

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
Councilmember
City of Sacramento

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Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

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Board of Supervisors
County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Phone: (916) 263-3804
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Website:
<http://www.headstart.seta.net>

Thought of the day: "You may never know whose life you may have touched, or made better, for having cared. What's important is that you take the time to care."

Esteemed Human Development International

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, September 23, 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

- I. **Call to Order/Roll Call/Review of Board Member Attendance** 1-3
 - PC Meeting Attendance Update
- II. **Consent Item**
 - A. Approval of the Minutes of the August 26, 2014 Regular Meeting 4-8
- III. **Action Item**
 - A. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957** 9
 - Approval of Eligible List for: Early Head Start Educator
 - ➔ Report out of Closed Session

IV. Information Items

- A. Standing Information Items 10-17
- PC/PAC Calendar of Events – Ms. LaTasha Windham (attached)
 - Introduction to Toastmasters Club (Speechcraft) - Ms. Marie Desha
 - PC/PAC End-of-Year Appreciation (see calendar/flyer)
 - Parent/Family Support Unit Events and Activities – Ms. LaTasha Windham (attached)
 - Parent/Staff Recognition – Ms. LaTasha Windham
 - Community Resources-Parents/Staff – Ms. LaTasha Windham
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson
- B. Governing Board Minutes of August 7, 2014 (attached) 18-25
- C. Fiscal Monitoring Report 26-30
- ✓ Sacramento City Unified School District
 - ✓ Twin Rivers Unified School District

V. Committee Reports

31-32

- 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. Parent Ambassador Committee: Ms. LaTasha Windham
- F. Men’s Activities Affecting Children Committee (MAACC): Mr. Kenny Williams
- F. Maternal, Child and Adolescent Health Advisory Board: Ms. Lynda Williams
- G. Sacramento Medi-Cal Dental Advisory Committee: Ms. LaTasha Windham
- H. Community Agency Reports: Ms. LaTasha Windham

VI. Other Reports

33-47

- A. Executive Director’s Report
- B. Head Start Deputy Director’s Report
 - Monthly Head Start Report (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, SEPTEMBER 16, 2014

Policy Council meeting hosted by:
LaTasha Windham (Chair), Lynda Williams (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
- _____ 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
- _____ Kenneth Tate, SETA-Operated Program
- _____ LaTasha Windham, SETA-Operated Program
- _____ Lenda Wheeler, SETA-Operated Program
- _____ Annette Duran, Past Parent Representative
- _____ Colleen Fietzek, Home Base Option
- _____ Kenny Williams, Men's Activities Affecting Children Committee
- _____ Jenna Kline, KVIE Public Television, Community Rep.
- _____ Genevieve Levy, Sacramento Food Bank & Family Services

Seats Vacant:

- _____ Vacant (Barajas), Elk Grove Unified School District
- _____ Vacant (Bailey), Sacramento City Unified School District
- _____ Vacant (Ali), Twin River Unified School District
- _____ Vacant (Thomas), WCIC/Playmate Child Development Center
- _____ Vacant (Harris), SETA-Operated Program
- _____ 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	7/29 *	8/26	9/23	10/28	11/25
A. Duran Seated 2/25	PAST				X	X	X	U	X	X	U			
T. Espinoza Seated 11/26	ELK	X	X	E	X	X	X	X	X	X	U			
C. Fietzek Seated 3/25	HB					X	X	X	X	X	X			
K. Williams Seated 7/29	MAACC									X	X			
J. Julian Seated 3/25	SAC					X	X	X	X	X	U			
K. Ingram Seated 11/26	Twin Rivers	X	X	X	X	X	X	E	X	X	X			
G. Levy Seated 1/28	Comm. Rep.			X	X	X	E	AP	X	X	AP			
L. Litka Seated 11/26	SJ	X	X	E	X	X	X	X	X	X	X			
J. Kline Seated 11/26	Comm. Rep.	X	X	X	X	X	X	X	E	X	X			
R. Siackasorn Seated 11/26	WCIC	X	X	X	X	X	X	E	U	X	X			
K. Tate Seated 11/26	SOP	X	X	X	X	X	X	X	X	X	X			
L. Wheeler Seated 3/25	SOP					X	X	U	X	X	E			
L. Williams Seated 11/26	SJ	x	E	x	x	X	X	X	X	X	X			
L. Windham Seated 11/26	SOP	X	X	X	X	X	X	E	X	X	U			
S. Wormley Seated 11/26	SAC	X	X	X	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 9/4/14

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 26, 2014 REGULAR
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the August 26, 2014 meeting.

RECOMMENDATION:

That the Policy Council approve the August 26 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, August 26, 2014
9:00 a.m.

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

Ms. Lynda Williams called the meeting to order at 9:12 a.m.; Ms. Linda Litka read the thought of the day. Mr. Steven Wormley called the roll.

Members Present:

Lynda Williams, San Juan Unified School District
Steven Wormley, Sacramento City Unified School District
Linda Litka, San Juan Unified School District
Kristyn Ingram, Twin Rivers Unified School District
Richina Siackasorn, WCIC/Playmate Child Development Center
Kenneth Tate, SETA-Operated Program
Colleen Fietzek, Home Base Representative
Kenny Williams, Men's Activities Affecting Children Committee
Jenna Kline, Community Representative, KVIE Public Television
Yajaira Martinez, alternate, Sacramento Food Bank & Family Services

Members Absent:

Toni Espinoza, Elk Grove Unified School District (unexcused)
Jill Julian, Sacramento City Unified School District (unexcused)
LaTasha Windham, SETA-Operated Program (unexcused)
Annette Duran, Past Parent Representative (unexcused)
Lenda Wheeler, SETA-Operated Program (unexcused)
Genevieve Levy, Sacramento Food Bank & Family Services (alternate present)

II. Consent Item

A. Approval of the Minutes of the July 29, 2014 Special Meeting

Minutes were reviewed; no questions or corrections.

Moved/Tate, second/K. Williams, to approve the minutes of the July 29, 2014 special meeting

Show of hands vote:

Aye: 9 (Fietzek, Ingram, Kline, Litka, Martinez, Siackasorn, Tate, K. Williams, Wormley)

Nay: 0

Abstentions: 1

III. Action Item

- A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Modification of the Agency Classification Plan to Establish the New Classification of Personnel/Human Resources Department Chief

Mr. Roy Kim reviewed this new classification. Mr. Kim will be moving to the Workforce Deputy Director when Robin Purdy retires in December. The agency is going to recruit for a department head for the Personnel/Human Resources department.

Ms. Williams opened a public hearing; no testimony was heard.

Moved/Fietzek, second/Litka, to close the public hearing, and approve the job classification of Personnel/Human Resources Department Chief.

Show of hands vote:

Aye: 9 (Fietzek, Ingram, Kline, Litka, Martinez, Siackasorn, Tate, K. Williams, Wormley)

Nay: 0

Abstentions: 1 (L. Williams)

IV. Information Items

- A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Williams reviewed the calendar of events.
- PC/PAC End-of-Year Appreciation: Ms. Williams urged board members to sign up and RSVP for this event. Payment for guests should be in the form of cash or money order. Ms. Hawkins distributed a sign-up sheet.
- Parent/Family Support Unit Events and Activities: No additional report.
- Parent/Staff Recognition: None.
- Community Resources-Parents/Staff: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson reviewed the fiscal report as of July 31. These reports do not include final information for the delegates; the final numbers will be due at the end of August. The Agency has exceeded the in-kind requirement and the administrative costs are far below the maximum allowed. Unexpended funds returned by the delegates can be utilized for grantee expenses. It is expected that all of the funds will be used for this fiscal year. The final report is due in to ACF by October 31.

Ms. Patterson stated that the Budget meetings have been changed to 1:00 p.m. There were board members from Elk Grove that were unable to attend the Budget meetings due to conflicting times for the Elk Grove delegate meetings.

- B. Governing Board Minutes of July 17, 2014: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Williams reviewed the critique of the last meeting.
- B. Budget/Planning Committee: Mr. Tate reviewed the most recent meeting.
- C. Personnel/Bylaws Committee: Mr. Tate reported the committee is looking to add more community representatives to the bylaws. Other changes are being considered for both the PAC and PC bylaws.
- D. Social/Hospitality Committee: Ms. Richina Siackasorn reported on the August 6 meeting. Committee members reviewed details for the end-of-year event. Entertainment is being sought for this event; please contact Ms. Desha if you are willing to provide entertainment.
- E. Parent Ambassador Committee: Ms. Williams reported that the members discussed the \$2 Per child Campaign; Ms. Wendy Tanner provided information on having children's artwork on letterhead. The \$2 Per Child Campaign began August 13 and will continue to October. Ms. Williams and her family attended an event at UC Davis to raise money for the campaign. Their daughter Chloe raised \$106.00 for the campaign by selling the Head Start Spirit Bracelets. Many doctors and medical staff do not carry cash in their scrubs and asked for a website to make a donation to the \$2.00 per Child campaign. There is a need for additional Parent Ambassadors to attend community events to educate the public on Head Start and Early Head Start.
- F. Men's Activities Affecting Children Committee: Mr. Kenny Williams reported that there will be a MAACC BBQ at McKinley Park on September 17, 5-8 p.m. Mr. Williams reported that he recently spoke to several men and urged them to become involved in the MAACC. Ms. Williams asked for board member assistance to distribute information to all delegates.
- G. Maternal, Child and Adolescent Health Advisory Board: No report.
- H. Sacramento Medi-Cal Dental Advisory Committee: No report.
- I. Community Agency Reports: Ms. Jenna Kline spoke of the various apps available through KVIE for use on I-pads and smartphones, tablets. The list can be found at www.PBSkids.org/apps. Ms. Kline will bring some free app codes to the next Policy Council meeting.

VI. Other Reports

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: Ms. Alma Hawkins reported on behalf of Ms. Lee; Ms. Lee is meeting with region staff. A Children's Book Festival will be held September 27-28, 10 a.m. - 4 p.m. at Fairytale Town featuring Francie Dillon. Ms. Hawkins distributed flyers for this event.
- C. Head Start Managers' Reports: All three managers are also with Ms. Lee with the region staff. Ms. Hawkins reminded board members of the end-of-year Parent Appreciation Dinner. Board members will have their meals covered by the Agency but any guests attending must pay for their own meals. Ms. Hawkins stated that the Social/Hospitality Committee is doing an awesome job working on

this event. Ms. Hawkins extended a heartfelt thank you to Ms. Richina Siackasorn who volunteered to work on Head Start recruitment flyers. She was the only board member that showed up to help.

D. Chair's Report: No report. Ms. Williams urged board members to show up at committee meetings.

E. Open Discussion and Comments: Ms. Fietzek asked why bus advertisements do not mention Early Head Start. Ms. Williams explained that Early Head Start may be advertised on other buses.

F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 10:13 a.m.

ITEM III-A - 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)
 - Introduction to Toastmasters Club (Speechcraft) - Ms. Marie Desha
 - PC/PAC End-of-Year Appreciation (see calendar/flyer)
 - Parent/Family Support Unit Events and Activities –
Ms. LaTasha Windham (attached)
 - Parent/Staff Recognition – Ms. LaTasha Windham
 - Community Resources-Parents/Staff – Ms. LaTasha Windham
 - Fiscal Monthly Report/Corporate Card Monthly Statement of
Account – Ms. D'et Patterson

NOTES:

October

2014

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2	3	4
5	6 9:30 a.m. Personnel/Bylaws Olympus Room	7	8	9 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	10	11 6:00 – 9:00 p.m. PC/PAC End-of-Year Parent Appreciation Shriners Hospital 2425 Stockton Blvd
12	13	14 9:00 a.m. Elk Grove PC Meeting Prairie PreK 2 5251 Valley Hi Drive Sacramento 95823 1:00 p.m. Budget/Planning Committee meeting	15 5:15 p.m. WCIC PC Meeting 3555 3rd Avenue Sacramento 95817	16 8:30 a.m. Twin Rivers PC Meeting 155 Morey Avenue Sacramento 95838	17 1:00 p.m. Parent Ambassador Olympus Room	18
19	20	21 9:00 a.m. PAC Meeting SETA Board Room	22	23 9:00 a.m. PAC Executive Committee Meeting Olympus Room	24 12:30 p.m. MAACC Meeting Olympus Room	25
26	27	28 9:00 a.m. PC Meeting SETA Board Room	29	30 9:00 a.m. PC Executive Committee Meeting Olympus Room	31	

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Social/Hospitality Committee	Thursday, September 25, 2014 10:30 a.m. Olympus Room
Men's Activities Affecting Children Committee (MAACC) Meeting	Friday, September 26, 2014 12:30 – 1:30 p.m. Olympus Room
PC/PAC Personnel/Bylaws Committee	Monday, October 6, 2014 9:30 a.m. Olympus Room
End-of-Year Parent Appreciation Celebration	Saturday, October 11 6:00 – 9:00 p.m. Shriner's Hospitals for Children 2425 Stockton Blvd., Sacramento RSVP by Thursday, September 18, 2014. (flyer attached)
PC/PAC Budget/Planning Committee	Tuesday, October 14, 2014 1:00 p.m. Oak Room
Health Services Advisory Committee	Wednesday, October 15, 2014 5:30 p.m. – 7:00 p.m. Sequoia Room

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

EVENT

DATE

Men's Activities Affecting Children Committee (MAACC) Meeting	Friday, September 26, 2014 12:30 – 1:30 p.m. Olympus Room
PC/PAC Men's Activities Affecting Children Committee	Friday, October 31, 2014 12:30 p.m. Olympus Room



The Head Start/Early Head Start

Policy Council and Parent Advisory Committee

Cordially invite you to attend the 2013-2014
SETA Head Start Annual End-of-the-Year Parent Appreciation
“**Bringing Head Start/Early Head Start Home**”

Shriner’s Hospitals for Children, - 2425 Stockton Blvd, Sacramento, CA
Saturday, October 11, 2014, 6:00 p.m. – 9:00 p.m.

Attire: Semi-Formal

Dinner Entrée Selections:

Fettuccine with Grilled Chicken & Seasonal Fresh Vegetables

Grilled chicken with fresh sautéed vegetables tossed with a light parmesan cheese sauce served on fettuccine pasta.

- Or -

Grilled Salmon with Lemon & Dill

Salmon seasoned with lemon and dill, grilled and served with fresh seasonal vegetables and rice pilaf.

- Or -

Fettuccine & Seasonal Fresh Vegetables (vegetarian)

Fresh sautéed vegetables tossed with a light parmesan cheese sauce served on fettuccine pasta.

House Salad, Rolls and Butter

DESSERT: Cheesecake or Lemon Meringue Pie

BEVERAGES: Assorted sodas, bottled water, and coffee

Keynote Speakers: Ms. Richina Siackasorn, Mr. Kenny & Mrs. Lynda Williams

Guests (two per invitee) are responsible for their dinner fee
(Non-refundable, advance payment required) – Cash or money order only.
Dinner cost includes beverage, dessert, and tax

Fettuccine & Seasonal Fresh Vegetables (\$19.00)

Fettuccine with Grilled Chicken & Seasonal Fresh Vegetables (\$21.00)

Grilled Salmon with Lemon & Dill (\$24.00)

Guest dinner fees are due by Thursday, September 18, 2014, 12:00 noon (no exceptions)

RSVP by Thursday, September 18, 2014

Call Alma Hawkins at 263-0540

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The August 7, 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, August 7, 2014
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Councilmember Allen Warren called the meeting to order at 10:02 a.m.

Members Present:

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

II. Consent Items

- A. Minutes of the July 17, 2014 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Staff Recommendation for the Adult Vendor Services (VS) List
- D. Appointment of One Required Partner Member to the Sacramento Works, Inc. Board
- E. Approval to Amend Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency
- F. Appointment of Member to the Community Action Board
- H. Approval of Resolution to Accept Program Year (PY) 2014-15 CalWORKS Funds from the County of Sacramento, Department of Human Assistance (DHA) and Authorize the SETA Executive Director to Sign Agreement No. DHA-CW-233-15 and any Amendments to the Agreement (Robin Purdy)
- I. Ratification of Payroll Services Contract Extension

The consent items were reviewed; no questions or corrections. Mr. Thatch requested Item G be taken off the consent calendar and voted on separately since it involves money.

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

- A. Approve the July 17, 2014 minutes.
- B. Approve the claims and warrants for the period 7/10/14 through 7/31/14.
- C. Approve the addition of Creative Careers, LLC to the Adult Vendor Services list.
- D. Appoint Ms. Pam Miller to the vacant Required Partner seat on the Sacramento Works, Inc. Board of Directors.

- E. Approve the revised Appendix A of the Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.
 - F. Appoint California Community Credit Union to represent the Private Sector on the SETA Community Action Board.
 - H. Review and approve resolution 2014-04, and authorize the Executive Director to sign the agreement and any amendments to the agreement.
 - I. Ratify the extension of the services contract with High Line Corporation, for an additional two (2) year term, through June 30, 2016, and authorize the Executive Director to negotiate and make any necessary modifications to the agreement.
Roll Call Vote:
Aye: 5 (Nottoli, Schenirer, Scherman, Yee, Warren)
Nay: 0
Abstention: 0
- Moved/Nottoli, second/Scherman, to approve Consent Item II-G as follows:
- G. Approve the Acceptance of Proposition 39 Funding from the California Workforce Investment Board (CWIB), Authorize the Executive Director to Execute the Funding Agreement, Modifications, or Other Documents Required by the Funding Source, and Allocate Funding to Subrecipients.
Roll Call Vote:
Aye: 5 (Nottoli, Schenirer, Scherman, Yee, Warren)
Nay: 0
Abstention: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. **TIMED ITEM: 10:00 A.M. AND PUBLIC HEARING:** Final Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2014-2015

The public hearing is open continued from the June meeting. Ms. Su stated that there is a net increase in the budget of \$3 million, primarily due to CalWORKS funding.

Moved/Nottoli, second/Scherman, to close the public hearing and approve the SETA budget for 2014-2015.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Yee, Warren)

Nay: 0

Abstention: 0

2. **TIMED ITEM: 10:00 A.M. AND PUBLIC HEARING:** Ratification of Revisions to the Salary Schedule for Head Start Parent Intern and Head Start Substitute Teacher Assistant

Mr. Roy Kim reviewed this item which is brought forward since the minimum wage was increased to \$9.00 per hour. There are two classifications that are affected by the increase with five incumbents in these classifications.

Mr. Warren opened a public hearing. There was no public testimony.

Moved/Yee, second/Scherman, to close the public hearing and approve the new pay ranges for the Head Start Parent Intern and Head Start Substitute Teacher Assistant.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Yee, Warren)

Nay: 0

Abstention: 0

3. Approval to Authorize Lease Negotiations for South Sacramento Job Center Office and Classroom Space

Ms. Robin Purdy reviewed the revised board item. This process began in March and the deadline was extended to July 31; three proposals were received. Staff reviewed the proposals and all were deemed non-responsive. Staff is recommending not to fund any of the proposals but to extend the RFP with an expanded area for the office space. Ms. Purdy reviewed the areas that would now be included in the RFP area.

Mr. Thatch stated that this has been a difficult search and he expects that working with a broker will produce better results. With our current lease, there is a need to leave the premises and it is a tighter time frame; he feels confident that a space will be located with a broker's assistance.

Mr. Nottoli asked why this process has been so difficult since there is already a lot of area included in the RFP and a lot of vacant buildings. Ms. Kossick stated that the lease terms include a provision that if our funding falls below a certain level, the Agency can get out of the lease. Lessors look at that and decline to submit a proposal due to that provision even though SETA has not done it in over 30 years.

Moved/Yee, second/Scherman, to approve the extension of the RFP with an expanded area for the job center office and classroom space.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Yee, Warren)

Nay: 0

Abstention: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Approve the Acceptance of Regional Industry Cluster of Opportunity (RICO) Funding from the California Workforce Investment Board (CWIB), Authorize the Executive Director to Execute the Funding Agreement, Modifications, or Other Documents Required by the Funding Source, and Allocate Funding to RICO Collaborating Entities

Ms. Purdy stated that this is a continuation of a grant targeting alternative fuel. Partners in this collaboration include Valley Vision, American River College, SARTA, and Sacramento Clean Cities Coalition; all have been included as a sole source provider. The coalition is under City of Sacramento's umbrella.

Moved/Yee, second/Schenirer, to approve the acceptance of the RICO grant funding from the CWIB in the amounts of \$175,000 for the Talent Pipeline project and \$125,000 for the Sustainability project and authorize the Executive Director to execute the funding agreements, any modifications, or other documents required by the funding source, and enter into subcontracts with collaborating organizations.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Yee, Warren)

Nay: 0

Abstention: 0

2. Approval to Augment Sacramento Works Training Center (SWTC) and On-the-Job Training/Subsidized Employment (OJT/SE) Providers

Ms. Purdy stated that this agenda item adds additional slots to providers procured last year. The Agency received expanded funding from DHA and these funds will target CalWORKs customers.

Moved/Yee, second/Nottoli, to approve the augmentation of WIA Adult and CalWORKs funds in the amount of \$58,280 to Crossroads Diversified Services to provide an additional 10 (3 WIA Adult; 7 CalWORKs) OJT/SE opportunities to SWTC customers. The following is the breakdown by funding source:

- WIA Adult \$34,984
- CalWORKs \$23,296

ESE Augmentations -

Approve augmenting the existing ESE and OJT/SE providers CalWORKs funds in the amounts reflected below to expand the provision of intensive job retention

and job development services, and OJT contract development, including the payment of wage subsidies under SETA's CalWORKs ESE program:

Agency	Amount	# of Participants
Asian Resources, Inc.	\$75,130	10
Bach Viet Association, Inc.	69,020	10
Folsom Cordova Community Partnership	76,550	10
La Familia Counseling Center	71,050	10
Lao Family Community Development	78,290	10
NSBIF	86,955	15
TOTAL	\$456,995	65

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Yee, Warren)

Nay: 0

Abstention: 0

- Approval to Augment Existing Workforce Investment Act (WIA), Title I, Youth Program Providers to Cover Additional Costs Due to an Increase in California's Minimum Wage

Ms. Purdy stated that this is a cleanup item for youth providers to ensure the providers can pay the youth the new minimum wage.

Moved/Scherman, second/Yee, to approve the augmentation recommendation for the WIA, Title I, Youth Program providers for PY 2014-15 as follows:

	PY 2014-15 Allocations	Recommended Augmentation	Recommended Revised PY 2014-15 Allocations
Out-of-School Youth			
Asian Resources, Inc.	\$245,728	\$7,233	\$252,961
La Familia Counseling Center, Inc.	293,940	10,851	304,791
North State Building Industry Foundation	160,380	5,651	112,031
Sacramento City Unified School District	150,800	4,306	155,106
In-School Youth			
City of Sacramento Department of Parks and Recreation	228,000	10,980	238,980
Crossroads Diversified Services, Inc.	194,250	11,626	205,876
Sacramento Chinese Community Services Center, Inc.	362,880	11,195	374,075
Total		\$61,842	

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Yee, Warren)

Nay: 0

Abstention: 0

C. CHILDREN AND FAMILY SERVICES:

1. Approval of the Submission of the Early Head Start (EHS)-Child Care Partnership and Expansion Application to the Office of Head Start

Ms. Denise Lee reviewed the four providers that will be augmented with the new funds. This includes start-up funds and a play structure at one of the schools.

Moved/Scherman, second/Yee, to approve the submission of the Early Head Start-Child Care Partnership and EHS Expansion application to the Office of Head Start in the amount of \$1,664,460 including Basic, Training/Technical Assistance and One-time Start-Up funds, to expand services to 120 infant/toddlers in Sacramento County.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Yee, Warren)

Nay: 0

Abstention: 0

V. Information Items

- A. Review of 2013-14 Workforce Investment Act Report: Mr. Ralph Giddings reviewed the new dashboard report. This report provides a concise snapshot of performance for the last year..
- B. Report on American Express Corporate Account Rewards Points Program, FY 2014: Ms. Kossick stated that the points have been used for computer purchases and related items, and wellness support supplies.
- C. Fiscal Monitoring Reports: No questions.
- D. Employer Success Stories and Activity Report: No additional reports.
- E. Dislocated Worker Update: No additional report.

VI. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Ms. Scherman a Happy Birthday on August 18. Ms. Kossick distributed a one-page overview of the Solutions City initiative that has started with the U. S. Conference of Mayors and Starbucks.

Staff will be attending the first coffee town hall meeting next Wednesday and will be providing whatever assistance we can regarding workforce issues.

- C. Deputy Directors: Ms. Purdy provided an update on the priority worker program on the arena. The hotline received 2,700 calls from interested people. Staff called them back and of the 2,700, 715 were assessed and 316 were referred to pre-apprenticeship training. There are now 111 in training programs. Turner Construction and Sacramento/Sierra Building & Construction Trades Council, as well as other providers are working to problem solve issues as they arise. There are 10 priority apprentices that are indentured and 10 that will be connected with the Laborers Union. Staff is working with the Carpenters Union which has established their own apprenticeship program; Matt Kelly is working with them and trying to get an apprenticeship program here in Sacramento. Job Corps has a direct connect with the Operating Engineers. So far, all of the partners are working hard to make this program work.

Mr. Warren stated that this is a big deal and it is very important to make it work. Mr. Warren will be asking SETA and Turner Construction staff to present before the City Council to give an update on identifying priority workers and contractors and keep it in the forefront. It is important to explain the impact of the arena and how it is creating a lot of opportunities for people.

Ms. Purdy stated that staff is also tracking non-union employment; there are two priority workers that went to work for a non-union construction firm.

Mr. Schenirer stated that this could model how other things are done. Perhaps a handbook can be produced on how to do this for future projects. This could be done for smaller projects such as the Whole Foods Market downtown.

Ms. Scherman suggested that if staff does produce a manual, and if we share it with others, have them pay for the manual and the expertise. Mr. Warren stated that this would be a policy decision to redirect some of the fees already paid by the developers.

- D. Counsel: None.

- E. Members of the Board: None.

- F. Public: None.

- VII. Adjournment: The meeting was adjourned at 10:51 a.m.

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Dr. Wanda Roundtree **DATE:** August 26, 2014

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

PROGRAM	ACTIVITY	FUNDING PERIOD	CONTRACT COVERED	PERIOD
Head Start	Basic	\$ 7,935,460	8/1/13-7/31/14	8/1/13-4/30/14
Head Start	T & TA	\$ 20,000	8/1/13-7/31/14	8/1/13-4/30/14
Early HS	Basic	\$ 1,437,354	8/1/13-7/31/14	8/1/13-4/30/14
Early HS	T & TA	\$ 27,564	8/1/13-7/31/14	8/1/13-4/30/14

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: May 19 – 23, 2014

	AREAS EXAMINED	SATISFACTOR		COMMENTS/ RECOMMENDATIONS	
		Y	N	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control		X	X	
3	Bank Reconciliation		N/A		
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll		N/A		
8	Davis Bacon Act		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from August 1, 2013 to April 30, 2014 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There was a finding during the triennial (4.21.14) federal review.

“A review of a timesheet and Labor Distribution report for SCUSC found a payroll expense of \$2,599.99 from June 2013 was charged to the subsequent program year. In an interview, the delegate's fiscal child development program technician confirmed the payroll expense was posted to the wrong grant year.”

The individual transaction found during the review was reversed and all supporting documentation of the reversal was submitted to the federal review team and SETA. During the course of this review, no other expenditures were found to have been improperly charged.

Recommendations for Corrective Action:

Please submit a written corrective action plan documenting the internal controls that have been put into place to ensure that only costs resulting from obligations of the funding period are charged to that funding period.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Dr. Sara Haycox **DATE:** August 26, 2014
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 1,291,599	8/1/13-7/31/14	8/1/13-3/31/14
Head Start	T & TA	\$ 7,500	8/1/13-7/31/14	8/1/13-3/31/14

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: May 12 - 16 and Aug. 21, 2014

	AREAS EXAMINED	SATISFACTORY		COMMENTS/RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation		N/A		
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll		N/A		
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

The total costs as reported to SETA have been traced to the delegate's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board
Policy Council

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 August 26, 2014 Policy Council meeting.

GOOD!!!
Thank you Ms. Ms. Alma Walton Hawkins for staffing the Policy Council meeting.
Thank you Mr. Roy Kim for answering personnel updates.
Thank you Mr. Kenny Williams for an in-depth report and update on MAACC activities.
Thank you members for not texting and using cell phones.
Thank you Mr. Kenneth Tate for consistent attendance and committee reports.
Thank you Ms. Richina Siackasorn for an excellent Social/Hospitality Committee report and soliciting information/ideas for the end-of-year event.
Thank you Ms. Lynda Williams for chairing a well-facilitated and organized meeting. Thank you for sharing reports on Parent Ambassador and encouraging participation in local community activities.
Thank you for being recognized by Chair before leaving seat.
NEEDS IMPROVEMENT
Being present and on time to meetings. Please call/e-mail standing alternate, Ms. Marie Desha, Ms. Nancy Hogan, or Ms. LaTasha Windham, if you will not be present or on time.
REMINDERS
Please committee members, if you have information to share with the committee, bring your forms/flyers to Ms. Marie three to four days prior to the meeting to be approved.

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

ITEM V – COMMITTEE REPORTS (continued)
Page 2

C. Personnel/Bylaws Committee: Richina Siackasorn, Kenneth Tate, Steven Wormley, LaTasha Windham, Toni Espinoza, Lynda Williams, Kenny Williams

D. Social/Hospitality Committee: Steven Wormley, Toni Espinoza, Richina Siackasorn, Kristyn Ingram, LaTasha Windham, Linda Litka, Lynda Williams, Kenny Williams

E. Parent Ambassador Committee: Lynda Williams, Steven Wormley, Toni Espinoza, Richina Siackasorn, LaTasha Windham, Kenny Williams

F. Men’s Activities Affecting Children Committee (MAACC): Richina Siackasorn, Steven Wormley, LaTasha Windham, Kenneth Tate, Lynda Williams, Kenny Williams, Toni Espinoza

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

G. Sacramento Medi-Cal Dental Advisory Committee: LaTasha Windham

H. Community Agency Reports: Jenna Kline and Genevieve Levy

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)

- 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

- 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.



Head Start Monthly Report

SETA Operated Program

Family Engagement Unit

August was the beginning of our new program year. The Head Start and Early Head Start program started the first day of school fully enrolled. This has been an extremely busy time for all of the staff, helping children become comfortable in a new environment, helping families be settled dropping their children off to people they are just meeting, and helping staff get to know a whole group of new children.

Family Service Workers have been very busy ensuring that all the health screening is done on children within 45 days. This process allows children, who may have an unidentified health concern, to get early intervention if necessary. Getting children to the dentist is the biggest struggle. Staff work diligently to educate parents about the importance of preventive dental care, and if there are dental issues, to get those issues cared for before they lead into a bigger health issue.

Every weekend, staff is out at community events to make sure that families and the community are aware of the wonderful services Head Start has to offer. We have been partnering with our Parent Ambassador group to have current and past parents working these events to give first hand testimonials about the quality of services and care they have received from the Head Start and Early Head Start program.

Program Support Services

Quality Assurance Monitoring Unit: QA Exit Meeting for the SETA-Operated Program HS/EHS Home Based Program was held on Friday, August 15, 2014. Review was conducted in the month of July. Unannounced safety and supervision visits at SOP centers were started in August. This is an additional monitoring activity to enhance child safety and to ensure compliance with appropriate ratio and supervision.

Training and Technical Assistance: Child file reviews and desk audit of Child Plus reports were conducted in relation to Program Information Report (PIR) that was due to Office of Head Start on August 31. During this month, delegates were also provided assistance in developing enhanced systems for safety and supervision and in tracking 45/90-day screening requirements.

Program Operations

In August, all center based teaching staff, Family Service Workers and support staff attended SUPERvision Training. This training session not only reviewed existing Supervision Policies and Procedures but also provided new strategies and tools to effectively provide safe classrooms and centers. SUPERvision includes the steps taken to ensure transitions are completed in a systematic manner.

S- Stop

U- Unite and Gather

P- Perform a Sweep

E- Exact Count

R- Roll Call & Re-Count

In addition, the agency is taking an all staff approach to ensure that safety and supervision awareness is of the highest importance and priority. This includes:

Training/ Meetings: Supervision Policy & Procedure Review (2x a year), Supervision Training with S.U.P.E.Rvision transition approach (all units), coaching available for supervision concerns, increased training on supervision for substitutes, continued meetings & communication between Union/Management;

Facilities: Facility modifications when possible, updated center/classroom safety plans, new work order follow up procedures;

Raising Awareness: Awareness of discipline/consequences related to supervision/ratio lapses, parent awareness through parent meetings & enrollment, child awareness with new PAWS safety book and activities, increased sign in/out awareness with staff and parents (Adult to adult transfer, greeting, health check);

Monitoring: Unannounced monitoring visits, new safety & supervision visit report (to be completed by multiple classifications); and

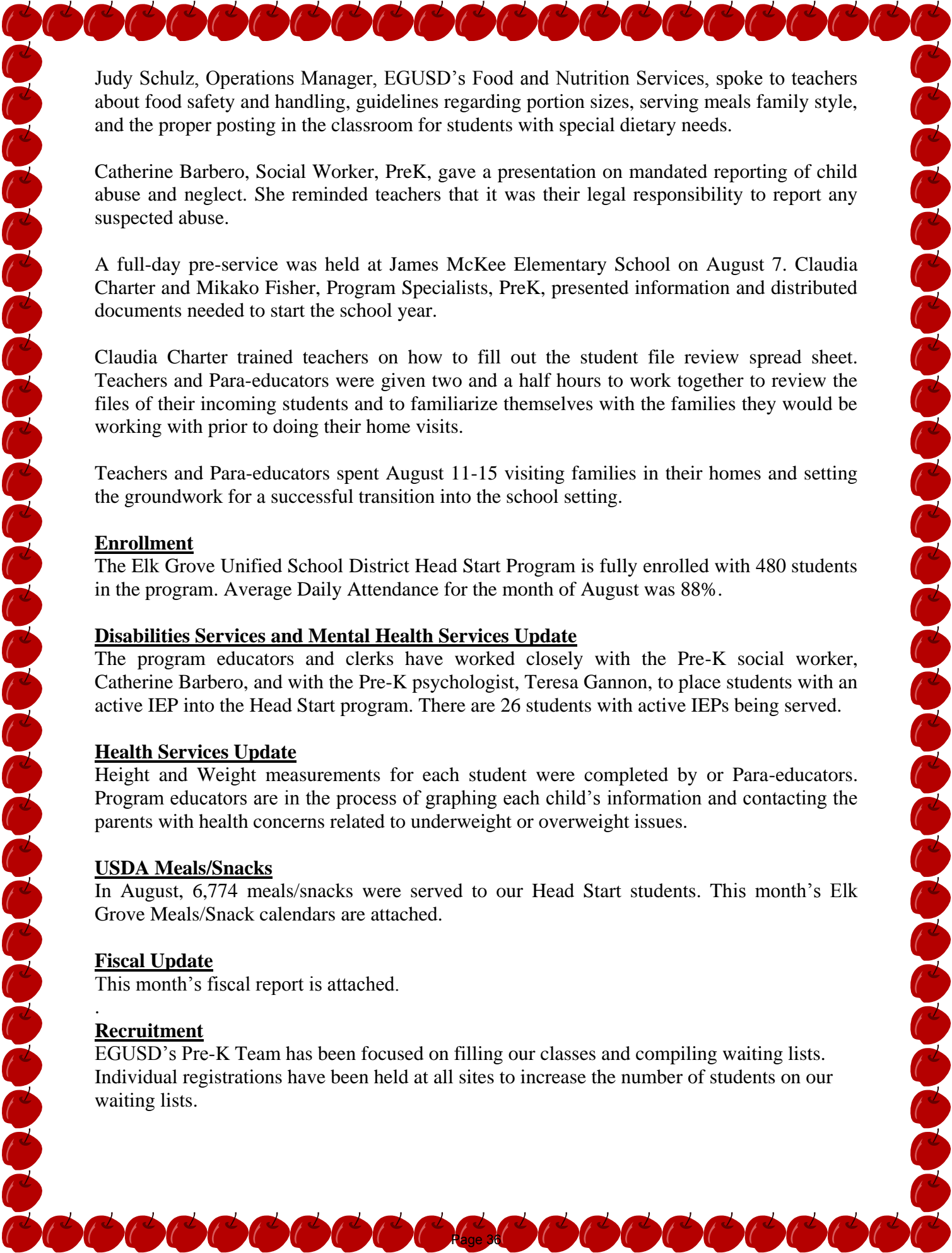
Tools/ Resources: Transition sheet modifications, ratio/staffing charts.

Elk Grove Unified School District

Education Services Update

A half-day pre-service was held in the Board Room at the Trigg Center on August 6. Dr. Sheri Pruitt, Director, Behavioral Science Integration at Kaiser Permanente, delivered a presentation titled "Increasing Parental Engagement to Support Children's Success: Five Easy Steps." She outlined five strategic questions that can be used to motivate and guide parents to engage in activities that support their children's health and educational needs. Staff feedback regarding her presentation was positive with many teachers and para-educators commenting they were pleased to have a method for conducting motivating conversations with the parents of the children in their classroom.

Connie Jacobs, school nurse for EGUSD, presented information regarding how to use an Epi-pen, how to handle bee stings, and the proper use of an inhaler. She explained the importance of having the EGUSD Medication form filled out before administering any medications to students.



Judy Schulz, Operations Manager, EGUSD's Food and Nutrition Services, spoke to teachers about food safety and handling, guidelines regarding portion sizes, serving meals family style, and the proper posting in the classroom for students with special dietary needs.

Catherine Barbero, Social Worker, PreK, gave a presentation on mandated reporting of child abuse and neglect. She reminded teachers that it was their legal responsibility to report any suspected abuse.

A full-day pre-service was held at James McKee Elementary School on August 7. Claudia Charter and Mikako Fisher, Program Specialists, PreK, presented information and distributed documents needed to start the school year.

Claudia Charter trained teachers on how to fill out the student file review spread sheet. Teachers and Para-educators were given two and a half hours to work together to review the files of their incoming students and to familiarize themselves with the families they would be working with prior to doing their home visits.

Teachers and Para-educators spent August 11-15 visiting families in their homes and setting the groundwork for a successful transition into the school setting.

Enrollment

The Elk Grove Unified School District Head Start Program is fully enrolled with 480 students in the program. Average Daily Attendance for the month of August was 88%.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the Pre-K social worker, Catherine Barbero, and with the Pre-K psychologist, Teresa Gannon, to place students with an active IEP into the Head Start program. There are 26 students with active IEPs being served.

Health Services Update

Height and Weight measurements for each student were completed by or Para-educators. Program educators are in the process of graphing each child's information and contacting the parents with health concerns related to underweight or overweight issues.

USDA Meals/Snacks

In August, 6,774 meals/snacks 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.

Recruitment

EGUSD's Pre-K Team has been focused on filling our classes and compiling waiting lists. Individual registrations have been held at all sites to increase the number of students on our waiting lists.



Sacramento City Unified School District

Health and Nutrition

Sacramento City Unified School District's (SCUSD) Child Development (CHDV) Department is currently fully staffed in the area of nursing personnel! The newest staffer (nurse) comes with a strong background in nursing and technology skills and has been a very positive contribution to the program. She has also completed the School Audiology Training course for Health Care Professionals at Chico State University and has received State Certification as a School Audiometrist.

Recently, she developed a flow chart to track health forms that the parents need to submit in order to complete the registration process for their child. This document has been instrumental in assisting the nurses with expediting the registration process for children with medical needs.

A team of nurses presented the "Blood Borne Pathogens" training to Child Development staff at staff orientation/pre-service training this past month. Additionally, nurses have expended a great deal of time revising and completing the *Diaper Policy and Procedures document*, which was written in draft form last spring by assigned committee members.

Nurses continue to work, relentlessly, screening newly enrolled and prospective preschoolers for the Head Start and state program options. Both nurses worked diligently to review the class files for health concerns in order to meet the preschoolers' health needs prior to enrollment. All three nurses have been writing Emergency and Health Care Plans, preparing medication boxes for the preschool teachers and performing medication training for the teachers and instructional aides.

In an effort to ensure a safe classroom environment for preschoolers with health concerns, the lead nurse has developed an *Instruction for Substitute Teachers* cover letter and an *Evidence of Staff Medication Training* page for the Substitute Teacher binder. These new forms and their purpose were presented to the teachers and support staff during staff orientation/ pre-service. The purpose of the forms is to alert the substitute teachers of any health concerns, medication needs or special diets among enrolled preschoolers. The *Health Alert* page also serves as an active health problem(s) listing for the regular (non-substitute) preschool teacher.

Additionally, SCUSD-CHDV's lead nurse offered an online Medication training for Child Development teaching and support staff as an alternate choice to the theory portion of medication training for non-nursing personnel. Several teachers thus far have utilized this method of "e-training", available through the Health Services Department, using the district's intranet connection. The three online courses offered were "Medication Administration", "Asthma" and "Food Allergies and Anaphylaxis" and included several brief training videos. The teachers and support staff met with the nurses after the completion of the online training to discuss any questions, if any, and also to re-introduce and demonstrate processes for oral medication administration, inhaler (and spacer) use and Epi-pen administration. The teachers expressed positive feedback to the nurses regarding the options discussed during the staff medication training.

Mental Health

Training was provided to all staff on establishing Teaching Pyramid expectations in the classroom and methods/suggestions for sharing that information with parents so they may support those child behavioral expectations at home.

A meeting was held with the Family Development Credential Training Coordinator at the California Office of Head Start to begin the implementation of the training with designated staff. Social workers clearly laid out requirements and expectations for participant students. Cohort I will consist of twelve staffers that will be working towards achieving their Family Development Credential academic work. Cohort classes will begin in September and will continue through August 2015.

Family and Community Partnerships

Training was provided to all staff at during pre-service/orientation on how to make effective connections with parents. The training included a review of the Family Community Partnership process, which included reviewing the Family Worksheet with families at the first home visit/parent conference. Additionally, Child Abuse Reporting and Prevention training was provided to all staff.

Family Health and Family Engagement

Early Head Start home based staff received training on the process of providing social emotional support for pregnant and post-delivery women, including how to administer the Postpartum Depression Screener. Additionally, Early Head Start home-based staff received training on the revised family partnership agreement process, which included an introduction to the newly revised FPA forms.

The Early Head Start home visitors and the resource teachers were invited to be a part of the upcoming Teaching Pyramid Training for home visitors offered by WestEd. Social Workers will be a part of this leadership team. Some designated home visitors will also be a part of the Cohort I Family Development Credentialing Program.

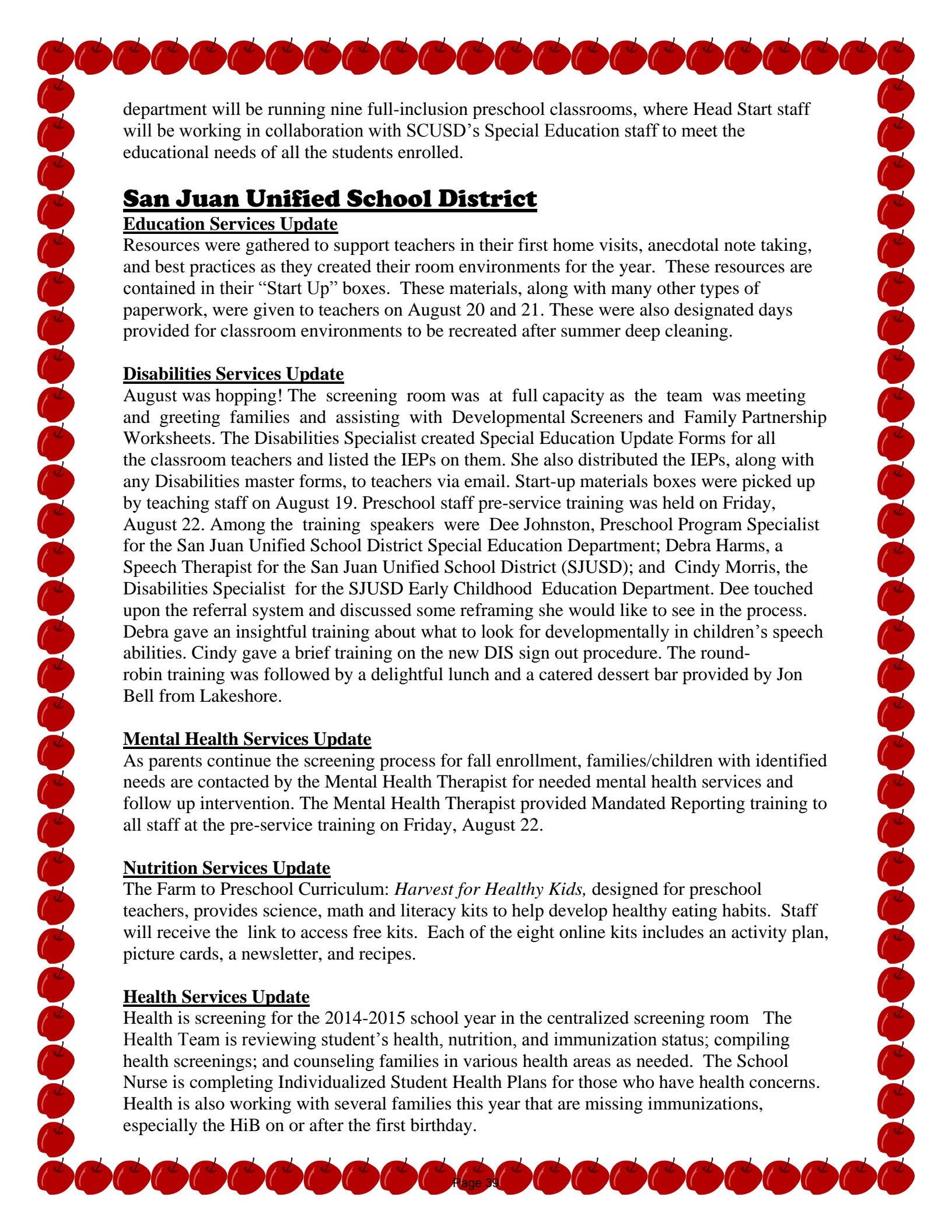
Education

During the month of August, CHDV had two days of professional learning and staff orientation trainings on August 27 & 28. Topics over the course of the two days included the new Individual Development Process, Supervision and Maintaining Adult/Child Ratios Policy, CSEFEL refresher, pedestrian safety instruction reminders, blood borne pathogens, new Diapering Policy, and child abuse reporting procedures. A one-time grant of \$9,800, through RIF (Reading is Fundamental), was awarded and was used to purchase 5,000 books to be distributed to the children and families enrolled in Early Head Start/Head Start program.

Balanced Literacy Cohorts I and II convened on August 27th, for the Balanced Literacy 2014-2015 kick-off training. Consultant Andy Hess led the training and provided resources and materials to help support the Balanced Literacy curriculum.

Special Education

CHDV is excited to begin the school year serving children with mild to significant special needs. As of August, enrollment included ten children with IFSPs in the Early Head Start Program option, and eleven children in the Head Start preschool program option. The



department will be running nine full-inclusion preschool classrooms, where Head Start staff will be working in collaboration with SCUSD's Special Education staff to meet the educational needs of all the students enrolled.

San Juan Unified School District

Education Services Update

Resources were gathered to support teachers in their first home visits, anecdotal note taking, and best practices as they created their room environments for the year. These resources are contained in their "Start Up" boxes. These materials, along with many other types of paperwork, were given to teachers on August 20 and 21. These were also designated days provided for classroom environments to be recreated after summer deep cleaning.

Disabilities Services Update

August was hopping! The screening room was at full capacity as the team was meeting and greeting families and assisting with Developmental Screeners and Family Partnership Worksheets. The Disabilities Specialist created Special Education Update Forms for all the classroom teachers and listed the IEPs on them. She also distributed the IEPs, along with any Disabilities master forms, to teachers via email. Start-up materials boxes were picked up by teaching staff on August 19. Preschool staff pre-service training was held on Friday, August 22. Among the training speakers were Dee Johnston, Preschool Program Specialist for the San Juan Unified School District Special Education Department; Debra Harms, a Speech Therapist for the San Juan Unified School District (SJUSD); and Cindy Morris, the Disabilities Specialist for the SJUSD Early Childhood Education Department. Dee touched upon the referral system and discussed some reframing she would like to see in the process. Debra gave an insightful training about what to look for developmentally in children's speech abilities. Cindy gave a brief training on the new DIS sign out procedure. The round-robin training was followed by a delightful lunch and a catered dessert bar provided by Jon Bell from Lakeshore.

Mental Health Services Update

As parents continue the screening process for fall enrollment, families/children with identified needs are contacted by the Mental Health Therapist for needed mental health services and follow up intervention. The Mental Health Therapist provided Mandated Reporting training to all staff at the pre-service training on Friday, August 22.

Nutrition Services Update

The Farm to Preschool Curriculum: *Harvest for Healthy Kids*, designed for preschool teachers, provides science, math and literacy kits to help develop healthy eating habits. Staff will receive the link to access free kits. Each of the eight online kits includes an activity plan, picture cards, a newsletter, and recipes.

Health Services Update

Health is screening for the 2014-2015 school year in the centralized screening room. The Health Team is reviewing student's health, nutrition, and immunization status; compiling 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. Health is also working with several families this year that are missing immunizations, especially the HiB on or after the first birthday.



Family and Community Partnerships Update

The Policy committee met on August 12 to conduct some business to help get ready for the upcoming school year. The representatives heard the results of the Federal Review, as well as the approval of new staff. Representatives were also given information about a Male Involvement Program being formed at SETA and a need for volunteers for this group. The September meeting will finish up the 2013-2014 school year, and representatives who may have children leaving the preschool program for kindergarten were encouraged to attend this final meeting.

Transition Services Update

The school year started with the staff completing home visits. It has been a great experience for both students and families. At the end of the 2013-2014 program year, articulation cards were delivered to the kindergarten sites that last year's students are now attending. This is a great tool for kindergarten teachers to learn about the students before they even meet them. Both of these transition strategies are a great way for students to be successful.

Program Support/Staff Training Update

August 22 was the Pre-Service Training Day for preschool staff. Teachers were trained in the process of special education referrals, universal precautions, blood borne pathogens, hand washing and health conditions, the supervision policy/procedure/monitoring, and mandated reporting. Additionally, the general education resources provided in the "Start Up" boxes were discussed. One resource which was highlighted was the *Tips for Parents* resource in English and Spanish. This resource covers different strategies for parents in regard to oral language and literacy in the home. The other education focus was the Staff Calendar, which contains a pacing guide for the implementation of the integrated curricula of *Houghton Mifflin* themes and *Creative Curriculum Studies, Second Step* (social emotional curriculum), and *Math*. Added research highlights align teachers' work with the Preschool Learning Foundations and Curriculum Frameworks volume 1-3. There are also new Literacy Resources reflecting the new School Readiness focus in the Three Year Goals for 2015-2017.

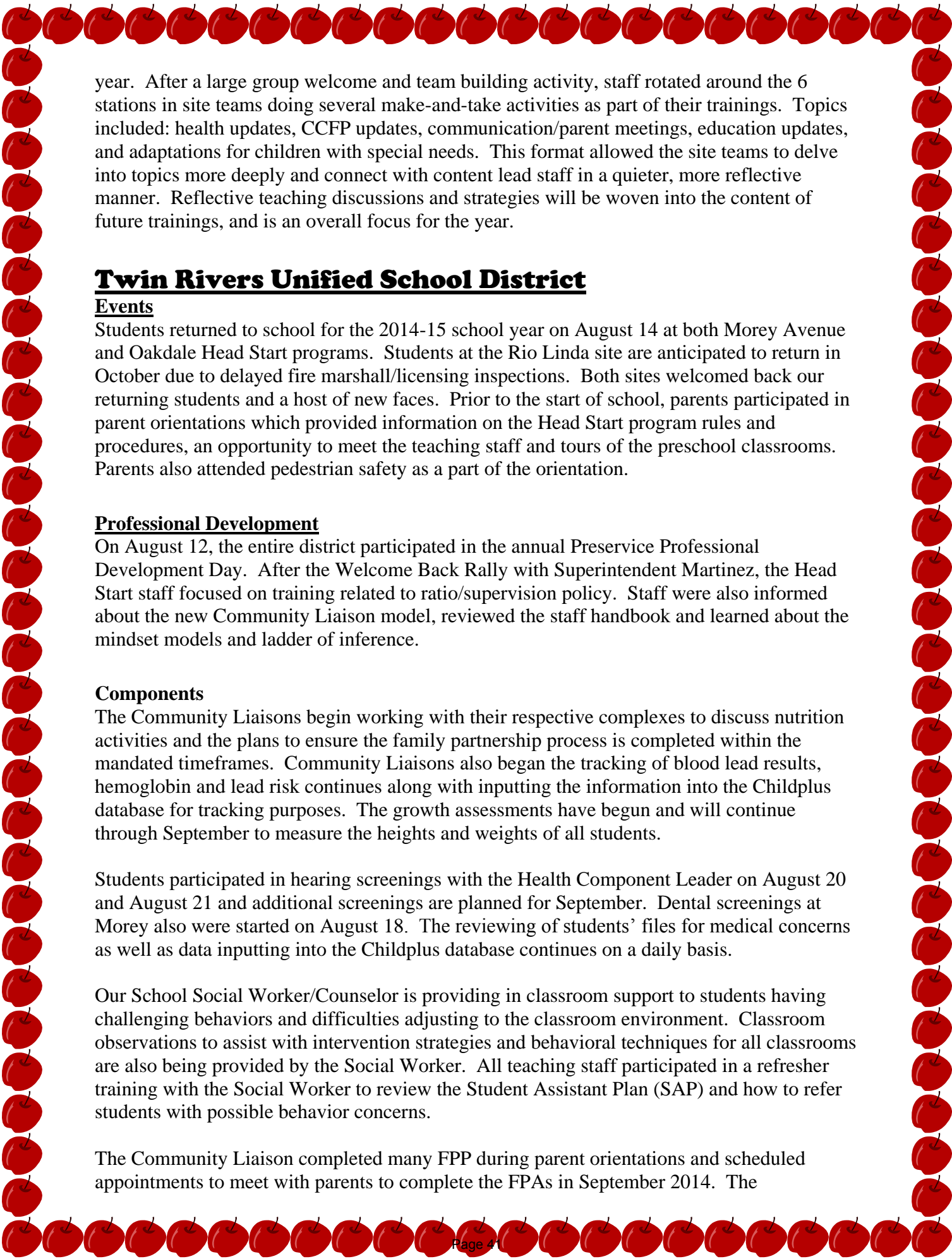
Fiscal Update

The month of August represents two occasions for the fiscal staff: the closing of the prior fiscal year, and the preparation for the beginning of the current fiscal year. It has been a busy month as both the June Final Report/Invoice and the July Final Closeout for Head Start and Early Head Start report is due to SETA. Closing the prior fiscal year is not just for Head Start and Early Head Start, however, but also includes all of the Child Development Programs that are operated under Fund 12. Preparing for the new year is also a challenge as preparation is made for purchasing needed items for the new year and preparing the required 45 day Budget Revision for the District.

Early Head Start

This month, the children who were home visiting during the summer had a fun Socialization at Swanston Park before either returning to their classroom program mid-month or moving on to a preschool program. The new combo class started mid-month as well, with children and their teacher settling into the new two-days-a-week routine.

All the EHS staff participated in the "Passport to Infant Toddler" training on August 13th, with stations representing different countries and covering all the topics needed for the new school



year. After a large group welcome and team building activity, staff rotated around the 6 stations in site teams doing several make-and-take activities as part of their trainings. Topics included: health updates, CCFP updates, communication/parent meetings, education updates, and adaptations for children with special needs. This format allowed the site teams to delve into topics more deeply and connect with content lead staff in a quieter, more reflective manner. Reflective teaching discussions and strategies will be woven into the content of future trainings, and is an overall focus for the year.

Twin Rivers Unified School District

Events

Students returned to school for the 2014-15 school year on August 14 at both Morey Avenue and Oakdale Head Start programs. Students at the Rio Linda site are anticipated to return in October due to delayed fire marshall/licensing inspections. Both sites welcomed back our returning students and a host of new faces. Prior to the start of school, parents participated in parent orientations which provided information on the Head Start program rules and procedures, an opportunity to meet the teaching staff and tours of the preschool classrooms. Parents also attended pedestrian safety as a part of the orientation.

Professional Development

On August 12, the entire district participated in the annual Preservice Professional Development Day. After the Welcome Back Rally with Superintendent Martinez, the Head Start staff focused on training related to ratio/supervision policy. Staff were also informed about the new Community Liaison model, reviewed the staff handbook and learned about the mindset models and ladder of inference.

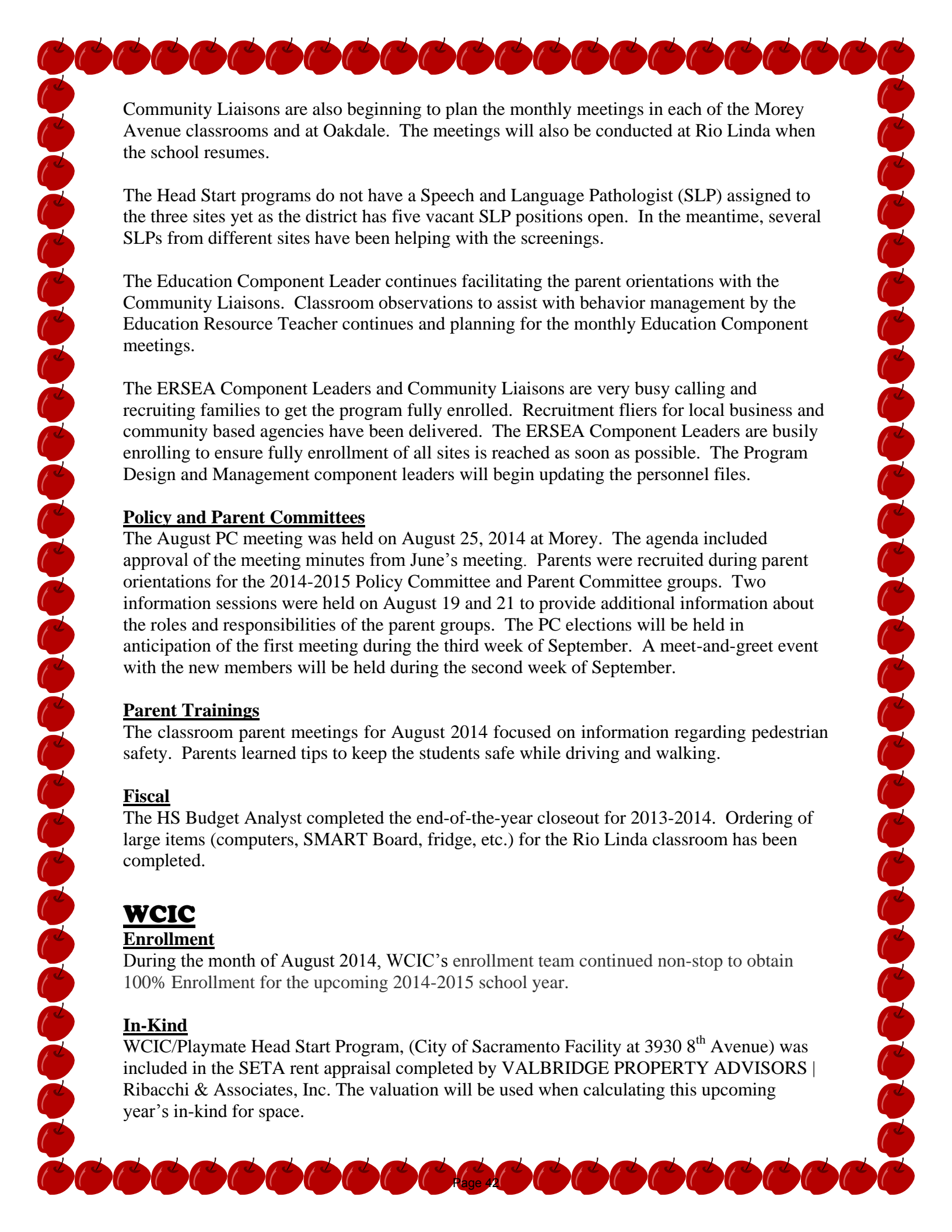
Components

The Community Liaisons begin working with their respective complexes to discuss nutrition activities and the plans to ensure the family partnership process is completed within the mandated timeframes. Community Liaisons also began the tracking of blood lead results, hemoglobin and lead risk continues along with inputting the information into the Childplus database for tracking purposes. The growth assessments have begun and will continue through September to measure the heights and weights of all students.

Students participated in hearing screenings with the Health Component Leader on August 20 and August 21 and additional screenings are planned for September. Dental screenings at Morey also were started on August 18. The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis.

Our School Social Worker/Counselor is providing in 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. All teaching staff participated in a refresher training with the Social Worker to review the Student Assistant Plan (SAP) and how to refer students with possible behavior concerns.

The Community Liaison completed many FPP during parent orientations and scheduled appointments to meet with parents to complete the FPAs in September 2014. The



Community Liaisons are also beginning to plan the monthly meetings in each of the Morey Avenue classrooms and at Oakdale. The meetings will also be conducted at Rio Linda when the school resumes.

The Head Start programs do not have a Speech and Language Pathologist (SLP) assigned to the three sites yet as the district has five vacant SLP positions open. In the meantime, several SLPs from different sites have been helping with the screenings.

The Education Component Leader continues facilitating the parent orientations with the Community Liaisons. Classroom observations to assist with behavior management by the Education Resource Teacher continues and planning for the monthly Education Component meetings.

The ERSEA Component Leaders and Community Liaisons are very busy calling and recruiting families to get the program fully enrolled. Recruitment fliers for local business and community based agencies have been delivered. The ERSEA Component Leaders are busily enrolling to ensure full enrollment of all sites is reached as soon as possible. The Program Design and Management component leaders will begin updating the personnel files.

Policy and Parent Committees

The August PC meeting was held on August 25, 2014 at Morey. The agenda included approval of the meeting minutes from June's meeting. Parents were recruited during parent orientations for the 2014-2015 Policy Committee and Parent Committee groups. Two information sessions were held on August 19 and 21 to provide additional information about the roles and responsibilities of the parent groups. The PC elections will be held in anticipation of the first meeting during the third week of September. A meet-and-greet event with the new members will be held during the second week of September.

Parent Trainings

The classroom parent meetings for August 2014 focused on information regarding pedestrian safety. Parents learned tips to keep the students safe while driving and walking.

Fiscal

The HS Budget Analyst completed the end-of-the-year closeout for 2013-2014. Ordering of large items (computers, SMART Board, fridge, etc.) for the Rio Linda classroom has been completed.

WCIC

Enrollment

During the month of August 2014, WCIC's enrollment team continued non-stop to obtain 100% Enrollment for the upcoming 2014-2015 school year.

In-Kind

WCIC/Playmate Head Start Program, (City of Sacramento Facility at 3930 8th Avenue) was included in the SETA rent appraisal completed by VALBRIDGE PROPERTY ADVISORS | Ribacchi & Associates, Inc. The valuation will be used when calculating this upcoming year's in-kind for space.

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Administration

Ms. Davis, Executive Director/Head Start, and Team continued WCIC's building clean up, personnel required updates, and reorganization, during the month of August 2014, which also included the following: New Hire Licensing Updates, Fire Inspections, Licensing Facility Roster Verifications, etc.

Information Memorandums and Program Information Reports

ACF-PI-HS-14-03 Electronic Grant Applications and Program Communications

ACF-IM-HS-14-04 Bus Transportation and Safety

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/29/14	(b) % Actual to Funded	Attendance on Last Day of Month	(c) % Attend. to Funded
Elk Grove USD	480	465	97	420	88
Sacramento City USD	1,312 (112)	112*	100	73*	66
SETA	2,002	2,235	112	1,262	63
San Juan USD	700	0*	Not in Session	0*	Not in Session
Twin Rivers USD	243 (211)	197*	93	177*	84
WCIC/Playmate	120	0*	Not in Session	0*	Not in Session
Totals	4857 (2,805)	3,009			

*San Juan USD and WCIC/Playmate have not started their 2014-2015 program year.

*Sacramento City USD and Twin Rivers USD remain on reduced summer schedule.

All programs return to full operation schedules in September.

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/29/14	(b) % Actual to Funded	Attendance on Last Day of Month	(c) % Attend. to Funded
Sacramento City USD	144	147	102	69	47
SETA	349	360	103	269	77
San Juan USD	160	165	103	137	86
Totals	653	672			

(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 *August 2014

August 25th - Traditional Classes return from Summer Break.
Kennedy Estates Center closed due to no water.

August 29th - Phoenix Park Center afternoon classes closed due to no water.

Meetings:
None.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
35,398	21,600	24,360	0

Total Amount of Meals and Snacks Prepared 81,358

Purchases:

Food	\$67,853.01
Non - Food	\$15,295.08

Building Maintenance and Repair: \$2,190.48

Janitor & Restroom Supplies \$0.00

Kitchen Small Wares and Equipment: \$3,523.66

Vehicle Maintenance and Repair : \$915.98

Vehicle Gas / Fuel: \$1,985.00
Normal Delivery Days 21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 08/30/14)

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 (243)	6 (2 %)	N/A
Elk Grove USD (480)	26 (5 %)	N/A
Sacramento City USD (1312)(144)	11 (0.8 %)	10 (7%)
San Juan USD (700) (160)	70 (10%)	9 (6 %)
WCIC (120)***	0 (%)	N/A
SETA (2002) (349)	118 (6 %)	44 (12%)
County (4857)* (653)**	231 (5%)	63 (10%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

***WCIC was not in operation for the month of August 2014

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.
