

THOUGHT OF THE DAY: "It's choice, not chance,
that determines your destiny."

Jean Didetch

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

DATE: Tuesday, February 24, 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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County of Sacramento

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County of Sacramento

ADMINISTRATION

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Executive Director

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Deputy Director

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AGENDA

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- A. Head Start Deputy Director’s Report
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- C. Open Discussion and Comments
- D. Public Participation

VII. Training

The Parent Advisory Committee and Head Start Policy Council will participate in AB 1234 Ethics Training.

VIII. Adjournment

DISTRIBUTION DATE: THURSDAY, FEBRUARY 19, 2015

Policy Council meeting hosted by:
Lynda Williams (Chair), Kenneth Tate (Vice Chair), Dawnna Paniagua (Secretary),
Robin Blanks (Treasurer), 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
- _____ Dawnna Paniagua, SETA-Operated Program
- _____ Destini Shepherd, SETA-Operated Program
- _____ Todd Woods, SETA-Operated Program
- _____ Natalie Craig, SETA-Operated Program
- _____ Sabrina Rasmussen, SETA-Operated Program
- _____ Amanda Self, Early Head Start (SETA)
- _____ Kenneth Tate, Past Parent Representative
- _____ Lenda Wheeler, Grandparent Representative
- _____ Kenny Williams, Men's Activities Affecting Children Committee

New Members to be Seated:

- _____ Tyrone Broxton, Elk Grove Unified School District
- _____ Melissa Contreras, Sacramento City Unified School District
- _____ Alofalusy Baty, SETA-Operated Program
- _____ Jasmine Jamison, Past Parent Representative
- _____ Jenna Kline, KVIE Channel 6
- _____ Nicole Chilton, Birth and Beyond

Seats Vacant:

- _____ Vacant (Alarcon), WCIC/Playmate Child Development Center
- _____ Vacant (Carranza), WCIC/Playmate Child Development Center
- _____ 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
A. Baty s/b/seated 12/18	SOP		E	U										
R. Blanks Seated 11/25	EG	X	X	X										
T. Broxton Seated	EG													
M. Carranza Seated 11/25	WCIG	X	U	U										
N. Chilton Seated	CR													
M. Contreras s/b/seated 1/27	SAC			U										
N. Craig Seated 12/18	SOP		X	X										
T. Espinoza Seated 11/25	PAST	X	U	U										
M. George Seated 11/25	Twin Rivers	X	E	U										
J. Jamison Seated	PP													
J. Kline Seated	CR													
L. Litka Seated 11/25	SJ	X	X	X										
D. Paniagua Seated 11/25	SOP	X	X	X										
S. Rasmussen Seated 1/27	SOP			X										
A. Self Seated 11/25	HB	X	X	X										
D. Shepherd Seated 11/25	SOP	X	X	X										
C. Sheppard Seated 11/25	SAC	X	X	X										
J. Shurtz s/b/s 11/25; seated 12/18	SAC	U	X	X										
T. Simpson Seated 11/25	Twin Rivers	X	X	X										
K. Tate Seated 11/25	PAST	X	X	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
L. Wheeler s/b/seated 11/25	GRAND	E	X	U										
K. Williams Seated 7/29	MAACC	X	E	E										
L. Williams Seated 11/25	SJ	X	X	X										
T. Woods Seated 12/18	SOP		X	U										

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 2/11/15

ITEM II-A - CONSENT

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

BACKGROUND:

Attached for the Policy Council's review are the minutes of the January 27, 2015 meeting.

RECOMMENDATION:

That the Policy Council approve the January 27 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, January 27, 2015
9:00 a.m.

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

Ms. Lynda Williams called the meeting to order at 9:09 a.m. Mr. Tyrone Braxton from Elk Grove was acknowledged. Ms. Dawnna Paniagua called the roll.

Members Present:

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

Members Absent:

Kenny Williams, Men's Activities Affecting Children Committee (excused)
Toni Espinoza, Past Parent Representative (unexcused)
Maria Carranza, WCIC/Playmate Child Development Center (unexcused)
Madiline George, Twin Rivers Unified School District (unexcused)
Todd Woods, SETA-Operated Program (unexcused)
Lenda Wheeler, Grandparent Representative (unexcused)

New Members to be Seated:

Sabrina Rasmussen, SETA-Operated Program

New members to be Seated but Absent:

Alofalsi Baty, SETA-Operated Program (unexcused)
Melissa Contreras, Sacramento City unified School District (unexcused)

II. Consent Item

A. Approval of the Minutes of the December 18, 2014 Special Meeting

Moved/Self, second/Tate, to approve the minutes of the December 18, 2014 meeting.

Show of hands vote:

Aye: 11 (Blanks, Craig, Litka, Paniagua, Rasmussen, Schurz, Self, Shepherd Sheppard, Simpson, Tate)

Nay: 0

Abstentions: 1 (Williams)

III. Action Items

- A. **TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING:** Approval of New Job Classifications of Head Start/Early Head Start Coordinator (Health-Nutrition) and the Related Salary Schedule

Mr. John Allen stated that these new classifications merge the two job classifications into one classification. The Agency will be using fewer consultants so there will be no fiscal impact. The quality of service will continue to increase. More people in the health industry are taking a more holistic view of health so this is one way to modernize our approach. There will be one or two positions full time.

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

Moved/Blanks, second/Self, to close the public hearing and approve the job classifications of Head Start/Early Head Start Health/Nutrition Coordinator (supervisory and non-supervisory) and the related salary range.

Show of hands vote:

Aye: 11 (Blanks, Craig, Litka, Paniagua, Rasmussen, Schurz, Self, Shepherd Sheppard, Simpson, Tate)

Nay: 0

Abstentions: 1 (Williams)

- B. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957**

The board went into closed session at 9:23 a.m. The board went back into open session at 9:42 a.m. and Ms. Williams reported out that the board approve the following eligible lists: 1) Head Start Home Visitor; 2) Associate Teacher, Tier III; 3) Associate Teacher/Infant Toddler; and 4) Senior Personnel Analyst (Supervisory)

- C. Approval of Selection Criteria for Enrollment in Early Head Start or Head Start

Ms. Monica Avila reviewed this item and reviewed the modifications. Each of the Head Start centers has a binder with the selection criteria; this document is

utilized when waiting families are sorted and selected according to their selection criteria.

Moved/Rasmussen, second/Blanks, to approve the Early Had Start Enrollment Selection Criteria and the Head Start Enrollment Selection Criteria for Sacramento County.

Show of hands vote:

Aye: 11 (Blanks, Craig, Litka, Paniagua, Rasmussen, Schutz, Self, Shepherd Sheppard, Simpson, Tate)

Nay: 0

Abstentions: 1 (Williams)

- D. Selection of Committee Representatives for Program Year 2014-2015
- 1) Head Start Personnel/Bylaws Committee Representatives: Josh Shurtz, Robin Blanks, Lynda Williams, Kenneth Tate, Linda Litka,
 - 2) Head Start Budget/Planning Committee Representatives: Sabrina Rasmussen, Kenneth Tate, Linda Litka, Amanda Self, Lynda Williams, Robin Blanks
 - 3) Head Start Social/Hospitality Committee: Dawнна Paniagua, Robin Blanks, Sabrina Rasmussen, Destini Shepherd, Linda Litka, Amanda Self, Lynda Williams, Calvin Sheppard, Josh Shurtz, Natalie Craig
 - 4) Head Start Parent Ambassador Committee: Linda Litka, Dawнна Paniagua, Sabrina Rasmussen, Lynda Williams, Amanda Self, Kenneth Tate, Robin Blanks
 - 5) Program Area Committees
 - a) Early Child Development and Health Services and Parent, Family and Community Engagement: Ms. Campos reviewed the purpose of this committee. This committee deals with issues coming forward from the Office of Head Start, especially kindergarten readiness. Those interested in serving on the committee: Amanda Self, Calvin Sheppard, Tulani Simpson, Sabrina Rasmussen, Robin Blanks, Linda Litka, Lynda Williams
 - b) Monitoring & Evaluation (aka: Self-Assessment) Committee: Ms. Campos stated that self-assessment is required and part of the self-assessment includes parents. There is also a quality assurance unit that monitors our centers and the delegate agencies.
 - c) Male Involvement Committee: Sabrina Rasmussen, Josh Schutz, Kenneth Tate, Lynda Williams, Linda Litka, Calvin Sheppard

Moved/Blanks, second/Self, to ratify the committee membership.

Show of hands vote:

Aye: 11 (Blanks, Craig, Litka, Paniagua, Rasmussen, Schutz, Self, Shepherd Sheppard, Simpson, Tate)

Nay: 0

Abstentions: 1 (Williams)

Ms. Williams urged board members to attend each committee to which they have agreed to participate.

E. Election of Representative and Alternate to the Community Action Board

Ms. Kathy Kossick reported that this advisory board meets 3-4 times per year and provides input on Community Services Block Grant funding. This year, the board will be reviewing new funding proposals or will review program performance and then approve contract extensions.

Those interested in the CAB: Amanda Self, Calvin Sheppard, Destini Shepherd, Sabrina Rasmussen, and Robin Blanks. Nominees spoke of their interest in this board. Ms. Blanks withdrew her name.

Votes:

Amanda: 2

Calvin: 5

Sabrina: 1

Destini: 3

Moved/Blanks, second/Craig, to ratify the election of Calvin Sheppard and Destini Shepherd as representative and alternate to serve as Low-Income Sector representatives to the Community Action Board.

Show of hands vote:

Aye: 11 (Blanks, Craig, Litka, Paniagua, Rasmussen, Schutz, Self, Shepherd Sheppard, Simpson, Tate)

Nay: 0

Abstentions: 1 (Williams)

F. Selection of Representatives to the SETA Head Start Health Services Advisory Committee (HSAC)

Ms. Brenda Campos, the HSAC is a requirement of the performance standards. This group meets twice a year and the next meeting is tomorrow at 5:30 p.m. The meetings begin promptly at 5:30 p.m. and typically end at 7:00 p.m.; no child care is provided. This is a good opportunity to hear from health professionals what goes on in health services and to share policies and procedures created. Those interested: Calvin Sheppard, Natalie Craig, Amanda Self, Destini Shepherd, Sabrina Rasmussen, Robin Blanks, and Lynda Williams.

Moved/Paniagua, second/Sheppard, to select representatives to serve on the HSAC.

Show of hands vote:

Aye: 11 (Blanks, Craig, Litka, Paniagua, Rasmussen, Schutz, Self, Shepherd Sheppard, Simpson, Tate)

Nay: 0

Abstentions: 1 (Williams)

G. Election of Sacramento Medi-Cal Dental Advisory Committee Representative and Alternate

Ms. Brenda Campos stated that being on this committee would be a good way to advocate on behalf of Head Start families. Whoever is elected is being asked to meet with Ms. Campos to know the expectations of this committee. Those interested in serving: Amanda Self, Calvin Sheppard, Robin Blanks.

The board went off agenda.

H. Selection of Maternal Child & Adolescent Advisory Board Representative and Alternate

Ms. Campos stated that attending this committee would provide a good opportunity to interact with physicians and other professional staff to learn about what is going on in the county. Ms. Campos asked to meet with those interested. Those interested: Natalie Craig, Amanda Self.

Vote:

Natalie: 6

Amanda: 5

Ms. Lynda Williams is the representative and Ms. Natalie Craig is the alternate for the Sacramento County Maternal, Child and Adolescent Health Advisory Board.

Moved/Rasmussen, second/Blanks, to approve the election of an alternate to serve on the Sacramento County Maternal, Child and Adolescent Health Advisory Board.

Show of hands vote:

Aye: 11 (Blanks, Craig, Litka, Paniagua, Rasmussen, Schutz, Self, Shepherd Sheppard, Simpson, Tate)

Nay: 0

Abstentions: 1 (Williams)

The Board took a break from 10:45 a.m. to 10:49 a.m.

G. Election of Sacramento Medi-Cal Dental Advisory Committee Representative and Alternate (continued)

Vote:

Amanda: 4

Calvin: 3

Robin: 2

(Ms. Simpson and Ms. Shepherd were out of the room during the nominee vote.)

Move/Self, second/Blanks, to ratify the committee membership.

Show of hands vote:

Aye: 11 (Blanks, Craig, Litka, Paniagua, Rasmussen, Schutz, Self, Shepherd Sheppard, Simpson, Tate)

Nay: 0

Abstentions: 1 (Williams)

I. Election of Community Agency Representatives

Applications from three community agency representatives were distributed. Ms. Desha stated that the Sacramento Food Bank is interested only in providing information to the Policy Council.

Ms. Lee was very pleased to have such a great response to the community agency application. It is important that we do not turn anyone away because community information is very important. Community representatives can come on a quarterly basis to provide information to the board. Although a group may not be an active board member, they will be invited to speak before the board.

Votes:

KVIE: 3

First 5: 3

Birth and Beyond: 5

There was a vote to break the tie:

KVIE: 6

First 5: 5

Moved/Rasmussen, second/Shepherd, to approve the election of Birth and Beyond and KVIE to serve as Community Representatives.

Show of hands vote:

Aye: 10 (Blanks, Craig, Litka, Paniagua, Rasmussen, Schutz, Self, Shepherd Sheppard, Simpson)

Nay: 0

Abstentions: 2 (Tate and Williams)

Ms. Williams turned the meeting over to Mr. Kenneth Tate and left the meeting at 11:16 a.m.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Mr. Tate reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Community Resources-Parents/Staff: Flyers from River Oak and Sacramento 311 resource were distributed and reviewed.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson reviewed the fiscal report. Ms. Amanda Self inquired why some supplies were returned and Ms. Patterson replied that when the supplies arrived, they did not fit in the classroom. Ms. Patterson answered questions regarding

the flood insurance payments and explained why buildings had different rates. The Laserfische system is purchased to save hard copies of documents electronically. The documents will be organized by user to ensure security. The next Budget meeting is scheduled for February 10 and the beginning the budget development committee meetings will be held on Fridays during the month of February.

- Toastmasters Training: Mr. Tate reported that he and a few other board members attended the training. Three people provided a presentation and three more were selected to speak next month. There will not be a PAC meeting next month due to ethics training being provided directly after the PC meeting.
- PC/PAC Orientation & Officer Training Reports: Mr. Tate stated that these two trainings provided a great foundation for board members.

V. Committee Reports

- Executive Committee Meeting Critique: Mr. Tate reviewed the meeting critique.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick introduced Mr. John Allen the new Human Resources Chief. Ms. Kossick also asked if Council be willing to have a brief 5-10 minute presentation of what is available at the job centers; board members indicated their interest in this presentation.
- B. Head Start Deputy Director's Report: Ms. Lee reported that the Office of Head Start accepted our EHS partnership grant application that was submitted in August; Ms. Lee expects to see a notice of award in the next few weeks. The funding will begin February 1 and will focus on children 3-5 years of age. This was a competitive grant with a goal to partner with another organization to bring Head Start services to a group not otherwise provided. SETA Head Start reached out to four service providers and will be contracting with KinderWorld and National Human Development Foundation in Galt. The original application requested 120 slots and we were funded for 84 slots. The new funding brings in \$1.6 million each year for five years. There were a few things that needed to be remedied with the federal review; everything has been corrected and ACF has cleared the findings. Ms. Lee is expecting a clearance letter in the next few weeks. Ms. Lee stated that the Selection criteria is a way the program can put families in priority order that comes into the center depending upon a waiting list.

As part of the direction to clean up health and safety issue, there are unannounced safety monitoring reviews. Each classroom/center will get four visits every year by the grantee; each delegate is required to do a safety check as well. There are 240 classrooms countywide. This was the first time doing it so the numbers are expected to increase as staff become more familiar with the monitoring system.

Mr. Tate inquired if there were an acceptable percentage for compliance and Ms. Lee replied that for the SETA-Operated Program, 100% compliance is always expected.

C. Head Start Managers' Reports

- Brenda Campos: Ms. Campos stated that the Agency had a visit from a consultant that does reviews for the Office Of Head Start; the consultant provided training on the safe environments checklist. Board members that participate in the safe environments review will be connected with a Quality Assurance staff member.

Ms. Campos stated that the new position of Health/Nutrition Coordinator will work county-wide and with all delegate agencies to ensure that the delegate agencies are adhering to the Head Start performance standards. Every delegate has to comply with the standards but the processes may be different. The coordinator will ensure that the processes will help the delegate meet performance standards.

Board members asked if Head Start had a process to deal with measles. Ms. Campos replied that SETA Head Start is compliant with the Community Care licensing so we cannot have children that do not have immunizations. Each delegate has a procedure in place where there is clear documentation if there is possible exposure to measles. The not immunized child's family will be notified. Of the children in our program, 99.2% of the children in our program are current in vaccinations. The Home Base compliance is often lower. The challenge for home base is ensuring parents are educated and notify parents if there is possible exposure. Ms. Campos feels confident this is not an issue for us.

- Lisa Carr: No report.
- Karen Gonzales: No report.

D. Chair's Report: Mr. Tate stated that there will be a CHSA conference traveling meeting on Friday, January 30, 1:30 p.m. in the Redwood Room for those attending the CHSA conference; please attend since it is an important meeting.

E. Open Discussion and Comments: None.

F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11:52 a.m.

ITEM III-A - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
 - PC/PAC Calendar of Events – Ms. 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

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Thursday, February 26, 2015 9:00 a.m. Olympus Room
Men's Activities Affecting Children Committee	Thursday, February 26, 2015 11:00 a.m. Olympus Room
PC Program Governance Self-Assessment	Wednesday, March 4, 2015 1:00 – 3:00 p.m. Olympus Room
PAC Executive Committee	Thursday, March 5, 2015 9:00 – 10:00 a.m. Olympus Room
PC/PAC Budget/Planning Committee	Friday, March 6, 2015 9:00 a.m. Oak Room
PC/PAC Social Hospitality Committee	Wednesday, March 11, 2015 1:00 – 2:30 p.m. Magnolia Room
PC/PAC Budget/Planning Committee	Friday, March 13, 2015 9:00 a.m. Oak Room
PAC/PC Toastmasters Training	Tuesday, March 17, 2015 11:30 a.m. Shasta Room (lunch provided)
PAC Executive Committee	Thursday, March 19, 2015 9:00 – 10:00 a.m. Olympus Room
PC/PAC Budget/Planning Committee	Friday, March 20, 2015 9:00 a.m. Oak Room (only if needed)
PC Executive Committee	Thursday, March 26, 2015 9:00 a.m. Olympus Room
PC/PAC Bylaws Committee	Friday, March 27, 2015 9:30 a.m. Olympus Room

March

2015

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1 MAACC: Thursday, Feb. 26, 2015, 11:00 a.m. Olympus Rm.	2	3	4 1:00 p.m. PC Program Governance Self- Assessment Training, Olympus Room	5 9:00 a.m. PAC Executive Committee meeting Olympus Room	6 9:00 a.m. Budget/Planning Committee meeting Oak Room	7
8	9	10 9:00 a.m.: Elk Grove USD PC meeting, 5251 Valley High Drive, Sac. 95823	11 1:00 p.m.: PC/PAC Social/Hospitality Committee, Magnolia Room	12 9:00 a.m. Sacramento City PC meeting Capital City Multipurpose Rm. 7220 24th St., Sacramento 95823 9:00 a.m.: San Juan PC meeting, General Davie Center ,1500 Dom Way Sacramento 95864	13 9:00 a.m. Budget/Planning Committee meeting, Oak Room	14
15	16	17 9:00 a.m. Parent Advisory Committee meeting SETA Board Room	18 5:15 p.m. WCIC PC meeting 3555 3rd Avenue Sacramento 95817	19 8:30 a.m. : Twin Rivers USD Policy Council, 155 Morey Ave, Sac, 95838 9:00 a.m.: PAC Executive Committee Meeting, Olympus Rm.	20 9:00 a.m. Budget/Planning Committee meeting, Oak Room (only if needed)	21
22	23	24 9:00 a.m. Policy Council meeting SETA Board Room	25	26 9:00 a.m. PC Executive Committee meeting Olympus Room	27 9:30 a.m. PC/PAC Bylaws Committee, Olympus Rm.	28
29	30 SETA/HEAD START OFFICES CLOSED: CESAR CHAVEZ DAY	31				

March Men's Activities Affecting Children Committee meeting date to be announced.

ITEM IV-B – INFORMATION

PRESENTATION FROM COMMUNITY REPRESENTATIVES

BACKGROUND:

This item provides an opportunity for the Policy Council's Community Representatives to provide an oral report on their organizations.

NOTES:

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 January 28, 2015 Policy Council meeting.

GOOD!!!
Thank you Ms. Kathy Kossick for offering Workforce job opportunities.
Thank you Ms. Mr. John Allen for your presentation on the new job classifications (Health-Nutrition Coordinator).
Thank you Ms. Karen Gonzales for sitting in for Ms. Denise Lee during her absence.
Thank you Ms. Brenda Campos for detailed program information.
Thank you Ms. Denise Lee for detailed update on the new EHS Grant and Office of Head Start update.
NEEDS IMPROVEMENT
Please be recognized by the Chair before leaving your seat by saying, "point of privilege."
If unable to attend, or will arrive late to a meeting, please notify either the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
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.

B. Budget/Planning Committee

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. 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)

- B. 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.

- C. 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.

- D. 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.

Monthly Head Start Report

February, 2015

SETA-Operated Program

Family Engagement

SETA recruitment staff, along with representatives from the Delegate Agencies has been meeting to discuss countywide recruitment efforts, and a continued countywide marketing push. Many good ideas were brought forward, and a lot of strategies were shared. With spring enrollment just two months away, all of the agencies are looking for ways to ensure that Head Start/ Early Head Start families are aware of programs that will benefit their families and ensure that children are ready for school.

The education unit and the family engagement unit have just completed training for our parent School Readiness Aides. These SRAs are parents who are trained to work in the classroom with children, alongside a Head Start teacher, and help provide small group activities. Parents are invaluable partners in our goal of ensuring children are ready to enter kindergarten with the skills they need to excel. Not only are parents trained on how to work in the classroom, parents are also enrolled into one of SETA's job training centers, to help them access all of the great services that the job training centers have to offer. For those parents with 6 units of Early Childhood Education, we encourage them to apply for our substitute teacher program, to help not only in possibly gaining employment, but to encourage them to continue their own education with an eye for working in the field of child development. This is just one way that Head Start not only touches the lives of children, but touches the lives of families to make a difference.

Program Support Services Unit Update:

Quality Assurance (QA) and Monitoring. EGUSD Head Start was monitored in early January 2015 by two QA Analysts; a summary report is in development. Program Support Services staff has been involved in the annual countywide health and safe environments self-assessment scheduled for January 13-February 13, 2015. A large team consisting of agency staff, delegate staff and 2 Consultants has been assigned to conduct onsite visits to assess classroom health and safety in all 210 classrooms in 120 centers countywide.

Training and Technical Assistance. A countywide Safe Environments Self-Assessment Training was held on January 26, 2015 with Head Start Consultant Cris Cochran. About 60 participants including parents and delegate and grantee staff were in attendance. SETA Head Start hosted a Head Start regional training on PIWI (Parents Interacting with Infants) at the SETA Board Room on 1/23/2015. Numerous countywide content meetings facilitated by Program Support Services unit staff were also held this month: Countywide Home-Based Programs (1/16/2015); Education and Disabilities (1/20/2015); Governance (1/23/2015); Health, Nutrition and Safe Environments (1/23/2015); Mental Health Services (1/27/2015) and Family Engagement (1/27/2015).

School Readiness Goals and Child Outcomes. Grantee staff participated in a School Readiness Goals conference call with ACF Region 9 Head Start Program Specialist on 1/22/2015 to report

on fall 2014 assessment results and progress. Grantee and Delegate Education staff attended the Practice-Based Coaching (PBC)/Teacher Learning and Collaborating (TLC) Training held on 1/27/2015-1/28/2015 in Willows, CA.

Health Services Advisory Committee (HSAC) Meeting and Disabilities Services. A well-attended Health Services Advisory Committee meeting was held on 1/28/2015 at the Sequoia Room. Numerous community partners (about 17) were in attendance, joined in by parents and grantee and delegate staff. All Delegate Disabilities Services Plans had been reviewed and evaluated by the Grantee in January. One program did not meet all compliance requirements and a revised plan and program improvement plan were submitted to the Grantee. Follow-up monitoring is scheduled.

Program Governance Monthly Report

On January 9, 2015, PC/PAC was orientated on their role and responsibilities. Training materials included a video by NHSA on the history of Head Start, "The Dream Lives On," Meeting Ground Rules, Head Start/Early Head Start Shared Governance Structure and practice, The Brown Act, Robert's Rules of Order, bylaws and budget overview. A Countywide Officer Training for new Executive officers was offered at SETA Friday, January 16 to assist officers in their roles as leaders. PC/PAC, at their January meeting, selected program committees to participate on. It was exciting witnessing their enthusiasm as they signed up on committees of interest.

The Toastmasters training continues to maintain good parent attendance and participation. Toastmasters' is one of their favorite trainings. Last session was a repeat of introductions, presentations and evaluations. Parents continue to express their appreciation for an opportunity to learn public speaking skills.

The first Health Service Advisory Committee (HSAC) meeting for the program year was held Wednesday, 1/28, at SETA. The committee consists of Head Start staff, parents and health professionals from the community. Twice a year the committee meets to discuss health and health policies. The meeting was well attended by parents; health professionals provided informative responses to parent questions.

Education Update:

As we continue to emphasize quality teaching, SETA is looking at changing and varying the delivery model of professional development. Education Coordinators and Program Officers were able to attend the TLC model training in Willows, Ca. TLC stands for Teachers Learning and Collaborating and was developed by the National Center on Quality Teaching and Learning.

SETA is privileged to have many talented and caring teachers in our classrooms. By bringing teachers together in learning groups, staff can glean wonderful ideas from each other. Another aspect of this model is using videotaping to capture teaching practices in action. Teachers will then be able to go back and watch themselves and hone in on the small changes they could make. This can really increase instructional learning outcomes for children such as concept development. This approach along with training and individual coaching will be an effective way to ensure children are receiving the best services in the preparation for kindergarten.

Elk Grove Unified School District

Education Services Update

Karin Nakahira-Young and Anita Tong, instructional coaches, presented training on Center on the Social and Emotional Foundations in Early Learning (CSEFEL) strategies to use when a child is

not cooperative. Scenarios were created for teachers to read and discuss how they would handle behavioral challenges that could occur in their classrooms. Teachers were given the opportunity to look at the CSEFEL website in order to explore the free resources and information available to address challenging behaviors and to develop safe and nurturing environments for children.

Enrollment

The Elk Grove Unified School District is funded to serve 480 students and is fully enrolled. The average daily attendance (ADA) was 85%.

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 40 students with active IEPs being served which is eight percent (8%) of our Head Start student population.

Health Services Update

Representatives from “Smile Keepers” began their second round of visits to our Head Start classrooms this year. The representatives provided fluoride treatments and discussed dental health with our students. Smile Keepers representatives will complete their visits to our Head Start classrooms during the month of February.

Head Start students were served 11,670 meals during the month of January.

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

Fiscal Update

This month’s Fiscal report is attached.

Family and Community Partnerships Update

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

The following classes or workshops were held in January:

“Latino Family Literacy” workshops were held on January 14, 21, and 28, at Herman Leimbach and on January 15, 22, and 29, 2015 at Samuel Kennedy Elementary School. These classes provide Spanish speaking parents with strategies for working with their children in the area of literacy and ways to establish a reading routine in their home. An average of seven (7) families attended the workshops at Herman Leimbach. An average of ten (10) families attended the workshops at Samuel Kennedy.

“Positive Parenting” classes were held in Spanish at Charles Mack Elementary School on January 13, 20, and 27, and in English at David Reese Elementary School on January 13, 20, and 27, 2015. These classes teach parents positive approaches to discipline, stress management techniques, communication skills, and developmental milestones. An average of three (3) parents attended the classes at Charles Mack and an average of seven (7) parents attended the classes at David Reese.

A "Parent-Child Relationships" workshop was held on January 22 and 29, 2015 at Prairie Elementary School. The "Parent-Child Relationships" workshop addresses the importance of building positive relationships in the family and teaches methods for promoting positive behaviors in children. An average of ten (10) parents attended these workshops.

Recruitment

Individual registrations are taking place and 13 (thirteen) 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.

Sacramento City Unified School District

Health and Nutrition:

- Preschool health/nutrition Coordinator, Tammy Sanchez and Nurses Lori Souza, Lisa Stevens and Victoria Benson participated in the Summer Registration Committee meetings designed to improve service to Early Head Start and Head Start families during initial registration. Subcommittees were formed to address issues that arise during the registration process, such as health screenings, health document review, and the process of creating and handling class files from start to finish. The Coordinator and nurses Souza and Stevens served on the Health Subcommittee (chaired by Nurse Souza) while Nurse Benson served on the Class File (Green Folder) Subcommittee. Nurse Souza and Benson reported their subcommittee's findings and recommendations to the committee at large on January 23.
- The enrollment process through these Summer Registration Subcommittees will continue to be addressed now that certain trends and issues have been identified. Nurses Souza, Stevens and Benson will continue to be actively involved in this process.
- Nurse Lori Souza, along with Licensing Specialist Patti Lewkowitz, was chosen by the Child Development Department to actively participate in the Head Start SOP and Delegates Safe Environments Assessment training presented by SETA and OHS. Those that received training were then divided into teams and began conducting Safe Environment Assessments at designated EHS/HS sites throughout Sacramento County. Nurse Souza reports that this was a very worthwhile learning experience and she gained valuable knowledge on how other preschool sites are operated, especially in the realm of health.
- On January 16, 2015, the Child Development Department Leadership Team met to address the program's yearly Self- Assessment process. During the break-out sessions, the Health, Nutrition and Safe Environment content of the Self- Assessment was addressed by those members involved in these fields. A sampling of preschool and infant/toddler sites was chosen to be reviewed by the various committee members and a current Head Start father using the Safe Environments Self-Assessment Checklist. Two Head Start parents were initially invited to participate in this process.
- All Health, Nutrition and Safe Environments Committee members, along with a Head Start father, met to report their findings, identify trends and address ongoing issues noted during their review. It was noted that the current Head Start parent offered unique insight into some safety issues noted at his preschool site. The findings from the sampling of sites for Safe Environments will be reported to the Leadership Team on February 4.
- The SCUSD Child Development Program Improvement Plan was reviewed by the team of Child Development EHS and HS nurses, Coordinator Tammy Sanchez and Licensing Specialist Patti Lewkowitz, and status updates and goals identified.
- Nurse Victoria Benson attended the SETA-hosted Health Services Advisory Committee meeting held on January 28.

Mental Health:

- Social workers are working with teachers regarding follow-up and rescreen on the TABS social and emotional screeners. Parent meetings are being provided on a number of topics including Stress Management and Positive Discipline. Social workers continue to follow-up on working with children, families and teachers on referrals for behavioral concerns.
- Social workers attended the PIWI (Parent Interacting With Infants) Training with selected Early Head Start home visitors at SETA.
- Social workers and selected home visitors and teacher continue to attend the Infant/Toddler Teaching Pyramid training through SCOE and West Ed.
- Some EHS home visitors continue to participate in the monthly Family Credentialing program and social workers continue.
- Social Workers continue to provide monthly Family Credentialing program training to some of the EHS Home Visitors.

Family Community Partnership:

- Social worker continues to monitor the FPA process

Family Engagement:

- Staff continue following up on the first goals set by families. Self-assessment and internal monitoring has begun and will continue into February. The fifth session of the Family Development Credential training was completed with continued positive feedback from participants.

Special Education:

- SCUSD Child Development Department is currently supporting 15 Early Head Start children with IFSPs and 135 Preschool children with IEPs.
- With collaboration of the special education staff in the Special Education Department and the Head Start Teachers, some were able to attend the Teaching Pyramid framework training held at SETA On Friday, January 30th, learning about the topic "Individualized Intensive Intervention: Determining the Meaning of Challenging Behavior", Module 3a.
- The staff learned how to use new tools and techniques, to track frequency and causes, and intervene when working with children with challenging behaviors to give these children the most optimal learning environment where they can be truly successful.
- Teams were able to make a plan of action to take back and implement individualized lessons and techniques immediately into their classrooms the following work week. The teams are ensuring school readiness and positive child outcomes.

Education:

- Balanced Literacy Cohorts 1 & 2 met in the month of January, with consultant Andy Hess. The cohorts discussed lesson planning and implementation. Professional Learning in January was also focused on Balanced Literacy. Andy Hess presented to the staff on extending Balanced Literacy throughout the curriculum.

- Two Resource Teachers attended the Teachers Collaborating and Learning, Practice Based Coaching Facilitator training at the Glenn County Office of Education in Willows, CA. Follow-up training for TLC Coaches will be held in April.
- CLASS observations began in the Head Start classrooms by both SCUSD reliable observers.

Early Head Start & Home Based:

- EHS home base had a very successful Socialization for January. The children enjoyed the gross motor activities set up by staff. Their active participation was observed in their smiles, laughter and dance moves during music and movement at circle time. The parents were elated and enjoyed in the topic of self-care and relaxation. The home base staff mimicked a “Spa” like experience with massage, healthy snacks, cucumber infused water and calming music. The parents appreciated the experience and commented that they will continue to care for themselves and their children.
- Resource staff has begun to plan for the opening of the EHS center based expansion slots. Materials, equipment and toys are being ordered to supplement what is already available for use. Many of our EHS staff has signed up for the ECE 331 class sponsored by SETA in preparation for this grant.

San Juan Unified School District ***Education Services Update***

The math pacing guide for January reflected the concept of Spatial Sense. Each classroom received two books this month in preparation for the upcoming box study as well as books revolving around disabilities awareness. Teachers are currently busy preparing for the next assessment deadline of February 5, 2015. The letter focus is Aa, Ff, and Zz, and the current theme is “Animals Everywhere.”

Disabilities Services Update

The Disabilities content lead met with Kim Bonnema from SETA and explained the screening/care management/referral process that is used by the San Juan ECE delegate. This continued to be a busy month as the content specialist also attended the Content Meeting at SETA where discussions included School Readiness Plans, SUPERvision updates, CLASS updates and reviewing the disability systems currently in place. She also met with the team of reviewers from Sac City to assist in explaining the screening/referral process here at San Juan and to answer some questions regarding structure and program. A new set of children’s disability books were distributed to every teacher at the monthly preschool staff meeting, which is attended by all classroom teachers. A written guidance was included to help enrich the book experiences for all children in the classroom. The guidance encourages teachers to not only put the books in their classroom libraries, but to include open dialogue and rich discussions.

Mental Health Services Update

The Mental Health Therapist continued to participate in parent-teacher conferences to both address specific social-emotional needs of identified children as well as to provide community resources and mental health referral information. The Mental Health Therapist also continued with follow up services and assessment for identified children and families.

Health & Nutrition Services Update

Health screens in the centralized screening room one day per week on Tuesdays. Health is reviewing students’ health, nutrition, and immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing

Individualized Student Health Plans for those who have health concerns. The Health and Nutrition content specialists attended the content meeting this month. Smile Keepers second round screenings began this month and will continue through the end of March.

Family and Community Partnerships Update

The Policy Committee Budget subcommittee has been meeting on a regular basis to look at the proposed budget for next year as well as other aspects of the Head Start grant. The time and attention that the members of this team have given has been invaluable. At the January Policy Committee meeting Judy Beard from San Juan Central presented on the Kindergarten registration process, which parents seemed to find very helpful.

Transition Services Update

The second half of the school year has begun with many activities. Parent conferences were completed in December and parents have the opportunity to work with their children at home on reinforcement strategies working toward school success. Kindergarten enrollment for the 2015-2016 school years has begun and some preschoolers have already expressed excitement for their upcoming kindergarten experience. Academic domains are now fully implemented and progressing in the order of school readiness.

Program Support/Staff Training Update

The Topic of the Professional Development offered on January 23 was higher order thinking/depth of knowledge as it relates to language and literacy. Upcoming professional development will be done in professional learning communities with a focus on Creative Curriculum 5, Technology, and Common Core State Standards.

Fiscal Update

December's Fiscal and In-Kind Report, End of Month Report, and Attendance Report were submitted to SETA by the required time. Both budgets' expenses through December are within the Budgeted amounts. A 4.5% salary increase is being calculated for all bargaining units as was agreed upon by all bargaining units. Analysis will be needed to adjust the budgets so that the salary increases can be added. January also began the time for preparing for the 2015-2016 Head Start and Early Head Start Budgets. Submission of the grant will be March 1 to Sacramento Employment Training Agency. Meetings with the parents began Tuesday, January 20, with meetings scheduled each week or every other week so that parent approval and governing board approval can be met.

Early Head Start Update

This month, the Early Head Start support staff began planning and coordinating tasks for the upcoming CSEFEL training that all center based staff will receive at the February staff training. To promote sustainability of practice, the certified consultant trainer has been working in collaboration with the EHS support staff for both the training and the planned follow-up technical assistance visits. Also this month, Home Based and Combo teachers, along with EHS support staff, attended a full day PIWI training sponsored by SETA. At the training, program participants were able to delve deeply into the PIWI philosophy and strategies, and discuss ways to implement them within the current program structure.

In addition this month, content area leads were gathering and analyzing data for the Annual Program Self-Assessment, with an emphasis on the areas of Health & Safety and Family & Community Engagement. The Self-Assessment data gathered, along with many other data sets such as the staff survey, supported the writing and updating of the Early Head Start grant. These processes happened simultaneously and continue next month.

Finally, this month the EHS program was privileged to receive a visit from the new District Superintendent at the Infant/Toddler satellite offices and site. The campus has two toddler classrooms, and is co-located with a variety of community and district run programs for children and their families. The superintendent toured the site, seeking to learn more about the Infant Toddler program and how it benefits the children and families served, as well as the wider community.

Twin Rivers Unified School District

Events

Students returned to all sites from the Winter Break on January 5. The Rio Linda students and families were very excited to return to their official school site. The Oakdale site continues to operate with substitute staffing until further notice. Teacher interviews have been held and a potential candidate could possibly be officially hired and onboard by the first of March 2015.

Challenges

The district has contracted with Bright Therapies to assist with screening and testing the students for speech. We currently are at 5% for the special needs population and are striving to reach the 10% by mid-February.

Professional Development

The latest workshop was held on January 14. The Head Start staff joined the rest of the ECE Department at the District Office for training related to the Instructional Support domain of the CLASS assessment. During the training, staff were reminded of the essential elements of the domain and shown instructional videos to increase their knowledge. The next workshop is tentatively scheduled for February 11 along with medical training and child abuse reporting sessions in February 2015.

Components

The fourth Community Liaison, Keturah Samuels joined the team on January 5. Each Community Liaison continues working with their respective complexes including meeting individually with parents to complete the Family Partnership Agreements. The FPAs permit the families to identify their goals and develop strategies to accomplish their 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 is currently on maternity leave so the school sites have a CSUS graduate intern assisting with the Mental Health component. The intern is on-site two days per week and assists with friendship and social skills groups with the students. He is participating in classroom support for behavioral concerns. As of the beginning of January 2015, the Head Start programs have a contracted SLP to assist with the speech screenings and testing while the district still looks for permanent staff.

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 participated in the Practical Based Coaching sessions which will be implemented during the next school year.

The ERSEA Component Leaders and Community Liaisons are very busy calling 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 again in the backpacks of elementary students at two TRUSD school sites.

The Program Design and Management component leaders will continue updating the personnel files and will start the evaluation process in March on assigned staff.

Policy and Parent Committees

The monthly meeting was held on January 15 at Morey. The agenda included the approval of the last meeting minutes and the selection of the Secretary and Community Representative members. Parent Committee meetings were held at Rio Linda and Oakdale in January 2015.

Fiscal

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

WCIC

Enrollment:

A. During the month of January 2015, WCIC's enrollment was maintained at 100%.

Trainings:

- A. WCIC/Playmate Head Start Program's Parents and Staff received a Male Involvement Presentation on Fatherhood Activities by Mr. Robert E. Silva, SS/PI Specialist Education Coordinator from Sacramento Employment and Training Agency on January 21, 2015. Mr. Silva passed out fatherhood activities on "Daddy & Me Fishing Activity." He addressed the parents on fatherhood. He addressed becoming aware of a child's needs will help a father to be better equipped to meet those needs of various stages of a child's life. This will require motivation and active involvement with the child. Being a responsible father is best for every child. Some children grow up with fathers who are actively and positively involved in their lives. All fathers should love their children. They need to spend time with them, praise them, play with them, protect them, teach them, and help them deal with the struggles of life. On the other hand, some children grow up with fathers who are not involved. Fathers' actions do not convey love. They spend minimal amounts of time with their children; they do not encourage them, and they provide very little guidance. Mr. Silva encouraged all fathers to give him a call for more information at (916) 263-3809.
- B. WCIC/Playmate Head Start Program's Staff received a Discipline with Dignity Training by Ms. Kalyca Seabrook, MCART Training Specialist from The Child Abuse Prevention Center (CAPC) on January 23, 2015. Ms. Seabrook gave an overview on Discipline with Dignity. She stated Discipline with Dignity equips teachers with classroom skills and techniques that enable them to spend less time dealing with behavioral problems and more time on positive interactions with students on instruction. Discipline with Dignity presents teachers with the framework, tools, and skills, for carrying out their own effective classroom management, and furnishes administrators with information and a basis for setting school-wide policies. It is designed to allow teachers more time for instruction in a classroom environment conducive to learning, this approach also helps children develop a sense of self-esteem and gives them the encouragement and tools necessary for making responsible decisions inside and outside of the classroom. Ms. Seabrook presented a handout on the Negative Side Effects of Punishment. There are 7 Negative Side Effects of Punishment: Punishment merely teaches what not to do; Punishment often causes avoidance behaviors; Punishment often result in a

mere suppression of the undesirable behavior; Punishment often results in a sort of behavioral constriction; Punishment often results in undesirable modeling; Punishment often leads to retaliatory behavior; and Punishment often leads to negative self-evaluations. Ms. Seabrook divided the staff into pairs and discussed “how to discipline children with problems”. After the discussion, she passed out a handout on “Teaching the Dos”. There are 8 Teaching the Dos: Do join in; Use the word we; Be on the child’s team; Do demonstrate what you want to happen; Do share positive emotions; Do be clear and calm with sanctions; Do use sanctions sparingly; Do keep expectations developmentally appropriate; Do ignore behavior you do not like; and Do divert the child.

- C. WCIC/Playmate Head Start Program’s Head Teacher, Ms. Janet Wong-Acorda attended the Practice Based Coaching Training by Ms. September Geralty on January 27-28, 2015 in Willows, CA. Ms. Geralty presented each participant with the Learning and Collaborating Facilitation Guide (TLC). Ms. Geralty trained Head Teachers on the Teachers Learning and Collaborating Facilitation Guide (TLC). It was stated that the Teacher Learning is a Collaborating structured and facilitated work group of teachers supporting teachers (non-evaluative). It is a scalable, sustainable, and cost effective approach to supporting improved teaching practice in Head Start programs. The key features of TLC are having ongoing process; structured; specific tools/strategies; use of video; support from multiple sources; and individualized content. The effectiveness of TLC is safe environments; bring successes and challenges; strategies linked to actual classroom practice; see connection to child outcomes; and constructive reflection. TLC will support School Readiness; Classroom Interactions; Social and Emotional Support; Well-Organized Classrooms; and Instructional Interactions. Practice Facilitation and Role Play Roles were done in each group. By roleplaying it gave each person the opportunity to be the Facilitator/Coach.
- D. WCIC/Playmate Head Start Program’s Staff received a Protective Factors Training by Ms. Kalyca Seabrook, MCART Training Specialist from The Child Abuse Prevention Center (CAPC) on January 30, 2015. Ms. Seabrook gave an overview on Protective Factors. She gave examples of ways to create change and how to prevent child abuse. There are levers, strategies, protective factors and results. Prevention models were discussed: Parental Residence, Social Connection, Knowledge of Parenting and Child Development, Concrete Support in times of need, and Social and Emotional competence of children. Nurturing attachment is quality of “time in”, making the most out of daily routine, show and accept affection, give and receive praise, and most importantly take an interest in the child. Everyday actions are model development interactions with children, provide information and resource, and respond immediately when families are in crisis. Social emotional competence of children is to identify concerns and seek help, foster the child’s development, model nurturing care to children, and provide children with social and emotional development activities.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(January 31, 2015)

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)	40 (8 %)	N/A
Sacramento City USD (1312)(144)	135 (10 %)	15 (10%)
San Juan USD (700) (160)	88 (12.6%)	20 (12.5 %)
WCIC (120)	7 (6 %)	N/A
SETA (2002) (349)	192 (9.6 %)	61 (17%)
County (4857)* (653)**	475 (9.8%)	96 (14.7%)

*AFE = Annual Funded Enrollment

**% AFE = Percentage of Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
January 2015**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/30/15	(b) % Actual to Funded	(c) Average Daily Attendance for Month %
Elk Grove USD	480	480	100	85
Sacramento City USD	1,312	1,312	100	87
SETA	2,002	2,091	104	78
San Juan USD	700	715	102	Report Delayed
Twin Rivers USD	243	243	100	88
WCIC/Playmate	120	120	100	78
Total	4,857	4,961		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/30/15	(b) % Actual to Funded	(c) Average Daily Attendance for Month %
Sacramento City USD	144	144	100	97
SETA	349	370	101	70
San Juan USD	160	181	113	Report Delayed
Total	653	695		

(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 *January 2015

January 1st & 2nd - Winter Break all Centers closed.

January 5th - SETA reopens.
Nedra Court Center closed afternoon class.

January 16th - Northview C & D classes and Strizek Park afternoon class closed.

January 19th - Holiday.

January 29th - Kennedy Estates morning class closed.

January 30th - Daddy & Me - Breakfast provided for 175 guests. - \$237.17

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
39,196	23,552	24,840	160

Total Amount of Meals and Snacks Prepared 87,748

Purchases:

Food	\$70,263.11
Non - Food	\$17,852.35

Building Maintenance and Repair: \$220.00

Janitorial & Restroom Supplies: \$175.57

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$636.30

Vehicle Gas / Fuel: \$1,247.07
 Normal Delivery Days 19