

**GOVERNING BOARD**

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Board of Supervisors  
County of Sacramento

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**SOPHIA SCHERMAN**  
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**ADMINISTRATION**

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Executive Director

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*Thought of the day: "When we give unconditional love to children, we give the most valuable gift we have."*

*~~Katherine M. Olson*

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

**DATE:** Tuesday, May 24, 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](http://www.seta.net).

**AGENDA**

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- Lisa Carr - Family Engagement, Home Base, and ERSEA Services
- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
  - ✓ Quality Assurance Report for:
    - Twin Rivers Unified School District
- Martha Cisneros - Health, Nutrition and Safe Environments Services
- Karen Gonzales - School Readiness, Special Education and Mental Health Services

E. Open Discussion and Comments

F. Public Participation

## VII. Adjournment

**DISTRIBUTION DATE: WEDNESDAY, MAY 18, 2015**

Policy Council meeting hosted by:  
Kenneth Tate (Chair), Linda Litka (Vice Chair), vacant (Secretary),  
Tyrone Broxton (Treasurer), Reginald Castex (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Lydia Razo, Elk Grove Unified School District
- \_\_\_\_\_ Tyrone Broxton, Elk Grove Unified School District
- \_\_\_\_\_ Phoua Lee, Sacramento City Unified School District
- \_\_\_\_\_ Andrea Scharnow, Sacramento City Unified School District
- \_\_\_\_\_ Linda Litka, San Juan Unified School District
- \_\_\_\_\_ Amanda Robinson, San Juan Unified School District
- \_\_\_\_\_ Erica Williams, Twin Rivers Unified School District
- \_\_\_\_\_ Reginald Castex, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Stacy Lewis, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Stacey Webster, Home Base Option
- \_\_\_\_\_ Natalie Craig, SETA-Operated Program
- \_\_\_\_\_ Penelope Scott, SETA-Operated Program
- \_\_\_\_\_ Megan Guerrero, SETA-Operated Program
- \_\_\_\_\_ Robin Blanks, Grandparent Representative
- \_\_\_\_\_ Nicole Chilton, Birth and Beyond
- \_\_\_\_\_ Calvin Sheppard, Men's Activities Affecting Children Committee
- \_\_\_\_\_ Kenneth Tate, Past Parent Representative

**Members to be seated:**

- \_\_\_\_\_ Maria Cruz, Sacramento City Unified School District
- \_\_\_\_\_ Natalie Rossetti, Twin Rivers Unified School District
- \_\_\_\_\_ Thelma Adams, SETA-Operated Program
- \_\_\_\_\_ Terri McMillin, Past Parent Representative

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Saelee), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Johnson), SETA-Operated Program
- \_\_\_\_\_ Vacant (Schroeder), 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

**\*\* 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	SOP													
R. Blanks Seated 11/24	GRAND	X	X	X	X	X	X							
T. Broxton s/b/seated 1/26; seated 2/23	ELK			E	X	X	X							
R. Castex Seated 11/24	WCIC	X	X	X	X	X	X							
N. Chilton s/b/seated 2/24; seated 3/24	CR	X	X	X	U	X	X							
N. Craig Seated 11/24	SOP	X	E	X	X	U	X							
M. Cruz s/b/seated 4/26	SAC						U							
<del>F. Gonzales</del> s/b/seated 3/22	<del>SOP</del>					<del>U</del>	<del>E</del>							
M. Guererro Seated 3/22	SOP					X	X							
P. Lee s/b/seated 11/24; seated 12/16	SAC	U	X	X	X	E	X							
S. Lewis Seated 4/26	WCIC						X							
L. Litka Seated 11/24	SJ	X	X	X	X	X	X							
T. McMillin Seated 4/26	PP						X							
L. Razo Seated 12/16	EG		X	X	E	E	X							
A. Robinson Seated 1/26	SJ			X	X	X	X							
N. Rossetti s/b/seated 3/22	TR					E	E							
A. Scharnow Seated 3/22	SAC					X	X							
P. Scott s/b/seated 11/24; seated 12/16	SOP	E	X	X	E	X	X							

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
C. Sheppard Seated 4/26	MAACC						X							
K. Tate Seated 11/24	PAST	X	X	X	X	X	X							
S. Webster Seated 11/24	HB	X	E	X	X	X	X							
E. Williams Seated 3/22	TR					X	X							

### GLOSSARY OF ACRONYMS

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

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

Current a/o 4/29/16

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 26, 2016 JOINT PC/PAC MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the April 26, 2016 meeting.

RECOMMENDATION:

That the Policy Council approve the April 26 minutes.

**NOTES:**

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

**REGULAR MEETING OF THE HEAD START POLICY COUNCIL**  
**SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE**

*(Minutes reflect the actual progress of the meeting.)*

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

Tuesday, April 26, 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 9:01 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Blanks called the roll and a quorum was established.

**PC Members Present:**

Lydia Razo, Elk Grove Unified School District  
Tyrone Broxton, Elk Grove Unified School District (arrived at 9:24 a.m.)  
Phoua Lee, Sacramento City Unified School District  
Andrea Scharnow, Sacramento City Unified School District  
Amanda Robinson, San Juan Unified School District  
Linda Litka, San Juan Unified School District (arrived at 9:08 a.m.)  
Erica Williams, Twin Rivers Unified School District  
Reginald Castex, WCIC/Playmate Child Development Center  
Megan Guerrero, SETA-Operated Program  
Natalie Craig, SETA-Operated Program  
Penelope Scott, SETA-Operated Program  
Stacey Webster, Home Base Option  
Kenneth Tate, Past Parent Representative  
Robin Blanks, Grandparent Representative  
Nicole Chilton, Birth and Beyond

**New Members Seated:**

Stacy Lewis, Women's Civic Improvement Club/Playmate  
Calvin Sheppard, Men's Activities Affecting Children Committee

**New Members to be Seated but Absent:**

Natalie Rossetti, Twin Rivers Unified School District (excused)  
Fabian Gonzales, SETA-Operated Program (excused)  
Maria Cruz, Sacramento City Unified School District (unexcused)

**II. Consent Item**

**A. Approval of the Minutes of the March 22, 2016 Regular Meeting**

The minutes were reviewed; no questions or corrections.



Moved/Craig, second/Castex, to approve the March 22 minutes as distributed.

Show of hands vote:

Aye: 14 (Blanks, Castex, Chilton, Craig, Guerrero, Lee, Lewis, Razo, Robinson, Scharnow, Scott, Sheppard, Webster, Williams)

Nay: 0

Abstentions: 1 (Tate)

### III. Action Items

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

#### ➤ CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Pursuant to Government Code Section 54957

Ms. Litka arrived at 9:08 a.m.

The Policy Council went into closed session at 9:08 a.m. The Board went back into open session at 10:06 a.m. Mr. Tate reported out that the Policy Council approved the eligible lists for: Home Visitor, Associate Teacher I & III, Head Start Teacher, Parent Intern, and Human Resources Manager. Approval of the Quality Assurance Analyst eligibility list was pulled from the agenda. The board also listened to and took action on the Discipline/Dismissal/Release item.

Ms. Terri McMillin called the PAC meeting to order at 10:10 a.m. and read the thought of the day. Ms. Natalie Craig called the roll.

#### Members Present:

Yesenia Rodriguez  
Laura Guzman  
Natalie Craig  
Rafaela Casillas  
Kenneth Tate  
Terri McMillin  
Penelope Scott  
Stacey Webster  
Alejandra Placencia  
Thelma Adams  
Megan Guerrero

#### Members Absent:

Monica Reynoso (unexcused)  
Fabian Gonzales (excused)  
Jasmine Jamison (excused)  
Marina Gallegos (excused)

#### Members seated:

Harmony Almaguer, Freedom Park  
Andrea Larry, Fruitridge Head Start  
Calvin Sheppard, Men's Activities Affecting Children Committee

#### Members to be seated but absent:

Tammy Wilkerson (excused)

**II. Consent Item (PAC agenda)**

**A. Approval of Minutes of the March 15, 2016 PAC meeting**

The minutes were reviewed; no questions or corrections.

Moved/ Almaguer, second/Scott, to approve the March 15, 2016 minutes as distributed.

Aye: 12 (Adams, Almaguer, Casillas, Craig, Guerrero, Guzman, Plascencia, Rodriguez, Scott, Sheppard, Tate, Webster)

Nay: 0

Abstention: 2 (McMillin & Larry)

Mr. Tate took the gavel and both boards went into the Action Items.

Ms. Denise Lee reviewed Items III-B-G (for the PC), and Items A-F (for the PAC).

**B. Approval of Annual Self Assessment for 2015-2016 and Resulting Program Improvement Plan SETA Operated Program**

A team of staff and parents participated in the self-assessment process. The self-assessment was also done with the EHS Child Care Partnership program. Ms. Lee referred to the charts included in the board packet for the improvement plans.

**C. Approval of Program Year 2016-2017 Head Start/Early Head Start Budget**

The budget will be approximately \$51 million including basic and training/technical assistance funds. The budget will serve over 5,000 children countywide in partnership with our five delegate agencies and two partners. A majority of funds in the budget are to provide personnel for the classroom, salary and fringe benefits.

**D. Approval of Program Year 2016-2017 Head Start/Early Head Start Refunding Application**

Ms. Lee reviewed the program narrative which will be included with the refunding application.

**E. Approval of Program Year 2016-2017 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Five-Year Goals**

Ms. Lee reviewed the goals and objectives for the next year. The training/technical assistance funds are utilized to provide coaching services for teaching

staff, parent training and staff development. Funds are also utilized to provide training for PAC and PC board members.

F. Approval of 2016-2017 Sacramento County Program Options/Grantee and Delegate Agencies

Full-day services are provided in 31% of Head Start centers with 66% in part-day program services. Home based services (3%) are also an option to parents. Most services are provided five days per week with other classes at four days per week. Ms. Lee referenced the program options charts in the packet and center listing. All of our programs are designed to meet our community needs. There are no major changes in the options available for the next program year. However, the application does include a conversion of Head Start enrollment slots to Early Head Start enrollment slots. Specifically, at the North Avenue center, enrollment has become an issue due to over service in the area. The federal government allows for conversion of pre-school slots to infant/toddler slots. The proposal requests moving 40 preschool slots into eight full-day infant/toddler slots with services to be offered at the North Avenue center.

In addition, the Walnut Grove center will be moving to the Walnut Grove Elementary School campus with an added afternoon class. There will be services provided both in the morning and the afternoon for 40 enrollment slots.

The federal government is exploring the possibility of six-hour days but no changes are expected until the end of our five-year program cycle.

G. Approval of Program Year 2016-2017 Early Head Start-Child Care Partnership and Expansion Refunding Application

Ms. Lee reviewed the Early Head Start-Child Care Partnership/Expansion program which is provided in conjunction with SCOE, Sacramento City USD, and KinderWorld. This program focuses only on infant/toddlers for 80 children.

Mr. Tate requested that the PC take action on items B through G in a block.

Moved/Blanks, second/Scharnow, to approve items B through G as follows:

- A. Approve Program Year 2015-2016 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start program and the EHS-Child Care Partnership program.
- B. Approve the Program Year 2016-2017 Head Start/Early Head Start Budget in the amount of \$51,057,991 for Basic and Training/Technical Assistance.
- C. Approve the Program Year 2016-2017 Head Start/Early Head Start Refunding Application.
- D. Approve 2016-2017 Sacramento County Program Options for the Grantee and Delegate Agencies.

- E. Approve the Program Year 2016-2017 Head Start/Early Head Start Training/Technical grant application as aligned with established five-year goals and objectives.
- F. Approve the Program Year 2016-2017 Early Head Start-Child Care Partnership and Expansion refunding application in the amount of \$1,506,725 for Basic and Training/Technical Assistance.

Show of hands vote:

Aye: 15 (Blanks, Broxton, Chilton, Craig, Guerrero, Lee, Lewis, Litka, Razo, Robinson, Scharnow, Scott, Sheppard, Webster, Williams)

Nay: 0

Abstentions: 2 (Castex, Tate)

Ms. McMillin requested the PAC take action on items A-F in a block.

Moved/Sheppard, second/Almaguer, to approve items A-F as follows:

- A. Approve Program Year 2015-2016 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start program and the EHS-Child Care Partnership program.
- B. Approve the Program Year 2016-2017 Head Start/Early Head Start Budget in the amount of \$51,057,991 for Basic and Training/Technical Assistance.
- C. Approve the Program Year 2016-2017 Head Start/Early Head Start Refunding Application.
- D. Approve 2016-2017 Sacramento County Program Options for the Grantee and Delegate Agencies.
- E. Approve the Program Year 2016-2017 Head Start/Early Head Start Training/Technical grant application as aligned with established five-year goals and objectives.
- F. Approve the Program Year 2016-2017 Early Head Start-Child Care Partnership and Expansion refunding application in the amount of \$1,506,725 for Basic and Training/Technical Assistance.

Show of hands vote:

Aye: 13 (Adams, Almaguer, Casillas, Craig, Guerrero, Guzman, Larry, Plascencia, Rodriguez, Scott, Sheppard, Tate, Webster)

Nay: 0

Abstention: 1 (McMillin)

Mr. Tate returned the Policy Council to page 76 of the Policy Council agenda packet.

- H. Election of Secretary and Treasurer for Program Year 2015-2016 (Policy Council)

Mr. Tate asked for interested members to serve. Board members from Twin Rivers, Elk Grove, or SOP are eligible to serve in the officers.

Mr. Tyrone Broxton offered to serve as Treasurer. There were no board members interested in the Secretary position. Mr. Tate stated that the election of the Secretary will be tabled. Mr. Tyrone Broxton will serve as Treasurer for the Policy Council.

Moved/Castex, second/Scott, to approve the election of Mr. Tyrone Broxton as Treasurer.

Moved/Blanks, second/Scharnow, to approve the election of Mr. Tyrone Broxton as Treasurer and table the election of Secretary.

Show of hands vote:

Aye: 16 (Blanks, Broxton, Castex, Chilton, Craig, Guerrero, Lee, Lewis, Litka, Razo, Robinson, Scharnow, Scott, Sheppard, Webster, Williams)

Nay: 0

Abstentions: 1 (Tate)

Ms. McMillin reviewed Item III G on the PAC agenda.

G. Election of Parent Advisory Committee Secretary (Parent Advisory Committee)

Ms. McMillin reviewed the position of Secretary. Ms. Harmony Almaguer offered to serve.

Moved/Craig, second/Sheppard, to ratify the election of Ms. Harmony Almaguer to serve as Secretary.

Show of hands vote:

Aye: 13 (Adams, Almaguer, Casillas, Craig, Guerrero, Guzman, Larry, Plascencia, Rodriguez, Scott, Sheppard, Tate, Webster)

Nay: 0

Abstention: 1 (McMillin)

Mr. Tate reviewed the election of Past Parent Representative and Alternate for the Policy Council.

I. Election of Past Parent and Alternate (Policy Council)

Applications were distributed for Alicia Kafka, Terri McMillin, and Brian Short.

Ms. Erica Williams left at 11:18 a.m.

Ms. McMillin spoke of her interest in serving on the Policy Council as a Past Parent representative.

Ms. Alejandra Plasencia left at 11:23 a.m.

Vote:

Terri McMillin: 13

Brian Short: 1  
Alicia Kafka: 0

The new Policy Council Past Parent Representative will be Ms. McMillin with Mr. Short and Ms. Kafka to serve as alternate.

Moved/Blanks, second/Castex, to approve election of Ms. Terri McMillin as Past Parent Representative and Mr. Brian Short as Alternate Past Parent Representative.

Aye: 14 (Blanks, Broxton, Castex, Craig, Guerrero, Lee, Lewis, Litka, Razo, Robinson, Scharnow, Scott, Sheppard, Webster)

Nay: 0

Abstention: 1 (Tate)

#### **IV. Information Items**

##### **A. Standing Information Items**

- PC/PAC Calendar of Events: Mr. Tate reviewed the calendar of events.
- Parent, Family & Community Engagement - Events and Activities: No additional report.
- Toastmasters Training: Mr. Tate urged board members to participate in this training; he sent around a sign-up sheet for the May 6 training.
- Community Resources – Parents/Staff: None.

##### **B. Governing Board Minutes: No questions.**

#### **V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Robin Blanks reviewed the Policy Council Executive Committee critique.
- Parent/Staff Recognitions: Mr. Victor Bonanno, Ethics Training – Mr. Kenneth Tate and Ms. Terri McMillin thanked Mr. Victor Bonanno for his outstanding AB1234 Ethics Training. He will be provided with a certificate of appreciation.

Ms. Phoua Lee and Ms. Thelma Adams left 11:32 a.m.

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne reviewed the fiscal report. The next meeting will be May 10; this meeting will go deeper into how the money is distributed in the budget.

Ms. McMillin asked what the overage fee of \$10.00 was about. Ms. Saurbourne explained that there is an on-line fax service for Human Resources. There was an overage of the allowable faxes for the month and SETA was charged the \$10.00 fee.

- Budget/Planning Committee: Mr. Tate urged committee members to attend.
- Personnel/Bylaws Committee: No additional report.

- Men's Activities Affecting Children Committee (MAACC): Mr. Calvin Sheppard the first event is on Thursday, April 28. There will be a fathers fishing trip and a BBQ, date/time to be determined.
- Social/Hospitality Committee: Ms. Litka reviewed the April 6 meeting where attendees went over the parent activity guidelines and provided recommendations for the upcoming parent activity.
- Parent Ambassador Report: Ms. Blanks reported on the April 8 meeting.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Blanks reported that the meeting was March 24. There was very good discussion and several SETA PC members were there.
- Community Report: No report.

## **VI. Other Reports**

- A. Executive Director: Ms. Kathy Kossick welcomed the new PC and PAC members and thanked the board members for their patience. Staff is continuing to roll out the Workforce Innovation and Opportunity Act (WIOA) programs and the Governing Board approved a new Workforce Development Board. Staff is in the process of reviewing adult and dislocated worker funding recommendations. One of the big changes with the new WIOA is the provision of services to youth.
- B. Head Start Deputy Director's Report – Ms. Denise Lee asked board members to keep Ms. Alma Hawkins in their thoughts/prayers.
- C. Head Start Managers' Reports: All managers will report out next month.
  - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
  - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
  - Martha Cisneros - Health, Nutrition and Safe Environments Services
  - Karen Gonzales - School Readiness, Special Education and Mental Health Services
- D. Chair's Report: Mr. Sheppard reported that Playmate fathers are hosting a BBQ at WCIC. All MAACC members are invited.
- E. Open Discussion and Comments: None
- F. Public Participation: None.

- VII. Adjournment:** The meeting was adjourned at 11:54 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

APPROVAL OF THE SUBMISSION OF THE HEAD START/EARLY HEAD START  
COST OF LIVING ADJUSTMENT (COLA) APPLICATION  
2016-2017

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Head Start/Early Head Start Cost of Living Adjustment (COLA) application for Fiscal Year 2016-2017 in the amount of \$935,164. Funds include \$908,704 for the Head Start/Early Head Start base grant and \$26,460 for Early Head Start-Child Care Partnership/Expansion grant as follows:

Head Start/Early Head Start (base grant):

Head Start Basic	\$771,050
Early Head Start (EHS) Basic	<u>\$137,654</u>
TOTAL	\$908,704

Early Head Start-Child Care Partnership and Expansion:

EHS-CCP/Expansion Basic	\$ 26,460
Grant TOTAL	<u>\$ 935,164</u>

On April 27, 2016, the Office of Head Start released funding appropriations for Federal Fiscal Year (FY) 2016, making additional funds available to existing Head Start and Early Head Start programs. Each grantee may apply for a COLA increase of 1.8 percent of the FY 2015 base funding level. COLA funds are to be used to increase staff salaries and fringe benefits and to pay for higher operating costs.

A detailed budget and budget narrative will be sent under separate cover. Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

That the Policy Council approves 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.

**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

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

ITEM III-C - ACTION

APPROVAL TO SUBMIT THE 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 approve the submission of an application to the Office of Head Start to extend the duration of services for Head Start preschool children in Sacramento County. Extended duration means children will receive longer hours per day, more days per year and/or a combination of both.

On April 25, 2016, the Office of Head Start/Administration for Children and Families released a supplemental funding opportunity announcement making funds available for existing grantees that do not provide services equivalent to a full school day and full school year. Grantees that serve less than 40% of their center-based enrollment slots in full day, full year are eligible to apply for the supplemental funds. Full day, full year is defined as a minimum of 1,020 hours of planned class operations for preschoolers and 1,380 hours for infant/toddlers per year. A year is defined as no less than 8 months.

Current Head Start standards require a minimum of 448 annual hours in achieving meaningful child outcomes. Research documents that children need more learning time in high quality programs than is provided by the Head Start minimum duration standards in order to prepare them for success later in school and in life. It is difficult for the half-day preschool programs to provide sufficient time for teachers to conduct learning activities and intentional instruction in small group and one-on-one interactions.

Currently Sacramento County serves 1,355 Head Start preschoolers in full day, full year center-based programs, representing 29.59% of the total center-based enrollment slots. Since Sacramento County serves 93% of the Early Head Start (EHS) enrollment slots in full day, full year, SETA will not be applying for supplemental funds for Early Head Start. The 16 EHS enrollment slots that are not currently full day, full year are services offered to teen mothers attending high school independent study one day per week. Home base services are combined with center-based services to ensure the highest quality of services for this unique population.

The grantee is proposing to submit an application on behalf of the SETA Operated Program and three of its delegate agencies, San Juan Unified School District, Twin Rivers Unified School District and Women's Civic Improvement Club. Detailed information regarding the number of slots and budget amounts will be sent under separate cover when the details of the application are finalized.

ITEM III-C – ACTION (continued)  
Page 2

Programs must be fully operational no later than the beginning of the 2017-2018 program year, if not sooner. Implementation may vary depending on facility renovation/repair and staffing.

The application is due to the Office of Head Start by June 24, 2016.

Staff will be available to answer questions.

RECOMMENDATION:

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.

## ITEM IV- A – INFORMATION

### PRESENTATION: TRANSITION TO KINDERGARTEN FROM A PARENT'S PERSPECTIVE

#### BACKGROUND:

Ms. Susan Field Garland, Education Coordinator, will be sharing the following resources available to parents to assist children in their transition from preschool to kindergarten:

1. The recently updated "Parent's Guide to School Readiness" engaging ways to promote learning and prepare your child for Kindergarten.
2. Math-Time at Home; hands-on activities that strengthen math skills using free and found objects.

Board members will receive a copy of the guide.

#### NOTES:

## ITEM IV-B – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- A. 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 Saurbourne
  - Toastmasters Training – Mr. Kenneth Tate
  - Community Resources – Parents/Staff: Mr. Kenneth Tate
  - PC/PAC Job Success Training (oral reports) – Mr. Kenneth Tate

#### NOTES:

**EVENT****DATE**

Men's Activities Affecting Children Committee Overcoming Obstacles to Fatherhood Training Series	Thursday, May 26, 2016 Dinner: 5:30 p.m. Training: 6:00 – 8:00 p.m. Shasta Room (see attached flyer)
PC/PAC Executive Committee	Friday, May 27, 2016 9:00 a.m. Olympus Room
Men's Activities Affecting Children Committee	Friday, May 27, 2016 10:30 a.m. Redwood Room
PC/PAC Executive Committee in June	Date and Time TBA
PC/PAC Social/Hospitality Committee	Wednesday, June 1, 2016 1:00 – 2:30 p.m. Olympus Room
PC/PAC Toastmasters Training	Friday, June 3, 2016 11:30 a.m. Shasta Room
PC/PAC Parent Activity	Tuesday, June 7, 2016 Historic Old Sacramento and Underground Tour 8:30 a.m.: arrive at SETA Central Office; will depart at 9:00 a.m. sharp Activities from 10:00 a.m. to 2:00 p.m. (see attached flyer)
PC/PAC Personnel/Bylaws Committee	Thursday, June 9, 2016 9:00 a.m. Olympus Room
Annual Parent Leadership Institute	Friday, June 10, 2016 SETA Board Room Registration: 8:30 a.m. Training: 9:00 a.m.- 4:30 p.m. Trainer: Debra Crumpton

<p>Parenting Workshop: Bridging the Achievement Gap</p>	<p>Thursday, June 16 – and –  Tuesday, June 21  5:30 p.m.: Dinner  6:00 – 7:30 p.m.: Workshop  SETA  (see attached flyer)</p>
<p>PC/PAC Budget/Planning Committee</p>	<p>Tuesday, June 14, 2016  1:00 p.m.  Oak Room</p>
<p>Parenting Workshop: Bridging the Achievement Gap</p>	<p>Thursday, June 16 – and –  Tuesday, June 21  5:30 p.m.: Dinner  6:00 – 7:30 p.m.: Workshop  SETA</p>
<p>PC/PAC Parent Ambassador Committee</p>	<p>Date/time TBA</p>
<p>PC/PAC Personnel/Bylaws Committee</p>	<p>Date/time TBA</p>

**Sponsored By  
Men's Activities  
Affecting Children  
(MAACC)**



**COUNTY-WIDE  
TRAINING**



**925 Del Paso Blvd, Suite 100, Sacramento CA 95815 (Across from Globe Lite Rail Station)  
(All are welcome to attend)**

**OVERCOMING OBSTACLES TO FATHERHOOD SERIES**

**ATTENTION FATHERS/MEN**

**DO YOU NEED INFORMATION ON?**

- **EMPLOYMENT /JOB SEARCH IN SACRAMENTO COUNTY**
- **YOUR RIGHTS AS AN EMPLOYEE**

**IF THE ANSWER IS YES, PLEASE JOIN:**

- **JOHN ALLEN, HUMAN RESOURCES & FACILITIES CHIEF-SETA**
- **VICTOR BONNANO, WORKFORCE DEVELOPMENT ANALYST  
SUPERVISOR-SETA**

**DATE: THURSDAY, MAY 26, 2016**

**TIME: 6:00-8:00 P.M.**

**Dinner will be provided between 5:30 p.m. - 6:00 p.m.**

**Childcare available for children 2-12 years of age**

**To reserve a spot please contact Robert Silva at @ 916-263-3809 or**

**[Robert.Silva@seta.net](mailto:Robert.Silva@seta.net)**





Tuesday, June 7, 2016

### ... and Underground

101 "I" Street, Old Sacramento  
Tel (916) 808-7059 | Fax (916) 808-5100

# PC/PAC PARENT ACTIVITY

- Transportation (light rail/ bus) will be provided by SETA Head Start
- Lunch will be provided by SETA Head Start
- Guest will be responsible for their lunch, transportation, and tour fees

**NO SHORTS  
WEAR COMFORTABLE SHOES  
NO SMOKING**

TUESDAY

June  
7

If you are interested in participating in the Parent Activity, please confirm your attendance by 4:00 p.m., Tuesday May 31, 2016

**Call Ms. Marie Desha at  
(916) 263-4082**

**E-mail [marie.desha@seta.net](mailto:marie.desha@seta.net)**

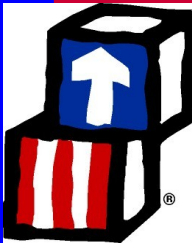
### *Itinerary*

- 8:30 a.m. Arrival time at SETA Head Start Central Office—925 Del Paso Blvd.
- Please be prompt we will depart at 9:00 a.m., sharp.
- Activities from 10:00 a.m. to 2:00 p.m.
- Lunch 12:30—1:30 p.m.

Sacramento Employment and Training Agency

**925 Del Paso Blvd.  
Sacramento CA 95815**

**Phone: 916 263 3800**



# Parenting Workshop: Bridging the Achievement Gap

This workshop will show parents the top 12 practices that help their children be ready for and successful in school.

- When:** Thursday, June 16 and Tuesday, June 21  
(must attend both to get the workbook and DVD)
- Where:** SETA Head Start  
925 Del Paso Blvd.  
Sacramento, CA 95815
- Time:** 5:30 p.m.-6:00 p.m. Dinner served  
6:00 p.m.-7:30 p.m. Workshop



**Dinner and childcare provided. Open to the first 30 families who respond.**

**Call Lisa Carr at (916) 263-8123**

**Presented by: Dr. Rex Fortune**

# June

2016

<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>
		<b>1</b> 1:00 p.m. Social/Hospitality Meeting Olympus Room	<b>2</b>	<b>3</b> 11:30 a.m. Toastmaster's Meeting Shasta Room
<b>6</b>	<b>7</b> PC/PAC Parent Activity Historic Old Sacramento and Underground Tour 8:30 a.m.: arrive at SETA Central Office; will depart at 9:00 a.m. sharp Activities from 10:00 a.m. to 2:00 p.m.	<b>8</b>	<b>9</b> 9:00 a.m. Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823	<b>10</b> 9:00 a.m. – 4 p.m. PC/PAC Leadership Forum 8:30 a.m.: Registration & breakfast  Parent Ambassadors Meeting: date/time TBA
<b>13</b>	<b>14</b> 1:00 p.m. PC/PAC Budget/Planning Oak Room	<b>15</b> 5:15 p.m. WCIC PC Meeting 3555 3rd Avenue Sacramento 95817	<b>16</b>	<b>17</b>
<b>20</b>	<b>21</b> 9:00 a.m. PAC Meeting SETA Board Room	<b>22</b>	<b>23</b>	<b>24</b> 10 a.m. MAACC Meeting Olympus Room
<b>27</b>	<b>28</b> 9:00 a.m. PC Meeting SETA Board Room	<b>29</b>	<b>30</b>	

PC Executive Committee TBA – and –  
PC/PAC Personnel/Bylaws Committee TBA

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY  
CORPORATE CARD - AMERICAN EXPRESS  
STATEMENT OF ACCOUNT  
4/10/2016**

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/ADMIN/WD
3/16/2016	Californians for Quality Early Learning	CQEL Northern/Central California Licensing	\$ 35.00	HS
3/18/2016	Californians for Quality Early Learning	CQEL Spring Leadership Conference	742.50	HS
3/24/2016	CHSA	CHSA 2016 Health Institute	2,880.00	HS
3/25/2016	CA CSEFEL	Teaching Pyramid Symposium	1,375.00	HS
3/26/2016	Southwest	CA CSEFEL Teaching Pyramid Symposium	965.76	HS
3/29/2016	Southwest	CA CSEFEL Teaching Pyramid Symposium	321.92	HS
3/30/2016	Southwest	CA CSEFEL Teaching Pyramid Symposium	321.92	HS
3/30/2016	CHSA	CHSA 2016 Health Institute	6,120.00	HS
3/31/2016	Southwest	CA CSEFEL Teaching Pyramid Symposium	160.96	HS
4/1/2016	CHSA	CHSA 2016 Health Institute	535.00	HS
4/2/2016	Craigslist, Inc.	25 Job Postings	875.00	ADMIN
4/5/2016	Moroco, LLC	Adobe Training	395.00	HS
3/11/2016	Practicon, Inc.	Medical Supplies	1,476.25	HS
3/12/2016	Hannibal's Catering	Teaching Pyramid County-Wide Home-Based Training	729.77	HS
3/15/2016	Redleaf Press	Books for Home Base Resource Library	2,003.45	HS
3/16/2016	Amazon	Classroom Supplies	198.19	HS
3/16/2016	Folsom Lake Ford	Van Maintenance	5.62	HS
3/17/2016	Inland Business Systems	Copier/Printer Maintenance & Supplies	1,454.77	ADMIN
3/17/2016	Amazon	Classroom Supplies	369.92	HS
3/17/2016	Amazon	Office Supplies	6.50	ADMIN
3/18/2016	International Mailing Equipment, Inc.	Postage	399.00	ADMIN
3/21/2016	Amazon	Office Supplies	56.63	ADMIN
3/24/2016	QuickMedical	Medical Supplies	680.51	HS
3/26/2016	Redleaf Press	Books for Home Base Resource Library	105.19	HS
3/26/2016	Crest Theatre	Field Trip	268.25	HS
3/27/2016	Rackspace	Cloud Server	49.40	ADMIN
3/30/2016	Dos Coyotes	Parents Class - Positive Solutions	147.63	HS
3/31/2016	Costco	Costco Membership Renewal	220.00	ADMIN
4/2/2016	Amazon	Office Supplies	54.64	ADMIN
4/5/2016	Tennant	Carpet Cleaner Parts and Repair	914.56	HS
4/5/2016	Innovative Hearing Devices	Personal FM Systems	233.60	HS
4/6/2016	Redleaf Press	Books	70.85	HS
4/6/2016	Digital Telecommunications Corp	Equipment Warranty Renewal	32,607.00	ADMIN
4/8/2016	M & Q Packaging, LLC	Kitchen Supplies	3,190.58	HS
4/8/2016	Amazon	Office Supplies	113.76	HS
4/9/2016	Sacramento Zoological Society	Field Trip	400.00	HS
	<i>various various</i>	<i>various</i>	<u>14,154.44</u>	<i>WD</i>
	Total American Express Bill		<u><u>\$ 74,638.57</u></u>	

Note: Administrative charges are allocated between Head Start and Workforce Development.

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 March 3 and March, 2016 meetings.

NOTES:

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

Minutes/Synopsis

*(Minutes reflect the actual progression of the meeting.)*

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

Thursday, March 3, 2016  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:03 a.m.

Members Present:

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

Members Absent:

Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento

- Recognition of long-term employee: Walter Lott, Programmer Analyst (30 years): Mr. Edward Proctor acknowledged and thanked Mr. Walter Lott for his 30 years of service to SETA.

II. **Consent Items**

- A. Minutes of the February 4, 2016 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Receive, Adopt and File Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2016
- D. Approval of Out-of-State Travel for Staff to Accompany Sacramento Housing and Redevelopment Agency (SHRA) to Discuss Implementation of the Jobs Plus Grant

There were no questions or comments.

Moved/Nottoli, second/Warren, to approve the consent calendar as follows:

- A. Approve the February 4, 2016 minutes.
- B. Approve the claims and warrants for the period 1/28/16 through 2/25/16.
- C. Receive, adopt, and file the Investment Policy for the Pooled Investment Fund for the calendar year 2016.
- D. Approve out-of-state travel for one staff to attend the Jobs Plus Conference from March 22 -24, 2016.

Roll call vote:  
Aye: 4 (Kennedy, Nottoli, Scherman, Warren)  
Nay: 0  
Abstentions: 0  
Absent: 1 (Schenirer)

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

1. **TIMED ITEM: 10:00 A.M. AND PUBLIC HEARING:** Approval of Revised Salary Schedules for Head Start Parent Intern, Head Start Substitute Assistant, Head Start Childcare Teacher Assistant, Head Start Student Intern, and Bilingual Aide

Ms. Sophia Scherman opened the public hearing.

Mr. John Allen stated that the changes will ensure SETA will meet the California minimum wage requirements.

The approval of this board item will affect 35 Head Start teaching staff.

Moved/Warren, second/Nottoli, to close the public hearing and approve the new pay ranges for Head Start Parent Intern, Head State Substitute Assistant, Head Start Child Care Teacher Assistant, Head Start Student Intern, and Bilingual Aide.

Roll Call Vote:  
Aye: 4 (Kennedy, Nottoli, Scherman, Warren)  
Nay: 0  
Abstentions: 0  
Absent: 1 (Schenirer)

2. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2016 and Authorize the Executive Director to sign the Agreement

Ms. D'et Saurbourne reviewed the extension to the audit services agreement that includes an increase due to 1.5% Consumer Price Index increase. The agreement will cover the additional work required to bring SETA into compliance with new GASB requirements on pension liabilities for an additional fee of \$1,200..

Moved/Nottoli, second/Warren, to approve the extension of the agreement with Gilbert Associates, Inc., for audit services, plus GASB 68 and GASB 71 assistance for the fiscal year ending June 30, 2016, for a total amount of \$48,121 and authorize the Executive Director to sign the agreement.

Roll Call Vote:  
Aye: 4 (Kennedy, Nottoli, Scherman, Warren)

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

3. Approval of Short-Term Waiver of Notice of Cancellation Provisions of Insurance Coverage Requirements for Head Start T/TA Consultants and Trainers and for SETA's E-Rate Consultant

Ms. Kossick stated that SETA engaged a risk consultant for a comprehensive review of subcontractors and the agency's insurance coverage . There has been a finding that certain requirements needed to be met in a timely manner, specifically regarding notice of cancellation. Staff is recommending waiving the notice of cancellation requirement for certain limited, short term contracts, for which the insurance carrier refuses to provide notice of cancellation when the services to be provided will be completed within the notice period, which is generally thirty (30) days, but for cancellation due to non-payment of premium is ten (10) days. . If the board approves this waiver, there will still be a contract in place with SETA named as an additional insured.

There are two instances where this waiver is needed. First, with the T/TA funds provided in Head Start grants which allows for training staff and parents to keep up with current educational opportunities. This training needs to be provided to staff and delegate staff before July 1.

The second instance includes the E-rate consultant providing the technical support to receive a rebate of 80-90% of IT equipment which is returned to SETA.

Ms. Kossick reviewed the waivers and requested board approval.

Moved/Nottoli, second/Warren, to approve the waiver of SETA's insurance requirements to eliminate the need for advance notice of cancellation by the insurance carrier if the carrier refuses to provide such notice for: short-term consultant and training contractors hired to provide short-term Head Start T/TA services; and for offsite consultant services to be provided by the E-Rate consultant, who does not perform services on SETA property and does not travel in the performance of the services. In such circumstances, SETA shall still be named as an additional insured for appropriate insurance and the contract shall require the consultant/trainer to provide notice of cancellation to SETA with respect to required insurance if the carrier refuses to do so. The waivers provided herein shall sunset upon the Board's adoption of new insurance requirements, which will then apply to future contracts for these services.

Roll Call Vote:

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

Nay: 0

Abstentions: 0



Absent: 1 (Schenirer)

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services:

1. Approval of Appointments to the Sacramento Works Workforce Development Board

Ms. Kossick stated that this action item continues the process of WIOA implementation. In January the board approved a recruitment process for the Workforce Development Board. The bylaws were modified to make a 25 member board from 41 members. There will be staggered terms for these new board members. SETA has actively recruited to secure new board members.

Ms. Kossick stated that 21 applications were received for the 13 Private Business seats. When selecting members, Ms. Kossick suggested choosing existing members that were actively engaged in addition to some new members; all of the applicants do meet the necessary requirements.

Mr. Thatch suggested that board members each take a turn and choose Private Business members until all 13 seats are selected. Members were selected in the following order:

1. Larry Booth, Frank M. Booth, Inc.
2. Janet Bard, Ramos Oil Company, Inc.
3. Lisa Clawson, Bloodsource, Inc.
4. Charlotte Mitchell, Sacramento County Farm Bureau
5. Michael Dourgarian, MDDV, Inc., dba Asher College
6. Lynn Conner, Parasec/Hialeah Terrace
7. Rick Wylie, Villara Corporation
8. Elizabeth McClatchy, The Safety Center, Inc.
9. Gary King, SMUD
10. Anette Smith-Dohring, Sutter Health
11. Peter Tateishi, Sacramento Metro Chamber of Commerce
12. Kim Parker, California Employers Association
13. Frank Louie, Xerox Corporation

Moved/Warren, second/Kennedy, to approve the Private Business seats as chosen.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Moved/Kennedy, second/Nottoli, to appoint Dennis Canevari, Matt Lege, and Fabrizio Sasso under the “Labor” category.

Roll Call Vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 1 (Warren)

Abstentions: 0

Absent: 1 (Schenirer)

Moved/Kennedy, second/Warren, to appoint Dennis Morin under the “Joint Apprenticeship” category.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Moved/Kennedy, second/Warren, to appoint Brian Broadway under the “Organizations Serving Youth, Veterans or Disabled Individuals” category.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Moved/Warren, second/Kennedy, to appoint David Gordon under the “Adult Education” category.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Moved/Kennedy, second/Warren, to appoint Dr. Jamey Nye under the “Higher Education” category.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Moved/Kennedy, second/Nottoli, to appoint the following members as follows:

- Larry Burkhardt, under the “Economic Development” category
- Diane Ferrari, under the “Wagner-Peyser” category
- Jay Onasch, under the “Vocational Rehabilitation” category
- Ann Edwards and Kathy Kossick, under the “Other” category

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)  
Nay: 0  
Abstentions: 0  
Absent: 1 (Schenirer)

Moved/Warren, second/Kennedy, to approve the slate of members to serve on the Workforce Development Board and authorize staff to determine board terms.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)  
Nay: 0  
Abstentions: 0  
Absent: 1 (Schenirer)

2. Approval of a Request for Local Workforce Development Board Recertification to the California Workforce Development Board

Ms. Michelle O’Camb stated that the recertification of the WDB local board recertification. The packet includes updates and implementation of key items and is required no later than March, 2016. This recertification includes assurances that there is fiscal integrity in the board operations.

Moved/Warren, second/Kennedy, to approve the submission of a request for recertification of the local workforce development board, Sacramento Works, Inc., to the California Workforce Development Board.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)  
Nay: 0  
Abstentions: 0  
Absent: 1 (Schenirer)

3. Approval to Augment the On-the-Job Training/Subsidized Employment Providers for PY 2015-16 with CalWORKs Funds

Ms. O’Camb stated that this board item seeks approval to augment OJT providers for eligible customers. This will allow seven service providers to provide greater opportunities to CalWORKs customers.

Moved/Kennedy, second/Nottoli, to approve the augmentation of AB 74 and AB 98 CalWORKs funds in the total amount of \$221,917 for the OJT/SE providers as identified in the attached funding charts. The additional funds will be used for the provision of higher wage reimbursement rates and/or longer training durations.

Roll Call Vote:

Aye: 4 (Kennedy, Nottoli, Scherman, Warren)  
Nay: 0  
Abstentions: 0  
Absent: 1 (Schenirer)

4. Approval to Submit a Summer Jobs and Beyond: Career Pathways for Youth Application to the U.S. Department of Labor, Employment and Training Administration, Authorize the Executive Director to Accept the Funds, Negotiate Agreements, Execute the Contracts and any other Documents Required by the Funding Source

Ms. Terri Carpenter reported that the Department of Labor released a grant of \$20 million. The target population will be in-school youth from 16-24 years of age and will include other Sacramento county neighborhoods with high crime zones. The application is under development and will include a number of local partners. Mr. Nottoli requested that County Probation be included in this proposal. Staff is reaching out to build business partners to expand job opportunities for year-round employment. The program will focus on providing services to eligible youth that assist in the development of work experience and entry into career pathways in five industry sectors: (1) Information Technology; (2) Construction; (3) Healthcare; (4) Business Services (including retail, customer service, and entrepreneurship); and (5) Hospitality/Culinary. The proposal is to be submitted by March 25. The grant will allow services to be provided to 400-500 youth.

Moved/Nottoli, second/Warren, to approve the submission of the Summer Jobs and Beyond: Career Pathways for Youth grant application to the Department of Labor requesting \$2,000,000 and authorize the Executive Director to accept the funds, negotiate the agreements, and execute the contract and any other documents required by the funding source.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

5. Approval to Release a Request for Proposals (RFP) for Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker and CalWORKs Services

Mr. Roy Kim stated that this item requests the release of a new Request for Proposals for the adult and dislocated worker programs.

Mr. Warren left the meeting at 11:16 a.m.

In 2014, State legislation required that a larger percentage of the WIA funds be spent on training activities which resulted in job centers and training centers. Staff has since experienced that the bifurcated system was not as good as the previous system. With the recent passage of the WIOA, this is an opportune time for revising the structure. It allows for the inclusion of TANF funds for training services. Staff and the Sacramento

Works Planning/Oversight Committee held public hearings and the overwhelming comments were that, 1) customers must have access to career and training services in one area, and 2) services must be available for vulnerable customers.

Ms. Michelle O’Camb was acknowledged for her work preparing the RFP.

Mr. Kennedy asked how staff could ensure the services available will be located in the high unemployed area. Mr. Kim stated that there will be a team of evaluation experts from different partner agencies to ensure this. Mr. Kennedy stated that when the funding recommendations are submitted for approval, he will expect a detailed analysis of what evaluators did and their rationale.

Mr. Nottoli asked if customer surveys were utilized to figure out why it was decided the customers did not like the bifurcated system. Mr. Kim replied that customer satisfaction surveys were used and the same issues have been raised at various meetings and site supervisor meetings.

Moved/Nottoli, second/Kennedy, to approve the release of the Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker and CalWORKs Request for Proposals (RFP) to solicit Sacramento Works Job Center services.

Roll Call Vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer & Warren)

**C. CHILDREN AND FAMILY SERVICES:** None.

**IV. Information Items**

A. Review of the Capital Region Slingshot Compact

Mr. Kim stated that the compact has been submitted to the State WDB; in late 2014 the board approved an initial proposal for \$20,000 in seed money to enhance the entrepreneurship portion. In mid-2015, the Agency secured \$996,000 and the result was to continue the development and implementation of a compact. The approval of the compact is pending. As soon as the state approves it, staff will be moving forward to release various RFPs to secure services.

B. Final Workforce Investment Act, Title IB, Local Area Performance Goals for the Sacramento Workforce Development Area for PY2015-2016: No questions.

- C. Results of SETA Refugee Program Monitoring Review by the California Department of Social Services, Refugee Programs Bureau: No questions.
- D. Workforce Innovation and Opportunity Act Final Monitoring Report: No questions.
- E. Fiscal Monitoring Reports: No questions.
- F. Employer Success Stories and Activity Report: Mr. William Walker stated that some changes were made to the report to include the entry level information requested by Councilman Schenirer.
- G. Dislocated Worker Update: Mr. Walker reported that Save Mart on Marconi Avenue is closing. He talked to the local union and the affected employees will be moved to other stores throughout the region. He is still working with Blue Cross/Blue Shield; they are doing an internal reorganization. Mr. Walker met with Macy's and 50 staff have declined services due to retirement or their unwillingness to move elsewhere. He went to Kmart but was unable to get information on what employees will be affected. Sports Authority will be closing 140 stores nationwide. They will reduce their corporate footprint in Florida and California and all five Sacramento stores will remain open.

Mr. Kennedy inquired whether Mr. Walker had any contact with Home Town Buffet and Mr. Walker replied that he reached out to their staff through EDD and offered to do some dislocated worker orientations; so far, he has had no success reaching Home Town Buffet.

H. Head Start Reports

Ms. Denise Lee reported that SETA's Human Resources Department hosted a job fair to recruit teachers, assistant teachers, and site supervisors. The Agency has found it difficult to recruit new staff. Ms. Lee reported that 183 people either attended the event or applied through the on-line application. Ms. Lee extended her thanks to all of the staff participating in the event.

V. **Reports to the Board**

- A. Chair: Ms. Scherman inquired about the applicants that were not chosen for the board this time. Ms. Kossick stated that staff keeps an applicant list and as members leave the board, the applicants will be contacted to verify their continued interest in serving on the Workforce Development Board.
- B. Executive Director: No report.
- C. Deputy Directors: No report.

- D. Counsel: No report.
- E. Members of the Board: Ms. Kossick reminded the board that staff is working to coordinate schedules so the April 28 Governing Board meeting will begin at 10:30 a.m. This will accommodate most board members with potential conflicts.
- F. Public: No comments.

**VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Pursuant to Government Code Section 54956.9, (subdivision (a))  
KELLY JOHNSON v. SETA – Sacramento Superior Court Case No. 34-2015-00180341

The board went into closed session at 11:43 a.m.

The board came out of closed session at 11:48 a.m.; Mr. Thatch stated that there was no report out of closed session.

- VII. Adjournment:** The meeting was adjourned at 11:48 a.m.

**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

Wednesday, March 23, 2016  
1:00 p.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 1:05 p.m. After the Pledge of Allegiance was recited, Ms. Scherman requested a moment of silence in honor of the citizens of Belgium.

Members Present:

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

Members Absent:

Allen Warren, Councilmember, City of Sacramento  
Patrick Kennedy, Member, Board of Supervisors

**III. Action Item**

- A. Approval to Extend Deadline for Response to Request for Proposals for Administrative Office Space – Headquarters and to Reject One Proposal as Non-Responsive

Ms. Kossick stated that five proposals were received by the March 14 deadline. There were certain deficiencies in each proposal that need to be remedied. There is also one proposal received that is outside of the boundaries of the RFP. Staff is requesting this proposal be deemed non responsive.

Mr. Thatch stated that some of the proposals are missing the Party Participant forms. The only way to cure the situation with the proposals is to extend the proposal deadline. The proposers would be provided information as to the deficiencies included in their proposal. The extension of the deadline would provide them an opportunity to update their proposal so it can be considered for selection.

Moved/Schenirer, second/Nottoli, that the Governing Board reject the proposal submitted by John Foggy for space located at 3720 Madison Avenue as non-responsive because the property is located outside of the boundaries specified in the RFP. In addition, the Board authorizes staff to contact the other four proposers in order to afford them the opportunity to cure the deficiencies



contained within each of their proposals. Finally, the board approves the deadline for response to the RFP be extended until March 30, 2016.

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy and Warren)

**III. Adjournment:** The meeting was adjourned at 1:12 p.m.

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council. The Executive Committee met and evaluated the March 22, 2016 Policy Council meeting.

<b>GOOD!!!</b>
Thank you, Ms. Kathy Kossick for shared information on the Sacramento Housing Redevelopment (SHRA) recent grant award in the amount of \$2.7 million for a HUD grant. This program investment will secure employment and increase earnings for residents of public housing.
Thank you, Ms. Bonnie Bilger for shared information on the employment eligibility lists.
Thank you, Ms. Denise Lee for providing the Sacramento County HS/EHS mid-year data report and written service plans for program year 2015/16.
Thank you, Ms. Robin Blanks for acting as Secretary.
Thank you, Mr. Kenneth Tate for facilitating an excellent meeting.
<b>NEEDS IMPROVEMENT</b>
<b>Please be recognized by the Chair by raising your hand before speaking.</b>
<b>Attendance. Please make every effort to attend all PC meetings.</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.

➤ Budget/Planning Committee: Mr. Kenneth Tate

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ITEM V- COMMITTEE REPORTS (continued)  
Page 2

- Personnel/Bylaws Committee: Mr. Kenneth Tate

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

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- Social/Hospitality Committee: Mr. Kenneth Tate

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- Parent Ambassadors Committee: Mr. Kenneth Tate

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

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- Community Report: Ms. Nicole Chilton

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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. 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)

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- C. 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
  - ✓ Quality Assurance Report for:
    - Twin Rivers Unified School District
- Martha Cisneros - Health, Nutrition and Safe Environments Services
- Karen Gonzales - School Readiness, Special Education and Mental Health Services

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## Quality Assurance Summary Report

TO: SETA Policy Council and Governing Board members  
 RE: Quality Assurance/Monitoring Results – April 2016

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
Twin Rivers Unified School District	Morey Avenue Oakdale Rio Linda	8 3 facilities observations	24	<input type="checkbox"/> Initial <input checked="" type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

### ***Exemplary Practices (Above Compliance)***

- The record-keeping system for DRDP assessments is well-organized, with assessment information clearly linked with measures and individual goals.
- Parent meeting documentation was complete and available to parents.
- There is responsive system to address safety and maintenance of outdoor playgrounds and facilities improvement

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	90%	No significant noted findings
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	94%	No significant noted findings
<b>Safe Environments</b> <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	93%	No significant noted findings
<b>Family, Parent and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	86%	1-Not all FPAs had clear strategies and timelines and/or documented follow-up on referrals made to internal or external agencies 2- <b>Limited/no</b> evidence of kindergarten registration information and/or transition information provided to families.

<b>Adult Mental Health</b> <i>(Parent/Guardian Mental Health)</i>	88%	No significant noted findings
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	83%	1-Incorrect ASQ and ASQ:SE forms were utilized for required educational screenings and/or past the 45-day timeline
<b>Written Individualization</b> <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	95%	No significant noted findings
<b>Curriculum/Implementation of Individualization</b> <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	95%	No significant noted findings
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	84%	1-Not all funded enrollment slots were filled at the beginning of the program year 2-Not all files had complete and accurate California Child Care Licensing Parents' Rights, Personal Rights and Child Abuse Reporting forms (CCL forms) on file 3-Inaccuracies between information on application form and Child Plus

\*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

**Corrective Action Plans:**

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits will be scheduled within 120 days or less.

Special Note: The grantee provided intensive training and technical assistance during the 2015-2016 program year. As a result, Twin Rivers USD staff did a great job significantly increasing compliance.

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

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment 4/29/16</b>	<b>(b) % Actual to Funded</b>	<b>Average Daily Attendance for Month %</b>
Elk Grove USD	440	446	101	85
Sacramento City USD	1,211	1,212	100	86
SETA	2,028	2,053	101	79
San Juan USD	688	681	102	80
Twin Rivers USD	233	233	100	76
WCIC/Playmate	120	120	100	79
<b>Total</b>	<b>4,700</b>	<b>4,745</b>		

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment 4/29/16</b>	<b>(b) % Actual to Funded</b>	<b>Average Daily Attendance for Month %</b>
Sacramento City USD	144	155	108	86
SETA	369	382	104	78
San Juan USD	160	169	106	81
<b>Total</b>	<b>673</b>	<b>706</b>		

**EHS-CC Partnership/Expansion**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment 4/29/16</b>	<b>(b) % Actual to Funded</b>	<b>Average Daily Attendance for Month %</b>
Kinder World	36	36	100	85
Sacramento City USD	40	40	100	80
SETA/Job Corps.*	4	4	100	TBD
<b>Total</b>	<b>80</b>	<b>80</b>		

- (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

\*This reflects the change of scope as approved by ACF on March 21, 2016



# SETA Head Start Food Service Operations Monthly Report \*April 2016

**April 1st** - Minimum Day Preschool & EHS Full-Day Classes.

**April 4th** - New On-Call Cook/Driver Richard started.  
North Avenue Class 1256C capped at 10 children due to lack of staff.

**April 8th** - Teacher Training - Closed classes Hopkins 2 AM & 2 PM and Fruitridge 2 AM & 2 PM.

**April 12th** - Mindy's Home Base Special Function, lunch and snack provided for 55 guests.

**April 11th** - Children limited at Strizek and Hopkins due to staff shortage.

**April 11th to 15th** - North Avenue afternoon Class A limited to 10 children.

**April 13th** - Helen's Home Base Special Function, lunch and snack provided for 55 guests.

**April 14th** - Monica's Special Home Base Special Function, lunch and snack provided for 55 guests.

**April 15th** - Closed for training Hillsdale Center and Northview Class C&D.

**April 20th** - Katherine's EHS Home Base Special Function, lunch and snack provided for 69 guests.  
Illa Collin closed due to staff shortage.

**April 21st** - Kristine's EHS Home Base Special Function, lunch and snack provided for 80 guests.  
Frank's EHS Home Base Special Function, lunch & snack provided for 92 guests.

**April 26th** - LaVerne Stewart capped at 10 children due to staffing.

**Meetings & Trainings:**

Connie attended the CACFP Health Institute on April 12th & 13th in Sacramento

<b>Total Number of Meals and Snacks Prepared for All Kitchens:</b>				
	Lunch	PM Snack	Breakfast	Field Trips
	39,520	24,250	26,670	520

**Total Amount of Meals and Snacks Prepared** 90,960

<b>Purchases:</b>	
Food	\$75,258.71
Non - Food	\$22,886.46

Building Maintenance and Repair:	\$617.96
Janitorial & Restroom Supplies:	\$0.00
Kitchen Small Wares and Equipment:	\$5,492.40
Vehicle Maintenance and Repair :	\$1,716.64
Vehicle Gas / Fuel:	\$1,289.48
Normal Delivery Days	21



## 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
<b>SETA operated</b>	2028	232	11%	369	104	28%
<b>Twin Rivers USD</b>	233	36	15%			
<b>Elk Grove USD</b>	440	52	12%			
<b>Sac City USD</b>	1211	151	12%	144	24	17%
<b>San Juan USD</b>	668	92	14%	160	24	15%
<b>WCIC</b>	120	14	12%			
<b>EHS CCP</b>				84	6	7%
<b>COUNTY TOTAL</b>	<b>4700</b>	<b>577</b>	<b>12%</b>	<b>757</b>	<b>158</b>	<b>21%</b>

*AFE: Annual Funded Enrollment*



## Head Start Monthly Report May 2016

### **SETA Operated Program**

#### **Family Engagement**

Staff has been participating in outreach projects in the community. The family service workers have recently participated in a community event at the Louise Perez Community Center. This has given the community the opportunity to learn more about the Head Start and Early Head Start programs in the surrounding area. Staff have also recently worked with the Black Infant Health collaborative and spoke at their monthly meeting, informing them of all the services that SETA offers. Our goal this year is to continually increase the name recognition of the Head Start and Early Head Start programs.

In SETA's last grant cycle, SETA created parent intern positions which gave Head Start parents the opportunity to apply for a 600 hour intern position as either a data entry clerk, a health aide, working in the kitchen, working with facilities or as a secretary. Of the five positions we hired for, three parents were able to apply for and get permanent work, one is still working on her 600 hours, and one had to drop out due to a family situation. With the success of this project, SETA Head Start is now interviewing to fill three positions. Head Start not only realized that we have an obligation to prepare children for school, but we also have an obligation to help encourage parents to become job ready. We have collaborated with the Workforce Development, which is part of SETA, to ensure that each parent intern is set up with a workforce coach who will guide their career pathway. We look forward to seeing continued parent success with this project.

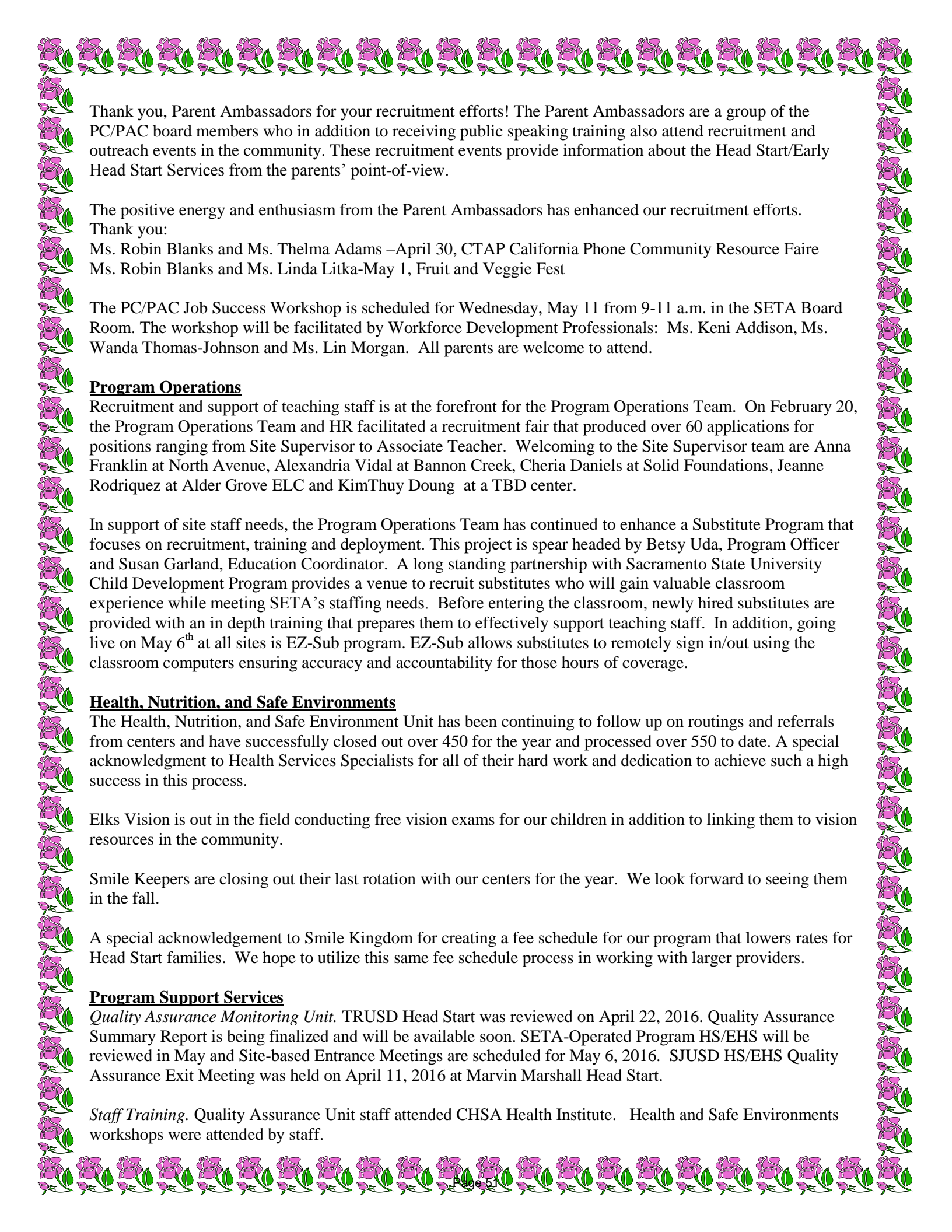
#### **Governance**

The first of a five (5) week *MAACC Overcoming Obstacles to Fatherhood Series* was held on Thursday, April 28 at SETA. The workshop training topic was "The Roles of Fathers in the 21<sup>st</sup> Century" and focused on exploring the roles of father's and men throughout the generations.

Topics of discussion included:

- Media portrayal of father's
- How fathers roles changed
- Building tradition and legacies
- How to communicate family values

Mr. Kenneth Tate, PC Chair, facilitated the workshop and led the discussion on various issues fathers face in the 21<sup>st</sup> Century. Mr. Tate did a fantastic job presenting research based information and providing personal stories from his own life that helped parents relate to the workshop material and to share their personal experiences. Mr. Tate and Mr. Calvin Sheppard, PC/PAC MAACC Representative, welcomed all parents (all genders, men and women) and all father-like figures to attend workshop trainings. The next training is "Employment & Training Services in Sacramento County," facilitated by Mr. John Allen, SETA Human Resource and Facilities Chief. Parents will learn about training services in Sacramento County and their rights as an employee.



Thank you, Parent Ambassadors for your recruitment efforts! The Parent Ambassadors are a group of the PC/PAC board members who in addition to receiving public speaking training also attend recruitment and outreach events in the community. These recruitment events provide information about the Head Start/Early Head Start Services from the parents' point-of-view.

The positive energy and enthusiasm from the Parent Ambassadors has enhanced our recruitment efforts. Thank you:

Ms. Robin Blanks and Ms. Thelma Adams –April 30, CTAP California Phone Community Resource Faire  
Ms. Robin Blanks and Ms. Linda Litka-May 1, Fruit and Veggie Fest

The PC/PAC Job Success Workshop is scheduled for Wednesday, May 11 from 9-11 a.m. in the SETA Board Room. The workshop will be facilitated by Workforce Development Professionals: Ms. Keni Addison, Ms. Wanda Thomas-Johnson and Ms. Lin Morgan. All parents are welcome to attend.

### **Program Operations**

Recruitment and support of teaching staff is at the forefront for the Program Operations Team. On February 20, the Program Operations Team and HR facilitated a recruitment fair that produced over 60 applications for positions ranging from Site Supervisor to Associate Teacher. Welcoming to the Site Supervisor team are Anna Franklin at North Avenue, Alexandria Vidal at Bannon Creek, Cheria Daniels at Solid Foundations, Jeanne Rodriquez at Alder Grove ELC and KimThuy Doung at a TBD center.

In support of site staff needs, the Program Operations Team has continued to enhance a Substitute Program that focuses on recruitment, training and deployment. This project is spear headed by Betsy Uda, Program Officer and Susan Garland, Education Coordinator. A long standing partnership with Sacramento State University Child Development Program provides a venue to recruit substitutes who will gain valuable classroom experience while meeting SETA's staffing needs. Before entering the classroom, newly hired substitutes are provided with an in depth training that prepares them to effectively support teaching staff. In addition, going live on May 6<sup>th</sup> at all sites is EZ-Sub program. EZ-Sub allows substitutes to remotely sign in/out using the classroom computers ensuring accuracy and accountability for those hours of coverage.

### **Health, Nutrition, and Safe Environments**

The Health, Nutrition, and Safe Environment Unit has been continuing to follow up on routings and referrals from centers and have successfully closed out over 450 for the year and processed over 550 to date. A special acknowledgment to Health Services Specialists for all of their hard work and dedication to achieve such a high success in this process.

Elks Vision is out in the field conducting free vision exams for our children in addition to linking them to vision resources in the community.

Smile Keepers are closing out their last rotation with our centers for the year. We look forward to seeing them in the fall.

A special acknowledgement to Smile Kingdom for creating a fee schedule for our program that lowers rates for Head Start families. We hope to utilize this same fee schedule process in working with larger providers.

### **Program Support Services**

*Quality Assurance Monitoring Unit.* TRUSD Head Start was reviewed on April 22, 2016. Quality Assurance Summary Report is being finalized and will be available soon. SETA-Operated Program HS/EHS will be reviewed in May and Site-based Entrance Meetings are scheduled for May 6, 2016. SJUSD HS/EHS Quality Assurance Exit Meeting was held on April 11, 2016 at Marvin Marshall Head Start.

*Staff Training.* Quality Assurance Unit staff attended CHSA Health Institute. Health and Safe Environments workshops were attended by staff.



## **Elk Grove Unified School District**

### **Education Services Update**

Joua Lee and Manuela Eichenhofer from Sacramento County Office of Education presented information and strategies to use with preschool Dual Language Learners and their families. Teachers watched several videos of these practices in action and had the opportunity to discuss what they saw and how they could apply them in their classrooms.

### **Enrollment**

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

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

Our program educators and OAIIs have worked closely with Kate Barbero, PreK social worker and with Dr. Teresa Gannon, PreK psychologist, to place students with an active IEP into the Head Start program. There are 52 students with active IEPs being served which is twelve percent (12%) of our Head Start student population.

### **Health Services Update**

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

### **USDA Meals/Snacks**

Head Start students were served 11,874 meals during the month of April.

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

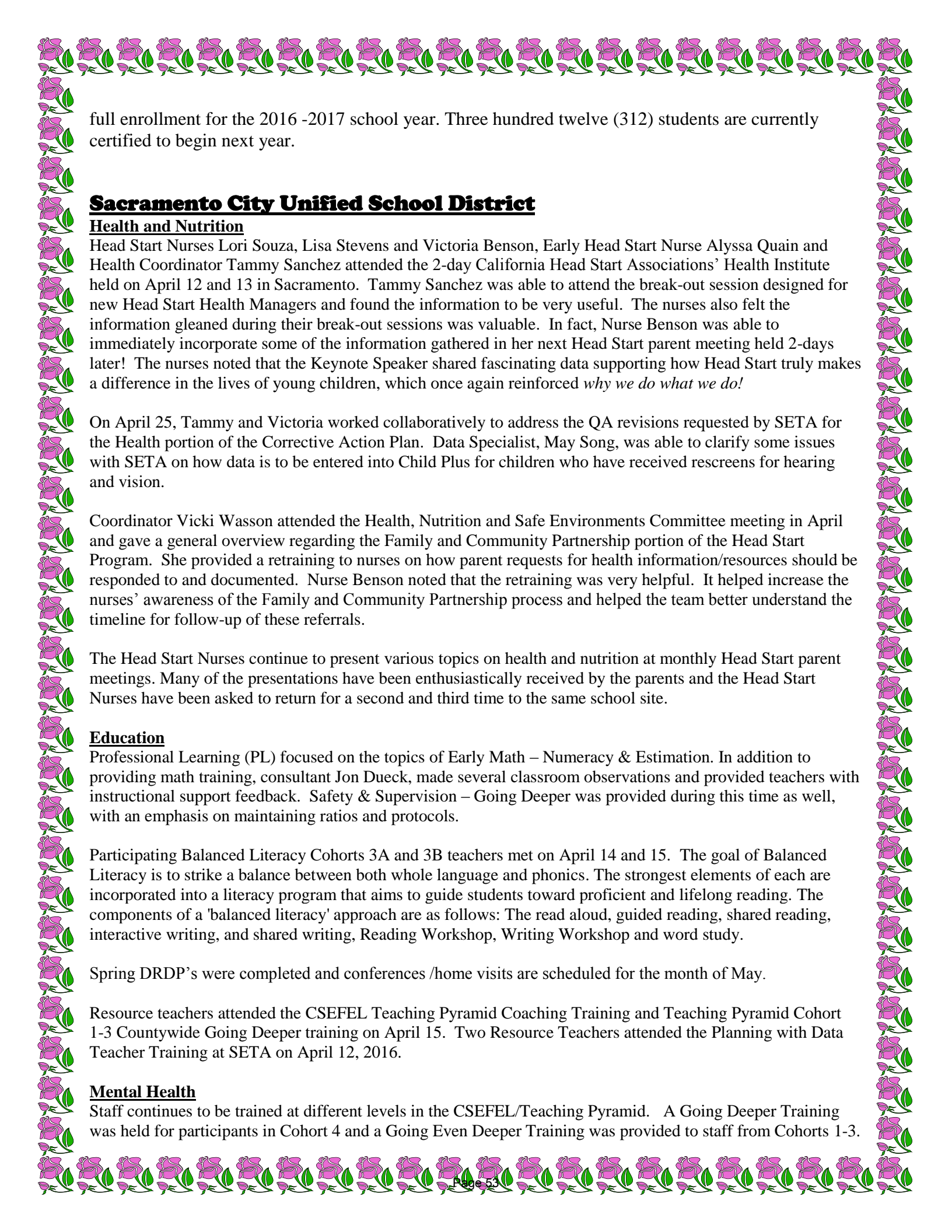
Family education opportunities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated, in part, by the desires and needs of families expressed in a yearly survey and, in part, by the School Readiness grant. Every opportunity is utilized to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

The following workshops were held in April:

"I Am Moving, I Am Learning" was held at David Reese Elementary on April 6, at William Daylor High on April 13, at Charles Mack Elementary on April 14, at Herman Leimbach Elementary on April 19, at Florin Elementary on April 27, and at Samuel Kennedy Elementary School on April 28. This workshop teaches families the importance of physical activity and how they can use simple materials found at home to create fun, physically active experiences. Twenty-two (22) families attended the workshop at David Reese Elementary, twenty-one (21) families attended the workshop at William Daylor High, forty-eight (48) families attended the workshop at Charles Mack Elementary, twenty-one (21) families attended the workshop at Herman Leimbach Elementary, forty-five (45) families attended the workshop at Florin Elementary, and fifty-eight (58) families attended the workshop at Samuel Kennedy Elementary School.

### **Recruitment**

An internal office calendar with registration dates for January through June has been created to ensure



full enrollment for the 2016 -2017 school year. Three hundred twelve (312) students are currently certified to begin next year.

## **Sacramento City Unified School District**

### **Health and Nutrition**

Head Start Nurses Lori Souza, Lisa Stevens and Victoria Benson, Early Head Start Nurse Alyssa Quain and Health Coordinator Tammy Sanchez attended the 2-day California Head Start Associations' Health Institute held on April 12 and 13 in Sacramento. Tammy Sanchez was able to attend the break-out session designed for new Head Start Health Managers and found the information to be very useful. The nurses also felt the information gleaned during their break-out sessions was valuable. In fact, Nurse Benson was able to immediately incorporate some of the information gathered in her next Head Start parent meeting held 2-days later! The nurses noted that the Keynote Speaker shared fascinating data supporting how Head Start truly makes a difference in the lives of young children, which once again reinforced *why we do what we do!*

On April 25, Tammy and Victoria worked collaboratively to address the QA revisions requested by SETA for the Health portion of the Corrective Action Plan. Data Specialist, May Song, was able to clarify some issues with SETA on how data is to be entered into Child Plus for children who have received rescreens for hearing and vision.

Coordinator Vicki Wasson attended the Health, Nutrition and Safe Environments Committee meeting in April and gave a general overview regarding the Family and Community Partnership portion of the Head Start Program. She provided a retraining to nurses on how parent requests for health information/resources should be responded to and documented. Nurse Benson noted that the retraining was very helpful. It helped increase the nurses' awareness of the Family and Community Partnership process and helped the team better understand the timeline for follow-up of these referrals.

The Head Start Nurses continue to present various topics on health and nutrition at monthly Head Start parent meetings. Many of the presentations have been enthusiastically received by the parents and the Head Start Nurses have been asked to return for a second and third time to the same school site.

### **Education**

Professional Learning (PL) focused on the topics of Early Math – Numeracy & Estimation. In addition to providing math training, consultant Jon Dueck, made several classroom observations and provided teachers with instructional support feedback. Safety & Supervision – Going Deeper was provided during this time as well, with an emphasis on maintaining ratios and protocols.

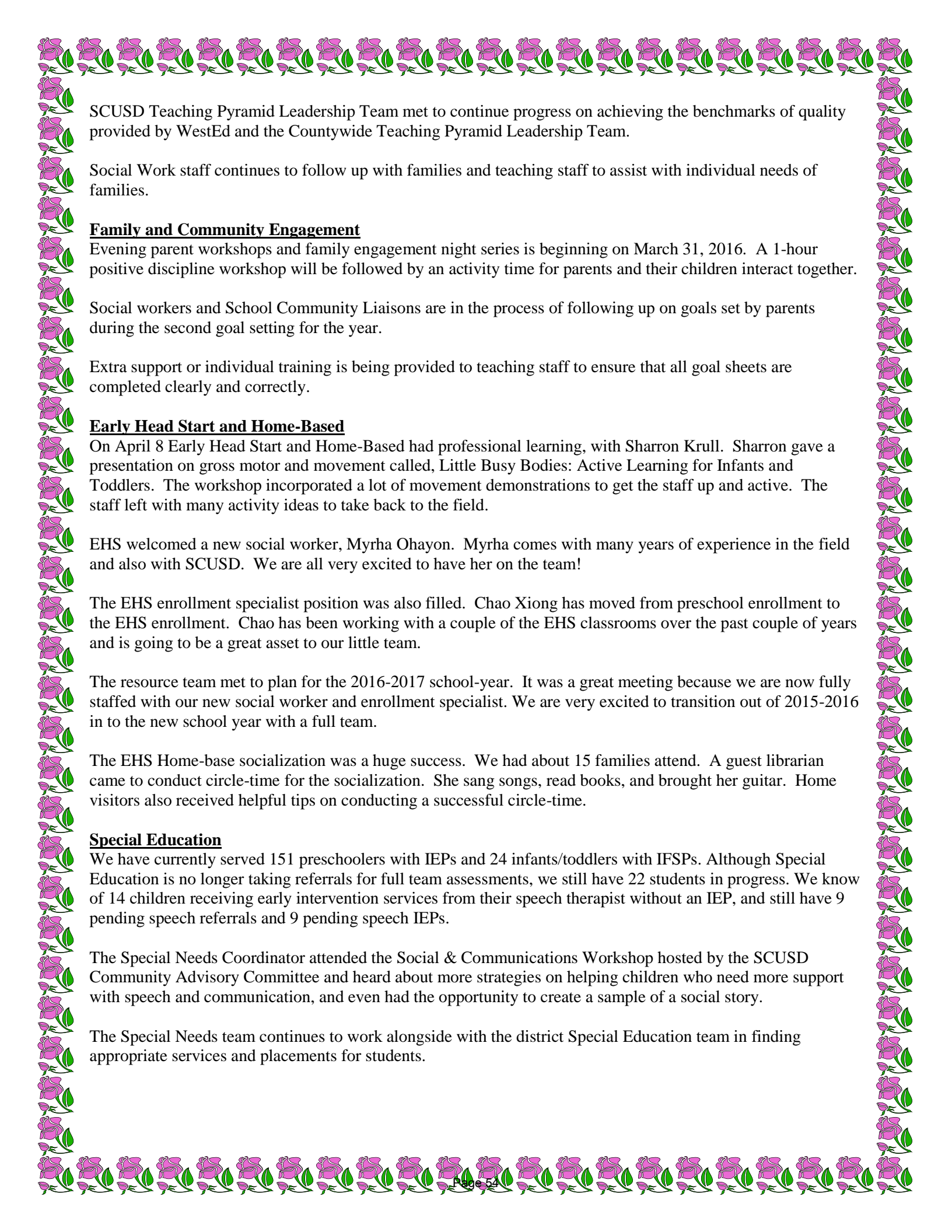
Participating Balanced Literacy Cohorts 3A and 3B teachers met on April 14 and 15. The goal of Balanced Literacy is to strike a balance between both whole language and phonics. The strongest elements of each are incorporated into a literacy program that aims to guide students toward proficient and lifelong reading. The components of a 'balanced literacy' approach are as follows: The read aloud, guided reading, shared reading, interactive writing, and shared writing, Reading Workshop, Writing Workshop and word study.

Spring DRDP's were completed and conferences /home visits are scheduled for the month of May.

Resource teachers attended the CSEFEL Teaching Pyramid Coaching Training and Teaching Pyramid Cohort 1-3 Countywide Going Deeper training on April 15. Two Resource Teachers attended the Planning with Data Teacher Training at SETA on April 12, 2016.

### **Mental Health**

Staff continues to be trained at different levels in the CSEFEL/Teaching Pyramid. A Going Deeper Training was held for participants in Cohort 4 and a Going Even Deeper Training was provided to staff from Cohorts 1-3.



SCUSD Teaching Pyramid Leadership Team met to continue progress on achieving the benchmarks of quality provided by WestEd and the Countywide Teaching Pyramid Leadership Team.

Social Work staff continues to follow up with families and teaching staff to assist with individual needs of families.

### **Family and Community Engagement**

Evening parent workshops and family engagement night series is beginning on March 31, 2016. A 1-hour positive discipline workshop will be followed by an activity time for parents and their children interact together.

Social workers and School Community Liaisons are in the process of following up on goals set by parents during the second goal setting for the year.

Extra support or individual training is being provided to teaching staff to ensure that all goal sheets are completed clearly and correctly.

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

On April 8 Early Head Start and Home-Based had professional learning, with Sharron Krull. Sharron gave a presentation on gross motor and movement called, Little Busy Bodies: Active Learning for Infants and Toddlers. The workshop incorporated a lot of movement demonstrations to get the staff up and active. The staff left with many activity ideas to take back to the field.

EHS welcomed a new social worker, Myrha Ohayon. Myrha comes with many years of experience in the field and also with SCUSD. We are all very excited to have her on the team!

The EHS enrollment specialist position was also filled. Chao Xiong has moved from preschool enrollment to the EHS enrollment. Chao has been working with a couple of the EHS classrooms over the past couple of years and is going to be a great asset to our little team.

The resource team met to plan for the 2016-2017 school-year. It was a great meeting because we are now fully staffed with our new social worker and enrollment specialist. We are very excited to transition out of 2015-2016 in to the new school year with a full team.

The EHS Home-base socialization was a huge success. We had about 15 families attend. A guest librarian came to conduct circle-time for the socialization. She sang songs, read books, and brought her guitar. Home visitors also received helpful tips on conducting a successful circle-time.

### **Special Education**

We have currently served 151 preschoolers with IEPs and 24 infants/toddlers with IFSPs. Although Special Education is no longer taking referrals for full team assessments, we still have 22 students in progress. We know of 14 children receiving early intervention services from their speech therapist without an IEP, and still have 9 pending speech referrals and 9 pending speech IEPs.

The Special Needs Coordinator attended the Social & Communications Workshop hosted by the SCUSD Community Advisory Committee and heard about more strategies on helping children who need more support with speech and communication, and even had the opportunity to create a sample of a social story.

The Special Needs team continues to work alongside with the district Special Education team in finding appropriate services and placements for students.



## **San Juan Unified School District**

### **Education Services Update**

All classrooms began to focus on a Flower study this month. During the course of this study, the letter focus is Gg, Ee, and Dd. The math focus is Addition/Subtraction with Objects in 2 Sets. There was also time in the last two weeks to review math concepts needed by individual classrooms. All programs completed their last DRDP assessment this month. Teachers began conducting parent conferences, which will continue into next month.

### **Disabilities Services Update**

The Disabilities team has been looking at a better system to document Developmental, Behavioral, and Speech rescreens and rescreen results. A new documentation form, which will be housed in individual children's CUM files, has been developed and will be piloted for the next school year. The implementation of this new documentation form should make screening paperwork easier and more understandable for the classroom teaching staff, as well as any monitoring staff.

### **Mental Health Services Update**

The Mental Health Therapist worked to lend extra support to those kindergarten-bound children's parents who have concern for their child's social/emotional readiness. He provided resources for the counseling cases that are preparing to close in order to continue future mental health services. The Mental Health Therapist also provided Self-Esteem workshops for parents.

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

Health continued to review students' health, nutrition, and immunization status, completing and reviewing health files for children enrolling in the current 2015-16 school year. The School Nurse worked to complete and update Individualized Student Health Plans for those who have health concerns. She also wrote several reports for students with IEPs. Health screened children once per week throughout the month of April. There will not be screening in May. Smile Keepers visited school sites, and will continue to do so through May of 2016. The Health Team worked on data checking for PIR, as well as various forms, handbooks, and other documentation and information that will be needed for re-enrollment during the summer.

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

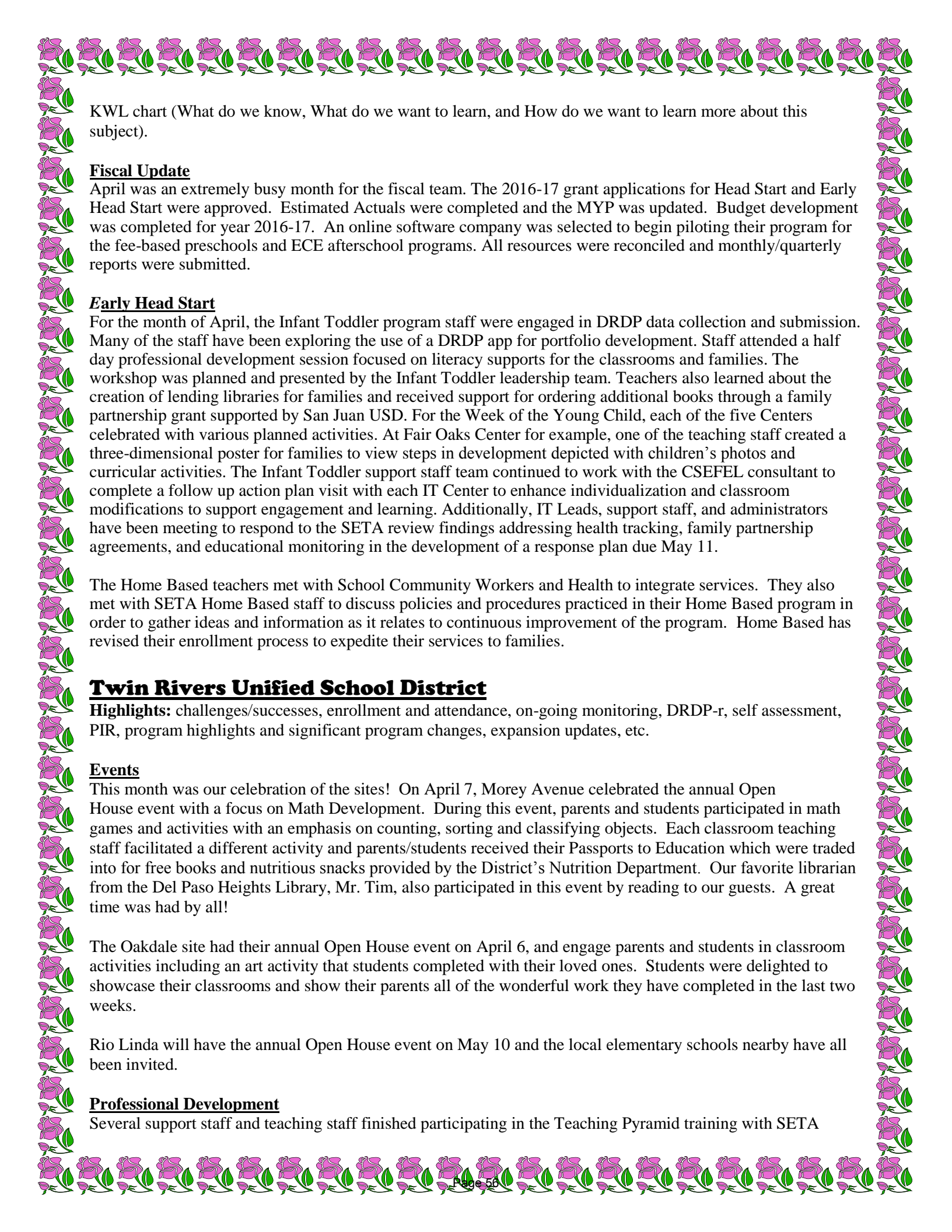
The SJUSD Head Start program, in collaboration with First 5, participated in the district's satellite Kindergarten enrollment day by hosting a table which allowed parents to enroll their preschoolers into Head Start and Preschool programs. School Readiness promoted the Head Start, State Preschool, and First 5 Preschool programs, as well as Summer Camp Academy and 0-3 playgroups. Parents also received a Kindergarten Transitional packet with tips and activities on how to better prepare for Kindergarten.

The Head Start Team has also worked with the School Readiness van visits, which continued at Howe, Dyer Kelly, Starr King, Encina, and General Davie Center. The van visit events provided an opportunity to focus on family topics and community needs. This has been a great resource for families to learn about community services, and it gives ECE an opportunity to build a close relationship with the parents. ECE has collaborated with the San Juan Unified Family and Community Engagement Department in the Latino Family Literacy Project at Edison Elementary School. The Latino Family Literacy Project teaches parents the importance of establishing a reading routine with their children, while building English vocabulary skills.

School Community Workers offered counseling referrals for parent and family support. They also worked with parents to give them information in regards to Denti-Cal and the California Dental Board, as well as directed parents to the on-going junior chef class for preschoolers held on Wednesdays at Davie Center in Room 12.

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

The second in a series of two trainings on Guided Language Acquisition Design (GLAD) was presented to staff on April 1st. Teachers revisited the practice of the Morning Message. This was a focus of training in the last couple of years and was expanded upon in this training. Teachers also discussed the different types of T charts which can be used in the classroom. One example of a T chart often used in the preschool classrooms is the



KWL chart (What do we know, What do we want to learn, and How do we want to learn more about this subject).

### **Fiscal Update**

April was an extremely busy month for the fiscal team. The 2016-17 grant applications for Head Start and Early Head Start were approved. Estimated Actuals were completed and the MYP was updated. Budget development was completed for year 2016-17. An online software company was selected to begin piloting their program for the fee-based preschools and ECE afterschool programs. All resources were reconciled and monthly/quarterly reports were submitted.

### **Early Head Start**

For the month of April, the Infant Toddler program staff were engaged in DRDP data collection and submission. Many of the staff have been exploring the use of a DRDP app for portfolio development. Staff attended a half day professional development session focused on literacy supports for the classrooms and families. The workshop was planned and presented by the Infant Toddler leadership team. Teachers also learned about the creation of lending libraries for families and received support for ordering additional books through a family partnership grant supported by San Juan USD. For the Week of the Young Child, each of the five Centers celebrated with various planned activities. At Fair Oaks Center for example, one of the teaching staff created a three-dimensional poster for families to view steps in development depicted with children's photos and curricular activities. The Infant Toddler support staff team continued to work with the CSEFEL consultant to complete a follow up action plan visit with each IT Center to enhance individualization and classroom modifications to support engagement and learning. Additionally, IT Leads, support staff, and administrators have been meeting to respond to the SETA review findings addressing health tracking, family partnership agreements, and educational monitoring in the development of a response plan due May 11.

The Home Based teachers met with School Community Workers and Health to integrate services. They also met with SETA Home Based staff to discuss policies and procedures practiced in their Home Based program in order to gather ideas and information as it relates to continuous improvement of the program. Home Based has revised their enrollment process to expedite their services to families.

### **Twin Rivers Unified School District**

**Highlights:** challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r, self assessment, PIR, program highlights and significant program changes, expansion updates, etc.

### **Events**

This month was our celebration of the sites! On April 7, Morey Avenue celebrated the annual Open House event with a focus on Math Development. During this event, parents and students participated in math games and activities with an emphasis on counting, sorting and classifying objects. Each classroom teaching staff facilitated a different activity and parents/students received their Passports to Education which were traded into for free books and nutritious snacks provided by the District's Nutrition Department. Our favorite librarian from the Del Paso Heights Library, Mr. Tim, also participated in this event by reading to our guests. A great time was had by all!

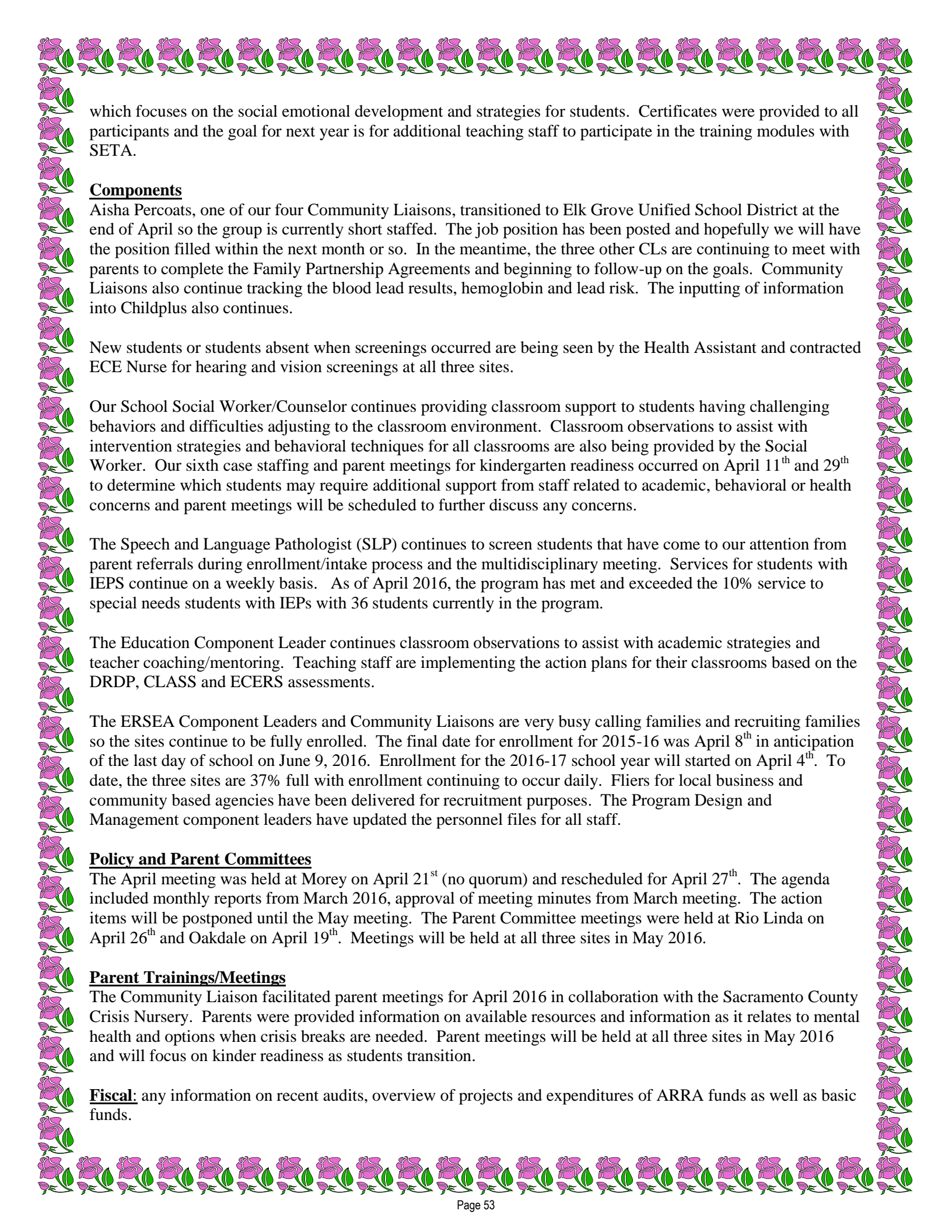
The Oakdale site had their annual Open House event on April 6, and engage parents and students in classroom activities including an art activity that students completed with their loved ones. Students were delighted to showcase their classrooms and show their parents all of the wonderful work they have completed in the last two weeks.

Rio Linda will have the annual Open House event on May 10 and the local elementary schools nearby have all been invited.

### **Professional Development**

Several support staff and teaching staff finished participating in the Teaching Pyramid training with SETA





which focuses on the social emotional development and strategies for students. Certificates were provided to all participants and the goal for next year is for additional teaching staff to participate in the training modules with SETA.

### **Components**

Aisha Percoats, one of our four Community Liaisons, transitioned to Elk Grove Unified School District at the end of April so the group is currently short staffed. The job position has been posted and hopefully we will have the position filled within the next month or so. In the meantime, the three other CLs are continuing to meet with parents to complete the Family Partnership Agreements and beginning to follow-up on the goals. Community Liaisons also continue tracking the blood lead results, hemoglobin and lead risk. The inputting of information into Childplus also continues.

New students or students absent when screenings occurred are being seen by the Health Assistant and contracted ECE Nurse for hearing and vision screenings at all three sites.

Our School Social Worker/Counselor continues providing classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. Our sixth case staffing and parent meetings for kindergarten readiness occurred on April 11<sup>th</sup> and 29<sup>th</sup> to determine which students may require additional support from staff related to academic, behavioral or health concerns and parent meetings will be scheduled to further discuss any concerns.

The Speech and Language Pathologist (SLP) continues to screen students that have come to our attention from parent referrals during enrollment/intake process and the multidisciplinary meeting. Services for students with IEPS continue on a weekly basis. As of April 2016, the program has met and exceeded the 10% service to special needs students with IEPs with 36 students currently in the program.

The Education Component Leader continues classroom observations to assist with academic strategies and teacher coaching/mentoring. Teaching staff are implementing the action plans for their classrooms based on the DRDP, CLASS and ECERS assessments.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families so the sites continue to be fully enrolled. The final date for enrollment for 2015-16 was April 8<sup>th</sup> in anticipation of the last day of school on June 9, 2016. Enrollment for the 2016-17 school year will started on April 4<sup>th</sup>. To date, the three sites are 37% full with enrollment continuing to occur daily. Fliers for local business and community based agencies have been delivered for recruitment purposes. The Program Design and Management component leaders have updated the personnel files for all staff.

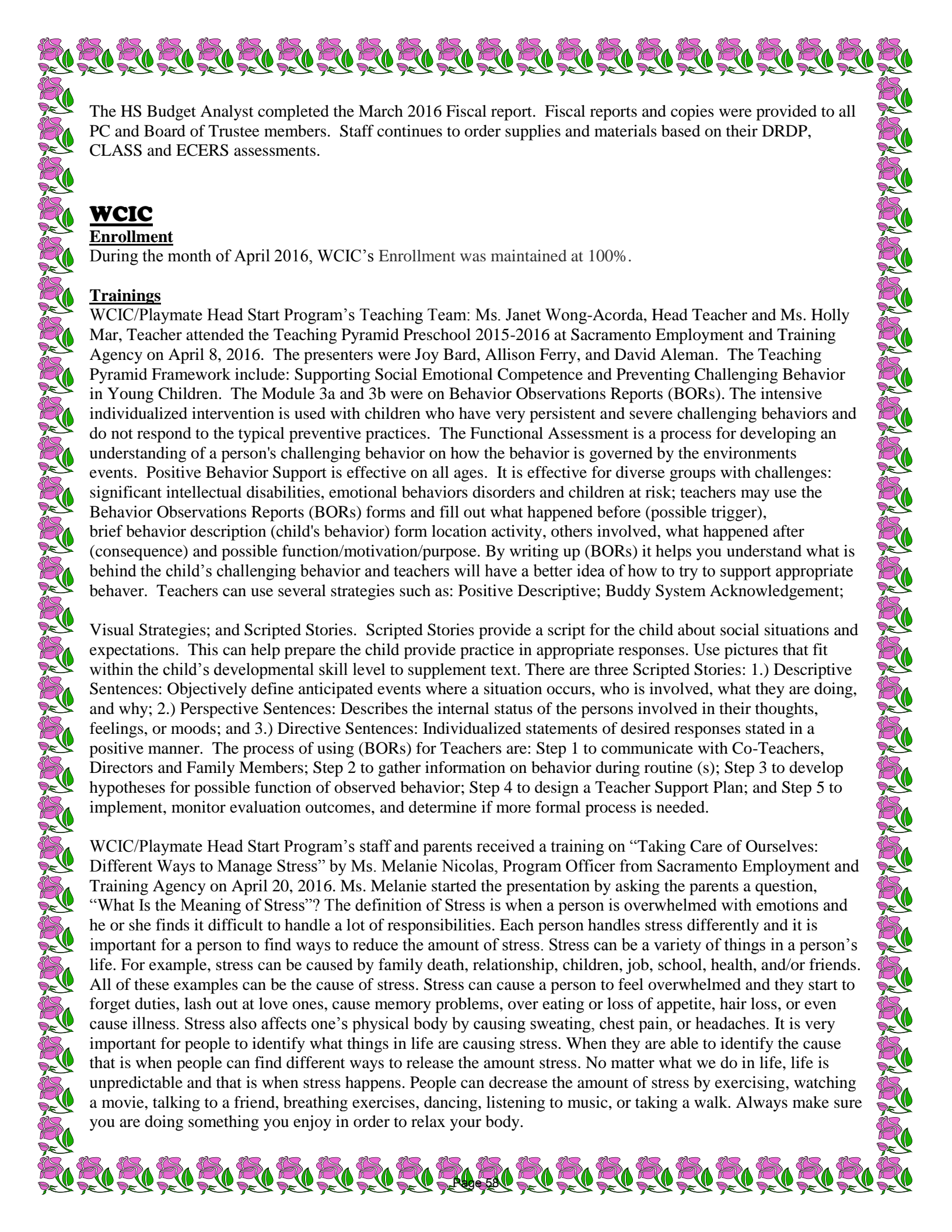
### **Policy and Parent Committees**

The April meeting was held at Morey on April 21<sup>st</sup> (no quorum) and rescheduled for April 27<sup>th</sup>. The agenda included monthly reports from March 2016, approval of meeting minutes from March meeting. The action items will be postponed until the May meeting. The Parent Committee meetings were held at Rio Linda on April 26<sup>th</sup> and Oakdale on April 19<sup>th</sup>. Meetings will be held at all three sites in May 2016.

### **Parent Trainings/Meetings**

The Community Liaison facilitated parent meetings for April 2016 in collaboration with the Sacramento County Crisis Nursery. Parents were provided information on available resources and information as it relates to mental health and options when crisis breaks are needed. Parent meetings will be held at all three sites in May 2016 and will focus on kinder readiness as students transition.

**Fiscal:** any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds.



The HS Budget Analyst completed the March 2016 Fiscal report. Fiscal reports and copies were provided to all PC and Board of Trustee members. Staff continues to order supplies and materials based on their DRDP, CLASS and ECERS assessments.

## **WCIC** **Enrollment**

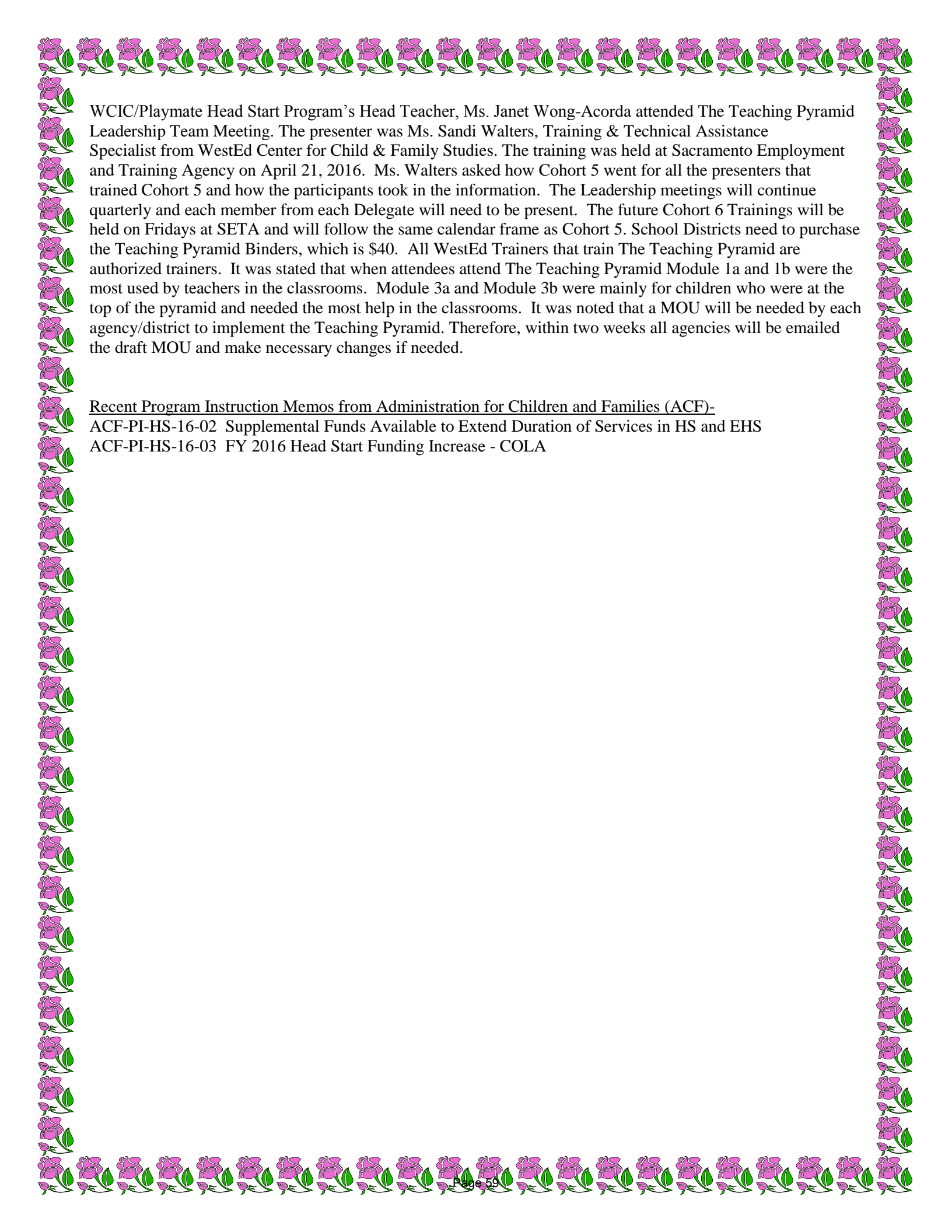
During the month of April 2016, WCIC's Enrollment was maintained at 100%.

### **Trainings**

WCIC/Playmate Head Start Program's Teaching Team: Ms. Janet Wong-Acorda, Head Teacher and Ms. Holly Mar, Teacher attended the Teaching Pyramid Preschool 2015-2016 at Sacramento Employment and Training Agency on April 8, 2016. The presenters were Joy Bard, Allison Ferry, and David Aleman. The Teaching Pyramid Framework include: Supporting Social Emotional Competence and Preventing Challenging Behavior in Young Children. The Module 3a and 3b were on Behavior Observations Reports (BORs). The intensive individualized intervention is used with children who have very persistent and severe challenging behaviors and do not respond to the typical preventive practices. The Functional Assessment is a process for developing an understanding of a person's challenging behavior on how the behavior is governed by the environments events. Positive Behavior Support is effective on all ages. It is effective for diverse groups with challenges: significant intellectual disabilities, emotional behaviors disorders and children at risk; teachers may use the Behavior Observations Reports (BORs) forms and fill out what happened before (possible trigger), brief behavior description (child's behavior) form location activity, others involved, what happened after (consequence) and possible function/motivation/purpose. By writing up (BORs) it helps you understand what is behind the child's challenging behavior and teachers will have a better idea of how to try to support appropriate behavior. Teachers can use several strategies such as: Positive Descriptive; Buddy System Acknowledgement;

Visual Strategies; and Scripted Stories. Scripted Stories provide a script for the child about social situations and expectations. This can help prepare the child provide practice in appropriate responses. Use pictures that fit within the child's developmental skill level to supplement text. There are three Scripted Stories: 1.) Descriptive Sentences: Objectively define anticipated events where a situation occurs, who is involved, what they are doing, and why; 2.) Perspective Sentences: Describes the internal status of the persons involved in their thoughts, feelings, or moods; and 3.) Directive Sentences: Individualized statements of desired responses stated in a positive manner. The process of using (BORs) for Teachers are: Step 1 to communicate with Co-Teachers, Directors and Family Members; Step 2 to gather information on behavior during routine (s); Step 3 to develop hypotheses for possible function of observed behavior; Step 4 to design a Teacher Support Plan; and Step 5 to implement, monitor evaluation outcomes, and determine if more formal process is needed.

WCIC/Playmate Head Start Program's staff and parents received a training on "Taking Care of Ourselves: Different Ways to Manage Stress" by Ms. Melanie Nicolas, Program Officer from Sacramento Employment and Training Agency on April 20, 2016. Ms. Melanie started the presentation by asking the parents a question, "What Is the Meaning of Stress"? The definition of Stress is when a person is overwhelmed with emotions and he or she finds it difficult to handle a lot of responsibilities. Each person handles stress differently and it is important for a person to find ways to reduce the amount of stress. Stress can be a variety of things in a person's life. For example, stress can be caused by family death, relationship, children, job, school, health, and/or friends. All of these examples can be the cause of stress. Stress can cause a person to feel overwhelmed and they start to forget duties, lash out at love ones, cause memory problems, over eating or loss of appetite, hair loss, or even cause illness. Stress also affects one's physical body by causing sweating, chest pain, or headaches. It is very important for people to identify what things in life are causing stress. When they are able to identify the cause that is when people can find different ways to release the amount stress. No matter what we do in life, life is unpredictable and that is when stress happens. People can decrease the amount of stress by exercising, watching a movie, talking to a friend, breathing exercises, dancing, listening to music, or taking a walk. Always make sure you are doing something you enjoy in order to relax your body.



WCIC/Playmate Head Start Program's Head Teacher, Ms. Janet Wong-Acorda attended The Teaching Pyramid Leadership Team Meeting. The presenter was Ms. Sandi Walters, Training & Technical Assistance Specialist from WestEd Center for Child & Family Studies. The training was held at Sacramento Employment and Training Agency on April 21, 2016. Ms. Walters asked how Cohort 5 went for all the presenters that trained Cohort 5 and how the participants took in the information. The Leadership meetings will continue quarterly and each member from each Delegate will need to be present. The future Cohort 6 Trainings will be held on Fridays at SETA and will follow the same calendar frame as Cohort 5. School Districts need to purchase the Teaching Pyramid Binders, which is \$40. All WestEd Trainers that train The Teaching Pyramid are authorized trainers. It was stated that when attendees attend The Teaching Pyramid Module 1a and 1b were the most used by teachers in the classrooms. Module 3a and Module 3b were mainly for children who were at the top of the pyramid and needed the most help in the classrooms. It was noted that a MOU will be needed by each agency/district to implement the Teaching Pyramid. Therefore, within two weeks all agencies will be emailed the draft MOU and make necessary changes if needed.

Recent Program Instruction Memos from Administration for Children and Families (ACF)-  
ACF-PI-HS-16-02 Supplemental Funds Available to Extend Duration of Services in HS and EHS  
ACF-PI-HS-16-03 FY 2016 Head Start Funding Increase - COLA

ITEM VI-OTHER REPORTS (continued)  
Page 2

- D. 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.

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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.

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- 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.

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