

GOVERNING BOARD

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County of Sacramento

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*Thought of the day: "A genuine leader is not a searcher for consensus but a leader of consensus."
Author, Martin Luther King, Jr.*

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, April 28, 2015

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

PAGE NUMBER

- | | | |
|-------------|---|------|
| I. | <u>Call to Order/Roll Call/Review of Board Member Attendance</u> | 1-3 |
| | ➤ PC Meeting Attendance Update | |
| | ➤ Introduction of Newly Seated Representatives | |
| II. | <u>Consent Item</u> | |
| A. | Approval of the Minutes of the March 24, 2015 Regular Meeting | 2-11 |
| III. | <u>Action Items</u> | |
| A. | <u>CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957</u> | 12 |
| | ➤ Approval of Eligible List for: Head Start/Early Head Start Coordinator (Health-Nutrition) | |
| | ➔ Report out of Closed Session | |

B.	<u>TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:</u> Approval to Adjust the Pay Ranges for the Classifications of Associate Teacher, Associate Teacher – Infant/Toddler, and Head Start Child Care Teacher Assistant	13-14
C.	Approval to Submit a Head Start Budget Modification Request for Program Year 2014-2015	15
D.	Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Budget	16
E.	Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application	17- 19
F.	Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Five-Year Goals	20-30
G.	Approval of Fiscal 2015-2016 Sacramento County Program Options/Grantee and Delegate Agencies	31-34
IV.	<u>Information Items</u>	
A.	Standing Information Items	35-46
➤	PC/PAC Calendar of Events – Ms. Lynda Williams (attached)	
➤	Parent, Family & Community Engagement - Events and Activities - Ms. Lynda Williams (attached)	
➤	Parent/Staff Recognitions – Ms. Lynda Williams	
➤	Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson	
➤	Toastmasters Training – Ms. Lynda Williams	
➤	CHSA Reports – Ms. Lynda Williams	
➤	Community Resources-Parents/Staff – Ms. Lynda Williams	
B.	Governing Board Minutes of February 5, 2015 (attached)	47-53
V.	<u>Committee Reports</u>	54-56
➤	Executive Committee: Ms. Lynda Williams	
➤	Budget/Planning Committee	
➤	Personnel/Bylaws Committee	
➤	Health Services Advisory Committee	
➤	Men's Activities Affecting Children Committee (MAACC): Mr. Calvin Sheppard	
➤	Social/Hospitality Committee: Ms. Lynda Williams	
➤	Parent Ambassador Report: Ms. Lynda Williams	
➤	Maternal, Child and Adolescent Health Advisory Board: Ms. Lynda Williams	
➤	Sacramento Medi-Cal Dental Advisory Committee: Ms. Amanda Self	
➤	Community Reports: Ms. Jenna Kline and Ms. Nicole Chilton	
➤	Community Action Board: Mr. Calvin Sheppard	

VI. Other Reports

57-71

- A. Executive Director's Report
- B. Chair's Report
- C. Head Start Deputy Director's Report
 - Monthly Head Start Report (attached)
- D. Head Start Managers' Reports
 - ✓ Brenda Campos: Grantee Program Support Services
 - ✓ Lisa Carr: Parent, Family & Community Engagement
 - ✓ Karen Gonzales: Child Development & Education Services
- E. Open Discussion and Comments
- F. Public Participation

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, APRIL 22, 2015

Policy Council meeting hosted by:
Lynda Williams (Chair), Kenneth Tate (Vice Chair), vacant (Secretary),
Robin Blanks (Treasurer), vacant (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Robin Blanks, Elk Grove Unified School District
- _____ Tyrone Broxton, Elk Grove Unified School District
- _____ Linda Litka, San Juan Unified School District
- _____ Lynda Williams, San Juan Unified School District
- _____ Tulani Simpson, Twin Rivers Unified School District
- _____ Brian Short, WCIC/Playmate Child Development Center
- _____ Tawana Craig, WCIC/Playmate Child Development Center
- _____ Todd Woods, SETA-Operated Program
- _____ Natalie Craig, SETA-Operated Program
- _____ Sabrina Lovelady, SETA-Operated Program
- _____ Amanda Self, Early Head Start (SETA)
- _____ Kenneth Tate, Past Parent Representative
- _____ Jasmine Jamison, Past Parent Representative
- _____ Lenda Wheeler, Grandparent Representative
- _____ Jenna Kline, KVIE Channel 6
- _____ Nicole Chilton, Birth and Beyond

New Members to be Seated:

- _____ Calvin Sheppard, Men's Activities Affecting Children Committee
- _____ Sonia Torres, Sacramento City Unified School District

Seats Vacant:

- _____ Vacant (Contreras), Sacramento City Unified School District
- _____ Vacant (Sheppard), Sacramento City Unified School District
- _____ Vacant (George), Twin Rivers Unified School District
- _____ Vacant (Baty), SETA-Operated Program
- _____ Vacant (Paniagua), SETA-Operated Program
- _____ Vacant (Shepherd), SETA-Operated Program
- _____ Vacant (Cullen), Early Head Start (San Juan)
- _____ Vacant (Hill), Early Head Start (Sac. City)
- _____ Vacant (White), Early Head Start/Home Base (SOP)
- _____ Vacant, Home Based Option
- _____ Vacant (Peck), Foster Parent Representative

**** Please call your alternate, Policy Council Chair (Lynda Williams: 333-2402 or 533-7389), 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 2014-2015**

The 2014-2015 Board was seated on **November 25, 2014** and
December 18, 2014

BOARD MEMBER	SITE	11/25	12/18 *	1/27	2/24	3/24	4/28	5/26	6/23	7/28	8/25	9/___	10/27	11/24
R. Blanks Seated 11/25	EG	X	X	X	X	X								
T. Broxton Seated 2/24	EG				X	X								
N. Chilton s/b/seated 2/24; seated 3/24	CR				E	X								
N. Craig Seated 12/18	SOP		X	X	X	X								
T. Craig Seated 3/24	WCIC					X								
J. Jamison Seated 2/24	PP				X	X								
J. Kline Seated 2/24	CR				X	X								
L. Litka Seated 11/25	SJ	X	X	X	X	X								
D. Paniagua Seated 11/25	SOP	X	X	X	U	U								
S. Lovelady Seated 1/27	SOP			X	X	X								
A. Self Seated 11/25	HB	X	X	X	X	X								
D. Shepherd Seated 11/25	SOP	X	X	X	U	U								
C. Sheppard Seated 11/25	SAC	X	X	X	X	X								
C. Sheppard Seated	MAACC													
B. Short Seated 3/24	WCIC					X								
J. Shurtz s/b/s 11/25; seated 12/18	SAC	U	X	X	X	R								
T. Simpson Seated 11/25	Twin Rivers	X	X	X	E	E								
K. Tate Seated 11/25	PAST	X	X	X	X	X								
S. Torres Seated	SAC													

BOARD MEMBER	SITE	11/25	12/18 *	1/27	2/24	3/24	4/28	5/26	6/23	7/28	8/25	9/___	10/27	11/24
L. Wheeler s/b/seated 11/25	GRAND	E	X	U	X	X								
L. Williams Seated 11/25	SJ	X	X	X	X	X								
T. Woods Seated 12/18	SOP		X	U	X	X								

GLOSSARY OF ACRONYMS

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

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

Current a/o 4/21/15

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MARCH 24, 2015 REGULAR
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the March 24, 2015 meeting.

RECOMMENDATION:

That the Policy Council approve the March 24 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, March 24, 2015
9:00 a.m.

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

Ms. Lynda Williams called the meeting to order at 9:07 a.m. The Pledge of Allegiance was recited. Ms. Jasmine Jamison read the Thought of the Day. Ms. Lenda Wheeler called the roll.

Members Present:

Lynda Williams, San Juan Unified School District
Linda Litka, San Juan Unified School District
Robin Blanks, Elk Grove Unified School District
Tyrone Broxton, Elk Grove Unified School District
Calvin Sheppard, Sacramento City Unified School District
Natalie Craig, SETA-Operated Program
Todd Woods, SETA-Operated Program
Sabrina Rasmussen, SETA-Operated Program
Amanda Self, Home Base Option
Kenneth Tate, Past Parent Representative
Lenda Wheeler, Grandparent Representative
Jenna Kline, KVIE Public Television
Jasmine Jamison, Past Parent

Members Absent:

Dawanna Paniagua, SETA-Operated Program (unexcused)
Tulani Simpson, Twin Rivers Unified School District (excused)
Destini Shepherd, SETA-Operated Program (unexcused)

New Members to be Seated:

Nicole Chilton, Birth and Beyond
Brian Short, Women's Civic Improvement Club
Tawana Craig, Women's Civic Improvement Club

II. Consent Item

A. Approval of the Minutes of the February 24, 2015 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Jamison, second/Self, to approve the minutes of the February 24 regular meeting.

Show of hands vote:

Aye: 15 (Blanks, Broxton, Chilton, N. Craig, T. Craig, Jamison, Kline, Litka, Rasmussen, Self, Sheppard, Short, Tate, Wheeler, Woods)

Nay: 0

Abstentions: 1 (Williams)

The board went off agenda:

IV. Information Items

A. Standing Information Items

➤ Parent/Staff Recognitions

Ms. Williams and Ms. Jamison presented Mr. Victor Bonanno with a certification of recognition for his presentation of the AB 1234 training. His presentation was not only informative but it was amusing.

B. Update on the Sacramento Kings' Priority Apprenticeship Program

Mr. William Walker provided a presentation on the Sacramento Kings Priority Apprenticeship Program. The project is scheduled to end in 2016. Trainees going through this program will become indentured employees and will earn the prevailing wage. This is a 'learn and earn' model where the trainees begin earning wages from day one of training.

Mr. Tate thanked Mr. Walker for the presentation; it cleared up a lot of questions he had regarding this program. This is more of an apprenticeship program.

Ms. Self asked whether there was still room for more workers in this program. Mr. Walker replied that there is always room because we are moving forward with our preconstruction programs and there will continue to be building in the Sacramento area for 10-15 years. These are portable skills that can be carried around the world. The program focuses on certain ZIP codes because it was determined that the citizens living there are the most in need.

Ms. Blanks asked how to get information and Mr. Walker stated that anyone interested can call Samantha Smith at 263-4621. Ms. Smith has a screening process and those that are eligible will be referred to service providers. The Sacramento Job Corps has two excellent preconstruction programs. Mr. Walker stated that staff received over 3,000 phone calls asking for information on this program.

Ms. Wheeler asked whether there would be any opportunities for women and Mr. Walker replied that there will be a push after the arena is built to recruit support staff. This arena is set up to provide services to the entire region.

Mr. Walker stated that most trades require trainees to be 18 years and older and must have high school diploma. Trainees also have to pass a drug test and have a background check. Most apprenticeship trainees hired by schools must have a clear background check.

Back on agenda:

III. Action Items

A. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

The board went into closed session at 9:35 a.m.; the board went back into open session at 9:55 a.m. Ms. Williams reported that during closed session, the following eligible lists were approved: Personnel Analyst; Senior Personnel Analyst (Supervisory); CFS Program Specialist; and 5) Family Services Worker I. In addition, no action taken on the Head Start/Early Head Start Coordinator (Health-Nutrition).

B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Classification of Head Start Intervention Specialist and Establish the Salary Ranges for the Classification

Ms. Williams opened a public hearing on this item; there was no testimony.

Mr. John Allen thanked the board members for their assistance in the numerous recruitments. With the implementation of this new classification, there will be a modest impact on the budget; there will be a small impact on the budget due to staff retiring and those moving into the new tier.

Mr. Allen stated that currently, the position is for internal candidates only but as employees leave or move into other positions, there will be a recruitment that includes external candidates.

Moved/Tate, second/Jamison, to close the public hearing and approve the job classification of Head Start Intervention Specialist with the related salary ranges. Show of hands vote:

Aye: 15 (Blanks, Broxton, Chilton, N. Craig, T. Craig, Jamison, Kline, Litka, Rasmussen, Self, Sheppard, Short, Tate, Wheeler, Woods)

Nay: 0

Abstentions: 1 (Williams)

C. Approval to Reclassify Head Start Social Services Specialists (Tier I, II and III) and Head Start Special Education Field Technicians to Head Start Intervention Specialists (Tier I, II and III)

Mr. Allen reviewed this board item which recommends the merging of two positions into one Intervention Specialist classification. This would impact two social services employees and four field technicians. There will be an increase in earnings to the employees going into the new classifications.

Moved/Jamison, second/Wheeler, to approve the reclassification of two Social Services Specialists and four Special Education Field Technicians to the Head Start Intervention Specialist classification.

Show of hands vote:

Aye: 15 (Blanks, Broxton, Chilton, N. Craig, T. Craig, Jamison, Kline, Litka, Rasmussen, Self, Sheppard, Short, Tate, Wheeler, Woods)

Nay: 0

Abstentions: 1 (Williams)

D. Approval of Annual Self-Assessment for 2014-2015 and Resulting Program Improvement Plan

Ms. Denise Lee reviewed the annual self-assessment and thanked the many board members that were able to participate at the delegate or the grantee level. Ms. Lee reviewed the results. Ms. Lee reviewed the program improvement plan which includes action steps and timelines. The Agency will be focusing on education, parent engagement, screenings and program design and management. The Program Improvement Plan will be sent to the SETA Governing Board for approval.

Mr. Tate asked how this will help with federal review compliance and Ms. Lee replied that we are required to do an annual self-assessment but our on-going monitoring system does even more self-assessment. The feedback is going on continuously.

Ms. Williams asked whether this was something that is done at the delegate level and Ms. Lee replied that all delegates must do their own self-assessment; a report should be provided at their Policy Committee meetings.

Moved/Rasmussen, second/Woods, to approve Program Year 2014-2015 Self-Assessment and resulting Program Improvement Plan and governance, leadership capacity screener.

Show of hands vote:

Aye: 14 (Blanks, Broxton, Chilton, T. Craig, Jamison, Kline, Litka, Rasmussen, Self, Sheppard, Short, Tate, Wheeler, Woods)

Nay: 0

Abstentions: 1 (Williams)

Natalie Craig out of the room during the vote.

E. Approval of the Parent Advisory Committee and Policy Council Joint Parent Activity

The Social/Hospitality Committee is discussing the possibility of different sites to have the parent bonding event. The chosen activity must be educational in nature.

Moved/Blanks, second/Sheppard, to approve a joint parent activity with the Parent Advisory Committee.

Show of hands vote:

Aye: 14 (Blanks, Broxton, Chilton, T. Craig, Jamison, Kline, Litka, Rasmussen, Self, Sheppard, Short, Tate, Wheeler, Woods)

Nay: 0

Abstentions: 1 (Williams)

Natalie Craig out of the room during the vote.

Mr. Tyrone Broxton excused at 10:22 a.m.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Williams reviewed the calendar. The April 21 PAC board meeting; the PAC will be joining the PC at their meeting on April 28. PAC executive committee on April 23 has been canceled.
- Community Resources-Parents/Staff – Ms. Williams reviewed some community handouts that were distributed. Parents were urged
- CHSA Conference Reports – Ms. Williams submitted her report; she will reduce the number of pages and it will be included in next month's agenda. No other reports were submitted from Policy Council members.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson reported that the budget is currently at 57.2% for the year and the non-federal share is at 26.7%. The administrative expenditures are at 10.3% countywide which is less than the 15% allowed. Mr. Tate wanted to know specifically how money is moved around to accommodate the \$16,000 for the new job classification. Ms. Patterson replied that under personnel category, the funds can be utilized within the personnel budget sector. The Agency will be able to absorb the small cost of the movement of staff to a higher position and next year the salaries will be planned within the budget. Ms. Patterson explained there is a negative amount in the report because there was a vehicle in an accident so the insurance payment will go toward the purchase of a new vehicle. All board members were urged to attend the next Budget meeting scheduled for Friday, April 3, 9:00 a.m.

Ms. Jamison excused at 10:39 a.m.

- Toastmasters Training – Natalie Craig reported on the Toastmaster's training. Ms. Self delivered a speech about her family background at the last training. The next Toastmasters training will be April 21, 11:30 a.m. Mr. Tate urged board

members to consider this training; it is a great opportunity to assist you fine tune your public speaking skills. Ms. Williams suggested possibly changing the time of the Toastmaster Training because children are leaving/entering their child care centers.

Recess at 10:42 a.m.; back to order at 10:50 a.m.

Ms. Tawana Craig was excused at 10:50 a.m.

- C. Technology Questionnaire KVIE Channel 6: Board members were asked to stay after the meeting to discuss the questionnaire. Moving more technology based using tablets, apps to determine the knowledge base and what they are looking forward to learning to assist guiding their children to use technology. Any input would be very welcome. Ms. Kline will bring new apps in next month.
- D. Governing Board Minutes: December 4, 2014: No questions or comments.
- E. Fiscal Monitoring Report: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Williams reviewed the critique.
- Budget/Planning Committee: Ms. Blanks reviewed the last meeting and stated that Ms. Patterson answered all questions raised by the committee members.
- Personnel/Bylaws Committee: No meeting.
- Men's Activities Affecting Children Committee: Ms. Linda Litka reported that attendees at the last meeting talked about activities to do. There is an interest in having Tom Branson speak to the group. Mr. Woods reported that the Daddy and Me event will probably be on April 30.
- Social/Hospitality Committee: Ms. Natalie Craig reported that committee members talked about what the parent activity would be; the issue tabled to the next meeting because more attendees are needed to discuss the issue. This will also provide time for more ideas for the activity.
- Maternal, Child and Adolescent Health Advisory Board: Ms. Williams there was a steering committee where they met at Sierra Health Foundation. Each table was designated a specific task and troubleshoot issues. Ms. Williams thanked Ms. Desha for setting this up.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Self will be attending the next meeting coming up.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick shared a new opportunity specifically for young people. The Hacker Lab is reaching out to people going into the IT field to learn coding/engineering/math. There will be a Youth

Hackathon for any young person between the ages of 12-18; there are 100 slots available. The first Lab will be at the Sacramento Urban League.

- B. Head Start Deputy Director's Report: Ms. Denise Lee reported that the Agency recently opened the parent Intern position which is an opportunity that came out of the budget committee. This allows parents to come into entry level positions either in Head Start or other community agencies. There will be five internal positions: data entry, secretary/clerk, health aide, skill cook, and courier/maintenance. Applications are available on line and at SOP school sites. Applicants need to be current Head Start eligible parent, on the PAC or PC, or one year back on the PC or PAC. This is a paid internship that may lead into a full time job here or at a community agency. The applicants will go through a screening process. Board members were urged to attend the April 3 Budget/Planning Committee meeting and then go to the Facility tour.

- C. Head Start Managers' Reports

- Brenda Campos: No report.
- Lisa Carr: No report.
- Karen Gonzales: Program Operations Manager for the SETA operated program stated that she collaborates with the delegates. Staff recently closed year four of the five year pyramid learning program which is held in collaboration with SCOE. Cohort five will include WCIC and San Juan. Education staff recently finished a refresher on safety. The OHS presented a webinar on safety and supervision using SETA's techniques. Contra Costa County was also highlighted.

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

- VII. Adjournment:** The meeting was adjourned at 11:13 a.m.

ITEM III-A - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM III- B - ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL TO ADJUST THE
PAY RANGES FOR THE CLASSIFICATIONS OF ASSOCIATE TEACHER,
ASSOCIATE TEACHER – INFANT/TODDLER, AND HEAD START CHILD
CARE TEACHER ASSISTANT**

BACKGROUND:

The Children and Family Services Department has had a challenge recruiting, attracting, and maintaining qualified Associate Teachers and Associate Teachers-Infant/Toddler. With the expansion of State preschool and transitional kindergarten, the candidate pool in the past two years has become very limited, resulting in many vacancies throughout the school year. Additionally, some recent candidates have declined a SETA job offering and/or requested higher starting wages due to higher earned wages with current employers.

The shortage has also affected the substitute pool as well. In an effort to keep pace with increased employment opportunities in Early Care and Education (ECE) and to attract a viable candidate pool, the Children and Family Services Department is recommending to increase the pay rates for classifications of Associate Teacher (Tier I, II and III); Associate Teacher – Infant/Toddler; and Head Start Child Care Teacher Assistant by 3%. New pay rates are comparable with other ECE organizations in the community.

The Proposed Pay Ranges would be as follows:

	Step A	Step B	Step C	Step D	Step E
Associate Teacher – Tier I	\$10.67	\$11.20	\$11.76	\$12.36	\$12.97
Associate Teacher – Tier II	\$11.74	\$12.33	\$12.94	\$13.59	\$14.27
Associate Teacher – Tier III	\$12.88	\$13.52	\$14.20	\$14.92	\$15.67
Associate Teacher – Infant/Toddler	\$13.20	\$13.86	\$14.55	\$15.31	\$16.06
HS Child Care Teacher Assistant	\$9.31	\$9.77	\$10.27	\$10.76	\$11.32

The Agency has met and discussed this action with the PC/PAC Budget/Planning Committee and the Union, separately, and has come to consensus.

ITEM III-B - ACTION (continued)
Page 2

Increases have been budgeted for in the 2015-2016 refunding application and will be effective August 1, 2015 upon final approval of the grant application by ACF.

RECOMMENDATION

Open a public hearing, take testimony, close the public hearing and approve the proposed pay ranges as listed above for the classifications of Associate Teacher (Tier I, II and III), Associate Teacher – Infant/Toddler, and Head Start Child Care Teacher Assistant.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-C - ACTION

APPROVAL TO SUBMIT A HEAD START BUDGET MODIFICATION
REQUEST FOR PROGRAM YEAR 2014-2015

BACKGROUND:

The Children and Family Services Department projects that the 2014-2015 Head Start budget will be under-spent by \$600,000 in personnel due to various vacant positions not being replaced during the program year. Some vacant positions were not replaced in anticipation of restructuring and new projects in the upcoming 2015-2016 program year.

Cost savings will be re-programmed from the "Personnel" cost category to the "Equipment" and "Other" cost categories in the amount of \$600,000 to perform deferred maintenance projects at various Head Start Early Learning Centers that base funding often does not afford to perform. Deferred maintenance items include, but are not limited to, carpet replacement with VCT, playground equipment/rubber surface replacement, interior and exterior paint, outdoor play house and picnic table replacement, artificial grass, concrete repair, drainage upgrade, office equipment, and vehicle replacement.

The Office of Head Start requires that funds be obligated by July 31, 2015, and that all obligations be liquidated by October 29, 2015.

Deputy Director Denise Lee is available to answer questions.

RECOMMENDATION:

Approve the submission of a Head Start budget modification to the Administration for Children and Families (ACF) in the amount of \$600,000.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-D – ACTION

APPROVAL OF FISCAL YEAR 2015-2016
HEAD START/EARLY HEAD START BUDGET

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Head Start/Early Head Start Budget for Fiscal Year 2015-2016 in the amount of \$51,057,991, which includes Basic and Training and Technical Assistance funds. Budget details are as follows:

Head Start Basic (serves 4,700 children)	\$42,836,113
Head Start Training and Technical Assistance	\$ 383,269
Early Head Start Basic (serves 673 children)	\$ 7,647,423
Early Head Start Training and Technical Assistance	<u>\$ 191,186</u>
TOTAL	\$51,057,991

The Budget/Planning Committee met during March and April, including Ms. Denise Lee, Deputy Director/Children and Family Services; Ms. Loretta Su, Fiscal Chief; Head Start Managers Ms. Brenda Campos, Ms. Lisa Carr, Ms. Karen Gonzales and Ms. D’et Patterson; Governance/Social Services/Parent Involvement Coordinator, Ms. Marie Desha and Head Start parents to provide input on the budget and program design.

A copy of the 2015-2016 Head Start/Early Head Start Budget will be sent under separate cover.

RECOMMENDATION:

Approve the Fiscal Year 2015-2016 Head Start/Early Head Start Budget in the amount of \$51,057,991 for Basic and Training/Technical Assistance.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-E – ACTION

APPROVAL OF FISCAL YEAR 2015-2016
HEAD START/EARLY HEAD START REFUNDING APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application.

A copy of the Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application will be sent under separate cover. A listing of SETA-Operated Program and delegate agency center locations, part of the refunding application, is attached for your review.

RECOMMENDATION:

Approve the Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

**SETA OPERATED HEAD
START PROGRAM
Funded enrollment: 2,028**

Administrative Office:
925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815

Alder Grove ELC
816 Revere Street
Sacramento, CA 95818

Auberry Park
8120 Power Inn
Sacramento, CA 95828

Bannon Creek
2775 Millcreek Drive
Sacramento, CA 95833

Bright Beginnings
10487 White Rock Road, P52
Rancho Cordova, CA 95670

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660

Freedom Park
6015 Watt Ave., S #5
North Highlands, CA 95660

Fruitridge
5746 40th Street
Sacramento, CA 95824

Galt
615 2nd Street
Galt, CA 95632

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632

Hillsdale
5665 Hillsdale Ave., Bldg. 4
Sacramento, CA 95842

Hopkins Park
2317 Matson Drive
Sacramento, CA 95822

Illa Collin Center
3530 41st Avenue
Sacramento, CA 95824

Job Corps
3100 Meadowview
Sacramento, CA 95832

Kennedy Estates
6501 Elder Creek
Sacramento, CA 95824

LaVerne Stewart
5545 Sky Parkway
Sacramento, CA 95823

Marina Vista ELC
263 Seavey Circle
Sacramento, CA 95818

Mather
Mather Air Force Base
10546 Peter A. McCuen Rd.
Mather, CA 95655

Nedra Court
#60 Nedra Court
Sacramento, CA 95822

**Norma Johnson
Early Learning Center**
3265 Norwood Avenue
Sacramento, CA 95838

North Avenue Elem. School
1281 North Avenue
Sacramento, CA 95838

Northview
2401 Northview
Sacramento, CA 95833

Parker Avenue
4516 Parker Avenue
Sacramento, CA 95820

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823

**Sharon Neese Early
Learning Center**
925 Del Paso Blvd., Suite 300
Sacramento, CA 95815

Solid Foundation
7505 Franklin Blvd.
Sacramento, CA 95823

Strizek Park
3829 Stephen Drive
North Highlands, CA 95660

Vineland
6450 20th Street
Rio Linda, CA 95673

Walnut Grove
14273 River Road
Walnut Grove, CA 95690

**SETA Home Base Program
(96)**

**ELK GROVE UNIFIED
SCHOOL DISTRICT HEAD
START
Funded Enrollment:
440**

Administrative Office:
9510 Elk Grove-Florin Rd.,
Room 214
Elk Grove, CA 95624
(916) 686-7595

David Reese Elementary
7600 Lindale Drive
Sacramento, CA 95828

**Florence Markofer
Elementary**
9759 Tralee Way
Elk Grove, CA 95624

Franklin Elementary
4611 Hood Franklin Road
Elk Grove, CA 95757

Florin Elementary
7300 Kara Drive
Sacramento, CA 95828

**Herman Leimbach
Elementary**
8010 Grandstaff Drive
Room B2
Sacramento, CA 95823

James McKee Elementary
8701 Halverson Drive
Elk Grove, CA 95624

John Reith
8401 Valley Lark Drive
Sacramento CA 95823

Maeola Beitzel
8140 Caymus Drive
Sacramento CA 95829

Prairie Elementary
5251 Valley Hi Drive
Sacramento, CA 95823

**Samuel Kennedy
Elementary**
7037 Briggs Drive
Sacramento, CA 95828

**Sierra Enterprise
Elementary**
9115 Fruitridge Road
Sacramento, CA 95826

Union House Elementary
7850 Deer Creek Dr.
Sacramento, CA 95823

**William Daylor Continuation
High School**
6131 Orange Ave.
Sacramento, CA 95823

**SACRAMENTO CITY
UNIFIED SCHOOL
DISTRICT HEAD START
Funded Enrollment:
1,211**

Administrative Office:
Serna Center
5735 47th Ave.
Sacramento, CA 95824

**Abraham Lincoln
Children's Center**
3324 Glenmoor Drive
Sacramento, CA 95827

**Bear Flag
Children's Center**
6620 Gloria Drive
Sacramento, CA 95831

**Bowling Green Elementary-
Chacon**
6807 Franklin Blvd.
Sacramento, CA 95823

**Bowling Green Elementary-
McCoy**
4211 Turnbridge Drive
Sacramento, CA 95823

**Bret Harte
Children's Center**
2761 9th Avenue
Sacramento, CA 95818

Capital City (Ext Day)
7220 24th Street
Sacramento, CA 95822

**Charles A. Jones Skills
Children's Center**
5451 Lemon Hill Ave.
Sacramento, CA 95824

**Collis P. Huntington
Elementary**
5917 26th Street
Sacramento, CA 95822

Earl Warren Elementary
5420 Lowell Street
Sacramento, CA 95820

Edward Kemble Elementary
7495 29th Street
Sacramento, CA 95822

Elder Creek Elementary
7800 Lemon Hill Avenue
Sacramento, CA 95824

Ethel I. Baker Elementary
5717 Laurine Way
Sacramento, CA 95824

Ethel Phillips Elementary
2930 21st Avenue
Sacramento, CA 95820

Fr. Keith B. Kenny
3525 MLK Jr. Blvd.
Sacramento, CA 95817

Freeport
2118 Meadowview Drive
Sacramento, CA 95832

Fruitridge Elementary
4625 44th Street
Sacramento, CA 95820

**Golden Empire Elementary
(Ext Day)**
9045 Canberra Drive
Sacramento, CA 95826

**H. W. Harkness
Elementary
(Wrap Around)**
2147 54th Avenue
Sacramento, CA 95822

Hiram Johnson
3535 65th Street
Sacramento, CA 95820

Hollywood Park
4915 Harte Way
Sacramento, CA 95822

Isador Cohen Elementary
9025 Salmon Falls Drive
Sacramento, CA 95826

James Marshall Elementary
9525 Goethe Road
Sacramento, CA 95827

John Bidwell Elementary
1730 65th Avenue
Sacramento, CA 95822

John Cabrillo Elementary
1141 Seamas Avenue
Sacramento, CA 95822

John Sloat
7525 Candlewood Way
Sacramento, CA 95822

Leataata Floyd
401 McClatchy Way
Sacramento, CA 95818

Lisbon
7555 S. Land Park Dr.
Sacramento, CA 95831

Marian Anderson
2850 49th Street
Sacramento, CA 95817

Mark Twain Elementary
4914 58th Street
Sacramento, CA 95820

Martin Luther King Jr.
480 Little River Way
Sacramento, CA 95831

Nicholas Elementary
6601 Steiner Drive
Sacramento, CA 95823

Oak Ridge Elementary
4501 Martin L King Jr. Blvd.
Sacramento, CA 95820

Pacific Elementary
6201 41st Street
Sacramento, CA 95824

Parkway Elementary
4720 Forest Parkway
Sacramento, CA 95823

Peter Burnett Elementary
6032 36th Avenue
Sacramento, CA 95824

Rosa Parks Elementary
2250 68th Avenue
Sacramento, CA 95822

Susan B. Anthony Elementary
7864 Detroit Blvd.
Sacramento, CA 95832

Washington Elementary
520 18th Street
Sacramento, CA 95814

Woodbine
2500 52nd Ave.
Sacramento, CA 95822

SCUSD Home Base (24)

**SAN JUAN UNIFIED
SCHOOL DISTRICT HEAD
START
668**

Administrative Office:
5309 Kenneth Avenue
Carmichael, CA 95608

Coleman Elementary
6545 Beech Avenue
Orangevale, CA 95662

Cottage Elementary
2221 Morse Avenue
Sacramento, CA 95825

Dyer Kelly
2236 Edison Avenue
Sacramento, CA 95821

General Davie Jr. Primary Center
1500 Dom Way
Sacramento, CA 95864

Encina
1400 Bell Street
Sacramento, CA 95825

Garfield
3700 Garfield Avenue
Carmichael, CA 95608

Grand Oaks
7901 Rosswood Dr.
Citrus Heights, CA 95621

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825

Kingswood Elementary
5700 Primrose Drive
Fair Oaks, CA 95610

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA 95621

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821

Ralph Richardson Elementary
4848 Cottage Way
Carmichael CA 95608

Skycrest Elementary
5641 Mariposa Ave.
Citrus Heights, CA 95610

Sunrise Elementary
7322 Sunrise Blvd.
Citrus Heights, CA 95610

**TWIN RIVERS USD
ECD CENTER
HEAD START
Funded Enrollment:
238**

Morey Avenue
155 Morey Avenue
Sacramento, CA 95838

Oakdale Preschool Center
3708 Myrtle Avenue
North Highlands, CA 95660

Rio Linda Preschool Center
631 L Street
Rio Linda, CA 95673

**WOMEN'S CIVIC
IMPROVEMENT CLUB/
PLAYMATE HEAD START
Funded Enrollment:
120**

Administrative Office:
W.C.I.C./Playmate #2
3555 3rd Avenue
Sacramento, CA 95817

Playmate
3930 8th Avenue
Sacramento, CA 95817

**SETA OPERATED EARLY
HEAD START
Funded enrollment:
369**

**SETA Early Head Start
Administrative Office:**
925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815

Alder Grove Infant/Toddler Center
2640 A/B Muir Way
Sacramento, CA 95818

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660

Job Corps
3100 Meadowview
Sacramento, CA 95832

Marina Vista ELC
263 Seavey Circle
Sacramento, CA 95818

Mather Air Force Base
10546 Peter A. McCuen Rd.
Mather, CA 95655

**Norma Johnson
Early Learning Center**
3265 Norwood Avenue
Sacramento, CA 95838

Northview
2401 Northview
Sacramento, CA 95833

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823

**Sharon Neese
Early Learning Center**
925 Del Paso Blvd., S. 300
Sacramento, CA 95815

**SETA/Partners
Early Head Start
Home Base (249)**

**SACRAMENTO CITY USD
EARLY HEAD START
Funded Enrollment:
144**

**Sacramento City USD
Administrative Office**
Hiram Johnson Family
Education Center
3535 65th Street
Sacramento, CA 95820

Capital City
7220 24th Street
Sacramento, CA 95822

**SCUSD EHS Home Base
(120)**

**SAN JUAN USD EARLY
HEAD START
Funded Enrollment:
160**

**San Juan Unified School
District Early Head Start
Administrative Office**
5309 Kenneth Avenue
Carmichael, CA 95608

Encina Infant/Toddler Center
1400 Bell Street
Sacramento, CA 95825

Fair Oaks Infant/Toddler Center
10700 Fair Oaks Blvd.
Fair Oaks, CA 95628

General Davie Jr. Primary Center
1500 Dom Way
Sacramento, CA 95864

Marvin Marshall Toddler Center
5309 Kenneth Avenue
Carmichael, CA 95608

San Juan Infant/Toddler Center
7551 Greenback Lane
Citrus Heights, CA 95610

SJUSD Home Base (72)

ITEM III-F – ACTION

APPROVAL OF FISCAL YEAR 2015-2016 HEAD START/EARLY HEAD START TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION TO BE IN ALIGNMENT WITH ESTABLISHED FIVE-YEAR GOALS AND OBJECTIVES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Fiscal Year 2015-2016 Head Start/Early Head Start Training/Technical Assistance Plan in the amount of \$394,361 for Head Start, and \$180,094 for Early Head Start. The Budget/Planning Committee met several times with, Children and Family Services Deputy Director Ms. Denise Lee; Loretta Su, Fiscal Chief; Head Start Managers Ms. Brenda Campos, Ms. Lisa Carr, Ms. Karen Gonzales and Ms. D'et Patterson; Governance/Social Services/Parent Involvement Coordinator Ms. Marie Desha and the parents to provide input on the plan and correlating budget.

RECOMMENDATION:

Approve the Fiscal Year 2015-2016 Head Start/Early Head Start Training/Technical grant application as aligned with established five-year goals and objectives.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____



Summary of 5-Year Goals and Objectives

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

Objectives:

- 1) Implement a math curriculum that will increase children’s level of skill and knowledge as well as provide parents with information on supporting math in the home.

Objective 1 - Activities:

- Provide resources/ training on math curriculum (Math Works) linked to math indicators on DRDP;
- Schedule Make and Take sessions to produce the materials needed to carry out math activities;
- Increase the number of planned math activities that children participate in to 3 per week;
- Increase math materials in classrooms;
- Provide coaching on effective teaching practices with both individualized coaching and TLC (Teachers Learning and Collaborating) Group;
- Train School Readiness Aides (parents) on the how they will be able to support math activities during their volunteer hours;
- Provide home connection activities in the area of math. Time spent on home activities will be tracked.

Objective 1 - Expected Outcomes:

- Increase in numbers of classrooms that include math activities in daily lesson plans
- 5% improvement in child assessment data, particularly in the measures that assess Math knowledge and skills;
- Improvement in CLASS scores, particularly in Instructional Support;
- Increase in ECER scores, specifically in Math Activities;
- Parents will report increased awareness on supporting Math activities in the home.

- 2) Implement an effective approach to promote positive, significant and sustained outcomes for children by improving the quality of Instructional Support.

Objective 2 – Activities:

- Provide resources/training on problem solving, prediction/experimentation, classification/comparison as well as increasing how/why questions;
- Provide individualized mentor/coaching to teachers through the use of internal coaching as well as collaboration with Race to the Top;
- Facilitate two groups using the TLC (Teachers Learning and Collaborating) coaching model;
- Increase the use of video-recording in the classroom to improve teacher feedback;

- Provide resources/ training on utilizing small groups to introduce higher level concepts and activities.

Objective 2 – Expected Outcomes:

- Improvement in child assessment data, particularly in the measures that assess Approaches to Learning, Science and Math skills;
 - Improvement in CLASS scores, particularly in Concept Development;
 - Increase in ECER scores specifically in Language- Reasoning and Activities-Math, Science;
 - 16 Teachers (each year) will complete the TLC sessions.
-



Goal 2 – Mental health/Social Services: Assist families, children and staff with accessing mental health and social services through communication, advocacy, and education.

Objectives:

- 1) Increase formal collaborations with community agencies and professionals to improve access to culturally-responsive mental health and social services.

Objective 1 - Activities:

- Seek and formalize relationships with current and potential SETA Workforce and community partners with Memorandum of Understanding (MOU);
- Maintain, cultivate and evaluate active SETA Head Start membership and participation in various boards and collaborative groups;
- Engage HS/EHS parents as program ambassadors by sharing personal successes;
- Disseminate information to SOP leadership and staff (FSWs, Home Base Educators) to utilize services with partners.

Objective 1 - Expected Outcomes:

- SETA will have stronger collaborations which will lead to routine referrals and recommendations for enrollment in Head Start;
- Parents will share testimonial stories to encourage other parents to enroll in the program;
- Community collaborations will be strengthened to support families during their time in Head Start and thereafter.

- 2) Deepen and support the use of Reflective Practice strategies for effective communication and collaboration between staff members, families and community agencies.

Objective 2 - Activities:

- Coordinate at least 4 delegate consultation meetings between grantee consultant and delegates on the use of Reflective Practice within their programs;
- Grantee to host 2 countywide combined content meetings per year with the objectives of fostering collaboration and networking; promoting inclusion and deepening awareness of diversity;
- Assess delegate strengths and improvement areas in Parent Family and Community Engagement (PFCE) utilizing OHS materials.

Objective 1 - Expected Outcomes:

- Small group opportunities will be created to engage in critical reflection for personal and professional development;
- PFCE Outcomes reviewed and discussed at all content area meetings

- 3) Develop a program plan to evaluate and improve current Parent Family and Community Engagement (PFCE) program strategies using guidelines and resources provided by Office of Head Start.

Objective 3 - Activities:

- Content Coordinators will include the review and discussion of PFCE framework and training materials related to building Relationship-based Competencies for support staff (health, mental health, family service workers, etc.)
- Grantee will host 2 countywide combined content meetings annually (February and May) with the objectives of fostering collaboration and networking; promoting inclusion and deepening awareness of diversity.

Objective 3 - Expected Outcomes:

- Countywide training plan will be developed on how PFCE Outcomes are used to inform and guide practice in health, mental health, family engagement, disabilities, etc.
 - Summary of recommendations for agency strategic planning process
-



Goal 3 – Enrollment/Recruitment: Create innovative marketing/recruitment strategies to ensure full enrollment by increasing the community’s awareness of the value of earl education programs and Head Start comprehensive services.

Objective:

- 1) SETA Head Start/Early Head Start will have greater name recognition in the community and increase enrollment and referral opportunities for families being served by other community agencies.

Objective - Activities:

- Identify community agencies in high need areas in which Family Services Workers IIIs can collaborate by 1) being on a community board, 2) by presenting information at a monthly meeting, or 3) being included in enrollment packets for the identified agencies;
- Through outreach opportunities, recruitment staff will identify and commit to participate in more community sponsored events;
- Work with the Parent Ambassador group to provide representation at community events;
- Head Start Managers will reach out and present information to content specific professional groups and organizations;
- Work with marketing agency to develop marketing materials that target high needs clients as identified in the program’s community assessment and enhance the website to ensure ease of use for clients;
- Increase SETA Head Start and Early Head Start’s participation in community events.

Objective - Expected Outcomes:

- Each year, 25% of Family Service Workers will have made contact with at least one of the identified community agencies;
 - Each year, the program will increase by 10% the number of community events that staff participate in;
 - 10% of all community events will include at least one parent ambassador annually;
 - Within each area of responsibility, each Head Start Manager will develop two content specific relationships each year in order to increase awareness of the Head Start and Early Head Start Program in their professional circles;
 - 35% of the professional relationships developed with FSWIIIs and Managers will result in a formal MOU with community agencies annually.
-

PHILOSOPHY

SETA Head Start's program philosophy is based on the premise that all families share certain basic needs and that the Head Start population, in particular, can reap even greater benefits from a comprehensive service delivery system that ensures their needs are met. SETA's program mission is to improve the lives of low-income children by providing comprehensive child development services that are family focused, including education, health, nutrition, mental health and social services. SETA Head Start's goals are accomplished by involving parents in the complete operation and administration of the program and by supporting the growth of families and staff through the development of advocacy skills, enhanced self-esteem and empowerment. The overall goal is to develop a greater degree of independence among families and the decisions which impact their lives. Finally, SETA Head Start has established as its vision, "Touching Families, Making A Difference."

SETA continually strives to recruit, train and retain the highest quality staff. Ongoing training and technical assistance ensures that all staff are knowledgeable about the Head Start philosophy, goals and objectives, mission, values and Performance Standards of the Head Start and Early Head Start programs.

PLANNING PROCESS

SETA employs an exacting strategic planning process to identify and accomplish the training, professional development and coaching needs of Head Start staff, parents, delegate agencies and partners. This process results in a T/TA Plan which carefully incorporates needs identified through PIR, OHS Monitoring Protocol, Self Assessment, Community Assessment, on-going quality assurance results, Desired Results and child outcomes, as well as analysis of embedded program and operational reporting systems such as ERSEA reports, ADA reports, disabilities reports, etc., and established countywide goals. Ultimately, under the direction of SETA's strong parent organizations (PC/PAC), specific dollars are allocated to these prioritized needs (see attached budget) to ensure staff, parents, delegate agencies and partners receive the necessary training and professional development to move SETA's organization forward.

Several T/TA planning sessions take place in late winter. Participants in the T/TA planning include the SETA Leadership team, Policy Council and Parent Advisory Committee members and delegate agency directors. Participants share information about their community assessment results, Program Self Assessment, most recent ERSEA and health and child outcomes reports, i.e., DRDP. Participants identify program strengths and service gaps. A number of areas are identified through these meetings as priorities for T/TA and countywide goal statements are formulated.

Sub-committees which include staff, parents and countywide content coordinators update written service plans and modify or develop policies and procedures for key management systems.

The Training and Technical Assistance Plan was the direct result of an exhaustive and highly collaborative partnership between Head Start grantee staff, parents, delegate agencies and partners. The plan was adjusted to align with The Five Year Goals and Objectives, and the Self-Assessment Action Plan. Items which were modified on the current T/TA to support specific PIP goals are denoted with an asterisk *.

OUTCOMES AND TIMETABLES

Outcomes and timetable attainment of the Program Improvement Plan will be tracked and measured on a monthly basis. Leadership Team and Management meetings are conducted weekly with specific agenda content.

[NOTES LEGEND: M=Mandated; GNO= Goals and Objectives; PIP= Program Improvement Plan; BP=Best Practice

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source	HS EHS	
Child Services and Consultants							
A. Consultants							
Assistance to pregnant woman and new mothers on issues ranging from feeding to self-care. On-call consultants are also used to develop training for EHS staff on a variety of topics.	EHS Parents and EHS Staff	Consultants	Depending on the consultants used and the audience, the expected outcomes range from increased knowledge on how to care for a newborn, or self-care techniques for the new parent. For staff, the expected outcomes include increased knowledge around topics important to EHS and how to provide quality services.	Consultants will be scheduled as needed in the program year 15/16		\$4,519	PIP
Parent Services							
A. Parent Intern Training							
Parents will be recruited to train for a variety of apprentice type jobs, including working with facilities, office work, working in the kitchen.	HS/EHS parents	Head Start staff SETA Workforce Job Coaches	HS/EHS parents will be offered the opportunity to learn skills, including soft skills that potentially may lead to permanent employment opportunities in the community.	August 2015-July 2016	\$11,100		BP
B. Family Literacy Involvement Project							
Parents will be provided books and other school readiness activities to do at home with their child(ren) monthly	HS/EHS parents	SS/PI Specialist	Parents will be given a book monthly along with activity sheets to do monthly with their child. Activity sheets will focus on literacy and	August 2015-July 2016	\$13,000		PIP

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source HS	EHS	
			math skills that parents can easily do at home with their child. The expected outcome will be increased literacy scores in children's assessment data, and increased knowledge about the importance of parent participation in school readiness activities.				
Training or Staff Development							
Teaching Pyramid Center-based training	Grantee and Delegate Staff	Certified Teaching Pyramid Trainers	Consultants will be used to provide 4-full-day training of all modules of the Teaching Pyramid.	Oct 2015-March 2016	\$10,000		GNO
Curriculum Training	Grantee and Delegate Staff	Teaching Solutions	Teaching Strategies will be contracted to provide in-service workshops for staff in the area of Creative Curriculum for Preschool. The expected outcome is for staff to have increased confidence in their ability to implement this curriculum in their classroom.	To be determined	\$6,000		BP
Practice-Based Coaching	Grantee and Delegate Staff	Education Coordinators and other identified trainers	Staff will work in a group format which provided support to teachers and aims to improve teaching practices and child outcomes.	To be determined	Costs covered under Mentor/Coaching line item		BP GNO
Career Incentive Plan Funds	HS/EHS Staff	Community College and	Staff will have the opportunity to be reimbursed	August 2015-July 2016	\$28,159	\$2,000	BP

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source HS	EHS	
		Universities and Teacher Credentialing	a set amount of money annually to continue their education and to keep up required teaching credentials.				
CLASS Train-the Trainer	Education Coordinators	Consultants	Staff will be trained as CLASS Trainers to certify reliable observers. This will ensure that there is trained staff to support CLASS countywide.	August 2015	\$9,000		
CLASS Reliability Observer Training	Grantee and Delegate Staff	Education Coordinators	Two CLASS Reliability Observer Training sessions for program staff. This cost will include Teachstone registration, materials, and CLASS Trainer Fees.	TBA	\$7,000		
CLASS Observation Assessment	Delegate Staff	Consultants	Consultants will be hired in order to meet the countywide goal of 100% of Head Start classrooms to have received at least one CLASS Observation each year.	Through out Program year	\$2,000		
Mentor Coaches One-on-one assigned coaches for staff in HS/EHS classrooms	HS/EHS Staff	Mentor Coaches	Coaches will work individually with teachers in a practice based coaching model to improve curriculum implementation resulting in increased CLASS scores.	October 2014-July 2015	\$42,105	\$2,500	PIP
Reflective Practice	Education Coordinators	Consultants	Staff will have the opportunity to be trained in implementation of Reflective Practice. This will give teaching staff the opportunity to participate in learning	TBA	\$2,000	\$1,000	PIP

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost		Notes
					T/TA Budget Source HS	EHS	
			mental health strategies for families they work with.				
Out-of State Travel/ Conferences	Grantee Staff	WIPFLI, ChildPlus and Int'l Playground Certification	Staff will participate in the annual conferences to learn new information about fiscal, technology tracking systems, and playground certification.	Nov 2015 July 2016	\$12,000		
Other Conference, Training, Resources	Grantee Staff	To Be Determined	Staff and supervisors will have the opportunity to access training and resource funds throughout the program year in order to enhance and support services to children.	TBA	\$13,000		
EHS Teaching Pyramid For EHS Home Visitors	Grantee and Delegate Home Visitors	WestED	The entire county will now be using the Teaching Pyramid model to ensure continuity practice. This will reduce the need for outside referrals for mental health services, and better outcomes for children transitioning to preschool services.	Nov 2015- May 2016		\$18,092	
Delegate/Partner Support Services							
Delegate Kick-off and on-site training	Delegate Staff	Delegate Support Staff	The expected outcomes include continued support on policies and procedures and monitoring processes between the Grantee and delegate and partner agencies.	November 2015	\$3,200		BP

ITEM III-G - ACTION

APPROVAL OF FISCAL 2015-2016 SACRAMENTO COUNTY PROGRAM
OPTIONS/GRANTEE AND DELEGATE AGENCIES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve Fiscal Year 2015-2016 Sacramento County Program Options/Grantee and Delegate Agencies.

RECOMMENDATION:

Approve Fiscal Year 2015-2016 Sacramento County Program Options/Grantee and Delegate Agencies.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

HEAD START – Page 1 of 2

SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES FY 2015-2016

AGENCY	Total Funded Enrollment*	OPTION 1 (CB) Full-Day Collab. 5 days/week 9-10 hrs/day 46-49 weeks	OPTION 2 (CB) Full-Day Collab 5 days/week 8 hrs/day 43-49 weeks	OPTION 3 (CB) Full Day Collab. 5 days/week 6.5 hrs/day 32-36 weeks	OPTION 4 (CB) Full Day Collab 5 days/week 8-9 hrs/day 35-36 weeks	OPTION 5 (CB) Full Day Collab 4 days/week 6.5 hrs/day 32 weeks	OPTION 6 (CB) Part-Day 4 days/week 3.5-4 hrs/day 32-35 weeks	OPTION 7 (CB) Part-Day/DS** 4 days/week 3.5 hrs/day 32 weeks
SETA	2,028	220	132				360	
Elk Grove	440						440	
Sac. City	1,211	72	72	503	96		402	42
San Juan	668					240	54	374
Twin Rivers	233				20			213
WCIC	120						120	
TOTALS	4,700	292	204	503	116	240	1,376	629
Comments								
*Funded enrollment includes a proposed Head Start enrollment reduction of 99 slots and a HS-EHS conversion of 58 slots								
**DS = Double Session (same teacher teaches the AM and the PM class)								

Please refer to individual Program Approach forms for specific detail of the above options.

HEAD START – Page 2 of 2

SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS /GRANTEE & DELEGATE AGENCIES FY 2014-2015

AGENCY	Total Funded Enrollment*	<u>OPTION 8</u> (CB) Part-Day 5 days/week 4 hrs/day 46 weeks	<u>OPTION 9</u> (HB) Home Base 48 weeks					
SETA	2,028	1,220	96					
Elk Grove	440							
Sac. City	1,211		24					
San Juan	668							
Twin Rivers	233							
WCIC	120							
TOTALS	4,700	1,220	120					

Comments

*Funded enrollment includes a proposed Head Start enrollment reduction of 99 slots and a HS-EHS conversion of 58 slots

**DS = Double Session (same teacher teaches the AM and the PM class)

Please refer to individual Program Approach forms for specific detail of the above options.

EARLY HEAD START

SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES

FY 2015-2016

PROGRAM OPTIONS							
AGENCY	Total Funded Enrollment	OPTION 1 (CB) Full Day 5 days/week 6.5 hrs/day 48-49 weeks	OPTION 2 (CB) Full Day 5 days/week 7.5-8 hrs/day 48-49 weeks	OPTION 3 (CB) Full Day 5 days/week 9 hrs/day 48-49 weeks	OPTION 4 (CO) 2 days/week 6.5 hrs/day 48 weeks	OPTION 5 (CO) 1 day/week 6.5 hrs/day 48 weeks	OPTION 6 (HB) 48 weeks
SETA	369	8	72	40			249
Sacramento City	144		8			16 ²	120
San Juan	160		80 ³		8 ⁴		72
TOTALS	673¹	8	160	40	8	16	441
Comments	<p>¹ Funded enrollment includes 20 additional EHS slots due to request for conversion.</p> <p>² For combination option, 37 center-based days are offered during the school year, bi-weekly home visits are offered during the school year and weekly visits are offered during the summer.</p> <p>³ For center based option, 173 center-based service days are offered, then the option becomes a home-based model with 14 home visits provided during the summer months (for 32 of the 80 children).</p> <p>⁴ For combination option, 84 center-based service days are offered during the school year, bi-weekly home visits are offered during the school year and weekly home visits are offered during the summer.</p>						

Please refer to individual Program Approach forms for specific detail on the above options.

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
 - PC/PAC Calendar of Events – Ms. Lynda Williams (attached)
 - Parent, Family & Community Engagement - Events and Activities - Ms. Lynda Williams (attached)
 - Parent/Staff Recognitions – Ms. Lynda Williams
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson
 - Toastmasters Training – Ms. Lynda Williams
 - CHSA Reports – Ms. Lynda Williams
 - Community Resources-Parents/Staff – Ms. Lynda Williams

NOTES:

May

2015

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

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Men's Activities Affecting Children Committee	Friday, April 24, 2015 10:00 a.m. Olympus Room
PC/PAC Bylaws Committee	Friday, April 24, 2015 11:30 a.m. Olympus Room
PC Executive Committee	Thursday, April 30, 2015 9:00 a.m. Olympus Room
PAC Executive Committee	Thursday, April 30, 2015 10:30 a.m. Olympus Room
Parent Ambassadors Committee	Friday, May 1, 2015 1:00 p.m. Olympus Room
PC/PAC Social Hospitality Committee	Wednesday, May 6, 2015 1:00 – 2:30 p.m. Magnolia Room
PC/PAC Budget/Planning Committee	Tuesday, May 12, 2015 1:30 p.m. Oak Room
PAC/PC Toastmasters Training	Date to be Announced.
PAC Executive Committee	Thursday, May 21, 2015 9:00 a.m. Olympus Room
Men's Activities Affecting Children	Friday, May 22, 2015 10:00 a.m. Olympus Room
PC/PAC Bylaws Committee	Friday, May 22, 2015 11:30 a.m. Olympus Room
Parent Leadership Institute	Date to be Announced.

Linda Litka
February 2015

California Head Start Association National Conference

This year I had the honor of attending the California Head Start Association National Conference. I had a great trip with some amazing people. I had the pleasure of hearing Tom Grayson speak as the opening Keynote Speaker. After reviewing two days of workshops listings, I chose to attend Strength-based Engagement and Resolution, as well as Setting the Tone for Effective Discipline. All-in-all it was a very educational experience, which I will apply not only in my life, but in the lives of other parents and children.

What an amazing Keynote Speaker to open the first day of the conference. Tom Grayson was very informative, all while being down to earth and funny. At one time in his speech, Mr. Grayson gives an example of how to get a teenager to clean up their room. He says all you have to do is walk in the teen's room with a bucket full of cleaning supplies and start wiping things down. Next thing you know, the teen will be up doing their chores. No teen wants their things touched, so not only will the room get clean, the parent won't be doing the work. Mr. Grayson also gave a brief description of how he got so involved in the lives of children. He is the founder and executive director of Golden Sierra Life Skills. Mr. Grayson has been working in the field of life skills and prevention education for 16 years. He is a huge advocate for male involvement. Mr. Grayson says his philosophy is "I give you my broken heart." He then goes on to explain "when a man has a chance to learn how to fix his broken heart he can then open his heart to what it takes to be a father/father figure to his children, family, and himself." Listening to this amazing man speak was very rewarding. I now have a whole new perspective on male involvement, father figures, and being a single mother raising two boys with very little male involvement.

After reading the brief synopsis of the Strength-based Engagement and Resolution workshop, I was very interested in attending. Joseph Castro Jr. and Tina McCreary presented this

workshop. The workshop was focused on communication, both personal and professional. We were given information and examples that would allow us to utilize the four basic types of verbal communication, the six types of non-verbal communication, resolution skills/concepts, as well as so much more. It was interesting to find out what the four types of communication were (aggressive, passive, passive-aggressive, assertive) and in which category I fit. We then went on to learn the six types of non-verbal communication (eye contact, facial expressions, gestures, posture, proximity, vocal). It was nice to gain another perspective on what others may think or feel towards you by your actions or body language. I was able to refer back to times where my peers could have misunderstood my eye contact and facial expressions as negative non-verbal communication. I was made more aware of my own verbal and non-verbal ways of communication and how to subconsciously take mental notes and correct my seemingly negative communication skills. A great way of thinking is we have two ears and one mouth but we talk twice as much as we should. Consider that when you talk, you are only repeating what you already know. But if you listen, you may learn something new. In the end, communication is all about perception and how you take in what you are listening to.

For my final workshop I chose Setting the Tone for Effective Discipline. This workshop was hosted by Shalek Chappill-Nichols. This by far was the most beneficial workshop for me and my family. The participants of this workshop were able to take away positive discipline techniques. We discussed different hands on activities that can be used to promote effective social and emotional learning environments. Parents were able to have the opportunity to learn ways to have a meaningful relationship that promotes a positive environment that creates successful learning. Every child needs that one person who is crazy about them. Children need to feel safe. Adults need to realize how important their time and attention are to that child. It all comes down to building relationships. We, as adults, need to respect the children in our lives as we would like to be respected by those children. We also need to have fun even though we are responsible for disciplining our children. It was very interesting to learn the different types of temperament and parenting styles. I came to the conclusion that I have a spirited child (fussy, irregular sleeping and eating habits, easily upset, high strung, intense in their

reactions) and I also have a flexible child (simple to please, understandable). When it came to parenting styles, I found that I am an authoritative parent while other adults in my children's lives are very permissive. The child needs to know there are choices and consequences. Encouragement is key rather than just praising and rewarding your child. Encouragement sits in the minds of the child. The biggest problem I have found when it comes to discipline and the adults in my children's lives is following through. It becomes a huge problem when you just say no. Follow through and consistency is key to the most effective discipline. This was a very rewarding and informative workshop.

I am very pleased with all the knowledge I was able to gain from this conference. Since being home, I have already implemented new techniques in many different areas of my and my children's lives. I have also passed along information to other parents and educational staff that have been interested in learning something new. This was a very educational and informative experience spent with great people and great times. I am thankful for this opportunity to expand my knowledge of Head Start and for the opportunity to be able to pass along information to those in need.

**2015 Annual Conference of The California Head Start Association,
(summarized version of my previous 12 page Report), submitted by Lynda
Nicole Williams**

I sincerely thank you for selecting me as your chair and a representative to attend what was a nourishing and educational experience. Thank you to SETA; I want to know how truly thankful I am for sponsoring my attendance and more important, for involving parents on Policy Council the ability to possibly attend our Head Start conferences. The privilege was a supportive gift in the quality of my life and for the lives of my kids. I brought home new theories, parenting strategies, skills training, and the development of new relationships with other Head Start staff, educated specialty speakers and other parents. The experience was replenishing and a much needed addition to my everyday life. I truly needed it. Again, THANK YOU!

Marie Desha is an excellent and meticulous coordinator and I'm proud to tell you how much I appreciate how thorough she is in directing we parents with specific details needed to adhere to keeping the experience very organized. Belinda Malone was helpful in coordinating and directing me from the airport through the time in which she collected me and my peers in her room to review the conference outline, schedule and helped us create a schedule of workshops that would be most benefit our individual interests. Thank you to Belinda for her administrative assistance in providing the guidelines and expectations put upon us for making this conference as enriching as could be.

I was asked to share major highlights of my experience that I believe would best serve my peers, all of you here, dedicated, that come and sit with me on Policy Council to make SETA Head Start function based on our parent involvement. The following is information that I hope will stir your minds and possibly implement new tools to use to strengthen yourselves and your families.

I attended five workshops, heard 3 keynote presentations, and did a lot of networking. I aligned my choices of workshops based on my own current life situation and I am grateful for it. I'm going to start by "Sending you a Rainbow!" Leah Kalish, founder of "Move With Me Yoga Adventures" (www.move-with-me.com) presented pure energy and motivation by using her skills to physically and mentally charge me into being more INTERACTIVE, not just active, with my children. She used yoga poses, taught us FUN physical engaging games and activities that I can use to not just physically, but mentally improve my children's physical and mental health. I was completely surprised at just how much HER TECHNIQUE of positive movements, positive and encouraging tones in the voice and mental stimulation effect interaction. As a group we were literally standing focusing on someone we don't even know and focusing on that person with our body, our minds, and best we could transferring that positive energy all the way across the room to gift that same positive energy to them, "Sending a Rainbow" in an actual color that would represent the type of energy we were sending. I am physically disabled and my mobility is sometimes challenging. This lady actually had me on the floor twisted into different shapes and releasing tension and anxiety! She has many educational tools you can purchase in order to bring her talent into your

classrooms and homes. Please take the time to visit her site and consider purchasing any type of story, exercise and self-regulation dvd's and/or full curriculum. It is a goal of mine. As you can see, this was my favorite workshop!

A more thoughtful self-assessment type of workshop, "Taking Care of Yourself and Your Children When Faced With Adversity," was my next favorite experience. The presenters were high spirited and made the group quickly fully interactive by asking leading questions meant to thoughtfully evaluate my life. The purpose was to basically better your life and bring better physical and mental health by a step-by-step method in obtaining goals. "The Miracle Method" in reaching your goals "what would you like to be doing in five years" was explained. The most important and often ignored topic was what to do when barriers stand to prevent you from moving forward. I learned to be more mindful in living and identify triggers or obstacles before they arise, that way we can avoid them. And when they do arise, break our struggles into smaller ones that we can more easily resolve in order to hurdle over the bigger obstacle. I learned that self-care is key. In that plane and there is an emergency, that oxygen mask drops and you better put yours on first, because you can't take care of yourself (my children) unless I'm healthy enough to do so. There is a self-care development form that will outline the steps of this whole goal reaching process while caring for you along the way. I can make it available if you like.

Mindfulness, an Eastern Medicine meditation technique was the theory of "Renew Your Passion! Replenish Your Energy and Creativity and Zest for Life." I loved this time around a table with Head Start Administrators, directors and staff from San Bernardino. Between each exercise such as taking a very basic tiny clipping of ivy or a couple of leaves, we "zoned in" and became mindful of nothing going on in the room except for our creative way to use that object to trace or represent by transferring it onto paper. Being so engrossed into something so simple was relaxing and took my mind off many stressful and irritating thoughts I went into that room with; so, I know it works. It was also in that workshop that we were introduced into some new paints, creative tools and ideas. My hands were covered in metallic tempera paint, sticky with different types of glue all in creating a spiritual mandala specific to our own character.

I also attended a domestic violence workshop that I hoped would be a more enriching experience, but we'll just say I went. It was dry, boring, statistical and they didn't have enough of their handouts needed to take notes on their very detailed power point presentation. It was more an intellectual statistical presentation rather than encouraging and in any way helpful in what happens when "there is domestic violence" and how you might overcome it.

The most powerful keynote speaker by far was Tom Grayson. He took the role of a male to a whole different level by using real life examples and thought provoking situations. He made me mindful of the depth of the male role model from nurturing, domestic violence, substance abuse, overcoming previous negative experiences and a man's importance. Please seek out this man's recordings!

So many more things I can share, but know that a couple of us SETA Head Start parents opened the dance floor and encouraged others and it became FULL. We networked with Head Start and Hotel Staff relaxing in the spa. I want to

specifically thank Denise Lee for providing me with a room with the hand cap accessories I need in order to live my daily life. I wouldn't have been able to bath or use my medical equipment without her making sure I had the needed accommodations. Thank you for taking my disability seriously. You all see me in good spirits and moving (sometimes limping or looking stiff, but still functioning). But when you don't see me there are times I cannot stand, turn my head or get up from a seated position and even have physical assistance officially gifted to me by the county. Thank You Denise. I danced for hours, loved it thoroughly! But that night and in the morning I would have been in bad and even humiliating situations for lack of support. And thank you to Linda Litka, Destiny Shepard, and Josh Schurtz for being my "caretakers" without judgment during a couple of those instances I mentioned. Your empathy and support kept me going and able to attend each group and activity. I fulfilled every goal and expectation and more. I did it based on the thrill of honor of being there, the motivation that I was getting out of each workshop, the accommodations that Denise Lee made sure I had, and those few great friends who pushed me through. The hotel staff was exemplary. They saw me struggle with trying to carry my bags and made a rush to me as soon as I walked into that hotel door after struggling all the way from exiting my flight. SETA, you provided five star accommodations in my eyes.

I am grateful.

Lynda Nicole Williams,
Your Policy Council Chair

ITEM IV-B - INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review the attached Governing Board minutes of the February 5, 2015 meeting.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, February 5, 2015
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:07 a.m.

Members Present:

Don Nottoli, Chair, Governing Board; Member, Board of Supervisors
Sophia Scherman, Vice Chair, Governing Board; Public Representative
Patrick Kennedy, Member, Board of Supervisors

Members Absent:

Allen Warren, Councilmember, City of Sacramento; Jay Schenirer,
Councilmember, City of Sacramento

- ➔ Introduction of New Governing Board Member: Supervisor Patrick Kennedy: Mr. Nottoli introduced Mr. Kennedy and welcomed him. Mr. Kennedy said he looked forward to serving.

- ➔ Recognition of long-term employee: **Joan Kidwell**, Accountant I (35 years)

Ms. Mary Bonanno recognized Ms. Kidwell who started in 1980 and has been the longest duration employee in the history of SETA. Mr. Nottoli thanked Ms. Kidwell for her dedicated efforts.

II. **Consent Items**

- A. Minutes of the December 4, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Out-of-State Travel to Attend the Refugee Livelihoods: Innovations in Career Laddering Conference

Moved/Sherman, second/Kennedy, to approve the consent items as follows:

- A. Approve the December 4, 2014 minutes.
- B. Approve the claims and warrants for the period 11/26/14 through 1/29/15.
- C. Approve out-of-state travel for Michelle O’Camb to attend SMU’s Refugee Livelihoods: Innovations in Career Laddering conference in Dallas, TX on March 4-5, 2015 at a cost not to exceed \$1,800. Mr. Thatch said that the date of the event is now uncertain.

Roll Call Vote:
Aye: 3 (Kennedy, Nottoli, Scherman)
Nay: 0
Abstentions: 0
Absent: 2 (Warren, Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Authorization for Executive Director to Negotiate and Execute an Agreement with Ray Morgan Company to Purchase Additional Licenses to use Laserfiche and to Develop Automated Workflows

No questions or comments on this item.

Moved/Sherman, second/Kennedy, to make the necessary sole source finding: Non-competitive procurement of additional Laserfiche licenses and services from Ray Morgan Company is justified because Ray Morgan Company is the only value-added reseller of Laserfiche software licenses and related services in California. In addition, authorize the Executive Director to negotiate an agreement with Ray Morgan Company to purchase additional licenses and services for an aggregate amount not to exceed \$100,000.

Roll Call Vote:
Aye: 3 (Kennedy, Nottoli, Scherman)
Nay: 0
Abstentions: 0
Absent: 2 (Warren, Schenirer)

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of New Job Classifications of Head Start/Early Head Start Coordinator (Health-Nutrition) (Supervisory and Non-Supervisory) and the Related Salary Schedules

Mr. John Allen stated that the intent of this item is to merge the Health Coordinator and Nutrition Coordinator into one role for greater compliance with Head Start regulations, greater efficiency, and service to our parents and families. No SETA employee will lose their job. We are using numerous consultants on a part time basis now. The goal is to have one or two full time employees.

Mr. Nottoli asked Mr. Allen if all employees require driver's license and if there has been any changes in the regulations. Mr. Thatch said he did not know of any circumstance where someone was disqualified from getting one.

Mr. Nottoli asked what would happen if they were disabled and Mr. Thatch said they would be reasonably accommodated.

Mr. Nottoli opened a public hearing; there were no comments.

Moved/Sherman, second/Kennedy, to make close the public hearing and approve the job classification of Head Start/Early Head Start Health/Nutrition Coordinator (Supervisory and Non-Supervisory) and the related salary ranges noted in the staff report.

Roll Call Vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Warren, Schenirer)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Approval to Augment Sacramento Works Training Centers (SWTC) with CalWORKs Funds for Additional Adult Basic Education/General Education Diploma (GED) Training Opportunities

Ms. Michelle O’Camb said all training center providers offering ABE/GED were surveyed to solicit interest in these additional funds; four expressed interest. Staff has verified that all four have reached their ABE/GED enrollment goals for the entire year. Staff recommends that they be augmented the additional funds.

Ms. Scherman said after reading the fiscal monitoring reports, she is not pleased with the Greater Sacramento Urban League. Why are we augmenting their funding if they are not meeting their fiscal criteria? Ms. O’Camb said this item was prepared prior to them being on corrective action.

Ms. O’Camb said the Greater Sacramento Urban League is under a tuition based budget; any time they submit an invoice, it is based on actual enrollment.

Ms. Loretta Su stated that staff completed the fiscal monitoring report for the Greater Sacramento Urban League where there were some findings for corrective action. Ms. Su described aspects of how the Greater Sacramento Urban League was working toward being in fiscal compliance.

Ms. Scherman expressed concern with this item and will not support them on this agenda item.

Mr. James Shelby was asked to address the board item and address Ms. Scherman’s concerns regarding the augmenting any funding.

Mr. Shelby described the history behind the current fiscal issues and the process of finalizing the audits . Mr. Shelby said it is a challenge to keep things going when there is no cash flow. GSUL staff is doing the best they can and Mr. Shelby feels confident they have turned a corner. He indicated that once we get to June, they will have a positive cash flow again.

Mr. Nottoli asked Ms. Su and Ms. O’Camb if they were comfortable with the recommendation. Ms. O’Camb said the contract is fee based and any invoice is based on actual enrollments.

Ms. Su said from a fiscal standpoint we are working closely with Urban League to ensure that finances will be correct by the end of this fiscal year. Staff has not found any disallowed costs related to the SETA programs.

Ms. Scherman thanked Mr. Shelby for his attendance at the meeting. She has watched the Urban League slowly disintegrate and was pleased to learn he was back on board with the Urban League. Ms. Scherman said that right before Mr. Shelby arrived, she was not going to support the item on the augmentation but has changed her mind based on his testimony. Ms. Scherman requested Mr. Shelby come back in six months with a progress report.

Mr. Shelby stated that he intends to have staff attend a meeting every quarter. There is a new Finance Director and a new Vice President of Programs. Mr. Shelby extended an invitation for board members to tour their facility. Mr. Roy Kim was invited to their retreat last week and he had a chance to meet GSUL’s board members.

Moved/Kennedy, second/ Scherman, to approve the augmentation of CalWORKs funds to the SWTCs reflected in the funding chart included in the staff report.

Roll Call Vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Warren, Schenirer)

C. CHILDREN AND FAMILY SERVICES:

1. Approval of Selection Criteria for Enrollment in Early Head Start or Head Start

Ms. Denise Lee said this is our annual approval process for the selection criteria for Head Start and Early Head Start. There are no changes to the Head Start criteria, but there are significant changes to Early Head Start. Ms. Lee stated that the changes are mostly regarding teen moms. They are not called out by age, condensing some of our language.

Mr. Nottoli asked if we are 100 percent enrolled and Ms. Lee said that we are; our hours have been changed to accommodate school times.

Ms. Scherman asked if there is a criterion where a teacher has to have experience before they are hired for Head Start. Ms. Lee said Elk Grove hires all credentialed teachers. They have one of the highest qualified staff in the Sacramento Head Start program. They are thinking of changing the curriculum in the next two years.

Moved/Kennedy, second/Scherman, to approve the selection of criteria for enrollment in Early Head Start or Head Start.

Roll Call Vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Warren, Schenirer)

IV. Information Items

- A. Memorandum of Understanding with California Capital Financial Development Corporation: Mr. Kim said this MOU memorializes the partnership between SETA and California Capital.

Ms. Deborah Douglas expressed pleasure to be part of the organization and is looking forward to continue the long standing relationship.

- B. Sacramento Works First Quarter Performance Report: Mr. Kim stated that overall, we are meeting or exceeding our metrics.
- C. Fiscal Monitoring Reports: No comments.
- D. Employer Success Stories and Activity Report: Mr. William Walker stated that staff is in the process of figuring out how to provide services to Macy's.
- E. Dislocated Worker Update: Mr. Walker said C&C Plumbing has closed their doors.
- F. Unemployment Update/Press Release from the Employment Development Department: Mr. Kim said the employment rate is down to 6.2% for December, probably due to seasonal hiring.

Mr. Nottoli asked if the program does outreach in rural areas or to those with barriers. Mr. Kim stated that the Agency does outreach to limited English speaking and bi-cultural communities but there is always room for improvement.

Mr. Nottoli asked if we do much with River Delta and requested a report back on what services are provided.

G. Head Start Reports

Ms. Lee announced that SETA Head Start received a notice of award for the Early Head Start Childcare partnership grant. The partners will be Sacramento City Unified School District, Sacramento County Office of Education, National Human Development Foundation, and Kinderworld. These providers are already serving infants and toddlers and this will allow us to provide services that Head Start is known for while they stay in their local community setting. It is a five-year grant that started February 1st.

Ms. Lee said Head Start has moved away from indefinite grants to a five-year cycle. This will start in August. OHS will continue their support of as they always have but they will break up the review process.

Ms. Lee said there's a new monitoring report that we will provide on a quarterly basis. Each site is reviewed once a quarter, four times per year. The results of our first report are very good.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: No report.

C. Deputy Directors: No report.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: Mr. Nottoli stated that he will be out of state during the first week in March so there may be a quorum issue. Ms. Lee stated that staff will poll members to determine another date. Ms. Scherman said she thinks it is important to change the date because it is important to have a quorum as often as possible.

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

ITEM V

COMMITTEE REPORTS

➤ 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 March 24, 2015 Policy Council meeting.

GOOD!!!
Thank you Ms. Kathy Kossick for reporting on opportunities on the Codes for Hood Youth Hackathon.
Thank you Ms. Denise Lee for sharing information on the annual Self-Assessment and on the posting of the Parent Intern positions.
Thank you Mr. John Allen and Ms. Bonnie Bilger for the explanations and descriptions of Human Resource developments.
Thank you Ms. Karen Gonzales for your announcement about the OHS selecting SETA as a model in the National Safety and Supervision webinar.
Thank you Mr. William Walker for your informative presentation for the Sacramento Kings Apprenticeship Program.
Thank you Ms. Lynda Williams for facilitating a timely and effective meeting.
Thank you Ms. Lenda Wheeler for acting as Secretary for the Policy Council meeting.
Thank you Mr. Kenneth Tate for encouraging active parent participation at Toastmasters.
NEEDS IMPROVEMENT
Please be recognized by the Chair before leaving your seat by saying, "point of privilege."
Please be recognized by the Chair by raising your hand before speaking.
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
REMINDERS
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer five to seven days prior to meeting for approval.

- Budget/Planning Committee

- Personnel/Bylaws Committee

- Health Services Advisory Committee

- Men's Activities Affecting Children Committee (MAACC)

- Social/Hospitality Committee: Ms. Lynda Williams

- Maternal, Child and Adolescent Health Advisory Board: Ms. Lynda Williams

- Sacramento Medi-Cal Dental Advisory Committee: Ms. Amanda Self

- Community Reports: Ms. Jenna Kline and Ms. Nicole Chilton

- Community Action Board: Mr. Calvin Sheppard

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.

- A. 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 & Community Engagement
 - ✓ Karen Gonzales: Child Development & Education Services

- D. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. Lynda Williams), 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

April 2015



SETA Operated Program

Program Support Services Unit

Quality Assurance and Monitoring Unit WCIC Head Start and TRUSD Head Start were monitored in the month of March. Summary Reports are being finalized for submission to SETA and Delegate administrators.

Health, Nutrition and Safe Environments Self-Assessment Follow-Up All Delegates have submitted their Corrective Action Plans in response to the results of the self-assessment review conducted in January-February. Plans are currently in review. Delegates that had immediate concerns already received follow-up onsite visits to clear and/or monitor progress.

Program Operations Unit

SETA is continuing on the path to creating a culture of mentor coaching in our program. The Office of Head Start sponsored a 2 day coaching training in Sacramento and SETA sent over 25 participants. Those that participated included teachers, site supervisors, education coordinators, program officers, management, and mental health and special education staff.

A flyer and applications were distributed to teachers and teaching site supervisors to participate in the two (2) TLC (Teachers Learning and Collaborating) cohorts that will begin in May. This will be a great opportunity for teachers to support each other through topics that reflect best teaching practices.

Family Support Services Unit

Our Social Service/Parent Involvement Specialist (SS/PI), Bob Silva, has been working with parents to tell their Head Start success story. These stories will be collected into a book for all the sites and shared at parent meetings. There is nothing more powerful than hearing how Head Start has impacted the lives of the families we serve in their own voices. We are also working to get a few of the success stories on our web page so families can click the link to hear and see families talk about their experiences with Head Start and Early Head Start.

Our other SS/PI Specialist, Belinda Malone, has been working with our community partners on parent workshops. One is the Grocery project, where families are invited to meet at a neighborhood grocery store. They are given a tour of the grocery store, along with low cost, healthy meal planning ideas. At the end of the tour, the stores give each family a gift card to spend at the store.

The other parent workshop, which will be coming up soon, is our Snap-Ed program. This is also about healthy eating ideas on a budget. A representative from the Snap-Ed program works with a group of parents to teach them how to select fruits, vegetables, whole grains, and low fat dairy products for a healthy diet.

Families also learn to use limited resources to plan, purchase and prepare food for the family, to be physically active every day and to store and handle food so it is safe to eat. At the end of the workshop, a nutritious meal is made and the families are able to eat together.

As always, SETA is proud to bring parent education to the families.

Program Governance

The governance self-assessment was conducted Thursday, March 5 at SETA. An overview of the OHS Aligned Monitoring System was provided and explained. The new system supports transition from a definite grant period to a 5 year grant cycle and measures a HS/EHS program's quality and accountability. The assessment tool used was the Governance, Leadership and Oversight Capacity Screener. It determines an agency's compliance with federal regulation practices. "The Appendix A+ Chart: Governance and Management Responsibilities" (road map to program planning) was provided to show evidence the SETA Governing Board and Policy Council received all HS/EHS approval items, annual reports and all other program information as required.

After discussion, sharing and reviewing many governance documents, a team of parents and staff determined all agency program governance and federal laws are implemented and practiced.

Governance strengths:

Documentation of agenda, minutes, and training materials,
Training opportunities for PC and PAC members, and
Timely and useful monthly reports that contribute and support PC's decision-making.

Mr. William Walker, Workforce Development Manager, provided an excellent presentation at the March PC meeting on the Sacramento King's Apprenticeship Program. The Sacramento King's, in partnership with the Sacramento Works, Greater Sacramento Urban League, Center for Employment Inc., Asian Resources Inc., and La Familia Counseling Center Inc., have created employment opportunities for community members who are disadvantaged and low income (includes foster youth, ex-offender and veterans). Job training and employment opportunities include construction, plumbing, pipe fitting, electrician etc. Parents were very interested in the apprenticeship program and thanked Mr. Williams for shared information.

Mr. Jerry Gomez, former Associate Director for Federal Office of Head Start in San Francisco, provided SETA Governing Board training on their role and responsibilities Thursday, April 2 at 10 a.m., in the SETA Board Room. Two delegate governing board liaisons attended board orientation.

Elk Grove Unified School District

Education Services Update

Gerri LaCalle, Jennifer Ramirez, Yukkuen Ha, Carolyn Harvey, and Jaime Aguilar, PreK teachers, shared their findings from *The Creative Curriculum for Preschool* after piloting the program in their classrooms this school year. Each of them remarked that when using this curriculum, their students were excited about learning and appeared to be engaged in the lessons. They stated that the curriculum aligned well with the Head Start Child Development and Early Learning Framework as well as the California Preschool Learning Foundations. A vote will be taken the beginning of April regarding whether teachers want to move forward with presenting the curriculum to the Head Start Policy Committee and the Elk Grove Unified School District Board of Education for consideration for adoption in the 2015-2016 school year.

Enrollment

The Elk Grove Unified School District is funded to serve 480 students and is fully enrolled. The average daily attendance (ADA) was 85%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Kate Barbero, PreK social worker and Alicia Valero-Kerrick, PreK psychologist, to place students with an active IEP into the Head Start program. There are 44 students with active IEPs being served, which is nine percent (9%) of our Head Start student population.

Health Services Update

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

USDA Meals/Snacks

Head Start students were served 11,418 meals during the month of March.

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

Fiscal Update

This month's Fiscal report is attached.

Family and Community Partnerships Update

Family education opportunities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated, in part, by the desires and needs of families expressed in a yearly survey and, in part, by the School Readiness grant. Every opportunity is utilized to inform parents of upcoming parent meetings and to encourage their attendance. Parents are informed of education opportunities during monthly classroom parent meetings, by publication of a monthly parent calendar, by their child's classroom teacher, and by the Academic Program Coordinator at their school site.

The following classes or workshops were held in March:

"Latino Family Literacy" classes were held on March 5, 12, 19, and 26 at Herman Leimbach Elementary School. These classes provide Spanish speaking parents with strategies for working with their children in the area of literacy and ways to establish a reading routine in their home. An average of ten (10) families attended these classes.

“English Family Literacy” classes were held at Samuel Kennedy Elementary School on March 3, 10, 17, and 24. This presentation provided our English speaking families with the same information on literacy, techniques and strategies as those provided in “Latino Family Literacy”. An average of three (3) families attended these workshops.

“Financial Fitness” was presented in partnership with KVIE, Sacramento at Charles Mack Elementary on March 4, at David Reese Elementary on March 11, and at Florin Elementary on March 18. Five (5) parents attended the class at Charles Mack Elementary, two (2) parents attended the class at David Reese Elementary, and three (3) parents attended the class at Florin Elementary. “Financial Fitness” is a workshop designed to help parents develop their children’s knowledge

about spending, saving, and giving money away. In addition, parents learned strategies that can be applied to their money management.

Proper car seat installation and use is important to keep children safe. On March 12, a “Car Seat Safety” workshop was held at Herman Leimbach Elementary School. Parents were taught the proper way to install a car seat and were provided information on the laws and requirements regarding car seat usage. Sixteen (16) parents took advantage of this wonderful learning opportunity. The workshop is presented in collaboration with the Valley Hi Resource Center which receives 20 car seats each month. Ten (10) of those car seats were allocated to PreK and raffled off at the end of the workshop.

“I Am Moving, I Am Learning” was held at Samuel Kennedy Elementary School on March 25. This class teaches parents that children who have daily physical activity perform better in school and how to use simple materials found at home to create fun, physically active experiences for their children. Six (6) families attended this class.

Recruitment

Individual registrations are taking place and thirteen (13) students are on the wait list for the Head Start program.

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2015 -2016 school year.

Sacramento City Unified School District

Health and Nutrition

At the March Parent Council meeting, PC representatives were notified that supervisors from the Nutrition Services Department will be in attendance at the April PC meeting. Preschool menus will be shared and this will be an opportunity for parents to give feedback regarding meal service, ask nutritional questions and make suggestions for menu changes. All PC representatives were encouraged to speak to their site parents to see if there are any specific questions or comments they want shared related to meal service.

Nutrition Consultant, Karen Ito, is continuing to provide Parent Nutrition classes at preschool sites. Seven (7) workshops were offered in the month of March. Besides a cooking demonstration, parents engaged in conversation related to anemia/obesity prevention, adverse effects of junk food

and sugars, health benefits of fresh produce, label reading and portion control.

Preschool Nurses have been busy visiting classrooms to follow-up on any areas of concern related to health, to ensure all corrective actions from Self-Assessment are being addressed.

During the month of March, Preschool Nurses, our Facilities Specialist and Health/Nutrition Content Coordinator attended training on Lead Poisoning at SETA. Delegate agencies were given the name and phone number of the presenter and were encouraged to arrange similar trainings for parents and/or staff. This will be discussed at our next agency Health/Nutrition Content meeting.

Mental Health and Family Engagement

EHS social workers attended a CSEFEL Teaching Pyramid Coaching Training, facilitated by West Ed at SETA.

Selected EHS staff finished the Infant/Toddler Family Coaching Teaching Pyramid training and social workers continue to attend the countywide Leadership Team Meetings to plan for the next steps for sustainability and continued home visiting staff training.

Selected EHS home visitors continue to attend the monthly Family Development Credentialing Training and have expressed how they are really learning from the class.

The social workers presented a parent workshop at the EHS School Readiness Day/Socialization on topic: Making a Connection, focusing on social emotional development for young children and relationship building between parent and child (CA CSEFEL materials).

Social workers are working collaboratively with Youth Development Department to create a more streamlined Pregnant and Parenting Teen program within SCUSD.

EHS staff has completed their second FPA goals with the families and responding to needs and providing support.

Social workers continue to monitor and support the FPA process.

Social workers continue to provide support and consultation/case management to staff.

Social workers continue to provide mental health support to referred children and families in EHS families through consultation with families.

Family and Community Engagement

The Positive Solution for Families parenting evening workshop series was completed on March 19th. The workshop was provided in English and Spanish.

Social Workers and School Community Liaisons have been collecting and following up on goals established by families by the end of February.

Diversity was the topic for this month's Family Development Credential Training.

Special Education

SCUSD served 151 Head Start Preschoolers with IEPs and 14 Early Head Start children with IFSPs in March.

A group of our full inclusion staff, which includes Head Start and Special Education staff, attended a social emotional training on Individualized Intensive Intervention Practices hosted at SETA on March 20th. The staff will be taking the new information back to their classrooms and collaborate on utilizing this new information with their students as needed.

We are beginning to hold many transition IEPs for many of our students who are going to be leaving our programs and attending kindergarten in the Elementary schools this fall, 2015. Families and Head Start staff have been working on “Kinder transition” all year long in a variety of ways, and are now determining the most appropriate placement for students providing the least restrictive environment for children with disabilities.

Special Education partners at SCUSD and SCOE, along with the Head Start staff and Coordinators are continuing to meet quarterly to make sure enrollment practices and ongoing planning for our full inclusion sites remain strong and seamless for our children and families, ensuring needs are being met for all.

Early Head Start and Home-Based

Early Head Start had a successful socialization. Eight (8) families attended and parents learned about language and literacy for infants and toddlers. Each family received a board book to keep and read at home.

One of the home visitors, Yesenia Curiel, encouraged one of her families to speak to ALTA, the other agency that serves the family, about motor concerns in the child. ALTA referred the family to Pacific Medical, and they assessed the 20-month old child and will be fitting him for braces for his legs within the next few weeks.

We have assessed the new EHS classroom at Elder Creek and have started requesting work orders and ordering materials.

San Juan Unified School District

Education Services Update

Teachers continued with the Box Study through March 20th, and they began the Let’s Move theme the following week. The letter focus was Jj, Hh, and Ii and the math concepts that were explored were Matching Objects in Sets to Numerals and Adding and Subtracting Hidden Objects in Sets. Home Visits were conducted the week of March 9th.

Disabilities Services Update

There are now 91 children with IEPs being served by the SJUSD preschool programs. It has been determined that the two (2) additional Full Inclusion classes have been a success. With the exception of a few minor staffing hiccups in recruiting/hiring the additional Instructional Assistants for those programs, everything went very well. One of the teachers went out on leave at the beginning of this year, but fortunately a very capable and eager long-term sub came in to cover the Full Inclusion class at Ralph Richardson. The Special Education Department for this district would very much like to add even more of the Full Inclusion classes for next year.

The topic is in discussion. This was the last full month of enrolling for this school year and there were still a small, but continuous, stream of families coming into the screening center. There are still several children in the assessment process for this year.

Mental Health Services Update

The Mental Health Therapist continued to lend extra support to kindergarten-bound children's parents who have concern for the social/emotional readiness of their students. He has also continued to provide resources for counseling cases which are preparing to close in an effort to maintain and promote future mental health services. The parent resource board was also updated with new Post-Partum Depression literature.

Health & Nutrition Services Update

Health maintained a screening schedule of one day per week in the centralized screening room. The health team continued to review students' health, nutrition, and immunization status, complete health screenings, and counsel families in various health areas as needed. The School Nurse completed Individualized Student Health Plans for those children who have health concerns. Health also began preparations for the 2015-2016 enrollment year. Smile Keepers' second round screenings will continue through April 8th.

Family and Community Partnerships Update

The Policy Committee is an enthusiastic group. After the By Laws Sub-committee reviewed the document and made changes, it came to the full board for a first reading. There were several suggestions made at that time, and as a result the By-Laws Sub-committee is reconvening to look at the document again. New chairs have been ordered for the P/C meeting room with Policy Committee funds per the representatives' request. Representatives liked the idea of having a speaker at the last couple of meetings for the school year regarding various programs offered throughout the district. Plans are underway to secure presenters.

Transition Services Update

Classroom teachers have completed the majority of the articulation cards for those students moving on to kindergarten. These will be distributed to the various kindergarten campuses where the preschoolers will attend school next year. Several classes have held their kindergarten readiness parent meetings this month. Others will occur next month. A calendar of readiness activities was made available by the School Readiness teams.

Program Support/Staff Training Update

In the beginning of the month, teachers and assistants received CPR and First Aid training. Mid-month, teachers and assistants received training on expanding students' Depth of Knowledge in their literacy activities and the alignment of this work to the Preschool Learning Foundations and Curriculum Framework.

Fiscal Update

This was a very busy month for the fiscal department. The team began meeting with coordinators and working on budget development for the upcoming 2015-2016 school year. The Head Start and Early Head Start grant applications were submitted. All resources were reconciled, and SETA fiscal reports were filed. Fiscal welcomed the newest team member, an Account Clerk I named Marcellis Shaw.

Early Head Start Update

This month the whole EHS team, including all teachers and support staff, had the opportunity to attend the CAEYC Conference for either one or two days. The registration costs were funded through the district Common Core State Standards (CCSS) professional development monies. Staff chose sessions based on their professional interests and needs, as well as information gathered from ITERS and DRDP action plans. At the conference, teachers were also able to look at and discuss needed materials from both CCSS and STEM perspectives. Once decided upon, teachers were able to order materials for sites and Home Base classes during the month, which were also funded by district CCSS monies. The materials will be used to help supplement the work already being done in the program, using evidence-based practices to support the learning and development of both children and their families.

Twin Rivers Unified School District

Events

All students celebrated Dr. Seuss Read to Achieve Day with special guest readers from the community and the TRUSD District Office. Students were delighted with various Dr. Seuss books and enjoyed a surprise visit from The Cat in the Hat and Things 1 and 2! Guest readers were provided certificates for reading to the students and all participants enjoyed the day!

Professional Development

The ECE workshop on March 26th for teaching staff was held at Morey Avenue. The workshop included an introduction by Karen Taylor of SETA related to Practice Based Coaching. Teachers were provided information about the coaching and mentoring program that Ms. Taylor hopes to begin in Spring 2015. The workshop also included work time to develop action plans for the latest CLASS and DRDP assessment scores. The next workshop will be in April 2015.

Components

Each Community Liaison continues working with their respective Complexes including meeting individually with parents to complete the Family Partnership Agreements and following up on the families' goals. The FPAs will permit the families to identify their goals and develop strategies to accomplish their goals. The staffing group also continues providing monthly nutrition activities and the tracking of blood lead results, hemoglobin and lead risk assessments for *Childplus* tracking purposes as well as coordinating the parent involvement events. The Community Liaisons are also finishing the second round of growth assessments.

Our School Social Worker/Counselor is still on maternity leave until August 2015 and the programs have a substitute Social Worker and a MSW Intern. The Social Workers is on all sites from Monday through Thursday and assists with classroom support, behavior plans and facilitates parent meetings. The MSW Intern is on-site two days per week and assists with friendship and social skills groups with the students. He is participating in classroom support for behavioral concerns. The Head Start programs continue with a contracted SLP to assist with the speech screenings and testing while the district still looks for permanent staff. The SLP has started speech services for the students with IEPs and continues the testing process for students with failed screenings.

The Education Component Leader continues completing the classroom observations to assist with classroom management and planning for the monthly Education Component meetings. File checks are also occurring monthly to ensure the teachers' files continue the appropriate documentation and assessment information.

The ERSEA Team continues to be busy ensuring all sites maintain full enrollment. The final date for 2014-15 enrollment was April 7th. The ERSEA Team has met and the upcoming enrollment year began on April 13th for new students.

Policy and Parent Committees

The monthly meeting was held on March 12, 2015 at Morey. The agenda included the approval of the Grant application and the last meeting minutes. Parent Committee meeting was held at Rio Linda on March 25, 2015 with a great turnout of parents, however, the Oakdale Parent Committee Meeting on March 26, 2015 did not yield any participants. The Head Start Director is working with the Community Liaison and teaching staff to recruit parents to attend the upcoming meetings.

Fiscal

The ordering of appropriate materials and supplies to support the Head Start programs continues as results of the action plans from CLASS observations, DRDP Spring assessments and ECERS have been provided.

Women's Civic Improvement Club (WCIC)

Fiscal

WCIC/Playmate Head Start Program's June 30, 2014 Audit Exit was held on March 19, 2015; the Audit is Unqualified.

Enrollment

During the month of March 2015, WCIC's Enrollment was maintained at 100%.

Health

WCIC/Playmate Head Start Program's children received second Height/Weight measurements on March 16-19, 2015. WCIC/Playmate Head Start Program newly enrolled children received Vision and Hearing Screenings and first Height/Weight measurements.

Trainings

WCIC/Playmate Head Start Program's staff received Practice Based Coaching (PBC) and CLASS Training by Ms. Karen Taylor, Education Coordinator from Sacramento Employment and Training Agency (SETA, Grantee) on March 6, 2015. Ms. Taylor provided a "Practice Based Coaching Planning Agenda"; "Guides to the 15 minutes In-Service Suites"; and "Opened Ended Questions" Handouts. Ms. Taylor stated the PBC Training is aligned to work with the CLASS. The goals for the PBC is to assess the needs and set goals for coaching; create an action plan to guide coaching; and to review update on goals and action plans throughout the coaching partnership. Coaches need to engage in focused observations; record information about the observations; and use support strategies for improving or refining teaching practices; such as, model and prompts. The coaches selected are Ms. Janet, Head Teacher; Ms. Tuwe Mehn, Teacher; and Ms. Yong Yang, Teacher. All WCIC Teaching Staff will be Coaches. Teacher Aides will also be coached along with the Teachers. The Practice Based Coach Training is scheduled for April 8-9, 2015 at SETA from 8:00am -4:00pm.

WCIC/Playmate Head Start Program's staff and parents received the Disability Rights California Training by Ms. Phyllis Preston-Fowler, MCA Advocate on March 18, 2015. Ms. Preston-Fowler addressed the staff and parents on what type of services Disability Rights California has to offer.

Disability Rights California is a Non-Profit Organization. Ms. Phyllis passed out a handout on "An overview of Children's Success Stories". There are several critical services that Disability Rights California provide that is free of charge: To inform people with disabilities about their legal, civil and service rights; Technical assistance, training, publications and advocacy support for Californians with disabilities, their families and representatives; Peer self-advocacy services for people with psychiatric or developmental disabilities; Rights advocacy for clients with developmental disabilities who are receiving services at regional centers; Bring impact litigation and acting as amicus curiae in disability-related cases; and Represent individuals based on their priorities and case selection criteria. Ms. Phyllis gave some examples of what Disability Rights California can help people with are: People with disabilities solve disability-related problems; Rights to basic support, personal care, therapy and health care; Supplemental Security Income (SSI); In-Home Supportive Services (IHSS); Medi-Cal; and California Children's Services (CCS); Discrimination in housing, transportation, employment, and access to public and private programs and services; Abuse, neglect, and rights violations in an institution; Special Education Rights; Mental Health and Support Services that provide individualized treatment; and Regional Center Eligibility and Services that promote Independence such as: supported living and family supports.

WCIC/Playmate Head Start Program's staff and parents received Early Warning Signs of Special Needs Training by Ms. Kim Bonnema, Education Coordinator from Sacramento Employment and Training Agency (SETA, Grantee) on March 18, 2015. Ms. Bonnema addressed the staff and parents on Early Warning Signs of Special Needs. Special Needs can be influenced by a number of factors which include: Genetics; Temperament; Environment; Experience; Individual Growth and Development; Cultural Values; and Gender. The Risk Factors are Prematurity/Low Birth Weight; Parental or other exposures to drugs, alcohol or tobacco; Violence in the Community or Home;

Poor Nutrition; Family Stress; Poor Housing, Homelessness, and Death in the family. Inclusion is a full and active participation of children with disabilities. Inclusion is the program philosophy that promotes acceptance and respect of each child. The programs have a developmental rather than academic focus. Young children are more alike than different. Children with disabilities are children first.

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

ACF-IM-HS-15-02 Native Language Preservation, Revitalization, Restoration, and Maintenance in Head Start and Early Head Start Programs

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
March 2015**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 3/31/15	(b) % Actual to Funded	(c) Average Daily Attendance for Month %
Elk Grove USD	480	480	100	85
Sacramento City USD	1,312	1,312	100	90
SETA	2,002	2,062	103	81
San Juan USD	700	712	102	81
Twin Rivers USD	243	243	100	86
WCIC/Playmate	120	120	100	78
Total	4,857	4,929		

* SJUSD average daily attendance is for February 2015

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 3/31/15	(b) % Actual to Funded	(c) Average Daily Attendance for Month %
Sacramento City USD	144	144	100	74
SETA	349	362	104	74
San Juan USD	160	176	110	81
Total	653	682		

* SJUSD average daily attendance is for February 2015

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(March 31, 2015)

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 (243)	24 (9.88 %)	N/A
Elk Grove USD (480)	44 (9 %)	N/A
Sacramento City USD (1312)(144)	151 (11.5 %)	15 (10%)
San Juan USD (700) (160)	94 (13.4%)	20 (12.5 %)
WCIC (120)	12 (10 %)	N/A
SETA (2002) (349)	220 (11 %)	67 (19.43%)
County (4857)* (653)**	545 (10.9%)	102 (15.3%)

*AFE = Annual Funded Enrollment

**% AFE = Percentage of Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *March 2015

March 6th - Minimum Day Preschool and EHS Full Day Classes.

March 13th - CSEFEL Training Closed Classes: Bannon 1 AM, Hillsdale 2 AM.

March 30th - Holiday Cesar Chavez Day

March 31st - through April 3rd - Sprink Break Traditional Centers and SCOE Children on Break

Trainings:

Cook/Driver Rosa Alatorre attended a CPR Class on March 24th

Cook/Driver Lorena Medina attended an Excel Computer Training on March 25th

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
40,892	24,404	26,012	400

Total Amount of Meals and Snacks Prepared 91,708

Purchases:

Food	\$68,971.95
Non - Food	\$14,037.86

Building Maintenance and Repair: \$80.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$0.00

Vehicle Gas / Fuel: \$1,529.86
Normal Delivery Days 21

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.
