

GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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County of Sacramento

ADMINISTRATION

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Executive Director

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THOUGHT OF THE DAY: "We don't know who we are until we see what we can do."

Author: Martha Grimes

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

DATE: Thursday, December 18, 2014

TIME: 9:00 a.m.

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

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

AGENDA

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DISTRIBUTION DATE: FRIDAY, DECEMBER 12, 2014

Policy Council meeting hosted by:
Ms. Lynda Williams, Chair

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Robin Blanks, Elk Grove Unified School District
- _____ Steven Wormley, Sacramento City Unified School District
- _____ Jill Julian, Sacramento City Unified School District
- _____ Calvin Sheppard, Sacramento City Unified School District
- _____ Linda Litka, San Juan Unified School District
- _____ Lynda Williams, San Juan Unified School District
- _____ Madiline George, Twin Rivers Unified School District
- _____ Tulani Simpson, Twin Rivers Unified School District
- _____ Maria Carranza, WCIC/Playmate Child Development Center
- _____ Dawnna Paniagua, SETA-Operated Program
- _____ Destini Shepherd, SETA-Operated Program
- _____ Amanda Self, Home Base Option
- _____ Toni Espinoza, Past Parent Representative
- _____ Kenneth Tate, Past Parent Representative
- _____ Kenny Williams, Men's Activities Affecting Children Committee
- _____ Yajaira Martinez, Sacramento Food Bank & Family Services

New Members to be Seated:

- _____ Gabriela Alarcon, WCIC/Playmate Child Development Center
- _____ Josh Shurtz, Sacramento City Unified School District
- _____ Susana Hernandez, SETA-Operated Program
- _____ Lenda Wheeler, Grandparent Representative
- _____ Michelle McCarter, KVIE Public Television, Community Rep.

Seats Vacant:

- _____ Vacant, Elk Grove Unified School District
- _____ Vacant (Bailey), Sacramento City Unified School District
- _____ Vacant, SETA-Operated Program
- _____ Vacant, SETA-Operated Program
- _____ Vacant, SETA-Operated Program
- _____ 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 (Lynda Williams (333-2402), 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 2014-2015**

The 2014-2015 Board was seated on **November 25, 2014** and
December 18, 2014

BOARD MEMBER	SITE	11/25	12/18 *	1/28	2/24	3/24	4/22	5/26	6/23	7/28	8/25	9/___	10/27	11/24
G. Alarcon s/b/seated 11/25	WCIC	U												
R. Blanks Seated 11/25	EG	X												
M. Carranza Seated 11/25	WCIC	X												
T. Espinoza Seated 11/25	PAST	X												
M. George Seated 11/25	Twin Rivers	X												
S. Hernandez s/b/seated 11/25	SOP	E												
L. Litka Seated 11/25	SJ	X												
J. Kline Seated 11/26	Comm. Rep.	E												
I. Martin Bonitez Seated	SOP													
M. McCarter Seated	Comm. Rep.													
D. Paniagua Seated 11/25	SOP	X												
A. Self Seated 11/25	HB	X												
D. Shepherd Seated 11/25	SOP	X												
C. Sheppard Seated 11/25	SAC	X												
J. Shurtz s/b/seated 11/25	SAC	U												
T. Simpson Seated 11/25	Twin Rivers	X												
K. Tate Seated 11/25	PAST	X												
L. Wheeler s/b/seated 11/25	GRAND	E												
K. Williams Seated 7/29	MAACC	X												
L. Williams Seated 11/25	SJ	X												

GLOSSARY OF ACRONYMS

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

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

Current a/o 12/1/14

ITEM II-A - CONSENT

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

BACKGROUND:

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

RECOMMENDATION:

That the Policy Council approve the November 25 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, November 25, 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 9:08 a.m. and read the thought of the day. Ms. Toni Espinoza was appointed Secretary and called the roll.

Members Present:

Toni Espinoza, Elk Grove Unified School District
Jill Julian, Sacramento City Unified School District
Steven Wormley, Sacramento City Unified School District
Lynda Williams, San Juan Unified School District
Linda Litka, San Juan Unified School District
Kristyn Ingram, Twin Rivers Unified School District
Annette Duran, Past Parent Representative
Kenneth Tate, SETA-Operated Program
Colleen Fietzek, Home Base Representative
Kenny Williams, Men's Activities Affecting Children Committee

Members Absent:

Lenda Wheeler, SETA-Operated Program (excused)
Genevieve Levy, Sacramento Food Bank & Family Services (excused)
Jenna Kline, Community Representative, KVIE Public Television (excused)

Ms. Annette Duran was appointed Parliamentarian.

II. Consent Item

A. Approval of the Minutes of the October 28, 2014 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Wormley, second/Ingram, to approve the October 28, 2018 minutes.

Show of hands vote:

Aye: 9 (Duran, Espinoza, Fietzek, Ingram, Julian, Litka, Tate, K. Williams, Wormley)

Nay: 0

Abstentions: 1 (L. Williams)

III. Action Items

A. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

The board went into closed session at 9:14 a.m. The board went back into open session at 9:20 a.m. Ms. Lynda Williams reported out that the Policy Council approved the eligible lists for the Head Start Teacher, Head Start Site Supervisor, and CFS Education Program Officer.

B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Second Reading and Approval of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council

Moved/Fietzek, second/Wormley, to close the public hearing and approve the amendments to the Policy Council bylaws.

Show of hands vote:

Aye: 9 (Duran, Espinoza, Fietzek, Ingram, Julian, Litka, Tate, K. Williams, Wormley)

Nay: 0

Abstentions: 1 (L. Williams)

IV. Information Items

A. Standing Information Items

- Parent/Staff Recognition: Ms. Williams presented Mr. Wormley with a plaque and a gift bag in appreciation of his work on the Policy Council.
- Introduction to Toastmasters Report(s): Mr. Tate provided an update on the Toastmasters training and urged new board members to take advantage of this outstanding program.
- Committee Reports
 - ✓ Executive Committee: Ms. Williams read the Executive Committee critique.
 - ✓ Budget/Planning Committee: Mr. Kenneth Tate everything is sailing along smoothly and the budget is pretty much on point.
- Seating of New Policy Council Members (2014-2015): New Policy Council members were seated:
 - Robin Blanks, Elk Grove Unified School District
 - Calvin Sheppard, Sacramento City Unified School District
 - Lynda Williams, San Juan Unified School District
 - Linda Litka, San Juan Unified School District
 - Madiline George, Twin Rivers Unified School District
 - Tulani Simpson, Twin Rivers Unified School District
 - Maria Carranza, WCIC/Playmate Child Development Center
 - Dawnna Paniagua, SETA-Operated Program
 - Destini Shepherd, SETA-Operated Program

- Amanda Self, Home Base Option
- Toni Espinoza, Past Parent Representative
- Kenneth Tate, Past Parent Representative

Ms. Williams announced that Ms. Itza Martin was not elected to serve on the Policy Council and her name will be removed from the roll call list.

New Members Absent:

Lenda Wheeler, Grandparent Representative (unexcused)
 Josh Shurtz, Sacramento City Unified School District (unexcused)
 Gabriela Alarcon, WCIC/Playmate Child Development Center (unexcused)
 Susana Hernandez, SETA-Operated Program (excused)

Mr. Wormley, Ms. Kline, Ms. Julian, and Mr. Tate are holding their seats. Board members leaving the board: Ms. Ingram, Ms. Duran, and Ms. Fietzek.

- Introduction of Policy Council Members: New members introduced themselves.

The board took a break from 10:08 a.m. until 10:18 a.m.

- How to Present and Make Motions: Ms. Williams reviewed the process by which motions are made and seconded for action items.
- Introduction of Staff: Staff came to the podium and introduced themselves.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. Loretta Su provided an overview of the Head start program and budget. The Head Start policies require the credit card charges for the month be shared with board members. Head Start funds come from the federal government, and the grantee is required to have a 25% non-federal match in the form of volunteering in the classrooms. The administrative expenditures are currently at 11.3% which is much less than the 15% maximum.
- Board Procedures
 - ✓ Reimbursements & Budget/Planning: Ms. Su reviewed the policy for reimbursement of expenses. Forms must be filled out completely in ink order to be accepted by the auditor. Transportation costs are reimbursable at 56¢ per mile. Child care is reimbursed at \$8.00 per hour and a maximum of \$30.00 per day. Processing of forms takes one to two weeks; board members wishing to pick up their money before the next meeting can call Nancy Hogan at 263-3827 to see if their money is ready to be picked up.
 - ✓ Personnel: Ms. Bonnie Bilger discussed the opportunity for the Policy to participate in the Head Start hiring process. Parents serve on the screening or interview process for Head start employees. Applicants that pass the screening and testing process are on an eligible list for

one year. Finger prints and physicals are not done until a person has been offered a job.

- ✓ Conflict of Interest: Ms. Nancy Hogan provided information on conflict of interest statements that must be filed for each board member.

The Board took a break at 10:55 a.m. to 10:58 a.m.

Ms. Williams read a resolution from the Sacramento City Council in recognition of Ms. Alma Hawkins and her support for the community in a variety of ways.

- Committee Reports (continued): Ms. Lynda Williams
 - ✓ Maternal, Child and Adolescent Advisory Committee: Ms. Williams reported that the focus of this committee is on the health of mothers and children. The current topic is sexually transmitted diseases, prevention, youth, substance abuse, poverty, the lack of mentorship and availability of parents. There is a link under the California Department of Health to request a free an in-home testing kit for STDs. Teenagers are not being tested for STDs to avoid embarrassment; this free kit will enable teens to be tested confidentially. There was also a lot of discussion at the last meeting discussing dental hospitalization. IPS, a clinic based out of Windsor, is raising funds to help hospital and clinics stay open for dental surgery for MediCal patients.
 - ✓ Medi-Cal Dental Advisory Committee: Ms. Williams was elected to serve as a member at-large on the board two months ago. There are dentists, insurance companies, parents, and community advocates meeting to discuss current problems and come up with solutions. There are continuing issues with paying dentists for oral surgery on MediCal patients. Funding will continue to keep a dental clinic open at Sutter until the end of December. There will be a number of mobile vans and service will be available based on income. The services available will include total examinations, X-ray, fillings, and cleanings. Anything simple that can be done in a dentist's office can be done in these mobile vans. It is hoped to have these vans up and running by June, 2015.
- Officer Elections – December 18, 2014: Ms. Williams reviewed the officer positions and the responsibilities.
- PC/PAC Calendar of Events: Ms. Williams reviewed the calendar of events.
- Community Resources: Parents/Staff: Ms. Williams reviewed various community information provided for board members.

B. Governing Board Minutes of October 2, 2014: No questions.

C. Region IX Scholarship Opportunities – Ms. Williams reviewed the information provided on how to apply for a scholarship.

D. Fiscal Monitoring Report: No questions or comments.

V. Other Reports

A. Executive Director's Report: Ms. Kathy Kossick welcomed new Policy Council members to the board. SETA is a joint powers agency between the City and County of Sacramento. The Agency operates five job centers and we fund nine training centers in the county. Board members are encouraged to review the website for additional information: www.seta.net

B. Head Start Deputy Director's Report: Ms. Denise Lee asked board members to attend an upcoming 'Meet and Greet Breakfast' scheduled for Wednesday, December 10. This will provide an opportunity for Policy Council and Parent Advisory Committee members to meet each other and connect. This will be a great opportunity to get to know other board members.

The federal review was held in May. There are some areas to improve and it is anticipated that all findings will be cleared by December 12. Ms. Lee urged all board members to share information in the reports that are provided monthly.

C. Head Start Managers' Monthly Reports

➤ Brenda Campos: Grantee Program Support Services: Ms. Campos stated that she oversees the program's health, safe environments and nutrition services. Each delegate has a person that provides information for the deputy director's report that is provided in each board packet.

➤ Lisa Carr, Parent/Family Support Unit: Ms. Carr reviewed the monthly enrollment report and explained why full enrollment is crucial for the program. It is the job of the enrollment staff to replace a slot within 30 days; it is a challenge with the wide variety of programs available to families. The Agency's goal is 100% attendance and enrollment.

➤ Karen Gonzales: Child Development and Education Service: Ms. Gonzales reviewed her areas of responsibility. Her reports are based on school readiness. The results of the first assessment of the year will be available next month. There may be results on classroom assessment scoring which is the effectiveness of teachers in the classroom.

D. Chair's Report: Ms. Williams suggested that board members go to the SETA Head Start website to learn more about the Agency and the programs offered. www.headstart.seta.net and www.seta.net

E. Open Discussion and Comments: No comments.

F. Public Participation: None.

VI. Adjournment: The meeting was adjourned at 11:53 a.m.

ITEM III-A – ACTION

APPROVAL TO DELEGATE AUTHORITY TO THE PARENT ADVISORY COMMITTEE
TO FUNCTION IN THE SCREENING AND INTERVIEWING OF PROSPECTIVE
APPLICANTS DIRECTLY RELATED TO THE SETA-OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Parent Advisory Committee's involvement in screening and interviewing prospective applicants directly related to the SETA-Operated Program. Reference the Policy Council bylaws:

Article II Purpose, Powers, Duties and Functions, Section 2: Powers, Duties and Functions, E.12: *For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)*

RECOMMENDATION:

That the Policy Council approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B - ACTION

ELECTION OF POLICY COUNCIL OFFICERS FOR PROGRAM YEAR 2013-2014

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect officers for 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. These duties 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.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- 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.
- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.

ITEM III-B - ACTION (Continued)
Page 2

- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

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:

Chair:

Vice Chair:

Secretary:

Treasurer:

Parliamentarian:

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-C – ACTION

SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND
THE ANNUAL CALIFORNIA HEAD START ASSOCIATION (CHSA) PARENT
TRAINING CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for Parent Advisory Committee to elect three (3) Representatives and three (3) Alternates to attend the Annual California Head Start Association (CHSA) Parent Training Conference, Monday-Tuesday, February 2 & 3, 2015, Los Angeles Airport Marriott, 5855 West Century Blvd., Los Angeles, CA 90045.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Parent Advisory Committee elect three (3) Representatives and three (3) Alternates to attend the Annual California Head Start Association (CHSA) Parent Training Conference.

NOTES:

Representatives nominated:

Alternates elected:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

POLICY COUNCIL REPRESENTATIVE CONFERENCE **ATTENDANCE GUIDELINES**

The following guidelines for Policy Council Representatives attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be given to Policy Council (PC) Representatives who have not had an opportunity to attend a Head Start Conference.
2. The PC Representative must give a written report to the PC at the next scheduled PC meeting upon his/her return from the parent conference (local or out-of-state). The Travel Approval and Expense Claim Form will not be approved until written report has been received.
3. The PC Representative's report must include the PC Representative's name, conference title, date, location, and workshops attended.
4. Networking information and additional comments are optional.

California Head Start Association - 2015 Annual Conference

Theme: 50 Years of Opportunity

The California Head Start Association invites you to join us in Los Angeles, CA **February 2-6** houses our Parent & Family Engagement Conference, Education Conference, Research Institute as the Awards Dinner and Public Policy Breakfast. Every year CHSA gathers professionals from across the state to attend our Annual Conference. The conference provides innovative training, wonderful professional development opportunities and a forum for exploring best practices from across the state. These training opportunities allow professionals to share their respective approaches to materials in their respective areas.

50 YEARS of OPPORTUNITY -- For fifty years Head Start has been the premier model for providing opportunity for success in school and in life. Since the summer of 1965, more than 31 million children have benefited from Head Start's comprehensive services. Head Start has also served as a laboratory for innovation, development and research in the field of child development. Please join us in celebrating this important milestone for Head Start.

Event Details

Parent and Family Engagement Conference –February 2 & 3

CHSA's Parent and Family Engagement Conference provides trainings for Head Start parents and staff who support parents. It will include the latest on the Family Engagement Framework, as developed by the OHS' National Center on Parent, Family and Community Engagement. Additional workshops for both parents and family service staff will center on communication skills, parenting techniques, child development and more.

Audience: HS/EHS Parents & Policy Council Members, FSWs, Family Engagement Staff/Advocates.

Edward Zigler Research Institute – February 3

Research Institute Theme: Understanding Toxic Stress and Strategies for Responding.

Toxic stress occurs when a child experiences strong, frequent, and/or prolonged adversity, without a protective adult who is able to help the child cope. Research is revealing ways that this disrupts the development of brain architecture and other organ systems which is also revealing caregiver and family engagement strategies to help buffer this stress and ameliorate its effects. Learn the dynamics of toxic stress in young children and ways that Head Start can help intervene and support. *The Institute is co-sponsored by CHSA, RIXHSA, and NHSA.*

Education Conference – February 4-6

CHSA's Education Conference advances the knowledge and skills of those involved in the education of young children. The event imparts developmentally appropriate practices, teaches critical new skills, broadens awareness of available educational resources. **New for 2015:** the National Center for Quality Teaching and Learning will be presenting the Manager Training Institute.

Audience: Teachers, site managers, home based supervisors, child development and education managers and program directors for both HS and EHS.

Public Policy Breakfast – February 4

In 2015, CHSA will be introducing its very first state legislative bill, to create a birth to five license for child development centers. Come learn about this proposal and also catch up on other state and federal proposals affecting early childhood programs, in the ever changing political landscape.

Awards Dinner - February 5

Each year CHSA honors special individuals from within California's Head Start Community: Administrator, Program Services Staff, Educator, Support Staff, Parent, Friend of Head Start, and Lifetime Special Award. This inspiring event is regarded as a conference highlight. New for 2015 we have swapped the usual luncheon time slot for an evening program from 6:30-8:30pm. This is an event you won't want to miss!



Travel Details

Event Location - Los Angeles Airport Marriott

5855 West Century Blvd. Los Angeles, CA 90045

Ph: 310-641-5700

Room Rate: Single/Double - \$139

Deadline: January 12, 2015

Online Reservations: 800.344.2626 | Click here to: [Book your Room Reservation](#)

Self-Parking: \$20

Airport Shuttle: Free from LAX (The shuttle picks up every 40 minutes from the designated hotel)

Planner

[California Head Start Association](#)

California Head Start Association - 2015 Annual Conference

Preliminary Agenda - 5-Day Snapshot

Please check back regularly for updates and changes.

<i>February 2, Monday</i> Parent & Family Engagement Conference - Day 1	<i>February 3, Tuesday</i> Parent & Family Engagement Conference - Day 2 Research Institute	<i>February 4, Wednesday</i> Education Conference - Day 1 Public Policy Breakfast	<i>February 5, Thursday</i> Education Conference - Day 2 Awards Dinner
Registration 7:30-4:00 (TBD) Opening Session Breakfast(provided) 7:30-9:00am (local entertainment 8:00-9:00am) Keynote : Tom Grayson 9:00-10:15am (TBD) Community Resource Tables (TBD) 8:00-3:30pm Workshops 10:30- 12:00pm Lunch Break (On Your Own) 12:00 – 1:15pm Workshops 1:30-3:00pm Workshops 3:15-4:45pm PFE Reception 5:00 – 6:30pm (TBD)	Health Activity: 6:30am Breakfast (On Your Own) Registration 7:30- 3:00pm Advocacy Area 8:30- 12:30 (TBD) Workshops 9:00 – 10:30am Workshops 10:45 – 12:15pm Lunch (Provided) 12:00 – 12:45pm Closing Session Keynote: National Center on Health 12:45-2:00 (TBD) 7:30am – 3:30pm Research Institute Featured Researcher: *CHSA V.I.P. President's Reception 7:00 -9:00pm. Special	Registration 7:30-4:00 (TBD) 8:00am- 9:30am Public Policy Breakfast Keynotes: (TBD) Opening Session (local entertainment 9:00-10:00am) Keynote: National Center on Health 10:00- 11:30am Location: TBD Exhibit Pavilion 11:30am- 4:00pm Coffee Provided – 8:00- 9:30am (TBD) Advocacy Area 8:00- 3:30pm (TBD) Lunch Break (on your own) Exhibit Pavilion Open 11:30 -1:30pm Workshops 1:30 – 3:00pm	Health Activity: 6:30am Registration 7:30-3:00 (TBD) Exhibit Pavilion 7:30am - 2:30pm Breakfast (provided) 7:30-9:00am (TBD) Workshops 8:30 – 10:00am Workshops 10:15 – 11:45pm Lunch Break (On Your Own) CHSA 2016 Event Raffle Exhibit Pavilion Open 12:00 – 2:00pm (TBD) Workshops 2:00 – 3:30pm Workshops 3:45– 5:15pm Awards Dinner 6:30-

California Head Start Association - 2015 Annual Conference

Los Angeles Airport Marriott Hotel



The Los Angeles Airport Marriott Hotel is one of our sophisticated LAX hotel boasting a resort style social events or a relaxing day in the sun. Guests enjoy excellent dining options at any of our four on-site favorites and American cuisine or grab a signature

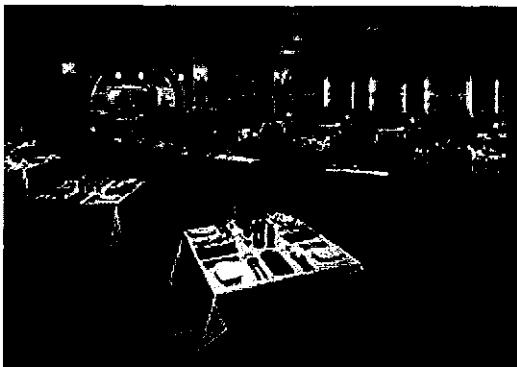
Located just two blocks from LAX, the hotel boasts services and offers convenient access to the city's nightlife as well as corporate offices, golf and spa stops at the hotel every thirty minutes to transport to Beach for shopping or beach going. A perfect corner services, our LAX airport hotel will surprise you a

Los Angeles Airport Marriott
5855 West Century Blvd. Los Angeles, CA 90045
Ph: 310-641-5700
Room Rate: Single/Double - \$139
Deadline: January 12, 2015
Online Reservations: [Reservations](#)

Self-Parking: \$20

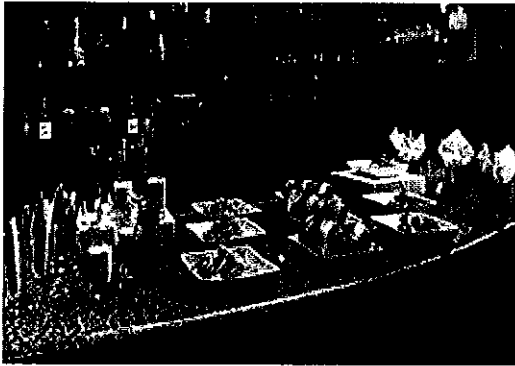
Airport Shuttle: Free from LAX (The shuttle picks up every 40 minutes from the designated hotel shuttle area)

Onsite Dining Options



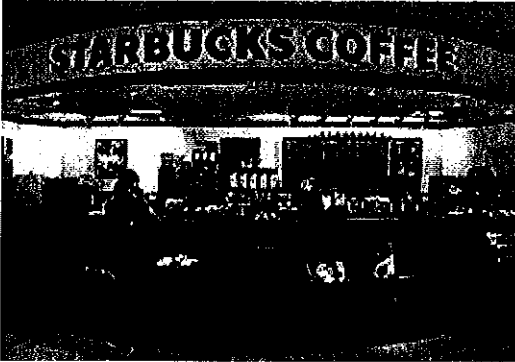
JW's Steakhouse

Our steakhouse features premium steaks, fresh seafood, and an award-winning kitchen where the menu dazzles both locals and guests alike.



Latitude 33

Discover the comfort of old favorites and seasonal California dishes.



Starbucks®

Jump start your day with specialty coffees, variety of pastries, and more.



Champions Sports Bar

Champions Sports Bar providing excellent food and a great mix of drinks and spirits. Features 35 large flat screen HD TV's provide a great blend of great music in the evening.

[CLICK HERE FOR MORE DETAILS ABOUT EACH RESTAURANT](#)

Manhattan Beach Shuttle

MANHATTAN BEACH SHUTTLE –OCEAN EXPRESS

Ocean Express is a private shuttle service for hotel guests and tenants in the LAX area. It is not public transit but offers the great amenities in the surrounding area, including shopping, dining and, of course, the beach. Purchase a ticket, hop aboard and relax as we take you to some of the best restaurants, shops and beaches Southern California has to offer.

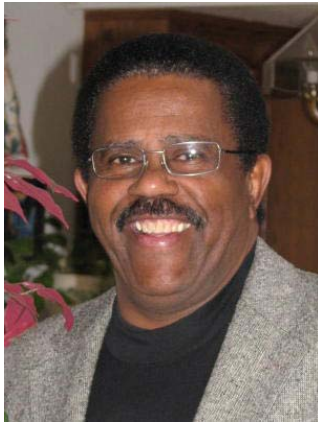
PLEASE NOTE – SPECIAL WINTER SCHEDULE DURING OUR EVENT The shuttle will continue to start at 9:00am and end at 8:00pm. The last scheduled pick-up for stop #7, Downtown Manhattan Beach will be 8:30pm, at stop #8, Manhattan Beach at 8:40pm and stop #9, Plaza El Segundo at 8:45pm.

California Head Start Association - 2015 Annual Conference

Keynote Speakers

Opening Keynote Parent and Family Engagement Conference Monday, February 2 – 9:15-10:15am

Tom Grayson



[Tom Grayson's Bio](#)



Keynote Topic:

Mr. Grayson will inspire and inform attendees; using down to earth examples of the effects that toxic parenting can have on children and the family, and the philosophy of the Broken Heart of Men and Women. He will describe the importance of positive and effective communication skills between parents, and communication between parents to their child. Tom will speak to the importance of positive parenting and co-parenting that will encourage and support the development of children birth – 5 years of age and the social and emotional influence that parents have on their children. You will be empowered and gain inspiration to become a more nurturing and effective parent and teacher to your children and each-other.

Closing Keynote Parent and Family Engagement Conference Tuesday, February 3 – 1:00-2:00pm AND Opening Keynote Education Conference Wednesday, February 4-10:30-11:30am

Rob Corso, Research Assistant Professor, Vanderbilt University
Neal Horen, Director, ECE Division Georgetown University Center



Speaking Topic: Self Care Practices in the Head Start World

When our own resources are low and our stress level is too high, it's hard to have patience and support for others. This session will help you consider both your own stress levels and how to design a wellness program for your entire staff..

Topics covered will include: • Assessing one's own wellness, Identifying stressors and stress responses • Supporting healthy habits for staff • Conversations to help deal with stress and change • Developing a program plan for ongoing staff wellness



[Neal Horen's Bio](#)

[Rob Corso's Bio](#)



Closing Keynote Education Conference
Friday, February 6 – 8:30-9:30am

Kimberly Johnson



[Kimberly Johnson's Bio](#)



Keynote Topic: How To Stay D.R.I.V.E.N. – Charting a BOLDER Course

Have you ever felt like throwing in the towel and saying “That’s it – I’m done!!”? Well, Children’s Author and Motivational Speaker, Kimberly P. Johnson will take that thought right out of your mind!! She will have you on your feet and celebrating your profession. After this keynote, you’ll be ready to inspire everyone you meet. Her passion for education and motivating young minds will grab your attention and rejuvenate your spirit. Her humor and knowledge will encourage you to give your BEST, even when you don’t feel like it. If you need a reminder of why you do what you do, don’t miss this keynote presentation!! Kimberly will give you strategies on how to continue moving forward in your profession and loving it along the way!! You’re guaranteed to leave laughing, inspired and feeling the “passion” for education!!

California Head Start Association - 2015 Annual Conference

WE ARE EXCITED TO HAVE FIVE OFFICE OF HEAD START NATIONAL CENTERS REPRESENTED AT OUR CONFERENCE.



Quality Teaching and Learning

Early Head Start Resource Center

Cultural and Linguistic Responsiveness

Parent, Family and Community Engagement

Health

National Center Three Hour Workshops

[Workshop Descriptions](#)

- Measuring What Matters in Family Engagement
- Understanding the Impact of Maternal Depression on Infants and Toddlers
- Using CLASS to Support Quality Classrooms
- Taking an In-Depth look at CLASS Data to Support Professional Data and coaching
- Supervising and Supporting Quality HB Programs
- Every day, Every child, Every moment - Activities to Increase Use of High Quality Teaching Strategies.
- Instructional Supports for Infants and Toddlers: It's Called Responsive Caregiving
- Collecting Quality Infant and Toddler Data for Program Improvement
- Connecting Our World Through Languages
- Supporting Home Language for Infants and Toddlers

Parent and Family Engagement Conference Workshops

Parent and Family Engagement Conference Workshops Samples

- Implementing a Successful Parent Ambassador Program to meet the needs of your community
- How Culture Impacts Family Violence and Child Protective Services Response
- Home to School Connection: Linking DRDP to Family Partnership Goals
- Male Involvement Programs: Fathers as Partners in the Education of Children using STEM Principles
- Communicating with Skill and Heart: How to Effectively Communicate with Your Child's Teacher

[CLICK HERE FOR A CURRENT LIST OF WORKSHOP OFFERINGS](#)

Specific dates/times and additional workshops will be added soon.

Education Conference Workshops

Education Conference Workshop Samples

- Child Abuse Reporting Law: Recognition, Assessment, and Reporting: A Child Welfare Response
- How to Ensure Home Visitor Safety in an Unpredictable Environment
- It's All About the Children: Using Children's Interests and Data Sources to Individualize the Curriculum to Maximize Learning & Outcomes
- Building the Capacity of Instructional Leaders: A Pathway to ECE Quality
- Ready to Teach from the Start: Supporting Novice Teachers for Success
- Home to school connection: linking DRDP to family partnership goals
- Science, Technology, Engineering, Art, and Math (STEAM) education and young learners... it is not too early!

[CLICK HERE FOR A CURRENT LIST OF WORKSHOP OFFERING](#)

Specific dates/times and additional workshops will be added soon.

NEW 2015 – NCQTL Education Managers Institute

NEW 2015 – NCQTL Education Managers Institute

February 5 & 6

Monica Adrian, Behavior Support Specialist, Merced County Office of Education

Opening Doors and Closing the Opportunity Gap

Merced County Office of Education's Abriendo Puertas Program and Head Start/Early Head Start have a strong partnership that helps to build relationships with the elementary schools, recruit parents, and helps build the bridge between the early childhood years and elementary years.

Latino families in Merced County with young children have been participating in the Abriendo Puertas in Merced County program. Many of the families participating are of Mexican heritage, are low income, have low literacy levels, low education levels, and primarily speak Spanish.

Ramona Araiza, Program Governance/Management Systems Manager, MAAC Child Development Program

Implementing a Successful Parent Ambassador Program to meet the needs of your community

This workshop will provide participants with an overview of how a Parent Ambassador program supports the Family Engagement Outcomes, specifically Families as Advocates and Leaders. Participation in a Parent Ambassador program reaches beyond Policy Council and Parent Center Committees. The workshop will provide guidance and tools for programs to develop their own Parent Ambassador Program. Participants will receive a list of recommended trainings parents will need to be successful and to be able assist in training parents at the local centers, to participate in advocacy and recruitment efforts in the community.

Magda Bedros, Comprehensive Services Manager, Contra Costa County

Using the Home As Learning environment

Learn to use everyday routine activity as learning opportunity for your child. Learn how to teach your child during cooking, diapering, napping, shopping, washing, walking, driving, and playing. learn how to use homemade games and materials to prepare your child for school.

Dr. Nicoline Ambe, Dr., Speaker Nicoline Ambe International

7 Steps To Raising A High Achiever

For almost all children who get good grades in school, their parents played a crucial role in helping them succeed. From a very early age, their parents imbued them with a love for learning. They set high academic goals for their children, and held them to those goals. They encouraged their children to focus on school and to see school as an important part of their future success. The parents impressed the lessons of responsibility on their children, and as a result, their children raised their grades and positioned themselves for a successful future in college, career and life. This presentation will give parents step-by-step strategies that they can immediately implement at home to help their children succeed in school.

Luiza Balyan-Rodriguez, Operations Manager, Pacific Clinics Head Start/Early Head Start

Parent Driven Family Engagement

This workshop will introduce a fresh and new approach to Family Development. The approach is relationship driven and utilizes a strength based approach to working with families. Learn about tools that your staff can use to help families assess their needs, strengths, and develop goals. Help your teaching and family service staff work in partnership with each family to achieve their child goals as well as family goals. We will also cover how this process aligns to the PFCE Framework.

Ronald Burke, Children's Services Administrator, LA County DCFS

How Culture Impacts Family Violence and Child Protective Services Response

This workshop will explore cultural issues that may have an impact on domestic violence, violence towards children, including GLBT youth, and teen dating. The workshop will also explore how cultural issues impact the reporting and non-reporting of suspected child abuse and neglect, and how Child Protective Services (CPS) responds to allegations involving domestic violence.

*Shalek Chappill-Nichols, Master Teacher/ Activity Developer,
R.A.F.T*

Setting the tone for effective discipline

Setting the tone for effective discipline is a positive discipline workshop. This workshop will use different hands-on activities that can be used to promote effective social and emotional learning environment in the home. We will explore the major social emotional skills (confidence, develop relationships, concentration and persistence, effectively communicate emotions, be attentive, solve a social problems, and self-regulation) using literacy, math, science, and art activities. Also, parents will have the opportunity to learn ways to have a meaningful relationship that will promote a positive environment to create a successful learning.

*Alan-Michael Graves, Director, Project Fatherhood, Children's
Institute, Inc.*

Taking Fatherhood work to the next level

This workshop introduces participants to Project Fatherhood: an innovative, evidence-informed program to engage fathers in the lives of their children. It is based on the premise that men who become fathers love their children, but often lack the ability and the resources to overcome barriers to connect with their kids. Unresolved trauma, losses in their own lives, lack of positive role models, and complications in relationships with the mothers of their children, create barriers to effective engagement.

Tom Grayson, Executive Director, Golden Sierra Life Skills

Male Involvement Programs: Fathers as Partners in the Education of Children

In this workshop Mr. Grayson will use wit and humor to show participants how to use the Male Ambassador Program to encourage, support, and involve father/father figures in the lives of their children who are involved in the Head Start Program, using STEM educational concepts to support learning. This workshop will help attendees learn how the Male Ambassador Program can help support fathers as they become valuable partners in supporting their child's education, and show how fathers using simple everyday items and activities can foster a child's overall development, and a love of learning and discovery that will help them prepare for future success.

Jerry Endres, Project Director, Matrix Outcomes Model

Why Families are Having Positive Outcomes.

This workshop will demonstrate the Family Development Matrix assessment and case management for family support across California utilizing the Family Strengthening Protective factors and Pathway to Prevent Child Abuse and Neglect intervention practices.

A presentation of the core outcome measures to identify family strengths and issues, the integration of interventions and practices from both national research and local practices, a family empowerment plan for setting families directed goals/actions and reporting for effectiveness through a case management process.

Tom Grayson, Executive Director, Golden Sierra Life Skills

Male Involvement Programs: Fathers as Partners in the Education of Children using STEM Principles

Tom Grayson uses wit, and humor to engage all workshop participants, staff and parents, in hands on activities that will help them gain better understanding of the importance of the role that father/father figures play in encouraging children in the areas of science, technology, engineering, and math, and reading. Grayson uses the Male Involvement Ambassador Program to show how fathers in the Head Start systems can be encourage and learn to use every day items and simple activities to reinforce the concepts of the STEM learning system, and the successful *Daddy Read to Me and Daddy in the Picture* programs to engage, and support early literacy and social awareness in their children, 0 - 5 years of age. Fathers who engage in these activities will help to stimulate brain development of their children and encourage a love for learning and self-discovery and prepare them for future learning and educational experiences.

*Carolyn Heyliger-Graham, Sr. Account Executive, ChildPlus
Software*

Family Engagement Outcomes & CLASS, Tracking with ChildPlus.net

In this session you will learn how to collect data and use reports to improve teacher-child interactions and family goal-oriented relationships.

Leah Kalish, MA, Trainer/Developer/Consultant, Move with Me Yoga Adventures

Integrate Stories, Yoga, & Self-Regulation Skills for Family Fun & Self-Care

In this participatory workshop, attendees discover the vitally important developmental benefits of movement and how to integrate more playful yoga and self-care activities into their daily routine and story time to enhance family fun and self-care. We will learn games that build self-awareness and self-control. We explore simple mind-body activities that enhance self-regulation, well-being, receptivity, and ease in learning. We use storybooks for movement/yoga adventures that develop fun fitness and healthy family bonding.

Karina Loza, Disabilities Consultant, LACOE

Family Violence 101

Many studies have indicated that domestic violence is a significant problem in the United States. Alarming statistics indicate that at least 1.3 million women were battered by their spouses or significant partners. Additionally, the National Center for Injury Prevention and Control indicated that more than 4.8 million women experience intimate partner violence and rape throughout rural and urban communities in the United States. This workshop will discuss the cycle of violence, cultural variables related to family violence, the effects of trauma on children's development, and an evidence-based prevention program.

Jennifer Wickliff, Family & Community Services Coordinator, E Center Head Start Programs

Home to School Connection: Linking DRDP to Family Partnership Goals

In this workshop, participants will gain a greater understanding of the power of data driven decision making to improve outcomes for children and families. By aggregating and analyzing the DRDP data and family partnership school readiness goal data, family services and education staff can collaboratively guide and encourage families to develop intentional family partnership goals and school readiness goals for the child based on the lowest measures. With ongoing monitoring, communication, and analysis of data, participants will gain strategies to strengthen the engagement between teachers, family services staff and parents.

Debbie Karaman, Burn Prevention Educator, Children's Burn Foundation

Careful, That's Hot!/Cuidado, Esta Caliente!

This workshop covers common child burns, burn prevention, degrees of burn and burn first aid. The information is valuable for parents, teachers, childcare workers, and home visitors. Each participant receives handouts and safety items, and the program can be brought to individual facilities. Esta taller cubre quemaduras en niños, prevención, grado de quemadura, y primeros auxilios. La información es importante para padres, maestro/as, personas que cuidan para niños, y visitantes de casa. Cada persona recibe información y cosas para prevención, y el programa está disponible a todos los lugares en el sur de California.

Osiel R. Madrigal, Ed.D., Social Services Manager, Santa Ana Unified School District

Guiding Families in Scoring a Goal!

Unfortunately, many Head Start families live day to day without placing much thought about the future. Thus, understanding the concept of a goal and setting one can be challenging for some. This workshop is designed to assist family service workers in guiding families to establish a goal and helping them achieve it.

Sheri Marinovich, Early Childhood Education Consultant, Child Care Alliance of Los Angeles

How to Take Care of Yourself and Your Children when Faced with Adversity

This workshop will provide parents an opportunity to explore their numerous roles and goals while developing a plan they can implement to ensure they set time aside to take care of themselves and nurture their children. Parents will engage in activities that will help them to understand the importance of self care and communicating their needs to others, while maintaining their roles and responsibilities at home and work.

Sheri Marinovich, Early Childhood Education Consultant, Child Care Alliance of Los Angeles

Making Healthy Changes that Benefit Your Child's Academic Achievement

This workshop will provide parents with information and skills detailed in the National Early Care & Education Learning Collaboratives: Taking Steps to Healthy Success Program. Participants will learn and understand the direct connection between their Child's Academic Achievement and: Active Play, Breastfeeding, Cutting Down on Screen time, Drinking Milk and Water, and Eating Healthy Foods. Through hands on activities and demonstrations participants will leave the workshop with activities that can be immediately implemented at home and school.

Pamela Pritchard, Assistant Director, Community Action Partnership of Kern

Sharing Data and Child Outcomes

All families want to know how their child is doing in school and how parents can help. Data is a powerful tool for partnering with parents; assessment data helps programs understand children's learning and development. This workshop will examine positive strategies in which staff can present data to parents in a meaningful and constructive way. Let's explore communication styles and ways to avoid parent-teacher conference pitfalls.

Anna Reyner, Director of Training, Discount School Supply

Renew Your Passion! Replenish your Energy, Creativity and Zest for Life

Renew your sense of purpose and reduce stress in this relaxing, hands-on art workshop. This safe, nurturing and creative environment will put you back in touch with your passion for work and life. Leave the high-tech world behind and engage in a high-touch, collaborative art experience that will energize and surprise you. Learn simple art therapy techniques for relaxation and self-discovery. Take time to practice these techniques on your own, then engage in creative art collaborations in small groups. No artistic experience necessary!

April Morris, Partner, CCR Analytics

Exploring the Link between Child Outcomes and Family Outcomes

Do you want to connect the data you collect on your children with the data you collect on your families? Join CCR Analytics to explore a case study of a Head Start program linking child assessment data with family outcomes data. We will review a framework for doing integrated child and family data analysis, present the insights derived from the integrated analysis, and discuss how to use the data to guide program choices. This workshop will be lively and interactive. Come prepared to engage.

Anna Reyner, Director of Training, Discount School Supply

Energy Booster

Renew your passion in this energizing hands-on art workshop that will boost your energy and raise your spirits. Relax, unwind and experience the power of creativity as a form of self renewal and self care. Reduce burnout and improve peer communication. Engage in small group collaborations as well as individual art exercises that will put you in touch with the power of your own creativity. Absolutely no artistic "talent" required and a good time for all is guaranteed.

Leora Riley, Child/Youth Educational Consultant, LKR Educational Consulting

Family Literacy Fun!

It's all about having fun while learning! This presentation will focus on the students and their families being the stars at a fun-filled, educational, hands-on literacy event that use books, interactive games and music to present educational concepts in a great way that the whole family will like. This workshop will focus on the ease of planning and implementing a family literacy event that actually gets parents involved. In addition, demonstrating creative ways to involve parents with supporting and enhancing their children's literacy and language arts skills.

Wesley Samms, Outreach & Enrollment Coordinator, California Coverage & Health Initiatives (CCHI)

Health Care Reform: Connecting Kids and Families to Coverage | La Ley del Cuidado de Salud: Conectando a niños y familias a un seguro médico.

With the implementation of the Affordable Care Act, millions of uninsured children, parents, and others are eligible to enroll in new health coverage programs. Head Start sites are the perfect avenues to inform individuals about health coverage options and connect them to coverage. This presentation will describe the ALL IN Campaign a health coverage outreach campaign and CCHI's local efforts in the community, focused on equipping Head Start programs, schools, and child care with the tools they need to: 1) inform families about health care programs available through Covered California, Medi-Cal, as well as other opportunities for coverage and care; and 2) connect children, parents, and uninsured employees to coverage. This presentation will provide an overview of health coverage options available through ACA, describe tools and resources available to Head Start providers through the ALL IN Campaign and CCHI, and provide tips for how Head Start providers can connect families to health coverage. Finally, this presentation will provide participants an opportunity to ask questions and learn how they can join ALL IN and CCHI's efforts and make a healthy difference for their own Head Start sites.

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Tena Sloan, LMFT, Early Childhood Specialist, Tena Sloan Training and Consulting

Building Strong Alliance with Difficult to Engage Parents

When a child enters a Head Start classroom, their parents and program staff become significant contributors to that child's development, learning and overall well-being. Not all parents come ready to partner and the reason for this difficulty often is confusing and frustrating. This presentation will offer ideas for understanding the underlining common reasons for the conflicts and practical, easily-to-implement strategies to turn around these relationships.

Jennifer Wickliff, Family & Community Services Coordinator, E Center Head Start Programs

Parents as Partners in School Readiness

Following the Head Start philosophy that parents are the first, most important teachers of their children, participants will learn about concrete, strength based practices that all families need for school readiness and positive child outcomes beyond the third grade. Participants will discuss the importance and the roles that parents, education and family services staff have in this process. Participants will practice using hands on tools and resources that both parents and staff can use to support the child and family for success in the classroom and in the home. Join us for a fun, interactive experience to strengthen skills as partners in lifelong learning.

Christine Slaymaker, Family Services Manager, CAP/Head Start

Using the Family Engagement Outcomes for Success

The 7 Family Engagement Outcomes are a concise and relatable tool to build relationship and understanding with parents and parent groups. Creating common and individual parent identified goals within the Framework that move the family, child and program forward in ways that can be measured and supported in ongoing Family and Child development, Come learn the Possibilities.

Betina Steiger, Early Childhood Education Consultant, Child Care Alliance of Los Angeles

Communicating with Skill and Heart: How to Effectively Communicate with Your Child's Teacher

Communication is the most important ability for a parent when advocating for their child's education. this workshop will review key elements needed to communicate with Skill and Heart through exercises that emphasize clear and respectful communication, effective conflict resolution, and nonverbal skills that can be implemented immediately with your child's Teacher

Jennifer Wickliff, family and community Services Coordinator, E Center:Head Start Programs

Sensory Integration

We all have preferences within our senses. Sensory integration refers to how people use the information provided by all the sensations coming from within the body and from the external environment. The brain uses information about sights, sounds, textures, smells, tastes, and movement in an organized way, then a person will behave and responds accordingly. Our senses keep us safe, make us feel comfortable, and in some cases encourage us to seek out or avoid situations without a conscience thought or effort. Through a hands-on approach, this workshop will let participants explore different sensory inputs and adaptations to activities to individualize for children that they can include in their classroom to allow children of all abilities to have success in the classroom and home environment. Get ready to learn how all five senses can be incorporated into daily activities to be inclusive of all children.

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
 - PC/PAC Calendar of Events – Ms. Lynda Williams
 - Parent/Staff Recognitions – Ms. Lynda Williams
 - Community Resources-Parents/Staff – Ms. Lynda Williams
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Officer Elections	Tuesday, December 16, 2014 9:00 a.m. SETA Board Room
PC/PAC Toastmasters Training	Tuesday, December 16, 2014 11:30 a.m. Shasta Room (lunch provided)
PAC Executive Committee	Wednesday, December 17, 2014 11:00 a.m. Olympus Room
PC Officer Elections	Thursday, December 18, 2014 9:00 a.m. SETA Board Room
PC Executive Committee	Monday, December 22, 2014 10:00 a.m. Redwood Room
PC/PAC New Member Orientation	Friday, January 9, 2015 9:00 a.m. – 1:00 p.m. (Registration at 8:30 a.m.) SETA Board Room
County-wide Officer Training	Friday, January 16, 2015 9:00 a.m. – 12:30 p.m. (Registration at 8:30 a.m.) Redwood Room
PAC/PC Toastmasters Training	Tuesday, January 20, 2015 11:30 a.m. Shasta Room (lunch provided)
PAC Executive Committee	Thursday, January 22, 2015 9:00 – 10:00 a.m. Olympus Room
PC Executive Committee	Thursday, January 29, 2015 9:00 a.m. Olympus Room

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The November 6, 2014 Governing Board minutes are attached for your review.

NOTES:

**REGULAR MEETING OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD**

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, November 6, 2014
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Warren called the meeting to order at 10:04 a.m.

Members Present:

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

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento
Sophia Scherman, Public Representative

While waiting for a quorum, Mr. Warren stated that the information items would be reviewed.

IV. **Information Items**

- A. Models of Collaboration Between Workforce Investment and Refugee Resettlement Stakeholders Report and Webinar

Ms. Michelle O'Camb stated that about a year ago, SETA's integrated workforce investment and refugee resettlement system was one of the three models highlighted in a report commissioned by the Office of Refugee Resettlement and the Employment and Training Administration. Ms. O'Camb participated in a webinar to feature the report.

- B. Fiscal Monitoring Reports: No questions or comments.

- C. Employer Success Stories and Activity Report: Mr. William Walker reported that Smart and Final recently had a recruitment event at Mark Sanders; they are expanding in the Florin/Freeport area. The recruitment event at Mark Sanders drew 500 people and the company made offers to 100 people. Additional stores in Natomas and Elk Grove are being planned.

- D. Dislocated Worker Update: Mr. Walker reported that Volcano Staffing will be laying off 170 people. They are moving their production center to Costa Rica but their operations center will remain in Sacramento.
- E. Unemployment Update/Press Release from the Employment Development Department: Ms. Kossick stated that Mr. George Marley was not available to attend due to a conflict. The unemployment rate is 6.6% in September and is trending in the right direction.
- F. Head Start Reports: Ms. Denise Lee stated that staff was expecting to make clearance of the review findings by November 6. Additional time was requested to enforce some additional health/safety policies at delegate agencies. Staff received the requested extension to December 12 which will allow more time for training and technical assistance to ensure everything is in place.

Mr. Nottoli arrived at 10:11 a.m.

Ms. Lee reviewed the Program Information Report (PIR) which reports the statistical outcome for the Head Start and Early Head Start programs. This report provides information on how many children are served and the demographics of the families. The data is compared to other programs in the region and the nation and in many ways, SETA/Head Start is above many other programs.

Ms. Lee reviewed the process of gathering the data for the report and how staff work with parents to get their children their dental and medical screenings.

Mr. Warren extended congratulations to Mr. Yee for his outstanding public service record.

II. Consent Items

- A. Minutes of the October 2, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Public Sector Member to the Community Action Board: Dropped from the agenda.
- E. Approval of Staff Recommendation for the Adult Vendor Services (VS) List

Ms. Kossick stated that Item IIC is dropped from the agenda and Item IID will be moved to the action calendar.

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

- A. Approve the October 2, 2014 minutes
 - B. Approve the claims and warrants for the period 9/26/14 through 10/29/14.
 - E. Approve the addition of SACTO to the Adult Vendor Services List
- Voice Vote:

Aye: 3 (Nottoli, Warren, Yee)
Nay: 0
Abstentions: 0
Absent: 2 (Schenirer and Scherman)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

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

Mr. Warren nominated Mr. Nottoli as Chair and Ms. Scherman as Vice Chair. The new officers will assume their positions tomorrow.

Moved/Warren, second/Yee, to elect Mr. Nottoli as Chair and Ms. Scherman as Vice Chair of the SETA Governing Board.

Voice Vote:

Aye: 3 (Nottoli, Warren, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Scherman)

Ms. Kossick presented Mr. Warren with a 'traditional' outgoing Chair gift, a Head Start necktie.

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

Mr. Ken Urrutia, Area Vice President for Arthur J. Gallagher & Co., presented the insurance quote for the coming year; he will be reporting next month on workers compensation insurance. An updated summary of premiums was distributed. The Directors and Officers insurance quote came in higher due to Employment Practices Liability coverage purchased. Other increases were noted. The Accident insurance premium is up 40% which is a direct result of the number of participants receiving the insurance.

No public comments were heard.

The insurance quote is a draft "worst case" version and the final numbers will be brought to the board.

Moved/Nottoli, second/Yee, to delegate to the Executive Director the authority to negotiate and procure the various forms of insurance outlined in the staff report with amounts not to exceed those outlined in the insurance quote.

Voice Vote:

Aye: 3 (Nottoli, Warren, Yee)
Nay: 0
Abstentions: 0
Absent: 2 (Schenirer and Scherman)

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revision to the Salary Schedule for Workforce Development Analyst III

Mr. Roy Kim stated that this board item will correct an error in the original pay range established in 2011. The revision to Step D would be consistent with the remaining salary steps.

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

Moved/Yee, second/Nottoli, to close the public hearing and approve the new pay rate for Step D of the WDA III job classification at \$26.23.

Voice Vote:

Aye: 3 (Nottoli, Warren, Yee)
Nay: 0
Abstentions: 0
Absent: 2 (Schenirer and Scherman)

4. Appointment of One Economic Development Member and One Labor Sector Member to the Sacramento Works, Inc. Board

Ms. Kossick stated that this item forwards applicants for two vacancies on the Sacramento Works board. The Economic Development and Labor vacancies are both due to the retirement the incumbent board members.

Mr. Walter DiMantova submitted an application to fill the Economic Development seat. Two candidates submitted applications for the Labor seat: Kevin Ferreria and Mr. David Kieffer.

Mr. Nottoli asked how would the two labor applicants mesh with the Workforce Investment Board; what are we looking for to balance out the board? Ms. Kossick replied that right now, the WIB has six labor seats. Mr. Kieffer has a healthcare services background and is being recommended by the Central Labor Council. Mr. Ferreira is with Ironworkers and Building Construction.

Moved/Nottoli, second/Yee, to appoint Mr. Kevin Ferreira to the Labor seat, and Mr. Walter DiMantova t the Economic Development seat. The Board recognizes that Mr. Camp will be retiring shortly and Mr. Kieffer's application will be held and considered at a later time.

Voice Vote:

Aye: 3 (Nottoli, Warren, Yee)
Nay: 0

Abstentions: 0
Absent: 2 (Schenirer and Scherman)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: None.

Refugee Services

1. Approval to Fund the International Rescue Committee, Augment Supportive Services to Refugee Program Service Providers, and Set Aside Funding for Scholarships Under the Refugee Social Service and Targeted Assistance Funding Program Year (PY) 2014-15

Ms. Michelle O’Camb reviewed this item. When the funding recommendations were made in September, the final award was not known so the preliminary funding was approved. The final award notification was received in October resulting in an increase of \$130,659. With the additional funding received, staff is, recommending funding the International Rescue Committee in the amount of \$72,967. In addition, four current RESS providers will be augmented to increase allocations available for supportive services.

Ms. O’Camb read Stipulation #5 into the record; Mr. Thatch asked that when the board takes action, that Stipulation #5 be included in the motion.

Moved/Nottoli, second/Yee, to approve staff augmentation recommendations for the Refugee Social Services (RSS), Targeted Assistance (TA) programs for PY 2014-2015 as indicated above and on the attached funding charts. Additionally, approve the following stipulations:

- 1) IRC must ensure open entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
- 2) All VESL/ES and ES Stand Alone budgets must include a minimum allocation of 10% for supportive services.
- 3) IRC must ensure program services are available Monday through Friday, at least eight (8) hours a day, from December 1, 2014 through September 30, 2015.
- 4) Refugees receiving refugee resettlement or Match Grant employment services from IRC will not be eligible to participate in IRC’s RSS-funded VESL/ES program.
- 5) Funding to IRC is contingent upon its ability to provide the full and local Board Resolutions required under the RSS and TA RFP for non-profit organizations, as well as required for the execution of a RSS and TA delegate agreement.

Voice Vote:

Aye: 3 (Nottoli, Warren, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Scherman)

One Stop Services

2. Concurrence with the Sacramento Works Employer Outreach Committee to Approve EMRL to Provide Marketing, Advertising, Graphic Design and Website Maintenance Services and Authorize the Executive Director to Sign the Contract and Additional Extensions

Ms. Terri Carpenter reviewed this item. A Request for Quotes (RFQ) was released on August 8 and four proposals were submitted. The Sacramento Works Employer Outreach Committee reviewed the proposal material and listened to the marketing pitches. The EOC recommends EMRL to serve as the vendor to provide marketing, advertising, graphic design, and website maintenance services.

Mr. Thatch stated that this is not a concurrence item.

Moved/Yee, second/Nottoli, to approve EMRL as the vendor selected to provide marketing, advertising, graphic design and website maintenance services to SETA at a flat hourly rate of \$100 per hour not to exceed 50 hours per month. Authorize the Executive Director to approve a one year contract for a not to exceed amount of \$60,000 with the option to extend the contract for two additional one year terms. Any extension recommendations will come back to the board as consent items.

Voice Vote:

Aye: 3 (Nottoli, Warren, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Scherman)

3. Approval to Deobligate and Reallocate Regional Industry Cluster of Opportunity (RICO) Funds from Greenwise Joint Venture to SARTA

Ms. Robin Purdy reviewed this item. Mr. Nottoli inquired why Greenwise returned the funding and Ms. Purdy replied that there was a change in leadership early in the year. Greenwise had a large donation at the start of the year and the donation has been spent. They are not having as easy a time raising additional funds so they are trying to focus their resources on other things.

Moved/Nottoli, second/Yee, to deobligate \$16,830 from the Greenwise Joint Venture RICO agreement and augment the RICO agreement with the Sacramento Regional Technology Alliance (SARTA) with this amount to complete a Dealer/SalesForce Training video, coordinate three Ride & Drive events, and complete a series of videos to be linked to websites to educate the public on the benefits of electric vehicles.

Voice Vote:

Aye: 3 (Nottoli, Warren, Yee)

Nay: 0
Abstentions: 0
Absent: 2 (Schenirer and Scherman)

C. CHILDREN AND FAMILY SERVICES: None.

V. Reports to the Board

- A. Chair: Mr. Warren stated that last week, one of the biggest economic drivers for the region was begun; the new arena will be a huge economic stimulus. This is an opportunity to put a lot of people back to work.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Mr. Nottoli asked why Harold Ford was included on the dislocated worker report. Mr. William Walker replied that they sold their business to another company. Volcano has been laying people off; they are downsizing and moving their operations to Costa Rico.
- F. Public: None.

VI. Adjournment: The meeting was adjourned at 10:56 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 November 25, 2014 Policy Council meeting.

GOOD!!!
Thank you Ms. Kathy Kossick for introducing yourself and encouraging parents to come to her at any time with questions and providing personal contact information.
Thank you Ms. Denise Lee for sharing that all areas of concern are being monitored and cleared. And thank you for establishing a Meet and Greet event so that our Council members can come to know one another and bond.
Thank you Ms. Marie Desha for welcoming new PC and introducing Region IX Head Start Association Scholarship opportunities.
Thank you to the Management staff for making yourselves available and announcing your role here at SETA and how they can be reached.
Thank you Ms. Lynda Williams for facilitating a thorough Annual meeting and welcoming new members with important new program knowledge.
Thank you Ms. Toni Espinoza and Ms. Annette Duran for your service as Secretary and Parliamentarian at this meeting as we transitioned.
NEEDS IMPROVEMENT
Being present and on time to meetings. Please call/e-mail alternate, Ms. Marie Desha, Ms. Nancy Hogan, or Ms. Lynda Williams, if you will not be present or on time.
REMINDERS
Show up and be seated 10 minutes prior to meeting.
Please provide Ms. Marie Desha with community resource information/flyers five to seven days prior to meeting for approval.
No eating in the Board Room.
Arrive on time and be seated by 8:50 a.m. to start meeting.

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. Lynda Williams), 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.

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/26/2014	(b) % Actual to Funded	Attendance on Last Day of Month	(c) % Attend. to Funded
Elk Grove USD	480	480	100	414	86
Sacramento City USD	1,312	1,312	100	1,068	82
SETA	2,002	1,966	98	1,028	51
San Juan USD	700	712	102	559	80
Twin Rivers USD	243	216	88	166	68
WCIC/Playmate	120	120	100	65	54
Total	4,857	4,806			

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/26/2014	(b) % Actual to Funded	Attendance on Last Day of Month	(c) % Attend. to Funded
Sacramento City USD	144	144	100	90	63
SETA	349	359	103	218	62
San Juan USD	160	165	103	127	79
Total	653	668			

(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.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 11/30/14)

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)	13 (5 %)	N/A
Elk Grove USD (480)	35 (7.3 %)	N/A
Sacramento City USD (1312)(144)	105 (8 %)	16 (11%)
San Juan USD (700) (160)	78 (11%)	17 (10.6 %)
WCIC (120)	2 (1.6 %)	N/A
SETA (2002) (349)	157 (7 %)	61 (17%)
County (4857)* (653)**	390 (8%)	94 (14.4%)

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *November 2014

November 7th - Kathy Kossick visited the Central Kitchen
Minimum day Preschool & EHS Full-Day Classes
Sharon Neese Center closed

November 11th - Veteran's Day Holiday

November 14th - SETA Mini Resource Fair - supplies provided

November 26th - Preschool A&B Classes closed

November 27th & 28th - Thanksgiving Holiday

Meetings:

Central Kitchen Food Service Meeting November 21st - Email sent to all Food Service Staff with information.

Preschool Shine Program: Connie Otwell attended a meeting at the WCIC Playmate Center November 24th.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
31,560	18,712	20,558	640

Total Amount of Meals and Snacks Prepared **71,470**

Purchases:

Food	\$62,308.29
Non - Food	\$10,484.66

Building Maintenance and Repair: **\$1,946.07**

Janitor & Restroom Supplies **\$0.00**

Kitchen Small Wares and Equipment: **\$50.98**

Vehicle Maintenance and Repair : **\$92.70**

Vehicle Gas / Fuel: **\$917.28**
 Normal Delivery Days **17**



Monthly Head Start Report December 2014

SETA-Operated Program

Program Support Services Unit

Quality Assurance (QA) Unit.

- (1) Unannounced safety and supervision visits for 2nd quarter period started on November 12, 2014. About 33% of delegate classes have been visited as of reporting date. Enhanced safety and supervision protocol using the Step Up to SUPERVision training and implementation of individual Classroom Safety Plans is now mandated countywide. In addition, all follow-up visits to close out items identified during the October 2-3, 2014 unannounced visits were completed.
- (2) Individual Exit meetings were conducted at several SETA-Operated Programs (SOP) Head Start centers that were monitored in September and October.

Training and Technical Assistance Activities.

- (1) CLASS Training to certify CLASS Reliable Observers were hosted by SETA Head Start on November 3-4, 2014 and instructed by CLASS Trainers Liz Aguilar and Denise Gale. Seventeen (17) staff from Grantee and Delegates participated in the training. Participants are in the process of taking the certification test. After successful completion of the test, they will be added to the pool of certified CLASS-reliable observers in the county. CLASS is a standardized tool used by Head Start to measure quality teacher-child interactions to support quality teaching and children's learning. CLASS observations are conducted at all Head Start classes in Sacramento County and are being used by the Grantee to monitor quality and plan for professional development training and coaching.
- (2) Program Support Services Unit and Quality Assurance Unit hosted a panel presentation and a mini-Community Resource Fair at the SETA Administration Office on November 14, 2014. Sixty (60) Delegate staff from various service areas attended the event. The panel presentation "*Serving Our Diverse Community*" was moderated by Carl Mack, Ph.D. and the following distinguished guests comprised the panel: Katherine Elliott, Ph.D., Tatiana Glebova, Ph.D. and Ramona A. Norton, Ph.D. The mini-Community Resource Fair included 8 local community agencies providing emergency food, emergency shelter, mental health services, health insurance for adults and children and other community resources.
- (3) Countywide Home Base Meeting attended by Home Educators/Home Visitors and support staff for EHS and HS was held on November 21, 2014. Meeting agenda included a speaker (Ms. Debra Sarmento) from Warm Line Family Resource Center and Safety Kit Inventory Demo.

(4) Education/Disability Coordinator Kim Bonnema and School Readiness Coordinator Karen Taylor have started evaluating Disability Services Plans at the Delegates and following up on Fall 2015 DRDP results and CLASS observations.

Family Engagement Unit

The family engagement staff is in the process of compiling the results of our Family Outcomes survey, given to all parents enrolled in our countywide EHS and Head Start programs. Once we finish aggregating data, staff will have an opportunity to analyze the things they are doing well, and where more thought and perhaps changes to what is offered to parents is available. We look forward to sharing this data with our boards in January.

The recruitment staff has continued in their effort to get and maintain full enrollment. Most of the community events have slowed down, although SETA Head Start was at the tree lighting ceremony and community outreach fair in Rancho Cordova. Staff was available to answer questions and sign families up for a follow up call at this wonderful event. We have reached out to our community partners, including SHRA, local churches, local community centers, and Council member Allen Warren is adding something to his newsletter reminding families about enrolling in the Head Start programs too. We appreciate all of the effort made to ensure all eligible families know about the wonderful services EHS and Head Start offer.

Staff who work directly with families have been working feverishly to link those families who need extra support, whether that includes, food, toys, or mental health support, with agencies that provide those types of services. We strive to ensure that families receive the services they need in order to move them toward self-sufficiency.

Program Operations

November brought the end of the first assessment period for children in the Head Start program. Each child is assessed on a variety of skills and knowledge using the DRDP (Desired Results Developmental Profile). Throughout the last couple months, teachers have recorded observations of children as they participate in daily activities. These observations were then used to accurately assess skills levels. Results were turned in to the main office where reports were generated based on child, classroom, center, program and county wide data.

Teachers participated in data analysis sessions where they planned enhancements to their classroom environments and activities in response to the class strengths and developing skills. Teachers will also be meeting with parents to go over individual child results and a plan will be developed to identify strategies that support growth in the school and home environment. Literacy and math have been identified as being areas to support. SETA has developed a new math resource that identifies targeted activities that correspond to the DRDP learning measures. Teachers responded very positively to the new resource and focus and indicated they are excited to go back and try new ideas in their classrooms.

Program Governance

SETA Head Start held its first Introduction to Toastmaster's course (Speechcraft) for parents on Friday, November 14, 2014. The trainer is Ms. Jackie Bates (Distinguished Toastmaster, DTM). The course is a pilot training offered through a series of Toastmaster trainings for SETA Head Start/Early Head Start Policy Council (PC) and SETA-Operated Parent Advisory Committee (PAC) members. Parents have an opportunity to learn public speaking skills that will assist them

in their role as leaders, share their parent stories, voices their personal and community concerns as advocates, at public forums. PC/PAC attendance will be monitored, and if well attended the program year, a Toastmasters Club for parents will be hosted at SETA, program year 2015-2016.

The Annual SETA Head Start/Early Head Start PC annual meeting was held Tuesday, 11/25/2014, and the SETA-Operated PAC Annual meeting Tuesday, 11/18/14 at the SETA Administration Bldg., Board Room. New PC and PAC members were seated and introduced; staff introduced themselves. An invitation was extended to PC/PAC to attend the first *PC/PAC Meet and Greet Breakfast* Wednesday, December 10, 2014 at the SETA Administration Bldg., Sequoia Room, 9:00 a.m. to 10:30 a.m. Parents will have an opportunity to informally communicate, get acquainted with their peers prior to officer elections and participate in board activities. This event also affords an awesome venue for parents to connect, get to know their Family Services Worker and delegate support staff. PAC officer's election is Tuesday, December 16, 2014 at PAC (Regular meeting) and PC Thursday, December 18, 2014 (Special meeting).

Elk Grove Unified School District

Education Services Update

The agency-wide results from the Desired Results Developmental Profile (DRDP) used by teachers to assess their students' social and academic strengths and weaknesses during the fall was presented by Karin Nakahira-Young, PreK instructional coach, at the teacher in-service held on November 14, 2014. Teachers were given an opportunity to review and discuss the results and to review the plan of action created by Karin Nakahira-Young and Claudia Charter, PreK Program Specialist, to address the areas of weaknesses. Based on these results, all Head Start teachers need to focus on teaching expressions of empathy, awareness of diversity in others, letter, symbol and print recognition as well as fine motor skills and personal safety during the winter months.

Teachers were provided the results of the DRDP for their individual classes. Time was allotted to discuss the results, develop their individual classroom plans, and develop individual student goals and action plans.

Enrollment

The Elk Grove Unified School District Head Start Program is fully enrolled with 480 students in the program. Average Daily Attendance (ADA) for the month of November was 87%.

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 35 students with active IEPs being served which is seven percent (7%) of our Head Start student population.

Health Services Update

Catherine Barbero, PreK social worker, is scheduling observations and follow-up meetings in response to needs discussed at the Co-Op meetings which were held at James McKee Elementary, Florence Markofer Elementary, Samuel Kennedy Elementary, Herman Leimbach Elementary, Sierra Enterprise Elementary, John Reith Elementary, William Daylor School, Prairie Elementary, David Reese Elementary, Franklin Elementary, Maeola Beitzel Elementary, Isabelle Jackson Elementary, Florin Elementary Charles Mack and Union House Elementary between October 24 and November 7, 2014. Family and Student Support Team (FASST) meetings have been scheduled to offer guidance and support to teachers and families of students of concern.

USDA Meals/Snacks

Head Start students were served 7,368 meals during the month of November. This month's Elk Grove Meals/Snack calendars are attached.

Fiscal Update

This month's Fiscal Report is attached.

Family and Community Partnerships Update

"What To Do with the Mad You Feel", a class for parents to learn strategies on how to help their children learn the self-control necessary to manage anger and channel it into a productive activity, was held at Samuel Kennedy Elementary School on November 5, at Charles Mack Elementary School on November 13, at David Reese Elementary School on November 18, and at Florin Elementary School on November 19. Six (6) families attended the workshop at Samuel Kennedy Elementary School. Six (6) families attended the workshop at Charles Mack Elementary School. Fifteen (15) families attended the workshop at David Reese Elementary School. Six (6) families attended the workshop at Florin Elementary School.

Proper car seat installation and use is important to keep children safe. On November 20 a "Car Seat Safety" workshop was held at David Reese Elementary School. Parents were taught the proper way to install a car seat and were provided information on the laws and requirements regarding car seat usage. Twenty-three (23) parents took advantage of this wonderful learning opportunity. The workshop is presented in collaboration with the Valley Hi Resource Center which receives 20 car seats each month. Ten (10) of those car seats were allocated to PreK and were raffled off at the end of the workshop.

Recruitment

Individual registrations are taking place and 14 students are on the wait list for the Head Start program.

Sacramento City Unified School District

Health and Nutrition

- Nurses have been conducting parent education meetings at several Child Development Sites (CHDV) preschool sites during the month of November. Foci for the meetings included topics on nutrition, dental health and communicable illnesses and how to reduce the spread of diseases.
- CHDV nurses have also been very busy completing phone contacts to parents of Head Start preschoolers who are at risk for obesity, overweight and underweight status. Parents who requested additional assistance with nutritional issues have been referred to Child Development's Registered Dietitian for follow-up. In addition, children who are at risk for or who have been diagnosed with anemia have also been referred to the Registered Dietitian. And in an effort to be proactive in preventing lead poisoning, the preschool nurses have reviewed several health factors in the child's health record to identify preschoolers at risk for lead exposure. These "at risk" preschoolers have also been referred to the Registered Dietitian for additional nutritional support services regarding lead poisoning prevention.
- Finally, CHDV have met with ERSEA Supervisor and the Health and Nutrition Supervisor about the duties and responsibilities of the Health Clerk especially as it pertains to the registration process at the beginning of the school year. Several ideas and suggestions

for a more streamlined and efficient registration process have been shared by the nurses and will be further vetted in subsequent meetings with a cross section of CHDV staff over the course of the next couple of months.

- In November, the lead CHDV nurse sent an e-mail alert to teachers regarding Enterovirus D68. This was followed with the nurses providing written materials to all their preschool sites on Enterovirus D68. These materials included a cover letter for parents, a CDC Infographic (English and Spanish) for posting in the classroom and the CDC handout, “Parents Learn the Facts about Enterovirus D68” (English and Spanish).
- Nurses spoke to the teaching staff at the last professional learning meeting about communicable illness with a status update on Enterovirus D68. Other communicable illness informational materials were also distributed to the teachers for distribution to parents or for posting in their classroom such as “Is your Child Well Enough to be in School Today?” and “Is it Influenza or a Common Cold?” Teachers requested this information be provided to them in Spanish as well.
- Nurses have also spoken to the November Policy Council Meeting about communicable illness and have given them a status update from the Center for Disease Control (CDC) on Enterovirus D68. The written materials recently shared with the teaching staff on Enterovirus D68 and other communicable illnesses were also provided to the PC members for their review.
- CHDV Nurses have also participated in Sacramento City Unified School District’s (SCUSD) Sexual Harassment Training in November and a nurse representative attended SETA’s Multicultural Health Faire, where she visited several exhibit tables. The nurse also attended SETA’s Health, Nutrition and Safe Environments Committee Meeting, which was held later that same day.

Mental Health

- Selected Early Head Start staff continues to attend the series of the CA CSEFEL for the home visitors servicing Infants and Toddlers.
- Social Workers have revamped the Home base staff meeting agenda to include what SW entitles: “The Home Visitor’s Corner”. The segment is specifically targeted to address and explore many of the professional needs and interests of the home visitor. The first meeting took place in Nov.
- Social workers continue to support pregnant and parenting women and engaging in home visitors to assist teaching staff in addressing mental health or behavioral issues within the family.
- Also, the new FPA process is firmly in place at SCUSD. Staff is currently using the new forms and the social workers are actively providing feedback to staff on the importance of a more thorough follow up process. The staff is also beginning to gain a greater understanding of the implementation process.

Special Education:

- To date, SCUSD’s CHDV department is serving 105 Head Start preschool children and 16 Early Head Start children. During this month, all CHDV staff, including our special education and SCOE full inclusion staff, engaged in a Safety and Supervision training to learn how to implement the new child health and safety, with particular focus on ensuring that all children

are accounted for throughout the learning day. These teams also worked together to develop site supervision plans to increase and maintain cross-communication and collaboration among teaching staff—plans that speak directly to the individual needs of all of the children and plans that will facilitate rapid response in the case of unusual circumstances or emergencies.

- A representative number of full-inclusion Head Start staff participated in the November 7th Teaching Pyramid training, which was held at SETA. The focus of discussion was on going “deeper” with regard to children’s social emotional development. Teachers gained more knowledge, tools, and strategies to work more effectively with children with more challenging behaviors. This training was a sequel to last year’s trainings for teachers provided by West Ed.

Early Head Start & Home Based

- Selected EHS Home Visitors have been participating in SCOE’s Teaching Pyramid for Home Visitors. Head Start Home Visits have been pretty successful, which includes very engaging, successful and well attended group socializations. During one recent socialization, the Sacramento Fire Department visited the site and families had the opportunity to talk to firefighters about safety. Children had the opportunity to tour and sit in the fire engine.
- It is important to note that SCUSD has joined the Home Visiting Collaborative at First 5. This will be a worthwhile experience for staff and very beneficial to the program over time.

Preschool Education

CHDV teachers are doing well with the launch of Balanced Literacy in the preschool classrooms. Twenty-eight early adopters (teachers) have become quite invested in the project. Resource teaching staff has been intimately engaged in leading the effort and writing curriculum for various units. Teachers have also been working closely with a math consultant to assist teachers in devising and integrating developmentally appropriate numeracy learning in all of the domains.

San Juan Unified School District

Education Services Update

Teachers began the Clothes Study on November 17. They are focusing on the letters Uu, Yy, and Ww. The math concepts being presented are Constructing Sets, Ordinality, Adding and Subtracting in Sets, and Numerical Comparisons. November and December are Parent Conference months and teachers will be meeting with families to complete the IDP Worksheets with classroom strategies, family input and home strategies. Bilingual Teaching Assistants will assist those families who are English Language Learners throughout this process.

Disabilities Services Update

The Disabilities Specialist attended the Mini Resource Fair and the Disabilities/Education Content Meeting at SETA on Friday, November 14. At the meeting it was shared that work will continue with Dr. Mack and that CLASS trainings and reliable observers are a priority. A discussion also occurred pertaining to the continued challenges regarding “SUPERvision.” During the month of November, referrals from classroom teachers continued to be submitted and documented. Because of the volume of referrals and concerns, it is a big challenge this year to make sure all children are screened, assessed and serviced in a timely manner. A modified screening schedule took place this month due to all the holidays, but all families who came to the Screening Center were accommodated and greeted with a friendly smile.

Mental Health Services Update

The Mental Health Therapist has been busy giving a variety of informative talks on topics ranging from the Mental Health Referral Process, to Positive Parenting Tips, to Limit Setting, and different Stress Management tips and tricks. These talks are given to program staff, teachers, and parents. The focus of the Mental Health Therapist continues to be on providing support and referrals for children whose social and emotional functioning is lacking. He also continues to offer support to teachers on the implementation of the Operations Guide mental health criteria.

Nutrition Services Update

Two Early Childhood Education staff members from SJUSD were fortunate enough to have the opportunity to attend the annual SHINE (Shaping Healthy Impressions through Nutrition and Exercise) forum. Presenters included staff from CDE, UCD and SHAPE. The staff came away with CDs, books and activities to enhance nutrition and movement in the classroom.

Health Services Update

Health is screening in the centralized screening room every Tuesday, barring non-operational, non-school days such as the November holidays. Health is reviewing students' health, nutrition, and immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. The Health Team is continuing to work with Smile Keepers to complete dental screenings in the classrooms through the end of the month. Families of children that do not have dental insurance and need treatment will be called to see if they would like to participate in the Smiles for Kids program.

Family and Community Partnerships Update

The Policy Committee's newly elected executive board ran the November meeting with great success. Suggestions made by the new executive board were put in place to help improve representatives' understanding of their roles and to increase a sense of belonging and a feeling of being welcomed. The changes were well received. Sub committees were also formed due to the response from representatives indicating an interest in getting more involved in the work of the Policy Committee.

Transition Services Update

Parent conferences have been a focus this month. The teachers received the necessary data and are completing the children's IDPs. This document is completed with the assistance of the parents. Children's strengths and emerging skills are discussed. The parents have an opportunity to plan activities to support the students at home. This partnership between the teacher and parents further supports the children in their learning process.

Program Support/Staff Training Update

In November teachers were given the time to analyze and plan whole class strategies based on their fall DRDP data. They created goals and teacher-facilitated activities to further the progress of their students in the areas of cognitive, social-emotional, and physical development. Teachers turned a copy of this analysis and planning in to their lead teachers and kept a copy for their lesson planning. Teachers also received a training by CPIN on Volume 3 of the Preschool Learning Foundations and Curriculum Framework. There were activities around the topics of History/Social Science and Science. The correlation between History/Social Science and social-emotional development was highlighted, as the focus of this topic is Self and Society and Becoming a Preschool Community Member.

Fiscal Update

November has been another busy month as programs are in full swing. Staffing changes increased the work load and added extra responsibilities for all. With the help of a great substitute and the hard work of the account clerks, the team is working through the changes. SETA reports for Head Start and Early Head Start were signed and submitted on the 10th. Final adjustments for 1st Interim were completed and programs were reconciled.

Early Head Start

This month the Early Head Start classroom staff worked in teams to develop their classroom DRDP Action Plans as part of the First Friday training. During that time, the EHS Home Base staff received further training and support on their newly adopted HELP curriculum and assessment. Also this month, classroom staff did home visits or classroom conferences to discuss DRDP results with parents and to get parent input on strategies for home and school. In a long-anticipated occasion, this month the EHS staff received new classroom and support staff iPads, as well as some initial training on tips and tricks for using them. The iPads were loaded with interactive apps to help extend classroom learning, as well as apps to support anecdotal evidence gathering and documentation and display. The iPads for Home Base and support staff will also help support families in finding and navigating community resources, and maintaining closer communication among staff and parents.

Twin Rivers Unified School District

Events

This month the programs were busy celebrating diversity through physical activity, food sampling and artistic crafts. The programs celebrated Hmong New Years with dancers from the local high school's Hmong Club. Students wore their ethnic clothing and learned how to do some traditional dances. The parents were also treated to Hmong egg rolls as part of this annual event.

The Rio Linda site continues to operate at the alternate location of Sierra View due to the classroom not being licensed yet. The anticipated completion date is projected to be January 2015.

The Oakdale site continues to operate with substitute staffing until further notice.

Challenges

The recruitment of eligible students/families continues to be an issue for the Rio Linda site and slightly for the Morey site. For Rio Linda, the families' incomes exceed the eligible levels so recruitment efforts will continue to fill the 18 vacant slots. Community Liaisons are distributing fliers and packets to local area churches and businesses.

Professional Development

On November 7, as part of the monthly Professional Development Workshops with for ECE staff, the teaching staff participated in an overview of the Race to the Top program with the Program's Coach, Lynn Archer. During the workshop, staff also reviewed the transition policy for pick-up/drop-off times and agreed on the use of an universal transition log.

Components

The fourth Community Liaison has been interviewed and should be onboard in late December or early January 2015. Community Liaisons continue working with their respective complexes to complete Family Partnership Agreements with all parents and provide services/resources as needed. The staffing group also continues providing monthly nutrition activities and the tracking of blood lead results, hemoglobin and lead risk assessments for Childplus tracking purposes.

Our School Social Worker/Counselor continues 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. Case staffing with the School Psychologist, Lead Teacher, Head Start Director and Social Worker continue every other week to discuss strategies and techniques for any students displaying academic difficulties or challenging behaviors. The School Social Worker and multi-disciplinary team completed the first round of meetings with parents to discuss any behavior or academic concerns noted by teaching staff.

The Community Liaisons continue meeting individually with parents to complete the Family Partnership Agreements. The FPAs will permit the families to identify their goals and develop strategies to accomplish their goals.

The Head Start programs still do not have a Speech and Language Pathologist (SLP) assigned to the three sites as the district has 5 vacant SLP positions.

The Education Component Leader continues completing the classroom observations to assist with behavior management and planning for the monthly Education Component meetings. File checks are also occurring monthly to ensure the teachers' files continue the appropriate documentation and assessment information. The Coordinator is also meeting with teachers to develop action plans for the DRDP Tech reports from the Fall assessment.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families to keep the program fully enrolled. Fliers for local business and community based agencies have been delivered for recruitment purposes. The ERSEA Component Leaders are busily enrolling to fill vacant slots from students who have dropped from the program. The Program Design and Management component leaders will begin updating the personnel files in December.

Policy and Parent Committees

The monthly meeting was held on November 13 at Morey. The agenda included the approval of the last meeting minutes and the Community Liaison hiring list. Parent Committee meetings were held at Rio Linda on November 18 and cancelled at Oakdale due to Officers being ill.

The classroom parent meetings for November 2014 focused on school readiness and how to interpret the assessments given to students

Fiscal

The ordering of appropriate materials and supplies to support the Head Start programs has started as results of the CLASS observations, DRDP Fall assessments and ECERS have been provided.

WCIC

Enrollment

During the month of November 2014, WCIC's Enrollment was maintained at 100%.

Trainings:

- A. WCIC/Playmate Head Start Program's staff received a Bloodborne Pathogens Training by Ms. Garnett Volkens, Health Coordinator from SETA Head Start on November 7, 2014. Ms. Volkens addressed the staff on Bloodborne Pathogens. She showed staff a video on Bloodborne Pathogens. There is no cure for HEP B and C and HIV. Hep C Virus affects the liver and is the most serious of the three. HCV is spread most commonly through inadvertent exposure to infected blood. Intravenous [drug abuse](#) is the most common mode of transmission. Patients who do not develop symptoms of chronic infection with HCV have extensive scarring of the liver ([cirrhosis](#)). Some individuals, however, may have [fatigue](#) and other non-specific symptoms in the absence of cirrhosis. A minority of

patients with HCV have symptoms from organs outside of the liver. Treatment results in reduced inflammation and scarring of the liver in most sustained responders and also occasionally in those who relapse or do not respond. Preventative exposure and precaution is wearing a barrier. Sharps containers must be on site and disposed properly. Washing hands with antibacterial soap under warm water for 20 seconds is good hygiene. We must use plastic bags to contain blood and properly dispose of gloves when contaminated. We need to wear gloves when in contact with blood and have protective gear on. A plastic bag can be a barrier in case we do not have any protective barrier. HBV vaccine is 85% - 97% effective. Heb B vaccine is not 100% effective. Wearing a mask is a good way to protect from tracking anything.

- B. Ms. Davis, Executive Director/Head Start and three Teachers (Ms. Mehn, Ms. Thao, and Ms. Yang) attended the Sacramento County Office of Education (SCOE) Preschools Shine Nutrition and Physical Activity Forum on Saturday, November 15, 2014 from 8:00 a.m. to 5:00 p.m. at SETA. This was an excellent training!!!
- C. WCIC/Playmate Head Start Program's staff and parents/guardians received the Money Wisdom for Women presentation by Ms. Anita Johnson, Financial Psychologist on November 19, 2014. Ms. Johnson passed out a book "Financial Management for Small Business". She asked, "How people felt about budgeting?" She stated every first Saturday of the month she offers a group meeting from 11:00 a.m. to 12:30 p.m. to discuss issues on money. People need to have a financial spending plan and to try not to live pay check to pay check. The good investments are to invest in banks, because banks will never go out of business. Banks pay high dividends/high interest rates than any other. Bank stocks are good. Parents can follow Anita Johnson on Facebook if they need more information.

Information Memorandums and Program Information Reports

No reports for this month.

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

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