lowest price. Your cost will be the discount price with the FamilyWize card or the pharmacy's usual and customary retail prices, whichever is lower. You are responsible for the entire payment of the prescription medicine purchased after any discounts are applied. The FamilyWize card cannot lower the co-pay for medicine covered by insurance.

Together, **with very little effort, and no cost**, we can reduce the cost of medicine by an average of 30% or more. All we have to do is get one of these cards to everyone we can.

Please distribute these free FamilyWize cards to as many people as you can throughout the community. We can provide you with as many cards as you can distribute.



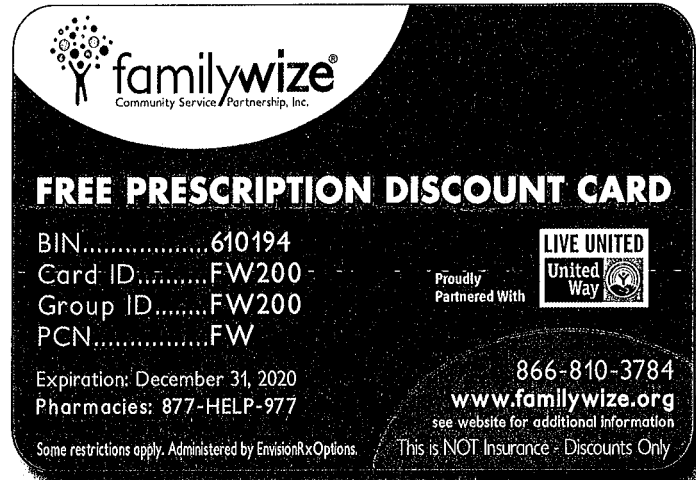
For additional FamilyWize cards, please contact  
Kristina Ricci at [Kristina.Ricci@uwccr.org](mailto:Kristina.Ricci@uwccr.org)



Prescription Help at No Cost to Employers or Employees

# Free Prescription Savings Card

- **Save Up to 75%**
- **Use Immediately**
- **No Paperwork**
- **No Activation**
- **Unlimited Use**
- **Share with Family**
- **Discounts Applied Automatically**



## Get Your Free Card Now

**ASK** at work or **VISIT** [www.familywise.org](http://www.familywise.org) or **TEXT** "FAMILY" to 700700

### For Employees and Family Members Who:

- Opt out of the medical plan
- Aren't eligible for benefits; part-timers and new employees
- Have HSA and High Deductible Plans
- Need medicine not covered
- Have a family member without coverage

