

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

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Councilmember
City of Sacramento

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City of Sacramento

SOPHIA SCHERMAN
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Board of Supervisors
County of Sacramento

ADMINISTRATION

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Executive Director

DENISE LEE
Deputy Director

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<http://www.headstart.seta.net>

THOUGHT OF THE DAY: *"Change cannot be avoided....change provides the opportunity for innovation. It gives you the chance to demonstrate your creativity."*

Author: Kesgavan Nair

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

DATE: Thursday, December 20, 2012

TIME: 9:00 a.m.

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

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

AGENDA

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

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, DECEMBER 13, 2012

Policy Council meeting hosted by:
Ms. Coventry St. Mary, Chair

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Victoria Billoups, Elk Grove Unified School District
- _____ Dominique Rios-Farias, Sacramento City Unified School District
- _____ Carolyn Wilson, Twin Rivers Unified School District
- _____ Annette Duran, WCIC/Playmate Child Development Center
- _____ Sandres Germany, WCIC/Playmate Child Development Center
- _____ Teresa Jay, SETA-Operated Program
- _____ Iyshiah Lacey, SETA-Operated Program
- _____ Anthony Nelson, SETA-Operated Program
- _____ Mayra Partida, SETA-Operated Program
- _____ LaTasha Windham, SETA-Operated Program
- _____ Ana Calderon, Early Head Start (SETA)
- _____ Amarjit Gill, Past Parent Representative
- _____ Nse J. Akang, Foster Parent Representative
- _____ Toni Espinoza, Home Base Option
- _____ Gina Roberson, Birth & Beyond Family Resource Centers
- _____ Coventry St. Mary, Outgoing Chair

Members to be Seated:

- _____ Brandy Revis, Elk Grove Unified School District
- _____ Sarah Proteau, San Juan Unified School District
- _____ Benjamin Bailey, Sacramento City Unified School District
- _____ Summer Durham, Sacramento City Unified School District
- _____ Melissa Morgan, Twin Rivers Unified School District
- _____ Marshaun Tate, SETA-Operated Program
- _____ Mai Yang, Early Head Start (Sac. City)
- _____ Morgan Aguilar, Early Head Start (San Juan)

Seats Vacant:

- _____ Vacant (Nelson), Community Advocating Male Participation
- _____ Vacant (Canto), Home Base Option
- _____ Vacant (Florez), Early Head Start (SOP)
- _____ Vacant (Juarez), Child Health & Disability Prevention Program

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

BOARD MEMBER	SITE	11/27	12/20	1/22	2/26	3/26	4/23	5/28	6/25	7/23	8/27	9/24	10/22	11/26
B. Revis s/b/s 11/27	ELK	U												
D. Rios-Farias Seated 11/27	SAC	X												
G. Roberson Seated 11/27	CR	X												
A. Smith Seated	SOP	X												
M. Tate Seated	SOP													
C. Wilson Seated 11/27	TR	X												
L. Windham Seated 11/27	SOP	X												
M. Yang s/b/s 11/27	EHS/Sac.	U												

GLOSSARY OF ACRONYMS

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

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

Current a/o 12/5/12

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 27, 2012 POLICY
COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the November 27, 2012 meeting.

RECOMMENDATION:

That the Policy Council approve the November 27 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, November 27, 2012
9:00 a.m.

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

Ms. Coventry St. Mary called the meeting to order at 9:03 a.m.; the Pledge of Allegiance was recited. Ms. Rebecca Lewis read the Thought of the Day. Ms. Rebecca Lewis was asked to serve as Secretary, and Ms. Carolyn Lewis was asked to serve as Parliamentarian.

Members Present:

Ogla Martinez, Sacramento City Unified School District
Coventry St. Mary, San Juan Unified School District
Carolyn Wilson, Twin Rivers Unified School District
Frank Ybarra, WCIC
Connie Wallace, SETA-Operated Program
Hodari Polk, SETA-Operated Program
Socorro Gutierrez, SETA-Operated Program (arrived at 9:12 a.m.)
Tamara Knox, Past Parent Representative
Amarjit Gill, Past Parent Representative
Rebecca Lewis, Grandparent Representative

Members Absent:

Sarah Proteau, San Juan Unified School District (excused)
Willie Jean Peck, Foster Parent Representative (excused)

II. Consent Item

A. Approval of the Minutes of the October 23, 2012 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Polk, second/Gill, to approve the minutes of the October 23, 2012 meeting.
Show of hands vote: Aye: 8, Nay: 0, Abstentions: 1 (St. Mary)

III. Action Items

A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Second Reading and Approval of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council

Ms. St. Mary reviewed the modifications to the bylaws. There were no questions or comments.

Moved/Wallace, second/Knox, to close the public hearing and approve the amendments to the Policy Council Bylaws as distributed.

Show of hands vote: Aye: 8, Nay: 0, Abstentions: 1 (St. Mary)

B. Approval of the PC/PAC Reimbursement Policies and Procedures

Mr. Roger Bartlett reviewed the modification to the Reimbursement Policies and Procedures. There were no questions or comments.

Moved/Lewis, second/Wilson, to approve the modifications to the Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed.

Show of hands vote: Aye: 8, Nay: 0, Abstentions: 1 (St. Mary)

Ms. Socorro Gutierrez arrived at 9:12 a.m.

IV. **Information Items**

B. Standing Information Items

- Parent/Staff Recognition: Ms. St. Mary presented Mr. Frank Ybarra, Ms. Carolyn Wilson, Ms. Tamara Knox, and Mr. Hodari Polk with perfect attendance awards. Ms. Rebecca Lewis presented Ms. St. Mary with a perfect attendance award and expressed her appreciation for her outstanding leadership. Although absent, a plaque of appreciation for Ms. Sarah Proteau was read; Ms. Proteau also received a certificate of appreciation.
- Committee Reports
 - ✓ Executive Committee: Ms. St. Mary reviewed the critique of the last meeting.
 - ✓ Budget/Planning Committee: The next meeting is scheduled for December 11, 9 a.m. in the Oak Room. Ms. Connie Wallace reported on the last meeting. Went over the end-of-year budget report; everything is on track.
 - ✓ Health Services Advisory Committee Report: The minutes of the last meeting were distributed.
- Seating of New Policy Council Members (2012-2013): New members were seated. Members termed out: Coventry St. Mary, Rebecca Lewis, Tamara Knox, and Ms. Connie Wallace. Ms. Wallace, Ms. Gutierrez, Mr. Ybarra, Mr. Polk, Ms. Knox, and Ms. Oglia Martinez stepped down.

Ms. St. Mary will continue to serve until elections are held in December.

Ms. Lewis was asked to continue to serve as secretary; Ms. Wilson was asked to continue serving as Parliamentarian.

The following members will remain for an additional year: Sarah Proteau, Amarjit Gill and Carolyn Wilson.

The following new representatives were seated:

- ❖ Victoria Billoups, Elk Grove Unified School District
- ❖ Dominique Rios-Farias, Sacramento City Unified School District
- ❖ Carolyn Wilson, Twin Rivers Unified School District
- ❖ Annette Duran, WCIC/Playmate Child Development Center
- ❖ Sandres Germany, WCIC/Playmate Child Development Center
- ❖ Ana Calderon, Early Head Start (SETA)
- ❖ Amarjit Gill, Past Parent Representative
- ❖ Nse J. Akang, Foster Parent Representative
- ❖ Toni Espinoza, Home Base Option
- ❖ Gina Roberson, Sacramento Birth & Beyond Family Resource Centers
- ❖ Teressa Jay, SETA-Operated Program
- ❖ Allen Smith, SETA-Operated Program
- ❖ Iyshiah Lacey, SETA-Operated Program
- ❖ Mayra Partida, SETA-Operated Program
- ❖ Anthony Nelson, SETA-Operated Program

New Policy Council representatives absent:

- * Mr. Omar Batool, Sacramento City Unified School District (resigned)
- * Ms. Elesia Morris, Sacramento City Unified School District (unexcused)
- * Ms. Sarah Proteau, San Juan Unified School District (excused)
- * Ms. Brandy Revis, Elk Grove Unified School District (unexcused)
- * Ms. Melissa Morgan, Twin Rivers Unified School District (excused)
- * Ms. Mai Yang, Early Head Start (Sac. City) (unexcused)
- * Ms. Morgan Aguilar, Early Head Start (San Juan) (unexcused)

➤ Introduction of Policy Council Members: Board members introduced themselves and what center they represent.

➤ Introduction of Staff: Staff introduced themselves.

Ms. Nicole Castrejon, Family Services Worker, was introduced. Ms. Castrejon serves as the translator for board members requiring Spanish translation.

➤ How to Present and Make Motions: Ms. St. Mary reviewed the process by which motions are made during meetings.

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reported that the agency has a \$50 million Head Start budget; \$17 million is distributed to delegate agencies and the rest is for SETA. SETA provides Head Start program services, Early Head Start program services, and training/technical funding. Expenditures are made for administration and program expenditures for

the provision of services to children and families. The Agency is required to provide in-kind support from non-federal sources. The California Department of Education provides in-kind support and the remainder is from parent participation at the board level or in the classrooms. Right now, the in-kind is at 12.8% but there is a month's lag in the reporting of data. Questions were asked about petty cash expenditures and field trips. Mr. Bartlett replied that the petty cash report is provided to the PAC and delegates can decide whether to provide field trips or not. Ms. Lee stated that many delegates provide on-site entertainment for children. The Budget/Planning Committee is a very important part of the board; this committee assists in the preparation of the budget for the next fiscal year. In January, work will begin on the 2013-2014 Head Start budget. Approximately 80% of the budget is for personnel costs and rent and facilities and approximately 10% of the budget that can be utilized for other programs.

Ms. LaTasha Windham arrived at 10:09 a.m. and was seated as a SOP representative.

➤ Board Procedures

- ✓ Reimbursements & Budget/Planning: Mr. Bartlett reported that SETA will reimburse mileage at the federal rate calculated from home to SETA and back. Child care is reimbursed at \$8.00 per hour up to \$30.00 per day. Reimbursement will not be made for child care provided by significant other or spouse. Every effort will be made to have reimbursements available as soon as possible. Questions were answered regarding when training expenses are reimbursed.
- ✓ Personnel: Ms. Bonnie Bilger stated that parent participation is required for Head Start personnel transactions. Every time a new Head Start employee is hired, parents have to serve in the process. The first opportunity is either by screening the applications to determine who meets minimum qualifications or serving on the committee that scores the applicants' the oral examinations. The second way parents have input into personnel transactions is once the hiring exams are done, the applicants that pass are placed on an eligibility list; this list will be brought to the PC for approval. The third way is the approval of employee terminations that come through discipline. These are done during closed sessions. A sign in sheet was distributed for parents interested in working in the personnel area. Staff will call and work with the parent regarding their availability. Parents will be trained on the process.

A. 'Breathe California' Program for Asthmatic Children

Ms. Brenda Campos provided information on a program for asthmatic children. The grant provides asthma education for parents. This provides an opportunity for one-on-one training on asthma prevention. Fruitridge, Country Wood, and Freedom Park are the centers that were selected for this program.

Ms. Lacey asked if this training would be expanded to other centers? Ms. Campos replied that the Program Information Report (PIR) identifies the number of children with asthma; the program was provided to the centers that had the top three highest number of asthmatic children. Ms. Campos stated that if there is any opportunity expand the program, staff will look at the data to see what other centers can be targeted.

Mr. Allen Smith ask whether training was provided to staff how to respond to asthma attacks and whether a defibrillator is available? Ms. Campos replied that an individual care plan is done for children that have been identified with medical issues. The staff will be trained to ensure the safety of the children in the classrooms. All of the staff is certified in CPR and first aid training. Staff are trained to dial 911 if an emergency is indicated.

➤ Board Procedures (continued)

- ✓ Conflict of Interest: Ms. Nancy Hogan reviewed the conflict of interest policy. All board members are required to file statements during their tenure on the board.

➤ Officer Elections: Ms. St. Mary stated that officer elections will be held at the special Policy Council meeting scheduled for Thursday, December 20, 2012. At least 51% of officers must be current parents.

➤ Calendar of Events and Activities, Parent/Family Support Unit: The calendar was reviewed.

➤ PC/PAC Calendar of Events: No questions.

➤ Community Resources: Parents/Staff: Health Services Advisory Committee minutes were distributed. Ms. Campos reported that this committee is comprised of physicians, nurses, dieticians, public health and parents. The Committee meets twice a year to share information on critical health issues for children from 0-5 years of age.

C. Governing Board Minutes for the September 7, 2012 Meeting: No questions.

D. Fiscal Monitoring Reports: No questions or comments.

VI. Other Reports

A. Executive Director's Report: Ms. Kathy Kossick welcomed the new board members. The SETA web site has been updated and Ms. Kossick urged board members to go to www.seta.net for information on all of the SETA and Head Start programs. SETA is a joint powers agency, a governmental entity, with a \$83 million budget. There are around 600 employees with 400 employees in Children and Family Services. SETA works with a number of entities in the community on a collaborative basis.

- B. Head Start Deputy Director's Report: Ms. Denise Lee reported that a new member orientation will be held in January and board members will be provided with a binder of resources. A questionnaire was distributed. Ms. Lee asked parents to fill out and return the form with feedback about services and need of services for children aged 0-5 years of age. Ms. Lee reviewed reports included in the board packet. The SETA Head Start program serves 6,500 children county-wide. The Agency is required to serve 10% or more disabled/special needs children.
- C. Head Start Managers' Monthly Reports
- Brenda Campos: Grantee Program Support Services
 - ✓ Program Self Assessment: Ms. Robyn Caruso spoke of the upcoming agency self-assessment for the SETA-Operated agency. The delegates will be doing their own assessments. This is a very comprehensive process reviewing all parts of the program. This is an excellent opportunity for parents to become involved in the program. Parents working on this program will be provided a tool to do the assessment; all parents will be trained on January 8 in the Oak Room.
 - Lisa Carr, Parent/Family Support Unit: Ms. Carr invited parents to attend a planning meeting for the Parent Conference Committee scheduled for Thursday, December 6, 9:00 a.m. This committee works to prepare for the County-wide Parent Conference. It is hoped that the Conference will be held on Saturday, April 27. There are a lot of things to do and Ms. Carr urged parents to participate. Ms. Carr's unit provides county-wide parent trainings. A Positive Discipline training program was recently completed. After the first of the year, a six-week workshop called Single Mothers Raising Sons will be offered; the dates have not yet been finalized. Board members will be notified of this workshop availability. Ms. Carr asked board members to notify staff what type of trainings they are interested in. The Male Involvement Program will have a "Bring Your Dad to School Day". Mr. Bob Silva is the staff person organizing this event and parents are urged to call him at 263-3809 for additional information. A career incentive program is available for all parents in the SOP and delegate programs. There is tuition/book reimbursement for parents wanting to go back to school. As long as parents are not already receiving financial aid, there is up to \$300 per year available. SETA/Head Start can also work with community colleges for parents wanting to take ESL or GED classes. Contact Ms. Belinda Malone at 263-4078 for these programs. Ms. Carr can be reached at 263-8123. Staff will assist parents to work through the process of enrollment and financial aid.
 - Karen Gonzales: No report.
- D. Chair's Report: Ms. St. Mary reviewed the reimbursement form. The form is to be completed in blue or black in only and turned in at the end of the meeting. The reimbursements need to be picked up as soon as possible.
- ✓ Parent Meeting Attendance Incentive: Next month, board members will sign up for the committee meetings. After each meeting, attendees will receive a ticket. Take the ticket and staple it to the agenda. A drawing will be held and a prize will be distributed at the end of the year.

- E. Open Discussion and Comments: Ms. Gina Robeson offered to provide a Birth and Beyond presentation. They have a parent cabinet that can provide information on the services offered.
 - F. Public Participation: Mr. Hodari Polk addressed the board and urged new members to confer with staff with any issues they may have.
- VII. Adjournment:** The meeting was adjourned at 12:01 p.m.

ITEM III-A – ACTION

APPROVAL TO DELEGATE AUTHORITY TO THE PARENT ADVISORY COMMITTEE TO FUNCTION IN THE SCREENING AND INTERVIEWING OF PROSPECTIVE APPLICANTS DIRECTLY RELATED TO THE SETA-OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Parent Advisory Committee's involvement in screening and interviewing prospective applicants directly related to the SETA-Operated Program. Reference the Policy Council bylaws:

Article II Purpose, Powers, Duties and Functions, Section 2: Powers, Duties and Functions, E.12: *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.)*

RECOMMENDATION:

That the Policy Council approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B - ACTION

ELECTION OF POLICY COUNCIL OFFICERS FOR PROGRAM YEAR 2012-2013

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect officers for the 2012-2013 program year. The duties of the Policy Council officers shall be as prescribed in the Policy Council Bylaws, Article V, Section 3 – Duties of Officers. These duties are as follows:

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 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.

ITEM III-B - ACTION (Continued)
Page 2

- 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.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council elect:

Chair
Vice Chair
Secretary
Treasurer
Parliamentarian

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-C – ACTION

SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND
THE ANNUAL CALIFORNIA HEAD START ASSOCIATION (CHSA) PARENT
TRAINING CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for Policy Council to elect two (2) Representatives and two (2) Alternates to attend the Annual California Head Start Association (CHSA) Parent Training Conference, Monday-Tuesday, February 4 & 5, 2013, Paradise Point Resort and Spa, San Diego, CA

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Policy Council elects two (2) Representatives and two (2) Alternates to attend the Annual California Head Start Association (CHSA) Parent Training Conference.

NOTES:

Representatives nominated:

Alternates elected:

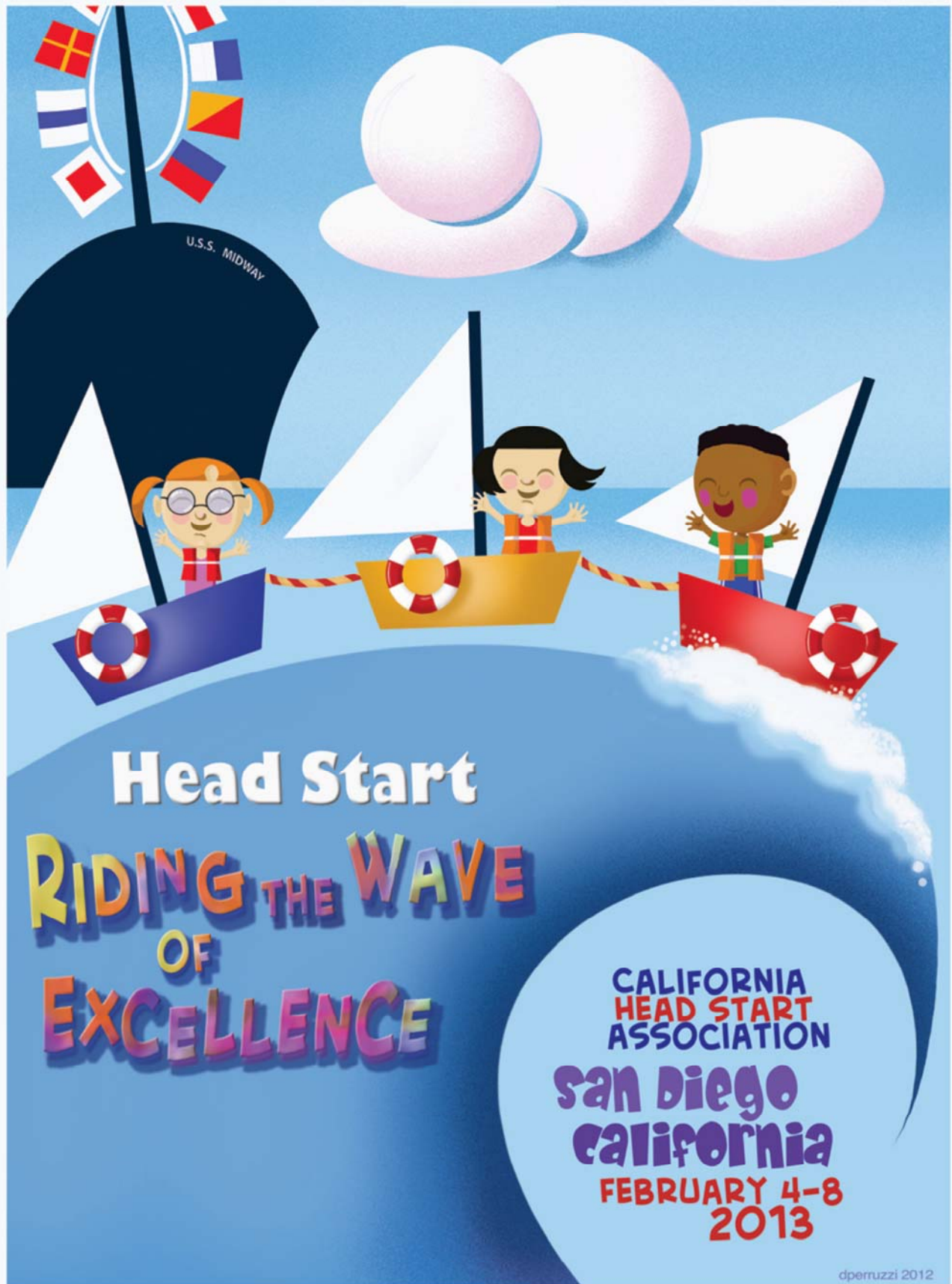
ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

POLICY COUNCIL REPRESENTATIVE CONFERENCE **ATTENDANCE GUIDELINES**

The following guidelines for Policy Council Representatives attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be given to Policy Council (PC) Representatives who have not had an opportunity to attend a Head Start Conference.
2. The PC Representative must give a written report to the PC at the next scheduled PC meeting upon his/her return from the parent conference (local or out-of-state). The Travel Approval and Expense Claim Form will not be approved until written report has been received.
3. The PC Representative's report must include the PC Representative's name, conference title, date, location, and workshops attended.
4. Networking information and additional comments are optional.



California Head Start Association - 2013 Annual Conference

Preliminary Agenda - 5-Day Snapshot

Please check back regularly for updates and changes.

February 4, Monday	February 5, Tuesday	February 6, Wednesday	February 7, Thursday	February 8, Friday
Parent & Family Engagement Conference - Day 1 CHSA & RIX Board Mtg.	Parent & Family Engagement Conference - Day 2 Research Institute	Education Conference - Day 1 Public Policy Breakfast	Education Conference - Day 2 Awards Luncheon	Education Conference - Day 3
Registration (Location) 7:30-4:00 Continental Breakfast (provided) 7:30-9:00am Opening Session (Location) <i>Local Entertainment</i> Keynote: Stedman Graham 9:00-10:15am Head Start Story Video "booth" 10:30am-5:00pm Community Resource Tables 8:00am-3:30pm Workshops 10:30am-12:00pm Lunch (Provided) (Location) 12:00 - 1:15pm Workshops 1:30-3:00pm Workshops 3:15-4:45pm PFE Reception (Location)	Health Activity 6:30am (Location) Registration (Location) 7:30am-4:00pm Advocacy Area 8:30am-12:30pm Workshops 9:00-10:30am Workshops 10:45am-12:15pm Lunch (Provided) 12:15-12:45pm Closing Session (Location) <i>Local Entertainment</i> Keynote: Jose-Luis Orozco 12:45-2:00pm Research Institute (Location) 7:30am-5:00pm Featured Researchers: Dr. Mariale Hardiman Dr. Mary Helen	Registration (Location) 7:30am-4:00pm Advocacy Area 8:30am-3:30pm Public Policy Breakfast <i>Pre-Purchase Required*</i> 8:00am- 9:30am (Location) Keynote: Robert Fellmeth Opening Session (Location) <i>Local Entertainment</i> Keynote: Alison Gopnik 10:00- 11:30am Exhibit Pavilion (Location) 11:30am-4:00pm Head Start Story Video"booth" 11:30am-3:30pm Lunch Break Exhibit Pavilion Open 11:30am-1:30pm Workshops	Health Activity 6:30am (Location) Registration (Location) 7:30am-3:00pm Exhibit Pavilion 7:30am-3:00pm Continental Breakfast <i>(Provided)</i> Head Start Story Video"booth" 7:30am-3:30pm Workshops 8:30 - 10:00am Workshops 10:15 - 11:45am Awards Luncheon <i>Pre-Purchase Required*</i> (Location) 12:00-2:00pm Lunch Break/ Exhibit Pavilion 12:00-2:00pm Workshops 2:00-3:30pm Workshops 3:45-5:15pm	Registration (Location) 7:30-11:00 Workshops 8:30-10:00am Workshops 10:15-11:45pm Closing Session (Location) Keynote: Rob Peck 12:00-1:15pm \$5.00 boxed lunch <i>Pre-Purchase Required*</i>

Entertainment

5:00-6:00pm

*CHSA Board Meeting

Board members only

*RIXHSA Board Meeting

Board members only

Immordino-Yang

1:30-3:00pm

Midday Break with

Exhibitors

(Snack Provided)

3:00-3:30pm

Workshops

3:30-5:00pm

California Head Start Association - 2013 Annual Conference



Theme: Riding the Wave of Excellence

The California Head Start Association invites you to join us in San Diego, CA February 4-8, 2013 for our weeklong event that houses our Parent & Family Engagement conference, Education Conference, Research Institute, and additional special events such as the Awards Luncheon and Public Policy Breakfast

Event Details

Parent and Family Engagement Conference –February 4 & 5

CHSA's Parent and Family Engagement conference provides trainings with content for Head Start parents and staff who work with and support parents. It will include the latest content on family engagement, as developed by the Office of Head Start . This event will be invaluable for Head Start Parents/guardians, parent involvement coordinators, Policy Council members, family service outreach workers and advocates.

Edward Zigler Research Institute – February 5

The Research Institute will present leaders in the early childhood care and education community with research on the science that is the basis for their work with families and research on the interventions and practices that are most effective for supporting and engaging vulnerable families.

Education Conference – February 6-8

CHSA's Education conference advances the knowledge and skills of those involved in the education of children age zero to five. This event imparts developmentally appropriate practices, teaches critical new skills, broadens awareness and disseminates valuable educational resources. This event is ideal for Teachers, site managers, home based supervisors, child development and education managers, family and community partnership managers and program directors for both HS and EHS.

Public Policy Breakfast – February 6

This morning plenary features a policy leader and advocate Professor Robert Fellmeth of the Children's Advocacy Institute.

Awards Luncheon- February 7

Each year CHSA honors special individuals from within California's Head Start Community: Administrator, Program Services Staff, Educator, Support Staff, Parent, Friend of Head Start, and Lifetime Special Award. This inspiring event is regarded as a conference highlight. New for 2013 we will have special entertainment by Rob Peck. This is not an event to miss!

Travel Details

Hotel - Paradise Point Resort and Spa

1404 Vacation Road San Diego, CA 92109

Hotel Reservations: 800.344.2626

Room rate: Single/double \$159 (Price includes free internet in overnight room)

Free parking for day use attendees

50% discount on overnight parking. \$16.00 per vehicle/per night

This is a beautiful garden style spread out property. Bring comfortable shoes!

***Please note:** Paradise Point does not have walking distance restaurants near the property. All of the hotel restaurants will have limited meal options provided at the Federal Per Diem rate when we are not serving food as well as cash and carry options located near the meeting space. Each overnight room is also equipped with refrigerators where attendees can store additional groceries or snacks. Some basic food items can also be purchased at the Island Market.*

Airport & Shuttles

San Diego International Airport (SAN)

When

Monday, February 4, 2013 - Friday, February 8, 2013

Where

Paradise Point Resort and Spa

1404 Vacation Road

San Diego, CA 92109

858.274.4630

Planner

California Head Start Association

California Head Start Association – 2013 Annual Conference



California Head Start Association cancellation and refund policy: **CHSA charges an administrative fee of \$50 per cancellation. All cancellations or requests for refunds must be made in writing and received by CHSA prior to the registration deadline of January 18, 2013. Cancellations or requests received after January 18, 2013 WILL NOT BE REFUNDED.**

- *Sending payment does not count as registration. You must fully complete and receive confirmation email to be registered for the event.*-

Early bird Rate Ends - November 16, 2012

Parent & Family Engagement Conference - February 4-5

Early bird- \$329 member/\$365 non-member

Regular- \$359 member/\$395 non-member

**There is not a one day option for the PFE Conference*

Edward Zigler Research Institute – February 5

Early bird- \$199 member/\$225 non-member

Regular- \$209 member/\$235 non-member

Education Conference - February 6-8

Early bird- \$299 member/\$335 non-member

Regular- \$329 member/\$365 non-member

Education Conference ONE DAY (Wednesday, Thursday, or Friday)

Early bird - \$145 member/\$170 non-member

Regular - \$155 member/\$180 non-member

Public Policy Breakfast – February 6

\$55member/\$65 non-member

Awards Luncheon – February 7

\$55 member/\$65 non-member

Additional Registration Information

Lead Presenters will be given a 50% discount at the membership regular rate on all major events if they would like to attend. (Parent & Family Engagement Conf. & Education Conf.) It is not mandatory that a Lead Presenter register for the event if they are planning on teaching their workshop and leaving. All co-presenters must register for the conference at the normal rate.

Food Details:

- Parent & Family Engagement Conference: Continental Breakfast 2/4, Lunch 2/4 & 2/5
- Edward Zigler Research Institute: Continental Breakfast & Lunch.
- Education Conference: Continental Breakfast 2/7, Boxed Lunch (\$5) 2/8.

Please note: *Paradise Point does not have walking distance restaurants near the property. All of the hotel restaurants will have limited meal options provided at the Federal Per Diem rate when we are not serving food as well as cash and carry options located near the meeting space. Each overnight room is also equipped with refrigerators where attendees can store additional groceries or snacks. Some basic food items can also be purchased at the Island Market.*

REGISTRATION PRICING PRINTABLE FORM

ONSITE REGISTRATION WILL BE AVAILABLE FOR EVENTS THAT ARE NOT SOLD OUT. ONSITE PRICING WILL BE LISTED IN JANUARY 2013.

ITEM IV-A - INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
 - PC/PAC Calendar of Events – Ms. Coventry St. Mary
 - Parent/Family Support Unit Events and Activities – Ms. Coventry St. Mary
 - Parent/Staff Recognitions – Ms. Coventry St. Mary
 - Community Resources-Parents/Staff – Ms. Coventry St. Mary
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett

NOTES:

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Friday, December 21, 2012 9:00 a.m. Olympus Room
PC Executive Committee Meeting	Thursday, January 3, 2013 9:00 a.m. Olympus Room
PC/PAC Orientation	Friday, January 4, 2013 9:00 a.m. to 1:00 p.m. Registration at 8:30 a.m. Board Room
Program Self Assessment Parent Training Safe Environments & Governance	Tuesday, January 8, 2013 9:00 a.m. – 11:30 a.m. Oak Room
PC/PAC Budget/Planning Committee Meeting <i>meeting canceled</i>	Tuesday, January 8, 2013 9:00 a.m. – 10:00 a.m. Oak Room
PC/PAC Officer Training	Friday, January 11, 2013 9:00 a.m. to 12:30 p.m. Registration at 8:30 a.m. Sequoia Room
California Head Start Association Annual Conference	Monday-Tuesday, February 4 & 5, 2013 Paradise Point Resort and Spa San Diego, CA

ITEM IV-B – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

NOTES:

Program Operator: Elk Grove Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2011 to July 31, 2012 have been traced to the delegate agency records. The records were verified and appeared to be in order.
- 2) The total encumbrances in the final report amounted to \$ 63,761.56. Of this amount, \$ 61,995.47 was paid and expended. The District owes SETA the unexpended encumbrances of \$1,766.09.

Recommendations for Corrective Action:

- 1) Reimburse SETA \$1,766.09 from non-Head Start funds.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Dr. Wanda Roundtree **DATE:** November 19, 2012
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$ 8,186,344	8/1/11-07/31/12	8/1/11-07/31/12
Head Start	T & TA	20,000	8/1/11-07/31/12	8/1/11-07/31/12
Head Start	Supplemental	108,915	9/30/11-7/31/12	9/30/11-7/31/12 Early HS
Basic & COLA	1,133,870	8/1/11-07/31/12	8/1/11-07/31/12	
Early HS	T & TA	18,249	8/1/11-07/31/12	8/1/11-07/31/12
Early HS	Supplemental	310,500	9/30/11-7/31/12	9/30/11-7/31/12
Early HS	T & TA-Supplemental	7,763	9/30/11-7/31/12	9/30/11-7/31/12

Monitoring Purpose: Initial Final
Date of Review: 10/24-26/12

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Tamara Sanchez **DATE:** November 20, 2012

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento County Office of Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Supplemental	\$ 237,000	9/30/11-07/31/12	9/30/11-7/31/12
Early Head Start	Basic	15,000	8/01/11-07/31/12	8/01/11-7/31/12

Monitoring Purpose: Initial ___ Final X

Date of review: 11/7-8/12

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

Program Operator: Sacramento County Office of Education

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-C - INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The October 4, 2012 Governing Board minutes are attached for your review.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, October 4, 2012
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:04 a.m.

Members Present:

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

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the September 7, 2012 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Sacramento Works Youth Council Member
- D. Appointment of Education and Required Partner Members to the Sacramento Works, Inc. Board
- E. Approval of Staff Recommendation for the Youth Vendor Services (VS) List

The consent items were reviewed; no questions or corrections.

Moved/Pannell, second/Yee, to approve the consent calendar as follows:

- A. Approve the September 7, 2012 minutes
- B. Approve the claims and warrants for the period 8/30/12 through 9/26/12.
- C. Appoint Mr. Matt Perry to the Sacramento Works Youth Council.
- D. Appoint Mr. Jonathan Raymond to the vacant Education Sector seat, and Mr. Jim Wong to the vacant Required Partner seat on the Sacramento Works, Inc. Board of Directors.
- E. Approve the addition of Wind Youth Services to the Youth VS List.
Voice vote: Unanimous approval.

III. Action Items

A. **GENERAL ADMINISTRATION/SETA:** None.

B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services

1. Approval of Staff Funding Extension Recommendations for Refugee Employment Social Services (RESS), Targeted Assistance (TA) and Discretionary Programs, Program Year (PY) 2012-2013

Ms. Michelle O’Camb reviewed this item. The Office of Refugee Resettlement has not indicated when the final allocation will be received. Staff is anticipating an 11% overall decrease in funding. The decrease in funds is due to a decrease in the numbers of refugees relocated to Sacramento and an ORR policy which allows a dual allocation of RESS funds to San Diego County, reducing the funding available to other impacted California Counties.

Ms. Scherman expressed concern that there is no confidence in when the funds will be available. Ms. O’Camb stated that it is very much a concern of staff. This could have a devastating impact on community based organizations and overall service delivery.

As a result of ORR’s decision to fund TA, TAD, and ORDG incrementally, staff is recommending funding 52% of the TA, TAD, and ORDG allocations to program providers to cover seven months, and 42% for the remaining five months of the program year contingent upon the receipt of funds from ORR.

Mr. Nottoli arrived at 10:13 a.m.

Ms. O’Camb reviewed the staff funding recommendations. The funding decreases will eliminate funding for Social Adjustment and Cultural Orientation, and will significantly decrease the older refugee discretionary program allocations. This is not a result of poor performance on behalf of the program operators.

Mr. Nottoli asked that a clear and logical explanation be given as to why there appears to be a disproportionate amount of funding allocated to San Diego. The Board supported staff drafting a letter from the Board outlining concerns with the methodology used in allocating RESS funds to California and requesting information from the State and ORR.

Staff is seeking approval to a corrected stipulation #2 for funding TA, TAD, and ORDG providers from October 1, 2012 through April 30, 2013 for the first

increment of funding. The second increment of funding will cover May 1, through September 30, 2013

Speaker before the board: Ms. Laura Leonelli, South East Asian Assistance Center.

Mr. Nottoli asked that part of the action include reaching out to state representative and county lobbyist to push for answers on RESS funding allocations for refugees and asylees in Sacramento. It is important to fight for every penny that comes our way to assist refugees.

Moved/Nottoli, second/Yee, to approve the funding extensions for the Refugee Employment Social Services (RESS), Targeted Assistance (TA), Targeted Assistance Discretionary (TAD), and Older Refugee Discretionary Grant (ORDG) programs for PY 2012-2013 effective October 1, 2012 as indicated in the attached charts with the following stipulations:

1. If final RESS, TA, TAD, and ORDG allocations are less than anticipated, SETA will reduce the amounts allocated to Refugee Program providers proportionately.
2. TA, TAD, and ORDG funds will be allocated in two increments. The first increment will cover program services from October 1, 2012 through April 30, 2013. The second increment will be allocated contingent upon receipt of funds from ORR and will cover program services from May 1, 2013 through September 30, 2013.
3. PY 2012-13 funding will be subject to satisfactory year-end program performance and satisfactory fiscal reviews.
4. VESL/ES service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
5. All VESL/ES and ES Stand Alone budgets must include a minimum of 5% for supportive services.
6. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, eight hours a day, from October 1, 2012, through September 30, 2013.
7. In addition, staff is asked to contact the state representative and the county lobbyist to push for answers to insure the funding for the refugees and asylees in Sacramento is appropriate.

Voice Vote: Unanimous approval.

One Stop Services

2. Approval of the Acceptance of the Augmentations of First and Second Increment National Emergency Grant (NEG) Funds and Authorization to Augment NEG Funding to North State Building Industry Foundation

Ms. O'Camb reported that this item is seeking approval to accept the additional \$500,000 in NEG OJT funding. The additional funding will be used to replace \$233,573 in WIA Dislocated Worker formula funds awarded to NSBIF by the Governing Board in the OJT funding extension recommendations for PY 2012-13.

Moved/Yee, second/Pannell, to approve the acceptance of an additional \$287,558 in first increment NEG OJT funding from the State, EDD to cover five NEG OJTs that carried over from last program year into this current year, to augment NSBIF \$53,582 to cover 11 NEG OJTs and to cover SETA's costs for 17 OJT contracts, and the ongoing coordination and oversight of the program. In addition, approve the acceptance of an additional \$500,000 in second increment NEG OJT funding from the State EDD to replace \$233,573 in WIA Dislocated Worker formula funds awarded to NSBIF for PY 2012-13, to cover SETA's costs for the ongoing coordination and oversight of the program, and to set funds aside to provide OJT opportunities to 19 NEG eligible clients at the SWCC in Galt. Voice Vote: Unanimous approval.

Community Services Block Grant: None.

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

- A. 2014-2018 WIA Five-Year Strategic Plan: Ms. Kossick reported that staff is beginning the planning process for the next five year strategic plan. A public hearing is scheduled October 24. Staff will present the plan to the board before April.
- B. Fiscal Monitoring Reports: No questions or comments.
- C. Employer Success Stories and Activity Report: No questions.
- D. Dislocated Worker Update: Mr. William Walker reported that Comcast is closing their call center in Natomas which will affect 476 employees. These dislocated employees do have marketable skills but the concern is that they make \$14-\$16 per hour which is more than other companies. There are some people that will be offered relocation. Two job fairs will be held for Comcast employees.

Campbell's Soup also notified SETA that they will be closing their South Sacramento facility. Although an official WARN notice has not been received, Campbell's will be dislocating between 700-800 employees. Many of the jobs are specific to the industry. SETA staff have done some assessment at the Campbell's Soup facility and many of the employees have very low literacy skills. SETA management has been working with Campbell's Soup to ease the burden

of the dislocated employees. The State of California is committed to assisting the dislocated employees to transition to new jobs.

Mr. Yee reported that the County Executive and Supervisors Yee and Nottoli met with Campbell's Soup to ask why they are shutting down their plant. Their reply was that demand for soup has gone down and that the Sacramento plan had the highest cost per unit. It was a very good meeting.

- E. Unemployment Update/Press Release from the Employment Development Department: No questions.
- F. Head Start Reports: Ms. Denise Lee reported that the Whispering Pines closure has been completed. Most of the supplies and materials were distributed to other centers. There were seven families eligible to return; some families went to Hopkins and three went to Nedra Court.

V. Reports to the Board

- A. Chair: The Giant Pumpkin Festival will be held in Elk Grove.
- B. Executive Director: Ms. Kossick reported that SETA is working with EDD for the Honor a Hero, Hire a Vet event at the McClellan Convention Center.

In April/May of 2012, the Agency began a wellness program with Kaiser. Dr. Ernie Bodai will be coming to SETA to talk about breast cancer awareness month this evening; all board members were welcomed to attend.

All staff were invited to participate in a fitness activity for 8 weeks and 40% of staff signed up forming 27 teams. The average minutes of activity per person was 2,400 minutes. Prizes were provided to the top three teams. Ms. Kossick expressed her appreciation for the partnership with Kaiser. The prizes were provided by Kaiser, i.e., water bottles or healthy snacks. Ms. Scherman suggested having the top three groups be taken to lunch.

The Agency has applied and received a \$20,000 grant from PG & E for outreach and education for veterans. This will be part of the VEAP grant that SETA already has from EDD.

- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

VI. CLOSED SESSION:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(subdivision (a) of Section 54956.9)

UNITED STATES OF AMERICA, *ex rel.* MAUREEN DERMOTT-MORRISON v.
SACRAMENTO EMPLOYMENT TRAINING AGENCY
U.S. District Court, Eastern District of California Case No. 2:10-CV02048 KJM
GGH

The board adjourned into closed session at 11:03 a.m. Mr. Thatch reported out of closed session at 11:15 a.m. that there was no report out of closed session.

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

ITEM V

COMMITTEE REPORTS

A. Executive Committee

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

The Executive Committee met and evaluated the November 27, 2012 Policy Council meeting.

GOOD!!!
Thank you, Ms. Coventry St. Mary, for making reminder calls for the PC meeting.
Thank you, board members, for completing reimbursement forms in blue or black in only.
Thank you, Mr. Hodari Polk, for a clean board room.
Thank you, Ms. Nicole Castrejon, for translating.
Thank you, Board members, for great discussion.
NEEDS IMPROVEMENT
Arrive on time and start on time.
Seated and ready for meeting by 8:50 a.m.
Board members, please recognize Chair prior to speaking.
Absolutely no food allowed in the board room. No exeptions.
Board members please obtain child care prior to meeting.
Please no use of electronic devices during meetings.
Side barring.

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

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.

- 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)

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

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

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

Head Start Monthly Report

December 2012

SETA Operated Program

Program Operations:

November brought the end of the fall assessment period for children enrolled in our program. Each child was assessed using the Desired Results Developmental Profile across the 11 domains of the Head Start Early Learning Framework. Teachers attended workshops to pick up their data results and to systematically analyze their data for strengths, developing skills, and patterns. Based on this analysis, teachers created a Summary of Findings along with an action plan addressing their next steps to maximize the effectiveness of the classrooms. Agency data shows that children are performing at higher levels in the areas of Creative Arts, Physical Development, and Approaches to Learning.

This data follows the trends of past years and is typical for the beginning of the school year. Developing skills include Literacy Knowledge, Mathematics, and Social Studies. As the year moves forward, teachers will use intentional activities and individualization to raise skills and knowledge in these areas.

Program Support Services:

Delegate Monitoring and Technical Assistance Activities. Content Coordinators conducted on-site visits at all Delegates to monitor compliance in follow-up services on children's screening results and referrals; CLASS observation; education requirements, enrollment eligibility verification, health and nutrition services, and family partnerships. Delegates submitted new protocols related to providing appropriate services resulting from new BMI (Body Mass Index) categories used by the program. First quarterly meetings with individual delegates were completed in November to monitor progress on county-wide School Readiness Goals (SRG). Overview meetings were held to discuss the new Parent, Family and Community Engagement (PFCE) Framework released by Office of Head Start.

Quality Assurance (QA) Unit. The SETA Quality Assurance (QA) Monitoring Tool iPad app is now available and its use is being piloted at 11 SETA-Operated Program (SOP) sites in October and November. QA Unit is closely working with SETA Information Technology (IT) Consultant in addressing technical issues related to the application and in developing various monitoring reports for supervisors and managers.

Family Support Services:

In November, the topic of the monthly parent meeting was getting families ready for kindergarten. This was the first of four parent meetings dedicated to the topic of ensuring that parents and children are ready for kindergarten. Families will be registering their kindergarten-bound children in January or February of 2013, and there are a lot of things needed in order for that to happen. Staff also talk to parents about the importance of routines, of regular daily attendance, and making sure that children have a place to do their homework. It's not too early to instill those habits.

A six-week Positive Parenting workshop, held in the evening at the Del Paso Office, was recently completed. Parents were offered childcare and dinner, and an opportunity to learn about positive parenting and discipline. Each session gave parents an opportunity to try out new techniques, and to report back to the group how it went. It also built positive peer interactions between parents, which in turn provided support for parenting challenges. It is hoped that this workshop will again be offered in the spring.

New School Readiness Aides have been trained, and have been volunteering in their child's classroom. Staff is hearing quite a bit of positive feedback about how helpful it is to teachers to have an additional person in the classroom that can read stories and work with small groups of children. Last month, the School Readiness Aides had an opportunity to visit American River College, take a tour and meet with a counselor.

Staff has also been busy at the sites, making sure that all parents have been met with, and that that a Family Partnership Agreement has been done with each parent, outlining their goals and timeline.

Elk Grove Unified School District

Education Services Update:

Irene Ladd, Instructional Coach, shared the agency-wide results from the Desired Results Developmental Profile (DRDP) that teachers used to assess their students' social and academic strengths and weakness during the fall. Teachers were given an opportunity to review and discuss the strengths and weaknesses and to review the plan of action created by Irene Ladd and Claudia Charter, Program Specialist, to address the areas of weakness. Based on the results of the DRDP, all Head Start teachers will focus on teaching expression of empathy, awareness of diversity in others, symbol, letter and print knowledge, fine motors skills, and personal safety, during the winter months.

Teachers were given the results of the DRDP for their individual classes. Time was allotted to discuss the results with one another and to develop their individual classroom plans as well as begin work on developing individual student goals and action plans.

Florence Oneto, PreK Social Worker, and Alegna Atkins, PreK teacher, presented information about the value of reframing our thoughts when working with students with challenging behaviors. Reframing how we think about a behavior can help us work with a child more effectively by helping us look at the possible underlying motivation for the behavior. Teachers were given the opportunity to discuss behaviors that they find challenging and to practice reframing their thoughts.

Enrollment:

The Office of Head Start has combined the regular Head Start and expansion programs into one program. Elk Grove Unified School District is funded to serve 420 students and is fully enrolled. The Average Daily Attendance for the month of November was 88%.

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 46 students with active IEPs being served.

Health Services Update:

Florence Oneto, Social Worker, and Teresa Gannon, Psychologist, are scheduling observations and follow-up meetings in response to needs discussed at the CoOp meetings. Family and Student Support Teams (FASST) meetings have been scheduled to offer guidance and support to teachers and families of students of concern.

6,458 meals were served to our Head Start students during the month of November.

This month's Elk Grove Meals/Snack calendars are attached.

Family and Community Partnerships Update:

"Latino Family Literacy", a class for Spanish speaking parents, was held November 2 and 9 at Charles Mack Elementary School. This class teaches parents how to read aloud with their children and gives them strategies for establishing a reading routine in their home. Six parents were in attendance at these classes.

"Car Seat Safety", a workshop to teach the proper way to install a car seat and the law regarding age and weight requirements was held on November 8 at David Reese Elementary School. Ten parents attended this workshop and each parent received a free car seat.

"Parent-Child Relationships", a workshop which addresses the importance of building positive relationships in the family and teaches methods to promote positive behavior in children, was held at Charles Mack Elementary School on November 13 and David Reese Elementary School on November 15. Thirteen parents attended the workshop at Charles Mack Elementary and fifteen parents attended the workshop at David Reese Elementary.

"Discover Art", a class where parents learn the importance of art in children's lives as a form of self expression and creativity as well as participate in hands-on art activities they can do with their children at home was held at Anna Kirchgater Elementary School on November 29. Fifteen parents attended the class.



Recruitment:

PreK registrations continue to take place and students are placed on a waiting list. The Head Start classes are fully enrolled. Each school has a waiting list and families are notified when space becomes available.

Sacramento City Unified School District

Teaching and Learning:

Dr. Theresa Roberts continues to engage our teaching staff in professional learning focused on language and literacy. Specific emphasis over the course of the next several months will be on children's oral language development. Teaching staff will be using explicit storybook planning, questioning strategies, vocabulary instruction and retelling activities to support children's oral language development.

Prior to the Thanksgiving break, teachers had an opportunity to share children's progress with parents during parent/teacher conferences.

Health and Nutrition:

Nurse Lisa Stevens has begun the process of engaging parents in discussions about a variety of talks focusing on health education and family well-being. The discussions have been well received by the parents.

The implementation dental varnish clinics continued throughout the month of November, with teachers and nurses making a concerted effort to increase the number of children receiving these services. Child development nurses, in conjunction with LVN students from CAJ Skills nursing program, will be following up with those children with identified dental concerns.

The Mark Twain preschool site received a review by SETA staff, which focused on the health/nutrition component. Nurse Espie Millendez indicated that the report yielded no findings at this preschool site.

Child Development's Registered Dietitian, Karen Ito, has been working closely with two Dietetic Interns from Sacramento State over the course of the past month. The interns developed a Power Point presentation on Body Mass Index to present to parents. The presentation was received with great interest. The student interns have also provided significant support to ensure that children's special diets are fully implemented.

Child Development Nurses Victoria, Espie Millendez, Lisa Stevens and First Five Nurse Paula Kuhlman met with SCUSD Health Services Coordinator Pam Whipple and the Child Development Director Wanda Roundtree to begin the work of increasing collaboration between the two departments. Discussion will ensue on how to best serve children with complex medical needs in Child Development classrooms when children do not qualify for special education services.

Nurses Espie Millendez and Lisa Stevens attended the Health and Nutrition Meeting at SETA this month and Victoria Benson attended a Child Development Health/Nutrition meeting, which consisted of Policy Council parents and Child Development staff. The objectives of the meeting were to review the Health and Nutrition Service Area Plan and provide feedback and suggestions. Nurses Victoria and Lisa Stevens revisited the nutrition component of the Service Area Plan in a subsequent meeting with the Registered Dietitian Consultant, Karen Ito.

Child Development program's policy and procedures document for monitoring and follow-up of Body Mass Index was completed and submitted to SETA this month.

Mental Health:

Child Development is beginning to implement the monthly parent education workshop series: Positive Solutions for Families. The workshop series is offered in both English and Spanish and will continue over the course of the next few months. A program self-assessment in the areas of Family and Community Partnerships and Mental Health is currently in progress. Additionally, mental wellness observations are currently being conducted in Head Start classrooms as well as CLASS observations in select classrooms. Social workers are providing individual coaching support to teachers in order to ensure the effective implementation of CSEFEL pyramid strategies in the classrooms and additional workshops will be made available to staff over time. Some of the support offered to teachers in the implementation of CSEFEL strategies have occurred in the context of Common Planning Time (CPT) for teachers.

Early Head Start:

A Teen Parent Group is currently being facilitated at American Legion on a twice monthly basis. Early Head Start Social Worker, Janet Love, is assisting in the facilitation of the group meetings, along with a Youth Development Nurse.

Prenatal services are currently underway and are being provided by the EHS nurse and EHS Social Worker over the course of this school year.

San Juan Unified School District

Education Services Update:

Classrooms finished the study of clothes in November with pictorial documentation of the different directions in which student-interest led the curriculum. The curriculum included clothing, costume stores, a fashion show, uniform experts; and more! During this study teachers continued with the focus on the letters T, O, and X. The math activities involved numerical comparison and constructing sets. Students have just begun the introduction to division.

Disabilities Services Update:

The Disabilities Self-Assessment Team met and shared the results from the data collected from the assessment tool. It was determined that areas of concern included the following: 1) signatures on IEPs, 2) goals/coding on lesson plans, and 3) all screening complete within the 45 day timeline. An action plan was created by the team and will be put into place soon. The Disabilities Specialist has begun preparing the box for the upcoming SETA self-review in January. All screening records and special education updates were collected from the teachers for this first part of the year. Reminders were sent out to teachers who have not completed/turned in their forms. For the children who were rescreened, the records were reviewed and forms were checked to assure the results were indicated. 100% had been completed.

Mental Health Services Update:

Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management have been presented by the Mental Health Therapist to staff, teachers, and parents. The Therapist's focus continues to be on providing support and referrals for children whose social and emotional functioning is lacking. Also, teachers continue to be given support on implementation of the Operations Guide mental health criteria.

Nutrition Services Update:

The CACFP audit is scheduled for the week of December 3rd. With this comes the task of preparation. Site monitoring is complete, indicating staff is well prepared and knowledgeable of programs. The results of everyone's hard work and dedication will be in the next report!

Health Services Update:

Health staff is screening one day a week in the centralized screening room. Health has completed reviewing all the immunization, health, and nutrition status of the children enrolled for the 2012-2013 school year to this point. Health is traveling out to classroom sites to complete or reattempt needed screenings. Health is participating in the *Smiles for Kids* program again this year to provide dental services to children who have no dental home or insurance. Smile Keepers is completing dental screenings & fluoride applications for the children in the classrooms. The Health Assistants & School Nurse is following up with all the children that need to be seen by the dentist. Health completed the self-review.

Family and Community Partnerships Update:

Parent representatives from the Policy Committee assisted with the preliminary self-assessment process by joining with staff to do content focused site visits for the six Head Start and two Early Head Start sites that were selected. As part of the self-assessment, parent surveys went out to the eight sites in both English and Spanish. Policy Committee reps helped the sites distribute the surveys to ensure that as many parents as possible complete them. The discussion at this month's PC Executive Board meeting centered around ways to recruit parent participation at sites, and how to continue to develop relationships and participation among the Policy Committee members.

Transition Services Update:

Parent conferences were held in November. The DRDP data has been used to assist with the student's Individual Education Plans and shared with the parents. The teachers have been discussing the children's progress thus far and together with the parents have been developing strategies that the children can work on at home. The parents have been very pleased with their child's achievements and are actively involved in the in-home activities.

Program Support/Staff Training Update:

The third training provided for project-based learning was held on Nov. 2nd. This was attended by all teachers and assistants. The focus of the training was the integration of learning concepts on a day to day basis, a review of the dialogic reading strategy called CROWD (Completion, Recall, Open-ended questions, 'W' questions, Distancing), and a time to reflect on the project-based learning approach pilot program.

Fiscal Update:

Head Start and Early Head Start submitted fiscal and attendance reports for October on or before the 10th of November in accordance to our contract. At this time both programs are within the projected budgeted percentages through October 2012.

HS and EHS also just finished a fiscal audit for prior year 2011-2012 which ended July 31st, 2012 and no findings or compliance issues were found.

Both budgets as of November reflect the restoration of the full 11 day furlough reductions, step/column freezes, and 100% of the Leadership Stipends. The two firm furlough days will remain in effect for the remainder of this year and fiscal year 2013-14.

Early Head Start:

The first education cycle of the year is completed. DRDP and health screening results were shared with families during the first home visits and parent conferences. Case management meetings integrated family goals into Individualized Education Plans, and School Readiness Goals were added for each child.

Preparation for the tri-annual Child Care Food Program review provided a nutrition focus for the month. Serving seasonal fruits and vegetables encourage children to try new foods.

Self-Assessment data collection is finishing up with parent surveys completed by families.

Twin Rivers Unified School District

Events:

In a celebration of diversity, the Head Start programs participated in a Hmong New Years Celebration on November 9th. This event included a Hmong dance performance by Classroom 2A students and teachers and Hmong book reading as part of our literacy goals. The Resource Teacher taught the students how to count in Hmong and a fashion show of ethnic clothing and jewelry were also a part of the parent involvement event. The students learned new Hmong dance steps and enjoy traditional Hmong music during the event. The parents were treated to a Hmong rice dish and all students made ethnic paper hats, belts and art decorations for their classrooms.

Professional Development:

The Head Start Leadership Team participated in an onsite training with Grantee staff on the School Readiness Goals Plan and the Family, Parent and Community Engagement Framework. During the session, staff received additional information about the intended outcomes for parents and the group brainstormed on techniques to introduce the framework to the teaching staff at the next staff meeting.

The Morey Avenue program recently had SMART Boards installed in all of the preschool classrooms. The first of three training sessions was held on November 30th to begin learning about the interactive learning boards. The SMART Boards will assist with the electronic components of the Creative Curriculum materials and enable teaching staff to provide additional learning materials via internet. The additional sessions of SMART Board training will be held on December 7th and 14th.

Teachers are also scheduled for the next Creative Curriculum workshop related to the Ball investigation study on December 13th. The workshop will be held at the District Office and is mandatory for all teachers with voluntary participation for teacher assistants. The ECE Leadership Team will continue with the focus of math and utilizing the Mighty Minutes and Intentional Teaching Cards as part of the daily routine.

Components:

The Nutrition Component Leader will transfer to another school site effective December 3rd. The new substitute Health Assistant will be Kelli Carrillo. She will work with the District Nurse and SETA's Health staff to get the appropriate

training to continue follow-up on Nutrition duties and the nutritional needs of the students. The nutrition activities in the classrooms continue with a focus of vegetables and fruits that grow on trees to align with the Tree investigation theme in Creative Curriculum.

The Health Component Leader continues reviewing students' files for medical concerns and continues following up on students' needing additional documents. The Health Component leader is also working closely with the classroom teachers and Resource Teacher on the Safe Environment checklist to ensure all of the components of the monitoring tool are fully met.

Our School Social Worker/Counselor continues classroom observations to assist with intervention strategies and behavioral techniques for all classrooms. The Head Start program is currently filling the vacancy for the other Community Liaison position; meanwhile, the Social Worker has been assisting with the Family Partnership Process due to the staff shortage. The job listing had to be reposted and the final filing date is December 6th. The interviews will be scheduled at the earliest convenience of the Human Resources staff with both staff and PC parents as part of the interview panel. The mental health and social skills groups are being facilitated with approximately 18 students participating in the weekly sessions.

Plans for the annual Winterfest have been finalized with Oakdale celebrating on December 19th and Morey Avenue on December 20th. The Parent Appreciation Days will also be held on December 17th and December 13th at both sites. In connection with TRUSD's health and obesity goals, the zumba classes continue on Tuesdays and Thursdays. Parents and staff are exercising in a fun and engaging environment that focuses on healthy exercising to foster healthy habits.

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

The Speech and Language Pathologist continues providing direct services to students needing speech therapy at both sites.

The Education Component Leader continues to support teaching staff with classroom observations and suggestions for improving classroom management skills and student engagement strategies. The ECERS action plans have been completed and the CLASS observations are currently being conducted. The teaching staff will develop CLASS action plans in collaboration with the Resource Teacher.

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

The Program Design and Management component leader continues to meet weekly with the ERSEA team to draft the ERSEA manual with anticipated completion by the end of December 2012.

Policy and parent Committees:

The Policy Committee meeting originally held on November 7th was rescheduled to November 15th due to low parent participation. The Parent Committee meeting at Oakdale was held on November 27th. The agendas included election of PC officers, bylaw review and planning of the Winterfest Festival. The next Policy Committee meeting will be held on December 18th and Parent Committee meeting on December 11th. The agenda will include the approval of the Social Worker and Community Liaison positions, selection of fundraiser and brainstorming for the Black History Month program.

Parent Trainings:

The parenting classes in collaboration with the Birth and Beyond North Highlands Resource Center and Mutual Assistance Network continues and parents are encouraged to attend. The November parent training was "Healthy Cooking" and was facilitated by Mrs. Dayal, a Morey Avenue classroom teacher. The focus was on cooking with tofu and the value of healthy eating habits. The next parent training will be "Making Reindeer Food" with a focus on how to interact with your child with low cost arts and crafts activities.

The classroom parent meetings for December will also focus on the introduction of the Family, Parent, Community Engagement Framework and its alignment with the School Readiness Goals Plan for TRUSD. Parents will be given information on the Framework and provided information on ways to participate and foster better home to school connections.

Fiscal:

The Budget Analyst provided another budget overview for the ECE certificated staff at the ECE Leadership Team meeting on December 29th. Teachers ordered materials related to their ECERS assessment results and the orders are beginning to arrive.

WCIC

Management:

During the month of November 2012, WCIC/Playmate Head Start Program's Management Team continued review, revisions, and updates as needed of Policies and Procedures, Written Service Plans, Board and PC By-Laws, and In-House Monitoring discussions/assessments.

Enrollment:

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

Education:

WCIC/Playmate Head Start Program's Education Team received "The Importance of Mathematics for Preschoolers Training" by Alicia Barron, Education Coordinator from Sacramento Employment Training Agency on November 14, 2012. She provided handouts on "Finding the Math" and "Key Aspects of Preschool Math". Ms. Alicia stated math is an everyday routine. In young children, during the first year of their life, they begin to develop math concepts and skills. Parents are the child's first teacher. Parents need to talk, play, and carry out routines with their children in order for children to learn math. Parents need to make math fun by asking children: how many, repeating patterns, count, shapes, and symmetrical patterns. Ms. Alicia also discussed number sense, geometry, measurement, math language and spatial relations.

WCIC/Playmate Head Start Programs Education Team received a Science Training by Alicia Barron, Education Coordinator from SETA on November 30, 2012. Ms. Alicia stated all children have a desire to learn. The Three Areas of Science are: Life Science, Physical Science and Earth and the Environment. Children need to be exposed to awareness when learning in the Discovery Areas. Children need to have a chance for exploration. Children need physical properties to feel feathers, bounce and roll balls, run hands through shaving cream, and spin tops, etc. Children need to inquire and learn to seek answers to questions such as: "How can I make the car go down the ramp faster?" And children need to use the information they have for specific purposes such as: spilled paper clips with magnets; use of magnifying glass to count the number of legs on a beetle, etc. Opened- ended questions allow children to express what they are thinking. They do not demand a response, but leave space for children to answer thoughtfully.

Health:

WCIC/Playmate Head Start Programs Team received the Bloodborne Pathogens Training by Garnett Volkens, Health Coordinator from SETA on November 2, 2012. Ms. Garnett showed staff a video on "Bloodborne Pathogens in Schools and the Human Side". The video showed how people can contract HIV and HBV. In order to protect themselves, people must wash hands, wear protective wear and get the HBV Vaccine. Proper hand washing, antiseptic towels, and discarding of needles in an appropriate/sharps containers are the measures people have to take in order to protect themselves from bloodborne pathogens. When in contact with blood, everyone needs to wear gloves and have protective gear. A first responder kit must be available. A plastic bag can be a barrier in case we do not have any protective barrier. HBV vaccine is 85% - 97% effective. Hep B vaccine is not 100% effective. Wearing a mask is a good way for protection from tracking anything. Bleach and water is a good way to disinfect areas of contaminated areas.

WCIC/Playmate Head Start Programs' children received Hearing Screenings on November 16, 2012 for the second visits by CSUS, Department of Speech Pathology and Audiology.

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

ACF-IM-HS-12-07 Supporting Children and Families after Hurricane Sandy

ACF-IM-HS-12-08 Disposition of Older Modular Units

ACF-IM-HS-12-09 E-Rate Discount Options

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

November, 2012

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	420	420	100	323*	77
Sacramento City USD	1,292	1,280	99	1,043	81
SETA	1,880 (2,796)	1,902	101	1,318	70
San Juan USD	700	700	100	495	71
Twin Rivers USD	211	211	100	168	80
WCIC/Playmate Head Start	120	120	100	79	66

*Low attendance due to modified track calendar-students off last week of November

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	147	147	100	83	56
SETA	345	351	102	231	67
San Juan USD	161	163	101	105	65

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

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

(c) Attendance on the last day of month

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 11/30/12)

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

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

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	20	(9%)	N/A	
Elk Grove USD (420)	46	(11%)	N/A	
Sacramento City USD (1292)(147)	96	(7%)	13	(9%)
San Juan USD (700) (161)	78	(11%)	7	(4%)
WCIC (120)	4	(3%)	N/A	
SETA (2796) (345) (1878 Tracks)	139	(7%)	36	(10%)
County (4621)* (653)*	383	(8%)	56	(9%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

Seta Head Start

Food Service Operations Monthly Report

*November 2012

November 2nd - Classes Closed for Training, Northview 1 AM & Hillsdale 2 AM & 1 PM
Nedra Court Closed for Pest Treatment

November 9th - Parker closed for Pest Treatment

November 12th - Veteran's Day Holiday

November 16th & 19th - Broadway Closed for Plumbing Repair

November 19th through 26th - Nedra Court, LaVern Stewart & Parker Closed for
Pest Treatment

November 22nd & 23rd Thanksgiving Holiday

Meetings and Trainings:

Program Support Services - Food Service Staff Meeting November 16th
at Plaza Del Paso attended by all the Food Service Staff

Total Number of Meals and Snacks Prepared for All Kitchens			
Lunch	PM Snack	Breakfast	Field Trips
38,092	22,820	26,342	440

Total Amount of Meals and Snacks Prepared **87,694**

Purchases:

Food \$67,642.65

Non - Food \$16,754.39

Building Maintenance and Repair: \$860.98

Kitchen Small Wares and Equipment: \$399.47

Vehicle Maintenance and Repair : \$200.16

Vehicle Gas / Fuel: \$1,566.78

Normal Delivery Days 19

ITEM VI-OTHER REPORTS (continued)
Page 2

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

- 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.
