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County of Sacramento

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THOUGHT OF THE DAY: "It is our choices that show what we truly are, far more than our abilities."

Author: J. K. Rowling

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

DATE: Tuesday, January 27, 2015

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.

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DISTRIBUTION DATE: THURSDAY, JANUARY 22, 2015

Policy Council meeting hosted by:
Lynda Williams, Chair; Kenneth Tate, Vice Chair; Dawwna Paniagua, Secretary;
Robin Blanks, Treasurer, and Josh Shurtz, Parliamentarian

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
- _____ Josh Shurtz, 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
- _____ Todd Woods, SETA-Operated Program
- _____ Natalie Craig, SETA-Operated Program
- _____ Amanda Self, Early Head Start (SETA)
- _____ Toni Espinoza, Past Parent Representative
- _____ Kenneth Tate, Past Parent Representative
- _____ Lenda Wheeler, Grandparent Representative
- _____ Kenny Williams, Men's Activities Affecting Children Committee

New Members to be Seated:

- _____ Melissa Contreras, Sacramento City Unified School District
- _____ Alofalsi Baty, SETA-Operated Program
- _____ Sabrina Rasmussen, SETA-Operated Program

Seats Vacant:

- _____ Vacant (Alarcon), WCIC/Playmate Child Development Center
- _____ Vacant, Elk Grove Unified School District
- _____ Vacant (Bailey), Sacramento City Unified School District
- _____ Vacant (Cullen), Early Head Start (San Juan)
- _____ Vacant (Hill), Early Head Start (Sac. City)
- _____ Vacant (White), Early Head Start/Home Base (SOP)
- _____ Vacant, Home Based Option
- _____ Vacant (Peck), Foster Parent Representative

**** Please call your alternate, Policy Council Chair (Lynda Williams (333-2402 or 533-7389), 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 *	1/27	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	U											
A. Baty s/b/seated 12/18	SOP		E											
R. Blanks Seated 11/25	EG	X	X											
M. Carranza Seated 11/25	WCIC	X	U											
M. Contreras Seated	SAC													
N. Craig Seated 12/18	SOP		X											
T. Espinoza Seated 11/25	PAST	X	U											
M. George Seated 11/25	Twin Rivers	X	E											
S. Hernandez s/b/seated 11/25	SOP	E	R											
L. Litka Seated 11/25	SJ	X	X											
D. Paniagua Seated 11/25	SOP	X	X											
S. Rasmussen Seated	SOP													
A. Self Seated 11/25	HB	X	X											
D. Shepherd Seated 11/25	SOP	X	X											
C. Sheppard Seated 11/25	SAC	X	X											
J. Shurtz s/b/s 11/25; seated 12/18	SAC	U	X											
T. Simpson Seated 11/25	Twin Rivers	X	X											
K. Tate Seated 11/25	PAST	X	X											
L. Wheeler s/b/seated 11/25	GRAND	E	X											

BOARD MEMBER	SITE	11/25	12/18 *	1/27	2/24	3/24	4/22	5/26	6/23	7/28	8/25	9/___	10/27	11/24
K. Williams Seated 7/29	MAACC	X	E											
L. Williams Seated 11/25	SJ	X	X											
T. Woods Seated 12/18	SOP		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 1/15/15

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 18, 2014 SPECIAL
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the December 18, 2014 meeting.

RECOMMENDATION:

That the Policy Council approve the December 18 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL 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

Thursday, December 18, 2014
9:00 a.m.

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

Ms. Lynda Williams called the meeting to order at 9:12 a.m. and read the thought of the day. Ms. Linda Litka was appointed Secretary; Mr. Kenneth Tate was asked to serve as Parliamentarian.

Members Present:

Robin Blanks, Elk Grove Unified School District
Jill Julian, Sacramento City Unified School District
Calvin Sheppard, Sacramento City Unified School District
Lynda Williams, San Juan Unified School District
Linda Litka, San Juan Unified School District
Tulani Simpson, Twin Rivers Unified School District
Dawnna Paniagua, SETA-Operated Program
Destini Shepherd, SETA-Operated Program
Amanda Self, Home Base Option
Kenneth Tate, Past Parent Representative

Members Absent:

Yajaria Martinez, alternate, Sacramento Food Bank & Family Services (excused)
Kenny Williams, Men's Activities Affecting Children Committee (excused)
Toni Espinoza, Past Parent Representative (unexcused)
Maria Carranza, WCIC/Playmate Child Development Center (excused)
Madiline George, Twin Rivers Unified School District (excused)

New Members to be Seated:

Todd Woods, SETA-Operated Program
Natalie Craig, SETA-Operated Program
Lenda Wheeler, Grandparent Representative
Josh Shurtz, Sacramento City Unified School District

New members to be Seated but Absent:

Gabriela Alarcon, WCIC/Playmate Child Development Center (unexcused)
Susana Hernandez, SETA-Operated Program; Ms. Williams reported that Ms. Hernandez has resigned from the board
Michelle McCarter, KVIE Public Television, Community Rep. (excused)
Alofalsi Baty, SETA-Operated Program (excused)

Mr. Steven Wormley was present but excused since Mr. Josh Shurtz was seated on the board.

II. Consent Item

A. Approval of the Minutes of the November 25, 2014 Regular Meeting

Minutes were reviewed. Ms. Robin Blanks cited a correction to the minutes which was noted by the Clerk.

Moved/Blanks, second/Wheeler, to approve the minutes of the November 25, 2014 meeting as corrected.

Show of hands vote:

Aye: 13 (Blanks, Craig, Julian, Litka, Paniagua, Self, Shepherd, Sheppard, Shurtz, Simpson, Tate, Wheeler, Woods)

Nay: 0

Abstention: 1 (Williams)

III. Action Items

A. 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

The item was reviewed; no questions or comments.

Moved/Shurtz, second/Self, to 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.

Show of hands votes:

Aye: 13 (Blanks, Craig, Julian, Litka, Paniagua, Self, Shepherd, Sheppard, Shurtz, Simpson, Tate, Wheeler, Woods)

Nay: 0

Abstention: 1 (Williams)

B. Election of Policy Council Officers for Program Year 2014-2015

Ms. Williams reviewed this item. The officer positions were reviewed. Those elected into officer positions will receive training in January.

Moved/Tate, second/Self, to elect Policy Council officers for Program Year 2014-2015.

Show of hands votes:

Aye: 13 (Blanks, Craig, Julian, Litka, Paniagua, Self, Shepherd, Sheppard, Shurtz, Simpson, Tate, Wheeler, Woods)

Nay: 0

Abstention: 1 (Williams)

Those interested in serving as **Chair**: Dawnna Paniagua, Lenda Wheeler, Lynda Williams. Nominees spoke of their interest in serving as Chair.

Votes:

Dawnna: 2

Lenda: 1

Lynda: 10

Those interested in serving as **Vice Chair**: Amanda Self, Todd Woods, Dawnna Paniagua, Kenneth Tate

Votes:

Amanda: 1

Todd: 2

Dawnna: 2

Kenneth: 8

Those interested in serving as **Secretary**: Dawnna Paniagua, Amanda Self, Robin Blanks

Votes:

Dawnna: 6

Amanda: 4

Robin: 3

Those interested in serving as **Treasurer**: Josh Shurtz, Robin Blanks

Votes:

Josh: 6

Robin: 7

Those interested in serving as **Parliamentarian**: Josh Shurtz

Vote:

Josh: 13

Policy Council officers for Program Year 2014-2015:

Chair: Lynda Williams

Vice Chair: Kenneth Tate

Secretary: Dawnna Paniagua

Treasurer: Robin Blanks

Parliamentarian: Josh Shurtz

C. Selection of Representatives and Alternates to Attend the Annual California Head Start Association (CHSA) Parent Training Conference

Ms. Williams reviewed the conference attendance guidelines. Ms. Desha reviewed the conference details and reimbursement process. Those elected to attend the conference will be asked to attend a travel meeting in January.

Moved/Self, second/Tate, to elect three (3) Representatives and three (3) Alternates to attend the Annual California Head Start Association (CHSA) Parent Training Conference.

Show of hands votes:

Aye: 13 (Blanks, Craig, Julian, Litka, Paniagua, Self, Shepherd, Sheppard, Shurtz, Simpson, Tate, Wheeler, Woods)

Nay: 0

Abstention: 1 (Williams)

Ms. Desha reported that there will be three PC representatives to be sent to the conference in Los Angeles.

Ms. Simpson was excused at 10:05 a.m.

Those interested in attending the conference: Linda Litka, Lynda Williams, Robin Blanks, Josh Shurtz, Destini Shepherd

Votes:

Linda: 3

Lynda: 3

Robin: 1

Josh: 2

Destini: 3

Representatives will be: Linda Litka, Lynda Williams, Destini Shepherd
Alternates: Josh Shurtz and Robin Blanks

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Williams reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Community Resources-Parents/Staff: Sacramento Food Bank information was distributed.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson was not present; no report provided.

B. Governing Board Minutes of November 6, 2014: No comments.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Williams reviewed the critique of the last meeting.

VI. Other Reports

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: No report.
- C. Head Start Managers' Reports
 - Brenda Campos: Ms. Campos reported that she oversees the Quality Assurance Unit and supervises health and safety for the program. Ms. Campos and her staff work on any findings or concerns at the centers. She oversees technical support to delegate agencies as it relates to health and safety. Performance standards require a self-assessment where each program self-evaluates on the content areas to ensure they are meeting standards. Results are submitted to SETA as part of the grant and areas needing attention are reported and monitored. This year, in the area of safe environments, a decision was made to do a safe environments check list of every classroom in the county (219 classrooms); the review will be done January 13-Feb 13 with 20-22 people. If parents are interested in participating, can attend the training on January 6; parents will be accompanied by. It is important that you have transportation. School has been in session more than 45 days and there are various screenings that children should already have had: height/weight, sight/hearing and these reports should have already been provided to parents.
 - Lisa Carr: No report.
 - Karen Gonzales: Ms. Gonzales distributed assessment results for first period of the school year. This chart is based on county-wide data. The green is 4-5 year olds going to kindergarten next year; red is the 3-4 year olds. Children are assessed three times per year at the beginning, middle and end of the program to measure children's' growth over the year. The two highest is creative arts and physical development which is typical of this age group. Math and literacy is generally the lowest but does grow over the year. Each child receives this report three times per year.

Ms. Lenda Wheeler excused at 10:37 a.m.

- D. Chair's Report: Ms. Williams inquired whether rosters could be distributed. All board members agreed.
- E. Open Discussion and Comments: All newly elected officers are asked to see Ms. Desha immediately after the meeting.
- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 10:41 a.m.

ITEM III-A -ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF NEW JOB CLASSIFICATION OF HEAD START/ EARLY HEAD START COORDINATOR (HEALTH-NUTRITION) AND THE RELATED SALARY SCHEDULE

BACKGROUND:

Under the current Head Start Performance Standards it is required that Head Start programs have access to qualified professionals to support health and nutrition services to children and families (e.g., food allergies, special diets, asthma, diabetes, etc.)

Children and Family Services (CFS) has employed a Health Coordinator and a Nutrition Coordinator in separate and distinct job specifications. Most recently CFS has utilized part-time/on-call consultants to perform health and nutrition job functions. This part-time consultant model has proved to be a generally successful model to support children and families.

However, it has been determined that by combining the two job specifications into one role can generate greater effectiveness:

1. Health and Nutritional issues are often inter-related (e.g., obesity)
2. By having a single point of contact professional responding to an issue rather multiple individuals responding to parts of the issue can result in a more holistic approach.
3. Part-time on-call staff can have other commitments, while a full time employee does not.

The Coordinator position will continue to be supported by specialists in the department to ensure health and nutrition services are provided to children and families. No employees will lose employment due to the combining of classifications and this job specification has already been submitted to the union for approval.

Supervisory

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$25.35	\$26.61	\$27.95	\$29.34	\$30.80

Non-Supervisory

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$24.14	\$25.35	\$26.61	\$27.95	\$29.34

FINANCIAL IMPACT: None

ITEM III-A – ACTION (continued)
Page 2

Mr. John Allen will be available to answer questions.

RECOMENDATION:

Open a Public Hearing, receive input, and take action to close the public hearing and approve the job classification of Head Start/Early Head Start Health/Nutrition Coordinator and the related salary range noted above.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

**HEAD START/ EARLY HEAD START COORDINATOR (HEALTH-NUTRITION)
(SUPERVISORY)**

ORGANIZATIONAL RESPONSIBILITY

A Head Start Coordinator (Health-Nutrition) is responsible to the Deputy Director, Children and Family Services (CFS) Department or designee.

DEFINITION

Under general direction, to provide training and technical assistance on health, nutrition, safe environments services and standards to Head Start/Early Head Start programs and services throughout the area served by the Sacramento Employment and Training Agency; to ensure that enrolled children, ages birth to five, have the necessary medical, dental, and nutrition services and assessments and appropriate safe environments for young children; to assist in the planning and implementation of a health, nutrition and safety curriculum; to assist with program performance monitoring and evaluation; to provide training and technical assistance to Head Start/Early Head Start staff; to serve as staff liaison to the Health Services Advisory Committee; to prepare an annual assessment of the health, nutrition and safety components of local Head Start/Early Head Start Programs; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to the development and evaluation of health, nutrition and safety programs provided by the grantee and delegate agency operated Head Start/Early Head Start programs in the area served by the Sacramento Employment and Training Agency. Responsibilities include program development, training, monitoring, evaluation and supervision of health and nutrition support services staff in the grantee operated program and the Child Adult Care Food Program Reporting.

EXAMPLES OF ESSENTIAL DUTIES

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

1. Organizes, recruits and staffs the Health Services Advisory Committee.
2. Ensures proper coordination of the functions of the Advisory Committee with delegate Head Start/Early Head Start Programs and parent groups.
3. Assesses needs and develops goals for health, nutrition and safety programs.
4. Assists with the development of health, nutrition and safety budgets for Head Start/Early Head Start programs.
5. Develops training in health and oral health problems of young children, preventive health methods, and coordinates with available community services.
6. Assists with identification of children with suspected special health conditions.
7. Teaches first aid methods and emergency procedures.

8. Develops policies for the control of communicable diseases.
9. Ensures the implementation of regulations regarding health and dental examinations and screenings in compliance within Federal, State and local health guidelines; provides assistance with follow-up for identified health problems.
10. Ensures proper maintenance of health records.
11. Coordinates health programs with community providers.
12. Develops plans and procedures in collaboration with health professionals to ensure that children enrolled in Head Start/Early Head Start programs receive meals which meet their daily nutritional needs.
13. Monitors grantee operated programs and delegate agencies for compliance with health standards and monitors meal services for compliance with Federal and State regulations regarding type, service size, and timing.
14. Works collaboratively with the fiscal department to ensure CACFP claims are submitted accurately and timely.
15. Monitors Head Start facilities for proper storage, handling, preparation, delivery, and serving of food.
16. Supervises and evaluates performance of health and nutrition support staff.
17. Conducts workshops and discussion groups on child health for program staff and parents as well as develops and conducts training programs for food service personnel, teaching staff and parents.
18. Gathers information and prepares reports on the delivery of food services.
19. Assesses the nutritional status of children in Head Start/Early Head Start programs.
20. Assists with the licensing with Head Start/Early Head Start facilities and program monitoring and licensing.
21. Works with parent groups.
22. Plans, develops, implements and monitors a disaster preparedness program within the SETA Operated Program.
23. Develops policies and procedures pertaining to health, nutrition and safe environments practices.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of supervision.
- Head Start/Early Head Start and SETA programs and functions.
- Public Health nursing principles and practices.
- Maternal and child health.
- Characteristics of control of communicable diseases.
- Principles of nutrition, including food science, child nutrition and diet therapy; menu planning and modification.
- USDA requirements for child care food programs.
- Food purchasing, preparation, storage, sanitation and kitchen safety.
- Problems and needs of low-income families.
- Staff development and training; and counseling techniques.
- Some word processing software.
- Title 22, Community Care Licensing Regulations; OSHA and fire regulations.

AND

Ability to:

- Plan, organize and supervise the work of others.
- Develop and implement health and nutrition programs which meet the needs of young children and their parents.
- Provide training programs and workshops for parents and Head Start staff.
- Promote parent involvement with Head Start health and nutrition programs.
- Work effectively with low-income families and parent groups.
- Assist with facility licensing.
- Speak and write effectively.
- Ensure proper maintenance of health records.
- Ensure program compliance with health and food regulations and standards.
- Maintain records and prepare reports.
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.
- Establish and maintain cooperative working relationships.
- Train in the area of public health.

AND

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

- I. At least five (5) years of work experience in a Public Health or related field, preferably including experience in providing and/or coordinating public health services and dealing with the health, nutrition and safety problems/concerns of young children and their families. Bachelors or advanced degree in public health, nursing, nutrition and/or related fields is required. At least two years of this experience should be in a supervisory position. RN, PhN, RD certifications are highly desirable. Bilingual skills are preferred.

SPECIAL REQUIREMENTS

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

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

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

1. Sufficient Speech to:

- Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
 3. Sufficient Vision to:
 - Operate a personal computer.
 - Navigate safely through a preschool
 - Read the labels on Medicine Bottles
 4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
 5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day.
 - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain.
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment.
 - Move from one area in the workplace to another. Lift a small child safely in order to perform duties as needed. Approximately 40 to 50 pounds.
 6. The Ability to Taste
 - Sufficient taste to evaluate the seasoning and saltiness of food.
 - To be able to explain flavors as part of training.
 7. The Ability to Smell
 - To determine the freshness of foods.
 - To detect any unusual odors

**HEAD START/ EARLY HEAD START COORDINATOR (HEALTH-NUTRITION)
(NON-SUPERVISORY)**

ORGANIZATIONAL RESPONSIBILITY

A Head Start Coordinator (Health-Nutrition) is responsible to the Deputy Director, Children and Family Services (CFS) Department or designee.

DEFINITION

Under general direction, to provide training and technical assistance on health, nutrition, safe environments services and standards to Head Start/Early Head Start programs and services throughout the area served by the Sacramento Employment and Training Agency; to ensure that enrolled children, ages birth to five, have the necessary medical, dental, and nutrition services and assessments and appropriate safe environments for young children; to assist in the planning and implementation of a health, nutrition and safety curriculum; to assist with program performance monitoring and evaluation; to provide training and technical assistance to Head Start/Early Head Start staff; to serve as staff liaison to the Health Services Advisory Committee; to prepare an annual assessment of the health, nutrition and safety components of local Head Start/Early Head Start Programs; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to the development and evaluation of health, nutrition and safety programs provided by the grantee and delegate agency operated Head Start/Early Head Start programs in the area served by the Sacramento Employment and Training Agency. Responsibilities include program development, training, monitoring, evaluating health and nutrition services in the grantee operated program and the Child Adult Care Food Program Reporting.

EXAMPLES OF ESSENTIAL DUTIES

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

1. Organizes, recruits and staffs the Health Services Advisory Committee.
2. Ensures proper coordination of the functions of the Advisory Committee with delegate Head Start/Early Head Start Programs and parent groups.
3. Assesses needs and develops goals for health, nutrition and safety programs.
4. Assists with the development of health, nutrition and safety budgets for Head Start/Early Head Start programs.
5. Develops training in health and oral health problems of young children, preventive health methods, and coordinates with available community services.
6. Assists with identification of children with suspected special health conditions.
7. Teaches first aid methods and emergency procedures.
8. Develops policies for the control of communicable diseases.

9. Ensures the implementation of regulations regarding health and dental examinations and screenings in compliance within Federal, State and local health guidelines; provides assistance with follow-up for identified health problems.
10. Ensures proper maintenance of health records.
11. Coordinates health programs with community providers.
12. Develops plans and procedures in collaboration with health professionals to ensure that children enrolled in Head Start/ Early Head Start programs receive meals which meet their daily nutritional needs.
13. Monitors grantee operated programs and delegate agencies for compliance with health standards and monitors meal services for compliance with Federal and State regulations regarding type, service size, and timing.
14. Works collaboratively with the fiscal department to ensure CACFP claims are submitted accurately and timely.
15. Monitors Head Start facilities for proper storage, handling, preparation, delivery, and serving of food.
16. Conducts workshops and discussion groups on child health for program staff and parents as well as develops and conducts training programs for food service personnel, teaching staff and parents.
17. Gathers information and prepares reports on the delivery of food services.
18. Assesses the nutritional status of children in Head Start/Early Head Start programs.
19. Assists with the licensing with Head Start/Early Head Start facilities and program monitoring and licensing.
20. Works with parent groups.
21. Plan, develop, implement and monitor a disaster preparedness program within the SETA Operated Program.
22. Develop policies and procedures pertaining to health, nutrition and safe environments practices.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Head Start/Early Head Start and SETA programs and functions.
- Public Health nursing principles and practices.
- Maternal and child health.
- Characteristics of control of communicable diseases.
- Principles of nutrition, including food science, child nutrition and diet therapy; menu planning and modification.
- USDA requirements for child care food programs.
- Food purchasing, preparation, storage, sanitation and kitchen safety.
- Problems and needs of low-income families.
- Staff development and training; and counseling techniques.
- Some word processing software.
- Title 22, Community Care Licensing Regulations; OSHA and fire regulations.

AND

Ability to:

- Develop and implement health and nutrition programs which meet the needs of young children and their parents.
- Provide training programs and workshops for parents and Head Start staff.
- Promote parent involvement with Head Start health and nutrition programs.
- Work effectively with low-income families and parent groups.
- Assist with facility licensing.
- Speak and write effectively.
- Ensure proper maintenance of health records.
- Ensure program compliance with health and food regulations and standards.
- Maintain records and prepare reports.
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.
- Establish and maintain cooperative working relationships.
- Train in the area of public health.

AND

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

- II. At least five (5) years of work experience in a Public Health or related field, preferably including experience in providing and/or coordinating public health services and dealing with the health, nutrition and safety problems/concerns of young children and their families. Bachelors or advanced degree in public health, nursing, nutrition and/or related fields is required. RN, PhN, RD certifications are highly desirable. Bilingual skills are preferred.

SPECIAL REQUIREMENTS

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

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

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

1. Sufficient Speech to:
 - a. Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - a. Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - a. Operate a personal computer.

- b. Navigate safely through a preschool
- c. Read the labels on Medicine Bottles
- 4. Sufficient Sensitivity of Touch to:
 - a. Operate a personal computer.
- 5. Sufficient Strength and Conditioning to:
 - a. Sit for long periods of time throughout the day.
 - b. Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain.
 - c. Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment.
 - d. Move from one area in the workplace to another. Lift a small child safely in order to perform duties as needed. Approximately 40 to 50 pounds.
- 6. The Ability to Taste
 - a. Sufficient taste to evaluate the seasoning and saltiness of food.
 - b. To be able to explain flavors as part of training.
- 7. The Ability to Smell
 - a. To determine the freshness of foods.
 - b. To detect any unusual odors

ITEM III-B - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM III-C – ACTION

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN
EARLY HEAD START OR HEAD START

BACKGROUND:

On annual basis the Policy Council is required to review and approve the Countywide Enrollment Selection Criteria for the Head Start and Early Head Start programs. While the Head Start Selection Criteria remains unchanged from last year, the Early Head Start Selection Criteria has slight revisions.

On November 14, 2014, a working committee comprised of delegate agency and grantee staff gathered to discuss and review the Selection Criteria for Head Start and Early Head Start enrollment. Changes are reflected in the revised Early Head Start selection criteria for infants, toddlers and pregnant women and represent two key factors for change:

- Reduced teen pregnancies in Sacramento County - Due to the reduction in the number of teen pregnancies over the past decade in Sacramento County, the committee determined that there is no longer a need to prioritize pregnant women under the age of 21 as exclusively outlined in each category within the current selection criteria. Teen parents are still prioritized as High Risk in the selection criteria.
- Condensed duplicate wording - Some wording was moved due to being repetitive. For example: The statement “Within the same priority ranking, selection is based on age, with the youngest child receiving priority” was listed under several categories. This statement was moved to the box at the top with a notation that it applies to numbers 1-7.

Both, the Selection Criteria for Sacramento County Early Head Start and the Selection Criteria for Head Start meet all requirements contained in 45 CFR 1305 Eligibility, Recruitment, Selection, Enrollment and Attendance and updated guidelines in accordance with the Head Start Act. A copy with redline changes of each Selection Criteria is included in this packet.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Early Head Start Enrollment Selection Criteria and the Head Start Enrollment Selection Criteria for Sacramento County as attached.

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

Instructions: Place an “X” by the category that is applicable to applicant. Selection is based on the “X” that is the highest on the scale.

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

1. 2nd year enrollment within Sacramento County. _____
2. Transfer Head Start child to the same or another Sacramento Head Start agency within the same program option (full day, part day, home base). _____
3. Transition from Early Head Start whose family meets Federal Income Guidelines. _____
4. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days whose family meets Federal Income Guidelines. _____
5. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster care
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)). _____
6. 4-year-old child whose family meets Federal Income Guidelines. _____
7. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster care
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)). _____
8. 3-year-old child whose family meets Federal Income Guidelines. _____
9. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
10. 4-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). _____
11. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
12. 3-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). _____

Head Start Staff Signature

Date

Child's Name

Date of Birth

Date of Application

Status Enrolled Date Enrolled: _____ Waiting List

EARLY HEAD START SELECTION CRITERIA: SACRAMENTO COUNTY

Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines

INSTRUCTIONS: Place an “X” by the category(s) that is applicable to applicant. Selection/ranking is based on the ~~the~~ “X” that is the highest on the scale (#1 being the highest).

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- For 1-7 in same priority ranking, selection is based on the age of the child, with the youngest child receiving priority
- For #8 – 115, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child’s age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

1. Transfer Early Head Start child within Sacramento County with documentation. _____

2. Family with a child birth to 36 months of age, ~~referred by Sacramento County Office of Education Infant Development Program and/or other Part C providers with a current IFSP. NOTE: Of these referrals, up to 10% may exceed Federal Income Guidelines. It is necessary to complete an income waiver before enrollment can be considered. Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.~~

3. A previously enrolled child (who dropped on good standing) who requests to return to original agency within 60 days. _____

4. Pregnant woman/parent/guardian ~~under 22 years of age~~ with a child birth to 12 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional) _____ ● CPS
 - High Risk Pregnancy (includes moms >35 or < 18) _____ ● ~~Foster care~~ Homelessness
 - Death of a parent/guardian, sibling _____ ● Foster care
 - Homelessness
 - Parent with developmental delay or other disabling condition ● Teen Parent~~Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.~~ _____

5. Pregnant woman/parent/guardian ~~under 22 years of age~~ with a child 13 to 36 months of age having one or more documented family situations within the past year such as:
 - Abuse (physical, substance, sexual & emotional) _____ ● CPS
 - High Risk Pregnancy (includes moms >35 or < 18) _____ ● ~~Foster care~~ Homelessness
 - Death of a parent/guardian, sibling _____ ● Foster care
 - Homelessness
 - Parent with developmental delay or other disabling condition ● Teen Parent~~Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.~~ _____

6. Pregnant woman/parent/guardian ~~under 22 years of age~~ with a child birth to 12 months of age. ~~Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.~~

7. Pregnant woman/parent/guardian ~~under 22 years of age~~ with a child 13 to 36 months of age. ~~Within the same priority ranking, selection is based on the age of the applicant, with the youngest applicant receiving priority.~~ _____

8. ~~Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age having one or more documented family situations within the past year such as:~~
~~•Abuse (physical, substance, sexual & emotional)~~
~~•Foster care~~
~~•Death of a parent/guardian, sibling~~
~~•Homelessness~~
~~•Parent with developmental delay or other disabling condition~~ _____

9. ~~Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age having one or more documented family situations within the past year such as:~~
~~•Abuse (physical, substance, sexual & emotional)~~
~~•Foster care~~
~~•Death of a parent/guardian, sibling~~
~~•Homelessness~~
~~•Parent with developmental delay or other disabling condition~~ _____

10. ~~Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age.~~ _____

11. ~~Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age.~~ _____

12.8. ~~Pregnant woman/parent/guardian under 22 years of age~~ with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____

13.9. ~~Pregnant woman/parent/guardian under 22 years of age~~ with a child birth to 12 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary). _____

14.10. ~~Pregnant woman/parent/guardian under 22 years of age~~ with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____

15.11. ~~Pregnant woman/parent/guardian under 22 years of age~~ with a child 13 to 36 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary). _____

16. ~~Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).~~ _____

17. ~~Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).~~ _____

18. ~~Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary).~~ _____

19. ~~Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary).~~ _____

Head Start Staff Signature

Date

Child's Name

Date of Birth

Status:

Enrolled Date Enrolled: _____

Waiting List

**EARLY HEAD START SELECTION CRITERIA:
SACRAMENTO COUNTY**

Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines

INSTRUCTIONS: Place an “X” by the highest applicable category on the scale (#1 being the highest).

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- For #1-7, within the same priority ranking, selection is based on age, with the youngest child receiving priority.
- For #8-11, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child’s age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

1. Transfer Early Head Start child within Sacramento County with documentation.
(copy of Application and Eligibility Verification Form must be attached to wait list) _____
2. Family with a child birth to 36 months of age with a current IFSP.
(up to 10% may exceed Federal Income Guidelines) (waiver necessary) _____
3. A previously enrolled child (who dropped on good standing)
who requests to return to original agency within 60 days. _____
4. Pregnant woman/parent/guardian with a child birth to 12 months of age having
one or more documented family situations within the past year such as:

• Abuse (physical, substance, sexual & emotional)	• Teen Parent
• High Risk Pregnancy (includes moms >35 or <18)	• Homelessness
• Death of a parent/guardian, sibling	• Foster care
• Parent with developmental delay or other disabling condition	• CPS

5. Pregnant woman/parent/guardian with a child 13 to 36 months of age having
one or more documented family situations within the past year such as:

• Abuse (physical, substance, sexual & emotional)	• Teen Parent
• High Risk Pregnancy (includes moms >35 or <18)	• Homelessness
• Death of a parent/guardian, sibling	• Foster care
• Parent with developmental delay or other disabling condition	• CPS

6. Pregnant woman/parent/guardian with a child birth to 12 months of age. _____
7. Pregnant woman/parent/guardian with a child 13 to 36 months of age. _____
8. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
9. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines with no cap (waiver necessary). _____
10. Pregnant woman/parent/guardian with a child 13 to 36 months of age who
exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
11. Pregnant woman/parent/guardian with a child 13 to 36 months of age who
exceeds Federal Income Guidelines with no cap (waiver necessary). _____

Child’s Name: _____

ITEM III-D – ACTION

SELECTION OF COMMITTEE REPRESENTATIVES FOR
PROGRAM YEAR 2014-2015

BACKGROUND:

The following standing committees require Policy Council representatives be appointed. It is hoped every member will participate on committees. A description of each committee is included in the Policy Council bylaws. Staff will be available to provide an oral report and answer questions.

1) Head Start Personnel/Bylaws Committee Representatives

Oversight by: Marie Desha

- a) Parliamentarian – Josh Shurtz
- b) _____
- c) _____
- d) _____
- e) _____

2) Head Start Budget/Planning Representatives

Oversight by: D’et Patterson and Denise Lee

- a) Treasurer – Robin Blanks
- b) _____
- c) _____
- d) _____
- e) _____

3) Head Start Social/Hospitality Committee: Oversight by: Marie Desha

- a) Secretary – Dawnna Paniagua
- b) Treasurer – Robin Blanks
- c) _____
- d) _____
- e) _____

4) Parent Ambassador Committee: Overseen by: Alma Hawkins

- a) Vice Chair – Kenneth Tate
- b) Secretary – Dawnna Paniagua
- c) Treasurer – Robin Blanks
- d) _____
- e) _____

5) Program Area Committees

The Performance Standards are structured around comprehensive program content areas of Early Childhood Development and Health Services, Parent/Family Support, and Program Design and Management. The program areas provide additional support to quality services and families. Each program area will be composed of one staff and a minimum of three parents shall be selected by the Policy Council to plan and review each program area as well as participate in the writing of program plans and narratives.

The Program Monitoring and Evaluation (Self-Assessment) Committee is designed to assist the SETA Head Start Monitoring/Evaluation staff in conducting on-center evaluations throughout the program year. Committee members will have the opportunity to visit and evaluate classroom(s) throughout the County.

- A) Early Child Development and Health Services and Parent, Family and Community Engagement Committee: Oversight by: Karen Gonzales & Lisa Carr
 - a) _____
 - b) _____
 - c) _____
 - d) _____
 - e) _____

- B) Monitoring/Evaluation (aka: Self-Assessment) Committee – Committee of the Whole - Policy Council members will participate as a Committee of the Whole: Oversight by: Robyn Caruso

- C) Male Involvement Committee: Oversight by: Robert Silva
 - a) _____
 - b) _____
 - c) _____

RECOMMENDATION:

As each committee is reviewed, interested Policy Council members will be added to that committee. After all committee slots are filled, it is recommended that the Policy Council ratify the committee membership.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-E – ACTION

ELECTION OF REPRESENTATIVE AND ALTERNATE TO
THE COMMUNITY ACTION BOARD

BACKGROUND:

The SETA Community Action Board is comprised of representatives from the Private, Public and Low-Income Sectors. The duties of the Board include recommending allocations of Community Services Block Grant (CSBG) funds to community services agencies throughout Sacramento County. Attached for your review is a CAB overview.

In the past, Ms. LaTasha Windham served as the Head Start representative from the Low-Income Sector. Policy Council representatives to the Community Action Board receive a meeting reimbursement.

RECOMMENDATION:

That the Council elect a representative and alternate to serve as Low-Income Sector representatives to the Community Action Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

COMMUNITY ACTION BOARD OVERVIEW

The Community Action Board (CAB) is a twelve-person board representing a number of public, private and low-income interests. SETA, as the designated Community Action Agency for Sacramento County, receives Community Services Block Grant (CSBG) and funds from the U. S. Department of Health and Human Services through California's Department of Community Services and Development. SETA administers CSBG programs with the advice of the tri-partite Community Action Board.

The SETA CAB was established as an advisory body to the SETA Governing Board and is entrusted with a mission to make the entire community respond to the needs and interests of the poor. Its members assess the needs of the low-income community, receive and review proposals for CSBG funding, and made recommendations to the Governing Board to fund programs which most effectively address those needs.

The long-range objective of the CSBG program is to enable individuals to deal with the problems of poverty and attain self-sufficiency. Because the social needs in SETA's service delivery area are diverse - from drug abuse among youth to the problems of seniors - and because funding for programs is relatively scarce, Board members exercise great care in setting program priorities, allocating funds and evaluating program performance.

MEETING SCHEDULE

Regular meetings of the Community Action Board are held on the second Wednesday of each month at 10:00 a.m., 925 Del Paso Blvd. Meetings seldom exceed one hour in length with the exception of annual funding meetings.

COMPOSITION OF THE COMMUNITY ACTION BOARD

The Community Action Board is composed of twelve members with four members representing each of three constituent groups: 1) Public Officials or their representatives; 2) Private Sector, consists of business, industry, labor, religious groups, welfare, education, or other major groups and interests in the community; and 3) Low Income Sector, or representatives of the poor residents within the Community Action Board jurisdiction.

SECTOR PROFILES

Public - Public officials bring expertise in public relations, meetings, administration, funding and fiscal affairs. They represent the interests of the general public, yet can also serve as ambassadors of goodwill to the client groups.

Low Income - Representatives of the poor are the fundamental source of information on conditions and problems of poverty. Their participation and involvement on the Board, on its committees and at neighborhood levels is critical to Community Action efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs -- and the positive effects those programs can have on the community.

Private - Representatives of the private sector provide good decision-making capabilities. They normally have business, management and fiscal expertise. They are major sources of funds and other resources. Finally, they provide balance to the Board by representing the remainder of the community.

APPLICATION/APPOINTMENT PROCESS

Those wishing to apply for membership on the CAB are asked to fill out an application form available at 925 Del Paso Blvd., Sacramento, CA 95815, Attention: Nancy Hogan (Phone 263-3827). Completed applications should be returned to SETA. These applications go through an application/appointment process for each sector. CAB members serve one-year terms beginning in January of each year.

CONFLICT OF INTEREST

Upon appointment, each applicant is required to submit a completed Statement of Conflict of Interest (form provided by SETA).

ITEM III-F – ACTION

SELECTION OF REPRESENTATIVES TO THE SETA HEAD START
HEALTH SERVICES ADVISORY COMMITTEE (HSAC)

BACKGROUND:

The Policy Council is requested to select Representatives to serve on the Head Start Health Services Advisory Committee. This committee is an advisory group to the health program area plan, assists with creation of policies, and serves as one of our primary community resources for health information. Members on the committee include Head Start staff and parents and health professionals from the community with an interest in Head Start. The group meets two times per year for a dinner meeting. The next meeting is scheduled for Wednesday, January 28, 2015, 5:30 p.m. – 7:00 p.m. in the Sequoia Room at SETA. An interest in health would be appropriate for those serving on this committee. Ms. Brenda Campos will be available to share information and answer questions.

RECOMMENDATION:

That the Policy Council select Representatives to serve on the Health Services Advisory Committee.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-G – ACTION

ELECTION OF SACRAMENTO MEDI-CAL DENTAL ADVISORY COMMITTEE
REPRESENTATIVE AND ALTERNATE

BACKGROUND:

The Policy Council is requested to elect one (1) Representative and one (1) Alternate to serve on the Sacramento Dental Managed Care Advisory Committee. Ms. LaTasha Windham served as Head Start representative and Ms. Lenda Wheeler as alternate.

This Medi-Cal Dental Advisory Committee was established by Senator Steinberg’s legislation AAB 1467 on July 1, 2012. The purpose of the committee is to provide oversight and guidance to improve Dent-Cal utilization rates, the delivery of oral health and dental services, including prevention and education services, dental managed care, and fee-for-service Denti-Cal.

The Sacramento Dental Managed Care Advisory Committee generally meets the fourth Wednesday of each month and is scheduled for 2015 on the following dates:

- * Thursday, February 26
- * Thursday, March 26
- * Thursday, April 23
- * Wednesday, May 28
- * Thursday, June 25
- * Thursday, July 23
- * Thursday, August 27
- * Thursday, September 24
- * Thursday, October 22
- * Thursday, November 19
- * Thursday, December 17

The meetings are 3:00 p.m. – 5:00 p.m. The meetings are held at 2750 Gateway Oaks Drive, Suite 330, Sacramento, CA 95833.

Staff will be available to share additional information and answer questions.

RECOMMENDATION:

That the Policy Council elect one (1) Representative and one (1) Alternate to serve on the Sacramento Dental Managed Care Advisory Committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM IV-H – ACTION

SELECTION OF MATERNAL, CHILD AND ADOLESCENT HEALTH ADVISORY BOARD REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This item provides the Policy Council Chair an opportunity to appoint a representative and an alternate to sit on the Sacramento County Maternal, Child and Adolescent Health Advisory Board. Ms. Lynda Williams is the representative for this board.

The purpose of the Sacramento County Maternal, Child, and Adolescent Health Advisory Board (MCAHAB) is to improve coordination and promote an integrated health system serving mothers and children. The role of the MCAHAB is to advise the Board of Supervisors and the Department of Health and Human Services (DHHS) on local programs and services affecting the health of mothers, children, and adolescents.

The Sacramento County Maternal, Child and Adolescent Health Advisory Board has requested one representative and one alternate to serve from Head Start. Current health issues are addressed, providing an opportunity for Head Start parents to contribute in the discussion and receive valuable information for Head Start. The committee meets five times a year on the second Tuesday of the month. The meetings remaining in 2015: March 10, 2015, May 12, 2015, September 8, 2015, and November 10, 2015. The meetings are held at 9616 Micron, Suite 900, Conference Room 1, Sacramento, CA, from 8:00 – 10:00 a.m. If you have any questions, please contact Brenda Campos, 263-3881.

RECOMMENDATION:

Ratify the Chair's appointment of one representative and one alternate to serve on the Sacramento County Maternal, Child and Adolescent Health Advisory Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-I – ACTION

ELECTION OF COMMUNITY AGENCY REPRESENTATIVES

BACKGROUND:

Head Start Policy Council bylaws provide an opportunity for two community agencies to serve on the board. Community agency representatives serve as a conduit between the board members and the community.

Last month, letters were sent out to several community agencies soliciting representatives. Three applications were received:

- * KVIE, Channel 6
- * First 5 Sacramento
- * Birth and Beyond

Sacramento Food Bank submitted an application but is only interested in presenting information to the Policy Council.

Copies of the applications will be distributed to board members at the January 27 meeting.

RECOMMENDATION:

Review the applications and elect community agency representatives.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

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
 - Toastmasters Training – Ms. Lynda Williams
 - PC/PAC Orientation & Officer Training Reports (oral) – Ms. Lynda Williams

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Health Services Advisory Committee	Wednesday, January 28, 2015 5:30 p.m. – 7:00 p.m. Sequoia Room Call Hollie Gibson to reserve a dinner: 263-7405
PC Executive Committee	Thursday, January 29, 2015 9:00 a.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, February 10, 2015 1:30 p.m. Oak Room
PAC/PC Toastmasters Training	Tuesday, February 17, 2015 11:30 a.m. Shasta Room (lunch provided)
PAC Executive Committee	Thursday, February 19, 2015 9:00 – 10:00 a.m. Olympus Room
PC Executive Committee	Thursday, February 26, 2015 9:00 a.m. Olympus Room

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. Denise Lee, Ms. Marie Desha, and Ms. Alma Hawkins for the First Annual Meet & Greet Breakfast. It was a great success.
Thank you Ms. Marie Desha for your coordination of and expectations covering California Head Start Parent Training Conference, 2015.
Thank you Ms. Karen Gonzales for sitting in for Ms. Denise Lee during her absence.
Thank you Ms. Karen Gonzales for your report on current school readiness goals.
Thank you Ms. Crystal Martinez for translation services in an effort to keep all Council members informed.
Congratulations to all newly elected Policy Council officers for 2014/15 Program Year.
NEEDS IMPROVEMENT
Please remember to turn off all electronic devices including alarms.
REMINDERS
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation (Chair's report).
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer five to seven days prior to meeting for approval.

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.

- B. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

- Monthly Head Start Report (attached)
- Quality Assurance Summary (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.

Head Start Monthly Report

January 2015



SETA Operated Program

Program Governance:

The first PC/PAC Meet & Greet Breakfast held Wednesday, December 10, at SETA, was a success with much positive feedback from parents and staff. Parent attendance was great; ice breaker activity brought high energy, laughter, and provided an opportunity for great connections and bonding.

Toastmasters training held Tuesday, December 16 at SETA had great parent attendance and participation. Ms. Jackie Bates (DTM) reviewed lesson 2 (Meetings) of Stagecraft workbook covering table topics, prepared speeches and evaluations. Table topic selected by Ms. Bates was to pick your favorite color and share why you liked color. Next, parents who had assignments from the last meeting presented their prepared speech followed by an evaluation by Mr. Dan Bates who is also a Toastmaster and provides awesome support to the group. Next month assignments were given out and parents asked to come prepared.

The PC/PAC elected officers at their December's meeting and will select committees/program area committee in January they would like to participate in this program year. Orientation is scheduled Friday, January 9 and Countywide Officer training Friday, January 16.

Parents are a great group, asked good questions (eager to learn), excited about being a part of their child's educational environment and to have a voice in Head Start/Early Head Start program operation decision making.

Program Operations:

SETA is excited to be participating in the Race to the Top quality efforts in the state. This month we added eight more centers bringing the total of participating sites to 18. Each center is evaluated on state wide quality indicators including the ECERS environmental scales, the CLASS teacher interaction assessment tool and implementation of the Teaching Pyramid. Coaches are then asked to come in and provide training and technical assistance to staff directly in their classrooms. Staff is also able to attend local professional development opportunities as well as early childhood education college courses for free.

This project is part of the efforts of the agency to include coaching as a significant professional development tool. SETA is also participating in Practice Based Coaching training including the TLC approach that promotes teachers working with peers in learning groups.

Program Support Services:

Quality Assurance Unit. EGUSD was monitored in December 15-18, 2014 and to be continued in January 5-9, 2015. Unannounced safety and supervision visits were ongoing for the second quarter of the program year. QA staff also followed up on corrective action plans and safety plans submitted by the delegates.

Training and Meetings. Countywide Curriculum Training with Education Consultant Cathy Cole was held on December 5, 2014. Various content meetings were held in December: *Mental Health* (December 9), *Family Engagement* (December 9), *Nutrition, Health and Safe Environments* (December 12) and *Education/Disabilities* (December 16).

School Readiness Goals Implementation. Delegates have received their program DRDP Fall 2014 Reports (1st of 3 assessments). Education Coordinator for School Readiness had scheduled follow-up meetings to follow up on DRDP action plans.

CLASS Implementation Plan. Grantee has conducted CLASS observations at TRUSD and WCIC in December. Delegates have submitted their internal CLASS observation calendars for 2014-2015. An enhanced CLASS Implementation Plan was rolled out to include a dual coding practice and twice-a-year observations at selected classes. Practice-based Coaching will also be implemented as part of professional development.

Family Engagement:

After a much need winter break, staff, parent s and children have returned to school ready to work and learn. We are happy to announce that as a county, Head Start and Early Head Start were fully enrolled. Our goal now is to continue to stay fully enrolled and to educate parents on the importance of bringing their children to school daily. We have opened a new part day class room at our Cross Roads site, and have increased our Home Base enrollment by 12. We are happy to say that both of these options are fully enrolled.

The topic for this month's parent meeting is Budgeting and Financial Stability. Staff will offer handouts and guest speakers at their parent meeting on this topic. Based on our Family Partnership Agreements, many parents are interested in setting up family budgets, and learning new ways to save money. We have been very pleased with our Family Literacy Involvement Project (FLIP). Parents have been very good about filling out their literacy logs and returning them to their teacher. This month books were given to all of our children which support the topic of Animals.

Elk Grove Unified School District

Education Services Update

Karin Nakahira-Young and Anita Tong, Instructional Coaches, presented training on the California Preschool Learning Foundations and Frameworks and how teachers can use them to enhance instruction in their classrooms. Teachers were given the opportunity to tag sections in the Frameworks and time to discuss how they will use the information when creating lesson plans.

Enrollment

The Elk Grove Unified School District is funded to serve 480 students and is fully enrolled. The average daily attendance (ADA) was 81%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Kate Barbero, PreK Social Worker and with Alicia Valero-Kerrick, PreK Psychologist, to place students with an active IEP into the Head Start program. There are 38 students with active IEPs being served which is eight percent (8%) of our Head Start student population.

Health Services Update

Program Educators continue to monitor files and provide additional support to families to ensure that children who need health services receive them.

Head Start students were served 7,906 meals during the month of December.

This month's Elk Grove Meals/Snack calendars are attached.

Fiscal Update

This month's Fiscal report is attached.

Recruitment

Individual registrations are taking place and 13 students are on the wait list for the Head Start program.

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2015 -2016 school year.

New Staff

Two new staff joined the PreK department in December. Dr. Alicia Valero-Kerrick has joined the department as a PreK Psychologist. She is taking the place of Dr. Teresa Gannon who left the department and the school district to be with her husband whose employment moved out of California. Dr. Kerrick comes to the program with several years of experience working with preschool children in a private setting as well as several years of experience working for the PreK Special Education Department. She will work for the PreK Department on a 20% contract and the PreK Special Education Department on an 80% contract.

Anita Tong has joined the department as a PreK Instructional Coach working on a 50% contract. She comes to the program with many years of experience teaching preschool, kindergarten and first grade in the Bay Area as well as having opened a Charter School in Natomas. In addition to working for the PreK department, she is currently working on a 50% contract as a Vice Principal at Raymond Case.

Sacramento City Unified School District

Health and Nutrition:

- Nurses, Lisa Stevens, Lori Souza and Victoria Benson attended an Appreciation Luncheon for registration staff, hosted by management staff on December 4, 2014. At this gathering there was discussion led by Noel Estacio, Registration Supervisor, about the State audit results, and the summer registration process. It was suggested that there be a Summer Registration Committee to look at ways to work more efficiently and productively especially during the busy summer season. Nurse Souza was appointed to lead the Health sub-committee on the Registration Process and Nurse Stevens will also serve on this sub-committee. Nurse Benson will serve on the Green Folders (class files) sub-committee. The various sub-committees will begin meeting in Jan., 2015.

- Registration Supervisor Noel Estacio is planning a field trip for interested members of the Summer Registration Committee to visit the San Juan Child Development Program to get another perspective on their enrollment and screening process. Several of our nurses will be participating in this field trip.
- The Preschool Dental Varnish Clinics for fall have concluded with Nurse Benson reporting good participation at the majority of preschool sites. Follow-up on dental concerns will continue to be made by the preschool nurses.
- Nurses Benson, Souza and Stevens attended the Office of Head Start (OHS) Safe Environments Webinar on December 17. In addition, The Child Development Nurses, Health Clerk, Registered Dietician, Data Specialist and Health/Nutrition Content Lead attended the Child Development Department's Health, Nutrition and Safe Environments Committee meeting on December 3, 2014.

Mental Health:

- Staff continues to work with families and make referrals to outside agencies for students based on TABS scores and requests from teachers and parents. Parent meetings are being held in the classrooms based on CSEFEL/Teaching Pyramid, positive discipline, stress management, etc. The Teaching Pyramid Leadership team met and is planning for activities for the remainder of the school year. Cohort 4 attended the Module 2 Teaching Pyramid training on December 12th.

Family Engagement:

- Staff completed the fourth segment of the Family Development Credential. These will continue monthly throughout the year until the end of August.
- Goal setting was primarily done the last week of November before the Thanksgiving break. Teachers are following up with families that were unable to meet for the parent conference to establish goals. Social workers and School Community Liaisons are working on following up on assisting families with their established goals.

Special Education:

- For the month of December, 2014, SCUSD Child Development Department served 111 Head Start Preschoolers with IEPs and 14 Early Head Start Children with IFSPs.
- During this month our program was able to collaborate with some of the SCUSD Special Education staff in discussing and learning Teaching Pyramid strategies to help promote strong social emotional development in young children at a training on December 12 held at SETA. Our Special Education staff also had the opportunity to join our programs Professional Learning on the 12 of December, and collaborate on early childhood math lessons presented by John Dueck.
- Our department met with the Special Education Directors from SCUSD and SCOE to discuss ongoing enhancements in the enrollment process for incoming and returning families we share in our full inclusion classrooms. We discussed what has been working and what needs to be adjusted in our processes. This meeting will take place again in late winter and early spring as we gear up for next year's preschool students to ensure the enrollment process and transition into the full inclusion classrooms are as seamless as possible, while meeting the requirements of each individual program.

Preschool Education:

- In the month of December, a new Teacher training was conducted to further orient teachers on curriculum planning and implementation. Nine teachers were involved in the training which was led by the Education Coordinator and Resource Teachers.
- Balanced Literacy Cohorts 1 & 2 met this month with consultant, Andy Hess. A few classroom teachers and Resource Teachers also met with Andy Hess to review Balanced Literacy lessons and activities that are occurring in the classrooms.
- Math consultant, Jon Dueck, presented at this month's Professional Learning and focused on math activities throughout the classroom. Prior to his presentation, he visited over 20 of our preschool classrooms to look at materials and how math is integrated into the active classroom environment.

Early Head Start & Home Based:

- The Home Based program is very grateful for the new MOU with SCOE and ALTA which was spearheaded by Kim B. at SETA. Jennifer Osalbo, resource teacher for Early Head Start, has already spoken with Becky Maclay at ALTA and we have a form for referring families directly to ALTA for assessments, which was not possible a few weeks ago. This was a great need in the community, especially when SCOE Infant Development Program said they were at funding capacity, and ALTA did not take referrals. The MOU is a great asset to the Child Development program in order to help families who may need extra support.
- One of the pregnant moms in the Early Head Start program, said that out of her five pregnancies, this one is her happiest because of all of the prenatal knowledge she is receiving. She now knows and understands what is happening to her body and baby and is more aware and is appreciative of it.
- The Creative Curriculum training with Cathy Cole was very informative. It was helpful to use our own copies of the books and have access to additional resources. Having time to go through the different sections of the books and see how they are divided will help us use them as a resource in the future.
- Selected EHS home visitors continue to attend the monthly Family Development Credentialing Training and have expressed how they are really enjoying and learning from the class. EHS staff has completed their first FPA goals with families.
- The EHS social worker attended the 3rd Leadership Team meeting for Teaching Pyramid for Family Coaching for Infant/Toddlers through SCOE and presented by West Ed. Social Worker continues to monitor and support the FPA process by providing feedback and recommendations to EHS staff on their documentation. Social Worker continues to provide support and consultation/case management to staff. Social Worker continues to provide mental health support to referred children and families in EHS families. Social Worker presented at EHS Professional Learning on CA CSEFEL materials.

San Juan Unified School District

Education Services Update

All classes are finishing the Clothes Study before Winter Break. Different classrooms have settled on specific topics of clothing, such as fasteners, hats, shoes, and general rain gear, which they have seen a lot of lately due to all of the stormy weather. Other classrooms have been interested in the uniforms that different people wear in our communities. The math focus for this month is the introduction of division. The letter focus is the same as it was last month; Uu, Yy, and Ww along with the letters which authentically become of interest during the Clothes Study.

Disabilities Services Update

During the month of December the Disabilities Content Lead met with the Preschool Program Specialist for the LEA's Special Education Department. Discussions revolved around IEP schedules, referrals and mutual supports. Many kinks were worked out and it was agreed that a good working partnership continues to be in place. The screening center remained open for one day a week for children just enrolling in the preschool programs. Several IEPs have been held and those children have begun receiving services. The total number of IEPs in the Head Start preschool programs is currently 82. Permanent Instructional Assistants have been hired and placed in the two Full Inclusion classes that have been added this year, bringing the total to five classes.

Mental Health Services Update

The Mental Health Therapist has been busy providing Holiday Stress Management parent support workshops throughout the month of December, as the holidays can put a number of additional stressors on families. The Mental Health Therapist provided families with community resource phone numbers in the event of need or crisis over the school break.

Health & Nutrition Services Update

Health is screening in the centralized screening room one day per week. 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. 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. The Health and Nutrition content specialists attended the content meeting this month. Also, the health team attended a meeting to work on specifications for Child Plus. Smile Keepers screenings will begin again in January.

Family and Community Partnerships Update

The Policy Committee had a successful December meeting even though it was scheduled on the day Sacramento was slated to get hit with a major storm. Kudos to the representatives that braved the weather conditions to make the meeting. Policy committee subcommittees have been hard at work reviewing program area plans and the Policy Committee by-laws. The budget subcommittee will begin its work next month. The executive board is working well together and making positive suggestions that increase the efficiency of the meeting and the ability to get important information out to parents.

Program Support/Staff Training Update

There were no trainings in the month of December. The next training is scheduled for January.

Fiscal Update

With only three weeks in December, the shortened month becomes a challenge. All Fiscal, Enrollment, and In-Kind Reports were due on the 10, and they were completed on time. The End-of-the Month Report, which was due December 3, was also submitted on time. Since the salary increase was approved by the San Juan USD Board, all budgets needed to be reworked to include a 4.5% increase. Early Childhood Education was also required to complete a three year Multi-year projection. The School Readiness Grant had to be completed by Friday, December 19, and it included a Program Narrative and Budget Narrative, along with a Budget for Fiscal Years 15-16; 16-17; and 17-18. These projects were all completed on time.

Early Head Start Update

This month the Early Head Start center based teaching and support staff attended a full day training at SETA focused on the Creative Curriculum books. The training was a useful refresher for staff familiar with the curriculum as well as a good introduction for those new to it. Staff took advantage of the time for discussion of the curriculum elements and how to implement or tweak them in their classrooms. Support staff also had the opportunity to discuss various topics related to curriculum and assessment with the trainer, and gather more information for program next steps.

The Home Base program and support staff did internal monitoring and file checks this month, followed by the SETA monitoring follow up visit. Also this month, the Early Head Start program welcomed a new School Community Worker, who comes with extensive background in both mental health and family support. And finally, the support staff continue to work on updates of current procedures in the Disabilities, Education, and ERSEA content areas.

Twin Rivers Unified School District

Events

The month of December provided an opportunity for the other two sites (Oakdale and Rio Linda) to join the students at Morey for the annual Winterfest celebration. During the joyous event, students performed for their parents and relatives and engaged in fun arts and crafts activities in their classrooms. Lots of parent volunteers assisted with the event and all attendees had a wonderful and fun time.

The Rio Linda site continues to operate at the alternate location of Sierra View due to the classroom not being licensed yet. The anticipated return date to Rio Linda is January 5.

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

Challenges

The lack of a Speech Therapist continues to be a struggle for the Head Start programs. The district's Special Education Department is currently recruiting staff from outside agencies to provide the services but to date no staff have been assigned to the Head Start programs. We currently are at 5% for the special needs population and are striving to reach the 10% as soon as possible.

Professional Development

Due to the holiday break, the ECE workshops did not occur in December. The next workshop is scheduled for January 14 with a focus on the CLASS domain of Instructional Support.

Components

The fourth Community Liaison has been selected and will be on board starting January 5. Community Liaisons continue working with their respective Complexes to 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 these goals. 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 as well as coordinate the parent involvement events.

The 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. Beginning in late January 2015, the programs will have a Sacramento State Intern onsite who will assist with the student groups. The School Social Worker will tentatively be on maternity leave through February 2015.

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 district's Special Education Department is in the process of trying to contract with outside agencies to provide the services.

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 has also finalized the program wide Action Plans for the DRDP, ECERS and CLASS assessments.

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. Fliers were also placed in the backpacks of elementary students at two TRUSD school sites. 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 December 17 at Morey. The agenda included the approval of the last meeting minutes and completion of Conflict of Interest forms. Parent Committee meetings were held at Rio Linda on December 17 and December 15 at Oakdale.

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 December 2014, WCIC's Enrollment was maintained at 100%.

Health:

WCIC/Playmate Head Start Program's children received Hearing Screenings on December 15, 2014 from Dr. James McCartney and his Audiology Class (Graduate Students) of California State University, Sacramento. We are grateful for their consistent positive community service, support, and leadership!

Training:

WCIC/Playmate Head Start Program’s Teachers received a Creative Curriculum Training on December 5, 2014 at SETA (Grantee location) by Ms. Cathy Cole, Early Care and Education from Riddle, Oregon. Ms. Cole gave an overview on “What is Curriculum?” Curriculum: Children who attend high-quality preschools benefit from rich opportunities through play. It is stated that children benefit from curriculum that integrates all the developmental areas of leaning (social/emotional, language, cognitive and physical) in a way that is developmentally, culturally and linguistically appropriate. Family cultures and background provide valuable insight to a center’s curriculum. When it is combined, children, teachers, and families have essential and valuable information that help to create the framework for curriculum. By having an appropriate curriculum, it can promote balance planned experiences that help children progress towards a goal. The curriculum must provide areas of development in Social and Emotional, Physical, Cognitive, Language and Process skills. All centers need to develop and maintain learning centers; daily activities and schedules and to be able to evaluate the physical environment. Teachers must build relations with the children; promote self-regulation, develop a sense of community, and to always provide positive strategies for working with children with challenging behaviors. Staff needs to partner with families. Staff needs to get to know the families; make families feel welcomed; communicate effectively with the families and enhance children’s learning. This will ensure the best help in providing the best learning experiences for children and families.

Information Memorandums and Program Information Reports

No reports for this month.

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/23/14	(b) % Actual to Funded	Average Daily Attendance for Month
Elk Grove USD	480	480	100	69%
Sacramento City USD	1,312	1,312	100	86%
SETA	2,002	2,037	102	74%
San Juan USD	700	715	102	80%
Twin Rivers USD	243	243	100	80%
WCIC/Playmate	120	120	100	75%
Total	4,857	4,907		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/23/14	(b) % Actual to Funded	Average Daily Attendance for Month
Sacramento City USD	144	144	100	Report Delayed
SETA	349	362	102	76%
San Juan USD	160	171	107	Report Delayed
Total	653	677		

(a) Includes children who have dropped during the month and whose slot will be filled within the 30 day allowable period.

(b) If enrollment is less than 100%, agency includes corrective plan of action.

(c) Average Daily Attendance for month, excluding Home Based



SETA Head Start Food Service Operations Monthly Report *December 2014

December 5th - Minimum Day Preschool & EHS Classes.

December 11th - Walnut Grove closed.

December 24th noon through January 4th - Winter Break - All Kitchens and Centers closed.

Meetings:

Food Service Meeting Friday, December 5th at the WCIC Center. All Food Service Staff attended.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
29,420	17,688	19,384	220

Total Amount of Meals and Snacks Prepared 66,712

Purchases:

Food	\$52,259.18
Non - Food	\$10,535.53

Building Maintenance and Repair: \$653.10

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$868.54

Vehicle Maintenance and Repair : \$1,225.40

Vehicle Gas / Fuel:	\$879.49
Normal Delivery Days	17

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 12/31/14)

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

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

<u>Agency/AFE (HS)*(EHS)**</u>	<u>Head Start #IEP (% AFE)</u>	<u>Early Head Start #IFSP (% AFE)</u>
Twin Rivers USD (243)	13 (5 %)	N/A
Elk Grove USD (480)	38 (7.9 %)	N/A
Sacramento City USD (1312)(144)	111 (8.5%)	14 (10%)
San Juan USD (700) (160)	82 (11.7%)	17 (10.6 %)
WCIC (120)	5 (8.3 %)	N/A
SETA (2002) (349)	168 (8.4 %)	61 (17%)
County (4857)* (653)**	417 (8.5%)	92 (14%)

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment



Quality Assurance Summary Report

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

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
SETA-Operated Program	Alder Grove Auberry Bannon Creek Bright Beginnings Crossroad Gardens Elkhorn Freedom Park Fruitridge Galt Illa Collin Kennedy Estates LaVerne Stewart Marina Vista (HS/EHS) Mather (HS/EHS) Vineland	37 35 Head Start 2 Early Head Start	111 105 Head Start 6 Early Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Strong teamwork among staff
- Relationship between staff and families was observed to be friendly, warm and comfortable
- Creativity in a variety of class activities
- Organized and neat classrooms in a number of centers

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	88% HS 94% EHS	1- Incomplete Emergency Cards 2- Health screens were completed by not all within the 30-45 day time line 3- Not all dental exam results were in the child's file 4- Some ChildPlus did not match contents of the child's file
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	97% HS 97% EHS	No significant noted findings

Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	90% HS 95% EHS	No significant noted findings
Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	78%	1-Limited evidence that all immediate need or information requested had adequate follow-up (not documented in the child's file) 2- Documentation of parent meetings was inconsistent
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	87%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	93% HS 90% EHS	No significant noted findings
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	91% HS 77% EHS	1-Not all assessments were completed in a timely manner and/or contained limited written observations (EHS)
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	83% HS 75% EHS	1-Teacher-child interactions need improvement when working with children with challenging behaviors
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	91%	No significant noted findings

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

Corrective Action Plans:

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

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

- 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.
