

GOVERNING BOARD

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County of Sacramento

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Thought of the day: "A leader is one who knows the way, goes the way, and shows the way."

Author: Beacon Promotions, Inc.

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

DATE: Tuesday, April 23, 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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F. **CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/
DISMISSAL/RELEASE**

91

Pursuant to Government Code Section 54957

→ Report out of Closed Session

VI. **Adjournment**

DISTRIBUTION DATE: WEDNESDAY, APRIL 17, 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:

- _____ 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
- _____ Teressa Jay, SETA-Operated Program
- _____ lyshiah 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

Member to be Seated:

- _____ Kirsten Potter, Elk Grove Unified School District
- _____ Amy Boggess, San Juan Unified School District

Seats Vacant:

- _____ Vacant (Billoups), Elk Grove Unified School District
- _____ 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	X								
B. Bailey Seated 12/20	SAC		X	X	X	X								
V. Billups Seated 11/27	ELK	X	X	X	U	U								
A. Boggess s/b/s 3/26	SJ					U								
A. Calderon Seated 11/27	EHS/HB SETA	X	X	X	X	X								
A. Duran Seated 11/27	WCIC	X	X	X	X	X								
S. Durham Seated 12/20	SAC		X	X	X	X								
T. Espinoza Seated 11/27	HB	X	X	X	X	X								
S. Germany Seated 11/27	WCIC	X	X	X	E	E								
T. Jay Seated 11/27	SOP	X	X	X	X	X								
I. Lacey Seated 11/27	SOP	X	X	X	X	X								
M. Partida Seated 11/27	SOP	X	X	X	X	X								
K. Potter s/b/s 2/26	ELK				E	E								
S. Proteau s/b/s 11/27; seated 12/20	SJ	E	X	X	X	X								
D. Rios-Farias Seated 11/27	SAC	X	X	X	E	E								
M. Tate Seated 12/20	SOP		X	X	X	X								
J. White Seated 2/26	MIV				X	X								
C. Wilson Seated 11/27	TR	X	X	X	X	X								
L. Windham Seated 11/27	SOP	X	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 3/26/13

ITEM II-A - CONSENT

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

BACKGROUND:

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

RECOMMENDATION:

That the Policy Council approve the March 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, March 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 9:06 a.m. Mr. Jonathan White 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
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
Ana Calderon, Early Head Start (SETA)
Toni Espinoza, Home Base Option
Nse Akang, Foster Parent Representative
Jonathan White, Male Involvement Committee

Members Absent:

Victoria Billoups, Elk Grove Unified School District (unexcused)
Dominique Rios-Farias, Sacramento City Unified School District (excused)
Sandres Germany, WCIC (excused)

New Members Not Present:

Kirsten Potter, Elk Grove Unified School District (excused)
Amy Boggess, San Juan Unified School District (unexcused)

II. Consent Item

A. Approval of the Minutes of the February 26, 2013 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Wilson, second/Proteau, to approve the February 26, 2013 minutes.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (Akang)

III. Action Items

- A. Approval of Selection Criteria for Enrollment in Head Start
- B. Approval of Selection Criteria for Enrollment in Early Head Start

Ms. Lee requested that the board review both items together.

Ms. Lee stated that the selection criteria provides an order in which families are accepted into the program. If there is only one vacancy available, the selection criteria is put into place. This is presented annually for board approval.

Ms. Espinoza expressed concern that this policy has been used since 2008 and there have been no changes. Ms. Lee stated that yes, the form has remained the same and will unless there is something that comes down from the federal government. Otherwise, there have not been a lot of changes. The document has been in place since the beginning of the Sacramento Head Start program.

Ms. Calderon asked Ms. Lee that, referring to the Federal Income Guidelines, whether it was a requirement for parents to be working or going to school for their children to be considered for enrollment in Head Start. Ms. Lee replied yes.

Moved/Tate, second/Espinoza, to approve:

- the Head Start Selection Criteria for Sacramento County; and
- the Early Head Start Selection Criteria for Sacramento County.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (Akang)

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

The board went into closed session at 9:24 a.m. Mr. Akang called the meeting back to order at 9:36 a.m. and reported out of closed session that the Policy Council approved the Eligibility List for: Family Services Worker, Range I, and Accountant III (Fiscal Manager).

IV. Information Items

- A. Standing Information Items
 - PC/PAC Calendar of Events: Mr. Akang reviewed the calendar and stated that revisions to the calendar were sent out.
 - Parent/Family Support Unit Events and Activities: No additional report.
 - California Head Start Association Report: No additional report.

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roy Kim reviewed the seven months fiscal report. The non-federal share is running at 21% and staff is making a concerted effort to capture some non-federal share activities not previously reported. The seven month report shows the budget expenditures at 57%. The personnel numbers are running right at budget. The American Express transactions were reviewed.

Ms. Lacey asked when the remainder of the American Express account be presented. Mr. Kim replied that the statement only goes through February 5; next month's statement will show the remaining expenditures for February.

Mr. Akang appointed Mr. Marshaun Tate to serve as Parliamentian for the meeting.

- B. Governing Board Minutes of February 7, 2013: No questions or corrections.

VI. Committee Reports

- A. Executive Committee: Ms. Summer Durham reviewed the Executive Committee critique.

V. Other Reports

- A. Executive Director's Report: Tabled.
- B. Head Start Deputy Director's Report: No additional report.
- C. Chair's Report: Mr. Akang wished a happy birthday to those having birthdays November through March.
- D. Public Participation: None.

VI. Training

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

- VII. Adjournment:** The meeting was adjourned at 9:45 a.m.

ITEM III-A – ACTION

APPROVAL OF FISCAL YEAR 2013-2014
HEAD START/EARLY HEAD START BUDGET

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Head Start/Early Head Start Budget for Fiscal Year 2013-2014 in the amount of \$50,410,127, which includes Basic and Training and Technical Assistance. Budget details are as follows:

Head Start Basic (serves 5,539 children)	\$42,631,898
Head Start Training and Technical Assistance	\$ 394,361
Early Head Start Basic (serves 653 children)	\$ 7,203,774
Early Head Start Training and Technical Assistance	<u>\$ 180,094</u>
TOTAL	\$50,410,127

The Budget/Planning Committee met weekly during March with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Roy Kim, Fiscal Chief; Head Start Managers Ms. Brenda Campos, Ms. Lisa Carr and Ms. Karen Gonzales; Governance/Social Services/Parent Involvement Coordinator, Ms. Marie Desha and Head Start parents to provide input on the budget.

A copy of the 2013-2014 Head Start/Early Head Start Budget will be sent under separate cover.

RECOMMENDATION:

Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Budget in the amount of \$50,410,127 for Basic and Training/Technical Assistance.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

Sacramento Employment and Training Agency

Budget Narrative

Head Start

FY 2013-14

Overview

During fiscal year 2013-2014, SETA will be making a significant change to its program delivery system. Specifically, SETA has been operating a specialized year-round Track system since 1999. However, after further review by OHS and ACF, this system is no longer a viable option for meeting full enrollment. The grant application reflects the changes required to eliminate the SETA Track system while continuing to support high quality school readiness, family outcomes and comprehensive services. The 2013-2014 budget reflects changes to implement year round services (not on the Track system) for 1,838 children and traditional services for 276 children, for a total of 2,114 children. The total funded enrollment of 2,114 for the SETA Operated Program reflects a 682 slot reduction in enrollment for 2013-2014. Specific budget changes are highlighted in each section of this budget narrative.

The Head Start budget was developed to ensure that high quality comprehensive services and programming is achieved at all times. This is accomplished by aligning funds to program activities which support classrooms interactions, curriculum/instruction development, parent support and services, quality assurance/monitoring, training/staff development, technical assistance, long and short range objectives, and partnership development.

Along with on-going fiscal monitoring routines, SETA Head Start/Early Head Start hosts monthly budget/planning committee meetings to review, analyze and provide feedback on the current budget to actual expenditures. The meetings include parents from the Budget/Planning Committee along with the Deputy Director, Fiscal Chief, Fiscal and Head Start Managers, and the governance coordinator. Discussions include, but are not limited to, monthly expenditures and fluctuations, credit card expenditures, cost-savings ideas, new budget requests and general updates. By tracking and monitoring monthly expenditures, the committee is able to adjust line items to address changes in community needs and program improvement requirements and when planning a new fiscal year. Consideration for planning the 2013-2014 budget included a review of the following: the SETA Track system, 3-Year Goals/Objectives including the enhanced school readiness goals for preschool and infant/toddlers, Community Needs, Self Assessment, local and State budget reductions, parent satisfaction surveys and staff feedback.

During the months of February through April, the management team met with the parent Budget/Planning Committee to plan and develop the 2013-2014 Head Start/Early Head Start Basic and T/TA Budgets. The Head Start Basic funds will be used for the following:

Personnel

The combined Head Start/Early Head Start Personnel Budgets of \$15,115,393 will fund a total of 497 regular positions and 32 substitute teacher positions. Of the 497 positions, 418 are Head Start/Early Head Start educational and administrative support positions. The remaining 47 are Agency Administrative Staff who are partially funded from Head Start/Early Head Start funds and partially funded from other Agency resources. The Agency Administrative Staff as outlined on *Schedule A-1 Administrative Staff* provide support services such as fiscal, information technology, human resources and payroll to the Children and Family Services Department. These positions are allocated to all funding sources pursuant to SETA's Cost Allocation Plan.

As SETA eliminates the Track system and offers traditional programming (9 months of service) at six (6) Head Start locations, teaching staff and support positions will be aligned to support part-year services (i.e. reduction in work hours per week for some classifications). Affected positions will include (see Schedule A-1 for number of positions):

- Site Supervisors – reduced from 52 weeks/year to 45 weeks/year
- Head Start Teachers – reduced from 52 weeks/year to 41 weeks/year, 30 hours/week
- Associate Teachers – reduced from 52 weeks/year to 41 weeks/year; offering 8 hours/day, teaching AM and PM session
- Family Services Workers - reduced from 52 weeks/year to 45 weeks/year
- Various Support Staff - reduced from 52 weeks/year to 47 weeks/year

Positions no longer in the budget for 2013-2014 include:

- Typist Clerk II
- Account Clerk II

Fringe Benefits

All regular employees receive SETA's full benefits package including medical/dental, retirement, life insurance and disability plans. Fringe benefits are estimated to be 55.45% of salaries as follows: FICA 7.65%, UI 1.0%, Workers Comp 5.8%, Health/Dental 13%, and Retirement 28%. Percentage increases are due to Workers Comp and an anticipated increase in Retirement for 2013-2014. As detailed on *Schedule B – Fringe Benefits*, total cost of fringes is \$8,381,482.

Travel

No funds have been reserved for this category.

Equipment

Playground Equipment - Head Start Basic funds are allocated for the replacement/repair of playground equipment should an unexpected incident or vandalism occur which requires replacement and/or repair of major playground equipment. Funds may also be used if current equipment is identified as unsafe or in need of repair during a one of SETA's quality assurance reviews and/or bi-annual Environmental Safety Checks.

Supplies

Office and Child & Family Supplies - Office supplies and Child and Family supplies will be purchased so that children and teachers have needed supplies and materials on hand to ensure quality programming, including safe and healthy environments. A portion of the Child and Family Supply budget is reserved for ECERS and CLASS enhancements; while the remaining portion is provided to each classroom and Home Visitor to individualize environments/home teachings, supplies and materials in accordance with children's interests and themes. A variety of consumable supplies are kept in stock at SETA's central warehouse which ensures timely orders and well supplied classrooms without long lag periods. Special orders are managed through a supply request process which is reviewed and approved by supervisory and management staff to ensure appropriateness and enhancements with Creative Curriculum, Houghton Mifflin, CLASS and children's interests.

Technology – Head Start funds are allocated for technology supplies to maintain computer licenses, including *ChildPlus*, *Microsoft Windows Suite*, *Novell*, *Groupwise* and *Citrix*. Funds will also be used for replacement computers for administrative and teaching staff, parents (for *Rosetta Stone* and ESL programs) and children's computers. Funds will be available for any replacement equipment needed for the *EZ-ID Sign-in/out system*.

Medical/Dental/Disabilities - In accordance with the Head Start Performance Standards, funds are allocated for medical, dental and disabilities supplies and materials for children and in the classrooms. Supplies include, but are not limited to, first aid supplies, CPR charts, latex gloves, toothbrushes/toothpaste, dental mirrors, adaptive equipment/supplies, etc.

Contractual

SETA will continue to fund five (5) delegate agencies including four school districts and one community based organization. Aligned with the Sacramento County Community Assessment, funded enrollment is distributed as follows (*see HS Funding Allocations worksheet under the Countywide – Head Start tab*):

Elk Grove Unified School District	420	\$2,709,186
Sacramento City Unified School District	1,292	\$8,396,924
San Juan Unified School District	700	\$4,526,491
Twin Rivers Unified School District	211	\$1,370,953
Women's Civic Improvement Club	120	\$ 822,967
Totals include Basic and T/TA		

There were no major changes in the Sacramento County Community Assessment and overall under-served areas remain unchanged. Hence, service levels and funding distribution will remain the same for each delegate agency.

Construction

No funds have been reserved for this category.

Schedule H - Other

Occupancy - During 2013-2014, SETA will occupy a total of 31 early learning centers, a central kitchen, 4 satellite kitchens, a warehouse and administrative offices. Of the 31 early learning centers, one is owned by SETA (Northview ELC) and seven are provided rent-free. SETA Head Start leases approximately 27,200 square feet of office space at its administrative headquarters which includes the Sharon Neese Early Learning Center. A detailed *Rent Schedule* is provided with individual rent, janitorial and utilities. Rent schedule includes COLA increases for lease agreements provisions as required.

Utilities and telephone are budgeted for administrative offices and early learning centers. In addition, many of the center lease agreements include provisions for utilities. SETA participates in the e-rate process which helps to reduce overall costs of utility and telephone equipment and services.

Property and liability insurance is provided by Philadelphia Insurance Company and covers all potential risks in which SETA Head Start might be subjected. Projected costs for Property and Liability insurance costs have increased slightly due to increased valuation of assets and pricing from Philadelphia.

Building maintenance/repair is budgeted and is generally provided by the SETA Head Start/Early Head Start Facilities Unit (approximately \$8,073/center). Security alarm systems, janitorial services and copier services are provided under contracts with outside providers. Funds budgeted to maintain these services are based on current expenditures, analysis of upcoming needs, existing contracts and number of classrooms and teachers. Licensing fees are paid annually to maintain current and valid child development center/community care licenses.

Local Travel – Staff will be reimbursed mileage while making home visits and/or providing support services at the early learning centers. Mileage reimbursement will be determined by the current federal IRS reimbursement rate of \$.565/mile. The budget includes funds for such reimbursements.

Nutrition Services – Funds have been budgeted for the costs of providing daily meals and snacks in excess of reimbursements from the CACFP. The costs of providing meals includes salaries for kitchen staff and drivers, food costs, transportation costs, kitchen rent, and administrative services and supplies.

Funds will also be available for nutritional activities (educational cooking activities) in the classrooms.

Child Services – As mandated by the federal Performance Standards, SETA will contract with ten highly qualified, professional, expert consultants on an on-call basis in the areas of medical health (Registered Nurse), oral health/hygiene (Dentists), nutrition (Registered Dietician), mental health (Psychologist), special education and coaching/mentoring to provide services to Head Start children and their families as needed. Consultants will also provide in-house training, technical assistance and other services to Head Start program staff as needed. Funds have also

been reserved to provide mandated screenings and appropriate medical and dental services as a payer of last resort.

Funds will be provided for socializations, field trips, and visiting expert activities to enhance children's learning and experiences in the classroom and outside the classroom environment. Parents will vote on activities/field trips at their center parent committee meetings. A list of approved activities and field trips will be provided as guidance. Socializations will be provided twice monthly and rotated in geographic areas to ensure all families have an opportunity to attend. Funds will be available for home base field trips, visiting experts, parent meetings and a family cooking activity (as guided in our *Sprouts Newsletter*).

Parent Services – Parent Services includes funds for Policy Council and Parent Advisory Committee member reimbursements and for Parent Center Activities including hospitality and parent recognition. Hospitality funds will be used for a meet-and-greet parent activity in the beginning of the year as new board members are seated as well as an end-of-the-year banquet for departing board members. Additionally, funds have been budgeted for Parent Meetings at the various centers.

Parent Conference - The Family Support Unit along with the parent Hospitality Committee will host its annual county-wide parent conference. In an effort to save travel costs and expose more parents to conference activities and workshops, the Budget/Planning Committee requested SETA to host a countywide parent conference in Sacramento. Along with several community partners, SETA has budgeted funds to provide a well-balanced, comprehensive conference. The conference will take place in spring 2014.

Publications/Advertising/Printing – Funds have been budgeted for advertising vacant employment opportunities, printing forms, various handouts, and the annual report.

Other – In the Other category, funds have been budgeted for employee fingerprinting and background checks for regular and substitute staff members (@ \$91/clearance); employee uniforms; delegate/partner support services; vehicle operating costs; community collaborative activities which support the Health Services Advisory Committee and Community Partner Advisory Committee meetings and activities; and administrative services and supplies. Administrative services and supplies will be allocated for the operation of SETA's support departments including Information Technology, Fiscal, Human Resources, Payroll, and the Executive Director's Office. Costs incurred in these departments will be allocated between Head Start and other agency activities using formulae that take into consideration the volume of agency activities and measure the benefit to SETA's programs in several verifiable ways.

Non-Federal Share

Non-Federal Share – SETA has several identified categories of non-federal share to meet the required match. Categories include:

<u>CSUS Interns (ACES)</u>	\$ 295,501
Student interns from California State University, Sacramento volunteer to support small and large group literacy activities in the classroom. Approximately 40 students (20 students per semester) participate in the program. 40 x 10hr/week x \$24.57 x 34 weeks	
<u>Family Literacy Involvement Program (FLIP)</u>	\$ 417,690
Children are provided an age-appropriate book and literacy activity once per month for parents/guardians to read to their children and enhance the school readiness of their child. 250 parents x 2 hour x 34 weeks x 24.57	
<u>Parent Volunteers and other volunteers in the classrooms</u>	\$ 539,723
<u>Disability Services/Full Inclusion Program/SCOE</u>	\$ 162,428
SETA partners with Sacramento County office of Education to provide full inclusion services to children with severe disabilities. 1 special education teacher per classroom X 7 classrooms X 4 hours/day X 4 days/week X 136 days/year	
<u>Space Utilization agreements with the landlords of our sites</u>	\$ 686,953
<u>Parent Aides</u>	\$ 387,192
Parents volunteer to assist teachers with food preparation and meal service in the classrooms. 108 classes x 165 days x 1 parent x \$24.57/hour	
<u>Parent Activities</u>	\$ 42,214
<u>Donated medical/dental services</u>	\$ 40,000
<u>SETA Administrative costs</u>	\$ 103,448
<u>School District Collaboration with our delegate agencies</u>	\$1,142,552

Employee Compensation Cap

Sacramento Employment and Training Agency confirms that no employee with compensation (as defined in Section 653 (b)(2) of the Head Start Act of 2007) in excess of the Federal Executive Compensation Schedule, Level II (currently \$179,700) is paid in whole or in part using Federal funds.

Sacramento Employment and Training Agency

Early Head Start

Budget Narrative

2013-14

Overview

The Early Head Start budget was developed to ensure high quality comprehensive services and programming is achieved at all times for infants/toddlers. This is accomplished by aligning funds to program activities which support classroom interactions, curriculum/instruction development, parent support and services, quality assurance/monitoring, training/staff development, technical assistance, long and short range objectives, and partnership development.

Along with on-going fiscal monitoring routines, SETA Head Start/Early Head Start hosts monthly budget/planning meetings to review, analyze and provide feedback on the current budget to actual monthly expenditures. The meetings include parents from the Budget/Planning Committee along with the Deputy Director, Fiscal Manager, Fiscal Chief and Head Start Managers and the governance coordinator. Discussions include, but are not limited to, monthly expenditures and fluctuations, cost-savings ideas, new budget requests, credit card expenditures, and general updates. By tracking and monitoring monthly expenditures, the committee is able to adjust line items when planning a new fiscal year and address changes in community needs and program improvement requirements. Consideration for planning the 2013-2014 budget included: 3-Year Goals/Objectives, Community Needs, Self Assessment, local and State budget reductions, parent satisfaction and staff feedback.

During the months of February through April, the management team met with the parent Budget/Planning Committee to plan and develop the 2013-2014 Head Start/Early Head Start Basic and T/TA Budgets. The Early Head Start Basic funds will be used for the following:

Personnel

The combined Head Start/Early Head Start Personnel Budgets will fund a total of 497 regular positions and 32 substitute teacher positions. Of the regular positions, 44 positions support Early Head Start educational and administrative personnel. Center-based staff for Early Head Start are dually funded by Early Head Start funds and California Department of Education/General Child Care funds. The Agency Administrative Staff as outlined on *Schedule A-1 Administrative Staff* provide support services such as fiscal, information technology, human resources and payroll to the Children and Family Services Department. Administrative positions are allocated to all funding sources pursuant to SETA's Cost Allocation Plan.

Fringe Benefits

All regular employees receive SETA's full benefits package including medical/dental, retirement, life insurance and disability plans. Fringe benefits are estimated to be 55.45% of salaries as follows: FICA 7.65%, UI 1.0%, Workers Comp 5.8%, Health/Dental 13%, and

Retirement 28%. Percentage increases are due to Workers Comp and an anticipated increase in Retirement for 2013-2014. As detailed on *Schedule B – Fringe Benefits*.

Travel

No funds have been reserved for this category.

Equipment

There are no proposed equipment items for Early Head Start.

Supplies

Office and Child & Family Supplies - Office supplies and Child and Family supplies will be purchased so that infants/toddlers and teachers have needed supplies, materials and diapers on hand to ensure quality programming, including safe and healthy environments. A portion of the Child and Family Supply budget is reserved for ITERS enhancements; while the remaining portion is provided to each classroom and Home Visitor to individualize environments/home teachings, supplies and materials in accordance with children’s interests, themes and SETA’s school readiness goals.

Medical/Dental/Disabilities - In accordance with the Head Start Performance Standards funds are allocated in Early Head Start for medical, dental and disabilities supplies and materials for children and in the classrooms and in home base. Supplies include, but are not limited to, first aid supplies, CPR charts, latex gloves, toothbrushes/toothpaste, dental mirrors, adaptive equipment/supplies, etc.

Literacy – In Early Head Start, literacy supplies are provided for SETAs school readiness goals and family literacy activities. Supplies will include, but are not limited, to age appropriate books, writing materials, curriculum enhancements, etc.

Contractual

SETA will continue to fund two (2) delegate agencies and two (2) partners for Early Head Start: Sacramento City Unified School District and San Juan Unified School District as delegates and River Oak Center for Children and Sacramento County Office of Education as partners. Aligned with the Sacramento County Community Assessment funded enrollment is distributed as follows:

Sacramento City Unified School District	147	\$1,544,881
San Juan Unified School District	161	\$1,720,077
River Oak Center for Children	60	\$ 426,473
Sacramento County Office of Education	36	\$ 301,448
Totals include Basic and T/TA		

SETA will continue to partner with Sacramento County Office of Education Infant Development Program to provide full inclusion services and on-going special education services for children with Individual Family Services Plans (IFSPs). This contract is in the amount of \$15,000. SETA historically has served more than 24% of the Home Based enrollment with children with disabilities and a minimum of 10% in the center-based program. This contract is long-standing and will continue to help serve our children with special needs.

There were no major changes in the Sacramento County Community Assessment and overall under-served areas remain unchanged. Hence, service levels and funding distribution will remain the same. Funding levels are based on the number of slots (funded enrollment) and each delegate agency's historical costs of operating the Early Head Start Program.

Construction

There are no proposed construction items for Early Head Start.

Schedule H - Other

Occupancy - During 2013-2014, SETA will maintain a total of 11 early learning centers which serve infant/toddlers. SETA leases approximately 27,200 square feet of office space at its administrative headquarters which includes the Sharon Neese Early Learning Center which serves two classrooms of infant/toddlers (16 children). A detailed *Rent Schedule* is provided with individual rent, janitorial and utilities. The New Helvetia I center is a stand-alone Early Head Start center which is adjacent to New Helvetia II which serves 40 preschoolers. Janitorial costs are budgeted to provide a clean and sanitary environment for children and staff.

Utilities and telephone are budgeted for administrative offices and early learning centers. Several lease agreements include provisions for utilities. SETA participates in the E-rate program which reduces costs for technology equipment and services.

Property and liability insurance is provided by Philadelphia Insurance Company and covers all potential risks which SETA Early Head Start might be subject. Projected costs for Property and Liability insurance costs have increased slightly due to increased valuation of assets and pricing from Philadelphia.

Building maintenance/repair is generally provided by the SETA Head Start/Early Head Start Facilities Unit. Security alarm systems, janitorial services and copier services are provided under contracts with outside providers. Funds budgeted to maintain these services are based on current expenditures, analysis of upcoming needs, existing contracts and number of classrooms and EHS Educators. Licensing fees are paid annually to ensure valid and up to date licenses.

Local Travel - Home Visitors and other Early Head Start staff will be reimbursed mileage while making home visits and/or providing support services at the early learning centers. Mileage reimbursement will be determined by the current federal IRS reimbursement rate of \$.565/mile.

Nutrition Services – Funds have been budgeted for the costs of providing daily meals and snacks in excess of reimbursements from the CACFP. The costs of providing meals includes salaries for kitchen staff and drivers, food costs, transportation costs, kitchen rent, and administrative services and supplies.

Child Services and Consultants – As mandated by the federal Performance Standards, SETA will contract with four highly qualified, professional, expert consultants on an on-call basis in the areas of medical health (Registered Nurse/PhN), oral health/hygiene (Dentists), nutrition (Registered Dietician), and mental health (Psychologist) to provide services to Early Head Start pregnant women, infants/toddlers and their families as needed. Consultants will also provide in-house training, technical assistance and other services to Early Head Start program staff as needed. Funds will also be used to provide mandated screenings and appropriate medical and dental services as a payer of last resort.

Field Trips and Socializations – Funds will be provided for visiting expert activities to enhance children’s learning and experiences in the classroom and for home base socialization activities. Funds will be allocated to each classroom on a cost per child basis. Parents will vote on activities at their center parent committee meetings. A list of approved activities and field trips will be provided as guidance. Socializations will be provided twice monthly and rotated in geographic areas to ensure all families have an opportunity to attend. Funds will be available for field trips, visiting experts, transportation, parent meetings and a family cooking activity (as guided in our *Sprouts Newsletter*).

Parent Services – Parent Services includes funds for Policy Council and Parent Advisory Committee member reimbursements and for Parent Center Activities including hospitality and parent recognition. Hospitality funds will be used for a meet-and-greet parent activity in the beginning of the year as new board members are seated as well as an end-of-the-year banquet for departing board members. Funds will also be available to pay for transportation for parents who have no other transportation options for medical appointments and socializations. Supply funds will be used to prepare PAC/PC orientation materials when new board members are seated.

Other Operating Costs – In the Other category, funds have been budgeted for employee fingerprinting and background checks for regular and substitute staff members (@ \$91/clearance); employee uniforms; delegate/partner support services; vehicle operating costs; and administrative services and supplies. Administrative services and supplies will be allocated for the operation of SETA’s support departments including Information Technology, Fiscal, Human Resources, Payroll, and the Executive Director’s Office. Costs incurred in these departments will be allocated between Head Start and other agency activities using formulae that take into consideration the volume of agency activities and measure the benefit to SETA’s programs in several verifiable ways.

Non-Federal Share

SETA has several identified categories of non-federal share to meet the required match. Categories and estimated amounts include:

<u>CSUS Interns (ACES)</u>	\$ 38,651
Student interns from California State University, Sacramento volunteer to support small and large group literacy activities in the classroom. 5 x 10hr/week x \$24.57 x 34 weeks	
<u>Parent Volunteers and other volunteers in the classrooms</u>	\$ 70,595
<u>Disability Services/Full Inclusion Program/SCOE</u>	\$ 21,246
SETA partners with Sacramento County office of Education to provide full inclusion services to children with severe disabilities. 1 special education teacher per classroom X 7 classrooms X 4 hours/day X 4 days/week X 136 days/year	
<u>Space Utilization agreements with the landlords of our sites</u>	\$ 80,933
<u>Parent Aides</u>	\$ 50,645
Parents volunteer to assist teachers with food preparation and meal service in the classrooms. 108 classes x 165 days x 1 parent x \$24.57/hour	
<u>Parent Activities</u>	\$ 5,522
<u>Donated medical/dental services</u>	\$ 10,000
<u>SETA Administrative costs</u>	\$ 8,984
<u>School District Collaboration with our delegate agencies</u>	\$281,588

Collaboration/Wrap-around with California Department of Education (CDE) – SETA Early Head Start will continue to collaborate with the California Department of Education General Child Care to provide full-day, year-round services for 120 infant/toddlers. Children enrolled in the wrap-around model are provided full-day services up to 8 hours per day, 5 days per week. Funds earned from CDE are used as non-federal share and offset Early Head Start expenses incurred for a full day educational program. Staffing in the infant/toddler classrooms consists of one Early Head Start Educator and two Associate Teachers, all of which are fully qualified in accordance with 648A regulations. There are 8 infant/toddlers per classroom with a group size of 4 infants/toddlers per primary care giver.

Employee Compensation Cap

Sacramento Employment & Training Agency confirms that no employee with compensation (as defined in Section 653 (b)(2) of the Head Start Act of 2007 in excess of the Federal Executive Compensation Schedule, Level II (currently \$179,700) is paid in whole or in part using Federal funds.

ITEM III-B – ACTION

APPROVAL OF FISCAL YEAR 2013-2014
HEAD START/EARLY HEAD START REFUNDING APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Fiscal Year 2013-2014 Head Start/Early Head Start Refunding Application.

A copy of the Fiscal Year 2013-2014 Head Start/Early Head Start Refunding Application will be sent under separate cover. A listing of SETA-Operated Program and delegate agency center locations, part of the refunding application, is attached for your review.

RECOMMENDATION:

Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Refunding Application.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2013-2014

**SETA OPERATED
HEAD START
PROGRAM
Funded enrollment:
2114**

Administrative Office:
925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
(916) 263-3804

Auberry Park
8120 Power Inn
Sacramento, CA 95828
563-5000 (40)

Bannon Creek
2775 Millcreek Drive
Sacramento, CA 95833
563-5005 (80)

Bright Beginnings
10487 White Rock
Road, P52
Rancho Cordova, CA
95670
563-5090 (80)

Broadway
263 Seavey Circle
Sacramento, CA 95818
563-5119 (64)

Country Wood Apts.
5700 Mack Rd.
Sacramento, CA 95823
563-5011 (40)

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823
563-5015 (64)

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660
563-5353 (102)

Freedom Park
6015 Watt Ave., S #5
North Highlands, CA
95660
563-5125 (124)

Fruitridge
5746 40th Street
Sacramento, CA 95824
563-5020 (80)

Galt
615 2nd Street
Galt, CA 95632
(209) 745-6458 (120)

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632
(209) 744-7728 (40)

Hillsdale
5665 Hillsdale Ave.,
Bldg. 4
Sacramento, CA 95842
563-5360 (124)

Hopkins Park
2317 Matson Drive
Sacramento, CA 95822
563-5035 (80)

Illa Collin Center
3530 41st Avenue
Sacramento, CA 95824
563-5368 (40)

Job Corps
3100 Meadowview
Sacramento, CA 95832
563-5038 (22)

Kennedy Estates
6501 Elder Creek
Sacramento, CA 95824
563-5044 (40)

LaVerne Stewart
5545 Sky Parkway
Sacramento, CA 95823
563-5055 (40)

Mather
Mather Air Force Base
10546 Peter A. McCuen
Rd.
Mather, CA 95655
563-5057 (102)

Nedra Court
#60 Nedra Court
Sacramento, CA 95822
563-5066 (60)

New Helvetia II
816 Revere Street
Sacramento, CA 95818
563-5069 (40)

**Norma Johnson
Early Learning Center**
3265 Norwood Avenue
Sacramento, CA 95838
563-5372 (62)

**North Avenue Elem.
School**
1281 North Avenue
Sacramento, CA 95838
(102)

Northview
2401 Northview
Sacramento, CA 95833
563-5375 (102)

Parker Avenue
4516 Parker Avenue
Sacramento, CA 95820
563-5071 (16)

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823
563-5075 (62)

Rio Linda
631 L Street
Rio Linda, CA 95673
(80)

**Sharon Neese Early
Learning Center**
925 Del Paso Blvd.,
Suite 300
Sacramento, CA 95815
263-5470 (44)

Solid Foundation
7505 Franklin Blvd.
Sacramento, CA 95823
563-5080 (80)

Strizek Park
3829 Stephen Drive
North Highlands, CA
95660
563-5383 (40)

Vineland
6450 20th Street
Rio Linda, CA 95673
563-5385 (40)

Walnut Grove
14273 River Road
Walnut Grove, CA
95690
776-4939 (20)

**SETA Home Base
Program (84)**

**TWIN RIVERS USD
ECD CENTER
HEAD START
Funded Enrollment:
211**

Morey Avenue
155 Morey Avenue
Sacramento, CA 95838
(916) 643-8680 (179)

**Oakdale Preschool
Center**
3708 Myrtle Avenue
North Highlands, CA
95660 (32)

**ELK GROVE UNIFIED
SCHOOL DISTRICT
HEAD START
Funded Enrollment:
420**

Administrative Office:
9510 Elk Grove-Florin
Rd., Room 214
Elk Grove, CA 95624
(916) 686-7595

**David Reese
Elementary**
7600 Lindale Drive
Sacramento, CA 95828
429-7780 (80)

**Florence Markofer
Elementary**
9759 Tralee Way
Elk Grove, CA 95624
686-5042 (40)

Franklin Elementary
4611 Hood Franklin
Road
Elk Grove, CA 95023
(20)

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2013-2014

Florin Elementary
7300 Kara Drive
Sacramento, CA 95828
383-6620 (40)

James McKee Elementary
8701 Halverson Drive
Elkhorn, CA 95624 (40)

John Reith
8401 Valley Lark Drive
Sacramento CA 95823
399-0110 (20)

Maeola Beitzel
8140 Caymus Drive
Sacramento CA 95829
688-7579 (20)

Prairie Elementary
5251 Valley Hi Drive
Sacramento, CA 95823
424-7665 (80)

Samuel Kennedy Elementary
7037 Briggs Drive
Sacramento, CA 95828
387-8902 (40)

Union House Elementary
7850 Deer Creek Dr.
Sacramento, CA 95823
424-3510 (20)

William Daylor Continuation High School
6131 Orange Ave.
Sacramento, CA 95823
427-5428 (20)

**SACRAMENTO CITY
UNIFIED SCHOOL
DISTRICT HEAD
START
Funded Enrollment:
1,292**

Administrative Office:
Serna Center
5735 47th Ave.
Sacramento, CA 95824
(916) 643-7800

Abraham Lincoln Children's Center
3324 Glenmoor Drive
Sacramento, CA 95827
228-5867 (24)

A.M. Winn Elementary
3351 Explorer Drive
Sacramento, CA 95827
228-5883 (20)

Bear Flag Children's Center
6620 Gloria Drive
Sacramento, CA 95831
433-2747 (24)

Bowling Green Elementary
6807 Franklin Blvd.
Sacramento, CA 95823
433-5598 (20)

Bret Harte Children's Center
2761 9th Avenue
Sacramento, CA 95818
277-6932 (26)

Capital City (Ext Day)
7220 24th Street
Sacramento, CA 95823
264-3950 (20)

C.B. Wire Elementary
5100 El Paraiso Avenue
Sacramento, CA 95824
433-5585 (20)

Charles A. Jones Skills Children's Center
5451 Lemon Hill Ave.
Sacramento, CA 95824
433-2655 (48)

Collis P. Huntington Elementary
5917 26th Street
Sacramento, CA 95822
433-5437 (20)

Collis P. Huntington Children's Center
5917 26th St.
Sacramento, CA 95822
433-5438 (36)

Earl Warren Elementary
5420 Lowell Street
Sacramento, CA 95820
382-6038 (34)

Edward Kemble Elementary
7495 29th Street
Sacramento, CA 95822
433-5028 (40)

Edward Kemble Children's Center
7495 29th Street
Sacramento, CA 95822
433-2813 (24)

Elder Creek Elementary
7800 Lemon Hill Avenue
Sacramento, CA 95824
382-6004 (20)

Elder Creek Children's Center
7800 Lemon Hill Ave.
Sacramento, CA 95824
382-5979 (32)

Ethel I. Baker Elementary
5717 Laurine Way
Sacramento, CA 95824
433-5448 (40)

Ethel Phillips Elementary
2930 21st Avenue
Sacramento, CA 95820
277-6780 (40)

Fruitridge Elementary
4625 44th Street
Sacramento, CA 95820
277-6288 (20)

Fr. Keith B. Kenny
3525 MLK Jr. Blvd.
Sacramento, CA 95817
277-6780 (24)

Golden Empire Elementary (Ext Day)
9045 Canberra Drive
Sacramento, CA 95826
228-5848 (24)

H. W. Harkness Elementary (Wrap Around)
2147 54th Avenue
Sacramento, CA 95822
433-5045 (24)

Hiram Johnson Family Education Center
3535 65th Street
Sacramento, CA 95820
277-6767 (17)

Hiram Johnson (Wrap Around)
3535 65th Street
Sacramento, CA 95820
277-6767 (24)

Isador Cohen Elementary
9025 Salmon Falls Drive
Sacramento, CA 95826
228-5863 (20)

James Marshall Elementary
9525 Goethe Road
Sacramento, CA 95827
228-5856 (20)

Jedediah Smith Elementary (Wrap Around)
401 McClatchy Way
Sacramento, CA 95818
264-4181 (24)

John Bidwell Elementary
1730 65th Avenue
Sacramento, CA 95822
433-5451 (20)

John Bidwell
1730 65th Avenue
Sacramento, CA 95822
433-5049 (24)

John Cabrillo Elementary
1141 Seamas Avenue
Sacramento, CA 95822
264-3765 (20)

SACRAMENTO COUNTY HEAD START/EARLY HEAD START SITE LOCATIONS 2013-2014

John Sloat
7525 Candlewood Way
Sacramento, CA 95822
433-5054 (20)

John Still
2200 John Still Drive
Sacramento, CA 95832
433-5191 (20)

Joseph Bonnheim Elementary
7300 Marin Avenue
Sacramento, CA 95820
277-6517 (20)

Lisbon
7555 S. Land Park Dr.
Sacramento, CA 95831
433-5057 (24)

Maple Elementary
3200 37th Avenue
Sacramento, CA 95824
433-7389 (20)

Marian Anderson Children's Center
2850 49th Street
Sacramento, CA 95817
277-7139 (24)

Marian Anderson (Wrap Around)
2850 49th Street
Sacramento, CA 95817
277-6259 (40)

Mark Hopkins Elementary
2221 Matson Drive
Sacramento, CA 95822
433-7317 (20)

Mark Twain Elementary
4914 58th Street
Sacramento, CA 95820
277-6458 (20)

Nicholas Elementary
6601 Steiner Drive
Sacramento, CA 95823
433-5079 (20)

Oak Ridge Elementary
4501 Martin L King Jr.
Blvd.
Sacramento, CA 95820
277-6684 (20)

Pacific Elementary
6201 41st Street
Sacramento, CA 95824
433-5324 (20)

Parkway Elementary
4720 Forest Parkway
Sacramento, CA 95823
433-2843 (20)

Parkway Children's Center
4720 Forest Parkway
Sacramento, CA 95823
433-2842 (24)

Peter Burnett Elementary
6032 36th Avenue
Sacramento, CA 95824
277-6522 (40)

Susan B. Anthony Elementary (Ext Day)
7864 Detroit Blvd.
Sacramento, CA 95832
433-5356 (47)

Washington Elementary (Wrap Around)
520 18th Street
Sacramento, CA 95814
264-4163 (32)

Washington Children's Center
530 18th Street
Sacramento, CA 95814
264-4364 (20)

William Land Elementary
2120 12th Street
Sacramento, CA 95818
264-4169 (20)

Woodbine
2500 52nd Ave.
Sacramento, CA 95822
433-5318 (24)

Home-Based Program (48)

**SAN JUAN UNIFIED
SCHOOL DISTRICT
HEAD START
700**

Administrative Office:
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

Citrus Heights
7085 Auburn Blvd.
Citrus Heights, CA
95621
728-3175 (20)

Coleman Elementary
6545 Beach Avenue
Orangevale, CA 95662
986-2207 (80)

Cottage Elementary
2221 Morse Avenue
Sacramento, CA 95825
575-1981 (34)

General Davie Jr. Primary Center
1500 Dom Way
Sacramento, CA 95864
575-2346 (54)

Dyer Kelly
2236 Edison Avenue
Sacramento, CA 95821
566-2151 (34)

Encina
1400 Bell Street
Sacramento, CA 95825
971-5812 (34)

Garfield
3700 Garfield Avenue
Carmichael, CA 95608
575-2432 (54)

Grand Oaks
7901 Rosswood Dr.
Citrus Heights, CA
95621
728-3199 (20)

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825
566-2181 (108)

Kingswood Elementary
5700 Primrose Drive
Fair Oaks, CA 95628
867-2122 (34)

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA
95621
728-3230 (20)

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608
971-7380 (94)

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821
575-2374 (20)

Skycrest Elementary
5641 Mariposa Ave.
Citrus Heights, CA
95610
867-2103 (20)

Sunrise Elementary
7322 Sunrise Blvd.
Citrus Heights, CA
95610
728-3191 (74)

**WOMEN'S CIVIC
IMPROVEMENT
CLUB/ PLAYMATE
HEAD START
Funded Enrollment:
120**

Administrative Office:
W.C.I.C./Playmate #2
3555 3rd Avenue
Sacramento, CA 95817
(916) 457-8661 (20)

Playmate #1
3930 8th Avenue
Sacramento, CA 95817
(916) 451-8870 (120)

**SETA OPERATED
EARLY HEAD START
Funded enrollment:
345**

**SETA Early Head Start
Administrative Office:**
925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
263-3804

Broadway
263 Seavey Circle
Sacramento, CA 95818
563-5119 (8)

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823
563-5015 (8)

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660
563-5353 (16)

Grizzly Hollow
805 Elk Hills Drive
Galt, CA 95632 (8)
(209) 744-7728

Job Corps
3100 Meadowview
Sacramento, CA 95832
563-5038 (16)

Mather Air Force Base
10546 Peter A. McCuen
Rd.
Mather, CA 95655
563-5057 (8)

New Helvetia I
2640 A/B Muir Way
Sacramento, CA 95818
322-7068 (16)

**Norma Johnson
Early Learning Center**
3265 Norwood Avenue
Sacramento, CA 95838
563-5372 (8)

Northview
2401 Northview
Sacramento, CA 95833
563-5375 (8)

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823
563-5075 (8)

**Sharon Neese
Early Learning Center**
925 Del Paso Blvd., S.
300
Sacramento, CA 95815
263-5470 (16)

**SETA Early Head Start
Home Base (225)**

**SACRAMENTO CITY USD
EARLY HEAD START
Funded Enrollment:
147**

**Sacramento City USD
Administrative Office**
Hiram Johnson Family
Education Center
3535 65th Street
Sacramento, CA 95820
(916) 277-6767

American Legion
3801 Broadway
Sacramento, CA 95817
277-6608 (16)

**Hiram Johnson Family
Education Center**
3535 65th Street
Sacramento, CA 95820
277-6767 (28)

Capital City
7220 24th Street
Sacramento, CA 95823
264-3950 (74) (12)

Home Base (87)

**SAN JUAN USD EARLY
HEAD START
Funded Enrollment:
161**

**San Juan Unified
School District Early
Head Start
Administrative Office**
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375
**General Davie Jr.
Primary Center**
1500 Dom Way
Sacramento, CA 95864
575-2346 (16)

**Encina Infant/Toddler
Center**
1400 Bell Street
Sacramento, CA 95825
921-9714 (24)

**Fair Oaks
Infant/Toddler Center**
10700 Fair Oaks Blvd.
Fair Oaks, CA 95628
971-5873 (16)

**Marvin Marshall
Toddler Center**
5309 Kenneth Avenue
Carmichael, CA 95608
971-7380 (16)

**San Juan
Infant/Toddler Center**
7551 Greenback Lane
Citrus Heights, CA
95610
725-6125 (24)

Home Base (73)

ITEM III-C – ACTION

APPROVAL OF FISCAL YEAR 2013-2014 HEAD START/EARLY HEAD START TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION TO BE IN ALIGNMENT WITH ESTABLISHED THREE-YEAR GOALS

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Fiscal Year 2013-2014 Head Start/Early Head Start Training/Technical Assistance Plan in the amount of \$394,361 for Head Start, and \$180,094 for Early Head Start. The Budget/Planning Committee met several times with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Roy Kim, Fiscal Chief; Head Start Managers Ms. Brenda Campos, Ms. Lisa Carr and Ms. Karen Gonzales; Governance/Social Services/Parent Involvement Coordinator, Ms. Marie Desha and the parents to provide input on the plan and correlating budget.

RECOMMENDATION:

Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

TRAINING AND TECHNICAL ASSISTANCE PLAN

2013-2014

PHILOSOPHY

PHILOSOPHY

SETA Head Start's program philosophy is based on the premise that all families share certain basic needs and that the Head Start population, in particular, can reap even greater benefits from a comprehensive service delivery system that ensures their needs are met. Our program mission is to improve the lives of low-income children by providing comprehensive child development services that are family focused, including education, health, nutrition, mental health and social services. SETA Head Start's goals are accomplished by involving parents in the complete operation and administration of the program and by supporting the growth of families and staff through the development of advocacy skills, enhanced self-esteem and empowerment. The overall goal is to develop a greater degree of independence among families and the decisions which impact their lives. Finally, SETA Head Start has established as its vision, "Touching Families, Making A Difference."

SETA continually strives to recruit, train and retain the highest quality staff. Ongoing training and technical assistance ensures that all staff are knowledgeable about the Head Start philosophy, goals and objectives, mission, values and Performance Standards of the Head Start and Early Head Start programs.

PLANNING PROCESS

SETA employs an exacting strategic planning process to identify and accomplish the training and professional development needs of Head Start staff, parents, and delegate agencies. This process results in a T/TA Plan which carefully incorporates needs identified through PIR, OHS Monitoring Protocol, Self Assessment, Community Assessment, on-going monitoring results, Desired Results and Child Outcomes, as well as analysis of embedded program and operational reporting systems such as ERSEA reports, ADA reports, etc., and established countywide goals. Ultimately, under the direction of Seta's strong parent organizations (PC/PAC), specific dollars are allocated to these prioritized needs (see attached budget) to ensure staff, parents and delegate agencies receive the necessary training and professional development to move Seta's organization forward.

Several T/TA planning sessions take place in late winter. Participants in the T/TA planning include the SETA Leadership team, Policy Council and Parent Advisory Committee members and delegate agency directors. Participants share information about their community assessment results, Program Self Assessment, most recent ERSEA and health and child outcomes reports, i.e., DRDP-r. Participants identify program strengths and service gaps. A number of areas are identified through these meetings as priorities for T/TA and countywide goal statements are formulated.

Sub-committees which include staff, parents and countywide content coordinators update written program area plans and modify or develop policies and procedures for key management systems.

The Training and Technical Assistance Plan was the direct result of an exhaustive and highly collaborative partnership between Head Start Grantee staff, parents, and delegate agencies. Finally, the T/TA plan was submitted to Seta's assigned GPSS who reviewed the document and provided feedback on the plan. The feedback provided by the GPSS was incorporated into this T/TA plan.

TRAINING AND TECHNICAL ASSISTANCE PLAN 2013-2014

APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT

Adjustments to the Training and Technical Assistance Plan (T/TA) proposed for PY 2013-2014 reflect the combined needs identified and prioritized by 1) parents on the Refunding Grant Application Planning Committee, 2) parents on the Budget/Planning Review Committee, and 3) the resulting goals established in the 2012-2013 Self-Assessment Action Plan through careful analysis of results from: PIR, Community Assessment, countywide goals, on-going monitoring, DRDP-r, and ERSEA reports.

A systematic approach was taken to ensure that our 2013-2014 Self-Assessment Action Plan, and associated budget, would reflect current needs identified through a) on-going monitoring, b) PIR results, c) committee reviews of the existing T/TA Plan, as well as the continuing Three Year Goals and Objectives.

The T/TA Plan was adjusted to align with The Three Year Goals and Objectives, and the Self-Assessment Action Plan. Items which were modified on the current T/TA, to support specific PIP goals are denoted with an asterisk *.

OUTCOMES AND TIMETABLES

Outcomes and timetable attainment of the Program Improvement Plan will be tracked and measured on a monthly basis. Leadership Team and Management meetings are conducted weekly with specific agenda content. Agendas will include status reports and check-ins on a bi-weekly basis. This process will allow for careful tracking of progress as it relates to timetables and outcomes attainment in the defined priorities and sub-groups: Early Intervention and Prevention; Record Keeping and Reporting; Planning; Communication; Human Resources/Staff Development/Training and Health and Nutrition Services.

TRAINING AND TECHNICAL ASSISTANCE PLAN 2013-2014

[NOTES LEGEND: M=Mandated; G/O= Goals and Objectives; PIP= Program Improvement Plan; SA=Self-Assessment]

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost/ T & TA Budget Source		Notes
					HS	EHS	
1. Priority: Program Design and Management							
A. ERSEA - Strengthen paperwork system							
Cluster Training	FSWS, EHS Educators, Home –Base staff, Site Supervisors	ERSEA Program Officer	Annual ERSEA training for all staff enrolling into Head Start/ Early Head Start Programs	August 2013	Minimal	Minimal	Mandated
Cluster Training	FSW Range 3	ERSEA Program Officer	Newly hired Range 3 FSWS will be trained on Child Plus data entry for Head Start applications.	As needed	Minimal	Minimal	Job requirement
Cluster Training	FSWS, EHS Educators, Site Supervisors	ERSEA Program Officer and	Staff will be fully trained on the EZ system which allows attendance tracking, CACFP meal counts, and CDE billing information	August – October 2013	Minimal	Minimal	Job Requirement
B. Recordkeeping and Reporting – Strengthen recordkeeping and reporting system							
Cluster Training	Range 1 & 2 FSWs, EHS Educators	Internal Staff	Staff will improve their organizational skills, and set up a system to ensure timely follow-up.	November 2013	\$2,000	Minimal	SA
Cluster Training	Site Supervisors, Teachers, Social Workers, Home Visitors, and	Education Program Officers and H/N Staff	Review the routing and referral procedure for special education and mental health. Conduct follow up training to	September 2013	Minimal	Minimal	SA

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014**

	Special Ed Field Techs		ensure compliance.				
45 day Educational Screening Training	All Teaching Staff and FSWs	Program Operations Program Officers and Family Support Program Officers	Conduct follow-up training on timelines associated with mandated screenings. This will ensure that 45 day mandates are met and files are complete.	September/October 2013	Minimal	Minimal	SA
C. Human Resources - Strengthen Human Resources Systems							
Career Incentive Plan	All Staff	Community colleges, 4 year colleges/ universities	Staff will receive up to \$1,500 per grant year to return back to school to continue their education and meet Head Start/Early Head Start requirements.	August 2013 and on-going	\$18,960	\$6,571	Best Practice
New Employee Orientation	All new staff	Education Coordinators, Program Officers, Staff Training Officer, other staff as needed	New staff will understand agency policies and procedures and Head Start/Early Head Start requirements.	On-going as new staff are hired	Minimal	Minimal	Best Practice
Child Abuse Reporting	Staff	Outside Consultants	Ensure all staff are trained annually on their responsibility as a mandated reporter	November/December 2014	\$1,000	Minimal	Mandated
In-service training	All Head Start and Early Head Start staff	Outside trainers	Staff will have opportunities to develop new skills, gain knowledge on three year goals and objectives and best practices in their field.	December 2013 Spring 2014	\$12,000	\$7,000	Best Practices

**TRAINING AND TECHNICAL ASSISTANCE PLAN
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D. On-going Monitoring - Strengthen On-going Monitoring Systems							
Child Plus Training	FSWS, Site Supervisors, Early Head Start Educators	I/T Staff	Staff will receive update training on Child Plus, including how to use Dash Board and how to use organizer. This will allow staff to monitor files	January 2014	Minimal	Minimal	Job Knowledge
Child Plus Training for Supervisors	Family Engagement/ Education Program Officers	I/T Staff	Supervisory staff will have an opportunity to learn the Child Plus Systems to better able their capacity for monitoring site files	January 2013	Minimal	Minimal	Best Practices
E. Program Support - Strengthen Delegate and Partner Support							
Delegate Kick off	Delegate Staff, Delegate Support Team, Grantee Managers and Deputy Director	Deputy Director, Program Support Manager	Provide prep for upcoming OHS Monitoring visit, continue to build collaborative relationships	October 2013	\$3,000	\$200	Best Practices
Content Coordinator Meetings	Content Coordinators from Delegate Agencies	SOP Content Coordinators	All Head Start staff will increase their knowledge of service delivery methods; develop countywide systems to bring to their agencies.	August 2013 on-going monthly	Minimal	Minimal	Best Practice
Career Incentive for Delegate Staff	All Delegate Staff	Community colleges, 4 year colleges and universities	Staff will receive up to \$750 per grant year to return back to school to continue their education and meet reauthorization requirements.	August 2013 and on-going	\$6,000	\$3,000	Best Practice

**TRAINING AND TECHNICAL ASSISTANCE PLAN
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Consultants	Delegate Agencies	Consultants	Delegate Agencies will receive T/TA services around the key content areas of Health and Disability services	August 2013 and on-going		\$12,000	
F. Program Governance - Strengthen Program Governance							
PAC/PC Training	PAC/PC members	SS/PI Coordinator and SS/PI staff	Demonstrate increased knowledge of roles and responsibilities of members, including Robert's Rules of Order, Brown Act, and parliamentary procedures.	October 2013	Minimal	Minimal	M
Governing Board Training	Governing Board members, PAC/PC Chairs	Deputy Director, SS/PI Coordinator	Demonstrate deeper understanding of the roles and responsibilities the Governing Board has in relation to the HS/EHS programs, and how the PC fits into that relationship.	January 2013	Minimal	Minimal	M
Ethics Training	PAC/PC members	Workforce Development staff	Members will be trained in the topic of ethics and responsibility. Members will be made aware of their ethical responsibilities in regards to serving on PAC/PC.	February 2013	Minimal	Minimal	M
Local Conferences- parents	Parents	Local conferences	Parents will achieve greater awareness of the process of becoming an advocate, and how the state and local budgets affect child care funding.	Spring 2014		\$1,500	Best Practices

TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014

PC/PAC Activities	Parent Board members	Community Agency	Parents on both boards will choose an educational activity which supports the Family Engagement Framework.	Spring 2014	\$6,000	\$1,500	
H. Program Planning - Strengthen Planning Systems							
2. PRIORITY: Improve Service Delivery (Develop a comprehensive Parent Education Program to promote self-sufficiency, improve the quality all Head Start/ Early Head Start delivery service methods to ensure all Performance Standards are being met.)							
A. HEALTH & SAFETY							
BBP/ Universal Precaution Training	All Staff	Program Support Manager, Health/Nutrition Specialists/ Identified outside trainers	All staff will be trained on Blood Borne Pathogens and other mandated training including Child Abuse and food safety.	September 2013 and April 2014	Minimal	Minimal	M
CPR Training	Teaching Staff	Health/Nutrition Specialists	Teaching staff certified in Pediatric CPR and First Aid.	Monthly	Minimal	Minimal	M
Pedestrian Training	Parents	FSWs, Health/Nutrition Specialists, Teaching Staff	Increased knowledge of health and safety issues and of pedestrian safety.	September 2013 and on-going	\$1,000	\$1,000	M

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Child Plus for Health	FSWS, Site Supervisors, EHS Educators	Health/Nutrition Staff, I/T analyst	Staff will demonstrate increased knowledge of how to date enter health events into Child Plus, and how to read reports.	December 2013 and April 2014	Minimal	Minimal	Job Requirement
<i>B. NUTRITION</i>							
Nutrition and Child Obesity	Parents	Health Nutrition Specialists	Parents will demonstrate increased knowledge on ways to combat childhood obesity and how to increase physical activity at home.	September 2012 and on-going at parent meetings and countywide training	\$2,000	\$3,500	G/O
Health Advisory/CPAC	Community	Outside professionals	Health professionals and staff will come together to discuss and strategize best practices and to ensure consistency on health related topics throughout Sacramento County.	Annually	\$1,500		M
<i>C. MENTAL HEALTH</i>							
CSEFEL Workshops-Positive Solutions for Families	Parents	Parent Support Manager	Parents will be offered a series of parenting classes dealing with the issues of addressing challenging behaviors as identified on the FPA.	January 2014	\$3,500	\$3,000	G/O
Parent Education Workshops	Parents	Mental Health Specialists, SS/PI staff	Parents will increase their knowledge in the areas of stress management, healthy eating and the relationship to mental health or other mental health services identified on	Ongoing monthly at parent meetings at the Early Learning	Minimal	Minimal	On-going monitoring

**TRAINING AND TECHNICAL ASSISTANCE PLAN
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			the FPA.	Sites			
CSEFEL Training	Teaching Staff and support staff	Consultants	In partnership with Sacramento County Office of Education and West Ed, staff will participate in the third year of Teaching Cohort model. This cohort provides support in the development of internal trainers and coaches. This model also supports targeted social emotional support in the classroom	Two Head Start classes to be identified	\$3,000	\$500	G/O
<i>D. DISABILITIES</i>							
Special Education Workshops (teachers) and Infant Development Association	Teachers	Disabilities Coordinator, Special Education Staff, SCOE Staff	Staff will gain knowledge on types of disabilities, identification of children with disabilities, accessing services and implementing general education adaptations	Spring 2014	\$2,000	\$1,500	M
Special Education Workshops (Parents)	Parents	Disabilities Coordinator, Special Education Staff	Parents will increase their knowledge of typical child development, interpretations of child screenings, disability services available, and transition in and out of HS/EHS.	On-going at parent meetings and socializations	Minimal	Minimal	M
<i>E. SCHOOL READINESS</i>							
CSEFEL-Infant-Toddler	EHS Educators, I/T teaching staff	Outside Consultants	Center based and Home Based staff will participate in CSEFEL I/T training models. The focus will be on Social-Emotional Development within the Context of Relationships. Staff will improve on strategies to strengthen nurturing and responsible relationships.	Spring 2014		\$4,000	G/O

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CLASS Training	All classroom teachers and	Outside Consultant	Staff will continue to receive individualized coaching. Certified CLASS trainers will conduct assessments targeting specific domains. Focused observations and feedback will provide goals for improvement.	On-going	\$7,000 (Basic)		Best Practices
Regional Site Supervisor Meetings	Site Supervisors	Educational Program Officers	Site Supervisors will meet monthly to discuss best practices in the ECE field, implementation of the new oral language curriculum, and the new classroom assessment tool, updated policies/procedures/practices.	Monthly	Minimal	Minimal	M
CLASS-Toddler Training	Early Head Start Staff	Outside trainers	Early Head Start staff will be offered multiple training sessions on topics including Emotional & Behavioral support and Engaged Support for Learning. Certified CLASS Toddlers assessors will provide coaching based on results of assessment and observations.	On-going		\$4,000	Best Practices
California Infant/Toddler Curriculum Framework	All Early Head Start Staff	Educational Program Officers, Identified outside training experts	All staff working with Early Head Start will participate in training on the CA I/T Curriculum Framework.	Bi-monthly beginning in Feb 2013		\$3,000	Best Practices
Strategies	Home Based Early Head Start Educators	Outside Consultants	Staff will participate in specific training for the home visitation model. This comprehensive and interactive training will provide essential tools;	Spring 2014		\$4,000	Best Practices

**TRAINING AND TECHNICAL ASSISTANCE PLAN
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			current tools and evidenced-based processes for engaging families in strength based home visiting.				
Field Trips/Socializations	Home Based parents and staff	Outside agencies	Parents and children will have the opportunity to engage in educational field trips to various organizations and venues in the Sacramento area	August 2013 and on-going		\$500	
Early Learning Framework	All teaching staff	Education Program Officers	Using information provided from the aggregated data of the DRDP and the HELP, training and support will be provided to teaching staff to support teaching practices. Emphasis will include the areas of Literacy and Mathematics and supporting dual language learners	Bimonthly beginning in October 2013	\$2,000		
Infant/Toddler Workshop	Early Head Start teaching staff	Outside consultants	Staff will gain a greater understanding of how environments enhance and contribute to social-emotional health and supportive relationships	Spring 2014		\$4,284	
<i>F. FAMILY SERVICES AND COMMUNITY PARTNERSHIPS</i>							
Parent Education Workshops	Parents-countywide	SS/PI Staff, FSWs, outside presenters	Parents will be offered a variety of topics related to needs identified on the FPA. Training will happen at monthly parent meetings, monthly countywide training and other modes as identified as successful.	Summer 20123 and monthly	\$3,000	\$3,000	G/O

**TRAINING AND TECHNICAL ASSISTANCE PLAN
2013-2014**

Training on Family Engagement Framework	FSWS, EHS Educators	SS/PI staff, FSWS and teaching staff	Staff will become more knowledgeable about the Family Engagement Framework, how to use it, and how to analyze and collect data.	Fall 2013 Spring of 2014	\$4,000	\$3,000	M
Male Involvement Services	Parents, staff	SS/PI Staff	Fathers will gain greater knowledge around health issues, child development, literacy development in children, and how to strengthen the parent/child bond. Staff will increase knowledge of how to increase male involvement at the site level, and to develop activities that are designed for men.	September 2013 and monthly	\$4,750	\$816	Best Practices
Family Literacy Involvement Project (FLIP)	Parents	SS/PI staff, teaching staff	Children's books will be given out monthly to each family enrolled in HS/EHS along with an activity to enhance the book. Families will gain knowledge of methods to foster school readiness.	Monthly	\$13,000	\$4,000	G/O
Grandparent/Foster Parent services	Grandparents, foster parents, parents	SS/PI staff, community representatives	Grandparents and foster parents will increase knowledge of services available to them, and obtain support. Workshops will be offered on topics identified by grandparents/foster parents through the support meeting held monthly.	Monthly	\$4,250	\$1,900	M
Best Practices in the	FSWS, EHS	Outside agencies	Staff will gain greater	January 2014	\$4,000	\$4,000	G/O

**TRAINING AND TECHNICAL ASSISTANCE PLAN
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Social Service Field	Educators, Home Visitors, SS/PI staff	to be determined	understanding and competency in their chosen field.	and as needed			
Parent Conference	Parents	Outside guest speakers	Parents will be offered a countywide parent conference on a variety of topics. Collaboration will occur with the Male Involvement committee and the Grandparent/Foster Parent committee.	Spring 2013	Basic	\$1,000	Best Practices
Parent Career Incentive Program	Parents	Various learning institutes	Parents will be reimbursed up to \$600 per grant year to attend college, vocational education or adult education.	On-going	\$3,500	1,500	M

ITEM III-D- ACTION

APPROVAL OF FISCAL 2013-2014 SACRAMENTO COUNTY PROGRAM
OPTIONS/GRANTEE AND DELEGATE AGENCIES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve Fiscal Year 2013-2014 Sacramento County Program Options/Grantee and Delegate Agencies.

RECOMMENDATION:

Approve Fiscal Year 2013-2014 Sacramento County Program Options/Grantee and Delegate Agencies.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

HEAD START

SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS/GRANTEE & DELEGATE AGENCIES FY 2013-2014

PROGRAM OPTIONS

AGENCY	Total Funded Enrollment	OPTION 1 (CB) Full-Day Collab. 5 days/ week 10 hrs/day 47-48 weeks	OPTION 2 (CB) Full-Day 5 days/week 9 hrs/day 47 weeks	OPTION 3 (CB) Full-Day 5 days/week 8-8.5 hrs/day 47-48 weeks	OPTION 4 (CB) Full-Day 5 days/week 9 hrs/day 46 weeks	OPTION 5 (CB) Full-Day 5 days/week 8-8.5 hrs/day 46 weeks	OPTION 6 (CB) Part-Day 5 days/week 4 hrs/day 46 weeks	OPTION 7 (CB) Part-Day 4 days/week 3.5 hrs/day 37 weeks
SETA	2,114	66	88	66	44	110	1,380	276
Elk Grove	420							
Sacramento City	1,292	77	32	16				
San Juan	700							
Twin Rivers	211							
WCIC (Playmate)	120							
TOTALS	4,857	143	120	82	44	110	1,380	276

Comments

Please refer to individual Program Approach forms for specific detail of the above options.

HEAD START

SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS /GRANTEE & DELEGATE AGENCIES FY 2013-2014

PROGRAM OPTIONS

AGENCY	Total Funded Enrollment	<u>OPTION 8</u> (CB) Full Day Collab. 5 days/week 6-6.5 hrs/day 32 weeks	<u>OPTION 9</u> (CB) Full Day 5 days/week 9 hrs/day 35 weeks	<u>OPTION 10</u> (CB) Part-Day 4 days/week 3.5 hrs/day 32-33 weeks	<u>OPTION 11</u> (CB) Part-Day/DS* 4 days/week 3.5 hrs/day 32 weeks	<u>OPTION 12</u> (CB) Part Day 4 days/week 4 hrs/day 34 weeks	<u>OPTION 13</u> (HB) Home Base 32-47 weeks	
SETA	2,114						84	
Elk Grove	420			420				
Sacramento City	1,292	511		608			48	
San Juan	700	200			500			
Twin Rivers	211		24		187			
WCIC (Playmate)	120					120		
TOTALS	4,857	711	24	1,028	687	120	132	

Comments

*DS = Double Session

Please refer to individual Program Approach forms for specific detail of the above options.

EARLY HEAD START

SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES						
FY 2013-2014						
PROGRAM OPTIONS						
AGENCY	Total Funded Enrollment	OPTION 1 Full Day 5 days/week 7.5 hrs/day 48 weeks	OPTION 2 Full Day 5 days/week 8-9.5 hrs/day 47-48 weeks	OPTION 3 (CB) 5 days/week 7.5 hrs/day 48 weeks	OPTION 4 (CO) 1 day/week 8 hrs/day 48 weeks	OPTION 5 (HB) 47-48 weeks
SETA	345		120			225
Sacramento City	147		44*		8**	95
San Juan	161	56		32		73
TOTALS	653	56	164	32	8	393
Comments	<p>*For center based option, 178 center-based service days are offered, then the option becomes a home-based model; this program option provides a total of 235 service days.</p> <p>**For combination option, 37 center-based days are offered during the school year, bi-weekly home visits are offered during the school year and weekly visits are offered during the summer.</p>					

Please refer to individual Program Approach forms for specific detail on the above options.

ITEM III-E- ACTION

APPROVAL OF ANNUAL SELF ASSESSMENT FOR 2012-2013
AND RESULTING PROGRAM IMPROVEMENT PLAN
SETA OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the results of the Head Start/Early Head Start Annual Self Assessment.

In January 2013, a team of parents and internal and external reviewers were assembled for the 2012-2013 self-assessment process. Teams reviewed and analyzed nineteen service areas, including Program Governance, Planning, Communication, Record-keeping/Reporting, On-going Monitoring, Human Resources, Fiscal, Prevention/Early Intervention, Tracking/Follow-up, Disabilities, Individualization, Family Partnerships, Parent Involvement, Community Partnerships, Eligibility/Recruitment/Selection/ Enrollment/Attendance, Safe Environments, Child Outcomes, Education and Early Intervention.

While many positive outcomes and strengths were noted during the review, staff continues to strive for excellence. As part of the 2012-2013 Program Improvement Plan, staff will focus on a few areas of improvement, including school readiness/child outcomes, family and community engagement, program design and management and on-going monitoring opportunities.

A summary report and resulting Program Improvement Plan are attached for review and approval.

Staff will be available to answer questions.

RECOMMENDATION:

Approve Program Year 2012-2013 Self-Assessment and resulting Program Improvement Plan.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

Self Assessment Summary of Results 2012-2013

Project Background:

During the fall of 2012, SETA Head Start/Early Head Start developed a self assessment plan that included parents, administrative and field staff, management and consultants. The self assessment process, which took place January 14-18, 2013, resulted in an in-depth review of the quality and compliance of the SETA Head Start/Early Head Start program.

The 2011 OHS Monitoring Protocol was used for evaluating all services and systems areas of the SETA Operated Program (SOP), as well as selected aspects of SETA's partners and delegate agencies. Delegates conduct their own comprehensive self assessment annually. Focus groups and interviews were conducted with both SOP and delegate agency staff using questions from the 2013 OHS Monitoring Protocol and included interviews with Board members, Policy Council and Policy Committee and PAC members, content managers, teachers, and family engagement staff. An extensive file review checklist was developed for reviewing almost 300 children's files. Numerous administrative and financial files and records were also reviewed as well as program plans, procedures and policies. Governance and management systems were reviewed at the SETA Operated Program as well as delegate agencies. Classroom observations at both the SETA Operated Program and the Delegate agencies were conducted using the CLASS system. Daily team meetings and debriefings with reviewers and management staff were held for purposes of coordination and communication. Program goals and objectives were carefully reviewed and progress noted.

Team reviews included, but were not limited to the following: children's files, on-going monitoring reports, program information reports, policies and procedures manuals, Human Resource and fiscal documents, monthly reports, *Childplus* reports, self assessment results, goals and objectives, classroom observations, ECERS, ITERS, and CLASS results, indicators from Community Childcare Licensing (CCL) and the Child and Adult Care Food Program (CACFP), home visit observations, etc. Additionally, many teams performed interviews with staff, parents, and community partners for the self assessment. Results from the self assessment were analyzed and resulted in a detailed Self Assessment Program Improvement Plan (PIP).

Team Composition:

For the Self Assessment, individual teams were assembled by content area. Each team had an appointed team leader to facilitate the process and consisted of both internal and external stakeholders. The teams were as follows:

Program Governance/Management Systems	Family & Community Engagement
Health Services	Nutrition Services
Safe Environments	Child Development & Education (HS)
Disabilities Services	Child Development & Education (EHS)

Mental Health
Human Resources
Fiscal

Community Partnerships
ERSEA

Summary of Program Strengths ~ SETA Operated Program (SOP) :

SETA Head Start/Early Head Start has many notable strengths, including some of the following:

Health:

- SETA and its delegates have licensed and experienced health staff
- Three-tiered position for Family Service Workers at SETA
- SETA completed all 45-day health screenings
- Health files are well organized and dental exams completed in timely manner
- Community partnerships provide basic and enhanced health services including sites where asthma was high
- SOP has a follow-up “Routing and Referral System” for tracking
- Disaster preparedness with staff training was well developed and implemented

Nutrition:

- SETA and all its delegates have qualified nutrition management and consultants
- SETA’s Parent Advisory Committee’s food service committee meets every month and provided valuable input on children’s menus
- SETA’s program has menus inclusive of whole grains and very few sugar items
- Community collaborations include interns from CSUS who provide parent education and nutrition activities for children

Safe Environments:

- SETA’s Disaster Preparedness Plan is exemplary and the Safety Policies and Procedures are well developed
- Family Service Workers were observed to be very engaged at their classrooms

Disabilities:

- Outstanding partnership with SCOE in inclusive programming
- Inclusive classrooms are available at the SETA program
- Interviewed parents gave very positive feedback about their experience with disabilities services
- Very specific strategies for budgeting and maintenance of effort for disabilities services
- Special Education field technicians have educational and professional backgrounds that ensure provision of services
- All SETA sites have licenses that include six non-ambulatory slots

Mental Health:

- SETA’s mental health consultants and content experts have impressive educational and professional qualifications

- SETA has mental health plans that include specific training for staff and parents in implementing the Teaching Pyramid

Education-HS:

- SETA and all delegates are using the five essential domains from Head Start Foundations and are aligned with the 18 school readiness goals
- The SETA program has excellent training on the CLASS tool and how to use this framework in blending with curricula and developmentally appropriate practices
- Sharon Neese classrooms are exceptional and showcase high quality practices
- SETA and all delegates use the Creative Curriculum and/or Open Court as well as additional curricula broadening children's experiences
- All classes observed included each child's family with learning approaches that included family trees, stories, and picture boards

Education-EHS:

- Implementation of Creative Curriculum for Infants and Toddlers Caregivers is evident in classes which supports the varying development of children
- All EHS sites demonstrated individualization, group planning, and ongoing assessment
- SETA's Daily Information Exchange form maintains daily communication with parents

Family & Community Engagement:

- SETA has strong formal and informal community partnerships
- SETA has added school readiness aides who are parents that assist in the classroom
- There is evidence of parent partnerships in the file and on the FPA.
- Case note training has improved the Family Contacts section of the file.

Fiscal Integrity:

- SETA's permanent facility files are outstanding. They are well organized and contain all information needed to track projects from commencement to current day
- SETA files for facility Notice of Federal Interest are commendable in their historical completeness and in being reconciled to inventory records
- SETA's fiscal files are well organized with information readily available

PDM:

- SETA's Board and Policy Council (PC) have approved all actions required by Head Start regulations and the law
- SETA's PC members are well trained during the year and members interviewed were extremely complimentary of SETA management and staff for their support
- Program staff are well qualified and content managers meet or exceed qualification standards
- Countywide program communication is excellent and SETA management models a collaborative approach
- SETA is developing an e-monitoring system that will provide instant data and reports through the use of I-Pads

- SETA has strong formal and informal community partnerships supports school readiness and family engagement
- SETA conducts well organized and comprehensive self-assessments that looks at the program critically
- SETA has a well structured Human Resources Department

ERSEA:

- SETA has a strong centralized ERSEA system with conscientious ERSEA staff
- High percentage of verifying signatures for income eligibility files
- Exemplary electronic sign-in system for parents provided instant attendance information
- Full enrollment is maintained consistent with Tracks system
- Active, ongoing recruitment of families with appropriate waiting lists
- SETA serves more families who are below poverty (94%) than what is required (90%)
- Income documents secured at relatively high rate

Summary of Program Growth Opportunities ~ SOP:

During the Self Assessment process, teams identified areas for improvement and opportunities for growth. Areas of improvement do not necessarily indicate systemic issues and/or areas of non-compliance. Below is a summary of some of the highlighted areas. A complete Program Improvement Plan (PIP) with action steps, timelines, and staff responsible is attached.

Health:

- Some files reviewed were not up-to-date, while some did not reflect follow-up treatment

Nutrition:

- Some SETA sites reviewed did not have children brush their teeth in conjunction with a meal

Safe Environments:

- Several SETA sites had items that needed repair, rearrangement, cleaning, or removal
- A few SETA classes needed improvement in medication storage or had incomplete first aid kits
- Several classes needed improvement in covering electrical outlets

Disabilities:

- The Part C MOU for delegate agencies has not been updated since 12/31/10.
- Files did not show transition planning for children who have an IEP

Education-HS:

- Some files did not contain Individual Development Plans or goals

Family & Community Engagement:

- Some FPAs were not completed, while some did not have documented follow-up in the files
- Strategies and goals in FPAs need to be improved so that they are more consistent and fully relate to each other.
- EHS transition plans were not documented in some files

Fiscal Integrity:

- Some delegate contracts and facility leases were signed and dated after the commencement date

PDM:

- Grantee monitoring needs improvement in the review and correction of issues related to outdoor facilities, governance (particularly Boards), and children's files at both the SETA operated program and all delegate agencies. The new e-monitoring system currently being developed is promising for making these improvements provided the frequency and follow-up is ensured.
- The current annual public report needs to include five more elements required in the law
- Some managers did not have current performance reviews based on sampled personnel files
- SETA needs to identify/develop a new employee evaluation support system since the current system will soon be unavailable.

ERSEA:

- Monthly analysis of site/classroom averages and documented correction was not currently being conducted

Summary of Program Strengths ~ Delegate Agencies:

Health:

- Licensed and experienced health staff
- Health files were well organized and dental exams completed in timely manner
- Community partnerships provide basic and enhanced health services including sites where asthma was high
- Disaster preparedness with staff training was well developed and implemented

Nutrition:

- Qualified nutrition management and consultants
- Excellent referrals made by nurse and dietician
- SETA's Parent Advisory Committee's food service committee met every month and provided valuable input on children's menus
- Excellent hand washing and tooth brushing practices

Safe Environments:

- All delegates had heightened security measures in place to ensure safety of children and staff, including one delegate that uses an innovative scanning process and badges for visitors
- Another delegate has an excellent system that enables substitute teachers to locate important items in classes

Disabilities:

- Outstanding partnership with SCOE in inclusive programming
- Inclusive classrooms are available
- Interviewed parents gave very positive feedback about their experience with disabilities services
- Very specific strategies for budgeting and maintenance of effort for disabilities services
- Special Education field technicians have educational and professional backgrounds that assure provision of services
- Effective system to monitor educational screenings, assessments and follow-up referrals

Mental Health:

- Mental health consultants and content experts have impressive educational and professional qualifications
- Mental health plans include specific training made available to staff and parents in implementing the Teaching Pyramid

Education-HS:

- SETA and all delegates are using the five essential domains from Head Start Foundations and are aligned with the 18 school readiness goals
- Inclusion classrooms provide a seamless experience for children
- SETA and all delegates use the Creative Curriculum and/or Open Court as well as additional curricula broadening children's experiences

- All classes observed included each child’s family with learning approaches that included family trees, stories, and picture boards

Education-EHS:

- Implementation of Creative Curriculum for infants and toddlers is evident in classes which supports the varying development of children
- All EHS sites demonstrated individualization, group planning, and ongoing assessment
- Some delegates serve teen parents and collaborate with parents to strengthen parent-child attachment
- Infant classrooms were nurturing with space for parents to participate

Family & Community Engagement:

- Strong documentation of parent conferences and home visits
- Knowledgeable and experienced FCE staff implementing family partnerships effectively
- Children’s records are well organized with services properly documented
- Effective and efficient recordkeeping system with organized files
- Well documented family partnership goals and strategies

Fiscal Integrity:

- Strong communication between delegate accounting departments and grantee accounting department
- Detailed and accurate Personnel Activity Reports

PDM:

- Policy Committee members at several of the delegate agencies are knowledgeable, actively involved and receive all the required reports; they can articulate their roles and responsibilities
- ERSEA files contain signed income verifications
- One Delegate Director has involved parents and staff in making improvements and streamlining processes
- The Board of Education at one of the delegate agencies is responsive to programs, receives all required reports, and has approved all required actions

Summary of Program Growth Opportunities ~ Delegate Agencies:

Health:

- Some files reviewed at the delegate agencies were not up-to-date or did not reflect follow-up treatment
- Some files reviewed had screenings that were not completed within 45 days.

Safe Environments:

- All classrooms observed had evacuation routes posted; however, several classes did not have routes clearly marked to indicate path to outside
- Some classes had flashlights that were dim

- Several classes did not have evidence that smoke detectors were tested
- Indoor and/or outdoor premises had cleaning, repair, or unsafe issues (including not covered electrical outlets)
- A few classes needed improvement in medication storage
- A few sites had incomplete first aid kits

Disabilities:

- The Part C MOU for delegate agencies has not been updated since 12/31/10. One delegate was missing several 1308 requirements in SCOE agreement.
- Files did not show transition planning for children who have an IEP

Education-HS:

- Some files did not contain Individual Development Plans or goals

Family & Community Engagement:

- Some FPAs were not completed
- Some files lacked documentation regarding follow-up, parent-teacher conferences and home visits
- EHS transition plans were not documented in some files

Fiscal Integrity:

- Some delegates did not apply E-rate credits to Head Start telecommunication expenditures
- One delegate did not have a current student accident policy in place
- One delegate is not reporting Cal Card credit card expenditures to the Board or the Food Program
- One delegate has not conducted a physical inventory in the last two years

PDM:

- One of the delegates did not have a community representative on its PC
- Even though the Delegate Directors turn in all reports to administration, the reports don't always flow to some of the Boards. For example, the Board and the Policy Committee have not received monthly credit card expenditures on the Cal card.
- One delegate did not have documentation to support that the Board had approved hiring and firing procedures for key management staff or had approved dispute resolution procedures. Funding amendment to contract approved was but not reflected in the Board's minutes.
- Lack of evidence that Policy Committees had approved personnel policies at two of the delegates.
- Some sampled employees at two of the delegates did not have an initial physical exam completed.
- One delegate is struggling with its Policy Committee in that it last had a quorum in October and is currently not a functioning body. This also occurred last year.
- Organizational structure at one delegate did not identify oversight for family and community services; lines of supervision and accountability were unclear.

- One delegate site required parents to bring their own diapers and wipes.

Grantee Action to Address Program Growth Opportunities in Delegates

All the results of the self assessment were shared with the Delegates. This information was folded into their own self assessments and ultimately into their Program Improvement Plans, which are on file and available upon request.

Several key grantee staff who provide delegate support met to outline a plan for supporting delegates regarding the identified areas of growth. Additionally, individual meetings were held with each Delegate Agency to review the results of the self assessment and to develop a plan of action. As appropriate, grantee content coordinators are following up with Delegate agency staff. Any documents requiring revision as a result of the self assessment process will be submitted to the grantee for review and approval. Delegate Program Improvement Plans have been discussed during content meetings and are discussed during individual delegate meetings as relevant. Further, the self assessment results have been shared with the grantee's Quality Assurance Team so that extra emphasis can be placed on monitoring in those areas that were identified in the self assessment. Grantee staff will continue to track and monitor Delegate's progress on addressing these issues.

**Sacramento Employment and Training Agency
Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2012-2013**

<i>Action Step</i>	<i>Responsible Person/Department</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>SCHOOL READINESS/CHILD OUTCOMES</i>				
<i>Goal: Redesign and implement a new Individual Development Plan (IDP)</i>				
Redesign the Individual Development Plan (IDP) and corresponding home visit and parent conference schedule.	Karen Gonzales, Manager Program Officers (ED) Education Coordinators	March 2013	New IDP format completed. Teacher training will take place June 2013. Implementation will take place in Fall 2013.	
<i>Goal: Improve Transition Planning Process</i>				
Ensure all EHS children and children with disabilities have appropriate and timely transition plan on file	Karen Gonzales, Manager Program Officers (ED) Education Coordinators	March 2013		
<i>FAMILY AND COMMUNITY ENGAGEMENT</i>				
<i>Goal: Continue to strengthen family case management and internal monitoring systems to ensure high quality family engagement and documentation</i>				
Continue to provide staff development for Family Service Workers in the areas of case management /documentation, customer services, goal setting strategies, time management and follow-up services	Lisa Carr, Manager Program Officers (SS/PI)	May 2013	Monthly professional development strands have been developed and are in progress.	

**Sacramento Employment and Training Agency
Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2012-2013**

<p>Increase child daily attendance in each center. Develop a program to educate parents on the importance of attending school as it relates to school readiness and encourage their daily participation. Follow-up with centers/classrooms that fall below 85% average daily attendance (ADA).</p> <p>Note: continuation from 2011-2012 PIP</p>	<p>Lisa Carr, Manager Program Officers (SS/PI) Program Officer (ESREA)</p>	<p>April 2013</p>	<p>Subcommittee developed a new system for increased attendance. Being reviewed by ERSEA Program Officer and Program Ops Mgr. At each PAC meeting attendance will be discussed and related back to school readiness</p>	
<i>PROGRAM DESIGN AND MANAGEMENT</i>				
<i>Goal: Continue to improve efficiency and effectiveness of record-keeping, reporting and on-going monitoring systems</i>				
<p>Create and implement a new electronic tracking system for quality assurance and on-going monitoring. Tool will include Program Design and Management sections to support on-going monitoring and evaluation at the grantee and delegate agencies.</p>	<p>Brenda Campos, Manager Program Officer (Admin) Quality Assurance Specialists</p>	<p>January 2013</p>	<p>Quality Assurance Tool and electronic iPad app are completed and in use.</p>	<p>Completed for year but on-going to build capacity and reports</p>
<p>Agency to secure a new employee performance evaluation system</p>	<p>Rod Nishi, Chief Administration</p>	<p>January 2013</p>	<p>Evaluation systems are being evaluated. Final selection not yet determined.</p>	

**Sacramento Employment and Training Agency
Head Start/Early Head Start
Self-Assessment Program Improvement Plan (PIP)
2012-2013**

PROGRAM DESIGN AND MANAGEMENT- DELEGATE AGENCY OVERSIGHT AND ON-GOING MONITORING

Goal: Enhance on-going monitoring and oversight of delegate agencies to ensure full compliance and quality improvement.

<p>Ensure each delegate agency, specifically school districts, are fully engaging their boards/board liaison/PC reps regarding Head Start program activities and information reports.</p>	<p>Denise Lee, Deputy Director Marie Desha, SS/PI Coordinator Alma Hawkins, SS/PI Specialist</p>	<p>February 2013</p>	<p>SC, SJ and EG have recruited and retained a board liaison. On-going monitoring will continue. TRs has recruited/seated new reps on their PC.</p>	
<p>Utilizing the newly designed monitoring system, SETA will strengthen and enhance on-going monitoring within the delegate agencies to ensure full compliance with Performance Standards with special emphasis on items noted as needing improvement in the 2012 Self-Assessment report. Training and Technical Assistance will be provided by the grantee for all content areas needing improvement within each delegate agency/partner.</p>	<p>Brenda Campos, Manager Melanie Nicolas, Program Officer (Admin) Quality Assurance Specialists</p>	<p>January 2013</p>	<p>The new iPad monitoring system has been implemented and monthly visit to delegates are in progress.</p>	

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)
 - Parent/Staff Recognition - Mr. Victor Bonnano
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson

NOTES:

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
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
PC/PAC Joint Executive Committee Meeting	Thursday, April 25, 2013 9:00 a.m. Olympus Room
PC/PAC Personnel/Bylaws Committee	Friday, April 26, 2013 9:30 a.m. Olympus Room
PC/PAC Budget/Planning Committee	Friday, May 3, 2013 10:00 a.m. Olympus Room
Social/Hospitality Committee	Friday, May 10, 2013 9:00 a.m. Olympus Room
Countywide Parent Leadership Institute Training Theme: Leadership Through Effective Communication & Team Building Dr. Tracy Tomasky, Trainer	Friday, May 10, 2013 8:30 a.m.: Registration 9:00 a.m.: Training Start Time SETA Board Room
Male Involvement Committee	Wednesday, May 15, 2013 10:00 am. – 11:30 a.m. Olympus Room
Food Services Committee	Thursday, May 16, 2013 12:30 p.m. Saturn Room
Social/Hospitality Committee	Friday, May 17, 2013 9:00 a.m. Olympus Room
PC/PAC Personnel/Bylaws Committee	Friday, May 31, 2013 9:30 a.m. Olympus Room

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

EVENT

DATE

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
Male Involvement Committee	Wednesday, May 15, 2013 10:00 am. – 11:30 a.m. Olympus Room

PARENT/KINSHIP CONFERENCE 2013 PRESENTS

RUTHIE BOLTON

WOMAN'S BASKETBALL HALL OF FAME & KEYNOTE SPEAKER

FREE EVENT

Meet Ruthie Bolton, two time Olympic Gold Medalist,
WNBA All-Star & Women's Basketball Hall of Famer.

**Food, Family
AND Fun**

WORKSHOPS

- Nutrition
- Positive Discipline
- Legal Panel (Child Custody, Child Support & Senior Legal Support)
- School Readiness
- Advocacy for Special Needs Children



SPONSORED BY:

- SACRAMENTO COUNTY HEAD START
- NORTH SACRAMENTO GRANDPARENT SUPPORT GROUP
- LILLIPUT CHILDREN'S SERVICES
- AREA 4 AGENCY ON AGING

SATURDAY, APRIL 20

9:00 AM – 3:00 PM

CHARLES A. JONES – SKILLS AND BUSINESS EDUCATION CENTER

5451 Lemon Hill Avenue, Sacramento, CA 95824

To register for Conference and/or Playcare call Belinda (916) 263-4078



Policy Council

FOR MEMEBERS OF THE

Policy Committee

Parent Advisory Committee

... and Alternates

LEADERSHIP

Through Effective Communication And Team Building

Annual Parent Leadership Institute

Friday, May 10, 2013

SETA Board Room

Sacramento, CA

Trainer

Dr. Tracy Tomasky

Training includes information on:

Leadership Communication Team Building Conflict Self Esteem

RSVP

Ms. Alma Hawkins (916) 263 0540 by 4:00 p.m. on Tuesday, April 30, 2013

SPONSORED BY

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY HEAD START



ITEM IV-B - INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

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

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 10:02 a.m.

Members Present:

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

Member Absent:

Allen Warren, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the February 7, 2013 Regular Board Meeting
- B. Approval of Claims and Warrants

There were no questions or comments.

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

- A. Approve the February 7, 2013 minutes
 - B. Approve the claims and warrants for the period 1/31/13 through 2/28/13.
- Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

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

Ms. Jeanie Ross reviewed this item. Minor edits were added to the document.

Mr. Schenirer arrived at 10:06 a.m.

Ms. Scherman appreciated some of the changes made and emphasized the fact that although the employees of SETA may not be the media contact, everyone is the 'face of SETA'.

Speaker before the board: Frederick Gayle, Jr.

Mr. Nottoli stated that the idea is not to stifle whistleblowing about things at SETA but to ensure that staff is respectful in their media postings.

Mr. Thatch stated that this Agency has a very clear whistleblowing policy and it is in place; this policy will not impact a person's ability to do this or express concerns.

Moved/Nottoli, second/Scherman, to close the public hearing and approve the attached modification to the SETA Personnel Policies and Procedures: Addition of Section 11.16 Social Media Policy.

Voice Vote: Unanimous approval.

2. Approval to Release a Request for Proposals (RFP) for Participant Payroll Services

Ms. Christine Welsch stated that in 2009 the board approved a participant payroll services contract; the contract will expire June 30. This item is requesting approval to release another RFP for participant payroll services.

Mr. Nottoli asked if there were any provisions for small businesses to participate; the County of Sacramento has some accommodation for small and emerging businesses? Ms. Welsch replied that this is written into the procurement process. The Sacramento Metropolitan Chamber of Commerce is notified of the RFP and they may know of small businesses that would consider submitting a proposal. Mr. Nottoli stated that it is important to support local businesses

Ms. Welsch stated that the RFP requires the vendor to have an office in Sacramento because the payroll is delivered to them.

Mr. Schenirer asked that staff check with Jim Sanchez and Don Wisenhut because the city is researching a policy regarding local businesses. Ms. Scherman stated that the City of Elk Grove also gives preference to companies within certain ZIP codes.

Moved/Schenirer, second/Scherman, to approve the release of a Request for Proposals for participant payroll services.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. Approval to Release the WIA Adult/Dislocated Worker Request for Proposals (RFP) for Sacramento Works Training Centers

Ms. Robin Purdy explained that since 1996, twelve (12) Sacramento Works One Stop Career Centers (SWCC) have provided workforce services to meet the employment needs of job seekers and employers. In the late 1990's when this system was created, the economy was expanding, many industries faced labor shortages, and most unemployed workers only needed assistance finding new jobs in which they could use their existing skills. In today's economy, workers are facing a much tighter labor market and there is a growing gap between the skills of unemployed workers and the skills required in available job openings. At the same time, the WIA allocation is shrinking and new policies and legislation from EDD and DOL requires a larger percentage of WIA funds to be directed towards training and less funding for the infrastructure and staffing of the career center system.

In addition, since October 2012, SETA staff and the Planning/Oversight Committee of Sacramento Works Inc. have been holding public input meetings to solicit input from employers, job seekers, community stakeholders, education and training providers, community-based organizations and other interested parties regarding the workforce needs of the region. Input received from stakeholders and the public identified a need for:

- An increase in services targeting vulnerable and special populations in developing the academic, job readiness and occupational skills necessary to compete in the regional labor market.
- An entry point for low-skilled job seekers to the One-stop Career Center System.
- Centers that focus on the needs of job seekers in low-income, high unemployment neighborhoods and zip codes.
- An increase in the resources allocated to training activities, and
- An increase in training in occupational clusters/sectors that have high demand and/or the potential for high growth in the region.

Ms. Purdy stated that to respond to the changes in workforce policy and to the needs of employers and unemployed/underskilled workers identified in the public hearing process, SETA/Sacramento Works is seeking to transition away from one-stop career centers and is recommending the release of a Request for

Proposals (RFP) to fund Sacramento Works Training Centers (SWTCs). SWTCs will provide training that leads to a certificate, credential, or degree, or the skills or competencies needed for a specific job, occupation, or occupational group in one of the Occupational Clusters approved by Sacramento Works, Inc.

Ms. Purdy stated that staff is recommending that two different kinds of training be included:

1. Work preparedness training
2. Functional Training activities

Proposers are expected to have an office located in Sacramento; there will be no 'start-up' funds allocated.

Ms. Purdy stated that, staff is recommending that we retain 5 comprehensive career centers hosted by SETA and EDD and, procure, through this RFP, Sacramento Works Training Centers that will be geographically distributed throughout the County and will work with the career centers to prepare low-skilled job seekers with the work preparedness and occupational skills necessary for "middle skill" jobs.

Ms. Purdy stated that final allocations are not yet available, and although SETA anticipates a decrease in federal funding due to sequestration for next fiscal year, the agency has received a commitment from the Sacramento County Department of Human Assistance for funding to serve the CalWORKS population and has received a large WIA 25% Governor's Discretionary grant to serve dislocated workers affected by the mass layoff or closure of 16 employers in the region, which will increase the funding available for the first year of operation of the Training Centers.

Ms. Scherman reminded the audience that the Governing Board is really strict as far as the deadline time to submit the proposals.

Mr. Nottoli asked how long retention is tracked. Ms. Purdy replied that the state tracks it through base wage at 9 months or three quarters after customers exit our program. In addition, e-mails are also sent to former customers inquiring about their status.

Mr. Nottoli asked if staff thought it was sufficient to track people for only nine months when several thousands of dollars were invested in peoples' training. Is nine months enough to show the complete story? Mr. Nottoli thinks that it is important to track people for a longer period of time to show that this program works. Ms. Purdy replied that SETA is also participating in the Gold Standard program. Customers have been randomly assigned into service groups and they will be tracked over a five-year period over someone just walking in or others that get training. This program has been randomly assigning 2,000 people into

groups; this will give us some indication on how the services provided last year has done.

Ms. Scherman agreed that long term data on customers is needed and Ms. Purdy agreed to add this to the local measures in the plan.

Moved/Nottoli, second/Scherman, to approve the release the WIA Adult/Dislocated Worker Request for Proposals (RFP) for Sacramento Works Training Centers, with the inclusion of long-term data tracking for customers.
Voice Vote: Unanimous approval.

2. Approval to Accept WIA Governor's Discretionary Funding, Authorize the Executive Director to Negotiate and Execute the Contract, Augment Sacramento Works Career Centers, Allocate Funds for Individual Training Accounts (ITAs)/Scholarships, and Allocate Funds to the WIA Title I Request for Proposals for Sacramento Works Training Centers

Ms. Robin Purdy reviewed this item. Mr. Thatch requested that the board action include that this is subject to legal review.

Moved/Schenirer, second/Scherman, to approve the acceptance of WIA Title I Governor's Discretionary Dislocated Worker funds, authorize the Executive Director to negotiate and execute the contract, augment Sacramento Works Career Centers, allocate funds for Individual Training Accounts (ITAs)/Scholarships, and allocate up to \$1,000,000 to the WIA Title I Request for Proposals for Sacramento Works Training Centers. This motion is subject to legal counsel review.

Roll call vote: Aye: 4, Nay: 0, Abstentions: 0

3. Approval of the Acceptance of the Second Increment of National Emergency Grant (NEG) Funds and the Augmentation of NEG Funds to On-the-Job Training (OJT) Providers

Ms. Michelle O'Camb reviewed this item. The \$1.1 million grant is currently serving 168 clients. This also requests approval to augment National Emergency Grant service providers.

Moved/Schenirer, second/Nottoli, to approve the acceptance of an additional \$200,000 in second increment NEG OJT funding from the State of California, EDD, and to augment a total of \$176,400 of the allocation to the OJT providers reflected in the item to serve an additional 28 NEG eligible participants.

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

Community Services Block Grant

4. Approval to Ratify the Covered California Application for an Outreach and Education Program Grant

Ms. Cindy Sherwood-Green stated that the programs were reviewed and the amounts are listed on page 21 of the packet. This is a 20-month program and the subcontracts will be for 19 months.

Moved/Schenirer, second/Scherman, to approve the ratification of the Covered California Application to include the proposed subcontractors and funding amounts as follows:

✓ Community Resource Project	\$ 80,670
✓ Child Action, Inc.	\$195,252
✓ Folsom-Cordova Community Partnership	\$ 92,508
✓ La Familia Counseling Center	\$135,733
✓ South County Services	\$ 69,866

Roll call vote: Aye: 4, Nay: 0, Abstentions: 0

5. Approval to Ratify the Submission of an Application to the State Department of Community Services and Development for Community Services Block Grant Discretionary Targeted Initiatives and Innovative Projects Funding

Ms. Cindy Sherwood-Green stated that this item requests the ratification of the submission of a CSBG discretionary application that was submitted on March 4. The application requested the maximum of \$100,000 to partner with Waking the Village.

Moved/Nottoli, second/Schenirer, to ratify the submission of the CSBG Discretionary Grant application to the State Department of Community Services and Development in the amount of \$100,000. Approve funding for Waking the Village in the amount of \$80,000.

Roll call vote: Aye: 4, Nay: 0, Abstentions: 0

C. CHILDREN AND FAMILY SERVICES

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No additional report.
- C. Dislocated Worker Update: No additional report.
- D. Head Start Reports:

⇒ Speaker before the board: Frederick Gayle

Mr. Gayle asked about enrollment in Head Start classrooms. Ms. Kossick replied that the enrollment is calculated on the attendance for the month.

Ms. Lee stated that the attendance requirement is that the Agency looks at average daily attendance for 85%. Any classroom that falls below the 85% average attendance would be asked to look at their attendance issues.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked staff that worked so hard to get the RFP ready for release tomorrow.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman stated that she felt particularly good about approving the board item for Waking the Village; this grant will help many young people to receive services.

Mr. Schenirer inquired about the delegation of authority given to Ms. Kossick. Ms. Kossick stated that she has authority for contracts up to \$50,000. Anything over \$50,000 is generally brought to the board for ratification.

Mr. Thatch stated that if there is a procurement of goods and services, the Executive Director has authority for those procurements. If the board action involves the awarding of money, there has been no specific delegation. The board often grants delegation individually to the Executive Director. Mr. Schenirer stated that he would be happy to have discussion expanding the delegation of authority.

- F. Public: No report.

VI. Adjournment: The meeting was adjourned at 11:15 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 March 26, 2013 Policy Council meeting.

GOOD!!!
Thank you, Mr. Victor Bonanno, for Ethics training.
Thanks to Board members for their participation in the Ethics training.
Thank you, Ms. Denise Lee, for board items presentation.
Thank you, officers, for full participation in the Executive Committee meeting.
Thanks to Mr. Marshaun Tate for stepping in as Parliamentarian.
NEEDS IMPROVEMENT
Late members wait to be seated.
No side barring.
Arrive on time.
Seated and ready for meeting by 8:50 a.m.
No electronic devices.
Please wait to be recognized by Chair before leaving your seat.

B. Social/Hospitality Committee: Benjamin Bailey, Annette Duran, Mayra Partida, Toni Espinoza, Summer Durham, Iyshiah Lacey, Dominique Rios-Farias, Ana Calderon, and Nse Akang

ITEM V- COMMITTEE REPORTS (Continued)

Page 2

- C. Parent Ambassador Report: Dominique Rios-Farias, Marshaun Tate, Mayra Partida, Benjamin Bailey, LaTasha Windham, Summer Durham, Iyshiah Lacey, Toni Espinoza

- D. Maternal, Child and Adolescent Health Advisory Board: Ms. Ana Calderon

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)
-
-
-

- 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
-
-
-

- 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

April 2013



SETA Operated Program

Program Operations:

SETA Head Start teachers have reached a milestone in their training and understanding of strategies that support high quality teaching. March marked the completion of the five-part training series: CLASS deconstructed. In this last module, the focus was on Language Modeling. Teachers looked at ways to support and extend children's back and forth exchanges between peers as well as with adults. Open-ended questions and ways to repeat, extend and elaborate language were also examined. Teachers explored ways to support advanced language by using a variety of words and connecting them to ideas and words that children are already familiar with.

Home based staff attended a training on Baglass Home Visiting. This training supports the concept of parents as full partners in their children's education. Home Visitors were trained on how to move away from last minute selections of "activities" and toward intentional planning with parents. Staff was very engaged and also had many wonderful ideas to share.

Program Support Services:

School Readiness Goals (SRG): Mid-year school readiness assessment for HS/EHS (DRDP for center-based option and HELP, Learning Games for home-based option) was completed in February and aggregate data summary is now available. Delegates have received their summaries in early March. The Education Coordinator has met with each program to follow up on their SRG implementation plan using the mid-year assessment results. Technical assistance was provided to support delegates in data analysis and planning.

Quality Assurance Unit: WCIC and SCUSD were monitored by QA staff on February 19-25 and February 28-March 22 respectively. Comprehensive monitoring and evaluation included class observations, document reviews, site inspection and staff and parent interviews. Exit Meeting for WCIC was scheduled for April 9. Results for SCUSD are being summarized for submission and an exit meeting will be scheduled.

Self-Assessment Follow-Up: Program Officer and Content Coordinators for Education, Health, Disabilities and Governance continue to follow up on delegates' progress on their submitted corrective action/improvement plans to address self-assessment results. Information from QA monitoring in February and March is also used to follow up on delegates' progress. Countywide content meetings,

individual delegate meetings and site visits were conducted to follow up on self-assessment and QA monitoring results.

Family Support Services:

April finds us completing our first ever parent cohort for the CSEFEL model (Center for Social-Emotional Competence in Early Learning). Parents attended 12-hour training over a six week period, learning skills to better form relationships with their child, to help promote positive social and emotional skills, which will lead to better performance in kindergarten and beyond. The feedback has been very exciting, and the changes that parents have made have been so positive. We are very excited to have been able to offer this series of workshops to parents.

In March, over 45 fathers attended various Daddy and Me training events. Fathers were able to have breakfast with their child, and then participate in a circle time activity, and small group activity. The fathers came together to continue the discussion about the importance of fathers in a child’s life, and the long term benefits of a connected father-child relationship.

The Countywide Parent/Kinship conference is scheduled for April 20 and the keynote speaker will be Ruthie Bolton. We are looking forward to meeting parents from all over the county as they attend a series of workshops designed to inform parents on topics such as; School Readiness, Special Education services, nutrition workshops, and a panel on legal rights for grandparents.

Elk Grove Unified School District

Education Services Update:

The staff in-service was held on March 22, 2013. Irene Ladd, instructional coach, worked with teachers to assess key findings from the mid-year Desired Results Developmental Profile (DRDP) and to create an action plan to use in their classroom based on the results of the assessment. After reviewing the agency action plan, teachers collaborated to contribute to both the agency action plan and classroom action plans.

The instructional coach also guided the teachers through investigation of the visual and performing arts section of the Preschool Learning Foundations. Teachers worked together and shared important information and strategies.

Two teachers, Stella Cockerham and Montha Whitlock, presented “I am Moving, I am Learning” lessons. Both lessons included music and movement to be used in the classroom. Three students from Stella Cockerham’s class performed a dancing movement activity.

Upcoming parent learning opportunities were shared with the teachers by the program educator, Sandy Perez. She also shared current community resources.

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 March was 86%.

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 51 students with active IEPs being served which is twelve percent (12%) of our 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 March, 7,980 meals were served to our Head Start students.

Family and Community Partnerships Update:

“Latino Family Literacy” classes were held at Samuel Kennedy Elementary School on March 6, 13, and 20. These classes provided Spanish speaking parents information and techniques for working with their children in the area of literacy and provided 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 March 1, 8, 15, and 22. These classes are meant to provide our English speaking families with the same information, techniques and strategies as those provided in “Latino Family Literacy”. An average of six parents attended these classes.

“Positive Parenting” classes were held in Spanish at Charles Mack Elementary School on March 12 and in English at David Reese Elementary School on March 7 and 14. These classes taught parents positive approaches to discipline, stress management techniques, communication skills, and developmental milestones. Two parents attended the class at Charles Mack and an average of two parents attended the classes at David Reese.

“What to do with the Mad You Feel” class was held at Charles Mack Elementary School on March 19. This workshop taught parents about the stages of development, impulse control, age appropriate behaviors, and problem solving strategies. Two parents attended the class at Charles Mack.

“Car Seat Safety” class was held at Herman Leimbach Elementary School on March 15. This class taught parents how to keep children safe in automobiles and how to properly install a car seat. Eleven parents attended the class at Herman Leimbach.

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.

Registrations for the 2013-2014 school year are taking place in each of our three regions. Region I, which includes Franklin Elementary, John Reith Elementary, Herman Leimbach Elementary, Charles Mack Elementary, Union House Elementary and Prairie Elementary Schools, has registered 108 families. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, registered 55 families. Region III, which includes Maelola Beitzel Elementary, David Reese Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, registered 40 families.

Sacramento City Unified School District

Health and Nutrition:

Nurses Lisa Stevens, Espie Millendez and Victoria Benson shared exciting news about upcoming Parent Walking Groups at the March Professional Learning Meeting for teaching and support staff. As part of the “Three Year Goals” for health, a campaign entitled “Every Step Counts” was created to encourage parents to become healthier through physical activity and exercise.

The nurses presented the “Every Step Counts” campaign to Policy Council Parent Representatives on March 14. The nurses invited PC Parent Representatives to actively recruit and lead parents at their preschool site’s Parent Walking Group, which is slated for kick-off on April 1. Victoria Benson will share more details about “Every Step Counts” in her next SETA report.

Espie Millendez, Child Development Nurse, reports that the overall number of preschoolers who participated in the Fall Dental Varnish and Dental Screenings from 2011 and 2012 remained approximately the same. However, the number of children with no visible dental cavities or dental needs (Class I) dropped 7% in 2012. The percentage of children with mild to moderate dental cavities or dental needs (Class 2) dropped 3%, but the number of children with severe dental needs (Class 3) increased 1%. The screening results from the spring dental screenings will also be evaluated once the Dental Varnish Clinics are completed in April.

School Nurse Victoria Benson has been conducting parent meetings on “Healthy Eating and Food Label Reading”. Each parent participated in reading food labels to detect hidden sugars and actively participated in the discussion about how manufacturers of processed and prepared foods create difficulties in selecting healthy food choices for their children. Child Development Teacher Elaine Hill from Joseph Bonnheim Preschool brought in her food processor and gave demonstrations to parents on how to make nutritious yet delicious smoothies using fresh fruits, vegetables –and even greens! All the smoothies were made with no added sugar. Parents were given different smoothies to drink and enjoyed giving feedback on their favorite blends.

Mental Health:

Social Workers Valerie Willover, David Aleman, and John Perez continued with their monthly parent education workshop series entitled “Positive Solutions for Families “. The meetings were held at the Hiram Johnson Family Education Center in the evening time to better accommodate working families.

A new series of “Positive Solutions for Families” workshops for parents began on February 7. This parent education workshop was offered for families who have children attending preschools in the eastern area of our school district.

The Child Development Social Workers are providing one-on-one coaching for selected teachers using the CSEFEL pyramid model. They recently attended CSEFEL training at SETA which was provided by West Ed. Additionally, the Child Development social workers have been preparing for the last year of their “Three Year Goals” for Mental Health.

Family and Community Partnerships:

Social Services forms and procedures have been reviewed for the 2013-2014 school year.

CSEFEL training was provided by our Social Workers at the February Professional Learning Meeting for teaching and support staff.

The self –assessment process for Family and Community Partnerships and Mental Health service areas has been completed.

Parent Education:

One of the Child Development Social Workers presented a workshop on “Television, the Media and Your Child” at last month’s School Readiness Day Parent Meeting.

The Child Development Social Workers arranged for Preschool Head Start home visitors to attend the “Mental Health First Aid Training”. The 12- hour training was given by the professional staff at River Oak Center for Children.

The social workers continue to facilitate the “Pregnant and Parenting Teen” group at American Legion High School. These meetings have been very well attended with a greater number of teen dads attending more recently. Prenatal Mental Health Services are still being made available to high-risk pregnant teens, teens from Foster Youth Services and American Legion High School teens.

Child Development Social Workers continue to coach Early Head Start teaching staff on CSEFEL strategies and recently introduced CSEFEL strategies to parents during home visits.

San Juan Unified School District

Education Services Update:

Teachers completed their second Desired Results Developmental Profile (DRDP) in late February and began to analyze their class data on March 1. Students are experiencing the Houghton Mifflin theme of *In the City, In the Country* with an emphasis on the review of letters ‘Bb’, ‘Mm’, and ‘Rr’, with the introduction of letters ‘Cc’, ‘Qq’, and ‘Vv’. Linear patterns are the math focus and the month ended with an opportunity to review any math concepts the students require.

With Spring knocking at our door, many teachers are beginning garden projects where students fully participate in the planning, preparation, planting and the maintenance of the garden. Learning concepts occurring in these types of class projects include cooperation, collaboration, critical thinking, science, math, physical coordination, and language concepts.

Disabilities Services Update:

Placing students in a mainstream school population is of utmost importance to SJUSD to ensure success in school. Disability Service teachers were successful in placing Special Ed students in Kindergarten, as agreed upon through the IEP process. There were four IEPs held at Pasadena, three of which were for transition to Kindergarten. Garfield was also victorious in transitioning students to Kindergarten. The dedicated, professional staff work well together in a collaborative and thriving arrangement.

Mental Health Services Update:

Mental Health Therapist continues to lend extra support to the parents whose children are Kindergarten-bound and have concern for child’s social/emotional development as the year comes to a close. MHT spoke to staff about teaching children how to have healthy boundaries.

Nutrition Services Update:

The Summation Report from the December Child Care and Adult Food Program audit was received. The State consultants were impressed with the implementation for meal service and the relaxed atmosphere promoted by the teaching staff. The adults at the table engaged children in meaningful discussions about their school day and life outside the classroom. There were also comments regarding the children’s comfort with the meal time routine including hand washing and tooth brushing. While the results of the fiscal and program overview were positive, the opportunity to dialogue with the reviewers was a great asset.

Health Services Update:

Health is screening one day a week in the centralized screening room, as well as traveling to classroom sites to complete or reattempt needed screenings. Smile Keepers is continuing the second round of dental screenings & 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. Health is preparing for the upcoming registration of students for the 2013-2014 school year.

Family and Community Partnerships Update:

The Policy Committee had a busy March meeting. The first of a webinar series by the Governance Boot Camp was presented regarding Shared Governance. Amy Slavensky, Ph.D. was introduced as the new Director of Early Elementary Education replacing Tracy Tomasky, Ph.D. who retired from the district in February. A new SETA representative was elected. The Committee approved the Personnel and Policies procedure. Health information on blood pressure was given to correspond with our Three Year Goals. This was in addition to the required monthly reports. Representatives actively participated in the sharing of the above stated information with thoughtful questions and conversation.

Transition Services Update:

DRDP data has been distributed this month and teachers have been busy planning their curriculum based on the results. Individualization has been updated and new strategies have been implemented. Letter and word knowledge is an area of consideration for teaching staff to increase lesson plan activities. Classroom focus and small groups are being examined using this data for possible changes to finish out the school year. Kindergarten expectations are being implemented with the knowledge that there are two months of school remaining.

Program Support/Staff Training Update:

The Math Committee, consisting of three classroom teachers and three lead teachers, created and presented a training session on Spatial Sense. This topic was chosen as a result of the DRDP data from last year regarding this math concept. Teachers and their assistants experienced hands-on instructional activities demonstrating the concept of spatial sense and became familiar with vocabulary highlighting positional words. Teachers learned how to use music and movement to help present the concept in a concrete and fun way and materials for 3-D shapes were created to take back to the classroom. The training ended with time to reflect on current classroom practices with discussion on how this training would influence instructional activities in the future.

Fiscal Update:

Head Start and Early Head Start submitted the fiscal, attendance, and in-kind report by March 10. Both programs are approximately 3-4% overspent as of Feb. 28, 2013. This occurred due to the payback of furloughs being reduced from 13 days to 2 days for fiscal year 2012-13. A plan has been put into place to bring HS/EHS into balance.

HS/EHS grants were submitted to SETA on the first of March. The grants were reviewed and minor changes were brought back to San Juan Unified School District (SJUSD) to correct. The approval of the governing board of SJUSD for these grants took place March 26, 2013.

At this time SJUSD fiscal is entering into full budget development mode, along with the beginning 3rd Interims.

Early Head Start:

The Head Start/Early Head Start year three grant was approved by the San Juan Unified School District Board of Education. This allows for continued operation of the programs.

The Early Head Start coordinator and a home visitor participated in a panel discussion for the Infant Development Association held at SETA. The participants left with new professional connections and resources. Online discussions have continued through a message board.

The third child assessment period ended with data collection and analysis. Case management meetings and Individualized Development Plans show that children are showing growth in all domains.

Twin Rivers Unified School District

Events:

During the month of March, we emphasized our literacy goal with our annual Dr. Seuss Read to Achieve Day. In collaboration with community members, district personnel, parents and TRUSD Board Members, the students enjoyed being read books from the Dr. Seuss collection as well as arts and crafts projects. The guests were delighted to read their favorite stories and spend time in the classrooms.

Planning is underway for the annual Open House on April 26. Parents will be invited to come see their children's classrooms filled with special art projects and receive free books for their attendance.

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

Professional Development:

Teaching staff will participate in the last Creative Curriculum workshop on April 4 for the recycle, reuse and recreate investigation theme. Planning is also underway for a Concept Development refresher with SETA Content Leaders as the final CLASS observation will occur in late April for the 2012-2013 school year.

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 are complete and the BMI referrals are being processed.

The Health Component Leader continues reviewing students' files for medical concerns and continues following up on students needing additional documents. Dental varnishings were completed on March 5-7th 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 students referred by teachers and parents. The group meets weekly with the Social Worker and will continue working on skills needed to be successful in the classroom setting.

The 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 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 complete 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. Enrollment for 2013-2014 will start on April 1 for returning students and April 15 for new students.

The Program Design and Management component leaders are still working on the draft of the ERSEA manual. New personnel files have been ordered and a new filing system will be implemented for 2013-2014.

Policy and Parent Committees:

The Parent Committee meeting at Oakdale was held on March 19, 2013. The Policy Committee meeting was held on March 19. The agenda included a review of the monthly reports and the first reading for the Bylaws Revision. The Policy Committee had a quorum to vote on the action items. The next meetings are scheduled for April 16.

Parent Trainings:

The parenting classes in collaboration with the Birth and Beyond North Highlands Resource Center and Mutual Assistance Network are continuing and parents are encouraged to attend. The March 2013 parent

training focused on appropriate discipline and provided parents with suggestions to increase positive behavior.

The classroom parent meetings for March 2013 focused on obesity and was facilitated by the Nutrition, Mental Health and Family Partnership component leaders.

Fiscal:

The Budget Analyst provided another budget overview for the ECE certificated staff at the ECE Leadership Team meeting on March 21. Teachers are beginning to brainstorm about supplies and materials needed for the remainder of the school year.

Women's Civic Improvement Club (WCIC)

Management:

SETA Monitoring/Quality Assurance (QA) Monitoring Review took place the week of February 19 through 25 at WCIC/Playmate Head Start Programs #1 and #2. The Final Written Report dated March 18, 2013 has been received; the Exit Meeting is scheduled for April 9, 2013 at 1:00p.m. at WCIC.

Community Engagement:

Congratulations to Ms. Davis, Executive Director/Head Start Director and the entire WCIC/Playmate Head Start Programs' Team for the 2013 Induction into the Youth-on-the-Move International Educators Hall of Fame, which was held Saturday, March 30, 2013 from 1-4 p.m. at the Antioch Progressive Church, 7560 Amherst Street, Sacramento, CA 95832; it was an excellent induction ceremony celebration!!! Educators from around the world attended.

Enrollment:

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

Health:

WCIC/Playmate Head Start Programs children received their second Height/Weight measurements on March 7 and March 8, 2013.

Education:

WCIC/Playmate Head Start Programs teaching team received Emotional Support, CLASS Training by Alicia Barron, Education Coordinator from Sacramento Employment and Training Agency on March 1, 2013. She addressed the Emotional Support Domain. CLASS is the Classroom Assessment Scoring System observation tool that focuses on the effectiveness of classroom interactions between teacher and student. She stated teachers need to score high in the Emotional Support Domain. Emotional Support is specific teaching behaviors that help children develop warm, supportive relationships. The experience should be enjoyment and excitement about learning to feeling comfortable in the classroom. Positive Climate is the emotional connection between teachers and students. Students should have warmth, respect and enjoyment communicated by verbal and nonverbal interactions with teachers. Negative Climate is the overall level of expressed negativity in a classroom. Teacher Sensitivity encompasses the teacher's awareness of and responsiveness to student's emotional and academic needs. Regard for Student Perspective shows how it captures the degree to which the teacher's interactions with students and classroom activities place an emphasis on children's interest, motivations and points of view.

WCIC/Playmate Head Start Programs teaching team received Instructional Support, CLASS Training by Liz Aguilar, Education Consultant from Sacramento Employment and Training Agency on March 15, 2013. She addressed the Instructional Support Domain. Teachers implement curricula to effectively support student's cognitive and language development. Teachers need to discuss and promote student's higher-order thinking skills and cognition. Teachers need to have conversations that encourage students to problem solve, predict what will happen, compare and evaluate. Teachers use expansion, back-and-forth exchanges and follow-up to aid children. Language Modeling captures the quality and amount of teacher's use of language-facilitation techniques. Open ended questions have more than one right answer or ones that can be answered in many ways. Teachers who do this will score higher in the master coders when getting reviewed.

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

None for this report period

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

March, 2013

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded
Elk Grove USD	420	420	100
Sacramento City USD	1,292	1,302	101
SETA	1,880 (2,796)	1,910	102
San Juan USD	700	702	100
Twin Rivers USD	211	211	100
WCIC/Playmate Head Start	120	120	100

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded
Sacramento City USD	147	147	100
SETA	345	339	98
San Juan USD	161	171	106

- (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 03/31/13)

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)	23	(11%)	N/A	
Elk Grove USD (420)	51	(12%)	N/A	
Sacramento City USD (1292)(147)	153	(12%)	16	(11%)
San Juan USD (700) (161)	95	(14%)	9	(6%)
WCIC (120)	12	(10%)	N/A	
SETA (2796) (345) (1878 Tracks)	180	(10%)	42	(12%)
County (4621)* (653)*	514	(11%)	67	(10%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SETA Head Start

Food Service Operations Monthly Report

*March 2013

March 20th - Daddy & Me Lunch at the Fruitridge Center Lunch provided for 33 guests

March 26th - Holiday - Cesar Chavez Day

March 26th through 29th - SCOE Children off on Spring Break

March 29th - Parker closed due to lack of water.

Meetings and Trainings:

Cheryl Barton, Rosa Alatorre, and Connie Otwell attended a training on Ten Behaviors of Managers Who Excel on March 8, 2013.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
41,022	24,460	28,350	640

Total Amount of Meals and Snacks Prepared 94,472

Purchases:

Food \$72,873.06

Non - Food \$18,771.72

Building Maintenance and Repair: \$3.78

Kitchen Small Wares and Equipment: \$836.82

Vehicle Maintenance and Repair : \$337.19

Vehicle Gas / Fuel: \$2,471.33

Normal Delivery Days 20

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.

ITEM III-F – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES: