

**GOVERNING BOARD**

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

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City of Sacramento

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**SOPHIA SCHERMAN**  
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**PATRICK KENNEDY**  
Board of Supervisors  
County of Sacramento

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

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*Thought of the day: "The great courageous act that we must all do is to have the courage to step out our history and past so that we can live our dreams."*

*Oprah Winfrey*

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

**DATE:** Tuesday, July 21, 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](http://www.seta.net).

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**DISTRIBUTION DATE: TUESDAY, JULY 14, 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
- \_\_\_\_\_ Feuy Saelee, Sacramento City Unified School District
- \_\_\_\_\_ Sonia Torres, Sacramento City Unified School District
- \_\_\_\_\_ Linda Litka, San Juan Unified School District
- \_\_\_\_\_ Lynda Williams, San Juan Unified School District
- \_\_\_\_\_ Joe Morales, 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

**New Member to be Seated:**

- \_\_\_\_\_ Stacy Wilson, Twin Rivers Unified School District

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Cruz), 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/___	10/27	11/24
R. Blanks Seated 11/25	EG	X	X	X	X	X	X	X	X					
T. Broxton Seated 2/24	EG				X	X	X	X	U					
N. Chilton s/b/seated 2/24; seated 3/24	CR				E	X	X	X	X					
T. Craig Seated 3/24	WCIC					X	X	X	X					
<del>B. Cruz</del> s/b/seated 5/26	<del>SAC</del>							U	U					
J. Jamison Seated 2/24	PP				X	X	X	X	X					
J. Kline Seated 2/24	CR				X	X	X	X	X					
L. Litka Seated 11/25	SJ	X	X	X	X	X	X	X	X					
S. Lovelady Seated 1/27	SOP			X	X	X	X	X	X					
J. Morales Seated 6/23	TR								X					
F. Saelee Seated 5/26	SAC							X	E					
A. Self Seated 11/25	HB	X	X	X	X	X	X	X	X					
C. Sheppard Seated 4/28	MAACC						X	X	X					
B.Short Seated 3/24	WCIC					X	X	X	E					
K. Tate Seated 11/25	PAST	X	X	X	X	X	X	X	X					
S. Torres s/b/seated 4/28; seated 5/26	SAC						U	X	U					
L. Williams Seated 11/25	SJ	X	X	X	X	X	E	X	X					
S. Wilson s/b/seated 6/23	TR								U					
T. Woods Seated 12/18	SOP		X	U	X	X	X	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 7/1/15*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 23, 2015 REGULAR  
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the June 23, 2015 meeting.

RECOMMENDATION:

That the Policy Council approve the June 23 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 23, 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 9:03 a.m. The Pledge of Allegiance was recited. Ms. Jasmine Jamison read the Thought of the Day. Ms. Amanda Self called the roll.

#### **Members Present:**

Linda Litka, San Juan Unified School District  
Lynda Williams, San Juan Unified School District  
Robin Blanks, Elk Grove Unified School District  
Tawana Craig, Women's Civic Improvement Club  
Todd Woods, SETA-Operated Program  
Sabrina Lovelady, SETA-Operated Program  
Amanda Self, Home Base Option  
Kenneth Tate, Past Parent Representative  
Jenna Kline, KVIE Public Television  
Calvin Sheppard, Men's Activities Affecting Children Committee  
Nicole Chilton, Birth and Beyond  
Jasmine Jamison, Past Parent

#### **Members Absent:**

Feuy Saelee, Sacramento City Unified School District (excused)  
Tyrone Broxton, Elk Grove Unified School District (unexcused)  
Brian Short, Women's Civic Improvement Club (excused)  
Sonia Torres, Sacramento City Unified School District (unexcused)

#### **New Members to be Seated:**

Joe Morales, Twin Rivers Unified School District

#### **New Members to be Seated but not Present:**

Brenda Cruz, Sacramento City Unified School District (unexcused)  
Stacy Wilson, Twin Rivers Unified School District (unexcused)

### **II. Consent Item**

#### **A. Approval of the Minutes of the May 26, 2015 Regular Meeting**

A correction was noted regarding the vote on Section b, page 6 of the minutes; the correction was noted by the Clerk.

Moved/Jamison, second/Blanks, to approve the minutes of the May 26 meeting as corrected.

Show of hands vote:

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

Nay: 0

Abstention: 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 open session at 9:15 a.m. Ms. Williams reported that during closed session, the following eligible lists were approved: Health/Nutrition Specialist.

### **IV. Information Items**

- A. Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Training – Ms. Monica Avila stated that amendments have been made to the Head Start regulations. Part of the amendment to the regulations was an a requirement to train the members of the Policy Council and Governing Board on the regulations. One change was a new definition for enrollment; Ms. Avila reviewed this and other changes. Enrolled means that the child came to class or a home visit or received some sort of service.

Ms. Lee asked parents to pass along the information to other site parents as to how important it is for their child to come to school regularly. It is important during the enrollment process that a relationship be built between parents and staff. Enrollment is the first point of contact.

#### **B. Standing Information Items**

- PC/PAC Calendar of Events: Ms. Williams reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson reviewed the fiscal report for the end May. The expenditures are slightly under in the SETA operated program. The ACF budget modification was approved. The administrative expenses are well below the 15% allowable limit. There will not be a Budget/Planning Committee in July.
- Parent Leadership Institute Reports: Mr. Tate appreciated the panel participants, some of whom now work for Head Start; Ms. Debra Crumpton was an excellent trainer. Mr. Sheppard introduced panel members in the audience: Mr. Joshua Stewart, Tamara Knox, and Ms. Shondell Fleming. Ms. Desha thanked and recognized all parent leaders, and staff who had not received certificate of



recognition at the Parent Leadership Institute training: Ms. Denise Nelson, Ms. Tracy Camille, Ms. Katherine Yaipen-Faulter, Ms. Tamara Knox, Mr. Joshua Stewart, Ms. Belinda Malone, Ms. Jessica Rainey, Ms. Olga Mercado, Ms. Stevie Caplinger, Ms. Vanessa Diego, Mr. Olegario Contreras, Mr. Rodrigo Guitierrez, Angie Cristobal, and Ms. Jasmine Gonzalez.

- PC/PAC Joint Parent Activity Reports: Ms. Amanda Self reported attendees visited the Railroad Museum and took lots of pictures. It was a great tour and great to be around everyone. Ms. Robin Blanks stated that it was a great bonding experience. The brunch was great also. It was a wonderful experience all around. Mr. Sheppard stated that through he is a native Sacramentan, it was a first for him to go to the museum, go on the light rail, and get on a city bus.
  - Toastmasters Training: Ms. Jamison reported on the last training; she and Ms. Litka did a speech where they were evaluated. It was a really great experience. The next Toastmaster Training will be in August. Participants are coming to the end of the Toastmaster training book.
  - Community Resources-Parents/Staff: Ms. Williams reviewed the flyers that were distributed to parents. Ms. Amanda Self spoke of the Junior Giants; registration is on-going especially for 8-13 year old kids. This is a free program. Ms. Blanks reported that the library has a summer reading program and the kids can put their names in for a prize. Every time kids read a book, they can put their name in for a chance to win a prize. San Juan Unified School District is offering a free breakfast/lunch program that goes through August 6. There is no enrollment fee, paperwork, or money required; any child 18 years and under can eat for free. The Swanston Splash Park has installed a new sprinkler systems; go on line: [www.morpd.com](http://www.morpd.com) for more information. There is a free concert in the Park at Gibbons Park. Ms. Williams will send out a link for outside free movies and events in the community. Ms. Williams stated that 'Readaloud.org' is a great place to go to find books.
- C. Governing Board Minutes of April 30, 2015: This is an open meeting and all are welcome.

## V. Committee Reports

- A. Executive Committee: Ms. Williams reviewed the critique.
- B. Budget/Planning Committee: Ms. Blanks reported that Ms. Patterson had already reviewed most of the recent meeting.
- C. Personnel/Bylaws Committee: Mr. Tate reported on the May meeting. Attendees completed the reading of the bylaws and a partial reading of the PAC bylaws. There may be some modifications to the bylaws. The next meeting is on Friday.
- D. Men's Activities Affecting Children Committee: Mr. Calvin Sheppard reported that there had been a Daddy and Me fishing trip last Saturday; there were around 50 people there. It was great and his sons had fun. There is a plan to do a BBQ sometime in August or early September.

- E. Social/Hospitality Committee: Ms. Linda Litka reported that committee members are choosing the theme and colors. The end-of-year celebration will be a breakfast event. Ms. Jamison reported that the theme will be ***HS/EHS Sowing Seeds Together***.
- F. Parent Ambassador Report: Ms. Jamison went over the button recall.
- G. Maternal, Child and Adolescent Health Advisory Board: The next meeting is September 8.
- H. Sacramento Medi-Cal Dental Advisory Committee: Ms. Self reported that attendees went over Liberty Dental billing and some sort of incentive program so more dentists will offer their services. Access is also trying to get an incentive program. The next meeting is on Thursday. Ms. Williams stated that there was discussion of the fact that some dentists offer their services but are not compensated. Ms. Campos is a huge advocate on how to help get their children an appointment. She is holding parents accountable so less federal money needs to be used unnecessarily.
- I. Community Reports: Ms. Jenna Kline bought information on Oh Noah; most of it is geared toward teaching your children Spanish. She also has summer material, book marks, and other things to help children read. In addition, Channel 6 (Public Broadcasting System) has their own reading book list posted on their website. There is a Spanish language, Channel 6.4, which is a tool to assist children to learn Spanish.

Ms. Nicole Chilton reported that they still have their summer half day camp going on. There have been a lot of people interested and there is a wait list. Contact her if board members are interested in participating. Birth and Beyond recently offered CPR training that provided certification to interested clients. This event had only one person show up for the event. They will be hosting another CPR training and will change it so there is a small refundable registration fee. It will be Friday, July 24. Come to the site and prepay the \$10.00. Ms. Chilton thanks Head Start; this is a great body to be a part of. She acknowledged Ms. Katherine Yaipen-Faultner for her outstanding work as a home visitor. She also worked very hard to become a citizen.

- J. Community Action Board: The next meeting is July 8.

## **VI. Other Reports**

- A. Executive Director's Report: Ms. Kathy Kossick distributed information on the Sacramento Promise Zone. It's important for a community to have this designation. Sacramento is one of eight new Promise Zones selected by the Obama Administration. The Administration will provide federal support to communities with high poverty and economic disadvantages. The Sacramento Housing and Redevelopment Agency and key partner's goals include an interest to increase economic activity, improve educational opportunities, improve health and wellness, and facilitate neighborhood revitalization. The Sacramento Promise Zone includes some of the economically hardest hit neighborhoods in the city. This is a positive move in getting money into our communities.

- B. Chair's Report: No report.
- C. Head Start Deputy Director's Report: Parker Avenue has been closed for eight months undergoing a renovation. They will be reopening soon and there will be an open house Tuesday, June 30. The tour will be at 9 a.m. with ribbon cutting at 10 a.m. The program is expanding from 53 to 85 kids.

Ms. Lee reported that the EHS partnership grant program is a center based year round program. SETA is moving along with KinderWorld and Sacramento City USD but the other partner, National Human Development Foundation (NHDF) decided to pull out of the program. The Sacramento County Office of Education will continue working as the primary Partner to support KinderWorld. This new partnership program will be operational by July 1st. KinderWorld will serve 36 children and the eight slots from National Human Development Foundation will be assigned elsewhere.

Ms. Lee reported that the feds recently released new proposed regulations; they are allowing the public to make comments. Staff is hoping to host a countywide meeting for a unified voice on feedback in July. Programs/individuals have until August 18 to offer comments on the regulations. The proposed full making shows there is more energy being invested in school readiness. There are new ways to look at what is school readiness. There will be a shift in the thought process as to what it takes to get a child school ready. Classes will be held six hours a day or more, and the four hour program will no longer be available. The new regulations are proposing to do away with the home base model (without special approval) and move everything toward the center based model. The handout will be provided at the next meeting so parents can see what is coming up and they can participate in the public comment period. Each delegate director has received this information and they will share with their parents.

Ms. Amanda Self asked what will happen to all of the Home Base families. Ms. Lee replied that the feds are expecting children to go to the center based program. Special permission will be needed from the government if there are families requesting Home Base services. The plan is to use \$1.1 billion to support the proposed changes, including the six-hour, center based program days. They are talking a lot more about quality rather than quantity. These proposed changes may force programs to reduce enrollment to implement the new requirements.

Ms. Lee will continue to keep parents informed regarding these proposed changes and make sure that the message is clear regarding what Washington, D.C. is planning. It is up to parents to decide whether or not to contact their elected members. Staff can also provide information to parents where they can go to provide feedback on the impact of the changes .

Ms. Lee stated that the changes are complimentary to the public school system since the State already provides a six-hour program. The public comment time is open right now and parents interested in providing comments can send them directly to the Office of Head Start via their feedback page.

Ms. Lee stated that it will take a while for the feds to respond to every single comment regarding the proposed regulation changes. It may take up to two years before the changes are in effect.

Ms. Denise Lee extended thanks for the panel sharing their stories at the Parent Leadership Institute.

- D. Head Start Managers' Reports
  - ✓ Brenda Campos: No report.
  - ✓ Lisa Carr: No report.
  - ✓ Karen Gonzales: Ms. Gonzales distributed information on recent benchmark results for children.

Ms. Lovelady excused at 11:05 a.m.

- E. Open Discussion and Comments: Ms. Williams stated that low income and disabled persons can go to the federal or state parks website to locate low entrance fee.
- F. Public Participation Ms. Terri McMillin stated that she is grateful for participating in the Head start activities. She was the person that brought the possibility of visiting the Sacramento Railroad Museum to her site supervisor. She thanked the board for allowing her to participate.

**VII. Adjournment:** The meeting was adjourned at 11:09 a.m.

ITEM III-A - ACTION

APPROVAL OF CHANGES TO THE SETA PERSONNEL  
POLICIES AND PROCEDURES

BACKGROUND

The SETA Personnel Policies and Procedures provide direction to staff and periodically need to be updated in response to changes in technology, laws, regulations, and the work environment.

The following changes need to be made to the Policies and Procedures:

1. Section 1.05 Equal Opportunity Employer
  - a. In response to additional protections added into law since 2000.
2. Section 2 Definitions
  - a. Clarifying current practice and in response to legal changes under the Affordable Care Act and California Paid Sick Leave.
3. Addition of Section 5.15 Temporary Employees
  - a. In response to the Affordable Care Act.
4. Addition of Section 9.13 Paid Sick Leave for Temporary Staff
  - a. In response to California Paid Sick Leave.
5. Section 11.05 Vehicle Policy
  - a. Modified in response to current work practices and Motor Vehicle laws regarding cell phone use.

FISCAL IMPACT: \$149,000 (\$9,000 Paid Sick Leave), (\$140,000 ACA Compliance)

RECOMMENDATION:

That the Policy Council approves the above noted changes in the SETA Personnel Policies and Procedures .

NOTES:

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

# Equal Opportunity Employer

## Section 1.05

The Agency is committed to providing equal employment opportunity to all qualified persons in matters affecting, but not limited to, recruitment, employment, compensation, benefits, promotions, training, tuition assistance, discipline, transfer and layoff practices without regard to a person's race, color, religion, national origin, disability, sex, age, sexual orientation, marital status, ~~or~~ veteran status, gender identity, genetic information, or any other legally protected characteristic.

## Definitions

### Section 2

#### Status, Type of

There are three (3) types of status. The continuation of this status is contingent upon continuity of funding by the Federal Government. They are acquired as follows:

- A. **Regular** Acquired by an employee who has been lawfully retained in her/his position after the probationary period, or an exempt employee as provided in these Policies and Procedures. There is no status, or right of transfer to either the City of Sacramento or the County of Sacramento.
- B. **Probationary** Acquired by an employee who has been certified and appointed but who has not completed the probationary period as provided by these Policies and Procedures.
- C. **Temporary** Acquired by an employee who has been appointed to fill a position on a temporary basis in the absence of an eligible list, or to perform relief or extra-board work in a particular class, or as a military replacement and may or may not be eligible for benefits. Approval by the Board, Council/Committee, will be required before any employee can be retained in a temporary position for a period exceeding three (3) months.

~~Temporary Employee—An employee who is ineligible for benefits and has no transfer rights or appeal rights.~~

NEW:

## **Temporary Staff**

### **Section 5.15**

It is the policy of the agency to utilize temporary staff only as needed to ensure that the Agency's needs are met.

- A. Utilization of Temporary Staff: In order to utilize temporary staff- approval must be obtained from the Executive Director. In getting approval the position, the expected number of hours and the anticipated duration of the assignment must be defined.
- B. Benefits: In accordance with the Affordable Health Care Act:
  - a. Temporary employees who are on the payroll that are expected to work an average of 30 hours a week or 1,560 hours or more for the year will be automatically enrolled in the Agency/County medical benefits, unless they choose to decline coverage.
  - b. Temporary employees who are on the payroll that are not expected to work an average of 30 hours a week or more for the year will not be offered medical benefits. After 12 months of employment their hours will be reviewed and if the average hours were 30 hours or 1,560 hours or more they will be automatically enrolled in medical benefits, unless they choose to decline coverage.
  - c. The Agency determines temporary employee's eligibility to participate in Agency/County medical benefits, unless they choose to decline coverage.
- C. In the event that any of the terms or provisions of this policy are declared invalid or unenforceable by any Court of competent jurisdiction or any Federal or State Government Agency having jurisdiction over the subject matter of this Agreement, the remaining terms and provisions that are not effected thereby shall remain in full force and effect.
- D. In the event that any of the terms or provisions of this policy are altered due to changes in Local, State, or Federal law those changes will take effect in lieu of the terms outlined in this policy, the remaining terms and provisions that are not effected thereby shall remain in full force and effect.

New

# **Paid Sick Leave for Temporary Staff**

## **Section 9.13**

Sick leave credits shall be earned by temporary staff that are paid through the SETA payroll system in accordance with the California Paid Sick leave requirements.

- A. Sick leave credit shall accrue to the employee upon completion of the regular work assignment on the last day of the bi-weekly pay period in which it is earned.
- B. Sick leave is accrued as follows:
  - a. Sick leave credits shall accrue on the basis of 1 hour per 30 hours worked, and may be accumulated up to 48 hours or 6 days.
- C. Temporary staff, that have completed at least 90 days of employment, may utilize their accumulated sick leave when unable to perform their work duties by reason of:
  - a. Illness
  - b. On or off-the job injury
  - c. Necessary medical or dental care, as long as they had provided reasonable notice to their scheduling supervisor.
  - d. Exposure to contagious disease under circumstances by which the health of employees or members of the public would be endangered by the attendance of the employee.
  - e. Illness or death in the employee's immediate family
  - f. Pregnancy
  - g. Attendance, at any location, during a serious medical treatment or operation, including childbirth, performed upon a spouse, child or close living relative residing with the employee.
  - h. An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- D. The agency may also require a fitness for duty examination or release upon return from absence for a serious illness, injury, or exposure to a contagious disease.
- E. An employee may use up to 24 hours of sick leave in a 12 month period. To utilize the benefits, the Temporary staff member must request payment of sick leave hours, which



hours can only be used on a day that the Temporary staff member was scheduled to work or was working. The agency reserves the right to request documentation regarding the need to utilize sick leave.

- F. Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited.
- G. Accrued Sick leave benefits will not be cashed out upon termination. However, if a Temporary staff member returns within a year of terminating their employment their previous balance will be restored.
- H. In the event that any of the terms or provisions of this policy are declared invalid or unenforceable by any Court of competent jurisdiction or any Federal or State Government Agency having jurisdiction over the subject matter of this Agreement, the remaining terms and provisions that are not affected thereby shall remain in full force and effect.
- I. In the event that any of the terms or provisions of this policy are altered due to changes in Local, State, or Federal law those changes will take effect in lieu of the terms outlined in this policy, but the remaining terms and provisions that are not affected thereby shall remain in full force and effect.

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## **Vehicle Policy**

### *Section 11.05*

- A. It is policy that all vehicles owned by SETA will be used for official SETA business only and will be operated in a manner consistent with all safety and legal requirements of the State. All employees using privately owned vehicles to conduct SETA business are bound by provisions of this policy.
- B. Use of SETA-Owned Vehicles
  - 1. Any costs for repairing damaged SETA vehicles resulting from willful misconduct by the employee having custody of the vehicle may be recoverable at the option of SETA from the employee.
  - 2. SETA-owned vehicles will be used to transport authorized SETA employees on official SETA business or persons directly related to the official SETA business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or other emergency.
  - 3. The driver of a motor vehicle used on SETA business must verify that the vehicle is in good operating condition before embarking on a trip.

4. SETA vehicles shall not be utilized by any employee for “out-of-town Travel” (i.e., 25 miles beyond the City limits) without prior approval of the Executive Director or designee.
5. Any employee authorized to use a SETA-owned vehicle for official SETA business shall have a valid California Driver’s License.
6. Employees who are required to drive as a part of their duties, or who are required to possess or have the ability to obtain a valid California Driver’s License, who have their License suspended, must notify Personnel and the supervisor of that suspension as soon as possible, but no later than the beginning of the next regularly scheduled work shift.
7. It is expected that the employee will return the vehicle in the condition that the employee received it (No smoking, food wrappers, stains, etc.)

C. Traffic Citations

Traffic citations issued to an employee while using a SETA or personal vehicle on SETA business are the sole responsibility of the employee involved. Parking citations issued to a SETA vehicle are the responsibility of the employee who parked the vehicle.

D. Use of Privately-Owned Vehicle

1. A privately-owned vehicle, while being used for official SETA business, shall be considered an official vehicle and subject to the following Policies and Procedures:
  - a. The vehicle shall be equipped with seat belts;
  - b. The vehicle shall be in sound mechanical condition, adequate for providing required transportation in a safe manner and without unreasonable delay.
2. Any employee authorized use of his/her privately owned vehicle for official SETA business shall have:
  - a. A valid California Driver’s License; and
  - b. Sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws specified in the California Vehicle Code Section 16430.

E. Accident Reporting

1. Reporting of vehicle accidents by a SETA employee driving a SETA-owned vehicle or their own vehicle on SETA business is required; it must be prompt, accurate, and complete. Proper and timely reporting is mandatory because personal and SETA liability are involved.
2. General instructions in case of any accidents are:

- a. Be calm;
- b. Be courteous;
- c. Call the police;
- d. Notify your supervisor immediately;
- e. Do not engage in any conversation or controversy at the scene of the accident regarding damage or loss.
- f. Do not admit fault or discuss the accident with anyone except the police, or the employee's supervisor

F. Employees shall not use cell phones while driving for any purpose other than handsfree GPS for navigation to and from a destination.

ITEM III-B - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM IV-A – INFORMATION

CHILD ENRICHMENT AND PARENT EMPLOYMENT PROJECT PRESENTATION

BACKGROUND:

Ms. Pam Moore, Workforce Development Analyst III, will provide an oral report on the Child Enrichment and Parent Employment Project.

NOTES:

## SINGLE PARENTS: ARE YOU LOOKING TO GET AHEAD?

If you want to:

- get a job, or get a better job;
- get job training;
- find your strengths, and learn how to use them to help yourself, your family, your job and your life;
- get personal support and guidance in changing your life or becoming independent;
- enroll your children at Head Start, or keep them there,



the Child Enrichment and Client Employment Project is for you!

You will have a team of people working with you, including a job coach, a mentor, teachers, and specialists. They will help you move beyond problems that may keep you from being self-reliant. You can get help with transportation, job training, and learn how to get a job that pays a living wage. You and the team work together on your success and your children's success.



What you need:

- Right to Work documents (driver's license/ID & Social Security card);
- The desire to succeed;
- Be available for program services until you start working.

Interested? Contact Pam Moore, SETA, at 263-3734

ITEM IV-B – INFORMATION

PRESENTATION ON OFFICE OF HEAD START (OHS) PERFORMANCE  
STANDARDS NOTICE OF PROPOSED RULEMAKING (NPRM)

BACKGROUND:

Mr. Rick Mockler, Executive Director of the California Head Start Association, will be reviewing the proposed modifications to the Head Start regulations and provide ways in which parents can provide input during this process.

NOTES:

## ITEM IV-C – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- PC/PAC Calendar of Events – Ms. Lynda Williams (attached)
- Parent/Staff Recognitions – Ms. Lynda Williams
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson
- Toastmasters Training – Ms. Lynda Williams
- Community Resources-Parents/Staff – Ms. Lynda Williams

#### NOTES:



**EVENT****DATE**

PC/PAC Joint Executive Committee	Thursday, July 23, 2015 9:00 a.m. Olympus Room
PC/PAC Social Hospitality Committee	Thursday, July 23, 2015 11:00 a.m. Olympus Room
Men's Activities Affecting Children Committee	Friday, July 24, 2015 10:00 a.m. Olympus Room
PC/PAC Bylaws Committee	Friday, July 24, 2015 11:30 a.m. Olympus Room
PC/PAC Social Hospitality Committee	Wednesday, August 5, 2015 1:00 – 2:30 p.m. Olympus Room
Parent Ambassadors Meeting	Friday, August 7, 2015 1:00 p.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, August 11, 2015 1:00 p.m. Oak Room
PAC Executive Committee	Thursday, August 20, 2015 9:00 a.m. Olympus Room
PC Executive Committee	Thursday, August 27, 2015 9:00 a.m. Olympus Room
Parent Ambassadors Recruiting Event	Saturday, August 22, 2015 1:00 p.m. – 7:00 p.m. Hagginwood Park 3271 Marysville Blvd
Men's Activities Affecting Children Committee	Friday, August 28, 2015 10:00 a.m. Olympus Room
PC/PAC Bylaws Committee	Friday, August 28, 2015 11:30 a.m. Olympus Room

# August

2015

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	Thursday, July 23 – PC/PAC Joint Executive Committee – <b>9:00 a.m.</b> – Olympus Room Friday, July 24 – MAACC – <b>10:00 a.m.</b> - Olympus Room Friday, July 24 – Bylaws Committee – <b>11:30 a.m.</b> – Olympus Room					<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> <b>1:00 p.m.</b> Social/Hospitality Meeting Olympus Room	<b>6</b>	<b>7</b> <b>11:30 a.m.</b> Toastmaster's Meeting Shasta Room  <b>1:00 p.m.</b> Parent Ambassadors Meeting Olympus Room	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b> <b>1:00 p.m.</b> Budget/Planning Committee Oak Room	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b> <b>9:00 p.m.</b> PAC Meeting SETA Board Room	<b>19</b>	<b>20</b> <b>9:00 a.m.</b> PAC Executive Meeting Olympus Room	<b>21</b>	<b>22</b> <b>1:00 – 7:00 p.m.</b> Parent Ambassador Recruitment Event Hagginwood Park 3271 Marysville Blvd
<b>23</b>	<b>24</b>	<b>25</b> <b>9:00 p.m.</b> PC Meeting SETA Board Room	<b>26</b>	<b>27</b> <b>9:00 a.m.</b> PC Executive Meeting Olympus Room	<b>28</b> <b>10 a.m.</b> MAACC Meeting Olympus Room  <b>11:30 a.m.</b> Bylaws Committee Olympus Room	<b>29</b>
<b>30</b>	<b>31</b>					

ITEM IV-D – INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

**NOTES:**

**MEMORANDUM**

**TO:** Ms. Willard **DATE:** June 16, 2015  
**FROM:** Mayxay Xiong, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of  
River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$255,905	8/1/13-7/31/14	4/1/14-7/31/14
Early Head Start	Basic	\$432,017	8/1/14-7/31/15	8/1/14-2/28/15

**Monitoring Purpose:** Initial  Follow-up  Special  Final   
**Date of review:** 4/6-4/7/15

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	X			
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		N/A		
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records		N/A		

**Program Operator:** River Oak Center for Children

**Findings and General Observations:**

- 1) The total costs as reported to SETA for the Early Head Start program from April 1, 2014 to February 28, 2015 have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Johannesen **DATE:** June 17, 2015  
**FROM:** Mayxay Xiong, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of  
Sacramento County Office of Education

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT PERIOD</u></b>	<b><u>PERIOD COVERED</u></b>
Early Head Start	Basic	\$271,352	8/1/13-7/31/14	4/1/14-7/31/14
Early Head Start	Basic	\$290,172	8/1/14-7/31/15	8/1/14-2/28/15

**Monitoring Purpose:** Initial  Follow-up Special Final   
**Date of review:** 4/27/14

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

**Program Operator:** Sacramento County Office of Education

**Findings and General Observations:**

- 1) The total costs as reported to SETA for the Early Head Start program from April 1, 2014 to February 28, 2015 have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

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 23, 2015 Policy Council meeting.

<b>GOOD!!!</b>
Thank you Ms. Kathy Kossick for information on the Sacramento Promise Zone.
Thank you Ms. Denise Lee for shared information on the Office of Head Start Notice of Proposed Rulemaking (NPRM) and the update on the EHS partnership.
Thank you Ms. Monica Avila for presenting the mandated ERSEA regulation training updates in a timely manner.
Thank you Ms. Bonnie Bilger for eligibility list presentation.
Thank you Ms. Alma Hawkins for PC/PAC Parent Activity support.
Thank you Parent Leadership Institute training panel for sharing your unique stories.
Thank you Debra Crumpton for a provocative and enlightening Parent Leadership Institute training.
Thank you community resource representatives for shared information.
<b>NEEDS IMPROVEMENT</b>
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.
<b>REMINDERS</b>
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.



- Personnel/Bylaws Committee: Ms. Lynda Williams

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

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- Social/Hospitality Committee: Ms. Lynda Williams

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

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

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

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- Community Action Board: Mr. Calvin Sheppard

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ITEM VI- OTHER REPORTS

BACKGROUND:

- A. 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.

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

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- C. PUBLIC PARTICIPATION: Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.

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# Monthly Head Start Report

## July 2015

### **SETA Operated Program**

#### **Program Support Services**

*Quality Assurance (QA) and Monitoring:* SCUSD Head Start Center-Based Program was monitored on May 18-June 5, 2015 with 10 school sites participating in the review. Summary Report was completed and Exit Meeting was scheduled for July 8, 2015. SJUSD QA Exit Meeting was held on June 8, 2015.

*Unannounced Safety and Supervision Visits:* SETA-Operated Program and SCUSD Full-Day Collaboration Programs that operate year-round received unannounced visits for the last quarter of program year.

*Delegate Closeout for 2014-2015 and Action Plans for 2015-2016:* Closeout letters for Self-Assessment and QA Monitoring have been sent to 2 Delegates in June. Remaining 3 delegates will receive their letters in July. Priority areas for continued monitoring, training and technical assistance for 2015-2016 will be identified on the letters.

#### **Family Engagement**

We are so excited that our Parent Intern project has launched! In the Family Engagement Unit we have a paid Parent Intern who will be working with our unit to develop data entry and computer skills. We have also teamed up with Workforce development to provide a job coach for our parent interns. Not only will they be learning a skill and getting paid for it through Head Start, they will also be working with a job coach to help them through resume writing, assessing skills and looking for a career. We are excited that throughout Head Start that five parents in total will have this opportunity to develop and cultivate job skills.

We are also collaborating with Girls Scouts of America on another parent project. As part of her effort to earn her Silver Award, this Girl Scout will be interviewing parents about their Head Start experience and how Head Start has helped them and their children succeed. These stories will be posted on our web page for potential clients and the public to read. We are looking forward to highlighting all the ways that Head Start works not only with children, but also parents.

During the last month, parents in our Home Based program participated in a BBQ to celebrate summer and as a training on encouraging male participation in the lives of children. This event was very successful with over 50 families participating.

#### **Program Operations**

Summer is here and we are embracing these last couple months before the children leave for kindergarten. Teachers are planning activities that are both fun and educational. This is also a time

where our programs are celebrating the transition of students with family friendly events. We are so excited for the bright futures and educational adventures in store for Head Start graduates.



### **Governance**

The Annual Parent Leadership Institute Training was held Friday, June 12, 2015 at SETA; it was a great success. A panel of former HS/EHS parents and former HS/EHS children, who are now adults, kicked off the training by sharing their stories. Panel participants included:

- Ms. Denise Nelson, former PC/PAC Rep. and current Chair of the Community Action Board (CAB). Ms. Nelson shared ideas and encouragement for staying engaged in your child's education beyond Head Start.
- Ms. Tracy Camille, former HS child and the daughter of Denise. Tracy's story was shared by her mother Denise via letter. Ms. Camille is a successful nurse in Denver, CO.
- Ms. Katherine Yaipen-Faulter, former HS/EHS PAC Rep. and Secretary. Ms. Yaipen-Faulter shared her experience immersing herself in ESL while attending Head Start and ultimately using her volunteer hours to how her "work" experience which landed her a job with AmeriCorp.
- Mr. Joshua Stewart, former HS child and son of Mr. Steven Stewart. Mr. Steven Stewart, former PC/PAC Rep., is currently employed with SETA HS as a Facilities Analyst. Steven's story was shared by his son Joshua. Joshua shared his passion for reading and higher education which were fostered by his parents at a young age.
- Ms. Shondell Pearson, former PAC Rep., currently employed as a HS Intervention Specialist and Shenille Fleming, former HS child and daughter of Shondell. Ms. Pearson shared the importance of being a strong role model for children, life-long pursuits of excellence, and to harness all opportunities that Head Start has to offer. Her daughter Shenille shared her mother was a positive role model for her family and encouraged them to get an education. Shenille plans to further her education in business management; she graduated for Carrington College of California as a Dental Assistant.
- Ms. Tamara Knox, former HS PC/PAC Rep. and Vice Chair. Ms. Knox shared her story of overcoming an abusive relationship and moving on to provide a new life for her and her son. Ms. Knox has published a book and is a freelance photographer.

Each story was unique, inspirational, and heartfelt. It was rewarding to hear how SETA HS/EHS staff had made positive impacts on parents' lives and to know there is life after HS.

The Parent Leadership Institute trainer was Debra Crumpton and the theme was, "My Life, My Quest, Where Do I Go from Here"? Ms. Crumpton is a professor at Sacramento City College teaching business and business technology. She has a Master's Degree in Business Administration from Golden State College in San Francisco and currently completing her doctorate in Leadership & Organizational Behavior through Walden University. Ms. Crumpton was powerful, energizing, enlightening, thought provoking, and engaging. Mr. Kenneth Tate, PC/PAC Vice Chair and Parliamentarian, described her as "off the chain; where did you get her?" Ms. Amanda Self, PC Secretary, commented that Debra was a phenomenal speaker and recommended her for future parent leadership trainings. Parents really enjoyed an exercise on identifying their leadership traits and how others perceive them as leaders. Ms. Jasmine Jamison, PAC Chair, described the exercise as "A blessing to see how someone else perceives you; it was a once in a lifetime opportunity." The goal of training was to bring about positive life changes. Parents were encouraged to connect with their inner self to discover their purpose and mission in life. They were made to feel worthy and valued. To believe in themselves, to know they deserve only the best in life and to fulfill their dreams, whatever they may be. Thanks to parent leaders and Family Services Workers for attendance and participation, and in-house staff for assistance in making the training a big success. Finally, thank you to Debra and panel members for an awesome training. It was all that it was meant to be and more. Thank you Ms. Alma Hawkins!

The PC/PAC Annual Parent Activity was held Friday, June 19, with a tour of the California State Railroad Museum. The tour guide shared a wealth of history on the railroad. After the tour, attendees enjoyed brunch at Perko's. An amnesty citizenship celebration was observed and parents shared it was nice to see smiles on faces of those who had just become US citizens. Mr. Calvin Sheppard shared it was his first experience riding the light rail and city bus. The activity provided an opportunity for parents to spend quality time together during an educational activity.

Ms. Kathy Kossick, Executive Director, shared information on the Sacramento Promise Zone at the June PC meeting. Sacramento is one of eight new Promise Zones selected by the Obama Administration. The Administration will provide federal support to communities with high poverty and economic disadvantages. The Sacramento Housing and Redevelopment Agency and key partner's goals include an interest to increase economic activity, improve educational opportunities, improve health and wellness, and facilitate neighborhood revitalization. The Sacramento Promise Zone includes some of the economically hardest hit neighborhoods in the city. This is a positive move in getting money into our communities.

## **Elk Grove Unified School District**

### **Enrollment**

Elk Grove Unified School District Head Start had fourteen (14) 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 9. Average daily attendance in the ten (10) classes that remained open in June was 89%.

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

The program educators and clerks have worked closely with the PreK social worker, Catherine Barbero and with the PreK psychologist, Alicia Valero-Kerrick to place students with an active IEP into the Head Start program. The program served 47 students (10%), with active IEP's during the 2013-2014 school year.



### **Health Services Update**

In June, 1032 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 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**

- Summer is a busy time for our Child Development Nurses. Nurse Lori and Nurse Lisa have been working hard on classroom files so everything will be ready in the Fall for new and returning students. All Head Start files are being reviewed, calls are being made to physicians for clarification of labs (low Hgb, high leads, etc.) and nurses have been busy assisting staff and families with questions regarding the health information portion of their enrollment packets.
- Nurses have been engaged in a variety of other tasks as well. Throughout the summer, parents are being called to pick-up, complete and return health conditions packets. Parents are also being asked to bring in medications so that Emergency Care Plans can be written and med bags/med boxes can be prepared for the start of school. The nurses are continuing to work closely with Nutrition Services to ensure that they will have the information needed for Special Diets so teachers can be trained before the first day of school.
- As families are coming in to register and children are being screened for hearing, vision, and blood pressure. In addition to information about nutrition, iron, lead and dental, families are being given a Poison Control magnet and the phone number for Dial-A-Story.
- Nurse Lori coordinates the dental varnish calendar with the County of Sacramento's Smilekeepers program and she has begun preparing the dental varnish classroom packets for the coming year. While conducting all the normal summer tasks, nurses are also continuing to provide support to five Children Center classrooms that have remained open in the summer.

### **Education**

- June 12, 2015 was the last day of instruction for the 10 month Head Start classrooms.
- Six resource staff and three Early Head Start teachers attended the DRDP 2015 training at SCOE.

### **Mental Health & Family Engagement**

- Social workers continued to support teaching staff in classrooms to provide intervention and strategies for children, families and staff.
- Social Worker, Janet Love, presented at a parent workshop for home-base and preschool families. The focus of the workshop was on Stress Management and Stranger Danger.

### **Family and Community Engagement**

- June 4<sup>th</sup> was the last meeting of the Policy Committee for the 2014-2015 school year. Policy committee representatives were presented with certificates of appreciation, honoring their commitment to the children and families of the SCUSD Child Development Program. Following the meeting, parents were treated to a variety of deserts and fun conversations. The committee will reconvene in September for the 2015-2016 school year.
- Summer Staff will be working together to plan parent engagement workshops and activities for the 2015-2016 school years.
- Social Workers continued monitoring the FPA process during the final goal setting period for SCUSD families enrolled in the 2014-2015 school year. Social Workers and School Community Liaisons followed up with families as needed.
- Social Workers and the Data Specialist are finalizing the PIR. Staff is preparing for the 2015-16 PIR changes regarding the Father Involvement data collection.
- Family Development Credential (FDC) training will continue during the summer.
- SCUSD's Teaching Pyramid Leadership Team continues planning for CA Teaching Pyramid/CSEFEL implementation, including additional coaching and training for staff in the 2015-16 school year.
- SCUSD is preparing for the opening of the additional EHS centers by July 1<sup>st</sup>. Resource staff teams are working together in planning and coordination for the EHS Program. EHS staff is receiving training regarding EHS policies and procedures.

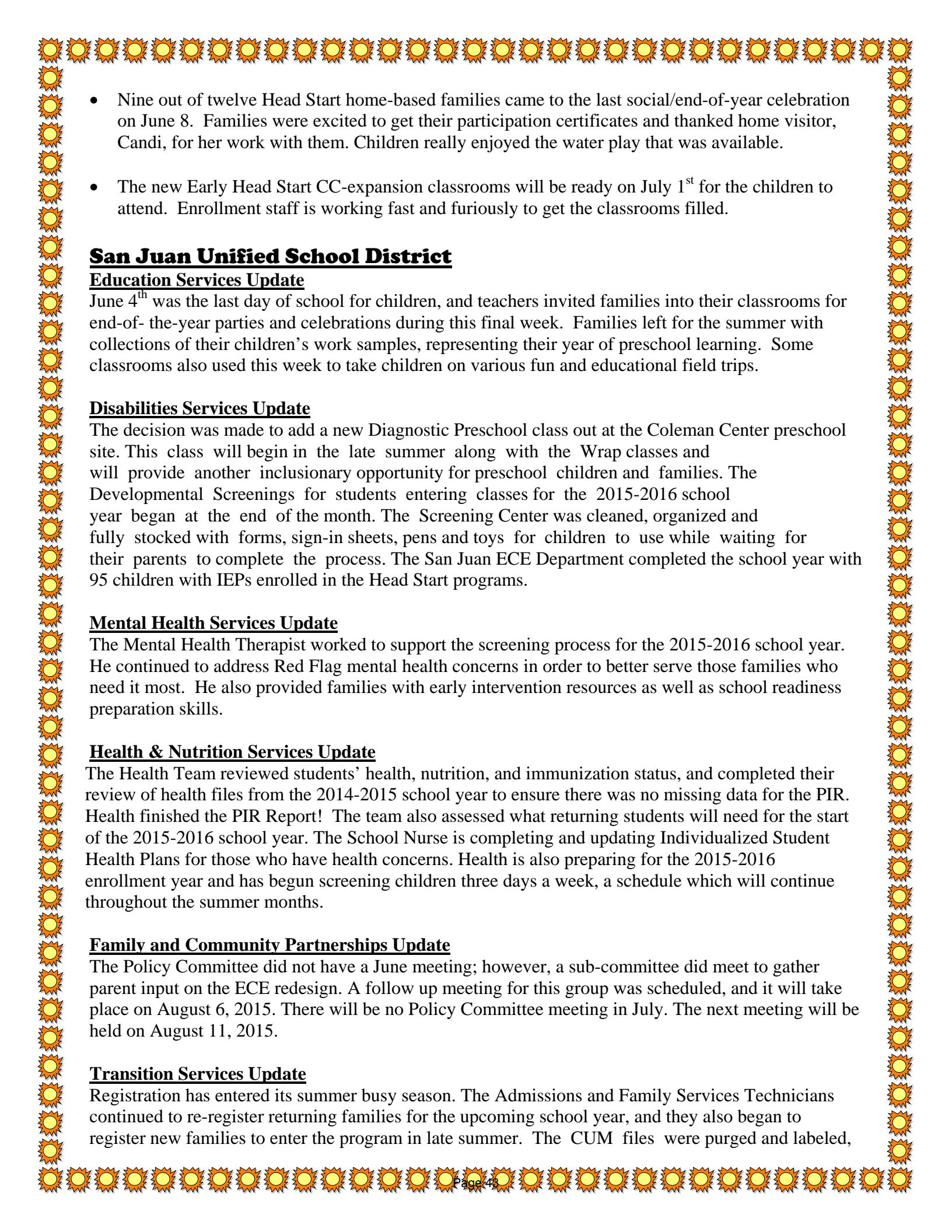
### **Special Education**

- In June, the SCUSD Child Development program served 162 preschoolers with IEPs and 17 Early Head Start students with IFSPs. The program has been actively enrolling students in collaboration with SCUSD's special education department and Sacramento County Office of Education to fully include students with disabilities in our preschool and infant toddler programs for the upcoming 2015-2016 school year and in our EHS expansion programs.
- The Head Start preschool full inclusion classrooms will continue collaborative programs at Edward Kemble, Earl Warren, Isador Cohen, Hiram Johnson, and Ethel I Baker, as in previous years, for children with mild to moderate and moderate to severe special needs. Children with disabilities are fully included throughout the Early Head Start program year.

### **Early Head Start and Home-Based**

- Teachers for the new EHS Expansion classrooms have been assigned and training began June 23. Other EHS positions have been posted.
- The EHS social on June 19 had around 8 families that attended and enjoyed being at the Hiram Johnson Family Education Center. Families learned about summer and water safety and received free life jackets of different sizes for their whole family.



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- Nine out of twelve Head Start home-based families came to the last social/end-of-year celebration on June 8. Families were excited to get their participation certificates and thanked home visitor, Candi, for her work with them. Children really enjoyed the water play that was available.
  - The new Early Head Start CC-expansion classrooms will be ready on July 1<sup>st</sup> for the children to attend. Enrollment staff is working fast and furiously to get the classrooms filled.

## **San Juan Unified School District**

### **Education Services Update**

June 4<sup>th</sup> was the last day of school for children, and teachers invited families into their classrooms for end-of-the-year parties and celebrations during this final week. Families left for the summer with collections of their children's work samples, representing their year of preschool learning. Some classrooms also used this week to take children on various fun and educational field trips.

### **Disabilities Services Update**

The decision was made to add a new Diagnostic Preschool class out at the Coleman Center preschool site. This class will begin in the late summer along with the Wrap classes and will provide another inclusionary opportunity for preschool children and families. The Developmental Screenings for students entering classes for the 2015-2016 school year began at the end of the month. The Screening Center was cleaned, organized and fully stocked with forms, sign-in sheets, pens and toys for children to use while waiting for their parents to complete the process. The San Juan ECE Department completed the school year with 95 children with IEPs enrolled in the Head Start programs.

### **Mental Health Services Update**

The Mental Health Therapist worked to support the screening process for the 2015-2016 school year. He continued to address Red Flag mental health concerns in order to better serve those families who need it most. He also provided families with early intervention resources as well as school readiness preparation skills.

### **Health & Nutrition Services Update**

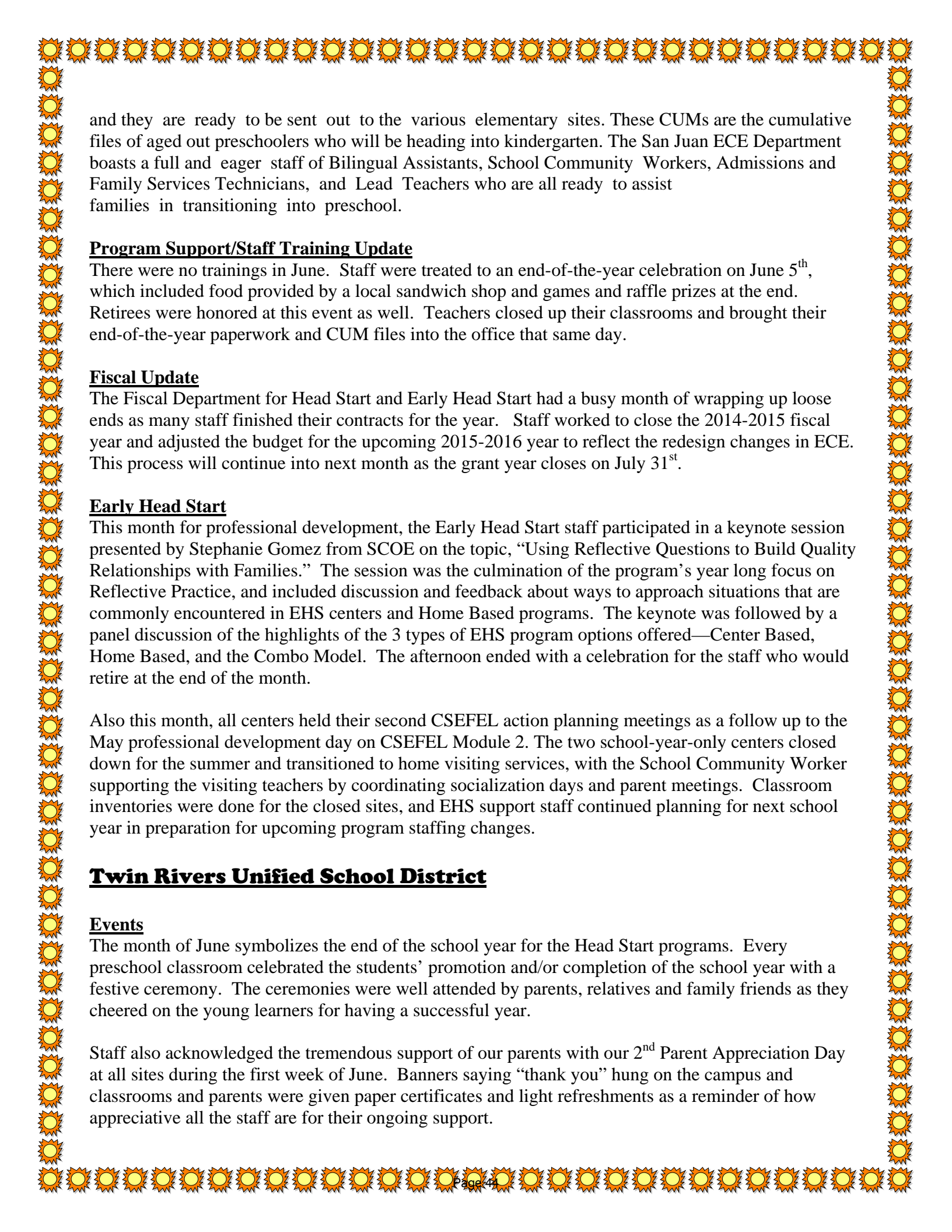
The Health Team reviewed students' health, nutrition, and immunization status, and completed their review of health files from the 2014-2015 school year to ensure there was no missing data for the PIR. Health finished the PIR Report! The team also assessed what returning students will need for the start of the 2015-2016 school year. The School Nurse is completing and updating Individualized Student Health Plans for those who have health concerns. Health is also preparing for the 2015-2016 enrollment year and has begun screening children three days a week, a schedule which will continue throughout the summer months.

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

The Policy Committee did not have a June meeting; however, a sub-committee did meet to gather parent input on the ECE redesign. A follow up meeting for this group was scheduled, and it will take place on August 6, 2015. There will be no Policy Committee meeting in July. The next meeting will be held on August 11, 2015.

### **Transition Services Update**

Registration has entered its summer busy season. The Admissions and Family Services Technicians continued to re-register returning families for the upcoming school year, and they also began to register new families to enter the program in late summer. The CUM files were purged and labeled,



and they are ready to be sent out to the various elementary sites. These CUMs are the cumulative files of aged out preschoolers who will be heading into kindergarten. The San Juan ECE Department boasts a full and eager staff of Bilingual Assistants, School Community Workers, Admissions and Family Services Technicians, and Lead Teachers who are all ready to assist families in transitioning into preschool.

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

There were no trainings in June. Staff were treated to an end-of-the-year celebration on June 5<sup>th</sup>, which included food provided by a local sandwich shop and games and raffle prizes at the end. Retirees were honored at this event as well. Teachers closed up their classrooms and brought their end-of-the-year paperwork and CUM files into the office that same day.

### **Fiscal Update**

The Fiscal Department for Head Start and Early Head Start had a busy month of wrapping up loose ends as many staff finished their contracts for the year. Staff worked to close the 2014-2015 fiscal year and adjusted the budget for the upcoming 2015-2016 year to reflect the redesign changes in ECE. This process will continue into next month as the grant year closes on July 31<sup>st</sup>.

### **Early Head Start**

This month for professional development, the Early Head Start staff participated in a keynote session presented by Stephanie Gomez from SCOE on the topic, “Using Reflective Questions to Build Quality Relationships with Families.” The session was the culmination of the program’s year long focus on Reflective Practice, and included discussion and feedback about ways to approach situations that are commonly encountered in EHS centers and Home Based programs. The keynote was followed by a panel discussion of the highlights of the 3 types of EHS program options offered—Center Based, Home Based, and the Combo Model. The afternoon ended with a celebration for the staff who would retire at the end of the month.

Also this month, all centers held their second CSEFEL action planning meetings as a follow up to the May professional development day on CSEFEL Module 2. The two school-year-only centers closed down for the summer and transitioned to home visiting services, with the School Community Worker supporting the visiting teachers by coordinating socialization days and parent meetings. Classroom inventories were done for the closed sites, and EHS support staff continued planning for next school year in preparation for upcoming program staffing changes.

## **Twin Rivers Unified School District**

### **Events**

The month of June symbolizes the end of the school year for the Head Start programs. Every preschool classroom celebrated the students’ promotion and/or completion of the school year with a festive ceremony. The ceremonies were well attended by parents, relatives and family friends as they cheered on the young learners for having a successful year.

Staff also acknowledged the tremendous support of our parents with our 2<sup>nd</sup> Parent Appreciation Day at all sites during the first week of June. Banners saying “thank you” hung on the campus and classrooms and parents were given paper certificates and light refreshments as a reminder of how appreciative all the staff are for their ongoing support.

## **Professional Development**

The training calendar for 2015-16 has been created for the upcoming Professional Development Days during the school year and in August. The training focus will continue to be the CLASS domains, ECERS refresher and the implementation of the ASQ and ASQ-SE assessments for all teaching staff.

## **Components**

Each Community Liaison finalized their Family Partnership Agreements with the Head Start families prior to the end of the school year. The staffing group completed the final monthly nutrition activities and finished tracking of blood lead results, hemoglobin and lead risk assessments for Childplus tracking purposes. The Community Liaisons inputted the final data into Childplus and finished analyzing their numeric data for the PIR.

Our School Social Worker/Counselor is still on maternity leave until August 2015 and the programs have a substitute Social Worker, Mr. Grant, who is on all sites from Monday through Thursday and assists with classroom support, behavior plans and facilitating parent meetings. The MSW Intern is on-site two days per week and assists with friendship and social skills groups with the students. He is participating in classroom support for behavioral concerns. Mr. Grant finished the remaining School Readiness meetings for students going to kindergarten and TK next year and parents were provided information about Kinder Kamp and summer academic activities.

The Head Start programs continue with a contracted SLP to assist with the speech screenings and testing while the district still looks for permanent staff. The SLP has started speech services for the students with IEPs and continues the testing process for students with failed screenings. The Head Start Director continues to be in constant communication about the plans for speech services for the upcoming school year.

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

The enrollment for the 2015-16 school year has begun and the program is about 58% full to date. Recruitment efforts continue including fliers to the local business and personal calls to parents who have picked up packets. Door hangers and mailers to the respective zip codes will also be delivered in June and the school office will remain open 2 days during the summer months for enrollment.

## **Policy and Parent Committees**

The monthly meeting was held on June 8, 2015 at Morey. The agenda included the approval of the minutes from the May meeting and a celebration potluck. Meetings will resume in August 2015 after the summer break.

## **Fiscal**

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

## **WCIC**

### **Enrollment**

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

### **Training**

WCIC/Playmate Head Start Program's Teachers attended the Desired Results Developmental Profile 2015 (DRDP 2015) Training by Sacramento County Office of Education on June 26, 2015 at Mather, CA. The DRDP is an observation tool for teachers to record the individual progress. The DRDP is administered through observation in natural settings either through teacher observations, family observations or examples of children's work. The session was on how to effectively use the DRDP 2015 with children in the program. There are eight Domains of the DRDP (2015). The focus of each domain is on the acquisition of knowledge, skills, or behaviors that reflect each domain's developmental constructs. Domain 1: Approaches to Learning- Self-Regulation (ATL-REG); Domain 2: Social and Emotional Development (SED); Domain 3: Language and Literacy Development (LLD); Domain 4: English-Language Development (ELD); Domain 5: Cognition, Including Math and Science (COG); Domain 6: Physical Development-Health (PD-HLTH); Domain 7: History-Social Science (HSS); and Domain 8: Visual and Performing Arts (VPA). The levels for each DRDP (2015) measure describe a developmental continuum, ranging from earlier developing to later developing competencies. The number of levels in a measure varies depending on the competencies that are appropriate for that measure's developmental continuum. The levels are organized under four categories that reflect a developmental continuum from early infancy up to kindergarten entry: Responding, Exploring, Building, and Integrating.

### **Education**

Ms. Edenausageboye Davis, Executive Director/Head Start; Ms. Janet Wong-Acorda, Head Teacher; and Ms. Irene Ladd, Coach from Sacramento County Office of Education met on June 17, 2015 to discuss the Early Childhood Environment Rating Scale (ECERS-R) Summary Report dated May 27, 2015 on Class 1600 E. Ms. Ladd stated that on a substantial portion of the day for at least one hour and twenty minutes there needs to be books available to children during indoor and outdoor time. Therefore, the WCIC/Playmate Head Start Program's Daily Schedule will be revised in 2015-2016 school year to ensure more time is given for literacy. Ms. Ladd provided a copy of a more thorough Hand Washing and Sanitizer Policy as a guide for developing a revised policy for WCIC/Playmate Head Start Program. Other suggestions included: musical instruments for outside activities and 4 or more items of math materials available for the children during free choice/work time. Ms. Ladd will schedule the next meeting for August 2015.

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

None to report.



# SETA Head Start Food Service Operations Monthly Report \*June 2015

**June 4th** - Last day for WCIC Classes.

**June 5th** - Minimum day Preschool & EHS full day classes.

**June 8th to 12th** - Painting at Marina Vista & Fruitridge - one full day class will be held at Alder Grove.

**June 15th to 30th** - Marina Vista still at Alder Grove.

**June 15th to 26th** - Painting at Mather - classes held at Bright Beginnings.

**June 19th** - Home Base Preschool Daddy & Me BBQ - potato salad provided.

**June 20th** - Daddy & Me Fishing Activity - breakfast provided for 200 guests.

**June 22nd** - Norma Johnson Daddy & Me 20 extra breakfast & lunch provided.

**June 26th** - North Avenue Daddy & Me 35 extra breakfast & 25 extra lunches provided.  
Daddy & Me also at Sharon Neese for a BBQ, potato salad provided.

**Meetings & Trainings:**

None

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
33,264	20,740	21,860	1460

Total Amount of Meals and Snacks Prepared 77,324

Purchases:

Food	\$60,631.57
Non - Food	\$11,189.20

Building Maintenance and Repair: \$349.38

Janitorial & Restroom Supplies: \$496.82

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$514.92

Vehicle Gas / Fuel: \$1,537.07  
Normal Delivery Days 22



# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(June 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 (243)	26 (10.6 %)	N/A
Elk Grove USD (480)	47 (9.8 %)	N/A
Sacramento City USD (1312)(144)	162 (12.3 %)	17 (11.8%)
San Juan USD (700) (160)	95 (13.3%)	27 (17 %)
WCIC (120)	12 (10 %)	N/A
SETA (2002) (349)	244 (12 %)	84 (24%)
<b>County (4857)* (653)**</b>	<b>589 (12%)</b>	<b>128 (19.2%)</b>

\*AFE = Annual Funded Enrollment

\*\*% AFE = Percentage of Annual Funded Enrollment

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

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/30/15	(b) % Actual to Funded	(c) Average Daily Attendance for Month %
Elk Grove USD	480 (200)	200**	100	89
Sacramento City USD	1,312	1,270*	97	76
SETA	2,002 (1,662)	1,757**	106	71
San Juan USD	700	690*	99	74
Twin Rivers USD	243	218*	90	90
WCIC/Playmate	120 (0)	Not in Session**	N/A	N/A
<b>Total</b>	<b>4,857 (4,117)</b>	<b>4,135</b>		

\*In accordance with the Performance Standards, some delegate agencies did not replace vacancies within 60 days of the end of the program year.

\*\*Some programs closed or reduced enrollment during the month of June.

**Early Head Start**

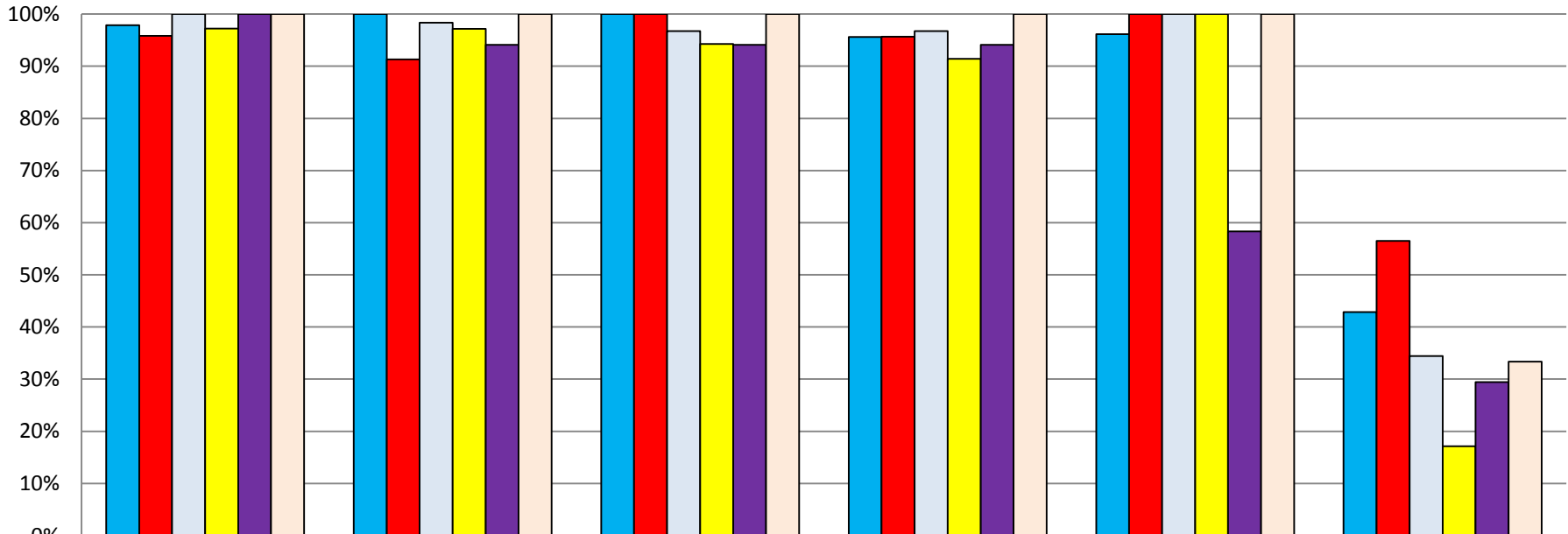
Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/30/15	(b) % Actual to Funded	(c) Average Daily Attendance for Month %
Sacramento City USD	144	144	100	87
SETA	349	366	105	72
San Juan USD	160	161	101	76
<b>Total</b>	<b>653</b>	<b>671</b>	103	

(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.

## Unannounced Safety and Supervision Visits Conducted by QA Unit 2/14/15 - 5/15/15 Compliance %



	# of Classes	% of Classes Visited	Indicator 1	Indicator 2	Indicator 3	Indicator 4	
■ SOP	94	98%	100%	100%	96%	96%	43%
■ EGUSD	24	96%	91%	100%	96%	100%	57%
□ SCUSD	61	100%	98%	97%	97%	100%	34%
■ SJUSD	36	97%	97%	94%	91%	100%	17%
■ TRUSD	17	100%	94%	94%	94%	58%	29%
□ WCIC	6	100%	100%	100%	100%	100%	33%

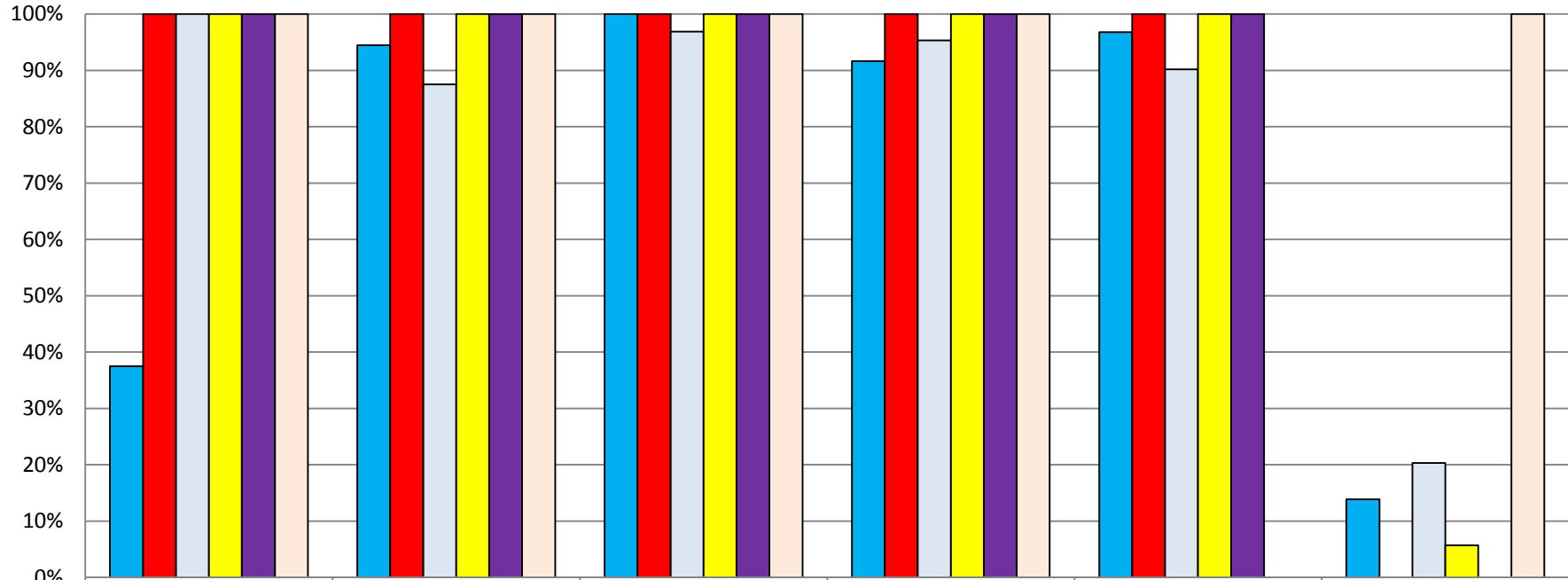
- Indicator 1** - Children are within sight and sound of teaching staff at all times.
- Indicator 2** - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).
- Indicator 3** - Teaching staff are able to reply immediately and accurately as to how many children are in attendance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

\*\* Did not apply at time of visit



## Unannounced Safety and Supervision Visits Conducted by Delegates 2/13/15 - 5/15/15 Compliance %



	# of Classes	% of Classes Visited	Indicator 1	Indicator 2	Indicator 3	Indicator 4	
■ SOP	96	38%	94%	100%	92%	97%	14%
■ EGUSD	24	100%	100%	100%	100%	100%	0%
□ SCUSD	64	100%	88%	97%	95%	90%	20%
■ SJUSD	35	100%	100%	100%	100%	100%	6%
■ TRUSD	17	100%	100%	100%	100%	100%	0%
□ WCIC	6	100%	100%	100%	100%	0%	100%

**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

\*\* Did not apply at time of visit