

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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*Thought of the day: "Light tomorrow with today."
Elizabeth Barrett Browning*

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

DATE: Tuesday, June 24, 2014

TIME: 9:00 a.m.

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

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

AGENDA

PAGE NUMBER

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|-------------|---|-----|
| I. | <u>Call to Order/Roll Call/Review of Board Member Attendance</u> | 1-3 |
| | ➤ PC Meeting Attendance Update | |
| | ➤ Introduction of Newly Seated Representatives | |
| II. | <u>Consent Item</u> | |
| A. | Approval of the Minutes of the May 27, 2014 Special Meeting | 4-9 |
| III. | <u>Action Items</u> | |
| A. | Election of Policy Council Vice Chair | 10 |
| B. | Appointment of Sacramento Medi-Cal Dental Advisory Committee Alternate | 11 |

C. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT** 12

CODE SECTION 54957

- Approval of Eligible List for: Family Services Worker, Range I; Associate Teacher, Tier II & III; and Associate Teacher/Infant Toddler
 - ➔ Report out of Closed Session

IV. **Information Items**

A. Standing Information Items 13-19

- PC/PAC Calendar of Events – Ms. LaTasha Windham (attached)
- Parent/Family Support Unit Events and Activities – Ms. LaTasha Windham (attached)
- Parent/Staff Recognition – Ms. LaTasha Windham
- Community Recognition – Ms. Jackie Bates, Public Speaking (Toastmasters) Trainer - Ms. LaTasha Windham
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson

B. Governing Board Minutes of April 24, 2014 (attached) 20-26

V. **Committee Reports** 27-28

- A. Executive Committee: Ms. LaTasha Windham
- B. Budget/Planning Committee: Ms. LaTasha Windham
- C. Personnel/Bylaws Committee: Ms. LaTasha Windham
- D. Social/Hospitality Committee: Ms. LaTasha Windham
- E. Men's Activities Affecting Children Committee (MAACC): Mr. Justin Fietzek
- F. Maternal, Child and Adolescent Health Advisory Board: Ms. Richina Siackasorn
- G. Sacramento Medi-Cal Dental Advisory Committee: Ms. LaTasha Windham
- H. Community Agency Reports: Ms. LaTasha Windham

VI. **Other Reports** 29-46

- A. Executive Director's Report
- B. Head Start Deputy Director's Report
 - Monthly Head Start Report (attached)
 - Quality Assurance Summary Reports (attached)
- C. Head Start Managers' Reports
 - ✓ Brenda Campos: Grantee Program Support Services
 - ✓ Lisa Carr: Parent, Family & Community Engagement
 - ✓ Karen Gonzales: Child Development & Education Services
- D. Chair's Report
- E. Open Discussion and Comments
- F. Public Participation

VII. **Adjournment**

DISTRIBUTION DATE: TUESDAY, JUNE 17, 2014

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

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Toni Espinoza, Elk Grove Unified School District
- _____ Benjamin Bailey, Sacramento City Unified School District
- _____ 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
- _____ Kris Ingram, Twin Rivers Unified School District
- _____ Richina Siackasorn, WCIC/Playmate Child Development Center
- _____ Jasmine Thomas, WCIC/Playmate Child Development Center
- _____ Kenneth Tate, SETA-Operated Program
- _____ LaTasha Windham, SETA-Operated Program
- _____ Lenda Wheeler, SETA-Operated Program
- _____ Alacya Harris, SETA-Operated Program
- _____ Annette Duran, Past Parent Representative
- _____ Colleen Fietzek, Home Base Option
- _____ Jenna Kline, KVIE Public Television, Community Rep.
- _____ Genevieve Deignan, Sacramento Food Bank & Family Services
- _____ Justin Fietzek, Men's Activities Affecting Children Committee

Seats Vacant:

- _____ Vacant (Barajas), Elk Grove Unified School District
- _____ Vacant (Ali), Twin River Unified School District
- _____ Vacant (Soberanes), SETA-Operated Program
- _____ Vacant (Adams), SETA-Operated Program
- _____ Vacant (Gill), Past Parent Representative
- _____ Vacant (Burke), Home Base Option
- _____ Vacant (Cullen), Early Head Start (San Juan)
- _____ Vacant (Hill), Early Head Start (Sac. City)
- _____ Vacant (White), Early Head Start/Home Base (SOP)
- _____ Vacant (Peck), Foster Parent Representative

**** 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	5/27	6/24	7/15 *	8/26	9/23	10/28	11/25
S. Ali e/b/s 11/26	Twin Rivers	E	X	E	X	X	X	U						
B. Bailey Seated 11/26	SAC	X	E	X	X	X	X	X						
A. Barajas Seated 3/25	ELK				U	X	E	U						
G. Deignan Seated 1/28	Comm. Rep.			X	X	X	E	AP						
A. Duran Seated 2/25	PAST				X	X	X	U						
T. Espinoza Seated 11/26	ELK	X	X	E	X	X	X	X						
C. Fietzek Seated 3/25	HB					X	X	X						
J. Fietzek Seated 8/27/12	MAACC	X	X	X	X	X	E	X						
A. Harris Seated 4/22	SOP						X	U						
J. Julian Seated 3/25	SAC					X	X	X						
K. Ingram Seated 11/26	Twin Rivers	X	X	X	X	X	X	E						
L. Litka Seated 11/26	SJ	X	X	E	X	X	X	X						
J. Kline Seated 11/26	Comm. Rep.	X	X	X	X	X	X	X						
R. Siackasorn Seated 11/26	WCIC	X	X	X	X	X	X	E						
K. Tate Seated 11/26	SOP	X	X	X	X	X	X	X						
J. Thomas Seated 4/22	WCIC						X	U						
L. Wheeler Seated 3/25	SOP					X	X	U						
C. White Seated 4/22	EHS/SOP						X	E						

BOARD MEMBER	SITE	11/26	12/17 *	1/28	2/25	3/25	4/22	5/27	6/24	7/15 *	8/26	9/23	10/28	11/25
L. Williams Seated 11/26	SJ	x	E	x	x	X	X	X						
L. Windham Seated 11/26	SOP	X	X	X	X	X	X	E						
S. Wormley Seated 11/26	SAC	X	X	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 5/30/14

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 27, 2014 REGULAR
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the May 27, 2014 meeting.

RECOMMENDATION:

That the Policy Council approve the May 27 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, May 27, 2014
9:00 a.m.

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

Mr. Wormley called the meeting to order at 9:13 a.m. and read the thought of the day. Ms. Colleen Fietzek was asked to serve as Secretary and called the roll.

Members Present:

Toni Espinoza, Elk Grove Unified School District (arrived at 9:27 a.m.)
Jill Julian, Sacramento City Unified School District
Steven Wormley, Sacramento City Unified School District
Benjamin Bailey, Sacramento City Unified School District
Lynda Williams, San Juan Unified School District (arrived at 9:25 a.m.)
Linda Litka, San Juan Unified School District
Kenneth Tate, SETA-Operated Program
Jenna Kline, Community Representative, KVIE Public Television
Colleen Fietzek, Home Base Representative

Members Absent:

Kristyn Ingram, Twin Rivers Unified School District (unexcused)
Saleema Ali, Twin River Unified School District (unexcused)
Jasmine Thomas, WCIC/Playmate Child Development Center (unexcused)
Richina Siackasorn, WCIC/Playmate Child Development Center (excused)
LaTasha Windham, SETA-Operated Program (excused)
Lenda Wheeler, SETA-Operated Program (unexcused)
Alacya Harris, SETA-Operated Program (unexcused)
Genevieve Deignan, Sacramento Food Bank & Family Services (alternate present)
Alexis Barajas, Elk Grove Unified School District (excused)
Charles White, Early Head Start/SOP (excused)
Annette Duran, Past Parent Representative (unexcused)

New Members Seated:

Mr. Wormley seated the following new members:
Justin Fietzek, Men's Activities Affecting Children Committee
Yajaira Martinez, alternate, Sacramento Food Bank

II. Consent Item: Tabled; awaiting a quorum.

A. Approval of the Minutes of the April 22, 2014 Special Meeting

III. Action Items

- A. Approval of the Policy Council and Parent Advisory Committee
Joint Parent Activity: Tabled.

- B. **CLOSED SESSION: PERSONNEL PUBLIC EMPLOYEE
DISCIPLINE/DISMISSAL/RELEASE**

Pursuant to Government Code Section 54957

→ Report out of Closed Session

The Closed Session item was dropped from the agenda.

IV. Information Items

- A. Ex-Offenders Expungement Presentation: Ms. Joyce Keith, Workforce Development Professional II stated that she has been working with this population for 15 years; staff encourages the ex-offenders to expunge their records.

To be eligible, the ex-offender has to be released from probation or parole and pay the fines and restitution. Voluntary Legal Services assists the ex-offender to deal with their fines.

The ex-offender must have NO contact with the law for 5-7 years; no arrests and no driving infractions. Once the fines and restitution are met and 5-7 years completed, the ex-offender can apply for an expungement; the courts do not have to extend the expungement. Those with sex crimes cannot apply for expungement. The process depends on the courts and what the crime is; it could take 2-6 months depending on the situation.

There is a seven year wait in order to be considered for a certificate of rehabilitation or pardon. The person has to petition the court and the governor to have the conviction released; it does not always happen but ex-offenders are encouraged to go through the process.

When a record is expunged, how do you answer the question have you been convicted of a crime. Once the record has been expunged, still have to tell the employer of the conviction. Ban the Box was supposed to prohibit employers from asking that question. The initiative went into effect in January and probably will not see it taken off applications until July. If asked on the application, you do not have to answer it; however, if you are asked in an interview, have to answer yes.

Ms. Lynda Williams arrived at 9:25

Ms. Toni Espinoza arrived at 9:27 a.m.

Mr. Wormley seated Ms. Williams and Ms. Espinoza at 9:32 a.m.

A quorum was achieved.

Mr. Tate stated that a presidential pardon can also be sought for those that do not go through the state expungement.

II. Consent Item

A. Approval of the Minutes of the April 22, 2014 Special Meeting

There were no questions or corrections.

Moved/Williams, second/Julian, to approve the April 22 minutes.

Roll Call Vote:

Aye: 10 (Bailey, Espinoza, C. Fietzek, J. Fietzek, Julian, Kline, Litka, Martinez, Tate, Williams)

Nay: 0

Abstentions: 1 (Wormley)

III. Action Items

A. Approval of the Policy Council and Parent Advisory Committee Joint Parent Activity

Mr. Wormley stated that the June 20 activity will entail a tour of Shriner's Hospital and after the tour, attendees will go to Louie's Chinese Food for lunch.

Moved/Espinoza, second/Williams, to approve the Policy Council and Parent Advisory Committee joint parent activity.

Roll Call Vote:

Aye: 9 (Bailey, Espinoza, C. Fietzek, Julian, Kline, Litka, Martinez, Tate, Williams)

Nay: 0

Abstentions: 2 (J. Fietzek and Wormley)

B. Standing Information Items

- PC/PAC Calendar of Events – The June 20 Parent Ambassador meeting has been canceled.
- Parent/Family Support Unit Events and Activities: No questions.
- Parent/Staff Recognition: None
- Public Speaking (Toastmasters) Training Oral Reports: Ms. Toni Espinoza reported that she enjoyed the training and it taught her a lot about speaking. She expressed a desire to have Ms. Bates back for more training. Mr. Tate also attended and spoke of how he enjoyed the training.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson stated that the budget should be around 75% spent by the end of April; the county-wide expenditures are at 75.4% mostly due to delegates spending a

little more before the end-of-the year. In-kind currently at 26.7% in-kind; administrative 9.9%.

- C. Governing Board Minutes of April 3, 2014: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Fietzek read the critique
- B. Budget/Planning Committee: Mr. Tate reported on the most recent committee meeting.
- C. Personnel/Bylaws Committee: Mr. Tate reported on the most recent meeting.
- D. Social/Hospitality Committee: Ms. Williams spoke of issues she encountered while trying to acquire information for the parent bonding activity.
- E. Parent Ambassador Report: No report.
- F. Parent, Family & Community Engagement & Early Childhood Development & Health Services Committee: No meeting.
- G. Men's Activities Affecting Children Committee (MAACC): Mr. Fietzek reported that an alternate was elected at the last meeting. In addition, planning has begun for the end-of year BBQ.
- H. Maternal, Child and Adolescent Health Advisory Board: Ms. Richina Siackasorn
- I. Sacramento Medi-Cal Dental Advisory Committee: Mr. Benjamin Bailey has stepped down as representative. Ms. LaTasha Williams will now be the representative and Mr. Kenneth Tate will be the alternate.
- J. Health Services Advisory Committee: No report.
- K. Community Agency Reports: Ms. Jenna Kline thanked parents for 'liking' the KVIE Facebook page.

VI. Other Reports

- A. Executive Director's Report: Tabled.
- B. Head Start Deputy Director's Report: Ms. Lee reported that the federal review has been completed; the little of what they said was very positive. The review team was here for eight days and visited 108 classes in one way or the other. Ms. Lee stated that an Early Head Start expansion grant funding opportunity is being offered. The proposal being submitted will request 80 new EHS slots.
- C. Head Start Managers' Reports
 - ✓ Brenda Campos: Grantee Program Support Services: No report.
 - ⇒ Free Prescription Drug Discount Cards: Ms. Denise Lee provided an oral report on the prescription drug discount cards. These cards will be provided at all Head Start centers.
 - ✓ Lisa Carr: No report.
 - ✓ Karen Gonzales: Ms. Gonzales stated that staff just finished the last assessment of the year; a report is due in to the state by June 2.

Ms. Gonzales introduced two international interns. Ms. Mahi Parveen lives in Pakistan and Ms. Fikile Mdluli lives in Swaziland. Both ladies had been living in Tennessee for the prior nine months studying at Vanderbilt University

through the Humphrey Program. The interns have been doing a lot of research on math development.

- D. Chair's Report: No report.
 - E. Open Discussion and Comments: Ms. Williams spoke of the information distributed on the county and state parks. She encouraged all board members to take advantage of the discount admission application.
 - F. Public Participation: Ms. Williams introduced her granddaughter, Chloe Howard, and stated that Chloe made Head Start bracelets for all board members.
- VII. Adjournment:** The meeting was adjourned at 11:00 a.m.

ITEM III-A - ACTION

ELECTION OF POLICY COUNCIL VICE CHAIR

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect a Vice Chair for the remainder of the 2013-2014 program year. The duties of the Policy Council officers shall be as prescribed in the Policy Council Bylaws, Article V, Section 3 – Duties of Officers. The duties for Vice Chair are as follows:

Section 3: Duties of Officers

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

- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.

In addition, Section 2, B of the Bylaws states: No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council elect a Vice Chair.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-B – ACTION

APPOINTMENT OF SACRAMENTO MEDI-CAL DENTAL
ADVISORY COMMITTEE ALTERNATE

BACKGROUND:

This agenda item provides an opportunity for the appointment of an alternate to the Sacramento Medi-Cal Dental Advisory Committee.

Staff will provide additional information.

REOCMMENDATION:

Appoint an alternate to the Sacramento Medi-Cal Dental Advisory Committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-C - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
- PC/PAC Calendar of Events – Ms. LaTasha Windham (attached)
 - Parent/Family Support Unit Events and Activities – Ms. LaTasha Windham (attached)
 - Parent/Staff Recognition – Ms. LaTasha Windham
 - Community Recognition – Ms. Jackie Bates, Public Speaking (Toastmasters) Trainer - Ms. LaTasha Windham
 - Public Speaking (Toastmasters) Training Oral Reports – Ms. LaTasha Windham
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson

NOTES:

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Thursday, June 19, 2014 9:00 a.m. Olympus Room
PAC Food Service Committee	Thursday, June 19, 2014 10:30 a.m. Central Kitchen 6043 Watt Avenue North Highlands, CA 95660
PC/PAC Parent Activity	Friday, June 20, 2014 Shriner's Hospitals for Children tour 8:15 a.m.: arrive at SETA/Head Start Central Office Tour: 10:00 a.m.
PC Executive Committee	Thursday, June 26, 2014 9:00 a.m. Olympus Room
PC/PAC Bylaws Committee	Monday, June 30, 2014 10:30 a.m. Olympus Room
PC/PAC Social/Hospitality Committee	Wednesday, July 2, 2014 1:00 p.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, July 8, 2014 9:00 a.m. Oak Room
PC/PAC Parent Ambassador Committee	Friday, July 11 1:00 p.m. Olympus Room
PC/PAC Men's Activities Affecting Children Committee	Friday, July 25, 2014 1:00 p.m. Olympus Room
PC/PAC Bylaws Committee	Monday, July 28, 2014 9:30 a.m. Olympus Room

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

EVENT

DATE

PC/PAC Men's Activities Affecting Children Committee	Friday, June 27, 2014 1:00 p.m. Olympus Room
PC/PAC Men's Activities Affecting Children Committee	Friday, July 25, 2014 1:00 p.m. Olympus Room

July

2014

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2 1:00 p.m. Social/Hospitality Committee 6-8:30 p.m. Ex-Offender Employment Workshop Shasta Room	3	4	5
6	7	8 9:00 a.m. Budget/Planning Committee Meeting Oak Room	9	10	11 1:00 p.m. Parent Ambassador Olympus Room	12
13	14	15 9:00 a.m. PAC Meeting SETA Board Room - Tentative -	16	17 9:00 a.m. PAC Executive Committee Meeting Olympus Room	18	19
20	21	22 9:00 a.m. PC Meeting SETA Board Room - Tentative -	23	24 9:00 a.m. PC Executive Committee Meeting Olympus Room	25 1:00 p.m. MAACC Meeting Olympus Room	26
27	28 9:30 PC/PAC Personnel/Bylaws committee meeting Olympus Room	29 9:00 a.m. Special PC/PAC Meeting SETA Board Room	30	31		

Elk Grove – Sac City – San Juan - Twin Rivers – WCIC: (Traditional-Closed)

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

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %	
Head Start Basic										
Twin Rivers	\$ 1,291,599	\$ 126,772	\$ 1,014,074	\$ 1,140,845	88.3%	\$ 150,754	\$ 289,147	25.3%	11.1%	
Elk Grove	2,557,886	134,900	2,045,100	2,180,000	85.2%	377,886	454,443	20.8%	6.2%	
Sac City	7,935,460	565,232	6,411,994	6,977,226	87.9%	958,234	1,407,942	20.2%	8.1%	
San Juan	4,273,735	401,404	3,430,428	3,831,831	89.7%	441,904	853,828	22.3%	10.5%	
WCIC	772,492	64,362	603,862	668,224	86.5%	104,268	144,007	21.6%	9.6%	
SETA	23,557,075	2,183,230	17,603,899	19,787,128	84.0%	3,769,947	5,185,193	26.2%	11.0%	
Total	\$ 40,388,247	\$ 3,475,899	\$ 31,109,356	\$ 34,585,255	85.6%	\$ 5,802,992	\$ 8,334,559			

Early Head Start Basic										
Sac City	\$ 1,437,354	\$ 106,908	\$ 1,146,989	\$ 1,253,898	87.2%	\$ 183,457	\$ 336,108	26.8%	8.5%	
San Juan	1,600,146	133,145	1,206,506	1,339,651	83.7%	260,495	452,619	33.8%	9.9%	
SETA	3,783,586	316,397	2,904,196	3,220,593	85.1%	562,993	1,533,306	47.6%	9.8%	
Total	\$ 6,821,086	\$ 556,450	\$ 5,257,692	\$ 5,814,142	85.2%	\$ 1,006,944	\$ 2,322,033			

Head Start T&TA										
Twin Rivers	\$ 7,500		\$ 7,500	\$ 7,500	100.0%	\$ -		0.0%	0.0%	
Elk Grove	9,000		7,830	7,830	87.0%	1,170		0.0%	0.0%	
Sac City	20,000		10,378	10,378	51.9%	9,622		0.0%	0.0%	
San Juan	15,000		3,079	3,079	20.5%	11,921		0.0%	0.0%	
WCIC	7,500		1,571	1,571	20.9%	5,929		0.0%	0.0%	
SETA	335,361	-	155,899	155,899	46.5%	179,462		0.0%	0.0%	
Total	\$ 394,361	\$ -	\$ 186,257	\$ 186,257	47.2%	\$ 208,104	\$ -			

Early Head Start T&TA										
Sac City	\$ 27,564		\$ 7,020	\$ 7,020	25.5%	\$ 20,544		0.0%	0.0%	
San Juan	30,912		7,195	7,195	23.3%	23,717		0.0%	0.0%	
SETA	121,618	-	68,373	68,373	56.2%	53,245		0.0%	0.0%	
Total	\$ 180,094	\$ -	\$ 82,588	\$ 82,588	45.9%	\$ 97,506	\$ -			

TOTAL Head Start										
Twin Rivers	\$ 1,299,099	\$ 126,772	\$ 1,021,574	\$ 1,148,345	88.4%	\$ 150,754	\$ 289,147	25.2%	11.0%	
Elk Grove	2,566,886	134,900	2,052,930	2,187,830	85.2%	379,056	454,443	20.8%	6.2%	
Sac City	9,420,378	672,141	7,576,381	8,248,522	87.6%	1,171,856	1,744,050	21.1%	8.1%	
San Juan	5,919,793	534,548	4,647,208	5,181,756	87.5%	738,037	1,306,446	25.2%	10.3%	
WCIC	779,992	64,362	605,433	669,795	85.9%	110,197	144,007	21.5%	9.6%	
SETA	27,797,640	2,499,627	20,732,367	23,231,994	83.6%	4,565,646	6,718,499	28.9%	10.8%	
Total	\$ 47,783,788	\$ 4,032,350	\$ 36,635,893	\$ 40,668,242	85.1%	\$ 7,115,546	\$ 10,656,592	26.2%	9.9%	

On Budget% 83.3% Required % 25% Max % 15%

SETA OPERATED PROGRAMS (SOP)
Expenditures for Fiscal Year 2013-2014
For the Ten Months Ended May 31, 2014

SOP HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	83.3%
Personnel	\$ 12,470,043	\$ 10,551,434	\$ 1,918,609	84.6%
Fringe Benefits	6,914,638	5,859,943	1,054,695	84.7%
Equipment	50,000	41,408	8,592	82.8%
Supplies	382,000	260,689	121,311	68.2%
Occupancy	2,396,233	1,969,568	426,665	82.2%
Local Travel	47,500	50,305	(2,805)	105.9%
Nutrition Services	414,099	219,365	194,734	53.0%
Child Services	109,000	113,920	(4,920)	104.5%
Parent Services	77,300	34,957	42,343	45.2%
Publications/Advertising/Printing	30,000	11,580	18,420	38.6%
Training or Staff Development/Parent Aides	146,060	113,596	32,464	77.8%
Operating Costs	855,562	716,263	139,299	83.7%
TOTAL SOP HEAD START (BASIC & T&TA)	\$ 23,892,435	\$ 19,943,027	\$ 3,949,408	83.5%
Administrative %		10.9%		

SOP EARLY HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	83.3%
Personnel	\$ 1,785,744	\$ 1,696,368	\$ 89,376	95.0%
Fringe Benefits	990,194	867,783	122,411	87.6%
Supplies	40,000	12,495	27,505	31.2%
Occupancy	281,840	98,315	183,525	34.9%
Local Travel	22,500	19,179	3,321	85.2%
Nutrition Services	51,181	27,014	24,167	52.8%
Child Services	45,700	1,127	44,573	2.5%
Parent Services	8,500	2,091	6,409	24.6%
Training or Staff Development/Parent Aides	65,971	51,491	14,480	78.1%
Operating Costs	86,317	93,525	(7,208)	108.4%
TOTAL SETA EARLY HEAD START (BASIC & T&TA)	\$ 3,377,947	\$ 2,869,388	\$ 508,559	84.9%
Administrative %		11.3%		
Partners/Contractual	\$ 527,257	\$ 409,192	\$ 118,065	77.6%
TOTAL SOP EARLY HEAD START BASIC	\$ 3,905,204	\$ 3,278,580	\$ 626,624	84.0%
		9.8%		

COMBINED SOP HS & EHS	Budget	Total Expenditures	Remaining Budget	83.3%
Personnel	\$ 14,255,787	\$ 12,247,802	\$ 2,007,985	85.9%
Fringe Benefits	7,904,832	6,727,725	1,177,107	85.1%
Equipment	50,000	41,408	8,592	82.8%
Supplies	422,000	273,184	148,816	64.7%
Occupancy	2,678,073	2,067,883	610,190	77.2%
Local Travel	70,000	69,484	516	99.3%
Nutrition Services	465,280	246,379	218,901	53.0%
Child Services	154,700	115,047	39,653	74.4%
Parent Services	85,800	37,048	48,752	43.2%
Publications/Advertising/Printing	30,000	11,580	18,420	38.6%
Training or Staff Development	212,031	165,087	46,944	77.9%
Operating Costs	941,879	809,789	132,090	86.0%
TOTAL SETA HS & EHS	\$ 27,270,382	\$ 22,812,416	\$ 4,457,966	83.7%
Administrative %		11.0%		
Partners/Contractual	\$ 527,257	\$ 409,192	\$ 118,065	77.6%
TOTAL COMBINED SOP HS & EHS	\$ 27,797,639	\$ 23,221,607	\$ 4,576,032	83.5%
		10.6%		

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY
CORPORATE CARD - AMERICAN EXPRESS
STATEMENT OF ACCOUNT
AS OF 5/11/14**

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/ADMIN
4/22/2014	Network Solutions	SSL Certificate Renewal	\$ 649.00	ADMIN
4/22/2014	Plak Smacker	Junior Youth Tooth Brushes	615.85	HS
4/23/2014	ULINE	Office Supplies	465.58	HS
4/23/2014	Costco	Laminate Roll	553.24	HS
4/23/2014	Things Remembered	Anniversary/Retirement Items	379.74	ADMIN
4/23/2014	Auto Desk	AutoCad LT	1,213.68	ADMIN
4/23/2014	Displays 2 Go	Office Supplies	481.77	HS
4/23/2014	PayPal-Web Faction	Cloud Server	9.50	ADMIN
4/23/2014	Quick Medical	School Health Supplies	1,268.14	HS
4/24/2014	School Health	School Health Supplies	590.76	HS
4/24/2014	Frys	Office Supplies	47.70	ADMIN
4/24/2014	All In One Poster	First Aid Posters	261.14	HS
4/25/2014	Sears	Refridgerator & Microwave Replacements	751.71	ADMIN
4/29/2014	Rackspace	Cloud Server	94.17	ADMIN
4/29/2014	Practicon	Dental Membership renewal	35.00	HS
5/1/2014	Amazon	Classroom Supplies	97.62	HS
5/2/2014	SOS survival	Disaster Pack Supplies	183.88	HS
5/2/2014	Paradyne Sound	Replacement Projector Bulbs	1,107.20	ADMIN
5/2/2014	Amazon	Disaster Pack Supplies	35.97	HS
5/3/2014	Smart & Final	Head Start Meeting Supplies	92.67	HS
5/3/2014	Things Remembered	Anniversary/Retirement Items	138.86	ADMIN
5/5/2014	Walmart	Classroom Supplies	292.85	HS
5/6/2014	Dos Coyotes	Parent Training	252.81	HS
5/6/2014	SOS survival	Disaster Pack Supplies	144.03	HS
5/7/2014	Hannibals Inc.	PC/PAC Training	297.34	HS
5/7/2014	Staples	Office Supplies	323.99	HS
5/7/2014	Walmart	Classroom Supplies	171.43	HS
5/7/2014	OfficeSupply.com	Office Supplies	2,245.41	HS
5/9/2014	Medic First Aid	First Aid Training Supplies	2,249.21	HS
5/9/2014	Inland	Copier/Printer Maintenance & Supplies	1,370.37	ADMIN
5/11/2014	Things Remembered	Anniversary/Retirement Items	59.68	ADMIN
4/18/2014	SHRM	Annual Membership	185.00	ADMIN
4/22/2014	Dos Coyotes	Parent Training	149.04	HS
4/27/2014	Rio Advance Deposits	ChildPlus Training Conference	291.20	HS
5/5/2014	PayPal-Heffernan Ins. Brokers	Training Webinar	60.00	ADMIN
5/7/2014	AICPA	Training Webinar	124.00	ADMIN
various	various	various	9,205.61	WD
Total American Express Bill			<u>\$ 26,495.15</u>	

Note: Administrative charges are allocated between Head Start and Workforce Development.

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The April 24, 2014 Governing Board minutes are attached for your review.

NOTES:

**SPECIAL 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, April 24, 2014
10:00 a.m.

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

Members Present:

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

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the April 3, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Annual Self-Assessment for 2014-2015 and Resulting Program Improvement Plan SETA-Operated Program
- D. Approval of Resolution Renaming Three Head Start/Early Head Start Early Learning Centers to Align with Community Changes
- E. Concurrence with the Sacramento Works Executive Committee to Ratify the Submission of the Business Outreach and Layoff Aversion Pilot Project Application to the California Employment Development Department
- F. Appointment of Private Sector Applicant to the Sacramento Works, Inc. Board

Mr. Nottoli commended staff on the annual self assessment and program survey and stated that this is indicative that this staff does good work.

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

- A. Approve the April 3, 2014 minutes.
- B. Approve the claims and warrants for the period 3/28/14 through 4/17/14.
- C. Approve Program Year 2013-2014 Self-Assessment and resulting Program Improvement Plan.
- D. Approve the resolution naming the Broadway Early Learning Center the Marina Vista Early Learning Center, the New Helvetia I Early Learning Center the Alder

Grove Infant/Toddler Center, and the New Helvetia II Early Learning Center the Alder Grove Early Learning Center.

- E. Ratify the submission of the Business Outreach and Layoff Aversion grant application requesting \$441,650 per year for three years to the California Employment Development Department.
- F. Approve the appointment of Ms. Lisa Clawson to a Private Sector slot on the Sacramento Works, Inc. board.

Roll Call Vote:

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

Nay: 0

Abstention: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of New Job Classification of Children and Family Services (CFS) Program Specialist and the Related Salary Schedule

Mr. Roy Kim reviewed the new job classification and stated that the union has no issues with this.

Mr. Warren opened a public hearing; there was no testimony.

Moved/Nottoli, second/Scherman, to close the public hearing and approve the job classification and proposed pay range for the Children and Family Services Program Specialist.

Roll Call Vote:

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

Nay: 0

Abstention: 0

- 2. Approval to Extend the Due Date for the Request for Proposals (RFP) for Office and Classroom Space for a Job Center

Ms. Robin Purdy stated that in March, the Board approved an RFP for Office and Classroom space. The Agency did not receive any proposals. Staff is requesting that the Board extend the RFP deadline and authorize staff to contact brokers.

Mr. Yee asked if there was any reason proposals were not submitted; Ms. Purdy replied that the current landlord failed to respond; it 'fell through the cracks.' Ms. Purdy is hoping that by contacting brokers directly there will be more responses.

Moved/Yee, second/Scherman, to the due date for the Request for Proposals for Office and Classroom space for a Job Center in South Sacramento to May 30..

Roll Call Vote:
Aye: 4 (Nottoli, Scherman, Warren, Yee)
Nay: 0
Abstention: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services

1. Approval of the Three-Year Plan for the Provision of Refugee Social Services (RSS) and Targeted Assistance (TA) Funded Services to Refugees Program Years (PYs) 2014-2017

Ms. Michelle O’Camb stated that a new plan is required every three years.

Mr. Warren asked why ESL was not allowed to be a stand-alone activity. Ms. O’Camb replied that participants must be actively participating in another skill besides learning the English language in order to get a job. It is expected that the curriculum will be inclusive of qualifying for a work activity and ESL.

Moved/Nottoli, second/Yee, to approve the three-year Plan for the Provision of Refugee Social Services (RSS) and Targeted Assistance (TA) Services to Refugees, Program Years 2014-2017.

Roll Call Vote:
Aye: 4 (Nottoli, Scherman, Warren, Yee)
Nay: 0
Abstention: 0

2. Approval of the Release of the Request for Proposals (RFP) for the Refugee Social Services (RSS) and Targeted Assistance (TA) Funded Programs, Program Year (PY) 2014-15

Ms. O’Camb reviewed the proposed RFP and the services expected to be provided. The allocation is unknown but is anticipated to be around \$780,000 for providers.

Moved/Scherman, second/Yee, to approve the release of the Request for Proposals (RFP) for the Refugee Social Services (RSS) and Targeted Assistance (TA) Funded Programs, Program Year 2014-2015.

Roll Call Vote:
Aye: 4 (Nottoli, Scherman, Warren, Yee)
Nay: 0
Abstention: 0

Community Services Block Grant: None.

One Stop Services: None.

C. CHILDREN AND FAMILY SERVICES

Ms. Denise Lee reviewed all of the grant documents which are due on May 1. The documents include the restoration of sequestration funds of approximately \$2.4 million and a 1.3% COLA increase. Ms. Lee stated that 147 Head Start slots will be restored next year.. Several program option changes were addressed. With the opportunity of new EHS partnership/expansion funds, some of the changes may be reversed. We are awaiting funding opportunity announcement. . The top focus will be programs partnering with family child care homes and other child care providers to raise their quality standards for in-home providers.

Mr. Nottoli stated that this is a good opportunity to talk about our accomplishments and appeal to the broader community to let them know about Head Start. There is room on the agenda for City Council and/or Board of Supervisors to have a presentation on the Head Start program.

Ms. Scherman urged Head Start to contact Kaiser South for potential EHS parents.

1. Approval of Fiscal Year 2014-2015 Head Start/Early Head Start Budget

Moved/Scherman, second/Yee, to 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.

Roll Call Vote:

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

Nay: 0

Abstention: 0

2. Approval of Fiscal Year 2014-2015 Head Start/Early Head Start Refunding Application

Moved/Nottoli, second/Scherman, to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Refunding Application.

Roll Call Vote:

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

Nay: 0

Abstention: 0

3. 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

Moved/Nottoli, second/Yee, to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.

Roll Call Vote:

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

Nay: 0

Abstention: 0

4. Approval of Fiscal 2014-2015 Sacramento County Program Options/Grantee and Delegate Agencies

Moved/Yee, Second/Scherman, to approve Fiscal Year 2014-2015 Sacramento County Program Options/Grantee and Delegate Agencies.

Roll Call Vote:

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

Nay: 0

Abstention: 0

IV. **Information Items**

- A. Summary of Findings - Fiscal Year 2013-2014 California Department of Education Triennial Review: Ms. Lee spoke about the attendance issue and that there needs to be a corrective action plan with board approved policy. The policies are in place but not in as much detail as needed. Families that have children enrolled have only 10 excused days over the year. There has to be an actual reason for the child's absence.
- B. Fiscal Monitoring Reports: No comments.
- C. Employer Success Stories and Activity Report: Mr. Yee had an opportunity to go to the old Campbell's Soup facility. Mr. Nottoli wants to encourage the employers coming to the facility to utilize SETA services to recruit their employees. Mr. Yee suggested that staff be in constant contact with Troy Givans.
- D. Dislocated Worker Update: Ms. Scherman asked why Sprint declined services and Mr. Walker replied that they did an in-lieu of layoff. They paid people for 30 days, kept them on the books and then after the 30 days they issued a WARN notice. A lot of companies utilize their own services to assist their dislocated employees.
- E. Head Start Reports: Ms. Denise Lee thanked Mr. Nottoli and Ms. Scherman for agreeing to be interviewed by the federal review team.

Ms. Scherman stated that the federal team was very pleased, comfortable, and impressed that they had all of the necessary documentation without asking for it. Ms. Lee acknowledged her staff for their hard work.

Ms. Lee stated that ACF may be moving to five year grants and if so, it may move the reviews to every four to five years.

Mr. Nottoli asked if the numbers are up at the Walnut Grove Head Start center. Ms. Lee replied that she looked hard at that center but there was nothing that raised red flags. She would like to work on attendance program wide and transportation seems to be an issue across the board. Mr. Nottoli offered assistance if there are issues at the Walnut Grove center.

V. Reports to the Board

- A. Chair: Mr. Warren spoke of the new program between the community and workforce pipeline to build the new arena. There was a press conference and there is an article in the Sacramento Bee. It is extraordinary that these organizations were brought together to deal with high unemployment.

Ms. Scherman asked how the ZIP codes were identified for the program. Ms. Purdy stated that the ZIP codes were identified using census data for poverty rates with poverty with over 30% and the highest unemployment data in Sacramento County. This data was provided to ACT and they came up with the ZIP codes to be targeted for the program. This data was provided to the Governing Board members on a quarterly basis.

- B. Executive Director: Ms. Kossick reminded the board that the next meeting will be June 5; there will not be a May meeting. Ms. Kossick urged board members to write a special note to Councilmember Pannell; the notes will be part of a gift to Ms. Pannell. The notecards are the artwork of the children at the Sharon Neese center.

Ms. Kossick thanked Ms. Scherman and Mr. Nottoli for their participation in the federal interview.

- C. Deputy Directors: No report.
D. Counsel: No report.
E. Members of the Board: No report.
F. Public: No comments.

- VI. Adjournment:** The meeting was adjourned at 11:27 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 May 27, 2014 Policy Council meeting.

GOOD!!!
Thank you Joyce Keith for the expungement presentation.
Thank you Ms. Denise Lee (Deputy Director) and Ms. D'et Patterson for program reports.
Thank you Mr. Steven Wormley for facilitating the PC Board meeting.
Thank you Mr. Kenneth Tate and Ms. Colleen Fietzek for assisting the acting chair (Mr. Steven Wormley).
Thank you for waiting to be acknowledged by chair prior to speaking.
NEEDS IMPROVEMENT
Attendance from all members.
Arrive on time at 8:50 a.m. and be seated.
Remain seated during presentations. No walking.
Please turn off cell phones and Ipads.
Absolutely no side barring.
REMINDERS
Absolutely no food in the board room. No exceptions.
Please refrain from dropping food in the break room.
Please be careful of beverage spills in the break room and the board room.

B. Budget/Planning Committee: Toni Espinoza, Benjamin Bailey, Jenna Kline, LaTasha Windham, Steven Wormley, Kenneth Tate, Lynda Williams

ITEM V – COMMITTEE REPORTS (continued)
Page 2

C. Personnel/Bylaws Committee: Richina Siackasorn, Kenneth Tate, Steven Wormley, LaTasha Windham

D. Social/Hospitality Committee: Steven Wormley, Toni Espinoza, Richina Siackasorn, Kristyn Ingram, Benjamin Bailey, LaTasha Windham, Lynda Williams, Kenny Williams (alternate)

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

F. Maternal, Child and Adolescent Health Advisory Board: Richina Siackasorn, Lynda Williams

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

H. Community Agency Reports: Jenna Kline and Genevieve Deignan

ITEM VI- 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.

- 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)
- Quality Assurance Summary Reports (attached)

- C. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

- ✓ Brenda Campos: Grantee Program Support Services
 - ⇨ Free Prescription Drug Discount Cards
- ✓ Lisa Carr: Parent, Family Support & Community Engagement
- ✓ Karen Gonzales: Child Development & Education Services

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

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

ITEM VI-OTHER REPORTS (continued)
Page 2

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

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

Head Start Monthly Report

June 2014

SETA Operated Program **Program Operations Unit**

Over the last few weeks, we have had the distinct pleasure of hosting two incredible International interns. Mahi Parveen (pronounced Ma-he) lives in Pakistan and Fikile Mdluli (pronounced Fa-Key-Lay) lives in Swaziland. Both ladies had been living in Tennessee for the prior nine months studying at Vanderbilt University through the Humphrey Program.



The Humphrey Program is sponsored by the US Department of State and brings professionals from designated countries to the United States for a year of non-degree graduate-level study, leadership development, and professional collaboration with U.S. counterparts.

Mahi & Fikile came to learn about our quality preschool programs, with intentions of establishing and improving quality programs in their own countries. In addition to touring our centers and learning about our professional development approaches, they spent a substantial amount of time working on math activities for SETA Head Start classrooms. Their work will have a great impact on the curriculum enhancements that will be rolled out in the fall. Mahi and Fikile will leave SETA at the completion of their 6 week internship on June 14th. They will then fly home the following day and reunite with their husbands and children for the first time in 12 months! This wonderful opportunity for shared learning has been an amazing experience that will affect children here in Sacramento County as well as across the world.

Program Support Services

Quality Assurance Unit.: WCIC Head Start was monitored during the month of May. Exit meetings were held for SCUSD and TRUSD for the March 2014 monitoring reviews.

Content Meetings: The following countywide content meetings were held in May: Education Content Meeting (May 13); Family Engagement (May 15); Countywide EHS (May 15); Governance (May 16); Mental Health (May 20) and ERSEA (May 22). Agenda items included OHS Review evaluation, PIR and planning for meetings and activities in 2014-2015.

Self-Assessment 2013-2014 Program Improvement Plans (PIP): PIP documents submitted by delegates were reviewed by QA staff for follow up. These plans, together with information on QA corrective action plans, would guide future training and technical assistance.

Family Engagement Unit

Recruitment and outreach has been at the top of the agenda for the Family Engagement unit. Staff has provided presentations to a local teen parenting program, a transitional housing agency in Rancho Cordova, and job training center also located in Rancho Cordova. In addition, staff has been working at community events on the weekends, staffing tables and providing potential families with information about Early Head Start and Head Start.

Early Learning Centers have been busy engaging with parents about the transition to kindergarten, and the kind of things they will need to think about come the first day of elementary school. All of our families that were enrolled in a traditional Head Start site (closed in May) were given three months of books to encourage reading during the summer months, literacy activity sheets, directions on how to apply for a library card, and notification of summer reading programs at their local library.

Elk Grove Unified School District

Education Services Update

At the May 19, 2014 teacher in-service, teachers looked at the results of their School Readiness assessments and their Desired Results Development Profile (DRDP) class summary results to evaluate students' social and academic growth over the course of the school year. Time was allotted for teachers to discuss their results, to share ideas with one another, and to write a short reflection regarding what they would like to do differently in their classroom next school year. Teachers looked at the agency-wide results of school readiness assessments and DRDP summary results to evaluate agency-wide strengths and weaknesses and to discuss professional development needs for next school year. A decision was made to provide additional professional development in the use of the California Preschool Learning Foundations and Frameworks for creating lesson plans and to continue to have teachers share best practices at each in-service.

The thirteen Head Start classes on a Traditional calendar have successfully completed the school year. The eight Head Start classes on a Modified Traditional calendar will end on June 5, 2014.

Enrollment

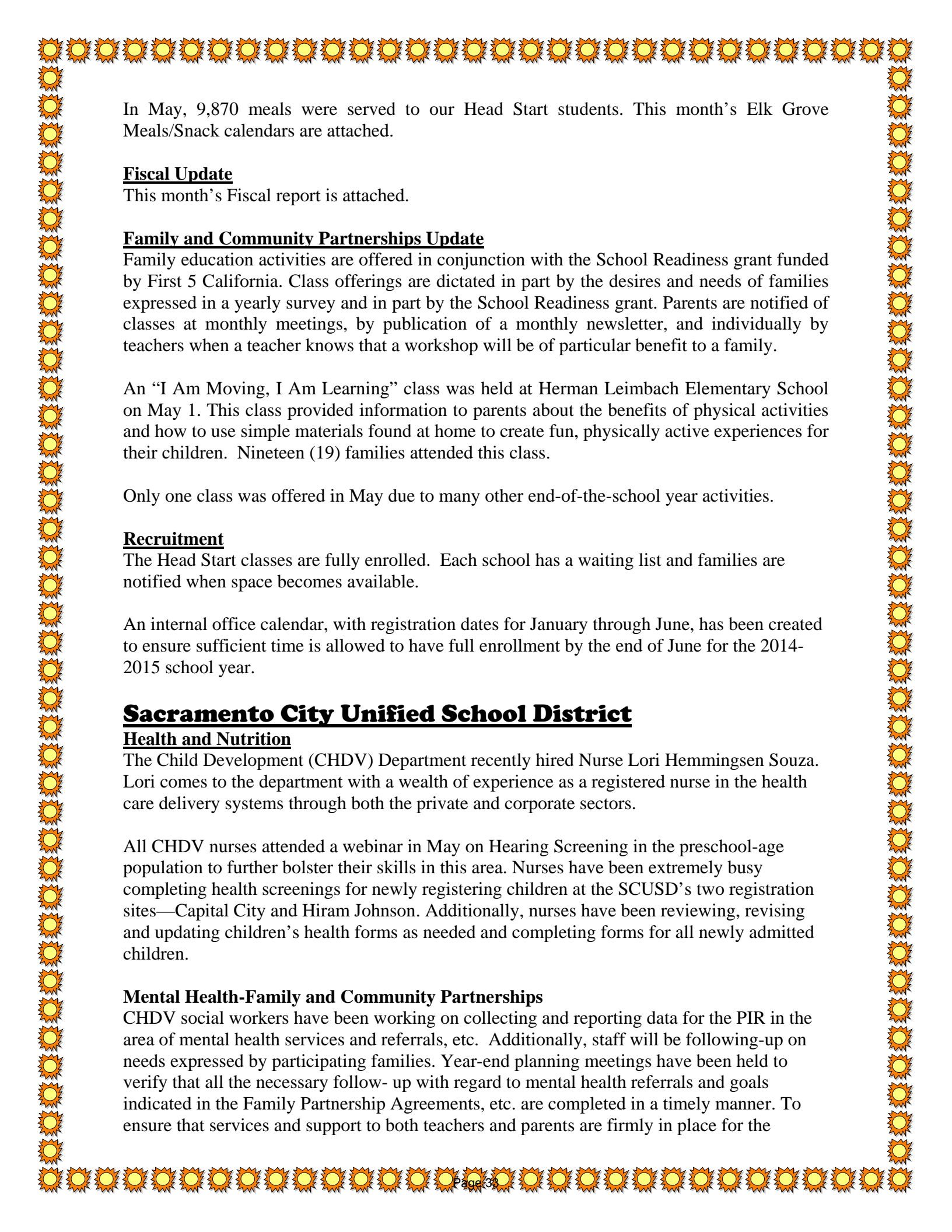
The Elk Grove Unified School District Head Start Program is fully enrolled with 420 students in the program. Average Daily Attendance (ADA) for the month of May was 89%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Catherine Barbero, PreK social worker and with Teresa Gannon, PreK psychologist, to place students with an active IEP into the Head Start program. There are 70 students with active IEPs being served which is seventeen percent (17%) of our Head Start student population.

Health Services Update

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



In May, 9,870 meals were served to our Head Start students. This month's Elk Grove Meals/Snack calendars are attached.

Fiscal Update

This month's Fiscal report is attached.

Family and Community Partnerships Update

Family education activities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated in part by the desires and needs of families expressed in a yearly survey and in part by the School Readiness grant. Parents are notified of classes at monthly meetings, by publication of a monthly newsletter, and individually by teachers when a teacher knows that a workshop will be of particular benefit to a family.

An "I Am Moving, I Am Learning" class was held at Herman Leimbach Elementary School on May 1. This class provided information to parents about the benefits of physical activities and how to use simple materials found at home to create fun, physically active experiences for their children. Nineteen (19) families attended this class.

Only one class was offered in May due to many other end-of-the-school year activities.

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 (CHDV) Department recently hired Nurse Lori Hemmingsen Souza. Lori comes to the department with a wealth of experience as a registered nurse in the health care delivery systems through both the private and corporate sectors.

All CHDV nurses attended a webinar in May on Hearing Screening in the preschool-age population to further bolster their skills in this area. Nurses have been extremely busy completing health screenings for newly registering children at the SCUSD's two registration sites—Capital City and Hiram Johnson. Additionally, nurses have been reviewing, revising and updating children's health forms as needed and completing forms for all newly admitted children.

Mental Health-Family and Community Partnerships

CHDV social workers have been working on collecting and reporting data for the PIR in the area of mental health services and referrals, etc. Additionally, staff will be following-up on needs expressed by participating families. Year-end planning meetings have been held to verify that all the necessary follow-up with regard to mental health referrals and goals indicated in the Family Partnership Agreements, etc. are completed in a timely manner. To ensure that services and support to both teachers and parents are firmly in place for the

2014-2015 school year, planning meetings for the delivery of the CSEFEL Teaching Pyramid, the Family Development Credential and parent workshops have also taken place.

Education

Professional learning foci for the month of May included the following topics/facilitators: Phonological Awareness, presented by Andy Hess, and Atypical Developing Children, presented by Anne Bolden-Shultze. Teachers received strategies and ideas from both topics that could be implemented in the classroom and ideas for parents to use at home. Teachers involved in Balanced Literacy (Cohort 1) attended training and a session reflecting on the year of instruction and staff explored ways of rendering support the next cohort of teachers. Sixteen additional teachers (Cohort II) will be participating in the Balanced Literacy Institute during the first week in June.

Teachers arranged parent conferences and conducted home visits for participating Head Start families in an effort to work conjointly with families to complete the Individual Development Plan (IDP's) and Family Partnership Goal Sheets.

The evening parent education workshop "Gardening 101" was presented at the Hiram Johnson Family Education Center. Field trips for some classes occurred to the Fog Willow Science Farm and the Folsom City Zoo. Three of CHDV' Head Start classrooms entered their wheelbarrow gardens into the competition at Sacramento County Fair, and these classes also spent a day out at the fair.

Disabilities

During the month of May, SCUSD California Social and Emotional Foundations for Early Learning Leadership had the opportunity to meet with Craig Zercher, Senior Research Associate, WestEd Center for Children and Families. As a partner site with California Social and Emotional Foundations for Early Learning, CHDV is excited about the prospects for continuing the work around increasing teachers' and parents' effective interaction with children and the deployment of sound practices to facilitate children's social-emotional growth. During this leadership meeting, staff carefully reviewed "benchmarks of quality" implementation for the Teaching Pyramid to determine status, needs and future strength-based plans.

A collaborative meeting was held during May between SCUSD's Special Education and Child Development Departments. Both departments are committed to working proactively over the course of the summer to ensure full-enrollment on the first day of school in all classrooms. The teams finalized specific strategies to ensure full enrollment in CHDV's/SCUSD's full-inclusion classrooms.

SCUSD's disabilities staff presented at May's professional learning workshop. The particular emphasis during this workshop focused on the concerns with developing children. More specifically, speech and language and social and emotional concerns were addressed during the presentation. Among the resources and information received, full-inclusion teachers were very pleased to receive an inclusion readiness checklist, which will be revisited with all staff at the beginning of the next school year.



San Juan Unified School District

Education Services Update

Teachers finished their *Flower Study* in mid-May and began their final theme of *Growing and Changing*. The letter focus for May was Ll, Nn, and Kk. The math focus included activities which compare weights, lengths, and graphing. Teachers have math resources in their Staff Calendars for a Take Home Activity to support comparing weights and lengths.

Disabilities Services Update

At the beginning of May, the Federal Reviewers concluded their visit of the ECE department and facilities. It seems to have gone well. All of the San Juan Head Start staff breathed a sigh of relief as the 2nd week of May rolled around. The remainder of the month was spent screening newly enrolling families, as well as instructing teachers on end-of-the-year procedures regarding turning in IEPs and other year-end tasks. A mini training was conducted with the AFSTs regarding the new Special Education Transition checklist, but it was also decided at that meeting to meet with the EHS team to make possible revisions. On the rescinded furlough day, a full-day training was held. Many breakout sessions were offered, and the Disabilities Specialist, along with many preschool teachers and CDAs, attended the Developmentally Appropriate Accommodations workshop that featured many clever and cheap ideas to provide accommodations for children with special needs in the classrooms.

Mental Health Services Update

The Mental Health Therapist is lending extra support to kindergarten-bound children's parents, who have concern for their child's social/emotional development as the year comes to a close. He gave a special talk to staff about Second Step Social Emotional interventions to further their understanding of the role social and emotional health strategies can assist in a child's classroom success.

Nutrition Services Update

The San Juan Unified School District is once again offering all children 18 and younger a free lunch this summer as part of the Summer Fun Café program. The Cafés will be located at 4 sites within the district, including Coyle Avenue Elementary, Howe Avenue Elementary, Carriage Drive Elementary, and San Juan Central. The program runs from June 9th through July 31st, and is open for lunch from 11:30 a.m. through 12:30 p.m., Monday through Thursday. Parents can eat with their children by purchasing a meal for \$3. There are no additional qualifications to receive the free meals.

Health Services Update

Health started screening for the 2014-2015 school year in the centralized screening room. Health is reviewing students' health, nutrition, and immunization status, as well as completing health screenings and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. She is also completing several IEP Assessments and Reports for referred students. The Smile Keepers Dental Screenings that were offered in classrooms are finished for the year, but the Health Team is following up with students to be sure they get in to see the dentist. Health continues to send information packets to families with children that are underweight, overweight, and obese.



Family and Community Partnerships Update

The May Policy Committee meeting was busy with lots of business and information. The final reading of the By-Laws took place, and a personnel candidate was approved. Linda Litka was voted in for the co-chair position. Additionally, Community Partner Oneia Hawkins from Barnes and Noble shared summer reading programs that the store will be offering, and Stacy Blocker, the Policy Committee chair, shared the success of a story time field trip her class took to the store. Information about summer passes for State parks was also distributed, courtesy of SETA Representative Lynda Williams. The next meeting will be held on Tuesday, August 12, 2014.

Transition Services Update

The end of the year is here and there is a great deal of excitement. The students have shown great growth in all areas, including Literacy and Language development, Math skills, Physical development and Social/Emotional development. All of these areas are paving the way for a smooth transition into kindergarten. The staff has supplied the families with information on summer activities in these areas to help keep the children moving forward as everyone prepares for the start of Kindergarten. These students have been prepared to become lifelong learners.

Program Support/Staff Training Update

Teachers attended training on the social/emotional curriculum *Second Step*. Teachers broke into small groups and shared their strategies for children with challenging behaviors, and then shared out in the larger group setting the solutions and techniques they had discussed. Teachers and Assistants received CPR and First Aid training in mid-May.

Fiscal Update

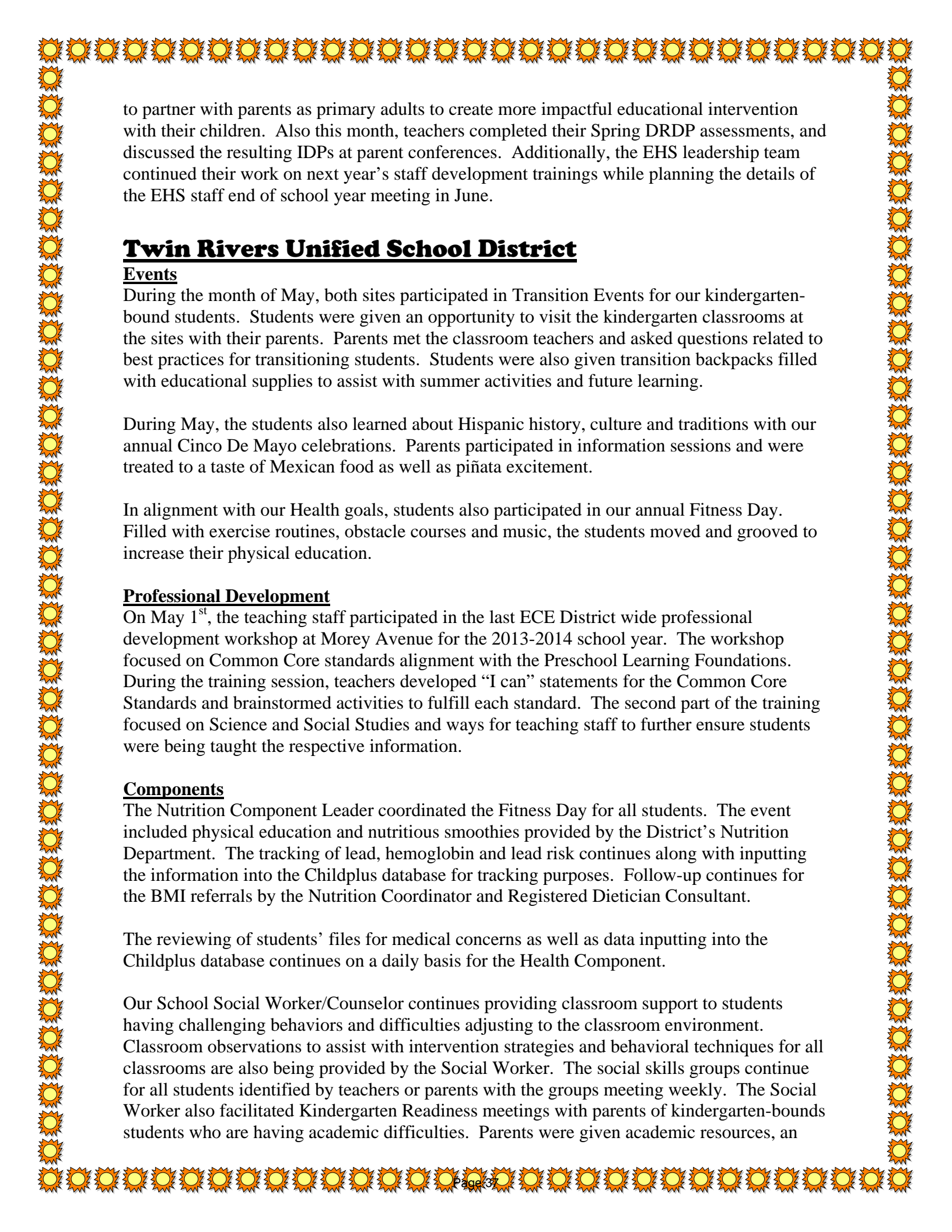
The month of May concluded preparing the 3rd Interims/Estimated Actuals for fiscal year 2013-14 and the Final Budget Development numbers for 2014-15. These projects are now finished and the year-end close is fast approaching.

Both Head Start and Early Head Start Fiscal Reports were submitted on time before May 10th. Both programs are within the prospective budgets for Head Start and Early Head Start and should spend the entire budgets set up by July 31st.

Early Head Start

This month the Early Head Start program staff participated in day long cross-program training for the entire ECE department. The training was done in a mini conference format, with a keynote speaker, morning and afternoon breakout sessions, and a closing session. EHS staff members were able to choose two breakout sessions to attend, with topics ranging from technology, to home literacy strategies, to curriculum, to accommodations for children with special needs. Many staff remarked on how enjoyable it was to network with other teachers in the department and learned new concepts in a larger collaborative setting.

San Juan EHS also hosted training on home visiting strategies presented by home visitors from the Sacramento County Office of Education. The EHS home based teachers and support staff invited home based teachers from several countywide Head Start/Early Head Start programs, creating opportunities to network with home based staff from a variety of programs. Participants discussed ways to use the materials available in the home, and how



to partner with parents as primary adults to create more impactful educational intervention with their children. Also this month, teachers completed their Spring DRDP assessments, and discussed the resulting IDPs at parent conferences. Additionally, the EHS leadership team continued their work on next year's staff development trainings while planning the details of the EHS staff end of school year meeting in June.

Twin Rivers Unified School District

Events

During the month of May, both sites participated in Transition Events for our kindergarten-bound students. Students were given an opportunity to visit the kindergarten classrooms at the sites with their parents. Parents met the classroom teachers and asked questions related to best practices for transitioning students. Students were also given transition backpacks filled with educational supplies to assist with summer activities and future learning.

During May, the students also learned about Hispanic history, culture and traditions with our annual Cinco De Mayo celebrations. Parents participated in information sessions and were treated to a taste of Mexican food as well as piñata excitement.

In alignment with our Health goals, students also participated in our annual Fitness Day. Filled with exercise routines, obstacle courses and music, the students moved and grooved to increase their physical education.

Professional Development

On May 1st, the teaching staff participated in the last ECE District wide professional development workshop at Morey Avenue for the 2013-2014 school year. The workshop focused on Common Core standards alignment with the Preschool Learning Foundations. During the training session, teachers developed "I can" statements for the Common Core Standards and brainstormed activities to fulfill each standard. The second part of the training focused on Science and Social Studies and ways for teaching staff to further ensure students were being taught the respective information.

Components

The Nutrition Component Leader coordinated the Fitness Day for all students. The event included physical education and nutritious smoothies provided by the District's Nutrition Department. 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.

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 Kindergarten Readiness meetings with parents of kindergarten-bound students who are having academic difficulties. Parents were given academic resources, an

application for Kinder Kamp summer school and educational supplies for students to practice their academic skills.

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) finished rescreening 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 for the third assessment period.

The ERSEA Component Leaders continue enrollment for the 2014-15 school year with the group enrollment process. Fliers for local business, churches 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 May 20th at Morey Avenue. The agenda included the approval of the teacher assistant hiring list and the approval of the meeting minutes. The Policy Committee will meet next on June 4th at Morey. The Parent Committee meeting was held on May 29th at Oakdale and information was given from all of the monthly reports. The next meeting will be June 10th.

Parent Trainings/Meetings

The two Community Liaisons facilitated the monthly meeting for May with a focus on summer activities and water safety. Parents were given information on local events occurring during the summer months and tips to keep kids safe while participating in water activities.

Fiscal

The majority of supplies and/or ordering has been completed for the 2013-2014 school year.

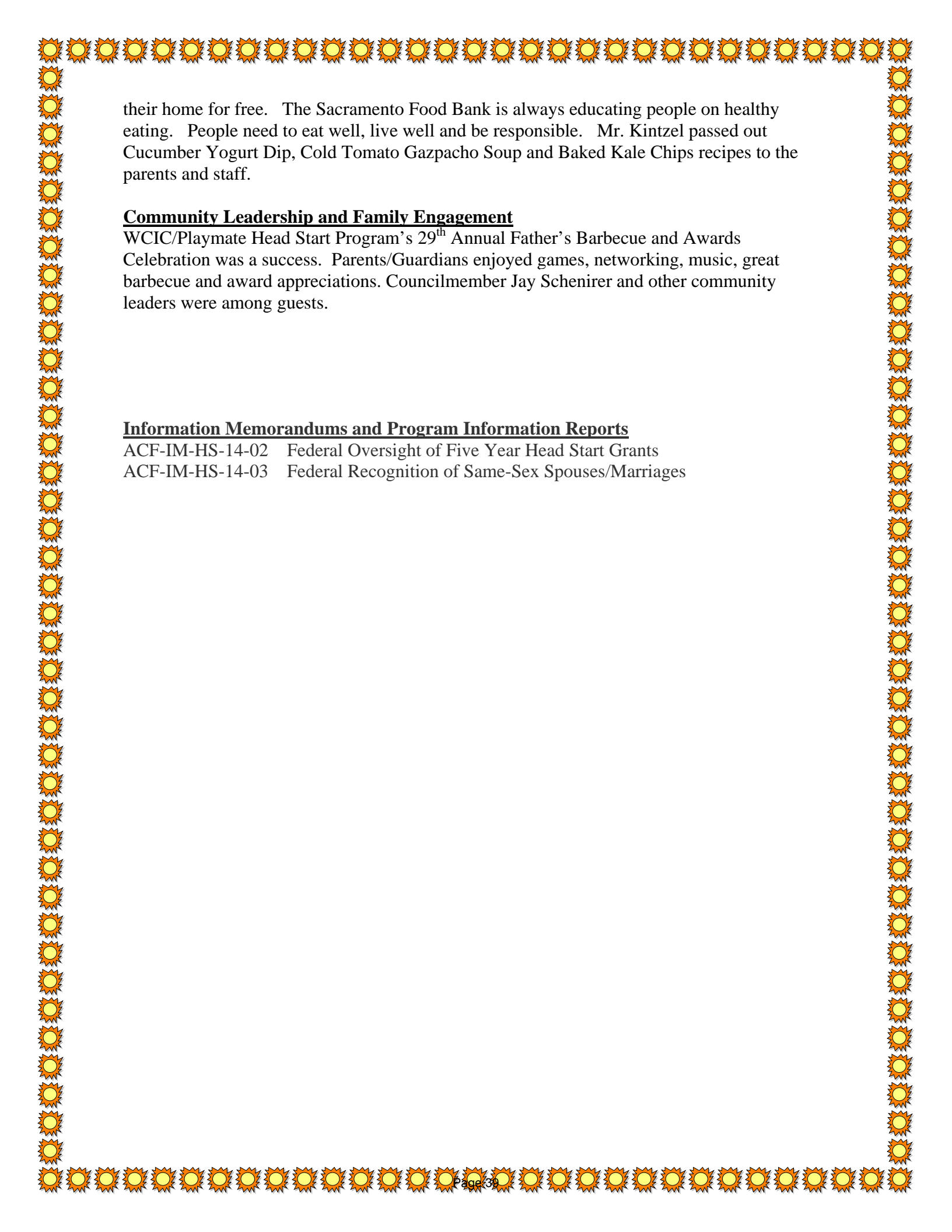
WCIC

Enrollment

WCIC/Playmate Head Start Program May 2014 enrollment was 100%.

Training

WCIC/Playmate Head Start Program parents and staff received information on the Sacramento Food Bank from Erik Kintzel, Food and Operations Director on May 21, 2014. He discussed the services offered by the Sacramento Food Bank to the community: Food/Clothes Giveaway, Parent Education, Adult Education, and Youth Education. They also offer computer classes. Food is given out for free on Tuesdays and Thursdays at 11:30 a.m. The Sacramento Food Bank has a ¼ acre garden. If parents are interested, parents can sign up for free gardening classes. If parents complete all 4 sessions they will get a garden planted at



their home for free. The Sacramento Food Bank is always educating people on healthy eating. People need to eat well, live well and be responsible. Mr. Kintzel passed out Cucumber Yogurt Dip, Cold Tomato Gazpacho Soup and Baked Kale Chips recipes to the parents and staff.

Community Leadership and Family Engagement

WCIC/Playmate Head Start Program's 29th Annual Father's Barbecue and Awards Celebration was a success. Parents/Guardians enjoyed games, networking, music, great barbecue and award appreciations. Councilmember Jay Schenirer and other community leaders were among guests.

Information Memorandums and Program Information Reports

- ACF-IM-HS-14-02 Federal Oversight of Five Year Head Start Grants
- ACF-IM-HS-14-03 Federal Recognition of Same-Sex Spouses/Marriages

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/30/14	(b) % Actual to Funded	Attendance on Last Day of Month	(c) % Attend. to Funded
Elk Grove USD	420	347*	83	308	89
Sacramento City USD	1,292	1,292	100	1,082	84
SETA	1,974	2,058	104	1,455	74
San Juan USD	693	679*	98	516	74
Twin Rivers USD	211	211	100	182	86
WCIC/Playmate	120	120	100	105	88

*** In accordance with the Performance Standards, some delegate agencies did not replace vacancies within 60 days of the end of the program year.**

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/30/14	(b) % Actual to Funded	Attendance on Last Day of Month	(c) % Attend. to Funded
Sacramento City USD	147	147	100	71	48
SETA	328	344	105	206	63
San Juan USD	161	171	106	111	69

- (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 *May 2014

May 2nd - Minimum Day Preschool & EHS Full Day Classes.

May 15th - Daddy & Me at Mather.

May 22nd - EHS Field Trip Special Menu Provided.

May 29th - Last Day for the SETA Traditional Classes for the Summer except for the WCIC/Playmate Center.

May 30th - All Part-Day Classes Closed except for Hillsdale and Northview.

Meetings:

The Food Service Staff had a Meeting at WCIC on May 30th.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
38,726	23,146	25,188	1108

Total Amount of Meals and Snacks Prepared 88,168

Purchases:

Food	\$74,192.36
Non - Food	\$9,626.87

Building Maintenance and Repair: \$254.91

Janitor & Restroom Supplies \$0.00

Kitchen Small Wares and Equipment: \$1,863.87

Vehicle Maintenance and Repair : \$601.87

Vehicle Gas / Fuel: \$1,828.25
Normal Delivery Days 21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 5/31/14)

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)	18 (8 %)	N/A
Elk Grove USD (420)	70 (17%)***	N/A
Sacramento City USD (1292)(147)	186 (14%)	19 (13%)
San Juan USD (693) (161)	109 (16%)	22 (14%)
WCIC (120)	13 (11%)	N/A
SETA (1974) (345)	207 (10%)	57 (16%)
County (4710)* (653)**	603 (13%)	98 (15%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

NOTE: ***EGUSD number correction: April report should be 70 and not 73 children with IEP. 17% still exceeded the 10% minimum



Quality Assurance Summary Report

TO: SETA Parent Advisory Committee, 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
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	91%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	99%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	89%	1-Not all required center postings were displayed 2-One school site has classroom doors covered in paper and posters

Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	96%	No significant noted findings
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	89%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	100%	No significant noted findings
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	89%	1-Lack or limited evidence on file to support children’s assessments
Curriculum/Implementation of Individualization <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 3-Inadequate interesting materials available for child-initiated activities
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	86%	1-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: 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	Hillsdale Nedra Parker Strizek	6	18	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Education services were generally a strong area for the group of centers reviewed. Teaching Pyramid strategies were observed in some classes. DRDP assessment records were clear and easy to follow.
- Maintaining appropriate group ratio and children’s supervision indoors and outdoors was a priority.
- Full inclusion classrooms ran seamlessly.
- Great working relationship between staff
- Warm, welcoming atmosphere that encouraged parent participation
- Well-organized and dedicated family support staff who knew the community as evidenced by local collaborations.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	89%	1- Results of blood lead level not recorded in a timely manner 2- Some ChildPlus did not match contents of the child’s file

Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	98%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	89%	1-Some paper posted on doors 2-Some restrooms had odor and/or were not clean 3-Not all staff could articulate disaster procedures to address emergencies
Family, Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	89%	1-Strategies or time lines were not always clearly identified on the Family Partnership Agreements
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	99%	No significant noted findings
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	97%	No significant noted findings
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	96%	No significant noted findings
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	93%	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.