

GOVERNING BOARD

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County of Sacramento

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*Thought of the day: "Any act of kindness, however small, seems big in the eyes of the receiver."
Author: Aswin Narayanan*

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

DATE: Tuesday, January 3, 2012

TIME: 9:00 a.m.

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

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

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DISTRIBUTION DATE: WEDNESDAY, DECEMBER 21, 2011

Policy Council meeting hosted by:
Ms. Coventry St. Mary, Chair

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Kiersten Gonzales, Sacramento City Unified School District
- _____ Nadezhda Ruelas, Sacramento City Unified School District
- _____ Sarah Proteau, San Juan Unified School District
- _____ Coventry St. Mary, San Juan Unified School District
- _____ Carolyn Wilson, Twin Rivers Unified School District
- _____ Vivian Gutierrez, WCIC/Playmate Child Development Center
- _____ Frank Ybarra, WCIC/Playmate Child Development Center
- _____ Connie Wallace, SETA-Operated Program
- _____ Socorro Gutierrez, SETA-Operated Program
- _____ Amber Taylor, SETA-Operated Program
- _____ Claudine Ayala, SETA-Operated Program
- _____ Latreece Anderson, SETA-Operated Program
- _____ Rebecca Lewis, Grandparent Representative
- _____ Janet Diaz, Early Head Start (San Juan)
- _____ Amarjit Gill, Past Parent Representative
- _____ Tamara Knox, Past Parent Representative

New 2011-2012 Policy Council Members to be seated:

- _____ Venetea Dosty, Elk Grove Unified School District
- _____ LuJuan Tillman, Sacramento City Unified School District
- _____ Trina Pelton, Twin Rivers Unified School District
- _____ Devon McCracken, SETA-Operated Program
- _____ Lucero Canto, Home Base Option
- _____ Blanca Rosales, Home Base Option
- _____ Willie Jean Peck, Foster Parent Representative
- _____ Reina Florez, Early Head Start (SOP)

Seats Vacant:

- _____ Vacant (Hendricks), Early Head Start (Sac. City)
- _____ Vacant (Juarez), Child Health & Disability Prevention Program
- _____ Vacant (Goodwin), Community Advocating Male Participation

**** Please call your alternate, the Policy Council Chair (Coventry St. Mary: 849-2012, or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

POLICY COUNCIL BOARD MEETING ATTENDANCE PROGRAM YEAR 2011-2012

The 2011-2012 Board was seated on **November 22, 2011** and
January 3, 2012

BOARD MEMBER	SITE	11/22	1/3 *	1/24	2/28	3/27	4/24	5/22	6/26	7/24	8/28	9/25	10/23	11/27
L. Anderson Seated 11/22	SOP	X												
C. Ayala Seated 11/22	SOP	X												
L. Canto Seated 6/28	HB	X												
J. Diaz Seated 11/22	EHS/SJ	X												
V. Dosty s/b/s 11/22	EG	U												
R. Florez s/b/s 1/3/12	EHS/SOP													
A. Gill Seated 11/22	PP	X												
K. Gonzales Seated 11/22	SAC	X												
S. Gutierrez Seated 11/22	SOP	X												
V. Gutierrez Seated 11/22	WCIC	X												
T. Knox Seated 11/22	PP	X												
R. Lewis Seated 11/22	GP	X												
D. McCracken s/b/s 11/22	SOP	U												
W. Peck	FP													
T. Pelton s/b/s 11/22	TR	U												
S. Proteau Seated 11/22	SJ	X												
B. Rosales Seated 6/28	HB	X												
N. Ruelas Seated 11/22	SAC	X												
C. St. Mary Seated 11/22	OGC/SJ	X												

BOARD MEMBER	SITE	11/22	1/3 *	1/24	2/28	3/27	4/24	5/22	6/26	7/24	8/28	9/25	10/23	11/27
A. Taylor Seated 11/22	SOP	X												
L. Tillman s/b/s 11/22	SAC	U												
C. Wallace Seated 11/22	SOP	X												
C. Wilson Seated 11/22	TR	X												
F. Ybarra Seated 11/22	WCIC	X												

GLOSSARY OF ACRONYMS

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

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

Current a/o 12/20/11

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 22, 2011 POLICY COUNCIL
MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the November 22, 2011 meeting.

RECOMMENDATION:

That the Policy Council approve the November 22, 2011 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, November 22, 2011
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Coventry St. Mary called the meeting to order at 9:11 a.m. and read the Thought of the Day. Ms. Lisa Daniels called the roll.

Members Present:

Amarjit Gill, Elk Grove Unified School District
Kiersten Gonzales, Sacramento City Unified School District
Sandra Renteria, Sacramento City Unified School District
Sarah Proteau, San Juan Unified School District
Michela Barbosa'Gage, Twin Rivers Unified School District
Lisa Daniels, WCIC/Playmate Child Development Center
Mary Brown, SETA-Operated Program
Connie Wallace, SETA-Operated Program
Socorro Gutierrez, SETA-Operated Program (arrived at 9:15 a.m.)
Yvette Hernandez, SETA-Operated Program
Rebecca Lewis, Grandparent Representative
David Quintero, Past Parent
Tamara Knox, Past Parent
Coventry St. Mary, Early Head Start (San Juan)
Reina Florez, Alternate, Early Head Start (SOP)
Lucero Canto, Home Base Option
Blanca Rosales, Home Base Option

Member Absent:

Christina Cisco, Early Head Start (SOP) (excused; alternate present)
Willie Jean Peck, Elk Grove Unified School District (excused)
Devon McCracken, SETA-Operated Program (unexcused)

V. Other Reports

- A. Executive Director's Report: Ms. Kossick reported that the Community Services Block Grant funding process just closed. There were 31 proposals submitted for Family Self-sufficiency and Safety Net Services funding. Twenty-one proposals are being recommended for funding to the Governing Board at their December 1 meeting. Ms. Kossick wished all a very happy Thanksgiving and thanked board members that will be terming out.

Ms. Socorro Gutierrez arrived at 9:15 a.m.

II. Consent Item

A. Approval of the Minutes of the October 25, 2011 Special Meeting

Moved/Brown, second/Quintero, to approve the minutes of the October 25 and November 8 meetings.

Show of hands vote: Aye: 16, Nay: 0, Abstention: 1 (St. Mary)

III. Action Items

D. Approval to Modify the Salary Classification Plan for the Classification of On-Call Cook/Driver

Mr. Rod Nishi reviewed this item which requests the modification of the salary for the on-call cook/driver to \$10.41 per hour. Mr. Nishi stated that the increase of wage will be about \$3,800 per year and he believes the budget can accommodate this increase. The on-call; cook/driver is always being recruited.

Moved/Gonzales, second/Hernandez, to approve the modification to the Salary Classification Plan by increasing the On-call Cook/Driver wage to \$10.41 per hour.

Show of hands vote: Aye: 16, Nay: 0, Abstention: 1 (St. Mary)

A. Review of Applications and Election of Past Parent Representatives and Alternates

This item was continued from the October 25 Policy Council meeting. Applications received from Ms. Amarjit Gill and Ms. Tamara Knox were distributed to the board. Applicants spoke of their interest in serving on the Policy Council.

Moved/Brown, second/Wallace, to elect Ms. Amargit Gill and Ms. Tamara Knox as Past Parent Representatives.

Show of hands vote: Aye: 16, Nay: 0, Abstention: 1 (St. Mary)

B. Review of Applications and Election of Grandparent Representative and Alternate

Applications were distributed. This item was continued from the October 25 Policy Council meeting. Applications were received from: Ms. Lena Kay Williams, Ms. Taeisha Weh, Ms. Rebecca Lewis, and Ms. Willie Jean Peck.

Ms. St. Mary stated that Ms. Taeisha Weh had a death in the family and could not attend, although she is very interested in serving on the Policy Council. Ms. St. Mary reviewed Ms. Weh's application.

Ms. Lena Williams was also absent; Ms. St. Mary read her application. Ms. Rebecca Lewis spoke of her interest in serving on the board. Ms. St. Mary reviewed Ms. Willie Jean Peck's application. There is one position and one alternate position available.

Votes:

Lena Williams: 0

Taeisha Weh: 0

Rebecca Lewis: 14

Willie Jean Peck: 2

Ms. Rebecca Lewis will serve as the Grandparent Representative and Ms. Willie Jean Peck will be the Grandparent Representative Alternate.

Moved/Gutierrez, second/Gill, to elect Ms. Rebecca Lewis as the Grandparent Representative and Ms. Willie Jean Peck as the Alternate Grandparent Representative.

Show of hands vote: Aye: 16, Nay: 0, Abstention: 1 (St. Mary)

C. Review of Applications and Election of Foster Parent Representative and Alternate

This item was continued from the October 25 Policy Council meeting. Applications were received from Ms. Willie Jean Peck and Ms. Lena Kay Williams and distributed to the board.

Ms. St. Mary read the applications of Ms. Peck and Ms. Williams. There is one Foster Parent and one Alternate position on the board.

Vote:

Willie Jean Peck: 16

Lena Kay Williams: 0

Moved/Brown, second/Quintero, that the Policy Council elect one Foster Parent Representative and one Foster Parent Alternate.

Show of hands vote: Aye: 12, Nay: 4, Abstentions: 1 (St. Mary)

Re-Vote:

Willie Jean Peck: 12

Lena Kay Williams: 4

Ms. Florez inquired about the vacant alternate Foster Parent Alternate position. Ms. Desha stated that the alternate position will be reviewed at a later meeting.

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

The board went into closed session at 10:10 a.m. Ms. St. Mary called the meeting back to order at 10:15 a.m. and reported out of closed session that the Policy Council approved the eligibility list for CFS Quality Assurance Analyst.

IV. **Information Items**

A. Standing Information Items

➤ Committee Reports:

- ✓ Executive Committee: Ms. Daniels reviewed the Executive Committee critique.
- ✓ Budget/Planning Committee: Ms. Brown reported that at the last committee meeting the members discussed what is included in report included the agenda packet.

Ms. Tamara Knox left at 10:15 a.m.

✓ Health Services Advisory Committee Report: Ms. Yvette Hernandez reported that the committee discussed dental, medical insurance, how children receive dental procedures, lead poisoning, and how important it is to get your child tested, as well as disaster preparedness. The next meeting is in February.

- Seating of New Policy Council Members (2011-2012): Board members holding their seat include: Ms. Blanca Rosales, Ms. Lucero Canto, Ms. Willie Jean Peck, and Ms. Tamara Knox.

Ms. Lisa Daniels will not be returning. Ms. Daniels spoke of her experience in Head Start.

Board members termed out: Ms. Michela Barbosa'Gage, Ms. Yvette Hernandez, Mr. David Quintero, Ms. Mary Brown, and Ms. Sandra Renteria

Ms. Connie Wallace will serve as the Secretary.

New Board members were seated:

- ✓ Ms. Latreece Anderson, SETA-Operated Program
- ✓ Ms. Claudine Ayala, SETA-Operated Program
- ✓ Ms. Janet Diaz, Early Head Start
- ✓ Ms. Armajit Gill, Past Parent Representative
- ✓ Ms. Kiersten Gonzales, Sacramento City Unified School District
- ✓ Ms. Socorro Gutierrez, SETA-Operated Program
- ✓ Ms. Vivian Gutierrez, WCIC

- ✓ Ms. Tamara Knox, Past Parent Representative
 - ✓ Ms. Rebecca Lewis, Grand Parent Representative
 - ✓ Ms. Sarah Proteau, San Juan Unified School District
 - ✓ Ms. Nadezhda Ruelas, Sacramento City Unified School District
 - ✓ Ms. Coventry St. Mary, San Juan Unified School District
 - ✓ Ms. Amber Taylor, SETA-Operated Program
 - ✓ Ms. Connie Wallace, SETA-Operated Program
 - ✓ Ms. Carolyn Wilson, Twin Rivers Unified School District
 - ✓ Mr. Frank Ybarra, WCIC
- Introduction of Policy Council Members: New board members introduced themselves.
 - Introduction of Staff: Board members introduced themselves.
 - How to Present and Make Motions – Ms. St. Mary reviewed the process by which motions are made and seconded.
 - Introduction of Staff: Head Start staff came to the podium and introduced themselves.
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reported on activity of the grant three months ended October 31. By law, the Agency must spend less than 15% for administration. The program expenditures are those expenses done through the actual caring of children. The Agency is required to provide 25% of in-kind hours in order to fulfill the contract. This budget also includes the Head Start expansion grant (ARRA)
 - Board Procedures
 - ✓ Reimbursements & Budget/Planning: Mr. Roger Bartlett reviewed the Budget/Planning Committee and how the meeting reimbursements are processed. Board members will be reimbursed in cash.

Ms. Kiersten Gonzales left the meeting at 11:20 a.m.

- ✓ Personnel: Personnel: Ms. Bonnie Bilger asked that members interested in participating in the screening or interviewing of potential staff to contact Ms. Marie Desha.
 - ✓ Conflict of Interest: Ms. Nancy Hogan reviewed the conflict of interest policy. All board members are required to file statements during their tenure on the board.
 - Officer Elections – December 20, 2011 - Coventry St. Mary
- B. Governing Board Minutes of September 1, 2011: No report.

III. **Action Items** (continued)

- E. Selection of Representatives and Alternates to Attend the Annual National Head Start Association Parent Training Conference, Friday, December 9 – Tuesday, December 13, 2011, New Orleans, Louisiana

Ms. Desha reviewed the details of the conference and stated that those interested in attending must have child care in place.

Those interested in attending: Socorro Gutierrez, Connie Wallace, Claudine Ayala, Armajit Gill, Carolyn Wilson

Moved/Lewis, second/Ayala, to select two Representatives and two Alternates to attend the annual National Head Start Association Parent Training conference. Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (St. Mary)

Votes:

Socorro: 5

Connie: 2

Claudine: 3

Armajit: 2

Carolyn: 1

Representatives will be Socorro Gutierrez and Claudine Ayala, and the alternates will be Connie Wallace and Armajit Gill.

IV. Information Items (continued)

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. St. Mary reviewed the calendar of events.
- Community Resources-Parents/Staff: Ms. Rebecca Lewis reported that on December 3, at 10 a.m. at the Oak Park Community Center, the Correctional Workers Who Care will be collecting toys for foster children. They will also be raffling off very nice bikes. Go to the "Correctional Workers Who Care" web site for more information.
- Parent/Family Support Unit Events and Activities: No additional report.

V. Other Reports (continued)

B. Head Start Deputy Director's Report

- Monthly Head Start Report: This is the 30th year of Head Start in Sacramento County. There is a planning meeting scheduled for Tuesday, November 29 at 8:30 in the Redwood Room.

C. Head Start Managers' Reports: No reports.

D. Chair's Report: Ms. St. Marty stated that board meetings are not as long as the meeting today. Next month the board will be voting for officers.

E. Open Discussion and Comments: No comments.

F. Public Participation: No comments.

VI. Adjournment: The meeting was adjourned at 12: 32 p.m.

ITEM III-A – ACTION

APPROVAL TO REVISE HEAD START COORDINATOR (EDUCATION)
(SUPERVISORY) JOB CLASSIFICATION

BACKGROUND:

The Agency Executive Director is proposing a revision to the Head Start Coordinator (Education) (Supervisory) job classification. While the scope of the duties of the classification have held constant, the federal regulations for Head Start have required that those that serve as curriculum specialists in center based programs have a baccalaureate or advanced degree in Early Childhood Education or equivalence with experience teaching pre-school age children.

There are two incumbent employees in the current classification and each meet these new requirements. Therefore the impact of this change will allow the Agency to recruit applicants that meet the requisite educational requirements of the Head Start Act.

The Agency has met with the Union and have reached consensus on this issue. This classification would remain in the Supervisory bargaining unit.

No financial impact is attached to this change.

RECOMMENDATION:

Approve a revision to the Head Start Coordinator (Education) (Supervisory) job classification as attached.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

HEAD START COORDINATOR (EDUCATION) (SUPERVISORY)

ORGANIZATIONAL RESPONSIBILITY

The Head Start Coordinator (Education) (Supervisory) is responsible to the Deputy Director, Children and Family Services (CFS) Department or Designee.

DEFINITION

Under general direction, to develop and insure the proper delivery of educational services to the Head Start children and their families throughout the area served by the Sacramento Employment and Training Agency; to provide training and technical assistance to Head Start Program staff; to monitor and evaluate educational services provided by the Sacramento County Head Start Programs; to supervise assigned staff; to prepare annual assessments of the Educational component of Head Start Programs in Sacramento County; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to the development and evaluation of educational services provided by Head Start programs in the area served by the Sacramento Employment and Training Agency. Responsibilities include supervision, program development, training, monitoring, and evaluation.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Plans, organizes, coordinates and supervises the work of designated staff;
2. Insures the proper development and monitoring of educational services for Head Start programs within the area served by the Sacramento Employment and Training Agency;
3. Monitors the proper documentation of the Children's educational development;
4. Provides information on cross-curriculum and cross-component planning;
5. Develops and disseminates information on classroom environment, bi-lingual education, and enhancement of a parent's role in the educational process;
6. Conducts parent workshops and discussion groups on child growth and development;
7. Assists parents in developing home activities;
8. Assists Head Start staff in obtaining a CDA Credential;
9. Conducts on-going evaluations of Head Start education services;
10. Conducts training courses for Head Start teaching staff;
11. Monitors grantee operated programs for compliance with proper educational standards.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of supervision;
- Head Start and SETA programs and functions;
- Early childhood development;
- Curriculum development for early childhood education;
- Parent education techniques;
- Problems and needs of low-income families and staff development and training;
- Some word processing software.

AND

Ability to:

- Plan, organize and supervise the work of others;
- Develop and implement educational programs which meet the needs of young children and their parents;
- Provide training programs and workshops for parents and Head Start staff;
- Promote parent involvement with Head Start educational programs;
- Work effectively with low-income families and parent groups;
- Assist with facility licensing;
- Speak and write effectively;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. At least five (5) years of experience as an Early Childhood Head Teacher or Center Director preferable, including two years in the Head Start program, or two (2) years of successful supervisory experience in a similar program assisting the Early Childhood Development of young children;
- ~~II. Completed training in the High Scope Curriculum Model and experience in implementing the curriculum and the training of other teachers to implement the curriculum.~~

Education:

- I. Bachelor's or advanced degree in Early Childhood Education;

OR

II. Possession of a Bachelor's or advanced degree in any field related to child development and possession of a Child Development Site Supervisor Permit or higher as verified by the State of California Commission on Teacher Credentialing.

SPECIAL REQUIREMENTS

~~Possession of a Children's Center Instructional Permit issued by the State of California, or a Child Development Associate Credential (CDA) or an Associate of Arts degree or a Bachelor of Arts degree in Early Childhood Education. Completion of at least six (6) semester units in Early Childhood Education Administration and Supervision.~~

Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
 - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

ITEM III-B - ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL TO REVISE THE SALARY SCHEDULE FOR THE CLASSIFICATION OF FAMILY SERVICES WORKER

BACKGROUND:

At your July 26, 2011 Policy Council meeting the Head Start Family Services Worker classification was replaced by a new deep Family Services Worker (FSW) classification with multiple salary ranges, labeled Range 1, Range 2 and Range 3. Range 1 of the new classification is identical to the single range of the class that was replaced.

The Agency consistently utilizes a mathematical formula for establishing classification steps and ranges. In this case, a subsequent review reveals that some steps in the newly established FSW ranges are incorrect by one to two cents. The proposed revisions will correct these minor differences.

The Agency has met with the union and all are in agreement on this action.

RECOMMENDATION

Open a public hearing, take public testimony, close the public hearing, and approve the revised Family Services Worker Salary Ranges as shown below:

	<u>Range 1</u>	<u>Range 2</u>	<u>Range 3</u>
Step A	\$13.98	\$14.68	\$15.41
Step B	\$14.69	\$15.41	\$16.47 18
Step C	\$15.42	\$16.47 18	\$16.97 99
Step D	\$16.18	\$16.97 99	\$17.83 84
Step E	\$16.98	\$17.83 84	\$18.74 73

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION

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

BACKGROUND:

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

Article II Purpose, Powers, Duties and Functions, Section 2: Powers, Duties and Functions, E.12: *For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)*

RECOMMENDATION:

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

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-D - ACTION

ELECTION OF POLICY COUNCIL OFFICERS FOR PROGRAM YEAR 2011-2012

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect officers for the 2011-2012 program year. The duties of the Policy Council officers shall be as prescribed in the Policy Council Bylaws, Article V, Section 3 – Duties of Officers. These duties are as follows:

Section 3: Duties of Officers

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

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Conference (as funds allow for representation). The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 7 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event.
- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality/Fundraising Committee.
- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff/Council Secretary and oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality/Fundraising Committee.

ITEM III-D - ACTION (Continued)
Page 2

- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council elect:

Chair
Vice Chair
Secretary
Treasurer
Parliamentarian

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-E – ACTION

SELECTION OF REPRESENTATIVES AND ALTERNATES
TO ATTEND THE ANNUAL CALIFORNIA HEAD START ASSOCIATION (CHSA)
PARENT TRAINING CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to select two (2) representatives and two (2) alternates to attend the Annual California Head Start Association (CHSA) Parent Training Conference. The Conference will be held at the Hyatt Regency Orange County, Garden Grove, CA, January 30 - January 31, 2012 (Monday-Tuesday).

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Policy Council elects two (2) representatives and two (2) alternates to attend the CHSA Annual Parent Conference.

NOTES:

Representatives nominated:

Alternates elected:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

POLICY COUNCIL

REPRESENTATIVE CONFERENCE ATTENDANCE **GUIDELINES**

The following guidelines for Policy Council Representatives attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be given to Policy Council (PC) Representatives who have not had an opportunity to attend a Head Start Conference.
2. The PC Representative must give a written report to the PC at the next scheduled PC meeting upon his/her return from the parent conference (local or out-of-state). The Travel Approval and Expense Claim Form will not be approved until written report has been received.
3. The PC Representative's report must include the PC Representative's name, conference title, date, location, and workshops attended.
4. Networking information and additional comments are optional.

California Head Start Association - 2012 Annual Conference

Theme: Relentless in the Pursuit of Quality

The California Head Start Association invites you to join us in Garden Grove, CA January 30-February 3, 2012. This week long event houses our Parent & Family Engagement Conference, Education Conference, Research Institute, and additional special events such as the Awards Luncheon and Public Policy Breakfast.

EarlyBird Pricing Until Dec 16

Event Details

Parent and Family Engagement Conference - New for 2012 - Jan. 30 & 31

CHSA has redesigned and renamed our Parent Conference. Starting this year, it will be the Parent & Family Engagement Conference, to reflect our deeper focus on content for parent staff, as well as the traditional offerings for parent leaders. It will include the latest content on family engagement, as developed by the Office of Head Start.

Who should attend? Parents, parent involvement coordinators, Policy Council members, family service outreach workers and advocates will all find this event valuable.

Education Conference - Feb. 1-3

CHSA's Education conference advances the knowledge and skills of those involved in the education of children age zero to five. This year we have added a special strand for home visiting staff, offering a range of workshops dedicated exclusively to Home Visitors and their educational needs. This event imparts developmentally appropriate practices, teaches critical new skills, broadens awareness and disseminates valuable educational resources. This year's event will feature trainers from OHS' National Center on Quality Teaching and Learning, as well as OHS' California based trainers, West Ed, and many other experts from across the field.

Who should attend? Teachers, site managers, home based supervisors, child development and education managers, family and community partnership managers and program directors for both HS and EHS will find this event invaluable.

Ed Zigler Research Institute - Jan. 31

The institute is planning a practitioner focused program. The Institute is co-sponsored by CHSA, RIXHSA, & NHSA.

Sponsored by Kaplan Early Learning Company

Awards Luncheon - Feb. 2

Each year CHSA honors special individuals from within California's Head Start Community: Administrator, Program Services Staff, Educator, Support Staff, Parent, Friend of Head Start, and Lifetime Special Award. This inspiring event is regarded as a conference highlight.

Public Policy Breakfast - Feb. 1

This morning plenary features policy leaders and advocates who are leading the agenda on behalf of at-risk children.

Printable Conference Brochure

Airports, Shuttles, Parking & Hotel Rates

Airport & Shuttles

John Wayne/Orange County Airport (SNA)

Distance: 13 miles

Super Shuttle: \$10 per person/one way

Disneyland® Resort Express Bus: \$11 per person/from hotel to airport only

Additional Transportation through Hotel Concierge: **Van** -\$75 one way (10 passengers w/ luggage)

Los Angeles International Airport (LAX)

Distance: 35 miles

Super Shuttle: \$16 per person/one way

Disneyland® Resort Express Bus: \$17 per person/from hotel to airport only

Additional Transportation through Hotel Concierge: **Van** \$120 one way (10 passengers w/ luggage)

Parking

Self-Parking: \$15 per day / Includes in & out privileges

Valet-Parking: \$21 per day

Hotel Rates:

Hyatt Regency Orange County

11999 Harbor Blvd, Garden Grove, CA 92840

Hotel Reservations: (714) 750-1234

Single/double \$149

Kid suite - Additional \$40 - Free Shuttle to Disneyland

When

Monday, January 30, 2012 - Friday, February 3, 2012

Where

Hyatt Regency Orange County
11999 Harbor Blvd
Garden Grove, CA 92840
(714) 750-1234

Planner

[California Head Start Association](#)

California Head Start Association - 2012 Annual Conference

Agenda - 5-Day Snapshot

<i>January 30, Monday</i> Parent & Family Engagement Conference - Day 1 CHSA & RIXHSA Board Mtg.	January 31, Tuesday Parent & Family Engagement Conference - Day 2 Research Institute	<i>February 1, Wednesday</i> Education Conference - Day 1 Public Policy Breakfast	<i>February 2, Thursday</i> Education Conference - Day 2 Awards Luncheon	<i>February 3, Friday</i> Education Conference - Day 3
Registration 7:30-4:00 Continental Breakfast (provided) 7:30-9:00am Opening Session (local entertainment) Keynote: Ronald Mah 9:00-10:15am Workshops 10:30-12:00pm Lunch (Provided) 12:00 – 1:15pm Workshops 1:30-3:00pm Workshops 3:15-4:45pm Parents Reception Local Attractions (Maps) 5:00 – 6:00pm *CHSA Board Meeting *RIXHSA Board Meeting	Health Walk 6:30am (lobby) Registration 7:30-4:00 Workshops 9:00 – 10:30am Workshops 10:45 – 12:15pm Lunch (Provided) 12:15 – 12:45pm Closing Session (local entertainment) Keynote: Regina Louise 12:45-2:00 Research Institute 8:00am – 5:00pm Keynote: Peg Burchinal *CHSA V.I.P. President's Reception 7:00 -9:00pm	Exhibit Pavilion 11:30am- 4:00pm Registration 7:00-4:00 8:00am- 9:30am Public Policy Breakfast Keynotes: TBD Opening Session Welcome: Loretta Sanchez (invited) Regional Update: Jan Len Keynote: Jodi Pfarr 10:00- 11:30am Lunch Break/Exhibit Pavilion 11:30 -1:30pm Workshops 1:30 – 3:00pm Midday Break w exhibitors 3:00- 3:30pm Workshops 3:30-5:00pm	Health Walk 6:30am (lobby) Exhibit Pavilion 7:30am- 3:00pm Registration 7:30-3:00 Workshops 8:30 – 10:00am Workshops 10:15 – 11:45pm Closing Session Keynote: Stacey Bess 12:00 – 1:15pm \$5.00 boxed lunch	Registration 7:30-11:00 Workshops 8:30-10:00am Workshops 10:15-11:45pm Closing Session Keynote: Stacey Bess 12:00 – 1:15pm \$5.00 boxed lunch

ITEM IV-A – INFORMATION

STANDING INFORMATION ITEMS

BACKGROUND:

- A. Standing Information Items
- PC/PAC Calendar of Events: Ms. Coventry St. Mary
 - Parent/Family Support Unit Events and Activities: Ms. Coventry St. Mary
 - Parent/Staff Recognitions – Ms. Coventry St. Mary
 - Community Resources-Parent/Staff - Ms. Coventry St. Mary
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett

NOTES:

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee Meeting	Thursday, December 22, 2011 9:00 a.m. 925 Del Paso Blvd., Suite 100 Oak Room
PC/PAC New Board Member Orientation	Friday, January 6, 2012 9:00 a.m. – 1:00 p.m. (Registration at 8:30 a.m.) 925 Del Paso Blvd. SETA Board Room
PC Executive Committee Meeting	Monday, January 9, 2012 9:00 a.m. - 10:30 a.m. 925 Del Paso Blvd., Suite 100 Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, January 10, 2012 9:00 a.m. 925 Del Paso Blvd., Suite 100 Oak Room
SETA Head Start County-wide Officer Training	Friday, January 13, 2012 9:00 a.m. - 12:30 p.m. (Registration at 8:30 a.m.) 925 Del Paso Blvd., Suite #100, Room to be announced.
California Head Start Association 2012 Annual Parent Training Conference	Monday, January 30 – Tuesday, January 31, 2012 Hyatt Regency Orange County Garden Grove, CA

ITEM IV-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The October 6, 2011 Governing Board minutes are attached for your review.

NOTES:

**REGULAR MEETING OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD**

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, October 6, 2011
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:05 a.m.

Members Present:

Don Nottoli, Chair, SETA Governing Board; Member, Board of Supervisors
Sophia Scherman, Vice Chair, SETA Governing Board; Public Representative
Jimmie Yee, Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento

- Recognition of Long-Term Employees: Ms. Sharon Adams acknowledged Ms. Conrada Arriba's 20 years of service to SETA Head Start. Ms. Arriba was recently promoted to Family Services Worker III.

II. Consent Items

- A. Minutes of the September 1, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Staff Recommendations for the Adult Vendor Services List

The consent items were reviewed; no questions or corrections.

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

- A. Approve the minutes of the September 1, 2011 meeting.
- B. Approve the claims and warrants for the period 8/26/11 through 9/29/11.
- C. Approve the following, contingent upon the execution of the amendment to the On-the-Job Training/Subsidized Employment (OJT/SE) Agreement between SETA and the County of Sacramento, Department of Human Assistance (DHA) for the provision of OJT/SE services to eligible CalWORKs recipients:
 - 1) Add the OJT/SE "pay-for-performance" vendor activity to the current VS List contracts of Crossroad Diversified Services and Sacramento City Unified School District.

- 2) Add Greater Sacramento Urban League and Sacramento Chinese Community Service Center to SETA's VS List offering the OJT/SE "pay-for-performance" activity.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Non-Competitive Procurement for Office and Classroom Space for the Galt One-Stop Career Center and Approval to Authorize Lease Negotiations

Ms. Cindy Sherwood-Green reported that the board released an RFP for office space for the Galt area. Staff conducted a thorough recruitment through local realtors but only one proposal was received by the due date. MSI Properties, Inc. is SETA's current lease holder for the Galt One-Stop Career Center. Its proposal appears to meet the requirements for office and classroom space as stated in the RFP. Because only one proposal was received although a thorough solicitation was done, staff is requesting that the board approve a non-competitive procurement finding.

Staff is requesting that the board approve staff and legal counsel to negotiate for a five year lease with options.

Moved/Yee, second/Scherman, that the Governing Board: (1) make the following findings regarding non-competitive procurement - that, after solicitation of a number of sources, competition has been deemed inadequate and, consistent with SETA's Procurement Policies and Federal Regulations, the Governing Board finds that non-competitive procurement is appropriate; and (2) authorize staff and legal counsel to negotiate a lease with MSI Properties, Inc., the only respondent to the RFP.

Roll Call Vote: Aye: 4, Nay: 0; Abstentions: 0

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of New Classification of Children and Family Services (CFS) Quality Assurance Analyst and Related Salary Range

Mr. Rod Nishi reviewed this item which requests approval of a new classification. During the last Federal review, staff encountered less focus on the program and quality issues, but more focus on systems and processes in place. With a shift in the focus, the purpose of this unit would be to focus attention on systems analysis. This department would report directly to the Deputy Director.

The classification and salary range is at the specialist level. Staff met with the union in September and this was also approved by the Policy Council on September 27.

Mr. Nottoli asked how this would improve the program and Mr. Nishi replied that it would improve the sophistication of systems in place. The data collected and utilized by the analyst is the same data to ensure quality in the classroom. This allows focus on the systems that monitor and create the data. It is an internal review. This classification would review Program Information Report (PIR) data, especially health and nutrition which has had special attention over the years.

Ms. Karen Gonzales stated that the monitors will go into the classrooms, reviewing files, and looking at the child care food program to make sure the food counts are done correctly. It is expected that the unit will have 3-6 staff at this time, but this depends upon the quality of the pool of applicants. Ms. Gonzales is expecting a number of current employees to compete for the positions.

Ms. Kossick stated that it was very clear from the federal perspective that the Agency needs to place more emphasis on quality control.

Mr. Nottoli opened a public hearing; no speakers before the board.

Moved/Pannell, second/Yee, to close the public hearing and adopt the modification to the Agency classification plan to approve the new classification of Children and Family Services (CFS) Quality Assurance Analyst and related Salary Range.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

1. Approval to Accept Additional Funding for the Clean Energy Workforce Training Program and Augment and Extend the American River College Alternative Vehicle and Fuels Subgrant Agreement

Ms. Robin Purdy reviewed this item. In September, 2011, SETA received additional funding from the Employment Development Department and the California Energy Commission to continue the Clean Energy Workforce Training Program through December 31, 2012. Funding in the amount of \$150,000 will be used to provide training to an additional 25 technicians at American River College, and 75 incumbent workers employed in the utility industry and in state, county, and regional government in alternative fuel and green vehicle technology (hybrid and electric plug-in vehicles). Staff is also requesting approval to allocate \$100,000 to American River College to provide the training. This program has been in existence since 2009 and has trained and certified 104 entry level and incumbent workers.

Staff is working with SMUD and PG & E to train their incumbent workers.

Moved/Pannell, second/Scherman, to accept an augmentation of \$150,000 to continue the Clean Energy Workforce Training program through December 31, 2012. In addition, approve an extension and \$100,000 augmentation of the subgrant agreement with American River College through December 31, 2012 to train 25 unemployed individuals and 75 incumbent workers in Alternative Fuels and Green Vehicle Technology.

Roll Call Vote: Aye: 4, Nay: 0; Abstentions: 0

Refugee Services: None.

One Stop Services

2. Approval to Submit a Request to Transfer Workforce Investment Act (WIA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2011-12

Ms. Purdy stated that for the last four years, staff has requested the ability to transfers funds from the dislocated worker to adult funding stream; it allows staff to spend time in the career centers more efficiently. Less time is spent on eligibility and paperwork.

Mr. Nottoli asked if staff targets some of the ZIP code areas where it is known that there are people struggling with unemployment? Ms. Purdy stated that the Agency has tried to put the career centers into the areas where there is high unemployment. Most outreach efforts are to pull people into the career centers. Ms. Purdy stated that she has a sense that staff is doing a pretty good job focusing on the people and areas with high unemployment.

Moved/Scherman, second/Pannell, to approve the submission to the State of California, EDD of the request to transfer \$2,062,289 in WIA Dislocated Worker funds into the WIA Adult funding stream for PY 2011-12.

Voice Vote: Unanimous approval.

3. Approval of the Acceptance of National Emergency Grant (NEG) Funds and the Augmentations of CalWORKs and NEG Funds to On-the-Job Training Providers

Ms. Purdy reviewed this board item requesting acceptance of NEG funding in the amount of \$400,000. This item also requests approval to allocate funds to four current OJT providers that were funded during the first round and successfully completed their contract goals. Staff is seeking approval to augment current OJT/SE providers with \$125,256 in CalWORKs funds to increase wage reimbursement rates to the maximum 100% to increase the marketability of OJTs to prospective employers. Staff is further seeking approval to eliminate the 20% match requirement.

Moved/Yee, second/Scherman, to:

- Approve the acceptance of \$400,000 in NEG OJT funding from the State, EDD.

- Approve the augmentation recommendations of CalWORKs and NEG OJT funds as reflected in the attached funding chart.
- Approve the elimination of the 20% in-kind match requirement.

Roll Call Vote: Aye: 4, Nay: 0; Abstentions: 0

Youth Services: None.

IV. Information Items

- A. The American Jobs Act: Impact for California: No additional report.
- B. Sacramento Is One Of Two Regions In The Nation Selected For Energy Upgrade Financing: No additional report.
- C. Sacramento Works One Stop Career Center Annual Report for 2010-2011: Ms. Purdy reviewed the summary on pages 1-2 which highlights activities in the career centers.
- D. Fiscal Monitoring Reports: No additional report.
- E. Workforce Investment Act Program Monitoring Reports: No additional report.
- F. Employer Success Stories and Activity Report: No additional report.
- G. Dislocated Worker Update: No additional report.
- H. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- I. Head Start Reports
 - ✓ Fiscal Report: A question was raised regarding the possibility of volume and program discounts. Mr. Kim replied that staff shops around for the most competitive prices and does everything possible to utilize discount programs.

Mr. Nottoli asked about utilizing local vendors that have some of the products. If some of the business can be done locally, it can assist the local economy. Mr. Kim replied that it depends upon whether the product or service is available locally. Sometimes there are products/services that are not available locally. In addition, some of the local vendors may not have the lowest prices.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported that Ms. Denise Lee and her managers are in Washington, D.C. for a four-day leadership meeting with the Administration for Children and Families. The Agency had a visit from two federal reviewers last

week as a follow up to the PRISM review done in February; staff has not yet received feedback. Staff is scheduling a workshop for the Children and Family Services Department at the November 3 Governing Board meeting. The agenda will be arranged for time to absorb the information in the workshop.

- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman appreciated the calendar and updates that are sent from the South County Career Center. It helps all of the board members to have this information.
- F. Public: No comments.

VI. Adjournment: Meeting adjourned at 10:48 a.m.

ITEM V- COMMITTEE REPORTS)

This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council.

The Executive Committee met and evaluated the November 22, 2011 Policy Council meeting.

GOOD!!!
Thank you, Coventry St. Mary, for making reminder phone calls for the PC meeting.
Thank you, Mr. Jaime Serrano, for your technical support to the Policy Council.
Thank you, Board members, for clean board room.
Thank you, Board members, for management of cell phones.
Thank you, Ms. LaShaun Burke and Ms. Nancy Hogan, for proving PC/PAC reimbursements.
NEEDS IMPROVEMENT
Members arriving on time.
Members should be seated and be ready for meeting by 8:50 a.m.
Members remain seated during all presentations.
Members prior to speaking, raise hand to be acknowledged by the Chair.
Members please plan to stay until meeting is adjourned.
MEMBERS!! NO FOOD IN THE BOARD ROOM.

NOTES:

- Budget/Planning Committee Report – Ms. Coventry St. Mary

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal Policy Council board packet.
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- B. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.
- Monthly Head Start Report (attached)
-
-
-

- C. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- Brenda Campos: Grantee Program Support Services
 - Lisa Carr, Parent/Family Support Unit
 - ❖ Countywide Parent Conference Update
 - ❖ Program Self-Assessment
 - ❖ Healthy Marriage Workshops
 - Karen Gonzales: Child Development and Education Services
-
-
-

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

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

SETA Head Start Food Service Operations Monthly Report *October 2011

October 10th - WCIC Classes Closed observance of Indigenous People's Day

October - 12th through 14th - La Riviera Closed

October 24th - Food Service assisted in the All Staff Training.

October 21st - Home Base Field Trip - Lunch and Snack provided for 60.

October 25th - EHS Home Base Field Trip - Lunch and Snack provided for 120.
Total Cost Both Home Base Field Trips \$469.37.

October 28th - Grant Skills Center Closed due to sewer repair.

Elkhorn Center closed due to Water Leak

La Riviera Closed Permanently. Classes moved to Broadway,
Grant Skills and Sharon Neese.

Meetings and Trainings:

SETA All Staff Training - All Food Service Staff attended on October 24th.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
41,690	25,246	29,052	1000

Total Amount of Meals and Snacks Prepared **96,988**

Purchases:

Food	\$70,698.81
Non - Food	\$14,593.38

Building Maintenance and Repair: **\$1,287.95**

Kitchen Small Wares and Equipment: **\$255.72**

Vehicle Maintenance and Repair : **\$212.50**

Vehicle Gas / Fuel: **\$2,040.95**
Normal Delivery Days **21**

Seta Head Start Food Service Operations Monthly Report *November 2011

November 7th - Illa Collin closed - water turned off at the complex.

November 21st through 23rd - SCOE Children off for extended Break.

November 23rd - Bright Beginnings and WCIC Closed

November 24th & 25th Thanksgiving Holiday

November 29th & 30th -

The Satellite Kitchens Hood Fire System Serviced by Kevin Uker
from Central Valley Fire Control

Meetings and Trainings:

No Meeting or Trainings Attended this month.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
36,814	21,548	25,726	160

Total Amount of Meals and Snacks Prepared **84,248**

Purchases:

Food	\$66,665.08
Non - Food	\$13,331.66

Building Maintenance and Repair:	\$1,397.98
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Kitchen Small Wares and Equipment:	\$0.00
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Vehicle Maintenance and Repair :	\$96.07
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Vehicle Gas / Fuel:	\$1,582.90
Normal Delivery Days	19

Sacramento County Head Start/Early Head Start Delegate Monthly Enrollment Report

November, 2011

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	420	419	100	373	89
Sacramento City USD	1,292	1,292	100	1,154	89
Sacramento Employment and Training Agency	1,874 (2,778)	1,893	101	1,525	81
San Juan USD	700	705	101	590	84
Twin Rivers USD	211	213	101	189	90
WCIC/Playmate Head Start	120	120	100	109	91

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	147	139	95	88	60
Sacramento Employment and Training Agency	345	345	100	202	59
San Juan USD	161	167	103	125	78

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 days allowable period.
- (b) If enrollment is less than 100%, agency must include corrective plan of action.
- (c) Attendance on the last day of month

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 11/30/11)

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)	14	(6%)	N/A	
Elk Grove USD (420)	37	(9%)	N/A	
Sacramento City USD (1292)(147)	114	(9%)	10	(7%)
San Juan USD (700) (161)	59	(8%)	16	(10%)
WCIC (120)	6	(5%)	N/A	
SETA (2796) (345) (1878 Tracks)	158	(8%)	41	(12%)
County (4621)* (653)*	388	(8%)	67	(10%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment



Monthly Head Start Report

December 2011

SETA-Operated Program

Education Update:

SETA has been responding to the Office of Head Start Program Instruction pertaining to School Readiness. The Education Unit has developed goals that align with the Head Start Early Learning Framework as well as the California Preschool Foundations.

Data will be collected from the three assessment periods of each year and will be analyzed to measure progress toward each goal.

The School Readiness goals will also include family engagement as staff recognize that parents are their child's first and primary teacher.

Child Development, Mental Health and Special Education staff from the Northview and Hillsdale centers are participating in CSEFEL (Center on the Social and Emotional Foundations for Early Learning) training. This has been an exciting and valuable pilot in collaboration with the Sacramento County Office of Education (SCOE). We look forward to developing this training for the entire program.

Family Partnership Unit:

Efforts are underway to plan our annual county-wide parent conference. We are currently exploring venues and dates, with hope to find a central location which will allow the greatest amount of parent participation. Our next meeting is scheduled for January 2012.

The new Range 2 and 3 FSWs have all been trained in the Child Plus System. This will allow the FSWs to enter their own health events (vision, dental, blood lead level testing) into system. The Range 3's are now entering their enrollment applications into the Child Plus System. This is a new move for staff; all have adapted well and are excited about the changes.

Staff also attended the Convoy of Hope event held at Cal Expo. Staff was there to explain Head Start/Early Head Start services and to take information for waiting lists. Over 125 wait lists were taken and delivered to sites. Staff was energized to see the families who are truly in need being able to access services that are so sorely needed.

Site staff have been busy ensuring that enrollment is at 100% for the SOP, and that 45 day screening and Family Partnerships are completed for each child and family.

The Attendance and Customer Service Committee has been meeting monthly to look at ways to boost attendance in the SETA-Operated classes. A plan will be implemented in 2012 to see if attendance improves. Staff will be presenting this information at a future PAC meeting.

Elk Grove Unified School District

Education Services Update:

Florence Oneto, PreK Social Worker, presented information on the Teaching Pyramid Model. The Teaching Pyramid Model is a program designed to help educators develop safe and nurturing classroom environments, promote social-emotional competence in their students, and learn strategies for working with students with challenging behaviors. Ms. Oneto showed several videos of children and teachers interacting in their classrooms in order to promote discussion surrounding what methods from the Teaching Pyramid they had witnessed. The presentation was well received with many teachers commenting that they would like to learn more.

The PreK program at Prairie Elementary School is fully implementing the Teaching Pyramid Model this school year. They have attended off site in-servicing presented by West-Ed, the creators of the program, on August 19 and October 21 and will attend additional in-servicing on December 9 and January 27. Plans are being created to give the full training to all of the PreK teachers over the course of the next three years.

Enrollment:

The Office of Head Start has combined the regular Head Start and expansion programs into one program. Elk Grove Unified School District is funded to serve 420 students and is fully enrolled. The Average Daily Attendance for the month of November was 88%.

Disabilities Services and Mental Health Services Update:

The program educators and clerks have worked closely with the PreK Social Worker, Florence Oneto, and with the PreK Psychologist, Teresa Gannon, to place students with an active IEP into the Head Start program. There are 37 students with active IEPs being served.

Health Services Update:

Florence Oneto, Social Worker, and Teresa Gannon, Psychologist, are scheduling observations and follow-up meetings in response to needs discussed at the CoOp meetings. Family and Student Support Teams (FASST) meetings have been scheduled to share concerns with and offer support to families.

Family and Community Partnerships Update:

“Latino Family Literacy”, a class for Spanish speaking parents, was held every Tuesday during the month of October at Samuel Kennedy Elementary School. This class teaches parents how to read aloud with their children and gives them strategies for establishing a reading routine in their home. There was an average of five parents in attendance at these classes.

“Discover Art”, a class where parents learn the importance of art in children’s lives as a form of self expression and creativity as well as participate in hands-on art activities they can do with their children at home were held at Charles Mack Elementary and Prairie Elementary Schools on November 1, and Kennedy Elementary School on November 3. Five parents attended the class at Charles Mack, thirteen parents attended the class at Prairie Elementary, and seven parents attended the class at Kennedy Elementary School.

Recruitment:

PreK registrations continue to take place and students are being placed on a waiting list. The Head Start classes are fully enrolled. Each school has a waiting list and families are notified when space becomes available.

Sacramento City Unified School District

Program Governance:

Policy Committee representatives were provided Budget Training immediately following the PC meeting on November 10, 2011. The training was so well received by parents that they requested a Budget Training for their own personal finances. A Parent Education Workshop on budgeting will be provided in March of 2012.

Education and Child Development:

In November, teaching staff attended Part 2 of the Center for the Social-Emotional Foundations for Early Learners (CSEFEL) training, which was presented by Social Workers and Resource Teachers. Participants learned strategies for building positive relationships with children by using acknowledgement and encouragement to support children's positive social behaviors. Participants were offered time during the training to develop an action plan of ideas that they will implement in their respective classrooms utilizing the CSEFEL framework.

Social Workers, Coordinators and Resource Teachers attended the two-day Classroom Assessment Scoring System (CLASS) training in November. CLASS places specific emphasis on classroom environments and teacher-child interactions.

The social workers and one resource teacher began a six week CSEFEL parenting workshop on Thursday, November 3, which will continue through December 15. Initially, 40 English and Spanish speaking parents attended the workshop. Numbers will probably taper off to about 20 parents.

The social worker for First 5 is continuing pregnant and parenting teen workshops at American Legion High School. First Five is also collaborating with the on-site, Early Head Start home visitors at Hiram Johnson High School to engage teen parents in the training as well. Teen parents participating in these trainings will be eligible to acquire school credit, which can be applied toward American Legion and Capital City independent study course work.

Enrollment:

SCUSD is happy to announce that it is currently 100% enrolled at all program sites. Letters to families on existing wait lists were distributed in October. There is continued interest from parents living in the various communities to enroll their children in SCUSD's preschool program. Also, the enrollment staff will be engaging in on-going training to enhance their customer service skills, parent engagement skills and efficacy in completing the registration process.

Early Head Start and Home-Base:

Ongoing training in the new California Infant/Toddler Learning Foundations, presented by West-ED/PITC, is occurring for the EHS teaching staff. Home Visitors in both HS & EHS are implementing improved strategies for differentiation/individualization of curriculum during children's socialization experiences. Parents, as well as staff, are learning critical strategies around observation techniques and supporting children's learning.

Health & Nutrition:

Head Start nurses are continuing their efforts to ensure that all children receive dental varnishing. SCUSD is about half-way through the fall schedule and anticipate working on developing the spring schedule in conjunction with the visiting dental hygienist in the near future. The majority of parents have given permission for their child(ren) to receive dental varnishing and the dental hygienist, in conjunction with the nurses, are noting evidence of dental treatment in children's files.

SCUSD's nurses attended the SETA Nutrition Content meeting in November, which was very instrumental in connecting the nurses to fellow preschool nurses. Hopefully, these connections will facilitate SCUSD's nurses' work with children and families over time.

The preschool nurses have been actively revisiting the Program Monitoring and Self-Assessment results for 2011-2012. Nurses, managers and a parent representative, who comprise the Health/Nutrition Assessment team, met to discuss the review process and goals for the upcoming school year. More recently, SCUSD's three nurses have been actively auditing select preschool sites. The nurses will meet to share findings and prepare a report, which will be disseminated to other committees involved in the Self-Assessment process.

Additionally, SCUSD's nurses have also been preparing for the monthly health audit of a preschool site by SETA.

Teacher training continues for children with special health and/or medication needs in the classroom. As well, child health screenings are continuing for preschoolers enrolled in their second year and for those children who did not pass or who were absent for their initial screenings.

Disabilities:

SCUSD's system for identifying, supporting and referring children with special needs is in full swing. Teachers have concluded their screenings and the first round of assessments. Since early September, resource teachers, social workers, and disabilities support staff have been busy observing children, meeting with teachers and parents. In addition to speech and developmental referrals, the support team has been very successful at correctly identifying and referring children who qualify for services based on their specific diagnosis on the autism spectrum. While staff was dismayed that these children have not been identified earlier, we are pleased to be able to help them access the vital services that will provide positive outcomes for their future.

Safe Environments:

Self-Assessment is underway and the parents are providing feedback through a Safe Environments Checklist. Results will be compiled and a plan will be implemented for addressing concerns and improving safe environments. The Resource Teachers are also completing a Safe Environments Checklist and that information will be combined with the parent feedback and included in the overall Program Improvement Plan.

Repairs for the month were relatively minimal, with only the usual heating and pest problems that seem to occur when the weather changes.

Program Updates:

Sacramento City Unified School District is in the process of re-designing its website. Child Development staff has significant work to do relative to the re-design, considering the nature of our business and our department size. As we embark on this major task, we are encouraging input from parents, representatives from the communities we serve, collaborators and other stakeholders. Related to this is the impending restructuring of the Child Development Department in the very near future. A very preliminary list of individuals to serve on the restructuring committee has already been developed. Meetings around restructuring will most likely get underway in the new year. Finally, in order to meet SCUSD's expectations of "raising the bar" in the area of customer service, a great deal of emphasis is being placed on providing training to staff on this particular topic.

San Juan Unified School District

Education Services Update:

Desired Results Developmental Profile data is available in two formats; classroom and individual child reports. Teachers will use this data to create individual as well as whole class strategies. Both sets of strategies will cover the developmental domains of social-emotional, cognitive, and physical growth.

Disabilities Services Update:

ECERS have been completed in all the HS classrooms, including the Disabilities Awareness and Inclusion. In addition, SETA has begun their annual review of our programs. The Disabilities Specialist from SETA visited Howe Avenue preschool classrooms to complete file reviews. The Specialist checked screening dates, results, referrals and follow up compliances. In December, SETA's Disability Specialist will review Marvin Marshall files. The November Screening Record Tracking Sheets reflected the rescreening results of children who were enrolled during the first month of school and who need to be rescreened.

Mental Health Services Update:

The Mental Health Therapist has been participating in parent-teacher conferences to both address specific social-emotional needs of identified children, as well as to provide community resources and mental health referral information. The Mental Health Therapist also provided 75 parents with Self Esteem/Limit Setting workshops during the month of November.

Nutrition Services Update:

The California Preschool Instructional Network (CPIN) presented an overview of the Preschool Learning Foundations, Volume 2 – Physical Development Domain. The presentation included the following topics:

- Why physical development skills are included in California's Preschool Learning Foundations and Curriculum Framework
- How physical development supports preschool children's brain development
- Review the obesity trends in the United States
- Address the preschool teachers, caregivers and families role in the physical development of preschool children.

Classroom staff will receive this critical information.

Health Services Update:

Health is screening one day a week in the centralized screening room. Health Assistants are also rescreening in the field to test children that have been unable to accurately screen. Health has continued doing dental screenings with Kate Varanelli. These dental screenings will continue through December. Children who qualify and who are in need of dental restoration will be referred to 'Smiles for Kids Day'. Dental work for children who are referred to 'Smiles for Kids Day' will begin on the first Saturday in February. Health Services is following up with the children that have high and low BMIs.

Family and Community Partnerships Update:

The Policy Committee had a strong attendance from representatives in November. The new Board conducted its first meeting and it was successful. There is a team of representatives that are ready to participate on interview panels, and review program area plans. The representatives are very enthusiastic about this school year.

Transition Services Update:

Open enrollment and Kindergarten registration for the 2012-2013 school year is fast approaching and parents have many questions regarding the process. Staff has been busy assisting parents by providing information that will support families and children during this important transition.

This month the teachers have also been busy with parent conferences and use this time to provide parents with information about their child's current development including areas of needed growth. This has also been a time for teachers to provide parents with kindergarten enrollment information.

Program Support/Staff Training Update:

Teachers attended math training with a focus on the introduction of division to preschoolers. Teachers created materials for two different division activities that they will use in their classrooms. In addition, parents were given division and measurement take home activities for them to practice with their children.

Early Head Start:

The first education cycle is complete for Early Head Start. Ages and Stages screenings, Desired Results Developmental Profile assessments, and Individualized Development Plans were developed during case management meetings, parent conferences and home visits.

Several teachers have shared how valuable the home visits are to them and the parents. Seeing the child and family in their home environment positively impacts the relationship triad between teacher, child and family.

Long standing partnerships continue to be strengthened. Again this year, through the partnership with CSUS, Early Head Start is able to offer mental health services to families with the use of several counseling interns. Volunteers from Jesuit High School continue to positively impact the children directly through their work in the classrooms. These responsible young men bring a fresh perspective!

Fiscal Update:

Head Start and Early Head Start were reconciled and reports filed on November 10. All expenses are in line with the budget. Fifty percent of the supplemental funding has been received from ACF and the contract has been amended with SETA. The remaining 50% of the supplemental funding will depend on legislative appropriations which should be made known in March, 2012. At that time budgets will be adjusted accordingly.

First Interims and the three-year Multi-Year Projections were completed and submitted to Budget Services.

Parent volunteer hours, which are relied on more for in-kind this year, are coming in well above the required hours.

Twin Rivers Unified School District

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

Events:

All students participated in the annual Hmong New Year's Celebration on November 17. Each classroom engaged in classroom activities that included making traditional Hmong hats, belts and purses that were worn during the school wide event as well as reading Hmong books. During the festive event, students were entertained with Hmong dancers from the Grant High School Hmong Club and parents were treated to a Hmong food treat of sticky purple rice.

For our male involvement activity, Film and Fathers was held on November 10, 2011. During this school wide event, fathers (mothers and relatives were also invited) watched the movie, Cars 2, ate pizza and socialized. Participants received certificates and goodie bags.

Professional Development:

Preschool staff will have a professional development opportunity on December 8 to continue training on the Enlightened Discipline philosophy with author Julie Jenkins Sathe. Preschool staff continue to implement the three rules of be safe, be clean and be kind as noted in the book. The December training will be one of two remaining sessions for the school year.

Components:

Component leaders continue to follow up on their respective screenings and assessments required at the beginning of every school year.

The Nutrition Component Leader continues the follow-up on hemoglobin and blood lead tests. The heights and weights have been completed for all students and inputted into the Childplus database. The Nutrition Component Leader also facilitated a Family Fitness Day on November 30 in which parents were invited to hula hoop, jump rope and be active with program staff.

The Health Component Leader continues the screenings for vision, hearing, blood pressure and dental exams for all students.

The School Social Worker/Counselor continues the Family Partnership Agreement with the incoming families as well as supported classroom teachers with classroom observations and implementation of behavioral strategies/interventions. The Component Leader also continues assessing mental health referrals that have been submitted by the teaching staff and parents for social skills and behavior intervention. The social skills and friendship groups for referred students who need assistance with anger management techniques and social skills have begun.

The Speech and Language Pathologist (SLP) continues providing speech services to students with speech IEPs.

The Education Component Leader continues to support classroom teachers with file management and classroom strategies. Teachers are scheduling parent conferences and implementing their action plans from ECERS and DRDP results.

The ERSEA Component Leaders continue enrolling students and arranging enrollment files. Data input into the ChildPlus, CDMIS and AERIES school database continues and a wait list has been formed. The Component Leaders also continue file monitoring to ensure all necessary documents are correctly completed.

Policy and parent Committees:

The Parent Committees at both Expansion sites held parent meetings. The Policy Committee held a meeting at Morey Avenue on November 15. During the meeting, members approved the prior meeting minutes and re-election of Chairperson. Members received copies of the monthly component reports. The next Policy Committee meeting will be held on December 20 at 8:30am.

Parenting:

Parents are invited to attend parenting classes in collaboration with the nearby elementary school, Garden Valley. Plans are underway to provide parenting classes in collaboration with the Mutual Assistance Network (MANN) during the spring of 2012.

Fiscal:

Staff and PC members were provided budget information at the staff and PC meetings. Teaching staff are beginning to receive their supply orders.

WCIC

Program Design and Management:

WCIC's management values staff development/education, team leadership, team-building, and stability of diverse quality staff.

During the month of November 2011, the SETA Monitoring of WCIC/Playmate Head Start Programs resulted in compliance and positive feedback.

WCIC/Playmate Head Start Programs Self-Assessment begin November 28, 2011 through December 9, 2011. A report of findings will be included in the December 2011 Monthly Report.

Family and Community Partnerships:

During the 2011 holiday season, Ms. Davis, Executive Director/Head Start is seeking partners to support the families in the WCIC/Playmate Head Start Program. The outcome of these efforts will be included in the WCIC December 2011 monthly report.

Health Screenings:

WCIC/Playmate children received hearing screenings from The Maryjane Rees Language, Speech and Hearing Center, Department of Speech Pathology and Audiology, California State University, Sacramento on November 4, 2011.

Family Services Workers continue to encourage the parents to get the children's annual physicals and dental exams and any dental follow-up treatment to meet the Head Start Performance Standards. WCIC/Playmate Family Services Workers continue to do first height/weight measurements on new enrolled children.

Early Childhood Education:

WCIC/Playmate Head Start Program staff received a Scientific Thinking Training by Liz Aguilar, Education Consultant from Sacramento Employment Training Agency on November 4, 2011. She asked what teachers thought of Science and why it is important to learn Science in Pre-school. She stated everything we do is Science. We get children to think and discover in Science. Science areas should be changed often so children have more interest in the areas. We need to ask open-ended questions to children. Ms. Liz passed out handouts on "Discovery/Science Experiments/Explorations", "Opened Ended Questions for the Discovery Area", and "Science Activities". The Creative Curriculum has a science section with information on how to make areas more interesting.

WCIC/Playmate Head Start Program staff and parents received a Reading Aloud Training by Liz Aguilar, Education Consultant from Sacramento Employment Training Agency on November 16, 2011. She addressed the staff and parents on Reading Aloud. She passed out handouts on "When Reading to Your Child," "Simple Strategies for Creating Strong Readers", and "Building Literacy Every Day". Ms. Liz stated it is never too early to read to your child. You can read to your unborn child as early as six weeks. It is important to read to your child every day. Children who are read to, tend to do well in school. They also are able to build vocabulary words. Parents can take their child to the library so they can chose from a variety of books. It is best to read to your child before bedtime.

Happy and Safe Holidays to everyone from the entire WCIC Team/Family!!!

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

ACF-IM-HS-11-05 Early Childhood Education, Financial Stability, and Asset Building Strategies for Families with Young Children

ITEM VI-OTHER REPORTS (continued)

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

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