

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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THOUGHT OF THE DAY: *"When we fear to lose, we lose to fear."*

Author: Mr. Nse Akang

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

DATE: Tuesday, November 26, 2013

TIME: 9:00 a.m.

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

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

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DISTRIBUTION DATE: WEDNESDAY, NOVEMBER 20, 2013

Policy Council (PAC) meeting is hosted by:
Nse Akang, Chair; Vacant, Vice Chair; Vacant, Secretary;
Vacant, Treasurer; Vacant, Parliamentarian

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Steven Wormley, Sacramento City Unified School District
- _____ Carolyn Wilson, Twin Rivers Unified School District
- _____ Annette Duran, WCIC/Playmate Child Development Center
- _____ Teresa Jay, SETA-Operated Program
- _____ LaTasha Windham, SETA-Operated Program
- _____ Alicia Kafka, SETA-Operated Program
- _____ Colleen Fietzek, SETA-Operated Program
- _____ Ana Calderon, Early Head Start (SETA)
- _____ Justin Fietzek, Men's Activities Affecting Children
- _____ Nse J. Akang, Foster Parent Representative

Seats Vacant:

- _____ Vacant (Potter), Elk Grove Unified School District
- _____ Vacant (Billoups), Elk Grove Unified School District
- _____ Vacant (Bogess), San Juan Unified School District
- _____ Vacant (Proteau), San Juan Unified School District
- _____ Vacant (Bailey), Sacramento City Unified School District
- _____ Vacant (Rios-Farias), Sacramento City Unified School District
- _____ Vacant (Morgan), Twin Rivers Unified School District
- _____ Vacant (Germany), WCIC/Playmate Child Development Center
- _____ Vacant (Lacey), SETA-Operated Program
- _____ Vacant (Tate), SETA-Operated Program
- _____ Vacant (Yang), Early Head Start (Sac. City)
- _____ Vacant (Aguilar), Early Head Start (San Juan)
- _____ Vacant (Gill), Past Parent Representative
- _____ Vacant (Espinoza), Home Base Option
- _____ Vacant (Fietzek), 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, Policy Council Chair
(Nse Akang, (530) 331-0012), 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	7/30 *	8/27	9/24	10/22	11/26
N. Akang Seated 11/27	FOSTER	X	X		X	X	X	X	X	X	X	X	X	X	X	
A. Calderon Seated 11/27	EHS/HB SETA	X	X		X	X	X	X	E	X	X	X	X	X	X	
A. Duran Seated 11/27	WCIC	X	X		X	X	X	X	X	X	X	X	X	X	X	
C. Fietzek Seated 10/22	SOP														X	
J. Fietzek Seated 8/27	MAAC												X	X	X	
T. Jay Seated 11/27	SOP	X	X		X	X	X	X	X	X	X	X	X	X	X	
A. Kafka Seated 6/25	SOP										X	X	X	X	X	
C. Wilson Seated 11/27	TR	X	X		X	X	X	X	X	X	X	X	X	X	X	
L. Windham Seated 11/27	SOP	X	X		X	X	X	X	X	X	X	E	X	X	X	
S. Wormley Seated 6/25	SAC										X	X	U	X	E	

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
FOSTER	Foster Parent Representative
GRAND	Grandparent Representative
HB	Home based Option
MAAC	Men's Activities Affecting Children
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 10/25/13

ITEM I - CALL TO ORDER/ROLL CALL
(Continued)

New 2013-2014 Policy Council Members to be seated:

- _____ Toni Espinoza, Elk Grove Unified School District
- _____ Benjamin Bailey, Sacramento City Unified School District
- _____ Celina Fimbres, Sacramento City Unified School District
- _____ Steven Wormley, Sacramento City Unified School District
- _____ Linda Litka, San Juan Unified School District
- _____ Lynda Williams, San Juan Unified School District
- _____ Saleema Ali, Twin River Unified Unified School District
- _____ Kris Ingram, Twin Rivers Unified School District
- _____ Richina Siackasorn, WCIC/Playmate Child Development Center
- _____ Brittany Amonoo, WCIC/Playmate Child Development Center
- _____ Ana Calderon, Early Head Start (SETA)
- _____ Patrice Hill, Early Head Start (Sac. City)
- _____ Bethel Cullen, Early Head Start (San Juan)
- _____ Rodney Pontiflet, SETA-Operated Program
- _____ Kenneth Tate, SETA-Operated Program
- _____ Angeles Soberanes, SETA-Operated Program
- _____ Colleen Fietzek, SETA-Operated Program
- _____ Derek Adams, SETA-Operated Program
- _____ LaTasha Windham, SETA-Operated Program
- _____ Willie Jean Peck, Foster Parent Representative
- _____ Jenna Kline, KVIE Public Television; Community Rep.
- _____ Genevieve Deignan, Sacramento Food Bank & Family Services

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2013-2014**

The 2013-2014 Board was seated on **November 26, 2013** and
December 17, 2013

BOARD MEMBER	SITE	11/26	12/17 *												
D. Adams Seated	SOP														
N. Akang Seated 11/27/12	FOSTER														
S. Ali Seated	Twin Rivers														
B. Amonoo Seated	WCIC														
B. Bailey Seated	SAC														
A. Calderon Seated	EHS/HB SETA														
B. Cullen Seated	EHS/SJ														
G. Deignan Seated	Comm. Rep														
T. Espinoza Seated	ELK														
C. Fietzek Seated	SOP														
J. Fietzek Seated 8/27/12	MAAC														
C. Fimbres Seated	SAC														
P. Hill Seated	EHS SAC														
K. Ingram Seated	Twin Rivers														
L. Litka Seated	SJ														
J. Kline Seated	Comm. Rep.														
W. Peck Seated	FOSTER														

BOARD MEMBER	SITE	11/26	12/17 *												
R. Pontiflet Seated	SOP														
R. Siackasorn Seated	WCIC														
A. Soberanes Seated	SOP														
K. Tate Seated	SOP														
L. Williams Seated	SJ														
L. Windham Seated	SOP														
S. Wormley Seated	SAC														

Current a/o 11/19/13

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
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ELK	Elk Grove Unified School District
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GRAND	Grandparent Representative
HB	Home based Option
MAAC	Men's Activities Affecting Children
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 11/19/13

ITEM II-A - CONSENT

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

BACKGROUND:

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

RECOMMENDATION:

That the Policy Council approve the October 22 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR 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, October 22, 2013
9:00 a.m.

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

Mr. Nse Akang called the meeting to order at 9:06 a.m. and Mr. Justin Fietzek read the Thought of the Day. Mr. Justin Fietzek was asked to serve as Secretary and called the roll; a quorum was established.

Members Present:

Carolyn Wilson, Twin Rivers Unified School District
Annette Duran, WCIC/Playmate
Teresa Jay, SETA-Operated Program
Alicia Kafka, SETA-Operated Program
LaTasha Windham, SETA-Operated Program
Justin Fietzek, Home Base Option
Ana Calderon, Early Head Start (SETA) (arrived at 9:08)
Nse Akang, Foster Parent Representative

Members Absent:

Steven Wormley, Sacramento City Unified School District (excused)

Ms. Colleen Fietzek, SETA-Operated Program, was seated.

II. Consent Item

A. Approval of the Minutes of the September 24, 2013 Meeting

Minutes were reviewed; no questions or corrections.

Moved/Wilson, second/Jay, to approve the minutes of the September 24 meeting.
Show of hands vote: Aye: 8, 0, 1 (Akang)

III. Action Items

A. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Second Reading and Approval of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council

Mr. Akang reviewed the modifications to the bylaws. There was no additional public testimony.

Moved/Calderon, second/Duran, to close the public hearing and approve modifications to the bylaws of the Head Start/Early Head Start Policy Council. Show of hands vote: Aye: 8, Nay: 0, Abstentions: 1 (Akang)

B. Election of Community Representatives: Past Parents, Foster Parent, and Grandparent

A copy of Ms. Willie Jean Peck's application for Foster Parent Representative was distributed. Ms. Desha stated that only Ms. Peck's application has been received. At this time, staff has not yet received applications for Grandparent or Past Parent Representatives.

Ms. Desha stated that due to illness, Ms. Peck could not attend today's meeting but called Ms. Desha to indicate her interest in the position. Ms. Peck has served previously for two years and this has provided grounds to ensure she is capable to serve as a Foster Parent Representative.

Moved/Wilson, second/Calderon, to suspend the rules for election for Past Parent and Grandparent and approve the appointment of Willie Jean Peck to serve as the Foster Parent representative.

Show of hands vote: Aye: 6, Nay: 1 (Kafka), Abstentions: 2 (Windham & Akang)

C. Approval of Modifications to the Reimbursement Policies and Procedures of the SETA-Operated Head Start/Early Head Start Policy Council/Parent Advisory Committee

Ms. Loretta Su reviewed clarifications in the language that mileage will be reimbursed from the home to SETA. Additional mileage will not be reimbursed; this is the only change to the policy and procedures.

Moved/Wilson, second/Duran, that the Policy Council approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed.

Show of hands vote: Aye: 7, Nay: 1 (Kafka), Abstention: 1 (Akang)

Mr. Akang went off agenda to do employee recognitions:

IV. Information Items

A. Standing Information Items

- Parent/Staff Recognition: Mr. Akang read certificates of recognition for Bonnie Bilger, Josie Werner, and Wendy Tanner.

Ms. Lee thanked all three employees for their outstanding support of the boards. Special thanks were extended to Ms. Tanner for stepping in to assist in the

Parent Recognition Dinner. Ms. Werner and Ms. Bilger were thanked for their work to ensure hires are efficiently processed.

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

The board went into closed session at 9:31 a.m. and back into open session at 9:47 a.m. Mr. Akang reported out on closed session that the eligibility list for CFS Administrative Program Officer, Head Start Site Supervisor, and Head Start Coordinator (Education)(Supervisory).

IV. Information Items (continued)

A. Standing Information Items

- PC/PAC Calendar of Events: The Health Services Advisory Committee will be meeting tomorrow.
- Parent/Family Support Unit Events and Activities: None.
- Community Resources: None.
- PC/PAC End of Year Appreciation Dinner Oral reports: Mr. Akang asked for reports from attendees. Ms. Calderon reported it was a very nice dinner and board members did a great job putting the event together. She appreciated all of the staff that attended. Ms. Kafka asked what happened to the perfect attendance award? Ms. Desha stated that it will be presented at the November meeting. The current board will attend the November meeting and then the new board will be seated. Mr. Akang gave a heartfelt thank you to staff for all of the help provided by staff. Ms. Desha expressed thanks to the board members for the hard work done by board members to ensure a successful event.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. Su reviewed the fiscal report for the period ending September 30, 2013. The budget is 13.8% expended. The non-federal share is at 17.4%; there has been a slowdown in getting forms in from the centers. Administrative expenditures are at 9.9% which is significantly below the 15% allowed. There were some one-time expenditures and workers compensation payment which shows a higher-than-normal expenditures in administration.

B. Governing Board Minutes of August 1, 2013: No comments.

V. Committee Reports

- A. Executive Committee: Mr. Fietzek read the Executive Committee critique.
- B. Budget/Planning Committee: No additional report.

VI. Other Reports

A. Executive Director's Report: None.

- B. Head Start Deputy Director's Report: Ms. Denise Lee reviewed the quality assurance reports. This unit spends their time on reviewing the SOP and delegate agencies. The summary reports will be included in the agenda packet each month. The agency has picked a 90% threshold for compliance. Less than that would require a response plan. When response plans have been submitted, the team will go back and verify that the issues have been dealt with. The regional and national offices are now open and they are in the process of rescheduling conference calls and trainings. Part of the monthly call is a check in on the PIR. If there are any areas in need of improvement, the OHS will let staff know. Ms. Lee stated that when viewing data county-wide vs. national averages, it appears that there will not be any areas where SETA Head Start is out of compliance. The tracking system does not always match the contents of the file but this lapse of time is being worked on. Ms. Lee thanked board members for their continued support of the program.
- C. Head Start Managers' Reports
- ✓ Brenda Campos: Grantee Program Support Services: Ms. Campos explained that staff work very hard to document and follow up with parents to ensure children receive their health screenings. Staff continues to work with the families and to ensure the documentation shows that the child is receiving their screenings. The Health Services Advisory Committee meeting will be held on October 23; RSVP to Ms. Campos if you are planning to attend. The Committee will be asked to change the policy for home visitors to exclude families from having a TB test. Parents volunteering in the classroom more than 16 hours per week are required to have a TB test. The Quality Assurance team will be working with the delegate agencies preparing them for the triennial review. QA staff is also assisting with self assessment. Some staff have been selected to meet with delegate directors to go through the review questions. On Thursday, the delegate agencies have been invited to the Delegate Kickoff.
 - ✓ Lisa Carr: Ms. Carr reported that the Parent/Family Support Unit team is also working on self assessment. Tomorrow is the first neighborhood resource fair; there will be five done throughout the year. Future resource fairs will be scattered around the county. The resource fairs will be taking the place of the parent conference because there was not enough turn out at the conference for the money spent. The first resource fair will be held October 16 between 10 a.m. and 1:00 p.m. at the Saca Community Learning Center. Staff has already confirmed 22 vendors and there will be a lot of resources where families can get information. The next resource fair will be held in January; information will be forthcoming.
 - ✓ Karen Gonzales: Child Development & Education Services: Ms. Gonzales stated that October brings assessment time. Children will receive their first assessment of the school year. All of the centers use the Desired Results Developmental Profile. Next week, results from all schools and school districts will be delivered to the office and Donald Schmidt will take the results and run it through the Scranton machine to get reports. The report will be available about mid-to-late November. At the program level, staff will be able

to look to see how children are doing in full or half day programs. The reports will be available for board members in December.

Mr. Fietzek inquired how parents will learn of the results. Ms. Gonzales replied that teachers will sit down with parents to review the results and to plan out goals for their children. Every parent should get a report on their child by late November.

- D. Chair's Report: Mr. Akang commended Ms. Alma Hawkins for her hard work on the Parent Appreciation Dinner and for her song. Mr. Akang also thanked Ms. Hogan for her behind-the-scenes work.
- E. Open Discussion and Comments: None.
- F. Public Participation: Ms. Wilson reported that on behalf of Del Paso Heights Redevelopment Center, a Harvest Festival will be on Saturday, October 26, from 10 a.m. until 4:00 p.m. The event will be at the Macedonia Church, at 700 Benton Avenue. There will be free train rides for children, face painting, and free hotdogs.

VII. Adjournment: The meeting was adjourned at 10:25 a.m.

ITEM III-A - ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:
SECOND READING AND APPROVAL OF MODIFICATIONS TO THE BYLAWS OF
THE SETA-OPERATED HEAD START/EARLY START POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee 2012-2013 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council.

Additions are indicated by ***bold italic*** type and deletions are indicated by ~~strikethrough~~.

A public hearing was opened on September 24, 2013 to hear testimony on modifications to the bylaws. The second reading of the bylaws was approved at the Policy Council's meeting on October 22. Legal Counsel has advised an additional modification to the bylaws which bought about this board item.

RECOMMENDATION:

Hear any additional testimony, close the public hearing and approve the amendments to the Policy Council Bylaws as attached.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading: 9/24/13
Policy Council Final Approval: 11/26/13
Governing Board Approval:

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**BYLAWS FOR THE SACRAMENTO COUNTY
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

ARTICLE I

Name

This Council shall be named the Sacramento County Head Start (HS)/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC). Head Start/Early Head Start hereinafter shall be referred to as HS/EHS.

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the PC shall be to promote the objectives of the HS/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of HS/EHS programs in Sacramento County.

45 Code of Federal Regulations (CFR) 1306.3 (h): A HS/EHS parent means a HS/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.

- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local HS/EHS programs.
- C. Initiating suggestions and ideas for HS/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, with individuals and groups interested in the aims, goals, and objectives of HS/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

Section 2: Powers, Duties and Functions

The PC must perform the following powers, duties and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.
- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 - 1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
 - 4. The program's philosophy and long- and short-range program goals and objectives.
 - 5. The selection of delegate agencies and their service areas.
 - 6. The composition of the PC and the procedures by which policy group members are chosen.
 - 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
 - 8. The annual self-assessment of the Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
 - 9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.

10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, volunteers and hiring and firing criteria for program staff.
 11. Decisions to hire or terminate the HS/EHS Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the HS/EHS program of the grantee agency. For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
 13. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.
 14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
 15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
 16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III

Membership

SECTION 1: Election/Appointment of Members

As outlined in Article III, Section 2, the PC shall consist of elected voting representatives from each delegate agency Policy Committee, the SETA-operated PAC, Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PC. Additional Community Representatives shall be appointed by community agencies. Home Base Option and EHS Representatives shall be elected by delegate agency Policy Committees and SETA-Operated Program parent committees. The Outgoing PC Chair shall have a reserved seat.

The Male Involvement Representative shall be elected by the SOP Men's Activities Affecting Children Committee (MAACC).

SECTION 4 2: Parent Representatives

- A. The Parent Membership shall consist of:
- Six (6) Representatives elected from the SOP PAC
 - Three (3) Representatives from Sacramento City Unified School District
 - Two (2) Representatives from San Juan Unified School District
 - Two (2) Representatives from Elk Grove Unified School District
 - Two (2) Representatives from Twin Rivers Unified School District
 - Two (2) Representatives from Women's Civic Improvement Club/Playmate (WCIC)
 - Two (2) Representatives from Home Base Option
 - One (1) Representative from EHS - SOP
 - One (1) Representative from EHS - Sacramento City Unified School District
 - One (1) Representative from EHS - San Juan Unified School District

The above parent representatives must be a parent of a child/children currently enrolled in the HS/EHS Program.

B. Community Representatives

Additional PC members will include:

- One (1) Representative elected by the ~~Community Advocating Male Participation (CAMP)~~ **Men's Activities Affecting Children Committee (MAACC)** - This representative may or may not be a current parent. There will be one (1) Alternate position.
- Two (2) Past Parent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children enrolled in the HS/EHS Program. There will be two (2) Past Parent alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community Representatives appointed by agencies.
- One (1) Foster Parent Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Foster Parent alternate position.
- One (1) Grandparent Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Grandparent alternate position.

Section 3: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies he or she represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
 - 1. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting.
- C. Alternates may not hold an office.
- D. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Representative is present.
- E. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA).

Section 4: Other Provisions

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be reappointed must express their desire to remain on the PC. Otherwise, the Agency may designate a replacement for that representative.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency HS/EHS staff (or members of their immediate families) shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 4 5: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three (3) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

Section 5 6: Attendance

- A. **Absences:** Any member or alternate in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.

- B. **Reinstatement:** The representative agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.

1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within ten (10) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.

- C. **Punctuality:** Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

- D. **Policy Council/Policy Committee Business:** Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

Section 6 7: Removal

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

ARTICLE IV Meetings

Section 1: Meetings

A. Annual Meeting

The annual meeting of the PC shall be held on the 4th Tuesday in November of each year.

B. Regular Meetings

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

C. Special Meetings

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, **Children and Family Services** SETA Head Start Deputy Director, SETA Executive Director or upon petition by at least a majority of the members of the PC.

D. Quorum

For the purpose of transacting the business of the PC at any annual, regular, special, or emergency meeting, a quorum of the PC shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum. A majority (51%) of the quorum must be current parents.

Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. Annual and Regular Meetings:

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so

shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. Special Meetings:

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. Emergency Meetings:

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. Committee Meetings:

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused may be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

Section 3: Open Meetings

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

Section 4: Mailing Address

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their alternates and Community Members, shall be personally responsible for the

accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

Section 5: Rules of Procedure

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

Section 6: Nominations/Elections

PC Board Members or candidates must be present to be nominated or elected. However, if PC member is absent due to PC business, the member may be nominated or elected.

Section 7: Voting

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

Section 8: Meeting Reimbursement

Each PC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PC Reimbursement Policies and Procedures.

Parents are not to bring small children to the meetings. If small children are present, members will be reimbursed for transportation/mileage only.

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day when attending conferences, workshops, trainings, orientation, Parent Leadership Institute, or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and

¹Robert's Rules of Order: Simplified and Applied, 2nd ed., Copyright, 2001.

Procedures. Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:

1. PC (regularly scheduled, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
 4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) and Program Self Assessment
 5. Program Area Committees
 6. Community Partnership Advisory Committee (CPAC)
 7. Health Services Advisory Committee (HSAC)
 8. Ad Hoc (special) Committee meetings
 9. Community Action Board meetings (CAB)
 10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
 11. Workforce Investment board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)
- B. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

ARTICLE V

Officers

Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.

- C. A SOP Parent Advisory Committee (PAC) members holding a seat at the annual PAC meeting member who has not been re-elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.**

Section 3: Duties of Officers

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

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall **work with staff and Council Secretary and** keep such records, files and accounts as may be necessary to expedite the PC's business, **work with the Staff and Council Secretary and oversee the Budget/Planning Committee.** The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

Section 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the board, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment of the officer must be made from among the membership of the PC.

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

ARTICLE VI Committees

There is hereby created standing committees of the PC. At least 51% of all Committees shall be current parents. The quorum of any committee shall be 51% of the Committee membership. No committee meeting shall have a majority of PC members present without proper public notice.

Section 1: Standing Committees

Executive Committee

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

Budget/Planning Committee

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all HS/EHS budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.

- B. It is recommended that all SOP HS/EHS Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

Personnel/Bylaws Committee

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

Social/Hospitality Committee

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

Parent Ambassador Committee

Parent Ambassador Committee shall be composed of the Vice Chair, who shall oversee the Committee, the Secretary, Treasurer, former parents, and other members who shall be selected after each annual meeting of the PC. Former parents who no longer serve on the PC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PC trainings/events, and childrens' activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PC monthly.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, ~~Parent/Family Support~~ **Parent, Family and Community Engagement**, and Monitoring and Evaluation.

- **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program area, and review the Early Childhood Development and Health Services program area, participate in curriculum/instruction and health and safety.
- ~~Parent/Family Support~~ **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Parent/Family Support program area.
- ~~The Male Involvement Committee~~ **Men's Activities Affecting Children Committee (MAACC)** shall be comprised of one (1) staff and representatives who shall plan and review the Male Involvement Program.

- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the committee of the whole who shall plan, review and oversee program monitoring and evaluation.

PC member representatives shall select at least two (2) Program Area Committees to serve on as described above. Special circumstances may be excused by the Chair.

Section 3: Special Committees:

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

ARTICLE VII
Required Reports

Section 1: Required Reports

The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- Fiscal Reports (Budget Reports)
- Corporate Card Statement of Accounts (Credit Card Expense Report)
- USDA Meal/Snacks Report (Child and Adult Care Food Program [CACFP]) Report (SOP)
- Program Information Summaries (Monthly Head Start Report)
- Sacramento County HS/EHS Program Enrollment Report (Enrollment Report)

ARTICLE VIII
Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- A. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.

- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

Current a/o 9/24/13

ITEM III-B - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

A. Standing Information Items

- Parent/Staff Recognition: Mr. Nse Akang
- Committee Report: Mr. Nse Akang
 - ✓ Executive Committee: Mr. Nse Akang
- Seating of New Policy Council Members (2013-2014)
- Introduction of Policy Council Members
- How to Present and Make Motions: Mr. Nse Akang
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account:
Ms. D'et Patterson
- Board Procedures
 - ✓ Reimbursements & Budget/Planning: Ms. D'et Patterson
 - ✓ Personnel: Ms. Bonnie Bilger
 - ✓ Conflict of Interest: Ms. Nancy Hogan
- Officer Elections – December 17, 2013: Mr. Nse Akang
- PC/PAC Calendar of Events: Mr. Nse Akang
- Community Resources: Parents/Staff: Mr. Nse Akang

NOTES:

COMMITTEE REPORTS

✓ Executive Committee

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

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

GOOD!!!
Thank you, Ms. Marie Desha, on behalf of Board 2012-2013.
Thank you, Ms. Nancy Hogan, for service to the Board 2012-2013.
Thank you, Board Members, for your commitment and contribution to Program Year 2012-2013.
Thank you, Mr. Nse Akang, for your outstanding leadership of the Policy Council Program Year 2012-2013.
Thank you, Managers, for your support and tireless efforts in Program Year 2012-2013.
Board recognizes Ms. Denise Lee for her outstanding leadership as Deputy Director, Children and Family Services, for Program Year 2012-2013.
NEEDS IMPROVEMENT
No side barring.
REMINDERS
Arrive on time and be seated by 8:50 a.m. to start the meeting. Switch your phone/lpad to off.
Please be recognized by the Chair before leaving your seat.
Absolutely no food in the board room. No exceptions.
Please be careful of beverage spills in the board room and the break room.
Please refrain from dropping food in the break room.

PC/PAC CALENDAR OF EVENTS

EVENT

DATE

<p>PC Executive Committee</p>	<p>Friday, December 6, 2013 9:00 a.m. Redwood Room (Chair only – all other officer positions null and void.)</p>
<p>PC Officer Elections</p>	<p>Tuesday, December 17, 2013 10:30 a.m. SETA Board Room</p>
<p>PC/PAC New Member Orientation</p>	<p>Tuesday, January 7, 2014 9:00 a.m. – 1:00 p.m. (Registration at 8:30 a.m.) SETA Board Room</p>
<p>County-wide Officer Training</p>	<p>Friday, January 10, 2014 9:00 a.m. – 12:30 p.m. (Registration at 8:30 a.m.) Shasta Room</p>

December

2013
PC/PAC Calendar

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4	5	6 9:00 AM PC Executive Meeting Redwood Room (Chair Only)	7
8	9	10 9:00 AM Elk Grove PC Meeting Prairie PreK 2 5251 Valley Hi Dr Sacramento 95823	11	12 9:00 AM Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823 9:00 AM San Juan PC Meeting General Davie Center 1500 Dom Way Sacramento 95864 8:30 AM Twin Rivers PC Meeting 155 Morey Avenue Sacramento 95838	13	14
15	16	17 Officer Elections 9:00 AM PAC MEETING 10:30 AM PC MEETING SETA Board Room	18 5:15 PM WCIC PC Meeting 3555 3rd Avenue Sacramento 95817	19 9:00 AM PAC Executive Meeting Olympus Room	20	21
22	23	24	25	26	27	28
Agency Closed						
29	30	31				
Agency Closed						

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The September 5, 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, September 5, 2013
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 10:06 a.m.

Members Present:

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

Member Absent:

Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the August 1, 2013 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Amend Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency
- D. Approval to Modify Greater Sacramento Urban League's Adult Vendor Services Contract
- E. Acceptance of Donation to the Head Start Program from Congressman Ami Bera

Ms. Kossick stated that a copy of the revised Appendix A was distributed because one position was left off that should have been included. There were no questions or comments.

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

- A. Approve the August 1, 2013 minutes.
- B. Approve the claims and warrants for the period 7/26/13 through 8/28/13.
- C. Approve the revised Appendix A of the Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.
- D. Approve the recommendation to add the Adult Literacy activity to Greater Sacramento Urban League's Adult VS contract.

- E. Accept the donation of \$1,300 from Congressman Bera to be used for classroom supplies in the Head Start Program.
Voice Vote: Unanimous approval.

III. Action Items

- A. GENERAL ADMINISTRATION/SETA:** None.

- B. WORKFORCE DEVELOPMENT DEPARTMENT**

- Refugee Services: None.

- One Stop Services

- 1. Approval to Augment the Sacramento Works Training Centers with WIA 25% Governor's Discretionary Funding

Mr. William Walker stated that staff is requesting augmentation of \$300,000 for four Sacramento Works Training Centers. Funds will be utilized to provide job coaching, case management, and job placement assistance services to an additional 208 dislocated workers. There are 238 individuals currently enrolled; this item will allow the enrollment of an additional 208 customers.

Moved/Scherman, second/Warren, to approve the augmentation of the Sacramento Works Training Centers as outlined in the agenda packet with additional WIA Governor's Discretionary Funding totaling \$312,000 to serve affected workers.

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

- Community Services Block Grant

- 2. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2014 Program Year

Ms. Cindy Sherwood-Green stated that the Request for Proposals submitted for approval did not change significantly from the last one done in 2011. Once the final allocation is known, the amount will be modified. The plan is to spend 60% on Safety Net Services. The CAB approved this document at their last meeting.

Moved/Warren, second/Scherman, to approve the CSBG Request For Proposals for the 2014 Fiscal Year.

Voice Vote: Unanimous approval.

- C. CHILDREN AND FAMILY SERVICES:** None.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Community Services Block Grant Pathways to Employment Program Outcomes: Ms. Sherwood-Green stated that this was a one-year project that ended June 30, 2013. The outcome goals were exceeded with 33 individuals enrolled. Ms. Kossick acknowledged the hard work on behalf of the staff that work with a difficult population.
- C. Employer Success Stories and Activity Report: No comments.
- D. Dislocated Worker Update: No comments.
- E. Unemployment Update/Press Release from the Employment Development Department: No comments.
- F. Head Start Reports:

Ms. Denise Lee invited board members to a reception acknowledging Congressman Ami Bera's donation at Bright Beginnings at 1 p.m.

Ms. Lee reviewed a summary of the successes for the year and what the children have learned over the past year. A short workshop will be scheduled for board members to learn the accomplishments of the Head Start children and the program.

The Quality Assurance report is a new system piloted in early Spring; this provides a thorough in-depth survey of the programs that receive SETA funding. Some of the areas looked at include health service, nutrition services, community partnerships, special education and what comprehensive services are provided. Staff picked a 90% threshold for compliance

Mr. Nottoli arrived at 10:20 a.m.

As more data is received, the 90% threshold may be modified. The home base report was reviewed which includes infant/toddler as well as the preschool program. Staff is currently in the process of writing reports to the delegate agencies.

Two areas of improvement were noted. In the home base model plan, the compliance of health screenings needs to be improved. Staff will continue to work with the families to ensure the health screenings are achieved.

The second area that needs improvement is family partnership agreements. This is an agreement where the family sets goals for their child, themselves and to

identify any immediate needs the family may have. Staff have discussed doing away with the agreement form and utilizing a home visit form.

Mr. Nottoli inquired how many files were reviewed. Ms. Brenda Campos, manager of the Quality Assurance Unit, replied that QA staff reviewed each educator's files. There are 12 educators and three files were reviewed for each educator for a total of 36 files. This information will be included in future reports. Ms. Campos stated that one of the strengths in our program is the relationship staff has with the families. There needs to be more emphasis in writing the follow-up documentation verifying the services provided.

Ms. Lee stated that part of the finding is actually linked to the parents' input. Staff needs to draw out the input of the parents to ensure the parents are engaged in their child's progress.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Ms. Scherman a belated Happy Birthday!
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No report.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The board went into closed session at 10:35 a.m.; Mr. Thatch stated that there would be no report out of closed session.

VII. Adjournment: The meeting was adjourned at 10:57 a.m.

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

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

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Tamara Sanchez **DATE:** October 31, 2013
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
Sacramento County Office of Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$286,448	8/1/12-7/31/13	8/1/12-7/31/13
Early Head Start	TA	\$15,000	8/1/12-7/31/13	8/1/12-7/31/13

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 10/21-10/22/13

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

Program Operator: Sacramento County Office of Education

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2012 to July 31, 2013 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

ITEM V- OTHER REPORTS

BACKGROUND:

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

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

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

C. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

- ✓ Brenda Campos: Grantee Program Support Services
 - ◆ Health Services Advisory Committee Report
- ✓ Lisa Carr: Parent/Family Support Unit
- ✓ Karen Gonzales: Child Development & 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

November 2013



SETA Operated Program

Program Support Services Unit

Quality Assurance Unit Safe Environment Self-Assessment Reviews of half of the Delegate centers were completed by QA staff during the month of October. Follow-up site visits to close out items on Self-Assessment Program Improvement Plan (PIP) and Quality Assurance (QA) Monitoring Response Plans were also completed by staff. Exit Meeting with SJUSD EHS Home-Based Program was held on 10/8/2013.

Training and Technical Assistance Numerous meetings and one-on-one technical assistance activities were held for this month: Quarterly Countywide Home-Based Educators' Meeting was held on 10/8/2013 and Delegate Kick-Off Meeting was held at Elk Grove Event Center on 10/24/2013. Both meetings focused on program updates and small group sessions to discuss the OHS Triennial Review 2014 Protocol Questions. QA Unit Manager, Program Officer and QA Analysts worked individually with delegates on specific areas that needed support for a successful review.

Program Operations Unit

October was a fun month of fall activities! Many of our centers took field trips to local pumpkin patches and farms. Children and their families had a great time exploring pumpkins, cornstalks and gourds. Many classrooms brought back pumpkins to use with science projects, creative arts and to inspire literacy and language activities. Centers also participated in on-site Harvest festivals with great parent involvement. It was a great month for staff and families to really build their learning community.

In addition to these fun activities, teachers were engaged in the first assessment period of the year. Using their ongoing observations and evidence from children's portfolios, teachers completed the Desired Results Developmental Profile to assess children's levels of learning. The results have been submitted to the office and are being aggregated for data analysis. Teachers will get their data back for planning in the next couple weeks.

Family Engagement Unit

Staff has been working diligently to be fully enrolled – while also welcoming many new children and families to their sites.

A number of sites recently hosted Harvest Day festivals with many activities that were enjoyed by staff and families alike.

In October, we hosted the first of the new model of Resource/ Recruitment fairs that are smaller and more site specific for Sharon Neese, Bannon Creek, Northview, Norma Johnson, and North Avenue in partnership with the Sacramento Food bank. We had over 80 people attend and did some wonderful networking. We are examining and updating all of our systems and continue to work for excellence in all of our service areas.

Elk Grove Unified School District

Education Services Update

Ginger Swigart, Preschool Bridging Model Coordinator from the Sacramento County Office of Education, presented information on Race to the Top Early Learning Challenge (RTT-ELC). She explained that California was one of only nine states to win this highly competitive federal grant. The purpose of the grant is to improve the quality of early learning programs and to close the achievement gap for vulnerable young children so that they thrive in their early learning settings and succeed in kindergarten and beyond. Programs who participate in RTT-ELC will be working to improve their programs in three areas: child development and readiness for school, teachers and how they interact with and teach young children, and program and classroom environments.

Participants in the grant will receive access to various professional learning opportunities as well as receiving outside personnel to assist with Classroom Assessment Scoring System (CLASS) assessments. Elk Grove Unified School District PreK classes will be participating in RTT-ELC. The presentation was well received by our teachers. Many had heard of the grant and were pleased to learn more about it.

Enrollment

The Elk Grove Unified School District Head Start Program is fully enrolled with 420 students in the program. Average Daily Attendance (ADA) for the month of October was 90%.
Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Florence Oneto, PreK social worker and with Teresa Gannon, PreK psychologist, to place students with an active IEP into the Head Start program. There are 48 students with active IEPs being served which is eleven percent (11%) of our Head Start student population.

Health Services Update

Files are being monitored by our Program Educators to assure that all students needing follow-up from their 45 day screenings for height/weight and vision and hearing screenings are referred to a health care provider.

USDA Meals/Snacks

In September, 14,304 meals were served to our Head Start students. This month's Elk Grove Meals/Snack calendars are attached.

Fiscal Update

This month's Fiscal report is attached.

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.

“Latino Family Literacy”, a class for Spanish speaking parents to learn strategies for working with their children in the area of literacy, was held at Charles Mack Elementary on October 1, 15, 22, and 29. An average of 7 parents attended these classes.

“Read To Me Daddy/Pizza With Papa”, a workshop designed to help males learn the critical impact the male role-model has upon a child’s development and success in life, as well as give strategies for making the most of the time they spend with their children, was held at Charles Mack on October 8, at Samuel Kennedy on October 9, at David Reese on October 10, at Herman Leimbach on October 23, and at Florin Elementary on October 24. Thirty-one parents attended the workshop at Charles Mack, seventeen parents attended the workshop at Samuel Kennedy, thirty-nine parents attended the workshop at David Reese, thirty-one parents attended the workshop at Herman Leimbach, and twenty three parents attended the workshop at Florin Elementary.

A “Parent-Child Relationships” workshop was held at David Reese Elementary on October 2, and at Charles Mack Elementary School on October 30. This workshop focuses on the importance of building positive relationships in the family and teaches methods for promoting positive behaviors in children. Twelve parents attended the workshop at David Reese and eighteen parents attended the workshop at Charles Mack.

“Discover Art”, was presented in partnership with KVIE Sacramento, at Herman Leimbach Elementary School on October 3. Three parents attended the class. Discover Art is designed to help parents learn the importance of art as a form of expression, creativity and problem solving in their child’s life. Parents participate in hands-on art experiences that they can do with their children at home.

Recruitment

Individual registrations are taking place and students are being placed on a waiting list. There is a waiting list at each of the school sites.

Sacramento City Unified School District

Teaching and Learning

During October’s professional learning event, teaching staff received training on nutrition services, Federal Review preparation, and information on enhancing children’s outside experiences and transitions.

Special Needs

By the end of October, the SCUSD Child Development Department served 109 Head Start preschool children with special needs and 14 Early Head Start infant/toddlers with special needs. Children’s disabilities range from mild to severe. Child development is currently serving children with the following diagnosis: Speech and Language Impairments, Cerebral Palsy, Autism, Down

Syndrome, Hearing Impairments, Visual Impairments, Intellectual Disabilities, Orthopedically Impaired, Established Medical Disabilities, Other Health Impairments, Deafness, and Deaf and Blind.

The Head Start full-inclusion teachers at Ethel I Baker, Hiram Johnson, and Earl Warren were involved in the CSFEL social emotional training on October 25 in conjunction with SETA education staff. Teachers continue to expand their knowledge and are delving deeper into the Teaching Pyramid Framework. This is the third year CSEFEL strategies are being implemented in Child Development's full-inclusion classrooms as a means to enhancing children's efforts in building relationships and their social emotional development.

Mental Health

Social Workers and other support staff have been engaged in meetings to review the Family Partnership Agreement processes and other related content at the SETA Delegate Kick-off and at SCUSD. Staff has been involved in an internal file review/audit.

Pedestrian Training

Teachers provided the Pedestrian Safety training during their parent meetings. Parents received information and resources about keeping their children safe while crossing the street, riding in a vehicle, etc. Teachers will reinforce these safety procedures in the classroom throughout the year.

Early Head Start

In October, Early Head Start collaborated with preschool home-base families and took them on a wonderful field trip to Fog Willow Farms. The program provided transportation to the children and families; some even experienced their first bus ride and for others it was their first trip to a farm. The children and parents were able to take a hay ride, pick out pumpkins to take home and learn about different types of animals on the farm.

The children fed goats, sheep, ponies, and even pet a baby rabbit. One little boy delighted in the opportunity to assist the farmer make a barrel of hay. The parents were ecstatic and overjoyed to have participated in such a wonderful experience with their little one.

The Resource staff conducted file reviews on the home base and center base staff; this was to ensure that 45 days screeners and home visits were being conducting by the appropriate cut off dates.

Health

Nurses Lisa Stevens, Espie Millendez and Victoria Benson were able to complete their Sensory Screenings within the 45 day timeline at the Registration Center sites and the various preschool sites. Nurses Lisa Stevens and Victoria Benson are now returning to the preschool sites to re-screen children who were unable to complete the screenings initially.

Licensed Vocational Nurse, Espie Millendez, left the Child Development Department this month for another nursing endeavor. The nurses were sad to be losing one of their Child Development Nurse Team members but wished her well in her new professional career path. Nurses Lisa Stevens and Victoria Benson are providing coverage for Espie's caseload until another nurse can be hired. Dental Varnish Clinics for the fall session started this month as a continued partnership with Smile Keepers through the Sacramento County's Dental Health Program.

Nurses Lisa Stevens and Victoria Benson continued their follow-up with parents of children who were deemed to be underweight, overweight and obese according to SETA's BMI guidelines. Referrals are being made by the nurses to the Registered Dietitian who has been contracted to provide Nutrition Counseling services to our Head Start families within the Child Development Department.

Nurses Lisa Stevens and Victoria Benson attended the Health Services Advisory Meeting which took place on October 23. One of the topics of discussion was regarding the shortage of TB testing serum, how this shortage will affect our Head Start families, and ways this issue can be addressed.

Nurses Lisa Stevens and Victoria Benson also served on a TB Policy Committee through the SCUSD Child Development Department on October 15. A new policy and procedure was developed as a result of this committee's efforts. This updated TB Policy and Procedure will be shared with the SCUSD Health Services Coordinator who is charge of the district's TB testing clinic.

Nurses Lisa Stevens and Victoria Benson attended the SETA Head Start Kick-Off on October 24. The nurses attended the break-out sessions which addressed issues and concerns relating to monitoring the Health, Nutrition, and Safe Environments domains. Both nurses felt that these discussions in the break-out sessions were informative, pertinent and valuable.

Nurses Victoria Benson and Lisa Stevens were part of the Leadership Team who presented "A Review of the Head Start Classroom File" at the Professional Learning meeting October 25. The nurses presented how the health section of the classroom file is constructed and described the various health forms within this section. This presentation was designed to enable all staff members-teachers, resource teachers, social workers and other support staff-to become familiar with each component and section of a preschool child's Head Start classroom file.

San Juan Unified School District

Education Services Update

DRDP data sheets are due November 1st, and this agency is piloting the new IDP Worksheet shared by SETA. The first individualized IDP Worksheets will be received for use in November parent conferences. Teachers have been introduced to this new form and are eager to begin to work with parents. Classrooms have been moving through the social emotional curriculum, Second Step, this month and have nearly completed the first module which focuses on Empathy. Teachers have a pacing guide in the Staff Calendar to assure fidelity in instruction of this curriculum, which has been researched to promote positive student outcomes.

Disabilities Services Update

During October, the health team rescreened children who have been enrolled since August and have been noted as "rescreen" on their Care Management Summary and in Child Plus. The Disabilities Specialist sent out a reminder to teachers in the staff meeting notes, and there was also a reminder in the Staff Calendar. Teachers are able to use additional screening tools, such as the ESI screener, DECA, etc. or use specific anecdotal notes as evidence of rescreening. The results are posted on the Screener Tracking Record that is turned in to the Disabilities Specialist monthly. The Screening Center remains open one day a week to screen children who are enrolling late in the year.

Referrals continue to come through as teachers get to observe and know the children in their classes. The Speech Therapists return those results to the Disabilities Specialist, who tracks the results and makes further assessments.

Mental Health Services Update

The Mental Health Therapist is currently participating in parent-teacher conferences to both address specific social-emotional needs of identified children as well as to provide community resources/mental health referral information. The Mental Health Therapist continues to provide workshops for parents and staff throughout the program.

Nutrition Services Update

With the CACFP Annual Conference being held in Sacramento, the opportunity to attend simply could not be passed up by program staff. The conference provided a variety of informative workshops, with a focus on gardening, movement, and training tools. The mandatory opening session, "Whole Grains and Vegetable Subgroups in CACFP" ended with a quiz, providing certificates that meet the agency requirement. The training is required in anticipation of the new meal pattern which could be released as early as December 2013.

Health Services Update

The health staff continues to hold screening once a week on Tuesdays in the centralized screening room. Health is reviewing incoming students' health, nutrition, and immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. The School Nurse completed the State Immunization Report for submittal to the State. Smile Keepers Dental Screenings are now taking place in the program classrooms.

Family and Community Partnerships Update

The first Policy Committee meeting of the 2013-14 school year was held October 10, 2013. There was a very good turnout, and both representatives and alternates in attendance were enthusiastic about becoming involved. A new executive board was elected along with a past parent and a community representative. Several people also signed up to be a part of reviewing program area plans. The Policy Committee is off to a strong start.

Transition Services Update

October has been a busy month. The teachers have focused on Cognitive, Social/ Emotional, and Physical development, all of which are essential for Kindergarten readiness. The teachers have completed the first round of assessments and will be preparing for parent conferences. The teachers have been busy scaffolding activities to best meet school readiness goals and prepare the children for kindergarten. The parents have been encouraged to arrive to school on time and have been very successful with the understanding that this is a kindergarten expectation. Even though this is only the first half of the school year, successful transition is always considered when working with children and families.

Program Support/Staff Training Update

CPIN trainer Lorraine Weatherspoon came and presented on the Preschool Learning Foundations and Preschool Curriculum Framework Vol. 2 on October 2. Teachers and Assistants were in attendance. While she did an overview of the format of these two resources, she also highlighted

the domain of Physical Development. The training included videos, interactive activities such as an obstacle course, and rich discussions on the part exercise plays in mental and physical development for children. October 18th was a teacher training on CCFP and I Am Moving I Am Learning, which complemented the earlier training this month with more information on family style eating, nutrition, movement activities for children (both indoors and outdoors), as well as a presentation on Wellness for teachers.

Fiscal Update

October has been a very busy month as preparations for 1st Interims are ongoing. All Salary and Benefits have been readjusted based upon the Septembers Actuals. This helps fiscal make sure that program spending is in line, and that overspending is avoided. At this time, Head Start is approximately 3% under spent in comparison to time remaining for the grant period, and Early Head Start is 3% overspent in comparison to time remaining for the grant period.

All fiscal reports were submitted to SETA by the 10th of October, along with End of the Month reports on actual attendance and enrollment reports which were due on the 3rd of October. Fiscal is in the process of training several new staff due to retirements and other workplace reassignments.

Early Head Start

For San Juan Early Head Start programs this month, there have been two big new developments. The first is the new Individualized Development Plan format that was adopted from SETA. Teachers received an initial overview of the new format earlier this fall, and will be going over their plans in partnership with parents at fall conferences.

The second big development for EHS is the arrival of the new coordinator, Dr. Kathleen Sadao, on October 30. Staff look forward to getting to know her and welcome her fully into the exciting work they do with children and families.

In other exciting news for EHS, the site located at San Juan High School received a School Garden Grant, and plans are underway to add additional toddler friendly sections to existing gardens at the school. Collaborators for the garden project include site parents, high school staff and students, and Home Depot community outreach staff. Plans for Self Assessment are also taking shape, with support staff looking at file systems and planning a major revision and update of the EHS Operation Guide later this year.

Twin Rivers Unified School District

Events

This month the Head Start programs hosted their annual Fall Festival events for both Morey and Oakdale. The event permitted parents to engage with their students with fun carnival games and take family pictures. Students and parents were delighted with a fog dance party in Room 9 that burned some calories and got everyone moving and grooving! Oakdale students also performed a few songs to the delight of their parents and family members.

Professional Development

On October 7, the Head Start teaching staff participated in a Professional Development Workshop with the rest of the ECE Department of TRUSD. The training workshop included additional information about 2nd Step Curriculum focused on social/emotional concepts and behavior

management. The Head Start teaching staff also reviewed the DRDP-Tech database on how to input assessment results and run individual and classroom reports to determine what areas of focus are needed.

Components

The Nutrition Component Leader provided a food activity along with physical education games for the classrooms. The tracking of lead, hemoglobin and lead risk continues along with inputting the information into the Childplus database for tracking purposes. Follow-up continues for the BMI referrals by the Nutrition Coordinator.

Students participated in additional dental screenings with the Health Component Leader in October 2013. The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis.

The School Social Worker/Counselor is providing in classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. The multidisciplinary team is meeting with the parents whose children who have been identified with challenging behaviors or academic concerns. Together the team strategizes on how to ensure all students are successful in the classroom and beyond. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker.

The Community Liaisons are completing the FPA and FPP with parents. 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 finished all initial screenings and continues to provide direct services to students who have IEPs already at both sites. Parents are also being notified of their child's screening results.

The Education Component Leader completed the ECERS assessment for all classrooms. The environmental rating scales assesses the physical environment of the classrooms so teaching staff can provide a learning and supportive atmosphere for all students. Classroom observations to assist with behavior management by the Education Resource Teacher continues and planning for the monthly Education Component meetings. Teaching staff finished their first DRDP assessment and collecting evidence for their student's portfolio. Reports are forthcoming and will assist with the action plans for the classrooms and program.

The ERSEA Component Leaders are continuing to review files for accuracy. Both sites are completely full and a wait list is being maintained. Fliers for local business and community based agencies have been delivered for recruitment purposes. The Program Design and Management Component Leader has updated the personnel files. The HS Director continues to collect missing personnel information. Staff completed their Individualized Staff Development Plans for 2013-2014.

Policy and Parent Committees

The monthly meeting for the Policy Committee was held on October 17 at Morey. The agenda included the re-election of the Officers and approval of the Health Assistant position. The revisions

of the Bylaws were postponed until the next meeting. A workshop for members and Officers was held on 28 to provide in depth information on how to effectively run the parent group meetings, roles and responsibilities as well as the performance standards for Governance. The Parent Committee meeting was held on October 23 at Oakdale and information was given from all of the monthly reports.

Parent Trainings

The monthly parent meeting focused on Making Healthy Snacks for Halloween. During this training, parents and students engaged in making healthy and simple treats for the upcoming Halloween holiday.

Fiscal

ECERS and DRDP assessment are completed and teachers will begin ordering supplies and materials based on their assessment data.

Women's Civic Improvement Club (WCIC)

Delegate Kick-Off 2013

The Grantee (SETA) hosted the Sacramento County Head Start Programs Delegate Kick Off 2013 on Thursday, October 24, 2013 at the Elk Grove Event Center, located at 8434 Bradshaw Rd. in Elk Grove. **The Theme was "Connect for Kids/Partner for Progress."** The event was excellent: Welcome by Ms. Campos, Manager- Program Support Services; Updates by Ms. Kossick, Executive Director for Grantee (SETA); and Updates by Ms. Lee, Deputy Director. Ms. Lee gave a motivating overview of what to expect for the upcoming Federal Review; she also left everyone with a positive outlook on DRS (Designation Renewal System), instead (Don't Run Scared). She too reminded us of keeping focus on the purpose of positive community service: children and families.

The afternoon sessions were continuations of Content Areas Breakout Groups: Child Development and Education, Child Health and Safety, ERSEA, Family and Community Engagement, and Program Governance. WCIC/Playmate Head Start Program Team Attendance included the following Team Members: Ms. Davis, Executive Director/Head Start; Ms. Janet, Head Teacher; Mr. Tou and Ms. Leticia, Family Services Workers; and Mr. Moua, Family/Community Partnership Assistant.

Enrollment

During the month of October 2013, WCIC's Enrollment Team continued non-stop to maintain 100% Enrollment.

Education

WCIC/Playmate Teaching Team received CLASS observations on October 1 and 2, 2013 by Liz Aguilar, Education Consultant from SETA.

WCIC/Playmate Head Start Program Teaching Team completed the first Parent Conferences with parents/guardians on October 4, 2013 and October 11, 2013.

Health

WCIC/Playmate Head Start Program children received dental screening and fluoride varnishes from Sacramento County Smile Keepers Dental Health Program on October 1 and October 2, 2013. WCIC/Playmate Head Start Program children received dental screenings on October 7, 2013 from Dr. Eric D. Phillips.

During the month of October 2013 Family Services Workers conducted Vision, Hearing, Blood Pressure Screenings and first Height/Weight measurements on all children.

Family Services Workers continue to encourage parents to obtain children's physical and dental exams and any physical and dental follow-up treatments to meet the Head Start Performance Standards.

Male Involvement

WCIC/Playmate Head Start Program received Sacramento County Male Involvement Information from Mr. Robert E. Silva, SS/PI Specialist from Sacramento Employment and Training Agency on October 16, 2013. Mr. Silva gave an overview on Male Involvement in Sacramento County and expressed the importance of fatherhood in children lives. He stated men need to be involved in the community and the daily lives of their children. He stated Male Involvement Representatives recruit other male participants at Head Start Centers; plan fatherhood events; volunteer in Head Start classrooms; attend parents meetings and give reports; provide reports from men activities affecting children; and provide information on Head Start services to fathers. Mr. Silva stated the Male Involvement Program has a Men's Activities Affecting Children Committee (MAAC Committee); Daddy and Me Activities; Employment and Training Services; Know your Rights Legal Clinics; Daddy and Me Breakfast/Lunch; Parenting Classes; and Male Involvement Representatives. For more information, please contact Mr. Silva at (916) 263-3809.

Recent Program Instruction or Information Memos from Administration for Children and Families (ACF) None to report for this month.

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

October, 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	1,292	100
SETA	1,974	1,974	100
San Juan USD	693	693	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	328	332	101
San Juan USD	161	161	100

(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.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 10/31/13)

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)	6 (3 %)	N/A
Elk Grove USD (420)	48 (11%)	N/A
Sacramento City USD (1292)(147)	109 (8 %)	14 (10 %)
San Juan USD (693) (161)	69 (10 %)	18 (11%)
WCIC (120)	4 (3 %)	N/A
SETA (1974) (345)	130 (6 %)	38(11 %)
County (4710)* (653)**	366 (8 %)	70 (11%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *September 2013

September 3rd - Wendy Tanner visited the Central Kitchen to evaluate the ergonomic status of the computer work stations.

September 6th - Minimum Day Preschool & EHS Full Day (C) Classes.
Traditional Centers closed.

September 10th - WCIC reopens with 3 AM & 3 PM Traditional Classes.

September 19th - PAC Field Trip to the Central Kitchen.

September 25th - Cilantro sent as this month's Food Enhancement to the Head Start Centers

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
38,454	22,742	25,284	40

Total Amount of Meals and Snacks Prepared 86,520

Purchases:

Food	\$75,144.48
Non - Food	\$8,697.76

Building Maintenance and Repair: \$1,100.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$988.52

Vehicle Gas / Fuel: \$1,719.13
Normal Delivery Days 20



SETA Head Start Food Service Operations Monthly Report *October 2013

October 4th - Minimum Day Preschool & EHS Full Day Classes.

October 23rd & 30th - Home Base Field Trips total of 204 servings of snack and lunch provided.

Trainings/Meetings:

October 4th - Connie Otwell, Cheryl Barton and the WCIC Kitchen Staff met with Ms. Davis and Mr. Harrold over janitorial concerns at the WCIC Kitchen.

October 11th - Coaching the Van Driver, Safety Training, attended by the Food Service Staff at Plaza Del Paso.

October 28th-30th - CACFP Conference at the Sacramento Sheraton Hotel.
Attended by: Connie Otwell, Lawrence Prophet, Pam Aguilar And Mario Mauricio.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
43,666	25,599	27,636	900

Total Amount of Meals and Snacks Prepared 97,801

Purchases:

Food	\$83,966.24
Non - Food	\$12,102.73

Building Maintenance and Repair: \$1,809.86

Kitchen Small Wares and Equipment: \$382.07

Vehicle Maintenance and Repair : \$1,434.39

Vehicle Gas / Fuel: \$2,106.53
Normal Delivery Days 23



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: Quality Assurance/Monitoring Results – September 2013

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
SETA Operated Program	Galt Mather Sharon Neese Elkhorn North Avenue Job Corp Freedom Park Solid Foundations	16 13 Head Start 3 Early Head Start	39 32 Head Start 7 Early Head Start	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Welcoming atmosphere at centers
- Strong relationships between families and staff
- Teamwork and cooperation among staff members
- Excellent partnerships with local community agencies including public libraries, school districts' kindergarten programs

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	76% HS 83% EHS	1-Incomplete Emergency Cards 2- Not all health screenings, examinations and follow-up were completed and/or completed in a timely manner. 3- Not all first year dental results were on file 4-Some incomplete Health History forms 5-ChildPlus did not match contents of the child's file
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	94% HS 92% EHS	
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	91% HS 92% EHS	

Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	80%	1-Not all family partnership agreements and follow-up was completed and/or completed in a timely manner. Evidence that partnerships exist but documentation was not evident in each file 2-Incomplete or inconsistent documentation of Parent Meetings at the center
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	85%	1-No all referrals were not processed in a timely manner 2-Mental Health professional contact information not clearly posted at the center
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	86% HS 82% EHS	1-Not all Individual Development Plans were thoroughly completed and/or completed in a timely manner. 2-Limited information to promote education in health, nutrition or mental health available in the center
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	84% HS 81%	1-Not all assessments were completed in a timely manner and/or contained limited written observations
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	94% HS 94% EHS	
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	92%	

*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits will be scheduled within 120 days or less.

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.
