

THOUGHT OF THE DAY: "Team means, "Together Everyone Achieves More."

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

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

DATE: Tuesday, November 24, 2015

TIME: 9:00 a.m.

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

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

925 Del Paso Blvd., Suite 100
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Website:
<http://www.headstart.seta.net>

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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 - Karen Gonzales - School Readiness, Special Education and Mental Health Services
- D. Chair's Report
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: TUESDAY, NOVEMBER 17, 2015

Policy Council (PAC) meeting is hosted by:
Lynda Williams, Chair; Vacant, 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:

- _____ Robin Blanks, Elk Grove Unified School District
- _____ Tyrone Broxton, Elk Grove Unified School District
- _____ Linda Litka, San Juan Unified School District
- _____ Lynda Williams, San Juan Unified School District
- _____ Joe Morales, Twin Rivers Unified School District
- _____ Stacy Wilson, Twin Rivers Unified School District
- _____ Tawana Craig, WCIC/Playmate Child Development Center
- _____ Todd Woods, SETA-Operated Program
- _____ Sabrina Lovelady, SETA-Operated Program
- _____ Amanda Self, Early Head Start (SETA)
- _____ Kenneth Tate, Past Parent Representative
- _____ Jasmine Jamison, Past Parent Representative
- _____ Calvin Sheppard, Men's Activities Affecting Children Committee
- _____ Jenna Kline, KVIE Channel 6
- _____ Nicole Chilton, Birth and Beyond

Seats Vacant:

- _____ Vacant (Short), WCIC/Playmate Child Development Center
- _____ Vacant (Cruz), Sacramento City Unified School District
- _____ Vacant (Saelee), Sacramento City Unified School District
- _____ Vacant (Torres), Sacramento City Unified School District
- _____ Vacant (Baty), SETA-Operated Program
- _____ Vacant (Paniagua), SETA-Operated Program
- _____ Vacant (Shepherd), SETA-Operated Program
- _____ Vacant (Craig), SETA-Operated Program
- _____ Vacant (Cullen), Early Head Start (San Juan)
- _____ Vacant (Hill), Early Head Start (Sac. City)
- _____ Vacant (White), Early Head Start/Home Base (SOP)
- _____ Vacant, Home Based Option
- _____ Vacant (Wheeler), Grandparent Representative
- _____ Vacant (Peck), Foster Parent Representative

**** Please call your alternate, Policy Council Chair (Lynda Williams: 333-2402 or 533-7389), or Head Start staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2014-2015**

The 2014-2015 Board was seated on **November 25, 2014** and
December 18, 2014

BOARD MEMBER	SITE	11/25	12/18 *	1/27	2/24	3/24	4/28	5/26	6/23	7/21 *	8/25	9/29	10/27	11/24
R. Blanks Seated 11/25	EG	X	X	X	X	X	X	X	X	X	X	X	X	
T. Broxton Seated 2/24	EG				X	X	X	X	U	X	X	X	X	
N. Chilton s/b/seated 2/24; seated 3/24	CR				E	X	X	X	X	X	X	X	X	
T. Craig Seated 3/24	WCIC					X	X	X	X	X	X	X	U	
J. Jamison Seated 2/24	PP				X	X	X	X	X	X	X	E	X	
J. Kline Seated 2/24	CR				X	X	X	X	X	X	E	X	X	
L. Litka Seated 11/25	SJ	X	X	X	X	X	X	X	X	U	X	X	X	
S. Lovelady Seated 1/27	SOP			X	X	X	X	X	X	X	X	E	U	
J. Morales Seated 6/23	TR								X	U	X	X	X	
A. Self Seated 11/25	HB	X	X	X	X	X	X	X	X	X	X	X	X	
C. Sheppard Seated 4/28	MAACC						X	X	X	X	E	X	X	
B. Short Seated 3/24	WCIC					X	X	X	E	X	X	U	U	
K. Tate Seated 11/25	PAST	X	X	X	X	X	X	X	X	X	E	X	X	
L. Williams Seated 11/25	SJ	X	X	X	X	X	E	X	X	E	X	X	X	
S. Wilson s/b/seated 6/23; seated 7/21	TR								U	X	X	X	U	
T. Woods Seated 12/18	SOP		X	U	X	X	X	X	X	E	X	X	X	

GLOSSARY OF ACRONYMS

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

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

Current a/o 9/30/15

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:

- _____ Dennis Perez, Elk Grove Unified School District
- _____ Reginald Castex, WCIC/Playmate Child Development Center
- _____ Brian Short, WCIC/Playmate Child Development Center
- _____ Heart Bell, San Juan Unified School District
- _____ Linda Litka, San Juan Unified School District
- _____ Feuy Saelee, Sacramento City Unified School District
- _____ _____, Sacramento City Unified School District
- _____ _____, Sacramento City Unified School District
- _____ Natalie Rossetti, Twin Rivers Unified School District
- _____ Erica Williams, Twin Rivers Unified School District
- _____ Morgan Siegel, Early Head Start, San Juan Unified School District
- _____ Amanda Self, Early Head Start, SETA Operated Program
- _____ Penelope Scott, SETA-Operated Program
- _____ Natalie Craig, SETA-Operated Program
- _____ Charlotte Johnson, SETA-Operated Program
- _____ Monica Reynoso, SETA-Operated Program
- _____ Georgina Schroeder, SETA-Operated Program
- _____ _____, SETA-Operated Program
- _____ Stacey Webster, Home Base Option
- _____ Jasmine Jamison, Past Parent Representative
- _____ Kenneth Tate, Past Parent Representative
- _____ Robin Blanks, Grandparent Representative

**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
H. Bell Seated	SJ													
R. Blanks Seated	GRAND													
T. Broxton Seated 2/24	EG													
R. Castex Seated	WCIC													
N. Chilton s/b/seated 2/24; seated 3/24	CR													
N. Craig Seated	SOP													
J. Jamison Seated	PP													
C. Johnson Seated	SOP													
J. Kline Seated 2/24	CR													
L. Litka Seated	SJ													
D. Perez Seated	EG													
M. Reynoso Seated	SOP													
N. Rossetti Seated	TR													
F. Saelee Seated	SAC													
G. Schroeder Seated	SOP													
P. Scott Seated	SOP													
A. Self Seated	EHS/HB													
C. Sheppard Seated 4/28	MAACC													

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
B. Short Seated	WCIC													
M. Siegel Seated	EHS/SJ													
K. Tate Seated	PAST													
S. Webster Seated	HB													
E. Williams Seated	TR													

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
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CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
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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

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- 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 11/17/15

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 27, 2015 REGULAR
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the October 27, 2015 meeting.

RECOMMENDATION:

That the Policy Council approve the October 27 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

**MINUTES OF THE REGULAR MEETING OF THE
HEAD STARTPOLICY COUNCIL**
(Minutes reflect the actual progress of the meeting.)

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

Tuesday, October 27, 2015
9:00 a.m.

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

Ms. Lynda Williams called the meeting to order at 9:10 a.m. Mr. Todd Woods and read the thought of the day. The Pledge of Allegiance was recited. Ms. Amanda Self called the roll. A quorum was established.

PC Members Present:

Robin Blanks, Elk Grove Unified School District
Linda Litka, San Juan Unified School District
Lynda Williams, San Juan Unified School District
Todd Woods, SETA-Operated Program
Amanda Self, Home Base Option
Kenneth Tate, Past Parent Representative
Calvin Sheppard, Men's Activities Affecting Children Committee
Jasmine Jamison, Past Parent
Nicole Chilton, Birth and Beyond
Jenna Kline, KVIE Public Television
Joe Morales, Twin Rivers Unified School District (seated at 9:22 a.m.)
Tyrone Broxton, Elk Grove Unified School District (seated at 10:17 a.m.)

PC Members Absent:

Tawana Craig, Women's Civic Improvement Club (unexcused)
Stacy Wilson, Twin Rivers Unified School District (unexcused)
Brian Short, Women's Civic Improvement Club (unexcused)
Sabrina Lovelady, SETA-Operated Program (unexcused)

II. Consent Item

A. Approval of the Minutes of the September 29, 2015 Special Meeting

There were no questions or corrections.

Moved/Jamison, second/Tate, to approve the September 29 minutes.

Show of hands vote:

Aye: 9 (Blanks, Chilton, Jamison, Kline, Litka, Self, Sheppard, Tate, Woods)

Nay: 0

Abstention: 1 (Williams)

Mr. Todd Woods will not be returning to the board but he has a replacement for the board position. He thanked Ms. Lee and Ms. Desha for their support over the year. He will continue to do the garden at Strizek.

IV. Information Items

A. Standing Information Items

- Parent/Staff Recognitions – Mr. Tate and Ms. Williams presented Mr. John Allen with a certificate of appreciation. Certificates will also be given to Ms. Loretta Su and Ms. LaShaun Burke.

III. Action Items

A. 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

Ms. Williams reviewed the item; there was no additional public testimony.

Moved/Jamison, second/Self, to close the public hearing and approve modifications to the bylaws of the SETA-Operated Head start/Early Head Start Policy Council.

Show of hands vote:

Aye: 8 (Blanks, Chilton, Jamison, Kline, Litka, Self, Sheppard, Tate)

Nay: 0

Abstention: 1 (Williams)

Mr. Joe Morales was seated at 9:22 a.m.

B. Approval of Modifications to the Reimbursement Policies and Procedures of the SETA-Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee

Ms. Denise Lee reviewed the board item; no questions.

Ms. Jamison stepped out of the room.

Moved/Blanks, second/Litka, to approve modifications to the reimbursement policies and procedures of the SETA-Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee.

Show of hands vote:

Aye: 8 (Blanks, Chilton, Kline, Litka, Morales, Self, Sheppard, Tate)

Nay: 0

Abstention: 1 (Williams)

Out of the room during the vote: 1 (Jamison)

C. Election of Community Representatives: Past Parents, Grandparent and Foster Parent

Ms. Williams reviewed the board item.

Past Parent Representative:

Applications were reviewed for Ms. Robin Blanks, Mr. Kenneth Tate, Ms. Jasmine Jamison, and Mr. Tyrone Broxton. Nominees spoke of their interest in continuing to serve on the board.

Two past parent representatives will be voted; each member has one vote.

Votes:

Robin: 4

Jasmine: 3

Kenneth: 2

Tyrone: 0

Ms. Blanks withdrew her application as Past Parent and asked that she be considered for the Grandparent Representative.

Ms. Jasmine Jamison and Mr. Kenneth Tate will serve as Past Parent Representatives.

Foster Parent/Alternate: No applications were received for that position.

Grandparent Representative:

Applications were received from: Ms. Robin Blanks, Ms. Gwen Collins, and Mr. Kenneth Tate. Since Mr. Tate was voted in as a Past Parent, his application was withdrawn.

Vote:

Robin: 8

Gwen: 1

Ms. Robin Blanks was welcomed as a Grandparent Representative. Ms. Gwen Collins will be moved to the Alternate position.

Ms. Williams stated that for the Past Parent Representative, Mr. Broxton will be moved as an alternate.

D. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of Revised Job Specifications for Associate Teacher (Tier I, II and III) and Head Start Substitute Child Care Teacher

Mr. John Allen reviewed this board item. Approval of these revised job specifications will assist the Agency to recruit teaching staff. This provides greater flexibility for the agency to recruit qualified staff.

Ms. Williams opened a public hearing.

Speaker before the board: Ms. Gwen Collins spoke before the board. She inquired how high school students would be informed as to the qualifications needed for Head Start. Mr. Allen suggested Ms. Collins go to one of the SETA one stop career centers for assistance. Ms. Lee suggested that Ms. Collins connect with Ms. Gonzales to see about how to go forward with employment.

Moved/Blanks, Sheppard, to close the public hearing and approve the revisions for the Associate Teacher and Head Start Substitute Child Care Teacher job specifications as presented.

Show of hands vote:

Aye: 9 (Blanks, Chilton, Jamison, Kline, Litka, Morales, Self, Sheppard, Tate)

Nay: 0

Abstention: 1 (Williams)

E. CLOSED SESSION: PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

- Approval of Eligible Lists for: Head Start Education Coordinator (Supervisory), Associate Teacher, and Associate Teacher – Infant Toddler - and -

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

The board went into Closed session at 9:51 a.m.; the board went back into to open session at 9:59 a.m. Ms. Williams reported that during closed session, the following eligible lists were approved: Head Start Education Coordinator (Supervisory), Associate Teacher, and Associate Teacher – Infant Toddler. No action was taken on the second Closed Session item.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events – Ms. Williams reviewed the November calendar. November
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. Lee reviewed the fiscal report; delegates are in the process of submitting their invoices to the Agency. The administrative expenditures are within limits; things are looking good. The Child Care Partnership report is a new report submitted; this grant was started in February with enrollment completed in July. The credit card report was reviewed; no questions.

- PC/PAC End-of-Year Appreciation Brunch Oral Reports: Ms. Linda Litka stated that the brunch was amazing and everyone had a lot of fun.
- Parent Staff Recognitions: At the brunch, there were recognitions; some were not present. Ms. Williams was presented with a plaque and a silver bowl in appreciation of her service as Chair. Mr. Calvin Sheppard was presented with a certificate of appreciation.
- Toastmasters Training – Ms. Litka reported that the members reached the end of the book. Ms. Jackie Bates has agreed to come back next year for additional training.
- Community Resources-Parents/Staff: Ms. Jenna Kline reported that there will be some changes to the kids' schedule on KVIE. On Thanksgiving D, they will have a program introduced called Nature Cut and in January, they will introduce a new program that is math-focused. Look for new additions to the TV schedule and the on-line schedule as well. Ms. Nicole Chilton There are some new workshops starting in November. A Love and Logic Workshop is scheduled for November 19 12:30 – 2:30; they provide day care. This workshop will be in Spanish; the English speaking class will be in February. There will be a baby shower November 24, 1-2:30p.m.; anyone in their final trimester or has given birth is encouraged to attend.

Mr. Tyrone Broxton arrived at 10:17 a.m.

- B. Governing Board Minutes of September 3, 2015: No questions.
- C. Fiscal Monitoring Report: No questions.

V. Committee Reports

- Executive Committee: Ms. Williams reviewed the critique of the last meeting.
- Budget/Planning Committee: Ms. Blanks reviewed the last committee meeting.
- Men's Activities Affecting Children Committee (MAACC): Mr. Tate reported the MAACC had a brief meeting to discuss the visit to the Crocker Art Museum; there was a great turnout. Major kudos to Mr. Silva who will continue working to make sure this will happen again.
- Parent Ambassador Report: Ms. Litka reported the last meeting discussed in detail upcoming events and who is attending; they discussed pins with names, buttons that say **Parent Ambassador** and tee shirts identifying them as parent ambassadors. Ms. Blanks encouraged more board members to consider being a Parent Ambassador; she's amazed that so many people do not know what Head Start is.

Mr. Morales asked for a list of events for the upcoming Parent Ambassador recruitments.

- Maternal, Child and Adolescent Health Advisory Board: The next meeting is November 10.

- Sacramento Medi-Cal Dental Advisory Committee: Ms. Self attended the meeting held October 22. Liberty is a provider for DentiCal. The big topic for the past few months is the anesthesia/sedation policy that has been finalized. There will not be a meeting in November, but the December meeting is scheduled for 12/13.

Mr. Tate asked if it was a question with who can do it or why can authorize it. Ms. Self replied that it is about who can authorize it, doctor/dentist/clinic/hospital. Lots of issues with clients being denied for sedation because of the way the policy is written. DHCS will clarify how the procedure should be done. The main thing is authorization must be submitted by the person being paid for the services.

- Community Reports: No additional report.
- Community Action Board: No report.

VI. Other Reports

- A. Head Start Deputy Director's Report: Ms. Lee expressed her appreciation of the end of year appreciation event. Everyone who spoke did a great job. Ms. Lee introduced Ms. Robyn Caruso, open of two new managers. Ms. Caruso has been working in Administration doing grant writing and support of the delegate agencies. Ms. Caruso introduced herself and looks forward to working in the new unit entitled: Program Support Services and Special Projects. She will be working on the EHS partnership.

Ms. Lee stated that another candidate will be joining us on Monday; Martha Cisneros has a lot of experience in safe environments. Ms. Lee wanted to broaden the team and expand services. Ms. Karen Gonzales oversees the SOP and not necessarily the delegate services. Many of the delegate agencies have desired to be a part of the structure; Karen will take on county-wide education support. Ms. Lisa Carr will be expanding her services as well working with the partnership with SCOE and River Oak, which is a home based model. She will continue with family engagement and enrollment/selection recruitment. Each manager will take a county-wide focus.

- B. Head Start Managers' Reports
- ✓ Lisa Carr: No report.
 - ✓ Karen Gonzales: Ms. Gonzales expressed appreciation for the brunch; it was a very nice event. She is in the process of learning about the delegates and beginning to focus on going county-wide for safety and supervision. Grantee and delegates are all refreshing their employees on safely transitioning kids from outside to inside/vice versa. Blood borne pathogens training was also provided.

Ms. Williams thanked Mr. Broxton for submitting his application for past parent.

- C. Chair's Report: Ms. Williams thanked Ms. Collins for her attendance and participation in the meeting.
- D. Open Discussion and Comments: No comments.
- E. Public Participation: Ms. Gwen Collins addressed the board. She volunteers at the Fruitridge Head Start center and stated that the staff need more help controlling the children. The center needs more balls, cabinets, and storage areas. Most of the parents complain that the teachers change too much; they want stable teaching staff. There needs to be a stop sign outside and more police interaction to make sure there area remains clean.

Mr. Tate stated that some of the things they have concerns with is a responsibility of the Parks and Recreation Department. Staff has to coordinate that with the city since we do not own the building. Mr. Tate asked for a list of things that need to be fixed and he will give it to the site supervisor.

Ms. Gonzales stated that staff is receiving coaching from a certified coach to assist the children in the classroom. Staff is very aware of the behavioral challenges at that center. Each site has a site budget that is given to teachers to spend however they want. The site supervisor can order whatever they want.

VII. Adjournment: The meeting was adjourned at 10:51 am.

ITEM III-A – ACTION

APPROVAL OF THE SUBMISSION OF A CHANGE IN SCOPE FOR THE EARLY HEAD START-CHILD CARE PARTNERSHIP GRANT TO THE ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF)

BACKGROUND:

In August, 2014 SETA applied for a nearly \$1.6 million discretionary grant to serve 84 children ages 0-3 in a new operating model within a 12-month period. SETA and its partner, the Sacramento County Office of Education (SCOE), had recruited and secured two child care providers within Sacramento County, Kinder World and the National Human Development Foundation (NHDF) to provide services under the newly funded Early Head Start-Child Care Partnership (EHS-CCP) project.

Due to other program funding priorities (state preschool expansion) along with significant changes in key personnel, the National Human Development Foundation has withdrawn from the project. NHDF was scheduled to serve eight infant/toddlers in the EHS-CCP project.

After significant efforts to identify and secure a replacement provider that meets all criteria of the project, SETA is seeking to re-program the enrollment slots. Specifically, SETA is requesting to convert four of the eight enrollment slots from the EHS-CCP Partnership to EHS-CCP Expansion and operate the slots within the grantee operated program. For the remaining four enrollment slots, SETA is requesting an enrollment reduction without a reduction in funding. Funds would be used to serve the four expansion enrollment slots within the grantee without available layered funding. Since SETA does not have alternate funds to layer and off-set costs for the project, four enrollment slots is the maximum SETA can operate within the cost structure. A detailed Program Narrative, Budget and Budget Narrative will be sent under separate cover.

Ms. Denise Lee, Deputy Director, will provide detailed information during her presentation.

RECOMMENDATION:

Approve the submission of the Early Head Start Child Care-Partnership Change of Scope to the Administration for Children and Families/Office of Head Start, resulting in a total funded enrollment of 80 infants/toddlers with a budget of \$2,516,160 for the project period of February 1, 2015 through July 31, 2016 (18-month project period).

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-B - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

A. Standing Information Items

- Parent/Staff Recognition: Ms. Lynda Williams
 - PC Meeting Perfect Attendance Recognition
 - Parent Yearbook – Ms. Alma Walton Hawkins
- Introduction to Toastmasters Report(s)
- Committee Reports: Ms. Lynda Williams
 - ✓ Executive Committee: Ms. Lynda Williams
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- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne
- Board Procedures
 - ✓ Reimbursements & Budget/Planning: Ms. D'et Saurbourne
 - ✓ Personnel: Ms. Bonnie Bilger
 - ✓ Conflict of Interest: Ms. Nancy Hogan
- Committee Reports (continued): Ms. Lynda Williams
 - ✓ Maternal, Child and Adolescent Advisory Committee: Ms. Lynda Williams
 - ✓ Medi-Cal Dental Advisory Committee: Ms. Amanda Self
 - ✓ Community Action Board: Mr. Calvin Sheppard
- Officer Elections – December 16, 2015: Ms. Lynda Williams
- PC/PAC Calendar of Events: Ms. Lynda Williams
- Community Resources: Parents/Staff: Ms. Lynda Williams

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 27, 2015 Policy Council meeting.

GOOD!!!
Thank you Ms. Denise Lee for sharing managers' reports.
Thank you Mr. John Allen for your overview of the revised job specifications for Associate Teacher and Head Start Substitute Child care Teacher.
Thank you Ms. Bonnie Bilger for your eligibility list presentation.
Thank you Board members for your great participation and support in program year 2014-2015.
Congratulations to the newly elected Community Representatives, Jasmine Jamison and Kenneth Tate (Past Parents), and Robin Blanks (Grandparent).
Thank you to everyone that submitted a community representative application.
NEEDS IMPROVEMENT
Please turn off all electrical devices, i.e., phones.
Please be recognized by the Chair before leaving your seat by saying, "question of privilege."
Please be recognized by the Chair by raising your hand before speaking.
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
REMINDERS
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
ABSOLUTELY NO FOOD OR EATING IN THE BOARD ROOM.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

➤ Budget/Planning Committee: Ms. Lynda Williams

Committee Reports (continued)
Page 2

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

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

- Community Action Board: Mr. Calvin Sheppard

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

EVENT

DATE

PAC Executive Committee (Chair only – all other officer positions null and void.)	Thursday, November 19, 2015 9:00 a.m. Oak Room
PC Executive Committee (Chair only – all other officer positions null and void.)	Thursday, December 3, 2015 9:00 a.m. Olympus Room
Budget/Planning Committee	Tuesday, December 8, 2015 1:00 p.m. Oak Room
PC and PAC Meet and Greet Breakfast	Thursday, December 10, 2015 9:00 a.m. – 10:30 a.m. Registration: 8:30 a.m. Sequoia Room
PAC Officer Elections	Tuesday, December 15, 2015 9:00 a.m. SETA Board Room
PC Officer Elections	Wednesday, December 16, 2015 9:00 a.m. Sequoia Room
PC/PAC New Member Orientation	Friday, January 8, 2016 9:00 a.m. – 3:00 p.m. (Registration at 8:30 a.m.) SETA Board Room
County-wide Officer Training	Friday, January 16, 2016 9:00 a.m. – 12:30 p.m. (Registration at 8:30 a.m.) Redwood Room

December

Mon	Tue	Wed	Thu	Fri
		2	3	4
Meet & Greet Breakfast December 10			9:00 a.m. PC Executive Olympus Room	
7	8	9	10	11
	9:00 a.m. Elk Grove PC Meeting Prairie Pre-K 2 5251 Valley Hi Drive Sacramento 95823 1:00 p.m. Budget/Planning Committee Olympus Room		8:30 a.m. Meet and Greet Breakfast Sequoia Room	
14	15	16	17	18
	9:00 a.m. PAC Meeting SETA Board Room	9:00 a.m. Special PC Meeting Sequoia Room 5:15 p.m. WCIC PC Meeting 3555 3rd Avenue Sacramento 95817	8:30 a.m. Twin Rivers USD 155 Morey Avenue Sacramento 95838 9:00 a.m. Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823 9:00 a.m. San Juan PC Meeting General Davie Center 1500 Dom Way Sacramento 95864 1:00 a.m. PAC Executive Magnolia Room	
21	22	23	24	25
28	AGENCY CLOSED December 24 at 12:00 p.m. – January 1		31	

January 8, 2016 – NEW MEMBER ORIENTATION 8:30 a.m. Registration in SETA Board Room
 January 15, 2016 – COUNTY-WIDE OFFICER TRAINING – 8:30 a.m. Registration in Redwood Room

2015

ITEM IV-B - INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the October 1, 2015 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 1, 2015
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.

Members Present:

Sophia Scherman, Vice Chair, Governing Board; Public Representative
Patrick Kennedy, Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento
Allen Warren, Councilmember, City of Sacramento
Don Nottoli, Chair, Governing Board; Member, Board of Supervisors (arrived at 10:16 a.m.)

- ➔ Recognition of long-term employee: **Lisa Jones Ball**, Workforce Development Professional II (20 years): Mr. William Walker acknowledged Ms. Jones Ball's 20 years of service to SETA. Ms. Jones Ball expressed how much she enjoyed her job and introduced her mother and oldest son.
- ➔ Presentation on Workforce Innovation and Opportunity Act (WIOA): Mr. Roy Kim provided an overview of the WIOA which will be fully implemented by July 1, 2016.

II. Consent Items

- A. Minutes of the September 3, 2015 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Accept the "Weldforce" Apprenticeship Funds from the Los Rios Community College District
- D. Approval to Add One More Chance, TAD Grants, and Academic Records Evaluation Center to SETA's Vendor Services (VS) List

The consent items were reviewed;

Mr. Thatch requested that the addition of, "subject to legal counsel review," be added to the recommendation for II-C.

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

- A. Approve the September 3, 2015 minutes
- B. Approve the claims and warrants for the
- C. Accept funds from the Los Rios Community College in the amount of \$288,600 to provide case management for the Northern California Community College American Apprenticeship Initiative and authorize the Executive Directive to sign the agreement, subject to legal counsel review.
- D. Approve the addition of One More Chance, TAD Grants, and Academic Records Evaluation Center to SETA's VS List.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Use of Agency Fund Balance

No questions or comments.

Moved/Schenirer, second/Scherman, to approve the use of the agency fund balance of \$3,494.49 to correct underpayments of the vehicle allowance and technology allowance.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

2. Approval of Modifications to Janitorial Services Agreements for Fiscal Year Ending June 30, 2016, and Authorize the Executive Director to Sign the Agreements

Ms. Scherman asked if the janitorial services were being monitored closely and Ms. Kossick replied that staff is highly concerned with health and safety issues in the Head Start classrooms.

Moved/Scherman, second/Warren, to approve the modification of the service agreements with the correct total dollar amounts for MCH Janitorial Services and TEE Janitorial and Maintenance for janitorial services for an additional year, ending on June 30, 2016, and authorize the Executive Director to sign the agreements.

Roll Call Vote:

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

Nay: 0
Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None

One Stop Services

1. Approval to Transfer Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2015-16, and Authorize Staff to Submit a Request to the State of California, Employment Development Department

Ms. Michelle O'Camb reviewed this item which allows flexibility for local market needs and workforce population. It relieves some level of data collection and accounting.

Moved/Scherman, second/Schenirer, to approve the transfer of up to \$2,977,341 in WIOA dislocated worker formula funds to the WIOA adult formula funding stream for PY 2015-16, and authorize staff to submit a request to the State of California, EDD.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

C. CHILDREN AND FAMILY SERVICES

1. Approval of the SETA Head Start/Early Head Start Health and Safety Screener Summary Report

Ms. Denise Lee stated that this report focuses on the safety and supervision of children at all times. There are more opportunities for preschoolers in the community which means there are more three-year olds in the program. Teaching staff must be diligent in their supervision of the children.

There are still some concerns regarding the janitorial services. The more time teachers have to clean the bathroom areas, the less they are working with the children. At the September 29 Policy Council meeting, parents felt that they can play a volunteer role in the classroom and help out in a general sweep to ensure the bathrooms stay clean. This supports teachers to ensure they can focus on their jobs. Ms. Lee was very pleased that the parents were so engaged in this issue. Staff will also put some systems in place for yard duty and ensuring the toilet areas remain clean.

Mr. Nottoli stated that staff need to make sure all of the normal maintenance is done regularly and not put off. If there is funding or program support needed, let the board know. Ms. Lee replied that staff will work on a system where each quarter certain centers are thoroughly cleaned.

Moved/Warren, second/Scherman, to approve and certify the SETA Head Start/Early Head Start Health and Safety Screener results.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

IV. Information Items

A. Fiscal Monitoring Reports: None.

B. Employer Success Stories and Activity Report

Mr. Kennedy stated that he would be interested in knowing not just the quantity but the quality of the jobs. Mr. Walker stated that he will include whether positions are temporary or permanent and additional definition as requested.

C. Dislocated Worker Update

Mr. Kennedy asked about the closure of Raley's on Mack Road. Mr. Walker stated that many of those employees transitioned to other stores. There are plans to build a new Raley's where Capital Nursery was operating.

Mr. Walker stated that he recently spoke with Mr. Troy Givans regarding the company moving into the old Campbell's Soup building. The employer will be setting up a website for applicants and Mr. Walker expects that they will include the Employer Services in the very near future.

Mr. Walker reported that there is a company, VoxPro, moving into the Folsom or Rancho Cordova area. They build the round thermometers that are programmable.

D. Unemployment Update/Press Release from the Employment Development Department: No questions.

E. Head Start Reports: No questions.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Mr. Kennedy recently toured several schools in the Elk Grove USD, especially with the Head Start program. He received tremendous reports back from the staff; their only complaint is the waiting list.
- F. Public: None.

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 for Extension of Existing Lease

The board went into closed session at 11:12 a.m. Mr. Thatch stated that there would be no report out of closed session.

- VII. Adjournment:** The meeting was adjourned at 11:33 a.m. with no report out of closed session.

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. 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)

- C. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services
- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
 - ✓ Unannounced Safety & Supervision Visits Conducted by Delegates
 - ✓ Unannounced Safety & Supervision Visits Conducted by QA Unit
- Martha Cisneros - Health, Nutrition and Safe Environments Services
- Karen Gonzales - School Readiness, Special Education and Mental Health Services



SETA-Operated Program

Family Engagement

We are very pleased that as an agency and as a county, that SETA Head Start has again made full enrollment. Through the efforts of all staff that enroll, they have been doing a phenomenal job of replacing families as soon as they drop.

The Mark Sanders job center and the staff at Marina Vista have been working together to bring Head Start families into the job centers and working with them to access job training and job resources. Ginger Brunson, a liaison from the Mark Sanders work site, has been coming to parent meetings to share how to access services, the services available and to cross train Head Start staff. We are looking forward to a strong partnership in helping parents to continue to move to self-sufficiency.

Our parent intern project has also been a successful collaboration. Head Start has four parent interns working under either a manager or coordinator to get real life experiences in the work place, and then the parent is assigned a job coach from the workforce development side of the agency. These coaches provide resume help, job access resources, testing, and act as mentors for our parents. One of the interns was hired by a large retail company based only on the experience he has had here at SETA. We are very pleased with this new project, and continue to look for ways to provide opportunities for parent success.

Program Operations

Relationships are the foundation to a strong partnership when it comes to School Readiness. Teachers are working on the IDP packet #2 Building Relationships this month. By getting to know families, teachers are able to work collaboratively to ensure children are being supported with common goals. In this home visit, conversation focuses on family dynamics, values and parent's goals for their child's preschool and EHS experience. This is also the time to follow up on any health concerns, social emotional questions and special education plans to develop support strategies. By putting these partnerships in place, school and home build a strong base for ensuring an effective school year.

Governance

The End-of-Year Parent Brunch was a great success. The PAC Chair and PC Vice Chair, Ms. Jasmine Jamison and Mr. Kenneth Tate, did an excellent job co-hosting the event. Ms. Alma Walton Hawkins and Ms. Jackie Bates were awesome keynotes. Ms. Linda Litka made impressive introductions of Mr. Tate, Ms. Jamison, and keynote speakers, showcasing her Toastmasters skills. Ms. Nikki Hill wrote and recited a poem on event theme: *HS/EHS Sowing Seeds Together*, which was very inspirational, well written and delivered. Parents, staff and

guests enjoyed the PC/PAC power point of committee meetings/activities and trainings created by Ms. Wendy Tanner and Ms. Alma Walton Hawkins. Ms. Tamora Smith, Parent Intern, did an excellent job on parent/staff certificates and provides many creative ideas on projects. Parents have exhibited outstanding leadership skills, positive attitudes and great team spirit this program year. There was togetherness among each of them; it was apparent they cared about each other.

Parent Ambassadors continue to participate in community recruitment outreach events; bringing about awareness of HS/EHS program and its services. FSW's have expressed they love teaming with parents in recruitment efforts because parents have an opportunity to share their HS/EHS experience as a recipient of the services. Thank you to Mr. Brian Short, Ms. Linda Litka, Ms. Robin Blanks, Mr. Joe Morales and Ms. Sabrina Lovelady.

The Administration team, SS/PI Specialist and Coordinator (Ms. Alma Walton Hawkins, Ms. Belinda Malone, and Mr. Robert Silva) have been busy cross-training and providing support to FSW's, Home Base staff, and parents as well as working on lead projects. Ms. Malone provided Parent Aide training on October 19th as well as co-facilitated School Readiness training with Ms. Susan Fields on October 29th. Training was interactive and user friendly; parents were made to feel welcome and appreciated for their volunteer service. A total of 12 parents attended the training. Belinda and Susan did an excellent job and make a great team. The Governance Team has actively assisted staff with PAC representative recruitment efforts for the 2015-2016 program year.

Mr. Robert Silva delivered pumpkins to several SOP Early Learning Centers for the annual Fatherhood Harvest Activity. Mr. Silva shared parent participation and attendance was great, especially with the number of fathers/male role models. Many dads were present and engaged in decorating a pumpkin with their child. There were also many resources available for parents. Thank you, Bob, for making this event possible. Your commitment to the project is appreciated. A big job well done.

Elk Grove Unified School District

Education Services Update

The agency-wide results from the Desired Results Developmental Profile (DRDP) used by teachers to assess their students' social and academic strengths and weaknesses during the fall was presented by Gerri LaCalle, PreK instructional coach, at the teacher in-service held on October 30, 2015. Teachers were given an opportunity to review and discuss the results and to review the plan of action created by Gerri LaCalle and Claudia Charter, PreK program specialist, to address the areas of weakness. Based on these results, 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 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. Alicia Valero-Kerrick, PreK psychologist, to place students with an active IEP into the Head Start Program. There are 36 students with active IEPs being served which is eight percent (8%) 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 13,150 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 6, 13, and 20, at Charles Mack Elementary and on October 1, 8, 15, 22, and 29, at Samuel Kennedy 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 sixteen (16) families attended the workshops at Charles Mack Elementary. An average of eight (8) families attended the workshops at Samuel Kennedy Elementary.

"English Family Literacy" workshops were held on October 6, 13, 20, and 27, at Herman Leimbach Elementary and on October 1, 8, 15, 22, and 29, at David Reese 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 nine (9) families attended the workshops at Herman Leimbach Elementary. An average of eight (8) families attended the workshop at David Reese Elementary.

"Supporting Positive Behavior in Children" workshops were held on October 7, 14, 21, and 28, 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 thirteen (13) parents attended these workshops.

"Read To Me Daddy/Pizza With Papa", a workshop designed to help males learn the critical impact the male role-model has upon a child's development and success in life, as well as give strategies for making the most of the time they spend with their children, was held at David Reese Elementary on October 7, at Charles Mack Elementary on October 14, at Samuel Kennedy Elementary on October 21, and at Florin Elementary on October 28. Fifty-nine (59) families attended the workshop at David Reese Elementary, thirty-nine (39) families attended the workshop at Charles Mack Elementary, forty-five (45) families attended the workshop at Samuel Kennedy Elementary, and thirty-four (34) families attended the workshop at Florin Elementary.

Recruitment

Individual registrations are taking place and thirty-three (33) students are on the wait list for the Head Start program.

Sacramento City Unified School District

Health and Nutrition

Fall Dental Varnish Clinics have begun for our Head Start and State preschoolers! Our Dental Hygienist is from the Sacramento County Smile Keepers program and was the provider of oral assessments and dental varnishes last year and is familiar with many of our returning preschoolers. Our preschool nurses are subsequently following up with the parents of preschoolers who have cavities or gum disease, as noted by the dental hygienist, to ensure these preschoolers receive timely dental care.

Preschool Nurses Lisa Stevens, Lori Souza and Victoria Benson have been out to the preschool sites for completion of their sensory screenings within the first 45 days of enrollment. The nurses will be returning to their preschool sites to perform rescreens and screen preschoolers who entered the Head Start program late. Our three preschool nurses have been conducting file reviews at the preschool sites. The files will then be shared with the Child Development Specialists and Health Clerks for corrective action as part of the Child Development Department's internal monitoring system.

The preschool nurses developed a "Policy and Procedure for the Transfer of Preschool files for Preschoolers with Special Diets, Emergency Care Plans and Medications". This policy and procedure will be discussed at the Health, Nutrition and Safe Environments committee meeting on November 2nd in preparation for presentation to the Enrollment Committee on November 6.

The preschool nurses are following up with Head Start preschool parents on BMI results for children who are underweight, overweight and obese. The nurses are offering nutrition consultation with our Registered Dietitian, Karen Ito, who has been contracted to work with our families for weight issues, low hemoglobin levels, high lead levels along with any special requests from parents of medically fragile preschoolers. School Nurse, Victoria Benson, is mentoring a BSN student from California State University Sacramento this semester.

Preschool Nurses Lisa Stevens, Lori Souza and Victoria Benson are also presenting health related talks at the monthly preschool parent meetings. Some of the topics the nurses have covered include hand-washing, common communicable illnesses and how to prevent their transmission, tooth-brushing and dental health, nutrition, lead poisoning and lead risks, nutrition and head lice.

Mental Health

Teachers completed their social and emotional screeners and will be submitting referrals for behavior support on children that did not pass.

Social workers are supporting teachers and parents with children exhibiting challenging behaviors in the classroom and at home.

Professional Learning was provided on CA CSEFEL Teaching Pyramid on the topics of teaching friendship skills using a number of strategies including peer support and emotional literacy.

Ten staff attended Cohort 5 Module 1 of the CA CSEFEL Teaching Pyramid training. SCUSD staff assisted in the facilitation of the training by presenting and working with teaching teams that will be supported through coaching.

SCUSD CA CSEFEL Teaching Pyramid Leadership Team for partner sites met to discuss the benchmarks of quality for our department to work towards implementation with fidelity. The team will meet quarterly.

Family and Community Engagement

Four social workers and coordinator, Vicki Wasson, participated in recertification training for the Family Development Credential Training program.

Final homework and documentation are being submitted for review by the California Head Start Association for the FDC participants to receive their credentials. Eight participants will be receiving a Family Development Credential.

Social Workers and School Community Liaisons have been following up with families that have expressed needs based on the Family Worksheet.

Social work staff participated in the department Harvest Festival providing information on CA CSEFEL Teaching Pyramid and Male Involvement.

Parent meetings are being provided in classrooms on the area of positive discipline.

Education

The topics presented at Professional Learning included CSEFEL Teaching Pyramid and Disabilities, Re-Screens, and the Referral Process. Sac City also hosted a Countywide CSEFEL cohort training, and Balanced Literacy Cohort 3 had their first training session. Two Resource Teachers attended the Connecting Creative Curriculum with the DRDP 2015 workshop at SETA. The DRDP 2015 was submitted for the first reporting period.

Special Education

As of 10/28/15 in Head Start we have 99 children with current IEPs to date and 13 pending. In EHS and Expansion we have 15 children with IFSPs and 2 pending.

So far this school year we have referred 68 children to Special Education for further assessment for speech and language services. We receive in-kind for services provided by Special Education for our preschool children and are working collaboratively with that department.

Jennifer Osalbo, Disabilities Coordinator, Doris Reese, Education Coordinator, and Lauri Mayfield, Disabilities Resource Teacher, attended the Inclusion Conference held by satellite at the Sacramento County Office of Education on Thursday, October 29 and Friday, October 30. They brought back great information on how to better serve children with special needs with inclusion classrooms.

Early Head Start & Home-Based

Early Head Start kicked off the first of a four part series of professional learning for the 2015-2016 school year. This was the first gathering of all of our Early Head Start staff since we have reopened our expansion centers. Teachers, Teacher Assistants, and Home Visitors met to learn about the power of play, with trainer Sharron Krull. The first training of the series was called "The Connection Between the Body and the Brain". Sharron gave the staff valuable information about the importance of play in the development of a child's brain. Most importantly she stressed the importance of the work that we do in the field of Early Childhood Education to help "grow the brains" of the children in our care!

The Home-Base staff hosted another fabulous fall social this month. There were over 40 families in attendance! The social included a puppet show that featured Farmer Fran who promoted nutritious eating habits. There was a music and movement session that got all of the children and families up to dance and sing along. To add to the fun each home visitor planned out a developmentally appropriate activity booth that kept the children engaged throughout the social.

We are also happy to announce that Early Head Start has a new Resource teacher. We want to welcome Christy Andlovec to our team. She comes with many years' experience in both center-base and home-base with EHS. She will be a great addition to the team.

San Juan Unified School District

Education Services Update

Classroom themes for one group of teachers are My Family and My Community and My 5 Senses. The other group implementing The Creative Curriculum System for Preschool finished the Beginning of the Year study and are now in the Trees study. All classes are focused on the letters Ss and Pp. All teachers are presenting the final oral language cards for the first unit of the Second Step curriculum. The math skills for this month are cardinality, one to one correspondence, as well as beginning to construct simple sets using classification with up to five objects.

Disabilities Services Update

The majority of children identified during the summer referral process have gone through assessments at this point. Teachers are reporting the results, and IEPs are being scheduled and held weekly. The Screening Center

days of operation have been reduced to one day per week, and will continue running on the one day schedule until the registration department begins to ramp up for spring enrollment.

Mental Health Services Update

The Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management are all topics that have been covered in talks given by the Mental Health Therapist to staff, teachers, and parents. The Mental Health Therapist's focus continues to be on providing support and referrals for children whose social and emotional functioning is lacking. Also, teachers continue to be given support on implementation of the mental health criteria found in the Operations Guide.

Health & Nutrition Services Update

Health has continued to review students' health, nutrition, and immunization status while also completing and reviewing health files. The School Nurse is completing and updating Individualized Student Health Plans for those who have health concerns. Health screening is ongoing, with the Health Team opening the Screening Center to families each Tuesday of the month. Health is also going out to sites to screen and rescreen children as needed to meet performance standards. Smile Keepers has also continued to screen children at their preschool sites. The School Nurse has given staff trainings on various health issues relating to the children. She has also completed the Annual Immunization Assessment of Children Enrolled in Child Care Centers (the preschool classrooms).

Family and Community Partnerships Update

The Policy Committee Executive Board is seeking a parent volunteer to attend the monthly meetings. The ECE staff that provide support to the monthly PC meetings were introduced, and incoming committee members were given "Welcome Packets" for the 2015-2016 school year. Elections were also held for a number of positions, including Chairperson, Treasurer, Parliamentarian and SETA Representatives, among others. The Community Partner Representative announced that the first ever "Mini-Maker Faire" presented by Barnes & Noble will run Friday-Sunday, November 6th-9th. Additionally, two fundraisers were approved; the Garfield SPS Trike-a-thon and the Pasadena HS Park Walk at Gibson Park.

Transition Services Update

October brought with it many opportunities for forming connections between families and classrooms thanks to the many successful fall harvest events occurring throughout the month. Parent attendance at trike-a-thons, trips to the pumpkin patch, and other class excursions have helped families to gain insight into how students are being prepared to be engaged students when they make the transition to kindergarten.

Program Support/Staff Training Update

Teachers and assistants were trained on the new Portfolio system for this academic year. There are new forms which align with the 2015 DRDP tool. Teachers will be gathering evidence for DRDP ratings in the form of anecdotal notes, which may include narratives and various work samples that were outlined in regard to type of sample and quantity to collect per assessment period. This evidence may be stored as a hard copy or on a device. Most teachers at this point have new iPads which they are beginning to use.

Fiscal Update

October has been a busy month as salary allocation changes continue to reflect the redesign of ECE. The preliminary 1st interims based on September's salaries were completed, and now the fiscal department has begun working on the regular 1st interims with the posting of October salaries and encumbrances. Fiscal welcomed Natalia Demyanenko to the team this month and also welcomed back Diann Smith after her LTA at Casa Robles. Programs were reconciled and the SETA reports for HS and EHS were signed and submitted on the 10th. State reports were completed and filed on September 20th.

Early Head Start

This month, the Early Head Start staff participated in iPad app training for their First Friday Professional Development meeting. Participants were able to choose 2 of 3 sessions focused on how to use certain iPad apps to enhance their current curriculum, assessment and family engagement strategies. Support staff and a guest

preschool teacher walked through how to use the apps in the classroom, and staff were able to share their own skills and experiences as they were reminded that leadership can come from within the group and be shared in a collaborative way. Apps included some to help capture and caption photos and videos for assessment, some to share with parents to promote family engagement in the classroom and at home, and most important of all, working with the new versions of the DRDP app and DRDP Tech to directly support their work in gathering data and doing the 60 day DRDP 2015.

In addition this month, staff continued with the monthly Reflective Practice sessions that have been woven into the staff calendar. During their First Friday PD, EHS staff discussed the reflection pieces from last time, sharing what they noticed related to reflective practice during the last month. The focus of the questions this month revolved around building empathy and compassion for others, and a lively discussion and impromptu video viewing ensued that captured both the spirit of reflective practice and the intent to embrace and draw forth the knowledge and skill of the group.

This month the EHS Home Based teachers met with the nurse to streamline student health documentation procedures. They developed an internal checklist to better monitor and ensure accurate and up to date records. In addition, the HB Teachers fine-tuned their file monitoring checklist to make it clearer and easier to use. Most of the Home Based Teachers also participated in the Countywide Teaching Pyramid training and are actively working to incorporate what they learned into their home visits. Additionally, the Home Based Teachers collectively planned and carried out a field trip with their students and families to the Pumpkin Patch, both to build community and to encourage socialization amongst the students and their families.

Twin Rivers Unified School District

Highlights

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

Events

All three TRUSD Head Start sites participated in the annual Red Ribbon Week celebration of saying no to drugs and living healthy lifestyles. The week-long event included spirit days in which students “Teamed up against drugs” and wore their school shirts/athlete jerseys, “turned their backs to drugs” and wore their clothing backwards as well as pajamas “to dream of a drug-free world”. During this week, students from all three sites also participated in our annual Fall Festival. The Festival including an opportunity for students to pick their own pumpkins from the school “pumpkin patch”, crawl through the hay maze and participate in fun carnival style games as well as dance during the fog party. Parents volunteered during the event and assisted with the games as well. Fun was had by all attendees!

Professional Development

On October 7th, the Head Start staff participated in the evening Professional Development workshop which focused on the Safe Environment component. As part of our ongoing monitoring process, teaching staff assessed their colleagues’ classroom and provided feedback on appropriate strategies to ensure the safest environments possible. The next PD workshop in November 2015 will focus on developing action plans from the DRDP and ECERS assessments that were recently completed.

Components

The program continues to have one vacant Community Liaison position. The short staffed Community Liaisons are continuing to meet with parents to complete the Family Partnership Agreements. Community Liaisons also continue tracking the blood lead results, hemoglobin and lead risk. The inputting of information into Childplus also continues.

All students who did not participate in hearing, vision and dental screenings due to absences are being screened by the District Nurse at all three sites. The District Nurse and Health Assistant are also finished reviewing the students’ files for medical concerns as well as data inputting into the Childplus database.

Our School Social Worker/Counselor continues providing classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. Our second case staffing is scheduled for November 3rd to determine which students may require additional support from staff related to academic, behavioral or health concerns and parent meetings to further discuss any concerns.

The Speech and Language Pathologist (SLP) continues to screen students that have come to our attention from parent referrals during enrollment/intake process and the multidisciplinary meeting. Services for students with IEPS continue on a weekly basis. The first set of parent meetings will be held on November 12th.

The Education Component Leader continues classroom observations to assist with academic strategies and teacher coaching/mentoring. The first DRDP assessment for students has been completed with the results pending. The Education Component Leader has also completed the CLASS observations and ECERS assessments are underway for all staff. Action plans will be developed in November 2015 from both assessments.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families to get the program fully enrolled. Fliers for local business and community based agencies have been delivered for recruitment purposes. The ERSEA Component Leaders are busily enrolling to ensure fully enrollment of all sites is reached as soon as possible and the program is 90% full. The Program Design and Management component leaders will begin updating the personnel files.

Policy and Parent Committees

The October meeting was held at Morey on October 15, 2015. The agenda will include monthly reports from September 2015, election of the Group Officers and planning for the Fall Festival. The Parent Committee meetings were held at Rio Linda on October 14th and Oakdale on October 13th. Both Parent Committees selected Chairs, Vice Chairs and Secretaries to be the officers for the 2015-16 school year. Meetings will be held at all three sites in November 2015.

Parent Trainings/Meetings

The Community Liaison facilitated parent meetings for October 2015 with a guest speaker from the North Highlands area Birth and Beyond program. Information about services offered and resources for families were provided to our parents during the parent meeting at all three sites. The November meeting will focus on Nutrition.

Fiscal

Any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds. The HS Budget Analyst completed the September 2015 Fiscal reports which were provided to the PC group and Board of Trustees.

WCIC

Enrollment

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

Trainings

WCIC/Playmate Head Start Program's staff and parents/guardians received a Lead Poisoning Training by Ms. Lea Huffman, Health Educator from County of Sacramento on October 21, 2015. Ms. Huffman passed out a pamphlet on "Learn about Poisoning", and a flyer on "Child Health and Disability Prevention (CHDP) Program". Ms. Huffman gave a brief overview on Lead Poisoning. She stated ages 0-6 year olds and pregnant women are most vulnerable in getting Lead Poisoning. Lead Poisoning is a naturally occurring metal. Lead is a

heavy metal that is found naturally in the Earth's crust. Homes built before 1978 are more likely to have lead. The most common cause of lead poisoning today is old paint. Many older houses and apartment buildings have lead-based paint on the walls. Toddlers explore their world by putting things in their mouths. Children who live in older buildings are at especially high risk of getting 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 the 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. Staff and parents/guardians were engaged, and shared their appreciation for the Lead Poisoning training.

WCIC/Playmate Head Start Program's Head Teacher, Ms. Janet Wong-Acorda and Teacher, Ms. Holly Mar attended the Teaching Pyramid Cohort 5 Preschool 2015-2016 Training at Sacramento Employment and Training Agency on October 23, 2015. The presenters were Joy Bard, Denise Gale and Allison Ferry. The Teaching Pyramid Framework Preschool: Promoting the Social-Emotional Competence and Preventing Challenging Behavior in Young Children is research based. It is currently called the California CSEFEL. There are several series to the trainings. The training was on Module 1a and 1b which are on Building Relationships and Creative Supportive Environments. The Teaching Pyramid Framework Preschool is not a curriculum. It is a reference guide on how teachers can implement strategies to redirect children with behavior concerns. It is stated that generic praise statements are not specific enough to let a child know what they should do more of. Praise promotes external/extrinsic motivation, doing something only for a reward or attention.

Acknowledgement vs. Praise, acknowledgment helps children develop a sense of self-efficacy and agency to have an impact on the world. By building a relationship, it sets a foundation for everything teachers do. Teachers need to build relationships early and do not wait for a problem to occur. Strong relationships allow children to learn and practice appropriate and acceptable behaviors as individuals and as a group. Children with the most challenging behaviors need strong relationships and behaviors often prevent them from benefitting from those relationships. Classrooms need to be grouped together under three expectations: 1) We are Safe; 2) We are Respectful; and 3) We are Friendly. Teachers need to keep positive and begin using PDA examples: Challenging Behavior: 1) When children are hitting other children, teachers need the child to play cooperatively and say this to the child "You are sharing with Tyrone. You gave him a turn with your car". 2) Getting up with food. The behavior teachers want. "Look at you sitting while you eat. You look so safe and comfortable. This is very safe"! 3) Screaming to get what she wants; showing you what she wants. "Wow! You pointed at the refrigerator. You must want something inside; let's go look together. When you raise your arms up, I know you want me to pick you up". That is helpful. By talking to children about their actions is one way to help connect the emotional part of the brain. The connection can prevent challenging behaviors and promote emotional regulation. The connection also builds toward executive function.

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

None to report.

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/30/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	449	102	89
Sacramento City USD	1,211	1,193	99	90
SETA	2,028	2,045	100	78
San Juan USD	668	677	101	80
Twin Rivers USD	233	221	95	85
WCIC/Playmate	120	120	100	79
Total	4,700	4,705		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/30/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	150	100	53
SETA	369	380	103	74
San Juan USD	160	167	104	76
Total	673	697	104	

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/30/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	34	94	TBD
Sacramento City USD	40	40	100	84
Unspecified Partner	8	0	0	N/A
Total	84	74		

(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



SETA Head Start Food Service Operations Monthly Report *October 2015

October 12th - WCIC-Playmate closed.

October 16th - Teacher Training, many classes closed.

October 17th - Daddy and Me at the Crocker Art Museum, breakfast provided for 80 guests.

October 19th - Hopkins Park PM classes closed due to plumbing issues.

October 21st - Home Base Preschool Pumpkin Patch Trip - Lunch and snack provided for 120.

October 22nd - Home Base Pumpkin Patch Trip - Lunch and snack provided for 216.

October 23rd - Teacher Training, many classes closed.

October 27th - Illa Collin closed due to staffing.

October 28th - Walnut Grove closed due to water supply.

Meetings & Trainings:

None

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
42,306	25,040	27,482	720

Total Amount of Meals and Snacks Prepared 95,548

Purchases:

Food	\$83,716.50
Non - Food	\$14,634.97

Building Maintenance and Repair: \$218.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$7,197.23

Vehicle Maintenance and Repair : \$2,836.13

Vehicle Gas / Fuel: \$1,496.17
 Normal Delivery Days 22

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(October 31, 2015)

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

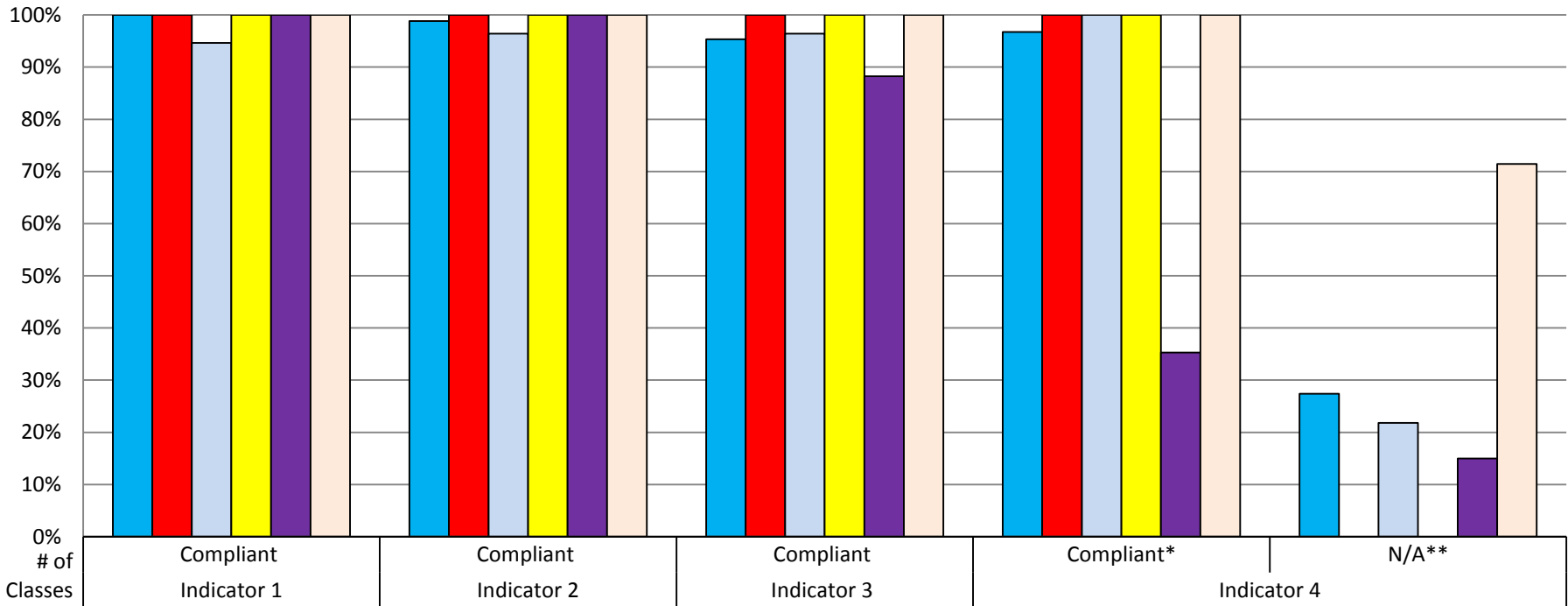
Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)*(EHS)**</u>	<u>Head Start #IEP (% AFE)</u>	<u>Early Head Start #IFSP (% AFE)</u>
Twin Rivers USD (233)	12 (5.1%)	N/A
Elk Grove USD (440)	36 (8.1%)	N/A
Sacramento City USD (1,211)(144)	99 (8.1%)	15 (10.4%)
San Juan USD (668) (160)	70 (10.4%)	17 (10.6 %)
WCIC (120)	4 (3.3 %)	N/A
SETA (2028) (369)	175 (8.6 %)	90 (24.3%)
County (4700)* (673)**	396 (8.4%)	122 (18.1%)

*AFE = Annual Funded Enrollment

**% AFE = Percentage of Annual Funded Enrollment

Unannounced Safety and Supervision Visits Conducted by Delegates 8/1/15 - 11/16/15 Compliance %



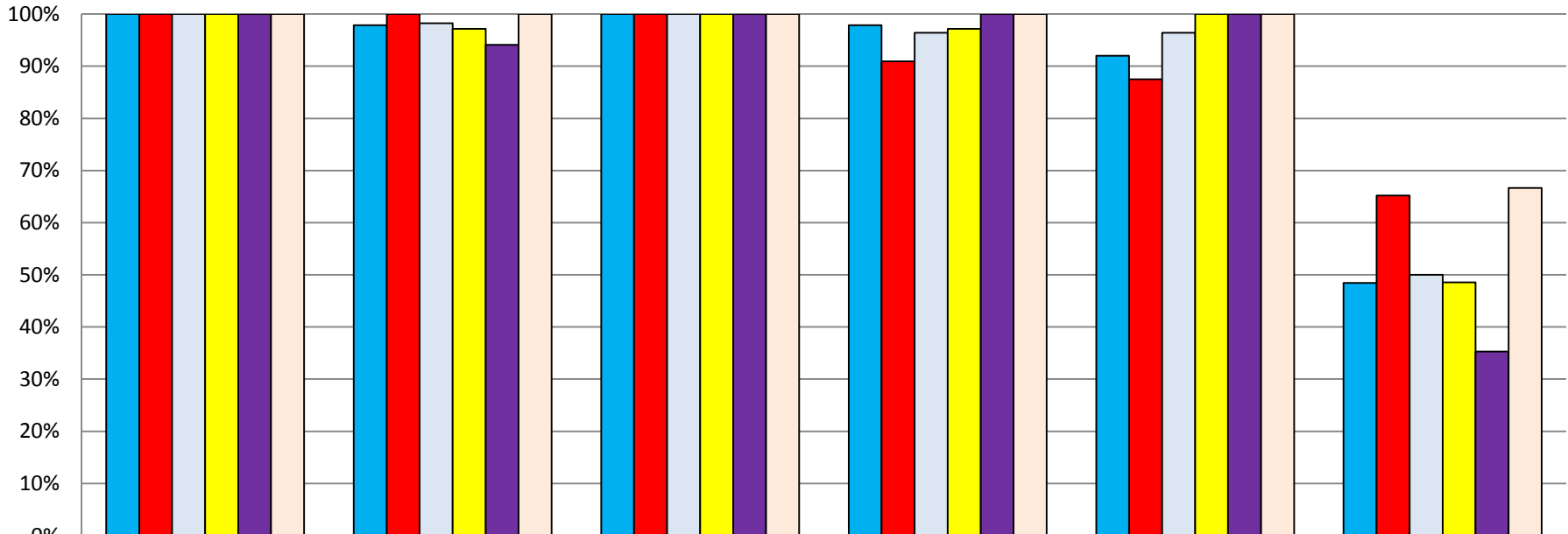
	# of Classes	Compliant Indicator 1	Compliant Indicator 2	Compliant Indicator 3	Compliant* Indicator 4	N/A**
■ SOP	94	100%	99%	95%	97%	27%
■ EGUSD	22	100%	100%	100%	100%	0%
■ SCUSD	56	95%	96%	96%	100%	22%
■ SJUSD	35	100%	100%	100%	100%	0%
■ TRUSD	17	100%	100%	88%	35%	15%
■ WCIC	6	100%	100%	100%	100%	71%

- Indicator 1** - Children are within sight and sound of teaching staff at all times.
- Indicator 2** - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).
- Indicator 3** - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.
- Indicator 4** - Teaching staff ensure all children are safe and accounted for during transitions.

* Percentage reported is based on number of classes where transitions were observed during time of visit

** Did not apply at time of visit

Unannounced Safety and Supervision Visits Conducted by QA Unit 8/1/15 - 11/6/15 Compliance %



	# of Classes	% of Classes Visited	Indicator 1	Indicator 2	Indicator 3	Indicator 4	N/A**
■ SOP	94	100%	98%	100%	98%	92%	48%
■ EGUSD	22	100%	100%	100%	91%	88%	65%
□ SCUSD	56	100%	98%	100%	96%	96%	50%
■ SJUSD	35	100%	97%	100%	97%	100%	49%
■ TRUSD	17	100%	94%	100%	100%	100%	35%
□ WCIC	6	100%	100%	100%	100%	100%	67%

- Indicator 1** - Children are within sight and sound of teaching staff at all times.
- Indicator 2** - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).
- Indicator 3** - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.
- Indicator 4** - Teaching staff ensure all children are safe and accounted for during transitions.

* Percentage reported is based on number of classes where transitions were observed during time of visit

** Did not apply at time of visit

ITEM VI-OTHER REPORTS (continued)

Page 2

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

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

- 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.
