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Thought of the day: "Optimism is the faith that leads to achievement. Nothing can be done without hope and confidence."

Helen Keller

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

DATE: Tuesday, October 27, 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.

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Pursuant to Government Code Section 54957
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- Community Reports: Ms. Jenna Kline and Ms. Nicole Chilton
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- B. Head Start Managers' Reports
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 - ✓ Lisa Carr: Parent, Family & Community Engagement
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- C. Chair's Report
- D. Open Discussion and Comments
- E. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, OCTOBER 21, 2015

Policy Council meeting hosted by: Lynda Williams (Chair), Kenneth Tate (Vice Chair), Amanda Self (Secretary), Robin Blanks (Treasurer), Tawana Craig (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
- _____ Joe Morales, Twin Rivers Unified School District
- _____ Stacy Wilson, Twin Rivers Unified School District
- _____ Brian Short, WCIC/Playmate Child Development Center
- _____ Tawana Craig, WCIC/Playmate Child Development Center
- _____ Todd Woods, SETA-Operated Program
- _____ Sabrina Lovelady, SETA-Operated Program
- _____ Amanda Self, Early Head Start (SETA)
- _____ Kenneth Tate, Past Parent Representative
- _____ Jasmine Jamison, Past Parent Representative
- _____ Calvin Sheppard, Men's Activities Affecting Children Committee
- _____ Jenna Kline, KVIE Channel 6
- _____ Nicole Chilton, Birth and Beyond

Seats Vacant:

- _____ Vacant (Cruz), Sacramento City Unified School District
- _____ Vacant (Saelee), Sacramento City Unified School District
- _____ Vacant (Torres), Sacramento City Unified School District
- _____ Vacant (Baty), SETA-Operated Program
- _____ Vacant (Paniagua), SETA-Operated Program
- _____ Vacant (Shepherd), SETA-Operated Program
- _____ Vacant (Craig), 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 (Wheeler), Grandparent Representative
- _____ 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	7/21 *	8/25	9/29	10/27	11/24
R. Blanks Seated 11/25	EG	X	X	X	X	X	X	X	X	X	X	X		
T. Broxton Seated 2/24	EG				X	X	X	X	U	X	X	X		
N. Chilton s/b/seated 2/24; seated 3/24	CR				E	X	X	X	X	X	X	X		
T. Craig Seated 3/24	WCIC					X	X	X	X	X	X	X		
J. Jamison Seated 2/24	PP				X	X	X	X	X	X	X	E		
J. Kline Seated 2/24	CR				X	X	X	X	X	X	E	X		
L. Litka Seated 11/25	SJ	X	X	X	X	X	X	X	X	U	X	X		
S. Lovelady Seated 1/27	SOP			X	X	X	X	X	X	X	X	E		
J. Morales Seated 6/23	TR								X	U	X	X		
F. Saelee Seated 5/26	SAG							X	E	X	U	U		
A. Self Seated 11/25	HB	X	X	X	X	X	X	X	X	X	X	X		
C. Sheppard Seated 4/28	MAACC						X	X	X	X	E	X		
B. Short Seated 3/24	WCIC					X	X	X	E	X	X	U		
K. Tate Seated 11/25	PAST	X	X	X	X	X	X	X	X	X	E	X		
L. Williams Seated 11/25	SJ	X	X	X	X	X	E	X	X	E	X	X		
S. Wilson s/b/seated 6/23; seated 7/21	TR								U	X	X	X		
T. Woods Seated 12/18	SOP		X	U	X	X	X	X	X	E	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 9/30/15

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 29, 2015 SPECIAL
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the September 29, 2015 meeting.

RECOMMENDATION:

That the Policy Council approve the September 29 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

**MINUTES OF THE SPECIAL 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, September 29, 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 9:04 a.m. Mr. Todd Woods and read the thought of the day. The Pledge of Allegiance was recited. Ms. Linda Litka called the roll. A quorum was established.

PC Members Present:

Robin Blanks, Elk Grove Unified School District
Linda Litka, San Juan Unified School District
Lynda Williams, San Juan Unified School District
Joe Morales, Twin Rivers Unified School District
Tawana Craig, Women's Civic Improvement Club
Todd Woods, SETA-Operated Program
Amanda Self, Home Base Option
Stacy Wilson, Twin Rivers Unified School District
Kenneth Tate, Past Parent Representative
Calvin Sheppard, Men's Activities Affecting Children Committee
Nicole Chilton, Birth and Beyond
Jenna Kline, KVIE Public Television
Tyrone Broxton, Elk Grove Unified School District (seated at 9:25)

PC Members Absent:

Feuy Saelee, Sacramento City Unified School District (unexcused)
Brian Short, Women's Civic Improvement Club (unexcused)
Sabrina Lovelady, SETA-Operated Program (excused)
Jasmine Jamison, Past Parent (excused)

II. Consent Item

A. Approval of the Minutes of the August 25, 2015 Regular Meeting

Minutes were reviewed; no questions.

Moved/Self, second/Blanks, to approve the minute of the August 25, 2015 meeting.

Show of hands vote:

Aye: 11 (Blanks, Chilton, Craig, Kline, Litka, Morales, Self, Sheppard, Tate, Wilson, Woods)

Nay: 0
Abstentions: 1 (Williams)

III. Action Item

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

The board went into Closed session at 9:11 a.m.; the board went back into to open session at 9:18 a.m. Ms. Williams reported that during closed session, the following eligible lists were approved: Approval of Eligible List for: Head Start Teacher, Associate Teacher, Associate Teacher/Infant Toddler, and Personnel Analyst.

Ms. Williams announced the need for parents to participate in a number of screenings and interviews. Those interested in participating were asked to contact Ms. Desha.

Mr. Tyrone Broxton arrived at 9:25 a.m.

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

Ms. Williams reviewed the modifications to the bylaws. Ms. Williams opened a public hearing.

Moved/Self, second/Blanks, to continue this item to the next Policy Council meeting.

Show of hands vote:

Aye: 12 (Blanks, Broxton, Chilton, Craig, Kline, Litka, Morales, Self, Sheppard, Tate, Wilson, Woods)

Nay: 0

Abstentions: 1 (Williams)

C. Approval and Certification of the SETA Head Start/Early Head Start Health and Safety Screener Summary Report

Ms. Denise Lee reviewed this item which helps to measure health and safety issues. This screener was utilized at each SOP and delegate agency classroom. This ensures all centers are in good repair and ready to accept children. The screener identified items that need to be fixed and staff is in the process of repairing and fixing issues. Toilet cleaning and information evacuation routes needed to be updated. Each delegate agency will receive a detailed report to assist teachers/staff to learn what needs to be fixed; they have 30 days to remedy issues or put in a work order. The QA team will then go back to ensure the issues have been resolved.

Ms. Self stated that the toilet cleaning issue needs to have higher priority since this is a problem for children learning how to be potty trained. Ms. Lee stated that staff is looking for each program to identify a system they can put in place to ensure the toilet areas will remain clean; we are looking for creative ways to resolve this issue.

Ms. Williams inquired how often the janitorial staff deep clean the centers and Ms. Lee replied that it depends on the agency. At SETA, the janitors clean the centers is every day and deep cleaning is done quarterly. Ms. Williams will urge the parents at the San Juan centers to assist classroom staff to keep the bathroom areas clean.

Mr. Tate thinks the evacuation plan should be higher priority.

There will also be an opportunity to work on this during the self-assessment process that will be in January-February.

Moved/Self, second/Morales, to approve and certify the SETA Head Start/Early Head Start Health and Safety Screener results.

Aye: 12 (Blanks, Broxton, Chilton, Craig, Kline, Litka, Morales, Self, Sheppard, Tate, Wilson, Woods)

Nay: 0

Abstentions: 1 (Williams)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events – Ms. Lynda Williams reviewed the calendar of events.
- Parent/Staff Recognitions – Ms. Williams announced that during her recuperation, she lost 15 pounds. Ms. Self announced she and her family is moving into a larger new house. Mr. Woods extended a big ‘thank you’ to Ms. Desha and Ms. Hawkins; as a result of their support, he's going back to school tonight to get his high school diploma. Mr. Tate reported that during a recent visit to Washington, DC, he actually saw the President. Ms. Stacy Wilson stated she has really enjoyed being on the board. She started back at school for CPR training. Ms. Craig thanked everyone on the board; it has been an enjoyable experience. Ms. Blanks stated that she saw Ms. Shalita Calhoun since her children go to the same center as her grandchildren. Ms. Self recently attended the Book Fest at South Land Park Drive. It was a great festival.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne reviewed the fiscal report for the month ending August. The budget is underspent because the program year just started. Staff is still in the process of enrolling children.

Mr. Sheppard left the meeting at 10:16 a.m.

The credit card expenses look high because of the annual Child Plus subscription payment. Ms. Williams asked about the Ipads purchases and Ms. Saurbourn stated that staff will begin using Ipads to process work orders through the Laserfische program.

- Toastmasters Training – Ms. Litka reported that she and Mr. Woods gave a speech at their last meeting. The final class will be on October 2.
- Community Resources-Parents/Staff – Ms. Lynda Williams announced the semi-annual clothing and equipment swap at Faith Lutheran Church.

Ms. Jenna Kline bought some back-to-school checklists and distributed them to the board.

Ms. Nicole Chilton stated that Birth and Beyond has parent interns to assist parents and students with their homework. They had their first Del Paso neighborhood Girl Scout troop meeting but one parent attend the meeting. Their next meeting is November 14. Birth and Beyond will host a mini health fair on Thursday, October 29.

B. Governing Board Minutes of August 6, 2015: No questions.

V. Committee Reports

- Executive Committee: Ms. Williams reviewed the critique was reviewed.
- Budget/Planning Committee: Ms. Blanks that there will be a meeting on 10/13, 1:30 p.m.
- Personnel/Bylaws Committee: Mr. Tate reported that modifications have been forwarded to the boards for approval.
- Men's Activities Affecting Children Committee (MAACC): Mr. Woods reported that the Crocker Art Museum event is coming up. The MAACC will be going through elections soon; he encouraged all parents to continue to be involved. Ms. Blanks stated that they also talked about ways to draw fathers into the meetings.
- Social/Hospitality Committee: Ms. Blanks reported that the committee is on track for getting everything done for the End-of-Year Parent Appreciation brunch. Members went shopping for decorations and invitations were printed.
- Parent Ambassador Report: Ms. Litka reported that committee members have been going over new recruitment events and assigning Ambassadors to visit the events. Ambassadors were at Fairytale Town and have a number of events coming up. They will have shirts that say Head Start Parent Ambassador.
- Maternal, Child and Adolescent Health Advisory Board: Ms. Williams stated that this board meets quarterly. The Black Infant Health Program was granted additional money to add four new staff positions. They were also expected to quadruple the number of clients they have to serve. The program is now recruiting black pregnant women or women with infants 12 weeks of age and

under. They also discussed the pharmaceutical treatment for children with mental health issues.

- Sacramento Medi-Cal Dental Advisory Committee: There have been serious problems for children accessing dental care. A Little Hoover Commission found that there are extreme concerns regarding children's' access to dental care. There needs to be some measures taken but it has been established that something needs to happen.
- Community Reports: Ms. Jenna Kline and Ms. Nicole Chilton No additional reports.
- Community Action Board: No report.

VI. Other Reports

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: Ms. Lee referred to the Program Information Reports for Head Start and EHS. This is a statistical information report on the number of services provided and submitted to the Office of Head Start. The types and number of services provided is included in the report. The data includes children that have been provided services even for just one day. The regional office has not yet contacted staff to see if there are any corrective action plans.
- C. Head Start Managers' Reports: No reports.
- D. Chair's Report: No additional report.
- E. Open Discussion and Comments: Ms. Blanks attended the Book Fest at Fairytale Town as a Head Start Parent Ambassador. It was great educating the parents on Head Start.

Mr. Tate suggested that during the recruitments, inform people that Head Start offers either free or low income availability. It is also important to let parents know about the SETA web site.

The October 1 Social/Hospitality Committee meeting is at 10:30 a.m.

Mr. Tate inquired whether the 10/23 MAACC meeting would take place; Ms. Desha will connect with Mr. Silva and confirm.

- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 10:58 a.m.

ITEM III-A - ACTION

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

BACKGROUND:

The Personnel/Bylaws Committee 2014-2015 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council.

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

A public hearing was opened on Tuesday, September 29, 2015.

RECOMMENDATION:

Hear any additional testimony, and take action to close the public hearing and approve the amendments to the PC Bylaws as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

BYLAWS OF THE SACRAMENTO COUNTY

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

Policy Council First Reading: 9/29/15
Policy Council Final Approval:
Governing Board Approval:

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

ARTICLE I

Name

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

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

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

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

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

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

Section 2: Powers, Duties and Functions

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

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.

- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 - 1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
 - 4. The program's philosophy and long- and short-range program goals and objectives.
 - 5. The selection of delegate agencies and their service areas.
 - 6. The composition of the PC and the procedures by which policy group members are chosen.
 - 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
 - 8. The annual self-assessment of the Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
 - 9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.
 - 10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, volunteers and hiring and firing criteria for program staff.

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

ARTICLE III Membership

Section 1: Election/Appointment of Members

As outlined in Article III, Section 2, the PC shall consist of elected voting representatives from each delegate agency Policy Committee, the SETA-operated PAC, Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PC. Additional Community Representatives shall be elected by the PC. Home Base Option and EHS Representatives shall be elected by delegate agency Policy Committees and SETA-Operated Program parent committees. The Outgoing PC Chair shall have a reserved seat.

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

Section 2: Parent Representatives

- A. The Parent Membership shall consist of:

- Six (6) Representatives elected from the SOP PAC
- Three (3) Representatives from Sacramento City Unified School District
- Two (2) Representatives from San Juan Unified School District
- Two (2) Representatives from Elk Grove Unified School District
- Two (2) Representatives from Twin Rivers Unified School District
- Two (2) Representatives from Women’s Civic Improvement Club/Playmate (WCIC)
- Two (2) Representatives from Home Base Option
- One (1) Representative from EHS - SOP
- One (1) Representative from EHS - Sacramento City Unified School District
- One (1) Representative from EHS - San Juan Unified School District

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

B. Community Representatives

Additional PC members will include:

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

Section 3: Alternates

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

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
1. *A Representative missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused, or unexcused) will automatically be removed and replaced by the Alternate.*
 2. *The Alternate who attends meetings on behalf of an absent Representative will be recorded as Alternate Present (AP). An Alternate's AP attendance will not count as "present" for the Representative.*
 3. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting. *However, an Alternate may not hold an office.*
- ~~C. Alternates may not hold an office.~~
- ~~D.~~ C. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Representative is present.
- ~~E.~~ D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA).

Section 4: Other Provisions

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be ~~reappointed must express their desire to remain on the PC. Otherwise, the Agency may designate a replacement for that representative.~~ *elected/re-elected must submit an application to the PC. Community Agencies who have not been elected/re-elected may share agency information quarterly.*
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency HS/EHS staff (or members of their immediate

families) shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.

- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 5: Terms

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

Section 6: Attendance

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

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

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

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

- C. **Punctuality:** Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless

approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

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

Section 7: Removal

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

ARTICLE IV Meetings

Section 1: Meetings

- A. **Annual Meeting**

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

- B. **Regular Meetings**

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

- C. **Special Meetings**

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

- D. **Quorum**

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

Section 2: Meeting Notice

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

A. **Annual and Regular Meetings:**

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. **Special Meetings:**

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

C. **Emergency Meetings:**

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

D. **Committee Meetings:**

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

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

Section 3: Open Meetings

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

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

Section 4: Mailing Address

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

Section 5: Rules of Procedure

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

Section 6: Nominations/Elections

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

Section 7: Voting

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

Section 8: Meeting Reimbursement

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

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

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day when attending conferences, workshops, trainings, orientation, Parent Leadership Institute, or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:
1. PC (regularly scheduled, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
 4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) and Program Self Assessment
 5. Program Area Committees
 6. Community Partnership Advisory Committee (CPAC)
 7. Health Services Advisory Committee (HSAC)
 8. Ad Hoc (special) Committee meetings
 9. Community Action Board meetings (CAB)
 10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
 11. Workforce Investment board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)
- B. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

ARTICLE V

Officers

Section 1: Officers

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

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.

- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.
- C. A SOP Parent Advisory Committee (PAC) member who has not been re-elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

Section 3: Duties of Officers

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

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

Section 4: Vacancy

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

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

ARTICLE VI Committees

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

Section 1: Standing Committees

Executive Committee

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

Budget/Planning Committee

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all HS/EHS budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP HS/EHS Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

Personnel/Bylaws Committee

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

Social/Hospitality Committee

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

Parent Ambassador Committee

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

Section 2: Program Area Committees

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

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

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

Section 3: Special Committees:

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

ARTICLE VII
Required Reports

Section 1: Required Reports

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

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

ARTICLE VIII
Bylaws Amendment

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

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.

- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

First reading: 10/27/15
Second reading: /15

ITEM III-B – ACTION

APPROVAL OF MODIFICATIONS TO THE REIMBURSEMENT POLICIES AND PROCEDURES OF THE SETA-OPERATED HEAD START/EARLY HEAD START POLICY COUNCIL AND PARENT ADVISORY COMMITTEE

BACKGROUND:

The CFS Management is recommending a revision to the Policies and Procedures of the SETA Head Start/Early Head Start Policy Council and Parent Advisory Committee to modify the language regarding reimbursements of child care.

The revisions are identified in *italic* type.

RECOMMENDATION:

That the Policy Council/Parent Advisory Committee approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

Head Start/Early Head Start Policies and Procedures

PC/PAC Reimbursement

Policy & Procedure

MILEAGE

1. Reimbursements will be made for actual costs of attending the REQUIRED meetings and other obligations associated with your participation as a member/officer of SETA Head Start PC/PAC.
 - a. Reimbursement will not be made for attendance at optional meetings or training meetings.

2. **Roundtrip** mileage will be calculated from your residence or workplace to the SETA offices or other location where the meeting is being held. ***If additional stops are required the additional mileage will not be reimbursed.*** If you come to the meeting directly from home and then proceed to your workplace, SETA will reimburse you for the total mileage incurred.
 - a. For example, assume that your home is 5 miles from the SETA offices, but your workplace is 20 miles from the SETA offices. You attend a meeting held at the SETA offices at 8:30am and then proceed directly to your workplace. You would be reimbursed for 25 total miles.
 - b. However, if you attend the meeting at 8:30 and then return home prior to proceeding to work, you would be reimbursed for 10 miles.
 - c. If you came directly from work to attend a meeting held at 1:00pm and then returned directly to work, you would be reimbursed for 40 miles.

Head Start/Early Head Start Policies and Procedures

3. If you utilized public transportation to attend a meeting at SETA, you would be reimbursed for the actual costs of that transportation.
 - a. Assume that you attended a meeting and rode RT Light Rail from your house to SETA offices and back to your house. You would be reimbursed for the cost of a round trip ticket.
 - b. If you were working out of town and rode Greyhound and RT Light Rail to attend a meeting at SETA and then rode RT Light Rail to your home after the meeting, you would be reimbursed for the cost of the Greyhound ticket to Sacramento and the RT Light Rail passes to SETA and home.

CHILD CARE

1. SETA will reimburse you at the rate of \$~~8.00~~50 per hour, up to a maximum of \$30 per day, for the number of hours of child care necessitated by your attendance/participation in REQUIRED PC/PAC meetings when your child(ren) are cared for by a non-SETA care provider.
 - a. Reimbursement will not be made for child care provided by spouse/significant other.
 - b. Reimbursement will be for actual costs incurred up to a maximum of \$~~8.00~~50 per hour, no matter how many children are cared for.
 - c. If the PC/PAC meeting that you attend runs for 2 hours, but you must incur child care for an additional hour for the travel time to and from SETA offices, you will be reimbursed for 3 hours. If you arrange child care for the day in order to run some errands, attend

Head Start/Early Head Start Policies and Procedures

the PC/PAC meeting, and meet a friend for lunch, you will be reimbursed only for the 2 hours of the PC/PAC meeting.

- d. For attendance at conferences as a representative of SETA Head Start, the maximum reimbursement will be \$8.~~00~~50 per hour up to \$30 for each 24 hour period of time away from home.
- e. No reimbursement for child care will be available when attendance at meetings, conferences, or training events is voluntary.
- f. No reimbursement for child care will be available for children thirteen (13) years of age and older, unless special circumstances exist. An example of special circumstances might be a special needs child.
- g. No reimbursement for child care will be available for children of any age who are in a Head Start program or who would normally be in school unless the child is out of school for a valid reason, such as being off track or being ill. Home schooled children might be a reasonable exception to this policy.

FREQUENCY OF REIMBURSEMENT

1. Following the submission of the appropriate requests for reimbursement, every reasonable effort will be made to process reimbursements and have either cash or petty cash checks available to be picked up from a petty cash custodian one week following the meeting, or at the next meeting attended.

Effective Date _____

ITEM III-C – ACTION

ELECTION OF COMMUNITY REPRESENTATIVES:
PAST PARENTS, FOSTER PARENT, AND GRANDPARENT

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect community representatives to serve for Program Year 2015-2016.

Past Parent Representatives and Alternates:

Two (2) voting Community Representatives referred to as Past Parent Representatives shall be elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children currently enrolled in the HS/EHS program. Community members desiring to be reappointed must reapply for membership on a yearly basis. There will be two alternates for Past Parents.

Foster Parent and Alternate:

One (1) voting Foster Parent Representative selected by the outgoing PC. Representative may be elected by the current PC if the outgoing PAC has been dissolved. The Foster Parents elected to the PC must have a child/children currently or previously enrolled in the HS/EHS Program. A Foster Parent desiring to be reappointed must reapply for membership on a yearly basis. There will be one alternate for the Foster Parent Representative position.

Grandparent Representative and Alternate:

One (1) voting Grandparent Representative elected by the Outgoing PC. Representative may be elected by the current PC if the outgoing PAC has been dissolved. The Grandparent elected to the PAC must have a child/children currently or previously enrolled in the SOP HS/EHS program. A Grandparent desiring to be reappointed must reapply for membership on a yearly basis. There will be one alternate for the Grandparent Representative position.

RECOMMENDATION:

That the Policy Council elect two (2) Past Parent Representatives and two (2) Alternates, one Foster Parent representative and one alternate, and one Grandparent representative and one alternate.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

Past Parent Representatives and Alternates:

Representatives nominated:

Representatives elected (2):

Alternates nominated:

Alternates elected (2):

Foster Parent and Alternate:

Representatives nominated:

Representative elected (1):

Alternates nominated:

Alternate elected (1):

Grandparent and Alternate:

Representatives nominated:

Representative elected (1):

Alternates nominated:

Alternate elected (1):

ITEM III - D – ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISED JOB SPECIFICATIONS FOR ASSOCIATE TEACHER (TIER I, II AND III) AND HEAD START SUBSTITUTE CHILD CARE TEACHER

BACKGROUND:

The Children and Family Services (CFS) Department is having significant challenges in filling vacant teaching positions with qualified, permanent staff, specifically entry level Associate Teacher and substitute positions.

With the expansion of state preschool and transitional kindergarten in Sacramento County, the job market is flooded with employment opportunities for teaching staff, resulting in less applicants and more turnover than previous years. The lack of permanent teaching staff poses a serious threat to teacher-child ratios in the classrooms and ultimately health, safety and supervision of children.

SETA receives several applications during open and continuous filing recruitment. Generally speaking, about 50% of the candidates that submit an application successfully screen in with the required units/permits/degrees, further limiting the pool of potential candidates.

Additionally, while the number of substitute teachers rises and lowers with the school semester at CSUS, the CFS Department is in need of developing an alternate plan to address the staffing concerns in a more permanent manner.

Together, the CFS and Human Resources Departments worked to review and amend current job specifications to reduce barriers to entry level positions and to create training pathways for career enhancement within SETA. Specific details are as follows:

Associate Teacher (Tier I, II and III) – the Associate Teacher (AT) job specification is being revised for two reasons: 1) to align with regulatory minimum qualifications that changed on September 30, 2015 as a result of the Head Start Act of 2007, Section 648A, Teacher Assistant Qualifications and 2) to create a long term substitute position (Associate Teacher/Substitute) with training and career pathways to obtain fully qualified/permitted Associate Teacher/Permitted. The Associate Teacher (Substitute) will fill long-term AT vacancies in a substitute capacity while working toward units to earn an Associate Teacher Permit or higher as awarded by the Commission on Teacher Credentialing. AT/Substitutes will be required to actively participate in a professional development plan that would lead to a fully-qualified AT/Permitted position.

Head Start Substitute Child Care Teacher – Changes to the Head Start Substitute Child Care Teacher job specification align with entry level requirement, removing the need to

ITEM III-D – ACTION (continued)

Page 2

obtain additional units within one year. Candidates in this arena will qualify under the revised Associate Teacher (Substitute) job specification. Revisions allow for more entry level candidates to qualify for substitute positions while meeting the minimum qualifications to be in the classroom with fully qualified staff.

Staff will be available to answer questions.

RECOMMENDATION:

Open a public hearing, hear testimony, close the public hearing and approve the revisions for the Associate Teacher and Head Start Substitute Child Care Teacher job specifications as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

Revised April 2011

Revised February 2006

Established August 2004

Class Code: 6055

ASSOCIATE TEACHER

ORGANIZATIONAL RESPONSIBILITIES

Associate Teacher reports to the Site Supervisor.

DEFINITION

Under general supervision, to conduct school readiness and educational activities for children up to the age of 95 years old in a Head Start and/or California Department of Education child development program; to supervise and assist children with learning activities; to assist teachers with daily classroom activities, to work with parents; to provide direction to parent volunteers; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a deep class with three Tiers. Appointees are initially placed in the most appropriate, the highest Tier for which they qualify and are advanced as they meet the requirements for higher Tiers.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Under general supervision, conducts classroom activities which provide individual developmental experiences for children;
2. Performs classroom teaching duties;
3. Responsible for the health, safety, and personal welfare of assigned children;
4. Assists in planning and implementing educational activities in a classroom;
5. Assists with observing and assessing the progress of children;
6. Supervises children in outdoor activities and field trips;
7. Participates in parent and staff meetings;
8. Assists children with basic needs;
9. Provides some direction for parent volunteers;
10. Promotes parent involvement in the classroom;
11. Performs other related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Child Care programs and functions, developmental stages and needs of infants to 59 years old;
- Problems and needs of low-income families;
- Teaching methods and techniques;
- Some word processing software.

Ability to:

- Perform care-giving routines for children from 36 months to 59 years in a child care program operated by SETA;
- Provide guidance for the parent volunteers, substitutes and teacher assistants;
- Promote the SETA program within the community it serves;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships.

Training and Experience:

Tier I/Substitute

A minimum of six (6) college units in Early Childhood Education (ECE) and obtain a Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing within 24 months of hire date. Successful completion of the permit will qualify a Tier I/ Substitute as a Tier III/Permitted Associate Teacher. -The time in the position will be dictated by the Individual Staff Development Plan (ISDP) as approved by the employee and the Supervisor. ~~and obtain an additional six (6) units in ECE within one year from hire date;~~ or

Tier II/Non-Permitted

A minimum of twelve (12) college units in core courses in Early Childhood Education (ECE); or

Tier III/Permitted

1. A minimum of one (1) year of successful work experience as a teacher or a teacher assistant in a child development program in an educational or recreational setting,

2. ~~and p~~ Possession of a current Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing, or, Possession of a CDA, or

Possession of an Associate's Degree or Bachelor's Degree in Early Childhood Education or similarly applicable field of study.

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SPECIAL REQUIREMENT

~~When assigned to infant care, the Associate Teacher shall have at least three (3) of the semester units above related to the care of infants.~~

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversations with children, parents and staff;
 - Lead educational activities.
2. Sufficient Hearing to:
 - Supervise children;
 - Engage in conversations with children, parents and staff;
 - Hear sounds of the environment.
3. Sufficient Vision to:
 - Supervise children;
 - Observe the environment for health and safety.
4. Sufficient Sensitivity of Touch or Dexterity to:
 - Tie children's shoes;
 - Check children's health.
5. Sufficient Ability to Smell to:
 - Monitor the environment;
 - Check children's health;
6. Sufficient Strength and Conditioning to:
 - Sit on floor or low chairs, reach with hands and arms, stoop, kneel, crouch, bend, crawl, stand, walk, run, climb, and balance in assisting children in their physical, cognitive, and social, development;
 - Occasionally move up to fifty (50) pounds and occasionally move up to one hundred (100) pounds. The job involves moving and holding children.

Non-essential Physical Attributes:

1. Ability to Taste.

HEAD START SUBSTITUTE CHILD CARE TEACHER

ORGANIZATIONAL RESPONSIBILITY

The Head Start Substitute Child Care Teacher is responsible to a Site Supervisor.

DEFINITION

Under general supervision, to plan and conduct activities for children 6 months to 542 years old in a day care program; to provide direction to child care program teacher assistants and parent volunteers; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to provide a variety of educational activities at a program site for the Head Start Program operated by the Sacramento Employment and Training Agency.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Under general supervision, to plan and conduct classroom activities which provide individual developmental experiences for children;
2. To perform classroom teaching duties;
3. To be responsible for the health, safety, and personal welfare of assigned children;
4. To provide some direction for Teacher Assistants and parent volunteers;
5. To conduct home visits and promote parent involvement in the classroom; and to do related work as required.

SPECIAL REQUIREMENTS

Candidates must possess a minimum of six (6) college units in Early Childhood Education (ECE) ~~and be willing to obtain an additional six (6) units in ECE within one (1) year of the hire date.~~ When assigned to infant care, the teacher shall have at least three (3) of the semester units above related to the care of infants.

MINIMUM QUALIFICATIONS

Knowledge of:

- Day Care programs and functions,
- Developmental stages and needs of infants to 425 years old;
- Child abuse reporting laws; problems and needs of low-income families;
- Teaching methods and techniques.

Ability to:

- Plan and implement daily activities for children from 6 months to 425 years in a day care program operated by Head Start;
- Provide guidance for the parent volunteers and teacher assistants;
- Promote the SETA program within the community it serves;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Mainstream records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. At least one (1) year of successful work experience as a teacher or a teacher assistant in a day care program in an educational or recreational setting for children 0-65 years old.
- OR
- II. At least one (1) year of volunteer experience as a teacher or teacher assistant in an educational or recreational setting for children 0-65 years-old.
- OR
- III. Any combination of education, work, and volunteer hours that would adequately prepare the candidate for the work.

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PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversations with children, parents and staff;
 - Lead educational activities.
2. Sufficient Hearing to:
 - Supervise children;
 - Engage in conversations with children, parents and staff;
 - Hear sounds of the environment.
3. Sufficient Vision to:
 - Supervise children;
 - Observe the environment for health and safety.
4. Sufficient Sensitivity of Touch or Dexterity to:
 - Tie children's shoes;
 - Check children's health.
5. Sufficient Ability to Smell to:
 - Monitor the environment;
 - Check children's health;
6. Sufficient Strength and Conditioning to:
 - Sit on floor or low chairs, reach with hands and arms, stoop, kneel, crouch, bend, crawl, stand, walk, run, climb, and balance in assisting children in their physical, cognitive, and social, development;
 - Occasionally move up to fifty (50) pounds and occasionally move up to one hundred (100) pounds. The job involves moving and holding children.

Non-essential Physical Attributes:

1. Ability to Taste.

ITEM III-E - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- PC/PAC Calendar of Events – Ms. Lynda Williams (attached)
- PC/PAC End-of-Year Appreciation Brunch Oral Reports: Ms. Lynda Williams
- Parent/Staff Recognitions – Ms. Lynda Williams
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne
- Toastmasters Training – Ms. Lynda Williams
- Community Resources-Parents/Staff – Ms. Lynda Williams

NOTES:

EVENT**DATE**

PAC Executive Committee	Thursday, October 22, 2015 9:00 a.m. Olympus Room
PC Executive Committee	Thursday, October 29, 2015 9:00 a.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, November 10, 2015 1:30 p.m. Oak Room
PC/PAC Toastmasters	Friday, November 13, 2015 11:30 a.m. Redwood Room

ITEM IV-B - INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the September 3, 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, September 3, 2015
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:10 a.m.; no quorum was achieved.

Members Present:

Sophia Scherman, Vice Chair, Governing Board; Public Representative
Patrick Kennedy, Member, Board of Supervisors
Allen Warren, Councilmember, City of Sacramento (arrived at 10:18 a.m.)

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento
Don Nottoli, Chair, Governing Board; Member, Board of Supervisors

- Recognition of long-term employees: Manager Ms. Brenda Campos recognized **Judy Weber**, Quality Assurance Analyst for her 25 years of service to SETA. Manager Ms. Karen Gonzales recognized **Betsy Uda**, Education Program Officer, also for her 25 years of service to SETA.
- Recognition of Retiring Head Start Manager Brenda Campos: Ms. Denise Lee acknowledged Ms. Brenda Campos for her 31 years at SETA. The EHS Child Care Partnership is a great testimony of Brenda's commitment to children and families in Head Start.
- Presentation on Workforce Investment and Opportunity Act (WIOA): continued to the October meeting.

II. **Consent Items**

- A. Minutes of the August 6, 2015 Regular Board Meeting
B. Approval of Claims and Warrants
C. Approval to Modify California Capital FDC's Vendor Services (VS) Contract

Mr. Thatch noted a correction to the minutes

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

- A. Approve the August 6, 2015 minutes as corrected.
B. Approve the claims and warrants for the period 7/28/15 through 8/26/15.

C. Approve the recommendation to modify California Capital's Vendor Services contract.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent 2 (Nottoli and Schenirer)

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Changes to the SETA Personnel Policies and Procedures

Mr. John Allen reviewed the recommended changes to the personnel policies and procedures.

A public hearing was opened; there were no speakers

Moved/Warren, second/Kennedy, to close the public hearing and approve the above noted

changes in the SETA Personnel Policies and Procedures .

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent 2 (Nottoli and Schenirer)

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Job Classification Revisions of Workforce Development Professional (I, II and III)

Mr. Allen stated that the proposed changes will bring the job specs in line with the apprenticeship program standards.

A public hearing was opened; there were no speakers.

Moved/Warren, second/Kennedy, to close the public hearing and take action to approve the revised job classifications of Workforce Development Professional I, II, and III.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent 2 (Nottoli and Schenirer)

3. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2016

Ms. Kossick offered to answer questions.

Moved/Kennedy, second/Warren, to approve Option A for the next calendar year effective January 1, 2016.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent 2 (Nottoli and Schenirer)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services:

1. Approval of Staff Funding Extension Recommendations for Refugee Social Services (RSS), Targeted Assistance (TA), RSS Set-Aside, and TA Discretionary Programs, Program Year (PY) 2015-2016

Ms. O'Camb offered to answer questions; there were no questions.

Moved/Warren, second/Kennedy, to approve the funding extensions for the Refugee Social Services (RSS), Targeted Assistance (TA), Refugee Social Services (RSS) Set-Aside, and Targeted Assistance Discretionary (TAD) programs for PY 2015-16 effective October 1, 2015, as indicated in the attached charts.

Additionally, approve the following funding stipulations:

1. If final TA, RSS Set-Aside and TAD allocations are different than anticipated, SETA will adjust the amounts allocated to Refugee Program providers proportionately.
2. TA and TAD funds will be allocated in two increments. The first increments will cover program services from October 1, 2015 through April 30, 2016. The second increments will be allocated contingent upon receipt of funds from ORR, and will cover program services from May 1, 2016 through September 30, 2016.
3. PY 2015-16 funding will be subject to satisfactory year-end program performance and satisfactory fiscal reviews.
4. VESL/ES service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
5. All VESL/ES and ES Stand Alone service providers must allocate a minimum of 10% of their awards for supportive services.

6. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, eight hours per day, from October 1, 2015, through September 30, 2016.
7. Refugees receiving resettlement or Match Grant employment services from IRC are not eligible to participate in IRC's RSS-funded VESL/ES program.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent 2 (Nottoli and Schenirer)

Community Services Block Grant:

2. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2016 Program Year

Ms. Julie Davis-Jaffe offered to answer questions.

Moved/Warren, second/Kennedy, to approve the CSBG Request for Proposals for the 2016 Program Year.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent 2 (Nottoli and Schenirer)

One Stop Services

3. Approval to Accept Workforce Innovation and Opportunity Act (WIOA) Discretionary Funds from the California Workforce Investment Board and Authorize the Executive Director to Execute the Agreement, any Subgrants or Other Documents Required by the Funding Source

Moved/Warren, second/Kennedy, to accept WIOA Discretionary funds from the CWIB and authorize the Executive Director to execute the agreement, any subgrants or other documents required by the funding source.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent 2 (Nottoli and Schenirer)

C. CHILDREN AND FAMILY SERVICES:

1. Approval of the Submission of the Amendment Application for the Early Head Start-Child Care Partnership (EHS-CCP) Program to the Office of Head Start

There were no questions or comments.

Moved/Kennedy, second/Warren, to approve the submission of the Early Head Start-Child Care Partnership and Expansion Amended Application to the Office of Head Start in the amount of \$918,735 including Basic and Training/Technical Assistance.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent 2 (Nottoli and Schenirer)

2. Approval of the SETA Early Head Start-Child Care Partnership Health and Safety Screener Summary Report

Mr. Warren requested a quick summary of this item. Ms. Denise Lee stated that this is a requirement of the new EHS grant. Four centers were reviewed, which includes 11 classrooms. Part of it is to raise the quality of the services to Head Start standards.

Moved/Warren, second/Kennedy, to approve and certify the SETA Early Head Start-Child Care Partnership Health and Safety Screener results.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent 2 (Nottoli and Schenirer)

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: No questions.
- D. Unemployment Update/Press Release from the Employment Development Department: No questions.
- E. Head Start Reports: No questions.

V. Reports to the Board

- A. Chair: No report.
 - B. Executive Director: No report.
 - C. Deputy Directors: No report.
 - D. Counsel: No report.
 - E. Members of the Board: Ms. Scherman inquired how long has Mr. Thatch been here. Mr. Thatch replied he has served 37 years. November 1 is his anniversary date.
 - F. Public: No comments.
- VI. Adjournment:** Meeting was adjourned at 10:52 a.m.

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

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

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Dr. Sara Haycox **DATE:** September 10, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 1,291,599	8/1/13-7/31/14	4/1/14-7/31/14
Head Start	T & TA	\$ 7,500	8/1/13-7/31/14	4/1/14-7/31/14

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: March 23-27, 2015 and follow-up in Sept.

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

MEMORANDUM

TO: Dr. Sara Haycox **DATE:** September 10, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 1,589,191	8/1/14-7/31/15	8/1/13-2/28/15
Head Start	T & TA	\$ 7,500	8/1/14-7/31/15	8/1/13-2/28/15

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: March 23-27, 2015 and follow-up in Sept.

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

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

The total costs as reported to SETA have been traced to the delegate's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

The 2014 audit resulted in a finding related to substitute time sheets not accurately being coded to the correct program. During the course of this review, we have ensured that the issue has not resulted in any funds due back to SETA. TRUSD has taken the necessary steps with their auditor to identify changes in the payroll audit process to ensure continued accuracy.

Recommendations for Corrective Action:

Please provide SETA documentation of the new audit process which will ensure continued accuracy with the coding of substitute time sheets.

cc: Kathy Kossick
Governing Board
Policy Council

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 August 25, 2015 Policy Council meeting.

GOOD!!!
Thank you, Ms. Denise Lee, for shared information on the SETA Head Start and Early Head Start Health and Safety Screener summary report.
Thank you, Ms. Bonnie Bilger, for your eligibility list presentation.
Thank you, Ms. Desha, for your guidance and support on the modifications to the PC bylaws.
Thank you Parent Ambassador representatives for your participation in community recruitment events.
Thank you Council for your great participation and input in regard to the Health and Safety Screener summary report.
NEEDS IMPROVEMENT
Please turn off all electrical devices, i.e., phones.
Please be recognized by the Chair before leaving your seat by saying, "question 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.
Absolutely no eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

➤ Budget/Planning Committee: Ms. Lynda Williams

- Men's Activities Affecting Children Committee (MAACC): Mr. Calvin Sheppard

- 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

ITEM VI- OTHER REPORTS

BACKGROUND:

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:

- ✓ Lisa Carr: 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.



Monthly Head Start Report October 2015

SETA Operated Program

Family Engagement

Our home based preschool teachers and our home based Early Head Start educators just started a quarterly county-wide training with WestEd on facilitating social/emotional competencies with the children they serve. This is an exciting opportunity for home based teachers to receive the same information as our center based teachers, but tailored for a home based population. This superb training really allows teachers who go into the home, opportunities to facilitate that relationship between the parent, the child and the teacher.

During the month of September our recruitment staff participated in many recruitment events. The largest by far was the event held at Fairytale Town to promote children's literacy. This was a great opportunity for both staff, and our parent ambassadors to connect with, and talk about the Head Start and Early Head Start program. We have to really applaud those parents who volunteer to help staff our recruitment tables, because of their experience and their love of the Head Start program, they are really able to talk to other potential families about the importance of early education. There is nothing like getting the seal of approval from someone who has used our services and found them valuable.

In addition to the Children's Book Festival, other events SETA participated in were: the Rio Linda Country Fair, the Fruit and Veggie Festival, and Feria De Education.

Program Support Services

Health and Safety Screening Review. Program Support Services staff completed the mandatory health and safety screener within 45 days of start date at all Head Start/Head Start locations countywide. Using the 40-item checklist provided by Office of Head Start, onsite inspection was conducted at 104 centers/ outdoor environments and 198 classrooms by September 18. Reports are being finalized and will be submitted to individual programs for follow-up.

Content Meetings and Training. Education and Disabilities Content Meeting was held on September 29, 2015. Agenda items included Safety and Supervision, School Readiness Goals and the new OHS Birth to 5 Head Start Learning Outcomes, coaching programs and 45-day screenings. ERSEA Meeting was held on September 24, 2015.

Unannounced Safety and Supervision Visits. First quarter (August to October 2015) unannounced safety and supervision visits by Quality Assurance and Monitoring Unit is going on. This process is part of a comprehensive approach to keep safety and supervision of children a priority at all times. Additionally, Delegate/SOP programs conduct and track their own internal unannounced visits which are submitted to SETA on a quarterly basis.

Program Operations

It is the season for screenings. Teachers are using standardized screening tools to determine preliminary developmental levels for new students. Information gathered will be used to determine if additional supports are needed as well as to individualize curriculum to meet the needs of all children.

- For Social and Emotional screening, DECA is a Nationally standardized assessment of protective factors and a screener for behavioral concerns. The behavior rating scale includes a total of 37 items--- 27 of which assess a child's protective factors related to resilience (initiative, self-control and attachment) and 10 of which screen for behavior concerns.
- For Speech, the Fluharty articulation screen provides rapid identification of those preschool children whom a complete speech and language evaluation is recommended. If needed, a secondary screening using the speech section of the Ages & Stages tool is used to gather parent input as well.
- For overall development, The Learning Accomplishment Profile - Diagnostic Edition (LAP-D) provides a systematic method for observing children functioning in the 30-72 month age-range. The purpose of this normed-referenced assessment is to assist teachers, clinicians, and parents in assessing individual skill development in four major developmental domains (each contains two subscales): gross motor, fine motor, cognitive, and language.

Governance

Mr. Jerry Gomez provided WCIC Board of Director's orientation training on Monday, September 14. He'll provide TRUSD Board of Trustee orientation on Tuesday, October 20 at 7 p.m. Ms. Denise Lee will host a Governance meeting on the same day from 1:30-3:30 p.m. at SETA to provide an opportunity for Mr. Gomez to review the Office of Head Start new governance protocol questions which are said to be very different. This will be a great time to understand questions and prep for review.

The parents in Toastmasters continue to improve and develop their public speaking skills. During the September meeting the focus was gestures, manipulating the voice and speaking without notes. The Toastmasters training for the 2014-2015 year is coming to a close. The last session is scheduled for November 13th at 1:30 PM. At that time, parents will present speeches to staff using the skills they have learned throughout the year.

This will be a time to applaud the dedication to a training that will provide marketable skills. A special thank you is given to Mrs. Jackie Bates, DTM (Distinguished Toastmaster) for her unique skills and talent that has made an impact to those completing her training.

The Parent Ambassadors have selected a design for T-shirts and buttons that will distinguish them at various recruitment and community events. These recruitment events provide information about Head Start services from the parents' point-of-view. The Parent Ambassadors have reported positive experiences at the following events:

- September 13th – Fruit and Veggie Fest at La Superior Supermarket – Mr. Brian Short said the event was a “blast.” There were 16 stations in which information was given, Head Start being one.

- September 26th Fairytale Town Book Faire - Ms. Robin Blanks and Ms. Linda Litka reported that they had a great time helping to sign up families for Head Start. They were particularly made aware of the need to promote Head Start services.
- October 3rd Sleep Train Arena - Healthy Kids Day - Mr. Joe Morales and Ms. Sabrina Lovelady – was also a great event to publicize the great services provided by Head Start.

The Parent End of Year of Brunch will be held Wednesday, October 14 at Shriners Hospitals for Children from 10:30 a.m. to 1:30 p.m. Event theme: *Head Start/Early Head Start Sowing Seeds Together*. The PC/PAC Chairs, Ms. Lynda Williams and Ms. Jasmine Jamison will host event. Ms. Alma Walton Hawkins and Ms. Jackie Bates are the keynote speakers.

Elk Grove Unified School District

Education Services Update

Karin Nakahira-Young, PreK instructional coach, presented training on the new Desired Results Developmental Profile 2015 (DRDP 2015) assessment at the PreK Teacher in-service on September 18. Teachers had an opportunity to talk through the differences between the previous assessment, the DRDP-R, and the new assessment, the DRDP 2015. They shared strategies for taking anecdotal notes for new measures on the assessment and for documenting observations.

Claudia Charter, PreK program specialist, reminded teachers of the Early Childhood Environment Rating Scale (ECERS) requirement that children wash their hands when entering the classroom and the beginning of the day, after recess, and before eating meals. Strategies were shared for how to fulfill the requirement without it taking away from instruction time by using the time to sing songs, chant poems, count, and do finger plays.

Enrollment

The Elk Grove Unified School District Head Start Program is fully enrolled with 440 students in the program. Average Daily Attendance (ADA) for the month of September was 89%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Catherine Barbero, PreK social worker and Dr. Alicia Valero -Kerrick, PreK psychologist, to place students with active IEPs into the Head Start program. There are 32 students with active IEPs being served, which is seven percent (7%) of our Head Start student population.

Health Services Update

Parents of children who need immunizations are being contacted and student files are being monitored to assure that all students who needed to be screened for vision and hearing have had this completed.

USDA Meals/Snacks

In September, 12,994 meals were served to our Head Start students. This month's Elk Grove Meals/Snack calendars are attached.

Fiscal Update

This month's Fiscal report is attached.

Family and Community Partnerships Update

Family education activities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated in part by the desires and needs of families expressed in a yearly survey and in part by the School Readiness grant. Parents are notified of classes at monthly meetings, by our monthly newsletter, and individually by teachers.

“Junior Amazing Reader”, a workshop designed to help parents understand the importance of reading with their children and the link between reading with children and brain development, vocabulary development, and future school success, was presented at Samuel Kennedy Elementary School, Herman Leimbach Elementary School, Charles Mack Elementary School, Florin Elementary School, David Reese Elementary School, and Daylor High School during the first two weeks of September. These workshops took place in the classroom at the beginning or end of class periods in order to maximize parent participation. An average of 55 parents attended from each of the sites.

“Discover Art” was presented in partnership with KVIE, Sacramento, at Samuel Kennedy Elementary School on September 15, at Herman Leimbach on September 16, at David Reese Elementary School on September 17, at Charles Mack Elementary School on September 22, and at Florin Elementary School on September 23. Twenty four (24) parents attended the class held at Samuel Kennedy Elementary School, thirty (30) parents attended the class held at Herman Leimbach Elementary School, seventeen (17) parents attended the class held at David Reese Elementary School, eighteen (18) parents attend the class held at Charles Mack Elementary School, and eight (8) parents attended the class held at Florin Elementary School. Discover Art is designed to help parents learn the importance of art as a form of expression, creativity and problem solving in their child’s life. Parents participate in hands-on art experiences that they can do with their children at home.

A “Latino Family Literacy” class was held on September 29 at Charles Mack Elementary School. This class provides 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. Twelve (12) families attended this class.

An “English Family Literacy” class was held at Herman Leimbach Elementary on September 29. This presentation provided our English speaking families with the same information on literacy, techniques and strategies as those provided in “Latino Family Literacy”. Seventeen (17) families attended this workshop.

A “Supporting Positive Behavior in Children” workshop was held on September 30, at Prairie Elementary School. The “Supporting Positive Behavior in Children” workshop provides information and support to families to promote their child’s social/emotional development. Seventeen parents attended this workshop.

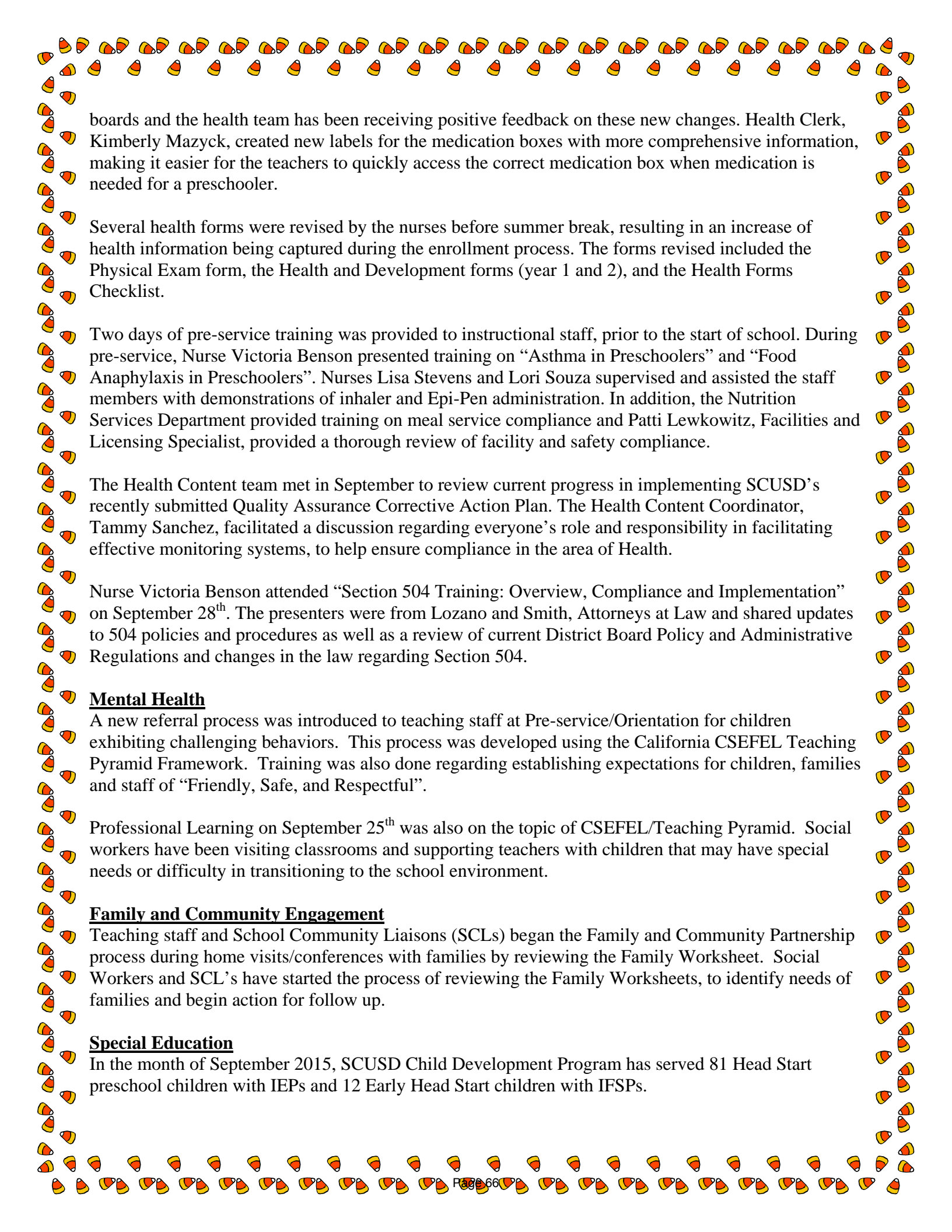
Recruitment

Individual registrations are taking place and 14 students are on the wait list for the Head Start program.

Sacramento City Unified School District

Health and Nutrition

Each preschool classroom has two new green boards that display “Health and Nutrition” and “Emergency” information thanks to the diligent efforts of Health Clerks, Chia Cha and Kimberly Mazyck! Chia Cha was instrumental in creating more colorful graphics for several items on the green



boards and the health team has been receiving positive feedback on these new changes. Health Clerk, Kimberly Mazyck, created new labels for the medication boxes with more comprehensive information, making it easier for the teachers to quickly access the correct medication box when medication is needed for a preschooler.

Several health forms were revised by the nurses before summer break, resulting in an increase of health information being captured during the enrollment process. The forms revised included the Physical Exam form, the Health and Development forms (year 1 and 2), and the Health Forms Checklist.

Two days of pre-service training was provided to instructional staff, prior to the start of school. During pre-service, Nurse Victoria Benson presented training on “Asthma in Preschoolers” and “Food Anaphylaxis in Preschoolers”. Nurses Lisa Stevens and Lori Souza supervised and assisted the staff members with demonstrations of inhaler and Epi-Pen administration. In addition, the Nutrition Services Department provided training on meal service compliance and Patti Lewkowitz, Facilities and Licensing Specialist, provided a thorough review of facility and safety compliance.

The Health Content team met in September to review current progress in implementing SCUSD’s recently submitted Quality Assurance Corrective Action Plan. The Health Content Coordinator, Tammy Sanchez, facilitated a discussion regarding everyone’s role and responsibility in facilitating effective monitoring systems, to help ensure compliance in the area of Health.

Nurse Victoria Benson attended “Section 504 Training: Overview, Compliance and Implementation” on September 28th. The presenters were from Lozano and Smith, Attorneys at Law and shared updates to 504 policies and procedures as well as a review of current District Board Policy and Administrative Regulations and changes in the law regarding Section 504.

Mental Health

A new referral process was introduced to teaching staff at Pre-service/Orientation for children exhibiting challenging behaviors. This process was developed using the California CSEFEL Teaching Pyramid Framework. Training was also done regarding establishing expectations for children, families and staff of “Friendly, Safe, and Respectful”.

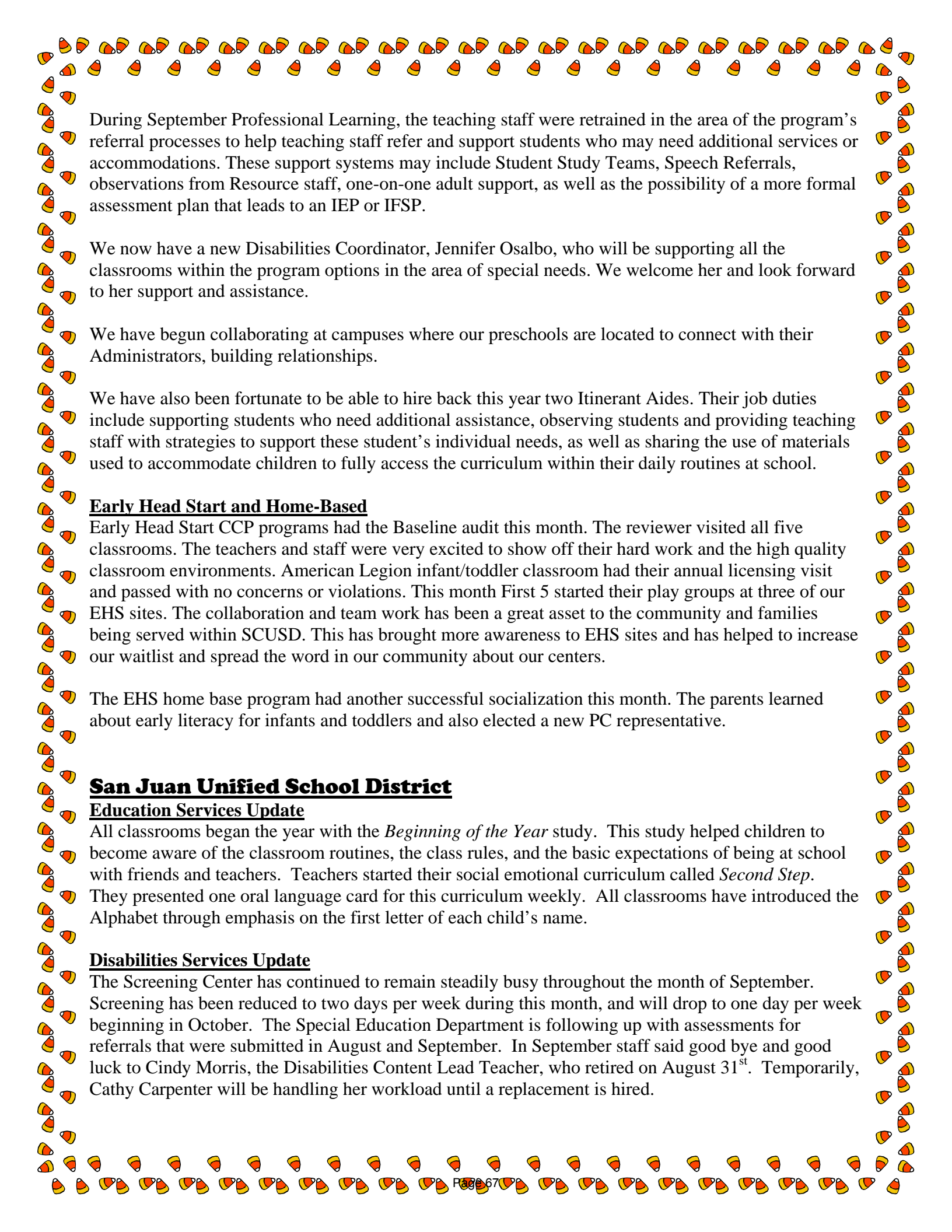
Professional Learning on September 25th was also on the topic of CSEFEL/Teaching Pyramid. Social workers have been visiting classrooms and supporting teachers with children that may have special needs or difficulty in transitioning to the school environment.

Family and Community Engagement

Teaching staff and School Community Liaisons (SCLs) began the Family and Community Partnership process during home visits/conferences with families by reviewing the Family Worksheet. Social Workers and SCL’s have started the process of reviewing the Family Worksheets, to identify needs of families and begin action for follow up.

Special Education

In the month of September 2015, SCUSD Child Development Program has served 81 Head Start preschool children with IEPs and 12 Early Head Start children with IFSPs.



During September Professional Learning, the teaching staff were retrained in the area of the program's referral processes to help teaching staff refer and support students who may need additional services or accommodations. These support systems may include Student Study Teams, Speech Referrals, observations from Resource staff, one-on-one adult support, as well as the possibility of a more formal assessment plan that leads to an IEP or IFSP.

We now have a new Disabilities Coordinator, Jennifer Osalbo, who will be supporting all the classrooms within the program options in the area of special needs. We welcome her and look forward to her support and assistance.

We have begun collaborating at campuses where our preschools are located to connect with their Administrators, building relationships.

We have also been fortunate to be able to hire back this year two Itinerant Aides. Their job duties include supporting students who need additional assistance, observing students and providing teaching staff with strategies to support these student's individual needs, as well as sharing the use of materials used to accommodate children to fully access the curriculum within their daily routines at school.

Early Head Start and Home-Based

Early Head Start CCP programs had the Baseline audit this month. The reviewer visited all five classrooms. The teachers and staff were very excited to show off their hard work and the high quality classroom environments. American Legion infant/toddler classroom had their annual licensing visit and passed with no concerns or violations. This month First 5 started their play groups at three of our EHS sites. The collaboration and team work has been a great asset to the community and families being served within SCUSD. This has brought more awareness to EHS sites and has helped to increase our waitlist and spread the word in our community about our centers.

The EHS home base program had another successful socialization this month. The parents learned about early literacy for infants and toddlers and also elected a new PC representative.

San Juan Unified School District

Education Services Update

All classrooms began the year with the *Beginning of the Year* study. This study helped children to become aware of the classroom routines, the class rules, and the basic expectations of being at school with friends and teachers. Teachers started their social emotional curriculum called *Second Step*. They presented one oral language card for this curriculum weekly. All classrooms have introduced the Alphabet through emphasis on the first letter of each child's name.

Disabilities Services Update

The Screening Center has continued to remain steadily busy throughout the month of September. Screening has been reduced to two days per week during this month, and will drop to one day per week beginning in October. The Special Education Department is following up with assessments for referrals that were submitted in August and September. In September staff said good bye and good luck to Cindy Morris, the Disabilities Content Lead Teacher, who retired on August 31st. Temporarily, Cathy Carpenter will be handling her workload until a replacement is hired.

Mental Health Services Update

The Mental Health Therapist has given a number of talks to staff, teachers and parents. He has covered topics such as the Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management. His focus continues to be on providing support and referrals for children whose social and emotional functioning is lacking. Teachers continue to be given support on the implementation of the Operations Guide mental health criteria.

Health & Nutrition Services Update

Health screened children two days per week during September, continued reviewing students' health, nutrition, and immunization status, and worked to complete and review health files for children enrolling in the 2015-16 school year. The School Nurse also focused on completing and updating Individualized Student Health Plans for those children who have health concerns. She gave Staff Trainings preparing teachers for the care of health issues of their students. Smile Keepers started screening children at the preschool sites. Health is traveling to sites to screen and rescreen children as needed to meet performance standards. Additionally, the Nurse is completing the Annual Immunization Assessment of Children Enrolled in Child Care Centers (the preschool classrooms).

Juliann Wolney has jumped right into the world of CACFP as the new content area administrator. At this time, site observations are scheduled for May with the fiscal audit occurring in August.

Family and Community Partnerships Update

This month, the Policy Committee welcomed some new representatives who attended the September meeting ahead of being formally seated next month. In addition, the Executive Board met to develop the agenda for the month as well as to discuss plans and agendas for upcoming months. During the PC meeting, volunteers signed up to sit on the Program Area Plan subcommittee.

Transition Services Update

Classes began on September 1st as many children made their way into the classroom for the first time. The transition into this structured learning environment was facilitated by prior home visits, which were conducted by teachers and other support staff to help ease the children into this new setting. Classroom staff also implemented norms and routines with both children and parents to further acclimate families to the school environment, as well as prepare them for the eventual transition into elementary school.

Program Support/Staff Training Update

Teachers and assistants received professional development training on the topics of Education updates, CCFP, Safe Environments, Mandated Reporting, and various mandated Health subjects on September 4th. On September 18th six more teachers were trained on the implementation of *The Creative Curriculum for Preschool* edition 5. This is now officially an implementation of the new curriculum which began as a pilot in the preschool programs.

Fiscal Update

Fiscal Year 2014-15 was reconciled, closed and submitted to SETA at the end of August. The new Fiscal Year 2015-16 began and all Head Start and Early Head Start reports were submitted to SETA by the 10th of the month. With the beginning of Fiscal Year 2015-16, San Juan Unified School District's Head Start and Early Head Start are fully under the new Uniform Guidance. This entails revised regulations for purchasing, allowable expenditures, cost allocation, Personnel time studies, and many other regulations. At this time a new cost allocation will be put into place due to the ECE redesign.

Early Head Start

This month the Infant Toddler teaching and support staff focused on early math in the First Friday professional development meeting. Teachers had an opportunity to work with classroom materials and discuss ways to enhance early math experiences, as well as ways to observe for existing logico-mathematical behavior in infants and toddlers. In addition, teachers delved further into their Gracious Space reflective book study, pulling a reading activity from selected pages in the book and discussing in pairs the primary question from the staff calendar, "What is Gracious Space?" Planning continued this month for upcoming PD sessions, including iPad technology for October and Meaningful Observation for November.

Twin Rivers Unified School District

Events

All three TRUSD Head Start sites facilitated Back to School Events for the preschool parents. The events focused on literacy and the book chosen by the students was "Hungry, Hungry Caterpillar." At Morey Avenue, the Del Paso Heights Librarian read the book to the students and parents who then completed fun art activities in each classroom related to the book. All participants were then treated to free books and a delicious snack from the Nutrition Department. At Oakdale, parents were treated to a Power Point Presentation showcasing their child's daily activities as well as all the benefits of attending preschool. At Rio Linda, parents were entertained with an Art Walk where students were able to be the tour guide for their parents as they showcased their classroom and art projects.

Professional Development

On September 25th, the entire district participated in the Professional Development Day. Preschool Staff participated in DRDP 2015 training with WestEd at the District Office along with their fellow preschool colleagues. The training focused on the new measures in the assessment as well as ways to incorporate the measures into your daily schedule and lesson plans.

Components

The program continues to have one vacant Community Liaison position. The short staffed Community Liaisons are continuing to assist with parent orientations and scheduling for the completion of the Family Partnership Agreement. Community Liaisons are also beginning the tracking of blood lead results, hemoglobin and lead risk. The inputting of information will begin after the file review.

Students participated in hearing, vision and dental screenings with the Health Component Leaders at all three sites. The dental screenings for all sites occurred on the 8th, 15th and 16th of September. Vision screenings occurred on September 29th and 30th. The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis. All staff will completed medical training on September 10th related to bloodborne pathogens, epipens, and inhalers.

The School Social Worker/Counselor is providing in classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. All teaching staff participated in a refresher training with the Social Worker to review the Student Assistant Plan (SAP) and how to refer students with possible behavior concerns on September 10th. The first case staffing occurred on September 24th to determine which students may require additional support (related to academic, behavioral or health concerns).

The Community Liaison completed most of the Family Partnership Agreements during parent orientations. The Community Liaisons facilitated the first parent meeting for September related to adult pedestrian safety for all parents at all three sites.

The Speech and Language Pathologist (SLP) continues to screen students that have come to our attention from parent referrals during enrollment/intake process and the multidisciplinary meeting. Services for students with IEPs continue on a weekly basis.

The Education Component Leader continues assisting with parent orientations with the Community Liaisons. Classroom observations to assist with academic strategies and teacher coaching by the Education Resource Teacher continues and planning for the monthly Education Component meetings.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families to get the program fully enrolled. Fliers for local business and community based agencies have been delivered for recruitment purposes. The ERSEA Component Leaders are busily enrolling to ensure fully enrollment of all sites is reached as soon as possible and the program is 90% full. The Program Design and Management component leaders will begin updating the personnel files.

Policy and Parent Committees

Parents were provided preliminary information about the Parent and Policy Committees during parent orientations. Information sessions were held on September 8th, 9th, 16th and 17th at all sites to solicit parents for the PC for 2015-16. The September meeting was held at Morey on September 23, 2015. The agenda will include monthly reports from August 2015. The PC elections will be held in the third week of September so new members can attend the first meeting and be seated in anticipation of the first meeting in October 2015.

Parent Trainings

The classroom parent meetings for September 2015 focused on information regarding pedestrian safety. Parents will learn tips to keep the students safe while driving and walking.

Fiscal

The HS Budget Analyst completed the August 2015 Fiscal reports which were provided to the PC group and Board of Trustees.

WCIC

Enrollment

WCIC/Playmate Head Start Program's 2015-2016 Program Year first day of school was Tuesday, September 8, 2015.

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

Health

WCIC/Playmate Head Start Program's children received Sacramento County Smile Keepers Dental Health Program dental screening and fluoride varnishes on September 23, 2015 and September 24, 2015.

WCIC/Playmate Head Start Program's children received dental screenings from Dr. Kristi Alexander on September 29, 2015.

Trainings

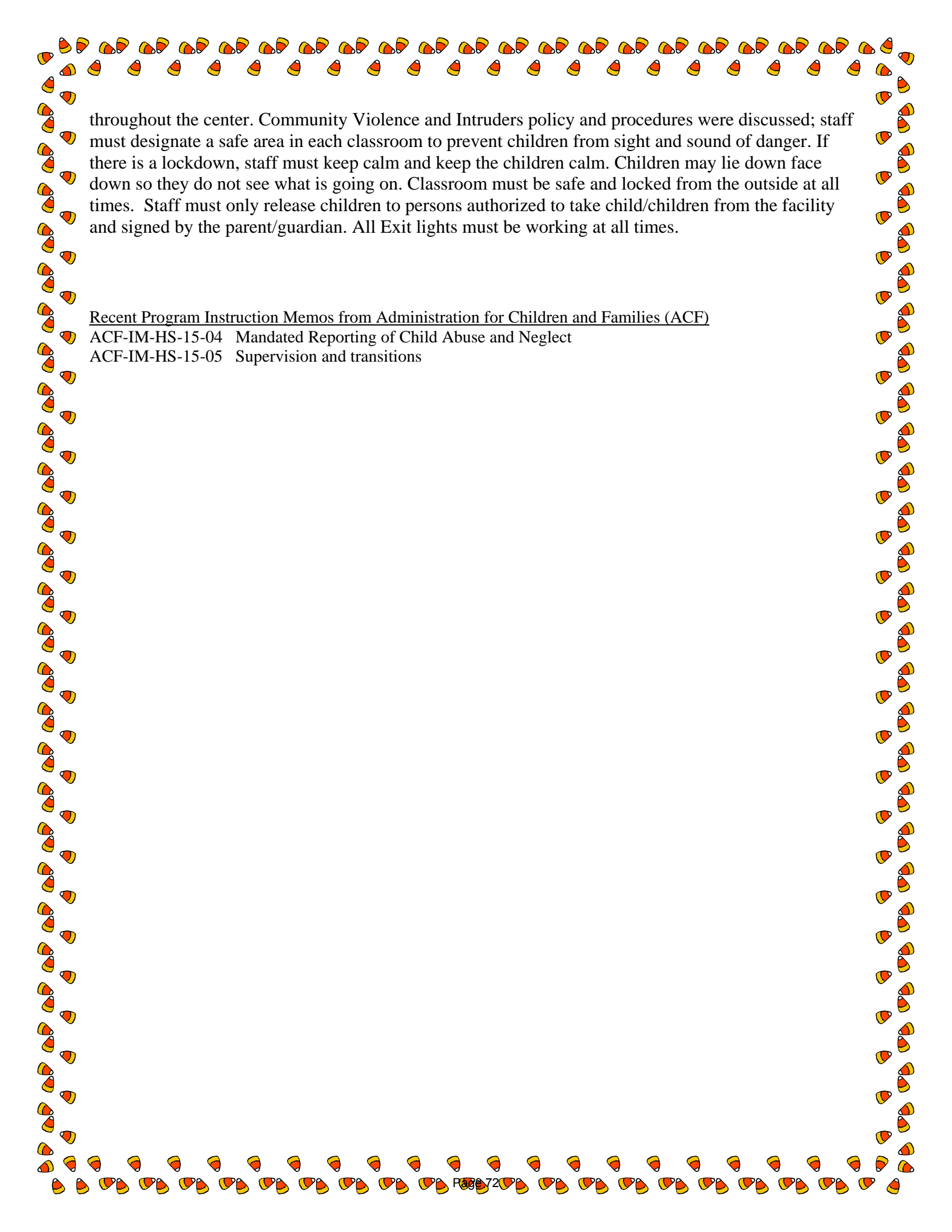
WCIC/Playmate Head Start Program's staff received the WCIC/Playmate Head Start Program's Safety and Supervision Policies and Procedures Training by Ms. Janet Wong-Acorda, Head Teacher on September 11, 2015. Each page of the Safety and Supervision Policies and Procedures was read and discussed. The Safety and Supervision Policies and Procedures include the following: Restroom, Classroom, Indoors and Outdoors Time, Ratio, and Transitions.

WCIC/Playmate Head Start Program's staff received a training on In-Kind Activity Forms on September 11, 2015 by Ms. De't Patterson, Fiscal Manager from Sacramento Employment and Training Agency. Ms. Patterson addressed staff on the new In-Kind Activity Scantron Forms. She stated the scantron forms are to be filled out by the staff who is verifying the parent/volunteers hour. The In-Kind Home Activities Scantron Forms are to be signed and dated by parents. All questions on the forms need to be bubbled in, dated and signed in order to receive credit. Photo copies of the scantrons are not accepted. Original scantrons are to be submitted only to Donald Schmidt, SETA School Readiness Support. A cover sheet from the Grantee will be submitted to the center once it has been scanned and counted for. Ms. De't stated each agency must meet the required In-Kind match. Any volunteer hours given are valuable!

WCIC/Playmate Head Start Program's staff and parents received a Pedestrian Safety and Car Seat Training by Officer Mike Bradley from CHP on September 16, 2015. Officer Bradley addressed staff and parents on Pedestrian Safety and Child Car Seats. He has been with the CHP for 18 years and an officer for 21 years. At night pedestrians should not wear dark clothing, because people can get hit by a vehicle. Pedestrians should not step off the curb, because drivers may not always see them. Pedestrians cannot estimate the speed of a vehicle. Cyclists need to ride the same direction as vehicles. Drivers must always make a complete stop at Stop Signs. Pedestrians must pay attention to cars at all times to avoid being hit. Officer Bradley also stated that J-walking is illegal. Studies have shown that 12 year old children perceive oncoming cars at a much further distance. Texting and talking on cell phones are considered distractions when driving or walking.

Car Seats Laws for children have changed. The children must be 4'9" in height and 8 years old. Infant children car seat must be 20lbs and under and must face rear seating. Car Seats that are expired are not good anymore. Never buy a used car seat. Correct car seat installation is a must. Parents/Guardians must read instructions manual. Child who can face forward in car seat must be at least 20lbs - 45 lbs. The name brand of a car seat does not matter as long as they fit correctly in the vehicle.

WCIC/Playmate Head Start Program's staff received the WCIC/Playmate Head Start Program's Disaster Recovery Staff Training: Planning, Preparation and Execution Policies and Procedures on September 25, 2015 by Ms. Edenaugboye Davis, Executive Director/Head Start. Ms. Davis gave a thorough overview on making sure all staff and children are always safe in case of emergencies. The policies and procedures were read and discussed on the following: Natural Disasters, Community Violence, Intruders, and Attempted Removal of a Child by Unauthorized Adult or Adult Who Appears Intoxicated. Monthly Fire Drills and Earthquake Drills are done in AM and PM Classes. In case of a disaster staff needs to have on file an out-of-the area telephone contact. The Emergency Preparedness of food supplies is on site. The Emergency Disaster Plan for Child Care Center form is located



throughout the center. Community Violence and Intruders policy and procedures were discussed; staff must designate a safe area in each classroom to prevent children from sight and sound of danger. If there is a lockdown, staff must keep calm and keep the children calm. Children may lie down face down so they do not see what is going on. Classroom must be safe and locked from the outside at all times. Staff must only release children to persons authorized to take child/children from the facility and signed by the parent/guardian. All Exit lights must be working at all times.

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

ACF-IM-HS-15-04 Mandated Reporting of Child Abuse and Neglect

ACF-IM-HS-15-05 Supervision and transitions

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	445	101	89
Sacramento City USD	1,211	1,211	100	90
SETA	2,028	2,049	101	76
San Juan USD	668	670	100	85
Twin Rivers USD	233	208	89	89
WCIC/Playmate	120	120	100	83
Total	4,700	4,703		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	145	100	68
SETA	369	374	101	86
San Juan USD	160	158	99	86
Total	673	677		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	33	92	To Be Determined
Sacramento City USD	40	40	100	85
Unspecified Partner	8	0	0	N/A
Total	84	73		

(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



SETA Head Start Food Service Operations Monthly Report *September 2015

September 4th - Minimum day Preschool & EHS full day classes.

September 8th - WCIC classes reopen after Summer break.

September 10th - Auberry Park 1238 A class closed due to a scheduled power outage.

September 14th - Illa Collin morning class closed due to lack of substitute coverage.

September 25th - Freedom Park closed A&C classes due to lack of substitute coverage.

Meetings & Trainings:

The Food Service Team attended an Outlook Computer Training on 9/1/15 at Plaza Del Paso.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
41,048	24,146	26,436	0

Total Amount of Meals and Snacks Prepared **91,630**

Purchases:

Food	\$83,716.50
Non - Food	\$14,634.97

Building Maintenance and Repair: **\$562.90**

Janitorial & Restroom Supplies: **\$0.00**

Kitchen Small Wares and Equipment: **\$8,263.72**

Vehicle Maintenance and Repair : **\$1,338.02**

Vehicle Gas / Fuel: **\$1,604.64**
 Normal Delivery Days **21**

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(September 30, 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 (233)	9 (4%)	N/A
Elk Grove USD (440)	32 (7%)	N/A
Sacramento City USD (1,211)(144)	81 (6.5%)	12 (8%)
San Juan USD (668) (160)	66 (10%)	(%)
WCIC (120)	4 (3 %)	N/A
SETA (2028) (369)	151 (7.5 %)	72 (19.4%)
County (4700)* (673)**	343 (6.8%)	84 (12.6%)

*AFE = Annual Funded Enrollment

**% AFE = Percentage of Annual Funded Enrollment

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.
