

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

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City of Sacramento

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City of Sacramento

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Public Representative

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Board of Supervisors
County of Sacramento

ADMINISTRATION

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Executive Director

DENISE LEE
Deputy Director

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THOUGHT OF THE DAY: "Ability is what you are capable of doing. Attitude determines how well you do it."

Lou Holtz

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, January 28, 2014

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: THURSDAY, JANUARY 23, 2014

Policy Council meeting hosted by:
LaTasha Windham (Chair), Angeles Soberanes (Vice Chair), Steven Wormley (Secretary),
Toni Espinoza (Treasurer), Richina Siackasorn (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Toni Espinoza, Elk Grove Unified School District
- _____ Benjamin Bailey, Sacramento City Unified School District
- _____ Celina Fimbres, Sacramento City Unified School District
- _____ Steven Wormley, Sacramento City Unified School District
- _____ Linda Litka, San Juan Unified School District
- _____ Lynda Williams, San Juan Unified School District
- _____ Saleema Ali, Twin River Unified School District
- _____ Kris Ingram, Twin Rivers Unified School District
- _____ Richina Siackasorn, WCIC/Playmate Child Development Center
- _____ Rodney Pontiflet, SETA-Operated Program
- _____ Kenneth Tate, SETA-Operated Program
- _____ Angeles Soberanes, SETA-Operated Program
- _____ Colleen Fietzek, SETA-Operated Program
- _____ Derek Adams, SETA-Operated Program
- _____ LaTasha Windham, SETA-Operated Program
- _____ Justin Fietzek, Men's Activities Affecting Children Committee
- _____ Willie Jean Peck, Foster Parent Representative
- _____ Jenna Kline, KVIE Public Television; Community Rep.

New Policy Council Members to be seated:

- _____ Lisa Burke, Home Base Option
- _____ Genevieve Deignan, Sacramento Food Bank & Family Services

Seats Vacant:

- _____ Vacant (Potter), Elk Grove Unified School District
- _____ Vacant (Amonoo), WCIC/Playmate Child Development Center
- _____ Vacant (Germany), WCIC/Playmate Child Development Center
- _____ Vacant (Gill), Past Parent Representative
- _____ Vacant (Espinoza), Home Base Option
- _____ Vacant (Fietzek), Home Base Option
- _____ Vacant (Florez), Early Head Start (SOP)
- _____ Vacant (Calderon), Early Head Start (SETA)
- _____ Vacant (Cullen), Early Head Start (San Juan)
- _____ Vacant (Hill), Early Head Start (Sac. City)

**** Please call your alternate, Policy Council Chair
(LaTasha Windham (821-8959 or 400-3546), 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 2013-2014**

The 2013-2014 Board was seated on **November 26, 2013** and
December 17, 2013

BOARD MEMBER	SITE	11/26	12/17 *	1/28											
D. Adams Seated 11/26	SOP	X	X												
N. Akang Seated 11/27/12	FOSTER	X	X												
S. Ali s/b/s 11/26	Twin Rivers	E	X												
B. Amonee s/b/s 11/26	WCIC	U	U												
B. Bailey Seated 11/26	SAC	X	E												
L. Burke Seated	HB		E												
B. Cullon s/b/s 11/26	EHS/SJ	U	U												
G. Deignan Seated	Comm. Rep.														
T. Espinoza Seated 11/26	ELK	X	X												
C. Fietzek Seated 11/26	SOP	X	X												
J. Fietzek Seated 8/27/12	MAACC	X	X												
C. Fimbres Seated 11/26	SAC	X	E												
P. Hill s/b/s 11/26	EHS SAC	U	U												
K. Ingram Seated 11/26	Twin Rivers	X	X												
L. Litka Seated 11/26	SJ	X	X												
J. Kline Seated	Comm. Rep.	X	X												
W. Peck Seated 11/26	FOSTER	X	E												
R. Pontiflet Seated 11/26	SOP	X	E												

BOARD MEMBER	SITE	11/26	12/17 *	1/28											
R. Siackasorn Seated 11/26	WCIC	X	X												
A. Soberanes Seated 11/26	SOP	X	X												
K. Tate Seated 11/26	SOP	X	X												
L. Williams Seated 11/26	SJ	X	E												
L. Windham Seated 11/26	SOP	X	X												
S. Wormley Seated 11/26	SAC	X	X												

GLOSSARY OF ACRONYMS

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

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

Current a/o 12/18/13

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 17, 2013 SPECIAL
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the December 17, 2013 meeting.

RECOMMENDATION:

That the Policy Council approve the December 17 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, December 17, 2013
10:30 a.m.

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

Mr. Nse Akang called the meeting to order at 11:02 a.m. and read the Thought of the Day. Mr. Justin Fietzek was asked to serve as Secretary and called the roll; a quorum was established.

Members Present:

Toni Espinoza, Elk Grove Unified School District
Steven Wormley, Sacramento City Unified School District
Linda Litka, San Juan Unified School District
Kristyn Ingram, Twin Rivers Unified School District
Richina Siackasorn, WCIC/Playmate Child Development Center
Rodney Pontiflet, SETA-Operated Program
Kenneth Tate, SETA-Operated Program
Angeles Soberanes, SETA-Operated Program
Colleen Fietzek, SETA-Operated Program
Derek Adams, SETA-Operated Program
LaTasha Windham, SETA-Operated Program
Colleen Fietzek, SETA-Operated Program
Justin Fietzek, Home Base Option
Nse Akang, Foster Parent Representative

Members Absent:

Celina Fimbres, Sacramento City Unified School District (excused)
Lynda Williams, San Juan Unified School District (excused)
Benjamin Bailey, Sacramento City Unified School District (excused)

New members to be seated:

Saleema Ali, Twin River Unified School District

New Members Not Present:

Brittany Amonoo, WCIC/Playmate Child Development Center (excused)
Patrice Hill, Early Head Start (Sac. City) (unexcused)
Bethel Cullen, Early Head Start (San Juan) (unexcused)
Lisa Burke, Home Base Option (excused)

II. Consent Item

A. Approval of the Minutes of the November 26, 2013 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/C. Fietzek, second/Tate, to approve the November 26, 2013 minutes.
Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (Akang)

III. Action Items

A. Approval to Delegate Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

Mr. Akang reviewed the board item. There were no questions.

Moved/Espinoza, second/Wormley, to delegate authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1

B. Election of Policy Council Officers for Program Year 2013-2014

The responsibilities for each of the officer positions was reviewed. Those interested in serving:

Chair:

Angeles: 1

LaTasha: 12

Vice Chair:

Kenneth: 6

Angeles: 7

Secretary:

Toni: 5

Steven: 8

Treasurer:

Toni: unanimous

Parliamentarian:

Richina: unanimous

Moved/Tate, second/Ali, to approve the officers for 2013/14: Chair: Ms. LaTasha Windham; Vice Chair: Ms. Angeles Soberanes; Secretary: Mr. Steven Wormley; Treasurer: Ms. Toni Espinoza; and Parliamentarian: Ms. Richina Isakson.
Show of hands vote: 13, Nay: 0, Abstentions: 1 (Akang)

Ms. Aurelia Garcia from Sacramento Food Bank and Family Services was acknowledged.

C. Selection of Representatives and Alternates to Attend the Annual California Head Start Association (CHSA) Parent Training Conference

Ms. Marie Desha reviewed the procedures and stated that three parents will be sent to the conference.

Those interested in attending and the votes:

Kenneth: 5

Richina 1

Steven 0

Colleen Fietzek 4

Toni 2

Linda 1

Moved/C. Fietzek, second/J. Fietzek. to confirm Kenneth, Colleen, and Toni as representatives, and Richina, Linda, and Steven as alternates to attend the Annual California Head Start Association Parent Training Conference.
Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (Akang)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: No additional report.
- Parent/Staff Recognitions: None.
- Community Resources-Parents/Staff: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reported that for the program year, the budget should be 33.3% spent. By the end of November, the budget is spent by 32.6%, which is right on track. The in-kind is currently at 23.6% and continuing to improve. Administrative expenditures are currently at 10%.

B. Fiscal Monitoring Report: No questions.

Mr. Tate left at 11:55 a.m.

C. Governing Board Minutes of October 3, 2013: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Espinoza reviewed the critique.
- Budget/Planning Committee: No report.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick extended congratulations to the new officers, thanked board members for their participation, and wished all a nice holiday season.
- B. Head Start Deputy Director's Report: Ms. Lee thanked Mr. Akang for his leadership over the past year. Ms. Lee stated that the Countywide Community Assessment & Goal Setting meeting will be held January 8. This gives staff and delegates a look at demographics over the community including shifts in how services are provided. The three-year goals and objectives will then be developed. Generally, there are three goals that are focused on children and families. All board members were urged to participate on January 8. SETA is updating the web page and staff is looking to 'tap into' thoughts of the parents and how to negotiate the web site.
- C. Head Start Managers' Reports
 - ✓ Brenda Campos: Ms. Campos distributed the modified Tuberculosis Policy Update. The modified TB policy has been modified under the guidance of the Health Services Advisory Board. The policy has been changed that parents participating in the home base option are not required to have a TB screening. Parents will be given a TB risk assessment and if there are any 'yes' answers, the parents will be given information regarding testing.
 - ✓Lisa Carr: Tabled.
 - ✓Karen Gonzales: Tabled.
- D. Chair's Report: None.
- E. Open Discussion and Comments: None.
- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 12:13 p.m.

ITEM II- B - CONSENT

APPROVAL TO AMEND APPENDIX A OF THE CONFLICT OF INTEREST CODE
FOR THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

BACKGROUND:

Pursuant to the Political Reform Act, SETA is required to adopt, maintain and amend, as appropriate, a Conflict of Interest Code. The last modification was approved by the board on December 1, 2011.

Due to a number of job classification modifications, Appendix A needs to be modified to reflect the new classifications.

The proposed revised Appendix A of the Conflict of Interest Code is attached.

RECOMMENDATION:

Approve the revised Appendix A of the Conflict of Interest Code.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

APPENDIX A

Sacramento Employment and Training Agency Conflict of Interest Code Designated Employees

The following persons are designated employees of SETA:

Members of the SETA Governing Board	Facilities Coordinator
Members of the Workforce Investment Board (WIB) and Youth Council	Children and Family Services Education Program Officer
Members of the Head Start Policy Council (PC)	Children and Family Services Support Services Program Officer
Members of the Head Start Parent Advisory Committee (PAC)	Children and Family Services Administrative Program Officer
Members of the Community Action Board (CAB)	Workforce Development Analytical Program Officer
WIB Legal Counsel	Workforce Development Operational Program Officer
SETA Legal Counsel	Purchasing Analyst
Clerk of the Boards	Staff Support Officer
Executive Director	Workforce Development Professional I, II, III
Information Systems Department Chief	Head Start Child Care Site Director
Senior Personnel Analyst**	Head Start Coordinator (Health)
Public Information Officer	Head Start Coordinator (Nutrition)
Accountant I	Head Start Coordinator (Education)
Accountant II**	Head Start Coordinator (Special Education)
Accountant III	Head Start Coordinator (Food Service)
Programmer Analyst	Head Start Coordinator (Social Services/Parent Involvement Services)
Fiscal Department Chief	Head Start Courier/Maintenance
Deputy Director CHILDREN AND FAMILY SERVICES DEPUTY DIRECTOR	Head Start Education/Special Education Specialist**
Administration Department Chief WORKFORCE DEVELOPMENT DEPUTY DIRECTOR	Head Start Education Specialist**
Workforce Development Professional Supervisor	Head Start Employment and Training Coordinator**
Human Resources Manager	Head Start Facilities Analyst
Information Technology Analyst I AND II	Head Start Facilities Specialist
Information Technology Services Facilitator	Head Start Family Services Specialist**
Information Technology Engineering Analyst	Head Start Head Cook
Workforce Development Analyst Supervisor	Head Start Manager
Workforce System Analyst	Head Start Nutrition Specialist**
Workforce System Administrator	Head Start Head Cook
Workforce Development Analyst II and III	Head Start SOCIAL SERVICES Parent Involvement/ Social Services Specialist**
Management Information Analyst III	Head Start Clinical Social Worker**
Workforce Development Quality Control Supervisor	Head Start Special Project/Training Coordinator
Workforce Development Manager	Head Start Training/Staff Development Supervisor
Training/Staff Development Officer	Head Start Social Services Specialist (Non Sup)
Network Engineer	WELLNESS SPECIALIST

** Includes both Supervisory and non-supervisory staff

ITEM III-A – ACTION

SELECTION OF COMMITTEE REPRESENTATIVES FOR
PROGRAM YEAR 2013-2014

BACKGROUND:

The following standing committees require Policy Council representatives be appointed. It is hoped every member will participate on committees. A description of each committee is included in the Policy Council bylaws. Staff will be available to provide an oral report and answer questions.

1) Head Start Personnel/Bylaws Committee Representatives

Oversight by: Marie Desha

- a) Parliamentarian – Richina Siackasorn
- b) _____
- c) _____
- d) _____
- e) _____

2) Head Start Budget/Planning Representatives

Oversight by: D’et Patterson and Denise Lee

- a) Treasurer – Toni Espinoza _____
- b) _____
- c) _____
- d) _____
- e) _____

3) Head Start Social/Hospitality Committee: Oversight by: Marie Desha

- a) Secretary – Steven Wormley _____
- b) Treasurer – Toni Espinoza _____
- c) _____
- d) _____
- e) _____

4) Parent Ambassador Committee: Overseen by: Alma Hawkins

- a) Vice Chair – Angeles Soberanes _____
- b) Secretary – Steven Wormley _____
- c) Treasurer – Toni Espinoza _____
- d) _____
- e) _____

5) Program Area Committees

The Performance Standards are structured around comprehensive program content areas of Early Childhood Development and Health Services, Parent/Family Support, and Program Design and Management. The program areas provide additional support to quality services and families. Each program area will be composed of one staff and a minimum of three parents shall be selected by the Policy Council to plan and review each program area as well as participate in the writing of program plans and narratives.

The Program Monitoring and Evaluation (Self-Assessment) Committee is designed to assist the SETA Head Start Monitoring/Evaluation staff in conducting on-center evaluations throughout the program year. Committee members will have the opportunity to visit and evaluate classroom(s) throughout the County.

- A) Early Child Development and Health Services and Parent, Family Support and Community Engagement Committee: Oversight by: Karen Gonzales & Lisa Carr
 - a) _____
 - b) _____
 - c) _____
 - d) _____
 - e) _____

- B) Monitoring/Evaluation (aka: Self-Assessment) Committee – Committee of the Whole - Policy Council members will participate as a Committee of the Whole: Oversight by: Robyn Caruso

- C) Male Involvement Committee: Oversight by: Robert Silva
 - a) _____
 - b) _____
 - c) _____

RECOMMENDATION:

As each committee is reviewed, interested Policy Council members will be added to that committee. After all committee slots are filled, it is recommended that the Policy Council ratify the committee membership.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-B – ACTION

ELECTION OF REPRESENTATIVE AND ALTERNATE TO
THE COMMUNITY ACTION BOARD

BACKGROUND:

The SETA Community Action Board is comprised of representatives from the Private, Public and Low-Income Sectors. The duties of the Board include recommending allocations of Community Services Block Grant (CSBG) funds to community services agencies throughout Sacramento County. Attached for your review is a CAB overview.

In the past, LaTasha Windham served as the Head Start representative from the Low-Income Sector. Policy Council representatives to the Community Action Board receive a meeting reimbursement.

RECOMMENDATION:

That the Council elect a representative and alternate to serve as Low-Income Sector representatives to the Community Action Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

COMMUNITY ACTION BOARD OVERVIEW

The Community Action Board (CAB) is a twelve-person board representing a number of public, private and low-income interests. SETA, as the designated Community Action Agency for Sacramento County, receives Community Services Block Grant (CSBG) and funds from the U. S. Department of Health and Human Services through California's Department of Community Services and Development. SETA administers CSBG programs with the advice of the tri-partite Community Action Board.

The SETA CAB was established as an advisory body to the SETA Governing Board and is entrusted with a mission to make the entire community respond to the needs and interests of the poor. Its members assess the needs of the low-income community, receive and review proposals for CSBG funding, and made recommendations to the Governing Board to fund programs which most effectively address those needs.

The long-range objective of the CSBG program is to enable individuals to deal with the problems of poverty and attain self-sufficiency. Because the social needs in SETA's service delivery area are diverse - from drug abuse among youth to the problems of seniors - and because funding for programs is relatively scarce, Board members exercise great care in setting program priorities, allocating funds and evaluating program performance.

MEETING SCHEDULE

Regular meetings of the Community Action Board are held on the second Wednesday of each month at 10:00 a.m., 925 Del Paso Blvd. Meetings seldom exceed one hour in length with the exception of annual funding meetings.

COMPOSITION OF THE COMMUNITY ACTION BOARD

The Community Action Board is composed of twelve members with four members representing each of three constituent groups: 1) Public Officials or their representatives; 2) Private Sector, consists of business, industry, labor, religious groups, welfare, education, or other major groups and interests in the community; and 3) Low Income Sector, or representatives of the poor residents within the Community Action Board jurisdiction.

SECTOR PROFILES

Public - Public officials bring expertise in public relations, meetings, administration, funding and fiscal affairs. They represent the interests of the general public, yet can also serve as ambassadors of goodwill to the client groups.

Low Income - Representatives of the poor are the fundamental source of information on conditions and problems of poverty. Their participation and involvement on the Board, on its committees and at neighborhood levels is critical to Community Action efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs -- and the positive effects those programs can have on the community.

Private - Representatives of the private sector provide good decision-making capabilities. They normally have business, management and fiscal expertise. They are major sources of funds and other resources. Finally, they provide balance to the Board by representing the remainder of the community.

APPLICATION/APPOINTMENT PROCESS

Those wishing to apply for membership on the CAB are asked to fill out an application form available at 925 Del Paso Blvd., Sacramento, CA 95815, Attention: Nancy Hogan (Phone 263-3827). Completed applications should be returned to SETA. These applications go through an application/appointment process for each sector. CAB members serve one-year terms beginning in January of each year.

CONFLICT OF INTEREST

Upon appointment, each applicant is required to submit a completed Statement of Conflict of Interest (form provided by SETA).

ITEM III-C – ACTION

SELECTION OF REPRESENTATIVES TO THE SETA HEAD START
HEALTH SERVICES ADVISORY COMMITTEE (HSAC)

BACKGROUND:

The Policy Council is requested to select Representatives to serve on the Head Start Health Services Advisory Committee. This committee is an advisory group to the health program area plan, assists with creation of policies, and serves as one of our primary community resources for health information. Members on the committee include Head Start staff and parents and health professionals from the community with an interest in Head Start. The group meets two times per year for a dinner meeting. The next meeting is scheduled for Wednesday, February 19, 2014, 5:30 p.m. – 7:00 p.m. at SETA. An interest in health would be appropriate for those serving on this committee. Ms. Brenda Campos will be available to share information and answer questions.

Please see attached minutes of last meeting, Wednesday, October 23, 2013.

RECOMMENDATION:

That the Policy Council select Representatives to serve on the Health Services Advisory Committee.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____



SETA Head Start Program Support Services

Subject:	Health Services Advisory Meeting	Date:	October 23, 2013
Facilitator:	Brenda Campos	Minutes:	Valerie Powell
Attendees Present:	See Attached		

Topic	Minutes	Action Items	Due By
I. Welcome and Introductions	Ms. Campos welcomed members and each member introduced themselves. An explanation of the duties of PAC and PC members was offered to new members from local CBO's.		
II. Overview of the upcoming OHS Review	Ms. Campos discussed the process for the upcoming Office of Head Start Federal Review. She shared that reviewers might come unannounced or give a 30 day notice of their visit. Results may be presented at the next meeting in February 2014.		
III. PIR Review	Each committee member received a copy of the most recent PIR. Ms. Campos explained that the report is analyzed by OHS to determine if SETA Head Start is meeting program standards. For the interest of the group, the health summary was focused on. Medical and dental screenings were reviewed. Dental screenings are challenging due to access and follow-up by parents. Immunizations are also a challenge as documentation is difficult.		



SETA Head Start Program Support Services

<p>IV. Community Partners Update</p>	<p>The floor was turned over to the community partners to share information. The SNAP Ed program was discussed highlighting the a description of the program as a series of six meetings with parents at Bannon Creek held once a week. The program provides education on how to read food labels, budgeting and nutrition. There were 15 participants working together and collaborating with other CBO's in the community. The need for communicating nutrition needs to community markets and stakeholders was stressed.</p> <p>Cathy Levering form the Dental Society discussed the ongoing campaign to increase the amount of dental assessments for children by dentists in the community. A finding was made that many dentists do not have the confidence to work with children. Dentists able to work with children has risen from 200/1200 to 981/1200. There has been a reduction in dental ER visits and issues are continuing to get better. This year schools that serve free lunches will be targeted to continue the Smile for Kids campaign.</p> <p>The Beneficiary Dental Exception Program provides information to customers calling the 800#. The service provides information and advocacy regarding dentist concerns, insurance carriers, making appointments and attaining transportation.</p> <p>WIC has opened two new satellite centers in Elk Grove and Folsom.</p>		
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SETA Head Start Program Support Services

V. TB Serum Shortage	SETA has recently been informed of a TB serum shortage. This shortage impacts staff requirements and parent volunteers in the classroom. There was discussion on how the virus is transmitted and if it is necessary to require Home Base parents to be tested to receive services. Dr. Cooke will research information on how often TB is found in the in-home service field and report back to Ms. Campos to assist with changing the current SETA Head Start Policy regarding TB testing. The committee will be notified by email of the results.		
VI. Covered CA	Covered California is now in effect. Dr. Cooke shared that there is concern by health care providers that patients may be risking their health needs by choosing cheaper coverage providing less care. SETA has been involved in spreading the word through a small grant.		
VIII Q&A, Additional Community Concerns	A concern was expressed regarding how to encourage all health care providers to clearly state that children have been tested for lead.		
Next Meeting	The next meeting of HSAC will be Thursday, February 20, 2014		

Approved By: Brenda Campos
Date: November 15, 2013

ITEM III-D – ACTION

SELECTION OF COMMUNITY PARTNERSHIPS ADVISORY
COMMITTEE (CPAC) REPRESENTATIVES

BACKGROUND:

The Policy Council is requested to select Representatives to serve on the Community Partnership Advisory Committee (CPAC). This advisory committee is an advisory group to the Head Start social services program area of Head Start. Members of this committee include Head Start staff, parents and social services professionals from the community with an interest in the Head Start Program. Each program year a PAC Representative is selected to sit on this committee. The CPAC meetings will be held semi-annually. The next meeting date has not yet been scheduled. Having an interest in social service collaboration would be appropriate for those wishing to serve on this committee.

Ms. Lisa Carr or Ms. Terri Carpenter will be available to share additional information and answer questions.

Please see the attached minutes of the last meeting held on Thursday, April 18, 2013.

RECOMMENDATION:

That the Policy Council select Community Partnership Advisory Committee Representatives to serve on the committee.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____



SETA Head Start Program Support Unit

Subject:	CPAC Minutes	Date:	April 18, 2013
Facilitator:	Terri Carpenter	Minutes:	Consuelo Lopez
Present:	<p>Belinda Malone, SETA Head Start; Michelle McCarver, Sacramento County Department of Child Support Services; Mireya Estrella, Sacramento Food Bank and Family Services; Moua Moua, WCIC/Playmate; Colleen Fietzek, SETA Head Start PAC Member; Annette Duran, SETA PC Member; Mayra Partida, SETA Head Start PAC Member; Francisco Navarro, SETA Head Start; Catherine de la Torre, SJUSD; Alicia Kafka, SETA Head Start PAC Member; Ana Calderon, SETA PC Vice-Chair; Iyshiah Lacey, SETA Head Start PAC Member; Nse Akang, SETA PC Chair; Toni Espinoza, SETA PC Member; Terri Carpenter, SETA; Consuelo Lopez, SETA Head Start.</p>		

Topic	Minutes
1. Welcome and Introductions	<p>Meeting was called to order. Terri Carpenter introduced herself and welcomed the attendees. Participants were self-introduced.</p>
2. Member Updates	<p>Sacramento County Department of Child Support Services- Handbook on Child Support was available. Outreach event once a year. Staff goes out to high schools talking to teenagers making them aware of how expensive it is being a parent. For more information check their website www.childsup.ca.gov</p> <p>Sacramento Food Bank and Family Services- The Food Bank in partnership with local growers offers fruits and vegetables to people in need. Serves children 0-5. Goes out distributing food to families. Flyers available: Food Schedule for April and May; Relationships & Conflict Management; Parent Education; Men's Anger Management Group. The SACA Community Learning Center, 2469 Rio Linda Blvd., Sacramento CA 95815, holds parent education, youth programs, ESL classes, etc. Some of the programs are bilingual (English-Spanish). For parent education call 916-313-7622. For relationships and conflict management and anger management call 916-648-8735. For more information on events or becoming a volunteer check their website www.sfbs.com</p> <p>Just Between Friends- Will be holding a sale at the Placer County Fairgrounds in Roseville April 19-21, 2013, 9:00-3:00. Name brand items for children and maternity at 50-90% off retail. Next event will be at CWH Event Hall, 7323 Home Leisure Plaza, Elk Grove, May 3-5, 2013. Both are 9:00-3:00.</p> <p>Sacramento Habitat for Humanity- Orientations: Saturday, May 4, 2013, 10:00-11:00 am; Monday, June 17, 2013, 5:30-6:30, at 819 North 10th Street, Sacramento CA 95811. Please call Molly Gautreaux at 916-440-1215 ext. 1111 or e-mail mgautreaux@shfh.org to RSVP.</p>

SETA Head Start Program Support Unit

	<p>WORD (Women Organized Resist Defend)- Will be holding the following Spring events: All Women's Poetry Showcase, Wednesday, May 8th at 7:00 pm. Women's Empowerment Art Project: A Celebration, Wednesday, June 19th at 7:00 pm. Both events will take place at Sol Collective Art Center, 2574 21st St.</p> <p>Free legal clinic- The Sacramento Superior Court will celebrate National Law Day by hosting a free legal advice clinic to low-income parties on Friday, May 3rd, Noon to 4:00 pm at the Sacramento County Superior Court, Family Relations Courthouse, 3341 Power Inn Road, room 113. To sign up and receive a 20 minute consultation, call the clinic coordinator at 916-874-7758; must meet low-income requirements and not be represented by an attorney. There will be attorneys on site to provide free consultation on the following areas of the law: Divorce, child custody, child support, child visitation, spousal/partner support, paternity/parentage, arrears, property division, domestic violence, health insurance, enforcement of orders, guardianship.</p>
<p>3. SETA Head Start Updates</p>	<p>Free Parent/Kinship Conference 2013, Saturday, April 20th 9:00-3:00 at Charles A. Jones Skills and Business Education Center, 5451 Lemon Hill Avenue, Sacramento CA 95824. To register, call Belinda at 916-263-4078. There will be workshops on nutrition, positive discipline, child custody, child support and senior legal support. Sponsored by Sacramento County Head Start, North Sacramento Grandparent Support Group, Lilliput Children's Services, and Area 4 Agency on Aging.</p> <p>Employees who have been laid off from one of the following companies are eligible for training and job placement services: Bank of America, California Department of Corrections, Campbell's Soup, City of Sacramento, Coca Cola, Comcast, First Data Government Solutions, Foster Farms Dairy, Hostess Brands Inc., MicroSemi, PennySavers, Raley's/BelAir, Sacramento City Unified School District, Verizon, Volcano, and Xyratex. The Sacramento Work Lay-Off Assistance Program will provide employment and re-training to assist laid-off workers upgrade their skills and transition to a variety of high-wage/high-demand occupations. For more information, call 916-263-4066 or visit your local Sacramento Works One Stop Career Center. For locations go to the website www.sacramentoworks.org</p> <p>On jobs.sacramentoworks.org you can register for an account, post your work history and resumé, search for jobs and explore employment tools.</p>
	<p>Next meeting will be September 19, 2013.</p>

ITEM III-E – ACTION

ELECTION OF SACRAMENTO MEDI-CAL DENTAL ADVISORY COMMITTEE
REPRESENTATIVE AND ALTERNATE

BACKGROUND:

The Policy Council is requested to elect one (1) Representative and one (1) Alternate to serve on the Sacramento Dental Managed Care Advisory Committee.

This Medi-Cal Dental Advisory Committee was established by Senator Steinberg's legislation AAB 1467 on July 1, 2012. The purpose of the committee is to provide oversight and guidance to improve Dent-Cal utilization rates, the delivery of oral health and dental services, including prevention and education services, dental managed care, and fee-for-service Denti-Cal.

The Sacramento Dental Managed Care Advisory Committee generally meets the fourth Wednesday of each month and is scheduled for 2014 on the following dates:

- * Wednesday, February 26
 - * Wednesday, March 26
 - * Wednesday, April 24
 - * Wednesday, May 28
 - * Wednesday, June 25
 - * Wednesday, July 24
 - * Wednesday, August 27
 - * Wednesday, September 24
 - * Wednesday, October 22
 - * Wednesday, December 11
- (No meeting will be held in November, 2014.)

The meetings are 2:30 p.m. – 4:30 p.m. The meetings are held at 2750 Gateway Oaks Drive, Suite 330, Sacramento, CA.

Staff will be available to share additional information and answer questions.

RECOMMENDATION:

That the Policy Council elect one (1) Representative and one (1) Alternate to serve on the Sacramento Dental Managed Care Advisory Committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM IV-F – ACTION

SELECTION OF MATERNAL, CHILD AND ADOLESCENT HEALTH ADVISORY BOARD REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This item provides the Policy Council Chair an opportunity to appoint a representative and an alternate to sit on the Sacramento County Maternal, Child and Adolescent Health Advisory Board. Ms. Ana Calderon, former Policy Council board member was the representative for this board.

The purpose of the Sacramento County Maternal, Child, and Adolescent Health Advisory Board (MCAHAB) is to improve coordination and promote an integrated health system serving mothers and children. The role of the MCAHAB is to advise the Board of Supervisors and the Department of Health and Human Services (DHHS) on local programs and services affecting the health of mothers, children, and adolescents.

The Sacramento County Maternal, Child and Adolescent Health Advisory Board has requested one representative and one alternate to serve from Head Start. Current health issues are addressed, providing an opportunity for Head Start parents to contribute in the discussion and receive valuable information for Head Start. The committee meets five times a year on the second Tuesday of the month. The meetings remaining in 2014: March 11, 2014, May 13, 2014, September 9, 2014, and November 11, 2014. The meetings are held at 9616 Micron, Suite 970, Conference Room 1, Sacramento, CA, from 8:00 – 10:00 a.m. If you have any questions, please contact Brenda Campos, 263-3881.

RECOMMENDATION:

Ratify the Chair's appointment of one representative and one alternate to serve on the Sacramento County Maternal, Child and Adolescent Health Advisory Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-G - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM IV-A – INFORMATION

STANDING INFORMATION


BACKGROUND:

- A. Standing Information Items
 - PC/PAC Calendar of Events – Ms. LaTasha Windham
 - Parent/Staff Recognitions – Ms. LaTasha Windham
 - PC/PAC Orientation & Officer Training Reports (oral)
 - Community Resources-Parents/Staff – Ms. LaTasha Windham
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson

NOTES:

February

2014

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
Thursday, January 23 rd - 9 AM PAC Executive Committee-SETA Olympus Room Thursday, January 30 th - 9 AM PC Executive Committee-SETA Olympus Room Friday, March 7 th 9 AM Budget/ Planning Committee - Refunding application process (only if necessary) – SETA Olympus Room						1
2	3	4	5	6	7	8
9	10	11 9:00 AM Elk Grove PC Meeting Prairie Pre-K 2 5251 Valley Hi Drive Sacramento 95823 9:00 AM Budget/Planning Committee Meeting SETA Oak Room	12	13 11:00 AM Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823 9:00 AM San Juan PC Meeting General Davie Center 1500 Dom Way Sacramento 95864 8:30 AM Twin Rivers PC Meeting 155 Morey Avenue Sacramento 95838	14	15
16	17 HOLIDAY President's Day  Agency Closed	18 9:00 AM PAC Meeting SETA Board Room	19 10 AM MAAC Meeting SETA Olympus Room 5:15 PM WCIC PC Meeting 3555 3rd Avenue Sacramento 95817 5:30 PM Health Services Advisory Committee - SETA Sequoia Room	20 9:00 AM PAC Executive Committee Meeting SETA Olympus Room	21 9:00 AM Budget/Planning Committee Meeting SETA Olympus Room (Refunding application process 2014-2015)	22
23	24	25 9:00 AM PC Meeting SETA Board Room	26	27 9:00 AM PC Executive Committee Meeting SETA Olympus Room	28 9:00 AM Budget/Planning Committee Meeting (Refunding application process 2014-2015) SETA Olympus Room	

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The November 7, 2013 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, November 7, 2013
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 10:14 a.m.

Members Present:

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

Member Absent:

Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento

- ✓ **Recognition of Long-Term Employees:** Dennis Kennedy, Workforce Development Professional III: Ms. Marsha Strode, Workforce Development Supervisor, recognized Mr. Kennedy for his 25 years of service to SETA. Board members expressed appreciation to Mr. Kennedy for his service to SETA.

II. **Consent Items**

- A. Minutes of the October 3, 2013 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Revised Vendor Services (VS) Request for Qualifications (RFQ)
- D. Approval to Ratify the Submission of an Application to the California Workforce Investment Board for National Emergency Grant Funding
- E. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
- F. Approval to Modify the California Employment Training Panel (ETP) Grant for Vocational Training

Mr. Larsen requested that the last sentence in Item II-D be deleted. If the agency is funded, staff will come forward with a recommendation for approval.

Mr. Yee stated that Item II-E will be continued to the December 5 meeting.

Moved/Nottoli, second/Warren, to approve the consent items A, B, C, F as presented, and Item D as modified. Item II-E was continued to the December 5 meeting.

Voice Vote: Unanimous approval

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Scherman inquired whether specific action was required on this agenda item. Mr. Larsen replied that the board is not required to act in any particular way.

Moved/Yee, second/Nottoli, to continue this item to the December 5 meeting.

Voice Vote: Unanimous approval.

Ms. Scherman expressed her interest in having Mr. Schenirer be committed to attend meetings.

2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Mr. Roy Kim introduced Mr. Ken Urrutia from Arthur J. Gallagher Insurance. This item seeks approval to purchase all insurance except for workers compensation. The carrier for a number of years has been Philadelphia Insurance. Mr. Urrutia has been working to get additional options and quotes for the board to consider, and reviewed the premium summary between Philadelphia/RSUI and Riverport/RSUI. Mr. Urrutia is recommending going back to Philadelphia to give them an opportunity to revise their quote.

The Bannon Creek Head Start center is now in flood zone A which explains the increase in the flood insurance. The board asked Mr. Urrutia to see what other options there are for the flood insurance.

Moved/Warren, second/Scherman, to delegate to the Executive Director authority to negotiate a better deal and finalize the insurance purchase.

Voice Vote: Unanimous approval.

3. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2014

Mr. Roy Kim reported that since 2005 SETA has been subsidizing some of the retiree health insurance premiums since SCERS does not do that

anymore. Staff is recommending the approval of Option A which continues the subsidy at the current level.

Moved/Nottoli second/Warren, to approve Option A for the next calendar year effective January 1, 2014.

Voice Vote: Unanimous approval.

4. Approval to Waive the Local Board of Directors Requirement and Approve the Submission of a Concept Paper for the Sacramento Reimagine Opportunity Project

Ms. Michelle O'Camb reviewed this item; concept papers are due November 17 and there will be 2-3 awards for a one-to-two year period. The competition is nationwide and Ms. O'Camb feels very confident that our proposal will be funded.

Ms. Mary Jennings stated that the funding would be for Sacramento and would target the victims of trafficking. The local office already provides a lot of services. SETA is applying for \$800,000 for Sacramento but the actual grant will probably be funded for less than that.

Mr. Warren expressed concern with allowing boards from other jurisdictions in the waiver. He stated that staff may have to look at the waiver further to see if it is of value to us.

Moved/Warren, second/Yee, to waive the local Board requirement for IRC to enable SETA to include the organization as a primary partner in its Reimagine Opportunity project. In addition, approve the submission of SETA's concept paper for the Reimagine Opportunity project to the Partnership for Freedom.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant: None.

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. Presentation of the Annual Audit Report: Mr. Roy Kim reported another year of a clean audit. Ms. Loretta Su and the entire fiscal team were recognized for their outstanding work. Ms. Kossick stated that there is no management letter, which is excellent.

- B. Sector Initiatives in Construction and Energy Efficiency: Ms. Purdy stated that one of our hardest hit sectors is making a comeback. Construction is coming

back and developing into a growth sector. The Agency has an opportunity to request Proposition 39 funds that will come down to Department of Education to do retrofits in schools. Staff participated in a meeting last week with partners developing a sector strategy around construction and energy efficiency. Staff will be back in December or January with proposals to seek Prop 39 funds.

Mr. Warren stated that he chairs the arena committee that works to deal with communities with high unemployment rates. They are working to come up with a program that will be good for the arena and the community. Ms. Purdy stated that SETA will be doing cohorts in high unemployment areas in the community.

- C. Covered California Outreach and Education Program Update: Ms. Sherwood-Green reported that since August 1, 28,000 people have been informed of the Affordable Care Act. An Enrollment Day event will be November 16 at four locations in the city. Between SETA and the five contractors, over 60 staff have been trained.

The Executive Director of Asian Resources, Stephanie Nguyen spoke of the state wide application process. They work with SETA to cover 12 Asian/Pacific Islander languages.

- D. Fiscal Monitoring Reports: Mr. Yee asked about the report for the Greater Sacramento Urban League. He expressed interest in SETA staff working with the Urban League staff to fix the issues. Ms. Kossick replied that GSUL is under corrective action; there has been transition recently that has affected their administration.
- E. Employer Success Stories and Activity Report: No report.
- F. Dislocated Worker Update: Mr. Yee received an e-mail from Radiological Associates; Mr. Walker stated that he just received the report. RAS is dislocating 56 employees but there may be some staff moving to another company while others will be laid off.
- G. Unemployment Data According to ZIP Codes from the Employment Development Department: No questions.
- H. Head Start Reports: Ms. Denise Lee directed board members to the more abbreviated Quality Assurance reports. Anything less than 90% will be addressed. If it is a delegate agency or partner, they will submit a written corrective action report.

Mr. Nottoli asked about the comments regarding dental hygiene. Ms. Brenda Campos stated that all Head Start children are required to have an annual dental exam. Staff work with parents to ensure their child receives an exam. Staff is working to ensure written documentation of exams is included in the files.

Mr. Warren left at 11:29 a.m.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick wished the board an early Happy Thanksgiving. At the next Governing Board meeting, time will be set aside for Ms. Lee to provide a mini-workshop on the Head Start program.

C. Deputy Directors: None.

D. Counsel: No report.

E. Members of the Board: Ms. Scherman reminded the audience that the City of Elk Grove will be collecting turkeys. Mr. Nottoli also reminded the audience of Veterans Day.

F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:33 a.m.

ITEM V

COMMITTEE REPORTS

A. Executive Committee

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

The Executive Committee met and evaluated the December 17, 2013 Policy Council meeting.

GOOD!!!
Thank you, Ms. Kathy Kossick, for an excellent report on Sacramento Works, Inc.
Thank you, Ms. Marie Desha, for your outstanding report on CHSA Parent Training Conference.
Thank you, Ms. Alma Hawkins, for assistance with child care reimbursement and mileage forms.
Thank you, Ms. Denise Lee, for sending additional representatives to the CHSA parent training conference.
Thank you, Ms. Brenda Campos, for the TB report.
NEEDS IMPROVEMENT
Arrive on time at 8:50 a.m. and be seated.
Please recognize Chair before speaking.
Please turn off cell phones and Ipads.
Absolutely no side barring.
REMINDERS
Absolutely no food in the board room. No exceptions. Please refrain from dropping food and beverages in the board room.

B. Budget/Planning Committee:

ITEM V- OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.
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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)
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- 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 & Community Engagement
 - ⇒ Attendance and Chronic Absences Presentation
 - ✓ Karen Gonzales: Child Development & Education Services
-
-
-

- D. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. LaTasha Windham), 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.



Monthly Head Start Report January 2014

SETA Operated Program

Program Support Services

Quality Assurance Unit. Quality Assurance Analysts and Program Officer completed follow-up visits with delegate agencies to close out on items identified on their submitted QA Monitoring Response Plans. Regular QA Monitoring Review will resume in January 2014 with SETA-Operated Program (SOP), SCOE EHS and River Oak CC EHS scheduled to be monitored. QA Monitoring Tool revisions were also being made at this time to incorporate feedback and program updates.

Program Support Services. Education Content Meeting was held on 12/10/2013 and Governance Content Meeting was held on 12/13/2013. Included on the agenda were School Readiness Goals Updates and required record-keeping for Boards and Policy Council/Policy Committee.

Program Operations

As we said good-bye to 2013, teaching staff were planning ways to strengthen their students' skills in 2014. Teachers received their classroom data based on the first DRDP assessments of the school year. In a workshop setting, teachers analyzed the results to identify their classroom strengths as well as developing areas. Teachers created a plan to support these areas which included changes to the learning materials, environment set up, and curriculum activities.

Individualized assessment information was also distributed to create developmental plans for each child. Together, teachers and parents will develop goals to be supported at home and school. The Parent's Guide to School Readiness was given to each family in preschool and toddler classes to suggest ways to support learning in the five (5) essential domains of the Head Start Early Learning Framework.

Family Engagement

Family Services Workers and Home Visitors have been working with parents to educate them on kindergarten transition and what items are needed to ensure that all eligible children can be enrolled into kindergarten. They have also been working with parents to talk about what helps

children be successful in school; things such as regular attendance, regular bedtime, a place set up for homework, and keeping children healthy.

The Home Visitors and Early Head Start Educators also have been going through an ongoing training: Parents Interacting with Infants. This training gives staff new ideas on how to structure home visits and engaging parents to work with their children. We are very excited about this new training.

Family Engagement Unit is getting ready to launch the new six week parent training on Social/Emotional Development. Last year's training was very successful and we are excited to bring this training to parents.

Elk Grove Unified School District

Enrollment

The Elk Grove Unified School District is funded to serve 420 students and is fully enrolled. The average daily attendance (ADA) was 88%.

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 56 students with active IEAPs being served which is thirteen percent (13%) of our Head Start student population.

Health Services Update

Program Educators continue to monitor files and provide additional support to families to ensure that children who need health services receive them.

Head Start students were served 7,688 meals during the month of December.

This month's Elk Grove Meals/Snacks calendars are attached.

Fiscal Update

This month's Fiscal report is attached.

Recruitment

Parents continue to register their children for our PreK Program. The Head Start classes are fully enrolled and each school has a waiting list. Families are notified when space becomes available.

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

Sacramento City Unified School District

Mental Health

Social work staff had their first content area meeting for Family and Community Engagement for Self-Monitoring purposes. The social worker assigned to Early Head Start has revised and

completed the Family Partnership Agreement process. Also, the Early Head Start social worker recently conducted a parent workshop on the topic of “Attachment” for Early Head Start Home- base families and for the parent education class at American Legion High School. Social workers have been very busy collecting the first “goal sheets” and completing follow-up support with families. Social workers are also reviewing TAB Screeners and are conducting the necessary follow-up with teaching staff and parents. Social workers met with SCLs to review the Family and Community Engagement protocol questions for Federal Review. Additionally, social workers have completed all mental health observations in CHDV classrooms.

Health and Nutrition

Nurses have continued providing parent education talks to at their school sites. These talks cover a variety of health topics and are well received by the parents. A translator was provided for Spanish-speaking parents.

The Dental Varnish Clinics continued in November with teachers making a concerted effort to increase the number of children receiving these services. Nurses have begun the necessary follow-up on addressing children’s dental needs identified during the time of the dental varnishings.

The Preschool portion of the Child Development Program is still without a third nurse. Nurses continue to cover the preschoolers assigned to the former nurse. The job description for a Child Development Nurse has been recently re-posted.

CHDV’s Registered Dietitian began the necessary follow-up on children who have been identified with lower or higher than normal Body Mass Indexes (BMIs). The referrals are coming in and nurses will be making initial contacts with families either via phone or in person. The Dietitian will also be conducting parent nutrition education meetings in January to ensure that parents are apprised of the various ways that they can avert childhood obesity, diabetes complications and anemia.

Nurses have attended the Health and Nutrition Content Meeting at SETA on November 8, 2013. Both nurses found these meetings instrumental in assisting them in their efforts to interpret and carry out the Head Start Program Performance Standards.

Health services staff are also continuing their efforts to review of the TB screening policy for Child Development. These discussions ensue during the monthly Health and Nutrition Committee meeting. It is hopeful that the policy will be finalized by early January.

Nurses are engaging in an in-depth audit of the health and nutrition sections of the child files to ensure accuracy and completeness. Nurses are also being joined by ERSEA staff in this effort. This has been spurred by the findings resulting from the child file audit conducted by SETA in November.

Teaching and Learning

SCUSD staff had an opportunity to engage in another introductory session on the topic of Balanced Literacy during the month of December. Consultant and facilitator, Andrea Hess, from Accelerated Literacy Learning Consulting, presented a thorough two-hour presentation outlining the Balance Literacy Framework and the required components for implementing the

model in a preschool classroom. The training provided the fifteen teachers currently piloting the Balanced Literacy curriculum in their classrooms an opportunity to deepen their understanding of the content and it also provided a general overview of the model to the remaining teaching staff that have not yet begun the process of implementing the literacy model in their respective classrooms.

San Juan Unified School District

Education Services Update

Teachers are still in the midst of conferencing with parents this month. They are using the new IDP Worksheet which highlights the Head Start School Readiness Goals. They are also using the Parent's Guide to School Readiness to further supplement the parent education piece. Teachers will continue their study of Clothes through the month of December, beginning a new theme January 6th.

Disabilities Services Update

In the month of December, the Disabilities Specialist attended the SETA Disabilities/Education Content Meeting. Much of the meeting revolved around preparing for the upcoming review. A great deal of the same preparations have occurred in the Early Childhood Education office at Marvin Marshall.

The bimonthly Systems meetings are dedicated to tightening up loose ends regarding Federal Review preparation. The Disabilities Specialist also attended a new meeting with her EHS counterparts and members of the Preschool Special Education team from their school district. It was a positive meeting with all parties agreeing to some new procedures regarding special education transitions between the two departments. They all agreed that the meeting was a success and agreed to meet on a quarterly basis.

Mental Health Services Update

The Mental Health Therapist provided Holiday Stress Management parent support workshops throughout the month of December. These workshops offered valuable tricks and techniques to help parents during the potentially stressful holiday season. The Mental Health Therapist also provided families with community resource phone numbers in the event of need or a crisis over the school break. These steps ensure that families are supported even when school isn't in session.

Nutrition Services Update

Health has completed growth assessments on the Head Start Students and is printing the graphs. The next step will be printing the reports to find all the children that do not fall into the Healthy Weight Category. The families of these children will be contacted, and information will be shared in an effort to bring these children into a healthy range. Health will also be connecting with these families for any follow-up that is needed.

Health Services Update

Health continues to hold screenings once a week on Tuesdays in the centralized screening room. Health is reviewing incoming students' health, nutrition, & immunization status, completing health screenings, and counseling families in various health-related areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns, as well as several IEP Assessments and Reports for referred students.

The Smile Keepers Dental Screenings are still being held regularly in the classrooms. Health is also reviewing and monitoring files in preparation for the Federal Review.

Family and Community Partnerships Update

At the December Policy Committee meeting, representatives completed Ethics training. This important material stresses that what is legal may not always be ethical. Representatives were receptive to this information and learned a great deal. Names were also gathered at this meeting for the budget/grant sub-committee work that will begin in January.

Transition Services Update

The teachers have been busy conducting parent/teacher conferences. They have a wealth of information regarding the individual students at this time of the year, and it has been conveyed to the parents. Discussions range from what the students have accomplished, to which areas have been developing, and which areas are in need of further experiences. This is laying the foundation for the transition into kindergarten. The parents are also aware of skills that they are able to support at home.

The students' language skills have progressed, and the interactive read-alouds, graphing and charting experiences, journaling, and adult/ child conversations have added to the classrooms' rich culture.

All of these experiences are carefully designed by the teachers for student success in their future school career.

Program Support/Staff Training Update

In response to ECERS data gathered last year, Lakeshore presenters came to train on Sand and Water and Music and Movement activities for the classroom. Different strategies to increase access and interest were discussed for sand and water play. Daily techniques to integrate music and movement were shared to enrich the curriculum. The meeting evaluations reflected the teachers' enjoyment of the style and content of this Lakeshore training.

Fiscal Update

Work has continued on the Multi-Year Projections, which has brought ECE's reporting in-line with the District's projections. Meetings continue to be held with Coordinators to review budgets and monitor discretionary spending. Salary and Benefits adjustments have been calculated for the furlough refund and the offset by Common Core. Fiscal reports to SETA were submitted for November and programs were reconciled. The Fiscal Team is in the process of shifting assignments and cross training staff to continue to effectively cover ECE Fiscal responsibilities.

Early Head Start

In December, the Early Head Start support staff (including Lead Teachers and the Coordinator) gathered for a joint transition planning meeting with Head Start support staff and district Special Education support staff. They discussed ways to make the existing transition processes more effective and efficient for families of children with IFSPs as they transition to preschool services and IEPs. The discussion centered on ways to facilitate complete communication loops, as well as timelines for meetings and services for both EHS/HS and

Special Education. The strategies discussed will be implemented, and ongoing quarterly meetings of the cross program support staff group will help to assure continued effective communication among the various programs.

Based on staff development training requests and the school readiness goals, the teaching and support staff began a new Program for Infant Toddler Caregivers (PITC) training series this month on Infant Toddler Language Development. The series will continue through June 2014 with four hour evening trainings held twice monthly, and teacher observations and periodic reflective practice sessions. Staff was able to opt to take the course for two units of credit from the CSU system, or for professional growth hours.

Twin Rivers Unified School District

Events

This month both sites participated in the annual Winterfest event at Morey. To our parents' delight, the students' performed holiday songs and engaged in arts and craft activities throughout the campus. In alignment with our literacy goal, Mr. Tim, the librarian from Del Paso Heights Library, read stories to the students during the event and all participants had a joyous time.

Professional Development

All Head Start staff participated in a hands-on training facilitated by SETA Manager, Brenda Campos, related to the Nutrition Component. The training included in-depth information about family style meals and health and safety related information.

Components

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

The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis for the Health Component.

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

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

The Speech and Language Pathologist finished all initial screenings and continues to provide direct services to students who have IEPs already at both sites. Parents are also being notified of their child's screening results.

The Education Component Leader continues classroom observations to assist with mentoring and coaching the teaching staff to ensure appropriate learning environments for all students. Teaching staff completed action plans for their ECERS, DRDP assessments and CLASS assessments that will facilitate improvement in any needed areas.

The ERSEA Component Leaders are continuing to review files for accuracy. Both sites are completely full and a wait list is being maintained. Fliers for local business and community based agencies have been delivered for recruitment purposes. The Program Design and Management component leader has updated the personnel files. The Head Start Director continues to collect missing personnel information.

All staff continue to update and revise their binders in preparation for the upcoming Federal Review Visit. Staff meetings to discuss the protocol and practice the protocol questions are also being completed. The SETA Quality Assurance Team has also assisted during the month of December in reviewing files, observing classrooms and monitoring the various components to ensure the TRUSD Head Start Programs are ready for the upcoming Federal Review visit.

Policy and parent Committees

The monthly meeting for the Policy Committee was held on December 16th at Morey. The agenda included the approval of the meeting minutes and an approval of the ERSEA manual. The final reading of the Bylaws will be completed in January 2014. The Parent Committee meeting was held on December 11th at Oakdale and information was given from all of the monthly reports.

Parent Trainings

The monthly parent meeting focused on Healthy Cooking for the holidays and was facilitated by the School Social Worker in collaboration with the Nutrition Department. Parents were provided healthy recipes and reminded of the importance of healthy eating for the entire family.

Fiscal

ECERS and DRDP assessment are completed and teachers began ordering supplies and materials based on their assessment data. Budget planning meetings will begin in January 2014 for the upcoming school year.

WCIC

Enrollment

During the month of December 2013, WCIC's Enrollment Team continued non-stop to maintain 100% Enrollment.

Health

WCIC/Playmate Head Start Program children received Dental Screenings on December 9, 2013 from Dr. Eric D. Phillips.

WCIC/Playmate Head Start Program Staff and Parents received a Child Health Disability Program (CHDP) Training by Ms. Linda Mack-Burch, Health Education Assistant from County of Sacramento on December 18, 2013. She gave a brief overview on the Child Health

Disability Program (CHDP), which provides health and dental check-ups for babies, children, teens and young adults. All CHDP Health Check-Ups include: physicals, vision screenings, hearing screenings, dental screenings, immunizations, lab tests and health information. Children are eligible if they have Medi-Cal and are 20 years and under. Children also can be eligible if they are low/moderate income and 18 years and under. If parents are interested in the Child Health Disability Program (CHDP), the number is (916) 875-7151.

Education

WCIC/Playmate Head Start Program Staff received a CLASS Training by Liz Aguilar, Education Consultant from Sacramento Employment and Training Agency on December 20, 2013. Ms. Aguilar addressed staff on the Instructional Support Domain. Ms. Aguilar stated she has completed many CLASS observations out of state in Head Start Programs. She gave tips on how to succeed in scoring higher in the Instructional Support Domain. Teachers and Teacher Assistants will not be observed during outside time. Federal Reviewers will observe Teachers along with the Teacher Assistants. Concept Development is to promote students higher-order thinking skills and cognition. Teachers and Teacher Assistants need to have conversations that encourage children 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: called-ended questions. Teachers and Teacher Assistants who do this will score higher in the master coders.

Information Memorandums and Program Information Reports

ACF-IM-HS-14-01 2013 Head Start Audit Supplement

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 11/30/13) CORRECTED REPORT Submitted 1/07/2014

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)	6 (3 %)	N/A
Elk Grove USD (420)	54 (13%)	N/A
Sacramento City USD (1292)(147)	115 (9 %)	15 (10 %)
San Juan USD (693) (161)	76 (11%)	18 (11%)
WCIC (120)	8 (6 %)	N/A
SETA (1974) (345)	136 (7 %)	38(11 %)
County (4710)* (653)**	395 (8 %)	71 (11%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 12/31/13)

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)	7 (3 %)	N/A
Elk Grove USD (420)	56 (13%)	N/A
Sacramento City USD (1292)(147)	137 (10%)	16 (11%)
San Juan USD (693) (161)	76 (11%)	18 (11%)
WCIC (120)	12 (10%)	N/A
SETA (1974) (345)	145 (7%)	38 (11%)
County (4710)* (653)**	433 (9%)	72 (11%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

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

December, 2013

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	420	420	100%	370	88%
Sacramento City USD	1,292	1,295	100%	1,109	86%
SETA	1,974	1,975	100%	1,818	92%
San Juan USD	693	694	100%	567	81%
Twin Rivers USD	211	211	100%	178	84%
WCIC/Playmate Head Start	120	120	100%	90	75%

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	147	100%	73	50%
Sacramento Employment and Training Agency	328	345	105%	268	78
San Juan USD	161	174	108%	129	80%

(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



SETA Head Start Food Service Operations Monthly Report *December 2013

December 5th - Strizek Park AM Class closed due to possible gas leak.
PG&E cleared the Center to reopen for the PM class

December 9th - Illa Collin Center closed today due to plumbing issues

December 11th - Hopkins Park water main break - Center closed.
Kennedy Estates closed for the morning due to no heat

December 16th - Northview AM Classes closed due to no water.

December 23rd through January 3rd - Winter Break - Centers Closed

Trainings/Meetings:

December 4th through 11th - Food Service Inservice at all the Kitchens
All Staff Attended

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
31,530	16,476	18,690	500

Total Amount of Meals and Snacks Prepared 67,196

Purchases:

Food	\$41,428.33
Non - Food	\$15,510.45

Building Maintenance and Repair: \$660.93

Janitor & Restroom Supplies \$19.90

Kitchen Small Wares and Equipment: \$554.26

Vehicle Maintenance and Repair : \$3,378.01

Vehicle Gas / Fuel: \$1,200.89
Normal Delivery Days 15

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.
