

GOVERNING BOARD

DON NOTTOLI
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County of Sacramento

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Public Representative

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Board of Supervisors
County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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Sacramento, CA 95815

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

Thought of the day: "A goal without a plan is just a wish."

Author: Antoine de Saint-Exupery

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

DATE: Tuesday, May 28, 2013

TIME: 9:00 a.m.

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

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

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DISTRIBUTION DATE: THURSDAY, MAY 23, 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
- _____ Sarah Proteau, San Juan Unified School District
- _____ Carolyn Wilson, Twin Rivers Unified School District
- _____ Annette Duran, WCIC/Playmate Child Development Center
- _____ Teresa Jay, 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

Seats Vacant:

- _____ Vacant (Potter), Elk Grove Unified School District
- _____ Vacant (Billoups), Elk Grove Unified School District
- _____ Vacant (Durham), Sacramento City Unified School District
- _____ Vacant (Boggess), San Juan Unified School District
- _____ Vacant (Morgan), Twin Rivers Unified School District
- _____ Vacant (Germany), WCIC/Playmate Child Development Center
- _____ Vacant (Nelson), SETA-Operated Program
- _____ Vacant (Lacey), 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	5/21 *	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	X	X							
B. Bailey Seated 12/20	SAC		X		X	X	X	X	E							
A. Calderon Seated 11/27	EHS/HB SETA	X	X		X	X	X	X	E							
A. Duran Seated 11/27	WCIC	X	X		X	X	X	X	X							
T. Espinoza Seated 11/27	HB	X	X		X	X	X	X	X							
T. Jay Seated 11/27	SOP	X	X		X	X	X	X	X							
I. Lacey Seated 11/27	SOP	X	X		X	X	X	E	E							
M. Partida Seated 11/27	SOP	X	X		X	X	X	X	X							
S. Proteau s/b/s 11/27; seated 12/20	SJ	E	X		X	X	X	X	E							
D. Rios-Farias Seated 11/27	SAC	X	X		X	E	E	X	X							
M. Tate Seated 12/20	SOP		X		X	X	X	E	X							
J. White Seated 2/26	MIV					X	X	X	X							
C. Wilson Seated 11/27	TR	X	X		X	X	X	X	X							
L. Windham Seated 11/27	SOP	X	X		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 5/14/13

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 21, 2013 SPECIAL
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the May 21, 2013 meeting.

RECOMMENDATION:

That the Policy Council approve the May 21 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, May 21, 2013
9:00 a.m.

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

Mr. Nse Akang called the meeting to order at 9:08 a.m. Mr. Jonathan White read the Thought of the Day for the Policy Council. Ms. Dominique Rios Farias was appointed the secretary.

Members Present:

Dominique Rios Farias, Sacramento City Unified School District
Carolyn Wilson, Twin Rivers Unified School District
Annette Duran, WCIC/Playmate
Teresa Jay, SETA-Operated Program
Mayra Partida, SETA-Operated Program
Marshaun Tate, SETA-Operated Program
LaTasha Windham, SETA-Operated Program
Toni Espinoza, Home Base Option (arrived at 9:10 a.m.)
Nse Akang, Foster Parent Representative
Jonathan White, Male Involvement Committee

Members Absent:

Iyshiah Lacey, SETA-Operated Program (excused)
Ana Calderon, Early Head Start (SETA) (excused)
Sarah Proteau, San Juan Unified School District (excused)
Benjamin Bailey, Sacramento City Unified School District (excused)

II. Consent Item

A. Approval of the Minutes of the April 23, 2013 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/White, second/Espinoza, to approve the April 23, 2013 minutes
Show of hands vote: Aye: 9, Nay: 0, Abstentions: 1 (Akang)

III. Action Items

A. Approval of Revised Fiscal Year 2013-2014 Head Start/Early Head Start Budget Due to Federal Sequester

Ms. Denise Lee reported that when she reported on the annual budget approval, the sequestration came through the following week with a 5.27% budget reduction.

Ms. Lee reviewed the proposed revised budget with the sequestration cuts. As part of the sequestration cuts, SETA will not open the Rio Linda center or open new classrooms. The Agency will be reducing enrollment by 140 slots. These are not slots that are currently serving children. Along with those decisions, SCOE will reduce by 5% and River Oaks will also have a reduction; both will now serve 36 children. This is not due to the lowering of quality of services.

No other delegates, with the exception of San Juan, will be reducing their enrollment. San Juan will be reducing their enrollment by seven children; there will be no EHS reductions.

The plan county-wide is to reduce 147 Head Start slots and 24 Early Head Start slots. Any age-eligible children will stay on board at River Oak or will transition to SETA/Head Start.

The Government recognizes that we serve only 27% of the eligible children in the county. Giving up slots was a concession in order to maintain a high quality program.

There are a total of five vacant staff positions that will not be filled.

There will be four center closures: Sacramento City USD will be consolidating three centers into one center, and the SETA-Operated program is not opening the Rio Linda planned in the original budget presented to the board on April 23.

Sixteen center-based slots will be moved to the home-base model since it is not as expensive to run.

The majority of the reductions are in personnel and in fringe benefit. The budget coincides with the personnel and fringe cuts.

Ms. Toni Espinoza asked if staff has contacted families and staff that they may have to move to another site. Ms. Lee replied that the SETA-Operated Program is in the midst of doing that; board approval is needed before anything is finalized. A letter to affected families has been drafted. These changes will take place August 1 and go through July 31, 2014.

The three centers going to the traditional school year: Grizzly Hollow, Bright Beginnings, and Kennedy Estates

The lease at Country Wood has expired and SETA/Head Start is on a month-to-month basis; this center provides services to 80 children. The center will be provided only morning classes. Cost savings will be through the closing of the Country Wood center. Fruitridge and Solid Foundation will be taking the children from Country Wood. There are 39 out of 80 families eligible to come back in August.

Mr. Tate asked if Parker Head Start one of the centers going to the traditional track system; Ms. Lee stated that Parker was part of the original group of classrooms going to the traditional track and will be increasing enrollment by 20 children. A new center is still in the planning stages of being built; Ms. Lee is hoping the actual construction will begin in the next couple of months

Moved/White, second/Espinoza, to approve the revised Fiscal Year 2013-2014 Head Start/Early Head Start Budget in the amount of \$47,783,787 for Basic and Training/Technical Assistance.

Show of hands vote: Aye: 9, Nay: 0, Abstentions: 1 (Akang)

B. Approval of Revised Job Classification Family Services Worker

Ms. Lee stated that this board item aligns with the changes that are needed with the changes in the classroom. In 2011, there was a classification modification of a number of Head Start job specifications. The Family Services Worker position was divided into three ranges.

At the time the job classification was developed, the FSW III would have a caseload of no more than 60 or more families or children. Currently, staff is not assigned more than 60 children. As the Agency moves into the new way of traditional system, management needed to increase the caseload in the FSW Range III position; the caseload will be modified to provide services to 60-80 children. There was a lot of feedback from staff in this position that they would not be able to have a larger caseload than 80 children.

Ms. Lee stated that management has received feedback from union and the concession is that if the FSW III's caseload is raised to 80, the number of required duties will be reduced. This will be done at only two locations: Fruitridge and Solid Foundation.

Ms. Espinoza asked if the Family Services Workers now in the centers are capable of the increased workload. Ms. Lee replied that the staff currently there are capable to take on the additional caseload.

Moved/Tate, second/Jay, to approve the revised job specification for Family Services Worker, Range I, Range II and Range III.

Show of hands vote: Aye: 9, Nay: 0, Abstentions: 1 (Akang)

IV. Other Reports

A. Open Discussion and Comments: No comments.

B. Public Participation: None.

V. Adjournment: The meeting was adjourned at 9:47 a.m.

ITEM III – A - ACTION

APPROVAL OF POLICY COUNCIL/PARENT ADVISORY COMMITTEE JOINT
PARENT ACTIVITY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to discuss and approve a joint parent activity with the Parent Advisory Committee.

See attached information on the Parent Activity Fund.

RECOMMENDATION:

That the Policy Council approve a joint parent activity with the Parent Advisory Committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

PARENT ACTIVITY FUND

How can the parent activity fund be used?

Interpretation: Programs must be cautioned that 45 CFR, Part 74, Appendix F, prohibits expenditure of grant funds solely for entertainment purposes. Entertainment expenditures are defined as the cost of amusement, diversion, social activities, ceremonials, and incidental cost relating thereto, such as meals, lodging, transportation and gratuities. It should be noted that the restriction on expenditures applies to activities which are solely for entertainment. Expenditures for project related purposes are allowable even though entertainment may play an incidental part in the activities. Therefore, programs are required to justify the expenditure of parent activity funds on the basis of project relatedness. For example, a visit by a parent group to a museum can be justified if parents utilize the experience to train parents in ways of providing educational activities for their children in the community. Banquets given in conjunction with parent training and seminars can be justified based on the performance standards. Once the program justifies the activity as primarily project related, with entertainment being incidental, then the related costs of lodging, transportation, refreshments, meals, etc., are also allowable.

ITEM III-B – ACTION

APPROVAL OF POLICY COUNCIL PARLIAMENTARIAN

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect a Secretary for Program Year 2012-2013. The duties of the Parliamentarian shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws, Article V – Officers, Section 3: Duties of Officers.

SECTION 3: Duties of Officers

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

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

RECOMMENDATION:

That the Policy Council elect a Parliamentarian.

Secretary:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

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. Nse Akang
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson
 - Annual Parent Conference Reports (Oral)
 - Annual Parent Leadership Institute Training Reports (Oral)

NOTES:

PC/PAC CALENDAR OF EVENTS

EVENT

DATE

PC Executive Committee Meeting	Thursday, May 30, 2013 9:00 a.m. Olympus Room
PC/PAC Personnel/Bylaws Committee	Friday, May 31, 2013 9:30 a.m. Olympus Room
Budget/Planning Committee	Tuesday, June 11, 2013 9:00 – 10:30 a.m. Oak Room
Social/Hospitality Committee	Friday, June 14, 2013 9:00 a.m. Olympus Room
Male Involvement Committee	Wednesday, June 19, 2013 10:00 a.m. Olympus Room
PAC Executive Committee Meeting	Thursday, June 20, 2013 9:00 a.m. Olympus Room
PC/PAC Bylaws Committee meeting	Friday, June 21, 2013 9:30 a.m. Olympus Room
PC Executive Committee Meeting	Thursday, June 27, 2013 9:00 a.m. Olympus Room

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

EVENT

DATE

Male Involvement Committee	Wednesday, June 19, 2013 10:00 a.m. Olympus Room



Friday, June 7, 2013

... and Underground

101 I Street, Old Sacramento
Tel (916) 808-7059 | Fax (916) 808-5100

PC/PAC PARENT ACTIVITY

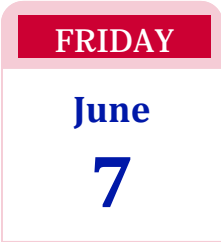
- Transportation (light rail/ bus) will be provided by SE-TA Head Start
- Lunch will be provided by SE-TA Head Start
- Guest will be responsible for their lunch, transportation, and tour fees

Itinerary

- 7:30 Arrival time at SETA Head Start Central Office— 925 Del Paso Blvd.
- **Please be prompt we will depart at 8:00 AM, sharp.**
- Activities from 9:00 AM—1:00 PM
- Lunch at LaTerraza 11:30—12:30 PM



NO SHORTS
WEAR COMFORTABLE SHOES
NO SMOKING



If you are interested in participating in the Parent Activity, please confirm your attendance by 4:00 PM, Friday May 31, 2013

**Call Ms. Alma Hawkins at
916 263-0540**

E-mail aewalton@headstart.seta.net

Sacramento Employment and Training Agency

**925 Del Paso Blvd.
Sacramento CA 95815
Phone: 916 263 3800**

ITEM IV-B - INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The April 4, 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, April 4, 2013
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 10:05 a.m.

Members Present:

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

II. Consent Items

- A. Minutes of the March 7, 2013 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Selection Criteria for Enrollment in Head Start and Early Head Start
- D. Approval of Revised Vendor Services (VS) Request for Qualifications (RFQ)
- E. Ratification of the Submission of the Proposal to the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance and Office for Victims of Crime for the "Enhanced Collaborative Model to Combat Human Trafficking" Grant and Authorize the Executive Director to Execute the Cooperative Agreement and any Modifications or Other Documents Required by the Funding Source

No questions or comments.

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

- A. Approve the March 7, 2013 minutes.
- B. Approve the claims and warrants for the period 2/29/13 through 3/28/13.
- C. Approve the Head Start and Early Head Start Selection Criteria for Sacramento County as attached.
- D. Approve the release of the *Revised* Vendor Services (VS) Request for Qualifications (RFQ) to include Adult Literacy services for adult customers of the SWCC system.
- E. Ratify the submission of the Enhanced Collaborative Model to Combat Human Trafficking grant application to the U.S. DOJ/BJA/OVC on March 13, 2013,

requesting up to \$499,900 for a two-year project period, and authorize SETA's Executive Director to execute the cooperative agreement, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval to Accept Donation from 99 Cents Only Stores

Ms. Kossick stated that this donation will support the Head Start program.

Mr. Warren encouraged staff to send them an invitation to visit the Sacramento Head Start program.

Moved/Warren, second/Nottoli, to approve the acceptance of \$50,000 donation from 99 Cents Only Stores for SETA Head Start.

Voice Vote: Unanimous approval.

2. **TIMED ITEM: 10:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Sacramento Employment and Training Agency 2012-2013 Budget

Ms. Loretta Su reviewed this item and explained the revisions to the budget. The revised budget of \$87,363,087 includes changes in anticipated revenues and expenses from the following sources:

- Workforce Investment Act - \$3,575,758
- DHA One-Stop Share of Cost - \$300,000
- DHA OJT – (\$775,000)

The City Council and County Board of Supervisors will take action to approve this budget revision.

Mr. Yee opened a public hearing.

Moved/Schenirer, second/Warren, to close the public hearing and approve the revised SETA budget for fiscal year 2012-2013.

Voice Vote: Unanimous approval.

B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant: None.

C. **CHILDREN AND FAMILY SERVICES:** No items.

IV. Information Items

- A. Pacific Gas & Electric Power Pathways Program: Mr. William Walker provided an overview of the successes in this program.
- B. Employer Success Stories and Activity Report: No additional report
- C. Dislocated Worker Update: No additional report.
- D. Unemployment Update/Press Release from the Employment Development Department: No report.
- E. Head Start Reports: Ms. Denise Lee provided an update on the designated renewal system that came out 1 ½ years ago. So far, 135 programs have gone through the redesignation and out of 125 announced, 80 programs were recompleted back to the original program. 25% were replaced with new grantees, 14% were split up, and six areas did not have successful applicants.

The Contra Costa program was split into two programs. E. Center in Marysville recompleted successfully; Los Angeles recompleted into 12 different programs in the area. San Mateo was successful in regaining their full program.

Recompetition is the 'name of the game' and this may impact the Sacramento area.

Ms. Scherman arrived at 10:21 a.m.

Ms. Lee stated that staff has not heard back on sequestration. Ms. Lee and staff participated in a brief conference call and it was announced that cuts are coming. Staff will move forward with the program and will come to the board for any adjustments.

Mr. Yee asked if an agreement has been settled on regarding the count of students. Ms. Kossick replied staff have been in conversation with the Administration for Children and Families and that they will be reviewing and either accepting or not accepting the number of enrolled students in the new grant application.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked board members for their availability to attend the April 29 special meeting.
- C. Deputy Directors: Ms. Robin Purdy provided an update on the RFP for WIA. The RFP was approved on March 7 and released the following day. There are 23 programs pre-qualified by the deadline and staff anticipates receiving

proposals from all of the 23 proposers. This is a big change to move from universal access to actually providing intensive training for a vulnerable population. The changes are being driven by state legislation which requires a modification of how the funds are spent. The RFP was also driven by public input that there is a need for ESL, job readiness and training in post-secondary education. In the RFP, those are the services that are being prioritized.

Mr. Nottoli has issues about the geographical structure and the provision of services. There is a large gap geographically for people in the south part of the county to access training.

Ms. Purdy replied that staff understands the anxiety of staff and program operators.

Ms. Scherman spoke with Ms. Kossick that she was disappointed in her vote on the motion regarding the release of the RFP. She is concerned that the site that holds South County should not be closed. By closing that center it will hurt the people living in the South area of the county. Ms. Scherman wants to have more discussion on this topic.

Ms. Kossick reported that the proposals are due April 25; staff will be bringing the funding recommendations on June 20. The RFP is for training centers does not include one stop career centers. If the board wants to have an RFP for career centers, that would be a separate RFP.

Mr. Nottoli asked if the board has the ability to change things on June 20. Ms. Kossick replied that what the board could do with the original RFP is to carve out a piece of the funding and set it aside and direct staff to go out with an RFP for career centers. The board cannot extend the funding to career centers because it is in the last of five year extensions.

Ms. Purdy stated that staff can come forward with a recommendation on April 29 with the amounts of money to add affiliate services to training centers. Ms. Kossick stated that it would be easier to carve out a portion of funding specifically for the career centers.

Mr. Thatch stated that this board has discretion and the authority to do whatever they want. However, action cannot be taken today because it is not agendaized. Mr. Thatch recommended that the board reconsider the actions taken at the March meeting and then debate it. Mr. Thatch stated that there are outside forces that the board needs to be aware of. There are new rules coming down from the State that will have implications making it more difficult to have career centers. Also, the Agency has existing leases that have to be honored. If the board decides to set aside funding, staff can develop an RFP and can go out with another RFP with a shorter deadline.

Mr. Yee requested to have a list of the pros and cons available at the April 29 meeting. Include the possible impact on the current proposers. Ms. Purdy stated that staff will know by April 25 who has submitted a proposal under the current RFP.

Mr. Nottoli requested this agenda item be discussed at the April 29 meeting. Ms. Kossick stated that another meeting may be scheduled during the month of May to get the RFP approved and released.

- D. Counsel: Mr. Thatch stated that at the last meeting, the Board directed legal counsel to take a look at local preference in contracting for services. His office has consulted with county counsel and city counsel. Because SETA's funding is federal, local preference on funding cannot be extended. The philosophy of the federal government is that anyone wanting to compete should be allowed to compete. Staff can do whatever activities necessary to 'beat the bushes' and do workshops to get people locally to submit proposals and bids for goods/services.
- E. Members of the Board: No comments.
- F. Public: None.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

The Board recessed into closed session at 10:51 a.m. Mr. Thatch stated that there will be no report out of closed session.

- VII. Adjournment:** The meeting was adjourned at 11:13 a.m. with no report out of closed session.

ITEM IV-C – INFORMATION

PRESENTATION ON JOBS.SACRAMENTOWORKS.ORG

BACKGROUND:

SETA's Public Information Officer, Terri Carpenter, will provide an oral report on the Sacramento Works job search system, jobs.sacramentoworks.org.

Through this on-line system, job seekers can:

- ✓ Register for an account
- ✓ Post your work history and resume
- ✓ Search for jobs
- ✓ Explore employment tools

To review the web site, go to: www.sacramentoworks.org

This is a free service and available to all job seekers.

NOTES:

JOB SEEKERS

EMPLOYERS & BUSINESS

YOUTH

ABOUT US

Search Sacramento Works

Find yourself at jobs.sacramentoworks.org!

Font size: **A** **A**

Find a Job

When you need to find a job, Sacramento Works' One-stop job-finder website jobs.sacramentoworks.org lets you search for jobs by a radius from your home ZIP code, and by city as well as by county, workforce region, specific metropolitan area or statewide. And the new Quick Search option remembers your search area so you only have to enter it if you want to find a job in a new area. New advanced job search features let you focus your search better than ever. An integrated [Background Wizard / Resume Writing tool](#) makes it easier than ever to create a professional resume, fine tune your job searches and find a job.

Click here to get started at jobs.sacramentoworks.org, or find a job right here with our quick job finder. It only takes a few minutes, and it's free!

Jobseekers, start your job search here!

Keyword(s)

Zip Code:

Radius:

The jobs.sacramentoworks.org site is a powerful online tool designed to assist job seekers or students to find a job and help employers who are looking for the best job candidates. The site serves as a hub for the state's workforce services while focusing on job openings and job candidates. The site is also a valuable resource for policy makers, researchers, and others seeking to explore and analyze local labor markets.

With thousands of job listings extracted from nearly every employer in the state, finding job opportunities that fit an individual's needs and skills are easily accessed with a few mouse clicks. This dynamic information is contained in a statewide database to expand the job selection and recruitment process for every individual.

Current data available includes a strategic mix of job openings, career exploration, employer information, education, and labor market research information. These resources can help job seekers to improve and expand their search to find a job.

Take the time to discover new career opportunities using jobs.sacramentoworks.org!

With thousands of job listings extracted from nearly every employer in the state, finding job opportunities that fit your needs and skills are easily accessed with a few mouse clicks.

Jobseekers, start your job search here!

Keyword(s)

Zip Code:

Radius:

Find a Sacramento Works Center Near You

Download our brochure for more information about Job Seeker Services

Recent Updates

- 08.08.12 [How to handle a bad reference ii](#)
 - 07.17.12 [Professionals: Check this Out!](#)
 - 06.01.12 [Experienced Workers Workshop](#)
 - 05.30.12 [Calling All 16-21 Year olds!](#)
 - 05.14.12 [Upcoming Career Center Works](#)
- [View More →](#)

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 April 23, 2013 Policy Council meeting.

GOOD!!!
Thank you, Ms. Consuelo Lopez, for translating.
Thank you, Ms. Carolyn Wilson, for acting as Parliamentarian.
Thank you, Ms. Denise Lee, for board item presentations.
Thank you, board members, for meeting presentation.
Welcome, Ms. D'et Patterson, Fiscal Manager.
Thank you, Ms. Alma Hawkins, for Parent Ambassador committee report.
Thank you, Ms. Akang, for facilitating an excellent joint board meeting.
Thank you, Ms. Belinda Malone, for coordinating the Parent Conference.
Thank you, Ms. Lisa Carr, for assisting in facilitating the annual Parent Conference.
NEEDS IMPROVEMENT
If you are late to meeting, wait to be seated.
No side barring.
Arrive on time, start on time.
Be seated and ready for meeting by 8:50 am.
No electronic devices.
Please wait to be recognized by the Chair before leaving your seat.

B. Budget/Planning Committee: LaTasha Windham (Treasurer), Toni Espinoza, Dominique Rios-Farias, Mayra Partida, Benjamin Bailey, and Nse Akang

ITEM V- COMMITTEE REPORTS (Continued)
Page 2

- C. Personnel/Bylaws Committee: LaTasha Windham, Mayra Partida, Benjamin Bailey, Toni Espinoza, and Nse Akang

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

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.
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- B. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.
- Monthly Head Start Report (attached)
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-
-

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

May 2013

Armed Forces Day

May 18



Memorial Day

May 27

SETA-Operated Program

Program Operations:

May is the month when teachers are completing the final Desired Results Developmental Profile Assessment (DRDP) of the year. This is the third in a series of assessments which gives us great information on the growth that children have made throughout the course of a program year. It also allows us to hone in on the areas and learning domains that may need more support or professional development. Results from this assessment should be available for the agency by mid-June.

Spring also brings us the annual Environmental Assessments of our classrooms. Early Childhood Environmental Rating Scales (ECERS) and Infant Toddler Environmental Rating Scales (ITERS) are being conducted by external consultants. These tools look at areas such as Space & Furnishings, Personal Care Routines, Language & Reasoning, Activities, Interactions, Program Structure and Parent & Staff Provisions. Information gathered from these assessments is used to plan for improvements in the classroom as well as to guide future trainings and professional growth opportunities.

Program Support Services:

School Readiness Goals (SRG) Update: Countywide profile of Head Start students' progress based on mid-year DRDP assessment (Winter 2013) is now available. Information was scheduled to be discussed at the May 2, 2013 Delegate Directors' Meeting. Parties interested to receive a copy may contact Melanie P. Nicolas at mpnicola@headstart.seta.net

Quality Assurance Unit: Onsite monitoring visits were conducted at San Juan Unified School District (SJUSD) Head Start and Early Head Start on April 8-26, 2013. Results are being summarized and will be submitted soon. Sacramento City Unified School District (SCUSD)

Quality Assurance Monitoring Report was submitted to the agency on April 29 and Exit Meeting was scheduled for May 9, 2013. Monitoring Exit Meeting for WCIC was held on April 9, 2013.

Content Coordinator Onsite Visits: Education, Disabilities and Health Coordinators continued monthly visits to follow up on Self Assessment 2013 results.

Meeting and Training Events: Countywide Governance Meeting was held on April 19 and Program Information Report (PIR) Information Meeting took place on April 30, 2103. PIR Reports are due to the Grantee on June 28, 2013.

Family Support Services:

SETA Head Start hosted our annual Parent and Grandparent Conference on April 20. The key note speaker was Ruthie Bolton, Olympic gold medalist and former WNBA player. Ms. Bolton gave an inspirational speech about the importance of family and family relationships in children's lives, and the part that exercise and good nutrition plays in ensuring a good quality of life.

Parent's also took part in workshops dealing with positive discipline, how to prepare healthy meals on a budget, and enjoyed a panel discussion talking about issues of custody, health, and parenting. We had over 70 parents in attendance, and universally, parents and grandparents reported that they learned a lot, and were glad they attended this Saturday event.

Now that summer is approaching, the Family Service Workers are gearing up for summer enrollment in order to keep sites full. There have been quite a bit of community events, which as always, SETA Head Start has been there to ensure community outreach.

Elk Grove Unified School District

Family and Community Partnerships Update

Family education activities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated in part by the desires and needs of families expressed in a yearly survey and in part by the School Readiness grant. Parents are notified of classes at monthly meetings, by publication of a monthly newsletter, and individually by teachers when a teacher knows that a workshop will be of particular benefit to a family.

"English Family Literacy" classes were held at Herman Leimbach Elementary School on April 12 and 19. These classes provides English speaking parents information and techniques for working with their children in the area of literacy and provide strategies for establishing a reading routine in their home. An average of four (4) families attended these classes.

I Am Moving, I Am Learning classes were held at Samuel Kennedy Elementary School on April 17, and David Reese Elementary School on April 25. This class teaches parents that children who have daily physical activity perform better in school and how to use simple materials found at home to create fun, physically active experiences for their children. Seventeen families attended the class at Samuel Kennedy and eighteen families attended the class at David Reese.



Recruitment

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

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

Registration for the 2013-2014 school year is 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 163 families. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, registered 94 families. Region III, which includes Maelola Beitzel Elementary, David Reese Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, registered 66 families.

Sacramento City Unified School District

Health and Nutrition

Child Development Nurses Espie Millendez, Lisa Stevens and Victoria Benson are pleased to report that the Parent Walking Groups at several preschool sites are in full swing! The preschool parents are enjoying the experience of physical exercise and socialization with fellow preschool parents. One Preschool Parent Walking Group has joined up with a Healthy Start Elementary School Parent Walking Group, and has a group walking the periphery of the elementary school campus on a regular basis.

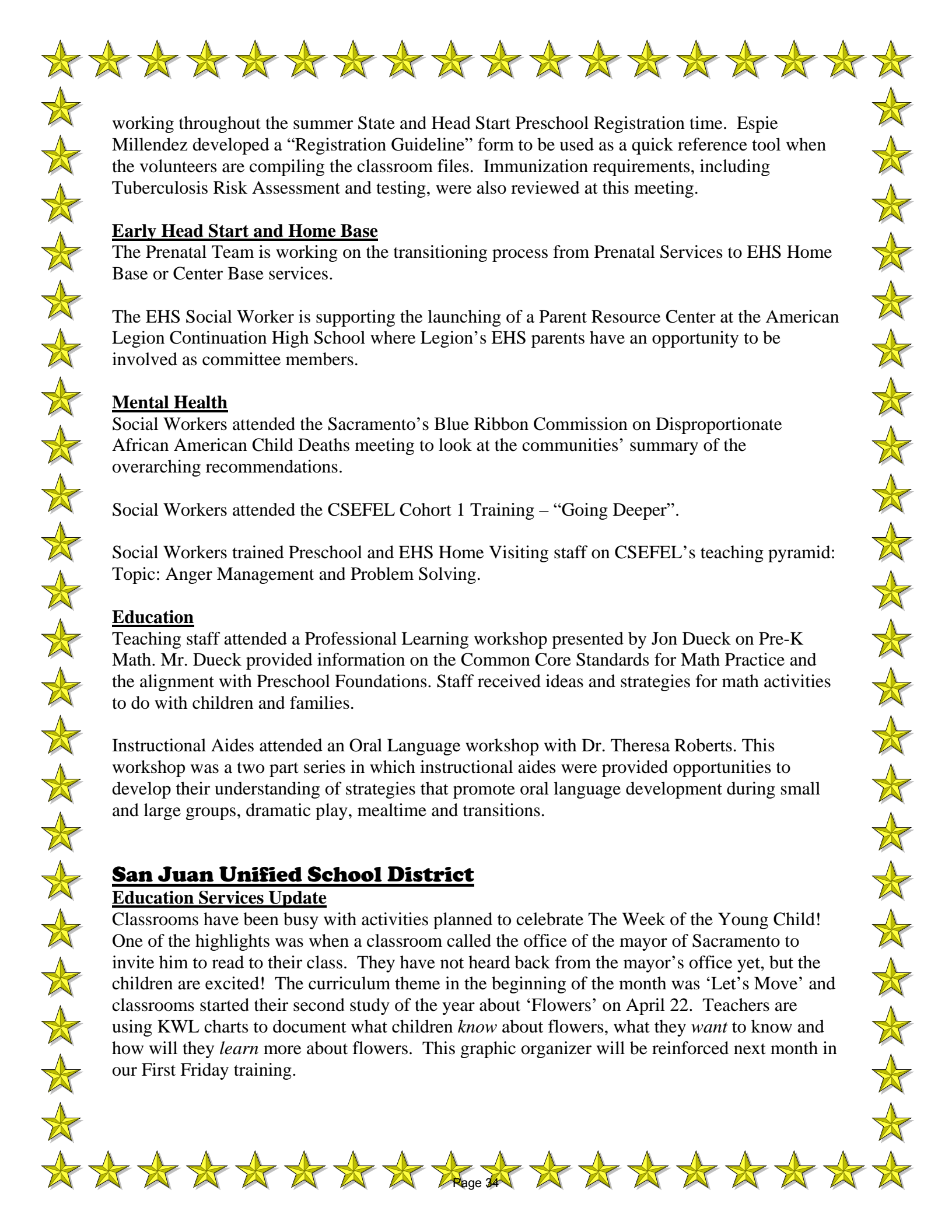
This month marks the completion of our Spring Dental Screening and Varnish clinics. The Child Development Nurses have been following up with parents of preschoolers who were identified as having dental needs to ensure that these preschoolers have received dental care. Espie Millendez will be comparing our Spring Dental Screening results with our Fall Dental Screening results. These statistics will be shared in next month's SETA report.

Lisa Stevens, Espie Millendez and Victoria Benson were busy with Parent Education meetings in April. Topics for discussion included dental health, nutrition, how to read food labels and identifying hidden sugars in packaged foods.

Nurse Lisa Stevens reports that she attended the Heal meeting on April 23. The focus of this meeting was on updates to the "Rethink your Drink" campaign which emphasizes the use of tap water instead of sugary drinks.

A randomized immunization audit by the State Immunization Assistance Program took place at 4 preschool sites in the district: C. P. Huntington, Mark Hopkins, Earl Warren and Ethel I. Baker. Nurses Lisa Stevens and Victoria Benson have been working closely with the IAP Nurse auditors to ensure compliance with State immunization regulations.

Nurses Espie Millendez, Lisa Stevens and Victoria Benson presented the Health and Nutrition Preschool Registration Process for Child Development Specialists and volunteers who will be



working throughout the summer State and Head Start Preschool Registration time. Espie Millendez developed a “Registration Guideline” form to be used as a quick reference tool when the volunteers are compiling the classroom files. Immunization requirements, including Tuberculosis Risk Assessment and testing, were also reviewed at this meeting.

Early Head Start and Home Base

The Prenatal Team is working on the transitioning process from Prenatal Services to EHS Home Base or Center Base services.

The EHS Social Worker is supporting the launching of a Parent Resource Center at the American Legion Continuation High School where Legion’s EHS parents have an opportunity to be involved as committee members.

Mental Health

Social Workers attended the Sacramento’s Blue Ribbon Commission on Disproportionate African American Child Deaths meeting to look at the communities’ summary of the overarching recommendations.

Social Workers attended the CSEFEL Cohort 1 Training – “Going Deeper”.

Social Workers trained Preschool and EHS Home Visiting staff on CSEFEL’s teaching pyramid: Topic: Anger Management and Problem Solving.

Education

Teaching staff attended a Professional Learning workshop presented by Jon Dueck on Pre-K Math. Mr. Dueck provided information on the Common Core Standards for Math Practice and the alignment with Preschool Foundations. Staff received ideas and strategies for math activities to do with children and families.

Instructional Aides attended an Oral Language workshop with Dr. Theresa Roberts. This workshop was a two part series in which instructional aides were provided opportunities to develop their understanding of strategies that promote oral language development during small and large groups, dramatic play, mealtime and transitions.

San Juan Unified School District

Education Services Update

Classrooms have been busy with activities planned to celebrate The Week of the Young Child! One of the highlights was when a classroom called the office of the mayor of Sacramento to invite him to read to their class. They have not heard back from the mayor’s office yet, but the children are excited! The curriculum theme in the beginning of the month was ‘Let’s Move’ and classrooms started their second study of the year about ‘Flowers’ on April 22. Teachers are using KWL charts to document what children *know* about flowers, what they *want* to know and how will they *learn* more about flowers. This graphic organizer will be reinforced next month in our First Friday training.



Disabilities Services Update

The Disabilities Specialist has returned from a medical leave. The rest of the team did a wonderful job in her absence. Gearing up for re-registration and registration for the upcoming school year, the Disabilities Specialist has connected with staff regarding the extended screening hours' schedule. Re-registration began on April 22. ASQ and ASQ-SE forms have been inventoried and ordered for the screening "season" and preparations have been made to finalize changes in the screening room. Most of the Full-Inclusion students that will be going on to Kindergarten have completed their transition IEP meetings and placements have been decided/arranged. We are still in the midst of our SETA review.

Mental Health Services Update

The Mental Health Therapist is providing ongoing Limit Setting talk to parents program-wide. Presentation to teachers and CDAs have also been given to provide strategies for social/emotional challenges along with research-based information about the significance that a child's culture plays along with teacher's voice tone in classroom compliance.

Nutrition Services Update

The School Nurse is following up with the children who are obese, overweight, and underweight. Nutrition information in English and Spanish is being sent out.

Health Services Update

The Health Team screening services have increased to two days a week in the centralized screening room. Health and registration have started re-registration for students who will be attending Head Start Programs. The Health staff members are traveling out 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 and Health Assistants are following-up with all the children who need to be seen by the dentist, as well as, with the children who are obese, overweight, and underweight.

Family and Community Partnerships Update

The Policy Committee elected a new chairperson at the April Meeting. Stacy Blocker, formerly the secretary, will now conduct the meetings.

At the April Meeting, Jason Nigl gave a workshop on emotion management. The children are working on this skill in the social/emotional curriculum used in the classroom so parents will now be informed about this subject matter. Classroom supplies of glue sticks and construction paper were given to representatives to take back to the classroom as a way to thank them for coming to the meeting.

Transition Services Update

April is Home Visit month and the teachers have been busy meeting with parents and discussing student progress. With six weeks left of school, the focus is on the Kindergarten bound students being prepared to enter Kindergarten and the returning students to have a strong foundation for a second year of preschool. Kindergarten classroom visits are in the process of being arranged for the month of May at which time the preschool students will interact with the Kindergarten students and take part in their academic day.



Program Support/Staff Training Update

Early in the month, the professional development topic was Language Modeling, one of the dimensions of the CLASS observation tool. Teachers worked with advanced words and how to link these to prior knowledge and experiences of their children and practiced Self and Parallel Talk strategies. The Third Friday training was on the topic of Project Based Learning and how to begin the Flower Study by allowing the children to brainstorm and plan their investigation of the topic. We reviewed the KWL charts, visiting experts and how to involve the families in their children's learning experiences.

Fiscal Update

The fiscal report was given at the monthly PC meeting and the budgets are being spent in line with the time of year. At this time both EHS and HS are over spent by 5% but programs will be closed in June and spending is less. The proposed budgets for fiscal year 2013-2014 are finished and waiting to be approved by SETA. Fiscal does not anticipate any problems. The programs have been informed that they will be affected by Sequestration in the amount of a 5% reduction. Staff is in the process of making adjustments for this decrease with the least disruptions to existing programs.

Early Head Start

Week of the Young Child was celebrated at the Davie Center with the staff providing fun child activities for the whole family.

The Child Abuse Prevention Council presented a two-hour training for staff focusing on education and prevention of Sudden Infant Death Syndrome (SIDS) and Shaken Baby Syndrome. Staff learned strategies to use in the classroom as well as information to share with parents.

Seven teachers attended the annual one day Resources for Infant Educators (RIE) conference in Los Angeles. This organization focuses on infant mental health, attachment and best practices for infant care.

Twin Rivers Unified School District

Events

The annual Open House event occurred on April 26. Parents visited their children's classrooms filled with special art projects and toured the rest of the school campus. Families received free books for their attendance and the Nutrition Department provided a yogurt bar filled with healthy fruit for the attendees.

In connection with the clothing theme study, students participated in a Fashion Show where parents were invited to watch their child "walk the runway." Students dressed in their ethnic attire and/or dramatic play clothing and danced to the music for the delight of their audience. The monthly perfect attendance awards assemblies continued in April for all students who have not missed any school during the month of March. Students were celebrated and awarded

certificates. During the ceremony, parents from each classroom with the most volunteer hours in March were also given certificates.

Professional Development

Teaching staff participated in the last Creative Curriculum workshop on April 4 for the recycle, reuse and recreate investigation theme. A Concept Development refresher training with the SETA Education Content Leader occurred on April 18. The final CLASS observation has been finished and teachers will receive feedback within the next week or so.

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 BMI referrals are almost finished being processed by the Registered Dietician. The Health Assistant has also scheduled the Roller Derby dates for each classroom as part of the obesity prevention goal to increase physical activity.

The Health Component Leader continues reviewing students' files for medical concerns and continues following up on students needing additional documents.

The School Social Worker/Counselor continues classroom observations to assist with intervention strategies and behavioral techniques for all classrooms. Student groups for social skills and behavioral interventions continue for our students referred by teachers and parents. The groups meet weekly with the Social Worker and continue working on skills needed to be successful in the classroom setting.

The 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 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 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 CLASS observations have been completed in collaboration with the SETA Education Content Leaders and the ECE Director. Feedback will be provided to teaching staff and suggestions for areas of growth.

The ERSEA component has started and continues enrollment for 2013-2014. Fliers have been distributed to the local businesses and agencies to recruit for income eligible families. The Program Design and Management component leaders are still working on the draft of the ERSEA manual. The new personnel files have been completed and HS Director is working on getting missing personnel information.



Policy and Parent Committees

The Parent Committee meeting at Oakdale was held on April 16, 2013. The Policy Committee meeting was held on April 16 and April 24. The agenda included a review of the monthly reports and a budget planning meeting related to sequestration. The Policy Committee had a quorum to vote on the action items. The next meeting is scheduled for May 9.

Parent Trainings

The parenting classes in collaboration with the Birth and Beyond North Highlands Resource Center and Mutual Assistance Network continue 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 April 2013 focused on water safety and fun summer activities.

Fiscal

Teachers have submitted their final orders for 2012-2013 and brainstorming has begun on ways to reduce the budget for 2013-2014 in collaboration with the PC.

Women's Civic Improvement Club (WCIC)

Management

Ms. Davis, Executive Director/Head Start attended the SETA Governance Meeting on April 19, 2013. Information will be shared at the upcoming May 2013 Board and PC Meetings.

Community Engagement

Dr. David Covin's Annual WCIC Open House on Saturday, April 20, 2013 was a success with excellent live entertainment, excellent food, and community support that continues to grow each year.

Enrollment


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

Health

WCIC/Playmate Head Start Program's newly enrolled children received vision screening, hearing screening, blood pressure screening, and first Height/Weight measurements. Family Services Workers continue to encourage the parents to get the children's physicals and dental exams and any physical and dental follow up treatments to ensure excellent health care, as well as exceed the required Head Start Performance Standards.

Education

WCIC/Playmate Head Start Programs staff and parents attended a children's mental health and parenting presentation on April 17, 2013 by Alexis Peters, Clinical Program Manager for Early Head Start from River Oak Center for Children. Ms. Peters gave a brief overview on children's mental health and parenting. She passed out "River Oak Center at a Glance" pamphlets. Part of



the presentation was on the Incredible Years Program, which is used by the Sacramento City Unified School District. The program was developed for children ages 3-12 with disruptive behaviors. The Incredible Years Parent Program teaches positive discipline and the use of praise and incentives, while increasing the emotional regulation of the child. The goals of the program are to decrease negative behaviors, peer aggression and class disruption; increase positive social skills; increase the child's understanding of others' feelings; teach conflict management; and improve school readiness. The Incredible Preschool Curriculum promotes high fives, a pat on the back, a thumbs up, acknowledgement, behavior incentives, and end of the day processing.

Mrs. Acorda, Head Teacher and Mrs. Barron, SETA's Education Coordinator are working on WCIC's classroom environments/room arrangements effective April 23 and 24, 2013.

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

ACF-PI-HS-13-02 Hurricane Sandy Emergency Relief Funds

ACF-PI-HS-13-03 Final FY 2013 Funding Level

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

April, 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	1,300	101
SETA	1,880 (2,796)	1,907	101
San Juan USD	700	702	100
Twin Rivers USD	211	203*	96
WCIC/Playmate Head Start	120	120	100

*Delegate has chosen not to replace slots within 60 days of the end of the program year

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded
Sacramento City USD	147	147	100
SETA	345	344	100
San Juan USD	161	165	102

- (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 04/30/13)

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)	26	(11%)	N/A	
Elk Grove USD (420)	52	(12%)	N/A	
Sacramento City USD (1292)(147)	153	(12%)	16	(11%)
San Juan USD (700) (161)	99	(14%)	15	(9%)
WCIC (120)	12	(10%)	N/A	
SETA (2796) (345) (1878 Tracks)	204	(11%)	47	(14%)
County (4621)* (653)*	546	(12%)	78	(12%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SETA Head Start Food Service Operations Monthly Report * April 2013

April 1st through 6th - WCIC Classes Closed for Spring Break

April 5th - Classes at the Bannon Creek and Solid Foundation Centers closed for training

April 8th - Illa Collin Center closed due to no power

April 19th - Northview and Hillsdale classes closed for training

April 23rd - EHS Home Base Field Trip, Lunch & Snack Provided for 125 Guests

April 24th - Mather Kitchen Inspection completed by Connie Otwell

April 25th - Galt Center closed due to no water

April 26th - Preschool Home Base Field Trip Lunch & Snack Provided for 76 Guests.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
43,566	26,000	30,006	1220

Total Amount of Meals and Snacks Prepared 100,792

Purchases:

Food	\$76,999.72
Non - Food	\$14,152.12

Building Maintenance and Repair: \$80.00

Kitchen Small Wares and Equipment: \$2,993.23

Vehicle Maintenance and Repair : \$0.00

Vehicle Gas / Fuel:	\$1,784.91
Normal Delivery Days	22

ITEM VI-OTHER REPORTS (continued)
Page 2

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

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