

**GOVERNING BOARD**

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County of Sacramento

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County of Sacramento

**ADMINISTRATION**

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Executive Director

**DENISE LEE**  
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*Thought of the day: "A child's life is like a piece of paper on which every person leaves a mark,"*  
*Chinese Proverb*

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

**DATE:** Tuesday, September 24, 2013

**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: WEDNESDAY, SEPTEMBER 18, 2013**

Policy Council meeting hosted by:  
Nse Akang (Chair), vacant (Vice Chair), vacant (Secretary),  
Annette Duran (Treasurer), Carolyn Wilson (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Steven Wormley, Sacramento City Unified School District
- \_\_\_\_\_ Sarah Proteau, San Juan Unified School District
- \_\_\_\_\_ Carolyn Wilson, Twin Rivers Unified School District
- \_\_\_\_\_ Annette Duran, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Teresa Jay, SETA-Operated Program
- \_\_\_\_\_ Marshaun Tate, SETA-Operated Program
- \_\_\_\_\_ LaTasha Windham, SETA-Operated Program
- \_\_\_\_\_ Alicia Kafka, SETA-Operated Program
- \_\_\_\_\_ Ana Calderon, Early Head Start (SETA)
- \_\_\_\_\_ Justin Fietzek, Men's Activities Affecting Children
- \_\_\_\_\_ Nse J. Akang, Foster Parent Representative

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Potter), Elk Grove Unified School District
- \_\_\_\_\_ Vacant (Billoups), Elk Grove Unified School District
- \_\_\_\_\_ Vacant (Boggess), San Juan Unified School District
- \_\_\_\_\_ Vacant (Bailey), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Rios-Farias), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Morgan), Twin Rivers Unified School District
- \_\_\_\_\_ Vacant (Germany), WCIC/Playmate Child Development Center
- \_\_\_\_\_ Vacant (Lacey), SETA-Operated Program
- \_\_\_\_\_ Vacant (Partida), SETA-Operated Program
- \_\_\_\_\_ Vacant (Yang), Early Head Start (Sac. City)
- \_\_\_\_\_ Vacant (Aguilar), Early Head Start (San Juan)
- \_\_\_\_\_ Vacant (Gill), Past Parent Representative
- \_\_\_\_\_ Vacant (Espinoza), Home Base Option
- \_\_\_\_\_ Vacant (Fietzek), Home Base Option
- \_\_\_\_\_ Vacant (Florez), Early Head Start (SOP)
- \_\_\_\_\_ Vacant (Juarez), Child Health & Disability Prevention Program
- \_\_\_\_\_ Vacant (Roberson), Birth & Beyond Family Resource Centers

**\*\* Please call your alternate, Policy Council Chair  
(Nse Akang, (530) 331-0012), 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 2012-2013

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

BOARD MEMBER	SITE	11/27	12/20 *	1/22	2/26	3/26	4/23	5/21 *	5/28	6/25	7/30 *	8/27	9/24	10/22	11/26
N. Akang Seated 11/27	FOSTER	X	X	X	X	X	X	X	X	X	X	X			
A. Calderon Seated 11/27	EHS/HB SETA	X	X	X	X	X	X	E	X	X	X	X			
A. Duran Seated 11/27	WCIC	X	X	X	X	X	X	X	X	X	X	X			
<del>T. Espinoza Seated 11/27</del>	<del>HB</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>E</del>	<del>X</del>			
<del>C. Fietzek Seated 6/25</del>	<del>HB</del>									<del>X</del>	<del>X</del>	<del>X</del>			
J. Fietzek Seated 8/27	MAACC											X			
T. Jay Seated 11/27	SOP	X	X	X	X	X	X	X	X	X	X	X			
A. Kafka Seated 6/25	SOP									X	X	X			
<del>M. Partida Seated 11/27</del>	<del>SOP</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>			
S. Proteau s/b/s 11/27; seated 12/20	SJ	E	X	X	X	X	X	E	X	X	X	X			
<del>D. Rios-Farias Seated 11/27</del>	<del>SAG</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>E</del>	<del>E</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>U</del>			
M. Tate Seated 12/20	SOP		X	X	X	X	E	X	E	X	X	X			
C. Wilson Seated 11/27	TR	X	X	X	X	X	X	X	X	X	X	X			
L. Windham Seated 11/27	SOP	X	X	X	X	X	X	X	X	X	E	X			
S. Wormley Seated 6/25	SAC									X	X	E			

## 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 9/4/13*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 27, 2013 SPECIAL  
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the August 27, 2013 meeting.

RECOMMENDATION:

That the Policy Council approve the August 27 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, August 27, 2013  
9:00 a.m.

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

Mr. Nse Akang called the meeting to order at 9:13 a.m. and read the Thought of the Day. Mr. Justin Fietzek, MAAC, was seated.

Ms. Colleen Fietzek was asked to serve as Secretary and called the roll; a quorum was established.

#### **Members Present:**

Sarah Proteau, San Juan Unified School District  
Carolyn Wilson, Twin Rivers Unified School District  
Annette Duran, WCIC/Playmate  
Teresa Jay, SETA-Operated Program  
Mayra Partida, SETA-Operated Program  
Alicia Kafka, SETA-Operated Program (seated at 9:25 a.m.)  
LaTasha Windham, SETA-Operated Program  
Marshaun Tate, SETA-Operated Program  
Colleen Fietzek, Home Base Option  
Toni Espinoza, Home Base Option  
Ana Calderon, Early Head Start (SETA)  
Nse Akang, Foster Parent Representative

#### **Members Absent:**

Dominique Rios Farias, Sacramento City Unified School Dist. (excused)  
Steven Wormley, Sacramento City Unified School District (excused)

- Introduction of Newly Seated Representatives  
Mr. Justin Fietzek, a new MAACC, representative introduced himself and spoke briefly of his experience in Head Start.

### **II. Consent Item**

- A. Approval of the Minutes of the July 30, 2013 Special Meeting

The minutes were reviewed; no questions or corrections

Moved/Wilson, second/J. Fietzek, to approve the July 30, 2013 minutes.  
Show of hands vote: Aye: 10, Nay: 0, Abstentions: 2 (Akang and Espinoza)



III. **Action Items:** No items.

IV. **Information Items**

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Akang reviewed the End-Of-Year Parent Appreciation Dinner. A sign-in sheet was distributed.
- Parent/Family Support Unit Events and Activities: See calendar.
- Parent/Staff Recognition: None.
- Community Resources: Ms. Partida announced that “Just Between Friends” will be held at the Sacramento Convention Center. This is an opportunity for parents to buy or sell gently used children’s items. This event will be held September 13-15 at the Placer County Fair in Roseville and September 18-20 in Elk Grove. Ms. Partida will be passing out flyers.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson reviewed expenditures as of July 31, which is the end of the fiscal year. Ms. Patterson reported that there is \$130,000 left over but there are still expenditures coming in; staff is expecting to be 100% spent by the end of the month. Administrative costs are at 9.82% and the non-federal share is at 26.5%. A final report will be prepared once all of the expenditures are in.

Ms. Partida asked about the \$14,000 expenditures for the Scantrons. Scantrons are used in a lot of different areas within the program. The FLIP in-kind reports are all on Scantrons. The Scantron machine was very old and needed to be replaced.

The program fiscal year ended July 31 and the new fiscal year began August 1. A lot of the bills do not come in by August 1. Staff has 90 days to close out the grants and clear out all of the Head Start expenditures.

Ms. Windham inquired about the purchase made at Things Remembered for \$282. These expenditures are for long-term employee recognition gifts. It has been standard practice for employees here for long period of times to receive a gift. Employees have an opportunity to choose a gift at Things Remembered within a certain dollar range.

Ms. Lee stated that the Scantrons are also utilized to assess children’s entry scores, mid-point scores, and end of year scores.

Ms. Kafka was seated at 9:25 a.m.

B. Governing Board Minutes of June 20, 2013: No questions.

V. **Committee Reports**

A. Executive Committee: Mr. Akang reviewed the most recent meeting critique.

- B. Budget/Planning Committee: Ms. Partida discussed an application that will be submitted for Program improvement for health. The committee discussed the e-rate program which is a phone rebate that returned \$140,000. Committee members discussed possible increases in retirement and health care.
- C. Personnel/Bylaws Committee: Ms. Wilson reported that quite a few committee members attended the most recent meeting. A lot of changes were made to the bylaws. Another committee meeting is scheduled done on August 30, 9:30 a.m. Ms. Kafka reported that the committee members voted to keep PAC meetings during summer months (June – August) although there is very low attendance.
- D. Social/Hospitality Committee: Ms. Annette Duran stated that the budget to be used for decorations and committee members are working to determine prices. The guest list is still being discussed. Ms. Calderon reported that committee members also did the wording for the staff certificates and the committee members' certificates. It was decided that "Perfect Attendance" would be considered attending meetings for six months in a row.
- E. Parent Ambassador Committee: Ms. Windham reported it was a very good meeting; attendees stuffed envelopes and they enjoyed talking with each other. There was a mailing of SETA/Head Start information for grandparents, foster parents, and past parents to get involved. This information was also sent to local churches.

## **VI. Other Reports**

- A. Executive Director's Report: None.
- B. Head Start Deputy Director's Report: Ms. Denise Lee provided a correction about Program Improvement funds. If a program has left over Program Improvement funds, often the federal government will take the left over Program Improvement funds, put it into a pot, and allow other programs to apply for those funds. If any funds are available, SETA will definitely submit an application.

Ms. Lee is hoping that the Parent Ambassador Committee will take on the Dollar Per Child Campaign, which is a lobbying group for Head Start. This campaign works to raise two dollars for every child in the Head Start community. The funds are shared with National Head Start Association to continue being the voice and activist for Head Start. There are guidelines involved for this program which will be passed along to the Parent Ambassador Committee.

Ms. Lee thanked all board members for their attendance; this is very much appreciated. Programs will be fully enrolled and ready for services as of September 9. Under enrollment is very serious because the federal government will lower the budget if they deem our program is not serving the population. Anyone wanting to enroll their child in the Head Start program is asked to call 263-3804 for enrollment information.

- C. Head Start Managers' Reports

- ✓ Brenda Campos: Grantee Program Support Services: Ms. Campos stated that the final Program Information Report is being reviewed before it is sent off to ACF. Next month, the board members will receive the cumulative report which includes all delegates and the SOP.

Ms. Campos reviewed the Quality Assurance report. Every month, the board members will be receiving this report based on prior months' summary of the Quality Assurance team's findings. This month the team is reviewing delegates' EHS program and the program design and management portion. Focusing on the areas below the 90<sup>th</sup> percentile; 90 is a threshold to determine where our program stands; this is a high threshold.

Ms. Duran stated that the Home Base program does not have all of the information. Ms. Campos replied that the Home Base option can be a challenge for many of our families for many reasons. The goal is to assist the family to get the services needed. Children at the centers are required to meet community care licensing requirements which are much more stringent than those of the Home Base program.

Ms. Calderon asked if information would be provided about the Affordable Care Act. Ms. Campos stated that information will be provided but she wants to wait until the information is more solidified. Ms. Lee stated that perhaps a presentation can be made with the understanding that the information will change.

Ms. Fietzek asked how this will affect those with SNAP benefits and Ms. Campos stated that there were some cuts but she is not sure as to the extent of the cuts.

- ✓ Lisa Carr: Parent/Family Support Unit: There will be a monthly topic for all parent meetings beginning with the new school year. This month's topic is pedestrian safety. Parents will be receiving a Scantron questionnaire asking how comfortable parents are about kindergarten transition, or career incentive information. There will be a pre-program questionnaire, and one done mid-program. The findings will be presented to the boards later in the year. The report will provide a look at information as a county, or delegate agency, and as a classroom to see where the gaps in information are. In September, a grandparent/foster parent evening will be held. Staff is working on a date. Tell everyone about Head Start; word of mouth is the best way to get more families into Head Start.
- ✓ Karen Gonzales: Child Development & Education Services: Ms. Gonzales stated that county-wide attendance is very important, especially the first 45 days. Staff is in the process of doing developmental screenings including behavior, developmental, and speech screening. On September 10, staff will meet for an education content meeting. Staff will be talking about the new Individualized Development Plan, which is based on the kids' assessment results. Elk Grove Unified School District and WCIC will be trained on this

new process on September 13. A county-wide social/emotional curriculum training will be provided on September 27. Elk Grove, Sacramento City USD, and SETA will participate in this full-day training.

Ms. Kafka asked what kind of training substitute teachers receive. Ms. Gonzales replied that teachers receive an orientation about our policies and procedures, and basic practices in the classroom. We do not hire anyone without a minimum of six units in Early Childhood Education. Ms. Kafka noticed that there is a lack of training for substitute teachers at her center.

Ms. Windham stated that it appears that all of the teachers are practicing the same type of training in the classroom. Ms. Gonzales stated that this is the first year that the program has had universal classroom expectations. The staff went through the training for expectations in the classroom.

Ms. Partida asked how the staff tailors classroom training for second year children so they are challenged. Ms. Gonzalez replied that there are some materials geared toward the second year child.

Ms. Proteau stated that her daughter was in Head Start for three years, and the teachers typically know what the kids need. Teachers also have the older kids work with the younger kids. Ms. Proteau reported that her daughter was SO ready for kindergarten after three solid years of Head Start.

Mr. Akang asked if cultural training was provided and Ms. Gonzales replied that this needs to be done.

- D. Chair's Report: None.
- E. Open Discussion and Comments: No comments.
- F. Public Participation: None.

**VII. Adjournment:** The meeting was adjourned at 10:23 a.m.

ITEM III-A – ACTION

APPROVAL OF LABOR AGREEMENTS

BACKGROUND:

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) have been in negotiations meetings since April 2013. A tentative agreement has been reached with the three (3) bargaining units represented by AFSCME and voted upon. The units of the Agency are Clerical, Technical, and Analytical; Supervisory; and Head Start. The voting was not completed prior to the preparation of this agenda item. Therefore, staff will make a short report identifying the outcome of the vote taken.

The SETA Governing Board will take action at their October 3, 2013 meeting.

The major provisions of the agreements between SETA and AFSCME are outlined on the following page and cover a three year period.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the labor agreements effective October 3, 2013 – June 30, 2016.

**Notes:**

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

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

## **SUMMARY OF MAJOR CONTRACT CHANGES**

- 3 year term through June 30, 2016
- Agency to pay 100% of dental pursuant to the Agency agreement with the County at a cost of \$250,000 annually
- Vacation and sick leave accruals apply to less than year round employees
- Favored nations in year 1 giving salary increases to these employees if they are given to other Agency employees except for promotion or assumption of greater duties
- Reopener in each year if the Agency receives increased funding, generally limited to one time per year
- Addition of new employee tier of 2.5% at age 67 in SCERS for new hires
- Reopener to address Affordable Care Act issues as they unfold in the future
- Safe and respectful work environment added to the purpose of the labor agreement
- Increased notice for transfers and layoffs
- Leave of absence limited to 1 year after release from medical provider or 2 years maximum with leave and reinstatement rights
- Pull letters of reprimand after 18 months from 2 years
- Wellness incentive exceptions narrowed to focus on employee wellness

## **OTHER LESSER CHANGES**

- Allow Union use of Agency email
- Allow Union presentation at new employee orientation
- Allow employees to contribute to Union political action fund
- Allow mediation of grievances with agreement of the parties
- Clarify discipline appeal process and appeal to arbitration in writing
- Move personal leave accrual and use deadline to October 1
- Move compensation time cash-out to October 1
- Limit vacation cash-out to twice per year
- Allow temporary assignment for 90 days from 60
- Reduce potential furlough days to 1 per month from 2
- Notify the Union of hiring above entry step for new employees
- Increased representatives to the labor - management committee
- Add the salary schedule to the agreement
- Various language clean-up with no substantive change

ITEM III-B - ACTION

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

BACKGROUND:

The Personnel/Bylaws Committee 2012-2013 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council.

Additions are indicated by ***bold italic*** type with green highlighting, deletions are indicated by ~~strikethrough~~ with orange highlighting.

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC Bylaws as attached.

NOTES:

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

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

# **BYLAWS OF THE SACRAMENTO COUNTY**

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

Policy Council First Reading: 9/24/13  
Policy Council Final Approval:  
Governing Board Approval:



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

**ARTICLE I**

Name

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

**ARTICLE II**

Purpose, Powers, Duties and Functions

**Section 1: Purpose**

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

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

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

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

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

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

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.
- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
  - 1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
  - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
  - 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
  - 4. The program's philosophy and long- and short-range program goals and objectives.
  - 5. The selection of delegate agencies and their service areas.
  - 6. The composition of the PC and the procedures by which policy group members are chosen.
  - 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
  - 8. The annual self-assessment of the Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
  - 9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.

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

### **ARTICLE III**

#### **Membership**

#### ***SECTION 1: Election/Appointment of Members***

***The PC shall consist of elected voting representatives from each delegate agency Policy Committee, the SETA-operated PAC, Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PC. Additional Community Representatives shall be appointed by community agencies. Home Base Option and EHS Representatives shall be elected by delegate agency Policy Committees and SETA-Operated Program parent committees. A seat shall be reserved for the Outgoing Chair.***

**The Male Involvement Representative shall be elected by the SOP Men's Activities Affecting Children Committee (MAACC).**

**SECTION 4 2: Parent Representatives**

- A. The Parent Membership shall consist of:
- Six (6) Representatives elected from the SOP PAC
  - Three (3) Representatives from Sacramento City Unified School District
  - Two (2) Representatives from San Juan Unified School District
  - Two (2) Representatives from Elk Grove Unified School District
  - Two (2) Representatives from Twin Rivers Unified School District
  - Two (2) Representatives from Women's Civic Improvement Club/Playmate (WCIC)
  - Two (2) Representatives from Home Base Option
  - One (1) Representative from EHS - SOP
  - One (1) Representative from EHS - Sacramento City Unified School District
  - One (1) Representative from EHS - San Juan Unified School District

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

**B. Community Representatives**

Additional PC members will include:

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

**Section 2 3: Alternates**

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

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
  - 1. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting.
- C. Alternates may not hold an office.
- D. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Representative is present.
- E. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA).

#### **Section 4: Other Provisions**

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

#### **Section 4 5: Terms**

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

#### **Section 6: Attendance**

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

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

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

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

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

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

#### **Section 7: Removal**

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

## **ARTICLE IV** Meetings

### **Section 1: Meetings**

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

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

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

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

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

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

#### **D. Quorum**

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

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

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

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

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so



shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

**B. Special Meetings:**

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

**C. Emergency Meetings:**

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

**D. Committee Meetings:**

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

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

**Section 3: Open Meetings**

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

**Section 4: Mailing Address**

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

accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

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

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

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

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

### **Section 7: Voting**

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

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

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

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

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day when attending conferences, workshops, trainings, orientation, Parent Leadership Institute, or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and

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

Procedures. Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:

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

## **ARTICLE V**

### **Officers**

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

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

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

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

**C. SOP Parent Advisory Committee (PAC) members holding a seat at the annual PAC meeting shall not be eligible for election to represent PAC on PC or hold an officer position.**

**Section 3: Duties of Officers**

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

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

#### **Section 4: Vacancy**

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

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

### **ARTICLE VI**

#### **Committees**

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

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

##### **Executive Committee**

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

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

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all HS/EHS budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.

- B. It is recommended that all SOP HS/EHS Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

### **Personnel/Bylaws Committee**

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

### **Social/Hospitality Committee**

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

### **Parent Ambassador Committee**

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

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

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

- **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program area, and review the Early Childhood Development and Health Services program area, participate in curriculum/instruction and health and safety.
- ~~Parent/Family Support~~ **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Parent/Family Support program area.
- **The Men's Activities Affecting Children Committee (MAACC)** shall be comprised of one (1) staff and representatives who shall plan and review the Male Involvement Program.

- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the committee of the whole who shall plan, review and oversee program monitoring and evaluation.

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

**Section 3: Special Committees:**

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

**ARTICLE VII**  
Required Reports

Section 1: Required Reports

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

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

**ARTICLE VIII**  
Bylaws Amendment

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

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- A. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.

- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

*Current a/o 8/16/13*



## ITEM III-C – ACTION

### APPROVAL OF SACRAMENTO CITY UNIFIED SCHOOL DISTRICT'S PROGRAM APPROACH CHANGE, PROGRAM YEAR 2013-2014

#### BACKGROUND:

Over the past few months, the Sacramento City Unified School District has been implementing a district-wide school closure initiative (Right-sizing Initiative) which was a result of declining enrollment. Changes at the district level necessitate additional program changes to the Child Development Department, Head Start and Early Head Start programs. Along with the Right-sizing Initiative, Sacramento City USD Head Start and Early Head Start program modified program options due to sequestration. Proposed changes align with the district and the community assessments.

#### Proposed Changes:

**Head Start** – proposed program changes are as follows:

- 1) Convert one of two classes at Leataata Floyd from a 6.5-hour wrap option to a 3.5 hour part-day option. Leataata Floyd currently offers two 6.5-hour wrap options. Upon approval, Leataata Floyd center will offer one wrap option and one part-day option. Two wrap classrooms resulted in oversaturation of “like options.”

By offering one wrap option and part-day option, parents will have more options to meet their needs. Recent inquiry of parents in the surrounding area indicated that part-day better suits their needs.

Class-size waiver change: One class at Leataata Floyd (ID #1812D) will be removed from the class-size waiver request.

- 2) Relocate 16 slots from Marion Anderson and 16 slots Elder Creek for a total of 32 slots. Twenty-four of the 32 slots will relocate to Martin Luther King and convert to a wrap model and the remaining 8 slots will relocate CP Huntington and remain full day.

By relocating and converting the slots from the above two locations, Sacramento City USD will be able to accommodate families who are in need of a 6.5-hour option and were displaced from other adjacent school closures.

Class-size waiver changes: Martin Luther King (class ID not yet determined) will be added to the class-size waiver request.

**Early Head Start** – proposed program changes are as follows:

- 1) Four center-based slots at Capital City will be converted to a combination option, which is a combination of center based services one day per week while high school teens attend continuation high school/independent study classes and home base services.

The conversion will provide more enrollment opportunities for teen moms who are participating in independent study program at high school. The waiting list supports this proposed change.

Approval of these proposed program changes would result in no net fiscal impact.

Ms. Denise Lee will be available to answer questions.

**RECOMMENDATION:**

Hear the staff report and approve the Sacramento City Unified School District's proposed program changes as outlined.

**NOTES:**

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

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

ITEM III-D - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

## ITEM IV-A – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- A. Standing Information Items
  - PC/PAC Calendar of Events – Mr. Nse Akang (attached)
  - Parent/Family Support Unit Events and Activities – Mr. Nse Akang (attached)
  - Parent/Staff Recognition – Mr. Nse Akang
  - Community Resources - Mr. Nse Akang
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account –  
Ms. D'et Patterson

#### NOTES:

## PC/PAC CALENDAR OF EVENTS

### EVENT

### DATE





PAC Executive Committee	Wednesday, September 18, 2013 9:00 a.m. Olympus Room
PC/PAC Men's Activities Affecting Children Committee	Wednesday, September 18, 2013 10:00 – 11:30 a.m. Olympus Room
PAC Food Services Committee Field Trip to Central Kitchen	Thursday, September 19, 2013 12:30 p.m. 6043 Watt Avenue North Highlands, CA 95660
Health & Wellness Fair for Grandparents	Wednesday, September 25, 2013 5:30 p.m. – 8:30 p.m. SETA Conference Rooms 925 Del Paso Blvd. Sacramento
PC Executive Committee	Thursday, September 26, 2013 9:00 a.m. Olympus Room
Annual End-of-Year Parent Appreciation	Saturday, October 5, 2013 6:00 – 9:00 p.m. Evan's Kitchen 855 – 57 <sup>th</sup> Street, Suite C Sacramento, CA RSVP by Tuesday, September 24, 2013

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

**EVENT**

**DATE**

PC/PAC Men's Activities Affecting Children Committee	Wednesday, September 18, 2013 10:00 – 11:30 a.m. Olympus Room
Health & Wellness Fair for Grandparents	Wednesday, September 25, 2013 5:30 p.m. – 8:30 p.m. SETA Conference Rooms 925 Del Paso Blvd. Sacramento



The Head Start/Early Head Start

**Policy Council and Parent Advisory Committee**

cordially invite you to attend the 2012-2013

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

**“Our Children Today Make a Difference Tomorrow”**



Evan’s Kitchen, 855 – 57<sup>th</sup> Street, Suite C, Sacramento, CA

Saturday, October 5, 2013, 6:00 p.m. – 9:00 p.m.

Attire: Semi Formal



**Dinner Entrée Selections**

**Lemon Herb Chicken**


Served with Roasted Red Potatoes and Seasonal Marinated Grilled Vegetables

- or -

**Marinated Tri Tip**

Roasted Red Potatoes and Marinated Grilled Vegetables

- or -



**Mediterranean Vegetarian Pasta and Marinated Grilled Vegetables**

House Salad, Rolls and Butter

DESSERT: Fresh Baked Cookies

**BEVERAGES: Iced Tea**




**Keynote Speaker:** Ms. Edenausageboye Davis, MPA

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

Dinner cost includes service fee, tax, plated crew, and servers fee.

Marinated Tri Tip (\$31.00), Lemon Herb Chicken (\$31.00), Vegetarian (\$28.00)



Guest dinner fees are due by Tuesday, September 24, 2013, 12:00 noon (no exceptions)

RSVP by Tuesday, September 24, 2013

Call Alma Hawkins at 263-0540



**Wednesday**  
**September 25, 2013**  
**5:30 - 8:30 p.m.**  
**925 Del Paso Blvd.**  
**Sacramento, CA 95815**

**Health & Wellness Fair**  
**for**  
**Grandparents**  
**(Celebrating Grandparents' Day)**

**FREE!!!**

- **Dinner**
- **Child Care**
- **Health Screening**
- **Legal Resources**
- **Massage**
- **Manicure**
- **Hair Cut**
- **Aromatherapy**



**If you have any questions, please call Belinda at 263-4078.**



SETA Operated & Delegate Agencies Combined Head Start/Early Head Start  
Expenditures for Fiscal Year 2013-2014  
For the Month Ended August 31, 2013

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %	
<b>Head Start Basic</b>										
Twin Rivers	\$ 1,291,599	\$ -	\$ -	\$ -	0.0%	\$ 1,291,599	\$ -	0.0%	0.0%	
Elk Grove	2,557,886	-	-	-	0.0%	2,557,886	-	0.0%	0.0%	
Sac City	7,935,460	-	-	-	0.0%	7,935,460	-	0.0%	0.0%	
San Juan	4,273,735	-	-	-	0.0%	4,273,735	-	0.0%	0.0%	
WCIC	772,492	-	-	-	0.0%	772,492	-	0.0%	0.0%	
SETA	23,557,075	210,082	1,769,884	1,979,966	8.4%	21,577,109	610,561	30.8%	10.6%	
<b>Total</b>	<b>\$ 40,388,247</b>	<b>\$ 210,082</b>	<b>\$ 1,769,884</b>	<b>\$ 1,979,966</b>	<b>4.9%</b>	<b>\$ 38,408,281</b>	<b>\$ 610,561</b>			

<b>Early Head Start Basic</b>										
Sac City	\$ 1,437,354	\$ -	\$ -	\$ -	0.0%	\$ 1,437,354	\$ -	0.0%	0.0%	
San Juan	1,600,146	-	-	-	0.0%	1,600,146	-	0.0%	0.0%	
SETA	3,783,586	30,459	249,462	279,922	7.4%	3,503,664	-	0.0%	10.9%	
<b>Total</b>	<b>\$ 6,821,086</b>	<b>\$ 30,459</b>	<b>\$ 249,462</b>	<b>\$ 279,922</b>	<b>4.1%</b>	<b>\$ 6,541,164</b>	<b>\$ -</b>			

<b>Head Start T&amp;TA</b>										
Twin Rivers	\$ 7,500	\$ -	\$ -	\$ -	0.0%	\$ 7,500	\$ -	0.0%	0.0%	
Elk Grove	9,000	-	-	-	0.0%	9,000	-	0.0%	0.0%	
Sac City	20,000	-	-	-	0.0%	20,000	-	0.0%	0.0%	
San Juan	15,000	-	-	-	0.0%	15,000	-	0.0%	0.0%	
WCIC	7,500	-	-	-	0.0%	7,500	-	0.0%	0.0%	
SETA	335,361	-	9,902	9,902	3.0%	325,459	-	0.0%	0.0%	
<b>Total</b>	<b>\$ 394,361</b>	<b>\$ -</b>	<b>\$ 9,902</b>	<b>\$ 9,902</b>	<b>2.5%</b>	<b>\$ 384,459</b>	<b>\$ -</b>			

<b>Early Head Start T&amp;TA</b>										
Sac City	\$ 27,564	\$ -	\$ -	\$ -	0.0%	\$ 27,564.00	\$ -	0.0%	0.0%	
San Juan	30,912	-	-	-	0.0%	30,912	-	0.0%	0.0%	
SETA	121,618	-	-	-	0.0%	121,618	-	0.0%	0.0%	
<b>Total</b>	<b>\$ 180,094</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 180,094</b>	<b>\$ -</b>			

<b>TOTAL COMBINED HS &amp; EHS</b>										
Twin Rivers	\$ 1,299,099	\$ -	\$ -	\$ -	0.0%	\$ 1,299,099	\$ -	0.0%	0.0%	
Elk Grove	2,566,886	-	-	-	0.0%	2,566,886	-	0.0%	0.0%	
Sac City	9,420,378	-	-	-	0.0%	9,420,378	-	0.0%	0.0%	
San Juan	5,919,793	-	-	-	0.0%	5,919,793	-	0.0%	0.0%	
WCIC	779,992	-	-	-	0.0%	779,992	-	0.0%	0.0%	
SETA	27,797,640	240,542	2,029,248	2,269,790	8.2%	25,527,850	610,561	26.9%	10.6%	
<b>Total</b>	<b>\$ 47,783,788</b>	<b>\$ 240,542</b>	<b>\$ 2,029,248</b>	<b>\$ 2,269,790</b>	<b>4.8%</b>	<b>\$ 45,513,998</b>	<b>\$ 610,561</b>	<b>26.9%</b>	<b>10.6%</b>	

On Budget%  
8.3%

Required %  
25%      Max %  
15%

**SETA OPERATED PROGRAMS (SOP)**  
Expenditures for Fiscal Year 2013-2014  
For the Month Ended August 31, 2013

SOP HEAD START (BASIC & T&TA)	Total		Remaining	
	Budget	Expenditures	Budget	8.3%
Personnel	\$ 12,470,043	\$ 985,817	\$ 11,484,226	7.9%
Fringe Benefits	6,914,638	784,165	6,130,473	11.3%
Equipment	50,000	-	50,000	0.0%
Supplies	382,000	13,458	368,542	3.5%
Occupancy	2,396,233	145,592	2,250,641	6.1%
Local Travel	47,500	385	47,115	0.8%
Nutrition Services	414,099	468	413,631	0.1%
Child Services	144,000	1,725	142,275	1.2%
Parent Services	77,300	72	77,228	0.1%
Publications/Advertising/Printing	30,000	97	29,903	0.3%
Training or Staff Development	146,060	(0)	146,060	0.0%
Operating Costs	820,562	48,188	772,374	5.9%
<b>TOTAL SOP HEAD START (BASIC &amp; T&amp;TA)</b>	<b>\$ 23,892,435</b>	<b>\$ 1,979,966</b>	<b>\$ 21,912,469</b>	<b>8.3%</b>
Administrative %	10.6%			

SOP EARLY HEAD START (BASIC & T&TA)	Total		Remaining	
	Budget	Expenditures	Budget	8.3%
Personnel	\$ 1,785,744	\$ 159,730	\$ 1,626,014	8.9%
Fringe Benefits	990,194	104,811	885,383	10.6%
Supplies	40,000	-	40,000	0.0%
Occupancy	281,840	8,136	273,704	2.9%
Local Travel	22,500	-	22,500	0.0%
Nutrition Services	51,181	-	51,181	0.0%
Child Services	45,700	-	45,700	0.0%
Parent Services	8,500	-	8,500	0.0%
Training or Staff Development	65,971	-	65,971	0.0%
Operating Costs	86,317	7,244	79,073	8.4%
<b>TOTAL SETA EARLY HEAD START (BASIC &amp; T&amp;TA)</b>	<b>\$ 3,377,947</b>	<b>\$ 279,922</b>	<b>\$ 3,098,025</b>	<b>8.3%</b>
Administrative %	10.9%			
Partners/Contractual	\$ 527,257.00	\$ -	\$ 527,257.00	0.0%
<b>TOTAL SOP EARLY HEAD START BASIC</b>	<b>\$ 3,905,204.00</b>	<b>\$ 279,921.51</b>	<b>\$ 3,625,282.49</b>	<b>7.2%</b>
	10.9%			

COMBINED HS & EHS	Total		Remaining	
	Budget	Expenditures	Budget	8.3%
Personnel	\$ 14,255,787	\$ 1,145,547	\$ 13,110,240	8.0%
Fringe Benefits	7,904,832	888,976	7,015,856	11.2%
Equipment	50,000	-	50,000	0.0%
Supplies	422,000	13,458	408,542	3.2%
Occupancy	2,678,073	153,728	2,524,345	5.7%
Local Travel	70,000	385	69,615	0.6%
Nutrition Services	465,280	468	464,812	0.1%
Child Services	189,700	1,725	187,975	0.9%
Parent Services	85,800	72	85,728	0.1%
Publications/Advertising/Printing	30,000	97	29,903	0.3%
Training or Staff Development	212,031	(0)	212,031	0.0%
Operating Costs	906,879	55,432	851,447	6.1%
<b>TOTAL SETA HS &amp; EHS</b>	<b>\$ 27,270,382</b>	<b>\$ 2,259,888</b>	<b>\$ 25,010,494</b>	<b>8.3%</b>
Administrative %	10.6%			
Partners/Contractual	\$ 527,257	\$ -	\$ 527,257	0.0%
<b>TOTAL COMBINED SOP HS &amp; EHS</b>	<b>\$ 27,797,639</b>	<b>\$ 2,259,888</b>	<b>\$ 25,537,751</b>	<b>8.1%</b>
	10.6%			

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY  
CORPORATE CARD - AMERICAN EXPRESS  
STATEMENT OF ACCOUNT - Head Start  
AS OF 8/10/13**

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/ADMIN
7/12/2013	Amazon	Electric Skillets	\$ 37.96	HS
7/12/2013	Amazon	Electric Skillets	113.88	HS
7/12/2013	Nasco Mail Order	Books	97.60	HS
7/13/2013	Costco	Laminate Roll	331.94	HS
7/14/2013	Amazon	Fire Extinguishers	140.40	HS
7/16/2013	Costco	Binders	592.15	HS
7/16/2013	Home Depot	Floor fans for kitchens	280.76	HS
7/16/2013	Inland Business	Copier/Printer Maintenance	2,265.09	ADMIN
7/16/2013	Inland Business	Copier/Printer Maintenance	1,323.03	ADMIN
7/16/2013	Inland Business	Copier/Printer Maintenance	316.58	ADMIN
7/16/2013	Inland Business	Copier/Printer Maintenance	298.77	ADMIN
7/16/2013	Inland Business	Copier/Printer Maintenance	258.54	ADMIN
7/16/2013	Inland Business	Copier/Printer Maintenance	158.29	ADMIN
7/16/2013	Inland Business	Copier/Printer Maintenance	78.90	ADMIN
7/30/2013	Rackspace Cloud	Cloud Server	90.54	ADMIN
8/1/2013	Scholastic Inc.	Books	7,935.04	HS
8/4/2013	Amazon	Electric Skillets	211.60	HS
8/4/2013	Amazon	Electric Skillets	42.32	HS
8/6/2013	Bullseye Evaluation	Employee Evaluation Software Annual Subscription	18,000.00	ADMIN
8/6/2013	Headset.com	Replacement Headset for IT	160.47	ADMIN
8/7/2013	Amazon	Medical Lock Boxes	105.15	HS
8/8/2013	Things Remembered	Employee Anniversary Gifts	391.65	ADMIN
8/9/2013	Unisource	Paper	236.30	HS
7/12/2013	Ceasar's Palace	Wipfli Conference	453.60	ADMIN
7/13/2013	Riviera Resort	Payroll Software Conference	114.45	ADMIN
7/13/2013	Riviera Resort	Payroll Software Conference	114.45	ADMIN
7/18/2013	California Rest Assoc	Serv Safe Training	65.00	HS
7/26/2013	Alaska Airlines	Payroll Software Conference	229.80	ADMIN
7/26/2013	Alaska Airlines	Payroll Software Conference	229.80	ADMIN
7/29/2013	Alaska Airlines	Payroll Software Conference	195.80	ADMIN
7/29/2013	Alaska Airlines	Payroll Software Conference	(34.00)	ADMIN
7/29/2013	Alaska Airlines	Payroll Software Conference	(34.00)	ADMIN
various	various	various	<u>6,967.42</u>	WD
	Total American Express Bill		<u><b>\$ 41,769.28</b></u>	

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

ITEM IV-B – INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

The July 18, 2013 Governing Board minutes are attached for your review.

NOTES:

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

Minutes/Synopsis

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

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

Thursday, July 18, 2013  
2:00 p.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 2:04 p.m.

Members Present:

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

Members Absent:

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

**II. Consent Items**

- A. Approval of Minutes of the June 20, 2013 Meeting
- B. Approval of Claims and Warrants
- C. Approval of Workforce Investment Act Adult Funding for Folsom Cordova Community Partnership for Job Readiness and Retention Vendor Services

There were no questions.

Mr. Larsen requested a roll call vote on the consent calendar.

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

- A. Approve the June 20, 2013 minutes.
- B. Approve the claims and warrants for the period 6/14/13 through 7/11/13.
- C. Approve adding Folsom Cordova Community Partnership to SETA's Adult VSL and set aside Workforce Investment Act Adult funding in the amount of \$69,429 for the provision of job readiness and retention services to the 50 customers enrolled in Folsom Cordova Unified School District's VESL, ABE, and GED preparation courses.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

**IV. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Councilmember Allen Warren a Happy Birthday.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: None.

**III. Action Items**

The board recessed into closed session at 2:07 p.m.

**CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

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

CONNIE ARNOLD v. ELK GROVE UNIFIED SCHOOL DISTRICT, et al.

U.S. DISTRICT COURT, EASTERN DISTRICT OF CALIFORNIA

Case No. 2:12-CV-02431-MCE-KJN

The board ended the closed session at 2:44 p.m.; there was no report out of closed session.

- V. Adjournment**: The meeting was adjourned at 2:44 p.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 July 30, 2013 Policy Council meeting.

<b>GOOD!!!</b>
Thank you Ms. Brenda Campos for detailed report
Thank you Sarah Proteau, LaTasha Windham, and board members for sharing personal Head Start experiences.
Thank you Mr. Nse Akang and board members for timely meeting.
Thank you members for waiting to be seated.
<b>NEEDS IMPROVEMENT</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 board room and the break room.
No side barring.
Arrive on time and be seated by 8:50 a.m. to start the meeting.
No electronic devices allowed during the meeting. (Switch off.)
Please be recognized by the Chair before leaving your seat.

B. Budget/Planning Committee: Annette Duran (Treasurer), LaTasha Windham, Steven Wormley, and Nse Akang

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C. Personnel/Bylaws Committee: Carolyn Wilson (Parliamentarian), LaTasha Windham, Annette Duran, Steven Wormley, and Nse Akang

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ITEM V- COMMITTEE REPORTS (Continued)  
Page 2

D. Social/Hospitality Committee: Vacant (Secretary), Annette Duran (Treasurer), Ana Calderon, LaTasha Windham, Carolyn Wilson, Steven Wormley, and Nse Akang

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E. Community Action Board: LaTasha Windham

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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)
  - Agency (summary) -Infant/Toddler Environment Rating Scale and Agency- Early Childhood Environmental Rating Scale (All Classrooms)
- 
- 
- 

- 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
    - ⇒ Covered California, Affordable Health Care Act Presentation – Ms. Brenda Campos
    - ⇒ Program Information Report – Ms. Brenda Campos
  - ✓ Lisa Carr: Parent/Family Support Unit
  - ✓ Karen Gonzales: Child Development & Education Services
- 
- 
- 

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

# Head Start Monthly Report

September 2013

## **SETA Operated Program**

### **Family Engagement Unit**

The SETA Operating Program was pleased to be fully enrolled on the first day of the new program year, and on the last day of the same month had also maintained full enrollment. Staff is in the process of completing all 45 day screenings, and ensuring that children who need referrals for any health concerns are being followed up.

County wide, all of the Family Outcomes surveys have been disseminated and are due back by the middle of October. There will be a spring survey to assess the amount of knowledge and information that families feel they received over the school year. This data will be used to provide feedback to staff on ways to improve systems, and to assess whether or not changes need to be made in the manner in which information is given to parents. The hope is that over a school year, families will be educated on ways it is important to be involved in children's schooling, how to prepare their child for transitions, including the transition into Kindergarten, and how to access job training and education for themselves if needed. Data will be shared in the spring about the percentage of change in the county for families receiving Head Start and Early Head Start services.

### **Program Support Services Unit**

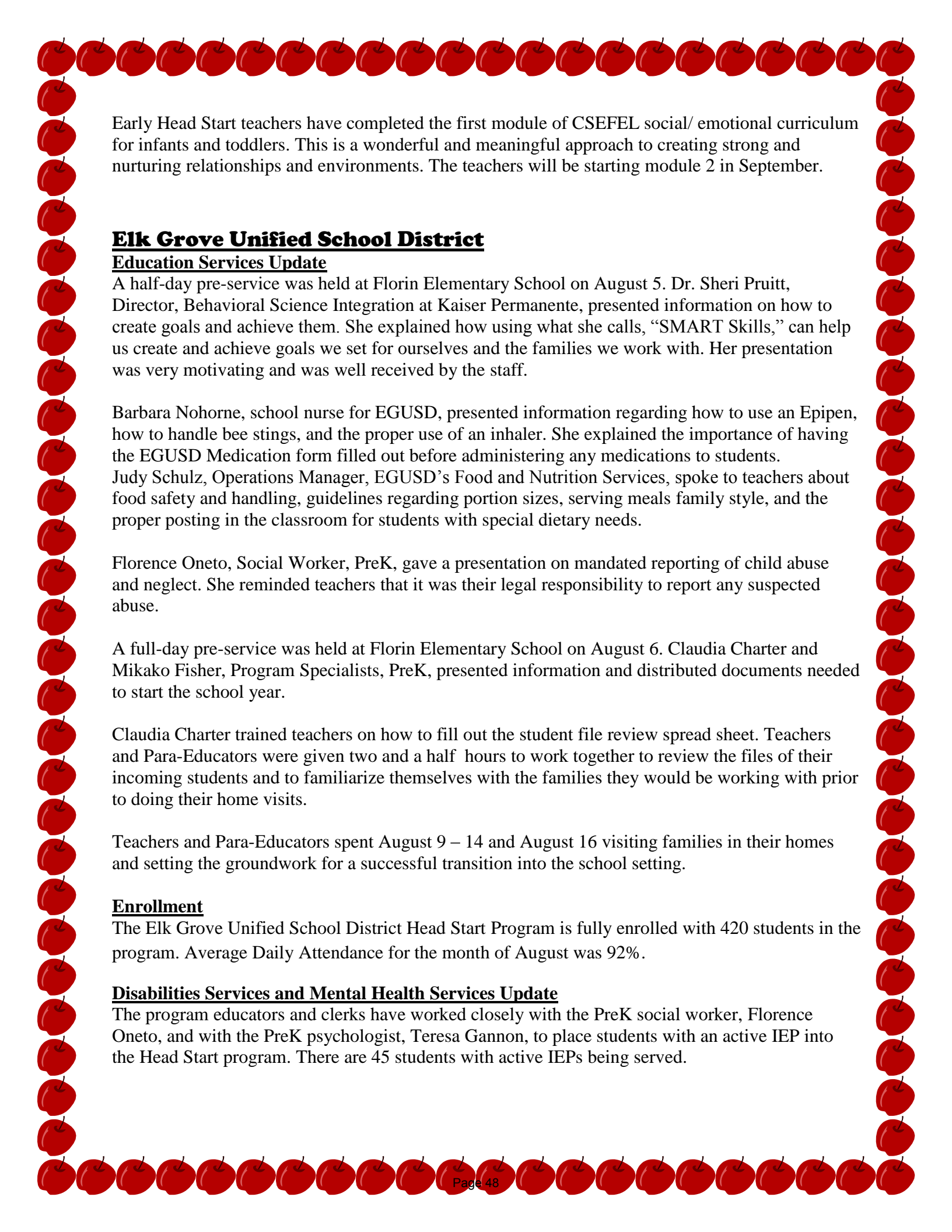
*Quality Assurance Unit* SETA-Operated Program (SOP) Head Start Center-Based Program (Phoenix Park, New Helvetia, Bright Beginnings, Hopkins, Northview and Norma Johnson centers) was monitored for the month of August. Delegates and SOP were monitored for the Governance and Human Resource program areas. QA Reports will be available later in the month.

*Program Information Report (PIR)* This annual report describing countywide enrollment demographics, services and performance indicators was submitted to ACF by August 30, 2013. Individual delegate agency reports are available upon request.

*New Program Year 2013-2014* Program year 2013-2014 commenced on August 1, 2013. Program Support Services staff has been communicating closely with delegates to support changes for the new school year.

### **Program Operations Unit**

August is a month of celebrating children moving on to their next educational adventure-kindergarten! It is also a time for new children to start preschool. Teachers and families are meeting for orientation to learn about each other. This is a great opportunity for sharing information such as the importance of regular attendance, the family's hopes for their child's preschool experience, and the classroom learning goals.



Early Head Start teachers have completed the first module of CSEFEL social/ emotional curriculum for infants and toddlers. This is a wonderful and meaningful approach to creating strong and nurturing relationships and environments. The teachers will be starting module 2 in September.

## **Elk Grove Unified School District**

### **Education Services Update**

A half-day pre-service was held at Florin Elementary School on August 5. Dr. Sheri Pruitt, Director, Behavioral Science Integration at Kaiser Permanente, presented information on how to create goals and achieve them. She explained how using what she calls, “SMART Skills,” can help us create and achieve goals we set for ourselves and the families we work with. Her presentation was very motivating and was well received by the staff.

Barbara Nohorne, school nurse for EGUSD, presented information regarding how to use an EpiPen, how to handle bee stings, and the proper use of an inhaler. She explained the importance of having the EGUSD Medication form filled out before administering any medications to students. Judy Schulz, Operations Manager, EGUSD’s Food and Nutrition Services, spoke to teachers about food safety and handling, guidelines regarding portion sizes, serving meals family style, and the proper posting in the classroom for students with special dietary needs.

Florence Oneto, Social Worker, PreK, gave a presentation on mandated reporting of child abuse and neglect. She reminded teachers that it was their legal responsibility to report any suspected abuse.

A full-day pre-service was held at Florin Elementary School on August 6. Claudia Charter and Mikako Fisher, Program Specialists, PreK, presented information and distributed documents needed to start the school year.

Claudia Charter trained teachers on how to fill out the student file review spread sheet. Teachers and Para-Educators were given two and a half hours to work together to review the files of their incoming students and to familiarize themselves with the families they would be working with prior to doing their home visits.

Teachers and Para-Educators spent August 9 – 14 and August 16 visiting families in their homes and setting the groundwork for a successful transition into the school setting.

### **Enrollment**

The Elk Grove Unified School District Head Start Program is fully enrolled with 420 students in the program. Average Daily Attendance for the month of August was 92%.

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

The program educators and clerks have worked closely with the PreK social worker, Florence Oneto, and with the PreK psychologist, Teresa Gannon, to place students with an active IEP into the Head Start program. There are 45 students with active IEPs being served.

### **Health Services Update**

Height and Weight measurements for each student were completed by or Para-educators. Program educators are in the process of graphing each child's information and contacting the parents with health concerns related to underweight or overweight issues.

In August, 6,976 meals were served to our Head Start students. This month's Elk Grove meals/Snack calendars are attached.

### **Fiscal Update**

This month's fiscal report is attached.

### **Recruitment**

EGUSD's Pre-K Team has been focused on filling our classes and compiling waiting lists. Individual registrations have been held at all sites to increase the number of students on our waiting lists.

## **Sacramento City Unified School District**

### **Teaching and Learning**

In August, staff received two days of training for pre-service and orientation. The pre-service topics included CLASS updates and CSEFEL strategies. During orientation, staff received the annual training for Universal Precautions and Mandated Child Abuse Reporting. Individuals were also updated on procedures for Family Partnership Agreements, Community Resources, and the Individual Development Plan Orientation/Home Visits process.

Balanced Literacy implementation training was provided to our 15 teachers who are participating in our pilot program. They received in-depth training on the components of the literacy program, i.e., units of study, schedules, workshop structures.

All of our classrooms received a thorough cleaning over the summer months. Child Development (CHDV) children, parents and staff will be welcomed to bright and shiny classrooms this Fall.

### **Health and Nutrition**

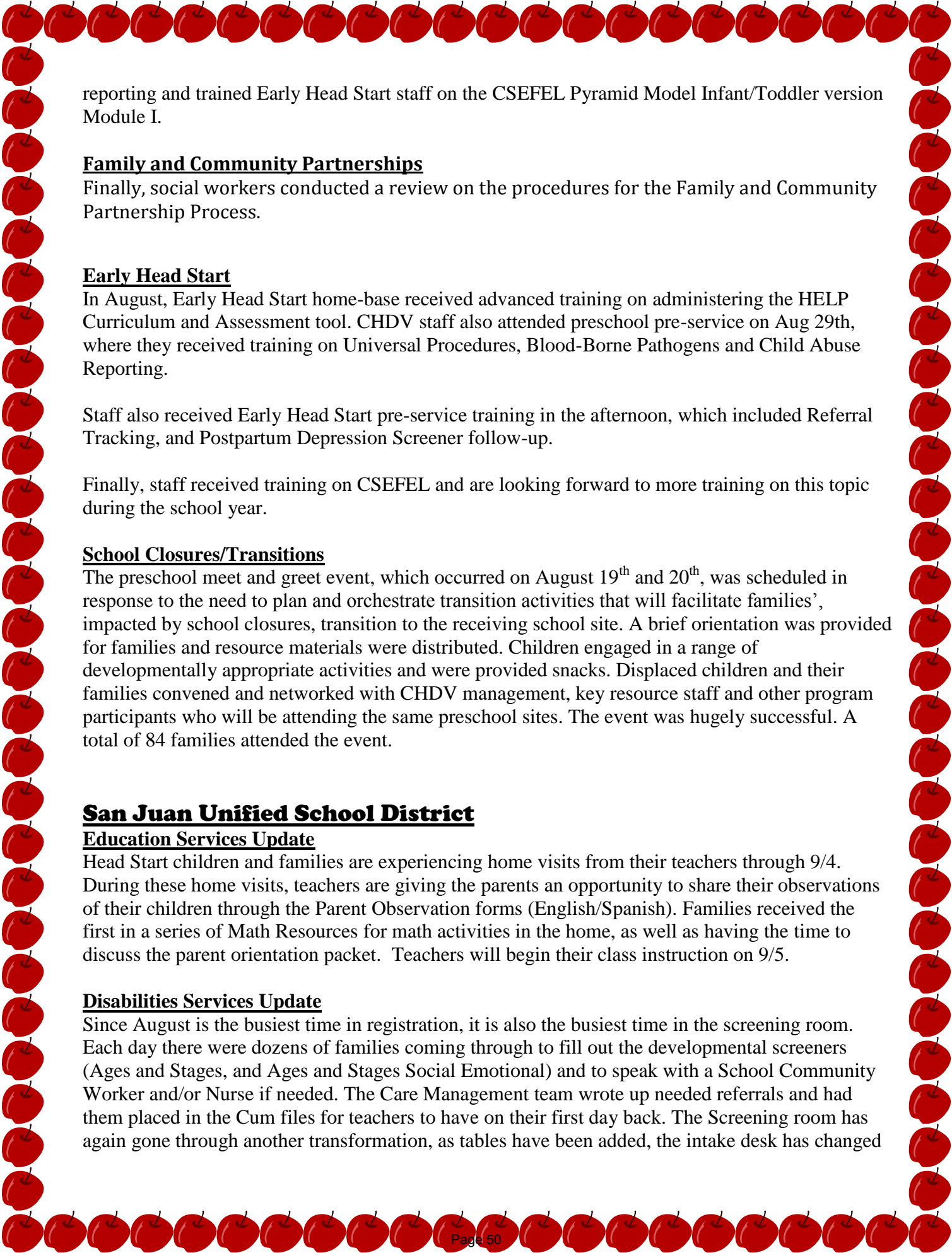
The Head Start nurses have been busy screening children for the start of school. Nurses have been engaged in processing special diet requests, medications, and writing care plans.

### **Special Needs**

As of the end of August, the Child Development Department will have served 171 Head Start preschool children with special needs and 8 Early Head Start infant/toddlers with special needs.

### **Mental Health**

One of the program's school social workers delivered an introductory training on Module 3A of the CSEFEL pyramid model. School social workers also distributed social emotional booklets. Topics included: *I Go to Preschool*, *I Can Be a Superfriend*, *How to Prepare Your Child For Behavioral Success in Preschool and Beyond*. Social Workers also conducted a training on Child Abuse



reporting and trained Early Head Start staff on the CSEFEL Pyramid Model Infant/Toddler version Module I.

### **Family and Community Partnerships**

Finally, social workers conducted a review on the procedures for the Family and Community Partnership Process.

### **Early Head Start**

In August, Early Head Start home-base received advanced training on administering the HELP Curriculum and Assessment tool. CHDV staff also attended preschool pre-service on Aug 29th, where they received training on Universal Procedures, Blood-Borne Pathogens and Child Abuse Reporting.

Staff also received Early Head Start pre-service training in the afternoon, which included Referral Tracking, and Postpartum Depression Screener follow-up.

Finally, staff received training on CSEFEL and are looking forward to more training on this topic during the school year.

### **School Closures/Transitions**

The preschool meet and greet event, which occurred on August 19<sup>th</sup> and 20<sup>th</sup>, was scheduled in response to the need to plan and orchestrate transition activities that will facilitate families', impacted by school closures, transition to the receiving school site. A brief orientation was provided for families and resource materials were distributed. Children engaged in a range of developmentally appropriate activities and were provided snacks. Displaced children and their families convened and networked with CHDV management, key resource staff and other program participants who will be attending the same preschool sites. The event was hugely successful. A total of 84 families attended the event.

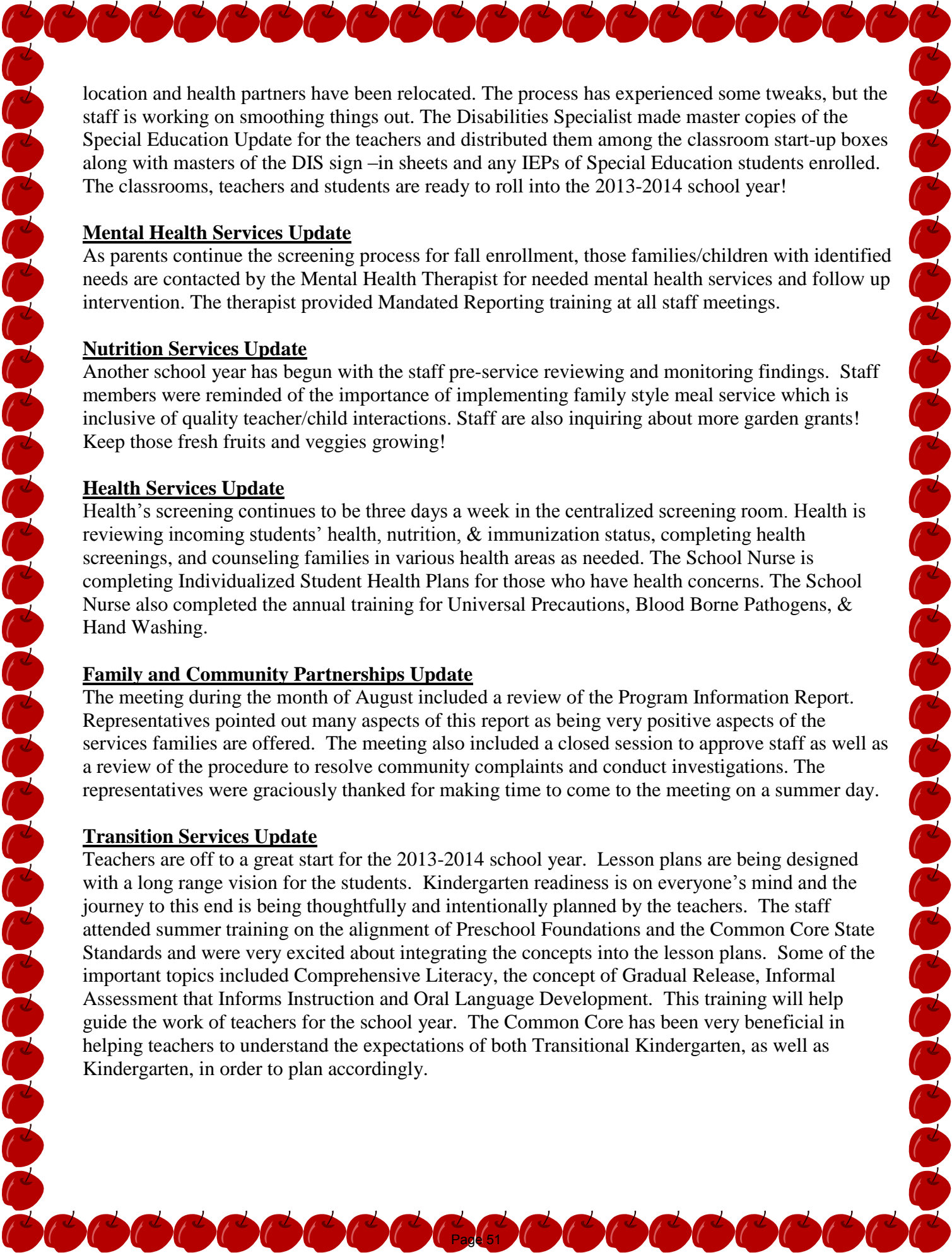
## **San Juan Unified School District**

### **Education Services Update**

Head Start children and families are experiencing home visits from their teachers through 9/4. During these home visits, teachers are giving the parents an opportunity to share their observations of their children through the Parent Observation forms (English/Spanish). Families received the first in a series of Math Resources for math activities in the home, as well as having the time to discuss the parent orientation packet. Teachers will begin their class instruction on 9/5.

### **Disabilities Services Update**

Since August is the busiest time in registration, it is also the busiest time in the screening room. Each day there were dozens of families coming through to fill out the developmental screeners (Ages and Stages, and Ages and Stages Social Emotional) and to speak with a School Community Worker and/or Nurse if needed. The Care Management team wrote up needed referrals and had them placed in the Cum files for teachers to have on their first day back. The Screening room has again gone through another transformation, as tables have been added, the intake desk has changed



location and health partners have been relocated. The process has experienced some tweaks, but the staff is working on smoothing things out. The Disabilities Specialist made master copies of the Special Education Update for the teachers and distributed them among the classroom start-up boxes along with masters of the DIS sign –in sheets and any IEPs of Special Education students enrolled. The classrooms, teachers and students are ready to roll into the 2013-2014 school year!

### **Mental Health Services Update**

As parents continue the screening process for fall enrollment, those families/children with identified needs are contacted by the Mental Health Therapist for needed mental health services and follow up intervention. The therapist provided Mandated Reporting training at all staff meetings.

### **Nutrition Services Update**

Another school year has begun with the staff pre-service reviewing and monitoring findings. Staff members were reminded of the importance of implementing family style meal service which is inclusive of quality teacher/child interactions. Staff are also inquiring about more garden grants! Keep those fresh fruits and veggies growing!

### **Health Services Update**

Health's screening continues to be three days a week in the centralized screening room. Health is reviewing incoming students' health, nutrition, & 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 also completed the annual training for Universal Precautions, Blood Borne Pathogens, & Hand Washing.

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

The meeting during the month of August included a review of the Program Information Report. Representatives pointed out many aspects of this report as being very positive aspects of the services families are offered. The meeting also included a closed session to approve staff as well as a review of the procedure to resolve community complaints and conduct investigations. The representatives were graciously thanked for making time to come to the meeting on a summer day.

### **Transition Services Update**

Teachers are off to a great start for the 2013-2014 school year. Lesson plans are being designed with a long range vision for the students. Kindergarten readiness is on everyone's mind and the journey to this end is being thoughtfully and intentionally planned by the teachers. The staff attended summer training on the alignment of Preschool Foundations and the Common Core State Standards and were very excited about integrating the concepts into the lesson plans. Some of the important topics included Comprehensive Literacy, the concept of Gradual Release, Informal Assessment that Informs Instruction and Oral Language Development. This training will help guide the work of teachers for the school year. The Common Core has been very beneficial in helping teachers to understand the expectations of both Transitional Kindergarten, as well as Kindergarten, in order to plan accordingly.

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

Teachers and Assistants received the teaching guide, Beginning of the Year, a resource in developmentally appropriate activities to introduce children and families to their brand new classrooms and to promote a nurturing classroom community. Teachers were also given resources to accompany this guide in the form of “Intentional Teaching” cards and “Mighty Minutes”. The “Intentional Teaching” cards provide instructional strategies and a continuum of learning for each activity showing options for children 2-5 years of age. The “Mighty Minutes” are transitional activities with learning concepts embedded in the fun, quick activities!

### **Fiscal Update**

Accounting has worked hard to close out the fiscal year for Early Head Start and Head Start. The current grant came to an end as of July 31, 2013. Accounting is now in the process of submitting final paperwork to SETA. The first PC meeting was held, and Accounting informed parents and staff of the end of the 12-13 grant year as well as the start of the 13-14 grant year.

### **Early Head Start**

The new grant year has begun! The two new home visitors are enrolling new families as San Juan and Encina are allowing their enrollment to drop through attrition to their new capacity. Marshall and Davie Centers have ended their summer home visits and the classrooms are back open. Twenty-two toddlers have transitioned from Early Head Start into Head Start preschool for the new year. A leadership transition is in process for the Early Head Start coordinator position which became vacant on August 30, 2013.

## **Twin Rivers Unified School District**

### **Events**

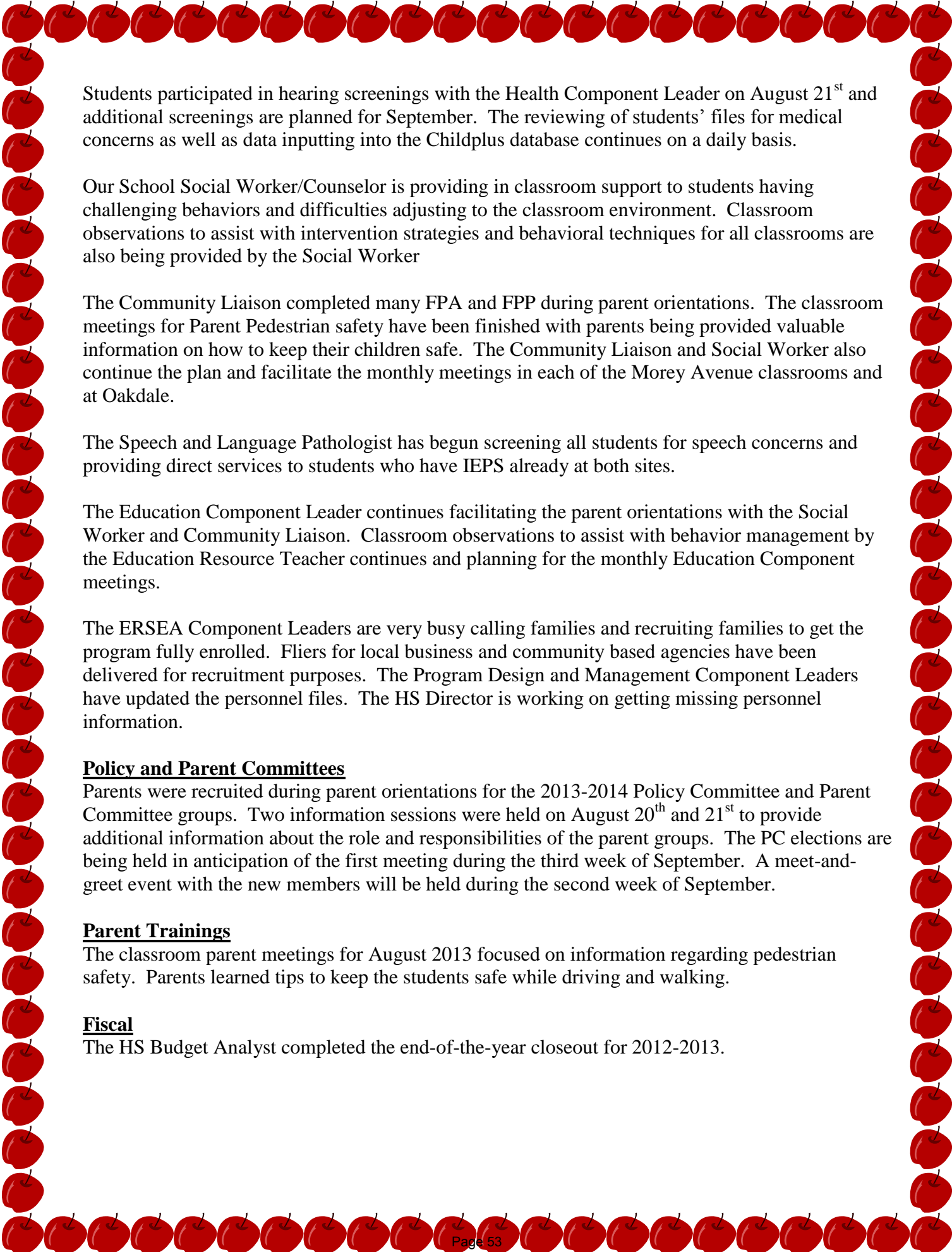
School for our Head Start programs resumed on August 15, 2013. Both sites welcomed back our returning students and a host of new faces. Prior to the start of school, parents participated in parent orientations which provided information on the Head Start program rules and procedures, an opportunity to meet the teaching staff and tours of the preschool classrooms.

### **Professional Development**

On August 14<sup>th</sup>, the Head Start teaching staff participated in a Professional Development Day with the rest of the ECE Department of TRUSD. The training workshop included an introduction to 2<sup>nd</sup> step Curriculum focused on social/emotional concepts and behavior management. The teaching staff were also provided refresher training on the Enlightened Discipline philosophy of Be Kind, Be Safe and Be Clean.

### **Components**

The Component Leader received feedback from teaching staff about the nutrition activities for the classrooms and will begin implementing food and physical education activities on a monthly basis. The tracking of lead, hemoglobin and lead risk continues along with inputting the information into the Childplus database for tracking purposes. The growth assessments have begun and will continue through September to measure the heights and weights of all students.



Students participated in hearing screenings with the Health Component Leader on August 21<sup>st</sup> and additional screenings are planned for September. The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis.

Our School Social Worker/Counselor is providing in 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 Community Liaison completed many FPA and FPP during parent orientations. The classroom meetings for Parent Pedestrian safety have been finished with parents being provided valuable information on how to keep their children safe. 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 has begun screening all students for speech concerns and providing direct services to students who have IEPS already at both sites.

The Education Component Leader continues facilitating the parent orientations with the Social Worker and Community Liaison. Classroom observations to assist with behavior management by the Education Resource Teacher continues and planning for the monthly Education Component meetings.

The ERSEA Component Leaders are very busy calling families and recruiting families to get the program fully enrolled. Fliers for local business and community based agencies have been delivered for recruitment purposes. The Program Design and Management Component Leaders have updated the personnel files. The HS Director is working on getting missing personnel information.

### **Policy and Parent Committees**

Parents were recruited during parent orientations for the 2013-2014 Policy Committee and Parent Committee groups. Two information sessions were held on August 20<sup>th</sup> and 21<sup>st</sup> to provide additional information about the role and responsibilities of the parent groups. The PC elections are being held in anticipation of the first meeting during the third week of September. A meet-and-greet event with the new members will be held during the second week of September.

### **Parent Trainings**

The classroom parent meetings for August 2013 focused on information regarding pedestrian safety. Parents learned tips to keep the students safe while driving and walking.

### **Fiscal**

The HS Budget Analyst completed the end-of-the-year closeout for 2012-2013.





## **Women's Civic Improvement Club (WCIC)**

### **Community Engagement**

Clarence "CJ" King, Past Head Start Graduate, has been volunteering in the office: greeting customers, answering phones, typing, copying, researching male involvement activities throughout Sacramento County in order to recommend and/or coordinate for WCIC/Playmate Head Start Program, etc. Mr. King has been an asset to the Agency and Program.

### **Enrollment**

During the month of August 2013 WCIC's Enrollment Team worked non-stop to achieve 100% enrollment on the first day of school, which was Tuesday, September 10, 2013.

### **Average Daily Attendance Training**

WCIC/Playmate Head Start Programs received a Calculating and Analyzing Average Daily Attendance Training by Elsie Bowers, Program Officer from Sacramento Employment and Training Agency, on August 22, 2013. Ms. Bowers gave an overview on the ADA Reporting and Analysis. ADA Samples, ADA Worksheets, Head Start Class Actual Attendance Tracking Samples, Head Start Monthly ADA, and Enrollment Reports were discussed. The ADA Analysis is required only if the program falls below 85% in attendance. Ms. Bowers gave examples, as well as discussed the total number of absences in the month, program wide examples and reasons for absences/patterns to ensure staff understood the calculation analysis.

### **Recent Program Instruction or Information Memos from Administration for Children and Families (ACF)** None to report for this month.

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

**August, 2013**

## Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded
Elk Grove USD	420	420	100
Sacramento City USD	1,292 (103)	90	87
SETA	1,974	1,978	100
San Juan USD	700 (0)	0	0
Twin Rivers USD	211	190	90
WCIC/Playmate Head Start	120 (0)	0	0

## Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded
Sacramento City USD	147	147	100
SETA	328	329	100
San Juan USD	161	161	100

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

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

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 08/31/13)\*\*\*

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)	6	(3 %)	N/A	
Elk Grove USD (420)	45	(11 %)	N/A	
Sacramento City USD (1292)(147)	4	(0.3 %)	10	(7 %)
San Juan USD (693) (161)	48	(7 %)	13	(8 %)
WCIC (120)	0	(0 %)	N/A	
SETA (1974) (345)	92	(5 %)	40	(12 %)
<b>County (4710)* (653)**</b>	<b>195</b>	<b>(4 %)</b>	<b>63</b>	<b>(10 %)</b>

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

\*\*\*August was summer break for several agencies and only 12-month programs were in operation

# SETA Head Start Food Service Operations Monthly Report \* July 2013

July 1st - Parker closed due to air conditioning issues

July 4th - Holiday

July 5th - No Head Start Classes Open - All Kitchens Closed

July 1st & 2nd - Auberry Center, the PM classes attended in the AM due to air conditioning issues

July 18th - North Avenue PM Class closure due to street repairs and the lack of water.

July 22nd - Country Woods cut back to half classes

Kennedy Estates low attendance meals reduced to half for AM class

Bright Beginnings meals and snacks cut in half due to attendance

July 31st - Last Day for Bannon Creek full day class

Last Day for Country Woods Center.

Last Day for WCIC Summer Classes

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
38,388	22,520	27,218	1880

Total Amount of Meals and Snacks Prepared 90,006

Purchases:

Food \$66,815.43

Non - Food \$13,669.63

Building Maintenance and Repair: \$1,437.08

Kitchen Small Wares and Equipment: \$222.64

Vehicle Maintenance and Repair : \$2,096.08

Vehicle Gas / Fuel: \$1,882.67

Normal Delivery Days 21

Agency - Early Childhood Environment Rating Scale (All Classrooms)

**SETA Head Start**

Report Starting and Ending Dates:

**8/1/2012 to 7/31/2013**

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Total number of classroom:	<b>21</b>
Total number of children with a disability:	<b>38</b>
Average number of children in a classroom with disability:	<b>1.8</b>
Average number of staff present in a classroom:	<b>3.5</b>
Average number of children present in a classroom:	<b>18.2</b>
Average observation time for a classroom:	<b>2.8</b>
Average interview time for a classroom:	<b>0.2</b>

<b>I. Space and Furnishings</b>	<b>5.9</b>
<b>II. Personal Care Routines</b>	<b>4.2</b>
<b>III. Language-Reasoning</b>	<b>5.6</b>
<b>IV. Activities</b>	<b>5.6</b>
<b>V. Interactions</b>	<b>5.8</b>
<b>VI. Program Structure</b>	<b>5.8</b>
<b>VII. Parent and Staff</b>	<b>6.3</b>

Agency (summary) - Infant/Toddler Environment Rating Scale

**SETA Head Start**

Report Starting and Ending Dates:

**8/1/2012** to **7/31/2013**

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Total number of classroom:	15
Total number of children with a disability:	4
Average number of children in a classroom with disability:	0.3
Average number of staff present in a classroom:	2.8
Average number of children present in a classroom:	4.7
Average observation time for a classroom:	2.8
Average interview time for a classroom:	0.4

<b>I. Space and Furnishings</b>	<b>6.1</b>
<b>II. Personal Care Routines</b>	<b>6.7</b>
<b>III. Listening and Talking</b>	<b>5.9</b>
<b>IV. Activities</b>	<b>5.7</b>
<b>V. Interaction</b>	<b>6.8</b>
<b>VI. Program Structure</b>	<b>5.3</b>
<b>VII. Parents and Staff</b>	<b>6.4</b>

	SOP	Elk	Sac City	San	Iwin	WCIC	County
<b>Administration</b>							
Total Funded Enrollment	2796	420	1292	700	211	120	5539
Actual Enrollment	3285	467	1501	809	254	152	6468
# Enrolled < 45 days	264	9	70	35	14	8	400
# Total staff	491	66	190	110	36	18	911
# of classes	135	21	60	38	15	6	275
<b>Age</b>							
Age: 2 years old	4%	0%	0%	1%	2%	0%	2%
Age: 3 years old	50%	13%	33%	31%	44%	40%	40%
Age: 4 years old	46%	87%	64%	68%	55%	60%	57%
Age: 5 years old	0%	0%	2%	0%	0%	0%	1%
<b>Ethnicity</b>							
Hispanic	48%	40%	52%	45%	31%	27%	47%
Non -Hispanic	52%	60%	48%	55%	69%	73%	53%
Am. Indian/Alaska Native	1%	11%	1%	1%	1%	0%	2%
Asian	7%	24%	15%	3%	17%	11%	10%
Black or African America	29%	20%	23%	16%	36%	47%	26%
Native Hawaiian/Pac.Islander	1%	1%	1%	1%	2%	1%	1%
White	16%	15%	34%	61%	10%	2%	25%
Bi-racial/Multi-racial	6%	6%	5%	8%	9%	11%	6%
Other or Unspecified	40%	22%	21%	9%	25%	27%	29%
<b>Language</b>							
English	61%	58%	56%	68%	69%	68%	61%
Spanish	31%	23%	27%	25%	17%	22%	28%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	1%	4%	1%	2%	0%	0%	1%
East Asian	5%	14%	10%	0%	0%	10%	6%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	1%	0%	0%	0%
European/Slavic	1%	1%	0%	2%	0%	0%	1%
African	0%	0%	0%	0%	0%	0%	0%
Other or Unspecified	1%	0%	6%	3%	14%	0%	3%
<b>Family Information</b>							
# of Families	3170	459	1413	777	233	140	6192
# of One Parent Families	53%	41%	49%	43%	55%	71%	51%
# of Two Parent Families:	47%	59%	51%	57%	45%	29%	49%
..1 or both Employed	32%	43%	37%	41%	27%	14%	35%
..In School/Job Training	18%	4%	8%	11%	5%	3%	9%
..Unemployed/Retired/Disable	15%	16%	14%	16%	17%	14%	15%

	SOP	Elk	Sac City	San	Twin	WCIC	County
<b>Health</b>							
Med. Screenings Complete	94%	102%	92%	105%	78%	99%	95%
Needing Med. Treatment	8%	44%	1%	6%	5%	8%	9%
Rec'd Med. Treatment	79%	100%	0%	80%	100%	100%	87%
<b>Dental</b>							
Up to date on oral health care	96%	92%	89%	102%	101%	96%	95%
Needing Dental Treatment	14%	43%	6%	20%	2%	42%	15%
Dental Treatment Rec'd	96%	76%	40%	100%	60%	83%	87%
<b>Immunization</b>							
Complete/up to date/exempt	97%	98%	96%	95%	100%	99%	97%
<b>Health insurance</b>							
Children with medical home	98%	100%	88%	97%	100%	100%	96%
Children with health insurance	97%	100%	87%	98%	100%	100%	95%
<b>Staff Qualifications</b>							
# of Teachers							
....Teachers with AA degree	50%	0%	20%	0%	38%	50%	33%
....Teachers with BA or higher	50%	100%	80%	100%	63%	50%	67%
<b>ERSEA</b>							
# over income	4%	4%	8%	13%	0%	0%	6%
# income below 100% poverty	59%	55%	67%	52%	39%	40%	58%
# children in foster care	2%	3%	3%	1%	2%	0%	2%
# families in homeless status	1%	0%	0%	0%	0%	0%	1%
# families receiving TANF	34%	36%	21%	33%	59%	60%	33%
<b>Disabilities</b>							
% Diagnosed	9%	13%	13%	16%	12%	10%	11%
% receiving special services	100%	100%	100%	100%	100%	100%	100%
<b>Family Partnership</b>							
% families receiving Family Services	90%	47%	99%	77%	70%	26%	85%
<b>Education Screenings/Assessments</b>							
# Completed Ed. Screenings	89%	89%	67%	96%	100%	100%	84%
<b>Mental Health</b>							
# of M.H.Consultations of kids	8%	20%	6%	16%	19%	1%	10%
# of Individual M.H. Assm'ts	216	82	85	21	35	2	441
# Referred outside for M.H.	205	30	91	7	35	2	368
<b># of Volunteers</b>							
# of Volunteers	1755	590	989	347	151	182	4014



2012-2013 Program Information Report (PIR) Summary-EHS revised 9-4-13

	SOP	Sac City	San Juan	County
<b>Administration</b>				
Total Funded Enrollment	345	147	161	653
Actual Enrollment	608	271	263	1142
Of enrollees, # Pregnant Women	12	42	0	54
# Enrolled < 45 days	42	22	42	106
# Total staff	58	24	59	141
# of classes	15	9	15	39
<b>Child Demographics</b>				
Age: under 1	19%	31%	22%	22%
Age: 1 years old	37%	32%	29%	34%
Age: 2 years old	39%	29%	33%	36%
Age: 3 years old	5%	7%	12%	7%
Hispanic	40%	55%	41%	44%
Non -Hispanic	60%	45%	59%	56%
Am. Indian/Alaska Native	1%	1%	0%	1%
Asian	4%	13%	2%	6%
Black or African America	35%	21%	21%	28%
Native Hawaiian/Pac.Islander	2%	0%	2%	1%
White	19%	2%	61%	24%
Bi-racial/Multi-racial	8%	20%	11%	11%
Other or Unspecified	32%	42%	4%	28%
English	74%	61%	72%	70%
Spanish	20%	25%	25%	22%
Native Central/South Am.	0%	0%	0%	0%
Middle Eastern/Indic	0%	0%	1%	0%
East Asian	3%	14%	0%	5%
Native No.American/Alaska	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%
European/Slavic	1%	0%	2%	1%
African	0%	0%	0%	0%
Other or Unspecified	2%	1%	0%	1%
# of Families	533	234	201	968
# of One Parent Families	61%	68%	61%	62%
# of Two Parent Families:	39%	32%	53%	40%
..1 or Both Employed	24%	24%	35%	27%
..In School/Job Training	8%	9%	9%	8%
..Unemployed/Retired/Disabled	15%	8%	11%	12%

	SOP	Sac City	San Juan	County
<b>Health</b>				
Med Screenings Complete	73%	63%	88%	74%
Needing Med. Treatment	52%	7%	13%	32%
Rec'd Med. Treatment	98%	100%	100%	99%
<b>Dental</b>				
Up to date oral health care	76%	63%	88%	76%
<b>Immunization</b>				
Complete/up to date/exempt	70%	75%	76%	73%
<b>Health insurance</b>				
Children with medical home	100%	98%	95%	95%
Children with health insurance	99%	98%	91%	97%
<b>Staff Qualifications</b>				
# of Teachers				
..Teachers with AA degree	17%	86%	34%	37%
..Teachers with BA or higher degree	57%	14%	31%	38%
<b>ERSEA</b>				
% Over Income	3%	3%	2%	3%
# income below 100% poverty	45%	69%	64%	55%
# children in foster care	8%	4%	3%	6%
# families in homeless status	2%	0%	0%	1%
# families receiving TANF	43%	23%	26%	34%
<b>Disabilities</b>				
% Diagnosed	18%	13%	12%	16%
% receiving special services	100%	100%	100%	100%
<b>Family Partnership</b>				
% Families receiving Family Services	85%	81%	79%	83%
<b>Education Screenings/Assessments</b>				
# Completed Ed. Screenings	68%	83%	91%	77%
<b>Mental Health</b>				
# of M.H.Consultations of kids	9%	7%	6%	8%
# of Individual M.H. Assm'ts	52	9	9	70
# Referred outside for M.H.	50	9	1	60
<b>Volunteers</b>				
# of Volunteers	345	235	24	604

ITEM VI-OTHER REPORTS (continued)  
Page 2

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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- 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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