

GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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City of Sacramento

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Board of Supervisors
County of Sacramento

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Executive Director

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Deputy Director

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Thought of the day: "When we seek to discover the best in others, we somehow bring out the best in ourselves."

Author: William Arthur Ward

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

DATE: Tuesday, February 26, 2013

TIME: 9:00 a.m.

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

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

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DISTRIBUTION DATE: WEDNESDAY, FEBRUARY 20, 2013

Policy Council meeting hosted by:
Nse Akang (Chair), Mayra Partida (Vice Chair), Benjamin Bailey (Secretary),
LaTasha Windham (Treasurer), Anthony Nelson (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Victoria Billoups, Elk Grove Unified School District
- _____ Dominique Rios-Farias, Sacramento City Unified School District
- _____ Benjamin Bailey, Sacramento City Unified School District
- _____ Summer Durham, Sacramento City Unified School District
- _____ Sarah Proteau, San Juan Unified School District
- _____ Carolyn Wilson, Twin Rivers Unified School District
- _____ Melissa Morgan, Twin Rivers Unified School District
- _____ Annette Duran, WCIC/Playmate Child Development Center
- _____ Sandres Germany, WCIC/Playmate Child Development Center
- _____ Teresa Jay, SETA-Operated Program
- _____ lyshiah Lacey, SETA-Operated Program
- _____ Anthony Nelson, SETA-Operated Program
- _____ Mayra Partida, SETA-Operated Program
- _____ Marshaun Tate, SETA-Operated Program
- _____ LaTasha Windham, SETA-Operated Program
- _____ Ana Calderon, Early Head Start (SETA)
- _____ Nse J. Akang, Foster Parent Representative
- _____ Toni Espinoza, Home Base Option
- _____ Gina Roberson, Birth & Beyond Family Resource Centers

Members to be Seated:

Seats Vacant:

- _____ Vacant (Revis), Elk Grove Unified School District
- _____ Vacant (Yang), Early Head Start (Sac. City)
- _____ Vacant (Aguilar), Early Head Start (San Juan)
- _____ Vacant (Gill), Past Parent Representative
- _____ Vacant (Nelson), Community Advocating Male Participation
- _____ Vacant (Canto), Home Base Option
- _____ Vacant (Florez), Early Head Start (SOP)
- _____ Vacant (Juarez), Child Health & Disability Prevention Program

**** Please call your alternate, the Policy Council Chair (Nse Akang: 344-3519, 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 2012-2013**

The 2012-2013 Board was seated on **November 27, 2012** and
December 20, 2012

BOARD MEMBER	SITE	11/27	12/20 *	1/22	2/26	3/26	4/23	5/28	6/25	7/23	8/27	9/24	10/22	11/26
N. Akang Seated 11/27	FOSTER	X	X	X										
B. Bailey Seated 12/20	SAC		X	X										
V. Billoups Seated 11/27	ELK	X	X	X										
A. Calderon Seated 11/27	EHS/HB SETA	X	X	X										
A. Duran Seated 11/27	WCIC	X	X	X										
S. Durham Seated 12/20	SAC		X	X										
T. Espinoza Seated 11/27	HB	X	X	X										
S. Germany Seated 11/27	WCIC	X	X	X										
A. Gill Seated 11/27	PP	X	X	X										
T. Jay Seated 11/27	SOP	X	X	X										
I. Lacey Seated 11/27	SOP	X	X	X										
M. Morgan s/b/s 11/27; seated 1/22/13	TR	E	U	X										
A. Nelson Seated 11/27	SOP	X	X	X										
M. Partida Seated 11/27	SOP	X	X	X										
K. Potter Seated	ELK													
S. Proteau s/b/s 11/27; seated 12/20	SJ	E	X	X										
D. Rios-Farias Seated 11/27	SAC	X	X	X										
G. Roberson Seated 11/27	CR	X	E	E										

BOARD MEMBER	SITE	11/27	12/20*	1/22	2/26	3/26	4/23	5/28	6/25	7/23	8/27	9/24	10/22	11/26
M. Tate Seated 12/20	SOP		X	X										
C. Wilson Seated 11/27	TR	X	X	X										
L. Windham Seated 11/27	SOP	X	X	X										

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAMP	Community Advocating Male Participation
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
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 2/13/13

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JANUARY 22, 2013 REGULAR
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the January 22, 2013 meeting.

RECOMMENDATION:

That the Policy Council approve the January 22 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, January 22, 2013
9:00 a.m.

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

Mr. Nse Akang called the meeting to order at 9:08 a.m. and read the Thought of the Day. The Pledge of Allegiance was recited. Mr. Benjamin Bailey called the roll.

Members Present:

Victoria Billoups, Elk Grove Unified School District
Dominique Rios-Farias, Sacramento City Unified School District
Benjamin Bailey, Sacramento City Unified School District
Summer Durham, Sacramento City Unified School District
Sarah Proteau, San Juan Unified School District
Carolyn Wilson, Twin Rivers Unified School District (arrived at 11:10 a.m.)
Annette Duran, WCIC
Sandres Germany, WCIC
Iyshiah Lacey, SETA-Operated Program
Teresa Jay, SETA-Operated Program
Mayra Partida, SETA-Operated Program
LaTasha Windham, SETA-Operated Program
Marshaun Tate, SETA-Operated Program
Anthony Nelson, SETA-Operated Program.)
Ana Calderon, Early Head Start (SETA)
Toni Espinoza, Home Base Option
Nse Akang, Foster Parent Representative
Amarjit Gill, Past Parent Representative (arrived at 9:23 a.m.)

Members Absent:

Gina Roberson, Birth & Beyond Family Resource Centers (unexcused)

New Member Seated:

Melissa Morgan, Twin Rivers Unified School District (arrived at 10:59 a.m.)

II. Consent Item

A. Approval of the Minutes of the December 20, 2012 Special Meeting

The minutes were reviewed; no questions or corrections.

Moved/Proteau, second/Espinoza, to approve the December 20, 2012 minutes.
Show of hands vote: Aye: 15 Nay: 0, Abstentions: 1 (Akang)

III. Action Items

A. Approval of Modification to the SETA Personnel Policies and Procedures: Addition of Section 11.16 Social Media Policy

Mr. Rod Nishi reviewed the modification of the policies and procedures which set forth the practice followed by SETA and apply to all employees. Management has met with the union representative and has received their approval. Section 1.02 requires concurrence between this board and the SETA Governing Board.

Ms. Amarjit Gill arrived at 9:23 a.m.

The Social/Media Policy is growing by leaps and bounds and the difficulty in developing a policy is the changing nature. What the Agency desires to do is to create an environment for the proper use of social media. The Agency wishes to use social media to identify our organization and interests as a way to recruit families/children in the Head Start program as well as communicate with employees. Employees currently use social media in a professional environment.

When employees participate in social media, it may have an impact on the agency and this policy creates a body of information from which employees can participate. Management is recommending the inclusion of section in the Personnel Policies and Procedures for acceptable uses for social media.

Mr. Nishi stated that many employers have wrestled with whether to establish a social media policy. SETA management is aware that social media will be utilized and it is not the intent to control third party social media. Management is intending to educate employees as to what the agency's expectations are if they participate in social media. The control of this Agency is to express what management expects of employees and felt an obligation to create the policy because the Agency has moved forward to establish a Facebook page.

Moved/Duran, second/Windham, to approve the modification to the SETA Personnel Policies and Procedures: Addition of Section 11.16 Social Media Policy.

Show of hands vote: Aye: 11, Nay: 4, (Tate, Rios-Farias, Partida, Lacey),
Abstentions: 1 (Akang)

B. Selection of Committee Representatives for Program Year 2012-2013 **1) Head Start Personnel/Bylaws Committee Representatives**

Ms. Desha reported that she will plan the first meeting of the Personnel/Bylaws Committee but after that, the committee members will select the dates/times for future meetings.

The Parliamentarian, Anthony Nelson, will automatically serve on this committee. Those interested in serving on this committee: LaTasha Windham, Mayra Partida, lyshiah Lacey, Benjamin Bailey, Amarjit Gill, and Nse Akang

2) Head Start Budget/Planning Committee Representatives

Mr. Roger Bartlett reviewed the purpose of this committee. This committee will meet during the month of March to develop the budget which will be sent to ACF with the grant application.

Ms. LaTasha Windham, Treasurer, is already on this committee.

Those interested in serving: Annette Durham, LaTasha Windham, Anthony Nelson, lyshiah Lacey, Toni Espinoza, Dominique Rios-Farias, Mayra Partida, Benjamin Bailey

3) Head Start Social/Hospitality Committee

Ms. Desha reviewed the purpose of this committee. This committee organizes the two parent activities over the year.

Secretary, Benjamin Bailey, and Treasurer, LaTasha Windham serve on this committee.

Those interested in serving on this committee: Annette Duran, Mayra Partida, Toni Espinoza, Summer Durham, Amarjit Gill, lyshiah Lacey, Dominique Rios-Farias, Anthony Nelson, Victoria Billoups, Ana Calderon, and Nse Akang.

4) Head Start Parent Ambassador Committee

Ms. Alma Hawkins reported that this is a brand new committee. The purpose of this committee is to get the word out about the different activities at Head Start.

Those interested in serving: Dominique Rios-Farias, Anthony Nelson, Marshaun Tate, Mayra Partida, Benjamin Bailey, LaTasha Windham, Summer Durham, Victoria Billoups, lyshiah Lacey, Toni Espinoza

5) Program Area Committees

a) Early Child Development and Health Services and Parent/Family Support Committee

Ms. Lisa Carr reported that she and Ms. Karen Gonzales supervise this committee; Ms. Carr provided a brief overview.

Those interested in participating in this committee: Ana Calderon, Dominique Rios-Farias, Victoria Billoups, Mayra Partida, Benjamin Bailey, LaTasha Windham, Anthony Nelson, Toni Espinoza, lyshiah Lacey, Amarjit Gill, and Teresa Jay.

- b) Monitoring & Evaluation (aka: Self-Assessment) Committee: This is a committee of the whole.
- c) Male Involvement Committee: Ms. Lisa Carr reviewed the purpose of this committee. All parents are urged to participate.

Those interested in participating in this committee: Mayra Partida, Dominique Rios-Farias, Benjamin Bailey, Toni Espinoza, Summer Durham, lyshiah Lacey, LaTasha Windham, Anthony Nelson, Marshaun Tate, and Nse Akang.

Moved/Nelson, second/Windham, to ratify committee membership for Program Year 2012-2013.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (Akang)

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

Ms. Nancy Hogan provided an overview of the CAB board.

Those interested in serving: Victoria Billoups, Benjamin Bailey, lyshiah Lacey, Summer Durham, LaTasha Windham, Toni Espinoza, Anthony Nelson, and Annette Duran. Board members spoke of their interest in serving on this board.

Votes:

Victoria: 3

Ben: 4

lyshiah: 1

Summer: 0

LaTasha: 4

Toni: 3

Anthony: 0

Annette: 1

Since there was a tie for the representative position, Ms. Desha reminded Mr. Akang that he could break the tie. As Chair, he chose Benjamin Bailey as the Representative and LaTasha Windham as Alternate.

Moved/Tate, second/Espinoza, to ratify the selection of Benjamin Bailey as Representative, and LaTasha Windham, as Alternate, to serve on the Community Action Board.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 1 (Akang)

D. Selection of Representative and Alternate to the SETA Head Start Health Services Advisory Committee (HSAC)

Ms. Brenda Campos reviewed this committee which is part of the Head Start assessment requirements. This meeting is held twice a year. It is a dinner meeting in the evening.

Ms. Sarah Proteau left at 10:40 a.m.

Those interested in serving: Victoria Billoups, Myra Partida, Ana Calderon, Benjamin Bailey, LaTasha Windham, Toni Espinoza, Iyshiah Lacey, Teressa Jay, Summer Durham, Amarjit Gill, and Nse Akang.

Moved/Lacey, second/Gill, to ratify the selection of Representatives to serve on the Health Services Advisory Committee.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (Akang)

E. Selection of Community Partnerships Advisory Committee (CPAC) Representative & Alternate

Mr. Akang provided an overview of this committee. Ms. Terri Carpenter, SETA's Public Information Officer, reported that this committee meets in April and September. This committee is all about bringing in partners to share information about programs, services and events. It's a lively committee. Ms. Carpenter urged board members to let her know about things going on at the centers. Call her at 263-7891.

Those interested: Ana Calderon, Dominique Rios-Farias, Victoria Billoups, Myra Partida, Benjamin Bailey, LaTasha Windham, Annette Duran, Anthony Nelson, Summer Durham, Toni Espinoza, and Iyshiah Lacey.

Moved/Windham, second/Partida, to ratify the selection of Community Partnership Advisory Committee Representatives.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (Akang)

F. Election of Sacramento Dental Managed Care Advisory Committee Representative & Alternate

Mr. Akang read the committee overview. Ms. Brenda Campos spoke of how important dental services are for the children Head Start serves.

Those interested in participating: Victoria Billoups, Benjamin Bailey, Iyshiah Lacey

**First
Vote:**

Victoria: 9
Iyshiah: 2
Ben: 4

**Final
Vote:**

Victoria: 8
Iyshiah: 3
Ben: 3

The Chair broke the tie by selecting Ms. Lacey.

Ms. Victoria Billoups will serve as representative and Ms. Lyshiah Lacey will serve as alternate.

Moved/Espinoza, second/Nelson, to ratify the selection of Ms. Victoria Billoups as Representative and Ms. Lyshiah Lacey as Alternate to serve on the Sacramento Dental Managed Care Advisory Committee.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Akang)

Ms. Melissa Morgan, Twin Rivers School, arrived at 10:59 a.m. and was welcomed and seated.

Ms. Carolyn Wilson arrived at 11:10 a.m.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Mr. Akang reported that the PAC Food Services Committee meeting was canceled.
- Parent/Family Support Unit Events and Activities: Mr. Akang reviewed the events.
- Parent/Staff Recognitions: None.
- National Head Start Parent Conference Report: Mr. Polk's report was reviewed.
- PC/PAC Orientation & Officer Training Reports: Ms. Billoups reported that the new member orientation was helpful and good to see who will be involved.
- Community Resources-Parents/Staff: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett provided a brief update. Currently, the Agency has spent 42% of the Head Start basic grant and 10% on administration which is 5% less than the maximum allowed. The in-kind match is running at 22% current; staff is not worried right now but if this level continues, staff will consider requesting a waiver.

B. Governing Board Minutes of November 1, 2012: No questions.

C. Fiscal Monitoring Reports: No questions.

V. Committee Reports

- Executive Committee Meeting Evaluation: Ms. Windham reviewed the latest Executive Committee critique.

VI. Other Reports

A. Executive Director's Report: Ms. Kathy Kossick suggested that the Executive Committee would want to have a walk through on the Sacramento Works web site. Last year, Ms. Terri Carpenter brought this to the Policy Council. Ms.

Carpenter can provide a short presentation about what happens at a career center; Ms. Kossick urged board members to visit a career center and make sure the parents are champion for the career centers.

B. Head Start Deputy Director's Report

- Monthly Head Start Report: Ms. Lee expressed her appreciation to board members that participated in the board interviews last week. She appreciated all of the board member participation. The budget planning is beginning at the delegate level. The delegate budgets will be submitted to SETA and then submitted to the Office of Head Start in May.

C. Head Start Managers' Reports

- ✓ Brenda Campos: Grantee Program Support Services: Ms. Campos reported that one of the things the Health and Nutrition pre-assessment team commended was the cooperation SETA has with other organizations and educational organizations as it relates to health and nutrition. Another positive comment was on how well staffed SETA Head Start is to provide support services. Areas to work on: follow up around weight since there are a number of children that are overweight and obese.

Responses from the safe environments reviewers were that the Agency does a great job ensuring infants are safe and good measures are done for feeding the children and changing diapers. There are areas that need to be improved, such as making sure the playground is checked every day. Staff has to figure out a way to monitor those systems. Also, a process needs to be set in place to ensure work orders are processed so the work is done quickly.

- ✓ Lisa Carr: Parent/Family Support Unit: Ms. Carr reported that she went out with the Family and Community Partnerships reviewers and they found that county-wide, the Agency does a good job of engaging parents. There needs to be better follow-up; staff starts the process but the written follow-up has been difficult. Staffs' challenge is to figure out a way to ensure that follow up is being documented. Another area with good feedback was the parent/teacher conferences. For the SOP, the monitor liked the new school readiness aide program which helps get parents involved in the classroom. As a county, there are strong community resource connections.

Mr. Bailey inquired whether the board members will receive the report from the monitors? Ms. Lee replied that the report will definitely be provided; it will be broken down by delegate and some of the information will be broad scoped.

- ⇒ Countywide Parent Conference Update: Board members were urged to attend the planning committee meetings.
- ✓ Karen Gonzales: Child Development & Education Services: Ms. Gonzales reported that she was with the education reviewers and there were a lot of strengths at the SOP and delegate level. The reviewers found strong school readiness goals and the teachers interviewed were able to say how the school readiness program was linked to their curriculum. Areas to work on

include ensuring that the assessment has a strong parent voice; more parents' input will be sought. Also, there is a need to ensure that the evidence is in each child's folder. Children are receiving services and there is a trail from referral to enrollment to direct services being provided by the school district or delegate. There is a need to formalize those relationships with written agreements.

Ms. Desha reported that she was part of the governance assessment team for Delegate agencies. It was found that there was no board approval on some policies. Also, in some cases, there was no evidence of Head Start monthly reports being provided to the Governing Board. There needs to be interaction between the boards and the information needs to be in the minutes.

- D. Chair's Report: No report.
- E. Open Discussion and Comments: None.
- F. Public Participation: Mr. Akang referred board members to the information distributed from Birth and Beyond.

VII. Adjournment: The meeting was adjourned at 11:45 a.m.

ITEM III-B - ACTION

ELECTION OF POLICY COUNCIL OFFICERS FOR PROGRAM YEAR 2012-2013

BACKGROUND:

Due to an administrative oversight, the Policy Council is in need of electing a new Treasurer and Parliamentarian. According to the Policy Council bylaws, no more than one officer may be selected from any delegate agency or the SETA-Operated Program. Both the Treasurer, and Parliamentarian currently represent the SOP (see Article V, Officers, Section 2: Election and Term of Officers, B).

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.

- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary and oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality Committee and 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.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council elect a Treasurer and Parliamentarian.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM IV-B – ACTION

APPOINTMENT OF REPRESENTATIVE AND ALTERNATE FOR THE MATERNAL, CHILD AND ADOLESCENT HEALTH ADVISORY BOARD

BACKGROUND:

This item provides the Policy Council Chair an opportunity to appoint a representative and an alternate to sit on the Sacramento County Maternal, Child and Adolescent Health Advisory Board. Ms. Rebecca Lewis, former Policy Council board member was the representative for this board.

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

The Sacramento County Maternal, Child and Adolescent Health Advisory Board has requested one representative and one alternate to serve from Head Start. Current health issues are addressed, providing an opportunity for Head Start parents to contribute in the discussion and receive valuable information for Head Start. The committee meets five times a year on the second Tuesday of the month. There are two meetings remaining in 2013: March 12, 2013, and May 14, 2013. The meetings are held at 9616 Micron, Suite 970, Sacramento, CA, from 8:00 – 10:00 a.m. If you have any questions, please contact Brenda Campos, 263-3881.

RECOMMENDATION:

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

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-C - 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 – Mr. Nse Akang
 - Parent/Family Support Unit Events and Activities – Mr. Nse Akang
 - Parent/Staff Recognitions – Mr. Nse Akang
 - California Head Start (CHSA) Parent Conference Report (attached) – Mr. Nse Akang
 - Community Resources-Parents/Staff – Mr. Nse Akang
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roy Kim

NOTES:

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Personnel/Bylaws Committee	Tuesday, February 19, 2013 9:30 – 11:30 a.m. Olympus Room
Male Involvement Committee	Wednesday, February 20, 2013 10:00 a.m. – 11:30 a.m. Olympus Room
PC/PAC Budget Planning Meeting	Friday, February 22, 2013 9:00 a.m. Oak Room
PC Executive Committee Meeting	Thursday, February 28, 2013 10:30 a.m. Board Room
Countywide Parent Conference Planning Meeting	Thursday, February 28, 2013 9:00 – 11:00 a.m. Magnolia Room
PC/PAC Budget Planning Meeting	Friday, March 1, 2013 9:00 a.m. Oak Room
Social/Hospitality Committee	Friday, March 8, 2013 10:00 a.m. Olympus Room
PC/PAC Personnel/Bylaws Committee	Friday, March 22, 2013 1:00 – 3:00 p.m. Olympus Room

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

EVENT

DATE

Male Involvement Committee	Wednesday, February 20, 2013 10:00 a.m. – 11:30 a.m. Olympus Room
Countywide Parent Conference Planning Meeting	Thursday, February 28, 2013 9:00 – 11:00 a.m. Magnolia Room



is hosting

Pacific McGeorge School of Law Legal Clinic

Deferred Action for Childhood Arrivals (DACA)

“Know Your Rights” Information Event and Preliminary Consultation

Date: Thursday, February 28, 2013

Time: 5:30 pm – 7:30 pm

Location: SETA Head Start
925 Del Paso Blvd. #100
Sacramento, CA 95815

Please RSVP by calling:
Belinda Malone
(916) 263-4078

The first 30 people who RSVP will be able to receive an individual consultation.

Dinner will be provided.

Child care will be provided.



If you are a young person who arrived in the United States as a child, please come to this information event to find out how to request consideration of deferred action for childhood arrivals.

- Learn the Benefits and Risks of Applying
- Learn the Requirements for Applying
- Learn the Process for Applying
- Learn How Volunteer Attorneys and Law Students Can Help You Complete the Application

Agenda

5:00 – 5:30 pm: Registration / Dinner

5:30 – 6:30 pm: Legal Presentation

6:30 – 7:30 pm: Individual Consultations

Spanish translation will be provided.

(More Information on Back)



está patrocinando a

Pacific McGeorge

Clínica Legal de la Escuela de Leyes

Acción Diferida para Llegados durante la Niñez (DACA)

"Conozca sus derechos"
Evento de información y
consulta preliminar

Fecha: Jueves 28 de febrero del 2013

Hora: 5:30 pm – 7:30 pm

Lugar: SETA Head Start
925 Del Paso Blvd. #100
Sacramento, CA 95815

Haga reservación llamando a:

Belinda Malone
(916) 263-4078

*Las primeras 30 reservaciones
podrán recibir una consulta
personal.*

Habrá cena.

Habrá cuidado infantil.



Si usted es una persona joven que llegó a los Estados Unidos de niño, asista a este evento de información para informarse cómo pedir la consideración de acción diferida para los llegados durante la niñez.

- Aprenda los beneficios y riesgos de la solicitud
- Aprenda los requisitos para la solicitud
- Aprenda el proceso para la solicitud
- Aprenda cómo los abogados voluntarios y estudiantes de leyes le pueden ayudar a llenar la solicitud

Programa

5:00 – 5:30 pm: Inscripción. Cena.

5:30 – 6:30 pm: Presentación Legal.

6:30 – 7:30 pm: Consultas Personales

Habrá interpretación en español.

(más información al reverso)

Monday, February 4-Tuesday, February 5, 2013

- Paradise Point Resort and Spa

1404 Vacation Road San Diego, CA 92109



My name is LaTasha Windham and this is my written report for my trip to San Diego for the conference that I was sent to by Head Start.

Opening General Session

On February 4, 2013, Founder and CEO S Graham & Associates arranged and opening keynote speaker – Mr. Stedman Graham to speak to all of us about identify development and how it can be leveraged to:

- Accurately assess one's feelings, interest, values, and strengths
- To maintain a well-grounded sense of self-confidence
- How to handle stress
- Control temper
- Overcoming obstacles
- Goal Achievement

This exercise and verbal input helped me a lot in knowing that I am a function able person in society. It also helped me understand that being in poverty doesn't mean failure but trying harder to be a better person with morals and goals.

One thing that really touched me deeply was a book he had read about, "The Race." It made my cry because it explained how someone looses and tries harder to finish their obstacle. Even if you fall, it's okay. It only makes you stronger to do better.

They also sang a song called, "I Care" which stands for integrity, courtesy, attentively, responsibly, and excellence. The luncheon was great.

Also, I found out that when you're engaged, you are involved and dedicated plus active. You are engaged your whole life. 6.5 billion People are not engaged. 99% are. You first have to know who you are before you can be engaged. Nothing from nothing leaves nothing. 99% are leaders, 1% is followers, and that one percent is trapped in a box. When you're not engaged, you begin thinking that you are nothing. You need to be engaged to want to become something in life. Success is excellence. Don't ever let anyone define who you are. Take your power back. You can't give anything if you have nothing to give. This starts with you. Do you know yourself? Organize yourself, most powerful word in the world is love because if you don't have love, you don't have "nothing" and if you don't have love you can't love anyone or anything.

Engagement comes from love. The power of love gives you power and what you can do – not what you can't do. Whatever you put out comes back. Do you know the process? It's

about your habits; the challenge is changing your thinking. Be careful what you put in your mind. The cycle repeats itself unless you change the cycle. Empower yourself, find your passion, skills, and become a leader, not a follower. It's in your thinking based on your vision and what you accomplish. Education is worldwide, resources are nationwide. The problem comes from leadership in you:

1. Education
2. Organize
3. Plan
4. Work hard
5. Love
6. Policy to change
7. Build your dream team
8. Win by decision
9. Make a commitment

Create your prospected goals so you can become successful in your life. Improve your life and it will empower your vision – the power of excellence. Challenge is the right brain but you need a left brain to complete a whole brain. Work hard with lots of determination and trust. Challenge is to disconnect with past thinking.

In the 21st century, technology and exceptional skills are the tools. Organize what you love. Be a leader and open-minded to build your team. Cognitive thinking makes you remember what you learn. Leadership comes to you, if you think it. Following comes from low confidence. Rise up and don't give up! That's the way to success and riding the wave to Excellence.

--Speech by Stedman Graham

WORKSHOPS ATTENDED

1. **Making it all come true**
2. **How to write goals that lead to success**
3. **My Head Start Story**
4. **Decisions, Decisions, Decisions – Parent & Policy Council Decision Making in Head Start**
5. **Fun Nature & Science Activities for families with young kids**
6. **Brilliant ideas for kids using liquid water color**
7. **Adventure skills & movement stories**
8. **Yoga exercises for kids**

WORKSHOP SUMMARIES

All were very good classes. I learned a lot from these classes. My overall input of the conference was a 101%!! I have never traveled on an airplane before and I want to thank everyone for choosing me to go.

I also want to thank Belinda (Malone) for coaching me through my fears; Lisa Carr for all her support and love; Reta (Keirse) and Sharon (Adams) for being good peers for me; and Bob (Silva) for guiding me through. Best of all I want to thank Marie Desha and Alma (Hawkins) for encouragement to become a leader.

I am proud of my accomplishment and give it all to the staff at HEAD START.

ITEM IV-B - INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The December 6, 2012 Governing Board minutes are attached for your review.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, December 6, 2012
10:00 a.m.

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

Members Present:

Bonnie Pannell, Chair, SETA Governing Board; Councilmember, City of Sacramento

Jimmie Yee, Vice Chair, Governing Board; Member, Board of Supervisors

Don Nottoli, Member, Board of Supervisors

Sophia Scherman, Public Representative

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the November 1, 2012 Regular Board Meeting

- B. Approval of Claims and Warrants

The consent items were reviewed; no questions or corrections.

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

- A. Approve the November 1, 2012 minutes

- B. Approve the claims and warrants for the period of 10/25/12 through 11/28/12.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Procurement of Workers Compensation Insurance

Mr. Roy Kim introduced Mr. Ken Urrutia, Arthur J. Gallagher, Inc. Mr. Urrutia stated that this has been a challenging year for insurance carriers. The insurance market place is cycling to high prices again and this means insurance is less available to certain customers. During the last three years, there was a

spike in claims. A lot has been done to train staff on safety measures. Insurance looks at the past and tries to predict things going forward.

When the market gets hard, insurance companies can decide if they want to extend coverage or not. It is their decision as to when to provide coverage or step down; this is part of the cycle.

The State Workers Compensation Bureau has been working to develop the rate to be used. There were several carriers that utilize the experience modifier that is published by the state and the carriers were not willing to provide a quote until the experience modification number is published. It is a challenge every year when the renewal date is January of each year.

Mr. Urrutia stated that because SETA has a large employee base of teachers and child care workers, this is the type of business that tends to have losses and be volatile. Mr. Urrutia gave an example of an experience modifier that if a business has losses similar to other businesses, the experience modifier would be 1. Because of some losses, the experience modifier was expected to be 1.24. The experience modifier was published at 1.27 which means that the rate would increase by 27%. The experience modifier is based on the prior three years of activity.

Mr. Nottoli arrived at 10:16 a.m.

Mr. Urrutia, AIG has presented the most favorable quote although it is up significantly. This is a quote for guaranteed costs. He is hoping that the experience modifier will go down next year so next year's quote will be lower.

Mr. Nottoli expressed concern that the \$250,000 needed to pay for insurance could be used elsewhere. Mr. Nottoli asked what could be done to minimize exposure. Ms. Kossick replied that 2010 was a bad year and as a result, staff has increased training and there is a safety committee that goes out to talk to staff. Management is involved as well.

Mr. Nottoli asked about the claims that made up the spike. Ms. Kossick replied that there is a huge emphasis on loss control and safety training. When looking at the different insurance companies, staff has to take into consideration what type of services they can provide to the Agency. When looking at the different carriers, it is also important to look at what resources the carriers can provide to the agency.

Mr. Urrutia reviewed information about a deductible program. The insurance company insures for losses over \$200,000 and the agency would cover anything under \$200,000.

Mr. Kim reported that when staff met with Gallagher, the guaranteed cost premium was thought to be better for the agency. With the high deductible, the insurance company requires a high reserve. The problem with SETA's funding sources is that when the grants are closed out; anything after the close out of that grant has to be returned. Secondly, SETA receives a better level of service from a guaranteed insurer. At some point, if/when the premium is so expensive, the Agency may want to reconsider the high deductible insurance. If a better option is received within the next 20 days, staff will notify the board.

Moved/Yee, second/Nottoli, to delegate to the Executive Director the authority to procure Workers Compensation insurance.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

2. Approval to Accept Funds from the City of Sacramento for the Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) Program Services and Sacramento Safe Community Partnership and Authorize the SETA Executive Director to Execute any Subgrant Agreements, Modifications and any Other Documents Required by the Funding Source

Ms. Christine Welsch reviewed this item which requests permission to accept the funds and provide employment services.

Ms. Pannell inquired whether jobs were involved and Ms. Welsch replied that a lot of the participants are still not employed. Over the last year, the program has served 82 young men; 75 received work experience, and 15 are still working. Only a few have reentered the criminal justice system.

Moved/Yee, second/Scherman, to:

- Approve acceptance of funds from the City of Sacramento for the Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) program services and Sacramento Safe Community Partnership and;
- Authorize the SETA Executive Director to execute any subgrant agreements, modifications and any other documents required by the funding source.

Voice vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. Approval to Submit a Request to Transfer Workforce Investment Act (WIA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2012-13

Ms. Michelle O’Camb stated that for the past five years the Agency has requested approval to transfer some funds from the Dislocated Worker to the Adult funding stream.

This board item is basically an administrative issue.

Moved/Nottoli, second/Scherman, to approve the submission to the State of California, EDD of an initial request to transfer \$1,163,888 WIA Dislocated Worker funds into the WIA Adult funding stream for PY 2012-13 through December 31, 2012, to be extended through June 30, 2013 upon approval by DOL of the CWIB’s waiver extension request. Authorize staff to request additional transfers of up to \$2,327,775 for the year.
Voice Vote: Unanimous approval.

Community Services Block Grant

2. Approval of Community Services Block Grant Contract Extensions for Fiscal Year 2013

Ms. Cindy Sherwood-Green reviewed this item which requests approval to extend all 20 CSBG-funded program contracts. There are a few instances of low services but staff is confident that the numbers will be met.

There are separate funding recommendations for Daren Maeda and South County Services. The agency is not expecting to expend the entire augmentation and requesting to carry over \$15,000 to the next fiscal year. The CAB approved this at their November 14 board meeting.

Moved/Scherman, second/Nottoli, to approve the following staff recommendations:

1. Extend all CSBG subcontracts for an additional one year term.
2. Maintain Daren Maeda as a SETA consultant for an additional year.
3. Permit South County Services to carry over any unused amount remaining of the \$89,314 augmentation into the 2013 program year.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

C. CHILDREN AND FAMILY SERVICES

1. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

There were no questions on this item.

Moved/Nottoli, second/Yee, to approve the modifications to the Policy Council bylaws.

Voice Vote: Unanimous approval.

IV. Information Items

A. Review of Annual Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2012

Mr. Roy Kim reported another clean audit this year and publically acknowledged fiscal manager Ms. Loretta Su. Mr. Kim reviewed the financial highlights:

- ⇒ As of June 30, 2012, SETA reported a combined fund balance of \$2,941.925, an increase of \$23,310
- ⇒ The Government Accounting Standards Board requires that the implicit rate subsidy associated with health care premiums paid by active and retired employees be included with SETA's other post-employment benefit liability and expensed annually. Primarily due to the OPEB liability recognition, SETA's net assets decreased and non-current liability increased by \$172,466 in the current fiscal year.

This year this is no management letter which means there are no items to improve. Ms. Kossick thanked Mr. Kim and Ms. Su.

B. 2014-2018 Workforce Investment Act Annual Planning Process Five-Year Strategic Plan

Ms. Kossick reported that the Agency is in the process of developing the five year plan. Staff has reached out to the public to get input as the local plan is prepared and ultimately melded into the state plan.

C. Capital Region Occupational Outlook and Critical Clusters

Ms. Kossick reported that the Agency has been working with Next Economy partners to see how as a local entity we can participate. The board was given information on how the defined critical occupational clusters align with the six core business clusters identified in the Next Economy Plan. This review of occupational clusters is an on-going process. Mr. Harden and staff provided an overview on the fastest growing occupations and the training needed for these occupations.

Mr. John Harden reviewed the information of coaches and scouts in the forecast information. This information is from the 2nd quarter of 2012 produced by Economic Modeling, Inc. from data from EDD.

D. Update on Enactment of Assembly Bill 554 – Coordination with Joint Apprenticeship Training Committees

Ms. Kossick reported that this went into effect in October. On a local level, SETA has always coordinated with apprenticeship programs. The State-wide emphasis

is to ensure apprenticeship programs will always be included in workforce development programs.

E. Implementation of WIA Training Expenditure Policy

Ms. Kossick stated that a new law that went into effect this year requiring Workforce Investment Areas to spend at least 25% of WIA funds on training. Case management is not a training cost and SETA may be putting more emphasis on OJT rather than case management

F. Community Services Block Grant Program Performance Report: Mr. Nottoli stated that there is a pretty modest amount of money involved considering the amount of good work being provided. The funds really do a lot of good.

G. Fiscal Monitoring Reports: No comments.

H. Employer Success Stories and Activity Report: No comments.

I. Dislocated Worker Update

Mr. William Walker reported that all three Capitol Nurseries will close today affecting 60 employees. SETA staff has reached out and contacted them to offer services. Fresh and Easy is attempting to sell the stores to other individuals but if nothing happens, the stores will close.

A job fair was held for Campbell's Soup and staff has been providing rapid response services at the plant. Mr. Walker feels confident some of the production staff was offered employment. Rapid response services have been completed for Comcast. AT&T on Watt Avenue is relocating a 411 call center to Fresno; Mr. Walker is not sure the number of people being impacted. Dislocated staff will be offered a \$25,000 severance package. Mr. Walker has been meeting with the Hostess union leaders; approximately 366 people will be affected.

J. Unemployment Update/Press Release from the Employment Development Department: No questions.

K. Head Start Reports: Ms. Denise Lee reported that the program will be undergoing a self-assessment from January 14-18. Sometime during that week, the person doing the program design and management segment would like to talk with board members. Nationwide, 132 programs were redesignated. There are four California colleagues up for renewal.

Last month the board had a question regarding numbers for dental follow up. Ms. Brenda Campos was introduced and reported that 99% of Head Start children do have dental services so access is not an issue. Transportation and lack of parent compliance are two reasons for the low numbers. SETA works

with the grantees to figure out how to address the lack of dental follow up. As part of the enrollment, parents are given dental information and why it is important to follow up. Every parent committee at individual schools needs to have a workshop/training on dental insurance. When there are challenges with parents, it tends to be isolated. Every delegate has a dental coordinator and the referral needs to be made to the delegate to identify the problem. Bus passes are available to parents that need it. The last resort is to contact CPS regarding the parents' lack of compliance.

It is one of the requirements that they make sure their kids see the dentist. Ms. Pannell inquired if there were ways to motivate parents to get their kids checked and Ms. Lee replied that there is no rule that we can tell the parent that the child cannot come back to Head Start. These are the children that we need to continue working with the children and families. The biggest issue is educating the parents on the importance of dental health. Ms. Campos offered to provide quarterly reports regarding the dental data.

Mr. Nottoli inquired whether the Agency gets any break or can piggyback on some other program for cheaper gas? It may not be as convenient but it may be better over the long haul. Ms. Lee will look into the card lock/fleet gas.

V. Reports to the Board

- A. Chair: Ms. Pannell wished everyone Happy Holidays.
- B. Executive Director: Ms. Kossick wished Supervisor Nottoli a belated Happy Birthday. Ms. Kossick inquired whether board members would have a problem with the cancellation of the January 3 meeting since she does not anticipate any action items. All board members indicated this would be fine with them.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman thanked Ms. Lee for coming out to bring turkeys to the Elk Grove Food Bank turkey drive.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:29 a.m.

ITEM V

COMMITTEE REPORTS

A. Executive Committee

This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council.

The Executive Committee met and evaluated the January 22, 2013 Policy Council meeting.

GOOD!!!
Thank you, Ms. Rosa Ramirez-Galvez, for translating.
Thank you Mr. Rod Nishi, for taking time for explaining in detail the modification to the SETA Personnel Policies and Procedures for social media.
Thank you, Ms. Alma Hawkins, for support of the PC.
Thank you to Board Members for your full attendance and participation.
Thank you, Mr. Nse Akang, Ms. LaTasha Windham, Ms. Mayra Partida, and Ms. Toni Espinoza for participation in the self assessment.
Thank you Board members for signing up to participate on committees.
Thank you, Mr. Nse Akang, for facilitating an effective meeting.
NEEDS IMPROVEMENT
No electronic devices during the meeting.
No side barring (absolutely).
Please wait to be recognized by Chair to speak.
Please raise and hold your hands high until your vote is counted.
Arrive on time and start on time.
Seated and ready for meeting by 8:50 a.m.
Absolutely no food allowed in the board room. No exceptions.
Please clean your area prior to leaving the meeting.

ITEM V- COMMITTEE REPORTS (Continued)

Page 2

- B. Budget/Planning Committee: LaTasha Windham (Treasurer), Annette Durham, LaTasha Windham, Anthony Nelson, Iyshiah Lacey, Toni Espinoza, Dominique Rios-Farias, Mayra Partida, Benjamin Bailey

- C. Personnel/Bylaws Committee: Anthony Nelson (Parliamentarian), LaTasha Windham, Mayra Partida, Iyshiah Lacey, Benjamin Bailey, and Nse Akang

- D. Health Services Advisory Committee: Victoria Billoups, Myra Partida, Ana Calderon, Benjamin Bailey, LaTasha Windham, Toni Espinoza, Iyshiah Lacey, Teresa Jay, Summer Durham, and Nse Akang

ITEM VI- OTHER REPORTS

BACKGROUND:

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

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

- C. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- Brenda Campos: Grantee Program Support Services
 - Lisa Carr: Parent/Family Support Unit
 - ⇨ Countywide Parent Conference Update
 - Karen Gonzales: Child Development and Education Services
 - ⇨ School Readiness (a year in review)
-
-
-

- D. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Mr. Nse Akang), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.



Head Start Monthly Report

February, 2013

SETA Operated Program

Program Support Services:

School Readiness Goals (SRG) Plan: Delegates and Grantee met in December 2012 to discuss updates on countywide School Readiness Goals. Aggregated Fall 2012 assessment results are now available and delegates have individual action plans for program improvement and specific goals for next assessment in their respective programs. Education Coordinator Alicia Barron met with individual delegates to discuss specific plans. Directors and Administrators discussed various ways to analyze assessment data, and identified types of reports that can be useful for program planning.

Training and Technical Assistance Activities: Various support services were provided to Delegates and Partners in December 2012: (1) Presentations on Parent, Family and Community Engagement (PFCE) Framework at WCIC Head Start Policy Committee Meeting (12/19/2012) and at SCUSD Head Start In Service/Professional Development Training(12/21/2012) by Program Officer Melanie Nicolas; (2) EHS Partners Supervisors' Quarterly Meeting (12/11/2012); and (3) Follow-Up Monitoring Visit/Training at TRUSD Head Start (12/12/2012) on referral process and record keeping systems by Disabilities Coordinator Beverly Sanford and Program Officer Melanie Nicolas.

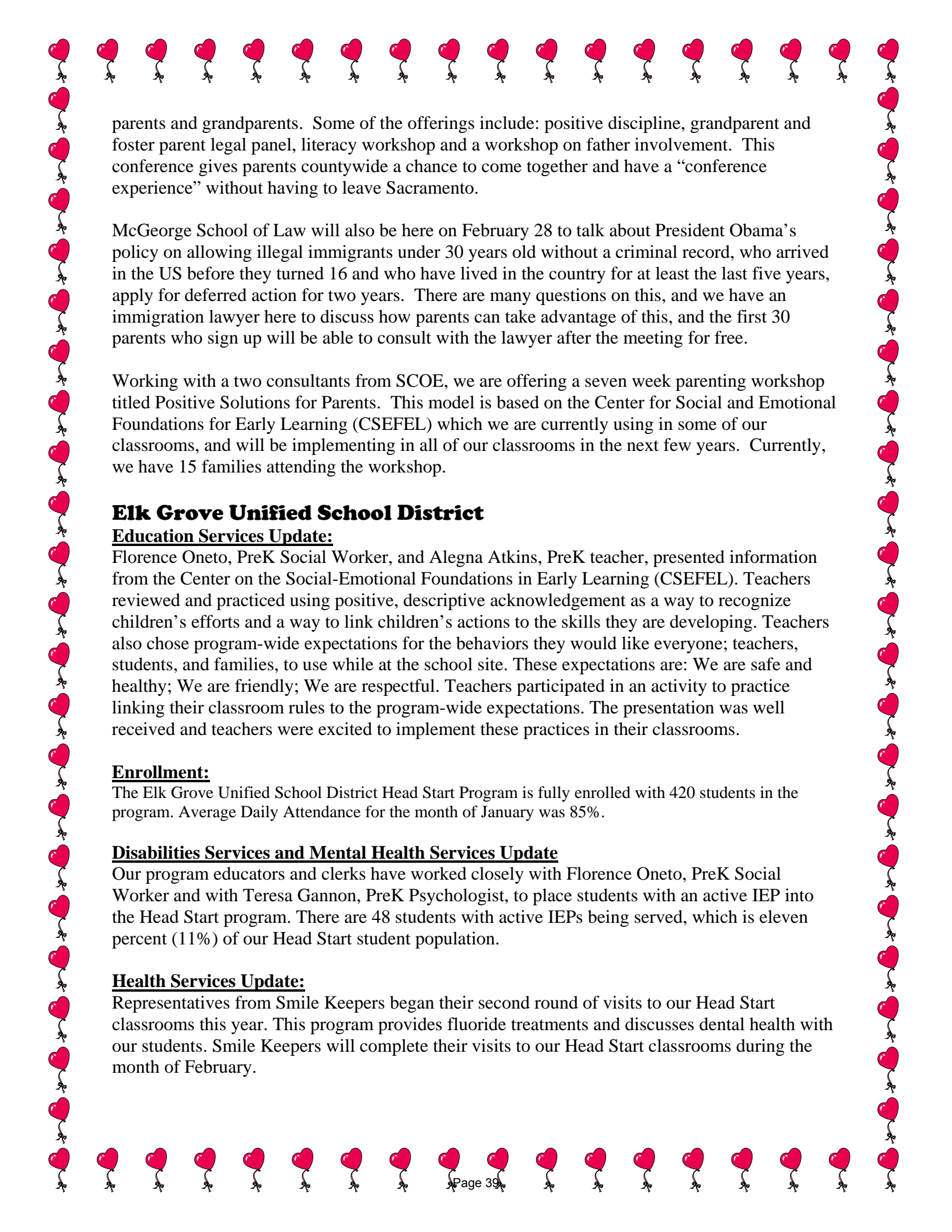
Program Operations:

The month of December was a very brief and busy time for the Program Operations Unit. All of our reliable CLASS observers have been out at the centers conducting classroom observations followed by immediate feedback sessions to provide staff with the specific support they need. We also provided training to all site teaching staff on the topic of "Dual Language Learners". In addition, the Program Operations Unit also put a great deal of work into making changes to the Home Visit/Parent Conference process, with plans to begin piloting the new process in March of 2013. It is our belief that these changes will make a more meaningful experience for both teachers and families. Last but not least, our centers were full of rich parent engagement activities throughout the month of December 2012.

Family Engagement Unit:

Program Officers, Social Service/Parent Involvement Staff and four parents spent two days in San Diego at the California Head Start Association Family Engagement conference. Staff and parents were able to network and learn from other Head Start staff and parents on how their agency is implementing family engagement. Everyone came back full of ideas and excited about new things they learned.

April 27 is the date for the countywide parent and grandparent conference. Ruthie Bolton, former Sacramento Monarchs basketball player, will be the key note speaker, and the conference committee has been working on some very informative and interesting workshops for both



parents and grandparents. Some of the offerings include: positive discipline, grandparent and foster parent legal panel, literacy workshop and a workshop on father involvement. This conference gives parents countywide a chance to come together and have a “conference experience” without having to leave Sacramento.

McGeorge School of Law will also be here on February 28 to talk about President Obama’s policy on allowing illegal immigrants under 30 years old without a criminal record, who arrived in the US before they turned 16 and who have lived in the country for at least the last five years, apply for deferred action for two years. There are many questions on this, and we have an immigration lawyer here to discuss how parents can take advantage of this, and the first 30 parents who sign up will be able to consult with the lawyer after the meeting for free.

Working with a two consultants from SCOE, we are offering a seven week parenting workshop titled Positive Solutions for Parents. This model is based on the Center for Social and Emotional Foundations for Early Learning (CSEFEL) which we are currently using in some of our classrooms, and will be implementing in all of our classrooms in the next few years. Currently, we have 15 families attending the workshop.

Elk Grove Unified School District

Education Services Update:

Florence Oneto, PreK Social Worker, and Alegna Atkins, PreK teacher, presented information from the Center on the Social-Emotional Foundations in Early Learning (CSEFEL). Teachers reviewed and practiced using positive, descriptive acknowledgement as a way to recognize children’s efforts and a way to link children’s actions to the skills they are developing. Teachers also chose program-wide expectations for the behaviors they would like everyone; teachers, students, and families, to use while at the school site. These expectations are: We are safe and healthy; We are friendly; We are respectful. Teachers participated in an activity to practice linking their classroom rules to the program-wide expectations. The presentation was well received and teachers were excited to implement these practices in their classrooms.

Enrollment:

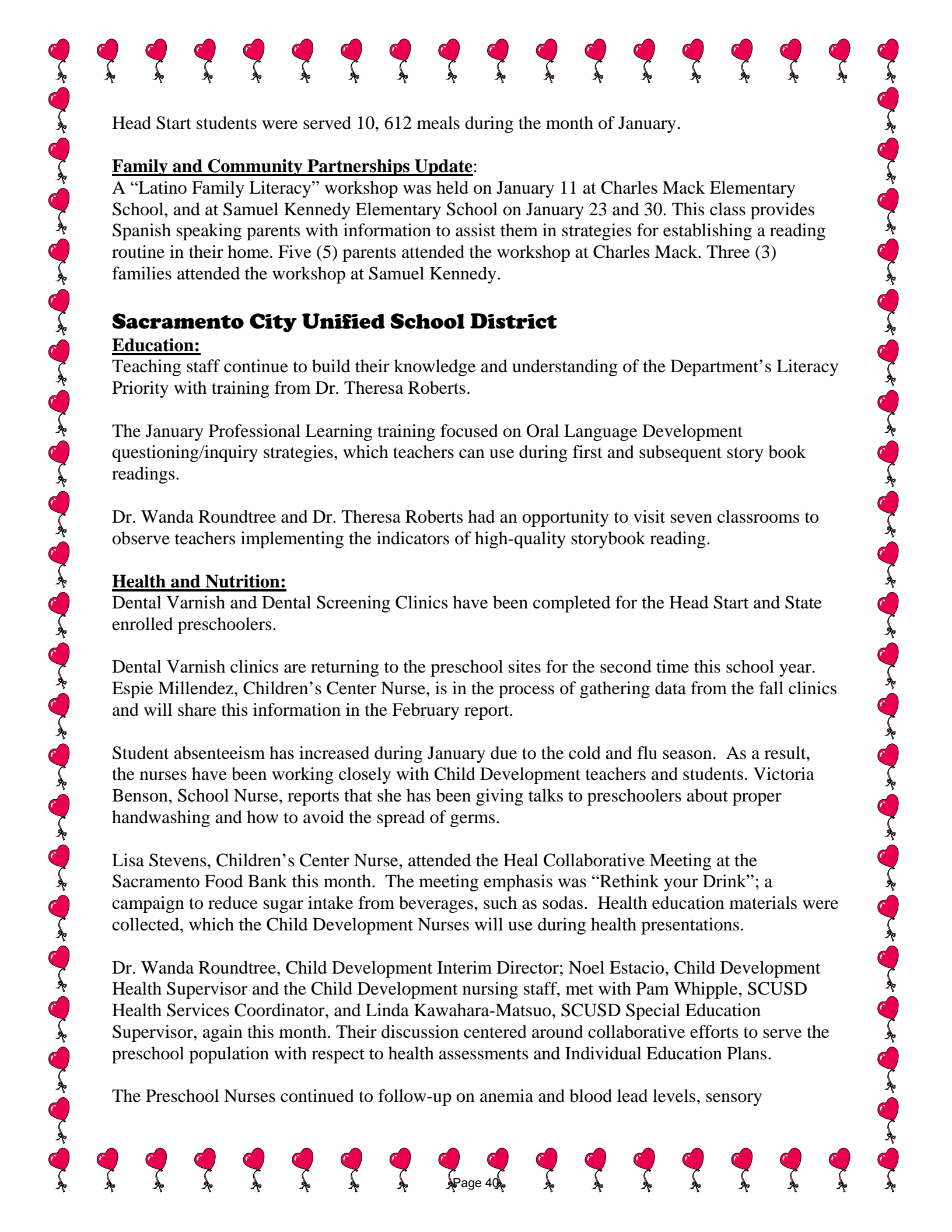
The Elk Grove Unified School District Head Start Program is fully enrolled with 420 students in the program. Average Daily Attendance for the month of January was 85%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Florence Oneto, PreK Social Worker and with Teresa Gannon, PreK Psychologist, to place students with an active IEP into the Head Start program. There are 48 students with active IEPs being served, which is eleven percent (11%) 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. This program provides fluoride treatments and discusses dental health with our students. Smile Keepers will complete their visits to our Head Start classrooms during the month of February.



Head Start students were served 10, 612 meals during the month of January.

Family and Community Partnerships Update:

A “Latino Family Literacy” workshop was held on January 11 at Charles Mack Elementary School, and at Samuel Kennedy Elementary School on January 23 and 30. This class provides Spanish speaking parents with information to assist them in strategies for establishing a reading routine in their home. Five (5) parents attended the workshop at Charles Mack. Three (3) families attended the workshop at Samuel Kennedy.

Sacramento City Unified School District

Education:

Teaching staff continue to build their knowledge and understanding of the Department’s Literacy Priority with training from Dr. Theresa Roberts.

The January Professional Learning training focused on Oral Language Development questioning/inquiry strategies, which teachers can use during first and subsequent story book readings.

Dr. Wanda Roundtree and Dr. Theresa Roberts had an opportunity to visit seven classrooms to observe teachers implementing the indicators of high-quality storybook reading.

Health and Nutrition:

Dental Varnish and Dental Screening Clinics have been completed for the Head Start and State enrolled preschoolers.

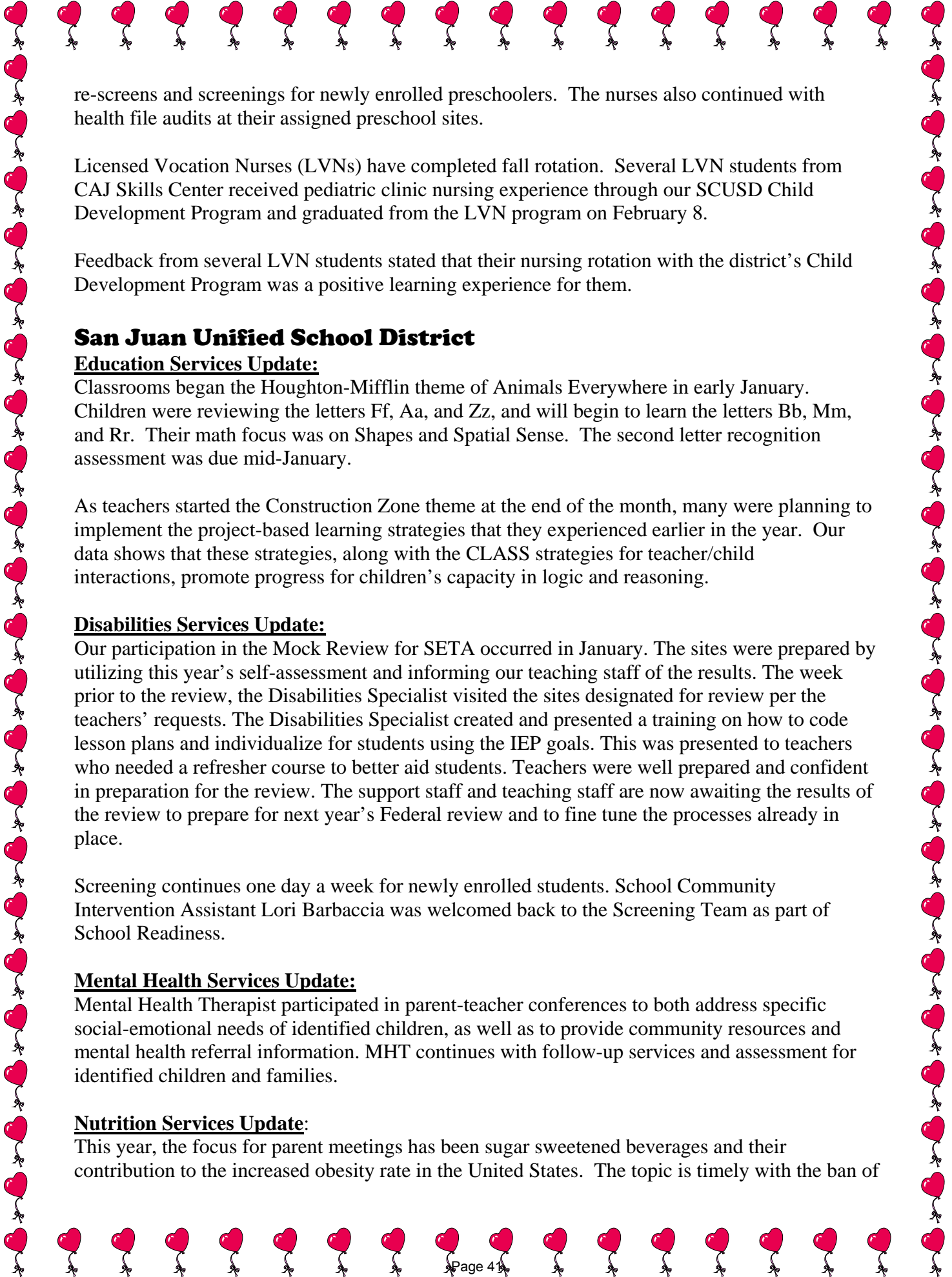
Dental Varnish clinics are returning to the preschool sites for the second time this school year. Espie Millendez, Children’s Center Nurse, is in the process of gathering data from the fall clinics and will share this information in the February report.

Student absenteeism has increased during January due to the cold and flu season. As a result, the nurses have been working closely with Child Development teachers and students. Victoria Benson, School Nurse, reports that she has been giving talks to preschoolers about proper handwashing and how to avoid the spread of germs.

Lisa Stevens, Children’s Center Nurse, attended the Heal Collaborative Meeting at the Sacramento Food Bank this month. The meeting emphasis was “Rethink your Drink”; a campaign to reduce sugar intake from beverages, such as sodas. Health education materials were collected, which the Child Development Nurses will use during health presentations.

Dr. Wanda Roundtree, Child Development Interim Director; Noel Estacio, Child Development Health Supervisor and the Child Development nursing staff, met with Pam Whipple, SCUSD Health Services Coordinator, and Linda Kawahara-Matsuo, SCUSD Special Education Supervisor, again this month. Their discussion centered around collaborative efforts to serve the preschool population with respect to health assessments and Individual Education Plans.

The Preschool Nurses continued to follow-up on anemia and blood lead levels, sensory



re-screens and screenings for newly enrolled preschoolers. The nurses also continued with health file audits at their assigned preschool sites.

Licensed Vocation Nurses (LVNs) have completed fall rotation. Several LVN students from CAJ Skills Center received pediatric clinic nursing experience through our SCUSD Child Development Program and graduated from the LVN program on February 8.

Feedback from several LVN students stated that their nursing rotation with the district's Child Development Program was a positive learning experience for them.

San Juan Unified School District

Education Services Update:

Classrooms began the Houghton-Mifflin theme of Animals Everywhere in early January. Children were reviewing the letters Ff, Aa, and Zz, and will begin to learn the letters Bb, Mm, and Rr. Their math focus was on Shapes and Spatial Sense. The second letter recognition assessment was due mid-January.

As teachers started the Construction Zone theme at the end of the month, many were planning to implement the project-based learning strategies that they experienced earlier in the year. Our data shows that these strategies, along with the CLASS strategies for teacher/child interactions, promote progress for children's capacity in logic and reasoning.

Disabilities Services Update:

Our participation in the Mock Review for SETA occurred in January. The sites were prepared by utilizing this year's self-assessment and informing our teaching staff of the results. The week prior to the review, the Disabilities Specialist visited the sites designated for review per the teachers' requests. The Disabilities Specialist created and presented a training on how to code lesson plans and individualize for students using the IEP goals. This was presented to teachers who needed a refresher course to better aid students. Teachers were well prepared and confident in preparation for the review. The support staff and teaching staff are now awaiting the results of the review to prepare for next year's Federal review and to fine tune the processes already in place.

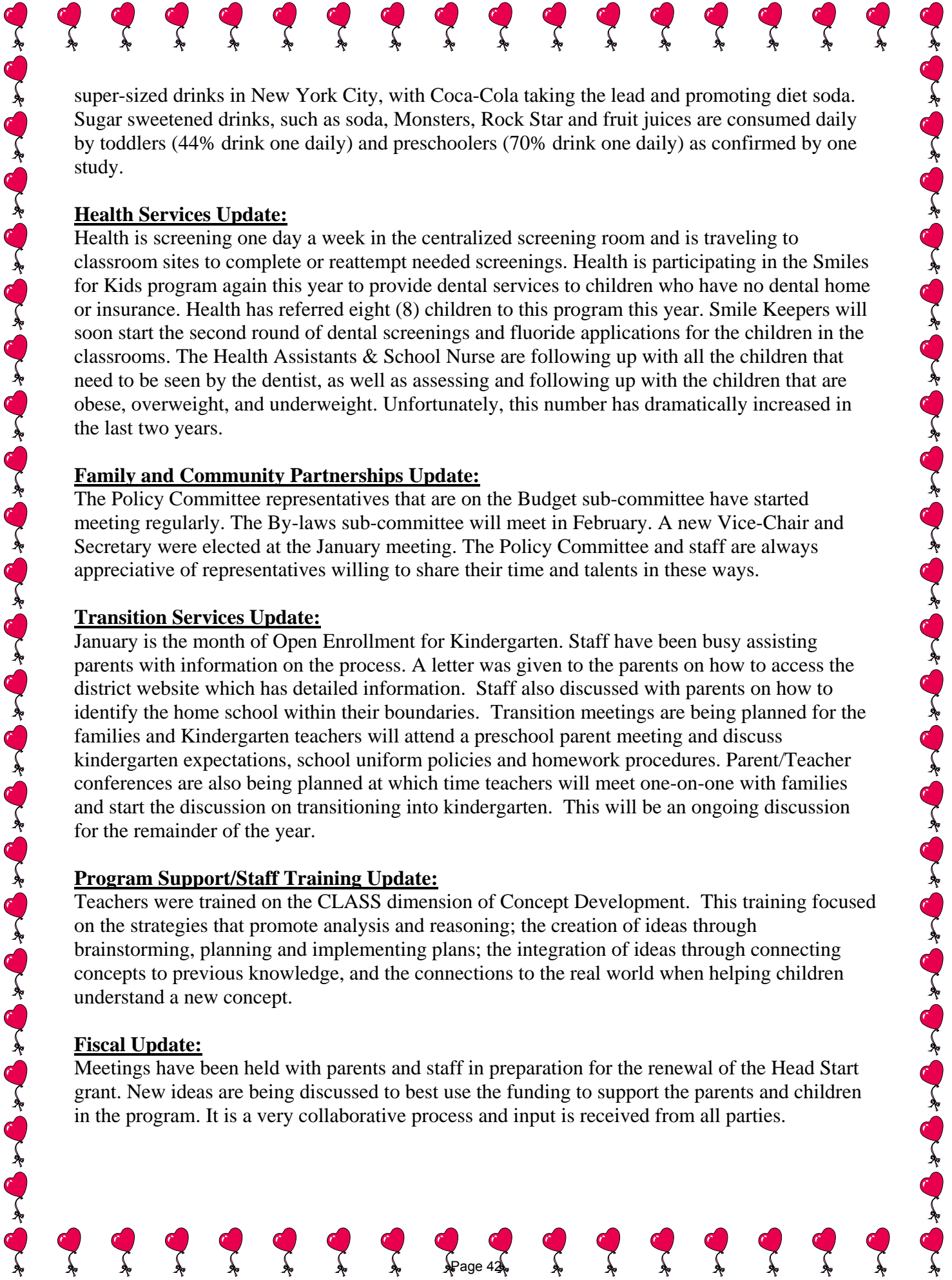
Screening continues one day a week for newly enrolled students. School Community Intervention Assistant Lori Barbaccia was welcomed back to the Screening Team as part of School Readiness.

Mental Health Services Update:

Mental Health Therapist participated 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. MHT continues with follow-up services and assessment for identified children and families.

Nutrition Services Update:

This year, the focus for parent meetings has been sugar sweetened beverages and their contribution to the increased obesity rate in the United States. The topic is timely with the ban of



super-sized drinks in New York City, with Coca-Cola taking the lead and promoting diet soda. Sugar sweetened drinks, such as soda, Monsters, Rock Star and fruit juices are consumed daily by toddlers (44% drink one daily) and preschoolers (70% drink one daily) as confirmed by one study.

Health Services Update:

Health is screening one day a week in the centralized screening room and is traveling to classroom sites to complete or reattempt needed screenings. Health is participating in the Smiles for Kids program again this year to provide dental services to children who have no dental home or insurance. Health has referred eight (8) children to this program this year. Smile Keepers will soon start the second round of dental screenings and fluoride applications for the children in the classrooms. The Health Assistants & School Nurse are following up with all the children that need to be seen by the dentist, as well as assessing and following up with the children that are obese, overweight, and underweight. Unfortunately, this number has dramatically increased in the last two years.

Family and Community Partnerships Update:

The Policy Committee representatives that are on the Budget sub-committee have started meeting regularly. The By-laws sub-committee will meet in February. A new Vice-Chair and Secretary were elected at the January meeting. The Policy Committee and staff are always appreciative of representatives willing to share their time and talents in these ways.

Transition Services Update:

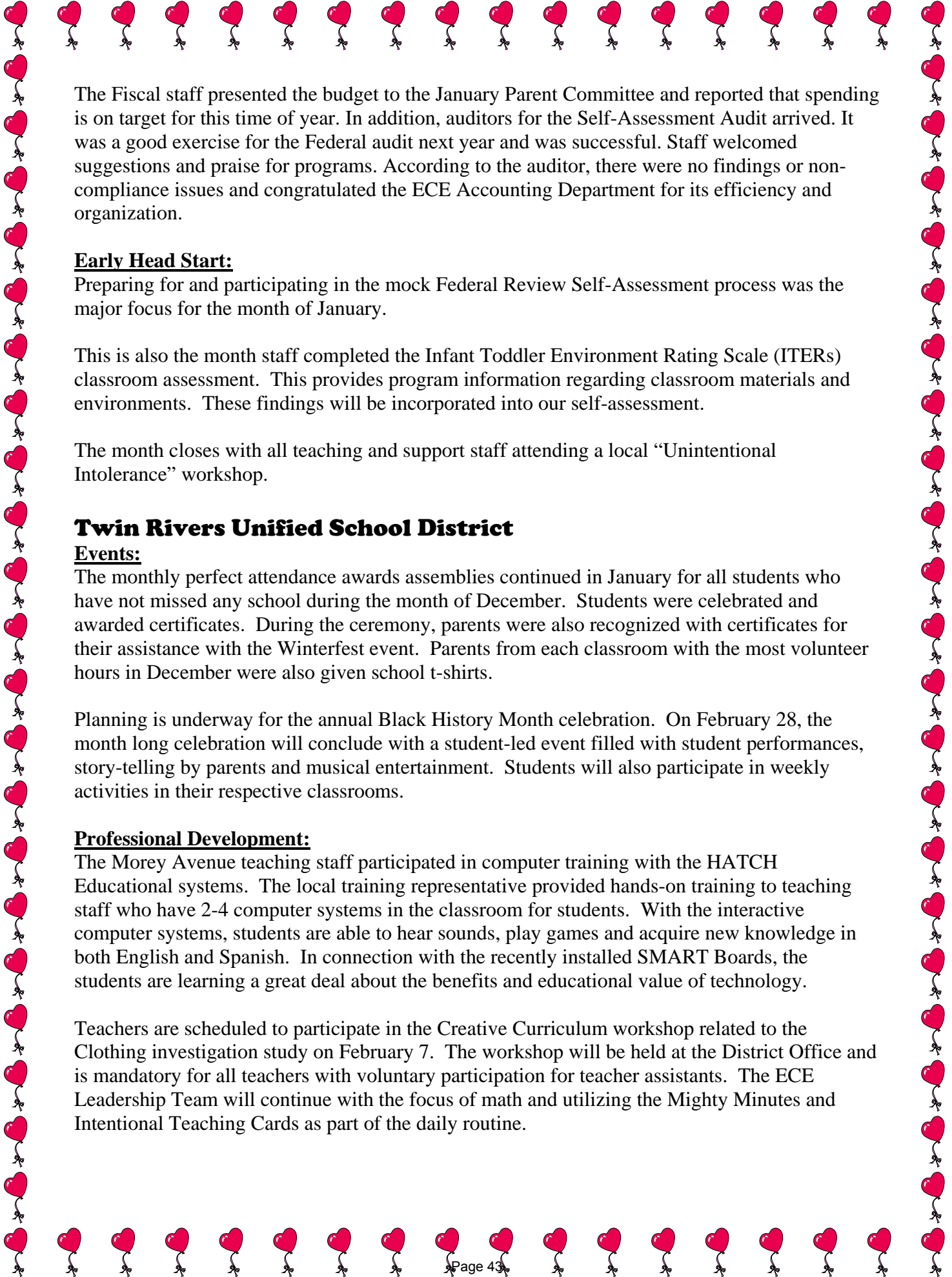
January is the month of Open Enrollment for Kindergarten. Staff have been busy assisting parents with information on the process. A letter was given to the parents on how to access the district website which has detailed information. Staff also discussed with parents on how to identify the home school within their boundaries. Transition meetings are being planned for the families and Kindergarten teachers will attend a preschool parent meeting and discuss kindergarten expectations, school uniform policies and homework procedures. Parent/Teacher conferences are also being planned at which time teachers will meet one-on-one with families and start the discussion on transitioning into kindergarten. This will be an ongoing discussion for the remainder of the year.

Program Support/Staff Training Update:

Teachers were trained on the CLASS dimension of Concept Development. This training focused on the strategies that promote analysis and reasoning; the creation of ideas through brainstorming, planning and implementing plans; the integration of ideas through connecting concepts to previous knowledge, and the connections to the real world when helping children understand a new concept.

Fiscal Update:

Meetings have been held with parents and staff in preparation for the renewal of the Head Start grant. New ideas are being discussed to best use the funding to support the parents and children in the program. It is a very collaborative process and input is received from all parties.



The Fiscal staff presented the budget to the January Parent Committee and reported that spending is on target for this time of year. In addition, auditors for the Self-Assessment Audit arrived. It was a good exercise for the Federal audit next year and was successful. Staff welcomed suggestions and praise for programs. According to the auditor, there were no findings or non-compliance issues and congratulated the ECE Accounting Department for its efficiency and organization.

Early Head Start:

Preparing for and participating in the mock Federal Review Self-Assessment process was the major focus for the month of January.

This is also the month staff completed the Infant Toddler Environment Rating Scale (ITERS) classroom assessment. This provides program information regarding classroom materials and environments. These findings will be incorporated into our self-assessment.

The month closes with all teaching and support staff attending a local “Unintentional Intolerance” workshop.

Twin Rivers Unified School District

Events:

The monthly perfect attendance awards assemblies continued in January for all students who have not missed any school during the month of December. Students were celebrated and awarded certificates. During the ceremony, parents were also recognized with certificates for their assistance with the Winterfest event. Parents from each classroom with the most volunteer hours in December were also given school t-shirts.

Planning is underway for the annual Black History Month celebration. On February 28, the month long celebration will conclude with a student-led event filled with student performances, story-telling by parents and musical entertainment. Students will also participate in weekly activities in their respective classrooms.

Professional Development:

The Morey Avenue teaching staff participated in computer training with the HATCH Educational systems. The local training representative provided hands-on training to teaching staff who have 2-4 computer systems in the classroom for students. With the interactive computer systems, students are able to hear sounds, play games and acquire new knowledge in both English and Spanish. In connection with the recently installed SMART Boards, the students are learning a great deal about the benefits and educational value of technology.

Teachers are scheduled to participate in the Creative Curriculum workshop related to the Clothing investigation study on February 7. The workshop will be held at the District Office and is mandatory for all teachers with voluntary participation for teacher assistants. The ECE Leadership Team will continue with the focus of math and utilizing the Mighty Minutes and Intentional Teaching Cards as part of the daily routine.



Components:

The substitute Health Assistant, Kelli Carrillo, continues to focus on the Nutrition duties. She works with the District Nurse and has received some training to follow-up on Nutrition duties and the nutritional needs of the students. The nutrition activities in the classrooms continue with a focus of healthy fruits and vegetables.

The Health Component Leader continues reviewing students' files for medical concerns and continues following up on students' needing additional documents. The Health Component leader is also working closely with the classroom teachers and Resource Teacher on the Safe Environment checklist to ensure all of the components of the monitoring tool are fully met. The School Social Worker/Counselor continues classroom observations to assist with intervention strategies and behavioral techniques for all classrooms. Student groups for social skills and behavioral interventions continue for our students referred by teachers and parents. The groups meet weekly with the Social Worker and continue working on skills needed to be successful in the classroom setting.

The new Community Liaison, Shelley Harris, came on board effective January 31. The previous Community Liaison left for maternity leave on February 1 so the Social Worker will continue assisting with the Family Partnership Process due to the staff shortage.

The newly hired Community Liaison will continue to meet with families to complete their Family Partnership Profiles and begin assessing their goals with the Family Partnership Agreement as well as providing resources and information. The Community Liaison and Social Worker also continue the plan and facilitate the monthly meetings in each of the Morey Avenue classrooms and at Oakdale.

The Speech and Language Pathologist (SLP) continues providing direct services to students needing speech therapy at both sites.

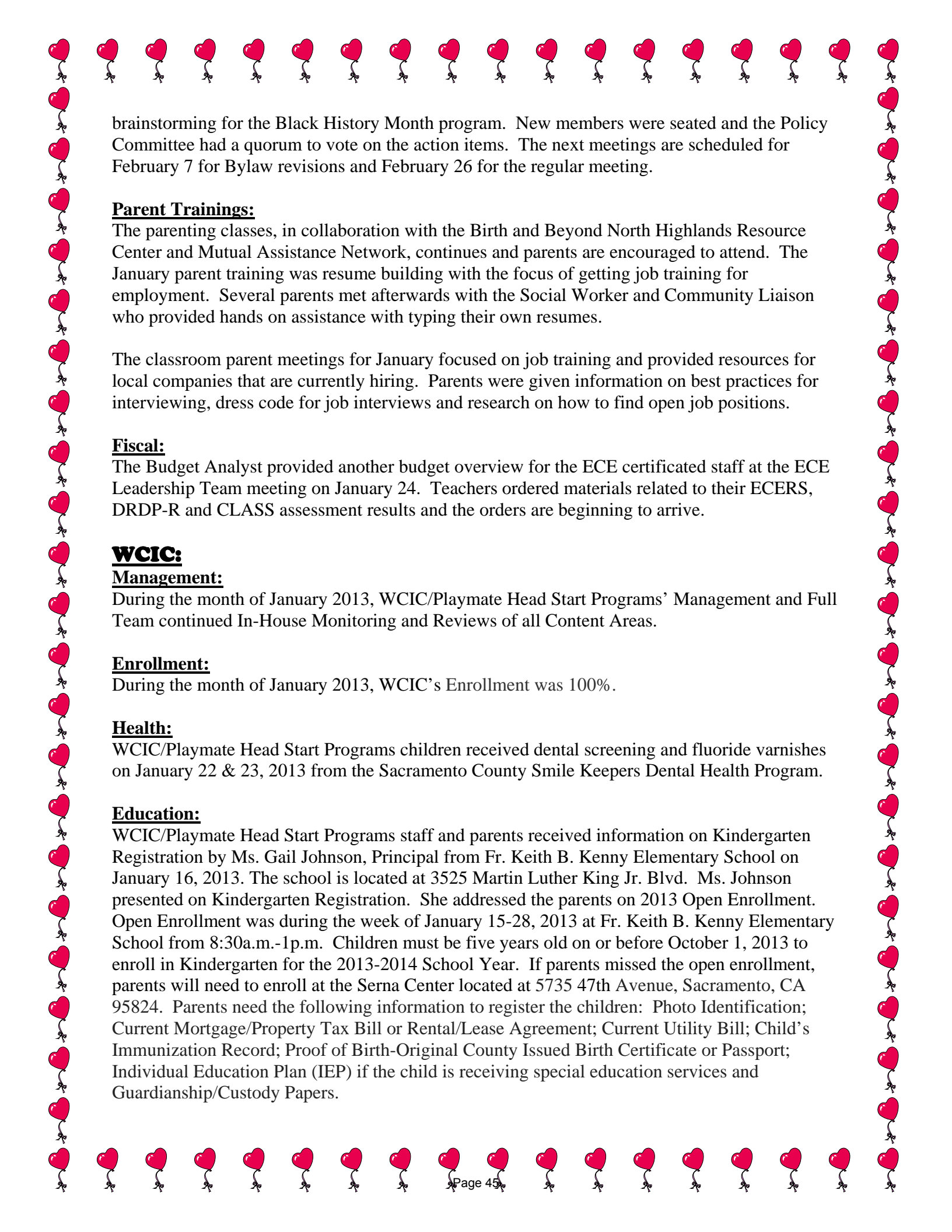
The Education Component Leader continues to support teaching staff with classroom observations and suggestions for improving classroom management skills and student engagement strategies. The school-wide action plans for the ECERS, CLASS and DRDP-R are being finalized and implemented.

The ERSEA component continues to meet with parents to fill any vacancies and both sites are fully enrolled with established wait lists. Planning for enrollment for 2013-2014 will begin in late February 2013.

The Program Design and Management component leader completed a draft of the ERSEA manual. A final review will be completed and the manual will be submitted to the PC for approval.

Policy and Parent Committees:

The Parent Committee meeting at Oakdale was held on January 22. The Policy Committee meeting was held on January 22. The agenda included a review of the monthly reports, the approval of the Social Worker and Community Liaison positions, selection of fundraiser and



brainstorming for the Black History Month program. New members were seated and the Policy Committee had a quorum to vote on the action items. The next meetings are scheduled for February 7 for Bylaw revisions and February 26 for the regular meeting.

Parent Trainings:

The parenting classes, in collaboration with the Birth and Beyond North Highlands Resource Center and Mutual Assistance Network, continues and parents are encouraged to attend. The January parent training was resume building with the focus of getting job training for employment. Several parents met afterwards with the Social Worker and Community Liaison who provided hands on assistance with typing their own resumes.

The classroom parent meetings for January focused on job training and provided resources for local companies that are currently hiring. Parents were given information on best practices for interviewing, dress code for job interviews and research on how to find open job positions.

Fiscal:

The Budget Analyst provided another budget overview for the ECE certificated staff at the ECE Leadership Team meeting on January 24. Teachers ordered materials related to their ECERS, DRDP-R and CLASS assessment results and the orders are beginning to arrive.

WCIC:

Management:

During the month of January 2013, WCIC/Playmate Head Start Programs' Management and Full Team continued In-House Monitoring and Reviews of all Content Areas.

Enrollment:

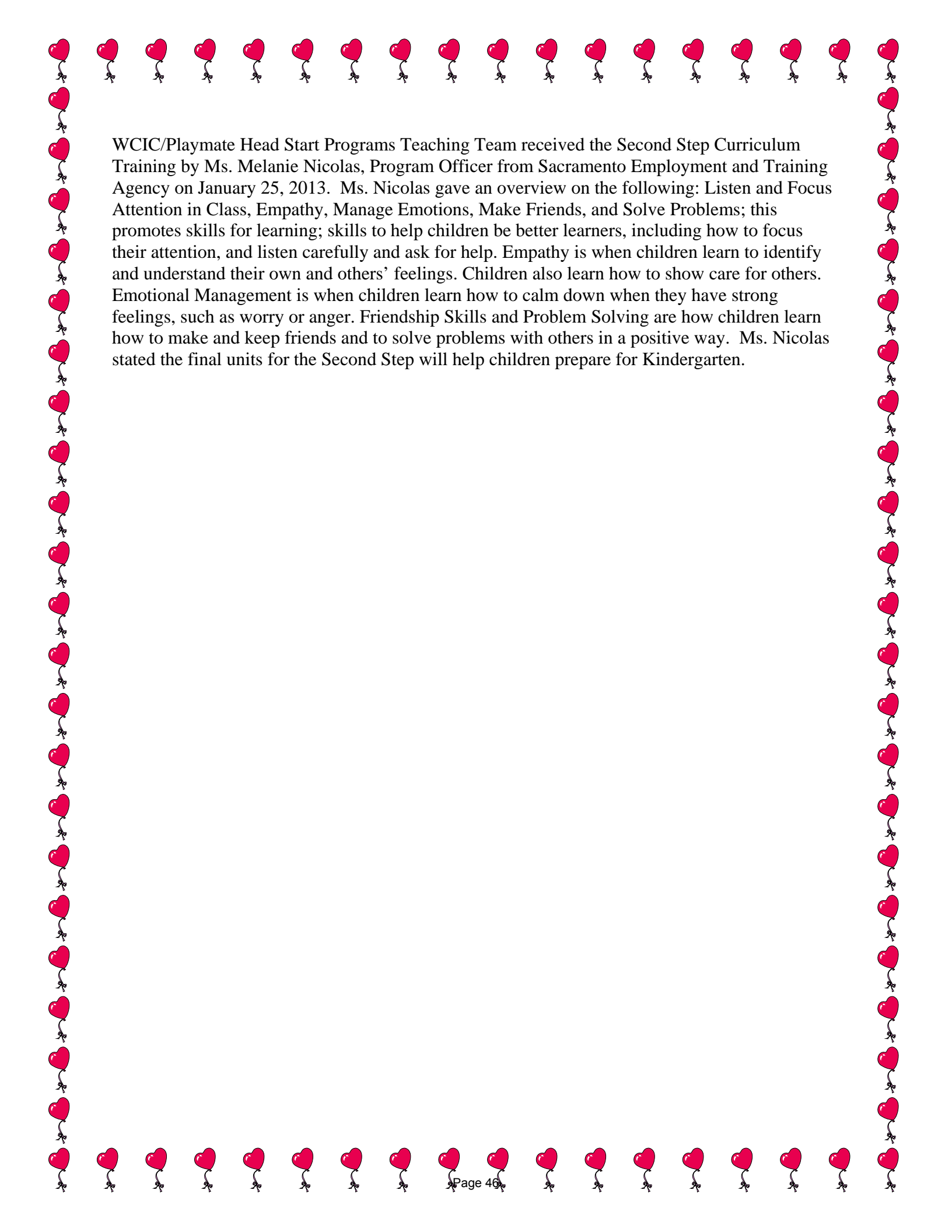
During the month of January 2013, WCIC's Enrollment was 100%.

Health:

WCIC/Playmate Head Start Programs children received dental screening and fluoride varnishes on January 22 & 23, 2013 from the Sacramento County Smile Keepers Dental Health Program.

Education:

WCIC/Playmate Head Start Programs staff and parents received information on Kindergarten Registration by Ms. Gail Johnson, Principal from Fr. Keith B. Kenny Elementary School on January 16, 2013. The school is located at 3525 Martin Luther King Jr. Blvd. Ms. Johnson presented on Kindergarten Registration. She addressed the parents on 2013 Open Enrollment. Open Enrollment was during the week of January 15-28, 2013 at Fr. Keith B. Kenny Elementary School from 8:30a.m.-1p.m. Children must be five years old on or before October 1, 2013 to enroll in Kindergarten for the 2013-2014 School Year. If parents missed the open enrollment, parents will need to enroll at the Serna Center located at 5735 47th Avenue, Sacramento, CA 95824. Parents need the following information to register the children: Photo Identification; Current Mortgage/Property Tax Bill or Rental/Lease Agreement; Current Utility Bill; Child's Immunization Record; Proof of Birth-Original County Issued Birth Certificate or Passport; Individual Education Plan (IEP) if the child is receiving special education services and Guardianship/Custody Papers.



WCIC/Playmate Head Start Programs Teaching Team received the Second Step Curriculum Training by Ms. Melanie Nicolas, Program Officer from Sacramento Employment and Training Agency on January 25, 2013. Ms. Nicolas gave an overview on the following: Listen and Focus Attention in Class, Empathy, Manage Emotions, Make Friends, and Solve Problems; this promotes skills for learning; skills to help children be better learners, including how to focus their attention, and listen carefully and ask for help. Empathy is when children learn to identify and understand their own and others' feelings. Children also learn how to show care for others. Emotional Management is when children learn how to calm down when they have strong feelings, such as worry or anger. Friendship Skills and Problem Solving are how children learn how to make and keep friends and to solve problems with others in a positive way. Ms. Nicolas stated the final units for the Second Step will help children prepare for Kindergarten.

Sacramento County Head Start/Early Head Start Delegate Monthly Enrollment Report

January, 2013

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Elk Grove USD	420	420	100	353	84
Sacramento City USD	1,292	1,302	101	1,077	83
SETA	1,880 (2,796)	1,918	102	1,493	79
San Juan USD	700	702	100	547	78
Twin Rivers USD	211	211	100	177	84
WCIC/Playmate Head Start	120	120	100	93	78

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance	(c) % Attend. to Funded
Sacramento City USD	147	147	100	84	57
SETA	345	349	101	235	68
San Juan USD	161	169	105	97	60

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 days allowable period.
- (b) If enrollment is less than 100%, agency must include corrective plan of action.
- (c) Attendance on the last day of month

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 1/31/13)

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 (211)	21	(10%)	N/A	
Elk Grove USD (420)	48	(11%)	N/A	
Sacramento City USD (1292)(147)	133	(10%)	14	(10%)
San Juan USD (700) (161)	86	(12%)	9	(6%)
WCIC (120)	8	(7%)	N/A	
SETA (2796) (345) (1878 Tracks)	152	(8%)	44	(13%)
County (4621)* (653)*	448	(10%)	67	(10%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SETA Head Start

Food Service Operations Monthly Report

*January 2013

January 1st - Holiday - Happy New Year!

January 7th - Fruitridge Center Closed due to lack of heat

January 7th, 8th & 9th - Some of North Avenue Classes closed due to lack of heat

January 8th - Crossroads Center closed due to lack of water.

January 21st - Holiday - Martin Luther King Day

January 23rd - Some of North Avenue Classes closed due to lack of heat

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
42,388	25,130	29,168	260

Total Amount of Meals and Snacks Prepared **96,946**

Purchases:

Food	\$73,643.81
Non - Food	\$15,197.37

Building Maintenance and Repair:	\$2,370.02
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Kitchen Small Wares and Equipment:	\$0.00
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Vehicle Maintenance and Repair :	\$2,274.27
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Vehicle Gas / Fuel:	\$1,843.09
Normal Delivery Days	21

ITEM VI-OTHER REPORTS (continued)

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

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