

Thought of the day: "If you can imagine it, you can achieve it. If you can dream it, you can become it."

~~ William Arthur Ward

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

DATE: Tuesday, July 26, 2016

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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GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

925 Del Paso Blvd., Suite 100
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Phone: (916) 263-3804
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Website:
<http://www.headstart.seta.net>

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DISTRIBUTION DATE: WEDNESDAY, JULY 20, 2016

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Tyrone Broxton, Elk Grove Unified School District
- _____ Andrea Scharnow, Sacramento City Unified School District
- _____ Linda Litka, San Juan Unified School District
- _____ Amanda Robinson, San Juan Unified School District
- _____ Stacy Lewis, WCIC/Playmate Child Development Center
- _____ Natalie Craig, SETA-Operated Program
- _____ Thelma Adams, SETA-Operated Program
- _____ Penelope Scott, SETA-Operated Program
- _____ Stacey Webster, Home Base Option
- _____ Robin Blanks, Grandparent Representative
- _____ Calvin Sheppard, Men's Activities Affecting Children Committee
- _____ Terri McMillin, Past Parent Representative
- _____ Kenneth Tate, Past Parent Representative

New Member to be Seated:

- _____ Reginald Castex, WCIC/Playmate Child Development Center

Seats Vacant:

- _____ Vacant (Razo), Elk Grove Unified School District
- _____ Vacant (Saelee), Sacramento City Unified School District
- _____ Vacant (Cruz), Sacramento City Unified School District
- _____ Vacant (Lee), Sacramento City Unified School District
- _____ Vacant (Williams), Twin Rivers Unified School District
- _____ Vacant (Rossetti), Twin Rivers Unified School District
- _____ Vacant (Johnson), SETA-Operated Program
- _____ Vacant (Schroeder), SETA-Operated Program
- _____ Vacant Guerrero, SETA-Operated Program
- _____ Vacant (Self), Early Head Start (SETA)
- _____ Vacant (Siegel), Early Head Start, San Juan Unified School District
- _____ Vacant (Hill), Early Head Start (Sac. City)
- _____ Vacant (White), Early Head Start/Home Base (SOP)
- _____ Vacant (Peck), Foster Parent Representative
- _____ Vacant (Chilton), Birth and Beyond

**** Please call your alternate, Policy Council Chair (Kenneth Tate: (916) 236-7407), 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 2015-2016**

The 2014-2015 Board was seated on **November 24, 2015** and
December 16, 2015

BOARD MEMBER	SITE	11/24	12/16 *	1/26	2/23	3/22	4/26	5/24	6/28	7/26	8/23	9/27	10/25	11/22
T. Adams Seated 5/24	SOP							X	E					
R. Blanks Seated 11/24	GRAND	X	X	X	X	X	X	X	X					
T. Broxton s/b/seated 1/26; seated 2/23	ELK			E	X	X	X	X	X					
R. Castex Seated	WCIC													
R. Castex Seated 11/24	WCIC	X	X	X	X	X	X	U	U					
N. Craig Seated 11/24	SOP	X	E	X	X	U	X	X	X					
S. Lewis Seated 4/26	WCIC						X	X	E					
L. Litka Seated 11/24	SJ	X	X	X	X	X	X	X	X					
T. McMillin Seated 4/26	PP						X	X	X					
L. Raze Seated 12/16	EG		X	X	E	E	X	X	E					
A. Robinson Seated 1/26	SJ			X	X	X	X	X	X					
A. Scharnow Seated 3/22	SAC					X	X	X	X					
P. Scott Re-seated 6/28	SOP								X					
C. Sheppard Seated 4/26	MAACC						X	X	X					
K. Tate Seated 11/24	PAST	X	X	X	X	X	X	X	X					
S. Webster Seated 11/24	HB	X	E	X	X	X	X	X	X					
E. Williams Seated 3/22	TR					X	X	U	U					

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 7/7/16

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 28, 2016 POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the June 28, 2016 meeting.

RECOMMENDATION:

That the Policy Council approve the June 28 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, June 28, 2016
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:05 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Blanks, interim secretary, called the roll and a quorum was established.

PC Members Present:

Tyrone Broxton, Elk Grove Unified School District (arrived during closed session)
Andrea Scharnow, Sacramento City Unified School District
Amanda Robinson, San Juan Unified School District
Linda Litka, San Juan Unified School District
Natalie Craig, SETA-Operated Program (seated at 9:20 a.m.)
Stacey Webster, Home Base Option
Kenneth Tate, Past Parent Representative
Robin Blanks, Grandparent Representative
Calvin Sheppard, Men's Activities Affecting Children Committee
Terri McMillin, Past Parent Representative

Members Absent:

Thelma Adams, SETA-Operated Program (excused)
Reginald Castex, WCIC/Playmate Child Development Center (unexcused)
Lydia Razo, Elk Grove Unified School District (excused)
Erica Williams, Twin Rivers Unified School District (unexcused)
Stacy Lewis, Women's Civic Improvement Club/Playmate (excused)

New Members Seated:

Penelope Scott, SETA-Operated Program

II. Consent Item

A. Approval of the Minutes of the May 24, 2016 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Blanks, second/McMillin, to approve the May 24 minutes as distributed.
Show of hands vote:

Aye: 8 (Blanks, Litka, McMillin, Scharnow, Scott, Sheppard, Robinson, Webster)
Nay: 0
Abstention: 1 (Tate)
Absent: (Adams, Broxton, Castex, Craig, Lewis, Razo, Williams)

III. Action Items

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

➤ Approval of Eligible Lists for: Head Start Teacher, Education Coordinator (Supervisory), and Associate Teacher (I, III, & IT) (no list available)

➤ CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Pursuant to Government Code Section 54957: Pulled from the agenda.

The Policy Council went into closed session at 9:10 a.m. The Board went back into open session at 9:17 a.m. Mr. Tate reported out that the Policy Council approved the eligible lists for: Head Start Teacher and Education Coordinator (Supervisory); there was no list available for Associate Teacher (I, III, and Infant/Toddler). The second closed session item was pulled from the agenda.

Mr. Tyrone Broxton arrived during closed session and was seated at 9:11 a.m.

B. Approval of Labor Agreements

Mr. John Allen thanked Ms. Belinda Malone and Mr. Robert Silva for participating in the process to update the labor agreements. There were minor changes to the contract, i.e. sick leave kin care, which will bring the Agency into compliance. It was a very productive process on both sides.

Moved/McMillin, second/Scharnow, to approve the labor agreements effective July 1, 2016 – June 30, 2018.

Show of hands vote:

Aye: 9 (Blanks, Broxton, Litka, McMillin, Scharnow, Scott, Sheppard, Robinson, Webster)

Nay: 0

Abstention: 1 (Tate)

Absent: 7 (Adams, Broxton, Castex, Craig, Lewis, Razo, Williams)

Ms. Natalie Craig was seated at 9:20 a.m.

IV. Information Items

A. Presentation: Salvation Army: Done later in the meeting.

B. Standing Information Items

- PC/PAC Calendar of Events – The calendar of events was reviewed.
 - Parent, Family & Community Engagement - Events and Activities: No additional comments.
 - PC/PAC Joint Parent Activity: June 7 – Sacramento History Museum & Underground Tour: Ms. Scott, Ms. Blanks, Ms. McMillin, and Mr. Tate spoke of their experience at the parent activity. About 15 parents attended; it was a good turnout and everyone really enjoyed the tour.
 - Parent Leadership Institute: Ms. Linda Litka reported that it was a great training. Ms. Blanks enjoyed the training as well.
 - Parent/Staff Recognitions – Ms. Wanda Thomas-Johnson, Ms. Lin Morgan, and Ms. Keni Addison for the Job Success Workshop, and Ms. Susan Fields Garland, Transition to Kindergarten from a Parent’s Perspective: Mr. Tate and Ms. McMillin presented certificates of appreciation to Ms. Keni Addison, Ms. Wanda Thomas-Johnson, and Ms. Lin Morgan. Ms. Susan Fields Garland was not present but was thanked in absentia.
- A. Presentation: Salvation Army – Ms. Belinda Malone introduced Ms. Elizabeth Hudson, from the Salvation Army. Ms. Hudson reported that the Salvation Army operates in several buildings in Sacramento County. The Salvation Army offers children-focused programs at their Alhambra and Broadway building. There is the social services focus with are three main programs: central emergency shelter at 1200 “B” Street for single men (60 beds), veterans (30 beds), and women (50 beds). They work with Sacramento Steps Forward where the main focus is long-term housing. There is a transitional program for families with children. They work to assist the families to maintain stability; the success rate is 83% placement into housing. Ms. Hudson distributed a flyer for their emergency services; they partner with emergency food and shelter, SMUD, PG & E, and other organizations.
- B. Standing Information Items (continued)
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D’et Saurbourne stated that staff is expecting all of the delegates to be fully expended by the end of the fiscal year. The budget and non-federal share are all doing well; we are under budget right now. With the end of the fiscal year coming soon, there is a mechanism to carry over unexpended funds to complete any facility projects. The Parent Intern program will be fully funded in the new budget. Next year the CCP program will be on a 12 month budget.
 - Toastmasters Training – Mr. Tate reported that the next training will be held July 8, 11:30 a.m. in the Shasta Room. Mr. Tate urged all board members to attend and take advantage of this great training.
 - Community Resources – Parents/Staff: No additional report.
- C. Governing Board Minutes of April 7, 2016: No questions.

V. **Committee Reports**

- Executive Committee Meeting Critique: Ms. Robin Blanks reviewed the critique.
- Budget/Planning Committee: Ms. Scott reviewed what happened in the last committee meeting.
- Personnel/Bylaws Committee: Mr. Tate reviewed the proceedings of the last meeting.
- Men's Activities Affecting Children Committee (MAACC): Mr. Calvin Sheppard reported that the last event was canceled. The next meeting is scheduled for July 7. Mr. Tate spoke of classes offered by the Center for Father and Families.
- Social/Hospitality Committee: Ms. Linda Litka reported on the June 1 meeting. The committee approved the location of the End-of-Year event at Shriners Hospital for Children; it will be a brunch. The committee also reviewed colors, the menu, and the number of guests allowed. Next meeting is July 6 and attendees will go over the keynote speaker.
- Parent Ambassador Report: Mr. Tate reported that next meeting is July 8.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Blanks reported that the committee is working with Liberty Access to resolve issues. There is a new representative for Liberty Access to take care of the Sacramento region.

VI. Other Reports

- A. Executive Director's Report: Ms. Kossick with the new fiscal year starting, the SETA Governing Board funded training providers so training centers are now providing comprehensive programs. Ms. Kossick urged PC members to consider tours of the career centers, either individual or as a board. Ms. Kossick recognized the Children and Family Services and all staff working on duration grants, COLA grants, and other documents. She wanted to recognize the hard work of all support staff.
- C. Head Start Deputy Director's Report: Ms. Lee also acknowledged staff for their work to ensure the grants were submitted on time. She received feedback on the main grant; the OHS had no questions because the grant was so well written. Last month the board approved a duration grant for \$4.1 million. Since then, staff received further clarification of what OHS expected to see in the grant and completed reviewing delegate grant submissions. ACF clarified that the threshold for service was 1,020 hours. There were a number of modifications needed to accommodate the this requirements. Many proposed duration changes included more hours than the 1,020. Staff will be coming back in July to ratify the changes. In the end, the expansion came to 415 slots instead of 468. The reduction in the number of slots will be in the SOP.
- B. Chair's Report: Mr. Tate stated that it is important to focus on attendance and getting more fathers involved. Mr. Tate stated that there will be a free Fishing Day at Granite Bay Park and Howe Avenue Park on Saturday, July 2.
- D. Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Carr reported that last week and week before the Bridging the Achievement Gap workshop was held. The attendance was 12 each night. There was emphasis on making sure children go to school every day. FSWs and a number of other staff including WCIC and San Juan will be offering a 15 week course working with families. Currently, Walnut Grove is closed for the summer. When it opens, there will be two full day classrooms. Staff is still doing weekend recruitment events.
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services. Ms. Caruso is working on the grant applications; all have been submitted and ACF is happy about the quality of work submitted. It is expected that staff will hear about the duration application by December. The Quality Assurance unit will be reviewing the following programs in June: Sacramento City Home Base; San Juan Home Base program. In July, they will be reviewing center based programs in the SETA Operated Program. The unannounced report will be presented next month.
 - Martha Cisneros - Health, Nutrition and Safe Environments Services: No report.
 - Karen Gonzales - School Readiness, Special Education and Mental Health Services: No report.
- E. Open Discussion and Comments: Ms. Blanks stated that there are several libraries in the area offering free lunches for children. She thanked Ms. Lisa Carr for the achievement gap workshop.
- F. Public Participation: None.
- VI. Adjournment:** The meeting was adjourned at 10:42 a.m.

ITEM III-A - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM III-B- ACTION

RATIFICATION OF SUBMISSION OF THE REVISED HEAD START
EXTENDED DURATION OF SERVICES APPLICATION TO THE
OFFICE OF HEAD START

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to ratify the submission of a revised application to the Office of Head Start (OHS) to extend the duration of services for Head Start preschool children in Sacramento County. The Policy Council and the SETA Governing Board approved the application on May 24, 2016 and June 2, 2016 respectively. However, additional clarification from the Regional Office of Head Start and final delegate application reviews resulted in modifications to the original application and funding levels submitted and approved by the boards.

The application has been revised to include changes for the SETA Operated Program, San Juan USD and WCIC. There were no changes to the Twin Rivers USD proposal. The chart below outlines the original application presented to the board and the changes that took place for each program in the final submission to OHS/ACF.

Original Proposal	Proposed Changes	Fiscal Impact of the Change
<p>SETA Operated Program:</p> <ul style="list-style-type: none"> - Nedra (20 @ 6 hours) - Marina Vista (20 @ 6 hours) - Parker (13 @ 6 hours) - North Avenue (20 @ 8 hours) - Solid Foundation (20 @ 6 hours) - Walnut Grove (40 @ 6 hours) - Vineland (40 @ 6 hours) - New location/TBD (40 @ 6 hours) <p>213 enrollment slots</p>	<ul style="list-style-type: none"> - Changed total SOP request from 213 to 160 enrollment slots (53 less) due to restrictions of 1,020 hours maximum. Final proposal included: <ul style="list-style-type: none"> - Vineland @ 40 (no change) - Walnut Grove @ 40 (no change) - Illa Collin @ 20 (added) - Kennedy Estates @ 20 (added) - New location @ 40 (no change) - Parker, Marina Vista and North Avenue have been approved for 2016-2017 with base funds. Increased duration will still take place but without new funds. - Solid Foundations and Nedra will be revisited at a later date should base funding be identified. 	<ul style="list-style-type: none"> - Requested amount slightly decreased due to reduction of enrollment slots and associated personnel, fringe and other operating costs
<p>San Juan USD:</p> <ul style="list-style-type: none"> - Pasadena (16 @ 6.5/3.5 hours) - Dyer Kelly (34 @ 6.5/3.5 hours) - Cottage (17 @ 6.5/3.5 hours) - Choices (17 @ 6.5/3.5 hours) <p>84 enrollment slots</p>	<ul style="list-style-type: none"> - The original model was 6.5 hours M-Th and 3.5 hours on Fri. The new model is now 6.5 hours/day M-F. - 5 support staff requested in the budget were eliminated from the request (did not meet funding criteria). 	<ul style="list-style-type: none"> - Requested amount was reduced due to the elimination of the support staff, including salary and fringe.

ITEM III-B – ACTION (continued)
Page 2

Original Proposal	Proposed Changes	Fiscal Impact of the Change
Twin Rivers USD: - Morey Avenue (29 @ 6 hours) - Smythe (12 @ 6 hours) - Joyce (16 @ 6 hours) - Rio Linda (38 @ 6 hours) - Woodlake (20 @ 6 hours) - New location (16 @ 6 hours) 131 enrollment slots	No changes	N/A
Women’s Civic Improvement Club: - Playmate (20 @ 8 hours) - WCIC/Main Office (20 @ 8 hours) 40 enrollment slots	- The proposed model was to increase from 3.5 hours to 8 hours per day. The revised proposal is 7.5 hours/day.	-- Requested budget amount was not affected by the change in service hours

The board approved 468 enrollment slots in the original board action. However, changes to the plan resulted in 415 enrollment slots for the extended duration application. These program changes resulted in the following budget changes:

	Original Budget Presented to the Board	Final Budget Submitted to OHS/ACF
Basic	\$3,201,754	\$2,457,839
Start-up	\$1,060,000	\$1,220,500
TOTAL	\$4,261,754	\$3,678,339

The application was submitted to the Office of Head Start on June 24, 2016. Programs are expected to hear by December 2016 with full implementation by Fall 2017.

Staff will be available to answer questions.

RECOMMENDATION:

Ratify the submission of the revised Head Start Extended Duration of Services application to the Office of Head Start to extend the duration of services to Head Start children in Sacramento County.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM IV-A – INFORMATION

PRESENTATION: MS. DONNA ZICK, SACRAMENTO PUBLIC LIBRARY

BACKGROUND:

This provides an opportunity for Ms. Donna Zick, Early Learning Specialist at the Sacramento Public Library, to present an overview of services available at the library.

NOTES:

ITEM IV-B – INFORMATION

STANDING INFORMATION

BACKGROUND:

- B. Standing Information Items
 - PC/PAC Calendar of Events – Mr. Kenneth Tate
 - Parent, Family & Community Engagement - Events and Activities – Mr. Kenneth Tate
 - Parent/Staff Recognitions – Mr. Kenneth Tate
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurborne
 - Toastmasters Training – Mr. Kenneth Tate
 - Financial/Literacy Workshop Report(s) – Mr. Kenneth Tate
 - Community Resources – Parents/Staff - Mr. Kenneth Tate

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Financial Literacy Workshop	Wednesday, July 20, 2016 Registration: 9:00 a.m. Training: 9:30 – 11:30 a.m. Shasta Room
MAACC Overcoming Obstacles to Fatherhood Series – “Child Custody/Support for Dads”	Thursday, July 28, 2016 Dinner: 5:30 – 6:00 p.m. Training: 6:00-8:00 p.m. Presenter: Jill Lucena Machado, Child Support Officer, Sacramento County Child Support Services Child care for kids 2-12 years of age. Call Bob Silva to reserve spot: (916) 263-3809, or e-mail: Robert.Silva@seta.net
PC/PAC Social/Hospitality Committee	Wednesday, August 3, 2016 1:00 p.m. – 3:00 p.m. Olympus Room
PC Executive Committee	Friday, August 5, 2016 10:00 a.m. Olympus Room
PC/PAC Toastmasters Training	Friday, August 5, 2016 11:30 a.m. Shasta Room
PC/PAC Budget/Planning Committee	Tuesday, August 9, 2016 1:00 p.m. Oak Room
PC/PAC Personnel/Bylaws Committee	Thursday, August 11, 2016 9:00 a.m. Olympus Room
PC/PAC Parent Ambassador Committee	Friday, August 12, 2016 1:00 p.m. Olympus Room
PAC Executive Committee	Friday, August 19, 2016 9:00 a.m. Olympus Room

CALENDAR OF EVENTS

PC Executive Committee	Friday, August 26, 2016 9:00 a.m. Olympus Room
Men's Activities Affecting Children Committee	Friday, August 26, 2016 10:30 a.m. Redwood Room

August

2016

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3 1:00 p.m. Social/Hospitality Meeting Olympus Room	4	5 10:00 a.m. PC Executive Meeting Olympus Room 11:30 a.m. Toastmaster's Meeting Shasta Room	6
7	8	9 1:00 p.m. PC/PAC Budget/Planning Oak Room	10	11 9:00 a.m. Bylaws Committee Olympus Room	12 1:00 p.m. Parent Ambassadors Meeting Olympus Room	13
14	15	16 9:00 a.m. PAC Meeting SETA Board Room	17	18	19 9:00 a.m. PAC Executive Olympus Room	20
21	22	23 9:00 a.m. PC Meeting SETA Board Room	24	25	26 9:00 a.m. PC Executive Meeting Olympus Room 10:30 a.m. MAACC Meeting Olympus Room	27
28	29	30	31			

ITEM IV-C – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review the attached Governing Board minutes of the June 2, 2016 meeting.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, June 2, 2016
9:30 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 9:34 a.m. Mr. Nottoli led the board in the Pledge of Allegiance. The roll was called and a quorum established.

Members Present:

Sophia Scherman, Chair, Governing Board; Public Representative
Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento
Patrick Kennedy, Member, Board of Supervisors
Allen Warren, Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors

- II. **CLOSED SESSION: Conference With Labor Negotiator**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

Board went into closed session at 9:36 a.m. The board went back into open session at 9:45 a.m. Mr. Larry Larsen stated that there was no report out.

- III. **Consent Items**

- A. Minutes of the April 28, 2016 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Youth Committee Members
- D. Approval to Use Fund Balance for Additional Sales Tax Allocations
- E. Approval of the Workforce Innovation and Opportunity Act Memorandum of Understanding and Authorize staff to Negotiate Changes Subject to Legal Counsel Approval
- F. Approval to Extend Janitorial Services Agreements for Fiscal Year Ending June 30, 2016 and Authorize the Executive Director to Sign the Agreements

The consent items were reviewed; no questions or corrections.

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

- A. Approve the minutes of the April 28 special meeting.
- B. Approve claims and warrants for the period 4/22/16 through 5/25/16.

- C. Approve the submission of a proposal to the CWDB for WIOA Regional Implementation, Innovation, Technical Assistance, Training and Evaluation funds in the amount of \$250,000 and authorize the SETA Executive Director to execute the agreement and any other documents required by the funding source.
- D. Approve the submission of a proposal to EDD for Disability Employment Accelerator (DEA) funding in the amount of \$150,000 for an 18-month project period and authorize the SETA Executive Director to execute the agreement and any other documents required by the funding source.
- E. Ratify the submission of the Workforce Accelerator Fund 3.0 grant application requesting \$150,000 to the California Workforce Development Board and authorize the Executive Director to execute the agreement and any other documents required by the funding source.
- F. Approve the acceptance of \$235,000 from the California Workforce Development Board and the Employment Development Department (EDD) for the Supervised Population Workforce Training Grant Program, and authorize the Executive Director to sign this agreement, and any other documents required by the funding source.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Scherman, Schenirer, Warren)

Nay: 0

Abstentions: 0

IV. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2016-2017

Ms. Loretta Su reviewed this item which recommends the use of this budget until the final budget is ready for board approval in August. There is an overall decrease of \$3,418,000. There is a 1.8% COLA through the Head Start/Early Head Start grant. There is an increase in California Department of Education funds by \$226,000 from a higher reimbursement rate. The Workforce reductions are attributable to reductions in WIOA in the amount of \$514,000 and the CalWORKs reductions. The final budget will reflect the final funding opportunities and the actual funding available.

Moved/Nottoli, second/Warren, to approve the Recommended Budget and direct staff to print the Recommended Budget and make it available to the public. Schedule a Public Hearing on the Final Budget and direct staff to post and publish notice of that Public Hearing on the Final Budget to commence on August 4, 2016 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Scherman, Schenirer, Warren)

Nay: 0

Abstentions: 0

2. Approval of Succession Plan for the Executive Director

Ms. Kossick stated that this is a required document for the Office of Community Services. There were no questions.

Moved/Schenirer, second/Warren, to approve the attached succession plan for the Executive Director.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Scherman, Schenirer, Warren)

Nay: 0

Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services:

1. Agree with the Sacramento Works, Inc. Board to Approve the Operating Agreement for the Implementation of the Workforce Innovation and Opportunity Act between Sacramento Works, Inc. and the SETA Governing Board

Mr. Roy Kim stated that this is a continuation of an agreement that existed under the Workforce Investment Act and adopts various policies and procedures between the two boards. This was developed by both legal counsels.

Mr. Larsen explained that the new Workforce Innovation and Opportunity Act does not use concurrence but requires that boards do matters in agreement. This is new wording in WIOA. Procedurally, the process is essentially the same.

Moved/Nottoli, second/Schenirer, to agree with the Sacramento Works, Inc. Board to approve the Operating Agreement for the Implementation of the Workforce Innovation and Opportunity Act between Sacramento Works, Inc. and the SETA Governing Board.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Scherman, Schenirer, Warren)

Nay: 0

Abstentions: 0

2. Agree with the Sacramento Works, Inc. Board to Approve Funding Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, for Program Year 2016-2017

Ms. Terri Carpenter, Workforce Manager, stated that a Request for Proposals was released on December 4 to procure service providers for the youth

programs. Services to youth will be done much differently under WIOA in that out of school youth will be targeted for services.

Staff will utilize performance data to ensure the programs will be extended over the remaining four years.

Mr. Warren urged staff to check with service providers to ensure they can provide services and implement an effective program at their funded amounts.

Ms. Carpenter stated that all of the programs were provided an opportunity to speak before the Youth Committee and the Sacramento Works, Inc. board.

Speaker before the board:

Jason Sample, Director, Gateway Community Charter Schools

Moved/Nottoli, second/Schenirer, to agree with the Sacramento Works, Inc. Board to approve the funding recommendations for the WIOA Title I, Youth Program, PY 2016-2017. Approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Scherman, Schenirer, Warren)

Nay: 0

Abstentions: 0

3. Agree with the Sacramento Works, Inc. Board to Approve the Workforce Innovation and Opportunity Act (WIOA), Sacramento Works, Inc., Resource Allocation Plan for 2016-2017

Mr. Roy Kim reviewed this item. The resource allocation plan mirrors the request for proposals and the movement back to the career center system. The Agency received 18 proposals in response to a recent procurement.

Mr. Kim reviewed the chart showing the various allocation percentages.

Mr. Nottoli expressed a concern about customers already enrolled in training being cut off on their training due to the upcoming funding cuts. Mr. Kim replied that SETA staff has met with the Department of Human Assistance and providers to work on a transition plan for customers that may be affected.

Ms. Michelle O'Camb stated that with those already in the pipeline, SETA is committed to working with the 56 affected customers to ensure they will continue their intensive case management and training. DHA has agreed to continue supportive services and assist customers into OJT or another training program.

Ms. Scherman asked for the five-year base wage data to see how successful the customers have been after going through the intensive training.

Moved/Schenirer, second/Nottoli, to agree with the Sacramento Works, Inc. Board to approve the Resource Allocation Plan for 2016-17.

Roll Call Vote:

Aye: 5 (Kennedy, Nottoli, Scherman, Schenirer, Warren)

Nay: 0

Abstentions: 0

Mr. Warren left at 10:47 a.m.

4. Approval of Funding Recommendations for the Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker and CalWORKs Programs, PY 2016-2017

Mr. Kim reviewed funding charts and maps showing the areas of service. The amount available for direct services is \$8.8 million with 42% (\$3,713,841) to be set aside to provide direct services to customers via SETA-hosted Centers:

SETA-hosted Job Center Career Services:	\$2,414,371
CalWORKs wage reimbursements to employers:	\$ 700,000
Individual Training Accounts/ Support Services:	\$ 350,000
SETA training-related staff:	\$ 249,471

Mr. Kim reviewed the evaluation criteria utilized by the evaluation committee. Mr. Kim reviewed the funding recommendations. Mr. Kim reviewed the OJT funding recommendations which include training for CalWORKs recipients. All of the OJT providers submitted good proposals and all were recommended for funding at 28% across the board with the exception of Lao Family. For AB98, 40 slots for providers were recommended and distributed as evenly as possible. These slots are matched with WIOA funds.

There are additional CalWORKs funds set aside to be utilized for wage reimbursement services. Mr. Kim reviewed the stipulations that would be part of the funding recommendations. There were no questions or comments.

Moved/Nottoli, second/Schenirer, to approve funding recommendations for the WIOA Title I, Adult/Dislocated Worker and CalWORKs Programs as listed on the attached charts with the following stipulations:

- PY 2016-17 funding will be subject to satisfactory year-end program performance. Providers that do not meet year-end performance goals and benchmarks may face a reduction in funding.
- In anticipation of future minimum wage increases, OJT/SE providers must budget an average minimum OJT/SE wage reimbursement rate of \$11.00 per hour.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Schenirer)

Nay: 0
Abstentions: 0
Absent: 1 (Warren)

5. Approval of the Extension of the One-Stop Share of Cost Agreement with the County Department of Human Assistance, PY 2015-2016, Extend Subgrant Agreements with the Department of Human Assistance and the South County Services, and Authorize the Executive Director to Sign the Agreement and any Required Documents Pertaining to the Agreement

No questions or comments.

Moved/Schenirer, second/Kennedy, to approve the extension of the One-Stop Share of Cost agreement with the Department of Human Assistance for \$4,000,0000, and authorize the Executive Director to execute the agreement. Extend the Subgrant Agreement with the Department of Human Assistance for PY2016-17 for up to \$354,810 to continue the provision of employment and self-sufficiency services to Mather Community Campus residents, and extend the Subgrant Agreement with the South County Services for PY2016-17 for up to \$119,314 to continue the provision of safety-net services in South Sacramento County.

Aye: 4 (Kennedy, Nottoli, Scherman, Schenirer)

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

C. CHILDREN AND FAMILY SERVICES:

1. Approval of the Submission of the Head Start/Early Head Start Cost of Living Adjustment (COLA) Application 2016-2017

Ms. Denise Lee reviewed items 1 and 2 together. She stated that the COLA would increase the base grant by approximately \$1 million. Staff met with labor/management team to discuss how funds could be utilized and membership ratified a 1.7% across the board wage increase. Ms. Lee acknowledged Dee Contreras, Jessica Rainey, Bob Silva, and Belinda Malone for their work on the negotiations.

2. Approval of the Submission of the Head Start Extended Duration of Services Application to the Office of Head Start

This grant request is an opportunity to participate in increased classroom duration to a minimum of 1,020 hours for a select number of classrooms. . Three of the five delegate agencies (San Juan USD, Twin Rivers USD, and WCIC) in addition to the grantee operated program will be applying for these funds to serve 468 children in extended duration. Implementation of the new

services would be August, 2017. The delegate applications are still under review. Should there be changes, Ms. Lee will return to the board for action.

Moved/Schenirer, second/Kennedy, to approve items C-1 and C-2 as follows:
Approve the submission of the Cost of Living Adjustment application for the Head Start/Early Head Start base grant in the amount of \$908,704 and the Early Head Start-Child Care Partnership and Expansion grant in the amount of \$26,460 for Fiscal Year 2016-2017. Total COLA funds will be \$935,164.

- and -

Approve the submission of the Head Start Extended Duration of Services application to the Office of Head Start to extend the duration of services to Head Start children in Sacramento County.

Aye: 4 (Kennedy, Nottoli, Scherman, Schenirer)

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

V. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: No additional report.
- D. Unemployment Update/Press Release from the Employment Development Department: Mr. Nottoli expressed appreciation for the ZIP code breakdown.
- E. Head Start Reports: No additional report.

VI. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked staff for working so hard on the procurement. She publically recognized all staff. Staff will be scheduling visits with the providers and will be reaching out to board members to see if they want to attend.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman thanked staff and providers for their hard work during the recent procurement.
- F. Public: No report.

VII. Adjournment: The meeting was adjourned at 11:08 a.m.

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council. The Executive Committee met and evaluated the June 28, 2016 Policy Council meeting.

GOOD!!!
Thank you, Ms. Kathy Kossick, for extending an invitation to the Policy Council to tour Sacramento Works One Stop Career Centers.
Thank you, Ms. Denise Lee, for updated information on the HS/EHS cost-of-living adjustment (COLA)
Thank you, Mr. John Allen, for shared information on the employment eligibility lists.
Thank you, Ms. Elizabeth Hudson, for the Salvation Army presentation on community resources.
Thank you, Mr. Kenneth Tate for facilitating an excellent meeting.
Thank you, Ms. Robin Blanks for acting as Secretary.
NEEDS IMPROVEMENT
Please be recognized by the Chair by raising your hand before speaking.
Attendance.
Please turn off all electrical devices, i.e., phones.
Please be recognized by the Chair before leaving your seat by saying, "question of privilege."
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
REMINDERS
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

ITEM V- COMMITTEE REPORTS (continued)
Page 2

- Personnel/Bylaws Committee: Mr. Kenneth Tate

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

- Social/Hospitality Committee: Mr. Kenneth Tate

- Parent Ambassadors Committee: Mr. Kenneth Tate

- Sacramento Medi-Cal Dental Advisory Committee: Ms. Robin Blanks

- Birth and Beyond: Ms. Katherine Yaipen-Faulter

ITEM VI-OTHER REPORTS

BACKGROUND:

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

- C. 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)

- D. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
 - 3rd Quarter Unannounced Visit Charts
 - Martha Cisneros - Health, Nutrition and Safe Environments Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
-
-
-



SETA Head Start Food Service Operations Monthly Report *June 2016

June 1st - On Call Cook/Driver Interviews completed by Martha & Connie.

June 6th - CACFP Review Entrance.
WCIC Playmate's last day.
The Parker Center Opens.

June 8th - New Five Week Menu Cycle approved by Susan Jaffee, Registered Dietitian.

June 10th - Central Kirchen visit by Allison Noren and John Allen from HR.

June 15th - CACFP Auditors visit the Central Kitchen.
Six EHS Classes closed for training.

June 17th - The Parker Center is closed due to construction.

June 24th - The Strizek Center is closed for door repairs.

Meetings & Trainings:

The Food Service Staff met with Martha Cisneros on June 30th at Plaza Del Paso –
Items discussed immunizations and communication.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
34,220	21,510	22,000	320

Total Amount of Meals and Snacks Prepared 78,050

Purchases:

Food	\$64,418.28
Non - Food	\$17,352.02

Building Maintenance and Repair: \$160.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$220.00

Vehicle Maintenance and Repair : \$2,892.50

Vehicle Gas / Fuel: \$1,646.62
Normal Delivery Days 22

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

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.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	2028	244	12%	369	86	23%
Twin Rivers USD	233	38	16%			
Elk Grove USD	440	59	13%			
Sac City USD	1211	167	14%	144	23	16%
San Juan USD	668	104	16%	160	25	16%
WCIC	120	16	13%			
EHS CCP				84	4	5%
COUNTY TOTAL	4700	628	13%	757	138	18%

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
June 2016**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/30/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440 (200)	199**	99	88
Sacramento City USD	1,211	1,181*	98	82
SETA	2,028 (1,588)	1,688**	106	67
San Juan USD	668	665*	99	75
Twin Rivers USD	233	214*	92	93
WCIC/Playmate	120	120	100	80
Total	4,700 (4,020)	4,067		

*In accordance with the Performance Standards, SCUSD & SJUSD & TRUSD did not replace vacancies within 60 days of the end of the program year.

**Some programs reduced enrollment during the month of June.

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/30/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	144	100	82
SETA	369	385	101	76
San Juan USD	160	161	101	79
Total	673	690		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/30/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	38	101	76
Sacramento City USD	40	39	98	70
SETA/Job Corps.*	4	4	100	TBD
Total	80	81		

(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



Head Start Monthly Report

June 2016

SETA Operated Program

Program Operation

During the month of June, the program operation team continued the “Summer Series.” The Summer Series consisted of six evening trainings that focused on “recharging” teachers’ batteries. Open to all teaching staff; those choosing to participate were provided with dinner and compensated for attendance.

The first of the final three trainings, “Ooey-Gooey Science”, was held on June 14th with 65 teachers in attendance. Teachers explored hands on ways to infuse sensory and science into their everyday classroom routine. The training was led by Program Officers, Kelly Sprake and Megan Berridge. The second topic, “Inspiring Minds,” was held on June 21st, with 29 teachers in attendance. The training was led by Education Coordinators, Denise Gale and Susan Garland. During the training, teachers explored different open ended approaches that support learning across all domains. The final training, “Care for the Caregiver”, was held on June 28th and focused on sharing and receiving ideas for managing stress and finding a sense of balance. During the training, led by Nikki Hill, teachers explored symptoms of burn out and ways to create a fun and uplifting work environment.


Health, Nutrition, and Safe Environments

The Health, Nutrition, and Safe Environments (HNS) Unit has been continuing to follow up on routings and referrals from centers. Routings and referrals range from creating asthma care plans to processing special diet plans and conducting large scale dental treatment referrals; on average, staff close out 60-80 a month. HNS staff are also working on organizing all material to support the centers that will be starting in August in addition to providing continuous support to our year round sites.

The HNS unit would also like to welcome Megan Guerrero, our new Parent Intern. Megan will be assisting the HNS unit with data entry, health and safety kits inventory, as well as updating some of our tracking logs.

Program Support Services

Quality Assurance Monitoring Unit. QA Unit monitored SJUSD EHS Home-Based Program and SCUSD HS and EHS Home-Based Programs on June 13-30, 2016. Individual reports are being finalized and a program summary report will be available mid-July. SETA-Operated (SOP) Program centers were monitored in May and site-based exit/feedback meetings with center staff are being scheduled.



Unannounced Safety and Supervision Visits. SCUSD Head Start and SETA-Operated Program Head Start that operate 12-month Head Start classes will continue to receive unannounced safety and supervision visits from Program Support Services/Quality Assurance Unit staff in June and July. Other Delegates have already closed programs for the summer and resume classes in August.

PIR 2016 Reports from Delegate Agencies and Partners have been received by PSS Unit Program Officer and are being reviewed by internal staff prior to ACF submission.

Family Engagement

The Family Engagement unit recently sponsored a parent forum titled: Bridging the Achievement Gap, facilitated by Dr. Rex Fortune. We had parents from nine different preschools, who all had children ranging in age from 0-5. This was a two-part forum which discussed ways of bridging the achievement gap for low income, minority families. The families were able to engage in 12 parenting practices based on research on high performing, high minority California public schools. What was especially helpful was research on the effects of school attendance patterns on student academic achievement, provided by Symia Stigler, the former Executive Director of the Attendance Institute. 85% of the parents who attended the forums said that they would be using the Parenting Practices book, to continue to work with their child(ren) in order to improve academic achievement. Similarly, parents responded to the question about school attendance research, and stated that the information will affect their efforts to get their children to school on time and in school every day. 91% of the parents said they would be very likely to recommend this kind of Parent Forum, to a friend.

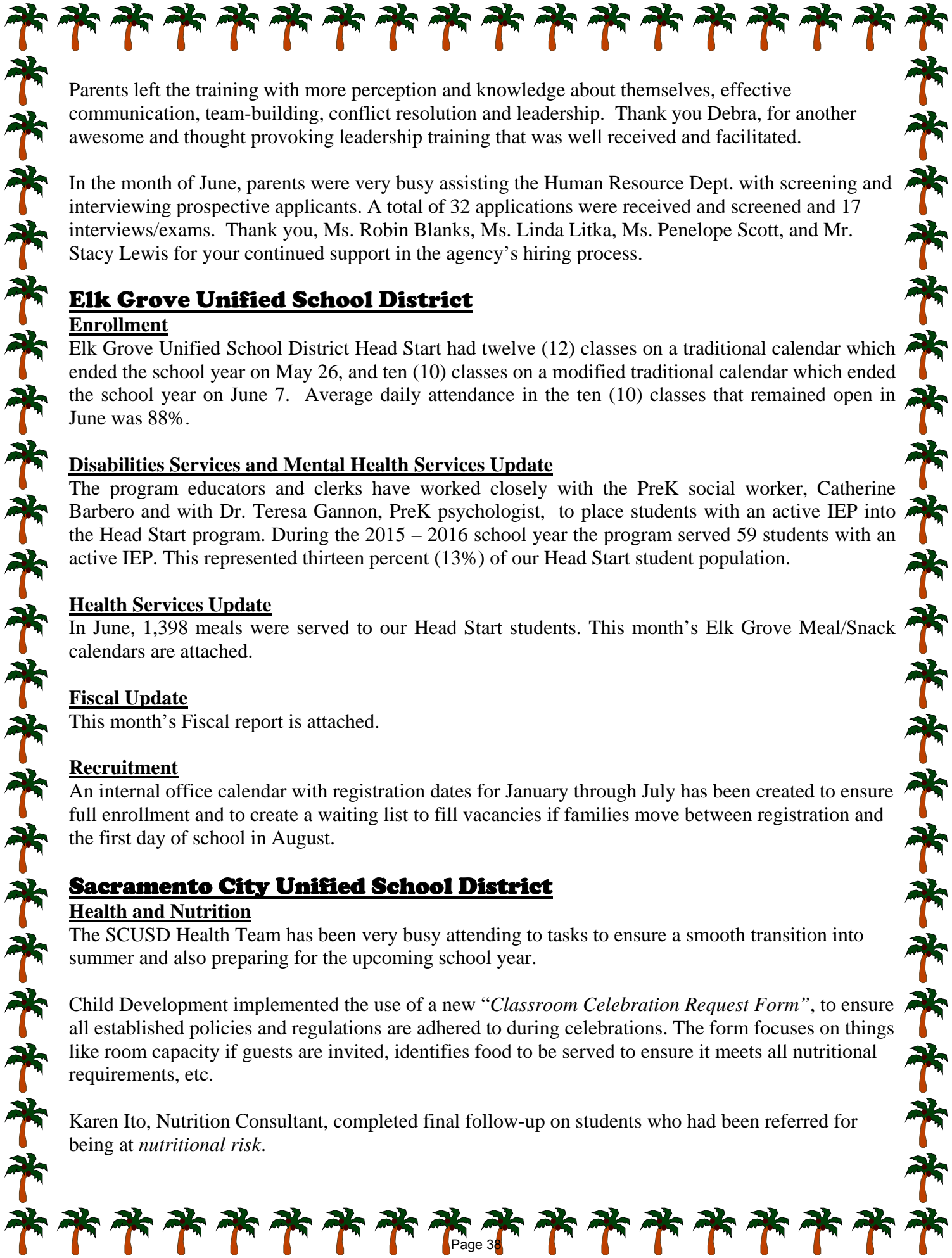
SETA Head Start will continue to look for ways to engage with, and provide training, information, and services that parents find valuable. We are very happy that those in attendance found this to be so helpful and informative.

Governance

The Annual Parent Leadership Institute was held on Friday, June 10 in the SETA Board Room. The theme was “*Developing the Leader in You.*” The purpose of the training was to introduce tools to parents that will assist in developing and enhancing their leadership skills and bring out the best qualities in them as a leader and team player.

Parents were honored to welcome back Debra Crumpton to facilitate the leadership training. Parents were highly impressed with her training last year and asked if she would be extended an invitation to train again this year. Once again, parents found her training style to be powerful, captivating, enlightening and valued. Debra’s high level of energy, great sense of humor, positive interactions and her ability to connect with parents on all levels, totally captured her audience. Debra’s focus of training was effective communication, knowing how to identify the leader within and conflict management. Parents engaged in various exercises such as:

- Define what a leader is and leadership characteristics
- Discover who you are as a leader and how you are perceived when interacting with others
- Understand the importance of team building: knowing your role, collaborating and cooperating, being accountable, and all desiring the same outcome
- Identify the characteristics of effective communication, and how to recognize and resolve conflict



Parents left the training with more perception and knowledge about themselves, effective communication, team-building, conflict resolution and leadership. Thank you Debra, for another awesome and thought provoking leadership training that was well received and facilitated.

In the month of June, parents were very busy assisting the Human Resource Dept. with screening and interviewing prospective applicants. A total of 32 applications were received and screened and 17 interviews/exams. Thank you, Ms. Robin Blanks, Ms. Linda Litka, Ms. Penelope Scott, and Mr. Stacy Lewis for your continued support in the agency's hiring process.

Elk Grove Unified School District

Enrollment

Elk Grove Unified School District Head Start had twelve (12) classes on a traditional calendar which ended the school year on May 26, and ten (10) classes on a modified traditional calendar which ended the school year on June 7. Average daily attendance in the ten (10) classes that remained open in June was 88%.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the PreK social worker, Catherine Barbero and with Dr. Teresa Gannon, PreK psychologist, to place students with an active IEP into the Head Start program. During the 2015 – 2016 school year the program served 59 students with an active IEP. This represented thirteen percent (13%) of our Head Start student population.

Health Services Update

In June, 1,398 meals were served to our Head Start students. This month's Elk Grove Meal/Snack calendars are attached.

Fiscal Update

This month's Fiscal report is attached.

Recruitment

An internal office calendar with registration dates for January through July has been created to ensure full enrollment and to create a waiting list to fill vacancies if families move between registration and the first day of school in August.

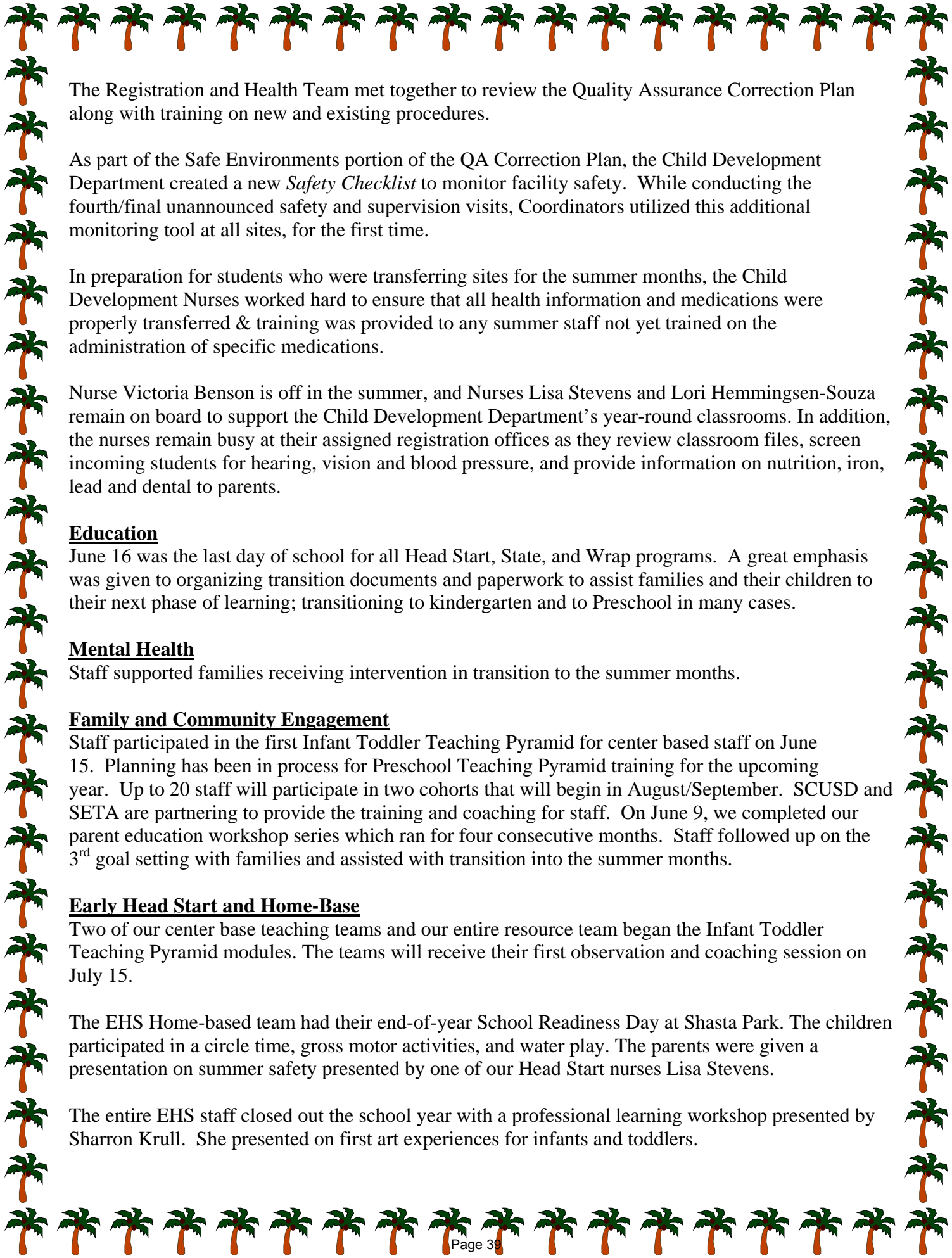
Sacramento City Unified School District

Health and Nutrition

The SCUSD Health Team has been very busy attending to tasks to ensure a smooth transition into summer and also preparing for the upcoming school year.

Child Development implemented the use of a new "*Classroom Celebration Request Form*", to ensure all established policies and regulations are adhered to during celebrations. The form focuses on things like room capacity if guests are invited, identifies food to be served to ensure it meets all nutritional requirements, etc.

Karen Ito, Nutrition Consultant, completed final follow-up on students who had been referred for being at *nutritional risk*.



The Registration and Health Team met together to review the Quality Assurance Correction Plan along with training on new and existing procedures.

As part of the Safe Environments portion of the QA Correction Plan, the Child Development Department created a new *Safety Checklist* to monitor facility safety. While conducting the fourth/final unannounced safety and supervision visits, Coordinators utilized this additional monitoring tool at all sites, for the first time.

In preparation for students who were transferring sites for the summer months, the Child Development Nurses worked hard to ensure that all health information and medications were properly transferred & training was provided to any summer staff not yet trained on the administration of specific medications.

Nurse Victoria Benson is off in the summer, and Nurses Lisa Stevens and Lori Hemmingsen-Souza remain on board to support the Child Development Department's year-round classrooms. In addition, the nurses remain busy at their assigned registration offices as they review classroom files, screen incoming students for hearing, vision and blood pressure, and provide information on nutrition, iron, lead and dental to parents.

Education

June 16 was the last day of school for all Head Start, State, and Wrap programs. A great emphasis was given to organizing transition documents and paperwork to assist families and their children to their next phase of learning; transitioning to kindergarten and to Preschool in many cases.

Mental Health

Staff supported families receiving intervention in transition to the summer months.

Family and Community Engagement

Staff participated in the first Infant Toddler Teaching Pyramid for center based staff on June 15. Planning has been in process for Preschool Teaching Pyramid training for the upcoming year. Up to 20 staff will participate in two cohorts that will begin in August/September. SCUSD and SETA are partnering to provide the training and coaching for staff. On June 9, we completed our parent education workshop series which ran for four consecutive months. Staff followed up on the 3rd goal setting with families and assisted with transition into the summer months.

Early Head Start and Home-Base

Two of our center base teaching teams and our entire resource team began the Infant Toddler Teaching Pyramid modules. The teams will receive their first observation and coaching session on July 15.

The EHS Home-based team had their end-of-year School Readiness Day at Shasta Park. The children participated in a circle time, gross motor activities, and water play. The parents were given a presentation on summer safety presented by one of our Head Start nurses Lisa Stevens.

The entire EHS staff closed out the school year with a professional learning workshop presented by Sharron Krull. She presented on first art experiences for infants and toddlers.



Special Education

Child Development has served 167 preschoolers with IEPs and 23 babies with IFSPs. In addition, Special Education speech therapists have served 22 students with response to intervention (RTI) or multi-tiered support system (MTSS) without having an IEP. The 10-month school-year ended with many pending IEPs taking place and some calendared for early fall. We are looking forward to next year with 5 full inclusion sites: Baker, Cohen, and Kemble with Special Education; and Johnson and Warren with SCOE.

San Juan Unified School District

Education Services Update

The last day of school for children was June 2nd. Teachers invited families to celebrate their children's accomplishments this week by participating in end-of-the-year parties and promotion ceremonies. Families were given a variety of their children's work samples as mementos representing the year's preschool learning. Teachers said their goodbyes to those students who will be moving on to kindergarten next year, and a "happy summer" to those who will be returning in the fall.

Disabilities Services Update

The Disabilities Team was actively involved in Care Management work, which started with the Screening process in mid-June. Several referrals have already been generated, and the needs of families in other areas are being addressed within 24 hours. In addition to Care Management, the team prepared forms, documents, and tracking systems for the new school year.

Mental Health Services Update

The Mental Health Therapist provided support to the Kindergarten Readiness summer camp program. Kinder-bound students were given social/emotional tools in order to help them succeed when they begin school in the fall. Parents were also provided with workshops on Limit Setting and Healthy Attachments.

Health & Nutrition Services Update

Health finalized the reviews of students' health, nutrition, immunization status, and Child Plus data entry for children who were enrolled in the 2015-2016 school year. The School Nurse continued to complete and update Individualized Student Health Plans for those students who have health concerns and are returning for the 2016-2017 school year. Health also worked on forms, handbooks, and other documentation and information that will be needed for re-enrollment during the summer. The team completed the PIR report. Health began screening three days a week in preparation for the start of the 2016-2017 school year.

Family and Community Partnerships Update

At the beginning of the month, staff said goodbye to their 5 year olds who will be transferring to kindergarten in the fall. Many classes had end-of-the year picnics where parents and children enjoyed their last day in preschool sharing food and memories with teachers and friends. June began with the closure of the 2015-2016 school year and moved quickly into gearing up for the 2016-2017 school year. Staff called new and returning families to complete their children's preschool registration for both part-day HS and WRAP programs. As part of the registration process, staff also began screening students. Parents completed ASQs, ASQ-SEs and Head Start Family Partnership Worksheets as part of the process. This will allow the Early Childhood Education team to provide needed services and resources to families before they even enter the classroom.



Program Support/Staff Training Update

On June 3rd, teachers closed up their classrooms for the summer and then attended an End-of-the-Year Celebration. Many took advantage of the time to share successes and funny/touching stories about their classes, and to bond with fellow teachers over the completion of another exciting school year. Retiring teachers were honored at this event and bid a fond farewell. Teachers also submitted their end-of-the-year paperwork before beginning their summer vacations. There were no trainings in the month of June.

Fiscal Update

The fiscal department of Head Start and Early Head Start was very busy during the month of June. The team submitted the applications for the 1.8% COLA for 2016-2017 and completed the Duration Grant application for Head Start. They worked on closing this fiscal year and adjusted the budget for next year to reflect the redesign changes in ECE. This process will continue into next month as the ECE grant year closes July 31st.

Early Head Start

This month, the two 10 month EHS programs finished classroom services on June 3rd and switched to home visits for toddlers and their families starting June 6th. Also on June 3rd, infant/toddler staff joined with preschool staff in an end-of-the-year celebration at the main ECE office. The 12 month programs settled into their summer routines, and EHS support staff worked on projects for next year while preparing for upcoming staffing changes and interviews for new staff.

Twin Rivers Unified School District

No report this month.

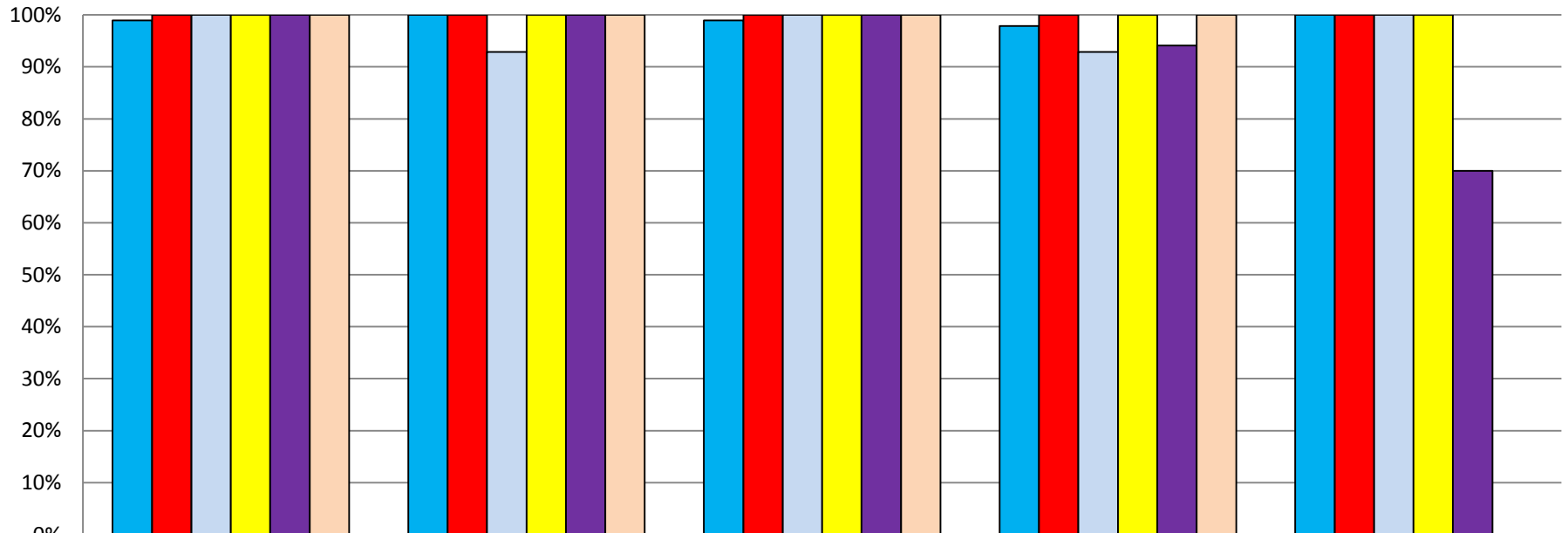
WCIC

No report this month.

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

None to report.

Unannounced Safety and Supervision Visits Conducted by Delegates and SOP 2/6/16 - 5/31/16 Compliance %



	# of Classes	% of Classes Visited	Compliant Indicator 1	Compliant Indicator 2	Compliant Indicator 3	Compliant* Indicator 4
■ SOP	95	99%	100%	99%	98%	100% of 64 classes
■ EGUSD	22	100%	100%	100%	100%	100% of 22 classes
■ SCUSD	56	100%	93%	100%	93%	100% of 46 classes
■ SJUSD	35	100%	100%	100%	100%	100% of 35 classes
■ TRUSD	17	100%	100%	100%	94%	70% of 10 classes
■ WCIC	6	100%	100%	100%	100%	No Observations

Indicator 1 - Children are within sight and sound of teaching staff at all times.

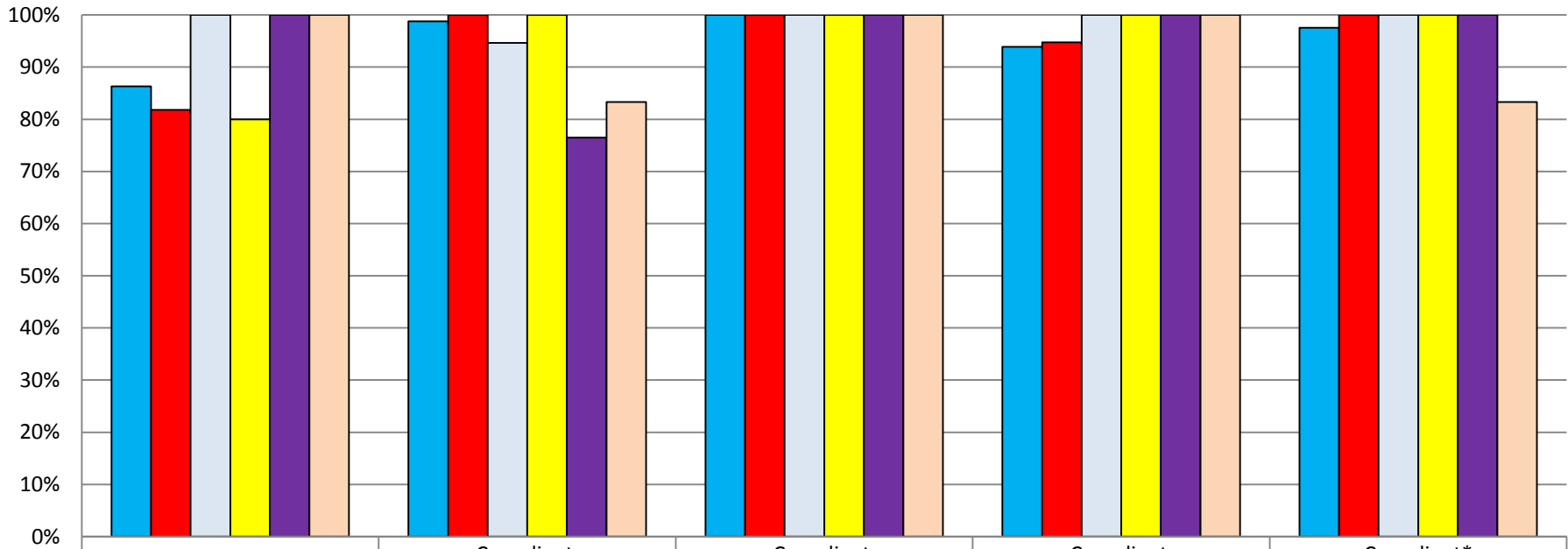
Indicator 2 - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).

Indicator 3 - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.

Indicator 4 - Teaching staff ensure all children are safe and accounted for during transitions.

* Percentage reported is based on number of classes where transitions were observed during time of visit

Unannounced Safety and Supervision Visits Conducted by QA Unit 2/6/16 - 5/31/16 Compliance %



	# of Classes	% of Classes Visited	Compliant Indicator 1	Compliant Indicator 2	Compliant Indicator 3	Compliant* Indicator 4
■ SOP	95	86%	99%	100%	94%	98% of 41 classes
■ EGUSD	22	82%	100%	100%	95%	100% of 12 classes
□ SCUSD	56	100%	95%	100%	100%	100% of 36 classes
■ SJUSD	35	80%	100%	100%	100%	100% of 15 classes
■ TRUSD	17	100%	76%	100%	100%	100% of 14 classes
■ WCIC	6	100%	83%	100%	100%	83% of 6 classes

- Indicator 1** - Children are within sight and sound of teaching staff at all times.
- Indicator 2** - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).
- Indicator 3** - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.
- Indicator 4** - Teaching staff ensure all children are safe and accounted for during transitions.

* Percentage reported is based on number of classes where transitions were observed during time of visit

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

- 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.
