

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
Councilmember
City of Sacramento

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City of Sacramento

SOPHIA SCHERMAN
Public Representative

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Phone: (916) 263-3804
Fax: (916) 263-3779

Website:
<http://www.headstart.seta.net>

*Thought of the day: "The most powerful leadership tool you have is your personal example."
~~ John Wooden*

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, June 28, 2016

TIME: 9:00 a.m.

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

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

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F.	Public Participation	
VII.	<u>Adjournment</u>	

DISTRIBUTION DATE: WEDNESDAY, JUNE 22 , 2016

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
- _____ 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
- _____ Natalie Craig, SETA-Operated Program
- _____ Thelma Adams, SETA-Operated Program
- _____ Stacey Webster, Home Base Option
- _____ Robin Blanks, Grandparent Representative
- _____ Calvin Sheppard, Men's Activities Affecting Children Committee
- _____ Terri McMillin, Past Parent Representative
- _____ Kenneth Tate, Past Parent Representative

Seats Vacant:

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

**** Please call your alternate, Policy Council Chair (Kenneth Tate: (916) 236-7407), or Head Start staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2015-2016**

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

BOARD MEMBER	SITE	11/24	12/16 *	1/26	2/23	3/22	4/26	5/24	6/28	7/26	8/23	9/27	10/25	11/22
T. Adams Seated 5/24	SOP							X						
R. Blanks Seated 11/24	GRAND	X	X	X	X	X	X	X						
T. Broxton s/b/seated 1/26; seated 2/23	ELK			E	X	X	X	X						
R. Castex Seated 11/24	WCIC	X	X	X	X	X	X	U						
N. Chilton s/b/seated 2/24; seated 3/24	GR	X	X	X	U	X	X	X						
N. Craig Seated 11/24	SOP	X	E	X	X	U	X	X						
M. Cruz s/b/seated 4/26	SAC						U	U						
M. Guorero Seated 3/22	SOP					X	X	R						
P. Lee s/b/seated 11/24; seated 12/16	SAC	U	X	X	X	E	X	E						
S. Lewis Seated 4/26	WCIC						X	X						
L. Litka Seated 11/24	SJ	X	X	X	X	X	X	X						
T. McMillin Seated 4/26	PP						X	X						
L. Razo Seated 12/16	EG		X	X	E	E	X	X						
A. Robinson Seated 1/26	SJ			X	X	X	X	X						
N. Rossetti s/b/seated 3/22	TR					E	E	U						
A. Scharnow Seated 3/22	SAC					X	X	X						
P. Scott s/b/seated 11/24; seated 12/16	SOP	E	X	X	E	X	X	E						

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	X						
K. Tate Seated 11/24	PAST	X	X	X	X	X	X	X						
S. Webster Seated 11/24	HB	X	E	X	X	X	X	X						
E. Williams Seated 3/22	TR					X	X	U						

GLOSSARY OF ACRONYMS

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

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

Current a/o 5/30/16

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 24, 2016 POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the May 24, 2016 meeting.

RECOMMENDATION:

That the Policy Council approve the May 24 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, May 24, 2016
9:00 a.m.

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

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

PC Members Present:

Lydia Razo, Elk Grove Unified School District
Tyrone Broxton, Elk Grove Unified School District
Andrea Scharnow, Sacramento City Unified School District
Amanda Robinson, San Juan Unified School District
Linda Litka, San Juan Unified School District
Stacy Lewis, Women’s Civic Improvement Club/Playmate
Natalie Craig, SETA-Operated Program
Stacey Webster, Home Base Option
Kenneth Tate, Past Parent Representative
Robin Blanks, Grandparent Representative
Calvin Sheppard, Men’s Activities Affecting Children Committee
Nicole Chilton, Birth and Beyond (arrived at 9:12 a.m.)

Members Absent:

Phoua Lee, Sacramento City Unified School District (excused)
Reginald Castex, WCIC/Playmate Child Development Center (unexcused)
Megan Guerrero, SETA-Operated Program (no longer on the board; accepted SETA position)
Erica Williams, Twin Rivers Unified School District (unexcused)
Penelope Scott, SETA-Operated Program (excused)

New Members Seated:

Thelma Adams, SETA-Operated Program
Terri McMillin, Past Parent Representative

New Members to be Seated but Absent:

Natalie Rossetti, Twin Rivers Unified School District (unexcused)
Maria Cruz, Sacramento City Unified School District (unexcused)

Ms. Chilton arrived and was seated at 9:12 a.m.

II. Consent Item

A. Approval of the Minutes of the April 26, 2016 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/McMillin, second/Lewis, to approve the April 26, 2016 minutes as distributed.

Show of hands vote:

Aye: 12 (Adams, Blanks, Broxton, Craig, Lewis, Litka, McMillin, Razo, Robinson, Scharnow, Sheppard, Webster)

Nay: 0

Abstentions: 2 (Chilton and Tate)

III. Action Items

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

The Policy Council went into closed session at 9:12 a.m. The Board went back into open session at 9:30 a.m. Mr. Tate reported out that the Policy Council approved the eligible lists for: Associate Teacher (I, III, and Infant/Toddler), Quality Assurance Analyst, Program Specialist, Head Start Coordinator (Education) (Sup), and Head Start Courier/Maintenance.

B. Approval to Submit the Head Start/Early Head Start Cost of Living Adjustment (COLA) Application 2016-2017

Ms. Lee reviewed the board item. This application will be used to increase staff salaries and fringe benefits as well as pay for higher operating costs.

Moved/Lewis, second/Scharnow, to approve the submission of the Cost of Living Adjustment application for the Head Start/Early Head Start base grant in the amount of \$908,704 and the Early Head Start-Child Care Partnership and Expansion grant in the amount of \$26,460 for Fiscal Year 2016-2017. Total COLA funds will be \$935,164.

Show of hands vote:

Aye: 13 (Adams, Blanks, Broxton, Chilton, Craig, Lewis, Litka, McMillin, Razo, Robinson, Scharnow, Sheppard, Webster)

Nay: 0

Abstentions: 1 (Tate)

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

Ms. Lee stated that this application offers the opportunity to extend the duration of services for preschooler and infant/toddlers. SETA will be requesting

approximately \$4.2 million; \$3.2 in base funding with an additional \$1 million in start-up, one-time costs. The \$3.2 will be added to SETA/Head Start's base funding. The funding will support 468 preschoolers with extended duration. Details for each agency are in the packet. Since the application timelines were very tight, delegate agency applications are still being reviewed by staff. Should the plan change, staff will return to the board with an update in July.

Moved/Blanks, second/Scharnow, to 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 in the amount of up to \$4,261,754 million.

Aye: 13 (Adams, Blanks, Broxton, Chilton, Craig, Lewis, Litka, McMillin, Razo, Robinson, Scharnow, Sheppard, Webster)

Nay: 0

Abstentions: 1 (Tate)

IV. Information Items

- A. Presentation: Transition to Kindergarten from a Parent's Perspective – Ms. Susan Field Garland

Ms. Karen Gonzales introduced Ms. Susan Field Garland, Head Start Coordinator (Education) to provide a presentation on how parents can assist the transitioning of their children from preschool to kindergarten. A handout was provided on activities parents can do with their children to assist them in gearing up for kindergarten.

- B. Standing Information Items

- PC/PAC Calendar of Events – Ms. Linda Litka reviewed the calendar of events.
- Parent, Family & Community Engagement - Events and Activities –
- Parent/Staff Recognitions – Mr. Tate acknowledged Ms. BraJona Harris, a Parent Advisor at Sacramento City USD. Ms. Harris has been working with Sac City since 2009 and is the child advisor for parent development. Ms. Harris's daughter was in Head Start and is now in the GATE program.

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reviewed the fiscal report as of April, 2016. There will be a large portion of the T/TA funds remaining so SETA will be applying for an extension to move it into next fiscal year.

Mr. Sheppard left the meeting at 10:14 a.m.

The budget is at 73.4% expended and we meeting our non-federal share match and admin is at 10.4%. The American Express card report was reviewed. The next Budget/Planning Committee is planned for June 14; all parents are urged to attend.

- Toastmasters Training – Mr. Tate reviewed the last meeting; great speeches were provided.

Ms. Litka reminded board members to complete the Parent Leadership Institute survey and return to her, Mr. Tate, or Ms. Desha.

- Community Resources – Parents/Staff: Mr. Tate spoke of the recent workshop presented by the Workforce Development Department staff. He urged all members to participate and suggested that additional workshops be offered.

C. Governing Board Minutes of March 3 and March 23, 2016: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Blanks reviewed the critique.
- Budget/Planning Committee: Mr. Tate reported that the committee met May 10, there were six PC members in attendance. Attendees reviewed the April expenditures.
- Personnel/Bylaws Committee: Mr. Tate reported on the May 12 committee meeting. The Committee is hoping to have the second reading of the PC and PAC bylaws by September. The next meeting date has yet to be determined.
- Men's Activities Affecting Children Committee (MAACC): Mr. Tate reported that the committee met on April 22 and discussed their mission and vision statement. There is a possible fishing Daddy and Me event. There was a WCIC barbeque for members of the MAACC.
- Social/Hospitality Committee: Ms. Litka reported at the last meeting, attendees approved a date for the parent activity. They also discussed the End-of-Year Parent Appreciation event which will be held during the week; it will be a brunch, possibly at Shriner's in October. Attendees also discussed the theme, colors and possible keynote speakers. Anyone wanting to attend this committee and bring ideas is welcome to attend. The next meeting is June 1.

Ms. McMillin excused at 10:31 a.m.

- Parent Ambassador Report: Ms. Litka reported on a recruitment event at Parker Head Start. They walked around the neighborhood and local shopping center. Ms. Blanks stated that they are hoping to have another recruitment at Parker on May 31.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Blanks reported that there was no quorum at the last committee so no action items were taken. Some of the dental plans have extended their hours to allow people to get services.
- Maternal, Child and Adolescent Health Advisory Board: They met May 10. One of the subjects discussed was educating pregnant women on getting dental work done.
- Community Report: Ms. Nicole Chilton is working on the June and July calendar. Birth and Beyond had their first summer program last year and they are hoping to have another program in July which will be a little short than last year. In June they will have monthly car seat safety classes. Ms. Chilton thanked all board members for their attendance and announced that this will be her last meeting. She accepted a position at the AmeriCorps training center.

VI. Other Reports

- A. Executive Director's Report: No report.
- C. Head Start Deputy Director's Report: Ms. Lee thanked Ms. Chilton for her outstanding services to the board.
- D. Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report.
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: Ms. Caruso reviewed the Quality Assurance unit's monitoring report for the Twin Rivers. In the past year, Twin Rivers has received intensive Technical Assistance and staff has been working very closely with them; Twin Rivers has made monumental progress. For some of the areas, there was over 40% increase in their compliance. In May, the QA unit will be monitoring the SOP center based program and in June will be looking at home base and San Juan.
 - Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros reviewed the Food Services report. All of the Head Start kitchens are working hard. The Galt kitchen is closing so the meals will be coming out of WCIC during the summer. The health services specialists are closing out the files for children transitioning out of Head Start. There are a number of issues coming out with MediCal due to the Affordable Care Act. There are dental providers that are working with severe dental patients and working to provide services to cash-paying parents.

Ms. Thelma Adams excused at 10:54 a.m.

- Karen Gonzales - School Readiness, Special Education and Mental Health Services: Ms. Gonzales has been speaking about the Teaching Pyramid which is education and emotional training for preschoolers. A group of 12 members from Sacramento will travel to Ventura County for a Teaching Pyramid Symposium. Sacramento City, Elk Grove and SETA have been involved and staff is working on how include WCIC, and Twin Rivers. Our county is a leader in the Teaching Pyramid. We will be having our first EHS teaching pyramid which is intensive and includes coaches.
- B. Chair's Report: Mr. Tate spoke of the upcoming Parent Leadership Institute and encouraged all board members to attend the event on June 10. Mr. Tate encouraged all board members to continue attending board meetings. He is working with U. C. Davis on a health fair; more information will be available at a later date.
- E. Open Discussion and Comments: None.
- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11:00 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 LABOR AGREEMENTS

BACKGROUND:

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) have been in negotiations discussions and meetings since January 2016. A tentative agreement on a two-year extension has been reached with the three bargaining units represented by AFSCME including the Head Start Unit, the CTA unit, and the Supervisory Unit. The ratification process took place from May 24 through 26, 2016.

The major provisions of the Agreements between SETA and AFSCME include the following:

- Two-year term extension through June 30, 2018
- 1.7% COLA increase for all employees effective August 1, 2016
- Reopener if the Agency receives increased or additional funding for wage or benefit increases
- Update of sick leave to clarify employee and dependent usage and to incorporate legislative changes
- Update of leave of absence to clarify the application process and employee status on release to work when there is no vacancy
- Automatic resignation appeal decreased from 21 days to 10 days
- Elimination of Workers Compensation practice of paying the Agency insurance contribution after the employee is off paid leave

Staff will be available to answer questions.

RECCOMENDATION:

Approve the labor agreements effective July 1, 2016 – June 30, 2018.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV- A – INFORMATION

PRESENTATION BY THE SALVATION ARMY

BACKGROUND:

Ms. Elizabeth Hudson, Director of Social Services at The Salvation Army will provide a presentation on community resources for parents.

NOTES:

ITEM IV-B – INFORMATION

STANDING INFORMATION

BACKGROUND:

- B. Standing Information Items
 - PC/PAC Calendar of Events – Mr. Kenneth Tate
 - Parent, Family & Community Engagement - Events and Activities – Mr. Kenneth Tate
 - PC/PAC Joint Parent Activity: June 7 – Sacramento History Museum & Underground Tour (oral reports)
 - Parent Leadership Institute: June 10 (oral reports)
 - Parent/Staff Recognitions – Ms. Wanda Thomas-Johnson, Ms. Lin Morgan, and Ms. Keni Addison for the Job Success Workshop, and Ms. Susan Fields-Garland, Transition to Kindergarten from a Parent’s Perspective – Mr. 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

NOTES:

EVENT

DATE

PAC Executive Committee	Friday, June 24, 2016 9:00 a.m. Olympus Room
MAACC Meeting	Friday, June 24, 2016 10:30 a.m. Redwood Room <i>meeting canceled</i>
PC Executive Committee	Tuesday, July 5, 2016 9:00 a.m. Olympus Room
PC/PAC Social/Hospitality Committee	Wednesday, July 6, 2016 1:00 p.m. – 3:00 p.m. Olympus Room
MAACC Meeting	Thursday, July 7, 2016 10:30 a.m. Olympus Room
PC/PAC Toastmasters Training	Friday, July 8, 2016 11:30 a.m. Shasta Room
PC/PAC Parent Ambassador Committee	Friday, July 8, 2016 1:00 p.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, July 12, 2016 1:00 p.m. Oak Room <i>meeting canceled</i>
PC/PAC Personnel/Bylaws Committee	Thursday, July 14, 2016 9:00 a.m. Olympus Room
Financial Literacy Workshop	Wednesday, July 20, 2016 Registration: 8:30 a.m. Training: 9:00 – 11:00 a.m. Shasta Room

Men's Activities Affecting Children Committee	Friday, July 22, 2016 10:30 a.m. Redwood Room
PAC Executive Committee	Friday, July 22, 2016 9:00 a.m. Olympus Room
MAACC Overcoming Obstacles to Fatherhood Series – "Child Custody/Support for Dads"	Thursday, July 28, 2016 Dinner: 5:30 – 6:00 p.m. Training: 6:00-8:00 p.m. Presenter: Jill Lucena Machado, Child Support Officer, Sacramento County Child Support Services Child care for kids 2-12 years of age. Call Bob Silva to reserve spot: (916) 263-3809, or e-mail: Robert.Silva@seta.net
PC Executive Committee	Friday, July 29, 2016 9:00 a.m. Olympus Room

July

2016

<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>
				1
4 OFFICE CLOSED - FOURTH OF JULY HOLIDAY	5 9:00 a.m. PC Executive Meeting Olympus Room	6 1:00 p.m. Social/Hospitality Meeting Olympus Room	7 10:30 a.m. MAACC Meeting Olympus Room	8 11:30 a.m. Toastmaster's Meeting Shasta Room 1:00 p.m. Parent Ambassadors Meeting Olympus Room
11	12 1:00 p.m. PC/PAC Budget/Planning Oak Room	13	14 9:00 a.m. PC/PAC Personnel/Bylaws Committee Olympus Room	15
18	19 9:00 a.m. PAC Meeting SETA Board Room	20 Financial Literacy Workshop Registration: 8:30 a.m. Workshop: 9:00 – 11:00 a.m. Shasta Room	21	22 9:00 a.m. PAC Executive Olympus Room
25	26 9:00 a.m. PC Meeting SETA Board Room	27	28 MAACC Training Dinner: 5:30 – 6:00 p.m. Training: 6:00-8:00 p.m. Presenter: Jill Lucena Machado, Child Support Officer, Sacramento County Child Support Services Child care for kids 2-12 years of age. Call Bob Silva to reserve spot: (916) 263- 3808, or e-mail: Robert.Silva@seta.net	29 9:00 a.m. PC Executive Meeting Olympus Room

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 April 7, 2016 meeting.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, April 7, 2016
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:02 a.m. Mr. Schenirer led the board in the Pledge of Allegiance.

Members Present:

Sophia Scherman, Chair, Governing Board; Public Representative
Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento
Patrick Kennedy, Member, Board of Supervisors
Allen Warren, Councilmember, City of Sacramento (arrived at 10:11 a.m.)
Don Nottoli, Member, Board of Supervisors (arrived at 10:17 a.m.)

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8.

The Governing Board may discuss negotiations concerning the following property(ies) and person(s):

Address: 444 N. 3rd Street, Sacramento

Agency Negotiator: Kathy Kossick

Negotiating Party: Ravel Rasmussen Properties and Separovich/Domich
Real Estate Development

Under Negotiation: Price and Terms of Payment

Address: 925 Del Paso Boulevard, Sacramento

Agency Negotiator: Kathy Kossick

Negotiating Party: McCuen Acoma Street Investors, LP

Under Negotiation: Price and Terms of Payment

Address: 1750 Howe Avenue, Sacramento

Agency Negotiator: Kathy Kossick

Negotiating Party: Colony Capital

Under Negotiation: Price and Terms of Payment

Address: Stanford Avenue (APN: 275-0060-010), Sacramento
Agency Negotiator: Kathy Kossick
Negotiating Party: JB Company Management L.P.
Under Negotiation: Price and Terms of Payment

Into closed session at 10:04 a.m.; the board returned to open session at 10:18 a.m.; there was no report out of closed session.

II. Consent Items

- A. Minutes of the March 3, 2016 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Youth Committee Members: This item will be moved to June 2.

There were no comments or corrections.

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

- A. Approve the March 3, 2016 minutes.
- B. Approve the claims and warrants for the period 2/26/16 through 3/31/16.
Roll call vote:
Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)
Nay: 0
Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Trust Resolution to Adopt the Amended and Restated International City Management Association (ICMA-RC) 401 (A) Money Purchase Plan and Trust Adoption Agreement and Authorize the Executive Director to Submit the Agreement to ICMA-RC and to take other Action Required to Finalize the Agreement

No questions or comments.

Moved/Nottoli, second/Schenirer, to approve the Trust Resolution to Adopt the Amended and Restated ICMA Retirement Corporation Government Money Purchase Plan and Trust Adoption Agreement and authorize the Executive Director to sign the document.

Roll call vote:
Aye: 5 (Kennedy, Nottoli, Schenirer, Scherman, Warren)
Nay: 0
Abstentions: 0

2. Approval to Reject one Proposal to the Request for Proposals for Administrative Office Space – Headquarters as Non Responsive

No questions or comments.

Moved/Schenirer, second/Warren, to reject the proposal submitted by JP Company for space located on Stanford Avenue (APN 275-0060-101) as non-responsive because the initial term proposed for its lease was fifteen (15) years, five (5) years more than permitted in the RFP, the proposer failed to provide required Party/Participant forms with its proposal and because the proposer failed to correct these deficiencies prior to expiration of the extended March 30, 2016 deadline.

Roll call vote:

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

Nay: 0

Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: None.

Refugee Services:

1. Approval of Augmentation Recommendations for the Refugee Social Services (RSS) Program, Program Year (PY) 2015-2016: This item will be moved to the April 28 agenda.

One Stop Services:

2. Concurrence with the Workforce Development Board to Approve the Priority of Service Policy Under the Workforce Innovation and Opportunity Act (WIOA), Title I, Adult Program

Ms. Michelle O’Camb reviewed this item. This policy is subject to change if other regulations are issued from the Department of Labor or EDD. This item was reviewed and approved by the Sacramento Works board.

Moved/Nottoli, second/Kennedy, to concur with the Workforce Development Board to approve the Priority of Service Policy under the WIOA, Title I, Adult Program.

Roll call vote:

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

Nay: 0

Abstentions: 0

3. Approval to Augment Existing Workforce Innovative and Opportunity Act (WIOA), Title I, Youth Program Providers to Cover Additional Costs due to an Increase in California's Minimum Wage

Ms. Terri Carpenter reviewed this item. Since the increase of the minimum wage went from \$9 to \$10 per hour, the service providers have requested additional funds to continue serving customers to the end of the fiscal year. The total is \$59,776. The increase will cover costs associated with the increase in the minimum wage.

Moved/Schenirer, second/Warren, to approve the augmentation recommendations for the WIOA, Title I, Youth Program providers for PY 2015-2016 as reflected in the chart above.

Roll call vote:

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

Nay: 0

Abstentions: 0

4. Approval to Submit an Application to the Employment Development Department for Workforce Innovation and Opportunity Act (WIOA) Governor's Discretionary and 25% funds for a Veteran's Employment-Related Assistance Program (VEAP) and Authorize the Executive Director to Execute the Agreement and Any Other Documents Required by the Funding Source

Mr. William Walker stated that SETA has operated several VEAP programs over the years. All have been very successful. The last program in 2015 enrolled 60 veterans with 50 completing the program as welders and utility workers.

The partnership has been developed and maintained with a number of partners including SMUD, PG & E, the City of Sacramento, and Siemens Welding.

Mr. Kennedy thanked Mr. Walker for being proactive and for approaching Siemens

Moved/Schenirer, second/Warren, to approve the submission of the Veterans' Employment Assistance Program application to the California Employment Development Department requesting \$500,000 to provide services to 65 veterans, and authorize the SETA Executive Director to execute the agreement, modifications, and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

C. **CHILDREN AND FAMILY SERVICES**

1. Approval of Budget Modification for Head Start Program Year 2015-2016 and Early Head Start-Child Care Partnership Program Year 2015-2016

Ms. Denise Lee stated that this is the mid-year check in for the budget. There were unexpended funds due to a number of vacancies in the teaching staff which allowed for moving dollars into other budget areas. The EHS partnership grant is at capacity so the new staff joining them will be put in a temporary modular building. A new electrical panel needs to be installed to run the HVAC..

Moved/Nottoli, second/Schenirer, to approve a Head Start budget modification in the amount of \$452,000 from Personnel to Equipment and Other for the SETA-Operated Program for the 2015-2016 Head Start program year and a budget modification in the amount of \$12,000 from Other to Contractual for the EHS-CCP Start-up grant for 2015-2016.

Roll call vote:

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

Nay: 0

Abstentions: 0

Mr. Warren and Mr. Schenirer left the meeting at 10:40 a.m.

IV. Information Items

A. Update on WIOA Youth Program RFP Process

Ms. Terri Carpenter reported that the Youth Committee meeting was moved to May 9. The Sacramento Works Board youth funding recommendations will be presented to the Governing Board on June 2. Ms. Scherman asked that the updated meeting dates be sent to the Governing Board.

B. Presentation of Workforce and Head Start Collaboration

Mr. William Walker, Ms. Lisa Carr, and Ms. Julie Davis-Jaffe provided an overview of several programs offered by workforce staff working with Head Start and Early Head Start parents. This included the CEPEP program, the Marina Vista collaborative, and the parent intern program.

Board members thanked the staff for their work on these important programs.

C. Sacramento Works Performance Dashboard: No comments.

D. Fiscal Monitoring Reports: No comments.

E. Employer Success Stories and Activity Report: No comments.

F. Dislocated Worker Update

Mr. Walker reported that ZEDA Homes is closing their facility at McClellan Park; they produce zero emissions home. This closure is bitter sweet for staff since staff helped them move into the business park and assisted in the initial staff recruitment. With the closure of their facility, 125 individuals will be displaced.

G. Unemployment Update/Press Release from the Employment Development Department: No comments.

H. Head Start Reports: No comments.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick reminded board members that the next meeting is scheduled for Thursday, April 28, 10:30 a.m. The Head Start budget and grant applications will be presented for approval. In addition, the June 2 meeting will be lengthy due to a number of significant board items.

C. Deputy Directors: No report.

D. Counsel: No report.

E. Members of the Board: Mr. Nottoli expressed his appreciation of the benchmark of activities especially relating to medical and dental services. Ms. Lee stated that the report will be provided twice a year; this is the county-wide report including the delegate agencies. She is pleased with the numbers and staff will continue working on the dental numbers. Ms. Lee reported that Ms. Martha Cisneros has been in close contact with the public health officer who says the numbers are fantastic and very pleased that our Head Start families are getting such good dental access. .

F. Public: No comments.

VII. **Adjournment**: The meeting was adjourned at 11:17 a.m.

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council. The Executive Committee met and evaluated the May 24, 2016 Policy Council meeting.

GOOD!!!
Thank you, Ms. Denise Lee for shared information on the HS/EHS cost-of-living adjustment (COLA).
Thank you, Mr. John Allen for shared information on the employment eligibility lists.
Thank you, Ms. Nicole Chilton for your service as a community agency representative.
Thank you, Ms. Lin Morgan, Ms. Wanda Thomas-Johnson, and Ms. Keni Addison, Workforce Development staff, for the informative PC/PAC Job Success workshop.
Thank you, Ms. Susan Field-Garland for the awesome presentation on Transition to Kindergarten from a Parent's Perspective.
Thank you, Mr. Kenneth Tate for facilitating an excellent meeting.
Thank you, Ms. Robin Blanks for acting as Secretary.
NEEDS IMPROVEMENT
Please be recognized by the Chair by raising your hand before speaking.
Attendance.
Please turn off all electrical devices, i.e., phones.
Please be recognized by the Chair before leaving your seat by saying, "question of privilege."
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
REMINDERS
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

ITEM V- COMMITTEE REPORTS (continued)
Page 2

- Budget/Planning Committee: Mr. Kenneth Tate

- Personnel/Bylaws Committee: Mr. Kenneth Tate

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

- Social/Hospitality Committee: Mr. Kenneth Tate

- Parent Ambassadors Committee: Mr. Kenneth Tate

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

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.

- B. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Mr. Kenneth Tate), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.

- A. SETA HEAD START DEPUTY DIRECTOR’S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

✓ Monthly Head Start Report (attached)

- B. 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
- Martha Cisneros - Health, Nutrition and Safe Environments Services
- Karen Gonzales - School Readiness, Special Education and Mental Health Services



SETA Head Start Food Service Operations Monthly Report *May 2016

- May 6th** - Teacher Training many classes closed & Minimum Day Preschool & EHS Full-Day Classes.
- May 9th** - LaVerne Stewart morning class capped at 10 due to staffing.
Kennedy Estates morning class closed due to staff shortage.
Solid Foundation morning class limited due to staffing.
- May 10th** - Central Kitchen visit/observation from Stephen Rhodes ICW Group Insurance Company.
- May 11th** - Kennedy Estates closed due to fire alarm in the classroom.
- May 12th** - Home Base Special Function Request lunch and snack provided for 55 guests.
- May 13th** - Home Base Special Function Request lunch and snack provided for 110 guests.
- My 19th** - New van purchased and received at the Central Kitchen for food deliveries.
- May 20th** - Power outage at the Central Kitchen due to SMUD short in the line. Problem corrected at 9:00 PM.
- May 23rd** - Central Kitchen main entrée menu change due to power outage on Friday.
- May 24th** - Bay Alarm has to install a new alarm panel due to power surge.
- May 26th** - Home Base Special Function Request lunch & snack provided for 85 guests.
Last day of classes for the Traditional Classes.
- May 27th** - Home Base Special Function Request lunch & snack provided for 76 guests.
Last day of school for North Avenue for the summer.
The Galt Kitchen closes for the summer. The staff and remaining classes moved to the WCIC Kitchen.
- May 30th** - Memorial Day Holiday.
- May 31st** - Parker was scheduled to reopen, not enough children it will open tomorrow instead.

Meetings & Trainings:

Most of the Food Service Staff attended the SYSCO Food Show on the afternoon of May 13th.
Cook/Driver Celia attended a SERV SAFE Training on May 16th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
39,780	23,690	25,000	780

Total Amount of Meals and Snacks Prepared 89,250

Purchases:

Food	\$70,663.77
Non - Food	\$18,053.29

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$589.89

Vehicle Maintenance and Repair : \$10.79

Vehicle Gas / Fuel: \$1,244.05
Normal Delivery Days 21

May, 2016

SPECIAL EDUCATION REPORT
Sacramento County Head Start/Early Head Start

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states *that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	2028	239	12%	369	89	24%
Twin Rivers USD	233	38	16%			
Elk Grove USD	440	54	12%			
Sac City USD	1211	155	13%	144	23	16%
San Juan USD	668	104	16%	160	25	16%
WCIC	120	16	13%			
EHS CCP				84	4	5%
COUNTY TOTAL	4700	606	13%	757	141	19%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/31/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	446	101	85
Sacramento City USD	1,211	1,200*	99	86
SETA	2,028	2,156	106	81
San Juan USD	688	665*	97	78
Twin Rivers USD	233	224*	96	85
WCIC/Playmate	120	120	100	72
Total	4,700	4,811		

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

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/31/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	150	104	86
SETA	369	375	102	80
San Juan USD	160	161	101	79
Total	673	686		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/31/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	36	100	85
Sacramento City USD	40	41	100	81
SETA/Job Corps.*	4	4	100	TBD
Total	80	81		

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



Head Start Monthly Report

June 2016

SETA Operated Program

Program Operations

During the month of May, the program operation team launched the “Summer Series.” The Summer Series consist of six evening trainings that focus on “recharging” teacher’s batteries. Open to all teaching staff, those choosing to participate are compensated for attendance.

The first training, “A New Twist on Old Favorites”, was held on May 24th with 44 teachers in attendance. Teachers explored hands on ways to infuse gardening, nutrition, and music into their everyday classroom routine. The training was led by Site Supervisors: Daratha Jensen of Job Corps, Mari Mutkala of Strizek Park , Pam West of Hopkins Park and Rosie Magana from Bright Beginnings. The second topic, “Let Your Art Flag Fly Free”, was held on May 31st with 42 teachers in attendance. During the training, teachers explored different open ended art approaches that support learning across all domains.

The Summer Series runs through June 28th. The four remaining sessions will focus on various topics ranging from science to designing engaging classroom environments. Teachers have reported that the trainings have been engaging and well worth their time.

Health, Nutrition, and Safe Environments

The Health, Nutrition, and Safe Environment Unit have been continuing to follow up on routings and referrals from centers and have successfully closed out 64 for this reporting month. Routings and referrals range from creating asthma care plans to processing special diet plans and conducting large scale dental treatment referrals. Four referrals were processed for prenatal mothers in addition to conducting refresher training for Early Head Start Educators, Home Base and Early Head Start Center Based Educators in health and nutrition content areas. A special acknowledgment to Health Services Specialists and Food Services Staff for all of their hard work and dedication to achieve such a high success in this process.

Elks Vision was out in the field conducting free vision exams for our children in addition to linking them to vision resources in the community for the reporting month; they reported screening over 700 children to date. Elks Vision is now scheduled for June. Smile Keepers closed out their second rotation with our centers for the schoolyear and we look forward to seeing them in the fall. The

Healthy Kids project started round two of data collection with Spanish Speaking families. The project's goal is to continue to enhance prevention efforts in addressing childhood obesity by not only creating material for English speaking families, but also for Spanish speaking families as well. A vital tool that was developed as a result of this partnership included the risk assessment questionnaires which focused on measures that affect the neediest of children as it relates to childhood obesity. Analyzed data as a result of the project will be utilized at a national conference this month and in an international conference in South Africa.

Program Support Services

Quality Assurance Monitoring Unit SETA-Operated Program (SOP) Center-based Option was monitored for the month of May. The following centers participated in the review: Illa Collin, Walnut Grove, Bright Beginnings, Vineland, Mather HS/EHS, North Avenue, Northview HS/EHS and Alder Grove EHS. Summary Report will be available after consensus meeting is held on June 7, 2016. TRUSD Head Start was reviewed in April and an Exit Meeting was held on May 12, 2016.

Program Information Report 2016 (PIR) Countywide PIR Overview meeting was held on May 5, 2016 at SETA. Individual Delegate PIR reports are due to SETA on June 3, 2016 for internal review and approval process prior to submission to ACF by August 31, 2016.

Elk Grove Unified School District

Education Services Update

At the May 6, 2016 teacher in-service, teachers looked at the results of their Desired Results Development Profile (DRDP) class summary results to evaluate students' social and academic growth over the course of the school year. Time was allotted for teachers to discuss their results, to share ideas with one another, and to write a short reflection regarding the current year as well as strategies they plan to implement in their classroom next school year.

On May 21, 2016, the PreK department held a "Super Saturday" for PreK classroom teachers, para-educators, and administrators at school sites with PreK classrooms. Kathy Blackburn and Kathy Wilson, instructional coaches from the English Learner Services Department, presented information on how to build skills students need to engage in collaborative conversations and how to build phonemic awareness in young children.

The twelve Head Start classes on a Traditional calendar have successfully completed the school year. The ten Head Start classes on a Modified Traditional calendar will end on June 7, 2016.

Enrollment

The Elk Grove Unified School District Head Start Program is fully enrolled with 480 students in the program. Average Daily Attendance (ADA) for the month of May was 87%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Catherine 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 54 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 parents and para educators to ensure that children in need of further dental or medical treatment receive those services.

In May, 11,218 meals were served to our Head Start students.

Family and Community Partnerships Update

Family education activities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated in part by the desires and needs of families expressed in a yearly survey and in part by the School Readiness grant. Parents are notified of classes at monthly meetings, by publication of a monthly newsletter, and individually by teachers when a teacher knows that a workshop will be of particular benefit to a family.

The ABC's of Drowning Prevention was held at Charles Mack Elementary on May 3rd, and David Reese Elementary School on May 4th. This class provides information to families about what they can do to keep their children safe in or near water. Eleven (11) families attended the class at Charles Mack and four (4) families attended the class at David Reese.

Only two classes were offered this month due to many other end-of-school year activities.

Recruitment

An internal office calendar, with registration dates for January through June, has been created to ensure sufficient time is allowed to have full enrollment by the end of June for the 2016-2017 school year. The program has enrolled 322 students into the program for next school year.

Sacramento City Unified School District

Health and Nutrition

This year, the Health, Nutrition and Safe Environments Committee expanded their participation to include representatives from the Registration Staff, which included the Enrollment Supervisor and the Health Clerks from both registration sites. Since health information is an important piece of the registration process, these additional committee members have been helpful in ensuring a smooth process for registering preschoolers and addressing their health needs.

In addition, the Early Head Start and Head Start Nurses have been attending various Enrollment Committee meetings this year. The Nurses have been instrumental in answering questions for the registration staff regarding health issues that arise during the enrollment process, such as immunizations, tuberculosis screening status and interpreting health data for Child Plus entry.

During the month of April, the Dental Varnish clinics continued with the nurses continuing their follow-up on dental needs identified from the dental screens at these clinics. The Head Start Nurses also continued with their health presentations at the monthly Parent Meetings at their school sites.

Education

Professional Learning (PL) focused on the topics of Transitions: Kindergarten, Beginning of Preschool, and More! Information and ideas on end-of-year transition activities and how to engage parents in the process was presented. Safety & Supervision – Lockdown information was provided during this time as well, emphasizing on protocols to follow in case of emergencies including supervision of children and parent/guardian notifications.

Participating Balanced Literacy Cohorts 3A and 3B teachers met on May 12 & 20. 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: read aloud, guided reading, shared reading, interactive writing, shared writing, reading workshop, writing workshop and word study.

Parent and Teacher Conference took place during May for all program options.

During the month of May, all resource teachers attended the CSEFEL Teaching Pyramid Coaching Training and Teaching Pyramid Cohort 1-3 Countywide Going Deeper Training.

Mental Health

Four staff members are in the final stages of completing certification in coaching for the CA CSEFEL Teaching Pyramid with West Ed, which has been an intensive and rewarding process for all involved. Social workers continue to support children and families with special needs in the area of mental health.

Family and Community Engagement

Teachers will complete the third and final goal setting with families during parent conferences/home visits. The Social Work staff has begun planning for the 2016-2017 schoolyear in regards to trainings/coaching for staff in CA CSEFEL Teaching Pyramid and the Family Development Credential.

On May 26, we hosted our third parent engagement evening. The evening consisted of a meal for families, a workshop for parents, and an activity for parents/caretakers and children to do together. The topic was based on the parent component of Teaching Pyramid. The workshop was provided in English and Spanish.

San Juan Unified School District

Education Services Update

All classrooms ended the year with the study of Flowers. The math activities included comparing weights, lengths, and graphing. This math focus also included a take home activity centering on the concept of comparing weights and lengths. The final focus on letters covered Ll, Nn, and Kk.

Disabilities Services Update

This month, the Disabilities team began gearing up for summer screening and enrollment: prepping materials, organizing staff, and getting ahead on all of the IEP reports on pending students. They will soon be archiving IEPs of students who are moving on to kindergarten and cleaning out the archive shed. The program is also piloting a new portfolio app which will hopefully be a useful tool, particularly for the inclusion students, to enhance parent communication between school and home.

Mental Health Services Update

The Mental Health Therapist lent extra support to kindergarten-bound children's parents who had concerns for their child's social/emotional development as the year came to a close. The Mental Health Therapist also gave a talk to staff about Second Step Social Emotional interventions along with Self Esteem Building.

Health & Nutrition Services Update

Health finalized the reviews of students' health, nutrition, and immunization status, and completed and double checked Child Plus data entry for children enrolled the 2015-16 school year. The School Nurse completed and updated Individualized Student Health Plans for those students who have health concerns. The Nurse also wrote reports for students' Individualized Education Plans (for those who needed them). Health organized forms, handbooks, and other documentation and information that will be needed for reenrollment during the summer. They worked on the PIR report and began preparing to start screening for the 2016-2017 school year.

Family and Community Partnerships Update

Sunrise Head Start partnered with the Sacramento Children's museum to receive free admission to the museum for all students and their families. The students had a wonderful and engaging time with the hands-on water play, art, and dramatic play activities throughout the museum. Marvin Marshall Head Start held a parent appreciation and workshop day where parents were able to enjoy breakfast while participating in a parenting workshop where many community resources were shared. Head Start began preparations for summer screening. Incoming preschool children will meet with the Health team to check their vision and hearing before the start of the new school year. Parents will also complete preschool age developmental and emotional screeners for their children. The screeners are designed to alert staff regarding any developmental or emotional concerns that may require further attention or referrals before entering into the program.

Program Support/Staff Training Update

Teachers were offered an optional training on the Learning Genie portfolio system, which is well organized and very user friendly. The data entered into the program can later be exported to the DRDP Tech. Hopefully many teachers choose to pilot this system next year.

Angela Russ was the presenter for Professional Development Day, which was held at Billy Mitchell on June 6th. Her presentation was on music as a tool for teaching and the understanding of how to build brain pathways for learning. Music can be incorporated into content areas such as math, reading, motor skills, self-expression, and social studies, just to name a few. Her message throughout the day was to engage at every stage. Music and movement assist with kick starting the memory process while exercising the brain with neurons and synapse connections. Children should not be sedentary for more than 60 minutes at a time.

Fiscal Update

The fiscal team was busy in May preparing for the end of the year and gearing up for summer school, which includes many fun and adventurous field trips. Programs were reconciled and reports were submitted. Budget changes for 16-17 were finished and multi-year projections were updated. Head Start and Early Head Start worked on the PIR in preparation for the deadline.

Early Head Start

This month, the Infant Toddler staff participated in a shared professional development session with preschool teaching staff for the First Friday training. Guest presenter Angela Russ shared a variety of music and movement activities, and participants received a CD of her music.

The EHS Home Based Teachers worked closely with registration to solidify a revised enrollment process that brings support and services to families on a shorter timeline. In addition, EHS Home Based lines of communication with health and mental health have been more clearly defined to expand the collaborative support of families. There is a continued focus on the goal of serving families in their homes through the collaborative efforts of all departments in the system.

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

The month of May was time for our annual celebration of diversity and cultural awareness. The other two Head Start sites rode the bus to Morey Avenue on May 26th and joined their fellow school peers for lots of fun and entertainment. During the event, all of the preschool students performed along with various student groups from local Twin Rivers USD schools. Performances included the Drum Lines from Grant High School and Smythe Middle School, as well as Folklore dancers from Harmon Johnson Elementary School. This year also showcased the Norwood Middle School Jazz band, as well as our Rio Linda parent doing Middle Eastern dancing! Students played carnival games with their parents and relatives as well as tasted many cultural foods in collaboration with various vendors and the TRUSD Nutrition Department. This year-end event continues to be a major success and enjoyed by all from the three sites.

Professional Development

Staff is developing our annual calendar for Professional Development for the 2016-2017! August 3rd and 4th will be dedicated to Math and ELA trainings facilitated by CPIN with the rest of the ECE Department.

Components

Our new Community Liaison (CL) will start in August and is being transferred from another TRUSD School. In the meantime, the three other CLs are continuing to meet with the last few parents to complete the Family Partnership Agreements and continue following 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 in preparation for our PIR report.

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.

The Speech and Language Pathologist (SLP) has finished screening 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 May 2016, the program has met and exceeded the 10% service to special needs students with IEPs with 38 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 for the 2016-2017 schoolyear. To date, the three sites are 58% 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 May meeting was held at Morey Avenue on May 12th. The agenda included monthly reports from April 2016, approval of meeting minutes from March and April meetings. The Parent Committee meetings were held at Rio Linda on May 23rd and Oakdale on May 24th. Meetings will be held at all three sites in June 2016 and resume again in August 2016.

Parent Trainings/Meetings

The Community Liaison facilitated parent meetings for May 2016 in collaboration with the Education Component. Parents were provided information on available resources and information as it relates to transitioning to Transitional Kindergarten and Kindergarten.

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 April 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.

The program has also decided to utilize the extra funding to extend the school year by 3 weeks for about 60 students who are transitioning to TK and Kinder.

WCIC

No report this month.

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

None to report.

ITEM VI-OTHER REPORTS (continued)

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

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