

GOVERNING BOARD

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County of Sacramento

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Deputy Director

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Thought of the day: "Individual commitment to a group effort - that is what makes a team work, a company work, a society work."

Author: Beacon Promotions, Inc.

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

DATE: Tuesday, April 23, 2013

TIME: 9:00 a.m.

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

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

AGENDA

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
 - PAC Meeting Attendance Update
 - Introduction of Newly Seated Representatives
- II. **Consent Item**
 - A. Approval of the Minutes of the March 19, 2013 Regular Meeting
- III. **Action Items**
 - A. Approval of Fiscal Year 2013-2014 Head Start/Early Head Start Budget
 - B. Approval of Fiscal Year 2013-2014 Head Start/Early Head Start Refunding Application

- C. Approval of Fiscal Year 2013-2014 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals
- D. Approval of Fiscal 2013-2014 Sacramento County Program Options/ Grantee and Delegate Agencies
- E. Approval of Annual Self-Assessment for 2013-2014 and Resulting Program Improvement Plan SETA Operated Program

IV. Information Items

- A. Standing Information Items
 - PC/PAC Calendar of Events – Ms. LaTasha Windham (attached)
 - Parent/Family Support Unit Events and Activities – Ms. LaTasha Windham (attached)
 - Parent/Staff Recognition - Mr. Victor Bonnano
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson
- B. Governing Board Minutes of February 7, 2013 (attached)

VI. Committee Reports

- A. Executive Committee: Ms. LaTasha Windham
- B. Social/Hospitality Committee: Ms. LaTasha Windham
- C. Parent Ambassador Report: Ms. LaTasha Windham

V. Other Reports

- A. Executive Director's Report
- B. Head Start Deputy Director's Report
 - Monthly Head Start Report (attached)
- C. Head Start Managers' Reports
 - ✓ Brenda Campos: Grantee Program Support Services
 - ✓ Lisa Carr: Parent/Family Support Unit
 - ⇨ Countywide Parent Conference Update
 - ✓ Karen Gonzales: Child Development & Education Services
 - ⇨ Region Reports (attached)
- D. Chair's Report
- E. Open Discussion and Comments
- F. Public Participation

VI. Adjournment

Parent Advisory Committee (PAC) meeting hosted by:
LaTasha Windham, Chair; Iyshiah Lacey, Vice Chair; Shelly Fuentes, Secretary;
Jonathan White, Treasurer; Mayra Partida, Parliamentarian

ITEM I - A – ROLL CALL

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

- ___ Vacant, Auberry Park Head Start
- ___ **Alma Amaya, Bannon Creek Head Start,**
- ___ Vacant, Broadway Early Learning Center
- ___ **Vanessa Hawkins, Country Wood Head Start**
- ___ Vacant, Crossroad Gardens Head Start
- ___ **Mayra Partida, Early Head Start (Home Base)**
- ___ **Marlem Medrano, Elkhorn Head Start**
- ___ Vacant, Freedom Park Head Start
- ___ **Rosa Gomez, Fruitridge Head Start**
- ___ Vacant, Galt Head Start
- ___ **Alicia Kafka, Grizzly Hollow**
- ___ **Teressa Jay, Hillsdale Head Start**
- ___ **Colleen Fietzek, Home Based Head Start**
- ___ Vacant, Home Base
- ___ Vacant, Hopkins Park Head Start
- ___ **LaTasha Windham, Illa Collin Head Start**
- ___ Vacant, Job Corps Head Start
- ___ **Pamela Keisey, Kennedy Estates Head Start**
- ___ Vacant, LaVerne Stewart Head Start
- ___ **Yadira Lopez, (Marie Cleveland's) Bright Beginning Head Start**
- ___ **Iyshiah Lacey, Mather Head Start**
- ___ **Praveena Chaudhary, Nedra Court Head Start**
- ___ Vacant, New Helvetia I Head Start
- ___ Vacant, New Helvetia II Head Start
- ___ Vacant, Norma Johnson Head Start
- ___ **Tanisha Hardy, North Avenue**
- ___ Vacant, Northview Head Start
- ___ **Marshaun Tate, Parker Head Start**
- ___ Vacant, Phoenix Park Head Start
- ___ **Misty Sanders, Sharon Neese Early Learning Center**
- ___ Vacant, Solid Foundation Head Start
- ___ Vacant, Strizek Park Head Start
- ___ **Shelly Fuentes, Vineland Head Start**
- ___ Vacant, Walnut Grove Head Start
- ___ Vacant, Foster Parent Representative
- ___ Vacant, Grandparent Representative
- ___ **Jonathan White, Male Involvement Representative**
- ___ **Johnny Sanders, Past Parent/Community Representative**
- ___ **Zoila Lucero, Past Parent/Community Representative**

ITEM I-A – ROLL CALL
(Continued)

Program Year 2012-2013 - New Representatives to be seated

<input type="checkbox"/> Melinda Phan, Auberry Head Start	<input type="checkbox"/> Manida Oriyavong, Hopkins Park Head Start
<input type="checkbox"/> Diana Arriaga, Crossroad Gardens Head Start	<input type="checkbox"/> Eva Vokolek, Walnut Grove Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start	<input type="checkbox"/> Vacant, Norma Johnson Head Start
<input type="checkbox"/> Vacant, Galt Head Start	<input type="checkbox"/> Vacant, Northview Head Start
<input type="checkbox"/> Vacant, Home Base Head Start Representative	<input type="checkbox"/> Vacant, Phoenix Park
<input type="checkbox"/> Vacant, Job Corps Head Start	<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, LaVerne Stewart Head Start	<input type="checkbox"/> Vacant, Strizek Park Head Start
<input type="checkbox"/> Vacant, New Helvetia I Head Start	<input type="checkbox"/> Vacant, Foster Parent Representative
<input type="checkbox"/> Vacant, New Helvetia II Head Start	<input type="checkbox"/> Vacant, Grandparent Representative

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 20, 2012 & December 18, 2012
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2012-2013**

COMMITTEE MEMBER	CENTER	11/20	12/18		01/15	02/26	03/19	3/26*	04/23#	05/21	06/18	07/16	08/20	09/17	10/15	11/19
Melinda Phan s/b/seated 3/19	AP						U									
Alma Amaya Seated 11/20	BC	X	U		X		U									
Vacant Seated	BLC															
Vanessa Hawkins Seated 1/15	CW		E		X		X									
Diana Arriaga s/b/seated 3/19	CR						E									
Mayra Partida Seated 11/20	EHS/HB	X	X		X		E									
Vacant	EHS/HB															
Marlem Medrano Seated 11/20	EL	X	U		X		U									
Rick Mason Seated 4/2/18	EP		X		U		ED									
Rosa Gomez Seated 11/20	FT	X	X		X		U									
Vacant	G															
Alicia Kafka Seated 11/20	GH	X	X		X		X									
Teressa Jay Seated 11/20	H	X	X		X		X									
Colleen Fietzek Seated 11/20	HB	X	X		X		X									
Vacant	HB															
LaTasha Windham Seated 8/21	IC	X	X		X		X									
Manida Oriyavong Seated	HP															
Vacant	JC															
Pamela Keisey Seated 3/19	K						X									
Vacant	LVS															
Yadira Lopez Seated 11/20	MCBB	X	X		X		U									
Vacant Seated	GSC															
Ilyshiah Lacey Seated 11/20	M	X	X		X		X									
Tanisha Hardy Seated 3/19	NA						X									
Praveena Chaudhary Seated 12/18	NC		X		X		X									
Seated	NJ															
Vacant	NH2															
Seated	NV															
Marshaun Tate Seated 11/20	PA	X	X		X		X									
Vacant	PP															
Vacant	SF															
Misty Sanders Seated 3/19	SN						X									

COMMITTEE MEMBER	CENTER	11/20	12/18		01/15	02/26 *	03/19	3/26 **	04/23#	05/21	06/18	07/16	08/20	09/17	10/15	11/19
Vacant Seated	SP		U		U											
Shelly Fuentes Seated 11/20	V	X	X		X		AP									
Eva Vokolek Seated	WG															
Vacant	FPR															
Seated	GPR															
Jonathan White Seated 3/19	MIR						X									
	OGC															
Johnny Sanders Seated 11/20	PPR	X	U		X		X									
Zoila Lucero Seated 11/20	PPR	X	X		X		X									

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.

* No meeting was held 2/26/13
 ** Ethics training with Policy Council
 # Special meeting

**PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2012-2013**

(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
CW:	Countrywood	NA:	North Avenue
EHS:	Early Head Start	NC:	Nedra Court
EL:	Elkhorn	NH:	New Helvetia 2
FP:	Freedom Park	NA	North Avenue
FT:	Fruitridge	NV:	Northview
G:	Galt	PA:	Parker Avenue
GH:	Grizzly Hollow	PP:	Phoenix Park
H:	Hillsdale	SF:	Solid Foundation
HB:	Home Based	SN:	Sharon Neese
HP:	Hopkins Park	SP:	Strizek Park
IC:	Illa Collin	V:	Vineland
JC:	Job Corps	WG:	Walnut Grove

Representative Abbreviations

FPR:	Foster Parent Representative
GPR:	Grandparent Representative
MIR:	Male Involvement Representative
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
R:	Resigned
S/B:	Should be, or should have been (seated)
CD:	Child Dropped.

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE MARCH 19, 2013 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the March 19, 2013 PAC meeting.

RECOMMENDATION:

Approve the minutes of the March 19, 2013 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 19, 2013
9:00 a.m.

I. Welcome

Call to Order/Roll Call: Ms. LaTasha Windham called the meeting to order at 9:00 a.m.; the Pledge of Allegiance was recited. Ms. Windham read the Thought of the Day. Ms. Colleen Fietzek was asked to serve as Secretary and called the roll call. Ms. Alicia Kafka was asked to serve as Parliamentarian.

Members Present:

Teressa Jay
Colleen Fietzek
lyshiah Lacey
LaTasha Windham
Jonathan White
Praveena Chaudhary
Johnny Sanders
Vanessa Hawkins
Alicia Kafka
Marshaun Tate (arrived at 9:05 a.m.)
Zoila Lucero (arrived at 9:25 a.m.)

Members Absent:

Mayra Partida (excused)
Shelly Fuentes (excused)
Rosa Gomez (unexcused)
Yadira Lopez (unexcused)
Alma Amaya (unexcused)
Rick Mason (his child is no longer
in the program)

➤ **Seating and Introduction of New Members:**

The following new members were welcomed to the board and seated:

- ✓ Ms. Tanisha Hardy, North Avenue Head Start
- ✓ Ms. Jonathan White, Male Involvement Representative
- ✓ Ms. Pamela Keisey, Kennedy Estates Head Start
- ✓ Ms. Misty Sanders, Sharon Neese Early Learning Center

➤ **New Members Not Present:**

Melinda Phan, Auberry Head Start (unexcused)
Diana Arriaga, Crossroad Gardens Head Start (excused)

Ms. Natalie Edwards, alternate, Vineland Head Start, arrived at 9:11 a.m.

II. Consent Item

- A. Approval of Minutes for PAC Regular Meeting January 15, 2013

Minutes were reviewed; no questions or corrections.

Moved/Chaudhary, second/Sanders, to approve the January 15, 2013 minutes.
Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (Windham)

The board went off agenda to information items to await the Deputy Directors attendance at the meeting.

IV. Information Items

A. Standing Information

- PC/PAC Calendar of Events: Ms. Iyshiah Lacey reviewed the calendar of events.
- Parent/Family Support Unit Events and Activities: No additional report.
- Parent/Staff Recognitions: None.
- California Head Start Association Conference Report: Mr. Marshaun Tate stated that attending the California Head Start Association conference was an educational experience and he really enjoyed the male involvement parent ambassador programs.

Ms. Zoila Lucero arrived at 9:25 a.m.

- Fiscal Report/Corporate Card Monthly Statement of Account: Mr. Roy Kim reviewed the fiscal report. Administrative costs can be as high as 15% but are currently running at 9.4%. The non-federal share is 21% and staff is working to increase that number.
- Child Care Center Food Menu: No questions.
- Community Resources-Parents/Staff: No reports.

B. Governing Board Minutes of December 6, 2012 Meeting: No questions or corrections.

V. Committee Reports

- A. Executive Committee: Ms. Lacey reviewed the Executive Committee critique.
- B. Budget/Planning Committee: Mr. Jonathan White reviewed the most recent meeting. Budget cuts of 3-5% are expected.
- C. Personnel/Bylaws Committee: The last meeting was March 8. Mr. Tate reported that the committee reviewed the bylaws but no changes were raised.
- D. Social/Hospitality Committee: Ms. Fietzek reported that the meeting was on March 8. Committee members discussed the two major events: the parent event scheduled for the end of May and the end-of-year celebration. The parent event must be educational and no children are allowed. There is a budget of \$2,500 for the PAC and \$2,500 for the PC for the end of the year event. Ideas for the parent event are welcomed.

Ms. Windham extended an invitation to new board members to consider serving on one of the committees.

The next Budget/Planning Committee is scheduled for March 28, 9:00 to 10:30 a.m., Redwood Room.

Ms. Denise Lee, Deputy Director, arrived and the board went back on the agenda.

III. Action Items

A. Approval of Selection Criteria for Enrollment in Head Start

Ms. Denise Lee reported that the Agency has had the same selection process that has been in place since 2008.

B. Approval of Selection Criteria for Enrollment in Early Head Start

Ms. Lee reviewed the Early Head Start selection criteria. There were no questions.

Moved/White, second/Tate, to approve the Selection Criteria for Head Start and Early Head Start as outlined in the agenda packet.

Show of hands vote: 14, Nay: 0, Abstention: 1 (Windham)

V. Committee Reports

E. Male Involvement Committee: Ms. Lacey reported that Mr. Jonathan White was elected the new Male Involvement Representative. Mr. Silva asked board members to provide him with ideas to get men involved in the Head Start centers. Plans for a fishing trip at Hagen Pond is being done; fishing poles and food will be available for attendees.

F. Community Partnerships Advisory Committee: This is coming up April 18.

G. Health Services Advisory Committee (HSAC): Ms. Alicia Kafka provided a report on the February 27 meeting. She stated that it is a really good meeting.

The next Social/Hospitality Committee meeting is scheduled for Friday, April 12.

VI. Other Reports

- Chair's Report: Ms. Windham asked board members to refrain from side barring.
- Policy Council Report(s): Ms. Teresa Jay reviewed what happened in the last Policy Council meeting.

Ms. Chaudhary left at 10:03 a.m.

Ms. Lacey attended First 4 Sacramento DentiCal meeting and provided a brief overview.

- Head Start Deputy Director's Monthly Report: No additional report.
- Managers' Reports
 - Program Support Services Report – Ms. Brenda Campos reported that there was a great Health Services Advisory Committee meeting. SETA Head Start has a 'no nut' policy in all centers. Ms. Campos stated that all of the children have had their height and weight taken. Parents should receive something from staff; if not, go to the Family Services worker or teacher. Ms. Campos spoke of the Supplemental Nutritional Assistance Program, which is supplemental food stamps.

Ms. Elizabeth Hubbard stated that the SNAP program helps kids have access to healthier food including fruits and vegetables.

- Parent/Family Support Report: No report.
- Child Development and Education Services Report: Ms. Karen Gonzales provided an overview of the 18 goals set out for school readiness for Head Start children.

VII. Discussion

Ms. Tanisha Hardy wants to have a computer for the parents at her center. Ms. Lee replied that space needs to be taken into consideration and she will discuss this with staff. Ms. Hardy stated that this computer will be from parents to set up doctors' appointments and housing.

Mr. Tate, representing Parker Head Start, heard that there may be a new center. Ms. Brenda Campos stated that the Sacramento Housing and Redevelopment Agency is in the process of attaining their permits to renovate the entire complex. Where the Head Start center is currently located will be demolished and a new building will be built. Ms. Campos will scan the design and send it to Mr. Tate. There will be designated parking and the classroom will be 1,000 square feet. Ms. Campos stated that the center is expected to close around May-June. SETA Staff was able to participate in the layout and design of the center.

VIII. Public Participation

Ms. Connie Wallace was acknowledged. Ms. Wallace welcomed the new parents and asked the board to keep up the good work.

IX. Adjournment: The meeting was adjourned at 10:40 a.m.

ITEM III-A – ACTION

APPROVAL OF FISCAL YEAR 2013-2014
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 2013-2014 in the amount of \$50,410,127, which includes Basic and Training and Technical Assistance. Budget details are as follows:

Head Start Basic (serves 5,539 children)	\$42,631,898
Head Start Training and Technical Assistance	\$ 394,361
Early Head Start Basic (serves 653 children)	\$ 7,203,774
Early Head Start Training and Technical Assistance	<u>\$ 180,094</u>
TOTAL	\$50,410,127

The Budget/Planning Committee met weekly during March with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Roy Kim, Fiscal Chief; Head Start Managers Ms. Brenda Campos, Ms. Lisa Carr and Ms. Karen Gonzales; Governance/Social Services/Parent Involvement Coordinator, Ms. Marie Desha and Head Start parents to provide input on the budget.

A copy of the 2013-2014 Head Start/Early Head Start Budget will be sent under separate cover.

RECOMMENDATION:

Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Budget in the amount of \$50,410,127 for Basic and Training/Technical Assistance.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

Sacramento Employment and Training Agency

Budget Narrative

Head Start

FY 2013-14

Overview

During fiscal year 2013-2014, SETA will be making a significant change to its program delivery system. Specifically, SETA has been operating a specialized year-round Track system since 1999. However, after further review by OHS and ACF, this system is no longer a viable option for meeting full enrollment. The grant application reflects the changes required to eliminate the SETA Track system while continuing to support high quality school readiness, family outcomes and comprehensive services. The 2013-2014 budget reflects changes to implement year round services (not on the Track system) for 1,838 children and traditional services for 276 children, for a total of 2,114 children. The total funded enrollment of 2,114 for the SETA Operated Program reflects a 682 slot reduction in enrollment for 2013-2014. Specific budget changes are highlighted in each section of this budget narrative.

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 and when planning a new fiscal year. Consideration for planning the 2013-2014 budget included a review of the following: the SETA Track system, 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.

During the months of February through April, the management team met with the parent Budget/Planning Committee to plan and develop the 2013-2014 Head Start/Early Head Start Basic and T/TA Budgets. The Head Start Basic funds will be used for the following:

Personnel

The combined Head Start/Early Head Start Personnel Budgets of \$15,115,393 will fund a total of 497 regular positions and 32 substitute teacher positions. Of the 497 positions, 418 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.

As SETA eliminates the Track system and offers traditional programming (9 months of service) at six (6) Head Start locations, teaching staff and support positions will be aligned to support part-year services (i.e. reduction in work hours per week for some classifications). Affected positions will include (see Schedule A-1 for number of positions):

Site Supervisors – reduced from 52 weeks/year to 45 weeks/year

Head Start Teachers – reduced from 52 weeks/year to 41 weeks/year, 30 hours/week

Associate Teachers – reduced from 52 weeks/year to 41 weeks/year; offering 8 hours/day, teaching AM and PM session

Family Services Workers - reduced from 52 weeks/year to 45 weeks/year

Various Support Staff - reduced from 52 weeks/year to 47 weeks/year

Positions no longer in the budget for 2013-2014 include:

Typist Clerk II

Account Clerk II

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 55.45% of salaries as follows: FICA 7.65%, UI 1.0%, Workers Comp 5.8%, Health/Dental 13%, and Retirement 28%. Percentage increases are due to Workers Comp and an anticipated increase in Retirement for 2013-2014. As detailed on *Schedule B – Fringe Benefits*, total cost of fringes is \$8,381,482.

Travel

No funds have been reserved for this category.

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.

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	420	\$2,709,186
Sacramento City Unified School District	1,292	\$8,396,924
San Juan Unified School District	700	\$4,526,491
Twin Rivers Unified School District	211	\$1,370,953
Women's Civic Improvement Club	120	\$ 822,967
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 for each delegate agency.

Construction

No funds have been reserved for this category.

Schedule H - Other

Occupancy - During 2013-2014, SETA will occupy a total of 31 early learning centers, a central kitchen, 4 satellite kitchens, a warehouse and administrative offices. Of the 31 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. Projected costs for Property and Liability insurance costs have increased slightly due to increased valuation of assets and pricing from Philadelphia.

Building maintenance/repair is budgeted and is generally provided by the SETA Head Start/Early Head Start Facilities Unit (approximately \$8,073/center). 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 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 \$.565/mile. 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 ten 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 (as guided in our *Sprouts Newsletter*).

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. Additionally, funds have been budgeted for Parent Meetings at the various centers.

Parent Conference - The Family Support Unit along with the parent Hospitality Committee will host its annual county-wide parent conference. In an effort to save travel costs and expose more parents to conference activities and workshops, the Budget/Planning Committee requested SETA to host a countywide parent conference in Sacramento. Along with several community partners, SETA has budgeted funds to provide a well-balanced, comprehensive conference. The conference will take place in spring 2014.

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 (@ \$91/clearance); 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; 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

Non-Federal Share – SETA has several identified categories of non-federal share to meet the required match. Categories include:

<u>CSUS Interns (ACES)</u>	\$ 295,501
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. 40 x 10hr/week x \$24.57 x 34 weeks	
<u>Family Literacy Involvement Program (FLIP)</u>	\$ 417,690
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. 250 parents x 2 hour x 34 weeks x 24.57	
<u>Parent Volunteers and other volunteers in the classrooms</u>	\$ 539,723
<u>Disability Services/Full Inclusion Program/SCOE</u>	\$ 162,428
SETA partners with Sacramento County office of Education to provide full inclusion services to children with severe disabilities. 1 special education teacher per classroom X 7 classrooms X 4 hours/day X 4 days/week X 136 days/year	
<u>Space Utilization agreements with the landlords of our sites</u>	\$ 686,953
<u>Parent Aides</u>	\$ 387,192
Parents volunteer to assist teachers with food preparation and meal service in the classrooms. 108 classes x 165 days x 1 parent x \$24.57/hour	
<u>Parent Activities</u>	\$ 42,214
<u>Donated medical/dental services</u>	\$ 40,000
<u>SETA Administrative costs</u>	\$ 103,448
<u>School District Collaboration with our delegate agencies</u>	\$1,142,552

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 \$179,700) is paid in whole or in part using Federal funds.

Sacramento Employment and Training Agency

Early Head Start

Budget Narrative

2013-14

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 meetings to review, analyze and provide feedback on the current budget to actual monthly expenditures. The meetings include parents from the Budget/Planning Committee along with the Deputy Director, Fiscal Manager, Fiscal Chief and Head Start Managers and the governance coordinator. Discussions include, but are not limited to, monthly expenditures and fluctuations, cost-savings ideas, new budget requests, credit card expenditures, and general updates. By tracking and monitoring monthly expenditures, the committee is able to adjust line items when planning a new fiscal year and address changes in community needs and program improvement requirements. Consideration for planning the 2013-2014 budget included: 3-Year Goals/Objectives, Community Needs, Self Assessment, local and State budget reductions, parent satisfaction and staff feedback.

During the months of February through April, the management team met with the parent Budget/Planning Committee to plan and develop the 2013-2014 Head Start/Early Head Start Basic and T/TA Budgets. The Early Head Start Basic funds will be used for the following:

Personnel

The combined Head Start/Early Head Start Personnel Budgets will fund a total of 497 regular positions and 32 substitute teacher positions. Of the regular positions, 44 positions support Early Head Start educational and administrative personnel. Center-based staff for Early Head Start are dually funded by Early Head Start funds and California Department of Education/General Child Care funds. 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. Administrative 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 55.45% of salaries as follows: FICA 7.65%, UI 1.0%, Workers Comp 5.8%, Health/Dental 13%, and

Retirement 28%. Percentage increases are due to Workers Comp and an anticipated increase in Retirement for 2013-2014. As detailed on *Schedule B – Fringe Benefits*.

Travel

No funds have been reserved for this category.

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.

Literacy – In Early Head Start, literacy supplies are provided for SETAs school readiness goals and family literacy activities. Supplies will include, but are not limited, to age appropriate books, writing materials, curriculum enhancements, 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	\$1,544,881
San Juan Unified School District	161	\$1,720,077
River Oak Center for Children	60	\$ 426,473
Sacramento County Office of Education	36	\$ 301,448
Totals include Basic and T/TA		

SETA will continue to partner with Sacramento County Office of Education Infant Development Program to provide full inclusion services and on-going special education services for children with Individual Family Services Plans (IFSPs). This contract is in the amount of \$15,000. SETA historically has served more than 24% of the Home Based enrollment with children with disabilities and a minimum of 10% in the center-based program. This contract is long-standing and will continue to help serve our children with special needs.

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 2013-2014, SETA will maintain a total of 11 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. Projected costs for Property and Liability insurance costs have increased slightly due to increased valuation of assets and pricing from Philadelphia.

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 \$.565/mile.

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 four 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 (as guided in our *Sprouts Newsletter*).

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.

Other Operating Costs – In the Other category, funds have been budgeted for employee fingerprinting and background checks for regular and substitute staff members (@ \$91/clearance); employee uniforms; delegate/partner support services; vehicle operating costs; 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>CSUS Interns (ACES)</u>	\$ 38,651
Student interns from California State University, Sacramento volunteer to support small and large group literacy activities in the classroom. 5 x 10hr/week x \$24.57 x 34 weeks	
<u>Parent Volunteers and other volunteers in the classrooms</u>	\$ 70,595
<u>Disability Services/Full Inclusion Program/SCOE</u>	\$ 21,246
SETA partners with Sacramento County office of Education to provide full inclusion services to children with severe disabilities. 1 special education teacher per classroom X 7 classrooms X 4 hours/day X 4 days/week X 136 days/year	
<u>Space Utilization agreements with the landlords of our sites</u>	\$ 80,933
<u>Parent Aides</u>	\$ 50,645
Parents volunteer to assist teachers with food preparation and meal service in the classrooms. 108 classes x 165 days x 1 parent x \$24.57/hour	
<u>Parent Activities</u>	\$ 5,522
<u>Donated medical/dental services</u>	\$ 10,000
<u>SETA Administrative costs</u>	\$ 8,984
<u>School District Collaboration with our delegate agencies</u>	\$281,588

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 120 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 \$179,700) is paid in whole or in part using Federal funds.

ITEM III-B – ACTION

APPROVAL OF FISCAL YEAR 2013-2014
HEAD START/EARLY HEAD START REFUNDING APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Fiscal Year 2013-2014 Head Start/Early Head Start Refunding Application.

A copy of the Fiscal Year 2013-2014 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 2013-2014 Head Start/Early Head Start Refunding Application.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2013-2014

**SETA OPERATED
HEAD START
PROGRAM
Funded enrollment:
2114**

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)

Country Wood Apts.
5700 Mack Rd.
Sacramento, CA 95823
563-5011 (40)

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 (16)

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

Rio Linda
631 L Street
Rio Linda, CA 95673
(80)

**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 (84)**

**TWIN RIVERS USD
ECD CENTER
HEAD START
Funded Enrollment:
211**

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

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

**ELK GROVE UNIFIED
SCHOOL DISTRICT
HEAD START
Funded Enrollment:
420**

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

**David Reese
Elementary**
7600 Lindale Drive
Sacramento, CA 95828
429-7780 (80)

**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 2013-2014

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

James McKee Elementary
8701 Halverson Drive
Elkhorn, CA 95624 (40)

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 (80)

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

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:
1,292**

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)

A.M. Winn Elementary
3351 Explorer Drive
Sacramento, CA 95827
228-5883 (20)

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 (20)

Bret Harte Children's Center
2761 9th Avenue
Sacramento, CA 95818
277-6932 (26)

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

C.B. Wire Elementary
5100 El Paraiso Avenue
Sacramento, CA 95824
433-5585 (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 (20)

Collis P. Huntington Children's Center
5917 26th St.
Sacramento, CA 95822
433-5438 (36)

Earl Warren Elementary
5420 Lowell Street
Sacramento, CA 95820
382-6038 (34)

Edward Kemble Elementary
7495 29th Street
Sacramento, CA 95822
433-5028 (40)

Edward Kemble Children's Center
7495 29th Street
Sacramento, CA 95822
433-2813 (24)

Elder Creek Elementary
7800 Lemon Hill Avenue
Sacramento, CA 95824
382-6004 (20)

Elder Creek Children's Center
7800 Lemon Hill Ave.
Sacramento, CA 95824
382-5979 (32)

Ethel I. Baker Elementary
5717 Laurine Way
Sacramento, CA 95824
433-5448 (40)

Ethel Phillips Elementary
2930 21st Avenue
Sacramento, CA 95820
277-6780 (40)

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

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

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 Family Education Center
3535 65th Street
Sacramento, CA 95820
277-6767 (17)

Hiram Johnson (Wrap Around)
3535 65th Street
Sacramento, CA 95820
277-6767 (24)

Isador Cohen Elementary
9025 Salmon Falls Drive
Sacramento, CA 95826
228-5863 (20)

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

Jedediah Smith Elementary (Wrap Around)
401 McClatchy Way
Sacramento, CA 95818
264-4181 (24)

John Bidwell Elementary
1730 65th Avenue
Sacramento, CA 95822
433-5451 (20)

John Bidwell
1730 65th Avenue
Sacramento, CA 95822
433-5049 (24)

John Cabrillo Elementary
1141 Seamas Avenue
Sacramento, CA 95822
264-3765 (20)

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2013-2014

John Sloat
7525 Candlewood Way
Sacramento, CA 95822
433-5054 (20)

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

**Joseph Bonnheim
Elementary**
7300 Marin Avenue
Sacramento, CA 95820
277-6517 (20)

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

Maple Elementary
3200 37th Avenue
Sacramento, CA 95824
433-7389 (20)

**Marian Anderson
Children's Center**
2850 49th Street
Sacramento, CA 95817
277-7139 (24)

**Marian Anderson
(Wrap Around)**
2850 49th Street
Sacramento, CA 95817
277-6259 (40)

**Mark Hopkins
Elementary**
2221 Matson Drive
Sacramento, CA 95822
433-7317 (20)

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

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 (20)

**Parkway Children's
Center**
4720 Forest Parkway
Sacramento, CA 95823
433-2842 (24)

**Peter Burnett
Elementary**
6032 36th Avenue
Sacramento, CA 95824
277-6522 (40)

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

**Washington
Elementary
(Wrap Around)**
520 18th Street
Sacramento, CA 95814
264-4163 (32)

**Washington
Children's Center**
530 18th Street
Sacramento, CA 95814
264-4364 (20)

**William Land
Elementary**
2120 12th Street
Sacramento, CA 95818
264-4169 (20)

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

**Home-Based Program
(48)**

**SAN JUAN UNIFIED
SCHOOL DISTRICT
HEAD START
700**

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

Citrus Heights
7085 Auburn Blvd.
Citrus Heights, CA
95621
728-3175 (20)

Coleman Elementary
6545 Beach Avenue
Orangevale, CA 95662
986-2207 (80)

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

**General Davie Jr.
Primary Center**
1500 Dom Way
Sacramento, CA 95864
575-2346 (54)

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

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

Garfield
3700 Garfield Avenue
Carmichael, CA 95608
575-2432 (54)

Grand Oaks
7901 Rosswood Dr.
Citrus Heights, CA
95621
728-3199 (20)

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825
566-2181 (108)

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

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA
95621
728-3230 (20)

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608
971-7380 (94)

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821
575-2374 (20)

Skycrest Elementary
5641 Mariposa Ave.
Citrus Heights, CA
95610
867-2103 (20)

Sunrise Elementary
7322 Sunrise Blvd.
Citrus Heights, CA
95610
728-3191 (74)

**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 (20)

Playmate #1
3930 8th Avenue
Sacramento, CA 95817
(916) 451-8870 (120)

**SETA OPERATED
EARLY HEAD START
Funded enrollment:
345**

**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)

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632 (8)
(209) 744-7728

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 (225)**

**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

American Legion
3801 Broadway
Sacramento, CA 95817
277-6608 (16)

**Hiram Johnson Family
Education Center**
3535 65th Street
Sacramento, CA 95820
277-6767 (28)

Capital City
7220 24th Street
Sacramento, CA 95823
264-3950 (74) (12)

Home Base (87)

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

**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)

**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 (24)

Home Base (73)

ITEM III-C – ACTION

APPROVAL OF FISCAL YEAR 2013-2014 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 2013-2014 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, Fiscal Chief; Head Start Managers Ms. Brenda Campos, Ms. Lisa Carr and Ms. Karen Gonzales; 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 2013-2014 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

TRAINING AND TECHNICAL ASSISTANCE PLAN 2013-2014

PHILOSOPHY

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 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., and established countywide goals. 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 and delegate agencies 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-r. 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 program area plans and modify or develop policies and procedures for key management systems.

The Training and Technical Assistance Plan was the direct result of an exhaustive and highly collaborative partnership between Head Start Grantee staff, parents, and delegate agencies. Finally, the T/TA plan was submitted to Seta's assigned GPSS who reviewed the document and provided feedback on the plan. The feedback provided by the GPSS was incorporated into this T/TA plan.

TRAINING AND TECHNICAL ASSISTANCE PLAN 2013-2014

APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT

Adjustments to the Training and Technical Assistance Plan (T/TA) proposed for PY 2013-2014 reflect the combined needs identified and prioritized by 1) parents on the Refunding Grant Application Planning Committee, 2) parents on the Budget/Planning Review Committee, and 3) the resulting goals established in the 2012-2013 Self-Assessment Action Plan through careful analysis of results from: PIR, Community Assessment, countywide goals, on-going monitoring, DRDP-r, and ERSEA reports.

A systematic approach was taken to ensure that our 2013-2014 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 continuing 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: Early Intervention and Prevention; Record Keeping and Reporting; Planning; Communication; Human Resources/Staff Development/Training and Health and Nutrition Services.

TRAINING AND TECHNICAL ASSISTANCE PLAN 2013-2014

[NOTES LEGEND: M=Mandated; G/O= Goals and Objectives; PIP= Program Improvement Plan; SA=Self-Assessment]

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/ T & TA Budget Source		Notes
					HS	EHS	
1. Priority: Program Design and Management							
A. ERSEA - Strengthen paperwork system							
Cluster Training	FSWS, EHS Educators, Home –Base staff, Site Supervisors	ERSEA Program Officer	Annual ERSEA training for all staff enrolling into Head Start/ Early Head Start Programs	August 2013	Minimal	Minimal	Mandated
Cluster Training	FSW Range 3	ERSEA Program Officer	Newly hired Range 3 FSWS will be trained on Child Plus data entry for Head Start applications.	As needed	Minimal	Minimal	Job requirement
Cluster Training	FSWS, EHS Educators, Site Supervisors	ERSEA Program Officer and	Staff will be fully trained on the EZ system which allows attendance tracking, CACFP meal counts, and CDE billing information	August – October 2013	Minimal	Minimal	Job Requirement
B. Recordkeeping and Reporting – Strengthen recordkeeping and reporting system							
Cluster Training	Range 1 & 2 FSWS, EHS Educators	Internal Staff	Staff will improve their organizational skills, and set up a system to ensure timely follow-up.	November 2013	\$2,000	Minimal	SA
Cluster Training	Site Supervisors, Teachers, Social Workers, Home Visitors, and	Education Program Officers and H/N Staff	Review the routing and referral procedure for special education and mental health. Conduct follow up training to	September 2013	Minimal	Minimal	SA

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014**

	Special Ed Field Techs		ensure compliance.				
45 day Educational Screening Training	All Teaching Staff and FSWs	Program Operations Program Officers and Family Support Program Officers	Conduct follow-up training on timelines associated with mandated screenings. This will ensure that 45 day mandates are met and files are complete.	September/October 2013	Minimal	Minimal	SA
C. Human Resources - Strengthen Human Resources Systems							
Career Incentive Plan	All Staff	Community colleges, 4 year colleges/ universities	Staff will receive up to \$1,500 per grant year to return back to school to continue their education and meet Head Start/Early Head Start requirements.	August 2013 and on-going	\$18,960	\$6,571	Best Practice
New Employee Orientation	All new staff	Education Coordinators, Program Officers, Staff Training Officer, other staff as needed	New staff will understand agency policies and procedures and Head Start/Early Head Start requirements.	On-going as new staff are hired	Minimal	Minimal	Best Practice
Child Abuse Reporting	Staff	Outside Consultants	Ensure all staff are trained annually on their responsibility as a mandated reporter	November/December 2014	\$1,000	Minimal	Mandated
In-service training	All Head Start and Early Head Start staff	Outside trainers	Staff will have opportunities to develop new skills, gain knowledge on three year goals and objectives and best practices in their field.	December 2013 Spring 2014	\$12,000	\$7,000	Best Practices

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014**

D. On-going Monitoring - Strengthen On-going Monitoring Systems							
Child Plus Training	FSWS, Site Supervisors, Early Head Start Educators	I/T Staff	Staff will receive update training on Child Plus, including how to use Dash Board and how to use organizer. This will allow staff to monitor files	January 2014	Minimal	Minimal	Job Knowledge
Child Plus Training for Supervisors	Family Engagement/ Education Program Officers	I/T Staff	Supervisory staff will have an opportunity to learn the Child Plus Systems to better able their capacity for monitoring site files	January 2013	Minimal	Minimal	Best Practices
E. Program Support - Strengthen Delegate and Partner Support							
Delegate Kick off	Delegate Staff, Delegate Support Team, Grantee Managers and Deputy Director	Deputy Director, Program Support Manager	Provide prep for upcoming OHS Monitoring visit, continue to build collaborative relationships	October 2013	\$3,000	\$200	Best Practices
Content Coordinator Meetings	Content Coordinators from Delegate Agencies	SOP Content Coordinators	All Head Start staff will increase their knowledge of service delivery methods; develop countywide systems to bring to their agencies.	August 2013 on-going monthly	Minimal	Minimal	Best Practice
Career Incentive for Delegate Staff	All Delegate Staff	Community colleges, 4 year colleges and universities	Staff will receive up to \$750 per grant year to return back to school to continue their education and meet reauthorization requirements.	August 2013 and on-going	\$6,000	\$3,000	Best Practice

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014**

Consultants	Delegate Agencies	Consultants	Delegate Agencies will receive T/TA services around the key content areas of Health and Disability services	August 2013 and on-going		\$12,000	
F. Program Governance - Strengthen Program Governance							
PAC/PC Training	PAC/PC members	SS/PI Coordinator and SS/PI staff	Demonstrate increased knowledge of roles and responsibilities of members, including Robert's Rules of Order, Brown Act, and parliamentary procedures.	October 2013	Minimal	Minimal	M
Governing Board Training	Governing Board members, PAC/PC Chairs	Deputy Director, SS/PI Coordinator	Demonstrate deeper understanding of the roles and responsibilities the Governing Board has in relation to the HS/EHS programs, and how the PC fits into that relationship.	January 2013	Minimal	Minimal	M
Ethics Training	PAC/PC members	Workforce Development staff	Members will be trained in the topic of ethics and responsibility. Members will be made aware of their ethical responsibilities in regards to serving on PAC/PC.	February 2013	Minimal	Minimal	M
Local Conferences- parents	Parents	Local conferences	Parents will achieve greater awareness of the process of becoming an advocate, and how the state and local budgets affect child care funding.	Spring 2014		\$1,500	Best Practices

TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014

PC/PAC Activities	Parent Board members	Community Agency	Parents on both boards will choose an educational activity which supports the Family Engagement Framework.	Spring 2014	\$6,000	\$1,500	
H. Program Planning - Strengthen Planning Systems							
2. PRIORITY: Improve Service Delivery (Develop a comprehensive Parent Education Program to promote self-sufficiency, improve the quality all Head Start/ Early Head Start delivery service methods to ensure all Performance Standards are being met.)							
A. HEALTH & SAFETY							
BBP/ Universal Precaution Training	All Staff	Program Support Manager, Health/Nutrition Specialists/ Identified outside trainers	All staff will be trained on Blood Borne Pathogens and other mandated training including Child Abuse and food safety.	September 2013 and April 2014	Minimal	Minimal	M
CPR Training	Teaching Staff	Health/Nutrition Specialists	Teaching staff certified in Pediatric CPR and First Aid.	Monthly	Minimal	Minimal	M
Pedestrian Training	Parents	FSWs, Health/Nutrition Specialists, Teaching Staff	Increased knowledge of health and safety issues and of pedestrian safety.	September 2013 and on-going	\$1,000	\$1,000	M

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014**

Child Plus for Health	FSWS, Site Supervisors, EHS Educators	Health/Nutrition Staff, I/T analyst	Staff will demonstrate increased knowledge of how to date enter health events into Child Plus, and how to read reports.	December 2013 and April 2014	Minimal	Minimal	Job Requirement
<i>B. NUTRITION</i>							
Nutrition and Child Obesity	Parents	Health Nutrition Specialists	Parents will demonstrate increased knowledge on ways to combat childhood obesity and how to increase physical activity at home.	September 2012 and on-going at parent meetings and countywide training	\$2,000	\$3,500	G/O
Health Advisory/CPAC	Community	Outside professionals	Health professionals and staff will come together to discuss and strategize best practices and to ensure consistency on health related topics throughout Sacramento County.	Annually	\$1,500		M
<i>C. MENTAL HEALTH</i>							
CSEFEL Workshops-Positive Solutions for Families	Parents	Parent Support Manager	Parents will be offered a series of parenting classes dealing with the issues of addressing challenging behaviors as identified on the FPA.	January 2014	\$3,500	\$3,000	G/O
Parent Education Workshops	Parents	Mental Health Specialists, SS/PI staff	Parents will increase their knowledge in the areas of stress management, healthy eating and the relationship to mental health or other mental health services identified on	Ongoing monthly at parent meetings at the Early Learning	Minimal	Minimal	On-going monitoring

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014**

			the FPA.	Sites			
CSEFEL Training	Teaching Staff and support staff	Consultants	In partnership with Sacramento County Office of Education and West Ed, staff will participate in the third year of Teaching Cohort model. This cohort provides support in the development of internal trainers and coaches. This model also supports targeted social emotional support in the classroom	Two Head Start classes to be identified	\$3,000	\$500	G/O
<i>D. DISABILITIES</i>							
Special Education Workshops (teachers) and Infant Development Association	Teachers	Disabilities Coordinator, Special Education Staff, SCOE Staff	Staff will gain knowledge on types of disabilities, identification of children with disabilities, accessing services and implementing general education adaptations	Spring 2014	\$2,000	\$1,500	M
Special Education Workshops (Parents)	Parents	Disabilities Coordinator, Special Education Staff	Parents will increase their knowledge of typical child development, interpretations of child screenings, disability services available, and transition in and out of HS/EHS.	On-going at parent meetings and socializations	Minimal	Minimal	M
<i>E. SCHOOL READINESS</i>							
CSEFEL-Infant-Toddler	EHS Educators, I/T teaching staff	Outside Consultants	Center based and Home Based staff will participate in CSEFEL I/T training models. The focus will be on Social-Emotional Development within the Context of Relationships. Staff will improve on strategies to strengthen nurturing and responsible relationships.	Spring 2014		\$4,000	G/O

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014**

CLASS Training	All classroom teachers and	Outside Consultant	Staff will continue to receive individualized coaching. Certified CLASS trainers will conduct assessments targeting specific domains. Focused observations and feedback will provide goals for improvement.	On-going	\$7,000 (Basic)		Best Practices
Regional Site Supervisor Meetings	Site Supervisors	Educational Program Officers	Site Supervisors will meet monthly to discuss best practices in the ECE field, implementation of the new oral language curriculum, and the new classroom assessment tool, updated policies/procedures/practices.	Monthly	Minimal	Minimal	M
CLASS-Toddler Training	Early Head Start Staff	Outside trainers	Early Head Start staff will be offered multiple training sessions on topics including Emotional & Behavioral support and Engaged Support for Learning. Certified CLASS Toddlers assessors will provide coaching based on results of assessment and observations.	On-going		\$4,000	Best Practices
California Infant/Toddler Curriculum Framework	All Early Head Start Staff	Educational Program Officers, Identified outside training experts	All staff working with Early Head Start will participate in training on the CA I/T Curriculum Framework.	Bi-monthly beginning in Feb 2013		\$3,000	Best Practices
Strategies	Home Based Early Head Start Educators	Outside Consultants	Staff will participate in specific training for the home visitation model. This comprehensive and interactive training will provide essential tools;	Spring 2014		\$4,000	Best Practices

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014**

			current tools and evidenced-based processes for engaging families in strength based home visiting.				
Field Trips/Socializations	Home Based parents and staff	Outside agencies	Parents and children will have the opportunity to engage in educational field trips to various organizations and venues in the Sacramento area	August 2013 and on-going		\$500	
Early Learning Framework	All teaching staff	Education Program Officers	Using information provided from the aggregated data of the DRDP and the HELP, training and support will be provided to teaching staff to support teaching practices. Emphasis will include the areas of Literacy and Mathematics and supporting dual language learners	Bimonthly beginning in October 2013	\$2,000		
Infant/Toddler Workshop	Early Head Start teaching staff	Outside consultants	Staff will gain a greater understanding of how environments enhance and contribute to social-emotional health and supportive relationships	Spring 2014		\$4,284	
<i>F. FAMILY SERVICES AND COMMUNITY PARTNERSHIPS</i>							
Parent Education Workshops	Parents-countywide	SS/PI Staff, FSWs, outside presenters	Parents will be offered a variety of topics related to needs identified on the FPA. Training will happen at monthly parent meetings, monthly countywide training and other modes as identified as successful.	Summer 20123 and monthly	\$3,000	\$3,000	G/O

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014**

Training on Family Engagement Framework	FSWS, EHS Educators	SS/PI staff, FSWS and teaching staff	Staff will become more knowledgeable about the Family Engagement Framework, how to use it, and how to analyze and collect data.	Fall 2013 Spring of 2014	\$4,000	\$3,000	M
Male Involvement Services	Parents, staff	SS/PI Staff	Fathers will gain greater knowledge around health issues, child development, literacy development in children, and how to strengthen the parent/child bond. Staff will increase knowledge of how to increase male involvement at the site level, and to develop activities that are designed for men.	September 2013 and monthly	\$4,750	\$816	Best Practices
Family Literacy Involvement Project (FLIP)	Parents	SS/PI staff, teaching staff	Children's books will be given out monthly to each family enrolled in HS/EHS along with an activity to enhance the book. Families will gain knowledge of methods to foster school readiness.	Monthly	\$13,000	\$4,000	G/O
Grandparent/Foster Parent services	Grandparents, foster parents, parents	SS/PI staff, community representatives	Grandparents and foster parents will increase knowledge of services available to them, and obtain support. Workshops will be offered on topics identified by grandparents/foster parents through the support meeting held monthly.	Monthly	\$4,250	\$1,900	M
Best Practices in the	FSWS, EHS	Outside agencies	Staff will gain greater	January 2014	\$4,000	\$4,000	G/O

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014**

Social Service Field	Educators, Home Visitors, SS/PI staff	to be determined	understanding and competency in their chosen field.	and as needed			
Parent Conference	Parents	Outside guest speakers	Parents will be offered a countywide parent conference on a variety of topics. Collaboration will occur with the Male Involvement committee and the Grandparent/Foster Parent committee.	Spring 2013	Basic	\$1,000	Best Practices
Parent Career Incentive Program	Parents	Various learning institutes	Parents will be reimbursed up to \$600 per grant year to attend college, vocational education or adult education.	On-going	\$3,500	1,500	M

ITEM III-D- ACTION

APPROVAL OF FISCAL 2013-2014 SACRAMENTO COUNTY PROGRAM
OPTIONS/GRANTEE AND DELEGATE AGENCIES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve Fiscal Year 2013-2014 Sacramento County Program Options/Grantee and Delegate Agencies.

RECOMMENDATION:

Approve Fiscal Year 2013-2014 Sacramento County Program Options/Grantee and Delegate Agencies.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

HEAD START

SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS/GRANTEE & DELEGATE AGENCIES FY 2013-2014

PROGRAM OPTIONS

AGENCY	Total Funded Enrollment	OPTION 1 (CB) Full-Day Collab. 5 days/ week 10 hrs/day 47-48 weeks	OPTION 2 (CB) Full-Day 5 days/week 9 hrs/day 47 weeks	OPTION 3 (CB) Full-Day 5 days/week 8-8.5 hrs/day 47-48 weeks	OPTION 4 (CB) Full-Day 5 days/week 9 hrs/day 46 weeks	OPTION 5 (CB) Full-Day 5 days/week 8-8.5 hrs/day 46 weeks	OPTION 6 (CB) Part-Day 5 days/week 4 hrs/day 46 weeks	OPTION 7 (CB) Part-Day 4 days/week 3.5 hrs/day 37 weeks
SETA	2,114	66	88	66	44	110	1,380	276
Elk Grove	420							
Sacramento City	1,292	77	32	16				
San Juan	700							
Twin Rivers	211							
WCIC (Playmate)	120							
TOTALS	4,857	143	120	82	44	110	1,380	276

Comments

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

HEAD START

SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS /GRANTEE & DELEGATE AGENCIES FY 2013-2014

PROGRAM OPTIONS

AGENCY	Total Funded Enrollment	<u>OPTION 8</u> (CB) Full Day Collab. 5 days/week 6-6.5 hrs/day 32 weeks	<u>OPTION 9</u> (CB) Full Day 5 days/week 9 hrs/day 35 weeks	<u>OPTION 10</u> (CB) Part-Day 4 days/week 3.5 hrs/day 32-33 weeks	<u>OPTION 11</u> (CB) Part-Day/DS* 4 days/week 3.5 hrs/day 32 weeks	<u>OPTION 12</u> (CB) Part Day 4 days/week 4 hrs/day 34 weeks	<u>OPTION 13</u> (HB) Home Base 32-47 weeks	
SETA	2,114						84	
Elk Grove	420			420				
Sacramento City	1,292	511		608			48	
San Juan	700	200			500			
Twin Rivers	211		24		187			
WCIC (Playmate)	120					120		
TOTALS	4,857	711	24	1,028	687	120	132	

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 2013-2014						
PROGRAM OPTIONS						
AGENCY	Total Funded Enrollment	OPTION 1 Full Day 5 days/week 7.5 hrs/day 48 weeks	OPTION 2 Full Day 5 days/week 8-9.5 hrs/day 47-48 weeks	OPTION 3 (CB) 5 days/week 7.5 hrs/day 48 weeks	OPTION 4 (CO) 1 day/week 8 hrs/day 48 weeks	OPTION 5 (HB) 47-48 weeks
SETA	345		120			225
Sacramento City	147		44*		8**	95
San Juan	161	56		32		73
TOTALS	653	56	164	32	8	393
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 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>					

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

ITEM III-E- ACTION

APPROVAL OF ANNUAL SELF ASSESSMENT FOR 2012-2013
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 January 2013, a team of parents and internal and external reviewers were assembled for the 2012-2013 self-assessment process. Teams reviewed and analyzed nineteen 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 Partnerships, Parent Involvement, Community Partnerships, Eligibility/Recruitment/Selection/ Enrollment/Attendance, Safe Environments, Child Outcomes, Education and Early Intervention.

While many positive outcomes and strengths were noted during the review, staff continues to strive for excellence. As part of the 2012-2013 Program Improvement Plan, staff will focus on a few areas of improvement, including school readiness/child outcomes, family and community engagement, program design and management and on-going monitoring opportunities.

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 2012-2013 Self-Assessment and resulting Program Improvement Plan.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

Self Assessment Summary of Results 2012-2013

Project Background:

During the fall of 2012, SETA Head Start/Early Head Start developed a self assessment plan that included parents, administrative and field staff, management and consultants. The self assessment process, which took place January 14-18, 2013, resulted in an in-depth review of the quality and compliance of the SETA Head Start/Early Head Start program.

The 2011 OHS Monitoring Protocol was used for evaluating all services and systems areas of the SETA Operated Program (SOP), as well as selected aspects of SETA's partners and delegate agencies. Delegates conduct their own comprehensive self assessment annually. Focus groups and interviews were conducted with both SOP and delegate agency staff using questions from the 2013 OHS Monitoring Protocol and included interviews with Board members, Policy Council and Policy Committee and PAC members, content managers, teachers, and family engagement staff. An extensive file review checklist was developed for reviewing almost 300 children's files. Numerous administrative and financial files and records were also reviewed as well as program plans, procedures and policies. Governance and management systems were reviewed at the SETA Operated Program as well as delegate agencies. Classroom observations at both the SETA Operated Program and the Delegate agencies were conducted using the CLASS system. Daily team meetings and debriefings with reviewers and management staff were held for purposes of coordination and communication. Program goals and objectives were carefully reviewed and progress noted.

Team reviews included, but were not limited to the following: children's files, on-going monitoring reports, program information reports, policies and procedures manuals, 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, many teams performed interviews with staff, parents, and community partners for the self assessment. Results from the self assessment were analyzed and resulted in a detailed Self Assessment Program Improvement Plan (PIP).

Team Composition:

For the Self Assessment, individual teams were assembled by content area. Each team had an appointed team leader to facilitate the process and consisted of both internal and external stakeholders. The teams were as follows:

Program Governance/Management Systems	Family & Community Engagement
Health Services	Nutrition Services
Safe Environments	Child Development & Education (HS)
Disabilities Services	Child Development & Education (EHS)

Mental Health
Human Resources
Fiscal

Community Partnerships
ERSEA

Summary of Program Strengths ~ SETA Operated Program (SOP) :

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

Health:

- SETA and its delegates have licensed and experienced health staff
- Three-tiered position for Family Service Workers at SETA
- SETA completed all 45-day health screenings
- Health files are well organized and dental exams completed in timely manner
- Community partnerships provide basic and enhanced health services including sites where asthma was high
- SOP has a follow-up “Routing and Referral System” for tracking
- Disaster preparedness with staff training was well developed and implemented

Nutrition:

- SETA and all its delegates have qualified nutrition management and consultants
- SETA’s Parent Advisory Committee’s food service committee meets every month and provided valuable input on children’s menus
- SETA’s program has menus inclusive of whole grains and very few sugar items
- Community collaborations include interns from CSUS who provide parent education and nutrition activities for children

Safe Environments:

- SETA’s Disaster Preparedness Plan is exemplary and the Safety Policies and Procedures are well developed
- Family Service Workers were observed to be very engaged at their classrooms

Disabilities:

- Outstanding partnership with SCOE in inclusive programming
- Inclusive classrooms are available at the SETA program
- Interviewed parents gave very positive feedback about their experience with disabilities services
- Very specific strategies for budgeting and maintenance of effort for disabilities services
- Special Education field technicians have educational and professional backgrounds that ensure provision of services
- All SETA sites have licenses that include six non-ambulatory slots

Mental Health:

- SETA’s mental health consultants and content experts have impressive educational and professional qualifications

- SETA has mental health plans that include specific training for staff and parents in implementing the Teaching Pyramid

Education-HS:

- SETA and all delegates are using the five essential domains from Head Start Foundations and are aligned with the 18 school readiness goals
- The SETA program has excellent training on the CLASS tool and how to use this framework in blending with curricula and developmentally appropriate practices
- Sharon Neese classrooms are exceptional and showcase high quality practices
- SETA and all delegates use the Creative Curriculum and/or Open Court as well as additional curricula broadening children's experiences
- All classes observed included each child's family with learning approaches that included family trees, stories, and picture boards

Education-EHS:

- Implementation of Creative Curriculum for Infants and Toddlers Caregivers is evident in classes which supports the varying development of children
- All EHS sites demonstrated individualization, group planning, and ongoing assessment
- SETA's Daily Information Exchange form maintains daily communication with parents

Family & Community Engagement:

- SETA has strong formal and informal community partnerships
- SETA has added school readiness aides who are parents that assist in the classroom
- There is evidence of parent partnerships in the file and on the FPA.
- Case note training has improved the Family Contacts section of the file.

Fiscal Integrity:

- SETA's permanent facility files are outstanding. They are well organized and contain all information needed to track projects from commencement to current day
- SETA files for facility Notice of Federal Interest are commendable in their historical completeness and in being reconciled to inventory records
- SETA's fiscal files are well organized with information readily available

PDM:

- SETA's Board and Policy Council (PC) have approved all actions required by Head Start regulations and the law
- SETA's PC members are well trained during the year and members interviewed were extremely complimentary of SETA management and staff for their support
- Program staff are well qualified and content managers meet or exceed qualification standards
- Countywide program communication is excellent and SETA management models a collaborative approach
- SETA is developing an e-monitoring system that will provide instant data and reports through the use of I-Pads

- SETA has strong formal and informal community partnerships supports school readiness and family engagement
- SETA conducts well organized and comprehensive self-assessments that looks at the program critically
- SETA has a well structured Human Resources Department

ERSEA:

- SETA has a strong centralized ERSEA system with conscientious ERSEA staff
- High percentage of verifying signatures for income eligibility files
- Exemplary electronic sign-in system for parents provided instant attendance information
- Full enrollment is maintained consistent with Tracks system
- Active, ongoing recruitment of families with appropriate waiting lists
- SETA serves more families who are below poverty (94%) than what is required (90%)
- Income documents secured at relatively high rate

Summary of Program Growth Opportunities ~ SOP:

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.

Health:

- Some files reviewed were not up-to-date, while some did not reflect follow-up treatment

Nutrition:

- Some SETA sites reviewed did not have children brush their teeth in conjunction with a meal

Safe Environments:

- Several SETA sites had items that needed repair, rearrangement, cleaning, or removal
- A few SETA classes needed improvement in medication storage or had incomplete first aid kits
- Several classes needed improvement in covering electrical outlets

Disabilities:

- The Part C MOU for delegate agencies has not been updated since 12/31/10.
- Files did not show transition planning for children who have an IEP

Education-HS:

- Some files did not contain Individual Development Plans or goals

Family & Community Engagement:

- Some FPAs were not completed, while some did not have documented follow-up in the files
- Strategies and goals in FPAs need to be improved so that they are more consistent and fully relate to each other.
- EHS transition plans were not documented in some files

Fiscal Integrity:

- Some delegate contracts and facility leases were signed and dated after the commencement date

PDM:

- Grantee monitoring needs improvement in the review and correction of issues related to outdoor facilities, governance (particularly Boards), and children's files at both the SETA operated program and all delegate agencies. The new e-monitoring system currently being developed is promising for making these improvements provided the frequency and follow-up is ensured.
- The current annual public report needs to include five more elements required in the law
- Some managers did not have current performance reviews based on sampled personnel files
- SETA needs to identify/develop a new employee evaluation support system since the current system will soon be unavailable.

ERSEA:

- Monthly analysis of site/classroom averages and documented correction was not currently being conducted

Summary of Program Strengths ~ Delegate Agencies:

Health:

- Licensed and experienced health staff
- Health files were well organized and dental exams completed in timely manner
- Community partnerships provide basic and enhanced health services including sites where asthma was high
- Disaster preparedness with staff training was well developed and implemented

Nutrition:

- Qualified nutrition management and consultants
- Excellent referrals made by nurse and dietician
- SETA's Parent Advisory Committee's food service committee met every month and provided valuable input on children's menus
- Excellent hand washing and tooth brushing practices

Safe Environments:

- All delegates had heightened security measures in place to ensure safety of children and staff, including one delegate that uses an innovative scanning process and badges for visitors
- Another delegate has an excellent system that enables substitute teachers to locate important items in classes

Disabilities:

- Outstanding partnership with SCOE in inclusive programming
- Inclusive classrooms are available
- Interviewed parents gave very positive feedback about their experience with disabilities services
- Very specific strategies for budgeting and maintenance of effort for disabilities services
- Special Education field technicians have educational and professional backgrounds that assure provision of services
- Effective system to monitor educational screenings, assessments and follow-up referrals

Mental Health:

- Mental health consultants and content experts have impressive educational and professional qualifications
- Mental health plans include specific training made available to staff and parents in implementing the Teaching Pyramid

Education-HS:

- SETA and all delegates are using the five essential domains from Head Start Foundations and are aligned with the 18 school readiness goals
- Inclusion classrooms provide a seamless experience for children
- SETA and all delegates use the Creative Curriculum and/or Open Court as well as additional curricula broadening children's experiences

- All classes observed included each child's family with learning approaches that included family trees, stories, and picture boards

Education-EHS:

- Implementation of Creative Curriculum for infants and toddlers is evident in classes which supports the varying development of children
- All EHS sites demonstrated individualization, group planning, and ongoing assessment
- Some delegates serve teen parents and collaborate with parents to strengthen parent-child attachment
- Infant classrooms were nurturing with space for parents to participate

Family & Community Engagement:

- Strong documentation of parent conferences and home visits
- Knowledgeable and experienced FCE staff implementing family partnerships effectively
- Children's records are well organized with services properly documented
- Effective and efficient recordkeeping system with organized files
- Well documented family partnership goals and strategies

Fiscal Integrity:

- Strong communication between delegate accounting departments and grantee accounting department
- Detailed and accurate Personnel Activity Reports

PDM:

- Policy Committee members at several of the delegate agencies are knowledgeable, actively involved and receive all the required reports; they can articulate their roles and responsibilities
- ERSEA files contain signed income verifications
- One Delegate Director has involved parents and staff in making improvements and streamlining processes
- The Board of Education at one of the delegate agencies is responsive to programs, receives all required reports, and has approved all required actions

Summary of Program Growth Opportunities ~ Delegate Agencies:

Health:

- Some files reviewed at the delegate agencies were not up-to-date or did not reflect follow-up treatment
- Some files reviewed had screenings that were not completed within 45 days.

Safe Environments:

- All classrooms observed had evacuation routes posted; however, several classes did not have routes clearly marked to indicate path to outside
- Some classes had flashlights that were dim

- Several classes did not have evidence that smoke detectors were tested
- Indoor and/or outdoor premises had cleaning, repair, or unsafe issues (including not covered electrical outlets)
- A few classes needed improvement in medication storage
- A few sites had incomplete first aid kits

Disabilities:

- The Part C MOU for delegate agencies has not been updated since 12/31/10. One delegate was missing several 1308 requirements in SCOE agreement.
- Files did not show transition planning for children who have an IEP

Education-HS:

- Some files did not contain Individual Development Plans or goals

Family & Community Engagement:

- Some FPAs were not completed
- Some files lacked documentation regarding follow-up, parent-teacher conferences and home visits
- EHS transition plans were not documented in some files

Fiscal Integrity:

- Some delegates did not apply E-rate credits to Head Start telecommunication expenditures
- One delegate did not have a current student accident policy in place
- One delegate is not reporting Cal Card credit card expenditures to the Board or the Food Program
- One delegate has not conducted a physical inventory in the last two years

PDM:

- One of the delegates did not have a community representative on its PC
- Even though the Delegate Directors turn in all reports to administration, the reports don't always flow to some of the Boards. For example, the Board and the Policy Committee have not received monthly credit card expenditures on the Cal card.
- One delegate did not have documentation to support that the Board had approved hiring and firing procedures for key management staff or had approved dispute resolution procedures. Funding amendment to contract approved was but not reflected in the Board's minutes.
- Lack of evidence that Policy Committees had approved personnel policies at two of the delegates.
- Some sampled employees at two of the delegates did not have an initial physical exam completed.
- One delegate is struggling with its Policy Committee in that it last had a quorum in October and is currently not a functioning body. This also occurred last year.
- Organizational structure at one delegate did not identify oversight for family and community services; lines of supervision and accountability were unclear.

- One delegate site required parents to bring their own diapers and wipes.

Grantee Action to Address Program Growth Opportunities in Delegates

All the results of the self assessment were shared with the Delegates. This information was folded into their own self assessments and ultimately into their Program Improvement Plans, which are on file and available upon request.

Several key grantee staff who provide delegate support met to outline a plan for supporting delegates regarding the identified areas of growth. Additionally, individual meetings were held with each Delegate Agency to review the results of the self assessment and to develop a plan of action. As appropriate, grantee content coordinators are following up with Delegate agency staff. Any documents requiring revision as a result of the self assessment process will be submitted to the grantee for review and approval. Delegate Program Improvement Plans have been discussed during content meetings and are discussed during individual delegate meetings as relevant. Further, the self assessment results have been shared with the grantee's Quality Assurance Team so that extra emphasis can be placed on monitoring in those areas that were identified in the self assessment. Grantee staff will continue to track and monitor Delegate's progress on addressing these issues.

**Sacramento Employment and Training Agency
Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2012-2013**

<i>Action Step</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: Redesign and implement a new Individual Development Plan (IDP)</i>				
Redesign the Individual Development Plan (IDP) and corresponding home visit and parent conference schedule.	Karen Gonzales, Manager Program Officers (ED) Education Coordinators	March 2013	New IDP format completed. Teacher training will take place June 2013. Implementation will take place in Fall 2013.	
<i>Goal: Improve Transition Planning Process</i>				
Ensure all EHS children and children with disabilities have appropriate and timely transition plan on file	Karen Gonzales, Manager Program Officers (ED) Education Coordinators	March 2013		
<i>FAMILY AND COMMUNITY ENGAGEMENT</i>				
<i>Goal: Continue to strengthen family case management and internal monitoring systems to ensure high quality family engagement and documentation</i>				
Continue to provide staff development for Family Service Workers in the areas of case management /documentation, customer services, goal setting strategies, time management and follow-up services	Lisa Carr, Manager Program Officers (SS/PI)	May 2013	Monthly professional development strands have been developed and are in progress.	

**Sacramento Employment and Training Agency
Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2012-2013**

<p>Increase child daily attendance in each center. Develop a program to educate parents on the importance of attending school as it relates to school readiness and encourage their daily participation. Follow-up with centers/classrooms that fall below 85% average daily attendance (ADA).</p> <p>Note: continuation from 2011-2012 PIP</p>	<p>Lisa Carr, Manager Program Officers (SS/PI) Program Officer (ESREA)</p>	<p>April 2013</p>	<p>Subcommittee developed a new system for increased attendance. Being reviewed by ERSEA Program Officer and Program Ops Mgr. At each PAC meeting attendance will be discussed and related back to school readiness</p>	
<i>PROGRAM DESIGN AND MANAGEMENT</i>				
<i>Goal: Continue to improve efficiency and effectiveness of record-keeping, reporting and on-going monitoring systems</i>				
<p>Create and implement a new electronic tracking system for quality assurance and on-going monitoring. Tool will include Program Design and Management sections to support on-going monitoring and evaluation at the grantee and delegate agencies.</p>	<p>Brenda Campos, Manager Program Officer (Admin) Quality Assurance Specialists</p>	<p>January 2013</p>	<p>Quality Assurance Tool and electronic iPad app are completed and in use.</p>	<p>Completed for year but on-going to build capacity and reports</p>
<p>Agency to secure a new employee performance evaluation system</p>	<p>Rod Nishi, Chief Administration</p>	<p>January 2013</p>	<p>Evaluation systems are being evaluated. Final selection not yet determined.</p>	

**Sacramento Employment and Training Agency
Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2012-2013**

PROGRAM DESIGN AND MANAGEMENT- DELEGATE AGENCY OVERSIGHT AND ON-GOING MONITORING

Goal: Enhance on-going monitoring and oversight of delegate agencies to ensure full compliance and quality improvement.

<p>Ensure each delegate agency, specifically school districts, are fully engaging their boards/board liaison/PC reps regarding Head Start program activities and information reports.</p>	<p>Denise Lee, Deputy Director Marie Desha, SS/PI Coordinator Alma Hawkins, SS/PI Specialist</p>	<p>February 2013</p>	<p>SC, SJ and EG have recruited and retained a board liaison. On-going monitoring will continue. TRs has recruited/seated new reps on their PC.</p>	
<p>Utilizing the newly designed monitoring system, SETA will strengthen and enhance on-going monitoring within the delegate agencies to ensure full compliance with Performance Standards with special emphasis on items noted as needing improvement in the 2012 Self-Assessment report. Training and Technical Assistance will be provided by the grantee for all content areas needing improvement within each delegate agency/partner.</p>	<p>Brenda Campos, Manager Melanie Nicolas, Program Officer (Admin) Quality Assurance Specialists</p>	<p>January 2013</p>	<p>The new iPad monitoring system has been implemented and monthly visit to delegates are in progress.</p>	

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

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

A. Standing Information

- PC/PAC Calendar of Events: Ms. LaTasha Windham
- Parent/Family Support Unit Events and Activities: Ms. LaTasha Windham
- Parent/Staff Recognitions: Ms. LaTasha Windham
- Fiscal Report/Corporate Card Monthly Statement of Account: Mr. Roy Kim (attached)
- Child Care Center Food Menu (attached)
- Community Resources-Parents/Staff: Ms. LaTasha Windham

NOTES:

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
County-wide Parent Conference	Saturday, April 20, 2013 9:00 a.m.-3:00 p.m. Charles A. Jones Skills & Business Ctr. 5451 Lemon Hill Ave. Sacramento, CA
PC/PAC Joint Executive Committee Meeting	Thursday, April 25, 2013 9:00 a.m. Olympus Room
PC/PAC Personnel/Bylaws Committee	Friday, April 26, 2013 9:30 a.m. Olympus Room
PC/PAC Budget/Planning Committee	Friday, May 3, 2013 10:00 a.m. Olympus Room
Social/Hospitality Committee	Friday, May 10, 2013 9:00 a.m. Olympus Room
Countywide Parent Leadership Institute Training Theme: Leadership Through Effective Communication & Team Building Dr. Tracy Tomasky, Trainer	Friday, May 10, 2013 8:30 a.m.: Registration 9:00 a.m.: Training Start Time SETA Board Room
Male Involvement Committee	Wednesday, May 15, 2013 10:00 am. – 11:30 a.m. Olympus Room
Food Services Committee	Thursday, May 16, 2013 12:30 p.m. Saturn Room
Social/Hospitality Committee	Friday, May 17, 2013 9:00 a.m. Olympus Room
PC/PAC Personnel/Bylaws Committee	Friday, May 31, 2013 9:30 a.m. Olympus Room

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

EVENT

DATE

County-wide Parent Conference	Saturday, April 20, 2013 9:00 a.m.-3:00 p.m. Charles A. Jones Skills & Business Ctr. 5451 Lemon Hill Ave. Sacramento, CA
Male Involvement Committee	Wednesday, May 15, 2013 10:00 am. – 11:30 a.m. Olympus Room

PARENT/KINSHIP CONFERENCE 2013 PRESENTS

RUTHIE BOLTON

WOMAN'S BASKETBALL HALL OF FAME & KEYNOTE SPEAKER

FREE EVENT

Meet Ruthie Bolton, two time Olympic Gold Medalist,
WNBA All-Star & Women's Basketball Hall of Famer.

**Food, Family
AND Fun**

WORKSHOPS

- Nutrition
- Positive Discipline
- Legal Panel (Child Custody, Child Support & Senior Legal Support)
- School Readiness
- Advocacy for Special Needs Children



SPONSORED BY:

- SACRAMENTO COUNTY HEAD START
- NORTH SACRAMENTO GRANDPARENT SUPPORT GROUP
- LILLIPUT CHILDREN'S SERVICES
- AREA 4 AGENCY ON AGING

SATURDAY, APRIL 20

9:00 AM – 3:00 PM

CHARLES A. JONES – SKILLS AND BUSINESS EDUCATION CENTER

5451 Lemon Hill Avenue, Sacramento, CA 95824

To register for Conference and/or Playcare call Belinda (916) 263-4078



Policy Council

FOR MEMEBERS OF THE

Policy Committee

Parent Advisory Committee

... and Alternates

LEADERSHIP

Through Effective Communication And Team Building

Annual Parent Leadership Institute

Friday, May 10, 2013

SETA Board Room

Sacramento, CA

Trainer

Dr. Tracy Tomasky

Training includes information on:

Leadership Communication Team Building Conflict Self Esteem

RSVP

Ms. Alma Hawkins (916) 263 0540 by 4:00 p.m. on Tuesday, April 30, 2013



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SACRAMENTO EMPLOYMENT AND TRAINING AGENCY HEAD START





SETA Head Start Menu

April 2013

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 4	1 Breakfast: Whole Wheat Blueberry Muffin Loaf, Cantaloupe, Milk Lunch: Spanish Rice, Green Beans, Tangerine or Strawberries, Milk Snack: Cheese-It Crackers, Apricot Halves	2 Breakfast: Bagel/Cream Cheese, Orange, Milk Lunch: Teriyaki Chicken, Steamed Brown Rice, Sunomono Salad, Kiwi, Milk Snack: Tropical Treat Whole Grain Crackers, Apple	3 Breakfast: Oatmeal Cereal, Banana, Brown Sugar, Milk Lunch: Whole Wheat Pasta, Turkey, Tomato Sauce, Green Salad, Italian Dressing, Orange, Milk Snack: Rice Cakes, Diced Peaches	4 Breakfast: Whole Grain Pancakes, Apple, Maple Syrup, Milk Lunch: Turkey and Cheese Roll-up in a Tortilla, Cole Slaw, Mango, Milk Snack: Strawberry Yogurt, Banana	5 Breakfast: Rice Krispies Cereal, Diced Apricot, Milk Lunch: Tuna Salad, Saltine Crackers, Baby Carrots, Cantaloupe, Milk Snack: Whole Grain Vanilla Fish Crackers, Milk
Week 5	8 Breakfast: Whole Grain Pancakes, Maple Syrup, Mango Chunks, Milk Lunch: Chili Con Carne/Beans, Saltine Crackers, Diced Apricot, Milk Snack: Jungle Crackers, Milk	9 Breakfast: Whole Wheat Banana Muffin Bar, Kiwi, Milk Lunch: Refried Beans, Flour Tortilla, Tomato Salsa, Tangerine or Strawberries, Milk Snack: Rice Krispies Cereal, Milk	10 Breakfast: Whole Grain Biscuit, Jelly, Diced Peach, Milk Lunch: Beef Hamburger, Whole Wheat Bun, Seasoned Carrots, Cantaloupe, Milk Snack: Sound Bites Whole Grain Crackers, Banana	11 Breakfast: Oatmeal with Raisins, Pineapple, Brown Sugar, Milk Lunch: Turkey, Whole Wheat Macaroni, Tomato Sauce, Green Salad/Dressing, Orange, Milk Snack: Bean Dip, Flour Tortilla	12 Breakfast: Whole Grain Cheerios, Banana, Milk Lunch: Roasted Turkey on Whole Wheat Bread, Mayonnaise, Broccoli with Dip, Kiwi, Milk Snack: American Classic Wheat Crackers, Cheese Stick
Week 6	15 Breakfast: Oatmeal Cereal, Cantaloupe, Brown Sugar, Milk Lunch: Sloppy Joe's, Whole Wheat Bun, Whole Kernel Corn, Apricots, Milk Snack: Sunrise Bites Whole Grain Crackers, Milk	16 Breakfast: Rice Krispies Cereal, Orange, Milk Lunch: Baked Chicken, Mixed Vegetables, Whole Wheat Texas Toast, Kiwi, Milk Snack: Cottage Cheese, Pineapple Tidbits	17 Breakfast: Whole Wheat Waffles, Maple Syrup, Diced Pear, Milk Lunch: Salisbury Beef Steak/Gravy, Mashed Potatoes, Whole Wheat Dinner Roll, Cantaloupe, Milk Snack: Cheese Sticks, Apple	18 Breakfast: Bagel & Cream Cheese, Banana, Milk Lunch: Chicken and Noodles, Peas and Carrots, Tangerine or Strawberries, Milk Snack: American Classic Wheat Crackers, Orange	19 Breakfast: Whole Wheat Blueberry Muffin Loaf, Diced Apricot, Milk Lunch: Swiss Cheese on Whole Wheat Bread, Lowfat Mayonnaise, Broccoli, Dip, Orange, Milk Snack: Fish Crackers, Milk
Week 7	22 Breakfast: Crispix Cereal, Apple, Milk Lunch: Chicken Fried Brown Rice, Orange, Milk Snack: Cheese Stick, American Classic Wheat Crackers	23 Breakfast: Oatmeal, Brown Sugar, Banana, Milk Lunch: Macaroni & Cheese, Seasoned Green Beans, Strawberries or Tangerine, Milk Snack: Strawberry Waffle, Whole Grain Grahams, Milk	24 Breakfast: Dreamy Orange Whole Grain Mini Loaf, Diced Peach, Milk Lunch: BBQ Chicken on Whole Wheat Bun, Whole Kernel Corn, Cantaloupe, Milk Snack: Multigrain Corn Snacks, Diced Pear	25 Breakfast: Whole Grain Pancakes, Maple Syrup, Apple, Milk Lunch: Beef Meat Loaf and Sauce, Mashed Potatoes, Dinner Roll, Canned Apricots, Milk Snack: Strawberry Yogurt, Fruit Cup	26 Breakfast: Rice Krispies Cereal, Banana, Milk Lunch: Roasted Turkey on Whole Wheat Bread, Carrot Sticks, Mayonnaise, Kiwi, Milk Snack: Sunrise Bites Whole Grain Crackers, Apple
Week 1	29 Breakfast: Whole Grain Pancakes, Maple Syrup, Mango Chunks, Milk Lunch: Lemon Pepper Chicken, Peas/Carrots, Steamed Brown Rice, Orange, Milk Snack: Cottage Cheese, Cheese-It Crackers	30 Breakfast: Whole Wheat Banana Muffin Bar, Orange, Milk Lunch: Beef Hamburger on Whole Wheat Bun, Whole Kernel Corn, Pickle, Kiwi, Mustard & Ketchup, Milk Snack: String Cheese, Apple			

SETA Head Start Menu

Abril 2013

	lunes	martes	miércoles	jueves	viernes
Semana 4	1 Desayuno: Barra de Mollete de Trigo con Arándanos Azules, Melón, Leche. Comida: Arroz Español, Ejotes, Tanjarina o Fresa, Leche. Bocadillo: Galletas Saladas Cheese-It, Mitades de Chabacano.	2 Desayuno: Bagel con Queso Crema, Naranja, Leche. Comida: Pollo Teriyaki, Arroz Integral a Vapor, Ensalada Sunomono, Kiwi, Leche. Bocadillo: Galletas Saladas Tropical Treat de Grano Integral, Manzana.	3 Desayuno: Cereal de Avena, Plátano, Azúcar Morena, Leche. Comida: Pasta de Trigo Integral con Pavo y Salsa de Jitomate, Ensalada con Aderezo Italiano, Naranja, Leche. Bocadillo: Galletas de Arroz, Durazno Picado.	4 Desayuno: Jotqueis de Grano Integral, Manzana, Miel de Arce (Maple), Leche. Comida: Pavo y Queso Enrollado en una Tortilla, Ensalada de Col, Mango, Leche. Bocadillo: Yogur de Fresa, Plátano.	5 Desayuno: Cereal Rice Krispies, Chabacano Picado, Leche. Comida: Ensalada de Atún, Galletas Saladas, Zanahorias, Melón, Leche. Bocadillo: Galletas Saladas de Grano Integral con Vainilla, Leche.
Semana 5	8 Desayuno: Jotqueis (Pancakes) de Grano Integral con Miel, Mango, Leche. Comida: Chile con Carne y Frijoles, Galletas Saladas, Chabacanos Picados, Leche. Bocadillo: Galletas Saladas Jungle, Leche.	9 Desayuno: Barra de Mollete de Trigo Integral con Plátano, Kiwi, Leche. Comida: Frijoles Refritos, Tortilla de Harina, Salsa de Jitomate, Tanjarina o Fresa, Leche. Bocadillo: Cereal Rice Krispies, Leche.	10 Desayuno: Bizcocho de Grano Integral con Jalea, Durazno Picado, Leche. Comida: Hamburguesa de Res en Pan de Trigo Integral, Zanahorias Sazonadas, Melón, Leche. Bocadillo: Galletas Saladas de Grano Integral Sound Bites, Plátano.	11 Desayuno: Avena con Pasas, Piña, Azúcar Morena, Leche. Comida: Pavo en Macarrón de Trigo Integral, Salsa de Jitomate, Ensalada Verde con Aderezo, Naranja, Leche. Bocadillo: Puré de Frijoles, Tortilla de Harina.	12 Desayuno: Cheerios de Grano Integral, Plátano, Leche. Comida: Pavo en Pan de Trigo Integral, Brócoli con Aderezo, Mayonesa, Kiwi, Leche. Bocadillo: Galletas Saladas de Trigo American Classic, Barita de Queso.
Semana 6	15 Desayuno: Cereal de Avena, Melón, Azúcar Morena, Leche. Comida: Sloppy Joes en Pan de Trigo Integral, Granos Enteros de Elote, Chabacano, Leche. Bocadillo: Galletas Saladas de Grano Integral Sunrise Bites, Leche.	16 Desayuno: Cereal Rice Krispies, Naranja, Leche. Comida: Pollo Horneado, Verduras Mixtas, Pan Tostado de Trigo Integral Estilo Texas, Kiwi, Leche. Bocadillo: Requesón, Golosinas de Piña.	17 Desayuno: Waffles de Trigo Integral, Miel de Arce, Pera Picada, Leche. Comida: Bistec de Res Salisbury con Gravy, Puré de Papa, Melón, Bollo para Cena de Trigo Integral, Leche. Bocadillo: Barita de Queso, Manzana.	18 Desayuno: Bagel con Queso Crema, Plátano, Leche. Comida: Tallarines con Pollo, Chicharos y Zanahorias, Tanjarina o Fresa, Leche. Bocadillo: Galletas Saladas de Trigo American Classic, Naranja.	19 Desayuno: Barra de Mollete de Trigo y Arándanos, Chabacano Picado, Leche. Comida: Queso Suizo en Pan de Trigo Integral, Brócoli con Aderezo, Naranja, Mayonesa, Leche. Bocadillo: Galletas en Forma de Pez, Leche.
Semana 7	22 Desayuno: Cereal Crispix, Manzana, Leche. Comida: Arroz Integral Frito con Pollo, Naranja, Leche. Bocadillo: Barita de Queso, Galletas Saladas de Trigo American Classic.	23 Desayuno: Avena, Azúcar Morena, Plátano, Leche. Comida: Macarrón con Queso, Ejotes Sazonados, Fresas o Tanjarina, Leche. Bocadillo: Wafle de Fresa, Galletas Graham de Grano Integral, Leche.	24 Desayuno: Minibarra Dreamy Orange Grano Integral, Durazno Picado, Leche. Comida: Pollo Asado en Pan de Trigo Integral, Elote, Melón, Leche. Bocadillo: Bocadillo de Maíz Multigrano, Pera Picada.	25 Desayuno: Jotqueis de Grano Integral con Miel de Arce, Manzana, Leche. Comida: Pastel de Carne de Res con Salsa, Puré de Papa, Chabacanos Enlatados, Bollo para Cena, Leche. Bocadillo: Yogur de Fresa, Taza con Fruta.	26 Desayuno: Cereal Rice Krispies, Plátano, Leche. Comida: Pavo Asado en Pan de Trigo Integral, Baritas de Zanahoria, Kiwi, Mayonesa, Leche. Bocadillo: Minigalletas Sunrise Bites de Trigo Integral, Manzana.
Semana 1	29 Desayuno: Jotqueis de Grano Integral, Miel de Arce, Trozos de Mango, Leche. Comida: Pollo con Limón y Pimienta, Chicharos y Zanahorias, Arroz Integral a Vapor, Naranja, Leche. Bocadillo: Requesón, Galletas Cheese-It.	30 Desayuno: Barra de Mollete de Trigo Integral y Plátano, Naranja, Leche. Comida: Hamburguesa de Res, Pan de Trigo Integral, Elote, Pepino en Vinagre, Mostaza y Catsup, Kiwi, Leche. Bocadillo: Barita de Queso, Manzana.			

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 February 7, 2013 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, February 7, 2013
10:00 a.m.

I. Call to Order/Roll Call/Pledge of Allegiance: Supervisor Jimmie Yee called the meeting to order at 10:07 a.m.

⇒ Welcome of new board member: Councilmember Allen Warren was introduced and gave a brief review of his experience and interests.

⇒ Recognition of outgoing board member: Ms. Kossick reported that Councilmember Bonnie Pannell has served on the SETA Governing Board since 1998 and it has been a privilege to have her on the board. Ms. Pannell is a tireless fighter for her constituents. Ms. Pannell was presented with a plaque in appreciation of her years of service to SETA.

Members Present:

Allen Warren, Councilmember, City of Sacramento
Jimmie Yee, Vice Chair, Governing Board; Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors

Member Absent:

Sophia Scherman, Public Representative
Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the December 6, 2012 Regular Board Meeting
 - B. Approval of Claims and Warrants
 - C. Receive, Adopt and File Sacramento County Annual Investment Policy of the Pooled Investment Fund Calendar Year 2013
 - D. Approval to Submit Foundation Proposals and Accept Funds to Support the Safe Community Partnership and Authorize the SETA Executive Director to Execute the Sub grant Agreements, Modifications and any Other Documents Required by the Funding Sources
 - E. Approval of Resolution to Endorse the Next Economy Capital Region Prosperity Plan
- There were no questions or comments.

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

- A. Approve the December 6, 2012 minutes.
- B. Approve the claims and warrants for the period 11/29/12 through 1/30/13.
- C. Receive, adopt, and file this Investment Policy for the Pooled Investment Fund for the calendar year 2013.
- D. Approve the submission of proposals to and accept funds from Kaiser Community Benefits Foundation, The California Endowment and The California Wellness Foundation to support additional direct services for the Safe Community Partnership; and, authorize the SETA Executive Director to execute the subgrant agreements, modifications and any other documents required by the funding sources.
- E. Approve a Resolution endorsing the Next Economy Capital Region Prosperity Plan and direct staff to actively engage in the shaping and implementation of this plan so it may be integrated into planning and development activities to the extent it is compatible with the Mission and Vision of SETA.
Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Election of Officers of the Sacramento Employment and Training Agency Governing Board to Complete the Remaining Term of Current Officers

Mr. Larry Larsen stated that because Ms. Pannell was the former chair, the board needs to take action to appoint a new chair and potentially a new vice chair. If it is Mr. Yee, the board would also have to appoint a new vice chair.

Moved/Warren, second/Nottoli, to elect Supervisor Yee as Chair and Councilmember Schenirer as Vice Chair.

Voice Vote: Unanimous approval.

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the Modification to the SETA Personnel Policies and Procedures: Addition of Section 11.16 Social Media Policy

Mr. Yee opened a public hearing.

Mr. Rod Nishi reviewed the social/media policy recommended to modify the personnel policies and procedures. There were several areas identified for minor proposed edits On March 7 the final version of the policy will be presented for final approval.

Moved/Nottoli, second/Warren, to receive input on the recommended modification, and continue to March 7, 2013, where the public hearing will be closed and the attached modification to the SETA Personnel Policies and Procedures: Addition of Section 11.16 Social Media Policy will be approved.

Voice Vote: Unanimous approval.

3. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2013 and Authorize the Executive Director to Sign the Agreement

Mr. Roy Kim reviewed this item which is requesting the third and final year to extend the audit services agreement with Gilbert and Associates.

Moved/Nottoli, second/Warren, to approve the extension of the agreement with Gilbert Associates, Inc., for audit services for the fiscal year ending June 30, 2013, in the amount of \$51,630, and authorize the Executive Director to sign the agreement.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant

1. Approval of Resolution to Accept Program Year 2013 Community Services Block Grant (CSBG) Funds and Authorize the SETA Executive Director to Sign the Agreement and any Amendments to the Agreement

Ms. Cindy Sherwood-Green reported that the final amount is expected to be around \$1 million. The Agency has not received an official notice of the final federal Community Services Block Grant award for 2013; the initial amount of \$449,549 has been authorized.

Moved/Nottoli, second/Warren, to approve a resolution to accept program Year 2013 CSBG funds, and authorize the Executive Director to sign the agreement and any amendments to the agreement.

Voice Vote: Unanimous approval.

2. Approval to Submit a Grant Application to Covered California for an Outreach and Education Program Grant

Ms. Cindy Sherwood-Green reported that Covered California released a Request for Proposals (RFP) on January 25, 2013, to solicit applications from interested organizations to participate in the Outreach and Education Program Grant. This board item requests approval to submit an application in the amount of \$1 million. In reply to a question regarding the source of the funds, Ms. Sherwood-Green replied that "Obama care" set up funds to make this grant available.

Mr. Larsen stated that the approval of this item is subject to ratification of the application on March 7.

Moved/Warren, second/Nottoli, to approve the submission of a grant application for up to \$1 million to Covered California to establish and implement a coordinated outreach and education program in Sacramento County over a two year period. This approval is subject to ratification of the application at the March 7, 2013 Governing Board meeting.
Voice Vote: Unanimous approval.

C. CHILDREN AND FAMILY SERVICES

IV. Information Items

- A. Media Coverage Summary for the Period July 1, 2012 – December 31, 2012: No questions or comments.
- B. Summary of Provisions of Pension Reform Bill AB 340: No questions or comments.
- C. Summary of WIA Plan Process

Ms. Purdy stated that over the next several months, staff will be coming to the board with the draft five-year strategic plan and an RFP for dislocated and adult funds. Staff is working to align with the State WIA plan as well as the regional and local WIB plans. The RFP will take the Agency in a different direction. The career center system was developed in the mid-1990s when there were plenty of jobs and a shortage of workers. Staff is proposing changing system from a neighborhood based career center system; the Agency has been heavily invested in the system and it works to a certain extent. There is a need to put more money into areas to increase workers' skills. The Agency is working to align with Next Economy and with the California Workforce Investment Board's plan. The Agency is proposing to use more funds to move from career centers to a system that has comprehensive career centers and funds training centers that provide skills upgrade training and adult education training and training for clusters. The goal is to take underskilled and unemployed workers and work with adult education, apprenticeship and private post-secondary to focus on long-term training. Staff will be coming to the board on March 7 for approval to release an RFP. The funds will be from the WIA and the County Department of Human Assistance to do procurement for Sacramento Works training centers.

Ms. Robin Purdy has talked with the Site Supervisors regarding the possible change to the system; a good number of the centers are already in a position to be a training center. It would shift the services to focus on skill building rather than connecting people to jobs.

- D. Fiscal Monitoring Reports: No comments.

- E. Employer Success Stories and Activity Report: No comments.
- F. Dislocated Worker Update: Mr. William Walker reported that staff has been able to make contact with Hostess and have provided several orientations. The dislocated workers received \$60.00 for their severance package. Hostess is on the list of the state to receive funds.

Ms. Purdy stated that the Agency is anticipating receiving \$4.8 million to Sacramento area to deal with Comcast, Campbell's Soup, and Hostess dislocated workers. All of these people would be eligible to enroll in these retraining services.

- G. Unemployment Update/Press Release from the Employment Development Department: Mr. Warren asked if it was possible to get the data by district or ethnic group. Ms. Kossick will check with the state to see if they can 'shred' it down more specifically.
- H. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick welcomed Councilmember Warren to the board. Ms. Kossick acknowledged Supervisor Yee's birthday coming up on Sunday. Mr. Yee stated that it is also Chinese New Year. Ms. Kossick thanked Supervisors Yee and Nottoli for participating in the Head Start self assessment. In March, Ms. Denise Lee will provide a summary of recommendations presented by the review group. The final quote for Workers' Compensation insurance from AIG is almost \$100,000 less than was quoted in December. Ms. Kossick is requesting changing some board meetings in the future. Staff is working to set up a Governing Board meeting on April 29 to approve the Head Start grant application which is due on May 1. In addition, staff is asking to move the June 6 meeting which is funding for the RFP to June 20.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (subdivision (a) of Section 54956.9)

CONNIE ARNOLD v. ELK GROVE UNIFIED SCHOOL DISTRICT, et al.
 US District Court – Eastern District Case No. 2:12-CV-02431-MCE (GGH)

The board recessed to closed session at 11:23 a.m.

- VII. Adjournment:** the meeting was adjourned at 11:29 a.m. with no report out of closed session.

ITEM V

COMMITTEE REPORTS

✓ Executive Committee

Critique of the March 19, 2013 Parent Advisory Committee meeting.

GOOD!!!
Thank you, Ms. Maria Steele for translating.
Thank you, Ms. Alicia Kafka, for standing in as Parliamentarian.
Thank you, Ms. Colleen Fietzek, for standing in as Secretary.
Thank you, Mr. Marshaun Tate, for sharing an excellent CHSA Parent Conference report.
Thank you all Board members for staying throughout the entire meeting.
Thank you, Ms. Connie Wallace, former PC/PAC Representative for attending the meeting.
Thank you, Mr. Jonathan White, for sharing about the Daddy & Me Event at the Broadway Learning Center, in an effort to encourage male participation.
NEEDS IMPROVEMENT
Please arrive on time.
Please refrain from sidebars.
Please be sure to turn off all electronic devices unless used for meeting purposes.
Please raise your hand and wait to be called on by the Chair before speaking, even when there are questions for the presenter.
Please remember to call in to Ms. LaTasha Windham, Ms. Marie Desha, or Ms. Nancy Hogan prior to the meeting if you are unable to attend the meeting.
Members need to return the Chair's call ASAP in an effort to confirm their attendance.

- B. Social/Hospitality Committee: Ms. Shelly Fuentes, Mr. Jonathan White, Mr. Marshaun Tate, Ms. Vanessa Hawkins, Ms. Colleen Fietzek, Ms. Marlem Medrano, Ms. LaTasha Windham, Ms. Iyshiah Lacey, Ms. Alma Amaya, Ms. Rosa Gomez, Ms. Zoila Lucero, Ms. Alicia Kafka

- C. Parent Ambassador Report: Ms. Mayra Partida, Ms. Alma Amaya, Ms. Shelly Fuentes, Ms. Iyshiah Lacey, Ms. LaTasha Windham, Ms. Yadira Lopez, Ms. Marlem Medrano, Ms. Johnny Sanders

ITEM VI – OTHER REPORTS

BACKGROUND:

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

- Executive Director's Report
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
 - ⇒ Monthly Head Start Report
- Managers' Reports
 - Program Support Services Report – Ms. Brenda Campos
 - Parent/Family Support Report – Ms. Lisa Carr
 - ✓ Countywide Parent Conference Update
 - Child Development and Education Services Report – Ms. Karen Gonzales
 - ✓ Region Reports (attached)
- Chair's Report
- Open Discussion and Comments
- Public Participation

NOTES:

Head Start Monthly Report

April 2013



SETA Operated Program

Program Operations:

SETA Head Start teachers have reached a milestone in their training and understanding of strategies that support high quality teaching. March marked the completion of the five-part training series: CLASS deconstructed. In this last module, the focus was on Language Modeling. Teachers looked at ways to support and extend children's back and forth exchanges between peers as well as with adults. Open-ended questions and ways to repeat, extend and elaborate language were also examined. Teachers explored ways to support advanced language by using a variety of words and connecting them to ideas and words that children are already familiar with.

Home based staff attended a training on Baglass Home Visiting. This training supports the concept of parents as full partners in their children's education. Home Visitors were trained on how to move away from last minute selections of "activities" and toward intentional planning with parents. Staff was very engaged and also had many wonderful ideas to share.

Program Support Services:

School Readiness Goals (SRG): Mid-year school readiness assessment for HS/EHS (DRDP for center-based option and HELP, Learning Games for home-based option) was completed in February and aggregate data summary is now available. Delegates have received their summaries in early March. The Education Coordinator has met with each program to follow up on their SRG implementation plan using the mid-year assessment results. Technical assistance was provided to support delegates in data analysis and planning.

Quality Assurance Unit: WCIC and SCUSD were monitored by QA staff on February 19-25 and February 28-March 22 respectively. Comprehensive monitoring and evaluation included class observations, document reviews, site inspection and staff and parent interviews. Exit Meeting for WCIC was scheduled for April 9. Results for SCUSD are being summarized for submission and an exit meeting will be scheduled.

Self-Assessment Follow-Up: Program Officer and Content Coordinators for Education, Health, Disabilities and Governance continue to follow up on delegates' progress on their submitted corrective action/improvement plans to address self-assessment results. Information from QA monitoring in February and March is also used to follow up on delegates' progress. Countywide content meetings,

individual delegate meetings and site visits were conducted to follow up on self-assessment and QA monitoring results.

Family Support Services:

April finds us completing our first ever parent cohort for the CSEFEL model (Center for Social-Emotional Competence in Early Learning). Parents attended 12-hour training over a six week period, learning skills to better form relationships with their child, to help promote positive social and emotional skills, which will lead to better performance in kindergarten and beyond. The feedback has been very exciting, and the changes that parents have made have been so positive. We are very excited to have been able to offer this series of workshops to parents.

In March, over 45 fathers attended various Daddy and Me training events. Fathers were able to have breakfast with their child, and then participate in a circle time activity, and small group activity. The fathers came together to continue the discussion about the importance of fathers in a child's life, and the long term benefits of a connected father-child relationship.

The Countywide Parent/Kinship conference is scheduled for April 20 and the keynote speaker will be Ruthie Bolton. We are looking forward to meeting parents from all over the county as they attend a series of workshops designed to inform parents on topics such as; School Readiness, Special Education services, nutrition workshops, and a panel on legal rights for grandparents.

Elk Grove Unified School District

Education Services Update:

The staff in-service was held on March 22, 2013. Irene Ladd, instructional coach, worked with teachers to assess key findings from the mid-year Desired Results Developmental Profile (DRDP) and to create an action plan to use in their classroom based on the results of the assessment. After reviewing the agency action plan, teachers collaborated to contribute to both the agency action plan and classroom action plans.

The instructional coach also guided the teachers through investigation of the visual and performing arts section of the Preschool Learning Foundations. Teachers worked together and shared important information and strategies.

Two teachers, Stella Cockerham and Montha Whitlock, presented "I am Moving, I am Learning" lessons. Both lessons included music and movement to be used in the classroom. Three students from Stella Cockerham's class performed a dancing movement activity.

Upcoming parent learning opportunities were shared with the teachers by the program educator, Sandy Perez. She also shared current community resources.

Enrollment:

The Elk Grove Unified School District Head Start Program is fully enrolled with 420 students in the program. Average Daily Attendance for the month of March was 86%.

Disabilities Services and Mental Health Services Update:

Our program educators and clerks have worked closely with Florence Oneto, PreK Social Worker and with Teresa Gannon, PreK Psychologist, to place students with an active IEP into the Head Start program. There are 51 students with active IEPs being served which is twelve percent (12%) of our Head Start student population.

Health Services Update:

Program Educators are monitoring files and providing additional support to ensure that children in need of further dental treatment receive those services. Height and weight measurements for each child were completed by the para-educators for the second time this year. Program Educators are in the process of graphing each child’s information and contacting parents with health concerns related to underweight and overweight issues.

In March, 7,980 meals were served to our Head Start students.

Family and Community Partnerships Update:

“Latino Family Literacy” classes were held at Samuel Kennedy Elementary School on March 6, 13, and 20. These classes provided Spanish speaking parents information and techniques for working with their children in the area of literacy and provided strategies for establishing a reading routine in their home. An average of four families attended these classes.

“English Family Literacy” classes were held at Herman Leimbach Elementary School on March 1, 8, 15, and 22. These classes are meant to provide our English speaking families with the same information, techniques and strategies as those provided in “Latino Family Literacy”. An average of six parents attended these classes.

“Positive Parenting” classes were held in Spanish at Charles Mack Elementary School on March 12 and in English at David Reese Elementary School on March 7 and 14. These classes taught parents positive approaches to discipline, stress management techniques, communication skills, and developmental milestones. Two parents attended the class at Charles Mack and an average of two parents attended the classes at David Reese.

“What to do with the Mad You Feel” class was held at Charles Mack Elementary School on March 19. This workshop taught parents about the stages of development, impulse control, age appropriate behaviors, and problem solving strategies. Two parents attended the class at Charles Mack.

“Car Seat Safety” class was held at Herman Leimbach Elementary School on March 15. This class taught parents how to keep children safe in automobiles and how to properly install a car seat. Eleven parents attended the class at Herman Leimbach.

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 2013-2014 school year.

Registrations for the 2013-2014 school year are taking place in each of our three regions. Region I, which includes Franklin Elementary, John Reith Elementary, Herman Leimbach Elementary, Charles Mack Elementary, Union House Elementary and Prairie Elementary Schools, has registered 108 families. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, registered 55 families. Region III, which includes Maelola Beitzel Elementary, David Reese Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, registered 40 families.

Sacramento City Unified School District

Health and Nutrition:

Nurses Lisa Stevens, Espie Millendez and Victoria Benson shared exciting news about upcoming Parent Walking Groups at the March Professional Learning Meeting for teaching and support staff. As part of the “Three Year Goals” for health, a campaign entitled “Every Step Counts” was created to encourage parents to become healthier through physical activity and exercise.

The nurses presented the “Every Step Counts” campaign to Policy Council Parent Representatives on March 14. The nurses invited PC Parent Representatives to actively recruit and lead parents at their preschool site’s Parent Walking Group, which is slated for kick-off on April 1. Victoria Benson will share more details about “Every Step Counts” in her next SETA report.

Espie Millendez, Child Development Nurse, reports that the overall number of preschoolers who participated in the Fall Dental Varnish and Dental Screenings from 2011 and 2012 remained approximately the same. However, the number of children with no visible dental cavities or dental needs (Class I) dropped 7% in 2012. The percentage of children with mild to moderate dental cavities or dental needs (Class 2) dropped 3%, but the number of children with severe dental needs (Class 3) increased 1%. The screening results from the spring dental screenings will also be evaluated once the Dental Varnish Clinics are completed in April.

School Nurse Victoria Benson has been conducting parent meetings on “Healthy Eating and Food Label Reading”. Each parent participated in reading food labels to detect hidden sugars and actively participated in the discussion about how manufacturers of processed and prepared foods create difficulties in selecting healthy food choices for their children. Child Development Teacher Elaine Hill from Joseph Bonnheim Preschool brought in her food processor and gave demonstrations to parents on how to make nutritious yet delicious smoothies using fresh fruits, vegetables –and even greens! All the smoothies were made with no added sugar. Parents were given different smoothies to drink and enjoyed giving feedback on their favorite blends.

Mental Health:

Social Workers Valerie Willover, David Aleman, and John Perez continued with their monthly parent education workshop series entitled “Positive Solutions for Families “. The meetings were held at the Hiram Johnson Family Education Center in the evening time to better accommodate working families.

A new series of “Positive Solutions for Families” workshops for parents began on February 7. This parent education workshop was offered for families who have children attending preschools in the eastern area of our school district.

The Child Development Social Workers are providing one-on-one coaching for selected teachers using the CSEFEL pyramid model. They recently attended CSEFEL training at SETA which was provided by West Ed. Additionally, the Child Development social workers have been preparing for the last year of their “Three Year Goals” for Mental Health.

Family and Community Partnerships:

Social Services forms and procedures have been reviewed for the 2013-2014 school year.

CSEFEL training was provided by our Social Workers at the February Professional Learning Meeting for teaching and support staff.

The self –assessment process for Family and Community Partnerships and Mental Health service areas has been completed.

Parent Education:

One of the Child Development Social Workers presented a workshop on “Television, the Media and Your Child” at last month’s School Readiness Day Parent Meeting.

The Child Development Social Workers arranged for Preschool Head Start home visitors to attend the “Mental Health First Aid Training”. The 12- hour training was given by the professional staff at River Oak Center for Children.

The social workers continue to facilitate the “Pregnant and Parenting Teen” group at American Legion High School. These meetings have been very well attended with a greater number of teen dads attending more recently. Prenatal Mental Health Services are still being made available to high-risk pregnant teens, teens from Foster Youth Services and American Legion High School teens.

Child Development Social Workers continue to coach Early Head Start teaching staff on CSEFEL strategies and recently introduced CSEFEL strategies to parents during home visits.

San Juan Unified School District

Education Services Update:

Teachers completed their second Desired Results Developmental Profile (DRDP) in late February and began to analyze their class data on March 1. Students are experiencing the Houghton Mifflin theme of *In the City, In the Country* with an emphasis on the review of letters ‘Bb’, ‘Mm’, and ‘Rr’, with the introduction of letters ‘Cc’, ‘Qq’, and ‘Vv’. Linear patterns are the math focus and the month ended with an opportunity to review any math concepts the students require.

With Spring knocking at our door, many teachers are beginning garden projects where students fully participate in the planning, preparation, planting and the maintenance of the garden. Learning concepts occurring in these types of class projects include cooperation, collaboration, critical thinking, science, math, physical coordination, and language concepts.

Disabilities Services Update:

Placing students in a mainstream school population is of utmost importance to SJUSD to ensure success in school. Disability Service teachers were successful in placing Special Ed students in Kindergarten, as agreed upon through the IEP process. There were four IEPs held at Pasadena, three of which were for transition to Kindergarten. Garfield was also victorious in transitioning students to Kindergarten. The dedicated, professional staff work well together in a collaborative and thriving arrangement.

Mental Health Services Update:

Mental Health Therapist continues to lend extra support to the parents whose children are Kindergarten-bound and have concern for child’s social/emotional development as the year comes to a close. MHT spoke to staff about teaching children how to have healthy boundaries.

Nutrition Services Update:

The Summation Report from the December Child Care and Adult Food Program audit was received. The State consultants were impressed with the implementation for meal service and the relaxed atmosphere promoted by the teaching staff. The adults at the table engaged children in meaningful discussions about their school day and life outside the classroom. There were also comments regarding the children’s comfort with the meal time routine including hand washing and tooth brushing. While the results of the fiscal and program overview were positive, the opportunity to dialogue with the reviewers was a great asset.

Health Services Update:

Health is screening one day a week in the centralized screening room, as well as traveling to classroom sites to complete or reattempt needed screenings. Smile Keepers is continuing the second round of dental screenings & fluoride applications for the children in the classrooms. The School Nurse & Health Assistants are following up with all the children that need to be seen by the dentist. The School Nurse & Health Assistants are following up with the children that are obese, overweight, and underweight. Health is preparing for the upcoming registration of students for the 2013-2014 school year.

Family and Community Partnerships Update:

The Policy Committee had a busy March meeting. The first of a webinar series by the Governance Boot Camp was presented regarding Shared Governance. Amy Slavensky, Ph.D. was introduced as the new Director of Early Elementary Education replacing Tracy Tomasky, Ph.D. who retired from the district in February. A new SETA representative was elected. The Committee approved the Personnel and Policies procedure. Health information on blood pressure was given to correspond with our Three Year Goals. This was in addition to the required monthly reports. Representatives actively participated in the sharing of the above stated information with thoughtful questions and conversation.

Transition Services Update:

DRDP data has been distributed this month and teachers have been busy planning their curriculum based on the results. Individualization has been updated and new strategies have been implemented. Letter and word knowledge is an area of consideration for teaching staff to increase lesson plan activities. Classroom focus and small groups are being examined using this data for possible changes to finish out the school year. Kindergarten expectations are being implemented with the knowledge that there are two months of school remaining.

Program Support/Staff Training Update:

The Math Committee, consisting of three classroom teachers and three lead teachers, created and presented a training session on Spatial Sense. This topic was chosen as a result of the DRDP data from last year regarding this math concept. Teachers and their assistants experienced hands-on instructional activities demonstrating the concept of spatial sense and became familiar with vocabulary highlighting positional words. Teachers learned how to use music and movement to help present the concept in a concrete and fun way and materials for 3-D shapes were created to take back to the classroom. The training ended with time to reflect on current classroom practices with discussion on how this training would influence instructional activities in the future.

Fiscal Update:

Head Start and Early Head Start submitted the fiscal, attendance, and in-kind report by March 10. Both programs are approximately 3-4% overspent as of Feb. 28, 2013. This occurred due to the payback of furloughs being reduced from 13 days to 2 days for fiscal year 2012-13. A plan has been put into place to bring HS/EHS into balance.

HS/EHS grants were submitted to SETA on the first of March. The grants were reviewed and minor changes were brought back to San Juan Unified School District (SJUSD) to correct. The approval of the governing board of SJUSD for these grants took place March 26, 2013.

At this time SJUSD fiscal is entering into full budget development mode, along with the beginning 3rd Interims.

Early Head Start:

The Head Start/Early Head Start year three grant was approved by the San Juan Unified School District Board of Education. This allows for continued operation of the programs.

The Early Head Start coordinator and a home visitor participated in a panel discussion for the Infant Development Association held at SETA. The participants left with new professional connections and resources. Online discussions have continued through a message board.

The third child assessment period ended with data collection and analysis. Case management meetings and Individualized Development Plans show that children are showing growth in all domains.

Twin Rivers Unified School District

Events:

During the month of March, we emphasized our literacy goal with our annual Dr. Seuss Read to Achieve Day. In collaboration with community members, district personnel, parents and TRUSD Board Members, the students enjoyed being read books from the Dr. Seuss collection as well as arts and crafts projects. The guests were delighted to read their favorite stories and spend time in the classrooms.

Planning is underway for the annual Open House on April 26. Parents will be invited to come see their children's classrooms filled with special art projects and receive free books for their attendance.

The monthly perfect attendance awards assemblies continued in March for all students who have not missed any school during the month of February. Students were celebrated and awarded certificates. During the ceremony, parents from each classroom with the most volunteer hours in January were also given school t-shirts.

Professional Development:

Teaching staff will participate in the last Creative Curriculum workshop on April 4 for the recycle, reuse and recreate investigation theme. Planning is also underway for a Concept Development refresher with SETA Content Leaders as the final CLASS observation will occur in late April for the 2012-2013 school year.

Components:

The substitute Health Assistant, Kelli Carrillo, continues to focus on the nutrition duties. The nutrition activities in the classrooms continue with a focus of healthy fruits and vegetables. The second round of heights and weights are complete and the BMI referrals are being processed.

The Health Component Leader continues reviewing students' files for medical concerns and continues following up on students needing additional documents. Dental varnishings were completed on March 5-7th for all students.

The School Social Worker/Counselor continues classroom observations to assist with intervention strategies and behavioral techniques for all classrooms. Student groups for social skills and behavioral interventions continue for students referred by teachers and parents. The group meets weekly with the Social Worker and will continue working on skills needed to be successful in the classroom setting.

The Community Liaison continues to follow-up on the missing FPA and FPP forms from all HS families. Follow-up on goals set by the families is also occurring. The Community Liaison will continue to meet with families to complete their Family Partnership Profiles and begin assessing their goals with the Family Partnership Agreement as well as providing resources and information. 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) continues providing direct services to students needing speech therapy at both sites.

The Education Component Leader continues to support teaching staff with classroom observations and suggestions for improving classroom management skills and student engagement strategies. The second school-wide action plans for the ECERS, CLASS and DRDP-R are complete based on the results of the second DRDP-R results.

The ERSEA component continues to meet with parents to fill any vacancies and both sites are fully enrolled with established wait lists. Enrollment for 2013-2014 will start on April 1 for returning students and April 15 for new students.

The Program Design and Management component leaders are still working on the draft of the ERSEA manual. New personnel files have been ordered and a new filing system will be implemented for 2013-2014.

Policy and Parent Committees:

The Parent Committee meeting at Oakdale was held on March 19, 2013. The Policy Committee meeting was held on March 19. The agenda included a review of the monthly reports and the first reading for the Bylaws Revision. The Policy Committee had a quorum to vote on the action items. The next meetings are scheduled for April 16.

Parent Trainings:

The parenting classes in collaboration with the Birth and Beyond North Highlands Resource Center and Mutual Assistance Network are continuing and parents are encouraged to attend. The March 2013 parent

training focused on appropriate discipline and provided parents with suggestions to increase positive behavior.

The classroom parent meetings for March 2013 focused on obesity and was facilitated by the Nutrition, Mental Health and Family Partnership component leaders.

Fiscal:

The Budget Analyst provided another budget overview for the ECE certificated staff at the ECE Leadership Team meeting on March 21. Teachers are beginning to brainstorm about supplies and materials needed for the remainder of the school year.

Women's Civic Improvement Club (WCIC)

Management:

SETA Monitoring/Quality Assurance (QA) Monitoring Review took place the week of February 19 through 25 at WCIC/Playmate Head Start Programs #1 and #2. The Final Written Report dated March 18, 2013 has been received; the Exit Meeting is scheduled for April 9, 2013 at 1:00p.m. at WCIC.

Community Engagement:

Congratulations to Ms. Davis, Executive Director/Head Start Director and the entire WCIC/Playmate Head Start Programs' Team for the 2013 Induction into the Youth-on-the-Move International Educators Hall of Fame, which was held Saturday, March 30, 2013 from 1-4 p.m. at the Antioch Progressive Church, 7560 Amherst Street, Sacramento, CA 95832; it was an excellent induction ceremony celebration!!! Educators from around the world attended.

Enrollment:

During the month of March 2013, WCIC's Enrollment was 100%.

Health:

WCIC/Playmate Head Start Programs children received their second Height/Weight measurements on March 7 and March 8, 2013.

Education:

WCIC/Playmate Head Start Programs teaching team received Emotional Support, CLASS Training by Alicia Barron, Education Coordinator from Sacramento Employment and Training Agency on March 1, 2013. She addressed the Emotional Support Domain. CLASS is the Classroom Assessment Scoring System observation tool that focuses on the effectiveness of classroom interactions between teacher and student. She stated teachers need to score high in the Emotional Support Domain. Emotional Support is specific teaching behaviors that help children develop warm, supportive relationships. The experience should be enjoyment and excitement about learning to feeling comfortable in the classroom. Positive Climate is the emotional connection between teachers and students. Students should have warmth, respect and enjoyment communicated by verbal and nonverbal interactions with teachers. Negative Climate is the overall level of expressed negativity in a classroom. Teacher Sensitivity encompasses the teacher's awareness of and responsiveness to student's emotional and academic needs. Regard for Student Perspective shows how it captures the degree to which the teacher's interactions with students and classroom activities place an emphasis on children's interest, motivations and points of view.

WCIC/Playmate Head Start Programs teaching team received Instructional Support, CLASS Training by Liz Aguilar, Education Consultant from Sacramento Employment and Training Agency on March 15, 2013. She addressed the Instructional Support Domain. Teachers implement curricula to effectively support student's cognitive and language development. Teachers need to discuss and promote student's higher-order thinking skills and cognition. Teachers need to have conversations that encourage students to problem solve, predict what will happen, compare and evaluate. Teachers use expansion, back-and-forth exchanges and follow-up to aid children. Language Modeling captures the quality and amount of teacher's use of language-facilitation techniques. Open ended questions have more than one right answer or ones that can be answered in many ways. Teachers who do this will score higher in the master coders when getting reviewed.

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

None for this report period

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 03/31/13)

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)	23	(11%)	N/A	
Elk Grove USD (420)	51	(12%)	N/A	
Sacramento City USD (1292)(147)	153	(12%)	16	(11%)
San Juan USD (700) (161)	95	(14%)	9	(6%)
WCIC (120)	12	(10%)	N/A	
SETA (2796) (345) (1878 Tracks)	180	(10%)	42	(12%)
County (4621)* (653)*	514	(11%)	67	(10%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SETA Head Start

Food Service Operations Monthly Report

*March 2013

March 20th - Daddy & Me Lunch at the Fruitridge Center Lunch provided for 33 guests

March 26th - Holiday - Cesar Chavez Day

March 26th through 29th - SCOE Children off on Spring Break

March 29th - Parker closed due to lack of water.

Meetings and Trainings:

Cheryl Barton, Rosa Alatorre, and Connie Otwell attended a training on
Ten Behaviors of Managers Who Excel on March 8, 2013.

Total Number of Meals and Snacks Prepared for All Kitchens				
	Lunch	PM Snack	Breakfast	Field Trips
	41,022	24,460	28,350	640
Total Amount of Meals and Snacks Prepared				94,472
Purchases:				
Food			\$72,873.06	
Non - Food			\$18,771.72	
Building Maintenance and Repair:			\$3.78	
Kitchen Small Wares and Equipment:			\$836.82	
Vehicle Maintenance and Repair :			\$337.19	
Vehicle Gas / Fuel:			\$2,471.33	
Normal Delivery Days			20	

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

Site	Loc Id	Track II	# Enrolled 3/29/13	# Present 3/29/13	# Absent 3/29/13	# Term W/I 30 days
Off Track		1				
Off Track		2				
Off Track		3				
Auberry Park	1238A	2	20	4	16	
Auberry Park	1238B	1	20	11	9	
Bannon Creek	1200A	1	20	12	8	
Bannon Creek	1200B	1	20	6	14	
Bannon Creek	1200X	2	21	10	11	
Bright Beginnings	1201A	2	20	13	7	
Bright Beginnings	1201B	2	19	13	6	1
Bright Beginnings	1201C	2	20	5	15	
Bright Beginnings	1201D	2	20	17	3	
Broadway ELC	1246A	1	20	10	10	
Broadway ELC	1246R	1	22	15	7	
Broadway ELC	1246U	EHS	7	4	3	1
Broadway ELC	1246X	2	22	13	9	
Country Woods	1245A	1	19	11	8	1
Country Woods	1245B	2	20	16	4	
Country Woods	1245C	1	18	11	7	1
Country Woods	1245D	2	18	11	7	1
Crossroad Gardens	1242A	2	20	17	3	
Crossroad Gardens	1242R	1	21	16	5	
Crossroad Gardens	1242U	EHS	8	7	1	
Crossroad Gardens	1242X	2	21	17	4	
EHS-HB OPTION	1230C	EHS	12	9	3	
EHS-HB OPTION	1230D	EHS	12	0	0	
EHS-HB OPTION	1230E	EHS	12	6	2	
EHS-HB OPTION	1230G	EHS	12	11	1	
EHS-HB OPTION	1230H	EHS	11	8	1	1
EHS-HB OPTION	1230I	EHS	11	6	5	
EHS-HB OPTION	1230J	EHS	9	4	5	1
EHS-HB OPTION	1230K	EHS	12	7	4	
EHS-HB OPTION***	1230L	EHS	12	8	2	
EHS-HB OPTION***	1230M	EHS	11	5	3	1
EHS-HB OPTION***	1230N	EHS	11	9	2	1
Elkhorn	1255A	2	20	11	9	
Elkhorn	1255B	1	20	17	3	
Elkhorn	1255C	1	20	15	5	
Elkhorn	1255D	1	19	12	7	1
Elkhorn	1233M	EHS	8	7	1	
Elkhorn	1255U	EHS	7	4	3	1
Elkhorn	1255X	1	21	8	3	

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

Site	Loc Id	Track II	# Enrolled 3/29/13	# Present 3/29/13	# Absent 3/29/13	# Term W/I 30 days
Freedom Park	1239A	2	19	13	6	
Freedom Park	1239B	1	20	14	6	
Freedom Park	1239C	1	19	10	9	1
Freedom Park	1239D	1	19	12	7	1
Freedom Park	1239R	2	21	11	10	
Freedom Park	1239X	2	21	14	7	
Fruitridge	1216A	2	20	14	6	
Fruitridge	1216B	1	20	14	6	
Fruitridge	1216C	1	20	14	6	
Galt	1234A	1	20	10	10	
Galt	1234B	1	20	11	9	
Galt	1234C	2	20	9	11	
Galt	1234D	2	20	13	7	
Galt	1234E	2	20	8	12	
Galt	1234F	1	20	13	7	
Grizzly Hollow	1252A	1	20	7	13	
Grizzly Hollow	1252B	2	20	14	6	
Grizzly Hollow	1252U	EHS	8	2	6	
Hillsdale	1228A	1	19	5	14	1
Hillsdale	1228B	1	19	12	7	1
Hillsdale	1228C	2	19	5	14	1
Hillsdale	1228D	2	20	12	8	
Hillsdale	1228R	2	21	15	6	
Hillsdale	1228X	2	21	16	5	
Home Base Option	1213A	1	12	12	0	
Home Base Option	1213B	5	13	7	5	
Home Base Option	1213C	1	11	3	3	1
Home Base Option	1213D	2	11	0	0	
Home Base Option	1213E	2	12	6	2	
Home Base Option	1213F	2	12	0	0	

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

Site	Loc Id	Track II	# Enrolled 3/29/13	# Present 3/29/13	# Absent 3/29/13	# Term W/I 30 days
Hopkins Park	1253A	1	20	10	10	
Hopkins Park	1253B	2	17	12	5	2
Hopkins Park	1253C	1	20	13	7	
Hopkins Park	1253D	2	20	7	13	
Illa Collin ELC	1221A	2	18	10	8	1
Illa Collin ELC	1221B	1	17	9	8	2
Job Corp	1237M	EHS	3	1	2	3
Job Corp	1237U	EHS	6	3	3	1
Job Corp	1237X	2	21	15	6	
Kennedy Estates	1240A	1	20	9	11	
Kennedy Estates	1240B	2	16	10	6	1
La Verne Stewart	1219A	1	16	10	6	4
La Verne Stewart	1219B	2	19	17	2	1
Mather	1223A	2	20	8	12	
Mather	1223B	1	17	9	8	2
Mather	1223R	1	21	13	8	
Mather	1223U	EHS	8	4	4	
Mather	1223X	2	21	13	8	
Nedra Court	1244A	2	20	14	6	
Nedra Court	1244B	1	18	15	3	1
Nedra Court	1244C	1	20	13	7	
New Helvetia I-EHS	1212U	EHS	14	9	5	2
New Helvetia II-HS	1247A	1	20	13	7	
New Helvetia II-HS	1247B	1	19	9	10	
Norma Johnson ELC	1214R	1	20	14	6	
Norma Johnson ELC	1214U	EHS	8	5	3	
Norma Johnson ELC	1214X	2	21	17	4	
North Avenue	1256A	1	20	16	4	
North Avenue	1256B	2	20	11	9	
North Avenue	1256C	1	18	8	10	1
North Avenue	1256D	2	19	11	8	
North Avenue	1256X	2	19	12	7	1
Northview	1224A	1	19	7	12	1
Northview	1224B	2	20	9	11	
Northview	1224R	1	21	13	8	
Northview	1224U	EHS	7	5	2	1
Northview	1224X	2	20	13	7	1
Parker Avenue	1207E	5	12	4	8	3

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

Site	Loc Id	Track II	# Enrolled 3/29/13	# Present 3/29/13	# Absent 3/29/13	# Term W/I 30 days
Phoenix Park	1248A	2	20	11	9	
Phoenix Park	1248B	2	19	13	6	
Phoenix Park	1248R	1	21	14	7	
Phoenix Park	1248U	EHS	7	5	2	
River Oak EHS HB***	1280A	EHS	12	12	0	
River Oak EHS HB***	1280B	EHS	11	5	6	1
River Oak EHS HB***	1280C	EHS	12	7	5	
River Oak EHS HB***	1280D	EHS	12	6	6	
River Oak EHS HB***	1280E	EHS	12	10	2	
SCOE EHS HB***	1281A	EHS	11	9	2	
SCOE EHS HB***	1281B	EHS	12	6	3	
SCOE EHS HB***	1281C	EHS	11	9	2	
Sharon Neese ELC	1249M	EHS	8	4	4	
Sharon Neese ELC	1249R	2	21	15	6	
Sharon Neese ELC	1249U	EHS	8	4	4	
Sharon Neese ELC	1249X	1	21	18	3	
Solid Foundation	1254A	2	20	6	14	
Solid Foundation	1254B	2	20	5	15	
Solid Foundation	1254C	1	17	11	6	
Strizek Park	1225A	1	19	15	4	
Strizek Park	1225B	2	21	12	9	
Vineland	1211A	2	20	10	10	
Vineland	1211B	1	18	9	9	2
Walnut Grove	1235A	2	20	16	4	

SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR MARCH 2013

TRACK I

Standard Option - Up to 6 hours/day, 5 days/week						
Center Name	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Total Days	ADA	%ADA
Auberry Park	40	20	20	20	20	100%
Bannon Creek	80	40	40	20	40	100%
Broadway	40	20	20	20	18	90%
Country Woods	80	40	37	20	38	95%
Elkhorn	120	60	59	20	59	98%
Freedom Park	120	60	57	19	57	95%
Fruitridge	80	40	40	20	38	95%
Galt	120	60	60	20	60	100%
Grizzly Hollow	40	20	20	20	20	100%
Hillsdale	80	40	38	20	36	90%
Hopkins Park	80	40	40	20	40	100%
Illa Collin	40	20	17	20	16	80%
Kennedy Estates	40	20	20	20	19	95%
LaVerne Stewart	40	20	16	20	18	90%
Mather	40	20	17	20	16	80%
Nedra Court	80	40	38	20	38	95%
New Helvetia II	80	40	39	20	36	90%
North Avenue	80	40	38	20	36	90%
Northview	40	20	14	20	18	90%
Solid Foundation	40	20	17	20	17	85%
Strizek Park	40	20	19	20	18	90%
Vineland	40	20	18	20	19	95%
TOTAL	1440	720	684	Varied	677	94%

Full Day Option - More than 6 hours/day, 5 days/week						
Center Name	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Total Days	ADA	%ADA
Broadway	40	20	22	20	21	105%
Crossroad Gardens	40	20	21	20	21	105%
Elkhorn	40	20	21	20	19	95%
Mather	40	20	20	20	20	100%
Norma Johnson	40	20	20	20	18	90%
Northview	40	20	21	20	20	100%
Sharon Neese	40	20	21	20	20	100%
TOTAL	280	140	146	Varied	139	99%

Home Base Option									
Center	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Weekly Home Visits			Socializations		
Home Base	30	24	23	00	23	22	21	15	2
TOTAL	30	24	23	0	0	0			2

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR
MARCH 2013**

TRACK II

Standard Option - Up to 6 hours/day, 5 days/week						Full Day Option - More than 6 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA	Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Auberry Park	20	20	20	19	95%	Bannon Creek	20	21	20	21	105%
Bright Beginnings	80	79	20	79	99%	Broadway	20	22	20	22	110%
Country Woods	40	38	20	37	93%	Crossroad Gardens	20	21	20	20	100%
Crossroad Gardens	20	20	20	20	100%	Freedom Park	40	42	20	39	98%
Elkhorn	20	20	20	20	100%	Hillsdale	40	42	20	40	100%
Freedom Park	20	19	20	17	85%	Job Corp	20	20	20	20	100%
Fruitridge	20	20	20	18	90%	Mather	20	21	20	21	105%
Galt	60	60	20	56	93%	Norma Johnson	20	21	20	19	95%
Grizzly Hollow	20	20	20	20	100%	North Avenue	20	18	20	19	95%
Hillsdale	40	39	19	37	93%	Northview	20	20	20	19	95%
Hopkins Park	40	37	20	36	90%	Phoenix Park	20	21	20	21	105%
Illa Collin	20	18	20	19	95%	Sharon Neese	20	21	20	21	105%
Kennedy Estates	20	16	20	16	80%						
LaVerne Stewart	20	19	20	17	85%						
Mather	20	20	20	20	100%						
Nedra Court	20	20	20	20	100%						
North Avenue	40	39	20	38	95%	TOTAL	280	290	Varied	282	101%
Northview	20	18	19	19	95%						
Phoenix Park	40	39	20	37	93%	Home Base Option					
Solid Foundation	40	33	20	36	90%	Center Name	Funded Enrollment	Current Enrollment	Weekly Home Visits	Socializations	
Strizek Park	20	20	20	20	100%	Home Base	60	35	00 24 25 18 06	2	
Vineland	20	20	20	20	100%						
						TOTAL	60	35	Varied	2	
TOTAL	660	634	Varied	621	94%						

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR
MARCH 2013**

TRACK V

Extended Option - Up to 6 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Parker	12	12	20	13	108%
TOTAL	12	12	Varied	13	108%

AARA Expansion- Up to 4 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Walnut Grove	20	20	20	19	95%
TOTAL	20	20	Varied	19	95%

Early Head Start - Center Base Option					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Broadway	8	7	20	7	88%
Crossroad Gardens	8	8	20	8	100%
Elkhorn	16	15	20	15	94%
Grizzly Hollow	8	7	20	8	100%
Job Corp	16	8	20	11	69%
Mather	8	8	20	8	100%
New Helvetia I	16	14	20	16	100%
Norma Johnson	8	8	20	8	100%
Northview	8	7	20	7	88%
Phoenix Park	8	4	20	7	88%
Sharon Neese ELC	16	15	20	15	94%
TOTAL	120	101	Varied	110	92%

Early Head Start - Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	109	91	0	71	70	70	51	2
TOTAL	109	91	0	71	70	70	51	2

AARA EHS Expansion- Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
EHS SOP	36	34	0	29	29	25	23	2
River Oak	60	58	0	39	45	41	40	2
SCOE	36	35	0	26	21	25	0	1
TOTAL	132	127	0	94	95	91	63	5

Head Start - Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	12	13	0	12	8	8	7	2
TOTAL	12	13	0	12	8	8	7	2

SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR FEBRUARY 2013

TRACK I

Standard Option - Up to 6 hours/day, 5 days/week						
Center Name	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Total Days	ADA	%ADA
Auberry Park	40	20	20	19	20	100%
Bannon Creek	80	40	39	18	39	98%
Broadway	40	20	18	19	17	85%
Country Woods	80	40	39	19	39	98%
Elkhorn	120	60	59	19	59	98%
Freedom Park	120	60	57	19	58	97%
Fruitridge	80	40	39	19	39	98%
Galt	120	60	60	19	60	100%
Grizzly Hollow	40	20	19	18	19	95%
Hillsdale	80	40	40	19	39	98%
Hopkins Park	80	40	40	19	40	100%
Illa Collin	40	20	16	19	18	90%
Kennedy Estates	40	20	19	19	18	90%
LaVerne Stewart	40	20	20	18	20	100%
Mather	40	20	17	19	17	85%
Nedra Court	80	40	38	19	37	93%
New Helvetia II	80	40	39	19	36	90%
North Avenue	80	40	34	19	35	88%
Northview	40	20	19	18	19	95%
Solid Foundation	40	20	17	18	18	90%
Strizek Park	40	20	17	19	16	80%
Vineland	40	20	19	19	20	100%
TOTAL	1440	720	685	Varied	683	95%

Full Day Option - More than 6 hours/day, 5 days/week						
Center Name	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Total Days	ADA	%ADA
Broadway	40	20	21	19	21	105%
Crossroad Gardens	40	20	21	19	19	95%
Elkhorn	40	20	21	19	19	95%
Mather	40	20	21	19	19	95%
Norma Johnson	40	20	20	19	20	100%
Northview	40	20	20	19	21	105%
Sharon Neese	40	20	17	19	19	95%
TOTAL	280	140	141	Varied	138	99%

Home Base Option					
Center	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Weekly Home Visits	Socializations
Home Base	30	24	23	00 11 15 19 20	2
TOTAL	30	24	23	0 0 0	2

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR
FEBRUARY 2013**

TRACK II

Standard Option - Up to 6 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Auberry Park	20	18	19	17	85%
Bright Beginnings	80	80	19	77	96%
Country Woods	40	37	19	38	95%
Crossroad Gardens	20	20	19	19	95%
Elkhorn	20	20	19	19	95%
Freedom Park	20	20	19	18	90%
Fruitridge	20	19	19	18	90%
Galt	60	55	19	56	93%
Grizzly Hollow	20	20	18	20	100%
Hillsdale	40	38	19	38	95%
Hopkins Park	40	37	19	37	93%
Illa Collin	20	18	19	18	90%
Kennedy Estates	20	16	19	16	80%
LaVerne Stewart	20	19	18	19	95%
Mather	20	20	19	21	105%
Nedra Court	20	20	19	20	100%
North Avenue	40	38	19	39	98%
Northview	20	20	19	19	95%
Phoenix Park	40	36	19	37	93%
Solid Foundation	40	40	18	38	95%
Strizek Park	20	19	19	19	95%
Vineland	20	19	19	20	100%
TOTAL	660	629	Varied	623	94%

Full Day Option - More than 6 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Bannon Creek	20	21	18	20	100%
Broadway	20	22	19	22	110%
Crossroad Gardens	20	21	19	20	100%
Freedom Park	40	42	19	40	100%
Hillsdale	40	41	19	39	98%
Job Corp	20	20	19	19	95%
Mather	20	21	19	21	105%
Norma Johnson	20	21	19	21	105%
North Avenue	20	19	19	19	95%
Northview	20	20	19	20	100%
Phoenix Park	20	20	19	20	100%
Sharon Neese	20	20	19	20	100%
TOTAL	280	288	Varied	281	100%
Home Base Option					
Center Name	Funded Enrollment	Current Enrollment	Weekly Home Visits	Socializations	
Home Base	60	36	00 23 20 22 30	2	
TOTAL	60	36	Varied	2	

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR
FEBRUARY 2013**

TRACK V

Extended Option - Up to 6 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Parker	12	13	19	13	108%
TOTAL	12	13	Varied	13	108%

AARA Expansion- Up to 4 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Walnut Grove	20	19	19	19	95%
TOTAL	20	19	Varied	19	95%

Early Head Start - Center Base Option					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Broadway	8	8	19	7	88%
Crossroad Gardens	8	8	19	7	88%
Elkhorn	16	16	19	16	100%
Grizzly Hollow	8	8	19	8	100%
Job Corp	16	13	19	13	81%
Mather	8	7	19	7	88%
New Helvetia I	16	16	19	16	100%
Norma Johnson	8	8	19	8	100%
Northview	8	6	19	6	75%
Phoenix Park	8	7	19	7	88%
Sharon Neese ELC	16	15	19	15	94%
TOTAL	120	112	Varied	110	92%

Early Head Start - Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	109	88	0	58	66	57	62	2
TOTAL	109	88	0	58	66	57	62	2

AARA EHS Expansion- Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
EHS SOP	36	38	1	27	22	27	20	2
River Oak	60	58	1	8	34	35	44	2
SCOE	36	36	7	23	15	20	27	3
TOTAL	132	132	9	58	71	82	91	7

Head Start - Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	12	14	0	12	6	9	8	2
TOTAL	12	14	0	12	6	9	8	2

SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR OCTOBER 2012

TRACK II

Standard Option - Up to 6 hours/day, 5 days/week						
Center Name	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Total Days	ADA	%ADA
Auberry Park	40	20	20	23	19	95%
Bright Beginnings	160	80	80	23	78	98%
Country Woods	80	40	38	23	38	95%
Crossroad Gardens	40	20	20	23	19	95%
Elkhorn	40	20	20	23	20	100%
Freedom Park	40	20	19	23	18	90%
Fruitridge	40	20	20	23	19	95%
Galt	120	60	60	23	58	97%
Grizzly Hollow	40	20	20	22	20	100%
Hillsdale	80	40	40	23	37	93%
Hopkins Park	80	40	40	23	38	95%
Illa Collin	40	20	14	23	13	65%
Kennedy Estates	40	20	13	22	15	75%
LaVerne Stewart	40	20	19	23	18	90%
Mather	40	20	19	23	20	100%
Nedra Court	40	20	20	22	19	95%
North Avenue	80	40	40	23	39	98%
Northview	40	20	19	23	19	95%
Phoenix Park	80	40	40	23	39	98%
Solid Foundation	80	40	38	22	35	88%
Strizek Park	40	20	16	23	16	80%
Vineland	40	20	20	23	20	100%
TOTAL	1320	660	635	Varied	617	93%

Full Day Option - More than 6 hours/day, 5 days/week						
Center Name	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Total Days	ADA	%ADA
Bannon Creek	40	20	21	22	21	105%
Broadway	40	20	20	23	20	100%
Crossroad Gardens	40	20	21	23	21	105%
Freedom Park	80	40	42	23	41	103%
Hillsdale	80	40	42	23	42	105%
Job Corp	40	20	18	23	18	90%
Mather	40	20	21	23	21	105%
Norma Johnson	40	20	20	23	20	100%
North Avenue	40	20	19	23	19	95%
Northview	40	20	20	23	20	100%
Sharon Neese	40	20	21	23	20	100%
TOTAL	520	260	265	Varied	263	101%

Home Base Option									
Center	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	60	30	31	17	23	24	22	15	2
TOTAL	60	30	31	0	0	0			2

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR
OCTOBER 2012**

TRACK III

Standard Option - Up to 6 hours/day, 5 days/week						Full Day Option - More than 6 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA	Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Auberry Park	20	19	23	19	95%	Broadway	20	20	23	20	100%
Bannon Creek	40	39	22	39	98%	Crossroad Gardens	20	21	23	20	100%
Broadway	20	19	23	16	80%	Elkhorn	20	21	23	21	105%
Country Woods	40	38	23	37	93%	Mather	20	20	23	19	95%
Elkhorn	60	59	23	57	95%	Norma Johnson	20	20	23	18	90%
Freedom Park	60	56	23	56	93%	Northview	20	20	23	20	100%
Fruitridge	40	40	23	38	95%	Phoenix Park	20	20	23	20	100%
Galt	60	59	23	56	93%	Sharon Neese	20	21	23	20	100%
Grizzly Hollow	20	20	22	20	100%						
Hillsdale	40	39	23	38	95%						
Hopkins Park	40	40	23	39	98%						
Illa Collin	20	18	23	20	100%						
Kennedy Estates	20	18	22	15	75%						
LaVerne Stewart	20	18	23	16	80%						
Mather	20	18	23	16	80%						
Nedra Court	40	35	22	36	90%						
New Helvetia II	40	38	23	36	90%						
North Avenue	40	39	23	39	98%						
Northview	20	20	23	19	95%						
Solid Foundation	20	16	22	16	80%						
Strizek Park	20	19	23	19	95%						
Vineland	20	19	23	20	100%						
TOTAL	720	686	Varied	667	93%	TOTAL	160	163	Varied	158	99%
						Home Base Option					
						Funded Current					
						Center Name	Enrollment	Enrollment	Weekly Home Visits	Socializations	
						Home Base	30	20	07 21 18 17 11	2	
						TOTAL	30	20	Varied	2	

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR
OCTOBER 2012**

TRACK V

Extended Option - Up to 6 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Parker	16	11	23	13	81%
TOTAL	16	11	Varied	13	81%

AARA Expansion- Up to 4 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Walnut Grove	20	16	23	16	80%
TOTAL	20	16	Varied	16	80%

Early Head Start - Center Base Option					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Broadway	8	7	23	8	100%
Crossroad Gardens	8	8	23	8	100%
Elkhorn	16	15	23	16	100%
Grizzly Hollow	8	8	23	8	100%
Job Corp	16	15	23	15	94%
Mather	8	8	23	7	88%
New Helvetia I	16	16	23	15	94%
Norma Johnson	8	7	23	8	100%
Northview	8	8	23	8	100%
Phoenix Park	8	8	23	8	100%
Sharon Neese ELC	16	16	23	16	100%
TOTAL	120	116	Varied	117	98%

Early Head Start - Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	109	89	61	72	74	57	36	2
TOTAL	109	89	61	72	74	57	36	2

AARA EHS Expansion- Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
EHS SOP	36	39	20	24	32	24	9	2
River Oak	60	56	43	36	41	41	25	2
SCOE	36	36	24	22	23	26	18	2
TOTAL	132	131	87	82	96	91	52	6

Head Start - Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	12	13	8	7	12	10	8	1
TOTAL	12	13	8	7	12	10	8	1

REGION I
2011-2012
BUDGET BALANCE

PETTY CASH FUND 2012-2013
BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Begin. Bal	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Obligated	Remaining
Bright Beginnings 1201A	20	200.00														200.00
Bright Beginnings 1201B	20	200.00		11.64	6.77	15.02		5.62	5.94							155.01
Bright Beginnings 1201C	20	200.00	10.16		89.09			109.28	10.61	21.75						-40.89
Bright Beginnings 1201D	20	200.00			10.02	61.89		7.07								121.02
Fruitridge 1216A	20	200.00	21.55	5.39	71.05		28.74		70.81	35.04	6.48					-39.06
Fruitridge 1216B	20	200.00		16.69				36.00								147.31
Fruitridge 1216C	20	200.00		185.43	80.58	23.71			10.25	108.95						-208.92
Hopkins Park A	20	200.00		80.35					26.97							92.68
Hopkins Park B	20	200.00														200.00
Hopkins Park C	20	200.00														73.18
Hopkins Park D	20	200.00					10.73			83.70						169.99
Illa Collin 1221A	20	200.00			19.88			126.38	4.31							49.43
Illa Collin 1221B	20	200.00	32.30		13.72	31.78	1.72		15.71							104.77
Job Corp 1237X	20	200.00		57.39	58.79	9.69	5.90		55.84							12.39
Job Corp - EHS 1237M	8	120.00														120.00
Job Corp - EHS 1237U	8	120.00														120.00
Kennedy E 1240A	20	200.00	22.40		39.84					5.12						18.15
Kennedy E 1240B	20	200.00						44.56	18.52							164.52
La Verne Stewart 1219A	20	200.00						16.40	19.08							200.00
La Verne Stewart 1219B	20	200.00														149.23
Mather 1223A	20	200.00	15.55	21.64	29.13		9.69	15.31			7.72					125.29
Mather 1223B	20	200.00		59.75	13.79				74.16							52.30
Mather 1223R	20	200.00		60.47		18.35			24.80	19.38						77.00
Mather 1223X	20	200.00		32.30	11.85	31.15			11.79	21.59						91.32
Mather - E.H.S. 1223U	8	120.00							71.64		15.72					32.64
Parker 1207E	12	144.00		17.20												126.80
TOTAL		4904.00	101.96	557.46	461.74	237.80	117.74	370.15	417.54	295.53	29.92	0.00	0.00	0.00	0.00	2314.16

APPROVED BY:

DATE:

[Signature]
4/11/13

REVIEWED BY:

DATE:

[Signature]
4/11/13

Signature of Program Manager (Karin Gonzales)

Signature of Fiscal Manager (Det Patterson)

REGION II
2011-2012
BUDGET BALANCE

BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Beg. Bal	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Obligated	Remaining
Bannon Creek 1200A	20	200.00														200.00
Bannon Creek 1200B	20	200.00														200.00
Bannon Creek 1200X	20	200.00							9.44							190.56
Broadway 1246A	20	200.00		25.06					38.96							135.98
Broadway 1246R	20	200.00		11.80				40.72								147.48
Broadway 1246X	20	200.00			57.11											142.89
Broadway 1246U	8	80.00			37.25					57.40						-14.65
New Helvetia I 1212U	16	240.00			78.27											161.73
New Helvetia II 1247A	20	200.00		46.74	57.07					34.03						62.16
New Helvetia II 1247B	20	200.00								65.66						134.34
North Ave 1256A	20	200.00			6.47	4.31		30.90								158.32
North Ave 1256B	20	200.00						78.34								91.85
North Ave 1256C	20	200.00		29.81				12.96	28.43	11.78						116.84
North Ave 1256D	20	200.00		36.02	4.31			6.40								153.27
North Ave 1256X	20	200.00			105.29											94.71
Northview - E.H.S.1224U	8	120.00	7.54			81.63			15.10							15.73
Northview 1224A	20	200.00							18.35							181.65
Northview 1224B	20	200.00			30.43											169.57
Northview 1224R	20	200.00					19.38									180.62
Northview 1224X	20	200.00	12.49						45.41							142.10
Solid Foundation A	20	200.00		33.92		33.59	47.38	26.94	5.38							52.79
Solid Foundation B	20	200.00														200.00
Solid Foundation C	20	200.00						28.02		22.45						149.53
Vineland 1211A	20	200.00	32.84						16.20							102.00
Vineland 1211B	20	200.00				22.00	26.96									115.84
TOTAL		4840.00	52.87	179.42	410.12	190.49	93.72	224.28	177.27	191.32	35.20	0.00	0.00	0.00	0.00	3285.31

APPROVED BY:



Signature of Program Manager (Karen Gonzales)

DATE:

4/11/13

REVIEWED BY:



Signature of Fiscal Manager (Diet Patterson)

DATE:

4/11/13

REGION III
2011-2012

BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Beg Bal	BUDGET BALANCE												Obligated	Remaining		
			Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13				
Elkhorn A	20	200.00		25.47														174.53
Elkhorn B	20	200.00		18.51														162.05
Elkhorn C	20	200.00	17.00	6.85	57.66							22.57	19.44					95.92
Elkhorn D	20	200.00													25.00			64.24
Elkhorn X	20	200.00		123.70														76.30
Elkhorn EHS	16	240.00		95.68								25.16	43.11					76.05
Freedom Park 1239A	20	200.00									74.52							125.48
Freedom Park 1239B	20	200.00		12.90														187.10
Freedom Park 1239C	20	200.00		16.99										62.64				120.37
Freedom Park 1239D	20	200.00	13.74	86.28	26.59		89.90	3.20										-19.71
Freedom Park 1239X	20	200.00		15.04	60.48													124.48
Freedom Park 1239R	20	200.00		8.05	8.62										70.81			112.52
Hillsdale 1228A	20	200.00		20.18	9.96						152.81		50.72					-33.67
Hillsdale 1228B	20	200.00		29.33	12.47								8.04					150.16
Hillsdale 1228C	20	200.00		64.25											6.24			129.51
Hillsdale 1228D	20	200.00		16.86											13.56			169.58
Hillsdale 1228R	20	200.00		5.03	15.57	27.42					71.27							80.71
Hillsdale 1228X	20	200.00		32.55						66.04					59.86			41.55
Norma Johnson 1214R	20	200.00		58.87							202.78							-61.65
Norma Johnson 1214X	20	200.00		55.93	52.13		32.63	37.12	11.88		48.66							-38.35
Norma Johnson - EHS	8	120.00	78.66	10.65	88.44						9.85	56.22						-123.82
Sharon Neese 1249R	20	200.00		33.40						5.39	40.00							121.21
Sharon Neese 1249X	20	200.00		33.25														140.92
Sharon N-EHS 1249U	16	240.00		13.87							25.83							159.00
Strizek 1225A	20	200.00		6.14														193.86
Strizek 1225B	20	200.00		65.75	15.71													118.54
TOTAL		5200.00	109.40	308.90	784.17	247.63	195.80	579.32	204.70	185.09	238.11	0.00	0.00	0.00	0.00	0.00	2346.88	

APPROVED BY:

DATE:

Kayle
4/11/13

REVIEWED BY:

DATE:

Dianna
4/11/13

Signature of Program Manager (Karen Gonzales)

Signature of Fiscal Manager (Det Patterson)

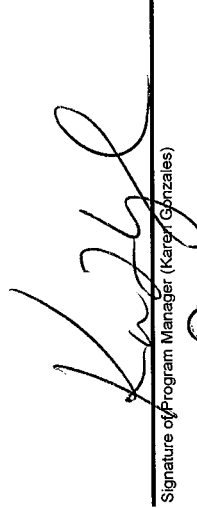
REGION III
2011-2012

BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Beg Bal	BUDGET BALANCE												Remaining		
			Aug:12	Sep:12	Oct:12	Nov:12	Dec:12	Jan:13	Feb:13	Mar:13	Apr:13	May:13	Jun:13	Jul:13			
Eikhorn A	20	200.00			25.47												174.53
Eikhorn B	20	200.00			18.51								19.44				162.05
Eikhorn C	20	200.00	17.00	6.85	57.66												95.92
Eikhorn D	20	200.00			15.01										25.00		64.24
Eikhorn X	20	200.00			123.70												76.30
Eikhorn EHS	16	240.00			95.68												76.05
Freedom Park 1239A	20	200.00															125.48
Freedom Park 1239B	20	200.00			12.90												187.10
Freedom Park 1239C	20	200.00			16.99												120.37
Freedom Park 1239D	20	200.00	13.74	86.28	26.59	89.90	3.20										-19.71
Freedom Park 1239X	20	200.00		15.04	60.48												124.48
Freedom Park 1239R	20	200.00			8.05	8.62											112.52
Hillsdale 1228A	20	200.00		20.18	9.96												-33.67
Hillsdale 1228B	20	200.00			29.33	12.47											150.16
Hillsdale 1228C	20	200.00			64.25												129.51
Hillsdale 1228D	20	200.00			16.86												169.58
Hillsdale 1228R	20	200.00			5.03	15.57	27.42										80.71
Hillsdale 1228X	20	200.00			32.55												41.55
Norma Johnson 1214R	20	200.00		58.87													-61.65
Norma Johnson 1214X	20	200.00		55.93	52.13	32.63	37.12										-38.35
Norma Johnson - EHS	8	120.00	78.66		10.65	88.44											-68.42
Sharon Neese 1249R	20	200.00			33.40												121.21
Sharon Neese 1249X	20	200.00			33.25												140.92
Sharon N-EHS 1249U	16	240.00			13.87												159.00
Strizek 1225A	20	200.00			6.14												193.86
Strizek 1225B	20	200.00		65.75	15.71												118.54
TOTAL		5200.00	109.40	308.90	784.17	247.63	195.80	579.32	205.52	128.87	238.11	0.00	0.00	0.00	0.00	0.00	2402.28

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APPROVED BY:

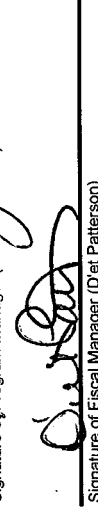


Signature of Program Manager (Karen Ganzales)

DATE:

4/11/13

REVIEWED BY:



Signature of Fiscal Manager (Det. Patterson)

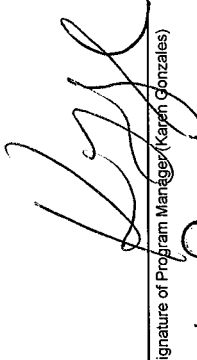

DATE:

4/11/13

REGION IV
2011-2012
BUDGET BALANCE

PETTY CASH FUND 2012-2013
BUDGET \$10 PER CHILD, (HS) AND \$15 PER CHILD (EHS)

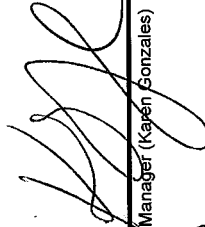
SITE	# OF CHILDREN	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Pending	Remaining
Auberry Park 1238A	20	200.00				26.70									173.30
Auberry Park 1238B	20	200.00													200.00
Country Woods 1245A	20	200.00			27.85										172.15
Country Woods 1245B	20	200.00													200.00
Country Woods 1245C	20	200.00				8.62	149.75								41.63
Country Woods 1245D	20	200.00					48.33								151.67
Crossroad - E.H.S. 1242U	8	120.00					5.80	49.25	94.50						-29.55
Crossroad G 1242R	20	200.00		11.38			48.93	128.51							-37.35
Crossroad G 1242X	20	200.00		194.78											5.22
Crossroads - 1242A	20	200.00	38.82		109.64	35.64		58.60							-108.02
Galt 1234A	20	200.00			67.45				24.33						108.22
Galt 1234B	20	200.00	15.15			15.83									169.02
Galt 1234C	20	200.00													200.00
Galt 1234D	20	200.00	46.44	49.84	7.21	12.16		15.95	6.51	8.09					53.80
Galt 1234E	20	200.00		34.58	40.47				42.24						82.71
Galt 1234F	20	200.00							21.37						178.63
Grizzly Hollow - E.H.S.	8	120.00													120.00
Grizzly Hollow 1252 A	20	200.00				35.76			10.00						154.24
Grizzly Hollow 1252B	20	200.00				12.81	43.69								143.50
Nedra 1244A	20	200.00					87.14	74.08	30.22						8.56
Nedra 1244B	20	200.00		36.88	40.47		18.90	14.03	48.05						82.14
Nedra 1244C	20	200.00		25.23			58.83	22.83							93.11
Phoenix Park EHS1248U	6	90.00	9.67												80.33
Phoenix Park 1248A	20	200.00			16.93										183.07
Phoenix Park 1248B	20	200.00					10.22								189.78
Phoenix Park 1248X	20	200.00		53.29				81.13							65.58
Walnut Grove 1235A	20	200.00	102.93		43.95										53.12
TOTAL		5130.00	190.28	405.98	313.50	147.52	471.59	315.87	405.73	8.09	0.00	0.00	0.00	0.00	2734.86

APPROVED BY:  DATE: 4/11/13
 REVIEWED BY:  DATE: 4/11/13
 Signature of Program Manager (Karen Gonzales)
 Signature of Fiscal Manager (Det Patterson)

FIELD TRIP FUND 2012-2013
BUDGET \$7 PER CHILD

SITE	Beg. Bal	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Remaining
Head Start	14000.00	168.25	124.25	2133.25	453.25	228.25	197.25	223.25	703.75	163.25	0.00	0.00	0.00	9605.25
EHS	8500.00	375.00	148.50	457.53	0.00	0.00	180.00	0.00	0.00	0.00	0.00	0.00	0.00	7338.97
TOTAL	22500.00	543.25	272.75	2133.25	453.25	228.25	377.25	223.25	703.75	163.25	0.00	0.00	0.00	16944.22

APPROVED BY:


Signature of Program Manager (Kayen Gonzales)

DATE:

4/11/13

REVIEWED BY:


Signature of Fiscal Manager (D'et Patterson)

DATE:

4/11/13