

GOVERNING BOARD

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County of Sacramento

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Executive Director

DENISE LEE
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Thought of the day: "When you contribute to others, no matter how small your talent, you expand your soul. The greatest measure of success is service to others."

Esteemed Human Development

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

DATE: Tuesday, March 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.

AGENDA

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- A. Executive Director's Report
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- C. Chair's Report
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VI. Training

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

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, MARCH 21, 2013

Policy Council meeting hosted by:
 Nse Akang (Chair), Mayra Partida (Vice Chair), Benjamin Bailey (Secretary),
 Annette Duran (Treasurer), Vacant (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
- _____ Annette Duran, WCIC/Playmate Child Development Center
- _____ Sandres Germany, WCIC/Playmate Child Development Center
- _____ Teresa Jay, SETA-Operated Program
- _____ Iyshiah Lacey, 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
- _____ Jonathan White, Community Advocating Male Participation

Members to be Seated:

- _____ Kirsten Potter, Elk Grove Unified School District

Seats Vacant:

- _____ Vacant (Morgan), Twin Rivers Unified School District
- _____ Vacant (Nelson), SETA-Operated Program
- _____ Vacant (Yang), Early Head Start (Sac. City)
- _____ Vacant (Aguilar), Early Head Start (San Juan)
- _____ Vacant (Gill), Past Parent Representative
- _____ Vacant (Canto), Home Base Option
- _____ Vacant (Florez), Early Head Start (SOP)
- _____ Vacant (Juarez), Child Health & Disability Prevention Program
- _____ Vacant (Roberson), Birth & Beyond Family Resource Centers

**** 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	X									
B. Bailey Seated 12/20	SAC		X	X	X									
V. Billoups Seated 11/27	ELK	X	X	X	U									
A. Calderon Seated 11/27	EHS/HB SETA	X	X	X	X									
A. Duran Seated 11/27	WCIC	X	X	X	X									
S. Durham Seated 12/20	SAC		X	X	X									
T. Espinoza Seated 11/27	HB	X	X	X	X									
S. Germany Seated 11/27	WCIC	X	X	X	E									
T. Jay Seated 11/27	SOP	X	X	X	X									
I. Lacey Seated 11/27	SOP	X	X	X	X									
M. Morgan e/b/s 11/27; seated 1/22/13	TR	E	U	X	U									
M. Partida Seated 11/27	SOP	X	X	X	X									
K. Potter s/b/s 2/26	ELK				E									
S. Proteau s/b/s 11/27; seated 12/20	SJ	E	X	X	X									
D. Rios-Farias Seated 11/27	SAC	X	X	X	E									
G. Roberson Seated 11/27	GR	X	E	E	E									
M. Tate Seated 12/20	SOP		X	X	X									
J. White Seated 2/26	MIV				X									

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
C. Wilson Seated 11/27	TR	X	X	X	X									
L. Windham Seated 11/27	SOP	X	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 2/21/13

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 26, 2013 REGULAR
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the February 26, 2013 meeting.

RECOMMENDATION:

That the Policy Council approve the February 26 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, February 26, 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 9:03 a.m. Ms. lyshiah Lacey read the Thought of the Day. The Pledge of Allegiance was recited. Mr. Benjamin Bailey called the roll.

Members Present:

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
Annette Duran, WCIC
lyshiah Lacey, SETA-Operated Program
Teresa Jay, SETA-Operated Program
Mayra Partida, SETA-Operated Program
LaTasha Windham, SETA-Operated Program
Marshaun Tate, SETA-Operated Program (arrived at 9:15 a.m.)
Ana Calderon, Early Head Start (SETA)
Toni Espinoza, Home Base Option
Nse Akang, Foster Parent Representative

Members Absent:

Victoria Billoups, Elk Grove Unified School District (unexcused)
Dominique Rios-Farias, Sacramento City Unified School District (unexcused)
Melissa Morgan, Twin Rivers Unified School District (unexcused)
Gina Roberson, Birth & Beyond Family Resource Centers (excused)
Sandres Germany, WCIC (excused)

New Member Seated:

Jonathan White, Male Involvement Committee (arrived at 9:30 a.m.)

New Members Not Present:

Kirsten Potter, Elk Grove Unified School District (excused)

II. Consent Item

- A. Approval of the Minutes of the January 22, 2013 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Duran, second/Lacey, to approve the January 22, 2013 minutes.
Show of hands vote: Aye: 11, Nay: 0, Abstentions: 1 (Akang)

III. Action Items

A. Election of Treasurer and Parliamentarian for Program Year 2012-2013

Ms. Marie Desha reviewed the board item and explained why the error occurred.
Mr. Akang thanked Ms. Desha for the explanation of the oversight.

Ms. Annette Duran expressed interest in serving as Treasurer.

Moved/Bailey, second/Espinoza, to ratify the election of Ms. Annette Duran as Treasurer for the Policy Council.

Vote: Aye: 12, Nay: 0, Abstentions: 1 (Akang)

Mr. Akang asked for those interested in serving as Parliamentarian; no one expressed interest so this seat will remain vacant.

B. Election of the Maternal, Child and Adolescent Health Advisory Board Representative and Alternate

Mr. Akang reviewed the board item. Mr. Akang asked for those interested in serving on this committee.

- * Ishiyah Lacey
- * Ana Calderon

Vote:

Ishiyah: 4

Ana: 8

Moved/Tate, second/Duran, to ratify the election of Ana Calderon as Representative and Ishiyah Lacey as Alternate on the Maternal Child and Adolescent Health Board.
Show of hands vote: Aye: 12, Nay: 0, Abstentions: 1

Mr. Akang acknowledged Mr. Kevin Windham, in the audience. Mr. Windham is Ms. LaTasha Windham's husband.

Mr. Jonathan White, Male Involvement Committee Representative, was welcomed and seated as a board member at 9:30 a.m.

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

The board went into closed session at 9:35 a.m. Mr. Akang called the meeting back to order at 9:50 a.m. and reported out of closed session that the Policy Council approved the Eligibility List for: Children and Family Services Support Services Program Officer; Head Start Education Specialist (Supervisory); and Head Start Teacher.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Mr. Akang noted that the next Health Services Advisory Committee meeting will be held on Wednesday, February 27, in the Sequoia Room. The March 1, 2013 Budget/Planning Committee meeting has been canceled. All other events are as scheduled.
- Parent/Family Support Unit Events and Activities: No questions.
- Parent/Staff Recognitions: None.
- California Head Start (CHSA) Parent Conference Report: No questions.
- Community Resources-Parents/Staff: Mr. Akang reminded board members of the Know your Rights meeting scheduled for February 27. The first 30 people that RSVP get a free consultation with an attorney.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roy Kim reviewed the most current report which includes the six months ending January 31. The administrative costs are under 10% which is less than is less than allowed. The current non-federal share is 22%, although the actual is probably 26% due to a one-month time lag in reporting. Through the first six months, the budget is about 50% spent. Staff continues to be mindful that the expenditures remain on track.

Mr. Bailey inquired what happened to Mr. Bartlett and Mr. Kim reported that Mr. Bartlett resigned from the agency; there is currently recruitment for the position.

Ms. Lacey encouraged Policy Council members to read Mr. Steadman Graham's report which is included in the CHSA report; it is very life changing.

- B. Governing Board Minutes of December 6, 2012: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Mayra Partida read the Executive Committee critique.
- B. Budget/Planning Committee: Mr. Bailey reviewed the most recent meeting. Ms. Lacey stated that there will be a number of changes to the budget due to some of the upcoming congressional changes.
- C. Personnel/Bylaws Committee: Ms. Partida reported that committee members reviewed the PC bylaws. Board members were asked to review the bylaws and provide input as to what should be changed. The next meeting will be March 22.
- D. Health Services Advisory Committee Report: Ms. Partida reported that this meeting will be tomorrow; it was rescheduled from last week.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick reported that at the last meeting, she mentioned staff would be available to give a presentation of the SETA web site and show board members the opportunities available to job seekers and how Head Start and Sacramento Works. This presentation will be given in March, May or June. Secondly, Ms. Kossick spoke of the upcoming sequestration. Staff is working with all of our federal programs to address what the possible effects will be on the Agency. There are different options being reviewed depending on the cuts. Currently, the cut appears to be around 5% and staff does not yet know when the cuts will happen. Staff is addressing it internally. Perhaps next month there will be a better report.
- B. Head Start Deputy Director's Report: Ms. Lee reported that the review report will be done later. Ms. Lee encouraged board member participation in the Budget/ Planning Committee meetings planned for March 8 or March 15. This meeting may be longer than normal, going until 11:00 a.m.

If the sequestration cuts come, it will affect the budget for next year, not this year. For SETA, It will affect the entire agency, not just Head Start.

Staff is working on a brief summary of the results from the self-assessment. Management is working to develop a way to deal with the issues. This will be presented in full detail.

- C. Head Start Managers' Reports
- ✓ Brenda Campos: Grantee Program Support Services: No report.
 - ✓ Lisa Carr: Parent/Family Support Unit: Ms. Carr reminded board members that the Budget/Planning Committee will be presented with the Training/Technical Assistance budget. Board members were asked to provide ideas for trainings to Ms. Desha. Staff is very open to the type of training that could be provided to parents. This is the third week of the parent training on the social/emotional foundation being offered in the evening. It is hoped that this training will be opened it up to more parents in the coming year. There is an upcoming workshop for people that are here illegally; all of the sites should have received a flyer. An immigration lawyer will be here Thursday evening, and will be answering questions.
- D. Chair's Report: Mr. Akang asked board members to call and schedule times to pick up meeting reimbursements. Board members are asked to call Ms. LaShaun Burke at 263-3878 and Ms. Nancy Hogan at 263-3827. Board members are asked to get their meeting ticket because in the future, there will be a parent incentive prize given out to parents that attend the most meetings.
- E. Open Discussion and Comments: Mr. Tate thanked the Head Start staff that attended the CHSA meeting and is looking forward to hearing back from those that attended.

Mr. Bailey thought participating in the Program Officer interviews was a great experience. If board members are called to participate in the personnel process, he definitely encourages participation.

F. Public Participation: None.

C. Head Start Managers' Reports

- ✓ Karen Gonzales: Child Development & Education Services
- ⇨ School Readiness: Ms. Alicia Barron

Ms. Alicia Barron spoke of the A Parent's Guide to School Readiness and how it is being implemented in the child care centers.

VII. **Adjournment:** The meeting was adjourned at 10:50 a.m.

ITEM III-A – ACTION

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT
IN HEAD START

BACKGROUND:

It is required on annual basis for the Policy Council to review and approve the Countywide Selection Criteria for Head Start programs. There have been no updates to the Selection Criteria since the board's last review/approval in 2012.

The Selection Criteria for Sacramento County Head Start meets all requirements contained in 45 CFR 1305 Eligibility, Recruitment, Selection, Enrollment and Attendance and updated guidelines in accordance with the Head Start Act of 2008.

A copy of the Selection Criteria is included in this packet.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approves the Head Start Selection Criteria for Sacramento County as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

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

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

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

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

Head Start Staff Signature

Date

Child's Name

Date of Birth

Date of Application

Status Enrolled Date Enrolled: _____ Waiting List

ITEM III-B – ACTION

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT
IN EARLY HEAD START

BACKGROUND:

It is required on annual basis for the Policy Council to review and approve the Countywide Selection Criteria Early Head Start programs. There have been no updates to the Selection Criteria since the board's last review/approval in 2012.

The Selection Criteria for Sacramento County Early Head Start meets all requirements contained in 45 CFR 1305 Eligibility, Recruitment, Selection, Enrollment and Attendance and updated guidelines in accordance with the Head Start Act of 2008.

A copy of the Selection Criteria is included in this packet.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approves the Early Head Start Selection Criteria for Sacramento County as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

EARLY HEAD START SELECTION CRITERIA: SACRAMENTO COUNTY

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

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

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

- For #8 – 15, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child’s age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

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

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

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

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

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

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

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

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

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

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

10. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age. _____
11. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age. _____
12. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
13. Pregnant woman/parent/guardian under 22 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary). _____
14. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
15. Pregnant woman/parent/guardian under 22 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary). _____
16. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
17. Pregnant woman/parent/guardian over 21 years of age with a child birth to 12 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary). _____
18. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
19. Pregnant woman/parent/guardian over 21 years of age with a child 13 to 36 months of age who exceeds Federal Income Guidelines with no cap (waiver necessary). _____

Head Start Staff Signature

Date

Child's Name

Date of Birth

Status:

Enrolled Date Enrolled: _____

Waiting List

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 (attached)
 - Parent/Family Support Unit Events and Activities – Mr. Nse Akang (attached)
 - California Head Start Association Report – Mr. Nse Akang (attached)
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roy Kim

NOTES:

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee Meeting	Thursday, March 21, 2013 9:00 a.m. Olympus Room
PC/PAC Personnel/Bylaws Committee	Friday, March 22, 2013 1:00 p.m. Olympus Room
Male Involvement Committee	Wednesday, March 27, 2013 10:00 a.m. – 11:30 a.m. Olympus Room
PC/PAC Budget/Planning Committee Meeting	Thursday, March 28, 2013 9:00 a.m. Redwood Room
PC Executive Committee Meeting	Thursday, March 28, 2013 10:30 a.m. Board Room
Countywide Parent Conference Planning Meeting	Thursday, March 28, 2013 9:00 – 11:00 a.m. Olympus Room
Countywide Parent Conference Planning Meeting	Thursday, April 11, 2013 9:00 a.m. Olympus Room
Social/Hospitality Committee	Friday, April 12, 2013 9:00 a.m. Olympus Room
Community Partnership Advisory Committee Meeting	Thursday, April 18, 2013 9:00 – 10:30 a.m. Redwood Room
County-wide Parent Conference	Saturday, April 20, 2013 9:00 a.m.-3:00 p.m. Charles A. Jones Skills & Business Ctr. 5451 Lemon Hill Ave. Sacramento, CA
County-wide Parent Leadership Institute	Date/location soon to be announced.

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

<u>EVENT</u>	<u>DATE</u>
Male Involvement Committee	Wednesday, March 27, 2013 10:00 a.m. – 11:30 a.m. Olympus Room
Countywide Parent Conference Planning Meeting	Thursday, March 28, 2013 9:00 – 11:00 a.m. Olympus Room
County-wide Parent Conference	Saturday, April 20, 2013 9:00 a.m.-3:00 p.m. Charles A. Jones Skills & Business Ctr. 5451 Lemon Hill Ave. Sacramento, CA
County-wide Parent Leadership Institute	Date/location soon to be announced.

California Head Start Association Conference February 3-5, 2013

By: Mayra Partida, PC Vice Chair/PAC Parliamentarian

Stedman Graham was the keynote speaker; he gave a speech about parent engagement. As a parent, one has to be committed, involved and dedicated. These qualities are important as well as being active, focused and conscious. We cannot continue to do the same routine since, "99% of us are doing nothing." Most of us are followers instead of leaders. There are socially constructed boxes, and we shouldn't let ourselves become a label. Mr. Graham went on to mention that when he was 13 years old, he mentioned to Mr. T.A. (a local store owner in his hometown), "I'm going to go to college." Mr. T.A. responded, "Son you are not going to go to college. Your family is too stupid and you are too dumb." Mr. Graham made it his personal goal, to become somebody and he did not let this ignorant statement dissuade him of his goals. Do not let anyone define you. As he mentioned jokingly, we probably defined him as "Oprah's man". We shouldn't let these labels bring us down nor define who we are. He believes Karma. We should put out success in order for it to come back to us. It's imperative that we read and keep ourselves informed. We as parents need to find our purpose, skills, passion and talents to become leaders, not only in our home but in our society. Mr. Graham shared his compelling story with humility but also sparked in me the idea that I should achieve my dreams and become successful. His speech was enlightening and empowering, a speech I dearly needed to motivate me.

Making It All Come True: How to Write Goals that Lead to Success by Patricia Anderson, PHD

After hearing Mr. Graham's motivational speech, I decided to take this workshop in order to pursue my personal goals. In order to make things come true, we have to first identify the problem. It is important to know where you want to go. This workshop was geared more for staff than parents but I got important information that I can apply to making realistic goals. There are six steps that can help you to realize achievable goals.

1. Build a working relationship (equal status between parents and staff)
2. Choose actionable goals (important to the family)
3. Break big goals into small bites (Make a To Do list)
4. Decide what by whom and when (plot, short time-lines)
5. Measure accomplishments (Track and report progress)
6. Review, Regroup, Reset (Ask questions on what happened/Set up a new goal)

If a goal doesn't work, it's not your fault. It's the goal's fault. Questions to ask yourself are, did this goal address immediate concerns? Was the method workable? Was the time-line too short/long? Did something extraordinary derail things? Only you can answer these questions and work them out. Once you do these six steps then you can start working on your goals, whether personal, academic or professional. Goals can become true once they are actionable and broken down into smaller goals.

Decisiones, Decisiones, Decisiones-Padres y su Participación en Haciendo Decisiones en el Concilio de Normas de Head Start Por Raquel Puyo

This particular workshop was offered in Spanish and I was interested in learning how to take an active role as Vice Chair in the Policy Council. This workshop was geared towards parents interested in becoming a board member. Most of the information that was shared with us, re- enforced what Ms. Desha had already taught us. The policy council bylaws are based on Robert's Rules of Order. In order to establish a quorum we must have at least 51% of parents present in order to conduct any action item on the agenda. Attendance is important and if you miss a total of three meetings in a year whether excused or unexcused you will receive a letter of removal. If you miss two meetings in a row and they are both unexcused absences and you will receive a removal letter. Then there is a process of possibly coming back to the PC if you write a letter to the Chair explaining your situation. You then have to be re-elected by the center and the decision is ultimately up to the board. During closed session, the Chair must ask the public participants to step out while the board conducts business. Most importantly, whatever is discussed during closed session must stay in closed session. Even if a fellow board member comes in late/misses the closed session, we cannot diverge anything that was discussed during closed session.

Introduction to Play-based Parenting: A learning workshop for all by Matthew Andrews, PHD

This workshop was interesting and interactive. Dr. Matthews gave some real good advice about parenting. He asked us various questions which made us think of how important play is. What are the benefits of playing? It sets up rules, norms, models, strengthens relationships and establishes a support system. We live in a technology driven society. Have we lost play? Technology is play's biggest enemy. On the average, children watch 6 hours of television a day. Television should not be used as daycare. Dr. Andrews challenges us parents to play with our children 15 minutes a day. Now we as parents can give excuses; like we are busy, we have to do chores, or we are tired but, we can make time. It is crucial for our children to learn how to play because it optimizes lifelong learning. We can take our normal routine, like bath time and make it engaging. Make play a part of your everyday routine. Do not do chores, answer the phone/emails or run errands while playing.

Observe your child and look for their interests, abilities, and tendencies on how your child interacts in everyday life. Support your child to develop interests and skills. Don't be too structured. This will help build your child's foundation for a better life. Lastly, model the best person you can be. Take the challenge and do this daily. There will be challenges and stresses but have a strategy to stay motivated.

We played several games during this workshop but there is a particular one that stood out to me. He asked raise your hands to answer the question, why is play important? He then said those who raised their hands couldn't answer the question. This was a more interactive way to ask a question and it works. This technique is called "The Trickster". It keeps things interesting. I like how you can apply this concept to your everyday routine, all the while your child gets entertained.

Communicating with Skill and Heart: How to Effectively & Lovingly Communicate with Your Child
by Betina Steiger and Sheri Marinovich

This workshop taught me that sometimes it's not what we hear but our actions are the main way we communicate. As parents we take on several roles like a driver, caregiver, cook, maid, nurse, teacher and advocate. With each role there comes expectation, which in turn create challenges. The reality is we cannot fulfill all roles in one day. How do these challenges affect your communication with your child? Identify triggers who, what, where, when, why, how. Be proactive and deal with stress. It is also important to teach your children to be in touch with their feelings and communicate them. Establish a foundation of trust. Match your communication as the child develops their social -emotional skills. Remember, the goal of discipline is not to control children and make them obey but rather give them the skills for making decisions. Which in turn, they will gradually gain self-control and be responsible for their own behavior.

Male Involvement Ambassador Program How to get Men involved
in Head Start/ Early Head Start Programs by Tom Grayson

Mr. Grayson had the most motivational workshop in the conference. He was energetic, knowledgeable and had a compassion for males to be involved in the lives of their children. He began by explaining that in his county, there is a male ambassador for each school site. There are six stages to becoming a father- friendly program.

1. Understand and appreciating father's vital contributions to healthy child development
2. Creating an environment where fathers feel welcomed and valued
3. Deciding what to do
4. Recruiting fathers
5. Operating the program

6. Sustaining the program

A good idea that he started in the centers was to buy a disposable camera for the male ambassadors. Father's take the camera back home and take pictures with their children while doing different activities. Then they put them up in the classroom. This re-enforces positive memories and inspires other fathers to do similar activities. Another good idea he introduced was to award the male ambassador with a certificate. It makes them feel good to be a part of not only their child's life but also the other children in the classroom too.

Overall, this conference was very informative and it inspired me to pursue my personal goals. I like how the workshops offered different views and tools to use new techniques when it comes to parenting. All of the different workshops that I took all stemmed back to "Riding the Wave of Excellence", the theme of the conference. It taught me how to write realistic goals, decision-making in the PC, how to use play based parenting tools, how to communicate effectively with my children and how to engage others by being involved.

I want to thank SETA Head Start and the board members for giving me this opportunity as I will apply what I learned from this conference and also share the information so that others too can be more engaged.

ITEM IV-B - INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The February 7, 2013 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, February 7, 2013
10:00 a.m.

I. Call to Order/Roll Call/Pledge of Allegiance: Supervisor Jimmie Yee called the meeting to order at 10:07 a.m.

⇒ Welcome of new board member: Councilmember Allen Warren was introduced and gave a brief review of his experience and interests.

⇒ Recognition of outgoing board member: Ms. Kossick reported that Councilmember Bonnie Pannell has served on the SETA Governing Board since 1998 and it has been a privilege to have her on the board. Ms. Pannell is a tireless fighter for her constituents. Ms. Pannell was presented with a plaque in appreciation of her years of service to SETA.

Members Present:

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

Member Absent:

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

II. Consent Items

- A. Minutes of the December 6, 2012 Regular Board Meeting
 - B. Approval of Claims and Warrants
 - C. Receive, Adopt and File Sacramento County Annual Investment Policy of the Pooled Investment Fund Calendar Year 2013
 - D. Approval to Submit Foundation Proposals and Accept Funds to Support the Safe Community Partnership and Authorize the SETA Executive Director to Execute the Sub grant Agreements, Modifications and any Other Documents Required by the Funding Sources
 - E. Approval of Resolution to Endorse the Next Economy Capital Region Prosperity Plan
- There were no questions or comments.

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

- A. Approve the December 6, 2012 minutes.
- B. Approve the claims and warrants for the period 11/29/12 through 1/30/13.

- C. Receive, adopt, and file this Investment Policy for the Pooled Investment Fund for the calendar year 2013.
- D. Approve the submission of proposals to and accept funds from Kaiser Community Benefits Foundation, The California Endowment and The California Wellness Foundation to support additional direct services for the Safe Community Partnership; and, authorize the SETA Executive Director to execute the subgrant agreements, modifications and any other documents required by the funding sources.
- E. Approve a Resolution endorsing the Next Economy Capital Region Prosperity Plan and direct staff to actively engage in the shaping and implementation of this plan so it may be integrated into planning and development activities to the extent it is compatible with the Mission and Vision of SETA.
Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Election of Officers of the Sacramento Employment and Training Agency Governing Board to Complete the Remaining Term of Current Officers

Mr. Larry Larsen stated that because Ms. Pannell was the former chair, the board needs to take action to appoint a new chair and potentially a new vice chair. If it is Mr. Yee, the board would also have to appoint a new vice chair.

Moved/Warren, second/Nottoli, to elect Supervisor Yee as Chair and Councilmember Schenirer as Vice Chair.
Voice Vote: Unanimous approval.

- 2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the Modification to the SETA Personnel Policies and Procedures: Addition of Section 11.16 Social Media Policy

Mr. Yee opened a public hearing.

Mr. Rod Nishi reviewed the social/media policy recommended to modify the personnel policies and procedures. There were several areas identified for minor proposed edits On March 7 the final version of the policy will be presented for final approval.

Moved/Nottoli, second/Warren, to receive input on the recommended modification, and continue to March 7, 2013, where the public hearing will be closed and the attached modification to the SETA Personnel Policies and Procedures: Addition of Section 11.16 Social Media Policy will be approved.
Voice Vote: Unanimous approval.

- 3. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2013 and Authorize the Executive Director to Sign the Agreement

Mr. Roy Kim reviewed this item which is requesting the third and final year to extend the audit services agreement with Gilbert and Associates.

Moved/Nottoli, second/Warren, to approve the extension of the agreement with Gilbert Associates, Inc., for audit services for the fiscal year ending June 30, 2013, in the amount of \$51,630, and authorize the Executive Director to sign the agreement.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant

1. Approval of Resolution to Accept Program Year 2013 Community Services Block Grant (CSBG) Funds and Authorize the SETA Executive Director to Sign the Agreement and any Amendments to the Agreement

Ms. Cindy Sherwood-Green reported that the final amount is expected to be around \$1 million. The Agency has not received an official notice of the final federal Community Services Block Grant award for 2013; the initial amount of \$449,549 has been authorized.

Moved/Nottoli, second/Warren, to approve a resolution to accept program Year 2013 CSBG funds, and authorize the Executive Director to sign the agreement and any amendments to the agreement.

Voice Vote: Unanimous approval.

2. Approval to Submit a Grant Application to Covered California for an Outreach and Education Program Grant

Ms. Cindy Sherwood-Green reported that Covered California released a Request for Proposals (RFP) on January 25, 2013, to solicit applications from interested organizations to participate in the Outreach and Education Program Grant. This board item requests approval to submit an application in the amount of \$1 million. In reply to a question regarding the source of the funds, Ms. Sherwood-Green replied that "Obama care" set up funds to make this grant available.

Mr. Larsen stated that the approval of this item is subject to ratification of the application on March 7.

Moved/Warren, second/Nottoli, to approve the submission of a grant application for up to \$1 million to Covered California to establish and implement a coordinated outreach and education program in Sacramento County over a two

year period. This approval is subject to ratification of the application at the March 7, 2013 Governing Board meeting.
Voice Vote: Unanimous approval.

C. CHILDREN AND FAMILY SERVICES

IV. Information Items

- A. Media Coverage Summary for the Period July 1, 2012 – December 31, 2012: No questions or comments.
- B. Summary of Provisions of Pension Reform Bill AB 340: No questions or comments.
- C. Summary of WIA Plan Process

Ms. Purdy stated that over the next several months, staff will be coming to the board with the draft five-year strategic plan and an RFP for dislocated and adult funds. Staff is working to align with the State WIA plan as well as the regional and local WIB plans. The RFP will take the Agency in a different direction. The career center system was developed in the mid-1990s when there were plenty of jobs and a shortage of workers. Staff is proposing changing system from a neighborhood based career center system; the Agency has been heavily invested in the system and it works to a certain extent. There is a need to put more money into areas to increase workers' skills. The Agency is working to align with Next Economy and with the California Workforce Investment Board's plan. The Agency is proposing to use more funds to move from career centers to a system that has comprehensive career centers and funds training centers that provide skills upgrade training and adult education training and training for clusters. The goal is to take underskilled and unemployed workers and work with adult education, apprenticeship and private post-secondary to focus on long-term training. Staff will be coming to the board on March 7 for approval to release an RFP. The funds will be from the WIA and the County Department of Human Assistance to do procurement for Sacramento Works training centers.

Ms. Robin Purdy has talked with the Site Supervisors regarding the possible change to the system; a good number of the centers are already in a position to be a training center. It would shift the services to focus on skill building rather than connecting people to jobs.

- D. Fiscal Monitoring Reports: No comments.
- E. Employer Success Stories and Activity Report: No comments.
- F. Dislocated Worker Update: Mr. William Walker reported that staff has been able to make contact with Hostess and have provided several orientations. The dislocated workers received \$60.00 for their severance package. Hostess is on the list of the state to receive funds.

Ms. Purdy stated that the Agency is anticipating receiving \$4.8 million to Sacramento area to deal with Comcast, Campbell's Soup, and Hostess dislocated workers. All of these people would be eligible to enroll in these retraining services.

- G. Unemployment Update/Press Release from the Employment Development Department: Mr. Warren asked if it was possible to get the data by district or ethnic group. Ms. Kossick will check with the state to see if they can 'shred' it down more specifically.
- H. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick welcomed Councilmember Warren to the board. Ms. Kossick acknowledged Supervisor Yee's birthday coming up on Sunday. Mr. Yee stated that it is also Chinese New Year. Ms. Kossick thanked Supervisors Yee and Nottoli for participating in the Head Start self assessment. In March, Ms. Denise Lee will provide a summary of recommendations presented by the review group. The final quote for Workers' Compensation insurance from AIG is almost \$100,000 less than was quoted in December. Ms. Kossick is requesting changing some board meetings in the future. Staff is working to set up a Governing Board meeting on April 29 to approve the Head Start grant application which is due on May 1. In addition, staff is asking to move the June 6 meeting which is funding for the RFP to June 20..
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (subdivision (a) of Section 54956.9)

CONNIE ARNOLD v. ELK GROVE UNIFIED SCHOOL DISTRICT, et al.
US District Court – Eastern District Case No. 2:12-CV-02431-MCE (GGH)

The board recessed to closed session at 11:23 a.m.

- VII. **Adjournment:** the meeting was adjourned at 11:29 a.m. with no report out of closed session.

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 March 26, 2013 Policy Council meeting.

GOOD!!!
Ms. Karen Gonzales and Ms. Alicia Barron for School Readiness presentation.
Ms. LaTasha Windham for CHSA Parent Conference report.
Thank you, Ms. Alma Hawkins, for your support.
Congratulations to Ms. Annette Duran, new Treasurer (WCIC/Playmate)
Thanks to Mr. Nse Akang, for great job facilitating meeting.
NEEDS IMPROVEMENT
Late members wait to be seated.
Please wait to be recognized by Chair before leaving seat.
No side barring.
Arrive on time.
Seated and ready for meeting by 8:50 a.m.
Absolutely no food allowed in the board room.
No electronic devices.

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.
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- 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)
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- 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
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-
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- 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

March 2013



SETA-Operated Program

Program Operations Unit:

Teachers have completed the second assessment of the year. This midpoint analysis of the Desired Results Developmental Profile allows teachers to see the patterns of growth for individual children as well as their classroom as a whole. It also provides the data to see what areas may need more attention so teachers can enhance their classrooms as well as make curriculum changes. Each teacher attended a workshop to analyze information gathered from these reports and to develop their action plan. Upcoming home visits and parent conferences will be opportunities for families and teachers to use this information to work together on goals and strategies to promote further growth.

As staff continues their efforts to enhance the CSEFEL Teaching Pyramid strategies in the classrooms, teachers have been attending many training workshops. All SETA teaching staff went through the Module 1- Part B training that looks at providing routines, visual schedules and efficient transitions. In addition, staff members participating in the intensive co-horts attended the "Going Deeper with the Teaching Pyramid" training. The impact of these high quality professional growth opportunities are becoming more and more evident in classrooms as teaching practices reflect newly learned strategies.

Program Support Services Unit:

Quality Assurance Unit - A comprehensive monitoring review of TRUSD was completed in February 5-13, 2013. A total of seven classes and 21 childrens' files were monitored through class observations, document reviews, site inspection, and staff and parent interviews. An exit meeting will be scheduled to discuss and share the results. WCIC was monitored in February 19-25, 2013; results are being summarized for submission and an exit meeting will be scheduled.

Self-Assessment Follow-Up - Content Coordinators for Education, Disabilities, Health, Nutrition and Safe Environments conducted site visits and follow-up on areas identified as out of compliance during the January 2013 Self-Assessment. Technical assistance activities included review of existing policy and procedures, document review and training.

Health Services Advisory Committee (HSAC) - Spring Meeting was held on February 27, 2013. Agenda items included program updates on Self-Assessment 2013 results, Asthma Awareness Training for parents through the Breathe California grant and, policy and procedure on use of non-alcohol-based hand sanitizers. Community partners also provided information to help address challenges faced by families in accessing medical and dental services due to changes resulting from the Affordable Care Act.

Countywide HS/EHS Home Base Meeting was held on February 8, 2013 with a speaker from Child Abuse Prevention Center of Sacramento on the topic of "Professional Boundaries". It was attended by over 40 home visitors from SCUSD, SJUSD and SETA-Operated Program.

Family Partnership Unit:

The Family Engagement Unit has been busy working with parents around school readiness activities. The Male Involvement Program has been hosting a series of *Daddy and Me* breakfasts at the Head Start sites. Fathers or father surrogates have been invited to a breakfast hosted by the Head Start site and facilitated by Robert Silva. After enjoying breakfast with their child, Robert gives them a tour of the classroom, talks about what children learn in each learning section, and then they come back together to talk about the importance fathers have in a child's life. We also encourage fathers to take advantage of volunteer opportunities in the classroom.

A fourth training of the year will be held for School Readiness Aides. Parents have been volunteering to work in the classroom with small groups of children. Training takes place quarterly, and a curriculum guide goes out to parents and teachers outlining the activities to facilitate in the classroom. Many classrooms now have School Readiness Aides, and at least four of the parents have expressed an interest in pursuing a career in child development.

The fourth session of the parent CSEFEL (Center on Social Emotional Foundations in Early Learning) workshop is just concluding. In this cohort, parents are enrolled in a six-session workshop on how to promote social development and positive discipline in their family. The feedback has been great. Parents are saying that they are seeing real differences with their child's behavior both at home and in school.

Elk Grove Unified School District

Education Services Update:

The Staff in-service this month was held on February 15, 2013. Alicia Barron, SETA Education Coordinator, presented a Classroom Assessment Scoring System (CLASS) workshop highlighting the domain of classroom organization. Classroom organization focuses upon the importance of behavior management, creating routines, time on task, student engagement, and questioning techniques, to maximize student learning each day.

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 February was 87%.

Disabilities Services and Mental Health Services Update:

The 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 49 students with active IEPs being served which is eleven percent (11%) of the Head Start student population.

Health Services Update:

Program Educators are monitoring files and providing additional support to ensure that children in need of further dental treatment receive those services. Height and weight measurements for each child were completed by the para-educators for the second time this year. Program Educators are in the process of graphing each child's information and contacting parents with health concerns related to underweight and overweight issues.

In February, 242 meals were served to Head Start students.

Family and Community Partnerships Update:

"Latino Family Literacy" classes were held at Samuel Kennedy Elementary School on February 6, 13, 20, and 27. These classes provide Spanish speaking parents information and techniques for working with

their children in the area of literacy and provide strategies for establishing a reading routine in their home. An average of four families attended these classes.

“English Family Literacy” classes were held at Herman Leimbach Elementary School on February 1, 8, 15, and 22. These classes are meant to provide English speaking families with the same information, techniques and strategies as those provided in “Latino Family Literacy”. An average of three parents attended these classes.

“Positive Parenting” classes were held in Spanish at Charles Mack Elementary School on February 5, 12, 19, and 26, and in English at David Reese Elementary School on February 7, 14, 21, and 28. These classes teach parents positive approaches to discipline, stress management techniques, communication skills, and developmental milestones. An average of four parents attended the classes at Charles Mack and an average of two parents attended the classes at David Reese.

Recruitment:

The Head Start classes are fully enrolled. Each school has a waiting list and families are notified when space becomes available.

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allowed to have full enrollment by the end of June for the 2013-2014 school year.

Sacramento City Unified School District

Education:

Professional Learning for February focused on Social/Emotional development. The department’s social workers and resource teachers presented Module 2 of the CSEFEL Teaching Pyramid to teaching staff.

Social workers and resource teachers will be joining teaching staff from the full-inclusion classrooms to participate in three, all-day CSEFEL training sessions, presented at SETA.

CSEFEL Teaching Pyramid was also the topic of two Teacher Collaboration/Common Planning Time meetings which were facilitated by our social workers. The small group format of these meetings allows additional teacher interaction and mentoring.

Health and Nutrition:

Department nurses, Victoria Benson and Lisa Stevens, presented the SCUSD Child Development Department policy on “Non-Alcohol Based Hand Sanitizer Use for Preschoolers” at the Health Advisory Committee meeting held on February 27. The presentation was done at the request of SETA. SETA recently adopted the SCUSD version regarding the use of non-alcohol sanitizer for Head Start preschoolers as their official policy and procedure.

Child Development nurse, Espie Millendez, collected dental follow-up information and data on Head Start preschoolers to share with Smile Keepers. She is in the process of collecting data on dental assessment scores from the Dental Varnish Clinics held this fall.

The three nurses have been busy preparing for the SETA audit, which will take place March 4th – 22nd. School nurse, Victoria Benson reports that the LVN students mentored within SCUSD Child Development Department, graduated from CAJ Skills Center on February 8. She, along with her daughter, attended the graduation ceremony that evening at CAJ Skills Center. SCUSD’s, Child Development Department was acknowledged in appreciation for mentoring several of their LVN students this year.

Mental Health:

Social workers, Valerie Willover, David Aleman, and John Perez, continued monthly evening parent education workshops at the Capital City Family Education Center. The last workshop, "Positive Solutions for Families," was February 21. A new series of workshops began on February 7, and are offered at Hiram Johnson Family Education Center for the eastern sites.

Social Workers are providing coaching for selected teachers on the CSEFEL Pyramid model.

Family and Community Partnerships:

Social workers completed self-assessment processes for Family and Community Partnerships and Mental Health service areas.

Governance:

Three Policy Committee representatives reported on their two-day attendance at the California Head Start Association Family Engagement Conference held in San Diego. The parents enjoyed the experience, and gained useful information that they were able to implement immediately.

Parent Education:

Social Workers have begun a second series of CSEFEL workshops for parents, titled, "Positive Solutions for Families". These workshops are a four-week series. The workshops are held once per month; Wednesday evenings for English speaking families, and Thursday evenings for Spanish speaking families. Families are provided a light meal and childcare during their workshop.

San Juan Unified School District

Education Services Update:

The Houghton Mifflin theme, Construction Zone, was the focus for February. Children explored buildings, construction zones, and building materials. Children reviewed the letters Ff, Aa, Zz, and learning the letters Bb, Mm, and Rr. Students explored creating patterns, and will transition to linear patterns. The second Desired Results Developmental Profile assessments are complete. Teachers will be involved in data analysis by early March. This process includes the creation of activities designed to promote growth for each individual student as well as whole class activities in the domain of social, emotional, cognitive and physical growth.

Disabilities Services Update:

A variety of activities and materials were introduced to students with a focus on vocabulary, fine motor skills and social interaction with other children and adults within the classroom and the community. Field trips to local businesses were taken to reinforce the concept of community. Teachers had the opportunity to work with the resources team to plan activities that support the students within their individualized sessions.

Identified in the Federal Review report were transition plans. The team will be reviewing current transition plans and will modify as recommended by the report in preparation for the 2014 Federal Review.

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/mental health referral information. MHT continues to provide Limit Setting workshops for parents and staff throughout program.

Nutrition Services Update:

In 2011-2012 we had 117 children \geq BMI and 228 children \geq 85%. Thus far, the 2012-2013 school year data shows this has decreased to: 31 children \geq 95% BMI and 58 children \geq 85%. The probable cause is due to increased activities, healthier eating, and watching portion sizes. The families are provided training during parent meetings and discussions with the children in the classroom during meals and with other classroom activities.

Health Services Update:

Health is screening one day a week in the centralized screening room, as traveling out to classroom sites to complete or reattempt needed screenings. Health participated in the Smiles for Kids program again this year that provide dental services to children who have no dental home or insurance. Eight children were referred to the program this year. Smile Keepers has begun the second round of dental screenings and fluoride applications for the children in the classrooms. The School Nurse & Health Assistants are following up with all the children that need to be seen by the dentist. The School Nurse & Health Assistants are following up with the children that are obese, overweight, and underweight.

Family and Community Partnerships Update:

The Policy Committee's Budget/Grant subcommittee finished its work in early February culminating in the approval of the budget/grant at the February 14 meeting. In addition, two representatives were active in helping to make recommendations for employment positions. A representative from Howe Ave. School sat on an interview panel for the Director of Early Elementary Programs position. A representative from Garfield School sat on a panel for a registration position. As always, these extra efforts of time and effort by representatives are greatly appreciated.

Transition Services Update:

February was the month of completing the second DRDP data collection. The teachers will use this data to determine individualization and small group activities in order to plan accordingly for kindergarten readiness. Kindergarten registration also began this month and parents are given the information how to register and documents that are needed for enrollment. Summer Camp is in its early phase of implementation and teachers are asked to identify which children would benefit from the program. With approximately three months left in the school year, teachers are working closely with parents to help ensure readiness for our kindergarten bound students.

Program Support/Staff Training Update:

Teachers and assistants were trained on the CLASS dimension of Quality of Feedback. The topic covered feedback loops where children are engaged around the topic of their work, with teachers responding thoughtfully to their ideas in order to prompt further persistence in the learning activity. Teachers also received a Review of Unit Two: Emotional Management in the Second Step training. This training was coupled with a workshop on adult interactions, empathy and team building through communication.

Fiscal Update:

The Head Start grant for 2013-14 has been completed. Program changes have been made in Head Start & Early Head Start to keep both budgets in balance. With programmatic restructuring, San Juan Head Start & Early Head Start are still able to serve the number of children that have been allotted. In order to remain fiscally solvent, all purchasing is done with careful consideration.

Early Head Start:

The staff attended an inspirational training by Dr. Steve L. Robbins, titled Unintentional Intolerance. The staff were moved to reflect on their own actions and what unintended consequences they may have on others. This training has prompted many rich discussions.

The end of the second child assessment period means that data is being entered and aggregated and individualized development plans are being created for each child. This information will be shared during case management and with parents.

Several newer members to the infant toddler team attended the CHSA conference in February. This gave them an opportunity to deepen their understanding of Early Head Start. Family engagement was a big focus!

The most exciting event from February is the completion of the grant and its submission to SETA. It has been approved by leadership teams, the policy committee and is pending school board approval.

Twin Rivers Unified School District

Events:

Throughout the month of February, students celebrated Black History Month with classroom activities, book reading and a parent quiz about African American history. The month's finale event occurred on February 28. During the school wide event, students performed songs, poems and dances related to historical African American artist. Parents attended the event and were delighted to see their children in action!

The monthly perfect attendance awards assemblies continued in February for all students who have not missed any school during the month of January. 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 January were also given school tee-shirts.

Professional Development:

Teachers participated in the Creative Curriculum workshop related to the Clothing investigation study on February 7. The workshop was held at the District Office and is mandatory for all teachers with voluntary participation for teacher assistants. During the workshop, the ECE Leadership Team facilitates make-and-take projects that teaching staff can utilize in their classrooms and additional strategies for extending the curriculum. 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. The nutrition activities in the classrooms continue with a focus of healthy fruits and vegetables. The second round of heights and weights will be conducted at the beginning of March 2013.

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. Dental varnishings have been scheduled for March 5-7 for all students.

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 continues to follow-up on the missing FPA and FPP forms from all HS families. Follow-up on goals set by the families is also occurring. The other Community Liaison is still

on maternity leave with an anticipated return date of April 2, 2013. The Community Liaison completed home visits for families still missing FPA information during the home visit week.

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 second school-wide action plans for the ECERS, CLASS and DRDP-R are being completed based on the results of the second DRDP-R results.

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 has begun with an anticipated date of mid-April for enrollment to begin.

The Program Design and Management component leader completed a draft of the ERSEA manual. In reviewing the draft, the Enrollment staff determined that additional information related to completing forms needed to be added so additional procedures will be drafted in March 2013.

Policy and Parent Committees:

The Parent Committee meeting at Oakdale was held on February 26. The Policy Committee meeting was held on February 25. The agenda included a review of the monthly reports, the approval of the Community Liaison positions and the selection of a community representative. The Policy Committee had a quorum to vote on the action items. The next meetings are scheduled for March 7 to complete Bylaw revisions and approval of the grant application for 2013-2014.

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 February 2013 parent training was on how to prepare taxes.

The classroom parent meetings for February 2013 focused on how to read and understand the DRDP-R assessment tool. The Education Resource teacher facilitated the parent meetings.

Fiscal:

The Budget Analyst provided another budget overview for the ECE certificated staff at the ECE Leadership Team meeting on February 28. Teachers ordered materials related to their ECERS, DRDP-R and CLASS assessment results and the orders are beginning to arrive.

WCIC

Management:

SETA Monitoring/Quality Assurance (QA) Monitoring Review took place the week of February 19 through 25, 2013 at WCIC/Playmate Head Start Programs #1 and #2. The Final Written Report is forthcoming.

Community Engagement:

The Black Student Union members at California State University, Sacramento, (CSUS) and the 25th Annual Black History Month Black Expo invited Ms. Davis, Executive Director/Head Start Director, to

share her brilliant expertise as a panel member on “Health, Education & Welfare” as it relates to poverty and educating children. This year’s very special BSU Black History Month Presentation, “THE STATE OF BLACK SACRAMENTO” Community Forum discussion was held on Saturday, February 23, 2013 inside the CSUS Student Union Grand Ballroom from 1:00 p.m.-4:00 p.m.

This is an important and most critical time in the lives of African Americans in Sacramento as we prepare for an expansion of opportunity into the new generation of leaders. This community forum was developed to provide insight and information that can lead to resolutions to defray the many prosperity impediments and disparities within the communities. As you are well aware, African Americans have higher unemployment rates; fewer business contracts; a higher propensity of sickness, disease and cancer as a result of poorer healthcare; and preventative care; amongst the highest in high school dropout rates; and lowest in college enrollment; and more single family female head of households than any other minority.

Additionally, the day featured the Black Expo “America Back To Work Careers, Jobs, And Business Faire” from 11am-5pm; also held inside a portion of the Student Union Grand Ballroom. This set-up allowed companies to interact with those in attendance to provide information and services as it relates to careers, business, health and other opportunities.

Congratulations to Ms. Davis, Executive Director/Head Start Director and the entire WCIC/Playmate Head Start Programs’ Team on the nomination to the 2013 International Educators Hall of Fame; this is the 20th Anniversary. The Press Conference was held Tuesday, Feb. 26, 2013 from 2-4 p.m. at the WCIC/Playmate Head Start Program, 3930 8th Avenue. The following Board Members attended: Brenda Usher, Grace Carter-Douglas, and Bill Boyer.

The 2013 Inductees to the International Educators Hall of Fame Induction Ceremony is scheduled for Saturday, March 30, 2013 from 1-4 p.m. at the Antioch Progressive Church, 7560 Amherst Street, Sacramento, CA 95832. We expect educators from around the world to attend. Please make plans to attend!!!

Enrollment:

During the month of February 2013, WCIC’s Enrollment was 100%.

Education:

WCIC/Playmate Head Start Programs received DRDP-PS Assessment Training by Alicia Barron, Education Coordinator from Sacramento Employment and Training Agency on February 14, 2013. Ms. Barron addressed DRDP-PS Assessments by using data for planning. Ms. Barron gave a brief overview on steps to observe and document children’s progress. Teachers are to document daily summaries on anecdotal on each child; rate the DRDP-Instrument; look at the individual child and measure the level of child’s development. Teachers need to see where the child’s strengths and developing skills are in order to fill out the child’s IDP forms. By identifying all of the children’s goals, teachers can easily see how to meet the needs of the each child and plan for the lesson plans.

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

ACF-PI-HS-13-01 Sequestration

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

February, 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	366	87
Sacramento City USD	1,292	1,311	101	1,110	86
SETA	1,880 (2,796)	1,915	102	1,479	79
San Juan USD	700	700	100	549	78
Twin Rivers USD	211	211	100	185	88
WCIC/Playmate Head Start	120	120	100	103	86

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	107	73
SETA	345	339	98	265	77
San Juan USD	161	172	107	134	83

- (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

SETA Head Start

Food Service Operations Monthly Report

*February 2013

February 4th - Lavern Stewart Closed for Painting

February 15th - Daddy & Me Lunch at New Helvetia II
Lunch Provided for 25 guests

February 18th - Presidents Day Holiday

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
39,417	23,190	27,152	80

Total Amount of Meals and Snacks Prepared **89,839**

Purchases:

Food **\$68,959.36**

Non - Food **\$15,495.09**

Building Maintenance and Repair: **\$1,624.88**

Kitchen Small Wares and Equipment: **\$2,804.52**

Vehicle Maintenance and Repair : **\$2,329.65**

Vehicle Gas / Fuel: **\$1,420.82**

Normal Delivery Days **19**

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 02/28/13)

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)	23	(11%)	N/A	
Elk Grove USD (420)	49	(12%)	N/A	
Sacramento City USD (1292)(147)	139	(11%)	14	(10%)
San Juan USD (700) (161)	91	(13%)	9	(6%)
WCIC (120)	12	(10%)	N/A	
SETA (2796) (345) (1878 Tracks)	169	(9%)	44	(13%)
County (4621)* (653)*	483	(10%)	67	(10%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

ITEM VI-OTHER REPORTS (continued)
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- D. PUBLIC PARTICIPATION: Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.
