

**GOVERNING BOARD**

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County of Sacramento

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*Thought of the day: "Ordinary people can inspire others in a way that makes extraordinary differences."*

*Esteemed Human Development International*

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

**DATE:** Tuesday, April 22, 2014

**TIME:** **10:30 a.m.**

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

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

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- E. Men's Activities Affecting Children Committee (MAACC)
- F. Social/Hospitality Committee: Ms. LaTasha Windham
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- H. Maternal, Child and Adolescent Health Advisory Board: Ms. Richina Siackasorn
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  - ✓ Brenda Campos: Grantee Program Support Services
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  - ✓ Karen Gonzales: Child Development & Education Services
- D. Chair's Report
- E. Open Discussion and Comments
- F. Public Participation

**VI. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, APRIL 16, 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:

- \_\_\_\_\_ Alexis Barajas, Elk Grove Unified School District
- \_\_\_\_\_ Toni Espinoza, Elk Grove Unified School District
- \_\_\_\_\_ Benjamin Bailey, Sacramento City Unified School District
- \_\_\_\_\_ Steven Wormley, Sacramento City Unified School District
- \_\_\_\_\_ Jill Julian, 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
- \_\_\_\_\_ Kenneth Tate, SETA-Operated Program
- \_\_\_\_\_ Angeles Soberanes, SETA-Operated Program
- \_\_\_\_\_ Derek Adams, SETA-Operated Program
- \_\_\_\_\_ LaTasha Windham, SETA-Operated Program
- \_\_\_\_\_ Lenda Wheeler, SETA-Operated Program
- \_\_\_\_\_ Willie Jean Peck, Foster Parent Representative
- \_\_\_\_\_ Annette Duran, Past Parent Representative
- \_\_\_\_\_ Colleen Fietzek, Home Base Option
- \_\_\_\_\_ Jenna Kline, KVIE Public Television, Community Rep.
- \_\_\_\_\_ Genevieve Deignan, Sacramento Food Bank & Family Services

**New Policy Council Member to be seated:**

- \_\_\_\_\_ Jasmine Thomas, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Alacya Harris, SETA-Operated Program
- \_\_\_\_\_ Charles White, Early Head Start/Home Base (SOP)
- \_\_\_\_\_ Justin Fietzek, Men's Activities Affecting Children Committee

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Gill), Past Parent Representative
- \_\_\_\_\_ Vacant (Burke), Home Base Option
- \_\_\_\_\_ 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	X	X								
S. Ali s/b/s 11/26	Twin Rivers	E	X	E	X	X								
B. Bailey Seated 11/26	SAC	X	E	X	X	X								
A. Barajas Seated 3/25	ELK				U	X								
G. Deignan Seated 1/28	Comm. Rep.			X	X	X								
A. Duran Seated 2/25	PAST				X	X								
T. Espinoza Seated 11/26	ELK	X	X	E	X	X								
C. Fietzek Seated 3/25	HB					X								
J. Fietzek Seated 8/27/12	MAACC	X	X	X	X	X								
A. Harris Seated	SOP													
J. Julian Seated 3/25	SAC					X								
K. Ingram Seated 11/26	Twin Rivers	X	X	X	X	X								
L. Litka Seated 11/26	SJ	X	X	E	X	X								
J. Kline Seated 11/26	Comm. Rep.	X	X	X	X	X								
W. Peck Seated 11/26	FOSTER	X	E	X	X	E								
<del>R. Pontiflet Seated 11/26</del>	<del>SOP</del>	<del>X</del>	<del>E</del>	<del>X</del>	<del>U</del>	<del>U</del>								
R. Siackasorn Seated 11/26	WCIC	X	X	X	X	X								
A. Soberanes Seated 11/26	SOP	X	X	U	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
K. Tate Seated 11/26	SOP	X	X	X	X	X								
J. Thomas Seated	WCIC													
L. Wheeler Seated 3/25	SOP					X								
C. White Seated	EHS/SOP													
L. Williams Seated 11/26	SJ	x	E	x	x	X								
L. Windham Seated 11/26	SOP	X	X	X	X	X								
S. Wormley Seated 11/26	SAC	X	X	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 3/25/14

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MARCH 25, 2014 REGULAR  
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the March 25, 2014 meeting.

RECOMMENDATION:

That the Policy Council approve the March 25 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, March 25, 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. and read the Thought of the Day. Secretary, Mr. Steven Wormley, called the roll; a quorum was established.

#### Members Present:

Toni Espinoza, Elk Grove Unified School District  
Steven Wormley, Sacramento City Unified School District  
Benjamin Bailey, Sacramento City Unified School District  
Lynda Williams, San Juan Unified School District  
Linda Litka, San Juan Unified School District  
Kristyn Ingram, Twin Rivers Unified School District  
Saleema Ali, Twin River Unified School District  
Richina Siackasorn, WCIC/Playmate Child Development Center (arrived at 9:16 a.m.)  
Kenneth Tate, SETA-Operated Program  
Derek Adams, SETA-Operated Program (arrived at 9:16 a.m.)  
LaTasha Windham, SETA-Operated Program  
Angeles Soberanes, SETA-Operated Program  
Justin Fietzek, Men's Activities Affecting Children Committee  
Jenna Kline, Community Representative, KVIE Public Television  
Genevieve Deignan, Sacramento Food Bank & Family Services  
Annette Duran, Past Parent Representative

#### Members Absent:

Rodney Pontiflet, SETA-Operated Program (unexcused)  
Willie Jean Peck, Foster Parent Representative (excused)

Ms. Windham seated the following new members:

Alexis Barajas, Elk Grove Unified School District  
Jill Julian, Sacramento City Unified School District  
Lenda Wheeler, SETA-Operated Program  
Colleen Fietzek, Home Base

### II. **Consent Item**

#### A. Approval of the Minutes of the February 25, 2014 Regular Meeting

The minutes were reviewed; no questions or corrections.



Moved/J. Fietzek, second/Wheeler, to approve the minutes of the February 25, 2014 meeting.

Show of hands vote:

Aye: 17 (Adams, Bailey, Barajas, Ingram, Deignan, Duran, Espinoza, C. Fietzek, J. Fietzek, Kline, Julian, Litka, Soberanes, Tate, Wheeler, Williams, Wormley)

Nay: 0

Abstentions: 1 (Windham)

Ms. Melanie Nicolas introduced new Quality Assurance Unit staff members Nancy Fugate and James Saetern. This unit conducts monitoring reviews of the delegate agencies and the SETA-Operated program to ensure compliance.

Ms. Fugate and Mr. Saetern spoke of their previous experience and both expressed excitement in joining the team.

Ms. Richina Siackasorn and Mr. Derek Adams arrived at 9:16 a.m.

### III. Action Items

A. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957** - and -  
**CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:**

Pursuant to Government Code Section 54957

The board went into closed session at 9:16 a.m. The board went into open session at 9:25 a.m. and reported out of closed session that the eligible lists were approved for: Head Start Home Visitor, and Head Start Courier/Maintenance. The Public Employee Discipline/Dismissal/Release portion of the closed session was dropped from the agenda.

### IV. Information Items

A. Presentation from Community Representatives

✓ Jenna Kline, KVIE Public Television: Ms. Kline, Education Services Coordinator for KVIE stated that they have 11 community partners. Ms. Kline urged board members to go to their Web site: [www.kvie.kids.org](http://www.kvie.kids.org) which contains information about various workshops provided.

✓ Genevieve Deignan, Sacramento Food Bank & Family Services: Their home base is located in Oak Park. There are actually 40 food banks, including 80 soup kitchens. More information can be found at: [www.Sacramentofoodbank.org](http://www.Sacramentofoodbank.org) Ms. Deignan provided information to staff which will be sent to board members.

Ms. Duran stated that Senior Gleaners will deliver food to food banks.

- B. School Readiness and Children's Outcomes Presentation: Ms. Karen Gonzales provided a presentation on how children are prepared for school.
- C. Standing Information Items
- PC/PAC Calendar of Events: Ms. Windham reviewed the list of upcoming meetings and urged parents to participate at the committee level.
  - Parent/Staff Recognitions: Ms. Windham presented Mr. Victor Bonanno with a certificate of appreciation for providing AB1234 training to board members.
  - Community Resources-Parents/Staff: No report.
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reviewed the fiscal report ending February; the budget is currently spent at 58.5% which is on track. The non-federal share is currently at 25.1% which meets our requirement. Administration is 9.6% which is well below the allowed expenditures. There is a budget meeting immediately following this meeting in the Shasta Room. Ms. Patterson urged parents to participate in the development of next year's budget.

Ms. Windham stated that the sign in sheet for the Toastmasters public speaking training is going around.

- D. Fiscal Monitoring Report: No comments.
- E. Governing Board Minutes of February 6, 2013: No questions.

**V. Committee Reports**

- Executive Committee Meeting Critique: The critique was reviewed.
- Budget/Planning Committee: Ms. Lenda Wheeler provided an oral report on the most recent meeting.
- Personnel/Bylaws Committee: Ms. Richina Siackasorn reported on the latest meeting.
- Parent, Family & Community Engagement & Early Childhood Development & Health Services Committee: Mr. Wormley provided a report on the most recent meeting. This is a quarterly meeting and notices are sent out every announcing each meeting. Ms. Campos stated that this committee is open to everyone.

Ms. Saleema Ali was excused at 10:46 a.m.

- Men's Activities Affecting Children Committee (MAACC): Mr. Justin Fietzek urged all board members to attend. Mr. Derek Adams reported that at the last meeting only a few people showed up; they were supposed to elect a representative. They started planning a Daddy and Me event but more people need to participate. The meetings are held the last Friday of the month at 1 p.m.

- Health Services Advisory Committee: Ms. Lynda Williams provided an oral report. Attendees talked about a broad array of nutritional services, dental and medical issues and how to get parents to participate.
- Social/Hospitality Committee: Ms. Windham stated that this is a very fun committee.
- Parent Ambassador Report: Ms. Toni Espinoza reported on the most recent meeting. Ms. Hawkins stated that this committee will be the 'face' of Head Start; there will be an activity later in the year. At the next meeting, attendees will be discussing the activity and will be inviting Terri Carpenter, SETA's Public Information Officer who is working on flyers. The next meeting will be April 22.
- Maternal, Child and Adolescent Health Advisory Board: Ms. Siackasorn reported on the most recent meeting where they discussed how to get involvement for programs to assist the homeless and those mentally ill. Upcoming meetings are scheduled for: May 13, September 9, and November 11. The meetings are held on Micron; Ms. Lynda Williams offered to serve on this committee.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Windham last time she attended they discussed various Medi-Cal programs available for children. Ms. Campos reported that there is still an issue with Head Start children receiving dental services in a timely manner.

## VI. Other Reports

- A. Executive Director's Report: Ms. Kossick introduced herself and thanked the board for such great attendance. Next month, the federal review team will be in attendance at the April 22 meeting. Ms. Kossick and staff are looking forward to a great review with the board members' assistance.
- B. Head Start Deputy Director's Report: Ms. Lee stated that the state review began today for the funding received in our full-day program. The Federal review will begin April 21 and end on May 1. There will be a practice run of questions that will be asked of board members in an interview. Staff is hoping to know in advance when the sites will be selected for review. Board members are urged to participate in the budget meeting to assist in the preparation of the 2014-2015 budget.

Ms. Fietzek asked how the federal reviewers will check participation in the home base program and Ms. Lee replied that team members, will be visiting the homes with the parents' approval. Staff will be looking for parent volunteers.

- C. Head Start Managers' Reports
  - ✓ Brenda Campos: Ms. Campos stated that staff is working to prepare for the federal review.
  - ✓ Lisa Carr: Ms. Carr stated that staff working to prepare for the federal review, and heavily into recruitment and outreach. Staff is in the process of reviewing our flyers. The new Head Start website was launched. Ms. Carr urged parents to work with Head Start staff to ensure the medical and dental paperwork is up to date.

- ✓ Karen Gonzales: Staff is looking at literacy and math areas to bring the numbers up. Staff training will be focusing on math this summer and social/emotional training as well.

Ms. Alma Hawkins asked new board members to see her to sign for their attaché case. Ms. Josie Werner is available to take photos for ID cards.

- D. Chair's Report: Ms. Windham reminded board members of the budget meeting to be held immediately after the board meeting.
- E. Open Discussion and Comments: None.
- F. Public Participation: None.

**VII. Adjournment:** The meeting was adjourned at 11:30 a.m.

ITEM II-B - CONSENT

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

BACKGROUND:

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

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

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

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

Staff will be available to answer questions.

RECOMMENDATION:

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

NOTES:

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

## **Self-Assessment Summary of Results 2013-2014**

### **Project Background:**

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

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

### **Team Composition:**

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

Program Governance  
Health  
Fiscal  
Human Resources

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

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

***Education, Disabilities & Mental Health:***

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

***Parent and Family Engagement:***

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

***Health:***

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

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

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

***Safe Environments:***

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

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

***Education, Disabilities & Mental Health:***

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

***Parent and Family Engagement:***

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

***Health:***

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

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

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



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

***Safe Environments:***

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

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

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

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

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

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

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

***ON-GOING MONITORING SYSTEMS***

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

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

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

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

ITEM III-A - ACTION

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

BACKGROUND:

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

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

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

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

RECOMMENDATION:

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

NOTES:

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

# **Sacramento Employment and Training Agency**

## **Budget Narrative**

### **Head Start**

### **FY 2014-2015**

#### **Overview**

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

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

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

#### **Restoration**

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

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

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

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

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

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

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

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

**COLA**

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

**Personnel**

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



## **Fringe Benefits**

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

## **Travel**

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

## **Equipment**

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

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

## **Supplies**

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

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

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

**Contractual**

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

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

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

**Construction**

No funds have been reserved for this category.

**Schedule H - Other**

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

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

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

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

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

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

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

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

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

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

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

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

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

**Non-Federal Share**

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

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

SETA Administrative costs

\$ 139,807

**Training and Technical Assistance**

Please see Training and Technical Assistance Plan

**Collaboration with State**

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

**Employee Compensation Cap**

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

# **Sacramento Employment and Training Agency**

## **Early Head Start**

### **Budget Narrative**

#### **2014-2015**

#### **Overview**

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

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

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

#### **Restoration**

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

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

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

### **COLA**

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

### **Personnel**

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

### **Fringe Benefits**

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

### **Travel**

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

## **Equipment**

There are no proposed equipment items for Early Head Start.

## **Supplies**

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

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

## **Contractual**

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

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

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

## **Construction**

There are no proposed construction items for Early Head Start.



## **Schedule H - Other**

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

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

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

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

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

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

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

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

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

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

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

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

### **Non-Federal Share**

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

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

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

Please see Training and Technical Assistance Plan

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

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

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

### **Employee Compensation Cap**

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

ITEM III - B – ACTION

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

BACKGROUND:

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

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

RECOMMENDATION:

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

NOTES:

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

**Galt**  
615 2<sup>nd</sup> Street  
Galt, CA 95632  
(209) 745-6458 (120)

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

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

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

**Illa Collin Center**  
3530 41<sup>st</sup> Avenue  
Sacramento, CA 95824  
563-5368 (40)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Vineland**  
6450 20<sup>th</sup> Street  
Rio Linda, CA 95673  
563-5385 (40)

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

**SETA Home Base  
Program (96)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Capital City (Ext Day)**  
7220 24<sup>th</sup> Street  
Sacramento, CA 95823  
264-3950 (20)

**Camellia**  
6600 Cougar Drive  
Sacramento, CA 95828  
(20)

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

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

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

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

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

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

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

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

**Freeport**  
2118 Meadowview  
Drive  
Sacramento, CA 95832  
(24)

**Fruitridge Elementary**  
4625 44<sup>th</sup> Street  
Sacramento, CA 95820  
277-6288 (20)

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

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

**Hiram Johnson**  
3535 65<sup>th</sup> Street  
Sacramento, CA 95820  
277-6767 (42)

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

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

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

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

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

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

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

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

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

**Marian Anderson**  
2850 49<sup>th</sup> Street  
Sacramento, CA 95817  
277-7139 (53)

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

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

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

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

**Pacific Elementary**  
6201 41<sup>st</sup> Street  
Sacramento, CA 95824  
433-5324 (20)

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

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

**Rosa Parks Elementary**  
2250 68<sup>th</sup> Avenue  
Sacramento, CA 95822  
(24)

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

**Washington Elementary**  
520 18<sup>th</sup> Street  
Sacramento, CA 95814  
264-4163 (48)

**Woodbine**  
2500 52<sup>nd</sup> Ave.  
Sacramento, CA 95822  
433-5318 (24)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**SETA OPERATED  
EARLY HEAD START  
Funded enrollment:  
352**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Capital City**  
7220 24<sup>th</sup> Street  
Sacramento, CA 95823  
264-3950 (24)

**Home Base (123)**

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

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

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

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

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

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

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

**Home Base (73)**



ITEM III- C – ACTION

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

BACKGROUND:

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

RECOMMENDATION:

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

NOTES:

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

## TRAINING AND TECHNICAL ASSISTANCE PLAN 2014-2015

### PHILOSOPHY

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

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

### PLANNING PROCESS

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

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

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

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

## TRAINING AND TECHNICAL ASSISTANCE PLAN 2014-2015

### APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT

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

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

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

### OUTCOMES AND TIMETABLES

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

## TRAINING AND TECHNICAL ASSISTANCE PLAN 2014-2015

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

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

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

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

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

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

TRAINING AND TECHNICAL ASSISTANCE PLAN  
2014-2015

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

ITEM III-D - ACTION

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

BACKGROUND:

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

RECOMMENDATION:

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

NOTES:

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_



## HEAD START – Page 1 of 2

<b>SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS / GRANTEE &amp; DELEGATE AGENCIES FY 2014-2015</b>
--

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

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

## HEAD START – Page 2 of 2

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

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

**Comments**

\*DS = Double Session

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

## EARLY HEAD START

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

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

**EXHIBIT A:      (HEAD START - SOP)**

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

**Grantee:** Sacramento Employment and Training Agency

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

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

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

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

**Federal Share**

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

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

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

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

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

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

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

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

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

**EXHIBIT A: (EARLY HEAD START - SOP)**

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

**Grantee:** Sacramento Employment and Training Agency

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

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

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

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

**Federal Share**

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

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

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



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

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

\*This number reflects 24 slots restored from sequestration

ITEM III-E – ACTION

ELECTION OF ALTERNATE TO THE MATERNAL, CHILD AND ADOLESCENT HEALTH ADVISORY BOARD

BACKGROUND:

This item provides the Policy Council Chair an opportunity to appoint an alternate to sit on the Sacramento County Maternal, Child and Adolescent Health Advisory Board. Ms. Richina Siackasorn is the current representative for this board; an alternate is needed in the event the representative is unable to attend meetings.

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: 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 alternate to serve on the Sacramento County Maternal, Child and Adolescent Health Advisory Board.

**NOTES:**

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

ITEM III- F - ACTION

**TIMED ITEM 10:30 A.M. AND PUBLIC HEARING: APPROVAL OF NEW JOB CLASSIFICATION OF CHILDREN AND FAMILY SERVICES (CFS) PROGRAM SPECIALIST AND THE RELATED SALARY SCHEDULE**

**BACKGROUND:**

From 2010 to 2012, SETA conducted a Job Classification Study that resulted in revisions to SETA's non-exempt positions. This Study included the creation of a draft job classification titled, "CFS Program Specialist", but due to budget reductions associated with sequestration and changes to the "tracks" system, adoption of this position was postponed.

With restoration and possible Early Head Start (EHS) expansion opportunities on the horizon, staff is now seeking to include this position in the Agency's Salary Classification Plan. The position is intended to provide support to Delegate Agencies and Partners, including potential expanded EHS partnerships.

The Agency and the Union have met and are in agreement on this action.

The proposed pay range would be as follows:

<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
\$19.26	\$20.23	\$21.25	\$22.30	\$23.42

Staff will be available to answer questions.

**RECOMMENDATION:**

Open a public hearing, receive input, and take action to close the public hearing and approve the job classification and proposed pay range for the Children and Family Services Program Specialist.

**NOTES:**

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

## **CHILDREN AND FAMILY SERVICES (CFS) PROGRAM SPECIALIST**

### **ORGANIZATIONAL RESPONSIBILITY**

A Children and Family Services (CFS) Program Specialist is responsible to the CFS Deputy Director, a Head Start Manager or designee.

### **DEFINITION**

Under general direction, to assist in providing, project leadership and direction to staff in basic Head Start/Early Head Start and State funded programs in the delivery of comprehensive services in areas of safety, health, nutrition, learning environments, social and emotional development, disabilities, and family support, within state and federal programs operated by the Sacramento Employment and Training Agency.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized classification that uses expertise in a function to provide support and direct services to employees and supervisors as well as children and families within state and federal programs operated by the Sacramento Employment and Training Agency.

### **EXAMPLES OF ESSENTIAL DUTIES**

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

1. Provides training and technical assistance to support comprehensive service areas for children, families and staff within Head Start, Early Head Start and State funded programs;
2. Assists in organizing and developing procedures for conducting health mandates and follow-up services for children ages 0 – 5 years old;
3. Supports and encourages parent participation in all Head Start/Early Head Start activities;
4. Assists families with their own self-improvement efforts and utilization of community resources;
5. Assists and ensures the proper maintenance of family records at early learning centers;
6. Assists in developing and implementing training activities for staff and parents in the areas of health, nutrition, social services, child development and disabilities;
7. Assists in planning and implementing services to children and families;
8. Organizes and conducts workshops and discussion groups for parents;
9. Assists with recruitment, enrollment and support services to families, health, nutrition, tracking of children, etc.
10. Coordinates health, nutrition and social services with community organizations and groups;

11. Makes home visits to discuss health, nutrition and mental health concerns and issues;
12. Assists in the compilation of data, analysis and reports;
13. Prepares required reports;
14. Assists with service implementation for children with special needs and/or mental health concerns;
15. Ensures the implementation and compliance with local, state and federal regulations regarding health, nutrition, mental health, disabilities and social services requirements;
16. Monitor and evaluate program activities for compliance and quality;
17. May assist staff with special projects and grants;
18. Works with parent groups;
19. Participate in multi-disciplinary team meetings and provide feedback regarding recommendations for individual child and family development;
20. Develop tracking systems to ensure compliance and timely follow-up;

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

- Head Start/Early Head Start and State funded programs and functions;
- Early Childhood Education, including special education and social/emotional development
- Public health principles and practices;
- Maternal and child health;
- Proper nutrition;
- Issues and needs of low-income families;
- Staff development and training;
- Community relations and capacity building
- Some word processing software and current, relevant technology.

AND

#### Ability to:

- Develop and implement health, nutrition, mental health, disabilities, and social services programs which meet the needs of young children and their families;
- Provide training programs and workshops for parents and staff;
- Promote parent involvement with Head Start health, nutrition, mental health, disabilities, and social service programs;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Insure the proper maintenance of family records;
- Insure program compliance with health, nutrition, mental health, disabilities, and social service regulations and standards;
- Maintain records and prepare reports;

- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships.

AND

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

- I. At least one (1) year of experience in a basic health, nutrition, mental health, or social services functional area dealing with the socio-economic issues of young children and their families;

AND

- II. An AA Degree or higher in Child Development, Social Science, Psychology, Human Development, or its equivalent.
- III. Bilingual skills are highly desirable

### **SPECIAL REQUIREMENTS**

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

### **PHYSICAL DEMANDS/QUALIFICATIONS**

#### ***Essential Physical Attributes:***

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

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

***Non-essential Physical Attributes:***

- 1. Ability to Taste.***
- 2. Ability to Smell.***

ITEM III-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 (attached)
  - Parent/Family Support Unit Events and Activities – Ms. LaTasha Windham (attached)
  - Parent/Staff Recognitions – Ms. LaTasha Windham
  - Community Resources-Parents/Staff – Ms. LaTasha Windham
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson

#### NOTES:

# May

2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>Thursday, April 17 – 10:30 a.m. – PAC Food Services Committee                      Thursday, April 24 – 9:00 a.m. PC Executive Committee                      Friday, April 25 – 1:00 p.m. PC/PAC MAAC Committee                      Monday, April 28 – 9:30 a.m. PC/PAC Bylaws Committee</p>				1	2 8:30 a.m. registration Toastmaster’s Public Speaking Shasta Room; 9:00 a.m. training begins.	3
4	5 9:00 a.m. PAC Executive Committee Meeting Olympus Room	6	7 1:00 p.m. Social/Hospitality Committee Olympus Room	8 11:00 a.m. Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823 9:00 a.m. San Juan PC Meeting General Davie Center 1500 Dom Way Sacramento 95864	9	10
11	12	13 9:00 a.m. Budget/Planning Committee Meeting Oak Room  9:00 a.m. Elk Grove PC Meeting Prairie PreK 2 5251 Valley Hi Drive Sacramento 95823	14	15 8:30 a.m. Twin Rivers PC Meeting 155 Morey Avenue Sacramento 95838	16 1:00 p.m. Parent Ambassador Olympus Room	17
18	19	20 9:00 a.m. PAC Meeting SETA Board Room	21 5:15 p.m. WCIC PC Meeting 3555 3rd Avenue Sacramento 95817	22 9:00 a.m. PAC Executive Committee Meeting Olympus Room	23	24
25	26	27 9:00 a.m. PC Meeting SETA Board Room	28	29 9:00 a.m. PC Executive Committee Meeting Olympus Room 10:30 a.m. PC/PAC Bylaws Olympus Room	30 1:00 p.m. MAACC Meeting Olympus Room	31

## PC/PAC CALENDAR OF EVENTS

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

**PC/PAC CALENDAR OF EVENTS**  
(continued)

**EVENT**

**DATE**

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

**PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES**

**EVENT**

**DATE**

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

SETA Operated & Delegate Agencies Combined Head Start/Early Head Start  
Expenditures for Fiscal Year 2013-2014  
For the Eight Months Ended March 31, 2014

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
<b>Head Start Basic</b>									
Twin Rivers	\$ 1,291,599	\$ 97,694	\$ 768,620	\$ 866,315	67.1%	\$ 425,284	\$ 220,332	25.4%	11.3%
Elk Grove	2,557,886	109,726	1,672,761	1,782,487	69.7%	775,399	344,685	19.3%	6.2%
Sac City	7,935,460	443,547	4,881,235	5,324,782	67.1%	2,610,678	973,746	18.3%	8.3%
San Juan	4,273,735	318,482	2,685,618	3,004,100	70.3%	1,269,635	630,097	21.0%	10.6%
WCIC	772,492	52,217	479,168	531,385	68.8%	241,108	131,260	24.7%	9.8%
SETA	23,557,075	1,694,142	14,080,674	15,774,817	67.0%	7,782,258	4,244,476	26.9%	10.7%
<b>Total</b>	<b>\$ 40,388,247</b>	<b>\$ 2,715,808</b>	<b>\$ 24,568,077</b>	<b>\$ 27,283,885</b>	<b>67.6%</b>	<b>\$ 13,104,362</b>	<b>\$ 6,544,595</b>		

<b>Early Head Start Basic</b>									
Sac City	\$ 1,437,354	\$ 84,900	\$ 900,680	\$ 985,581	68.6%	\$ 451,773	\$ 253,794	25.8%	8.6%
San Juan	1,600,146	110,582	967,478	1,078,060	67.4%	522,086	346,911	32.2%	10.3%
SETA	3,783,586	242,193	2,271,319	2,513,512	66.4%	1,270,074	1,183,574	47.1%	9.6%
<b>Total</b>	<b>\$ 6,821,086</b>	<b>\$ 437,676</b>	<b>\$ 4,139,478</b>	<b>\$ 4,577,153</b>	<b>67.1%</b>	<b>\$ 2,243,933</b>	<b>\$ 1,784,279</b>		

<b>Head Start T&amp;TA</b>									
Twin Rivers	\$ 7,500		\$ 6,277	\$ 6,277	83.7%	\$ 1,223		0.0%	0.0%
Elk Grove	9,000		7,830	7,830	87.0%	1,170		0.0%	0.0%
Sac City	20,000		5,809	5,809	29.0%	14,191		0.0%	0.0%
San Juan	15,000		1,705	1,705	11.4%	13,295		0.0%	0.0%
WCIC	7,500		1,571	1,571	20.9%	5,929		0.0%	0.0%
SETA	335,361	-	82,500	82,500	24.6%	252,861		0.0%	0.0%
<b>Total</b>	<b>\$ 394,361</b>	<b>\$ -</b>	<b>\$ 105,693</b>	<b>\$ 105,693</b>	<b>26.8%</b>	<b>\$ 288,668</b>	<b>\$ -</b>		

<b>Early Head Start T&amp;TA</b>									
Sac City	\$ 27,564		\$ 4,947	\$ 4,947	17.9%	\$ 22,617		0.0%	0.0%
San Juan	30,912		6,910	6,910	22.4%	24,002		0.0%	0.0%
SETA	121,618	-	16,088	16,088	13.2%	105,530		0.0%	0.0%
<b>Total</b>	<b>\$ 180,094</b>	<b>\$ -</b>	<b>\$ 27,945</b>	<b>\$ 27,945</b>	<b>15.5%</b>	<b>\$ 152,149</b>	<b>\$ -</b>		

<b>TOTAL Head Start</b>									
Twin Rivers	\$ 1,299,099	\$ 97,694	\$ 774,897	\$ 872,592	67.2%	\$ 426,507	\$ 220,332	25.3%	11.2%
Elk Grove	2,566,886	109,726	1,680,591	1,790,317	69.7%	776,569	344,685	19.3%	6.1%
Sac City	9,420,378	528,447	5,792,673	6,321,120	67.1%	3,099,258	1,227,541	19.4%	8.4%
San Juan	5,919,793	429,064	3,661,711	4,090,775	69.1%	1,829,018	977,008	23.9%	10.5%
WCIC	779,992	52,217	480,739	532,956	68.3%	247,037	131,260	24.6%	9.8%
SETA	27,797,640	1,936,335	16,450,582	18,386,917	66.1%	9,410,723	5,428,049	29.5%	10.5%
<b>Total</b>	<b>\$ 47,783,788</b>	<b>\$ 3,153,484</b>	<b>\$ 28,841,193</b>	<b>\$ 31,994,677</b>	<b>67.0%</b>	<b>\$ 15,789,111</b>	<b>\$ 8,328,875</b>	<b>26.0%</b>	<b>9.9%</b>

On Budget%  
66.7%

Required %  
25%  
Max %  
15%

**SETA OPERATED PROGRAMS (SOP)**  
Expenditures for Fiscal Year 2013-2014  
For the Eight Months Ended March 31, 2014

<b>SOP HEAD START (BASIC &amp; T&amp;TA)</b>	Budget	Total Expenditures	Remaining Budget	66.7%
Personnel	\$ 12,470,043	\$ 8,064,584	\$ 4,405,459	64.7%
Fringe Benefits	6,914,638	4,686,817	2,227,821	67.8%
Equipment	50,000	41,408	8,592	82.8%
Supplies	382,000	183,919	198,081	48.1%
Occupancy	2,396,233	1,610,441	785,792	67.2%
Local Travel	47,500	36,807	10,693	77.5%
Nutrition Services	414,099	527,011	(112,912)	127.3%
Child Services	109,000	79,460	29,540	72.9%
Parent Services	77,300	28,849	48,451	37.3%
Publications/Advertising/Printing	30,000	9,506	20,494	31.7%
Training or Staff Development/Parent Aides	146,060	85,533	60,527	58.6%
Operating Costs	855,562	502,983	352,579	58.8%
<b>TOTAL SOP HEAD START (BASIC &amp; T&amp;TA)</b>	<b>\$ 23,892,435</b>	<b>\$ 15,857,317</b>	<b>\$ 8,035,118</b>	<b>66.4%</b>
Administrative %		10.6%		
<b>SOP EARLY HEAD START (BASIC &amp; T&amp;TA)</b>	Budget	Total Expenditures	Remaining Budget	66.7%
Personnel	\$ 1,785,744	\$ 1,310,416	\$ 475,328	73.4%
Fringe Benefits	990,194	691,538	298,656	69.8%
Supplies	40,000	8,419	31,581	21.0%
Occupancy	281,840	73,600	208,240	26.1%
Local Travel	22,500	15,130	7,370	67.2%
Nutrition Services	51,181	24,707	26,474	48.3%
Child Services	45,700	1,023	44,677	2.2%
Parent Services	8,500	1,209	7,291	14.2%
Training or Staff Development/Parent Aides	65,971	5,701	60,270	8.6%
Operating Costs	86,317	63,260	23,057	73.3%
<b>TOTAL SETA EARLY HEAD START (BASIC &amp; T&amp;TA)</b>	<b>\$ 3,377,947</b>	<b>\$ 2,195,003</b>	<b>\$ 1,182,944</b>	<b>65.0%</b>
Administrative %		10.9%		
Partners/Contractual	\$ 527,257	\$ 324,210	\$ 203,047	61.5%
<b>TOTAL SOP EARLY HEAD START BASIC</b>	<b>\$ 3,905,204</b>	<b>\$ 2,519,214</b>	<b>\$ 1,385,990</b>	<b>64.5%</b>
		9.4%		
<b>COMBINED SOP HS &amp; EHS</b>	Budget	Total Expenditures	Remaining Budget	66.7%
Personnel	\$ 14,255,787	\$ 9,375,000	\$ 4,880,787	65.8%
Fringe Benefits	7,904,832	5,378,354	2,526,478	68.0%
Equipment	50,000	41,408	8,592	82.8%
Supplies	422,000	192,338	229,662	45.6%
Occupancy	2,678,073	1,684,042	994,031	62.9%
Local Travel	70,000	51,937	18,063	74.2%
Nutrition Services	465,280	551,718	(86,438)	118.6%
Child Services	154,700	80,484	74,216	52.0%
Parent Services	85,800	30,058	55,742	35.0%
Publications/Advertising/Printing	30,000	9,506	20,494	31.7%
Training or Staff Development	212,031	91,234	120,797	43.0%
Operating Costs	941,879	566,243	375,636	60.1%
<b>TOTAL SETA HS &amp; EHS</b>	<b>\$ 27,270,382</b>	<b>\$ 18,052,320</b>	<b>\$ 9,218,062</b>	<b>66.2%</b>
Administrative %		10.7%		
Partners/Contractual	\$ 527,257	\$ 324,210	\$ 203,047	61.5%
<b>TOTAL COMBINED SOP HS &amp; EHS</b>	<b>\$ 27,797,639</b>	<b>\$ 18,376,530</b>	<b>\$ 9,421,109</b>	<b>66.1%</b>
		10.6%		

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY  
CORPORATE CARD - AMERICAN EXPRESS  
STATEMENT OF ACCOUNT  
AS OF 3/12/14**

<b>DATE</b>	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>HS/ADMIN</b>
2/11/2014	SOS Survival Products	Classroom Safety Supplies	\$ 229.44	HS
2/12/2014	Advanced Gases & Equipment	Propane for Fork Lift	15.52	HS
2/13/2014	Things Remembered	Anniversary/Retirement Items	117.15	ADMIN
2/13/2014	Nasco Early Learning	Classroom Supplies	731.61	HS
2/13/2014	Digital Telecommunications	VOIP Equipment Warrenty Renewal	29,501.00	ADMIN
2/15/2014	Strictly for Kids	Classroom Supplies	259.48	HS
2/15/2014	Costco	Laminate Roll	553.24	HS
2/19/2014	Costco	Membership Renewal	220.00	ADMIN
2/19/2014	Pacific Material	Forklift Repair	240.00	HS
2/21/2014	Nasco	Classroom Supplies	200.33	HS
2/23/2014	Amazon	Classroom Supplies	343.85	HS
2/24/2014	Inland	Copier/Printer Maintenance & Supplies Contract	1,111.08	ADMIN
2/25/2014	Nasco	Classroom Supplies	167.35	HS
2/25/2014	Patterson Medical Supply	Alcohol Wipes	556.50	HS
2/26/2014	Nasco	Classroom Supplies	102.91	HS
2/26/2014	Amazon	Office Supplies	45.98	HS/ADMIN
2/28/2014	Unisource	Office Supplies	523.59	ADMIN
2/28/2014	Food Service Warehouse	Office Supplies	30.73	HS
2/28/2014	Rackspace	Cloud Server	93.69	ADMIN
3/4/2014	Things Remembered	Anniversary/Retirement Items	193.08	HS
3/6/2014	Step 2	Classroom Supplies	66.72	HS
3/6/2014	San Joaquin County	Ed-Join Job Postings	750.00	HS
3/7/2014	Nasco	Classroom Supplies	131.12	HS
3/7/2014	Apple	Office Supplies	104.16	HS
3/8/2014	M&Q Plastic	Pan Savers	3,140.97	HS
3/10/2014	Amazon	Office Supplies	12.31	ADMIN
2/13/2014	Childcare Education Institute	Training Subscription	999.00	HS
2/15/2014	WELCOA	Membership Renewal	315.00	ADMIN
2/23/2014	CALSHRM	HR Conference Registration	530.00	ADMIN
2/26/2014	Jet Blue	HS Training Conference	309.00	HS
2/27/2014	Medic First Aid	First Aid Instructor Membership Fee	75.00	HS
3/7/2014	Wipfli	Webinar Registration	195.00	ADMIN
3/8/2014	Pace	Training Registration	980.00	HS
3/12/2014	Southwest	EHS Training Conference	1,104.00	HS
various	various	various	<u>16,637.21</u>	WD
Total American Express Bill			<u><b>\$ 60,586.02</b></u>	

Note: Administrative charges are allocated between HS and Work Force.



ITEM IV-D – INFORMATION  
FISCAL MONITORING REPORT

**BACKGROUND:**

Attached for your information is a copy of the latest fiscal monitoring reports.

Staff will be available to answer questions.

**NOTES:**



**Program Operator:** Elk Grove Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2012 to July 31, 2013 for the Head Start program have been traced to the delegate agency records. The records were verified and appeared to be in order.

**Recommendations for Corrective Action:**

- 1) None

cc: Kathy Kossick  
Governing Board  
Policy Council

ITEM IV-C – INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

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

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

Members Present:

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

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

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

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

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

II. **Consent Items**

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

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

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

- A. Approve the February 6, 2014 minutes as distributed.

- B. Approve the claims and warrants for the period 1/26/14 through 2/28/14.
- C. Approve out-of-state travel to the WIPFLI OMB "Super Circular" Training Workshop for an approximate cost of \$1,500.
- D. Ratify the submission of the application to round one of Sierra Health Foundation's Responsive Grants Program funding opportunity to launch a 12-month outreach and marketing campaign, conduct staff development training and hold targeted outreach events aimed at increasing enrollments in SETA's TTW Program.
- E. Approve the recommendation to add Northern California Construction Training, Inc. to the Adult Vendor Services List.  
Roll call vote:  
Aye: 4 (Nottoli, Scherman, Yee, Warren)  
Nay: 0  
Abstentions: 0

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

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

One Stop Services

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

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

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

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

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

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

Roll call vote:

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

Nay: 0

Abstentions: 0

**C. CHILDREN AND FAMILY SERVICES:**

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

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

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

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

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

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

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

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

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

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

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

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

Roll call vote:

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

Nay: 0

Abstentions: 0

#### **IV. Information Items**

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

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



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

- F. Head Start Reports: Staff is going through a community assessment and grant planning. The sequestration funds have been fully restored. The Agency will be able to restore 147 Head Start and 24 Early Head Start slots that were surrendered during the sequestration. Staff is working with delegate agencies to restore the Head Start slots in areas identified as the highest needs. Early Head Start slots will be restored with River Oak Center for Children, where they originally were served. There will be a 1.3% COLA in the new grant which begins August 1.

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

**V. Reports to the Board**

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

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

ITEM V

COMMITTEE REPORTS

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 March 25, 2014 Policy Council meeting.

<b>GOOD!!!</b>
Excellent attendance.
Excellent presentation by Ms. Karen Gonzales on School Readiness & Children's Outcomes.
Thank you, Ms. Marie Desha, for your support to the PC.
Thank you, Ms. Denise Lee (Deputy Director) and managers, Ms. Brenda Campos, Ms. Lisa Carr & Ms. D'et Patterson for program reports.
Thank you, Ms. LaTasha Windham, Chair, for facilitating an excellent meeting.
<b>NEEDS IMPROVEMENT</b>
Being acknowledged by Chair prior to speaking or leaving seat.
Remain seated during presentations. No walking.
Arrive on time at 8:50 a.m. and be seated.
Pleasure turn off cell phones and Ipads.
Absolutely no side barring.
<b>REMINDERS</b>
Absolutely no food in the board room. No exceptions.
Please refrain from dropping food in the break room.
Please be careful of beverage spills in the break room and the board room.

- Budget/Planning Committee: Toni Espinoza, Benjamin Bailey, Jenna Kline, LaTasha Windham, Steven Wormley, Kenneth Tate

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- Personnel/Bylaws Committee: Richina Siackasorn, Kenneth Tate, Derek Adams, Steven Wormley, LaTasha Windham

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ITEM V – COMMITTEE REPORTS (continued)

Page 2

- Parent, Family & Community Engagement & Early Childhood Development & Health Services Committee: Benjamin Bailey, Genevieve Deignan, Richina Siackasorn, Jenna Kline, Willie Jean Peck, Steven Wormley, LaTasha Windham

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- Men's Activities Affecting Children Committee (MAACC): Richina Siackasorn, Derek Adams, Benjamin Bailey, Steven Wormley, Justin Fietzek, LaTasha Windham, Kenneth Tate, Lynda Williams.

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- Social/Hospitality Committee: Steven Wormley, Toni Espinoza, Richina Siackasorn, Kristyn Ingram, Benjamin Bailey, LaTasha Windham, Lynda Williams, Willie Jean Peck

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- Parent Ambassador Report: Angeles Soberanes, Steven Wormley, Toni Espinoza, Justin Fietzek, Benjamin Bailey, Derek Adams, Lynda Williams, Richina Siackasorn, LaTasha Windham, Willie Jean Peck

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ITEM V – COMMITTEE REPORTS (continued)  
Page 3

- Maternal, Child and Adolescent Health Advisory Board: Ms. Richina Siackasorn

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- Sacramento Medi-Cal Dental Advisory Committee: Mr. Benjamin Bailey

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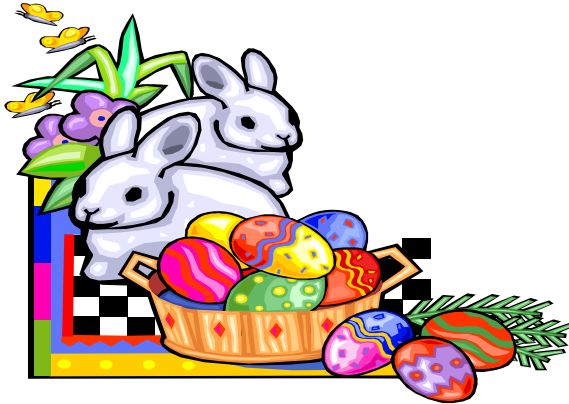
- D. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. LaTasha Windham), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

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.

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## Monthly Head Start Report April 2014

### **SETA Operated Program**

#### **Family Engagement**

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

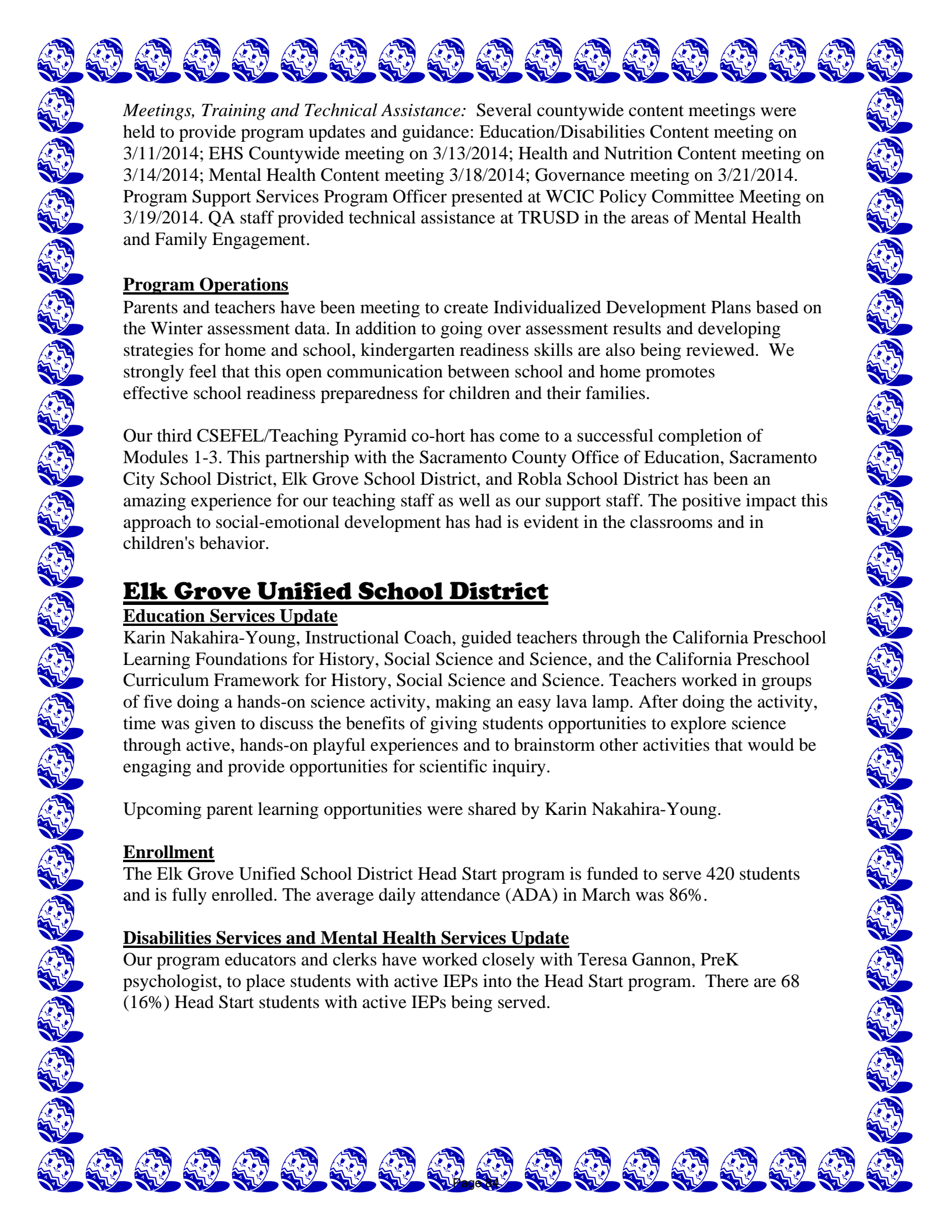
Staff has been extremely busy attending community fairs, providing information about all of the incredible services that Head Start and Early Head Start have to offer. With the launch of our revamped website, staff has been fielding inquiries from families wishing to enroll into the program.

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

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

#### **Program Support Services**

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



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

### **Program Operations**

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

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

## **Elk Grove Unified School District**

### **Education Services Update**

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

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

### **Enrollment**

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

### **Disabilities Services and Mental Health Services Update**

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



### **Health Services Update**

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

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

### **Family and Community Partnerships Update**

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

“Latino Family Literacy” workshops were held on March 5, 12, and 19, at Samuel Kennedy Elementary School. These classes provided Spanish speaking parents with strategies for working with their children in the area of literacy and ways to establish a reading routine in their home. Two (2) families attended these workshops.

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

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

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

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





### **Recruitment**

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

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

## **Sacramento City Unified School District**

### **Health and Nutrition**

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

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

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

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

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

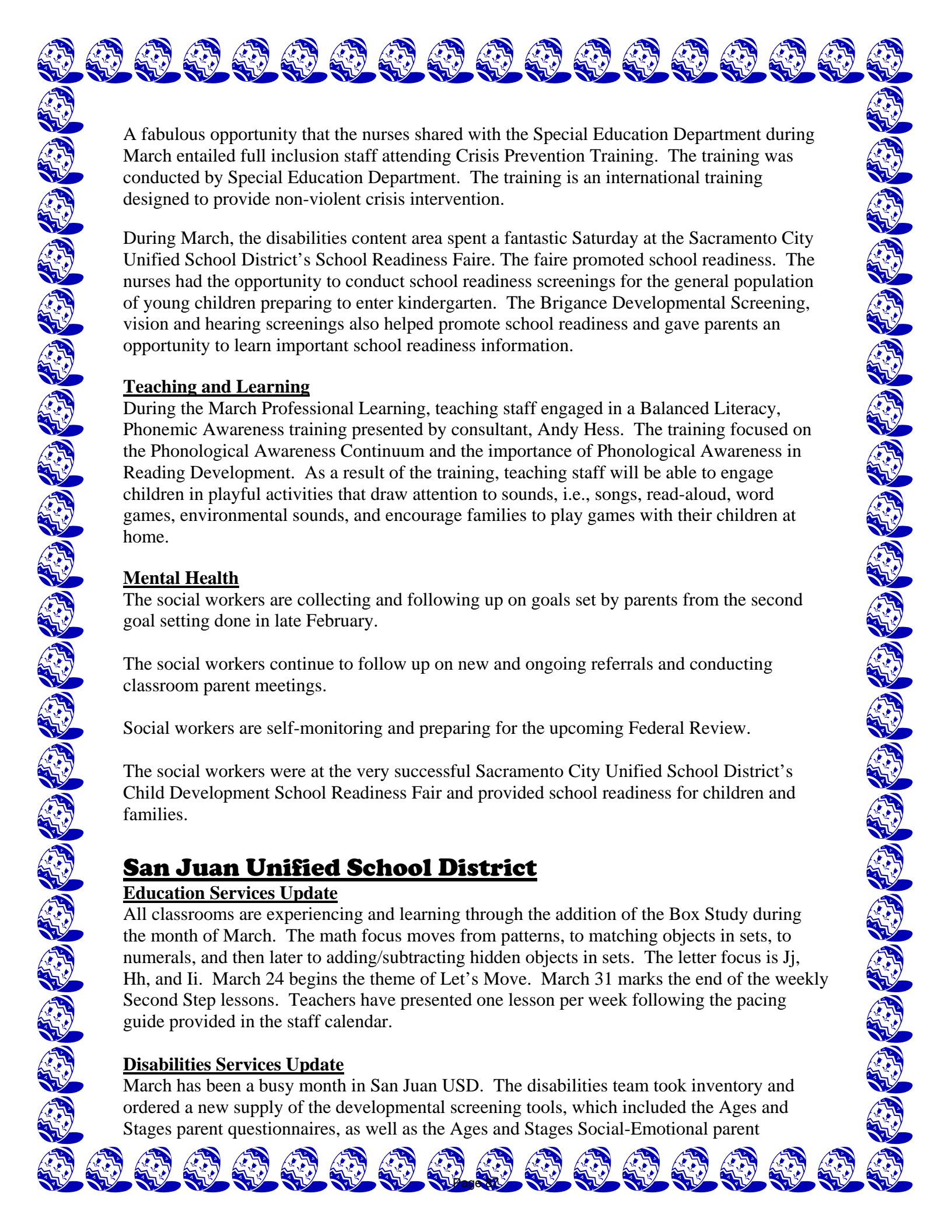
Nurses Lisa Stevens and Victoria Benson have conducted several Parent Education classes this month on topics such as nutrition, dental health and safety.

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

### **Disability**

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

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



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

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

### **Teaching and Learning**

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

### **Mental Health**

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

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

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

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

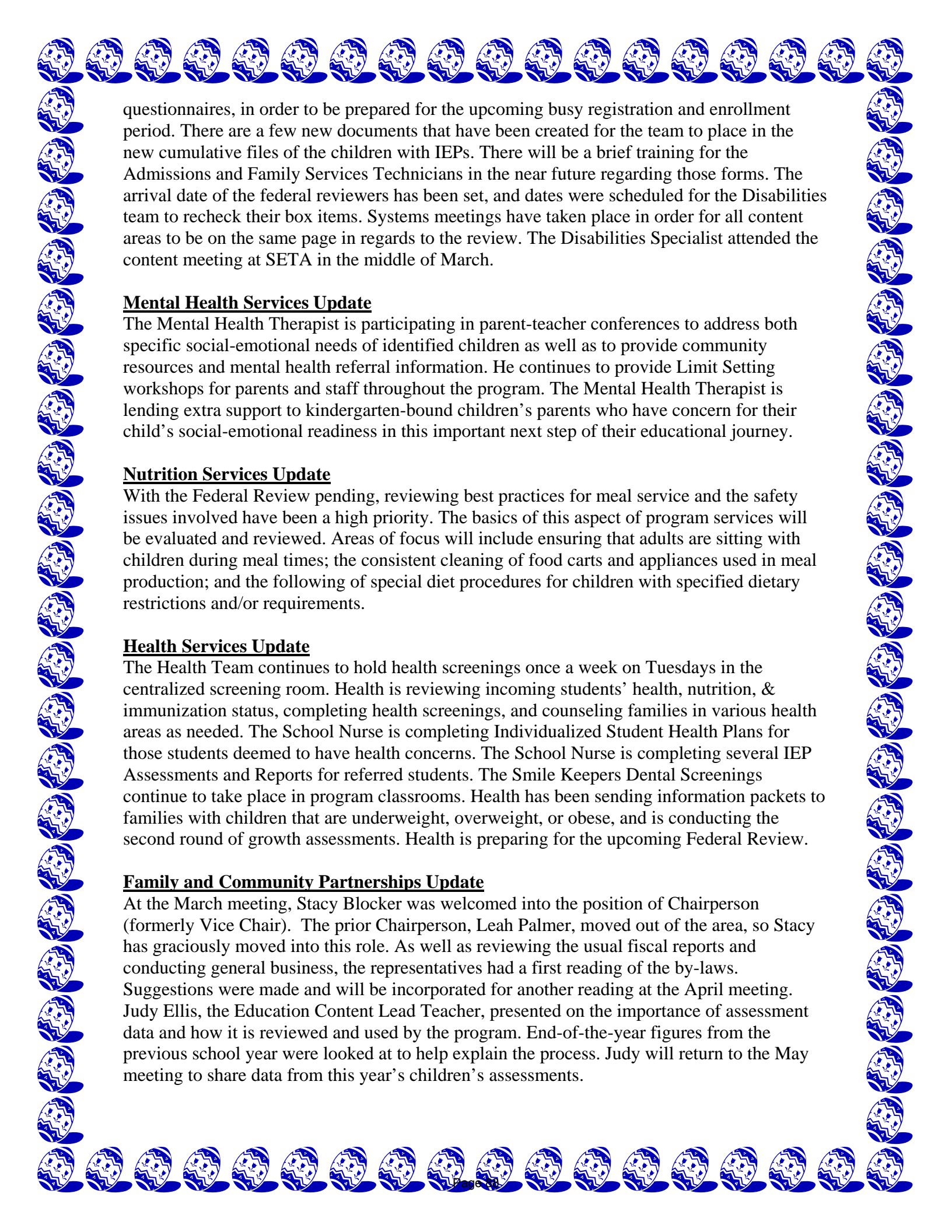
## **San Juan Unified School District**

### **Education Services Update**

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

### **Disabilities Services Update**

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



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

### **Mental Health Services Update**

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

### **Nutrition Services Update**

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

### **Health Services Update**

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

### **Family and Community Partnerships Update**

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



### **Transition Services Update**

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

### **Program Support/Staff Training Update**

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

### **Fiscal Update**

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

### **Early Head Start**

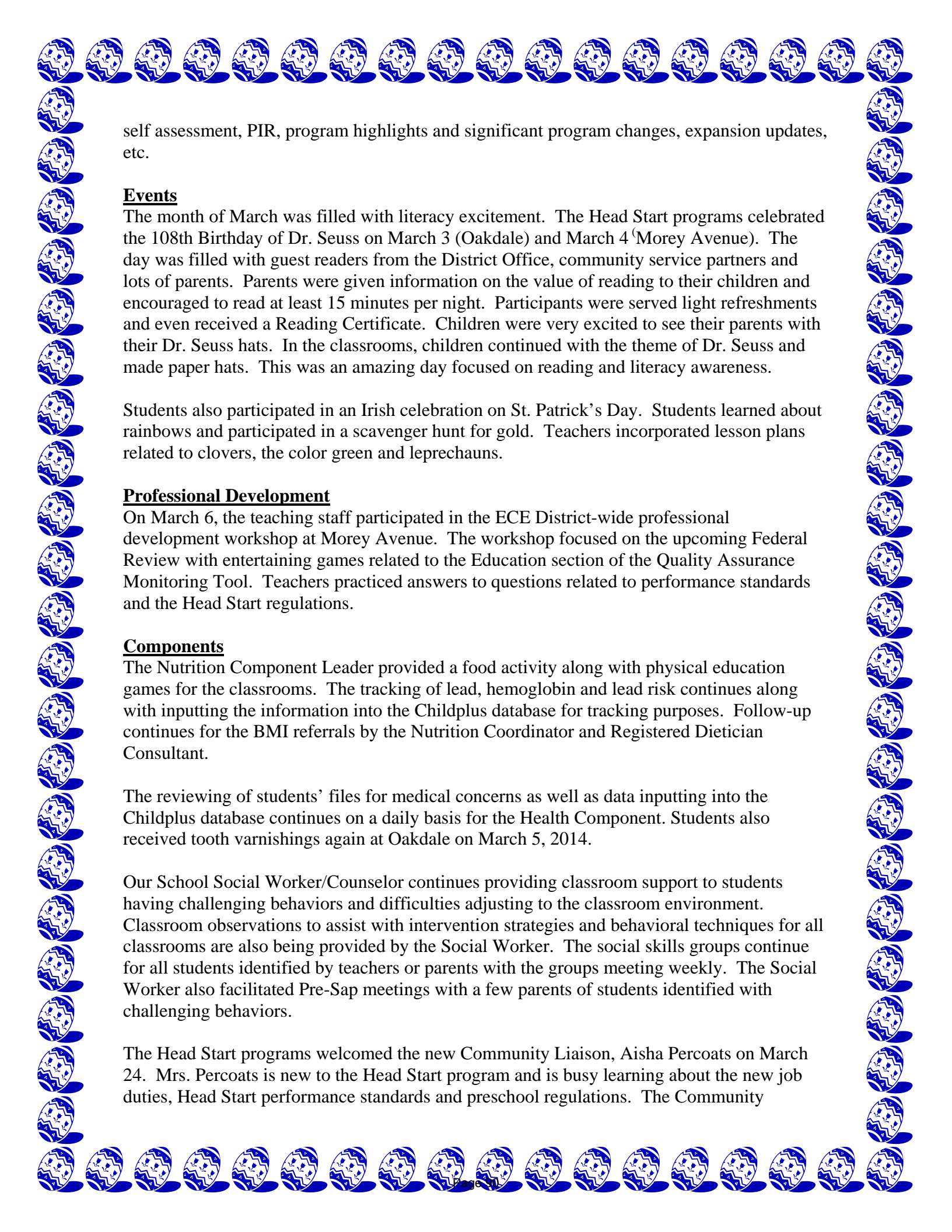
This month, the EHS staff received training on approaches to conflict management and effective communication strategies from one of the Home Based EHS teachers. The participants were enthusiastic about learning and practicing the strategies in the session, as well as taking them back to the classroom.

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

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

## **Twin Rivers Unified School District**

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



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

### **Events**

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

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

### **Professional Development**

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

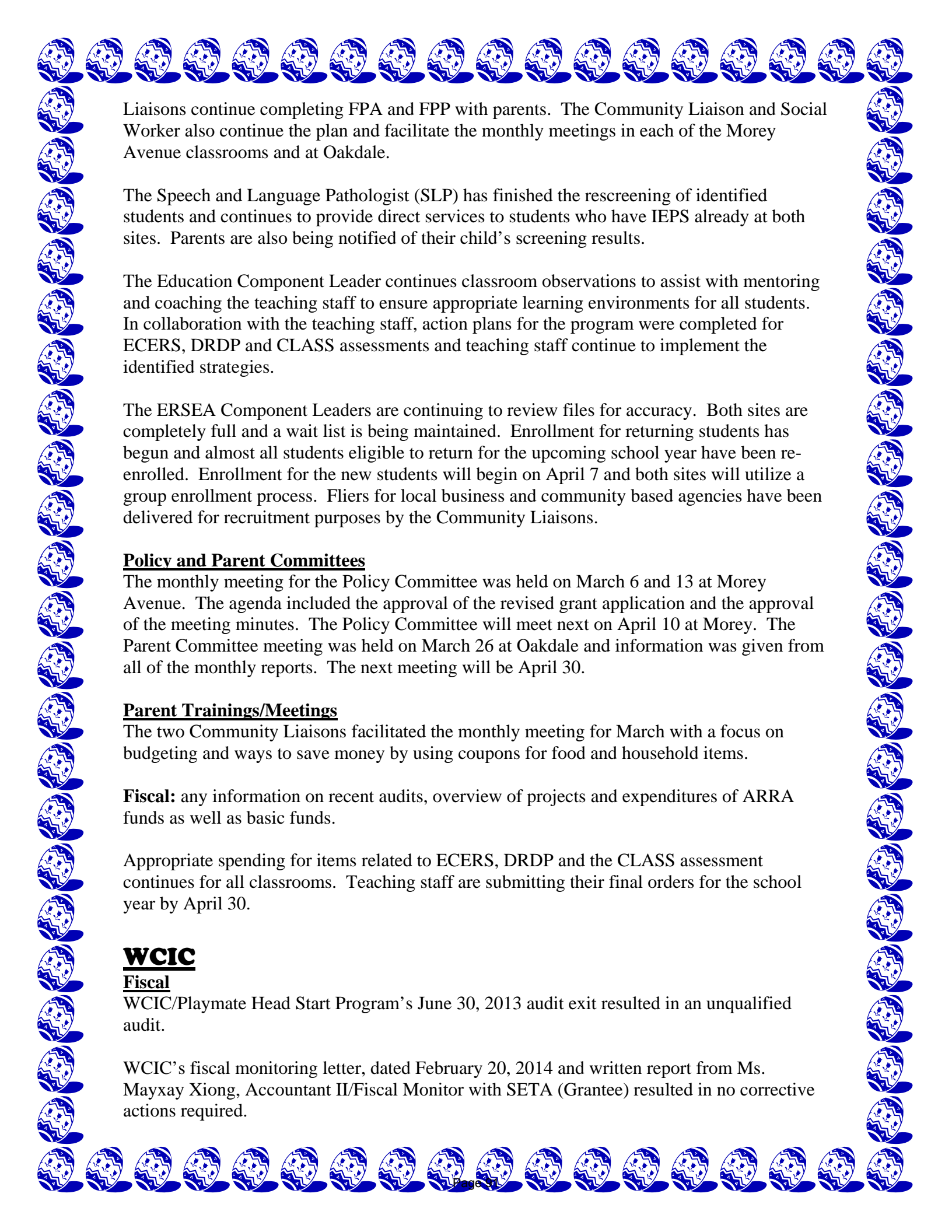
### **Components**

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

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

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

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



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

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

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

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

### **Policy and Parent Committees**

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

### **Parent Trainings/Meetings**

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

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

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

## **WCIC**

### **Fiscal**

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

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



### **Enrollment**

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

### **Education (Staff Training)**

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

### **Mental Health (Staff and Parent Training)**

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

### **Information Memorandums and Program Information Reports**

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

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
March 2014**

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (March 28)</b>	<b>(b) % Actual to Funded</b>	<b>Attendance on Last Day of Month (March 28)</b>	<b>(c) % Attend. to Funded</b>
Elk Grove USD	420	420	100	358	86%
Sacramento City USD	1,292	1,292	100	1,053	82%
SETA	1,974	2,003	115	1,456	74%
San Juan USD	693	703	101	530	76%
Twin Rivers USD	211	211	100	164	78%
WCIC/Playmate	120	120	100	82	68%

**Note: March 28<sup>th</sup> was the Friday before a 3-day holiday weekend.**

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (March 28)</b>	<b>(b) % Actual to Funded</b>	<b>Attendance on Last Day of Month (March 28)</b>	<b>(c) % Attend. to Funded</b>
Sacramento City USD	147	147	100	112	76%
SETA	328	342	104	212	65%
San Juan USD	161	176	109	130	81%

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





# SETA Head Start

## Food Service Operations Monthly Report

### \*March 2014

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

March 31st: Holiday - Cesar Chavez Day

#### Total Number of Meals and Snacks Prepared for All Kitchens

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

Total Amount of Meals and Snacks Prepared 87,786

#### Purchases:

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

Building Maintenance and Repair: \$530.91

Janitor & Restroom Supplies \$0.00

Kitchen Small Wares and Equipment: \$743.38

Vehicle Maintenance and Repair : \$1,119.53

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

# SPECIAL EDUCATION REPORT

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

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

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

<u>Agency/AFE (HS)*(EHS)**</u>	<u>Head Start #IEP (% AFE)</u>	<u>Early Head Start #IFSP ( % AFE)</u>
Twin Rivers USD (211)	16 (8 %)	N/A
Elk Grove USD (420)	68 (16%)	N/A
Sacramento City USD (1292)(147)	169 (13%)	19 (13%)
San Juan USD (693) (161)	99 (14%)	21 (13%)
WCIC (120)	12 (10%)	N/A
SETA (1974) (345)	187 (9%)	45 (13%)
<b>County (4710)* (653)**</b>	<b>551 (12%)</b>	<b>85 (13%)</b>

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment



## Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members  
 RE: Quality Assurance/Monitoring Results – March 2014

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

### ***Exemplary Practices (Above Compliance)***

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

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

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

\*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

**Corrective Action Plans:**

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits will be scheduled within 120 days or less.



## Quality Assurance Summary Report

TO: SETA Policy Council and Governing Board members  
 RE: Quality Assurance/Monitoring Results – March 2014

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
Elk Grove Unified School District	Union House Sierra Enterprise Leimbach McKee	6  6 class observations 4 facilities inspections	18  Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

### ***Exemplary Practices (Above Compliance)***

- High quality of comprehensive services is being provided to children and families
- Strong partnership between teachers, para-educators and families: warm social interactions, up-to-date knowledge of each child and each family's status
- Follow-up documentation on content service areas is consistent, easy to read and follow
- Numerous parent/family volunteers in the classrooms
- Tooth brushing procedure was effective (orderly and flowed smoothly in daily schedule)

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	91%	No significant noted findings
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	99%	No significant noted findings
<b>Safe Environments</b> <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	89%	1-Not all center postings were displayed 2-One school site has classroom doors covered in paper and posters

<b>Family, Parent and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	96%	No significant noted findings
<b>Adult Mental Health</b> <i>(Parent/Guardian Mental Health)</i>	89%	No significant noted findings
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	100%	No significant noted findings
<b>Written Individualization</b> <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	89%	1-Lack or limited evidence on file to support children's assessments
<b>Curriculum/Implementation of Individualization</b> <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	80%	1-Supervision of all children needs improvement when children are using the restroom 2-Teacher-directed and large group activities dominate the daily class schedule
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	86%	1-Inaccuracies between data in ChildPlus and information in the child's file

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**Corrective Action Plans:**

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits will be scheduled within 120 days or less.



## Quality Assurance Summary Report

TO: SETA Policy Council and Governing Board members  
 RE: Quality Assurance/Monitoring Results – March 2014

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
San Juan Unified School District	Pasadena HS Lichen HS Richardson HS Fair Oaks EHS San Juan EHS	6  6 classroom observations 5 facilities inspections	15  9 Head Start 6 Early Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

### **Exemplary Practices (Above Compliance)**

- Warm and positive relationships with families were very evident at centers. There were numerous volunteers in the HS/EHS centers reviewed.
- Organization and display of health emergency contact information at all centers is exemplary. They were all posted in prominent areas, consistently organized for easy reference by staff and visitors.
- Universal screening procedure utilized by SJUSD appears effective as evidenced by timely screenings.
- Family engagement materials and community resources information at centers are consistently organized, updated and relevant.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	96% HS 97% EHS	No significant noted findings
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	99% HS 96% EHS	No significant noted findings
<b>Safe Environments</b> <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground,</i>	96% HS 97% EHS	No significant noted findings

<i>Disaster Preparedness)</i>		
<b>Family , Parent and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	93%	No significant noted findings
<b>Adult Mental Health</b> <i>(Parent/Guardian Mental Health)</i>	100%	No significant noted findings
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	100% HS 100% EHS	No significant noted findings
<b>Written Individualization</b> <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	95% HS 93% EHS	No significant noted findings
<b>Curriculum/Implementation of Individualization</b> <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	96% HS 95% EHS	No significant noted findings
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	94%	No significant noted findings

\*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

**Corrective Action Plans:**

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits will be scheduled within 120 days or less.



ITEM 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.

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- 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.

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