

Thought of the day: "Together we achieve the extraordinary."

Author unknown

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

DATE: Tuesday, November 22, 2016

TIME: 9:00 a.m.

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

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

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GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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City of Sacramento

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County of Sacramento

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KATHY KOSSICK
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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>

B.	<u>TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:</u> Second Reading and Approval of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council	13-29
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- B. Chair's Report
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- C. Head Start Managers' Reports
- Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
 - ✓ Quality Assurance Report for Elk Grove Unified School District
 - Martha Cisneros-Campos - Health, Nutrition and Safe Environments Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
- E. Open Discussion and Comments
- F. Public Participation
- VI. **Adjournment**

DISTRIBUTION DATE: WEDNESDAY, NOVEMBER 16, 2016

Policy Council meeting is hosted by:
 Kenneth Tate, Chair; Linda Litka, Vice Chair; Vacant, Secretary; Vacant,
 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
- _____ Stacy Lewis, WCIC/Playmate Child Development Center
- _____ Reginald Castex, WCIC/Playmate Child Development Center
- _____ Thelma Adams, SETA-Operated Program
- _____ Penelope Scott, SETA-Operated Program
- _____ 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 (Robinson), San Juan 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 (Craig), SETA-Operated Program
- _____ Vacant Guerrero, SETA-Operated Program
- _____ Vacant, Home Base Option
- _____ 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	X	
R. Blanks Seated 11/24	GRAND	X	X	X	X	X	X	X	X	X	X	X	X	
T. Broxton Seated 9/27	ELK											X	X	
R. Castex Seated 7/26	WCIC									X	U	X	X	
N. Craig Seated 11/24	SOP	X	E	X	X	U	X	X	X	X	X	X	X	
S. Lewis Seated 4/26	WCIC						X	X	E	X	X	X	E	
L. Litka Seated 11/24	SJ	X	X	X	X	X	X	X	X	X	X	X	X	
T. McMillin Seated 4/26	PP						X	X	X	X	X	X	X	
A. Robinson Seated 1/26	SJ			X	X	X	X	X	X	X	E	U	U	
A. Scharnow Seated 3/22	SAC					X	X	X	X	X	X	X	X	
P. Scott Re-seated 6/28	SOP								X	X	X	X	X	
C. Sheppard Seated 4/26	MAACC						X	X	X	X	X	X	X	
K. Tate Seated 11/24	PAST	X	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	E	E	

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 11/16/2016

ITEM I - CALL TO ORDER/ROLL CALL

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

New Members to be Seated:

- _____ Elnora Nears, Elk Grove Unified School District
- _____ Linda Harris, Elk Grove Unified School District
- _____ Reginald Castex, WCIC/Playmate Child Development Center
- _____ Vocheri Thomas, WCIC/Playmate Child Development Center
- _____ _____, San Juan Unified School District
- _____ _____, San Juan Unified School District
- _____ _____, Sacramento City Unified School District
- _____ _____, Sacramento City Unified School District
- _____ _____, Sacramento City Unified School District
- _____ Jennifer Lane, Twin Rivers Unified School District
- _____ Ezell Humphrey-Grant, Twin Rivers Unified School District
- _____ _____, Early Head Start, San Juan Unified School District
- _____ Erica Schneiter, SETA Operated Program
- _____ Angela Burnell, SETA-Operated Program
- _____ Henrietta Gutierrez , SETA-Operated Program
- _____ Kimberly Mulhern , SETA-Operated Program
- _____ Brianna Isaac , SETA-Operated Program
- _____ Angel Chenault, SETA-Operated Program

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

The 2014-2015 Board was seated on **November 22, 2016** and
January 24, 2017

BOARD MEMBER	SITE	11/22	1/26	2/23	3/22	4/26	5/24	6/28	7/26	8/23	9/27	10/25	11/22
A. Burnell Seated	SOP												
R. Castex Seated	WCIC												
A. Chenault Seated	SOP												
H. Gutierrez Seated	SOP												
L. Harris Seated	ELK												
E. Humphrey-Grant Seated	TR												
B. Isaac Seated	SOP												
A. Jean Seated	COMM.												
J. Lane Seated	TR												
K. Mulhern Seated	SOP												
E. Nears Seated	ELK												
E. Schneiter Seated	SOP												
D. Sheppard Seated 4/26	MAACC												
V. Thomas Seated	WCIC												

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ACRONYM	REPRESENTATIVE CENTER
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- E/PCB:** Excused, Policy Committee Business
- OGC:** Outgoing Chair
- ∗:** Special Meeting

Current a/o 11/16/2016

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 25, 2016 POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the October 25, 2016 meeting.

RECOMMENDATION:

That the Policy Council approve the October 25 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, October 25, 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 9:06 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Blanks, acting Secretary, called the roll and a quorum was not established.

Members Present:

Tyrone Broxton, Elk Grove Unified School District (seated at 9:26 a.m.)
Andrea Scharnow, Sacramento City Unified School District
Linda Litka, San Juan Unified School District
Reginald Castex, WCIC/Playmate Child Development Ctr. (seated at 10:07 a.m.)
Penelope Scott, SETA-Operated Program
Thelma Adams, SETA-Operated Program (seated at 9:33 a.m.)
Kenneth Tate, Past Parent Representative
Robin Blanks, Grandparent Representative (seated at 9:12 a.m.)
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 (excused)
Stacy Lewis, Women's Civic Improvement Club/Playmate (excused)

The Chair went off the agenda to Information Item IV and recognized parents/staff. Ms. Andrew Scharnow was recognized for PC commitment and participation for Program Year 2015-2016. Staff were not available.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events – Mr. Tate reviewed the calendar of events.
- Parent, Family & Community Engagement - Events and Activities –End of Year Parent Brunch Report(s): Mr. Tate stated that it was a lovely event and thanked everyone for their help. Ms. Scott stated that the brunch was a well put together package and she enjoyed everything immensely. She also enjoyed the very nice booklet that they created; it is something that they can look at over and over. Ms. Blanks gave a big thank you to men that stepped up and helped out put things together; said that they did a great job. Ms. McMillian just wanted to say a big thank you to Mr. Bob Silva for stepping in and all his hard work. Ms. Desha and

wanted to thank everyone for the End-of-Year event. It was a lot of team work. Ms. Desha especially thanked Mr. Tate who has done an awesome job as PC chair; peers look up to you. Ms. Blanks has done an amazing job as well and thanked her for attending all the programs. The parents involved in this event were few but a mighty few. Ms. Desha stated that the parent involvement from the board has been amazing. She thanked Mr. Silva, Ms. Belinda Malone, and Ms. Olive Hammond for stepping up and helping out to make the event successful.

- Parent/Staff Recognitions – Mr. Tate distributed certificates to Mr. Castex, Mr. Broxton and Ms. Saurbourne
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reported that we are under budget at 17.7% county wide. Ms. Saurbourne explained that there are three pages of credit card statements; Costco no longer takes American Express so the Agency is using Visa for Costco purchases.
- Toastmasters Training – Mr. Tate stated that the last Toastmaster meeting is this November. Practice up, show up, and make everyone proud.
- Community Resources – Parents/Staff – No additional report.

The Chair went back on agenda; a quorum was established at 9:33 a.m.

II. **Consent Item**

A. Approval of the Minutes of the September 27, 2016 Regular Meeting

The minutes were reviewed; there were no questions or corrections.

Moved/Blanks, second/Sheppard, to approve the September 27, 2016 minutes
Show of hands vote:

Aye: 7 (Adams, Blanks, Litka, McMillin, Scharnow, Scott, Sheppard)

Nay: 0

Abstentions: 1 (Tate)

Absent: 5 (Broxton, Castex, Lewis, Robinson, Webster)

III. **Action Items**

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

The board went into closed session at 9:35 a.m. Mr. Tate called the meeting back to order at 9:50 a.m. and reported that the Policy Council took action to approve the following eligible lists for: Associate Teacher, Associate Teacher/ Infant Toddler, Head Start Teacher, Parent Intern, and Administrative Assistant.

B. Ratification of Submission of the Second Revised Head Start Extended Duration of Services Application to the Office of Head Start

Ms. Denise Lee reviewed this item. The application was cut by 33% which resulted in the reduction of slots from 416 to 344. Ms. Lee stated that it is expected that staff will be informed in early 2017 when the application is approved. There were no questions or comments.

Moved/Litka, second/McMillin, to 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.

Show of hands vote:

Aye: 8 (Adams, Blanks, Broxton, Litka, McMillin, Scharnow, Scott, Sheppard)

Nay: 0

Abstentions: 1 (Tate)

Absent: 4 (Castex, Lewis, Robinson, Webster)

C. Election of Policy Council Community Agency Representative

Mr. Tate reviewed this item and the application submitted by Birth and Beyond was reviewed.

Moved/McMillin, second/Sheppard, to elect Birth and Beyond as a community agency representative for Program Year 2016-2017.

Show of hands vote:

Aye: 9 (Adams, Blanks, Broxton, Castex, Litka, McMillin, Scharnow, Scott, Sheppard)

Nay: 0

Abstentions: 1 (Tate)

Absent: 3 (Lewis, Robinson, Webster)

D. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** First Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council
Mr. Tate reviewed the board item. He opened a public hearing and asked for public testimony on the bylaws modifications.

Moved/Blanks, second/Sheppard, to 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.

Show of hands vote:

Aye: 8 (Adams, Blanks, Broxton, Litka, McMillin, Scharnow, Scott, Sheppard)

Nay: 0

Abstentions: 1 (Tate)

Absent: 4 (Castex, Lewis, Robinson, Webster)

B. Governing Board Minutes of September 1, 2016: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Mr. Tate reviewed the Executive Committee critique.
- Personnel/Bylaws Committee: Mr. Tate stated that the second reading will be next month.
- Men's Activities Affecting Children Committee (MAACC): Mr. Calvin Sheppard stated that there is nothing new to report. Since parents are having a hard time coming to us, the committee is working on how to take meetings to them. Mr. Tate stated they are still planning on a BBQ and a Daddy and Me program.
- Social/Hospitality Committee: Mr. Tate thanked everyone on their help. There are no more meetings scheduled for the rest of the year
- Parent Ambassador Report: Mr. Tate stated that there was a small group at the most recent meeting. Our mentor, Ms. Alma, is still now feeling well but always present.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Blanks stated that there is a meeting coming up on Thursday.

VI. Other Reports

- A. Executive Director's: No report.
- B. Chair's Report: Mr. Tate reported that there is a birthday cake in the breakroom.
- C. Head Start Deputy Director's Report
 - Monthly Head Start Report: Ms. Lee echoed all thoughts and thanked the board so very much for the End of –Year events. She thanked the board members for the hard work. Ms. Lee stated that she will be providing a presentation on the new Performance Standards next month.
- 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 stated that the End-of-Year event was just beautiful was pulled off excellently. There is a delegate kickoff on Thursday; staff is expecting 100 people coming. Ms. Caruso thanked all board members for their service and wonderful dedication
 - Martha Cisneros-Campos - Health, Nutrition and Safe Environments Services: No report.
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.
- E. Open Discussion and Comments: Mr. Tate distributed certificates to Mr. Castex, Mr. Broxton, and Ms. Saurbourne.
- F. Public Participation: No comments.

VII. Adjournment: The meeting was adjourned at 10:27 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

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

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 opened a public hearing on these modifications at the October 25 meeting.

RECOMMENDATION:

Hear any remaining public testimony and take action 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. **In addition, this committee shall have input on program design and operations and long- and short-term planning goals and objectives.** 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 III-C - ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISIONS TO THE SALARY SCHEDULE FOR HEAD START PARENT INTERN, STUDENT INTERN, HEAD START CHILD CARE TEACHER ASSISTANT, HEAD START ON-CALL COOK DRIVER, AND HEAD START SUBSTITUTE CHILD CARE TEACHER

BACKGROUND:

This agenda item provides the opportunity for the Council to approve revisions to five (5) job classifications to align with new minimum wage rates effective January 1, 2017. New legislation (SB3) was signed into law on April 4, 2016, raising California's minimum wage to \$15.00 per hour effective January 1, 2022. The law requires increases to the minimum wage in a series of steps:

1. On January 1, 2017, the minimum wage will increase to \$10.50 per hour.
2. On January 1, 2018, the minimum wage will increase to \$11.00 per hour.
3. On January 1, 2019, the minimum wage will increase to \$12.00 per hour.
4. On January 1, 2020, the minimum wage will increase to \$13.00 per hour.
5. On January 1, 2021, the minimum wage will increase to \$14.00 per hour.
6. On January 1, 2022, the minimum wage will increase to \$15.00 per hour.

Compliance with the law will require revisions to five (5) Agency job classifications including: Head Start Parent Intern, Student Intern, Head Start Child Care Teacher Assistant, Head Start On-Call Cook Driver, and Head Start Substitute Child Care Teacher.

The current pay ranges are as follows:

Title	Step A	Step B	Step C	Step D	Step E
Head Start Parent Intern	\$10.00	\$10.50	\$11.03	\$11.58	\$12.16
Student Intern	\$10.00	\$10.50	\$11.03	\$11.58	\$12.16
Head Start Child Care Teacher Assistant	\$10.00	\$10.50	\$11.03	\$11.58	\$12.16
Head Start On-Call Cook Driver	\$10.41	N/A	N/A	N/A	N/A
Head Start Substitute Child Care Teacher	\$10.41	N/A	N/A	N/A	N/A

ITEM III-C – ACTION (continued)
Page 2

The new pay ranges are as follows:

Title	Step A	Step B	Step C	Step D	Step E
Head Start Parent Intern	\$10.50	\$11.03	\$11.58	\$12.16	\$12.76
Student Intern	\$10.50	\$11.03	\$11.58	\$12.16	\$12.76
Head Start Child Care Teacher Assistant	\$10.50	\$11.03	\$11.58	\$12.16	\$12.76
Head Start On-Call Cook Driver	\$10.50	N/A	N/A	N/A	N/A
Head Start Substitute Child Care Teacher	\$10.50	N/A	N/A	N/A	N/A

Staff will be available to answer questions.

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing and approve the new pay ranges for the Head Start Parent Intern, Student Intern, Head Start Child Care Teacher Assistant, Head Start On-Call Cook Driver, and Head Start Substitute Child Care Teacher .

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- Parent/Staff Recognition: Mr. Kenneth Tate
 - ✓ Perfect Attendance Recognition
- Toastmasters Report(s)
- Committee Reports: Mr. Kenneth Tate
 - ✓ Executive Committee: Mr. Kenneth Tate
 - ✓ Budget/Planning Committee: Mr. Kenneth Tate
- Seating of New Policy Council Members (2016-2017)
- Introduction of Policy Council Members: Mr. Kenneth Tate
- How to Present and Make Motions: Mr. Kenneth Tate
- Introduction of Staff
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne
- Board Procedures
 - ✓ Reimbursements & Budget/Planning: Ms. D'et Saurbourne
 - ✓ Personnel: Ms. Allison Noren and Mr. John Allen
 - ✓ Conflict of Interest: Ms. Nancy Hogan
- Committee Reports (continued): Mr. Kenneth Tate
 - ✓ Maternal, Child and Adolescent Advisory Committee: Ms. Robin Blanks
 - ✓ Sacramento Medi-Cal Dental Advisory Committee: Ms. Robin Blanks
- Officer Elections will be held on January 24, 2017: Mr. Kenneth Tate
- PC/PAC Calendar of Events: Mr. Kenneth Tate
- Community Resources: Parents/Staff: Mr. Kenneth Tate

NOTES:

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 October 25, 2016 Policy Council meeting.

GOOD!!!
Thank you, Ms. D'et Saurbourne for updated information on the final submission of the Revised Head Start Extended Duration of Services Application to the Office of Head Start.
Thank you, Ms. Allison Noren for shared information on the employment eligibility list.
Thank you, Ms. Olive Hammond for clerking in the absence of Ms. Nancy Hogan.
Thank you, Mr. Kenneth Tate for a well facilitated meeting.
Thank you, Ms. Terri McMillin 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.

➤ Budget/Planning Committee: Mr. Kenneth Tate

EVENT

DATE

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
PC/PAC Meet and Greet Breakfast	Friday, December 2, 2016 9:00 a.m. – 10:30 a.m. Sequoia Room
PC/PAC Budget/Planning Committee	Tuesday, December 13, 2016 1:00 p.m. Oak Room

December

Sun	Mon	Tue	Wed	Thu	Fri
<p>No PC or PAC Meetings this month</p>				<p>1</p> <p>9:00 a.m. PC Executive Meeting Olympus Room</p>	<p>2</p> <p>9:00 a.m. PC/PAC Meet & Greet Breakfast Sequoia Room</p>
			<p>4</p>	<p>5</p>	<p>6</p>
<p>11</p>	<p>12</p>	<p>13</p> <p>9:00 AM Elk Grove PC Meeting Prairie Pre-K 2 5251 Valley Hi Drive Sacramento 95823</p> <p>1:00 p.m. PC/PAC Budget/Planning Committee Oak Room</p>	<p>14</p>	<p>15</p> <p>8:30 AM Twin Rivers PC Meeting 155 Morey Avenue Sacramento 95838</p> <p>9:00 AM San Juan PC Meeting 1500 Dom Way Sacramento 95864</p> <p>9:00 AM Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823</p>	<p>16</p>
<p>18</p>	<p>19</p>	<p>20</p>	<p>21</p> <p>5:15 PM WCIC PC Meeting 3555 3rd Avenue Sacramento 95817</p>	<p>22</p>	<p>23</p>
<p>25</p>	<p>26</p>	<p>27</p>	<p>28</p>	<p>29</p>	<p>30</p>
<p>AGENCY CLOSED</p>					

2016

ITEM III-D – ACTION

APPROVAL TO DELEGATE AUTHORITY TO THE PARENT ADVISORY COMMITTEE TO FUNCTION IN THE SCREENING AND INTERVIEWING OF PROSPECTIVE APPLICANTS DIRECTLY RELATED TO THE SETA-OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Parent Advisory Committee's involvement in screening and interviewing prospective applicants directly related to the SETA-Operated Program. Reference the Policy Council bylaws:

Article II Purpose, Powers, Duties and Functions, Section 2: Powers, Duties and Functions, E.12: *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.)*

RECOMMENDATION:

That the Policy Council approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-B – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached are the most recent fiscal monitoring reports. Staff will be available to answer questions.

NOTES:

Program Operator: Elk Grove Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2015 to July 31, 2016 for the Head Start program have been traced to the delegate agency records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Jacquie Bonini **DATE:** November 14, 2016
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
EHS CCP	Basic	\$ 1,050,000	2/1/15-7/31/16	5/1/16-7/31/16
EHS CCP	T & TA	\$ 38,641	2/1/15-7/31/16	5/1/16-7/31/16
EHS CCP	Start Up	\$ 30,700	2/1/15-7/31/16	5/1/16-7/31/16

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: September 26 & 27, 2016

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from May 1, 2016 to July 31, 2016 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

The Head Start program requires all delegate agencies to have 25% of all federal funds in matching contributions. The total expenditures for EHS-CCP Basic, T&TA, and Start Up were \$854,036.82. SCUSD was required to report \$213,509.05 in Non-Federal Share for the 2015-16 contract year. Due to a misunderstanding, SCUSD is under-reported by \$9,511.54. The grantee reported an in-kind match well in excess of the required match

Recommendations for Corrective Action:

Submit a Corrective Action Plan outlining the steps that will be taken to ensure the required Non-Federal Share will be met in future funding periods for the EHS-CCP program.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Jacquie Bonini **DATE: November 14, 2016**
FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 8,615,832	8/1/15-7/31/16	4/1/16-7/31/16
Head Start	T & TA	\$ 20,000	8/1/15-7/31/16	4/1/16-7/31/16
Early HS	Basic	\$ 1,537,042	8/1/15-7/31/16	4/1/16-7/31/16
Early HS	T & TA	\$ 27,564	8/1/15-7/31/16	4/1/16-7/31/16

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: Sept 28-29, 2016

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from April 1, 2016 to July 31, 2016 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

Program Operator: Sacramento County Office of Education

Findings and General Observations:

- 1) The total costs as reported to SETA for the Early Head Start programs from December 1, 2015 to July 31, 2016 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

ITEM 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 October 6, 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, October 6, 2016
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:05 a.m. Mr. Kennedy led the board in the Pledge of Allegiance. The roll was called and a quorum established.

Members Present:

Sophia Scherman, Chair, Governing Board; Public Representative
Patrick Kennedy, Member, Board of Supervisors
Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors (arrived at 10:35 a.m.)

Members Absent:

Allen Warren, Councilmember, City of Sacramento

- Recognition of long term employees:
 - * Deborah Khashe, Site Supervisor (20 years): Ms. Karen Griffith presented Ms. Debbie Khashe for her 20 years of service to SETA/Head Start.
 - * Conrada Turner Arriba, Family Services Worker III (25 years): Ms. Reta Kiersey congratulated Ms. Turner Arriba for her 25 years of service to SETA/Head Start.

II. Consent Items

- A. Minutes of the September 1, 2016 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Amend Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency

The consent items were reviewed; no questions or corrections.

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

- A. Approve the September 1, 2016 minutes.
- B. Approve claims and warrants for the period 8/26/16 through 9/26/16.
- C. Approve the revised Appendix A of the Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)
Nay: 0
Abstentions: 0
Absent: 1 (Nottoli, Warren)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Reappointment of the Public Representative Member to the SETA Governing Board

Mr. Schenirer stated that it is important for this board to have members of the community to not only do the job but also show up; she has done a great job and he heartily endorsed Ms. Scherman's reappointment.

Moved/Schenirer, second/Kennedy, to reappointment Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November, 2018 and forward this nomination for approval to the City Council and Board of Supervisors.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)
Nay: 0
Abstentions: 0
Absent: 1 (Nottoli, Warren)

2. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2017

There were no questions or questions on this board item.

Moved/Kennedy, second/Schenirer, to approve Option A which would maintain the current subsidy for 19 individuals, for the next calendar year effective January 1, 2017.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)
Nay: 0
Abstentions: 0
Absent: 1 (Nottoli, Warren)

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Specification Changes for Information Systems Network Engineer, Web Innovation Engineer, Human Resources Manager, Personnel Analyst, Personnel Clerk, Senior Personnel Analyst (Supervisory), Payroll Operations Supervisor, Facilities Coordinator, Head Start Facilities Specialist (Supervisory), and Head Start Facilities Analyst

Mr. John Allen offered to answer questions. No questions or comments.

Ms. Scherman opened a public hearing and requested public testimony.

Moved/Schenirer, second/Kennedy, to close the public hearing and approve the updated job specifications.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli, Warren)

4. Approval of Agency IRS Section 125 Cafeteria Plan

There were no questions or comments on this item.

Moved/Kennedy, second/Schenirer, to approve the IRS Section 125 Cafeteria Plan for the Agency to be effective October 6, 2016.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli, Warren)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Approval of Funding Modification Recommendations for Workforce Innovation and Opportunity Act, Adult and Dislocated Worker Funds for On-The-Job Training/Subsidized Employment, Program Year 2016-17 and Authorization for the Executive Director to Negotiate Training Hours and Wage Reimbursement Rates for Providers

Mr. Roy Kim stated that in June, the board approved the WIOA funding recommendations for adult and dislocated workers. In August, SETA received notification that a program through DHA was terminated. Funds will be reallocated to the OJT providers.

Speaker before the Board:

- Robert Sanger, Folsom Cordova Community Partnership: Stated that they are excited about the opportunity and for how the community will benefit.

Moved/Schenirer, second/Kennedy, to approve the funding modification recommendations for WIOA-funded OJT, as indicated in the staff report, and authorize the SETA's Executive Director to negotiate training hours and wage reimbursement rates with OJT providers.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli, Warren)

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. Breakdown of Workforce Development Areas in California: Mr. Roy Kim reviewed this item; there were 49 areas under WIA and now there are 46 local areas. Ms. Scherman thanked staff for the very well written staff reports.
- B. Fiscal Monitoring Reports: No comments.
- C. Employer Success Stories and Activity Report: No additional report.
- D. Dislocated Worker Update: No additional report.
- E. Unemployment Update/Press Release from the Employment Development Department: No comments.
- F. Head Start Reports: No comments.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick stated that she is continuing to make visits to service providers. Board members were extended an invitation to join the visits and they will be notified of the variety of visits scheduled until the end of November. Ms. Scherman asked that the board be sent a short note regarding Ms. Kossick's evaluation of 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 10:31 a.m.

Mr. Nottoli arrived at 10:35 a.m. during closed session.

Ms. Scherman called the meeting back into session at 10:41 a.m. There was no report out of closed session.

VII. Adjournment: The meeting was adjourned at 10:41 a.m.

ITEM V-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)
- ✓ California Head Start Association Conference

- 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
 - ✓ Quality Assurance Report for Elk Grove Unified School District
- Martha Cisneros - Health, Nutrition and Safe Environments Services
- Karen Griffith - School Readiness, Special Education & Mental Health Services

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

October 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	212	10%	369	59	16%
Twin Rivers USD	233	19	8%			
Elk Grove USD	440	39	9%			
Sac City USD	1211	89	7%	144	13	9%
San Juan USD	668	68	10%	160	13	8%
WCIC	120	7	6%			
EHS CCP				80	2	3%
COUNTY TOTAL	4700	434	9%	753	87	12%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *October 2016

October 3rd through 10th - Marina Vista closed for plumbing repairs.

October 7th - Many EHS classes closed for training.

October 10th - WCIC closed.

October 10th through 13th - North Avenue AM & PM classes closed for flooring repair.

October 17th - Alder Grove I/T closed.

October 19th - Special function request for Home Base lunch & snack provided for 125 guests.

October 20th - Special function request for Home Base lunch & snack provided for 94 guests.

October 26th - Special function request for Home Base lunch & snack provided for 50 guests.
Refrigerators and ice machine replaced at Mather Kitchen total cost \$8,544.44.
Refrigerators and ice machine replaced at the Central Kitchen total cost \$4,056.36.

October 31st - Strizek's AM class stopped at 10 children due to staff shortage.

Meetings & Trainings:

Health Nutrition Services Meeting attended by the Food Service Staff on October 7th.

Connie attended the CCFP Roundtable Conference October 17th through 19th.

Cook Driver Lorena attended a SERV Safe Training on Friday, October 21st.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
40,382	14,970	26,108	740

Total Amount of Meals and Snacks Prepared 82,200

Purchases:

Food	\$74,055.73
Non - Food	\$13,922.14

Building Maintenance and Repair: \$435.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$5,835.30

Vehicle Maintenance and Repair : \$1,677.48

Vehicle Gas / Fuel: \$1,497.63
Normal Delivery Days 21

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	477	108	89
Sacramento City USD	1,211	1,144	94	88
SETA	1,988	1,928	97	73
San Juan USD	668	687	103	81
Twin Rivers USD	233	233	100	91
WCIC/Playmate	120	120	100	73
Total	4,660	4,589		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	151	105	80
SETA	377	376	99	73
San Juan USD	160	173	108	81
Total	681	700		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	36	100	83
Sacramento City USD	40	40	100	76
SETA/Job Corps.*	4	4	100	TBD
Total	80	80		

- (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



Quality Assurance Summary Report

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

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
Elk Grove Unified School District	Beitzel Leimbach Markofer McKee Reith Sierra Enterprise Union House	8 8 class observations 7 facilities inspections	24 Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Organized and user-friendly record-keeping systems in areas of mandated screenings and follow-up, Child Care Licensing (CCL) staffing requirements and Family Partnership Agreements (FPA).
- Parent meeting documentation was complete and available to parents.
- High parent engagement in the classrooms and in other program areas.
- Lesson plans and DRDP assessment documentation are very detailed and descriptive.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	89%	1-Not all ChildPlus data matched contents of the child’s file 2-Diapering procedures not posted 3-Supervision during handwashing needs improvement
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	92%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	87%	1-Not all required center postings were displayed, including “No Nut Policy” sign 2-various potential hazards were observed in the classroom such as electrical outlets not covered, cords on window blinds in child’s reach, carpet edges curled up, etc.

Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	99%	No significant noted findings
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	84%	1-Special education/IEP paperwork and record-keeping needs improvement 2-Nota all interest areas were clearly defined in the classroom
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	93%	No significant noted findings
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	91%	No significant noted findings
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	71%	1-Not all files had correct eligibility status indicated on paperwork 2-SETA-approved over-income waivers not on file

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

Corrective Action Plans:

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



Head Start Monthly Report **November 2016**

SETA Operated Program

Program Operation

Welcome November! SETA Head Start finished off October with the completion of their first round of Desired Results Developmental Profiles (DRDP). Teachers will be diving into the data collected from the assessment within the next couple weeks. They will use the data to inform their instruction and meet with families to discuss individual student goals. CLASS observations are underway in preschool and Early Head Start classrooms. Many of our SETA Teachers will be participating in next module of the Teaching Pyramid Training. Those participating have been through the first round of coaching, and have started to implement the research based strategies into their classrooms. Train the Trainer TLC for Site Supervisors kicked off in October, the group will come together again in November. Throughout this month the TLC group is working on brainstorming ideas of effective classroom practice, and the framework for effective everyday practice. The site supervisors will bring the strategies, materials, and activities back to their sites and collaborate with their staff.

Program Support Services

Quality Assurance (QA) Monitoring Review. EGUSD Head Start was monitored on September 30- October 14, 2016. Exit Meeting with EGUSD staff was held on Tuesday, November 8. Select SETA-Operated Program (SOP) Head Start Centers and HS/EHS Home-Based Program are currently being monitored by QA staff.

1st Quarter Unannounced Safety and Supervision Visits. First quarter of unannounced safety and supervision visits by QA Unit and by SOP/Delegate Programs concluded on October 31, 2016. Summary Report is being finalized for distribution.

Delegate Kick Off 2016. The annual Delegate Kick-Off was held on October 27, 2016 at the Citrus Heights Community Center. With the theme “*Onward and Upward- Soaring to New Heights*”, speakers included leaders and administrators from California Department of Education (CDE) Early Education and Support Division (EESD), California Head Start State Collaboration Office, California Head Start Association (CHSA) and Office of Head Start (OHS) Region 9.

Elk Grove Unified School District

Education Services Update

The agency-wide results from the Desired Results Developmental Profile 2015 (DRDP 2015) used by teachers to assess their students’ social and academic strengths and weaknesses during Fall 2016 was presented by Gerri LaCalle and Karin Nakahira-Young, PreK instructional coaches, at the teacher in-service held on October 28, 2016. Agency-wide results of the assessment identified that all Head Start teachers need to focus

on teaching expressions of empathy, awareness of diversity in others, letter, symbol and print recognition, as well as fine motor skills and personal safety.

Teachers were provided the results of the DRDP 2015 for their individual classes. Time was allotted to discuss the results, develop their individual classroom plans, and develop individual student goals and action plans.

Enrollment

The Elk Grove Unified School District Head Start program is fully enrolled with 440 students in the program. Average Daily Attendance (ADA) for the month of October was 89%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Catherine Barbero, PreK social worker and with Dr. Theresa Gannon, PreK psychologist, to place students with an active IEP into the Head Start Program. There are 39 students with active IEPs being served which is nine percent (9%) of our Head Start student population.

Health Services Update

Files are being monitored by our program educators to assure that all students needing follow-up from their 45 day screenings for height, weight, and vision and hearing screenings are referred to a health care provider.

USDA Meals/Snacks

Head Start students were served 14,732 meals during the month of October. This month's Elk Grove Meals/Snack calendars are attached.

Fiscal Update

This month's Fiscal Report is attached.

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 our monthly newsletter and individually by teachers.

"Latino Family Literacy" workshops were held on October 4, 11, 18, and 25, at Samuel Kennedy Elementary and on October 5, 12, 19, and 26, at Charles Mack Elementary. These classes provide Spanish speaking parents with strategies for working with their children in the area of literacy and ways to establish a reading routine in their home. An average of eight (8) families attended the workshops at Samuel Kennedy Elementary. An average of ten (10) families attended the workshops at Charles Mack Elementary.

"English Family Literacy" workshops were held on October 4, 11, and 18, at David Reese Elementary and on October 5, 19, and 26, at Herman Leimbach Elementary. These workshops provide our English speaking families the same information on literacy and strategies as those provided in "Latino Family Literacy". An average of two (2) families attended the workshops at David Reese Elementary. An average of two (2) families attended the workshop at Herman Leimbach Elementary.

"Supporting Positive Behavior in Children" workshops were held on October 6, 13, 20, and 26, at Prairie Elementary School. The "Supporting Positive Behavior in Children" workshop provides information and support to families to promote their child's social/emotional development. An average of eleven (11) parents attended these workshops.

"Junior Amazing Reader", a workshop designed to help parents understand the importance of reading with their children and the link between reading with children and brain development, vocabulary development, and future school success, was presented in Ms. Hays State funded and Title I funded classes at Samuel Kennedy

Elementary School on October 20. These workshops took place in the classroom at the beginning of class in order to maximize parent participation. An average of fifteen (15) parents attended from each of classes.

Recruitment

There are thirty (30) students are on the wait list for the Head Start program.

New Performance Standards

The Office of Head Start released new performance standards in September, 2016. Performance standards were last updated in 1991. The PreK program is reviewing the new standards and is working to update their policies and procedures to ensure the program is in compliance. A significant change included in the new performance standards is the requirement that by August 1, 2019, a program must provide 1,020 annual hours of planned class operation over the course of at least eight months per year for at least 50% of its program. The entire program must meet this mandate by August 1, 2021. This will require that the Head Start classes in EGUSD are in session a minimum of six (6) hours per day. The PreK program has put together a committee comprised of administrators and teachers to begin exploring how it will meet this mandate and to explore other possible changes to the PreK program.

Sacramento City Unified School District

Health and Nutrition Update

For the month of October, Nurses Lisa Stevens, Lori Souza and Victoria Benson worked on completing their initial sensory screenings for preschoolers who had attended school since the beginning of the school year. When out at the various preschool sites, class files were reviewed by the preschool nurses to check for dental status and follow-up along with document completion for the health section of the class files.

During the first Health, Nutrition and Safe Environments Committee meeting in October, the Corrective Action Plan for Health was reviewed with status reports from the Data Entry Specialist, Health Clerks and Nurses in an effort to ensure the areas of concerns were being addressed in this new school year. Child Development Department Director, Jacquie Bonini, initiated a monthly newsletter for all Child Development staff members. Nurses Lori Souza, Victoria Benson and Health Coordinator Tammy Sanchez have each contributed material for the Health Section of this newsletter.

The Preschool Nurses and the Health Coordinator attended SETA's Head Start Delegate Kick-Off on October 27th. Nurse Benson noted that this year's motto "Onward and Upward--Soaring to New Heights" was an "uplifting" motto for the delegate agencies and very appropriate for the Region 9 updates presented by Dow-Jane Pei, Program Specialist, OHS, Region 9. With respect to health, Dow-Jane Pei shared that there would be new language around dental exams. It was also interesting to note that there were plans to modify the HR section of the performance standards to strengthen staff health and wellness requirements.

All Head Start Preschool Nurses have been involved with review and clearance for the new immunization requirement for Head Start staff and classroom volunteers. New criteria for what constitutes a volunteer were also shared at the Delegate Kick-Off meeting on October 27th.

Several members of our Health Team participated in the 3rd Annual Fall Festival for Head Start and State preschoolers on October 25. This event was a huge success, despite the threat of rain, and had the biggest festival attendance thus far. First Five Nurse Paula Kuhlman manned a health-related Guessing Game station which focused on identifying common fruits such as an apple, banana, kiwi and pineapple by just feeling its texture.

In anticipation of the upcoming holidays, it was felt that this was an appropriate time to review Child Development's *No Outside Food Policy*. Health/Nutrition Coordinator, Tammy Sanchez, reviewed the policy with parents at the October PC Meeting and asked Parent Representatives to bring back this important

reminder to the other classroom parents. Child Development Director, Jacquie Bonini, took the opportunity to review the policy with teaching staff at October's Professional Learning; reminding them that keeping students safe is our number one priority.

Education

Professional Learning for the month of October included the following training topics:

Safety and Supervision Policy:

- Staff was provided with the Child Development Supervision Policy.
- Jacquie Bonini, Child Development Director, went over the policy and articulated with the teachers the importance of following safety and supervision guidelines.
- Teachers were reminded to review the policy and their written individual plans.

Nutrition Policy:

- Due to the upcoming holiday season, the Nutrition Policy was provided to teachers.
- Staff was reminded about the SCUSD – Child Development Department of the no outside food policy.
- The policy is in place to protect children from various allergens.
- All food must be provided by our Nutrition Department.

Child Abuse Prevention/Identification and Reporting presented CAPC:

- A comprehensive child abuse prevention and reporting training was provided to all staff.

Disabilities and Special Needs Referral Process:

- Jennifer Osalbo, Disabilities Coordinator, went over the process and referral follow-up for children potentially identified as having special needs.

Mental Health/Behavior Support – SST Process for Behavior Support and Follow-up:

- Social Workers presented the SST Process for Behavior Support and follow-up process.
- A heavy emphasis was given in documentation and follow-up.

Family & Community Engagement

The Family and Community Engagement (FCE) staff has been following up with families on the Family Worksheets they completed. FCE staff also organized the 3rd annual Fall Festival with over 200 families attending. FCE staff is also training Teaching staff for Family Partnership Setting Goal Sessions that will be occurring in November.

Mental Health

In the October Professional Learning, Social Workers trained staff on the Behavioral referral process, which helps ensure that staff are utilizing Teaching Pyramid Framework practices in supporting children who display challenging behavior.

Authorized and 2nd year Apprentice Coaches are conducting coaching sessions with staff who are a part of the County Wide Collaboration Teaching Pyramid Cohort 6 and the Internal Collaborative Cohort between SETA and SCUSD.

Social Workers are conducting Teaching Pyramid introduction workshops at the classroom site level.

Social Workers have also been recruiting parents for the Family Engagement Fun night beginning on November 3rd. The first workshop will be the Teaching Pyramid for Families, Session 1 – Making the connection.

Early Head Start & Home-Base

Early Head Start had their annual Home-based Socialization/Harvest Festival. The Home Visitors did an incredible job organizing an event that the families will remember. The theme of the Harvest Festival was “A trip to the farmer’s market”. The families got to participate in activities such as: smelly jars with different fragrant produce scents, banana cutting, sweet potato mashing, pumpkin stem printing, seed planting, and a bean bag toss.

There were booths for families to get information from local agencies such as: Black Mother’s United, The Charles A. Jones Skills Center, The Health Education Council, and The Native American Health Center. The Native American Health Center even provided dental varnishes to the children! Once the families completed each of the booths they were able to go to the Big Red Barn photo backdrop and have a photo taken.

Children and families were very excited pick their perfect pumpkin from the pumpkin patch. Davis Ranch has been a major contributor for donating the pumpkins for the past 3 years. We are so grateful for their support.

There were 45 families that showed up to the Harvest Festival. The families were educated on the importance of taking care of their health through proper oral hygiene and healthy foods, and to many of the resources that are available to them in the community.





The Home-based Program participated in a STEM training. They received a STEM kit that they were able to take and integrate what they have learned into their lesson plans.

The Teaching Pyramid Cohort Teams finished up their coaching sessions with Ruth Rodriguez this month. There have been many effective changes implemented in the classroom environments as well as teaching pyramid strategies being implemented by the staff in both classrooms. The intention for the team is to check in with their resource teacher and do the inventory of practice tool throughout the year, so we can keep the Teaching Pyramid teachings alive in the classrooms after the trainings are complete.

Special Education

SCUSD Child Development Department has served 101 preschoolers with IEPs and 16 infants/toddlers with IFSPs. SCUSD is streamlining our full team referral process to be more like K-12 and include Student Success Teams (SSTs). During an SST the entire support team is invited, including the parent and teacher, so we can all get on the same page about accommodations and how to support the child to be successful in the classroom.

San Juan Unified School District

Education Services Update

Early Head Start teachers have finished their first DRDP assessment. They are using the DRDP Tech system to complete these assessments. Head Start teachers have also finished their first DRDP assessment. They are beginning their second year of using the DRDP Tech system. Thirteen Head Start teachers are piloting the Learning Genie program for collecting anecdotal evidence. This program also facilitates parent involvement through the sharing of daily information in the form of anecdotal notes, photos and videos of their children during the day. Head Start teachers began the Trees study which will continue through November. The math focus was Cardinality, Counting and the beginning stages of Constructing Sets with 1-5 objects.

Disabilities Services Update

Care management continued to slow down for both Early Head Start and Head Start programs through the month of October. Many of the students that were referred for further assessment now have IFSPs/IEPs, and services are well under way. The new Early Head Start Monthly Special Education Communication form is working well and helps to ensure that documentation for those students with IFSPs stays up-to-date. The Disabilities Content Specialist has been reviewing the new Performance Standards and preparing for the new changes and updates.

Mental Health Services Update

The Mental Health Therapist participated in parent-teacher conferences to both address specific social-emotional needs of identified children as well as to provide community resources/mental health referral information. The Mental Health Therapist continued to provide workshops for parents and staff throughout the program.

Health Services Update

The health tracking and Child Plus data entry for Early Head Start was divided between five different Health Assistants in mid-October. Each Health Assistant has acquired one Early Head Start Center and one to two Home Based teachers. For the next phase of Cross Programs assignments, the EHS Nurse has spent time doing individualized training based on Health Assistant's needs. In addition, the EHS Nurse continued to provide health consultations to teachers and families. The EHS Nurse also worked collaboratively with the HS Nurse and Content Specialists to integrate services, learn the new Performance Standards and start incorporating changes into practice.

Health reviewed files for the Head Start students entering the 2016-2017 school year. The review is comprehensive to include students' health, nutrition, and immunization status. Child Plus data entry for children enrolling in the 2016-2017 school year is up-to-date and is completed on a continuous basis. The School Nurse wrote Individualized Student Health Plans for those who have health concerns. The School Nurse also wrote Individualized Education Plan (IEP) reports and attended meetings.

Nutrition Services Update

The CACFP started their 2016-2017 fiscal year. Preschool, Infant/Toddler and School-Age have all had their annual CACFP training. The San Juan USD CACFP review was completed and the Summation Report will be submitted to CDE on November 1st. Site Monitoring has begun for all sites and will be complete in mid-November. At the Annual CACFP Conference, staff completed the mandatory training in CACFP Procurement and started training on the new mandates that will become mandatory in October 2017.

Family and Community Partnerships Update

In collaboration with First 5 and support from the Kiwanis Club of Carmichael and the San Juan USD Family and Community Engagement department, several preschools enjoyed festive fall celebrations to promote student learning. Howe Ave. Head Start/State Preschool held their annual Literacy Harvest Fair on October 14th and had over 70 participants. General Davie Jr. Primary Center had over 100 participants at their Literacy Harvest Fair October 28th, an event where each child received a book, a family picture with Harvest Fair Backdrop, opportunities to read as a family, make crafts, receive fresh fruits and vegetables, exchange outgrown clothing with other families, and take home a pumpkin. Marvin Marshall Head Start/State Preschool held a Harvest festival on October 27th which included numerous family activities and was also well attended. Families have also attended "You Make the Difference", "Latino Literacy" and "Setting Limits" parenting classes in the month of October.

New and returning representatives were seated on the San Juan USD Head Start/Early Head Start Policy Committee at the October 20th meeting. Each representative received a new 2016-2017 Policy Committee binder to take back to the classroom with information from the meetings to share with the families throughout the school year. Resources from WarmLine Family Resource Center about support for families with children with disabilities was shared. The new By-Laws were approved and two Past Parent Representatives were elected. Cecelia Laban of the Mutual Assistance Network provided their most recent Calendar for the Arcade Community Center and Harvest Fair Community Event information.

Program Support/Staff Training Update

Early Head Start teachers received an Infant/Toddler Education binder at the October professional development training. Staff did a walk-through of the different sections of the binder, and were then asked to give feedback on the forms provided in order to assist in future revisions and general use. The October training also covered the new Parent Contact form, which is where parents will sign for all conferences and home visits. The annual CCFP training was presented in October and covered reminders for best practices around food services for children.

Head Start teachers and assistants received part 2 of the Guided Language Acquisition Design (GLAD) training. At this training, teachers shared the GLAD strategies which they have found effective for their

practice in classrooms. Teachers received additional training later in October with John Paul as he was live-streamed teaching a lesson that focused on informational text and demonstrated GLAD strategies during a re-aloud.

Fiscal Update

October's reconciliation has been completed and San Juan USD is right on target. An e-mail will be going out to Administrators to provide spending priorities for orders so classrooms continue to meet required performance and licensing requirements. Parent Volunteer Hours for In-Kind decreased in 2015-2016, and this trend continues. A request for teachers to recruit more parent volunteer hours will be presented at the next PC meeting in November. Salary and Benefit adjustments for 1st Interims have been completed with the implemented changes for Fiscal Year 2016-2017. The changes that were made are still within target budgets.

Safe Environments Update

An informative PowerPoint presentation was used to provide training on the Safety and SUPER vision procedures to those teachers who are new to the program. The second month's classroom and playground checklists have been completed and submitted. Tracking sheets are being used to keep track of the paper work turned in concerning safety procedures. Work orders have been created to support repairs and/or safety needs in the classrooms.

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

All three TRUSD Head Start sites participated in the annual Red Ribbon Week celebration of saying no to drugs and living healthy lifestyles. The School Social Worker provided classroom lessons on drug free living, healthy bodies and the dangers of tobacco. The week-long event included spirit days in which students "Teamed up against drugs" and wore their school shirts/athlete jerseys, "put a cap on drugs" with their hats, "socked it to drugs" with crazy/mismatch socks and pajamas "to dream of a drug-free world". On Thursday of Red Ribbon week, students from all three sites also participated in our annual Fall Festival. The Festival included an opportunity for students to pick their own pumpkins from the school "pumpkin patch", participate in carnival games and read Halloween books with our favorite librarian, Mr. Tim. Parents volunteered during the event by assisting with the carnival games and also were judges for the Red Ribbon doors throughout the school. Fun was had by all attendees!

Professional Development

On October 31st, the Head Start staff participated in the district wide Professional Development training day. The focus of the training day was Preschool Glad (Guided Language Acquisition Development). From two dynamic facilitators, participants were provided with an overview of GLAD philosophy and strategies to increase verbal language development for young learners. The participants will also be participating in classroom coaching/training with the GLAD facilitators in early Spring in which hands-on support with their students will be provided. Teaching staff will receive one full day of this hands-on coaching from the GLAD experts.

Components

The program is excited about the addition of Tashamarie Brewer to the Community Liaison team. Ms. Brewer is a previous teacher assistant at the Oakdale preschool site so is very familiar with the Head Start program. She joins the team with tremendous experience with young learners and a love for working with families. The other Community Liaison remains on maternity leave until possibly the end of the school year pending approval from the TRUSD Board of Trustees. A long term sub continues to work with the Community Liaison team during the maternity leave. The team continues meeting with parents individually to complete the goal setting forms as well as provide resources/services as requested by families.

The Community Liaisons continue to track blood lead results, hemoglobin and lead risk. The inputting of Childplus info also continues for the Liaison team.

All students participated in hearing, vision and dental screenings with the Health Component Leaders throughout the month of October. The Health Assistant and Nurse continue the reviewing of students' files for medical concerns as well as data inputting into the Childplus database.

Our School Social Worker/Counselor is providing in classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment with the assistance of our 3 BSW and MSW interns from CSUS. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. The multidisciplinary team finished the pre-intervention meetings for Oakdale, Rio Linda and Room 10 to discuss all students and provided teaching staff with strategies for academic, behaviors and social/emotional development. Weekly 2nd Step lessons continue with the School Social Worker in all classrooms to ensure the students' social and emotional competence is being developed.

The Head Start programs has two Speech and Language Pathologists (SLP) who has begun servicing our students with speech and language IEPs. They are also working on screening students who failed the communication section of the ASQ assessment to determine if further testing is needed. Currently we have 17 students with IEPs and will hopefully meet our 10% level no later than late December 2016.

The Education Component Leader continues observations to assist with academic strategies and teacher coaching and support. CLASS observations for all classrooms as well as ECERS assessments are also being completed by the Education Coordinator.

The ERSEA Component Leaders and Community Liaisons finished checking all of the students' files and creating the new wait list binders for this school year. All three sites continue to be fully enrolled. The Program Design and Management component leaders has finished the collection of staff immunizations for the requirement per SB 792.

Policy and Parent Committees

The new Policy Committee group for 2016-2017 was seated on October 10, 2016. Most classroom has at least one classroom representative attend the first meeting and teaching staff are continuing to recruit for additional parents. The October meeting was held at Rio Linda on October 24th and on October 25th at Oakdale. Both sites had parents attend the meetings and they were provided all of the necessary reports including the Fiscal report, meal counts, Special Ed report as well as Enrollment and Attendance report. All sites will have meetings in November before the Thanksgiving break.

Parent Trainings

The classroom parent meetings for October was hosted by the Sacramento Food Bank for parents to get information about local resources for food supplies. A representative from the agency reminded parents of the importance of healthy eating and ways to spread their limited financial resources for meals.

Fiscal

The HS Budget Analyst completed the October 2016 Fiscal reports which will be given to the PC group and Board of Trustees at the November meeting.

WCIC

Enrollment

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

WCIC's 2016-2017 Elected Policy Committee Delegates and Alternate Delegate

WCIC's PC Delegates and Alternate Delegate were elected on October 19, 2016: Reginald Castex and Vocheri Thomas, Delegates; and Michelle Brown, Alternate Delegate.

Trainings

WCIC/Playmate Head Start Program's parents and staff received a Lead Poisoning Training by Ms. Lea Huffman, Health Education Assistant from County of Sacramento. Ms. Huffman's presentation on Lead Poisoning was on October 19, 2016. The presentation provided information on how to protect children from lead and to teach parents how to prevent lead poisoning. Lead poisoning can cause extreme side effects in small children, especially when children are exposed to lead. Many parents are not aware that lead can be found in toys and in foreign foods and candies from Mexico. Children who are exposed to lead learning may be affected, cause nerve damage, lower IQ, and even slower physical growth. If you feel that your child has been exposed to lead poisoning it is best to contact your doctor and they can easily perform a blood test. Parents must understand that lead is found in toys, children's jewelry or in foreign pots and dishes. Items such as clay pots or dishes from China and other countries can be made with lead. Before using these items, people can easily purchase a lead poisoning kit. Some foods imported from Mexico can contain lead or dry fruits can also be tainted. Homes built before 1978 are more likely to have lead in it. The most common cause of lead poisoning today is old paint with lead in it. Many older houses and apartment buildings have lead-based paint on the walls. Toddlers explore the world by putting things in the mouths. Children who live in older buildings are at especially high risk of lead poisoning. Children can get lead poisoning by chewing on pieces of peeling paint or by swallowing house dust or soil that contains tiny chips of the leaded paint from these buildings. Lead can also be in air, water and food. Lead can also be found in food or juice stored in foreign-made cans or improperly fired ceramic containers.

WCIC/Playmate Head Start Program's staff received a Child and Adult Care Food Program (CACFP) Training by Ms. Martha Cisneros, CFS Manager- Health, Nutrition, and Safe Environments; and by Ms. Connie Otwell, Food Service Coordinator from Sacramento Employment and Training Agency on October 5, 2016. Ms. Martha stated the And Justice for All Posters currently green must be posted in the front of the center. Ms. Martha stated there are new policies with meal counts. Meal counts must be recorded at the point of service. Meal count numbers must reflect only the children who are at the table and are being offered food. Any child who comes in late will not be counted on the meal count sheet, but the child will be offered food. SETA will provide a plastic tote filled with dry food products for WCIC/Playmate Head Start Program. Water will no longer be placed on the table during meal service in order to encourage children to drink milk. Each table will have pitchers of milk for the children to self-serve. Milk containers will no longer be place on the table. Therefore, the water pitcher will be provided throughout the day and be place where children will be able to reach. Any unused milk will be thrown away. All food exposed during lunch must be thrown away. Any leftover food will be picked up by SETA's food service staff. All meals must be family style. Children may choose the amount of food they want on the plate. Children are to practice good table manners and new skills with hands and fingers. Children are to clear the table after they are finished eating. Food temperatures must be taken prior to serving the meals. Cold food is 40 degrees and lower. If food temperature is below 140 degrees, reheat in the microwave to 165 degrees. There can be a minimum of three CACFP unannounced monitoring visits. Ms. Janet, Head Teacher will conduct an unannounced CACFP Monitoring Review Report at the WCIC/Playmate Head Start Program site.

Recent Program Instruction Memos from Administration for Children and Families (ACF)-
None to report.

ITEM V-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.
