

GOVERNING BOARD

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THOUGHT OF THE DAY: "One important key to success is self-confidence. An important key to self-confidence is preparation."

Author: Arthur Ashe

SPECIAL MEETING OF THE HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE

DATE: Tuesday, April 22, 2014

TIME: 10:30 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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- Men's Activities Affecting Children Committee (MAACC): Mr. Justin Fietzek
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- Chair's Report
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- Head Start Deputy Director's Report – Ms. Denise Lee
- ✓ Monthly Head Start Report (attached)
- Head Start Managers' Reports

- ✓ Program Support Services Report – Ms. Brenda Campos
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DISTRIBUTION DATE: WEDNESDAY, APRIL 16, 2014

Parent Advisory Committee meeting hosted by:
Jasmine Jamison (Chair), Kenneth Tate (Vice Chair), Alacya Harris (Secretary),
Lenda Wheeler (Treasurer), Derek Adams (Parliamentarian).

ITEM I - A – ROLL CALL

The Parent Advisory Committee Secretary will call the roll for the following members:

- ___ Vacant, Auberry Park Head Start
- ___ Vacant, Bannan Creek Head Start
- ___ **Derek Adams, Broadway Early Learning Center**
- ___ Vacant, Crossroad Gardens Head Start
- ___ **Clifton Tucker, Early Head Start (Home Base)**
- ___ **Catherine Odurokwartan, Elkhorn Head Start**
- ___ Vacant, Freedom Park Head Start
- ___ **Marcia Cajero, Fruitridge Head Start**
- ___ Vacant, Galt Head Start
- ___ Vacant, Grizzly Hollow
- ___ Vacant, Hillsdale Head Start
- ___ **Colleen Fietzek, Home Based Head Start**
- ___ Vacant, Home Base
- ___ **Annette Pettis, Hopkins Park Head Start**
- ___ Vacant, Illa Collin Head Start
- ___ Vacant, Job Corps Head Start
- ___ Vacant, Kennedy Estates Head Start
- ___ Vacant, LaVerne Stewart Head Start
- ___ **Rodney Pontiflet, (Marie Cleveland's) Bright Beginning Head Start**
- ___ **Jasmine Jamison, Mather Head Start**
- ___ **Alacya Harris, Nedra Court Head Start**
- ___ **Grant Harper, New Helvetia I Head Start**
- ___ **Lenda Wheeler, New Helvetia II Head Start**
- ___ Vacant, Norma Johnson Head Start
- ___ Vacant, North Avenue
- ___ Vacant, Northview Head Start
- ___ **Kenneth Tate, Parker Head Start**
- ___ **LaShanda Banks, Phoenix Park Head Start**
- ___ Vacant, Sharon Neese Early Learning Center
- ___ Vacant, Solid Foundation Head Start
- ___ **Angeles Soberanes, Strizek Park Head Start**
- ___ Vacant, Vineland Head Start
- ___ **Debra Baro, Walnut Grove Head Start**
- ___ Vacant, Foster Parent Representative
- ___ Vacant, Grandparent Representative
- ___ **Justin Fietzek, Men's Activities Affecting Children Committee Representative**
- ___ Vacant, Past Parent/Community Representative
- ___ Vacant, Past Parent/Community Representative
- ___ **LaTasha Windham, Outgoing Chair**

ITEM I-A – ROLL CALL
(Continued)

Program Year 2013-2014 - New Representatives to be seated

___ Claudia Vazquez, Bannan Creek Head Start
___ Ivette Navarrete, Crossroad Gardens Head Start
___ Linda Aviluz, Hillsdale Head Start
___ Vacant, Grizzly Hollow Head Start
___ Vacant, Galt Head Start
___ Vacant, Job Corps Head Start
___ Vacant, Kennedy Estates Head Start
___ Vacant, LaVerne Stewart Head Start
___ Vacant, Northview Head Start

___ Lucy Vue, Illa Collin Head Start
___ Sabrina Rasmussen, Norma Johnson Head Start (Haley Joslin resigned 2/4/14)
___ Justin Fietzek, Men's Activities Affecting Children Committee Representative
___ Vacant, Sharon Neese Early Learning Center Head Start
___ Vacant, Solid Foundation Head Start
___ Vacant, Foster Parent Rep
___ Vacant, Home Base Head Start Representative
___ Vacant, Past Parent Representative
___ Vacant, Grandparent Representative

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 18, 2013 & December 17, 2013
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2013-2014**

COMMITTEE MEMBER	CENTER	11/20	12/17		1/21	2/18 **	3/18	4/22 *								
Vacant Seated	AP															
Claudia Vazquez Seated	BC															
Yazmin Lopez s/b/s 11/19; seated 12/17	BC	E	X		U		U									
Derek Adams Seated 11/19	BLC	X	X		X		X									
Ivette Navarrete Seated	CR															
Daisy Tafolla Seated 11/19	CR	X	X		U		U									
Clifton Tucker s/b/s 11/19; seated 12/17	EHS/HB	U	X		X		X									
Vacant	EHS/HB															
Catherine Odurokwartan Seated 3/18	EL						X									
Vacant Seated	FP															
Marcia Cajero Seated 11/19	FT	X	E		X		U									
Vacant	G															
Alicia Kafka Seated 11/20	GH	X	X		U		R									
Lisa Humphrey s/b/s 3/18	H						E									
Linda Aviluz Seated	H															
Vacant Seated	HB															
Colleen Fietzek Seated 3/18	HB						X									
Lucy Vue s/b/s 3/18	IC						U									
Annette Pettis Seated 12/17	HP		X		X		X									
Vacant	JC															
Vacant Seated	K															
Vacant	LVS															
Rodney Pontiflet Seated 11/19	MCCBB	X	E		X		U									
Vacant Seated	GSC															
Jasmine Jamison Seated 12/17	M		X		X		X									
Vacant Seated	NA															
Alacya Harris s/b/s 11/19; seated 12/17	NC	U	X		X		X									
Sabrina Rasmussen s/b/s 3/18	NJ						E									
Grant Harper Seated 3/18	NH1						X									
Lenda Wheeler Seated 11/19	NH2	X	X		PAC		X									
Vacant Seated	NV															
Kenneth Tate Seated 11/19	PA	X	X		PC		X									

COMMITTEE MEMBER	CENTER	11/20	12/17		1/21	2/18 **	3/18	4/22 *								
LaShanda Banks s/b/s 12/17; seated 1/21	PP		E		X		X									
Vacant	SF															
Vacant Seated	SN															
Angeles Soberanes Seated 11/19	SP	X	X		PAC		X									
Vacant Seated	V															
Debra Baro Seated 11/19	WG	X	X		X		X									
Vacant	FPR															
Seated	GPR															
Justin Fietzek Seated 9/17/13 New term:	MAACC	X	X		X		E									
LaTasha Windham Seated 11/19	OGC	X	X		PAC		U									
Vacant Seated	PPR															
Vacant Seated	PPR															

- Members: If you cannot attend a meeting and are going to be absent, you must:**
- 1. First, call your Alternate(s) to see if they can attend in your place;**
 - 2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 263-4082; and**
 - 3. Third, please call the PAC Chair, Ms. LaTasha Windham, at 821-8959 or 400-3546, or the Clerk of the Boards, Ms. Nancy Hogan, at 263-3827.**

**** Ethics training with Policy Council**
Special meeting

**PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2013-2014**

(Continued)

Head Start Center Abbreviations

AP:	Auberry Park	K:	Kennedy Estates
BC:	Bannon Creek	LVS:	LaVerne Stewart
BB:	Bright Beginnings	M:	Mather
BLC:	Broadway Early Learning Center	MCBB	Marie Cleveland's Bright Beginnings
CR:	Crossroad Gardens	NJ:	Norma Johnson
EHS:	Early Head Start	NA:	North Avenue
EL:	Elkhorn	NC:	Nedra Court
FP:	Freedom Park	NH:	New Helvetia 2
FT:	Fruitridge	NA	North Avenue
G:	Galt	NV:	Northview
GH:	Grizzly Hollow	PA:	Parker Avenue
H:	Hillsdale	PP:	Phoenix Park
HB:	Home Based	SF:	Solid Foundation
HP:	Hopkins Park	SN:	Sharon Neese
IC:	Illa Collin	SP:	Strizek Park
JC:	Job Corps	V:	Vineland
		WG:	Walnut Grove

Representative Abbreviations

FPR:	Foster Parent Representative
GPR:	Grandparent Representative
MAACC:	Men's Activities Affecting Children Committee
OGC:	Out Going Chair
PPR:	Past Parent Representative

Attendance Record Abbreviations

X:	Present
E:	Excused
AP:	Alternate Present
AE:	Alternate Excused
U:	Unexcused
PAC:	Parent Advisory Committee
PC:	PAC Board Business
R:	Resigned
S/B:	Should be, or should have been (seated)
CD:	Child Dropped.

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE MARCH 18, 2014 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the March 18, 2014 PAC meeting.

RECOMMENDATION:

Approve the minutes of the March 18, 2014 PAC meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

**REGULAR MEETING OF THE HEAD START
PARENT ADVISORY COMMITTEE**

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

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

Tuesday, March 18, 2014
9:00 a.m.

I. Welcome

Call to Order/Roll Call: Ms. Jasmine Jamison called the meeting to order at 9:09 a.m. and read the thought of the day. Ms. Alacya Harris called the roll; a quorum was established. The Pledge of Allegiance was recited.

Ms. Jamison: distributed the Toastmaster's training sign-up sheet; a date will be selected when all PC/PAC board members are available. Ethics Training certificates are available with Ms. Desha.

Members Present:

Derek Adams
Debra Baro
Annette Pettis
Alacya Harris
Jasmine Jamison
Kenneth Tate
Angeles Soberanes
Clifton Tucker (arrived at 9:16 a.m.)
Lenda Wheeler (seated at 9:26 a.m.)
LaShanda Banks (seated at 9:28 a.m.)

Member Absent:

Daisy Tafolla (unexcused)
Marcia Cajero unexcused
Yazmin Lopez (unexcused)
Alicia Kafka (resigned)
LaTasha Windham (unexcused)
Justin Fietzek (excused)
Rodney Pontiflet (unexcused)

New representatives to be seated:

Colleen Fietzek, Home Base
Catherine Odurokwarton, Elkhorn Head Start
Grant Harper, New Helvetia I (seated at 10:06 a.m.)

New representatives to be seated but absent:

Lucy Vue Illa Collin (unexcused)
Lisa Humphrey Hillsdale (excused)
Sabrina Rasmussen, Norma Johnson (excused)

II. Consent Item

A. Approval of the Minutes of the January 21, 2014 Regular Meeting

Minutes were reviewed; no questions or comments.

Moved/Harris, second/Tate, to approve the minutes of the January 21, 2014 meeting.

Show of hands vote:

Aye: 8 (Baro, Fietzek, Harris, Odurokwarton, Pettis, Soberanes, Tate, Tucker)

Nay: 0

Abstentions: 2 (Adams and Jamison)

Ms. Jamison distributed a 'How to Make a Motion' cheat sheet.

III. Action Item

A. Election of Policy Council Alternates

Ms. Jamison reviewed the board item and requested those interested in serving as alternates.

Ms. Alacya Harris offered to serve as a Policy Council alternate.

Moved/Tate, second/Pettis, to elect Alacya Harris to serve as an alternate on the Policy Council.

Aye: 8 (Baro, Fietzek, Harris, Odurokwarton, Pettis, Soberanes, Tate, Tucker)

Nay: 0

Abstentions: 2 (Adams and Jamison)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Jamison reviewed the calendar of events and urged parents to participate in committee meetings.

Ms. Lenda Wheeler was seated at 9:26 a.m.

Ms. LaShanda Banks was seated at 9:28 a.m.

- Parent/Staff Recognitions: None
- Community Resources-Parents/Staff: None.
- CHSA Parent Training Conference Reports: No additional reports.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson reviewed the January and February reports. The February overview shows the end of seven months with the budget 53.7% spent and county-wide just a little bit overspent. The non-federal share is doing well and the administrative expenses are well below allowable.

Ms. Lee stated that there are cost savings to date and this is the time when decisions are made when renovations or repairs need to be made. There have been enough cost savings in the current budget so the layoff of staff has been

lifted. The budget has been restored to the pre-sequestration cuts. The centers are still slated for a nine-month track and all staff taking time off during the summer are have volunteered to do so. There is a budget meeting to be held after this meeting to discuss the restoration of sequestration funds and the COLA.

Ms. Lee stated that there is very strong support of Head Start in Washington DC. There is a bill for universal preschool to all four year olds. These funds will not necessarily be run through Head Start but will be run through the states. The Early Head start expansion funds have already been announced for expansion opportunities.

- Child Care Center Food Menu: No questions.
- Community Resources – Parents/Staff: No questions.

- B. School Readiness and Children’s Outcomes Presentation: Ms. Karen Gonzales provided a presentation on how children are prepared for school. Mr. Tucker asked how he can get the information about the Head Start Home Base program; Ms. Carr will address this situation.

Mr. Grant Harper was seated at 10:06 a.m.

- C. Governing Board Minutes of December 5, 2013: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Mr. Derek Adams read the critique.
- Budget/Planning Committee: No report.
- Personnel/Bylaws Committee: Mr. Kenneth Tate reported on the 3/6 meeting. The committee will be reviewing the bylaws for potential changes. Mr. Tate got a lot out of this meeting and hopes other committee members attend the meetings scheduled for the last Monday of the month.
- Parent, Family & Community Engagement & Early Childhood Development & Health Services Committee: Ms. Jamison reported on the most recent meeting. Attendees discussed ways to make HS/EHS more accessible to the public. They also discussed different ways to encourage parents to participate.
- Men’s Activities Affecting Children Committee (MAACC): Mr. Adams reported on the latest MAACC meeting where attendees discussed positive discipline processes. They are beginning to plan Daddy and Me events. All board members were urged to attend the meeting so a representative could be voted in.
- Health Services Advisory Committee: Ms. Brenda Campos stated that this committee is required according to Agency performance standards. This committee meets twice a month and the committee provides input on policies and procedures. The committee was given an overview on child care and adult food program audit. Ms. Campos provided an overview of the agencies that work with SETA to provided services to children and families in Head Start.

Challenges continue in acquiring the blood lead level screening for children and meet the requirements to ensure children are not anemic. Staff presented this concern with the committee where there was lively discussion. The next meeting will be October 15 and all board members are encouraged to attend. The meeting begins at 5:30 p.m. and ends at 7:30 p.m.

- Social/Hospitality Committee: The first meeting will be Wednesday, April, 1:00 p.m.
- Parent Ambassador Report: First meeting will be March 21, 12 p.m., Olympus room.

VI. Other Reports

- Chair's Report: Ms. Jamison asked board members to use the 'how to make a motion' sheet. Covered California enrollment ends March 31. The Positive Discipline series was canceled.
- Policy Council Report: Ms. Angeles Soberanes reported that at the last meeting, the board was given a presentation by Robyn Caruso on the community assessment.
- Head Start Deputy Director's Report: Ms. Denise Lee received official notice of the federal review which will be held April 21 through May 1. There will be 30+ people here for eight days. Reviewers will be looking at the SETA Head Start program and the delegates. Part of the review will include an interview of board members. Staff will be in touch with board members regarding the board interview since the review team will be here during a regular policy council meeting. Staff will be sharing the information with board members as soon as it is known. Ms. Lee stated that the review team will be looking for absolute perfection since it is so late in the program year. Normal reviews are five days but we are a mega-grantee so they will be here eight days. The team will select 35% of centers to do classroom reviews.

Ms. Lee stated that SETA Head Start received State funds which allows for the provision of full-day services. Next week, SETA will be undergoing a state review for funding. There will be 1-2 reviewers and some on-site reviews.

The Budget committee will be discussing what the 2014-2015 budget will look like; there are union groups that need to be included in the discussion. Parent involvement is crucial in the planning process and Ms. Lee urged parents to stay to participate in the Budget Committee meeting. The budget will come to the board for approval next month. This is a great way for parents to provide input on services and what they want included or deleted.

- Head Start Managers' Reports
- ✓ Program Support Services Report: Ms. Campos introduced Rhonda Smith, a temporary clerical support staff. Ms. Smith has experience with board work and was a former WCIC board member. Ms. Campos stated that the Agency is always looking for training at centers. As part of the food stamp program, SETA

received a grant to provide six workshops that provide nutrition education. Northview, Illa and Nedra Court were the centers selected for the training.

- ✓ Parent/Family and Community Engagement Committee: Ms. Lisa Carr stated that she supervises the staff at centers that provide enrollment assistance. The topic for this month's parent meetings is Nutrition and Healthy Eating. A Positive Solutions for Parents class for parents was started at the Northview, Bannon and Hillsdale. Staff is working to provide more staff to train.

Ms. Carr stated that in response to Mr. Tucker's question, a couple of weeks ago, staff met with parents about visuals and wording on recruitment materials. They were looking for site specific information and looking for specialized marketing plan (foster parent, family advocates, WIC) to refer families to Head start that specifically deal with home base option. There are internal marketing issues and external marketing issues.

- ✓ Child Development & Education Services Report: Ms. Karen Gonzales reported that over the last couple of years teaching staff have been working on learning the teaching pyramid. There are some centers that have all of the social/emotional information and these classrooms are doing really well. There are classroom expectations across the county that are required. There are specific targeted teaching strategies. Ms. Gonzales stated that the specialized training has been well received by teaching staff. Staff is continuing to train more staff to be parent trainers; by increasing the number of trainers, the Agency will have the ability to provide more training.

VII. Center Updates: None.

VIII. Discussion

Ms. Soberanes stated that the Policy Council also approved the 2014-17 community assessment as follows:

- Goal 1: SCHOOL READINESS — Increase school readiness outcomes by engaging families and staff in implementing effective, research-based strategies that support the Five Essential Domains of the Early Learning framework to ensure a high quality learning experience.
- Goal 2: MENTAL HEALTH – Assist families, children and staff with accessing mental health and social services through communication, advocacy and education.
- Goal 3: ENROLLMENT/RECRUITMENT — Create innovative marketing/recruitment strategies to ensure full enrollment by increasing the community's awareness of the value of early education programs and Head Start comprehensive services.

Ms. Harris expressed concern that her center (Nedra Court) does not have a Site Supervisor. Ms. Lee replied that the site supervisor moved to another spot. Ms. Gonzales stated that one of the teachers has stepped up and is covering the Site

Supervisor position; the agency will be hiring a permanent person for the site supervisor position. For now, Ms. Susanna will be covering the position.

IX. Public Participation: None.

Ms. Wheeler asked if there was a way to get the public to come to the meetings; are the meetings open to the public? Ms. Desha replied that the meetings are open to the public and agendas are posted in the front lobby, on the Agency's web site (www.seta.net), and at the County Administration building.

X. Adjournment: The meeting was adjourned at 10:54 a.m.

ITEM II-B - CONSENT

APPROVAL OF ANNUAL SELF ASSESSMENT FOR 2013-2014
AND RESULTING PROGRAM IMPROVEMENT PLAN
SETA OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the results of the Head Start/Early Head Start Annual Self Assessment.

In the fall of 2013, a team of staff and parents were assembled for the 2013-2014 self-assessment process. Teams reviewed and analyzed all service areas, including Program Governance, Planning, Communication, Record-keeping/Reporting, On-going Monitoring, Human Resources, Fiscal, Prevention/Early Intervention, Tracking/Follow-up, Disabilities, Individualization, Family Community Engagement, Eligibility/Recruitment/Selection/Enrollment/Attendance, Safe Environments, Child Development and Education including child outcomes, curriculum and individualization.

While many positive outcomes and strengths were noted during the review, staff continues to strive for excellence. As part of the 2013-2014 Program Improvement Plan, staff will focus on a few areas of improvement, including staff development in CLASS and DRDP data application, family case management, internal file review and supervisory monitoring processes and record-keeping efficiencies.

A summary report and resulting Program Improvement Plan are attached for review and approval.

Staff will be available to answer questions.

RECOMMENDATION:

Approve Program Year 2013-2014 Self-Assessment and resulting Program Improvement Plan.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

Self Assessment Summary of Results 2013-2014

Project Background:

During the fall of 2013, SETA Head Start/Early Head Start developed a self-assessment plan that included parents, administrative and field staff, as well as management. The self assessment process resulted in a review of the quality and compliance of the SETA Head Start/Early Head Start program.

To conduct the self assessment, the teams utilized the *2012 OHS Monitoring Protocol*, the *Head Start Self Assessment: Your Foundation for Building Program Excellence* tool, the *SETA Head Start/Early Head Start Monitoring and Quality Assurance Tool*, and the *Parent Area Monitoring* tool. Each team developed an a review plan and the team leaders trained all staff, parents and volunteers to ensure they were clear on the protocols. The teams conducted site visits during October. All Early Learning Centers were visited by at least one self assessment team and the Safe Environments team visited all centers. Team reviews included, but were not limited to the following: children’s files, on-going monitoring reports, program information reports, policies and procedures manuals, enrollment applications, Human Resource and fiscal documents, monthly reports, *Childplus* reports, self-assessment results, goals and objectives, classroom observations, ECERS, ITERS, and CLASS results, indicators from Community Childcare Licensing (CCL) and the Child and Adult Care Food Program (CACFP), home visit observations, etc. Additionally, some of the teams performed interviews with staff and parents for the self assessment. Results from the self assessment were analyzed and resulted in a detailed Self Assessment Program Improvement Plan (PIP).

Team Composition:

A total of eight teams were assembled for the Self Assessment. Each team had an appointed team leader to facilitate the process and was composed of staff as well as parents in some cases. Some parents and staff may have served on more than one team. The teams were as follows:

Program Governance
Health
Fiscal
Human Resources

Parent & Family Engagement
Disabilities, Education & Mental Health
ERSEA
Safe Environments

Summary of Program Strengths: SETA Head Start/Early Head Start has many notable strengths, including some of the following:

Education, Disabilities & Mental Health:

- Vast majority of child files were organized, current, and complete.
- Classrooms were well stocked and contained a variety of learning materials.
- All teachers interviewed were consistently able to answer the protocol questions.
- Teachers reported that the new IDP process had improved and there was evidence in the files that the new form was being used and completed in a timely manner
- CSEFEL strategies and energetic engagement were observed at all centers
- Strong relationships between teachers and children were evident
- Children with special needs were fully included
- Evidence of strong relationships between teaching staff and Special Education Field Technicians

Parent and Family Engagement:

- Strong parent-staff interactions
- Parents are able to articulate the services they receive from Head Start
- Resources for parents are current and available in multiple languages
- The parent area is inviting, neat and organized
- All immediate concerns were addressed by staff when a parent self-identified on an FPA
- Both parents and staff are very happy with the School Readiness Aides at the sites

Health:

- High percentage of health screenings were done within required time frames
- Good documentation in files on staff follow-up on dental exams
- Family Service Workers are utilizing ChildPlus and entering data in a timely manner
- Staff are familiar with Health/Nutrition Policies and Procedures

Program Design and Management (including Governance, ERSEA, Fiscal and Human Resources):

- Strong relationships between SETA and its delegate agencies and partners
- Good fiscal monitoring of delegates and partners
- Consistently meeting and exceeding the federal in-kind requirement
- Close working relationship with site & administrative staff to ensure thorough in-kind documentation
- A new staff performance evaluation program has been developed and implemented
- The CFS Policies and Procedures manual has been reviewed and fully updated
- SETA has successfully implemented a new payroll system, Time Management Self Service
- SETA's wellness program continues to thrive
- Staff receive ongoing trainings to boost competencies
- Education collaboration with CSUS assists teaching staff obtain their college degrees
- Strong documentation of PC and PAC activities
- Training opportunities are available to PC and PAC members.
- Most of the enrollment paperwork is accurate and complete.

Safe Environments:

- Welcoming atmosphere at all centers
- Teamwork and cooperation among staff members is evident
- Strong relationships between families and staff
- Collaboration with local community agencies
- Classrooms have sufficient developmentally appropriate materials, supplies and furnishings
- Daily/Weekly/Monthly Safe Environments Checklists instituted

Summary of Program Growth Opportunities: During the Self Assessment process, teams identified areas for improvement and opportunities for growth. Areas of improvement do not necessarily indicate systemic issues and/or areas of non-compliance. Below is a summary of some of the highlighted areas. A complete Program Improvement Plan (PIP) with action steps, timelines, and staff responsible is attached.

Education, Disabilities & Mental Health:

- Some discrepancies in counted days for 30, 45 and 60, 45 day time frames were noted
- Too many directives in conversations than higher order thinking (CLASS)
- Math, science, and alphabet knowledge materials were present, but little observation of use or exploration were observed
- Limited evidence of Houghton Mifflin curriculum use at the expected level
- General cleaning, reorganizing and labeling needed in some rooms.
- Some DECA totals missing or other areas of tool not completed in some cases
- Level of CSEFEL implementation is inconsistent throughout multiple classrooms
- Routings and referrals not always followed up within 2 weeks
- Some challenges with communication with LEAs

Parent and Family Engagement:

- Goals on FPA are too broad and strategies don't necessarily align with the goal
- Lack of follow up on FPA goals within the time frames indicated
- Family contacts are not necessarily comprehensive and don't fully tell the story of the family
- Lack of signatures on the FPA

Health:

- ChildPlus database not always matching what is in children's files
- Some health screens not completed within required timeframes.
- Very little family contacts documented in file
- Little or no written follow-up on failed health events in the family contacts
- Some missing dental exams

Program Design and Management (including Governance, Fiscal and Human Resources):

- Reporting of in-kind is sometimes delayed by field staff

- There has been a decrease in non-federal funding sources (including donations and parent volunteer hours in the classroom)
- Due to the highly structured nature of SETA's HR Department, simple seeming requests can require a long time for processing.
- Some minor accuracy issues related to the income calculations on enrollment paperwork due to incorrect formulas (semi-monthly vs. bi-weekly)
- Some of the Enrollment Verification Forms were not completed

Safe Environments:

- The quality of janitorial services was inconsistent between sites.
- Required licensing and SETA Head Start/Early Head Start center and classroom postings were either missing, inaccurate/outdated/unclear or not visible.
- Indoor classroom safety issues (e.g., postings on doors, exits obstructed, doors not shutting properly, wall postings exceeding 25%) and outdoor health/safety issues (e.g., locked gates, tripping hazards, overgrown vegetation, play structures/out buildings in need of repair or not maintained, trash present) at various sites.
- Staff could not articulate the status of submitted work orders (e.g., if received by appropriate person, when or if repair was to be made, how long it would take, etc.).

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2013-2014**

<i>Action Steps:</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>SCHOOL READINESS/CHILD OUTCOMES</i>				
<i>Goal: Continue to support teacher's growth and development regarding CLASS, DRDP and data analysis</i>				
Continuing training for number concepts and how to apply scientific method (process) in work with children	Karen Gonzales, Manager Program Officers (ED) Education Coordinators			
Increase CLASS observations with strong feedback sessions to raise scores	Karen Gonzales, Manager Program Officers (ED) Education Coordinators			
Continue CSEFEL training and monitoring	Karen Gonzales, Manager Program Officers (ED) Education Coordinators			
Add curriculum discussion to staff meetings	Karen Gonzales, Manager Program Officers (ED) Education Coordinators			
<i>FAMILY AND COMMUNITY OUTCOMES</i>				
<i>Goal: Continue to strengthen family case management and internal monitoring systems to ensure high quality family outcomes is documented</i>				
Develop a written calendar for expected due dates for FPAs based on a families enrollment into the program (similar to the HV/PC calendar developed by Operations)	Lisa Carr, Manager Program Officers (SS)	October 2013	In Draft	June 2014
Provide ideas for goals and strategies for FPAs based on the Parent, Family, and Community Engagement framework.	Lisa Carr, Manager Program Officers (SS)	October 2013	In Draft	June 2014

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2013-2014**

<i>RECORD-KEEPING AND REPORTING</i>				
<i>Goal: Improve efficiency and effectiveness of record-keeping and reporting systems</i>				
Implement a new electronic tracking system for routings/ referrals	Lisa Carr, Manager Karen Gonzales, Manager Brenda Campos, Manager	December 2013		January 2014
Provide refresher training to individual staff on case note/case management	Lisa Carr, Manager Program Officers (SS)	January 2014	On-going	On-going
Document training at site level for new staff and substitutes on site's evacuation route/meeting location and emergency off-site locations	Karen Gonzales, Manager Education Coordinators			
Review, re-evaluate or establish work order tracking system	Jose Diaz, Facilities Coordinator Roy Kim, Deputy Director/ Admin			
Develop a timelines which is consistent to ensure that all second year signatures are complete	Lisa Carr, Manager Program Officers (SS)	October 2013		November 2013
<i>HUMAN RESOURCES/STAFF TRAINING AND STAFF DEVELOPMENT</i>				
<i>Goal: Provide additional staff development and training sessions to enhance quality and systems delivery</i>				
Provide additional or refresher training for LAP-D and DECA tools	Karen Gonzales, Manager Program Officers (ED) Education Coordinators			
Continue to provide annual Income Eligibility Training to all enrollment staff to be sure everyone has the knowledge to complete and enroll families accurately.	Lisa Carr, Manager Monica Avila, Program Officer (SS)	December 2013	On-going	Annual training to occur May each year

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2013-2014**

Provide training targeted towards supervisors and managers on ISDPs to ensure that every Head Start staff member has an ISDP that is updated annually (not just teaching staff)	Bonnie Bilger, Sr. Personnel Analyst HS Managers			
Modernize the Human Resources Information Systems with software that can manage all of the diverse functions of Human Resources, including training, evaluations, personnel data, and new hire data (fingerprinting, TB tests, and credentials). The CFS Department has a tracking system but it is not maintained within the HR department.	Bonnie Bilger, Sr. Personnel Analyst Roy Kim, Deputy Director/ Admin			
Provide substitutes with quarterly refresher training on policy and procedures as well as a brief overview at the site prior to entering the classroom on the following, but not limited to: supervision/ ratio, and administering first aid.	Karen Gonzales, Manager Program Officers (ED) Education Coordinators			
Provide site supervisors with refresher training on where to find a list of all required postings (licensing and SETA Head Start/Early Head Start) (See Center – Information Binder – Online).	Brenda Campos, Manager Health/Nutrition Specialists			
Provide additional fiscal meetings and trainings to increase knowledge of in-kind requirements and allowability	D’et Patterson. Manager			

ON-GOING MONITORING SYSTEMS

Goal: Staff will enhance the Quality Assurance/on-going monitoring system to include supervisory and secondary level monitoring which will help ensure high quality services and programming

Ensure on-going monitoring of children’s files by Supervisors to ensure all required services are provided in a timely manner	Lisa Carr, Manager Karen Gonzales, Manager Program Officers (ED and SS)	October 2013	Procedure developed for Supervisors (FSW)- November 2013	On-going monitoring
Develop an on-going monitoring system than ensures ChildPlus data is consistent with the contents in the child’s file	Lisa Carr, Manager Karen Gonzales, Manager Brenda Campos, Manager	October 2013	Procedure developed for Supervisors (FSW)- November 2013	On-going monitoring

**Sacramento Employment and Training Agency
Heads Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2013-2014**

Encourage Site Supervisors to schedule regular observation in all classrooms to ensure consistent quality and interactions	Karen Gonzales, Manager Program Officers (ED) Education Coordinators			
Conduct periodic evaluation of janitorial services to ensure contracted services are conducted and satisfactory, and to amend/cancel contracts if necessary	Jose Diaz, Facilities Coordinator Roy Kim, Deputy Director/ Admin			
Continue and ensure consistent use of Daily/Weekly Safe Environments Checklist at all sites with periodic evaluation/review of outdoor/indoor areas to ensure checklists are used and necessary corrective actions are completed	Brenda Campos, Manager Karen Gonzales, Manager Program Officers (ED)			
Conduct routine monitoring of enrollment applications to ensure all applications are error-free	Lisa Carr, Manager Monica Avila, Program Officer (SS)	October 2013	On-going	On-going

ITEM III-A – ACTION

APPROVAL OF FISCAL YEAR 2014-2015
HEAD START/EARLY HEAD START BUDGET

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Head Start/Early Head Start Budget for Fiscal Year 2014-2015 in the amount of \$51,057,991, which includes Basic, sequestration restoration at 5.27%, Cost of Living Adjustment (COLA) at 1.3% and Training and Technical Assistance. Budget details are as follows:

Head Start Basic (serves 4,857 children)	\$43,186,113
Head Start Training and Technical Assistance	\$ 394,361
Early Head Start Basic (serves 660 children)	\$ 7,297,423
Early Head Start Training and Technical Assistance	<u>\$ 180,094</u>
TOTAL	<u>\$51,057,991</u>

The Budget/Planning Committee met during the month of March and April with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Roy Kim, deputy Director/Administration; Ms. Loretta Su, Fiscal Chief; Head Start Managers Ms. Brenda Campos, Ms. Lisa Carr, Ms. Karen Gonzales and Ms. D'et Patterson; Governance/Social Services/Parent Involvement Coordinator, Ms. Marie Desha and Head Start parents to provide input on the budget and program design.

A copy of the 2014-2015 Head Start/Early Head Start Budget will be sent under separate cover.

RECOMMENDATION:

Approve the Fiscal Year 2014-2015 Head Start/Early Head Start Budget in the amount of \$51,057,991 for Basic including sequestration restoration and COLA funds and Training/Technical Assistance.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

Sacramento Employment and Training Agency

Budget Narrative

Head Start

FY 2014-2015

Overview

The Head Start budget was developed to ensure that high quality comprehensive services and programming is achieved at all times. This is accomplished by aligning funds to program activities which support classrooms interactions, curriculum/instruction development, parent support and services, quality assurance/monitoring, training/staff development, technical assistance, long and short range objectives, and partnership development.

Along with on-going fiscal monitoring routines, SETA Head Start/Early Head Start hosts monthly budget/planning committee meetings to review, analyze and provide feedback on the current budget to actual expenditures. The meetings include parents from the Budget/Planning Committee along with the Deputy Director, Fiscal Chief, Fiscal and Head Start Managers, and the governance coordinator. Discussions include, but are not limited to, monthly expenditures and fluctuations, credit card expenditures, cost-savings ideas, new budget requests and general updates. By tracking and monitoring monthly expenditures, the committee is able to adjust line items to address changes in community needs and program improvement requirements which lend to planning a new fiscal year. Consideration for planning the 2014-2015 budget included a review of the following: the 3-Year Goals/Objectives including the enhanced school readiness goals for preschool and infant/toddlers, Community Needs, Self-Assessment, local and State budget reductions, parent satisfaction surveys and staff feedback. Additional considerations for the 2014-2015 budget included the restoration of sequestration funding cuts from the prior year and the additional COLA funding.

During the months of February through April, the management team met with the parent Budget/Planning Committee to plan and develop the 2014-2015 Head Start/Early Head Start Basic including sequestration, COLA and T/TA Budgets. The Head Start Basic funds will be used for the following:

Restoration

It is important to note that concurrent to the sequestration budget reduction SETA was implementing a major program change as requested from the regional office. For many years SETA operated on a Track schedule that facilitated year-round services to families and their children. Beginning August 1, 2013 SETA was required to end this practice and is now running nine of thirty centers on a traditional school schedule.

Staff work schedule reductions associated with implementing traditional school schedules at nine locations will not be restored with the new program year. However, each staff member impacted by the reduced work schedule volunteered for such reductions.

Part of the sequestration reduction required SETA to reduce 19 full-time employees work schedule from 52 weeks per year to 47 weeks per year. With the restoration of funds SETA will restore these 19 employees to 52 weeks per year.

Additionally, SETA eliminated 3 vacant positions which are unfilled and un-recruited at the time of the reductions. These positions are essential to business operations and support services and will be restored in the 2014-2015 program year. The positions are Education Coordinator, Social Services/Parent Involvement Specialist, and Senior Accountant.

The restoration of 140 slots to the SETA operated program will be distributed between three delegates and the SETA operated program using the average cost per child in Sacramento County (\$6,500) for the delegate agencies.

Elk Grove USD	60 Slots	\$ 390,000
Sacramento City USD	20 Slots	\$ 130,000
Twin Rivers USD	32 Slots	\$ 208,000
	<u>112 Slots</u>	<u>\$ 728,000</u>

The remaining 28 slots will be disbursed within the SETA operated program of which 20 slots will be located at an existing early learning center where we have a current waiting list. The remaining 8 slots will be served in the home base program. The additional 28 slots will require the program to hire one additional teacher, one associate teacher and one home visitor.

Distribution of the restored slots was based on community need as identified in the current Community Assessment and priority under-served areas of Sacramento County. See Program Narrative for more information.

COLA

The 1.3 percent COLA will be used to increase all staff salaries by 1 percent with a net anticipated cost of \$181,109. The remaining funds will be used for increases in worker's compensation insurance for teacher premiums and to offset a 2.15 percent increase in Sacramento County's Retirement System.

Personnel

The combined Head Start/Early Head Start Personnel Budgets will fund a total of 444 regular positions and 35 substitute teacher positions. Of the 444 positions, 397 are Head Start/Early Head Start educational and administrative support positions. The remaining 47 are Agency Administrative Staff who are partially funded from Head Start/Early Head Start funds and partially funded from other Agency resources. The Agency Administrative Staff as outlined on *Schedule A-1 Administrative Staff* provide support services such as fiscal, information technology, human resources and payroll to the Children and Family Services Department. These positions are allocated to all funding sources pursuant to SETA's Cost Allocation Plan.

Fringe Benefits

All regular employees receive SETA's full benefits package including medical/dental, retirement, life insurance and disability plans. Fringe benefits are estimated to be 55.6% of salaries as follows: FICA 7.65%, UI 1.0%, Workers Comp 5.8%, Health/Dental 11%, and Retirement 30.15%. Percentage increases are due to Workers Comp and an anticipated increase in Retirement. Total costs are detailed on *Schedule B – Fringe Benefits*.

Travel

Thorough and up-to-date training information is essential for continued growth and individual staff development. While SETA restricted out-of-state travel during the past year, we believe that training is a valuable and necessary component of the program design and have allocated Training and Technical Assistance funds for staff and parents to attend conferences and training seminars. Proposed conference attendance includes WIPFLI and ChildPlus Scramble for the Head Start program. See Schedule C for details. The conferences selected have a proven track record for providing an array of quality workshops which meet staff and parents' needs. Funds will cover registration fees, travel, accommodations, and per diem for meals.

Equipment

Playground Equipment - Head Start Basic funds are allocated for the replacement/repair of playground equipment should an unexpected incident or vandalism occur which requires replacement and/or repair of major playground equipment. Funds may also be used if current equipment is identified as unsafe or in need of repair during a one of SETA's quality assurance reviews and/or bi-annual Environmental Safety Checks.

Vehicle Replacement - Head Start Basic funds are allocated for the replacement of one food service vehicle/van which is old in need of replacement. SETA utilizes the county approved vendor list to optimize cost savings.

Supplies

Office and Child & Family Supplies - Office supplies and Child and Family supplies will be purchased so that children and teachers have needed supplies and materials on hand to ensure quality programming, including safe and healthy environments. A portion of the Child and Family Supply budget is reserved for ECERS and CLASS enhancements; while the remaining portion is provided to each classroom and Home Visitor to individualize environments/home teachings, supplies and materials in accordance with children's interests and themes. A variety of consumable supplies are kept in stock at SETA's central warehouse which ensures timely orders and well supplied classrooms without long lag periods. Special orders are managed through a supply request process which is reviewed and approved by supervisory and management staff to ensure appropriateness and enhancements with Creative Curriculum, Houghton Mifflin, CLASS and children's interests.

Technology – Head Start funds are allocated for technology supplies to maintain computer licenses, including *ChildPlus*, *Microsoft Windows Suite*, *Novell*, *Groupwise* and *Citrix*. Funds will also be used for replacement computers for administrative and teaching staff, parents (for *Rosetta Stone* and ESL programs) and children’s computers. Funds will be available for any replacement equipment needed for the *EZ-ID Sign-in/out system*.

Medical/Dental/Disabilities - In accordance with the Head Start Performance Standards, funds are allocated for medical, dental and disabilities supplies and materials for children and in the classrooms. Supplies include, but are not limited to, first aid supplies, CPR charts, latex gloves, toothbrushes/toothpaste, dental mirrors, adaptive equipment/supplies, etc.

Contractual

SETA will continue to fund five (5) delegate agencies including four school districts and one community based organization. Aligned with the Sacramento County Community Assessment, funded enrollment is distributed as follows (*see HS Funding Allocations worksheet under the Countywide – Head Start tab*):

Elk Grove Unified School District	480	\$3,134,314
Sacramento City Unified School District	1312	\$8,635,832
San Juan Unified School District	700	\$4,585,140
Twin Rivers Unified School District	243	\$1,596,691
Women’s Civic Improvement Club	120	\$ 833,568
Totals include Basic, COLA and T/TA		

Based on Community Needs and under-served serve areas, SETA will restore 112 of 140 Head Start slots with three delegate agencies, Elk Grove USD, Sacramento City USD and Twin Rivers USD. See description and justification on Page 1 under the Sequestration heading. Funding levels have been adjusted for increased slots for each of the three delegate agencies. Other than the changes made due to sequestration restoration, no other major changes in the Sacramento County Community Assessment are highlighted and overall under-served areas remain unchanged.

Construction

No funds have been reserved for this category.

Schedule H - Other

Occupancy - During 2014-2015, SETA will occupy a total of 30 early learning centers, a central kitchen, 4 satellite kitchens, a warehouse and administrative offices. Of the 30 early learning centers, one is owned by SETA (Northview ELC) and seven are provided rent-free. SETA Head Start leases approximately 27,200 square feet of office space at its administrative headquarters which includes the Sharon Neese Early Learning Center. A detailed *Rent Schedule* is provided with individual rent, janitorial and utilities. Rent schedule includes COLA increases for lease agreements provisions as required.

Utilities and telephone are budgeted for administrative offices and early learning centers. In addition, many of the center lease agreements include provisions for utilities. SETA participates in the e-rate process which helps to reduce overall costs of utility and telephone equipment and services.

Property and liability insurance is provided by Philadelphia Insurance Company and covers all potential risks in which SETA Head Start might be subjected.

Building maintenance/repair is budgeted and is generally provided by the SETA Head Start/Early Head Start Facilities Unit. Security alarm systems, janitorial services and supplies are provided under contracts with outside providers. Funds budgeted to maintain these services are based on current expenditures, analysis of upcoming needs, existing contracts and number of classrooms and teachers. Licensing fees are paid annually to maintain current and valid child development center/community care licenses.

Local Travel – Staff will be reimbursed mileage while making home visits and/or providing support services at the early learning centers. Mileage reimbursement will be determined by the current federal IRS reimbursement rate of \$.56/mile for 2014. The budget includes funds for such reimbursements.

Nutrition Services – Funds have been budgeted for the costs of providing daily meals and snacks in excess of reimbursements from the CACFP. The costs of providing meals includes salaries for kitchen staff and drivers, food costs, transportation costs, kitchen rent, and administrative services and supplies.

Funds will also be available for nutritional activities (educational cooking activities) in the classrooms.

Child Services – As mandated by the federal Performance Standards, SETA will contract with highly qualified, professional, expert consultants on an on-call basis in the areas of medical health (Registered Nurse), oral health/hygiene (Dentists), nutrition (Registered Dietician), mental health (Psychologist), special education and coaching/mentoring to provide services to Head Start children and their families as needed. Consultants will also provide in-house training, technical assistance and other services to Head Start program staff as needed.

Funds have also been reserved to provide mandated screenings and appropriate medical and dental services as a payer of last resort.

Funds will be provided for socializations, field trips, and visiting expert activities to enhance children's learning and experiences in the classroom and outside the classroom environment. Parents will vote on activities/field trips at their center parent committee meetings. A list of approved activities and field trips will be provided as guidance. Socializations will be provided twice monthly and rotated in geographic areas to ensure all families have an opportunity to attend. Funds will be available for home base field trips, visiting experts, parent meetings and a family cooking activity.

Parent Services – Parent Services includes funds for Policy Council and Parent Advisory Committee member reimbursements and for Parent Center Activities including hospitality and parent recognition. Hospitality funds will be used for a meet-and-greet parent activity in the beginning of the year as new board members are seated as well as an end-of-the-year banquet for departing board members. Transportation and childcare reimbursements are provided to Parent Aides and School Readiness, limited to \$8 per day. Additionally, funds have been budgeted for Parent Meetings at the various centers.

Publications/Advertising/Printing – Funds have been budgeted for advertising vacant employment opportunities, printing forms, various handouts, and the annual report.

Other – In the Other category, funds have been budgeted for employee fingerprinting and background checks for regular and substitute staff members; employee uniforms; delegate/partner support services; vehicle operating costs; community collaborative activities which support the Health Services Advisory Committee and Community Partner Advisory Committee meetings and activities; professional memberships & subscriptions; and administrative services and supplies. Administrative services and supplies will be allocated for the operation of SETA’s support departments including Information Technology, Fiscal, Human Resources, Payroll, and the Executive Director’s Office. Costs incurred in these departments will be allocated between Head Start and other agency activities using formulae that take into consideration the volume of agency activities and measure the benefit to SETA’s programs in several verifiable ways.

Non-Federal Share

SETA has several identified categories of non-federal share to meet the required match. Categories and estimated amounts include:

<u>Personnel and Fringe benefits</u> CDE funded	\$2,430,174
<u>CSUS Interns (ACES)</u> Student interns from California State University, Sacramento volunteer to support small and large group literacy activities in the classroom. Approximately 40 students (20 students per semester) participate in the program.	\$ 66,830
<u>Family Literacy Involvement Program (FLIP)</u> Children are provided an age-appropriate book and literacy activity once per month for parents/guardians to read to their children and enhance the school readiness of their child.	\$1,670,760
<u>Parent Volunteers and other volunteers in the classrooms</u>	\$ 914,143
<u>Space Utilization agreements with the landlords of our sites</u>	\$ 484,104
<u>Parent Aides</u> Parents volunteer to assist teachers with food preparation and meal service in the classrooms.	\$ 437,834
<u>Parent Activities</u>	\$ 55,080

SETA Administrative costs

\$ 139,807

Training and Technical Assistance

Please see Training and Technical Assistance Plan

Collaboration with State

SETA partners with the California Department of Education/Early Education and Support Department to wrap services with Head Start, resulting in full day and/or year services to Head Start children whose parents are working and/or going to school.

Employee Compensation Cap

Sacramento Employment and Training Agency confirms that no employee with compensation (as defined in Section 653 (b)(2) of the Head Start Act of 2007) in excess of the Federal Executive Compensation Schedule, Level II (currently \$181,500) is paid in whole or in part using Federal funds.

Sacramento Employment and Training Agency

Early Head Start

Budget Narrative

2014-2015

Overview

The Early Head Start budget was developed to ensure high quality comprehensive services and programming is achieved at all times for infants/toddlers. This is accomplished by aligning funds to program activities which support classroom interactions, curriculum/instruction development, parent support and services, quality assurance/monitoring, training/staff development, technical assistance, long and short range objectives, and partnership development.

Along with on-going fiscal monitoring routines, SETA Head Start/Early Head Start hosts monthly budget/planning committee meetings to review, analyze and provide feedback on the current budget to actual expenditures. The meetings include parents from the Budget/Planning Committee along with the Deputy Director, Fiscal Chief, Fiscal and Head Start Managers, and the governance coordinator. Discussions include, but are not limited to, monthly expenditures and fluctuations, credit card expenditures, cost-savings ideas, new budget requests and general updates. By tracking and monitoring monthly expenditures, the committee is able to adjust line items to address changes in community needs and program improvement requirements and when planning a new fiscal year. Consideration for planning the 2014-2015 budget included a review of the following: the 3-Year Goals/Objectives including the enhanced school readiness goals for preschool and infant/toddlers, Community Needs, Self-Assessment, local and State budget reductions, parent satisfaction surveys and staff feedback. Additional considerations for the 2014-2015 budget included the restoration of sequestration funding cuts from the prior year and the additional COLA funding.

During the months of February through April, the management team met with the parent Budget/Planning Committee to plan and develop the 2014-2015 Head Start/Early Head Start Basic and T/TA Budgets. The Early Head Start Basic funds will be used for the following:

Restoration

Restoration funds will be used to restore funding to our Early Head Start partners in the amount of the \$15,096 for Sacramento County Office of Education (SCOE) and \$170,568 for River Oak Center for Children. River oak Center for Children included a slots reduction of 24 Early Head Start home base children which will be fully restored in the 2014-2015 program year.

During sequestration 8 center based slots at Grizzly Hollow were converted to home based slots. Restoring these slots back to center based slots would not meet the current need in that community and therefore will remain in home base. The conversion to the home base option also provided the opportunity to serve 4 more children than funded.

The remaining restoration funds (\$28,042) will be used to offset increased staff costs for the upcoming program year due to step increases along with classroom supplies and maintenance items that were reduced during sequestration.

COLA

The 1.3 percent COLA will be used to increase all staff salaries by 1 percent with a net anticipated cost of \$27,804. The remaining funds will be used for increases in worker's compensation insurance for teacher premiums and to offset a 2.15 percent increase in Sacramento County's Retirement System.

Personnel

The combined Head Start/Early Head Start Personnel Budgets will fund a total of 444 regular positions and 35 substitute teacher positions. Of the 444 positions, 397 are Head Start/Early Head Start educational and administrative support positions. Center-based staff for Early Head Start is dually funded by Early Head Start funds and California Department of Education/General Child Care funds. The remaining 47 positions are Agency Administrative Staff who are partially funded from Head Start/Early Head Start funds and partially funded from other Agency resources. The Agency Administrative Staff as outlined on *Schedule A-1 Administrative Staff* provide support services such as fiscal, information technology, human resources and payroll to the Children and Family Services Department. These positions are allocated to all funding sources pursuant to SETA's Cost Allocation Plan.

Fringe Benefits

All regular employees receive SETA's full benefits package including medical/dental, retirement, life insurance and disability plans. Fringe benefits are estimated to be 55.6% of salaries as follows: FICA 7.65%, UI 1.0%, Workers Comp 5.8%, Health/Dental 11%, and Retirement 30.15%. Percentage increases are due to Workers Comp and an anticipated increase in Retirement. Total costs are detailed on *Schedule B – Fringe Benefits*.

Travel

Thorough and up-to-date training information is essential for continued growth and individual staff development. While SETA restricted out-of-state travel during the past year, we believe that training is a valuable and necessary component of the program design and have allocated Training and Technical Assistance funds for staff and parents to attend conferences and training seminars. Proposed conference attendance includes Zero to Three for the Early Head Start program. See Schedule C for details. The conferences selected have a proven track record for providing an array of quality workshops which meet staff and parents' needs. Funds will cover registration fees, travel, accommodations, and per diem for meals.

Equipment

There are no proposed equipment items for Early Head Start.

Supplies

Office and Child & Family Supplies - Office supplies and Child and Family supplies will be purchased so that infants/toddlers and teachers have needed supplies, materials and diapers on hand to ensure quality programming, including safe and healthy environments. A portion of the Child and Family Supply budget is reserved for ITERS enhancements; while the remaining portion is provided to each classroom and Home Visitor to individualize environments/home teachings, supplies and materials in accordance with children's interests, themes and SETA's school readiness goals.

Medical/Dental/Disabilities - In accordance with the Head Start Performance Standards funds are allocated in Early Head Start for medical, dental and disabilities supplies and materials for children and in the classrooms and in home base. Supplies include, but are not limited to, first aid supplies, CPR charts, latex gloves, toothbrushes/toothpaste, dental mirrors, adaptive equipment/supplies, etc.

Contractual

SETA will continue to fund two (2) delegate agencies and two (2) partners for Early Head Start: Sacramento City Unified School District and San Juan Unified School District as delegates and River Oak Center for Children and Sacramento County Office of Education as partners. Aligned with the Sacramento County Community Assessment funded enrollment is distributed as follows:

Sacramento City Unified School District	147	\$1,564,606
San Juan Unified School District	161	\$1,742,036
River Oak Center for Children	60	\$ 432,017
Sacramento County Office of Education	36	\$ 290,172

Totals include Basic and T/TA

There were no major changes in the Sacramento County Community Assessment and overall under-served areas remain unchanged. Hence, service levels and funding distribution will remain the same. Funding levels are based on the number of slots (funded enrollment) and each delegate agency's historical costs of operating the Early Head Start Program.

Construction

There are no proposed construction items for Early Head Start.

Schedule H - Other

Occupancy - During 2014-2015, SETA will maintain a total of 10 early learning centers which serve infant/toddlers. SETA leases approximately 27,200 square feet of office space at its administrative headquarters which includes the Sharon Neese Early Learning Center which serves two classrooms of infant/toddlers (16 children). A detailed *Rent Schedule* is provided with individual rent, janitorial and utilities. The New Helvetia I center is a stand-alone Early Head Start center which is adjacent to New Helvetia II which serves 40 preschoolers. Janitorial costs are budgeted to provide a clean and sanitary environment for children and staff.

Utilities and telephone are budgeted for administrative offices and early learning centers. Several lease agreements include provisions for utilities. SETA participates in the E-rate program which reduces costs for technology equipment and services.

Property and liability insurance is provided by Philadelphia Insurance Company and covers all potential risks which SETA Early Head Start might be subject.

Building maintenance/repair is generally provided by the SETA Head Start/Early Head Start Facilities Unit. Security alarm systems, janitorial services and copier services are provided under contracts with outside providers. Funds budgeted to maintain these services are based on current expenditures, analysis of upcoming needs, existing contracts and number of classrooms and EHS Educators. Licensing fees are paid annually to ensure valid and up to date licenses.

Local Travel - Home Visitors and other Early Head Start staff will be reimbursed mileage while making home visits and/or providing support services at the early learning centers. Mileage reimbursement will be determined by the current federal IRS reimbursement rate of \$.56/mile for 2014.

Nutrition Services – Funds have been budgeted for the costs of providing daily meals and snacks in excess of reimbursements from the CACFP. The costs of providing meals includes salaries for kitchen staff and drivers, food costs, transportation costs, kitchen rent, and administrative services and supplies.

Child Services and Consultants – As mandated by the federal Performance Standards, SETA will contract with highly qualified, professional, expert consultants on an on-call basis in the areas of medical health (Registered Nurse/PhN), oral health/hygiene (Dentists), nutrition (Registered Dietician), and mental health (Psychologist) to provide services to Early Head Start pregnant women, infants/toddlers and their families as needed. Consultants will also provide in-house training, technical assistance and other services to Early Head Start program staff as needed. Funds will also be used to provide mandated screenings and appropriate medical and dental services as a payer of last resort.

Field Trips and Socializations – Funds will be provided for visiting expert activities to enhance children's learning and experiences in the classroom and for home base socialization activities. Funds will be allocated to each classroom on a cost per child basis. Parents will vote on activities at their center parent committee meetings. A list of approved activities and field trips will be

provided as guidance. Socializations will be provided twice monthly and rotated in geographic areas to ensure all families have an opportunity to attend. Funds will be available for field trips, visiting experts, transportation, parent meetings and a family cooking activity.

Parent Services – Parent Services includes funds for Policy Council and Parent Advisory Committee member reimbursements and for Parent Center Activities including hospitality and parent recognition. Hospitality funds will be used for a meet-and-greet parent activity in the beginning of the year as new board members are seated as well as an end-of-the-year banquet for departing board members. Funds will also be available to pay for transportation for parents who have no other transportation options for medical appointments and socializations. Supply funds will be used to prepare PAC/PC orientation materials when new board members are seated. Additionally, funds have been budgeted for Parent Meetings at the various centers.

Training or Staff Development – Conference, Training, and Resource funds have been set aside to provide for additional training expenses that are in excess of the Training and Technical Assistance contract amount.

Other Operating Costs – In the Other category, funds have been budgeted for administrative services and supplies. Administrative services and supplies will be allocated for the operation of SETA’s support departments including Information Technology, Fiscal, Human Resources, Payroll, and the Executive Director’s Office. Costs incurred in these departments will be allocated between Head Start and other agency activities using formulae that take into consideration the volume of agency activities and measure the benefit to SETA’s programs in several verifiable ways.

Non-Federal Share

SETA has several identified categories of non-federal share to meet the required match. Categories and estimated amounts include:

<u>Personnel and Fringe benefits</u>	\$307,029
CDE funded	

<u>Parent Volunteers</u>	\$555,142
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Training and Technical Assistance

Please see Training and Technical Assistance Plan

Collaboration/Wrap-around with California Department of Education (CDE)

SETA Early Head Start will continue to collaborate with the California Department of Education General Child Care to provide full-day, year-round services for 112 infant/toddlers. Children enrolled in the wrap-around model are provided full-day services up to 8 hours per day, 5 days

per week. Funds earned from CDE are used as non-federal share and offset Early Head Start expenses incurred for a full day educational program. Staffing in the infant/toddler classrooms consists of one Early Head Start Educator and two Associate Teachers, all of which are fully qualified in accordance with 648A regulations. There are 8 infant/toddlers per classroom with a group size of 4 infants/toddlers per primary care giver.

Employee Compensation Cap

Sacramento Employment & Training Agency confirms that no employee with compensation (as defined in Section 653 (b)(2) of the Head Start Act of 2007 in excess of the Federal Executive Compensation Schedule, Level II (currently \$181,500) is paid in whole or in part using Federal funds.

ITEM III-B – ACTION

APPROVAL OF FISCAL YEAR 2014-2015 HEAD
START/EARLY HEAD START REFUNDING APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Refunding Application.

A copy of the Fiscal Year 2014-2015 Head Start/Early Head Start Refunding Application will be sent under separate cover. A listing of SETA-Operated Program and delegate agency center locations, part of the refunding application, is attached for your review.

RECOMMENDATION:

Approve the Fiscal Year 2014-2015 Head Start/Early Head Start Refunding Application.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2014-2015

**SETA OPERATED
HEAD START
PROGRAM**
**Funded enrollment:
2,002**

Administrative Office:
925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
(916) 263-3804

Auberry Park
8120 Power Inn
Sacramento, CA 95828
563-5000 (40)

Bannon Creek
2775 Millcreek Drive
Sacramento, CA 95833
563-5005 (80)

Bright Beginnings
10487 White Rock
Road, P52
Rancho Cordova, CA
95670
563-5090 (80)

Broadway
263 Seavey Circle
Sacramento, CA 95818
563-5119 (64)

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823
563-5015 (64)

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660
563-5353 (102)

Freedom Park
6015 Watt Ave., S #5
North Highlands, CA
95660
563-5125 (124)

Fruitridge
5746 40th Street
Sacramento, CA 95824
563-5020 (80)

Galt
615 2nd Street
Galt, CA 95632
(209) 745-6458 (120)

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632
(209) 744-7728 (40)

Hillsdale
5665 Hillsdale Ave.,
Bldg. 4
Sacramento, CA 95842
563-5360 (124)

Hopkins Park
2317 Matson Drive
Sacramento, CA 95822
563-5035 (80)

Illa Collin Center
3530 41st Avenue
Sacramento, CA 95824
563-5368 (40)

Job Corps
3100 Meadowview
Sacramento, CA 95832
563-5038 (22)

Kennedy Estates
6501 Elder Creek
Sacramento, CA 95824
563-5044 (40)

LaVerne Stewart
5545 Sky Parkway
Sacramento, CA 95823
563-5055 (40)

Mather
Mather Air Force Base
10546 Peter A. McCuen
Rd.
Mather, CA 95655
563-5057 (102)

Nedra Court
#60 Nedra Court
Sacramento, CA 95822
563-5066 (60)

New Helvetia II
816 Revere Street
Sacramento, CA 95818
563-5069 (40)

**Norma Johnson
Early Learning Center**
3265 Norwood Avenue
Sacramento, CA 95838
563-5372 (62)

**North Avenue Elem.
School**
1281 North Avenue
Sacramento, CA 95838
(102)

Northview
2401 Northview
Sacramento, CA 95833
563-5375 (102)

Parker Avenue
4516 Parker Avenue
Sacramento, CA 95820
563-5071 (12)

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823
563-5075 (62)

**Sharon Neese Early
Learning Center**
925 Del Paso Blvd.,
Suite 300
Sacramento, CA 95815
263-5470 (44)

Solid Foundation
7505 Franklin Blvd.
Sacramento, CA 95823
563-5080 (80)

Strizek Park
3829 Stephen Drive
North Highlands, CA
95660
563-5383 (40)

Vineland
6450 20th Street
Rio Linda, CA 95673
563-5385 (40)

Walnut Grove
14273 River Road
Walnut Grove, CA
95690
776-4939 (20)

**SETA Home Base
Program (96)**

**TWIN RIVERS USD
ECD CENTER
HEAD START**
**Funded Enrollment:
243**

Morey Avenue
155 Morey Avenue
Sacramento, CA 95838
(916) 643-8680 (179)

**Oakdale Preschool
Center**
3708 Myrtle Avenue
North Highlands, CA
95660 (32)

**Rio Linda Preschool
Center**
631 L Street
Rio Linda, CA 95673
(32)

**ELK GROVE UNIFIED
SCHOOL DISTRICT
HEAD START**
**Funded Enrollment:
480**

Administrative Office:
9510 Elk Grove-Florin
Rd., Room 214
Elk Grove, CA 95624
(916) 686-7595

**Charles Mack
Elementary**
4701 Brookfield Drive
Sacramento, CA 95823
(20)

**David Reese
Elementary**
7600 Lindale Drive
Sacramento, CA 95828
429-7780 (60)

**Florence Markofer
Elementary**
9759 Tralee Way
Elk Grove, CA 95624
686-5042 (40)

Franklin Elementary
4611 Hood Franklin
Road
Elk Grove, CA 95023
(20)

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2014-2015

Florin Elementary
7300 Kara Drive
Sacramento, CA 95828
383-6620 (40)

Herman Leimbach Elementary
8010 Grandstaff Drive
Room B2
Sacramento, CA 95823
(40)

James McKee Elementary
8701 Halverson Drive
Elkhorn, CA 95624 (20)

John Reith
8401 Valley Lark Drive
Sacramento CA 95823
399-0110 (20)

Maeola Beitzel
8140 Caymus Drive
Sacramento CA 95829
688-7579 (20)

Prairie Elementary
5251 Valley Hi Drive
Sacramento, CA 95823
424-7665 (100)

Samuel Kennedy Elementary
7037 Briggs Drive
Sacramento, CA 95828
387-8902 (40)

Sierra Enterprise Elementary
9115 Fruitridge Road
Sacramento, CA 95826
381-2767 (20)

Union House Elementary
7850 Deer Creek Dr.
Sacramento, CA 95823
424-3510 (20)

William Daylor Continuation High School
6131 Orange Ave.
Sacramento, CA 95823
427-5428 (20)

**SACRAMENTO CITY
UNIFIED SCHOOL
DISTRICT HEAD
START
Funded Enrollment:
1,312**

Administrative Office:
Serna Center
5735 47th Ave.
Sacramento, CA 95824
(916) 643-7800

Abraham Lincoln Children's Center
3324 Glenmoor Drive
Sacramento, CA 95827
228-5867 (24)

Bear Flag Children's Center
6620 Gloria Drive
Sacramento, CA 95831
433-2747 (24)

Bowling Green Elementary
6807 Franklin Blvd.
Sacramento, CA 95823
433-5598 (40)

Bret Harte Children's Center
2761 9th Avenue
Sacramento, CA 95818
277-6932 (40)

Capital City (Ext Day)
7220 24th Street
Sacramento, CA 95823
264-3950 (20)

Camellia
6600 Cougar Drive
Sacramento, CA 95828
(20)

Charles A. Jones Skills Children's Center
5451 Lemon Hill Ave.
Sacramento, CA 95824
433-2655 (48)

Collis P. Huntington Elementary
5917 26th Street
Sacramento, CA 95822
433-5437 (68)

Earl Warren Elementary
5420 Lowell Street
Sacramento, CA 95820
382-6038 (40)

Edward Kemble Elementary
7495 29th Street
Sacramento, CA 95822
433-5028 (54)

Elder Creek Elementary
7800 Lemon Hill
Avenue
Sacramento, CA 95824
382-6004 (52)

Ethel I. Baker Elementary
5717 Laurine Way
Sacramento, CA 95824
433-5448 (34)

Ethel Phillips Elementary
2930 21st Avenue
Sacramento, CA 95820
277-6780 (44)

Fr. Keith B. Kenny
3525 MLK Jr. Blvd.
Sacramento, CA 95817
277-6780 (24)

Freeport
2118 Meadowview
Drive
Sacramento, CA 95832
(24)

Fruitridge Elementary
4625 44th Street
Sacramento, CA 95820
277-6288 (20)

Golden Empire Elementary (Ext Day)
9045 Canberra Drive
Sacramento, CA 95826
228-5848 (24)

H. W. Harkness Elementary (Wrap Around)
2147 54th Avenue
Sacramento, CA 95822
433-5045 (24)

Hiram Johnson
3535 65th Street
Sacramento, CA 95820
277-6767 (42)

Hollywood Park
4915 Harte Way
Sacramento, CA 95822
(24)

Isador Cohen Elementary
9025 Salmon Falls
Drive
Sacramento, CA 95826
228-5863 (34)

James Marshall Elementary
9525 Goethe Road
Sacramento, CA 95827
228-5856 (20)

John Bidwell Elementary
1730 65th Avenue
Sacramento, CA 95822
433-5451 (44)

John Cabrillo Elementary
1141 Seamas Avenue
Sacramento, CA 95822
264-3765 (24)

John Sloat
7525 Candlewood Way
Sacramento, CA 95822
433-5054 (24)

John Still
2200 John Still Drive
Sacramento, CA 95832
433-5191 (20)

Leataata Floyd
401 McClatchy Way
Sacramento, CA 95818
264-4181 (48)

Lisbon
7555 S. Land Park Dr.
Sacramento, CA 95831
433-5057 (24)

Marian Anderson
2850 49th Street
Sacramento, CA 95817
277-7139 (53)

Mark Twain Elementary
4914 58th Street
Sacramento, CA 95820
277-6458 (20)

Martin Luther King Jr.
480 Little River Way
Sacramento, CA 95831
(24)

Nicholas Elementary
6601 Steiner Drive
Sacramento, CA 95823
433-5079 (20)

Oak Ridge Elementary
4501 Martin L King Jr. Blvd.
Sacramento, CA 95820
277-6684 (20)

Pacific Elementary
6201 41st Street
Sacramento, CA 95824
433-5324 (20)

Parkway Elementary
4720 Forest Parkway
Sacramento, CA 95823
433-2843 (64)

Peter Burnett Elementary
6032 36th Avenue
Sacramento, CA 95824
277-6522 (20)

Rosa Parks Elementary
2250 68th Avenue
Sacramento, CA 95822
(24)

Susan B. Anthony Elementary
7864 Detroit Blvd.
Sacramento, CA 95832
433-5356 (47)

Washington Elementary
520 18th Street
Sacramento, CA 95814
264-4163 (48)

Woodbine
2500 52nd Ave.
Sacramento, CA 95822
433-5318 (24)

SAN JUAN UNIFIED SCHOOL DISTRICT HEAD START 700

Administrative Office:
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

Coleman Elementary
6545 Beach Avenue
Orangevale, CA 95662
986-2207 (48)

Cottage Elementary
2221 Morse Avenue
Sacramento, CA 95825
575-1981 (34)

Dyer Kelly
2236 Edison Avenue
Sacramento, CA 95821
566-2151 (34)

General Davie Jr. Primary Center
1500 Dom Way
Sacramento, CA 95864
575-2346 (58)

Encina
1400 Bell Street
Sacramento, CA 95825
971-5812 (34)

Garfield
3700 Garfield Avenue
Carmichael, CA 95608
575-2432 (34)

Grand Oaks
7901 Rosswood Dr.
Citrus Heights, CA 95621
728-3199 (34)

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825
566-2181 (116)

Kingswood Elementary
5700 Primrose Drive
Fair Oaks, CA 95628
867-2122 (34)

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA 95621
728-3230 (34)

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608
971-7380 (72)

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821
575-2374 (18)

Ralph Richardson Elementary
4848 Cottage Way
Carmichael CA 95608
575-2374 (34)

Skycrest Elementary
5641 Mariposa Ave.
Citrus Heights, CA 95610
867-2103 (34)

Sunrise Elementary
7322 Sunrise Blvd.
Citrus Heights, CA 95610
728-3191 (82)

WOMEN'S CIVIC IMPROVEMENT CLUB/ PLAYMATE HEAD START Funded Enrollment: 120

Administrative Office:
W.C.I.C./Playmate #2
3555 3rd Avenue
Sacramento, CA 95817
(916) 457-8661

Playmate
3930 8th Avenue
Sacramento, CA 95817
(916) 451-8870 (120)

SETA OPERATED EARLY HEAD START Funded enrollment: 352

SETA Early Head Start Administrative Office:
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815
263-3804

Broadway
263 Seavey Circle
Sacramento, CA 95818
563-5119 (8)

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823
563-5015 (8)

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660
563-5353 (16)

Job Corps
3100 Meadowview
Sacramento, CA 95832
563-5038 (16)

Mather Air Force Base
10546 Peter A. McCuen Rd.
Mather, CA 95655
563-5057 (8)

New Helvetia I
2640 A/B Muir Way
Sacramento, CA 95818
322-7068 (16)

Norma Johnson Early Learning Center
3265 Norwood Avenue
Sacramento, CA 95838
563-5372 (8)

Northview
2401 Northview
Sacramento, CA 95833
563-5375 (8)

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823
563-5075 (8)

**Sharon Neese
Early Learning Center**
925 Del Paso Blvd., S.
300
Sacramento, CA 95815
263-5470 (16)

**SETA Early Head Start
Home Base (240)**

**SACRAMENTO CITY USD
EARLY HEAD START
Funded Enrollment:
147**

**Sacramento City USD
Administrative Office**
Hiram Johnson Family
Education Center
3535 65th Street
Sacramento, CA 95820
(916) 277-6767

Capital City
7220 24th Street
Sacramento, CA 95823
264-3950 (24)

Home Base (123)

**SAN JUAN USD EARLY
HEAD START
Funded Enrollment:
161**

**San Juan Unified
School District Early
Head Start
Administrative Office**
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

**Encina Infant/Toddler
Center**
1400 Bell Street
Sacramento, CA 95825
921-9714 (24)

**Fair Oaks
Infant/Toddler Center**
10700 Fair Oaks Blvd.
Fair Oaks, CA 95628
971-5873 (16)

**General Davie Jr.
Primary Center**
1500 Dom Way
Sacramento, CA 95864
575-2346 (16)

**Marvin Marshall
Toddler Center**
5309 Kenneth Avenue
Carmichael, CA 95608
971-7380 (16)

**San Juan
Infant/Toddler Center**
7551 Greenback Lane
Citrus Heights, CA
95610
725-6125 (16)

Home Base (73)

ITEM III-C – ACTION

APPROVAL OF FISCAL YEAR 2014-2015 HEAD START/EARLY HEAD START TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION TO BE IN ALIGNMENT WITH ESTABLISHED THREE-YEAR GOALS

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Training/Technical Assistance Plan in the amount of \$394,361 for Head Start, and \$180,094 for Early Head Start. The Budget/Planning Committee met several times with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Roy Kim, Deputy Director/Administration; Loretta Su, Fiscal Chief; Head Start Managers Ms. Brenda Campos, Ms. Lisa Carr, Ms. Karen Gonzales and D’et Patterson; Governance/Social Services/Parent Involvement Coordinator, Ms. Marie Desha and the parents to provide input on the plan and correlating budget.

RECOMMENDATION:

Approve the Fiscal Year 2014-2015 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

TRAINING AND TECHNICAL ASSISTANCE PLAN

2014-2015

PHILOSOPHY

SETA Head Start's program philosophy is based on the premise that all families share certain basic needs and that the Head Start population, in particular, can reap even greater benefits from a comprehensive service delivery system that ensures their needs are met. Our program mission is to improve the lives of low-income children by providing comprehensive child development services that are family focused, including education, health, nutrition, mental health and social services. SETA Head Start's goals are accomplished by involving parents in the complete operation and administration of the program and by supporting the growth of families and staff through the development of advocacy skills, enhanced self-esteem and empowerment. The overall goal is to develop a greater degree of independence among families and the decisions which impact their lives. Finally, SETA Head Start has established as its vision, "Touching Families, Making a Difference."

SETA continually strives to recruit, train and retain the highest quality staff. Ongoing training and technical assistance ensures that all staff are knowledgeable about the Head Start philosophy, goals and objectives, mission, values and Performance Standards of the Head Start and Early Head Start programs.

PLANNING PROCESS

SETA employs an exacting strategic planning process to identify and accomplish the training and professional development needs of Head Start staff, parents, and delegate agencies. This process results in a T/TA Plan which carefully incorporates needs identified through long and short range goals and objectives, staff and parent survey results, PIR, OHS Monitoring Protocol, Self Assessment, Community Assessment, on-going monitoring results, Desired Results and Child Outcomes, as well as analysis of embedded program and operational reporting systems such as ERSEA reports, ADA reports, etc. Ultimately, under the direction of SETA's strong parent organizations (PC/PAC), specific dollars are allocated to these prioritized needs (see attached budget) to ensure staff, parents, delegate agencies and partners receive the necessary training and professional development to move SETA's organization forward.

Several T/TA planning sessions take place in late winter. Participants in the T/TA planning include the SETA Leadership team, Policy Council and Parent Advisory Committee members and delegate agency directors. Participants share information about their community assessment results, Program Self Assessment, most recent ERSEA and health and child outcomes reports, i.e., DRDP. Participants identify program strengths and service gaps. A number of areas are identified through these meetings as priorities for T/TA and countywide goal statements are formulated.

Sub-committees which include staff, parents and countywide content coordinators update written service plans and modify or develop policies and procedures for key management systems.

The Training and Technical Assistance Plan is the direct result of an exhaustive and highly collaborative partnership between Head Start Grantee staff, parents, and delegate agencies/partners. .

TRAINING AND TECHNICAL ASSISTANCE PLAN 2014-2015

APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT

Adjustments to the Training and Technical Assistance Plan (T/TA) proposed for PY 2014-2015 reflect the combined needs identified and prioritized by) parents on the Budget/Planning Committee, and the resulting goals established in the 2013-2014 Self-Assessment Action Plan through careful analysis of results from: PIR, Community Assessment, countywide goals, strategic directions, on-going monitoring, DRDP, and ERSEA reports.

A systematic approach was taken to ensure that our 2014-2015 Self-Assessment Action Plan, and associated budget, would reflect current needs identified through a) on-going monitoring, b) PIR results, c) committee reviews of the existing T/TA Plan, as well as the newly developed Three Year Goals and Objectives.

The T/TA Plan was adjusted to align with The Three Year Goals and Objectives, and the Self-Assessment Action Plan. Items which were modified on the current T/TA to support specific PIP goals are denoted with an asterisk *.

OUTCOMES AND TIMETABLES

Outcomes and timetable attainment of the Program Improvement Plan will be tracked and measured on a monthly basis. Leadership Team and Management meetings are conducted weekly with specific agenda content. Agendas will include status reports and check-ins on a bi-weekly basis. This process will allow for careful tracking of progress as it relates to timetables and outcomes attainment in the defined priorities and sub-groups: School Rreadiness/Outcomes, Family and Community Outcomes, Record-Keeping and Reporting, Human Resources and Staff Development, and On-going Monitoring Systems. .

TRAINING AND TECHNICAL ASSISTANCE PLAN 2014-2015

NOTES LEGEND: M=Mandated; GNO= Goals and Objectives; PIP= Program Improvement Plan BP=Best Practice

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/ T & TA Budget Source		Notes
					HS	EHS	
1. Child Services and Consultants							
A. Consultants							
Assistance to pregnant women and new mothers on issues ranging from feeding to self-care. On-call consultants are also used to develop training for EHS staff on a variety of topics	EHS Parents and EHS Staff	Consultants	Depending on the consultants used, and the audience, the expected outcomes range from increased knowledge on how to care for a newborn, or self-care techniques for the new parent. For staff, the expected outcomes include increased knowledge around topics important to EHS and how to provide quality services.	Consultants will be scheduled as needed in the program year14/15		\$13,000	PIP*
2. Parent Services							
A. Parent Intern Training							
Parents will be recruited to train for a variety of apprentice type jobs, including working with facilities, office work, food service, fiscal and human resources.	HS/EHS parents	Head Start staff	HS/EHS parents will be offered the opportunity to participate in a parent intern opportunity to learn skills, including soft skills that potentially may lead to permanent employment opportunities in the community.	October 2014 July 2015	\$11,000		BP
B. Family Literacy Project							
Parents will be provided books and activities to take home monthly.	HS/EHS parents	SS/PI Specialist	Parents will be given a book monthly along with activity sheets to do monthly with	August 2014- July 2015	\$13,000	\$11,00	PIP*

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2014-2015**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/ T & TA Budget Source HS EHS		Notes
			their child. Activity sheets will focus on literacy and math skills that parents can easily do at home with their child. The expected outcome will be increased literacy scores in children's assessment data, and increased knowledge about the importance of parent participation in school readiness activities				
C. Training of Staff Development							
On-going training and conference opportunities	EHS and HS staff	Trainers, conferences, and yet to be determined methods	Staff will be offered the opportunity to engage in a variety of staff development activities with the expected outcome to include increased knowledge in the areas of school readiness, curriculum implementation, and improved CLASS scores.	August 2014- July 2015	\$41,000	\$49,500	M
On-Site Training	EHS Grantee and Delegate staff	Teaching Solutions	Teaching Strategies will be contracted to provide in-service workshops for EHS staff in the area of Creative Curriculum for Infants and Toddlers. The expected outcome is for staff to have increased confidence in their ability to implement this curriculum in their classroom	To be determined		\$6,000	BP
On-Site Training	Grantee and Delegate staff	Teaching Solutions	Teaching Strategies will be contracted to provide	To be determined	\$10,000		BP

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2014-2015**

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/ T & TA Budget Source HS EHS		Notes
			refresher training for HS staff on the use of Creative Curriculum 5. The expected outcome includes increased confidence and knowledge on continued implementation of this curriculum. Expected outcomes also include increased scores on classroom assessment evaluations and CLASS scores.				
Career Incentive Plan Funds Financial support for continuing education and maintaining teaching permits	HS/EHS Staff	Community College and Universities and Teacher Credentialing	Staff will have the opportunity to be reimbursed a set amount of money annually to continue their education and to keep up required teaching credentials.	August 2014-July 2015	\$28,159	\$11,423	BP
Mentor Coaches One-on-one assigned coaches for staff in HS/EHS classrooms	HS/EHS Staff	Mentor Coaches	Staff will either be assigned or volunteer for the opportunity to work one-on-one with a mentor coach. Some of the expected outcomes include improved classroom management skills, improved CLASS scores, ECERS/ITERS scores, and other identified needs of the participants.	October 2014-July 2015	\$48,000	\$5,000	PIP

TRAINING AND TECHNICAL ASSISTANCE PLAN
2014-2015

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/ T & TA Budget Source HS EHS		Notes
D. Other							
Delegate and Partner Support Delegate Kick-off and on-site training	Delegate Staff	Delegate Support Staff	The expected outcomes include continued support on policies and procedures and monitoring processes between the Grantee, delegate and partner agencies.	November 2014	\$3,200		BP

ITEM III-D - ACTION

APPROVAL OF FISCAL 2014-2015 SACRAMENTO COUNTY PROGRAM
OPTIONS/GRANTEE AND DELEGATE AGENCIES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve Fiscal Year 2014-2015 Sacramento County Program Options/Grantee and Delegate Agencies.

RECOMMENDATION:

Approve Fiscal Year 2014-2015 Sacramento County Program Options/Grantee and Delegate Agencies.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

HEAD START – Page 1 of 2

SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES FY 2014-2015
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AGENCY	Total Funded Enrollment	OPTION 1 (CB) Full-Day Collab. 5 days/week 10 hrs/day 47-49 weeks	OPTION 2 (CB) Full-Day Collab 5 days/week 9 hrs/day 49 weeks	OPTION 3 (CB) Full-Day Collab 5 days/week 8 hrs/day 43 or 49 weeks	OPTION 4 (CB) Full Day Collab. 5 days/week 6.5 hrs/day 32-36 weeks	OPTION 5 (CB) Full Day Collab 5 days/week 8-9 hrs/day 35-36 weeks	OPTION 6 (CB) Part-Day 4 days/week 3.5-4 hrs/day 32-35 weeks
SETA	2,002	44	132	198			340
Elk Grove	480						480
Sacramento City	1,312	112		54	446	143	557
San Juan	700				240		18
Twin Rivers	243					24	
WCIC (Playmate)	120						120
TOTALS	4,857	156	132	252	686	167	1,515

Please refer to individual Program Approach forms for specific detail of the above options.

HEAD START – Page 2 of 2

SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS /GRANTEE & DELEGATE AGENCIES FY 2014-2015

AGENCY	Total Funded Enrollment	<u>OPTION 7</u> (CB) Part-Day/DS* 4 days/week 3.5 hrs/day 32 weeks	<u>OPTION 8</u> (CB) Part Day 4 days/week 6 hrs/day 35 weeks	<u>OPTION 9</u> (CB) Part-Day 5 days/week 4 hrs/day 46 weeks	<u>OPTION 10</u> (HB) Home Base weeks			
SETA	2,002		12	1,180	96			
Elk Grove	480							
Sacramento City	1,312							
San Juan	700	442						
Twin Rivers	243	219						
WCIC (Playmate)	120							
TOTALS	4,857	661	12	1,180	96			

Comments

*DS = Double Session

Please refer to individual Program Approach forms for specific detail of the above options.

EARLY HEAD START

SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES						
FY 2014-2015						
PROGRAM OPTIONS						
AGENCY	Total Funded Enrollment	<u>OPTION 1</u> Full Day 5 days/week 7.5-9 hrs/day 48 weeks	<u>OPTION 2</u> Full Day 5 days/week 7.5-8 hrs/day 49 weeks	<u>OPTION 3</u> (CO) 2 days/week 6.5 hrs/day 48 weeks	<u>OPTION 4</u> (HB) 48 weeks	
SETA	352	112			240	
Sacramento City	147		8*	16***	123	
San Juan	161	48	32**	8****	73	
TOTALS	660	160	40	24	436	
Comments	<p>*For center based option, 178 center-based service days are offered, then the option becomes a home-based model; this program option provides a total of 235 service days.</p> <p>**For center based option, 173 center-based service days are offered, then the option becomes a home-based model; this program option provides a total of 235 service days.</p> <p>***For combination option, 37 center-based days are offered during the school year, bi-weekly home visits are offered during the school year and weekly visits are offered during the summer.</p> <p>***For combination option, 96 center-based days are offered during the school year, bi-weekly home visits are offered during the school year and weekly visits are offered during the summer.</p>					

Please refer to individual Program Approach forms for specific detail on the above options.

EXHIBIT A: (HEAD START - SOP)

**SUMMARY OF FEDERAL FUNDS, CHILDREN TO BE SERVED,
CHILD-ADULT RATIO, AND PROGRAM OPTIONS**

Grantee: Sacramento Employment and Training Agency

Street Address: 925 Del Paso Blvd., Suite 200 **City:** Sacramento, CA **Zip:** 95815

Head Start Director's Name: Denise Lee **Phone:** (916) 263-3804 or (916) 263-3916
E-mail: DENISE@headstart.seta.net

Policy Council Chairperson: LaTasha **Phone:** (916) 821-8959

Street Address: 5090 Warwick Avenue **City:** Sacramento **Zip:** 95817

Federal Share

PA 25 (Basic)	\$24,145,673
PA 26 (T&TA)	\$335,361
COLA @ 1.3%	\$313,894
	<hr/>
	\$24,794,928

Local Share: (25% of total Federal share or 20% of total program cost) \$ 6,198,732
Total Program Costs: \$30,993,660

Program Information - Center Based/Full Day	GRANTEE
(a) Number of children to be enrolled:	44
(b) Child/Adult Ratio:	8:1
(c) Number of handicapped children to be enrolled:	5
(d) Number of weeks per year that program will operate: Start date: 08/01/2014 End date: 07/31/2015 (Calendar C)	48
(e) Number of classes:	2
(f) Number of classroom operation hours per day:	10
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	50
(i) Number of classroom operations days per year:	244
(j) Number of teachers:	2
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	N/A
(m) Number of paid teacher aides/child care teachers:	6
(n) Number of home visits per year:	2

Program Information - Center Based/Full Day	GRANTEE
(a) Number of children to be enrolled:	132
(b) Child/Adult Ratio:	8:1
(c) Number of handicapped children to be enrolled:	13
(d) Number of weeks per year that program will operate: Start date: 08/01/2014 End date: 07/31/2015 (Calendar C)	48
(e) Number of classes:	6
(f) Number of classroom operation hours per day:	9
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	45
(i) Number of classroom operations days per year:	244
(j) Number of teachers:	6
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	N/A
(m) Number of paid teacher aides/child care teachers:	16
(n) Number of home visits per year:	2

Program Information - Center Based/Full Day	GRANTEE
(a) Number of children to be enrolled:	198
(b) Child/Adult Ratio:	8:1
(c) Number of handicapped children to be enrolled:	20
(d) Number of weeks per year that program will operate: Start date: 08/01/2014 End date: 07/31/2015 (Calendar C)	48
(e) Number of classes:	9
(f) Number of classroom operation hours per day:	8
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	40
(i) Number of classroom operations days per year:	244
(j) Number of teachers:	9
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	N/A
(m) Number of paid teacher aides/child care teachers:	22
(n) Number of home visits per year:	2

Program Information - Center Based/Part Day	GRANTEE
(a) Number of children to be enrolled:	12
(b) Child/Adult Ratio:	8:1
(c) Number of handicapped children to be enrolled:	2
(d) Number of weeks per year that program will operate: Start date: 08/01/2014 End date: 07/31/2015 (Calendar A)	35
(e) Number of classes:	1
(f) Number of classroom operation hours per day:	6
(g) Number of classroom operation days per week:	4
(h) Number of classroom operation hours per week:	30
(i) Number of classroom operations days per year:	141
(j) Number of teachers:	1
(k) Number of teacher hours per week:	40
(l) Number of double sessions (same teacher in AM & PM class):	N/A
(m) Number of paid teacher aides/child care teachers:	1
(n) Number of home visits per year:	2

Program Information - Center Based/Part Day	GRANTEE
(a) Number of children to be enrolled:	1,180
(b) Child/Adult Ratio:	10:1
(c) Number of handicapped children to be enrolled:	118
(d) Number of weeks per year that program will operate: Start date: 08/04/2014 End date: 07/31/2015 (Calendar B)	46
(e) Number of classes:	59
(f) Number of classroom operation hours per day:	4
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	20
(i) Number of classroom operations days per year:	230
(j) Number of teachers:	59
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	N/A
(m) Number of paid teacher aides/child care teachers:	59
(n) Number of home visits per year:	2

Program Information - Center Based/Part Day Traditional	GRANTEE
(a) Number of children to be enrolled:	340
(b) Child/Adult Ratio:	10:1
(c) Number of handicapped children to be enrolled:	34
(d) Number of weeks per year that program will operate: Start date: 08/25/2014 End date: 05/28/2015 (Calendar A)	35
(e) Number of classes:	17
(f) Number of classroom operation hours per day:	3.5
(g) Number of classroom operation days per week:	4
(h) Number of classroom operation hours per week:	14
(i) Number of classroom operations days per year:	141
(j) Number of teachers:	17
(k) Number of teacher hours per week:	35
(l) Number of double sessions (same teacher in AM & PM class):	N/A
(m) Number of paid teacher aides/child care teachers:	9
(n) Number of home visits per year:	2

Program Information – Home Based	GRANTEE
(a) Number of children to be enrolled:	96
(b) Number of home visitors:	8
(c) Number of families per home visit:	12
(d) Number of home visits per child per month:	4
(e) Number of home visits per child per year:	48
(f) Number of hours per home visit:	1.5
(g) Number of socialization experiences per child per month:	2
(h) Number of hours per socialization:	3
(i) Number of weeks of home-based operation per year:	48
(j) Number of weekly hours of home visitor employment:	40
(k) Number of weeks of home visitor employment:	52
(l) Home visits will begin on 8/1/12 and end on 7/31/13	--

EXHIBIT A: (EARLY HEAD START - SOP)

**SUMMARY OF FEDERAL FUNDS, CHILDREN TO BE SERVED,
CHILD-ADULT RATIO AND PROGRAM OPTIONS**

Grantee: Sacramento Employment and Training Agency

Street Address: 925 Del Paso Blvd., Suite 200 **City:** Sacramento, CA **Zip:** 95815

Head Start Director's Name: Denise Lee **Phone:** (916) 263-3804 or (916) 263-3916
E-mail: DENISE@headstart.seta.net

Policy Council Chairperson: LaTasha Windham **Phone:** (916) 821-8959

Street Address: 5090 Warwick Avenue **City:** Sacramento **Zip:** 95817

Federal Share

PA 25 (Basic)	\$ 3,997,292
PA 26 (T&TA)	\$ 121,618
COLA @ 1.3%	\$ 51,965
TOTAL	\$ 4,170,875

Local Share: (25% of total Federal share or 20% of total program cost) \$1,042,719
Total Program Costs: \$5,213,594

Program Information – Center Based/Full Day	TOTAL
(a) Number of children to be enrolled:	48
(b) Child/Adult Ratio:	4:1
(c) Number of handicapped children to be enrolled:	5
(d) Number of weeks per year that program will operate: i. First day of class: <u>08/1/2014</u> Last day of class: <u>07/31/2015</u>	49
(e) Number of classes (groups of 4 children):	12
(f) Number of classroom operation hours per day:	9
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	45
(i) Number of classroom operation days per year:	244
(j) Number of teachers:	12
(k) Number of teacher hours per week:	40
(l) Number of double sessions (same teacher in AM and PM class):	N/A
(m) Number of paid teacher aides:	24
(n) Number of home visits per year:	2

Program Information - Center Based/Full Day	TOTAL
(a) Number of children to be enrolled:	64
(b) Child/Adult Ratio:	4:1
(c) Number of handicapped children to be enrolled:	6
(d) Number of weeks per year that program will operate: i. First day of class: <u>08/1/14</u> Last day of class: <u>07/31/15</u>	49
(e) Number of classes (groups of 4 children):	16
(f) Number of classroom operation hours per day:	8
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week:	40
(i) Number of classroom operation days per year:	244
(j) Number of teachers:	16
(k) Number of teacher hours per week:	40
(l) Number of double sessions (same teacher in AM and PM class):	N/A
(m) Number of paid teacher aides:	32
(n) Number of home visits per year:	2

Program Information - Home-Based	Totals
(a) Number of children to be enrolled:	240*
(b) Number of home visitors (EHS Educators):	20
(c) Number of families per home visitor:	12
(d) Number of home visits per child per month:	4
(e) Number of home visits per child per year:	48
(f) Number of hours per home visit:	1.5
(g) Number of socialization experiences per child per month:	2
(h) Number of hours per socialization:	3
(i) Number of weeks of home-based operation per year:	48
(j) Number of weekly hours of home visitor employment:	40
(k) Number of weeks of home visitor employment:	52

*This number reflects 24 slots restored from sequestration

ITEM IV- A – INFORMATION

STANDING INFORMATION

BACKGROUND:

This agenda item provides an opportunity for information to be shared on the following:

- A. Standing Information Items
- PC/PAC Calendar of Events – Ms. Jasmine Jamison
 - Parent/Staff Recognitions – Ms. Jasmine Jamison
 - Community Resources-Parents/Staff – Ms. Jasmine Jamison
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson
 - Child Care Center Food Menu (attached)
 - Community Resources – Parents/Staff: Ms. Jasmine Jamison

NOTES:

May

2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>Thursday, April 17 – 10:30 a.m. – PAC Food Services Committee Thursday, April 24 – 9:00 a.m. PC Executive Committee Friday, April 25 – 1:00 p.m. PC/PAC MAAC Committee Monday, April 28 – 9:30 a.m. PC/PAC Bylaws Committee</p>				1	2 8:30 a.m. registration Toastmaster's Public Speaking Shasta Room; 9:00 a.m. training begins.	3
4	5 9:00 a.m. PAC Executive Committee Meeting Olympus Room	6	7 1:00 p.m. Social/Hospitality Committee Olympus Room	8 11:00 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	9	10
11	12	13 9:00 a.m. Budget/Planning Committee Meeting Oak Room 9:00 a.m. Elk Grove PC Meeting Prairie PreK 2 5251 Valley Hi Drive Sacramento 95823	14	15 8:30 a.m. Twin Rivers PC Meeting 155 Morey Avenue Sacramento 95838	16 1:00 p.m. Parent Ambassador Olympus Room	17
18	19	20 9:00 a.m. PAC Meeting SETA Board Room	21 5:15 p.m. WCIC PC Meeting 3555 3rd Avenue Sacramento 95817	22 9:00 a.m. PAC Executive Committee Meeting Olympus Room	23	24
25	26	27 9:00 a.m. PC Meeting SETA Board Room	28	29 9:00 a.m. PC Executive Committee Meeting Olympus Room 10:30 a.m. PC/PAC Bylaws Olympus Room	30 1:00 p.m. MAACC Meeting Olympus Room	31

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Food Services Committee	Thursday, April 17, 2014 10:30 a.m. Olympus Room
PC Executive Committee	Thursday, April 24, 2014 9:00 a.m. Olympus Room
PC/PAC Men's Activities Affecting Children Committee	Friday, April 25, 2014 1:00 p.m. Olympus Room
PC/PAC Bylaws Committee	Monday, April 28, 2014 9:30 a.m. Olympus Room
Toastmaster's Training	Friday, May 2, 2014 8:30 a.m. Registration 9:00 a.m. – 1:00 p.m. Shasta Room (lunch will be provided)
PAC Executive Committee	Monday, May 5, 2014 9:00 a.m. Olympus Room
PC/PAC Social/Hospitality Committee	Wednesday, May 7, 2014 1:00 p.m. Olympus Room
Budget/Planning Committee	Tuesday, May 13, 2014 9:00 a.m. Oak Room
Parent Ambassador	Friday, May 16, 2014 1:00 p.m. Olympus Room
PAC Executive Committee	Thursday, May 22, 2014 9:00 a.m. Olympus Room
PC Executive Committee	Thursday, May 29, 2014 9:00 a.m. Olympus Room

PC/PAC CALENDAR OF EVENTS
(continued)

EVENT

DATE

PC/PAC Bylaws Committee	Thursday, May 29, 2014 10:30 a.m. Olympus Room
PC/PAC Men's Activities Affecting Children Committee	Friday, May 30, 2014 1:00 p.m. Olympus Room

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

EVENT



DATE

PC/PAC Men's Activities Affecting Children Committee	Friday, April 25, 2014 1:00 p.m. Olympus Room
PC/PAC Men's Activities Affecting Children Committee	Friday, May 30, 2014 1:00 p.m. Olympus Room

SETA Head Start Menu

April 2014

*We Serve 1% Lowfat Milk

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 7		<p>1</p> <p>Breakfast: Oatmeal, Pineapple Tidbits, Milk Lunch: Macaroni & Cheese, Green Beans, Strawberries or Tangerine, Milk Snack: Strawberry Waffle, Crackers, Milk</p>	<p>2</p> <p>Breakfast: Rice Krispies Cereal, Diced Peaches, Milk Lunch: BBQ Chicken on Whole Wheat Bun, Whole Kernel Corn, Cantaloupe, Milk Snack: Hummus, Pita Chips</p>	<p>3</p> <p>Breakfast: French Toast Sticks, Apple, Milk Lunch: Beef Meatloaf and Sauce, Mashed Potatoes, Mini Whole Grain Bun, Canned Apricots, Milk Snack: Strawberry Yogurt Fruit Cup</p>	<p>4</p> <p>Breakfast: Blueberry Muffin Loaf, Banana, Milk Lunch: Sliced Turkey on Whole Wheat Bread, Carrot Sticks, Kiwi, Milk Snack: Sunrise Bites Crackers, Apple</p>
Week 1	<p>7</p> <p>Breakfast: Pancakes, Diced Pear, Milk Lunch: Lemon Pepper Chicken, Peas & Carrots, Brown Rice, Orange, Milk Snack: Cottage Cheese, Cheese-It Crackers</p>	<p>8</p> <p>Breakfast: Cheerios Cereal, Cantaloupe, Milk Lunch: Cheese Sandwich, Potato Salad, Apple, Milk Snack: Strawberry Waffle Crackers, Milk</p>	<p>9</p> <p>Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Build a Burrito: Beans, Tortilla, Cheese, Lettuce, Tomato, Tangerine or Strawberries, Milk Snack: Sunrise Bites Crackers, Banana</p>	<p>10</p> <p>Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk Lunch: Spanish Rice with Chicken, Whole Kernel Corn, Kiwi, Milk Snack: Apple Slices, Sun Butter</p>	<p>11</p> <p>Breakfast: Blueberry Muffin Loaf, Banana, Milk Lunch: Turkey Ham on Whole Wheat Bread, Cantaloupe, Baby Carrots, Milk Snack: Whole Wheat Tortilla, Bean Dip</p>
Week 2	<p>14</p> <p>Breakfast: Multi Grain Flakes Cereal, Apple, Milk Lunch: Beef BBQ Burger, Whole Wheat Bun, Mixed Vegetables, Cantaloupe, Milk Snack: Strawberry Banana Yogurt, Orange</p>	<p>15</p> <p>Breakfast: French Toast Sticks, Diced Pear, Milk Lunch: Chicken Drumstick, Corn Bread Muffin, Sweet Potatoes, Apple or Watermelon, Milk Snack: Scooby-Do! Cereal, Milk</p>	<p>16</p> <p>Breakfast: Oatmeal Cereal, Raisins, Pineapple Tidbits, Milk Lunch: Orange Chicken & Vegetables, Brown Rice, Strawberries or Tangerine, Milk Snack: Hummus, Vegetable Stick Melody</p>	<p>17</p> <p>Breakfast: Crispix Cereal, Banana, Milk Lunch: Turkey Ham on Whole Wheat Bread, Chicken Noodle Soup, Baby Carrots, Orange, Milk Snack: Nutri Grain Bar, Milk</p>	<p>18</p> <p>Breakfast: Dreamy Orange Muffin Loaf, Apple, Milk Lunch: Sliced Turkey on Whole Wheat Croissant, Sliced Cucumbers, Kiwi, Milk Snack: American Cheese Quesadilla</p>
Week 3	<p>21</p> <p>Breakfast: Kashi Berry Blossoms Cereal, Orange, Milk Lunch: Macaroni & Cheese, Green Peas, Cantaloupe, Milk Snack: Sound Bites Crackers, Milk</p>	<p>22</p> <p>Breakfast: Waffle Sticks, Banana, Milk Lunch: Beef Ravioli, Mini Whole Grain Bun, Spinach Salad, Orange, Milk Snack: Apple Slices, Sun Butter</p>	<p>23</p> <p>Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Chicken Fajitas, Whole Kernel Corn, Kiwi, Milk Snack: Raspberry Yogurt Fruit Cup</p>	<p>24</p> <p>Breakfast: Whole Wheat Bagel, Banana, Milk Lunch: Sliced Turkey on Whole Wheat Bread, Vegetarian Vegetable Soup, Tangerine or Strawberries, Milk Snack: Cottage Cheese, Pineapple Tidbits</p>	<p>25</p> <p>Breakfast: Banana Muffin Loaf, Orange, Milk Lunch: Swiss-American Cheese on Whole Wheat Bread, Zucchini Sticks, Canned Apricots, Milk Snack: Kiwi, Strawberry Waffle Crackers</p>
Week 4	<p>28</p> <p>Breakfast: Scooby-Do! Cereal, Cantaloupe, Milk Lunch: Beef Hamburger, Whole Wheat Bun, Whole Kernel Corn, Kiwi, Milk Snack: Cheese-It Crackers, Canned Apricots</p>	<p>29</p> <p>Breakfast: Whole Wheat Bagel, Orange, Milk Lunch: Teriyaki Chicken, Brown Rice, Sunomono Salad, Apple, Milk Snack: Whole Grain Cheerios Cereal, Milk</p>	<p>30</p> <p>Breakfast: Oatmeal Cereal, Banana, Milk Lunch: Turkey Spaghetti, Green Salad, Orange, Milk Snack: Nutri Grain Bar, Diced Peaches</p>		

	lunes	martes	miércoles	jueves	viernes
Semana 7		<p>1</p> <p>Desayuno: Avena, Piña Machacada, Leche. Comida: Macarrón con Queso, Ejotes, Fresas o Tanjarina, Leche. Bocadillo: Waffle de Fresa, Galletas Saladas, Leche.</p>	<p>2</p> <p>Desayuno: Cereal Rice Krispies, Durazno Picado, Leche. Comida: Pollo Asado, Pan de Trigo Integral, Granos de Elote, Melón, Leche. Bocadillo: Puré de Garbanzos, Trocizcos de Pita.</p>	<p>3</p> <p>Desayuno: Baritas de Pan Francés Tostado, Manzana, Leche. Comida: Pastel de Carne de Res con Salsa, Puré de Papa, Minipan de Grano Integral, Chabacanos Enlatados, Leche. Bocadillo: Taza con Fresas y Yogur.</p>	<p>4</p> <p>Desayuno: Barra de Mollete con Arándanos Azules, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Baritas de Zanahoria, Kiwi, Leche. Bocadillo: Galletas de Arroz, Golosinas de Piña.</p>
Semana 1	<p>7</p> <p>Desayuno: Jotqueis (Pancakes), Pera Picada, Leche. Comida: Pollo con Limón y Pimienta, Chicharos y Zanahorias, Arroz Integral, Naranja, Leche. Bocadillo: Requesón, Galletas Cheese-It.</p>	<p>8</p> <p>Desayuno: Cereal Cheerios, Melón, Leche. Comida: Sandwich de Queso, Ensalada de Papa, Manzana, Leche. Bocadillo: Dinosaurios de Galletas de Limón, Mango.</p>	<p>9</p> <p>Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Haga su Propio Burrito, Frijoles, Tortilla, Queso, Lechuga, Jitomate, Tanjarina o Fresas, Leche. Bocadillo: Minigalletas Sunrise Bites, Plátano.</p>	<p>10</p> <p>Desayuno: Bagel de Trigo Integral, Piña Machacada, Leche. Comida: Arroz Español con Pollo, Granos de Elote, Kiwi, Leche. Bocadillo: Rebanadas de Manzana, Manteguilla Sun.</p>	<p>11</p> <p>Desayuno: Barra de Mollete con Arándanos Azules, Plátano, Leche. Comida: Jamón de Pavo en Pan de Trigo Integral, Melón, Zanahorias Tiernas, Leche. Bocadillo: Puré de Frijoles, Tortilla de Trigo Integral..</p>
Semana 2	<p>14</p> <p>Desayuno: Ojuelas de Cereal Multigrano, Manzana, Leche. Comida: Hamburguesa de Res, Pan de Trigo Integral, Verduras Mixtas, Melón, Leche. Bocadillo: Naranja, Yogur de Fresa y Plátano.</p>	<p>15</p> <p>Desayuno: Baritas de Pan Francés Tostado, Pera Picada, Leche. Comida: Pierna de Pollo, Mollete de Pan de Maíz, Camote, Manzana o Sandía, Leche. Bocadillo: Cereal Scooby-Do!, Leche.</p>	<p>16</p> <p>Desayuno: Cereal de Avena, Piña Machacada, Pasas, Leche. Comida: Pollo a la Naranja, Arroz Integral, Fresas o Tanjarina, Leche. Bocadillo: Puré de Garbanzos, Baritas de Verduras.</p>	<p>17</p> <p>Desayuno: Cereal Crispix, Plátano, Leche. Comida: Rebanada de Jamón de Pavo, Pan de Trigo Integral, Sopa de Pollo y Tallarines, Zanahorias Tiernas, Naranja, Leche. Bocadillo: Barra Nutri Grain, Leche.</p>	<p>18</p> <p>Desayuno: Barra de Mollete Dreamy Orange, Manzana, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Rebanadas de Pepino, Kiwi, Leche. Bocadillo: Quesadilla de Queso Americano.</p>
Semana 3	<p>21</p> <p>Desayuno: Cereal Kashi Berry Blossoms, Naranja, Leche. Comida: Macarrón con Queso, Chicharos, Melón, Leche. Bocadillo: Galletas Saladas Sound Bites, Leche.</p>	<p>22</p> <p>Desayuno: Baritas de Waffle, Plátano, Leche. Comida: Ravioli de Res, Minipan de Grano Integral, Ensalada de Espinacas, Naranja, Leche. Bocadillo: Rebanadas de Manzana, Mantequilla Sun.</p>	<p>23</p> <p>Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Haga su Propio Burrito, Frijoles, Tortilla, Queso, Lechuga, Jitomate, Tanjarina o Fresas, Leche. Bocadillo: Taza de Fruta de Frambuesa y Yogur.</p>	<p>24</p> <p>Desayuno: Bagel de Trigo Integral, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Sopa Vegetariana de Verduras, Tanjarina o Fresas, Leche. Bocadillo: Requesón, Piña Machacada.</p>	<p>25</p> <p>Desayuno: Barra de Mollete con Plátano, Naranja, Leche. Comida: Queso Suizo, Pan de Trigo Integral, Baritas de Calabacita, Chabacano Picado, Leche. Bocadillo: Galletas de Waffle de Fresa, Kiwi.</p>
Semana 4	<p>28</p> <p>Desayuno: Cereal Scooby-Do!, Melón, Leche. Comida: Hamburguesa de Res, Pan de Trigo Integral, Granos de Elote, Kiwi, Leche. Bocadillo: Galletas Saladas Cheese-It, Chabacano Enlatado.</p>	<p>29</p> <p>Desayuno: Bagel de Trigo Integral, Naranja, Leche. Comida: Pollo Teriyaki, Arroz Integral, Ensalada Sunomono, Manzana, Leche. Bocadillo: Cereal Cheerios de Grano Integral, Leche.</p>	<p>30</p> <p>Desayuno: Cereal de Avena, Plátano, Leche. Comida: Espagueti con Carne de Pavo, Ensalada Verde, Naranja, Leche. Bocadillo: Barra Nutri Grain, Durazno Picado.</p>		

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 March 6, 2014 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, March 6, 2014
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Councilmember Allen Warren called the meeting to order at 10:01 a.m.

Members Present:

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

⇒ **CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The board went into closed session at 10:03 a.m. The board went into open session at 10:18 a.m. Mr. Greg Thatch stated that there was no report out of closed session.

Mr. Nottoli arrived at 10:06 a.m.

II. **Consent Items**

- A. Minutes of the February 6, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Out-of-State Travel to Attend the WIPFLI OMB "Super Circular" Training Workshop
- D. Ratification of the Submission of an Application to the Sierra Health Foundation for the 2014 Responsive Grants Program-Round One
- E. Approval of Staff Recommendation for the Adult Vendor Services (VS) List

The consent items were reviewed; there were no questions or corrections.

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

- A. Approve the February 6, 2014 minutes as distributed.
- B. Approve the claims and warrants for the period 1/26/14 through 2/28/14.

- C. Approve out-of-state travel to the WIPFLI OMB “Super Circular” Training Workshop for an approximate cost of \$1,500.
- D. Ratify the submission of the application to round one of Sierra Health Foundation’s Responsive Grants Program funding opportunity to launch a 12-month outreach and marketing campaign, conduct staff development training and hold targeted outreach events aimed at increasing enrollments in SETA’s TTW Program.
- E. Approve the recommendation to add Northern California Construction Training, Inc. to the Adult Vendor Services List.
Roll call vote:
Aye: 4 (Nottoli, Scherman, Yee, Warren)
Nay: 0
Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.
Community Services Block Grant: None.

One Stop Services

- 1. Approval to Release a Request for Proposals (RFP) for Office and Classroom Space for a Job Center

Ms. Robin Purdy reviewed this board item asking for approval to release an RFP for the south city/south county area. The Agency has had a job center on Franklin Blvd. for almost 20 years. The lease is up September 2014.

Ms. Purdy noted a change in the RFP; the RFP will be corrected to show the due date as April 18, 4:00 p.m. In addition, staff will be adding language for allowance of electronic submission of proposals. Proposers will be asked to provide information regarding access to public transportation. The final RFP will include a calendar and a map of the proposed area.

Ms. Scherman requested to move the line southward to Laguna Blvd.

The language in the proposal and the map will match each other. The map will be attached to the RFP.

Moved/Scherman, second/Nottoli, to approve the release of a Request for Proposals for Office and Classroom space for a Job Center in South Sacramento.

Roll call vote:
Aye: 4 (Nottoli, Scherman, Yee, Warren)

Nay: 0
Abstentions: 0

C. CHILDREN AND FAMILY SERVICES:

1. Approval of 2014-2017 Countywide Head Start/Early Head Start 3-Year Goals

Ms. Robyn Caruso stated that the community assessment is required to be done every three years. This provides a firm understanding of the needs in the community. This also drives the fiscal decisions and the provision of services.

In January, Ms. Caruso gathered a large group of stakeholders, including staff, delegate staff and parents to gather data for the community assessment. A vote was taken to decide the top three areas on which services should be focused. Details of the Community Assessment were thoroughly presented by Ms. Caruso.

Mr. Schenirer arrived at 10:23 a.m.

Mr. Schenirer spoke of how important it is for parents to learn of insurance coverage availability for their children.

Grantee and delegate providers are developing their own goals similar to those offered for approval.

Ms. Scherman asked what happens to children that do not receive the proper immunizations? Ms. Denise Lee stated that when children do not have up-to-date immunizations, it is mostly because the family has signed a waiver due to religious or other preference of the family. This will be changing because the doctor will be required to validate the waiver. Ms. Lee stated that staff works very hard to educate parents about the value of immunizing their children.

Mr. Yee left at 10:35 a.m.

Mr. Warren asked how children are dealt with when they come to class sick. Ms. Lee replied that the agency has policies and procedures for dealing with children who come to school ill. If children are sick when they arrive to school, they are sent home and depending on the illness, they can come back with a doctor's release

Mr. Schenirer inquired if there are there metrics in place to provide results that show a goal has been met? Ms. Caruso replied that after the January assessment meeting, the delegates each went back with their planning team and developed their own objectives for each program year. There will be certain objectives for each of the three years and each of the objectives are measurable. As part of the refunding application, results are measured and reported.

In response to a question from the Board, Mr. Thatch stated that the Governing Board cannot take a position on state issues because this Agency's funding comes from the state. It is fine to get all of the information the board wants, but the agency cannot take a stand one way or the other. Ms. Kossick stated that the board can request any kind of presentation and staff would be willing to reach out to the legislators.

Moved/Schenirer, second/Nottoli, to approve the 2014-2017 countywide Head Start/Early Head Start Three-year Goals.

Roll call vote:

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

Nay: 0

Abstentions: 0

IV. Information Items

- A. Media Coverage Summary for the Period July 1, 2013 – December 31, 2013: Ms. Carpenter reported that the Agency is averaging two stories per month and she is always trying to get more stories in the media. Ms. Scherman stated that she has a contact at the Elk Grove Citizen; she offered to provide the contact information. The Citizen also runs a web site and for a minimal fee they will run a banner ad on their web site.
- B. Sacramento Works Workforce Investment Board Named a High Performance WIB: Ms. Kossick thanked Ms. Purdy and her staff for their hard work that went into achieving the High Performing WIB status; only 16 WIBs in the state have been named a High Performance WIB.
- C. Fiscal Monitoring Reports: No comments.
- D. Employer Success Stories and Activity Report: Mr. Walker staff has been working with Volt to hire a number of employees.;
- E. Dislocated Worker Update: Chrysler Dodge in Folsom will be selling the property but not closing their doors.

Mr. Schenirer requested an update on the dislocated workers from Campbell's Soup. He wants to know what is going on with the new ownership and the number of dislocated workers helped.

Ms. Kossick stated that the Labor Market Information from the Employment Development Department was not included in the packet because it had not been received by the time the packet went to publication.

- F. Head Start Reports: Staff is going through a community assessment and grant planning. The sequestration funds have been fully restored. The Agency will be able to restore 147 Head Start and 24 Early Head Start slots that were surrendered during the sequestration. Staff is working with delegate agencies to

restore the Head Start slots in areas identified as the highest needs. Early Head Start slots will be restored with River Oak Center for Children, where they originally were served. There will be a 1.3% COLA in the new grant which begins August 1.

Ms. Lee has not yet received notification of SETA's federal review but she expects it to be around the end of April.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.
- C. Deputy Directors: No reports.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman stated that Apple has an Elk Grove call center and within that call center is a unit that has Spanish speaking employees; they are in dire need for fluent Spanish speakers.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 10:57 a.m.

ITEM V
COMMITTEE REPORTS

➔ Executive Committee

Critique of the March 18, 2014 Parent Advisory Committee meeting.

GOOD!!!
Board involvement.
Thank you, Ms. Karen Gonzales, for a very informative School Readiness & Children's Outcome presentation.
Thank you, Ms. D'et Patterson, for sharing budget information.
Thank you, Ms. Denise Lee, for planned budget meeting after PAC board meeting.
Great job, Ms. Jasmine Jamison, Chair, for facilitating the board meeting.
NEEDS IMPROVEMENT
Attendance.
Please be recognized by the Chair before speaking.
Please be recognized by the Chair before leaving your seat.
Arrive on time and be seated by 8:50 a.m. to start the meeting.
Switch your phone/lpad to off.
Absolutely no side barring.
REMINDERS
Absolutely no food in the board room. No exceptions.
Please be careful of beverage spills in the board room and break room.
Please refrain from dropping food in the break room.

➤ Budget/Planning Committee: Lenda Wheeler, Derek Adams, Annette Pettis, Jasmine Jamison

➤ Personnel/Bylaws Committee: Derek Adams, Clifton Tucker, Jasmine Jamison, Alacya Harris

ITEM V (continued)
Page 2

- Parent, Family & Community Engagement & Early Childhood Development & Health Services Committee: Jasmine Jamison, Derek Adams, Annette Pettis, Lenda Wheeler

- Men's Activities Affecting Children Committee (MAACC): Clifton Tucker, Justin Fietzek, Derek Adams, Jasmine Jamison.

- Social/Hospitality Committee: Alacya Harris, Lenda Wheeler, Jasmine Jamison Annette Pettis

- Parent Ambassador Report: Kenneth Tate, Alacya Harris, Lenda Wheeler, Annette Pettis, Derek Adams, Jasmine Jamison.

ITEM VI

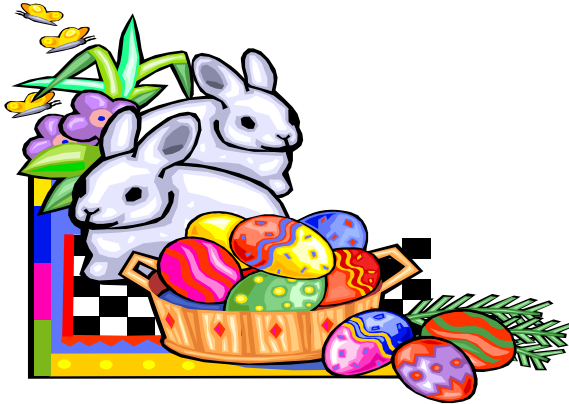
OTHER REPORTS

BACKGROUND:

This agenda item provides an opportunity for other reports to be shared with PAC.

- Chair's Report
- Policy Council Report(s): Mr. Derek Adams, Ms. Angeles Soberanes, Mr. Kenneth Tate, Ms. LaTasha Windham, Ms. Alacya Harris, and Ms. Lenda Wheeler
- Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report (attached)
- Head Start Managers' Reports
 - ✓ Program Support Services Report – Ms. Brenda Campos
 - ✓ Parent/Family Support Report – Ms. Lisa Carr
 - ✓ Child Development & Education Services Report – Ms. Karen Gonzales

NOTES:



Monthly Head Start Report April 2014

SETA Operated Program

Family Engagement

Our male involvement program has been going strong, with Daddy and Me breakfasts and lunches happening at a variety of early learning sites. Men are given the opportunity to have a meal with their child, to participate in circle time activities, and then meet as a group to talk about the importance of male involvement in their child's life, and the correlation to their involvement and increased school success.

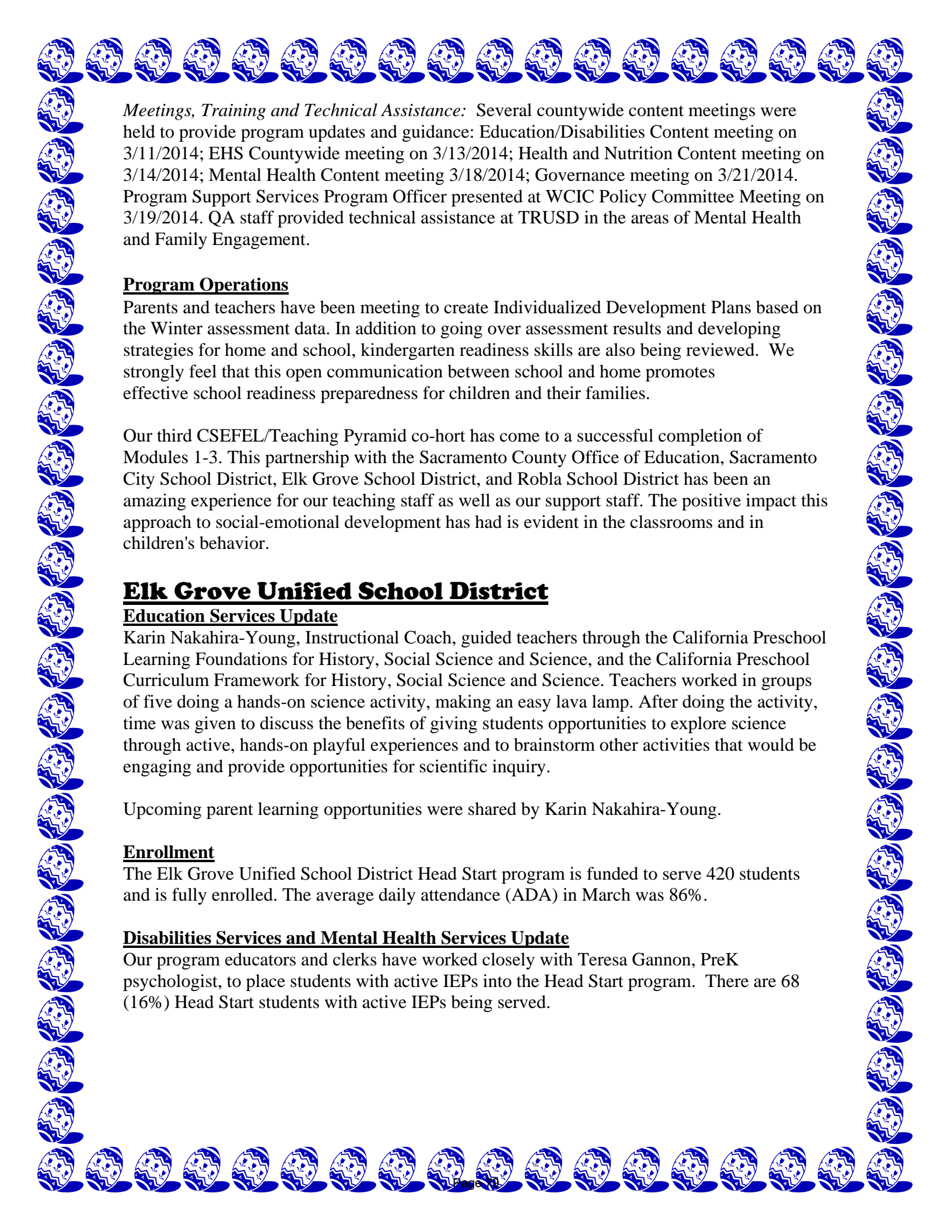
Staff has been extremely busy attending community fairs, providing information about all of the incredible services that Head Start and Early Head Start have to offer. With the launch of our revamped website, staff has been fielding inquiries from families wishing to enroll into the program.

All of our sites were fully enrolled this month and are working hard to ensure not only do the sites stay full, but that children attend daily. We continue to educate parents about the importance of daily attendance and the link to reading and later school success.

Our Positive Solutions for Parents (a six-week social-emotional parenting curriculum) is going strong. We have 18 parents attending, and this year we have been able to offer the class in both English and Spanish. Families are working hard each week, and coming back to talk about the success they are having at home implementing new parenting techniques.

Program Support Services

Quality Assurance Unit: The following programs were monitored for the month of March: SCUSD Head Start/Early Head Start Center-Based Program; TRUSD Head Start and SETA-Operated Programs. Reports are being finalized and will be available soon. New Quality Assurance Analysts joined the unit in March. We welcome James Saetern and Nancy Fugate who joined on March 10, 2014!



Meetings, Training and Technical Assistance: Several countywide content meetings were held to provide program updates and guidance: Education/Disabilities Content meeting on 3/11/2014; EHS Countywide meeting on 3/13/2014; Health and Nutrition Content meeting on 3/14/2014; Mental Health Content meeting 3/18/2014; Governance meeting on 3/21/2014. Program Support Services Program Officer presented at WCIC Policy Committee Meeting on 3/19/2014. QA staff provided technical assistance at TRUSD in the areas of Mental Health and Family Engagement.

Program Operations

Parents and teachers have been meeting to create Individualized Development Plans based on the Winter assessment data. In addition to going over assessment results and developing strategies for home and school, kindergarten readiness skills are also being reviewed. We strongly feel that this open communication between school and home promotes effective school readiness preparedness for children and their families.

Our third CSEFEL/Teaching Pyramid co-hort has come to a successful completion of Modules 1-3. This partnership with the Sacramento County Office of Education, Sacramento City School District, Elk Grove School District, and Robla School District has been an amazing experience for our teaching staff as well as our support staff. The positive impact this approach to social-emotional development has had is evident in the classrooms and in children's behavior.

Elk Grove Unified School District

Education Services Update

Karin Nakahira-Young, Instructional Coach, guided teachers through the California Preschool Learning Foundations for History, Social Science and Science, and the California Preschool Curriculum Framework for History, Social Science and Science. Teachers worked in groups of five doing a hands-on science activity, making an easy lava lamp. After doing the activity, time was given to discuss the benefits of giving students opportunities to explore science through active, hands-on playful experiences and to brainstorm other activities that would be engaging and provide opportunities for scientific inquiry.

Upcoming parent learning opportunities were shared by Karin Nakahira-Young.

Enrollment

The Elk Grove Unified School District Head Start program is funded to serve 420 students and is fully enrolled. The average daily attendance (ADA) in March was 86%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Teresa Gannon, PreK psychologist, to place students with active IEPs into the Head Start program. There are 68 (16%) Head Start students with active IEPs being served.



Health Services Update

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

In March, 11,474 meals were served to our Head Start students. The March Elk Grove Meals and Snack calendars are attached.

Family and Community Partnerships Update

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

“Latino Family Literacy” workshops were held on March 5, 12, and 19, at Samuel Kennedy Elementary School. These classes provided 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. Two (2) families attended these workshops.

“English Family Literacy” workshops were held at Herman Leimbach Elementary School on March 4, 11, 18, and 25. This presentation provided our English speaking families with the same information on literacy, techniques and strategies as those provided in “Latino Family Literacy”. An average of five (5) families attended this workshop.

“Positive Parenting” classes were held in Spanish at Charles Mack Elementary School on March 4, 11, 18, and 24, and in English at David Reese Elementary School on February 4, 11, 18, and 24. These classes teach parents positive approaches to discipline, stress management techniques, communication skills, and developmental milestones. An average of seven (7) parents attended the classes at Charles Mack and an average of four (4) parents attended the classes at David Reese.

Proper car seat installation and use is important to keep children safe. On March 13, a “Car Seat Safety” workshop was held at Herman Leimbach Elementary School. Parents were taught the proper way to install a car seat. Parents were provided with information on the laws and requirements about car seat usage. In addition, each parent received a free car seat. The car seats were donated by Birth and Beyond, Valley Hi Family Resource Center. Eighteen (18) parents took advantage of this wonderful learning opportunity.

“I Am Moving, I Am Learning” was held at Samuel Kennedy Elementary School on March 20. This class teaches parents that children who have daily physical activity perform better in school and how to use simple materials found at home to create fun, physically active experiences for their children. Five (5) families attended this class.



Recruitment

The Head Start classes are fully enrolled. Each school has a waiting list and families are notified when space becomes available.

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allowed to have full enrollment by the end of June for the 2014-2015 school year.

Sacramento City Unified School District

Health and Nutrition

The Child Development Preschool nurses continue to follow-up with parents regarding spring height, weight and Body Mass Index measurements. Referrals are made to Registered Dietitian Karen Ito for parents requesting further nutrition counseling for their child's overweight or underweight status.

Spring Dental Varnish Clinics continue with the nurses conducting follow-up on any preschooler dental concerns noted by the Smile Keepers Dental Hygienist.

The Preschool section of the Child Development Program continues with a nurse vacancy. The Child Development nurses cover the preschool sites for the former nurse's assignments.

The school nurse began mentoring LVN students from CAJ Skills Center this month. The students have had the opportunity to learn sensory screening skills, present a Parent Education class and contact parents by phone for health follow-up.

It has been especially helpful to Nurse Victoria Benson to have a bilingual LVN student to assist with calls to Spanish-speaking families.

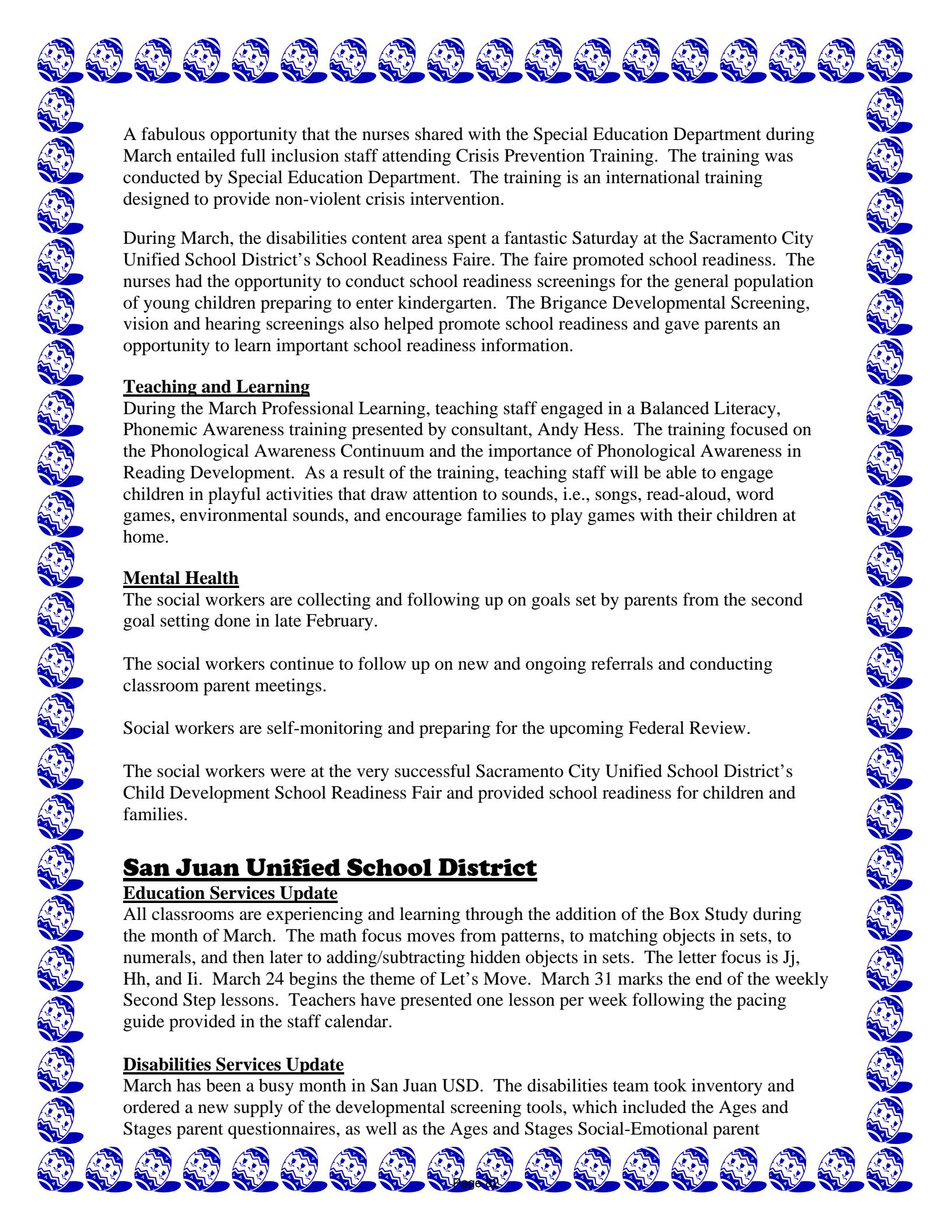
Nurses Lisa Stevens and Victoria Benson have conducted several Parent Education classes this month on topics such as nutrition, dental health and safety.

The Child Development nurses were frequently out at the preschool sites this month conducting sensory re-screens, performing chart audits and conducting safety assessments of the preschool class environment.

Disability

During March, the full inclusion classes held Common Planning Time, the SCOE Special Education teachers and the Sacramento City Unified General Education Teachers had the opportunity to talk about inclusive practices, problem solve and look at some areas of best practices to implement in SCUSD's full inclusion classrooms. This year in particular, the staff has had the opportunity to work side by side and form even stronger relationships designed to embrace inclusive practices for all of the children.

One of the full inclusion sites is working with West Ed as a "partner site" modeling CSEFEL practices. The Sacramento School District is looking towards the possibility of forming a Leadership Team. Teaching staff had the opportunity during the month of March to participate in cohort three of CSEFEL.



A fabulous opportunity that the nurses shared with the Special Education Department during March entailed full inclusion staff attending Crisis Prevention Training. The training was conducted by Special Education Department. The training is an international training designed to provide non-violent crisis intervention.

During March, the disabilities content area spent a fantastic Saturday at the Sacramento City Unified School District's School Readiness Faire. The faire promoted school readiness. The nurses had the opportunity to conduct school readiness screenings for the general population of young children preparing to enter kindergarten. The Brigance Developmental Screening, vision and hearing screenings also helped promote school readiness and gave parents an opportunity to learn important school readiness information.

Teaching and Learning

During the March Professional Learning, teaching staff engaged in a Balanced Literacy, Phonemic Awareness training presented by consultant, Andy Hess. The training focused on the Phonological Awareness Continuum and the importance of Phonological Awareness in Reading Development. As a result of the training, teaching staff will be able to engage children in playful activities that draw attention to sounds, i.e., songs, read-aloud, word games, environmental sounds, and encourage families to play games with their children at home.

Mental Health

The social workers are collecting and following up on goals set by parents from the second goal setting done in late February.

The social workers continue to follow up on new and ongoing referrals and conducting classroom parent meetings.

Social workers are self-monitoring and preparing for the upcoming Federal Review.

The social workers were at the very successful Sacramento City Unified School District's Child Development School Readiness Fair and provided school readiness for children and families.

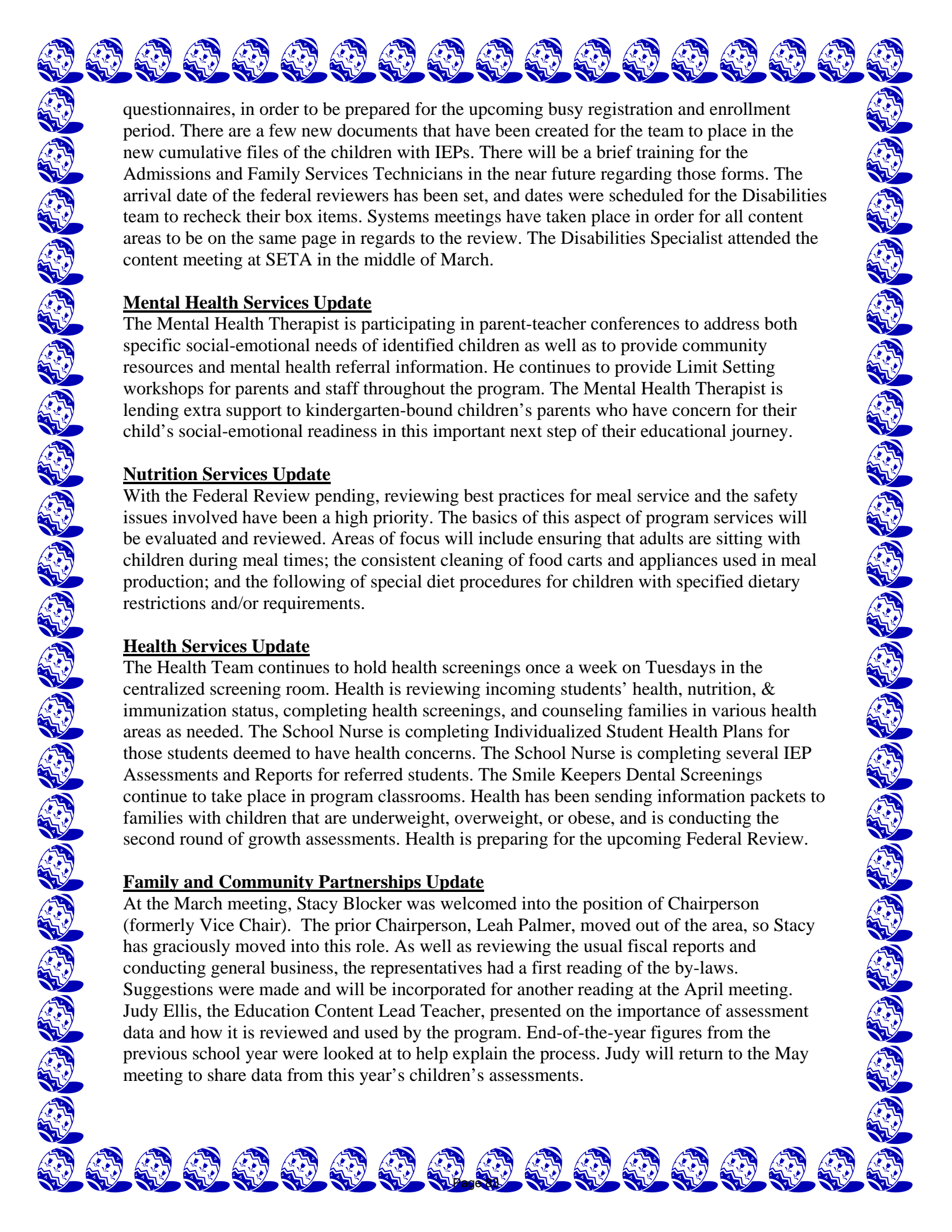
San Juan Unified School District

Education Services Update

All classrooms are experiencing and learning through the addition of the Box Study during the month of March. The math focus moves from patterns, to matching objects in sets, to numerals, and then later to adding/subtracting hidden objects in sets. The letter focus is Jj, Hh, and Ii. March 24 begins the theme of Let's Move. March 31 marks the end of the weekly Second Step lessons. Teachers have presented one lesson per week following the pacing guide provided in the staff calendar.

Disabilities Services Update

March has been a busy month in San Juan USD. The disabilities team took inventory and ordered a new supply of the developmental screening tools, which included the Ages and Stages parent questionnaires, as well as the Ages and Stages Social-Emotional parent



questionnaires, in order to be prepared for the upcoming busy registration and enrollment period. There are a few new documents that have been created for the team to place in the new cumulative files of the children with IEPs. There will be a brief training for the Admissions and Family Services Technicians in the near future regarding those forms. The arrival date of the federal reviewers has been set, and dates were scheduled for the Disabilities team to recheck their box items. Systems meetings have taken place in order for all content areas to be on the same page in regards to the review. The Disabilities Specialist attended the content meeting at SETA in the middle of March.

Mental Health Services Update

The Mental Health Therapist is participating in parent-teacher conferences to address both specific social-emotional needs of identified children as well as to provide community resources and mental health referral information. He continues to provide Limit Setting workshops for parents and staff throughout the program. The Mental Health Therapist is lending extra support to kindergarten-bound children's parents who have concern for their child's social-emotional readiness in this important next step of their educational journey.

Nutrition Services Update

With the Federal Review pending, reviewing best practices for meal service and the safety issues involved have been a high priority. The basics of this aspect of program services will be evaluated and reviewed. Areas of focus will include ensuring that adults are sitting with children during meal times; the consistent cleaning of food carts and appliances used in meal production; and the following of special diet procedures for children with specified dietary restrictions and/or requirements.

Health Services Update

The Health Team continues to hold health screenings once a week on Tuesdays in the centralized screening room. Health is reviewing incoming students' health, nutrition, & immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those students deemed to have health concerns. The School Nurse is completing several IEP Assessments and Reports for referred students. The Smile Keepers Dental Screenings continue to take place in program classrooms. Health has been sending information packets to families with children that are underweight, overweight, or obese, and is conducting the second round of growth assessments. Health is preparing for the upcoming Federal Review.

Family and Community Partnerships Update

At the March meeting, Stacy Blocker was welcomed into the position of Chairperson (formerly Vice Chair). The prior Chairperson, Leah Palmer, moved out of the area, so Stacy has graciously moved into this role. As well as reviewing the usual fiscal reports and conducting general business, the representatives had a first reading of the by-laws. Suggestions were made and will be incorporated for another reading at the April meeting. Judy Ellis, the Education Content Lead Teacher, presented on the importance of assessment data and how it is reviewed and used by the program. End-of-the-year figures from the previous school year were looked at to help explain the process. Judy will return to the May meeting to share data from this year's children's assessments.



Transition Services Update

Successful transitions for students begin at the start of the school year with the many activities that prepare the children for kindergarten. This time of year, the teachers have gathered a great deal of data and parent input to make sure the remaining weeks are used to target readiness skills to aid in the transition from preschool to elementary school. Kindergarten is being discussed in the classrooms with expectations modeled and practiced for the children. Students will soon be visiting kindergarten classrooms and the teachers are busy preparing articulation cards to pass on to the kindergarten teachers.

Program Support/Staff Training Update

Teachers received the third session of trainings pertaining to how Preschool Learning Foundations align with the elementary Common Core standards. The focus was on read aloud strategies. Teachers were also given the opportunity to analyze their latest DRDP class data and to complete the DRDP Summary of Findings/Action Plan for the second assessment period.

Fiscal Update

March has been a month of preparation. The first preparation was the fiscal and attendance reports due March 10 for both the Head Start and Early Head Start Programs. The second involved preparing the 2014-15 HS/EHS Budget for submission to both SETA and to the San Juan Unified School District Board for approval. Thirdly, meetings were held between the Fiscal Team and the Preschool and Infant/Toddler Coordinators so that the Head Start and other preschool budgets, as well as Early Head Start and other infant/toddler programs, were ready to be entered online into the district's fiscal system for fiscal year 2014-15. And finally, the last task involved preparing all of the Child Development Funds, including Head Start and Early Head Start, for 3rd Interims. With all of this going on, March was a very busy month as budget and 3rd Interims carry on into April.

Early Head Start

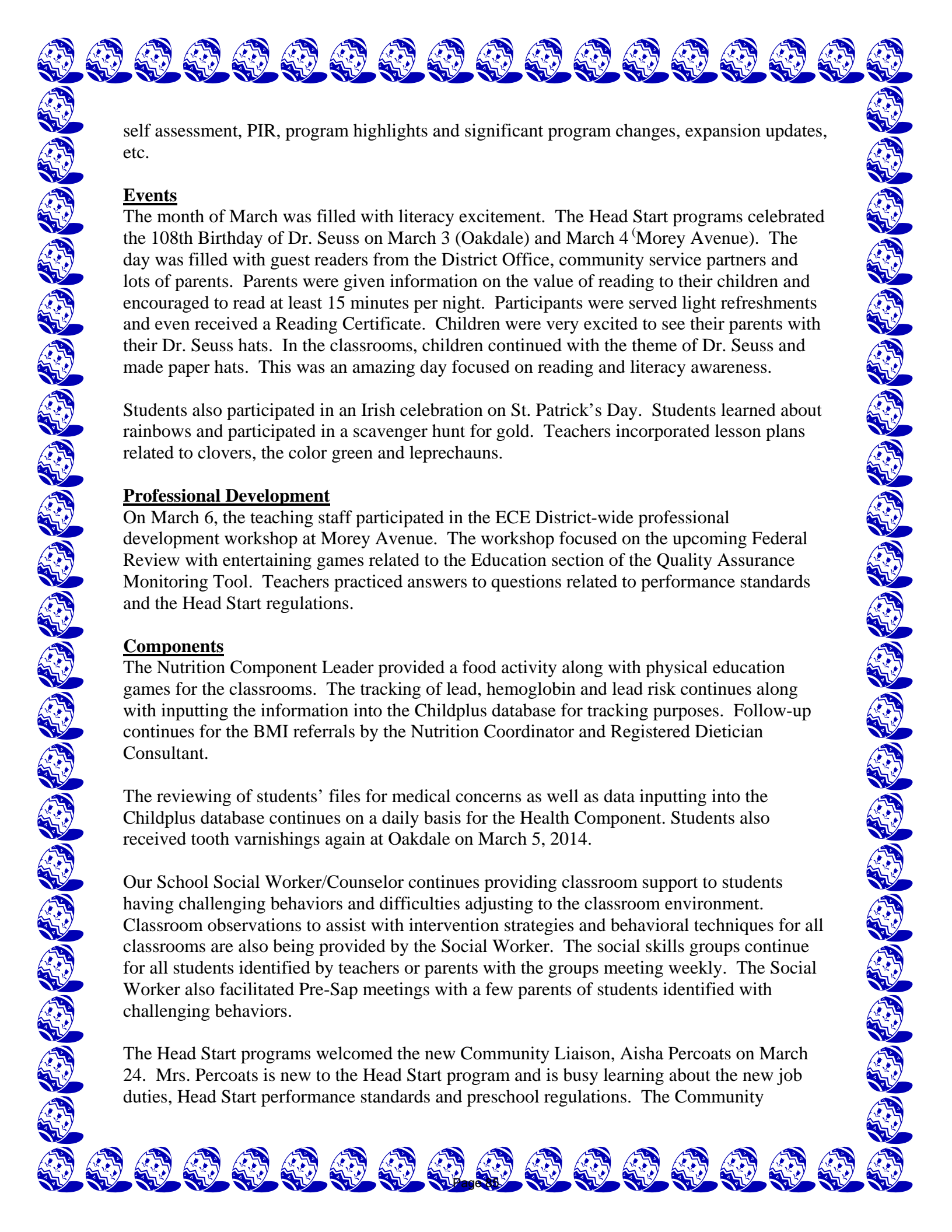
This month, the EHS staff received training on approaches to conflict management and effective communication strategies from one of the Home Based EHS teachers. The participants were enthusiastic about learning and practicing the strategies in the session, as well as taking them back to the classroom.

Increased collaboration with community agencies was the focus of a meeting between the EHS Coordinator, the EHS School Community Worker, and staff from a new Birth and Beyond location in the North Sacramento area. The meeting served to create a new link in the existing relationship with Birth and Beyond, and participants were able to share information about what each agency can provide to the local community.

Also this month, all sites held their quarterly Integration of Services meetings, where classroom and EHS support staff gather to do in-depth case management for each child in the center. Parent Conferences and new Individual Development Plans were done this month, and many were discussed at the Integration meetings.

Twin Rivers Unified School District

Highlights: challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r,



self assessment, PIR, program highlights and significant program changes, expansion updates, etc.

Events

The month of March was filled with literacy excitement. The Head Start programs celebrated the 108th Birthday of Dr. Seuss on March 3 (Oakdale) and March 4 (Morey Avenue). The day was filled with guest readers from the District Office, community service partners and lots of parents. Parents were given information on the value of reading to their children and encouraged to read at least 15 minutes per night. Participants were served light refreshments and even received a Reading Certificate. Children were very excited to see their parents with their Dr. Seuss hats. In the classrooms, children continued with the theme of Dr. Seuss and made paper hats. This was an amazing day focused on reading and literacy awareness.

Students also participated in an Irish celebration on St. Patrick's Day. Students learned about rainbows and participated in a scavenger hunt for gold. Teachers incorporated lesson plans related to clovers, the color green and leprechauns.

Professional Development

On March 6, the teaching staff participated in the ECE District-wide professional development workshop at Morey Avenue. The workshop focused on the upcoming Federal Review with entertaining games related to the Education section of the Quality Assurance Monitoring Tool. Teachers practiced answers to questions related to performance standards and the Head Start regulations.

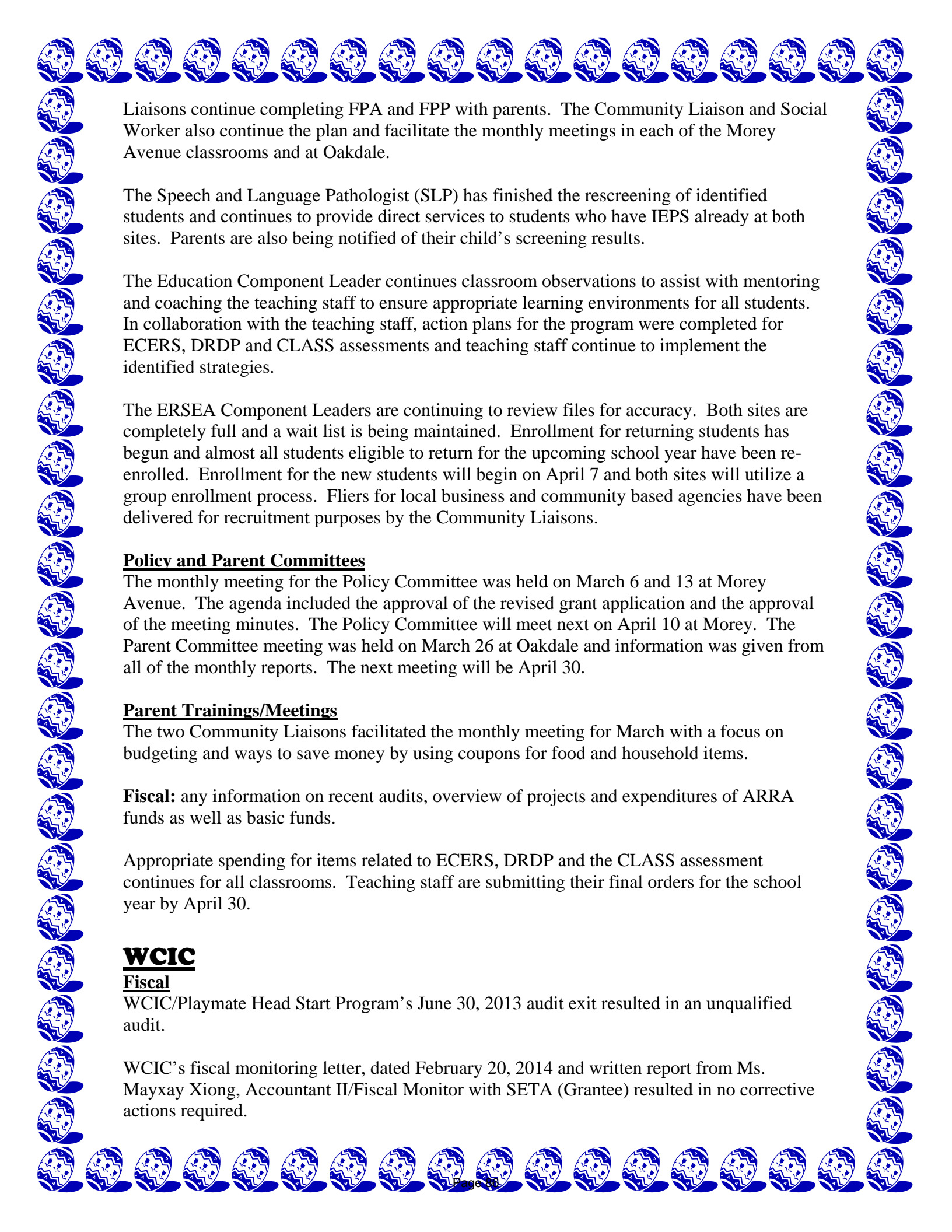
Components

The Nutrition Component Leader provided a food activity along with physical education games for the classrooms. The tracking of lead, hemoglobin and lead risk continues along with inputting the information into the Childplus database for tracking purposes. Follow-up continues for the BMI referrals by the Nutrition Coordinator and Registered Dietician Consultant.

The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis for the Health Component. Students also received tooth varnishings again at Oakdale on March 5, 2014.

Our School Social Worker/Counselor continues providing classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. The social skills groups continue for all students identified by teachers or parents with the groups meeting weekly. The Social Worker also facilitated Pre-Sap meetings with a few parents of students identified with challenging behaviors.

The Head Start programs welcomed the new Community Liaison, Aisha Percoats on March 24. Mrs. Percoats is new to the Head Start program and is busy learning about the new job duties, Head Start performance standards and preschool regulations. The Community



Liaisons continue completing FPA and FPP with parents. The Community Liaison and Social Worker also continue the plan and facilitate the monthly meetings in each of the Morey Avenue classrooms and at Oakdale.

The Speech and Language Pathologist (SLP) has finished the rescreening of identified students and continues to provide direct services to students who have IEPs already at both sites. Parents are also being notified of their child's screening results.

The Education Component Leader continues classroom observations to assist with mentoring and coaching the teaching staff to ensure appropriate learning environments for all students. In collaboration with the teaching staff, action plans for the program were completed for ECERS, DRDP and CLASS assessments and teaching staff continue to implement the identified strategies.

The ERSEA Component Leaders are continuing to review files for accuracy. Both sites are completely full and a wait list is being maintained. Enrollment for returning students has begun and almost all students eligible to return for the upcoming school year have been re-enrolled. Enrollment for the new students will begin on April 7 and both sites will utilize a group enrollment process. Fliers for local business and community based agencies have been delivered for recruitment purposes by the Community Liaisons.

Policy and Parent Committees

The monthly meeting for the Policy Committee was held on March 6 and 13 at Morey Avenue. The agenda included the approval of the revised grant application and the approval of the meeting minutes. The Policy Committee will meet next on April 10 at Morey. The Parent Committee meeting was held on March 26 at Oakdale and information was given from all of the monthly reports. The next meeting will be April 30.

Parent Trainings/Meetings

The two Community Liaisons facilitated the monthly meeting for March with a focus on budgeting and ways to save money by using coupons for food and household items.

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

Appropriate spending for items related to ECERS, DRDP and the CLASS assessment continues for all classrooms. Teaching staff are submitting their final orders for the school year by April 30.

WCIC

Fiscal

WCIC/Playmate Head Start Program's June 30, 2013 audit exit resulted in an unqualified audit.

WCIC's fiscal monitoring letter, dated February 20, 2014 and written report from Ms. Mayxay Xiong, Accountant II/Fiscal Monitor with SETA (Grantee) resulted in no corrective actions required.



Enrollment

During the month of March 2014, WCIC's Enrollment Team continued non-stop to maintain 100% Enrollment.

Education (Staff Training)

WCIC/Playmate Head Start Program's staff received the "Understanding Temperament Training" from Carlos Romero, Training Specialist from Child Abuse Prevention Council on March 7, 2014. Mr. Romero gave an overview on temperaments. It tells us the "why" of behavior, motivators, and sources of deep psychological stress. In knowing temperament patterns tells the core needs and values as well as the talents one is more likely to be drawn to develop. Mr. Romero stated there are many different types of temperaments. There are 9 temperaments traits in people: 1.) Activity Level-Some people are content to sit quietly for long periods of time, whereas others are happier when they are moving. 2.) Rhythmicity-Some people thrive on predictable daily routine, where the patterns of others are more variable. 3.) Adaptability-Some people are flexible and forgiving when a schedule changes, whereas others are bothered and take longer to adapt. 4.) Approach/Withdrawal-Some are shy and cautious when confronted with strangers, whereas, others approach them with interest and enthusiasm. 5.) Sensitivity to stimulation-Some people seems unaffected by noise, temperature extremes, or crowds; others cannot tolerate too many people in a room or clothing with unusual textures. 6.) Intensity of emotional response-Some people are described as mild-mannered and low-key, whereas others recognize that they show feelings with strong emotional responses and may have trouble controlling these reactions. 7.) Distractibility-Highly distractible people find their attending diverted when a phone rings or someone enters a room. Those are less distractible stick to an activity regardless and/or what is going on around them. 8.) Attention span/persistence-Some people get absorbed in a task for long periods, whereas others lose interest after a short time, whereas others change activities to avoid frustration. 9.) Quality of mood-Some people are generally happy and positive, whereas others are more anxious and negative. An individual's mood may be stable and predictable, or it may vary from day to day. Temperaments shape our personalities. Mr. Romero gave an overview on how some temperament may not mesh with some children. Creating a good fit was discussed. Meeting the Match is how to read a child's emotional signal and show empathy through verbal and nonverbal responses.

Mental Health (Staff and Parent Training)

WCIC/Playmate Head Start Program's staff and parents received "Mental Health Training" from Ms. Melanie Nicolas, Program Officer, SETA Support Services on March 19, 2014. Ms. Nicolas asked the parents and staff to close their eyes and to imagine growing up. Who was special to you growing up? What was your relationship to this person? What made you think of that special person? What did this person do that made him/her so important or special to you? Children and parents will always remember who protected them and kept them safe from harm. Every parent has had a challenging time in life and people who are good to them will be memorable. Things to do at home with children that do not cost: telling children you love them, hugging, and taking children to the playground/park.

Information Memorandums and Program Information Reports

ACF-IM-HS-14-02 Federal Oversight of Five Year Head Start Grants

SETA Head Start/Early Head Start Enrollment Report**(Enrollment as of the last service day of the month)****Last Service Day of Month: 3/28/14**

Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Auberry Park	1238A	19	16	3	1	20
Auberry Park	1238B	20	15	5	0	20
Bannon Creek	1200A	20	17	3	2	22
Bannon Creek	1200B	20	16	4	1	21
Bannon Creek	1200C	20	17	3	0	20
Bright Beginnings	1201A	20	16	4	0	20
Bright Beginnings	1201B	19	14	5	1	20
Bright Beginnings	1201C	20	18	2	1	21
Bright Beginnings	1201D	19	14	5	2	21
Broadway	1246A	20	15	5	1	21
Broadway	1246R	23	16	7	0	23
Broadway	1246X	22	19	3	1	23
Crossroad Gardens	1242A	20	16	4	0	20
Crossroad Gardens	1242R	22	19	3	1	23
Crossroad Gardens	1242X	22	19	3	0	22
Elkhorn	1255A	20	17	3	0	20
Elkhorn	1255B	19	14	5	3	22
Elkhorn	1255C	20	14	6	0	20
Elkhorn	1255D	19	17	2	1	20
Elkhorn	1255X	22	19	3	2	24
Freedom Park	1239A	20	17	3	1	21
Freedom Park	1239B	20	20	0	0	20
Freedom Park	1239C	20	15	5	1	21
Freedom Park	1239D	20	13	7	0	20
Freedom Park	1239R	22	22	0	1	23
Freedom Park	1239X	22	18	4	0	22
Fruitridge	1216A	19	18	1	1	20
Fruitridge	1216B	20	17	3	0	20
Fruitridge	1216C	19	17	2	1	20
Fruitridge	1216D	20	16	4	1	21
Galt	1234A	20	20	0	0	20
Galt	1234B	20	17	3	0	20
Galt	1234C	20	13	7	0	20
Galt	1234D	20	14	6	1	21
Galt	1234E	20	11	9	0	20
Galt	1234F	20	16	4	0	20
Grizzly Hollow	1252A	20	14	6	0	20
Grizzly Hollow	1252B	20	17	3	1	21
Hillsdale	1228A	20	11	9	1	21

Hillsdale	1228B	20	13	7	1	21
Hillsdale	1228C	20	11	9	1	21
Hillsdale	1228D	20	15	5	1	21
Hillsdale	1228R	21	19	2	2	23
Hillsdale	1228X	21	16	5	2	23
Hopkins Park	1253A	17	14	3	3	20
Hopkins Park	1253B	20	16	4	0	20
Hopkins Park	1253C	19	14	5	1	20
Hopkins Park	1253D	18	14	4	2	20
Illa Collin	1221A	19	17	2	0	19
Illa Collin	1221B	18	17	1	0	18
Job Corp	1237X	22	16	6	0	22
Kennedy Estates	1240A	18	14	4	2	20
Kennedy Estates	1240B	19	18	1	1	20
La Verne Sterwart	1219A	20	19	1	2	22
La Verne Sterwart	1219B	19	16	3	2	21
Mather	1223A	18	15	3	2	20
Mather	1223B	18	15	3	2	20
Mather	1223C	19	11	8	1	20
Mather	1223D	19	12	7	1	20
Mather	1223X	22	16	6	2	24
Nedra Court	1244A	20	19	1	0	20
Nedra Court	1244B	20	14	6	0	20
Nedra Court	1244C	20	19	1	0	20
New Helvetia 2	1247A	18	6	12	0	18
New Helvetia 2	1247B	18	6	12	0	18
Norma Johnson	1214A	19	18	1	1	20
Norma Johnson	1214B	18	13	5	3	21
Norma Johnson	1214X	22	20	2	0	22
North Avenue	1256A	20	17	3	2	22
North Avenue	1256B	18	14	4	2	20
North Avenue	1256C	20	14	6	0	20
North Avenue	1256D	16	13	3	3	19
North Avenue	1256X	18	13	5	2	20
Northview	1224A	18	11	7	2	20
Northview	1224B	19	13	6	3	22
Northview	1224C	20	14	6	0	20
Northview	1224D	19	13	6	1	20
Northview	1224X	22	18	4	0	22
Parker	1207E	15	12	3	0	15
Phoenix Park	1248A	20	18	2	0	20
Phoenix Park	1248B	19	17	2	1	20
Phoenix Park	1248X	22	17	5	0	22
Sharon Neese	1249R	22	21	1	0	22

Sharon Neese	1249X	22	17	5	3	25
Solid Foundation	1254A	20	17	3	0	20
Solid Foundation	1254B	20	19	1	0	20
Solid Foundation	1254C	20	19	1	0	20
Solid Foundation	1254D	19	18	1	1	20
Strizek Park	1225A	19	16	3	1	20
Strizek Park	1225B	19	16	3	1	20
Vineland	1211A	20	17	3	0	20
Vineland	1211B	20	19	1	0	20
Walnut Grove	1235A	20	15	5	0	20
Broadway	1246U	7	5	2	2	9
Crossroad Gardens	1242U	8	5	3	0	8
Elkhorn	1255M	7	7	0	4	11
Elkhorn	1255U	8	7	1	0	8
Job Corp	1237M	6	3	3	3	9
Job Corp	1237U	8	6	2	0	8
Mather	1223U	8	6	2	0	8
New Helvetia 1	1212M	7	4	3	1	8
New Helvetia 1	1212U	6	4	2	2	8
Norma Johnson	1214U	8	7	1	1	9
Northview	1224U	8	7	1	0	8
Phoenix Park	1248U	7	3	4	0	7
Sharon Neese	1249M	8	5	3	1	9
Sharon Neese	1249U	8	7	1	1	9
TOTALS for Head Start		1941	1541	400	95	2036
HS Totals	1837					
Drops w/in 30	80					
P/S Home Base	86					
Total	2003					
EHS Totals	104					
Drops w/in 30	15					
EHS Home Base	150					
River Oaks	36					
SCOE	37					
Total	342					
GRAND TOTAL	2345					

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 2/28/14						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Auberry Park	1238A	19	15	4	1	20
Auberry Park	1238B	18	13	5	2	20
Bannon Creek	1200A	20	17	3	0	20
Bannon Creek	1200B	20	17	3	0	20
Bannon Creek	1200C	20	14	6	0	20
Bright Beginnings	1201A	20	17	3	0	20
Bright Beginnings	1201B	20	13	7	0	20
Bright Beginnings	1201C	20	12	8	0	20
Bright Beginnings	1201D	20	14	6	1	21
Broadway	1246A	20	18	2	0	20
Broadway	1246R	22	17	5	0	22
Broadway	1246X	22	18	4	1	23
Crossroad Gardens	1242A	20	16	4	0	20
Crossroad Gardens	1242R	22	18	4	0	22
Crossroad Gardens	1242X	22	22	0	0	22
Elkhorn	1255A	19	15	4	2	21
Elkhorn	1255B	20	16	4	0	20
Elkhorn	1255C	20	18	2	2	22
Elkhorn	1255D	20	19	1	1	21
Elkhorn	1255X	22	18	4	0	22
Freedom Park	1239A	20	15	5	0	20
Freedom Park	1239B	20	17	3	0	20
Freedom Park	1239C	19	16	3	1	20
Freedom Park	1239D	20	17	3	0	20
Freedom Park	1239R	22	19	3	0	22
Freedom Park	1239X	20	17	3	2	22
Fruitridge	1216A	20	18	2	0	20
Fruitridge	1216B	18	16	2	2	20
Fruitridge	1216C	19	17	2	1	20
Fruitridge	1216D	20	16	4	2	22
Galt	1234A	20	15	5	0	20
Galt	1234B	20	12	8	0	20
Galt	1234C	20	20	0	0	20
Galt	1234D	20	17	3	0	20
Galt	1234E	19	14	5	1	20
Galt	1234F	20	18	2	0	20
Grizzly Hollow	1252A	20	18	2	1	21
Grizzly Hollow	1252B	20	13	7	0	20
Hillsdale	1228A	18	8	10	2	20

Hillsdale	1228B	20	13	7	1	21
Hillsdale	1228C	19	12	7	1	20
Hillsdale	1228D	20	16	4	0	20
Hillsdale	1228R	22	20	2	2	24
Hillsdale	1228X	22	20	2	0	22
Hopkins Park	1253A	19	16	3	1	20
Hopkins Park	1253B	20	18	2	0	20
Hopkins Park	1253C	20	15	5	0	20
Hopkins Park	1253D	20	9	11	0	20
Illa Collin	1221A	18	14	4	1	19
Illa Collin	1221B	15	14	1	1	16
Job Corp	1237X	22	16	6	1	23
Kennedy Estates	1240A	19	17	2	0	19
Kennedy Estates	1240B	20	15	5	1	21
La Verne Sterwart	1219A	17	13	4	4	21
La Verne Sterwart	1219B	19	16	3	0	19
Mather	1223A	19	12	7	1	20
Mather	1223B	20	15	5	0	20
Mather	1223C	19	15	4	1	20
Mather	1223D	19	10	9	2	21
Mather	1223X	22	17	5	0	22
Nedra Court	1244A	20	16	4	1	21
Nedra Court	1244B	19	14	5	1	20
Nedra Court	1244C	20	17	3	1	21
New Helvetia 2	1247A	17	11	6	4	21
New Helvetia 2	1247B	18	14	4	1	19
Norma Johnson	1214A	20	17	3	0	20
Norma Johnson	1214B	20	9	11	0	20
Norma Johnson	1214X	22	14	8	0	22
North Avenue	1256A	20	14	6	0	20
North Avenue	1256B	20	13	7	0	20
North Avenue	1256C	19	12	7	1	20
North Avenue	1256D	19	9	10	2	21
North Avenue	1256X	17	17	0	2	19
Northview	1224A	18	7	11	2	20
Northview	1224B	20	13	7	0	20
Northview	1224C	19	16	3	1	20
Northview	1224D	20	15	5	0	20
Northview	1224X	22	17	5	0	22
Parker	1207E	14	13	1	3	17
Phoenix Park	1248A	20	16	4	0	20
Phoenix Park	1248B	20	17	3	0	20
Phoenix Park	1248X	21	14	7	1	22
Sharon Neese	1249R	22	19	3	2	24

Sharon Neese	1249X	21	20	1	5	26
Solid Foundation	1254A	19	7	12	0	19
Solid Foundation	1254B	19	17	2	1	20
Solid Foundation	1254C	18	16	2	0	18
Solid Foundation	1254D	20	14	6	0	20
Strizek Park	1225A	20	15	5	1	21
Strizek Park	1225B	20	15	5	0	20
Vineland	1211A	20	15	5	0	20
Vineland	1211B	20	17	3	0	20
Walnut Grove	1235A	17	16	1	3	20
Broadway	1246U	6	4	2	3	9
Crossroad Gardens	1242U	8	6	2	0	8
Elkhorn	1255M	8	7	1	0	8
Elkhorn	1255U	8	8	0	0	8
Job Corp	1237M	8	5	3	0	8
Job Corp	1237U	8	7	1	1	9
Mather	1223U	7	6	1	1	8
New Helvetia 1	1212M	8	5	3	2	10
New Helvetia 1	1212U	7	4	3	2	9
Norma Johnson	1214U	8	5	3	0	8
Northview	1224U	8	6	2	0	8
Phoenix Park	1248U	7	6	1	1	8
Sharon Neese	1249M	8	6	2	1	9
Sharon Neese	1249U	8	3	5	2	10
TOTALS for Head Start		1940	1497	443	84	2024
HS Totals	1833					
Drops w/in 30	71					
P/S Home Base	85					
Total	1989					
EHS Totals	107					
Drops w/in 30	13					
EHS Home Base	144					
River Oaks	36					
SCOE	36					
Total	336					
GRAND TOTAL	2325					

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2013 to 2014

Period: March 2014

Full Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Broadway	44	20	35	80%	43	98%
Crossroad Gardens	44	20	38	86%	43	98%
Elkhorn	22	20	19	86%	22	100%
Freedom Park	44	20	36	82%	42	95%
Hillsdale	44	19	37	84%	42	95%
Job Corp	22	20	17	77%	22	100%
Mather	22	20	17	77%	21	95%
Norma Johnson	22	20	20	91%	22	100%
North Avenue	22	20	14	64%	17	77%
Northview	22	19	17	77%	22	100%
Phoenix Park	22	20	17	77%	22	100%
Sharon Neese	44	20	38	86%	43	98%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2013 to 2014

Period: March 2014

Part Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Auberry Park	40	16	31	78%	39	98%
Bannon Creek	60	19	50	83%	60	100%
Bright Beginnings	80	16	61	76%	75	94%
Broadway	20	19	16	80%	19	95%
Crossroad Gardens	20	19	16	80%	20	100%
Elkhorn	80	19	65	81%	78	98%
Freedom Park	80	19	68	85%	77	96%
Fruitridge	80	20	61	76%	71	89%
Galt	120	19	99	83%	119	99%
Grizzly Hollow	40	16	33	83%	40	100%
Hillsdale	80	19	59	74%	74	93%
Hopkins Park	80	19	62	78%	75	94%
Illa Collin	40	16	30	75%	36	90%
Kennedy Estates	40	16	34	85%	38	95%
La Verne Sterwart	40	19	32	80%	37	93%
Mather	80	19	55	69%	73	91%
Nedra Court	60	19	48	80%	59	98%
New Helvetia 2	40	16	24	60%	35	88%
Norma Johnson	40	19	31	78%	36	90%
North Avenue	80	19	61	76%	72	90%
Northview	80	19	56	70%	73	91%
Parker	16	16	12	75%	15	94%
Phoenix Park	40	19	34	85%	39	98%
Solid Foundation	80	19	67	84%	77	96%
Strizek Park	40	19	29	73%	38	95%
Vineland	40	16	36	90%	40	100%
Walnut Grove	20	16	16	80%	19	95%

SETA Head Start/Early Head Start

Monthly Program Enrollment Report for School Year 2013 to 2014

Period: March 2014

Early Head Start Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Broadway	8	20	5	63%	6	75%
Crossroad Gardens	8	20	6	75%	8	100%
Elkhorn	16	20	14	88%	16	100%
Job Corp	16	20	10	63%	15	94%
Mather	8	20	6	75%	8	100%
New Helvetia 1	16	20	10	63%	14	88%
Norma Johnson	8	20	6	75%	7	88%
Northview	8	20	6	75%	8	100%
Phoenix Park	8	20	5	63%	7	88%
Sharon Neese	16	20	13	81%	15	94%



SETA Head Start

Food Service Operations Monthly Report

*March 2014

March 7th - Minimum Day Preschool & EHS Full Day Classes.

March 31st: Holiday - Cesar Chavez Day

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
38,926	22,914	25,506	440

Total Amount of Meals and Snacks Prepared 87,786

Purchases:

Food	\$77,069.12
Non - Food	\$14,647.30

Building Maintenance and Repair: \$530.91

Janitor & Restroom Supplies \$0.00

Kitchen Small Wares and Equipment: \$743.38

Vehicle Maintenance and Repair : \$1,119.53

Vehicle Gas / Fuel: \$1,736.19
Normal Delivery Days 20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 3/31/14)

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 (211)	16 (8 %)	N/A
Elk Grove USD (420)	68 (16%)	N/A
Sacramento City USD (1292)(147)	169 (13%)	19 (13%)
San Juan USD (693) (161)	99 (14%)	21 (13%)
WCIC (120)	12 (10%)	N/A
SETA (1974) (345)	187 (9%)	45 (13%)
County (4710)* (653)**	551 (12%)	85 (13%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members

RE: Quality Assurance/Monitoring Results – March 2014

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
SETA Operated Program	Illa Collin Broadway Fruitridge Walnut Grove New Helvetia II	12 11 Head Start 1 Early Head Start	35 33 Head Start 2 Early Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Warm and positive relationships with parents
- Good parent participation (i.e., parent aides in the classrooms)
- Staff's adaptability and great ability to manage site activities smoothly

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	85% HS 79% EHS	1- Incomplete Emergency Cards 2- Not all Health screens were completed within the 30-45 day time line 3- Not all dental exam results were in the child's file 4- Some ChildPlus did not match contents of the child's file 5 – Not all health history items had documented follow-up in the file
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	92% HS 81% EHS	No noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	87% HS 77% EHS	1-Not all center postings were displayed 2-Some classrooms had uncovered outlets

Family, Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	83%	1-Limited evidence that all immediate need or information requested had adequate follow-up (not documented in the child's file)
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	74%	1-Not all referrals were processed in a timely manner 2-Mental Health professional contact information not clearly posted at the center
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	87% HS 89% EHS	1-Some developmental screens were missing in file and/or not included within 30-45 day time line 2-Not all contents of the child's file matched in ChildPlus
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	68% HS 57% EHS	1-Not all assessments were completed in a timely manner and/or contained limited written observations 2-Not all files contained Individual Development Plans
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	91% HS 93% EHS	1-Supervision of all children needs improvement when children are using the restroom
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	85%	1-Missing or inaccurate information on some enrollment forms 2-Inaccuracies between data in ChildPlus and information in the child's 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.

ITEM VII – CENTER UPDATES

BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to discuss events going on at their center.

NOTES:

ITEM VIII- DISCUSSION

BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to discuss items not on the agenda.

NOTES:

ITEM IX – PUBLIC PARTICIPATION

BACKGROUND:

Participation of the general public at the SETA-Operated Program Parent Advisory Committee meeting is encouraged. Members of the audience are asked to address their request to the Chair if they wish to speak.

NOTES: