

GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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City of Sacramento

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County of Sacramento

ADMINISTRATION

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Executive Director

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THOUGHT OF THE DAY: "Your dreams are priceless. Start acting like it in everything you do! Tell yourself that you can live your dreams every day! Be the person that you yourself can be proud of!"

Ethen Carrell

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, February 25, 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.

AGENDA

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 - ⇒ Introduction of Newly Seated Representative
 - ⇒ Recognition of Long-Term Employees (all 30 years)
 - Brenda Campos, Head Start Manager
 - Joanne Kennedy, Site Supervisor
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 - Alma Hawkins, Head Start Social Services/Parent Involvement Spec.
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D.	Chair’s Report	
E.	Open Discussion and Comments	

F. Public Participation

VII. Training

The Parent Advisory Committee and Head Start Policy Council will participate in AB 1234 Ethics Training.

VIII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, FEBRUARY 20, 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.
- _____ Genevieve Deignan, Sacramento Food Bank & Family Services

New Policy Council Member to be seated:

- _____ Alexis Barajas, Elk Grove Unified School District

Seats Vacant:

- _____ Vacant (Amonoo), WCIC/Playmate Child Development Center
- _____ Vacant (Gill), Past Parent Representative
- _____ Vacant (Burke), 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	2/25	3/25	4/22	5/37	6/24	7/22	8/26	9/23	10/28	11/25
D. Adams Seated 11/26	SOP	X	X	X										
S. Ali s/b/s 11/26	Twin Rivers	E	X	E										
B. Bailey Seated 11/26	SAC	X	E	X										
A. Barajas Seated	ELK													
L. Burke Seated	HB		E	U										
G. Deignan Seated 1/28	Comm. Rep.			X										
T. Espinoza Seated 11/26	ELK	X	X	E										
C. Fietzek Seated 11/26	SOP	X	X	X										
J. Fietzek Seated 8/27/12	MAACC	X	X	X										
C. Fimbres Seated 11/26	SAC	X	E	U										
K. Ingram Seated 11/26	Twin Rivers	X	X	X										
L. Litka Seated 11/26	SJ	X	X	E										
J. Kline Seated 11/26	Comm. Rep.	X	X	X										
W. Peck Seated 11/26	FOSTER	X	E	X										
R. Pontiflet Seated 11/26	SOP	X	E	X										
R. Siackasorn Seated 11/26	WCIC	X	X	X										
A. Soberanes Seated 11/26	SOP	X	X	U										
K. Tate Seated 11/26	SOP	X	X	X										

BOARD MEMBER	SITE	11/26	12/17 *	1/28	2/25	3/25	4/22	5/37	6/24	7/22	8/26	9/23	10/28	11/25
L. Williams Seated 11/26	SJ	X	E	X										
L. Windham Seated 11/26	SOP	X	X	X										
S. Wormley Seated 11/26	SAC	X	X	X										

GLOSSARY OF ACRONYMS

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

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

Current a/o 12/18/13

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JANUARY 28, 2014 REGULAR
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the January 28, 2014 meeting.

RECOMMENDATION:

That the Policy Council approve the January 28 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR 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, January 28, 2014
9:00 a.m.

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

Ms. LaTasha Windham called the meeting to order at 9:06 a.m. Ms. Colleen Fietzek read the Thought of the Day. Mr. Steven Wormley was asked to serve as Secretary and called the roll; a quorum was established.

Members Present:

Steven Wormley, Sacramento City Unified School District
Benjamin Bailey, Sacramento City Unified School District
Lynda Williams, San Juan Unified School District
Kristyn Ingram, Twin Rivers Unified School District
Richina Siackasorn, WCIC/Playmate Child Development Center (arrived at 9:24 a.m.)
Kenneth Tate, SETA-Operated Program
Colleen Fietzek, SETA-Operated Program
Derek Adams, SETA-Operated Program
LaTasha Windham, SETA-Operated Program
Colleen Fietzek, SETA-Operated Program
Rodney Pontiflet, SETA-Operated Program (arrived at 9:45 a.m.)
Justin Fietzek, Home Base Option
Jenna Kline, Community Representative
Willie Jean Peck, Foster Parent Representative

Members Absent:

Linda Litka, San Juan Unified School District (excused)
Celina Fimbres, Sacramento City Unified School District (unexcused)
Saleema Ali, Twin River Unified School District (excused)
Toni Espinoza, Elk Grove Unified School District (excused)
Angeles Soberanes, SETA-Operated Program (unexcused)

New members to be seated:

Genevieve Deignan, Sacramento Food Bank

New Members to be seated not Present:

Lisa Burke, Home Base Option (unexcused)

Ms. Genevieve Deignan, Sacramento Food Bank, was seated and welcomed to the board.

Ms. Windham read a letter from Legal Counsel regarding a modification on the voting procedure. Ms. Kathy Kossick stated that after discussion with Counsel it was determined that as long as the public has a recording in the minutes of each person and how they voted, that is the spirit of the act. No further modification of the voting process is needed.

II. Consent Items

A. Approval of the Minutes of the December 17, 2013 Special Meeting

Ms. Kline asked that the minutes be revised to reflect her presence at the meeting.

Moved/ C. Fietzek, second/Williams, to approve the minutes of the December 17, 2013 minutes as modified.

Show of hands vote:

Aye: 11 (Adams, Bailey, Deignan, C. Fietzek, J. Fietzek, Ingram, Kline, Peck, Tate, Williams, Wormley)

Nay: 0

Abstentions: 1 (Windham)

B. Approval to Amend Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency: This item is dropped from the agenda.

III. Action Items

A. Selection of Committee Representatives for Program Year 2013-2014

- 1) Head Start Personnel/Bylaws Committee Representatives: Ms. Desha reviewed the purpose of the committee.

Those interested in serving: Richina Siackasorn (Parliamentarian), Kenneth Tate, Derek Adams, Steven Wormley, LaTasha Windham

- 2) Head Start Budget/Planning Committee Representatives: Ms. D'et Patterson reviewed the purpose of this committee. The budget development meetings will begin next month; board members will be notified of the meeting dates.

Those interested in serving: Benjamin Bailey, Jenna Kline, LaTasha Windham, Steven Wormley, Kenneth Tate

Ms. Richina Siackasorn was seated at 9:24 a.m.

- 3) Head Start Social/Hospitality Committee: Ms. Desha stated that the first committee meeting (all committees) will be scheduled by staff and after that, committee members will set the time/day. This particular committee plans all of the parent activities. There are two activities: a parent bonding activity and the

End-of-Year Parent Appreciation dinner. Both Parent Activities must be educational in nature.

Those interested in serving: Steven Wormley (Secretary), Toni Espinoza (Treasurer), Richina Siackasorn, Lynda Williams, Kristyn Ingram, Benjamin Bailey, LaTasha Windham, Willie Jean Peck

- 4) Head Start Parent Ambassador Committee: Ms. Alma Hawkins reported that this is a fairly new committee. Last year, committee members revised the recruitment information while working with the agency public information officer. This year, the committee will be working on the Two Dollar per Child Campaign to raise awareness of advocacy rights for parents. This committee meets as needed. Former parents will also be part of this committee.

Those interested in serving: Justin Fietzek, Benjamin Bailey, Lynda Williams, Derek Adams, Richina Siackasorn, LaTasha Windham, Willie Jean Peck. Ms. Windham announced that Angeles Soberanes, Steven Wormley, and Toni Espinoza are already part of this committee.

5) Program Area Committees

- a) Early Child Development and Health Services and Parent, Family Support & Engagement Committee: Ms. Lisa Carr shared that this committee looks at the services offered to children and families such as safety curriculum, family engagement, services survey, new curriculum around orientation and parent conferences and home visits. This committee meets four times per year.
Those interested in serving: Benjamin Bailey, Genevieve Deignan, Richina Siackasorn, Jenna Kline, Willie Jean Peck, Steven Wormley, LaTasha Windham.
- b) Monitoring & Evaluation (aka: Self-Assessment) Committee: This is a committee of the whole. Ms. Denise Lee gave an overview of the committee.
- c) Male Involvement Committee: Ms. Carr stated that this committee looks for ways to incorporate men/fathers into activities at the child care centers. This committee is always looking at the importance of a male figure in the classroom. Staff is planning on offering a male involvement curriculum at the classroom level. In addition, a discipline class, Love and Logic, will be offered specifically for fathers.

Mr. Rodney Pontiflet was seated at 9:45 a.m.

Those interested in serving: Lynda Williams, Richina Siackasorn, Derek Adams, Benjamin Bailey, Steven Wormley, Justin Fietzek, LaTasha Windham, Kenneth Tate, Rodney Pontiflet.

Moved/Williams, second/J. Fietzek, to ratify the committee membership.

Show of hands vote:

Aye: 12 (Adams, Bailey, Deignan, C. Fietzek, J. Fietzek, Ingram, Kline, Peck, Pontiflet, Tate, Williams, Wormley)

Nay: 0

Abstentions: 2 (Windham and Siackasorn)

- B. Election of Representative and Alternate to the Community Action Board went through the procurement process.

LaTasha Windham: 8 votes

Benjamin Bailey: 2 votes

Steven Wormley: 3 votes

Moved/Siackasorn, second/Williams, to elect a representative and alternate to the Community Action Board.

Motion was not voted on.

Moved/Tate, second/Peck, to ratify the election of LaTasha Windham as representative, and Steven Wormley as alternate, to the Community

Show of hands vote:

Aye: 13 (Adams, Bailey, Deignan, C. Fietzek, J. Fietzek, Ingram, Kline, Peck, Pontiflet, Siackasorn, Tate, Williams, Wormley)

Nay: 0

Abstentions: 1 (Windham)

- C. Selection of Representatives to the SETA Head Start Health Services Advisory Committee (HSAC)

Ms. Windham reviewed the purpose of this committee; those interested in health services would be a good fit for participation on the HSAC.

Those interested in serving: Richina Siackasorn, Steven Wormley, Benjamin Bailey, Lynda Williams, LaTasha Windham.

Moved/J. Fietzek, second/Williams, to select representatives to the SETA Head start Health Services Advisory Committee.

Show of hands vote:

Aye: 13 (Adams, Bailey, Deignan, C. Fietzek, J. Fietzek, Ingram, Kline, Peck, Pontiflet, Siackasorn, Tate, Williams, Wormley)

Nay: 0

Abstentions: 1 (Windham)

- D. Selection of Community Partnerships Advisory Committee (CPAC) Representatives

Ms. Lisa Carr stated that this committee would be of interest for those interested in social services. The committee meets twice a year to talk about services available and how to bring the services to the HS/EHS population.

Those interested in serving: Willie Jean Peck, Genevieve Deignan, Ben bailey, Lynda Williams, Rodney, Steven Wormley, LaTasha Windham and Kris Ingram.

Moved/Ingram, second/Peck, to select Community Partnerships Advisory Committee representatives.

Show of hands vote:

Aye: 12 (Adams, Bailey, Deignan, C. Fietzek, J. Fietzek, Ingram, Kline, Peck, Pontiflet, Tate, Williams, Wormley)

Nay: 0

Abstentions: 1 (Windham)

(Siackasorn out of room during the vote.)

Ms. Lynda Williams stepped out of the room at 10:17 a.m. and returned at 10:19 a.m.

E. Election of Sacramento Medi-Cal Dental Advisory Committee Representative and Alternate

Richina: 3

LaTasha: 4

Benjamin: 5

Steven: 1

Colleen: 0

Mr. Benjamin Bailey will serve as the representative and Ms. LaTasha Windham will serve as the alternate to the Sacramento Medi-Cal Dental Advisory Committee.

Moved/Wormley, second/Williams, to elect Benjamin Bailey as representative and Ms. LaTasha Windham as alternate to service

Show of hands vote:

Aye: 13 (Adams, Bailey, Deignan, C. Fietzek, J. Fietzek, Ingram, Kline, Peck, Pontiflet, Siackasorn, Tate, Williams, Wormley)

Nay: 0

Abstentions: 1 (Windham)

F. Selection of Maternal Child & Adolescent Advisory Board Representative and Alternate

Ms. Marie Desha reviewed the purpose of the committee.

Justin: 6

Ben: 1

Colleen: 0

Steven: withdrew his name.

Richina: 6

Ms. Windham broke the tie and voted for Ms. Siackasorn to serve as representative and Mr. Fietzek to serve as alternate.

Moved/C. Fietzek, second/Wormley, to ratify the selection of Ms. Richina Siackasorn as representative and Mr. Justin Fiezek as alternate Maternal Child & Adolescent Advisory Board.

Show of hands vote:

Aye: 13 (Adams, Bailey, Deignan, C. Fietzek, J. Fietzek, Ingram, Kline, Peck, Pontiflet, Siackasorn, Tate, Williams, Wormley)

Nay: 0

Abstentions: 1 (Windham)

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

The board went into closed session at 10:36 a.m. The board went into open session at 11:05 a.m. and reported out of closed session that the following eligible lists were: Approval of Eligibility List for CFS Quality Assurance Analyst; Associate Teacher, Tier III; and Associate Teacher/Infant Toddler. In addition, the board approved the dismissal of an employee.

The following members left the meeting during closed session: Ms. Willie Jean Peck (10:40 a.m.), Mr. Ben Bailey and Ms. Kristyn Ingram (11:01 a.m.). Mr. Derek Adams left and returned at 11:10 a.m.

IV. **Information Items**

A. Standing Information Items

- PC/PAC Calendar of Events: No additional information.
- Parent/Staff Recognitions: None.
- PC/PAC Orientation & Officer Training Reports: Mr. Tate provided an overview of the new member orientation.
- Community Resources-Parents/Staff: Ms. Desha reviewed various community resources available to the board.

Ms. Genevieve Deignan announced that the Sacramento Food Bank will be hiring for a variety of staff positions. Ms. Deignan distributed copies of the job announcements. Go to www.sacramentofoodbank.org for additional information.

Ms. Desha asked Ms. Deignan and Ms. Kline to share information on their programs at the February meeting.

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson stated that there will be a budget committee meeting on February 11. There will be budget planning meetings for the coming year on February 21 and

28. The fiscal report was reviewed through December 31 and expenses are currently at 41.1% of budget. The administrative costs are at 9.8% county-wide. The in-kind is great and Ms. Patterson thanked board members for their participation. Ms. Fietzek asked why there are different amounts of flood insurance payments on the American Express report. Ms. Patterson replied that the premium is dependent upon the location and size of the center which explains the disparity between the premiums.

B. Governing Board Minutes of November 7, 2013: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Deignan read the critique.
- Budget/Planning Committee: Mr. Tate provided an overview of the last meeting.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick reviewed the organization chart for the agency. The Governing Board is the board of the joint powers agency which is between the city and the county. Mr. Fietzek inquired about the public representative on the Governing Board. Ms. Kossick stated that the public representative is appointed by the city and the county.
- B. Head Start Deputy Director's Report: Ms. Denise Lee distributed new Head Start organizational chart. Three goals were developed at the recent community assessment development meeting. Ms. Lee reviewed the county-wide three-year goals for 2014-2017 as follows:
- Goal 1: School Readiness
 - Goal 2: Mental Health/Social Services
 - Goal 3: Enrollment/Recruitment

The president has signed the official appropriations for this year and next year. This appropriation allows the restoration of the cuts during sequestration. Sacramento County took a \$2.5 million cut though reduced services, sites closure, fewer kids served, and reduced staff hours. There may be a formula for restoration of services when the funds are restored. Ms. Lee announced that there may be a 1.2% COLA 1.2% increase in the next fiscal year.

Mr. Fietzek asked what kind of discussions were being held as to what services will be restored. Ms. Lee replied that staff is still waiting to hear back from the government for guidelines. For the SOP, there was a complicated formula in that the track program was deleted. This is the federal review year. The review may or may not be announced. The exact date has not been announced but the letter should be sent shortly; Ms. Lee expects it to be March/April. This could be an extended review (18 days) or a regular review (5 days). Ms. Lee would like to see the parents actively engaged in the classrooms and board members will be interviewed by the review panel.

Ms. Lee acknowledged Ms. Alma Hawkins' 30 years with SETA Head Start.

Ms. Deignan was excused at 11:46 a.m.

- C. Head Start Managers' Reports
 - ✓ Brenda Campos: Grantee Program Support Services: No report.
 - ✓ Lisa Carr: Parent, Family Support and Community Engagement: No report.
 - ⇒ Attendance and Chronic Absences Presentation: Tabled.
 - ✓ Karen Gonzales: Child Development & Education Services: No report.
- D. Chair's Report: Ms. Windham asked board members to sign some cards send to current and former PC/PAC representatives that have had recent tragedies in their family. Ms. Annette Duran will be asked to return to the February PC meeting to consider appointing her as a Past Parent Representative.
- E. Open Discussion and Comments: Ms. Williams updated her phone number.
- F. Public Participation: Mr. Tate expressed concern that there has been an increase in violence and spoke about a recent situation at the Illa Collin center. Once the lockdown was released and he went to Illa Collin to pick up his grandson. The staff at Illa Collin did not even know there was a violent event going on nearby. Mr. Tate asked if the schools are notified of possible violent incidences. Ms. Lee replied that the school districts are already notified by the police department. SETA staff notifies the police that they need to notify the Agency of events. There are staff that hear of issues on the radio. If parents pass along issues to SETA management, the classroom staff can be notified. There is a disaster plan that includes how to deal with lockdown situations.

VII. Adjournment: The meeting was adjourned at 11:59 a.m.

ITEM III-A – ACTION

APPROVAL OF COMMUNITY ASSESSMENT 2014-2017 AND
RESULTING COUNTYWIDE HEAD START/EARLY HEAD START
3-YEAR GOALS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Community Assessment 2014-2017 and resulting countywide Head Start/Early Head Start 3-Year Goals.

In January 2014, a county-wide planning team comprised of directors, managers, content area experts and parents met to discuss current Community Assessment data and prioritize needs for the Sacramento County Head Start/Early Head Start programs. Priorities led to three specific goals for Sacramento County which are:

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

The grantee and each delegate agency develop program specific objectives to support each goal for the next three years. Objectives will be measured and analyzed on a regular basis and updated as needed on an annual basis.

Ms. Robyn Caruso, Program Officer/Administration, will make a brief presentation on the Community Assessment results and be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the 2014-2017 Community Assessment and resulting countywide Head Start/Early Head Start 3-Year Goals.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B – ACTION

APPROVAL OF PAST PARENT REPRESENTATIVE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council Past Parent Application to be reviewed and a candidate to be elected for Program Year 2013-2014.

Ms. Annette Duran has submitted an application for this position.

RECOMMENDATION:

That the Policy Council elect one (1) Past Parent Representative.

NOTES:

Representative nominated:

Representative elected:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-C - 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
 - CHSA Parent Training Conference Reports (attached)
 - Community Resources-Parents/Staff – Ms. LaTasha Windham
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson

NOTES:

March

2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
February 16, 2014 Ms. Denise's Birthday 9:00 AM February 28, 2014 *Budget/Planning Committee Meeting – Redwood Room						1
2	3	4	5	6 9:00 AM Bylaws Committee Olympus Room 10:00 AM Governing Board Meeting SETA Board Room	7 9:00 AM Budget/Planning Committee Meeting *Refunding application Process Oak Room	8
9	10	11 9:00 AM Elk Grove PC Meeting Prairie Pre-K - 2 5251 Valley Hi Drive Sacramento 95823 9:00 AM Child Development, Health, and Family Engagement 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	14 10:00 AM Budget/Planning Committee Meeting *Refunding application Process Olympus Room	15
16	17	18 9:00 AM Parent Advisory Committee Meeting SETA Board Room	19 5:15 PM WCIC PC Meeting 3555 3rd Avenue Sacramento 95817	20	21 1:00 PM Parent Ambassador Olympus Room	22
23	24	25 9:00 AM Policy Council Meeting SETA Board Room	26 Ms. Marie's B-Day	27 8:30 AM Twin Rivers PC Meeting 155 Morey Avenue Sacramento 95838 9:00 AM PC / PAC Executive Committee Meeting Olympus Room	28 1:00 PM MAACC Meeting Olympus Room	29
30 Ms. Alma's B-Day	31	April 2 – Social/Hospitality Committee April Workshop April 7, Speaking - TBA				

California Head Start Association
Conference
2014
By: Kenneth Tate

The CHSA annual conference was held in Burlingame California this year, hosted at the Hyatt Regency. This year's keynote speaker was Ronald Herndon, past board Chair of National Head Start Association. Mr. Herndon served as Chair of the National Head Start Association from 1993 – 2003. As Chair he served as ambassador representing the needs of the Head Start community to the members of Congress. He also provided guidance and leadership to the 49 member board that set policy and determine direction for the Association. Mr. Herndon had many very innovative ideas for the future, one of them being having a Chinese immersion program brought into the school system. So that our children will be able to deal with the growing mechanize country of China in the coming years. At the conference I attended several of the workshops gaining valuable knowledge and skills to bring back to my local Head Start to share with my fellow colleagues, home site, and parents!

My first workshop was **Male Involvement Ambassador Program-How to get men involved in Head Start/ Early Head Start**. Here I got information on how to recruit and establish a male involvement program. It helped me understand the role of a father/father figure on how critical he is to the brain development of a child. I learned strategies on how to create a welcoming environment that encourages fathers/father figures to get involved with the Head Start/Early Head Start Program and how to keep a sustainable male involvement program at school sites and keep fathers talking to other fathers.

My second workshop was **Emotions -You and Your Child**. This workshop gave me information about how to get children, parents and caregivers to recognize feelings in themselves and others so that they can be more responsive and less reactive. And how to give parents and caregivers the tools on how to be more confident which in turn will make them more effective in taking care of their child's needs and interests. These skills will allow them to be more aware of different feelings and emotions and how they impact their relationship with others which will positively impact and deepen the parent-child relationship.

My third workshop was **Early Learning-Math at Home**, this workshop showed me the importance and understanding on the importance of mathematic learning and how we can play an active role in the first five years of your children's lives. The workshop also gave insight to help parents work to make math learning a positive, fun, and exciting new world for their children. Day two of the conference brought me to workshops dealing with communication skills. The first workshop was **How to Effectively Communicate with Your Child's Teacher**. Here we learned how communication is the most important ability for a parent when advocating for their children's education. With exercises that emphasize how to say what you mean clearly and respectfully to your child's teacher and how to use skillful listening and speaking skills to resolve conflict. We also learned how to use effective conflict resolution skills, and nonverbal skills that could be implemented immediately with the child's teacher.

The second workshop was **Team Building through Effective Communication**. Here we learned that clear and effective communication is an essential element to build effective and productive teams. We learned thru exercises that emphasize clear and respectful communication, effective conflict resolution, and verbal skills that can be implemented within their work environment.

The closing keynote speaker was Steven Saffron, a National Trainer and Educator and very powerful and moving motivational speaker. He left us with topics like The Power of a Positive Attitude, The Value of Kindness, The Importance of Education, and The Significance of Good Clean Fun! This conference was a very valuable learning experience for me that I will take long and far into the future so that I can pass on the skills and tools to other parents so that they may pass them on to other parents, making sure that no child is left behind and that Head Start continues on for another 50 years!

**California Head Start Association Conference January 21-22, 2014
Burlingame, CA**

By: Steven Wormley, PC Secretary

The conference was very informative and enlightening. Although tiring (a lot of information to retain), I got a lot from the conference.

Workshops Attended - 5

1. Approaches to Measuring Family Outcomes within the Head Start Family Engagement Framework

This workshop dealt with statistics. The trainer discussed different ways to collect and analyze data.

2. Team Building through Effective Communication

- a. The trainers discussed ways to communicate with constituents. One exercise was one person telling one person something and seeing what was said by the time the tenth person was told. Of course, it was different than what the first person was told.

Childhood Stress

- b. The trainers shared information on children who act out or are hostile. The trainers recommended drawing the focus of the child to something that would distract them from what is causing the acting out or hostile behavior.

3. Male Involvement Ambassador Training

- a. The Golden Sierra Life Skills Male Ambassador Program encourages and supports father/father figures in Head Start/Early Head Start school sites. One father/father figure, with children in the program, is recruited for this position at each school site.

- i. The instructor went around the room with a book. He asked me how I would read the book to my child. I answered, "I would just explain what is in the pictures." As I explained what was in the pictures, the trainer sat in my lap, pretending he was a child.

- b. There are six Stages of Becoming a Father-Friendly Program

- i. Understanding and appreciating fathers' vital contributions to healthy child development.
- ii. Creating an environment where fathers feel welcomed and valued.
- iii. Deciding what to do.
- iv. Recruiting fathers.
- v. Operating the program.
- vi. Sustaining the program.

4. How to take care of yourself and still reach your goals

- a. This was a popular workshop. People would not leave and stayed for next repeat of the same workshop.
- b. The trainer gave an example – that you should leave the dishes and read a book to your child.
- c. The presenter talked about ways to care for your child and still reach your goals.

During the opening session, Ron Herndon, past Board Chair of National Head Start, mentioned the years he spent working to keep Head Start going. He talked about how many people tried to cut Head Start.

The closing session, Steve Saffron talked about the good things Head Start has done in schools by educating small children. He said, "It's been fun."

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The December 5, 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, December 5, 2013
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 10:02 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:** Mr. José Diaz recognized Ms. Celia Lopez, Head Start Facilities Specialist, for her 25 years of service to SETA/Head Start. Ms. Lopez expressed her appreciation for the gift; all board members hugged Ms. Lopez.

II. Consent Items

- A. Minutes of the November 7, 2013 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
- D. Appointment of Sacramento Works Youth Council Members
- E. Approval of Resolution to Accept Program Year 2014 Community Services Block Grant (CSBG) Funds and Authorize the SETA Executive Director to Sign the Agreement and any Amendments to the Agreement
- F. Approval of Memorandum of Understanding (MOU) with the Sacramento Housing and Redevelopment Agency and the Greater Sacramento Urban League
- G. Approval to Submit a Request to Transfer Workforce Investment Act (WIA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2013-14

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

- A. Approve the November 7, 2013 minutes.

- B. Approve claims and warrants for the period 10/31/13 through 11/26/13.
 - C. Approve modifications to the Policy Council bylaws.
 - D. Appoint Ms. Jessica Gomez and Mr. Matthew Rosario to the Sacramento Works Youth Council.
 - E. Approve the resolution to accept PY 2014 CSBG funds and authorize the SETA Executive Director to sign the agreement and any amendments to the agreement.
 - F. Approve the Memorandum of Understanding with the Sacramento Housing and Redevelopment Agency and the Greater Sacramento Urban League.
 - G. Approve the submission to the State of California, EDD of a request to transfer \$2,256,072 in WIA dislocated worker formula funds to the WIA adult formula funding stream for PY 2013-14.
- 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. Kossick stated that this is the annual opportunity to elect officers for the year. Mr. Warren talked with Mr. Schenirer and he suggested that Mr. Warren assume the position of Chair in his stead. Mr. Nottoli will then be in rotation to serve as Vice Chair.

Moved/Nottoli, second/Yee, to elect Mr. Allen Warren as Chair, and Mr. Don Nottoli as Vice Chair.

Voice Vote: Unanimous approval.

2. Approval of Procurement of Workers Compensation Insurance

Mr. Roy Kim introduced Mr. Ken Urrutia from Arthur J. Gallagher Insurance. Mr. Urrutia received the final premiums for general liability and umbrella coverage and is pleased to report the lower negotiated premiums. The net result is that all of the premiums are slightly less than last year. Mr. Nottoli acknowledged Mr. Urrutia and thanked him for the hard work.

Mr. Urrutia stated that the California workers compensation market has increased only 8-12% over last year. The Agency is still having dealings with carriers that the Agency did business with 10 years ago; some claims have a long life due to injuries employee sustained at work. The experience modifier that was published on Friday went from 127 to 143. The main reason was that there had been a spike in claims in one of the prior three years which is utilized to determine the experience modifier. This will be the last year that the very high year will be included in the calculation.

Mr. Urrutia stated that he found the incumbent vendor, AIG, who came in last year with the best quote, has indicated that they would be interested in renewing the business with an increase from last year. The quote is still the best option available; Mr. Urrutia will continue to negotiate but will not have a firm quote until early next week.

Mr. Nottoli inquired about losses the Agency has that they ended up paying. The historical data shows the overview of incurred losses which is \$263,000 for the current year. Mr. Nottoli asked what was being done to mitigate the workers comp claims and Mr. Urrutia replied that there are a number of ways staff are provided ergonomic and safety training.

Mr. Urrutia stated that one thing favorable is that only 20 claims have been filed so far this year, which is lowest ever. Ms. Scherman asked for an explanation of major injuries and minor injuries. Mr. Urrutia stated that claims for minor injuries are for small issues. Major injuries are for employees more seriously injured and include paying lost time benefits to the employee.

Moved/Nottoli, second/Scherman, to grant authority to staff to continue the negotiation process and authorize the Executive Director to procure workers compensation insurance.

Voice Vote: Unanimous approval.

3. Approval to Receive Funds from the Sacramento Municipal Utility District (SMUD) for a SMUD/Sacramento Works for Youth Summer Internship Program and Authorize the Executive Director to Execute the Services Agreement

Ms. Christine Welsch has been coordinating this program for a couple of years. SMUD is interested in funding SETA to do the screening and boot camp and case manage and provide payroll for the youth participants. SMUD sets the hiring requirements relative to GPA and school attendance. Last year, over 400 applications were received for 25 slots; it is a very competitive program. SMUD is committed to reaching out to other employers and urge them to do a similar program. Ms. Welsch will notify board members of the school districts involved; the school districts rotate every year. Mr. Warren requested a history of previous years' stats.

Moved/Scherman, second/Warren, to approve the receipt of funds from SMUD for a SMUD/Sacramento Works for Youth Summer Internship program for 2014 and 2015 and authorize the Executive Director to execute the services Agreement.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant

1. Approval of Community Services Block Grant Funding Recommendations for Fiscal Year 2014

Ms. Cindy Sherwood-Green reviewed the funding recommendations. Most current service providers are being recommended for funding in addition to two new proposers: Roberts Family Development Center and Sacramento Self-Help Housing.

Mr. Yee expressed disappointment that additional funds are not available to fund more of the requests.

Moved/Warren, second/Scherman, to approve staff funding recommendations for the Fiscal Year 2014 Community Services Block Grant as outlined in the agenda packet; approve the continued funding of Daren Maeda as a SETA Consultant for an additional year in the amount of \$30,000; and authorize the Executive Director to execute the service agreements.

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

C. CHILDREN AND FAMILY SERVICES

1. Approval of Ratification of the Submission of the Fiscal Year 2014-15 Annual Refunding Application to the California Department of Education

Ms. Denise Lee reviewed the item. These funds provide services to 340 full day preschool-aged children and 112 full day infant/toddlers.

Moved Nottoli, second/Scherman, to ratify the submission of the Fiscal Year 2014-15 annual refunding application to the California Department of Education with a maximum reimbursement amount of \$3,049,154.

Voice Vote: Unanimous approval.

IV. Information Items

- A. Children and Family Services Presentation on Child and Family Outcomes

Ms. Denise Lee introduced the Head Start Managers:

- ✓ Brenda Campos: Grantee Program Support Services
- ✓ Lisa Carr: Parent/Family Support Unit
- ✓ Karen Gonzales: Child Development & Education Services

Board members were given an overview of the services provided. Mr. Yee stated that he wished Head Start was available all the way up to high school; the world would be better to have this type of support over the years.

- B. CareerGPS 2013 Impact Report: No questions.
- C. Sacramento Regional Veteran's Energy Employment Project (SRVEEP)--PowerPathways Program: No questions.
- D. Fiscal Monitoring Reports: No questions.
- E. Employer Success Stories and Activity Report: No questions.
- F. Dislocated Worker Update: Mr. Yee inquired whether staff contacted RAS. Mr. Walker replied that it was recently bought by Sutter Health Care and any staff will transition over to Sutter.
- G. Unemployment Update/Press Release from the Employment Development Department: No questions.
- H. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked Mr. Yee for the year and his efforts as chair. Mr. Nottoli was wished a happy birthday. Ms. Kossick stated that the January meeting will be canceled; the next meeting will be held Thursday, February 6.
- C. Deputy Directors: No report.
- D. Counsel: Mr. Larsen
- E. Members of the Board: No report.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:27 a.m.

ITEM IV-C – INFORMATION

PRESENTATION FROM COMMUNITY REPRESENTATIVES

BACKGROUND:

The Policy Council bylaws allow for community representatives to serve on the board. For Program Year 2013-2014, Community Representatives are:

- ✓ Genevieve Deignan, Sacramento Food Bank
- ✓ Jenna Kline, KVIE, Channel 6

A short presentation will be provided to give board members an overview of their organizations and the services they provide.

NOTES:

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 January 28, 2014 Policy Council meeting.

GOOD!!!
Thank you Ms. Kathy Kossick for your support and encouraging parent participation on program area committees.
Thank you program staff for the sharing of PC committee information prior to board members selecting committee(s) of interest.
Thank you Mr. Kenneth Tate for the Orientation/Officer Training Report.
NEEDS IMPROVEMENT
Arrive on time at 8:50 a.m. and be seated.
Please recognize the 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
 - ✓ Karen Gonzales: Child Development & Education Services
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-

- 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

February 2014

SETA Operated Program

Program Support Services

Quality Assurance Unit: The following SETA-Operated Program (SOP) HS/EHS Centers were monitored in January 2014: Ila Collin, Broadway, Fruitridge, Walnut Grove and New Helvetia #2. EHS Partners River Oak Center for Children (ROCC) and SCOE EHS, which operate a home-based option, were also monitored. Reports are being summarized and will be submitted later in this month.

SETA Monitoring and Quality Assurance Tool Version 2 (January 2014) is now available on our agency website using this link:

http://psscfs.sacramentoheadstart.net/QA/QA%20Tool%20FINAL%20V2_01-2014.pdf

The tool has been revised to reflect updates and feedback from users.

Countywide Content Meetings were held in January 2014 for the following program service areas: Mental Health Content (January 7, 2014), Family Engagement (January 7, 2014), Early Head Start Countywide Meeting (January 9, 2014). Agenda items included Countywide Community Needs Assessment, Fall 2013 Parent Family Community Engagement (PFCE) Survey Results and Program Information Report (PIR) 2013-2014. Home Visitors from EHS Partner River Oak Center for Children (ROCC) attended the Parent Interacting with Infants (PIWI) Training held at the SETA office.

Program Operations

As SETA continues to implement CSEFEL/Teaching Pyramid, we are so excited to announce that two of our classrooms have received a great honor. Teachers Debbie Schiele and Debbie Jones at the Hillsdale Early Learning Center went through a rigorous fidelity process before being named as having California Teaching Pyramid mentor classrooms. We are very proud of the recognition of these two very wonderful and dedicated teachers.

Education staff are currently visiting centers to perform CLASS assessments in many of our classrooms. Each classroom assessed will be observed in 4 - twenty minute cycles as our reliable assessors rate levels of Emotional Support, Classroom Organization and Instructional Support. Following the observations, assessors will meet with teachers to go over scores as well as create a plan to raise the scores and the quality in the classrooms.



Family Engagement

The Early Head Start Educators and the Home Visitors have been attending training this last month. They are finishing up a three-month training on new ways to support parents working with their children. The training is Parents Interacting with Infants (PIWI) and it has given the staff new ideas on ways to facilitate the parent/child interaction. Staff also attended a two day workshop on Home Visiting Strategies. This two day workshop looked at how to work with parents in their own home, and how to bring comprehensive Head Start/Early Head Start services to families.

Our six-week parent training Teaching Solutions for Parents is set to begin in March. Families will learn techniques about how to help their child be successful socially, develop positive strategies for discipline and how all of this related to school readiness.

Elk Grove Unified School District

Education Services Update

Steven Kolb, Curriculum Specialist, presented professional development in math and what kindergarten students will be taught when the new Common Core State Standards are in place. He emphasized how the Common Core standards link from one grade level to the next and how they build on one another from kindergarten to college. Time was spent evaluating how the California Preschool Learning Foundations in Mathematics link to the Common Core State Standards and discussing which activities would best prepare our Pre-K students for what they will be learning in kindergarten.

Enrollment

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

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Teresa Gannon, Pre-K psychologist, to place students with an active IEP into the Head Start program. There are 63 (15%) Head Start students with active IEPs being served.

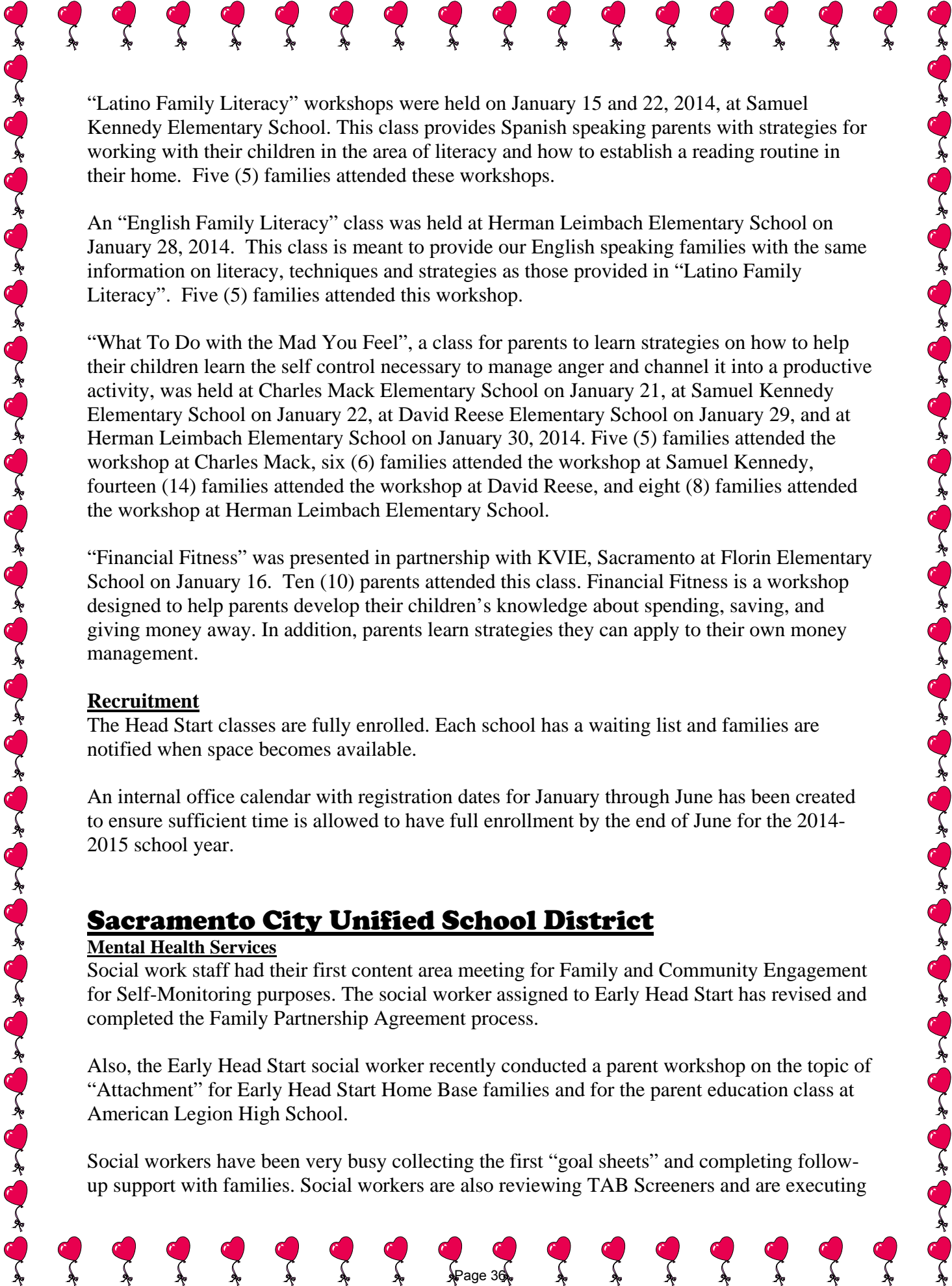
Health Services Update

Representatives from Smile Keepers began their second round of visits to our Head Start classrooms this year. The representatives provide fluoride treatments and discuss dental health with our students. Smile Keepers representatives will complete their visits to our Head Start classrooms during the month of February.

In January, 10, 208 meals were served to our Head Start students. The January Elk Grove Meals and Snack calendars are attached.

Family and Community Partnerships Update

Family education opportunities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated in part by the desires and needs of families expressed in a yearly survey and in part by the School Readiness grant. Parents are notified of classes at monthly meetings and by publication of a monthly calendar.



“Latino Family Literacy” workshops were held on January 15 and 22, 2014, at Samuel Kennedy Elementary School. This class provides Spanish speaking parents with strategies for working with their children in the area of literacy and how to establish a reading routine in their home. Five (5) families attended these workshops.

An “English Family Literacy” class was held at Herman Leimbach Elementary School on January 28, 2014. This class is meant to provide our English speaking families with the same information on literacy, techniques and strategies as those provided in “Latino Family Literacy”. Five (5) families attended this workshop.

“What To Do with the Mad You Feel”, a class for parents to learn strategies on how to help their children learn the self control necessary to manage anger and channel it into a productive activity, was held at Charles Mack Elementary School on January 21, at Samuel Kennedy Elementary School on January 22, at David Reese Elementary School on January 29, and at Herman Leimbach Elementary School on January 30, 2014. Five (5) families attended the workshop at Charles Mack, six (6) families attended the workshop at Samuel Kennedy, fourteen (14) families attended the workshop at David Reese, and eight (8) families attended the workshop at Herman Leimbach Elementary School.

“Financial Fitness” was presented in partnership with KVIE, Sacramento at Florin Elementary School on January 16. Ten (10) parents attended this class. Financial Fitness is a workshop designed to help parents develop their children’s knowledge about spending, saving, and giving money away. In addition, parents learn strategies they can apply to their own money management.

Recruitment

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

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

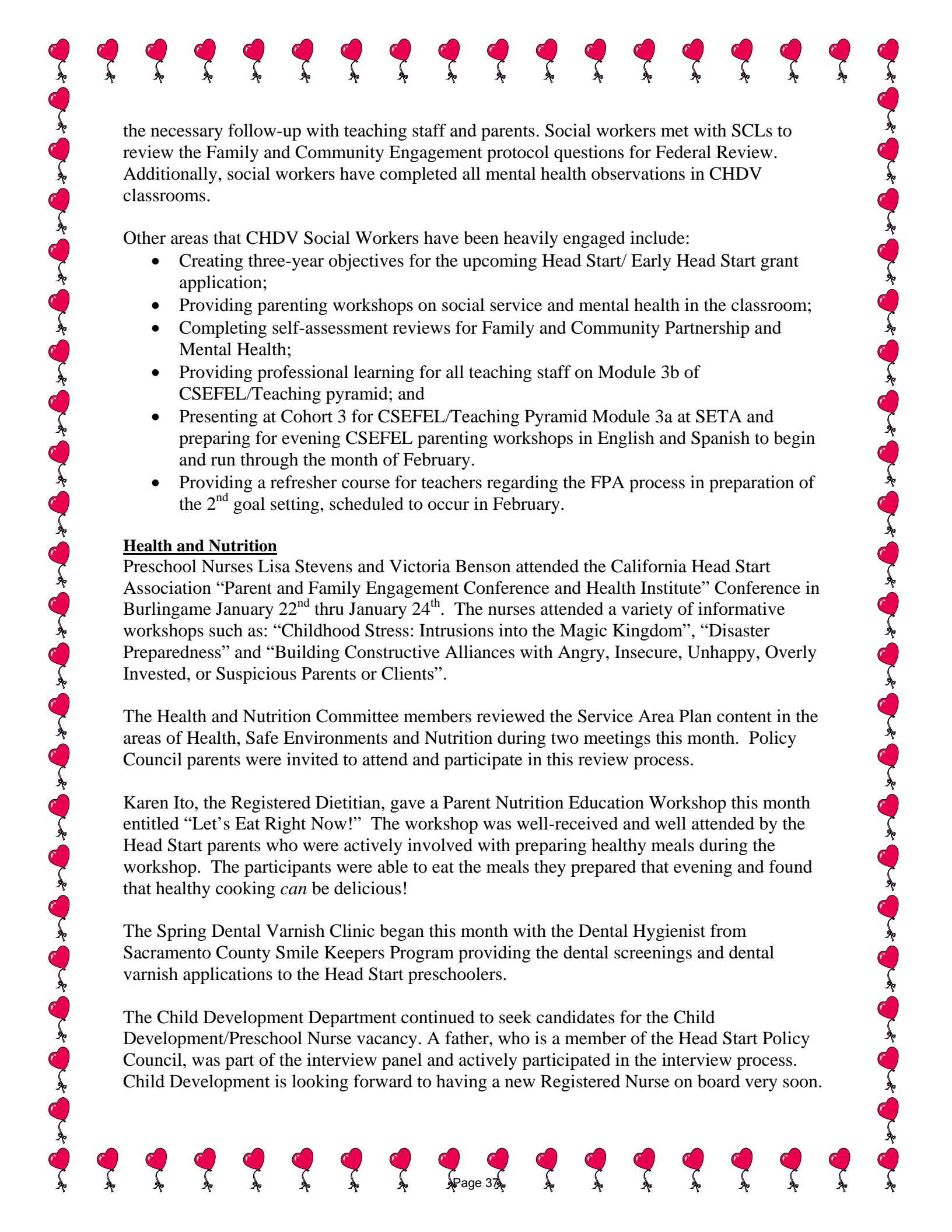
Sacramento City Unified School District

Mental Health Services

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 executing



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.

Other areas that CHDV Social Workers have been heavily engaged include:

- Creating three-year objectives for the upcoming Head Start/ Early Head Start grant application;
- Providing parenting workshops on social service and mental health in the classroom;
- Completing self-assessment reviews for Family and Community Partnership and Mental Health;
- Providing professional learning for all teaching staff on Module 3b of CSEFEL/Teaching pyramid; and
- Presenting at Cohort 3 for CSEFEL/Teaching Pyramid Module 3a at SETA and preparing for evening CSEFEL parenting workshops in English and Spanish to begin and run through the month of February.
- Providing a refresher course for teachers regarding the FPA process in preparation of the 2nd goal setting, scheduled to occur in February.

Health and Nutrition

Preschool Nurses Lisa Stevens and Victoria Benson attended the California Head Start Association “Parent and Family Engagement Conference and Health Institute” Conference in Burlingame January 22nd thru January 24th. The nurses attended a variety of informative workshops such as: “Childhood Stress: Intrusions into the Magic Kingdom”, “Disaster Preparedness” and “Building Constructive Alliances with Angry, Insecure, Unhappy, Overly Invested, or Suspicious Parents or Clients”.

The Health and Nutrition Committee members reviewed the Service Area Plan content in the areas of Health, Safe Environments and Nutrition during two meetings this month. Policy Council parents were invited to attend and participate in this review process.

Karen Ito, the Registered Dietitian, gave a Parent Nutrition Education Workshop this month entitled “Let’s Eat Right Now!” The workshop was well-received and well attended by the Head Start parents who were actively involved with preparing healthy meals during the workshop. The participants were able to eat the meals they prepared that evening and found that healthy cooking *can* be delicious!

The Spring Dental Varnish Clinic began this month with the Dental Hygienist from Sacramento County Smile Keepers Program providing the dental screenings and dental varnish applications to the Head Start preschoolers.

The Child Development Department continued to seek candidates for the Child Development/Preschool Nurse vacancy. A father, who is a member of the Head Start Policy Council, was part of the interview panel and actively participated in the interview process. Child Development is looking forward to having a new Registered Nurse on board very soon.



Teaching and Learning

During January's Professional Learning, the teaching staff engaged in training on the CSEFEL Teaching Pyramid, which was conducted by the Child Development Social Workers. The training focused on Individualized Intensive Interventions (Module 3), the tip of the Teaching Pyramid model, which only applies to a few children who are exhibiting persistent and severe challenging behaviors. As a result of the training, teaching staff will have a better understanding of specific behaviors and strategies that are most effective when supporting children's social-emotional development.

Teachers developed DRDP action plans for the fall assessment period. Based on the classroom assessment results, teachers identified teaching strategies, materials and environmental changes that they will implement in order to improve children's outcomes.

Disabilities

The SCUSD Child Development Program continued with CSEFEL, "Going Deeper" training, for some of their Head Start full-inclusion Teachers, Instructional Aides and collaborative Special Education Staff. The staff had the opportunity to attend a CSEFL training presented by Linda Brault, "Engaging Families in Promoting Social-Emotional Competence with the Children", which was held at SETA on January 31, 2014. The staff had the opportunity to receive valuable information that supports the collaborative process between the classroom and the home. The staff learned various strategies for communicating with families with regards to their child's social and emotional needs.

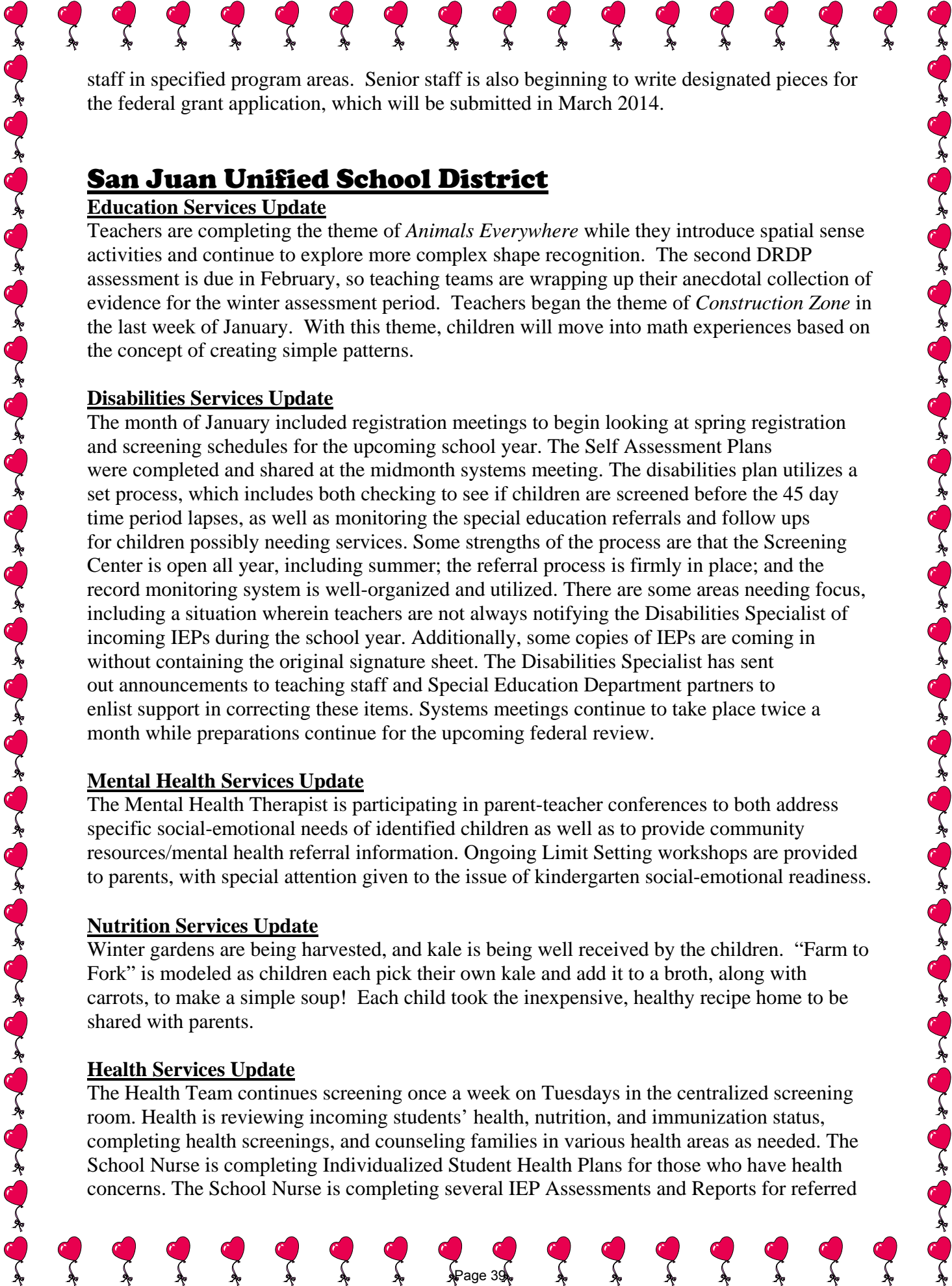
The Special Education Coordinator and Resource Teacher were invited to meet with Special Education staff during the month of January. During this large group meeting, the new Coordinator, who has oversight for special education, was introduced to the special education staff. This was a wonderful opportunity to begin the process of streamlining services for children and families. Courtney Hoffman began working as the new SCOE lead teacher at the full-inclusion sites located at Earl Warren and Hiram Johnson.

The Special Education Coordinator has had the opportunity to meet with the SCOE infant and toddler special education department staff. This meeting led to a discussion regarding the possibility of inviting the SCOE team to lead trainings for the SCUSD Early Head Start services.

The SCUSD Child Development Program continues with their collaborative relationships with the School District and the Sacramento County Office of Education.

Federal Review/Grant Writing

Staff is heavily in the throes of preparing for the federal review, which entails staff heavily engaged in reviewing processes and systems and implementing corrective action to ensure minimal to no findings. These tasks include but are not limited to: conducting child and staff file reviews and classroom observations; engaging staff in mock interviews about program processes and systems and allowing them opportunities to discuss the rationale for such systems and processes; completing inventory assets and family checklists; ensuring that all program documents are up-to-date and providing training, technical assistance and support to



staff in specified program areas. Senior staff is also beginning to write designated pieces for the federal grant application, which will be submitted in March 2014.

San Juan Unified School District

Education Services Update

Teachers are completing the theme of *Animals Everywhere* while they introduce spatial sense activities and continue to explore more complex shape recognition. The second DRDP assessment is due in February, so teaching teams are wrapping up their anecdotal collection of evidence for the winter assessment period. Teachers began the theme of *Construction Zone* in the last week of January. With this theme, children will move into math experiences based on the concept of creating simple patterns.

Disabilities Services Update

The month of January included registration meetings to begin looking at spring registration and screening schedules for the upcoming school year. The Self Assessment Plans were completed and shared at the midmonth systems meeting. The disabilities plan utilizes a set process, which includes both checking to see if children are screened before the 45 day time period lapses, as well as monitoring the special education referrals and follow ups for children possibly needing services. Some strengths of the process are that the Screening Center is open all year, including summer; the referral process is firmly in place; and the record monitoring system is well-organized and utilized. There are some areas needing focus, including a situation wherein teachers are not always notifying the Disabilities Specialist of incoming IEPs during the school year. Additionally, some copies of IEPs are coming in without containing the original signature sheet. The Disabilities Specialist has sent out announcements to teaching staff and Special Education Department partners to enlist support in correcting these items. Systems meetings continue to take place twice a month while preparations continue for the upcoming federal review.

Mental Health Services Update

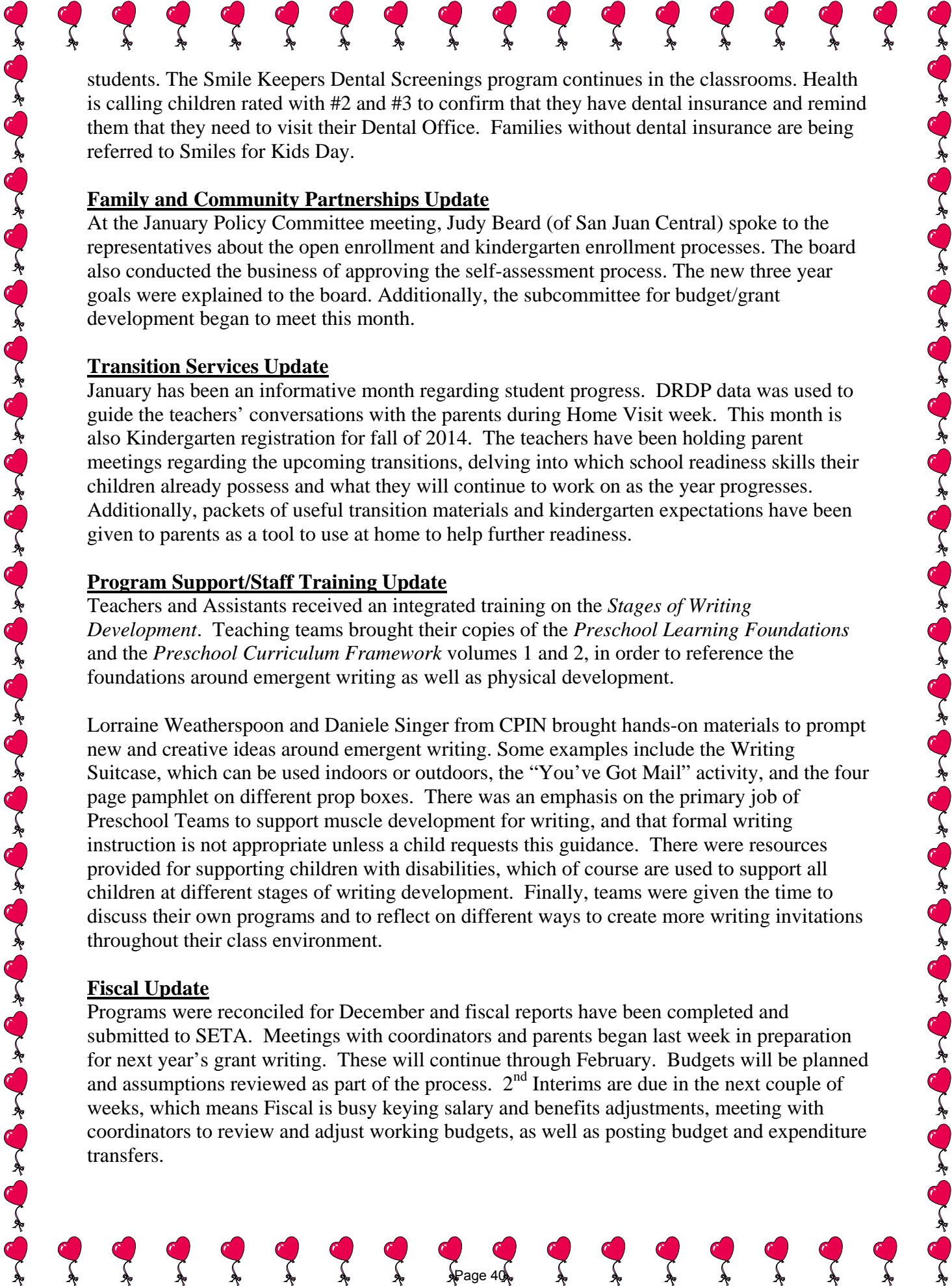
The Mental Health Therapist is participating in parent-teacher conferences to both address specific social-emotional needs of identified children as well as to provide community resources/mental health referral information. Ongoing Limit Setting workshops are provided to parents, with special attention given to the issue of kindergarten social-emotional readiness.

Nutrition Services Update

Winter gardens are being harvested, and kale is being well received by the children. "Farm to Fork" is modeled as children each pick their own kale and add it to a broth, along with carrots, to make a simple soup! Each child took the inexpensive, healthy recipe home to be shared with parents.

Health Services Update

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



students. The Smile Keepers Dental Screenings program continues in the classrooms. Health is calling children rated with #2 and #3 to confirm that they have dental insurance and remind them that they need to visit their Dental Office. Families without dental insurance are being referred to Smiles for Kids Day.

Family and Community Partnerships Update

At the January Policy Committee meeting, Judy Beard (of San Juan Central) spoke to the representatives about the open enrollment and kindergarten enrollment processes. The board also conducted the business of approving the self-assessment process. The new three year goals were explained to the board. Additionally, the subcommittee for budget/grant development began to meet this month.

Transition Services Update

January has been an informative month regarding student progress. DRDP data was used to guide the teachers' conversations with the parents during Home Visit week. This month is also Kindergarten registration for fall of 2014. The teachers have been holding parent meetings regarding the upcoming transitions, delving into which school readiness skills their children already possess and what they will continue to work on as the year progresses. Additionally, packets of useful transition materials and kindergarten expectations have been given to parents as a tool to use at home to help further readiness.

Program Support/Staff Training Update

Teachers and Assistants received an integrated training on the *Stages of Writing Development*. Teaching teams brought their copies of the *Preschool Learning Foundations* and the *Preschool Curriculum Framework* volumes 1 and 2, in order to reference the foundations around emergent writing as well as physical development.

Lorraine Weatherspoon and Daniele Singer from CPIN brought hands-on materials to prompt new and creative ideas around emergent writing. Some examples include the Writing Suitcase, which can be used indoors or outdoors, the "You've Got Mail" activity, and the four page pamphlet on different prop boxes. There was an emphasis on the primary job of Preschool Teams to support muscle development for writing, and that formal writing instruction is not appropriate unless a child requests this guidance. There were resources provided for supporting children with disabilities, which of course are used to support all children at different stages of writing development. Finally, teams were given the time to discuss their own programs and to reflect on different ways to create more writing invitations throughout their class environment.

Fiscal Update

Programs were reconciled for December and fiscal reports have been completed and submitted to SETA. Meetings with coordinators and parents began last week in preparation for next year's grant writing. These will continue through February. Budgets will be planned and assumptions reviewed as part of the process. 2nd Interims are due in the next couple of weeks, which means Fiscal is busy keying salary and benefits adjustments, meeting with coordinators to review and adjust working budgets, as well as posting budget and expenditure transfers.



Early Head Start

This month, the EHS support staff and leadership team attended the SETA three year goal setting meeting, participating with countywide stakeholders in the process of discussing the trends in the aggregate data and developing three broad countywide goals under the content areas of School Readiness, Mental Health/Social Services and Enrollment/Recruitment. In addition, parent and staff surveys were sent out and returned to gather input on the HS/EHS grant for next year, and countywide Family Engagement survey results were discussed to look at trends and needed follow up for San Juan families and support staff in this content. Support staff were also working on revising the Infant Toddler Operations Guide, updating forms and clarifying guidance in each section in weekly work group meetings.

Also this month, a cohort of EHS teachers and support staff are beginning a new class that is being held at the ECE main office in the evenings twice a month. The Program for Infant Toddler Caregivers (PITC) Language Development class will help staff expand their knowledge-base in oral language and early literacy development within a relational context, and staff will be able to receive either professional growth hours or two units of Infant Toddler ECE through Fresno State University.

Twin Rivers Unified School District

Events

This month both sites focused on the goal of attendance and being at school daily. Students with perfect attendance from the start of school on August 15th were celebrated in a special ceremony and given certificates for their accomplishment. 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.

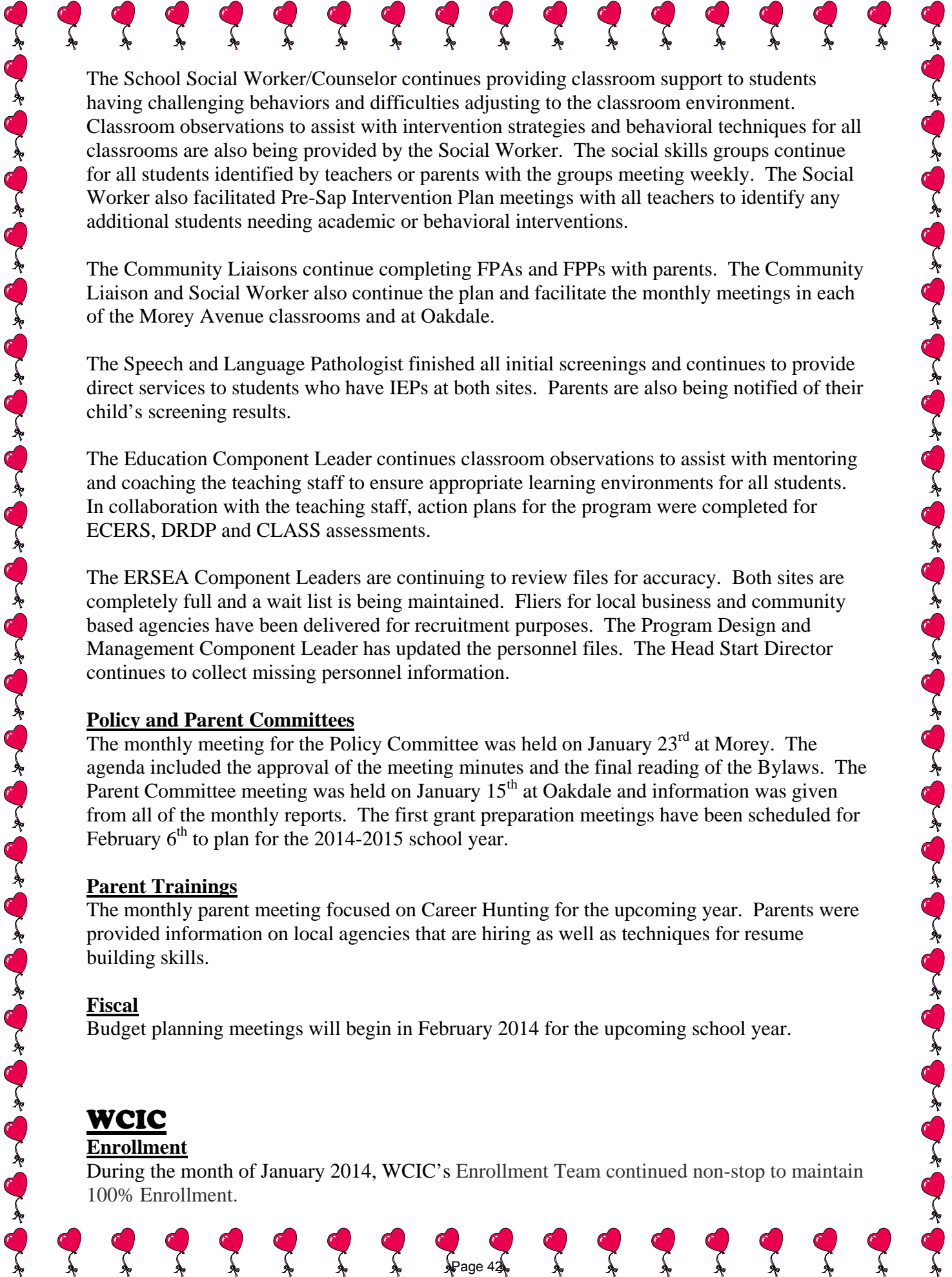
Professional Development

On January 17th, all teaching staff participated in an ECE Department training facilitated by CPIN. The training focused on ways to provide accommodations and a supportive learning environment for students identified on the autism spectrum. The facilitators provided concrete examples that teaching staff can utilize in their classrooms as well as ideas for parents to utilize in the home environment

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 the Registered Dietitian Consultant. In collaboration with the District Nurse, the Written Area Service plan was also updated.

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 Social Worker also facilitated Pre-Sap Intervention Plan meetings with all teachers to identify any additional students needing academic or behavioral interventions.

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 at both sites. Parents are also being notified of their child's screening results.

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

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.

Policy and Parent Committees

The monthly meeting for the Policy Committee was held on January 23rd at Morey. The agenda included the approval of the meeting minutes and the final reading of the Bylaws. The Parent Committee meeting was held on January 15th at Oakdale and information was given from all of the monthly reports. The first grant preparation meetings have been scheduled for February 6th to plan for the 2014-2015 school year.

Parent Trainings

The monthly parent meeting focused on Career Hunting for the upcoming year. Parents were provided information on local agencies that are hiring as well as techniques for resume building skills.

Fiscal

Budget planning meetings will begin in February 2014 for the upcoming school year.

WCIC

Enrollment

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



Education

WCIC/Playmate Head Start Program's Teaching Staff completed the second Parent Conferences with parents/guardians on January 17 and January 31, 2014.

Staff Training

WCIC/Playmate Head Start Program's Staff received the Mandated Reporters Training on January 24, 2014 from Carlos Romero, Training Specialist from the Child Abuse Prevention Council (CAPC). Mr. Romero gave an overview on Physical Abuse, Sexual Abuse, and Emotional Abuse. He gave staff a Pre-Assessment on how to make a CPS Report. He discussed Strengthening Families: Six Protective Factors which are: Parental Resilience, Social Connections, Knowledge of Parenting and Child and Youth Development, Social and Emotional Competence of Children, Concrete Supports for Parents and Nurturing and Attachment. He stated Sacramento County is approximately dealing with 20% physical abuse; 7% sexual abuse; 17% emotional abuse; and 49% neglect. He stated it is unlawful corporal punishment if an adult spansks and leaves a mark on the child's body more than 2 hours. Mr. Romero showed a video called "First Impressive, Exposure to Violence". Child Care workers who work in the field of childcare are Mandated Reporters; they must make a report if there is at all a reason to suspect child abuse of any kind. Physical abuse can be an unexplained injury and it can be re-occurring injuries on a child. Psychomatic symptoms can be emotional abuse. It can cause severe anxiety and depression in a child. Behavior indicators can be sexual abuse and poor hygiene. If failure to report, staff could forfeit their credential. There are steps for making a child abuse report. Staff must call CPS at (916) 875-KIDS or law enforcement and complete a written report; the report must be completed within 36 hours. Forms can be downloaded from www.ag.ca.gov/childabuse/forms.php. Safe Surrender Law website is www.babysafe.ca.gov; phone number: 877-babysaf.

Community Partnership Engagement

WCIC/Playmate Head Start Staff attended the Countywide Community Assessment meeting held at SETA (Grantee) location on January 8, 2014.

Ms. Davis, Executive Director/Head Start was the Mistress of Ceremony on Saturday, January 25, 2014 for the City of Sacramento, (Oak Park Community Center's) Community Memorial Honoring Leslie "Sarge" Thomas, loyal volunteer/community activist of over 30 years.

Information Memorandums and Program Information Reports

ACF-PI-HS-14-01 FY' 2014 Head Start Funding Increase



SETA Head Start Food Service Operations Monthly Report *January 2014

January 2nd & 3rd - Preschool & EHS Full Day Classes Closed

January 6th - All Classes Re-Open after Winter Break
Morning Class Closed at Laverne Stewart due to gate code change

January 14th to 23rd - CACFP Review

January 20th - Holiday

January 22nd - The Grizzly Hollow Center Re-Opens

January 24th - Classes Closed for Co-Hort Training at Hillsdale and Northview

January 31st - Classes Closed for Co-Hort Trainig at Grizzly, Solid & Bannon

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
39,104	23,104	25,792	260

Total Amount of Meals and Snacks Prepared **88,260**

Purchases:

Food	\$83,772.67
Non - Food	\$13,613.40

Building Maintenance and Repair: \$3,370.14

Janitor & Restroom Supplies \$218.59

Kitchen Small Wares and Equipment: \$366.13

Vehicle Maintenance and Repair : \$5,465.37

Vehicle Gas / Fuel: \$1,838.94
Normal Delivery Days 21

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

January, 2014

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/2014	(b) % Actual to Funded	Attendance January 2014	(c) % Attend. to Funded
Elk Grove USD	420	421	100%	362	86%
Sacramento City USD	1,292	1,295	100%	1,079	84%
SETA	1,974	2046	104%	1,818	89%
San Juan USD	693	703	101%	485	70%
Twin Rivers USD	211	211	100%	178	84%
WCIC/Playmate Head Start	120	120	100%	93%	75%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/31/2014	(b) % Actual to Funded	Attendance January 2014	(c) % Attend. to Funded
Sacramento City USD	147	147	100%	84	57%
Sacramento Employment and Training Agency	328	350	107%	268	77%
San Juan USD	161	175	109%	121	75%

- (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 1/31/14)

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

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

<u>Agency/AFE (HS)*(EHS)**</u>	<u>Head Start #IEP (% AFE)</u>	<u>Early Head Start #IFSP (% AFE)</u>
Twin Rivers USD (211)	10 (5 %)	N/A
Elk Grove USD (420)	63 (15%)	N/A
Sacramento City USD (1292)(147)	148 (11%)	16 (11%)
San Juan USD (693) (161)	86 (12%)	19 (12%)
WCIC (120)	12 (10%)	N/A
SETA (1974) (345)	156 (8%)	39 (11%)
County (4710)* (653)**	475 (10%)	74 (11%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

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.
