

GOVERNING BOARD

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County of Sacramento

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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: "Life isn't about finding yourself. Life is about creating yourself."
Author: George Bernard Shaw*

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

DATE: Tuesday, October 25, 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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DISTRIBUTION DATE: WEDNESDAY, OCTOBER 19, 2016

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

ITEM I - CALL TO ORDER/ROLL CALL

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

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

Seats Vacant:

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

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

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

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

BOARD MEMBER	SITE	11/24	12/16 *	1/26	2/23	3/22	4/26	5/24	6/28	7/26	8/23	9/27	10/25	11/22
T. Adams Seated 5/24	SOP							X	E	X	X	X		
R. Blanks Seated 11/24	GRAND	X	X	X	X	X	X	X	X	X	X	X		
T. Broxton Seated 9/27	ELK											X		
R. Castex Seated 7/26	WCIC									X	U	X		
N. Craig Seated 11/24	SOP	X	E	X	X	U	X	X	X	X	X	X		
S. Lewis Seated 4/26	WCIC						X	X	E	X	X	X		
L. Litka Seated 11/24	SJ	X	X	X	X	X	X	X	X	X	X	X		
T. McMillin Seated 4/26	PP						X	X	X	X	X	X		
A. Robinson Seated 1/26	SJ			X	X	X	X	X	X	X	E	U		
A. Scharnow Seated 3/22	SAC					X	X	X	X	X	X	X		
P. Scott Re-seated 6/28	SOP								X	X	X	X		
C. Sheppard Seated 4/26	MAACC						X	X	X	X	X	X		
K. Tate Seated 11/24	PAST	X	X	X	X	X	X	X	X	X	X	X		
S. Webster Seated 11/24	HB	X	E	X	X	X	X	X	X	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 10/17/2016

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 27, 2016 POLICY COUNCIL
MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the September 27, 2016 meeting.

RECOMMENDATION:

That the Policy Council approve the September 27 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, September 27, 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. Ms. Blanks stated that a quorum has not yet been achieved; as members arrived, a quorum was achieved.

Members Present:

Andrea Scharnow, Sacramento City Unified School District
Linda Litka, San Juan Unified School District
Stacy Lewis, Women's Civic Improvement Club/Playmate
Reginald Castex, WCIC/Playmate Child Development Center
Natalie Craig, SETA-Operated Program
Penelope Scott, SETA-Operated Program
Thelma Adams, SETA-Operated Program (arrived and was seated at 9:32 a.m.)
Kenneth Tate, Past Parent Representative
Robin Blanks, Grandparent Representative
Calvin Sheppard, Men's Activities Affecting Children Committee
Terri McMillin, Past Parent Representative

Members Absent:

Amanda Robinson, San Juan Unified School District (unexcused)
Stacey Webster, Home Base Option

Member to be Seated:

Tyrone Broxton, Elk Grove Unified School District (arrived and was seated at 9:32 a.m.)

II. Consent Item

A. Approval of the Minutes of the August 23, 2016 Regular Meeting

Minutes were reviewed; there were no questions or corrections.

Moved/Blanks, second/McMillin, to approve the August 23, 2016 minutes as distributed.

Show of hands vote:

Aye: 9 (Blanks, Castex, Craig, Lewis, Litka, McMillin, Scott, Sheppard, Scharnow)

Nay: 0
Abstention: 1 (Tate)
Absent: 4 (Adams, Broxton, Robinson, Webster)

III. Action Items

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

The board went into closed session at 9:11 a.m. Mr. Tate called the meeting back to open session at 9:31 a.m. and reported that the Policy Council approved the following eligible lists: Facilities Analyst, Administrative Assistant, Head Start Coordinator Education (Supervisory), Head Start Courier/Maintenance, Associate Teacher, Early Head Start Educator, and Head Start Head Cook.

Mr. Tyrone Broxton and Ms. Thelma Adams were seated at 9:32 a.m.

IV. Information Items

- Parent/Staff Recognitions – Mr. Kenneth Tate
- Gerad Borrego, Financial Education Coordinator, SAFE Credit Union, Financial Literacy Workshop: Mr. Tate presented Mr. Borrego with a certificate of appreciation for Mr. Borrego's outstanding workshop.

III. Action Items (continued)

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

Mr. Tate reviewed the board item; he reminded board members that a public hearing was opened August 23. There was no additional public testimony.

Moved/Blanks, second/Litka, to close the public hearing and approve modifications to the bylaws of the SETA Operated Head Start/Early Head Start Policy Council.

Show of hands vote:

Aye: 10 (Adams, Blanks, Broxton, Craig, Lewis, Litka, McMillin, Scott, Sheppard, Scharnow)

Nay: 0

Abstentions: 2 (Castex and Tate)

Absent: 2 (Robinson and Webster)

C. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Job Specification Changes for Network Engineer, Web Innovation Engineer, Human Resources Manager, Personnel Analyst, Senior Personnel Analyst, Payroll Operations

Supervisor, Facilities Coordinator, Facilities Supervisor, Facilities Analyst and Personnel Clerk

Mr. John Allen reviewed this board item. The modifications to the job specifications will bring the specifications better in line with ADA requirements.

Mr. Tate opened a public hearing; there was no public testimony.

Moved/Castex, second/Sheppard, to close the public hearing and approve modifications to the job specifications for Network Engineer, Web Innovation Engineer, Human Resources Manager, Personnel Analyst, Senior Personnel Analyst, Payroll Operations Supervisor, Facilities Coordinator, Facilities Supervisor, Facilities Analyst and Personnel Clerk

Show of hands vote:

Aye: 11 (Adams, Blanks, Broxton, Castex, Craig, Lewis, Litka, McMillin, Scott, Sheppard, Scharnow)

Nay: 0

Abstentions: 1 (Tate)

Absent: 2 (Robinson and Webster)

D. Ratification of Submission of the Revised Early Head Start-Child Care Partnership and Expansion Application to the Office of Head Start

Ms. D'et Saurbourne provided an oral report on this item and stated that after additional data analysis and planning, the application was revised slightly to include one less enrollment slot at American River College due to licensing capacity of 14 infants/toddlers. In addition, a secondary review of staff needed to operate the expansion slots resulted in a slight increased budget when final costs were submitted.

Moved/Craig, second/Lewis, to ratify the submission of the revised Early Head Start Child Care Partnership and Expansion application to the Office of Head Start to extend services to infants/toddlers in Sacramento County.

Show of hands vote:

Aye: 11 (Adams, Blanks, Broxton, Castex, Craig, Lewis, Litka, McMillin, Scott, Sheppard, Scharnow)

Nay: 0

Abstentions: 1 (Tate)

Absent: 2 (Robinson and Webster)

IV. Information Items

A. Standing Information Items

➤ PC/PAC Calendar of Events: Ms. Linda Litka reviewed the calendar of events.

Ms. Geri Hodges from San Juan was introduced.

- Parent, Family & Community Engagement - Events and Activities – Mr. Tate reviewed the upcoming events.
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne reviewed the fiscal report for the first month of the new fiscal year. A lot of programs are just starting the program year and more information will be provided next month. Ms. Saurbourne reviewed the credit card expenditures. The final numbers for the last fiscal year are still being worked on.
 - Toastmasters Training – Mr. Tate reported on the last meeting and encouraged all board members to take advantage of this excellent training. The next training is scheduled for October 7 in the Shasta Room.
 - Community Resources – Parents/Staff: No questions.
 - WEAVE Presentation on Domestic Violence Prevention Update – Ms. McMillin reported that a presentation was given at the PAC meeting. Ms. Jamie Gerick provided a lot of information on domestic violence and the services that they offer. Along with women’s services, they provide services to men and to children as well. Mr. Tate stated that there is also a program where kids can report a bully at school. They provide services to former sex trafficked people.
 - Sacramento Fairytale Town Play Summit Report(s): Ms. Robin Blanks reported on Saturday, July 10 event; it was wonderful. She got tips on how to get kids outside to play. Jim Valley, from Paul Revere and the Raiders, provided information on getting kids to sing. Ms. Blanks thanked Ms. Lee for allowing her to attend this outstanding training.
 - SETA’s Central Kitchen Field Trip Report(s): This tour took place recently with Mr. Lewis, Ms. Craig, Ms. Litka, and Mr. Tate participating. Mr. Tate stated that the tour and the facilities were outstanding. He thanked Ms. Cisneros and her staff for the tour.
- B. Governing Board Minutes of August 4, 2016: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Blanks reviewed the critique.
- Personnel/Bylaws Committee: Mr. Tate thanked the committee for their work. There is a special personnel/bylaws committee meeting on September 30.
- Men’s Activities Affecting Children Committee (MAACC): Mr. Calvin Sheppard stated that the attendees at the last meeting were talking about ideas on how to improve workshops. Instead of having them at the SETA location, perhaps move them to the various centers around the county. Try to get more fathers involved because sometimes transportation is an issue. Ms. Penelope Scott stated that they also reviewed the previous year and how the year went. They discussed how to make the BBQ better and get better participation.
- Social/Hospitality Committee: Ms. Litka reported on the September 7 meeting where attendees discussed and approved a number of items for the End of Year Appreciation event.
- Parent Ambassador Report: Ms. Litka reported on the September 9 meeting where attendees talked about previous recruitment events. Ms. Blanks attended

the Rio Linda/Elverta Country Fair event and it was great. They got quite a few people signed up. There was another one at Hopkins Park; it was great and a lot of people came to the Park. Many already had their kids signed up.

- Sacramento Medi-Cal Dental Advisory Committee: Ms. Blanks reported on the August 25 meeting. There was a discussion on Cali's Law, which would provide for additional funding and reporting on with kids having IVs while undergoing anesthesia. The goal of this bill is to get this type of services done in the hospital. There was also a meeting on September 22; they discussed doing community outreach to medical/dental partners to open their offices so more patients can be seen under MediCal.
- Maternal, Child and Adolescent Health Advisory Board: Ms. Blanks provided an overview of the last meeting.

VI. Other Reports

- A. Executive Director's Report: No report.
- B. Chair's Report: No report.
- C. Head Start Deputy Director's Report: Staff is working on a modification on duration extension application. SETA submitted an application to extend hours for pre-school kids. We may not be able to fund everything presented. The Office of Head Start released new Performance Standards. The last update was 1991. The revised Performance Standards are clearer and fewer in number and more flexible so programs can decide what is working in their community. There will be future discussions regarding the term length for board members. There has to be a clear delineation between Governing Body and Policy Council responsibilities. The impasse procedure has never had to be utilized however updates will be forth-coming to align with new standards. Most of the Performance Standards will be in place in November with duration as one of the top issues over the next five years. OHS wants programs to extend their services for longer services either daily or over the year or both. They are expecting pre-schoolers to be provided services at 1,020 hours per year; this will require significant changes to our system. The duration grant is very important since in order to extend the services longer, teacher hours have to be extended as well. The Committees will work through the changes and bring to the board for final approval.

CHSA is hosting their annual conference in Sacramento. Mr. Tate will be the welcome speaker. Normally this is a conference where members are elected to attend but this year, all board members wishing to attend can do it either by attending the parent conference January 9-10, and/or the education conference January 11-13. Board members can register either by attending the conference and enjoy it, or to volunteer and work during the conference. Board members can attend at the parent conference and then volunteer at the education conference, or any combination that works best for their schedules.

- ✓ Monthly Head Start Report: Program Information Report: The reports were reviewed; one is for Head Start, one for Early Head Start, and the third for the Child Care Partnership. This is one of the few reports we post over the year. The data is by programs and shows county-wide totals. If we fall below the national average, the Federal government would require us to do a corrective action plan. We are always challenging ourselves when we do not achieve 100%.

D. Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Carr reviewed the Program Information Report. SETA has a very good relationship with SCOE and their foster youth program; we work with them to provide services to foster children. A program is being developed with SCOE so if the kids are reunited with their parents, they will continue to receive Head Start services. Staff will continue to look at ways to reach out to the homeless population. The PIR is not reflective of those numbers but it will next year. It will include information countywide for homeless/foster youth children to ensure they receive services. Ms. Carr stated that starting November 7, teaching staff has to at least hold an associate teacher degree, or family development credential.

Mr. Tate asked what would happen to the enrollment of Head Start children when the minimum wage is \$15.00. Ms. Carr stated that Head Start's income guidelines are attached to the poverty level. Ms. Lee stated that at this time, the poverty guidelines are not proposed to change. Most programs are servicing around 20-25% of eligible children in their communities, showing that there are still many children to be enrolled who meet the poverty threshold. Staff is working hard to recruit families that are meeting the income guidelines. We will continue to recruit and when we do not have any under income eligible children, we will enroll over income eligible children as needed to stay fully enrolled.

- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: No report.
- Martha Cisneros - Health, Nutrition and Safe Environments Services
 - ✓ Changes To Immunization Laws For Children – Ms. Martha Cisneros: Ms. Cisneros reviewed the PIR area for her section. Hope to see an increase in the immunizations especially for home base. Head Start continues to be the highest in the state for immunization adherence.

Ms. Natalie Craig left the meeting at 11:05 a.m.

The dental providers have to apply to be a Medi-Cal provider. It takes between six to twelve months to qualify

- Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.

E. Open Discussion and Comments: None.

F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11:15 a.m.

ITEM III-A - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM III- B - ACTION

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

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the submission of a second revised application to the Office of Head Start (OHS). On May 24th the Policy Council approved to submit an application to OHS to extend the duration of services for Head Start preschool children in Sacramento County. On July 26th, the Policy Council approved a ratification of submission of a revised grant application due to additional clarification from the Administration for Children and Families (ACF) and final delegate agency application review.

On September 9, 2016 the Office of Head Start notified grantee applicants that the National request for Duration funds far exceeded the funds available and requested that each program reduce their request by 33%. Upon completion of the 33% reductions, the Administration for Children and Families (ACF) will review the applications and work with the grantee to finalize awards no later than December 2016.

SETA’s application has been revised to reflect the 33% reductions for the grant application. The chart below outlines the original submission and the 33% reduction.

Proposal submitted to OHS	33% Reduction Changes
<p>SETA Operated Program: 160 enrollment slots:</p> <ul style="list-style-type: none"> - Illa Collin (20 @ 6 hours) - Kennedy Estates (20 @ 6 hours) - Vineland (40 @ 6 hours) - Walnut Grove (40 @ 6 hors) - New location/TBD (40 @ 6 hours) <p>Original Fiscal Request:</p> <ul style="list-style-type: none"> - \$883,002 Basic - \$280,000 Start-up 	<p>SETA Operated Program: 140 enrollment slots:</p> <ul style="list-style-type: none"> - Eliminated one class at Walnut Grove for the extended duration grant, resulting in 20 less enrollment slots. <p>Fiscal Reductions:</p> <ul style="list-style-type: none"> - Reduced Basic by \$328,882 (37.2%) including: <ul style="list-style-type: none"> - Personnel and fringe benefits associated with the one class at Walnut Grove eliminated from the proposal - Reduced 2 support staff positions from budget - Reduced supplies - Reduced items on Schedule H - “Other” - Reduced an additional \$37,656 to help cover no reductions for WCIC - Reduced Start-up by \$75,000 (26.8%) <ul style="list-style-type: none"> - reduced supplies/materials associated with the reduction of the one class at Walnut Grove

ITEM III-B – ACTION (continued)
Page 2

Proposal Submitted to OHS	33% Reduction Changes
<p>San Juan USD: 84 enrollment slots:</p> <ul style="list-style-type: none"> - Pasadena (16 @ 6.5 hours) - Dyer Kelly (34 @ 6.5 hours) - Cottage (17 @ 6.5 hours) - Choices (17 @ 6.5 hours) <p>Original Fiscal Request:</p> <ul style="list-style-type: none"> - \$747,210 Basic - \$110,000 Start-up 	<p>San Juan Unified School District: 68 enrollment slots:</p> <ul style="list-style-type: none"> - Eliminated Pasadena from the duration grant request, resulting in 16 less enrollment slots - Reduced service hours from 6.5 hours/day to 6 hours/day for 170 days (1,020 duration hours) <p>Fiscal Reductions:</p> <ul style="list-style-type: none"> - Reduced Basic by \$252,679 (33.8%) including: <ul style="list-style-type: none"> - Personnel and fringe benefits associated with the one class at Pasadena eliminated from the proposal - Reduced items on Schedule H – “Other” - Reduced an additional \$6,100 to help cover no reduction at WCIC - No reduction to the Start-up budget since elimination of Pasadena did not affect original request.
<p>Twin Rivers USD: 131 enrollment slots:</p> <ul style="list-style-type: none"> - Morey Avenue (29 @ 6 hours) - Smythe (12 @ 6 hours) - Joyce (16 @ 6 hours) - Rio Linda (38 @ 6 hours) - Woodlake (20 @ 6 hours) - New location (16 @ 6 hours) <p>Original Fiscal Request:</p> <ul style="list-style-type: none"> - \$676,383 Basic - \$400,000 Start-up 	<p>Twin River Unified School District: 96 enrollment slots:</p> <ul style="list-style-type: none"> - Morey Avenue (16 @ 6 hours) - Eliminated Smythe in the duration proposal - Joyce (20 @ 6 hours) - Rio Linda (20 @ 6 hours) - Woodlake (20 @ 6 hours) - New location (20 @ 6 hours) <p>Fiscal Reductions:</p> <ul style="list-style-type: none"> - Reduced Basic by \$229,526 (33.95) including: <ul style="list-style-type: none"> - Personnel and fringe benefits associated with the center changes. - Reduced Basic costs associated with Smythe - Reduced Start-up by \$11,000 (2.7%) including: <ul style="list-style-type: none"> - reduced supplies/materials associated with the reduction of Smythe
<p>Women’s Civic Improvement Club: 40 enrolment slots:</p> <ul style="list-style-type: none"> - Playmate (20 @ 8 hours) - WCIC/Main Office (20 @ 8 hours) <p>Original Fiscal Request:</p> <ul style="list-style-type: none"> - \$151,244 Basic - \$430,500 Start-up 	<p>Women’s Civic Improvement Club: 40 enrollment slots: - No reductions were made.</p> <p>Fiscal Reductions:</p> <ul style="list-style-type: none"> - The grantee and delegate agencies reduced on behalf of WCIC. Reductions would have prohibited WCIC from participating in this grant application in total.

ITEM III-B – ACTION (continued)
Page 3

The Policy Council approved 415 enrollment slots for the extended duration application. The revised request is for 344 enrollment slots, representing a 17% reduction in enrollment slots that will extend their service duration to 1,020 service hours with new grant funds. In summary, the fiscal changes include:

Agency	Basic (Original)	Basic (Revised Request)	Start-up (Original)	Start-up (Revised Request)
SETA	\$883,002	\$554,120	\$280,000	\$205,000
San Juan USD	\$747,210	\$494,531	\$110,000	\$110,000
Twin Rivers USD	\$676,383	\$446,857	\$400,000	\$389,000
WCIC	\$151,244	\$151,244	\$430,500	\$430,500
Total	\$2,457,839	\$1,646,752	\$1,220,500	\$1,134,500
% Reduced	--	33%	--	7%

The revised application was due to the Office of Head Start by October 15, 2016 and was submitted by staff on October 10, 2016.

Staff will be available to answer questions.

RECOMMENDATION:

Ratify the submission of the second revised Head Start Extended Duration of Services application to the Office of Head Start in the amount of \$1,646,752 for Basic, reflecting the requested 33% reduction, and \$1,134,500 for Start-up, to extend the duration of services to Head Start children in Sacramento County.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-C – ACTION

ELECTION OF POLICY COUNCIL COMMUNITY AGENCY REPRESENTATIVE

BACKGROUND:

Head Start Policy Council bylaws provide an opportunity for two community agencies to serve on the board. Community agency representatives serve as a conduit between the board members and the community.

Last month, letters were sent out to several local community agencies soliciting representatives.

An application was received from Birth and Beyond; a copy of this application will be distributed to board members at the October 25 meeting.

RECOMMENDATION:

Review the application and elect a community agency representative.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-D - ACTION

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

BACKGROUND:

The Personnel/Bylaws Committee and the PC/PAC Executive Committee met to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council.

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

The Chair will open a public hearing on these modifications.

RECOMMENDATION:

Continue the public hearing to the November 22 Policy Council meeting where the action of the board will be to close the public hearing and approve the amendments to the PC Bylaws as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading: 10/25/16
Policy Council Final Approval:
Governing Board Approval:

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

ARTICLE I

Name

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

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

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

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

45 Code of Federal Regulations (CFR) 1306.3 (h): A HS/EHS parent means a HS/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.
- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local HS/EHS programs.
- C. Initiating suggestions and ideas for HS/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, with individuals and groups interested in the aims, goals, and objectives of HS/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

Section 2: Powers, Duties and Functions

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

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

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

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

ARTICLE III Membership

Section 1: Election/Appointment of Members

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

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

Section 2: Parent Representatives

- A. The Parent Membership shall consist of:
- | | |
|-----------|--|
| Six (6) | Representatives elected from the SOP PAC |
| Three (3) | Representatives from Sacramento City Unified School District |

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

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

B. Community Representatives

Additional PC members will include:

- One (1) Representative elected by the Men’s Activities Affecting Children Committee (MAACC) - This representative may or may not be a current parent. There will be one (1) Alternate position.
- ~~Two (2) Past Parent Representatives elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children enrolled in the HS/EHS Program. There will be two (2) Past Parent alternate positions.~~
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community **Agency** Representatives elected by the PC.
- ~~One (1) Foster Parent Representative elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Foster Parent alternate position.~~
- ~~One (1) Grandparent Representative elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Grandparent alternate position.~~
- Four (4) Community Representatives will be elected by the outgoing PC. **Representatives may be elected by the current PC if the outgoing PC has been dissolved. These representatives may or may not be a current parent. There will be four (4) Community Representative alternate positions.**

Section 3: Alternates

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

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

Section 4: Other Provisions

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be elected/re-elected must submit an application to the PC. Community Agencies who have not been elected/re-elected may share agency information quarterly.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency HS/EHS staff (or members of their immediate families) shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 5: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of ~~three (3)~~ **five (5)** program years **with the exception of Community Representatives who have not previously served on the PC, Policy Committee, or the Parent Advisory Committee. Such Community Representatives are limited to three (3) program years.** During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than ~~three (3)~~ **five (5)** program years.

Section 6: Attendance

- A. **Absences:** Any member or alternate in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.
- A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.
- B. **Reinstatement:** The representative agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.
1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within ten (10) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.
- C. **Punctuality:** Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

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

Section 7: Removal

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

ARTICLE IV

Meetings

Section 1: Meetings

A. **Annual Meeting**

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

B. **Regular Meetings**

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

C. **Special Meetings**

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

D. **Quorum**

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

Section 2: Meeting Notice

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

A. **Annual and Regular Meetings:**

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

B. **Special Meetings:**

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

C. **Emergency Meetings:**

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

D. **Committee Meetings:**

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

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

Section 3: Open Meetings

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

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

Section 4: Mailing Address

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

Section 5: Rules of Procedure

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

Section 6: Nominations/Elections

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

Section 7: Voting

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

Section 8: Meeting Reimbursement

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

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

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day when attending conferences, workshops, trainings, orientation, Parent Leadership Institute, or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and

Procedures. Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:

1. PC (regularly scheduled, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
 4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) and Program Self Assessment
 5. Program Area Committees
 6. Health Services Advisory Committee (HSAC)
 7. Ad Hoc (special) Committee meetings
 8. Community Action Board meetings (CAB)
 9. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
 10. Workforce Investment board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)
- B. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

ARTICLE V

Officers

Section 1: Officers

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

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.
- C. A SOP Parent Advisory Committee (PAC) member who has not been re-elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

Section 3: Duties of Officers

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

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

Section 4: Vacancy

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

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.

- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

ARTICLE VI **Committees**

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

Section 1: Standing Committees

Executive Committee

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

Budget/Planning Committee

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

Personnel/Bylaws Committee

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

Social/Hospitality Committee

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

Parent Ambassador Committee

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

Section 2: Program Area Committees

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

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

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

Section 3: Special Committees:

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

ARTICLE VII

Required Reports

Section 1: Required Reports

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

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

ARTICLE VIII

Bylaws Amendment

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

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

PC Board approved: 9/27/16

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

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

NOTES:


EVENT

DATE

PC/PAC Toastmasters Training	Friday, November 4, 2016 11:30 a.m. Shasta Room
PC/PAC Budget/Planning Committee	Tuesday, November 8, 2016 1:00 p.m. Oak Room
PC/PAC Parent Ambassador Committee	Friday, November 11, 2016 1:00 p.m. Olympus Room
PAC Executive Committee	Friday, November 18, 2016 9:00 a.m. Olympus Room
PC Executive Committee	Thursday, December 1, 2016 9:00 a.m. Olympus Room

Canceled - Veterans Day Holiday

November 2016

Mon	Tue	Wed	Thu	Fri
Upcoming Meetings: ✓ PC Executive Committee, Thursday, December 1, 2016 9:00 a.m. , Olympus Room ✓ PC/PAC Meet & Greet, Friday, December 2, 2016 9:00 a.m. – 10:30 a.m. , Sequoia Room			3	4 11:30 a.m. – 12:30 p.m. Toastmasters Shasta Room
7	8 1:00 p.m. PC/PAC Budget Planning Oak Room 9:00 a.m. Elk Grove PC Meeting Prairie Pre-K 2 5251 Valley Hi Drive Sacramento 95823	9	10	11 Office closed in observance of Veterans' Day 
14	15 9:00 a.m.: PAC Annual Meeting SETA Board Room	16 5:15 p.m. WCIC PC Meeting 3555 3rd Avenue Sacramento 95817	17 8:30 a.m. Twin Rivers PC Meeting 155 Morey Avenue Sacramento 95838 9:00 a.m. Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823 9:00 a.m. San Juan PC Meeting 1500 Dom Way Sacramento 95864	18 9:00 a.m. PAC Executive Committee Olympus Room
21	22 9:00 a.m.: PC Annual Meeting SETA Board Room	23	24 Office closed: Thanksgiving Holiday	25 Office closed: Thanksgiving Holiday

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review the attached Governing Board minutes of the September 1, 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, September 1, 2016
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:10 a.m. Mr. Kennedy led the Pledge of Allegiance. The roll was called and a quorum established.

Members Present:

Sophia Scherman, Chair, Governing Board; Public Representative
Patrick Kennedy, Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors (arrived at 10:20 a.m.)
Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento

Members Absent:

Allen Warren, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the August 4, 2016 Regular Board Meeting
- B. Approval of Claims and Warrants

The consent items were reviewed; no comments or corrections.

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

A: Approve the August 4, 2016 minutes.

B: Approve the claims and warrants for the period 7/29/16 – 8/25/16.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revised Job Classification for Associate Teacher (Tier I, II, III, and IV) and Establish Salary Ranges for the Classification

Ms. Scherman opened a public hearing. There were no questions or comments on this board item.

Moved/Schenirer, second/Kennedy, to close the public hearing and approve the revisions for the Associate Teacher Tier I, II, III and IV job classification; in addition, approve the revised salary schedule which includes Tier IV.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Job Classification for Administrative Assistant and Establish the Salary Range for the Classification

Ms. Scherman opened a public hearing. There were no questions.

Moved/Schenirer, second/Kennedy, to close the public hearing and approve the Administrative Assistant job classification as presented.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: None.

One Stop Services: None.

Refugee Services

1. Approval of Staff Funding Extension Recommendations for Refugee Social Services (RSS), Targeted Assistance (TA), TA Discretionary, and RSS Set-Aside Programs, Program Year (PY) 2016-2017

Ms. Michelle O’Camb reviewed this item and stated that the service providers have done an excellent job.

Mr. Nottoli arrived at 10:20 a.m.

Ms. O’Camb reviewed the funding recommendations. The action includes the eight funding stipulations.

Moved/Nottoli, second/Schenirer, to approve the funding extensions for the Refugee Social Services (RSS) in the amount of \$1,053,876, Targeted Assistance (TA) in the amount of \$437,190, Targeted Assistance Discretionary (TAD) in the amount of \$123,535, and RSS Set-Aside programs in the amount of \$8,100 for PY 2016-17 effective October 1, 2016, as indicated in the attached charts. Additionally, approve the following funding stipulations:

1. If final RSS, TA, TAD, and RSS Set-Aside allocations are different than anticipated, staff will adjust the amounts allocated to Refugee Program providers, proportionately.
2. TA and TAD funds will be allocated in two increments. The first increments will cover program services from October 1, 2016 through April 30, 2017. The second increments will be allocated contingent upon receipt of funds from ORR, and will cover program services from May 1, 2017 through September 30, 2017.
3. PY 2016-17 funding will be subject to satisfactory year-end program performance and satisfactory fiscal reviews.
4. VESL/ES service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
5. All VESL/ES and ES Stand Alone service providers must allocate a minimum of 10% of their awards for supportive services.
6. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, eight hours per day, from October 1, 2016, through September 30, 2017.
7. Refugees receiving resettlement or Match Grant employment services from IRC are not eligible to participate in IRC's RSS-funded VESL/ES program until all services within those grants have been exhausted.
8. A minimum of fifty percent (50%) of refugees served under the SA&CO program must be from Middle Eastern countries.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

C. CHILDREN AND FAMILY SERVICES

All four Head Start items were reviewed at once.

1. Approval to Submit a Carryover Request for Program Year 2015-16 of Head Start /Early Head Start Funds

Mr. Nottoli had a question about the equipment purchases for the Galt Head Start center. Ms. Lee stated that the crash door purchase is for six doors throughout the perimeter of the building.

2. Approval to Submit a Request to Carryover Early Head Start-Child Care Partnership and Expansion Training and Technical Funds for Program Year 2015-2016

No questions.

3. Approval to Submit a Request To Carryover Early Head Start-Child Care Partnership and Expansion Start-Up for Program Year 2015-2016

No questions.

4. Ratification of Submission of the Revised Early Head Start-Child Care Partnership and Expansion Application to the Office of Head Start

No questions.

Moved/Nottoli, second/Schenirer, to approve Head Start items 1-4 as follows:

1. Approve the submission of a carryover request for Program Year 2015-2016, Head Start/Early Head Start Basic funds up to \$283,614.92.
2. Approve the submission of a carryover request for Program Year 2015-2016, Early Head Start-Child Care Partnership and Expansion training and technical funds up to \$152,252.94.
3. Approve the submission of a carryover request for Program Year 2015-2016, Early Head Start-Child Care Partnership and Expansion Start-up funds up to \$15,000.
4. Ratify the submission of the revised Early Head Start Child Care Partnership and Expansion application to the Office of Head Start to extend services to infants/toddlers in Sacramento County.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

IV. Information Items

- A. Report on American Express Corporate Account Rewards Points Program: Ms. Su stated that the points are normally used to purchase supplies and computers. Ms. Su the points utilized vary depending upon the purchases. In the past restaurant cards were used for participant rewards. Ms. Kossick added that the points could be used if there is a board recognition. We try to use the points for equipment if we do not have internal funding. Ms. Scherman suggested that the board receive an update every six months..
- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: No report.

- D. Dislocated Worker Update: Mr. William Walker reported that Flapjacks will be moving into the old Johnny Garlic's facility for now.
- E. Unemployment Update/Press Release from the Employment Development Department: No questions.
- F. Head Start Reports: Ms. Denise Lee reported that the Office of Head Start recently released new performance standards. Staff had a wonderful site visit with SETA's Regional specialist from ACF. Ms. Lee read a letter from a Phoenix Park parent about the outstanding services her son receives at this center.

V. Reports to the Board

- A. Chair: Ms. Scherman stated that although the board may quickly review the agenda items, she does not want to give the impression that the board is rushing staff. Board members read the staff reports and sometimes have no questions.
- B. Executive Director: Ms. Kossick stated that she will begin touring the various funded service providers in the next couple of weeks. All 41 service providers will be visited from October-November; all board members were asked to consider joining her in the visits.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No report.

VI. 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: 925 Del Paso Boulevard, Sacramento
Agency Negotiator: Kathy Kossick
Negotiating Party: McCuen Acoma Street Investors, LP
Under Negotiation: Price and Terms of Payment

The Board went into closed session at 10:45 a.m.

Ms. Scherman called the meeting back into session at 10:58 a.m.

Mr. Greg Thatch reported that by a unanimous vote, the Board approved the lease for 925 Del Paso Blvd. with McCuen Acoma Street Investors, LP.

VII. Adjournment: The meeting was adjourned at 10:59 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 September 27, 2016 Policy Council meeting.

GOOD!!!
Thank you, Ms. Denise Lee for updated information on the submission of the EHS-CCP Expansion Application to the Office of Head Start.
Thank you, Mr. John Allen for shared information on the updated job specifications.
Thank you, Ms. Allison Noren, for shared information on the employment eligibility lists.
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.
Please turn off all electrical devices, i.e., phones.
Please refrain from TEXTING!!
Attendance.
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.

➤ Personnel/Bylaws Committee: Mr. Kenneth Tate

ITEM V- COMMITTEE REPORTS (continued)
Page 2

- 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

- Maternal, Child & Adolescent Health Advisory Board: 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.

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

✓ Monthly Head Start Report (attached)

- D. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Robyn Caruso - Program Support, Quality Assurance, & EHS-CCP services
 - Martha Cisneros - Health, Nutrition and Safe Environments Services
 - Karen Griffith - School Readiness, Special Education & Mental Health Services



SETA Head Start Food Service Operations Monthly Report *September 2016

September 1st & 2nd - Northview Center closed for painting.

September 2nd - Minimum Day Preschool & EHS Full Day Classes.

September 5th - Holiday.

September 6th to 12th - Elkhorn closed for painting.

September 8th - Many EHS classes closed for Teacher Training.

September 12th - WCIC classes re-start.

September 13th - Elkhorn Center reopens EHS & full day class.
PAC Parents tour and visit to the Central Kitchen.

September 14th - The Walnut Grove Center opens.
Elkhorn reopens all classes.

September 30th - The Walnut Grove Center closed 1 class for teacher training.
The Marina Vista Center closed due to plumbing issues.

Meetings & Trainings:

Cook Drivers Celia & Bea attended a SERV SAFE Training on September 7th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
40,231	15,000	26,010	160

Total Amount of Meals and Snacks Prepared 81,401

Purchases:

Food	\$85,469.76
Non - Food	\$20,604.40

Building Maintenance and Repair: \$1,327.07

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$11,095.35

Vehicle Maintenance and Repair : \$0.00

Vehicle Gas / Fuel: \$1,152.69
Normal Delivery Days 21

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	486	110	91
Sacramento City USD	1,211	1,136	94	89
SETA	1,988	1,968	99	71
San Juan USD	668	694	104	85
Twin Rivers USD	233	233	100	86
WCIC/Playmate	120	120	100	81
Total	4,660	4,637		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	152	106	75
SETA	377	376	99	78
San Juan USD	160	168	101	81
Total	681	696		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	40	111	82
Sacramento City USD	40	40	100	76
SETA/Job Corps.*	4	4	100	TBD
Total	80	84		

- (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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

September 2016

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	170	8%	369	52	14%
Twin Rivers USD	233	11	5%			
Elk Grove USD	440	37	8%			
Sac City USD	1211	89	7%	144	13	9%
San Juan USD	668	65	10%	160	11	7%
WCIC	120	7	6%			
EHS CCP				80	4	5%
COUNTY TOTAL	4700	379	8%	753	70	9%

AFE: Annual Funded Enrollment

ITEM VI-OTHER REPORTS (continued)
Page 2

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

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