

Thought of the day: "Nothing is impossible, the word itself says, I'm possible!"

Audrey Hepburn

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

DATE: Tuesday, May 26, 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.

AGENDA

PAGE NUMBER

- | | |
|--|-------------|
| <p>I. <u>Call to Order/Roll Call/Review of Board Member Attendance</u></p> <ul style="list-style-type: none"> ➤ PC Meeting Attendance Update ➤ Introduction of Newly Seated Representatives | <p>1-3</p> |
| <p>II. <u>Consent Item</u></p> | |
| <p>A. Approval of the Minutes of the April 28, 2015 Regular Meeting</p> | <p>4-14</p> |
| <p>III. <u>Action Items</u></p> | |
| <p>A. <u>CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957</u></p> <ul style="list-style-type: none"> ➤ Approval of Eligible Lists for: Associate Teacher III, Associate Teacher/Infant Toddler, Head Start Teacher, Site Supervisor, Parent Intern, and CFS Manager <ul style="list-style-type: none"> ➔ Report out of Closed Session | <p>15</p> |

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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

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Website:
<http://www.headstart.seta.net>

- B. Election of Policy Council Secretary and Parliamentarian for Program Year 2014-2015 16-17

IV. Information Items

- A. Presentation from Debra Payne, First Five Sacramento Commission 18
- B. Standing Information Items 19-25
- PC/PAC Calendar of Events – Ms. Lynda Williams (attached)
 - Parent/Staff Recognitions – Ms. Lynda Williams
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson
 - Toastmasters Training – Ms. Lynda Williams
 - Community Resources-Parents/Staff – Ms. Lynda Williams
- C. Governing Board Minutes of April 2, 2015 (attached) 26-32
- D. Fiscal Monitoring Report 33-35
- ✓ Sacramento City Unified School District

V. Committee Reports 36-38

- A. Executive Committee: Ms. Lynda Williams
- B. Budget/Planning Committee
- C. Personnel/Bylaws Committee
- D. Men's Activities Affecting Children Committee (MAACC): Mr. Calvin Sheppard
- E. Social/Hospitality Committee: Ms. Lynda Williams
- F. Parent Ambassador Report: Ms. Lynda Williams
- G. Maternal, Child and Adolescent Health Advisory Board: Ms. Lynda Williams
- H. Sacramento Medi-Cal Dental Advisory Committee: Ms. Amanda Self
- I. Community Reports: Ms. Jenna Kline and Ms. Nicole Chilton
- J. Community Action Board: Mr. Calvin Sheppard

VI. Other Reports 39-54

- A. Executive Director's Report
- B. Chair's Report
- C. Head Start Deputy Director's Report
- Monthly Head Start Report (attached)
 - Quality Assurance Reports for:
 - ✓ Twin Rivers USD
 - ✓ Women's Civic Improvement Club
- D. Head Start Managers' Reports
- ✓ Brenda Campos: Grantee Program Support Services
 - ✓ Lisa Carr: Parent, Family & Community Engagement
 - ✓ Karen Gonzales: Child Development & Education Services

- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, MAY 20, 2015

Policy Council meeting hosted by:
Lynda Williams (Chair), Kenneth Tate (Vice Chair), vacant (Secretary),
Robin Blanks (Treasurer), vacant (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
- _____ Tyrone Broxton, Elk Grove Unified School District
- _____ Linda Litka, San Juan Unified School District
- _____ Lynda Williams, San Juan Unified School District
- _____ Brian Short, WCIC/Playmate Child Development Center
- _____ Tawana Craig, WCIC/Playmate Child Development Center
- _____ Todd Woods, SETA-Operated Program
- _____ Sabrina Lovelady, SETA-Operated Program
- _____ Amanda Self, Early Head Start (SETA)
- _____ Kenneth Tate, Past Parent Representative
- _____ Jasmine Jamison, Past Parent Representative
- _____ Calvin Sheppard, Men's Activities Affecting Children Committee
- _____ Jenna Kline, KVIE Channel 6
- _____ Nicole Chilton, Birth and Beyond

New Member to be Seated:

- _____ Sonia Torres, Sacramento City Unified School District
- _____ Brenda Cruz, Sacramento City Unified School District
- _____ Feuy Saelee, Sacramento City Unified School District

Seats Vacant:

- _____ Vacant (Simpson), Twin Rivers Unified School District
- _____ Vacant (George), Twin Rivers Unified School District
- _____ Vacant (Baty), SETA-Operated Program
- _____ Vacant (Paniagua), SETA-Operated Program
- _____ Vacant (Shepherd), SETA-Operated Program
- _____ Vacant (Craig), SETA-Operated Program
- _____ Vacant (Cullen), Early Head Start (San Juan)
- _____ Vacant (Hill), Early Head Start (Sac. City)
- _____ Vacant (White), Early Head Start/Home Base (SOP)
- _____ Vacant, Home Based Option
- _____ Vacant (Wheeler), Grandparent Representative
- _____ 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	4/28	5/26	6/23	7/28	8/25	9/___	10/27	11/24
R. Blanks Seated 11/25	EG	X	X	X	X	X	X							
T. Broxton Seated 2/24	EG				X	X	X							
N. Chilton s/b/seated 2/24; seated 3/24	CR				E	X	X							
N. Craig Seated 12/18	SOP		X	X	X	X	E							
T. Craig Seated 3/24	WCIC					X	X							
B. Cruz Seated	SAC													
J. Jamison Seated 2/24	PP				X	X	X							
J. Kline Seated 2/24	CR				X	X	X							
L. Litka Seated 11/25	SJ	X	X	X	X	X	X							
S. Lovelady Seated 1/27	SOP			X	X	X	X							
F. Saelee Seated	SAC													
A. Self Seated 11/25	HB	X	X	X	X	X	X							
C. Sheppard Seated 4/28	MAACC						X							
B.Short Seated 3/24	WCIC					X	X							
T. Simpson Seated 11/25	Twin Rivers	X	X	X	E	E	U							
K. Tate Seated 11/25	PAST	X	X	X	X	X	X							
S. Torres s/b/seated 4/28	SAC						U							
L. Wheeler s/b/seated 11/25	GRAND	E	X	U	X	X	U							

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

GLOSSARY OF ACRONYMS

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

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

Current a/o 4/28/15

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 28, 2015 REGULAR
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the April 28, 2015 meeting.

RECOMMENDATION:

That the Policy Council approve the April 28 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL
SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, April 28, 2015
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:02 a.m. The Pledge of Allegiance was recited. Mr. Tate read the Thought of the Day. Ms. Sabrina Lovelady called the roll.

Members Present:

Linda Litka, San Juan Unified School District (seated at 9:05 a.m.)
Robin Blanks, Elk Grove Unified School District
Brian Short, Women's Civic Improvement Club
Tawana Craig, Women's Civic Improvement Club
Todd Woods, SETA-Operated Program
Sabrina Lovelady, SETA-Operated Program
Amanda Self, Home Base Option
Kenneth Tate, Past Parent Representative
Jenna Kline, KVIE Public Television
Jasmine Jamison, Past Parent
Tyrone Broxton, Elk Grove Unified School District (seated at 9:20 a.m.)
Nicole Chilton, Birth and Beyond (seated at 10:05 a.m.)

Members Absent:

Tulani Simpson, Twin Rivers Unified School District (unexcused)
Lynda Williams, San Juan Unified School District (excused)
Natalie Craig, SETA-Operated Program (excused)
Lenda Wheeler, Grandparent Representative (unexcused)

New Members to be Seated:

Calvin Sheppard, Men's Activities Affecting Children Committee

New Members to be Seated but not Present:

Sonia Torres, Sacramento City Unified School District (unexcused)

II. Consent Item

A. Approval of the Minutes of the March 24, 2015 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Jamison, second/Lovelady, to approve the March 24, 2015 minutes.

Show of hands vote:

Aye: 10 (Blanks, Craig, Jamison, Kline, Litka, Lovelady, Self, Sheppard, Short, Woods)

Nay: 0

Abstention: 1 (Tate)

III. Action Items

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

The Policy Council went into closed session at 9:07 a.m. The board went back into open session at 9:15 a.m. Mr. Tate reported out that the Policy Council approved the eligible list for Head Start/Early Head Start Coordinator (Health-Nutrition) supervisor.

B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval to Adjust the Pay Ranges for the Classifications of Associate Teacher, Associate Teacher – Infant/Toddler, and Head Start Child Care Teacher Assistant

Mr. Tate reviewed the item and opened a public hearing.

Ms. Denise Lee shared that this affects SETA employees only, not the delegate agency staff. This item will allow the agency to recruit more teaching staff. There was a challenge to recruit and keep qualified teaching staff. This item represents a 3% salary increase for these particular teaching staff which is to be implemented August 1, 2015 with the new grant year. This affects around 145 SETA/Head Start employees working in the classrooms. The union has been consulted and concurs with this action.

Ms. Lovelady inquired whether the budget can accommodate the increases and Ms. Lee replied that there is room in the budget due to some staff vacancies.

Moved/Self, second/Woods, to close the public hearing and approve the proposed pay ranges as listed above for the classifications of Associate Teacher (Tier I, II and III), Associate Teacher – Infant/Toddler, and Head Start Child Care Teacher Assistant.

Show of hands vote:

Aye: 10 (Blanks, Craig, Jamison, Kline, Litka, Lovelady, Self, Sheppard, Short, Woods)

Nay: 0

Abstention: 1 (Tate)

Mr. Tyrone Broxton was seated at 9:20 a.m.

C. Approval to Submit a Head Start Budget Modification Request for Program Year 2014-2015

Ms. Lee stated that this board item is brought for consideration due to cost savings in the personnel category. Unexpended funds at the end of the fiscal year must be returned to the Office of Head Start; by submitting a budget modification, the funds can be utilized elsewhere in the program. Toward the end of each fiscal year, the budget is reviewed to determine whether funds are available to be 'reprogrammed' for other activities. Deferred maintenance is one of the areas where unspent funds can be reallocated. The unexpended funds totaling \$600,000 will include playground replacement, carpet replacement, and a variety of deferred maintenance items. The complete list will be provided at the next Budget/Planning Committee meeting on May 12. Quotes are still being sought by facilities staff. The regional office will be consulted and these projects must be completed by October 1.

Ms. Self asked if new staff positions would not become available if the money is moved from personnel and Ms. Lee replied no. The unexpended funds are a result of staffing vacancies and because lowered salaries expended during the fiscal year.

Ms. Blanks asked about the carpet with VCT (Vinyl Composition Tile) and Ms. Lee replied that it is basically vinyl flooring. We will be replacing carpet where children eat and replacing the carpet with the vinyl with VCT.

Moved/Woods, second/Self, to approve the submission of a Head Start budget modification to the Administration for Children and Families (ACF) in the amount of \$600,000.

Show of hands vote:

Aye: 11 (Blanks, Broxton, Craig, Jamison, Kline, Litka, Lovelady, Self, Sheppard, Short, Woods)

Nay: 0

Abstention: 1 (Tate)

At 9:30 a.m., Mr. Tate turned the gavel over to Ms. Jasmine Jamison. Ms. Jamison called the Parent Advisory Committee meeting to order at 9:32 a.m. Ms. Desiree Ledesma Quiroz was introduced as the translator.

→ **Roll Call: Parent Advisory Committee:**

Members Present:

Vanessa Diego (seated at 9:59 a.m.)
Joyce Turner
Kenneth Tate
Amanda Self
Deanna Yee
Rafaela Casillas

Members Absent:

Destini Shepherd (unexcused)
Shalita Calhoun (excused)
Natalie Craig (excused)
Lenda Wheeler (unexcused)

Jasmine Jamison
Todd Woods
Dawanna Paniagua
Sabrina Lovelady

New Members seated:

Carlos Gutierrez, Job Corps
Calvin Sheppard, Men's Activities Affecting Children Committee

New Member to be seated but absent:

Gabriela Perez, Nedra Court (unexcused)

II. Consent Item (PAC agenda)

A. Approval of the Minutes of the March 17, 2015 Regular Meeting

Ms. Jamison reviewed the minutes: There were no corrections or comments.

Moved/Lovelady, second/ Woods to approve the March 17 PAC minutes.

Show of hands vote:

Aye: 10 (Casillas, Gutierrez, Lovelady, Paniagua, Self, Sheppard, Woods, Tate, Turner, Yee)

Nay: 0

Abstention: 1(Jamison)

Ms. Amanda Self was asked to serve as the Parliamentarian.

Ms. Denise Lee reviewed items III-D – III-G (PC agenda; A-D PAC agenda).

The refunding application is due May 1 and this seeks approval of \$51,057,991 for the head Start/Early Head Start program.

The two primary reasons for the reduction of slots include: 1) the OHS has greater emphasis on Quality vs. Quantity. They would rather have outstanding services with fewer children, and 2) The operating costs in our programs has increased and this requests additional funds to provide outstanding services.

Teacher/child interaction is very important as well as health and safety. There will not be a loss of services to children and families.

The EHS conversion proposal will serve more children 0-3 years of age. Ms. Lee stated that the children will be served at Mather and in the home based model; 58 pre-school slots will be converted to infant/toddler slots. The board item moves \$350,000 from preschool to Early Head Start to support the staffing for

supervision and care to the infant/toddlers. The funding level will remain the same even though there is movement of funds from one area to another.

The program has moved to a five-year cycle; Ms. Lee reviewed the goals and objectives that will be included with the grant application.

Ms. Lee stated that our program offers a wide variety of services to families, from four to ten hours a day.

Ms. Vanessa Diego was seated at 9:59 a.m.

D. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Budget **(PC)**

Policy Council:

Moved/Jamison, second/Blanks, to approve the Fiscal Year 2015-2016 Head Start/Early Head Start Budget in the amount of \$51,057,991 for Basic and Training/Technical Assistance.

Aye: 11 (Blanks, Broxton, Craig, Jamison, Kline, Litka, Lovelady, Self, Sheppard, Short, Woods)

Nay: 0

Abstention: 1 (Tate)

A. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Budget **(PAC)**

Parent Advisory Committee:

Moved/Lovelady, second/Yee, to approve the Fiscal Year 2015-2016 Head Start/Early Head Start Budget in the amount of \$51,057,991 for Basic and Training/Technical Assistance.

Show of hands vote:

Aye: 11 (Casillas, Diego, Gutierrez, Lovelady, Paniagua, Self, Sheppard, Woods, Tate, Turner, Yee)

Nay: 0

Abstention: 1 (Jamison)

E. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application **(PC)**

Policy Council:

Moved/Self, second/Woods, to approve the Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application.

Show of hands vote:

Aye: 11 (Blanks, Broxton, Craig, Jamison, Kline, Litka, Lovelady, Self, Sheppard, Short, Woods)

Nay: 0

Abstention: 1 (Tate)

Ms. Nicole Chilton was seated at 10:05 a.m.

- B. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application (**PAC**)

Parent Advisory Committee:

Moved/Self, second/Tate, to approve the Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application.

Show of hands vote:

Aye: 11 (Casillas, Diego, Gutierrez, Lovelady, Paniagua, Self, Sheppard, Woods, Tate, Turner, Yee)

Nay: 0

Abstention: 1 (Jamison)

- F. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Training/ Technical Assistance Grant Application to be in Alignment with Established Five-Year Goals (**PC**)

Mr. Sheppard excused at 10:07 a.m.

Policy Council:

Moved/Blanks, second/Jamison, to approve the Fiscal Year 2015-2016 Head Start/Early Head Start Training/Technical grant application as aligned with established five-year goals and objectives.

Aye: 11 (Blanks, Broxton, Chilton, Craig, Jamison, Kline, Litka, Lovelady, Self, Short, Woods)

Nay: 0

Abstention: 1 (Tate)

(Mr. Sheppard out of the room during the vote.)

- C. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Training/ Technical Assistance Grant Application to be in Alignment with Established Five-Year Goals (**PAC**)

Parent Advisory Committee:

Moved/Paniagua, second/Diego, to approve the Fiscal Year 2015-2016 Head Start/Early Head Start Training/Technical grant application as aligned with established five-year goals and objectives.

Show of hands vote:

Aye: 11 (Casillas, Diego, Gutierrez, Lovelady, Paniagua, Self, Sheppard, Woods, Tate, Turner, Yee)

Nay: 0

Abstention: 1 (Jamison)

Mr. Sheppard returned at 10:10 a.m.

- G. Approval of Fiscal 2015-2016 Sacramento County Program Options/Grantee and Delegate Agencies **(PC)**

Policy Council:

Moved/Sheppard, second/Blanks, to approve Fiscal Year 2015-2016 Sacramento County Program Options/Grantee and Delegate Agencies.

Show of hands vote:

Aye: 12 (Blanks, Broxton, Chilton, Craig, Jamison, Kline, Litka, Lovelady, Self, Sheppard, Short, Woods)

Nay: 0

Abstention: 1 (Tate)

- D. Approval of Fiscal 2015-2016 Sacramento County Program Options/Grantee and Delegate Agencies **(PAC)**

Parent Advisory Committee:

Moved/Tate, second/Woods, to approve Fiscal Year 2015-2016 Sacramento County Program Options/Grantee and Delegate Agencies.

Show of hands vote:

Aye: 11 (Casillas, Diego, Gutierrez, Lovelady, Paniagua, Self, Sheppard, Woods, Tate, Turner, Yee)

Nay: 0

Abstention: 1 (Jamison)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events – Mr. Tate reviewed the calendar of events. Ms. Lee spoke of the upcoming ERSEA meeting; this meeting will inform board members how changes to enrollment will be handled in the coming year.
- Parent, Family & Community Engagement - Events and Activities – None.
- Parent/Staff Recognitions – Ms. Jamison recognized and thanked Mr. Tate for conducting a recent Toastmasters training when Ms. Jackie Bates, Facilitator, could not attend. Ms. Sabrina Lovelady was congratulated on her new marriage. Ms. Natalie Craig is absent due to her having a healthy baby girl. Ms. Alma Hawkins was acknowledged by the California State Legislature. Ms. Jamison read a resolution from the California State Legislature naming Ms. Alma Hawkins as “2015 Christian Woman of the Year”. Mr. Tate read a certificate of recognition from the California State Senate honoring Lady Alma Hawkins of New Bethel Pentecostal. Ms. Hawkins stated that she has been in this church since she was eight years old. Ms. Marie Desha was congratulated on the birth of her new grandson, Zachariah Anakwenze.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson reviewed the fiscal report showing expenditures at 56.5% of budget. The non-federal share is at 27% and the admin costs are well below the maximum. Ms. Patterson urged all board members to attend the upcoming Budget/Planning Committee meeting.

- Toastmasters Training – The meetings have been changed to the first Friday of the month, 11:30 a.m. in the Shasta Room.
- Child Care Menu: No report.
- CHSA Reports: No additional report.

Mr. Woods excused at 10:32 a.m. and returned at 10:35 a.m.

- Community Resources-Parents/Staff – Ms. Robin Blanks distributed some information to parents.

B. Governing Board Minutes of February 5, 2015: No questions.

V. Committee Reports

- Executive Committee: Mr. Tate reviewed the Policy Council critique.
- Budget/Planning Committee: Mr. Tate reported that the April 14 meeting was canceled. There are things reviewed by the collective bargaining unit and details will be reported out later.
- Personnel/Bylaws Committee: The most recent meeting was canceled.
- Health Services Advisory Committee: Ms. Sabrina Lovelady reported that the next meeting will be June 18.
- Men's Activities Affecting Children Committee (MAACC): Mr. Calvin Sheppard reported that there will be a "Daddy Read to Me" event tomorrow evening. The time is actually from 6:00 p.m. – 7:30 p.m. Spouses are encouraged to participate as well. An event at the Crocker Art Museum is being planned; Mr. Sheppard is hoping to have a date by the next board meeting.
- Social/Hospitality Committee: Ms. Robin Blanks reported that the committee met and talked about the parent bonding activity. The committee is recommending the activity include visiting Old Sacramento; there are two dates in mind. Ms. Blanks stated that she should know by the next board meeting what the date will be. Ms. Blanks encourages all board members to attend the committee meeting. Mr. Tate reiterated that the activity would be visiting the railroad museum. Attendees can bring one guest, 18 years or older, but the guest must pay their own expenses.
- Parent Ambassador Report: Ms. Linda Litka handed out a flyer with the roles, responsibilities and procedures for Parent Ambassadors. There are some activities coming up in May in which Parent Ambassadors can participate. Ms. Litka encouraged more board members to become Parent Ambassadors and to tell everyone about Head Start.
- Maternal, Child and Adolescent Health Advisory Board: No report.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Amanda Self reported that she has attended two meetings. On April 23, she was appointed to the state board for the county. At the most recent meeting they reviewed the First Five website and pushing for the **First Tooth, First Birthday** campaign to encourage parents to take their children to a dentist for a wellness check. It is important to start a relationship with a dentist. At the meeting, the agenda was focused on

reimbursement for the dentists and providing more compensation for dentists. This will allow for more providers/clinics to provide services.

- Community Reports: Ms. Jenna Kline distributed handouts for new KVIE app codes. In addition, she distributed handouts for a lot of ideas of things to do outside with your children. This information is available on the KVIE website by searching 'outdoors' on the KVIE website. Ms. Nicole Chilton will be bringing some flyers; First Five is planning a lot of summer programs starting in June.
- Community Action Board: Mr. Sheppard attended the April 8 meeting and stated that he learned a lot.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick report out on the Hood for Youth Hackathon; they had over 100 kids show up and it was considered very successful; there will be another one with a date to be announced. Ms. Kossick reported that the next meeting of the Community Action Board is May 13 and is the second of a series of public hearings. The CAB is seeking input on the needs to the county. The public input will be utilized to produce a Community Action Plan which will be submitted to the state in June.
- B. Chair's Report: No reports.
- C. Head Start Deputy Director's Report: Ms. Denise Lee reported that the first round for parent interns has been closed and all applications are in hand and being reviewed. There were 18 applications received. Mr. Tate inquired why grandparents or foster parents were not considered. Ms. Lee replied that a current family member is eligible to apply whether grandparent or foster parent. Ms. Lee thanked Mr. Short and Ms. Blanks for attending the Facilities tour. Ms. Lee reminded board members of the upcoming Budget/Planning Committee meeting where attendees can learn more details of the budget modification.
- D. Head Start Managers' Reports
 - ✓ Brenda Campos: Grantee Program Support Services: Ms. Campos stated that the program year will be ending in May or June for some parents. Part of the Performance Standards is that parents are informed of their child's screenings done over the year. At this point, children should have had two growth assessments. Parents were asked to make sure to ask the center staff for this information. The Quality Assurance Unit had their annual monitoring visit with Twin Rivers and Women's Civic Improvement Club. The exit review has already been completed for WCIC and Twin Rivers will be done shortly. San Juan's review and report will be completed in a couple of weeks. Sacramento City will be done soon. The Home Base program will be done over the summer. The Food Services Committee meeting will have a sample example of the food served to the children.
 - ✓ Lisa Carr: No report.
 - ✓ Karen Gonzales: Child Development & Education Services: Employees in the Associate Teacher classification in the SOP will be changing from six hours to eight hours. There will be different staffing configuration. This will assist to create a very strong team of teachers. The first coaching team of teachers will

be done starting in May. This is a great way for teachers to learn from each other with the assistance of a coach. Teachers are continuing to push math in the classroom and the CHSA is adopting a lot of the math resources SETA/Head Start has developed. Mr. Tate is very happy with the quality of the education in Head Start; he has a child and grandchild that skipped kindergarten and went directly to first grade due to their involvement in Head Start.

- E. Open Discussion and Comments: Ms. Jamison reminded board members of the cake for members and visitors, which celebrates birthdays, babies, and acknowledgements.
 - F. Public Participation: Ms. Self inquired whether the secretary slot on the PC Executive Committee would be presented for action. Mr. Tate stated that this will be discussed at the Executive Committee meeting.
- VI. **Adjournment:** The meeting was adjourned at 11:05 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 III-B - ACTION

ELECTION OF POLICY COUNCIL SECRETARY AND PARLIAMENTARIAN
FOR PROGRAM YEAR 2014-2015

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect a Secretary and a Parliamentarian for the remaining program year. The duties of the Policy Council officers shall be as prescribed in the Policy Council Bylaws, Article V, Section 3 – Duties of Officers. These duties are as follows:

Section 3: Duties of Officers

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

- C. The **Secretary** shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.

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

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

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council elect:

Secretary:

Parliamentarian:

ITEM III-B - ACTION (Continued)
Page 2

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM IV-A - INFORMATION

PRESENTATION FROM DEBRA PAYNE, FIRST FIVE SACRAMENTO COMMISSION

BACKGROUND:

Ms. Debra Payne will provide a presentation on the services provided by First 5 Sacramento Commission.

NOTES:

ITEM IV-B – INFORMATION

STANDING INFORMATION

BACKGROUND:

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

NOTES:

June

2015

<i>Su n</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3 1:00 p.m. Social/Hospitality Meeting Olympus Room	4 9:00 a.m. Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823	5 9:30 a.m. Toastmaster's Meeting Shasta Room 1:00 p.m. Parent Ambassadors Meeting Olympus Room	6
7	8	9 11:30 a.m. Bylaws Committee Olympus Room	10	11	12 8:30 a.m.: Registration 9:00 a.m. – 1:30 p.m. : Training Parent Leadership Institute** Sequoia Room	13
14	15	16 9:00 a.m. PAC Meeting SETA Board Room	17	18 9:00 a.m. PAC Executive Meeting Olympus Room	19	20
21	22	23 9:00 a.m. PC Meeting SETA Board Room	24	25 9:00 a.m. PC Executive Meeting Olympus Room	26 10 a.m. MAAC Meeting Olympus Room 1:30 p.m. Budget/Planning Committee Olympus Room	27
28	29	30	** <u>Parent Leadership Institute</u> : Trainer & Keynote: Debra Crumpton Training Theme: My Life, My Quest, Where Do I Go From Here?			

EVENT**DATE**

PAC Executive Committee	Thursday, May 21, 2015 9:00 a.m. Olympus Room
Men's Activities Affecting Children Committee	Friday, May 22, 2015 10:00 a.m. Olympus Room
PC/PAC Bylaws Committee	Friday, May 22, 2015 11:30 a.m. Olympus Room
PC Executive Committee	Thursday, May 28, 2015 9:00 a.m. Olympus Room
PC/PAC Social Hospitality Committee	Wednesday, June 3, 2015 1:00 – 2:30 p.m. Olympus Room
PC/PAC Toastmasters Training	Friday, June 5, 2015 11:30 a.m. Shasta Room
PC/PAC Parent Ambassadors Committee	Friday, June 5, 2015 1:00 – 2:30 p.m. Shasta Room
PC/PAC Budget/Planning Committee	Tuesday, June 9, 2015 1:30 p.m. Oak Room
Parent Leadership Institute	Friday, June 12, 2015 Registration: 8:30 a.m. Training: 9:00 a.m. – 1:30 p.m. Sequoia Room Trainer & Keynote: Debra Crumpton Training Theme: My Life, My Quest, Where Do I Go From Here?
PAC Executive Committee	Thursday, June 18, 2015 9:00 a.m. Olympus Room

PC Executive Committee	Thursday, June 25, 2015 9:00 a.m. Olympus Room
Men's Activities Affecting Children Committee	Friday, June 26, 2015 10:00 a.m. Olympus Room
PC/PAC Bylaws Committee	Friday, June 26, 2015 11:30 a.m. Olympus Room

ITEM IV-C - INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review the attached Governing Board minutes of the April 2, 2015 meeting.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, April 2, 2015
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:03 a.m.

Members Present:

Don Nottoli, Chair, Governing Board; Member, Board of Supervisors
Sophia Scherman, Vice Chair, Governing Board; Public Representative
Patrick Kennedy, Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento

Members Absent:

Allen Warren, Councilmember, City of Sacramento

- ➔ **Recognition of Long-term Employee:** Reta Keirse, CFS Program Officer: Ms. Lisa Carr acknowledged Reta Keirse, a 25 year employee with SETA.
- ➔ **Jerry Gomez: Head Start Presentation on Governing Board Roles and Responsibilities:** Mr. Gomez provided an update and overview of the roles and responsibilities of the Governing Board and the Policy Council and the Board Oversight Role over the Head Start and Early Head Start programs. He also discussed the new Governance, Leadership, and Oversight Capacity Screener. The Appendix A+ was shared and discussed as back-up evidence that all governance requirements are adhered to for a successful Governance Capacity certification. Head Start funding has consistently gone up since 1965 with the exception of budget reductions in 2013. The program will enter a five-year contract period on August 1. Federal Reviews will be done over the five year grant period rather than once every three years.

Mr. Schenirer left at 10:28 a.m.

Mr. Gomez answered questions from the board.

II. **Consent Items**

- A. Minutes of the February 5, 2015 Regular Board Meeting
B. Approval of Claims and Warrants

- C. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2015 and Authorize the Executive Director to Sign the Agreement
- D. Approval of Private Sector Member to the Sacramento Works, Inc. Board
- E. Appointment of Member to the Community Action Board
- F. Approval of Staff Recommendation for the Adult, Youth, and the Child Development and Family Services (VS) List

Ms. Kossick stated that there was just one applicant for the WIB position. The Board Development Committee will be actively recruiting for the other Private Business vacancies. The BDC is looking at the various critical industries to fill potential vacancies; they are targeting the managers of specific industries.

Mr. Kennedy inquired how long vendors remain on the Vendor Services list and whether the Agency evaluates the vendors. Ms. Kossick replied that the services may never be used or used depending upon how the career centers need it. The vendors can stay on the list as long as they keep their insurance current. Every time they are utilized, staff evaluates the program to ensure they are compliant and meeting contracted goals.

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

- A. Approve the February 5, 2015 minutes.
- B. Approve the claims and warrants for the period 1/30/15 through 3/26/15.
- C. Approve the extension of the agreement with Gilbert Associates, Inc. for audit services for the fiscal year ending June 30, 2015, in the amount of \$46,228 and authorize the Executive Director to sign the agreement.
- D. Approve the appointment of Peter Tateishi, Sacramento Metro Chamber of Commerce to the Sacramento Works, Inc. Board
- E. Appoint the Sacramento Housing and Redevelopment Agency (SHRA) to represent the Public Sector on the SETA Community Action Board.
- F. Approve the addition of Bread of Life Center to the Adult, Youth, and the Child Development and Family Services (VS) List.

Voice Vote: Unanimous approval.
Absent: Schenirer and Warren.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Classification of Head Start Intervention Specialist and Establish the Salary Ranges for the Classifications

Mr. Nottoli opened a public hearing.

Mr. John Allen reported that this item requests the blending of two classifications to make one deep classification. The Head Start Policy Council reviewed and approved this at their March 24 meeting.

Ms. Scherman referenced a letter the board received from a former employee and asked how employees can be assured that things are not being hidden from them regarding the hiring and promotion process. Mr. Nottoli stated that all agendas are a matter of public record and the board takes action in a public forum.

Mr. Allen stated that with this new classification the agency was not opening the job; it is the combining of classifications.

Moved/Kennedy, second/Scherman, to close the public hearing and approve the job classification of Head Start Intervention Specialist and the related salary ranges as noted in the board packet.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Nottoli)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer & Warren)

2. Approval to Reclassify Head Start Social Services Specialists (Tier II and III) and Head Start Special Education Field Technicians to Head Start Intervention Specialists (Tier I, II, III)

Mr. Allen reviewed this item and stated that the annual fiscal impact is around \$16,500.

Moved/Scherman, second/Kennedy, to approve the reclassification of two Social Services Specialists and four Special Education Field Technicians to the Head Start Intervention Specialist classification.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Nottoli)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer & Warren)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Approval to Submit an Application for Specialized American Job Center Services to Offenders and Authorize the Executive Director to Sign the Agreement and any Required Documents Pertaining to the Agreement

Mr. William Walker reviewed this item which requests approval to submit a proposal in the amount of \$500,000 to assist Rio Consumnes Correctional Center (RCCC) inmates in their transition process. Services are provided to the inmates while they are still incarcerated.

The County Department of Child Support Services has agreed to work with SETA on this program. Many incarcerated people are not forgiven their child support payments.

Staff will reach out to the Department of Human Assistance to get a letter of support; they are not a required partner.

Mr. Walker stated that this population requires a lot of wrap-around services for them to be successful. A lot of the money will be geared toward providing support services when they are released.

Mr. Kennedy commended staff for going after this grant.

Moved/Kennedy/Scherman, to approve the submission of an application for up to \$500,000 to DOL for a Specialized American Job Center at the RCCC, and authorize the Executive Director to sign the agreement and any required documents pertaining to the agreement.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Nottoli)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer & Warren)

2. Approval to Submit an Application to the California Workforce Investment Board (CWIB) for Initial Local Area Designation and Local Board Certification Under the Workforce Innovation and Opportunity Act (WIOA)

Ms. Michelle O'Camb stated that this is a concurrence item requesting local area designation. The initial designation will be approved by Governor Brown for those designated areas with fiscal integrity. The Federal government was expected to issue regulations for WIOA in February. EDD and the California Workforce Investment Board intend to do periodic check-ins to see how Local Areas are working on the transition to the new WIOA.

Moved/Scherman, second/Kennedy, to approve the submission of the application for Initial Local Area Designation and Initial Board Certification under WIOA to the California Workforce Investment Board.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Nottoli)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer & Warren)

C. CHILDREN AND FAMILY SERVICES

1. Approval of Annual Self-Assessment for 2014-2015 and Resulting Program Improvement Plan and Governance, Leadership, and Oversight Capacity Screener

Ms. Denise Lee reviewed this agenda item which is the result of the annual self-assessment process. Parents, staff and management participated in the process to determine what needs improvement. There was a heavy focus on safe environments. Evaluators visited every classroom to look at education services and management systems. There are areas that need improvement such as school readiness.

At the April 30 meeting, the board will review the grant application which will have increased emphasis on technical assistance. Ms. Lee will keep the board informed regarding the janitorial/cleanliness issues.

Mr. Kennedy requested a breakdown of parent participation in the self-assessment process. There was discussion of the lead testing and Ms. Lee stated that the lead testing can be done by utilizing litmus strips to test things.

Moved/Kennedy, second/Scherman, to approve Program Year 2014-2015 Self-Assessment and resulting Program Improvement Plan and governance, leadership capacity screener.

Roll Call Vote:

Aye: 3 (Kennedy, Scherman, Nottoli)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer & Warren)

IV. Information Items

- A. Fiscal Monitoring Reports: Mr. Kennedy requested the written corrective action plan for SCUSD. He also requested written corrective action plans with future reports.
- B. Final PY 2013-14 Workforce Investment Act Performance Results: Mr. Roy Kim reviewed the report.

- C. Update on the Priority Apprenticeship Program: Mr. Walker reported that the Sacramento Kings are in the process of building an arena and construction on the framework has begun. From the beginning, SETA has been a partner with Turner Construction and Kings to develop a preconstruction program to help people learn basic skills to become a tradesperson. SETA has worked with trades in a partnership and the results have been very impressive. Currently, there are 110 people in the pipeline; 30 are working on the project and 32 are working on other projects in the region. We are working to get people involved in multi-trades across the region. Nine people went through IBEW training and have begun working as electricians.
- D. Employer Success Stories and Activity Report: Mr. Walker reported that Smart and Final is increasing their presence in the area.
- E. Dislocated Worker Update: Mr. Walker stated that the number of dislocations seems larger but there were no job losses because the employees were moved to other locations.

Ms. Scherman asked whether it is the agency policy to have an employee at each of the “state of the city” speeches throughout the county. Ms. Kossick replied that staff keeps in touch with the local economic development people. Ms. Scherman thinks it is important to have a staff member attend these “state of the city” speeches.

- F. Unemployment Update/Press Release from the Employment Development Department: No questions.
- G. Head Start Reports: Ms. Denise Lee stated that staff recently received a letter from the Office of Head Start clearing our review. Staff continues to work on health, safety and supervision issues.

V. Reports to the Board

- A. Chair: No report. Mr. Nottoli encouraged everyone to be cognizant of their water consumption.
- B. Executive Director: Ms. Kossick reminded board members that our May meeting is actually April 30 which is to approve our Head Start grant application.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:38 a.m.

ITEM IV-D – INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest fiscal monitoring reports.

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Becky Bryant **DATE:** April 23, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 8,615,832	8/1/14-7/31/15	8/1/14-12/31/14
Head Start	T & TA	\$ 20,000	8/1/14-7/31/15	8/1/14-12/31/14
Early HS	Basic	\$ 1,537,042	8/1/14-7/31/15	8/1/14-12/31/14
Early HS	T & TA	\$ 27,564	8/1/14-7/31/15	8/1/14-12/31/14

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: January 26-30, 2015 and February 4, 2015

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from August 1 to December 31, 2014 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM V

COMMITTEE REPORTS

➤ 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 April 28, 2015 Policy Council meeting.

GOOD!!!
Thank you Ms. Kathy Kossick for sharing the success and great attendance of the Codes for Hood Youth Hackathon.
Thank you Ms. Denise Lee for sharing the budget modification request for program year 2014-2015 and the refunding grant application items for 2015-2016 fiscal year.
Thank you Ms. Bonnie Bilger for sharing the HR eligibility list and shared information.
Thank you Mr. Kenneth Tate for an excellent job co-chairing the joint PC/PAC board. Job well done!
Thank you to Ms. Sabrina Lovelady for acting as Secretary for PC.
Thank you Ms. Desiree Quiroz for translation services.
Thank you Ms. Tammy Davidson (HR Department) for taking PC/PAC photos for ID badges.
NEEDS IMPROVEMENT
Please turn off all electrical devices, i.e., phones.
Please be recognized by the Chair before leaving your seat by saying, "point of privilege."
Please be recognized by the Chair by raising your hand before speaking.
If unable to attend, or will arrive late to a meeting, please notify 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.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer five to seven days prior to meeting for approval.

- Budget/Planning Committee

- Personnel/Bylaws Committee

- Men's Activities Affecting Children Committee (MAACC)

- Social/Hospitality Committee: Ms. Lynda Williams

- Parent Ambassador Committee: Ms. Lynda Williams

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

- Sacramento Medi-Cal Dental Advisory Committee: Ms. Amanda Self

- Community Reports: Ms. Jenna Kline and Ms. Nicole Chilton

- Community Action Board: Mr. Calvin Sheppard

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.

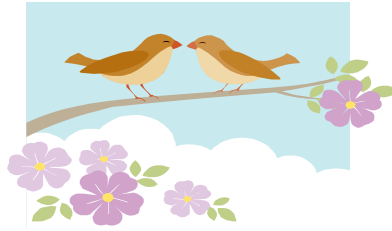
- A. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

- Monthly Head Start Report (attached)
- Quality Assurance Reports (attached)

- C. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- ✓ Brenda Campos: Grantee Program Support Services
 - ✓ 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.



Monthly Head Start Report

May 2015

SETA Operated Program

Program Support Services

Quality Assurance Monitoring Unit QA onsite monitoring review was conducted at San Juan Unified School District HS and EHS programs in April. Summary Report is being finalized and will be available in mid-May. QA Exit Meetings were held at WCIC Head Start on April 21 and TRUSD Head Start on April 29 for the reviews that took place in March 2015.

Health, Nutrition and Safe Environment Self-Assessment 2015 Follow-Up Follow-up onsite visits and submission of corrective action plans by TRUSD and SCUSD regarding concerns identified during self-assessment process were completed in April. Continued monitoring for these targeted areas is ongoing.

Unannounced Visits on Child Safety and Supervision Unannounced visits countywide by Program Support Services Unit staff are ongoing for 3rd Quarter. Similarly, Delegates and SOP conducted their internal unannounced visits. A summary report for 3rd quarter will be available after May 13, 2015.

Content Meetings Content Meetings were held in April for Health, Nutrition and Safe Environment (April 17), Governance (April 24), Mental Health (April 28) and Family Engagement (April 28).

Practice-Based Coaching Project SETA Head Start hosted the Coaches Training on April 8-9 conducted by Vicky Greening of STG International/Office of Head Start (OHS) Training and Technical Assistance. Training was attended by about 50 Teachers and Education Supervisors from SOP and Delegates with a few Head Start staff from "E" Center in Marysville, CA

Family Engagement Unit

Head Start and Early Head Start parents had the opportunity to participate in a Daddy and Me literacy activity. We had about 75 families attend the event. The Very Hungry Caterpillar by Eric Carlye was read by one of the fathers, and then families were encouraged to participate in art activities that were related to the story. Bob Silva, SETA Social Service Parent Involvement Specialist, and Pam West, Site Supervisor at Hopkins Park, did a wonderful job hosting this event.

April was a very busy time, with staff out at community events every weekend. We partnered with our Parent Ambassadors (past and current parents) to staff our outreach table and to talk to potential parents about all the benefits of Head Start and Early Head Start. Every time we are out in the community, staff brings back a stack of completed waitlist forms for enrollment into the program.

We have just finished working on an outreach campaign, and new flyers have been developed with a target audience in mind. We have a really innovative prescription pad that doctors can fill out and “prescribe” Head Start and Early Head Start to the families they serve. The prescription pad is in the shape of a teddy bear.

Program Operations Unit

It is very important to continue to strive for increased quality in classrooms. SETA uses nationally recognized tools to measure quality in our program. Right now, our classrooms are being assessed using The ECERS (Early Childhood Environmental Rating Scale) and ITERS (Infant Toddler Environmental Rating Scale). Trained and reliable assessors are evaluating the classes in areas, such as Space and Furnishings, Personal Care Routines, Language and Reasoning, Activities, Interaction, Program Structure and Provisions for Staff. Information gathered from these assessments will be used to create individualized improvement plans for each classroom assessed. Program-wide data will be shared in next month's report and at the PAC meeting.

Program Governance

On Friday, April 3, PC/PAC members: Mr. Brian Short, Ms. Robin Blanks, Ms. Denise Lee and Ms. Marie Desha toured the SETA Head Start Facility Building. Mr. Jose Diaz, Facilities Coordinator, and staff were very cordial and welcoming. All areas of the building were very organized (defined areas/items labeled) and immaculate. One could sense a feeling of team spirit and of family.

The PC/PAC approved the HS/EHS Refunding Application for Fiscal Year 2015-2016 on Tuesday, April 28 and the SETA Governing Board on Thursday, April 30th.

Mr. Kenneth Tate (PC/PAC Vice-Chair and Parliamentarian) did a fantastic job facilitating April’s Toastmasters training in the absence of facilitator, Ms. Jackie Bates. Chapter 6 covered evaluating a speaker, the importance of word use when speaking and how to use vocal variety. Parents made assigned presentations and were evaluated. There were 7 parents in attendance. Parents approved to change Toastmasters training to the first Friday in the month (11:30 a.m.) to have greater parent participation; a couple of delegate parents had child care issues.

The Governance Content meeting was held Friday, April 24. Delegate agency directors and staff present included EGUSD, SJUSD, SCUSD, TRUSD and WCIC/Playmate. Main topics of discussion: timeline for Governance, Leadership and Oversight Capacity Screener 2015-2016, on-site monitoring calendar and Governing Board training on role and responsibilities. All 5 delegates expressed an interest in scheduling Mr. Jerry Gomez to provide training for all of their board members. Ms. Denise Lee will follow up with Mr. Gomez.

The Annual Parent Leadership training date and time will soon be announced. Training Theme: “My Life, My Quest, Where Do I Go From Here”?

Sacramento City Unified School District

Health and Nutrition

Nurses, Resource Teachers, Coordinators and the Facilities Licensing Specialist were busy in April visiting preschool sites to assist in correcting health and safety concerns noted in the Countywide Health and Safe Environments Self-Assessment Review, conducted in January 2015.

Preschool Nurse, Lisa Stevens, spoke to the Hiram Johnson and Capital City Registration Staff this month regarding the nursing process for class file audits and sensory screening of preschoolers.

Summer registration for preschoolers began April 27th with “all hands on board!” Nurses were present to perform sensory screenings, answer parent questions and assist the Child Development Specialists during the registration process.

Several health forms were modified by the Preschool Nurses for the upcoming 2015-2016 school year; the “Preschool Physical Exam”, “Your Child’s Health Report”, “Health and Nutrition Checklist”, “Preschool Health and Development History”, were examples of forms that were modified in an effort to capture more completely or clearly needed health information.

SCUSD Child Development Department’s Health, Nutrition and Safe Environments Committee meeting took place on April 23. Lora Jones, EHS School Nurse, presented an update of the Early Head Start Program, including current enrollment, future goals and upcoming changes. Tammy Sanchez, Child Development Coordinator, shared that representatives from SCUSD’s Nutrition Department came to the Parent Council meeting to review menus and meal service processes. This was an opportunity for parents to have menu input, ask questions, make suggestions and share which foods their child likes/dislikes. Ms. Sanchez reported that there were overwhelmingly positive responses to this school year’s menu items provided by Nutrition Services.

The Preschool Nurses report that the HS Parent Education classes, presented by the preschool; nurses, spring Dental Varnish Clinics, and preschool nurse follow-up on dental needs all continued during the month of April.

Education

A Resource Teacher attended the Practice Based Coaching training at SETA.

Balanced Literacy Cohorts 1 and 2 met with the Resource Teachers and consultant Andy Hess to discuss curriculum planning and implementation.

Professional Learning focused on the topics of Disabilities Education, Child Language Milestones and Development.

Mental Health & Family Engagement

CSEFEL/Teaching Pyramid Going Deeper training, on the importance of classroom jobs and the impact on children’s social emotional development, was provided during April’s Professional Learning meeting.

A Teaching Pyramid Partner Site Leadership Team meeting was held to develop ongoing plans for implementation in the SCUSD Child Development Department. A new process has been created on how to refer children with challenging behaviors. This will be provided to staff at Professional Learning in May.

There are continuous parent workshops occurring at preschool sites, along with ongoing support to classrooms and teachers and consultations with parents.

Social workers are continuing to monitor and support the FPA process and are preparing for the 3rd goal setting.

Social workers continue to provide support and consultation/case management to staff and provide mental health support to referred children and families in EHS through consultation with families.

Selected EHS home visitors continue to attend the monthly Family Development Credentialing Training and have expressed how they are really enjoying and learning a great deal from the class.

Social workers are representing Child Development in working in conjunction with the Youth Development Department to create a more streamlined Pregnant and Parenting Teen program within SCUSD.

Family and Community Engagement

The community resource sheet provided to families at registration and throughout the year as needs arise is in the process of being updated. Social work staff continues to support teachers with providing parent workshops on a number of different topics. The Family Development Credential training continues to be well received by the participants.

Special Education

SCUSD Child Development Program has served 158 Head Start Preschool children and 16 Early Head Start Preschool children through the month of April 2015. The Special Education support staff have been working together with Head Start support staff and teaching staff on planning smooth transitions for the returning full inclusion preschoolers and those full inclusion preschoolers who will be continuing on to Kindergarten.

Children and families have been given the opportunities to visit preschool and kindergarten locations to prepare for the upcoming school year, 2015-2016, meeting teachers and seeing campuses.

Many transition activities are taking place within the classrooms as well as through after- hours workshops. Currently, a Parent Kindergarten transition workshop is going on at Hiram Johnson on Wednesday evenings from 5:00-7:30 on April 22, April 29, May 6, and May 13, discussing topics on literacy, math, science and nutrition, with dinner and childcare being provided.

Early Head Start & Home Based

I have attached a picture of a dad reading in the combo option program. That classroom is open on Tuesdays and Thursdays and they have great parent participation and wanted to feature their father involvement. Parents are often volunteering their time to spend time with their children in the classroom setting.



EHS Home-based had a great turn out for our April socialization. There were 10 parents and it was a busy event. The parent meeting and activities focused on math and parents were surprised to learn that position words were a part of math. Parents plan on using more math language with their children.

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.

Social workers continue to monitor and support the FPA process, to provide support and consultation/case management to staff, to mental health support, to referred children and families in EHS families through consultation with families.

Social workers are representing Child Development in working in conjunction with the Youth Development Department to create a more streamlined Pregnant and Parenting Teen program within SCUSD

San Juan Unified School District

Education Services Update

Teachers finished the Let's Move theme in mid-April, and they started the Flower Study on April 20th. Their letter focus for this month is Gg, Ee, and Dd. The math focus for this month is a continuing focus on Adding/Subtracting one Hidden Object in sets, then two Hidden Objects in sets. Teachers completed their third and last DRDP assessments April 8th. Their third assessment individualization paperwork was due April 24th, where they turned in a DRDP Summary of Findings form for their class as well as information on IDP Worksheets for individual child progress.

Disabilities Services Update

During April, the Disabilities Specialist met with the ECE Planning Team in order to be fully prepared for the coming school year. A follow-up meeting was also scheduled for April 29th. New, updated Ages and Stages screening tools have been ordered and received this month. The Disabilities Team will review the updated tools soon and plan training for the Screening Team in the near future. A few more IEPs were added to the San Juan ECE roster, bringing the total in April to 95.

Mental Health Services Update

The Mental Health Therapist participated in parent-teacher conferences to address both specific social-emotional

needs of identified children, as well as to provide community resources/mental health referral information. The Mental Health Therapist continues to provide Limit Setting workshops for parents and staff throughout program.

Health & Nutrition Services Update

Health maintained a screening schedule of one day per week in the centralized screening room. The health team continued to review students' health, nutrition, and immunization status, complete health screenings, and counsel families in various health areas as needed. The School Nurse completed Individualized Student Health Plans for those children who have health concerns. Health also began preparations for the 2015-2016 enrollment year. Additionally, staff members attended the CHSA Health Institute Conference in Los Angeles.

Family and Community Partnerships Update

The Policy Committee received helpful information from Amy Slavensky last month about the various offerings throughout the district for early elementary options when children move on from Preschool. Because there are Fundamental schools, Open schools, Montessori Method, as well as language immersion choices, it is never too early to begin to research these programs.

Transition Services Update

Teachers held their final Parent Meetings, which covered the topic "Kindergarten Readiness." Many parents attended and received information on what children should be prepared for when entering Kindergarten, how to make it an easy transition for both parent and child, and how and where to complete the registration process. Most teachers are now in the planning process for end-of-the-year celebrations to send their preschool students off on a positive note. Articulation cards were submitted by all teachers and have been distributed to the prospective elementary sites for the kindergarten teachers to use in their articulation process.

Program Support/Staff Training Update

April 10th featured CSEFEL training by Dee Johnston, while April 24th provided teachers with a two hour overview of the DRDP 2015 tool and a discussion on the Power of Observation. Teachers received informational text books at the DRDP training which will enrich the Flower Study and their final theme of Growing and Changing. These books were purchased with Common Core funds.

Fiscal Update

April was extremely busy for the fiscal team. The Early Childhood Education Discovery Club team began registrations for DC's summer program and for next school year. Head Start and Early Head Start grant applications were completed and approved. Budget development was completed for the 2015-2016 year and all reports were submitted.

Early Head Start Update

This month, the Early Head Start program staff completed annual mandated reporter training at the first Friday meeting. Also at that meeting, staff heard two presentations related to early learning. The first was from Lakeshore, and participants gained useful information on the company and its products, especially the new catalog focused on infant/toddler environments, as well as receiving some fun giveaways and prizes. The second presentation was a Common Core overview from the district ECE Common Core facilitator, who shared with participants the history and purpose of Common Core, and highlighted the alignment between the CA Foundations and Frameworks and the Common Core standards.

Most staff also attended a Saturday seminar on Common Core and its relationship to early learning. The session was coordinated by teachers as part of the professional development funding from district CCSS funds given to all ECE programs. During the Saturday seminar, participants heard from district consultants on Common Core, and did several "make and take" activities that illustrated the connection between intentional interactions and later cognitive and skill development through the lens of Common Core.

Also this month, EHS Center and Home Base teachers received the materials that were ordered through Common Core district funds last month. Using the knowledge they have gained in recent conferences and

seminars, teachers planned for ways to introduce them to children and families, and incorporated the materials into current classroom designs and lessons.

Twin Rivers Unified School District

Events

This month was our celebration of the sites! On April 23rd, Morey Avenue celebrated the annual Open House event with a focus on Math Development. During this event, parents and students participated in math games and activities with an emphasis on counting, sorting and classifying objects. Each classroom teaching staff facilitated a different activity and parents/students received their Passports to Education which were traded in for free books and nutritious snacks provided by the District's Nutrition Department.

On April 28th, Rio Linda was celebrated with an official Grand Opening Event hosted by the District's Communication Department. The well-attended event included a ribbon-cutting ceremony by the preschool students and student performances for the audience, as well as brief speeches from the District's Superintendent and District Board Member. The event was a huge success and enjoyed by all attendees.

The Oakdale site will have their annual Open House event on May 14 and will also engage parents and students in classroom activities.

Professional Development

The next ECE workshop will be on May 20th for all teachers at the District Office. The workshop will include another overview of the CLASS Support Domain from the CLASS observation tool, as well as some additional discussion of the planning for 2015-16 school year. The final workshop for the 2014-15 school year will be held in June 2015.

Components

Each Community Liaison continues working with their respective Complexes including meeting individually with parents to complete the Family Partnership Agreements and following up on the families' goals. The FPAs will 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 coordinating the parent involvement events. The Community Liaisons have completed the second round of growth assessments.

Our School Social Worker/Counselor is still on maternity leave until August 2015 and the programs have a substitute SW and a MSW Intern. The Social Worker is on all sites from Monday through Thursday and assists with classroom support, behavior plans and facilitating parent meetings. The MSW 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. The School Readiness meetings for students going to kindergarten and TK next year are being scheduled for May 26th and 27th by the sub Intern.

The Head Start programs continue with a contracted SLP to assist with the speech screenings and testing while the district still looks for permanent staff. The SLP has started speech services for the students with IEPs and continues the testing process for students with failed screenings.

The Education Component Leader continues to complete the classroom observations to assist with classroom 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.

ERSEA Team continues to be busy ensuring all sites maintain full enrollment. The final date for enrollment for 2014-2015 was April 7th and enrollment for the 2015-16 school year has begun.

Policy and Parent Committees

The monthly meeting was held on April 16b at Morey Avenue. The agenda included the approval of the

selection of a new Chair and Vice Chair as well as the first reading of the Bylaws. Parent Committee meeting was held at Rio Linda on April 23 with a great turnout of parents, however, the Oakdale Parent Committee Meeting on April 22 only had one attendee. The Head Start Director continues working with the Community Liaison and teaching staff to recruit parents to attend the upcoming meetings.

Fiscal

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

WCIC

Enrollment

During the month of April 2015, WCIC's Enrollment was maintained at 100%.

Trainings

WCIC/Playmate Head Start Program's staff and parents received a Healthy Snacking Training by Ms. Karen Ito, R.D. from Sacramento County Office of Education on April 15. Ms. Ito passed out "Preschool Shine Handout", "June 2015 Sprouts Newsletter", and "Dairy Council of California Handouts". Ms. Ito made healthy smoothies for everyone. The smoothie ingredients were strawberries, spinach, beans, and banana. Healthy smoothies are easy to make and very healthy. She encouraged everyone to purchase fruits that are in season and freeze them. The banana provides protein. By adding vegetables in the smoothie, it allows children to eat vegetables without children even knowing what's in the smoothie. There were no sugars added in the smoothie.

WCIC/Playmate Head Start Program's staff and parents received a "How and What We Say to Our Kids Matter: Communication and Parenting" Training by Ms. Melanie Nicolas, Program Officer from Sacramento Employment and Training Agency on April 15. Ms. Nicolas asked "when you were growing up, what do you remember as the most powerful words someone said to you"? She stated relationships are built through communication, both verbal and non-verbal. Praise vs. Acknowledgement: Words and statements that build relationships. Communication is the key. By telling your child what to do instead of what not to do is positive communication. Show your children by demonstrating, modeling, or using a picture of the action; some children will respond better to more expressions, and acknowledging them in a "matter of fact" way might be more effective. For the most part, be enthusiastic and generous with encouragement, which most children can never get enough.

WCIC/Playmate Head Start Program's staff received a Staff Development Training/Team Building Exercise on April 17 by Ms. Edenaugsegboye Davis, MPA; Executive Director/Head Start for Women's Civic Improvement Club/Playmate Head Start Program. The focus was Teamwork and Time Management. Staff had discussions about how loyalty and/or allegiance contribute to Teamwork and Time Management. "The conclusion resulted in the importance of positive combined actions of any group of individuals in order to achieve productivity and/or efficiency as a whole!"

Recent Program Instruction Memos from Administration for Children and Families (ACF)

None to report.



SETA Head Start Food Service Operations Monthly Report *April 2015

April 1st to 3rd - Spring Break Traditional Centers Closed.

April 3rd - Minimum Day Preschool & EHS Full Day Classes.

April 10th - Home Base Preschool - Field Trip Special Menu provided for 160 guests.

April 22nd - EHS Home Base - Field Trip Special Menu provided for 160 guests.

April 29th - Daddy & Me Event - Supplies and Salad provided for 60 guests.

Meetings & Trainings:

Marion County Head Start visited the Central Kitchen on April 8th.

Preschool Shine Meeting at the Central Kitchen attended by Connie Otwell on April 10th.

PAC Food Service Committee Meeting attended by Connie Otwell on April 16th.

Food Service Training attended by all of the Food Service Staff on April 17th.

Preschool Shine Meeting at the WCIC Kitchen attended by Connie Otwell and Joyce Gray on April 30th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
42,688	25,512	26,782	940

Total Amount of Meals and Snacks Prepared 95,922

Purchases:

Food	\$79,860.64
Non - Food	\$17,592.15

Building Maintenance and Repair: \$4,931.41

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$4,931.41

Vehicle Gas / Fuel: \$1,607.47
Normal Delivery Days 22

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(April 30, 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)	24 (9.88 %)	N/A
Elk Grove USD (480)	46 (9.7 %)	N/A
Sacramento City USD (1312)(144)	158 (12.6 %)	16 (11%)
San Juan USD (700) (160)	95 (13.3%)	23 (14.5 %)
WCIC (120)	12 (10 %)	N/A
SETA (2002) (349)	234 (11.7 %)	79 (22.9%)
County (4857)* (653)**	569 (11.4%)	118 (17.7%)

*AFE = Annual Funded Enrollment

**% AFE = Percentage of Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/30/15	(b) % Actual to Funded	(c) Average Daily Attendance for Month %
Elk Grove USD	480	480	100	86
Sacramento City USD	1,312	1,306*	100	86
SETA	2,002	2,078	103	80
San Juan USD	700	703	100	82*
Twin Rivers USD	243	243	100	86
WCIC/Playmate	120	120	100	79
Total	4,857	4,930		

* SJUSD average daily attendance is for March 2015

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

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/30/15	(b) % Actual to Funded	(c) Average Daily Attendance for Month %
Sacramento City USD	144	144	100	82
SETA	349	356	102	78
San Juan USD	160	175	109	80*
Total	653	675		

* SJUSD average daily attendance is for March 2015

(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.



Quality Assurance Summary Report

TO: SETA Policy Council and Governing Board members
 RE: Quality Assurance/Monitoring Results – April 2015

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
Twin Rivers Unified School District	Morey Avenue Oakdale Rio Linda	10 3 facilities observations	20	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Staff works well with each other
- Teaching staff show a clear interest in the families they serve and are kind and inviting to families.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	86%	1- Not all heights/weights were graphed within two weeks 2- Not all health screens, results and/or follow-up were on file 3- Diapering procedures not posted or followed
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	93%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	87%	1- Citation reporting not followed as prescribed by CCL 2- Food prep area and restrooms are not clean and free of odor 3- Evacuation plans not posted
Family, Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	42%	1-Not all children’s files had evidence of timely completion of Family Partnership Agreements (FPA) 2-Goals/strategies were either lacking or not clearly identified 3-Follow-up documentation did not clearly link with the steps or goals of FPA

		4- Limited/inconsistent documentation of parent meetings and trainings held throughout the year
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	46%	1-No evidence of opportunities provided to parents to discuss concerns or requests for mental health services <staff vacancy>
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	47%	1-No evidence that all screenings were completed within 45 days 2-Limited follow-up documentation in the child files 3-Not all contents of the child's file matched in ChildPlus
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	45%	1-Few or no written observations/ anecdotal records to support assessments 2-Inconsistent documentation of home visits/parent conferences 3-Limited parent input on Individual Development Plans (IDPs)
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	89%	1-SUPERvision protocols were not consistently followed across the program 2- Inappropriate group size for double session model (more than 17 children in the class) 3-Not all classroom furnishings and soft elements were clean 4-limited play equipment or variety of materials available during outside time
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	83%	1-Limited recruitment materials available, including in other languages 2-Translation services not always provided during enrollment in-take

*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.

Special Note: The grantee will be providing prescribed and targeted training and technical assistance for areas of non-compliance that have shown little/no improvement throughout the program year. Intensive staff training will begin during pre-service in August 2015.



Quality Assurance Summary Report

TO: SETA Policy Council and Governing Board members
 RE: Quality Assurance/Monitoring Results – April 2015

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
Women’s Civic Improvement Club	Playmate	4	8 Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Outstanding teamwork and pride in their program
- Clean and safe outdoor play environment
- Excellent practice of daily health check: orderly, thorough, pleasant and welcoming
- Organized and thorough recordkeeping of parent meetings and workshops

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	96%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	100%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	100%	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>	90%	No significant noted findings
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	No significant noted findings

Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	98%	No significant noted findings
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	100%	No significant noted findings
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	98%	No significant noted findings
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	100%	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:

No corrective action is required.

ITEM VI-OTHER REPORTS (continued)

Page 2

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

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