

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

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City of Sacramento

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Executive Director

DENISE LEE
Deputy Director

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

THOUGHT OF THE DAY: "Ability is what you are capable of doing. Motivation determines what you do. Attitude determines how well you do it."

Lou Holtz

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, December 17, 2013

TIME: 10:30 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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| ✓ | Karen Gonzales | |
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DISTRIBUTION DATE: WEDNESDAY, DECEMBER 11, 2013

Policy Council meeting hosted by:
Mr. Nse Akang, Chair

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ 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
- _____ Kris Ingram, Twin Rivers Unified School District
- _____ Richina Siackasorn, WCIC/Playmate Child Development Center
- _____ 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
- _____ Justin Fietzek, Men's Activities Affecting Children Committee
- _____ Willie Jean Peck, Foster Parent Representative
- _____ Jenna Kline, KVIE Public Television; Community Rep.
- _____ Nse J. Akang, Outgoing Chair

Seats Vacant:

- _____ Vacant (Potter), Elk Grove Unified School District
- _____ Vacant (Morgan), Twin Rivers Unified School District
- _____ Vacant (Germany), WCIC/Playmate Child Development Center
- _____ 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 (Calderon), Early Head Start (SETA)

**** 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. ****

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

New 2013-2014 Policy Council Members to be seated:

- _____ Saleema Ali, Twin River Unified School District
- _____ Brittany Amonoo, WCIC/Playmate Child Development Center
- _____ Patrice Hill, Early Head Start (Sac. City)
- _____ Bethel Cullen, Early Head Start (San Juan)
- _____ Lisa Burke, Home Base Option

**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 11/26 | SOP | X | | | | | | | | | | | | | |
| N. Akang Seated 11/27/12 | FOSTER | X | | | | | | | | | | | | | |
| S. Ali s/b/s 11/26 | Twin Rivers | E | | | | | | | | | | | | | |
| B. Amonoo s/b/s 11/26 | WCIC | U | | | | | | | | | | | | | |
| B. Bailey Seated 11/26 | SAC | X | | | | | | | | | | | | | |
| L. Burke Seated | HB | | | | | | | | | | | | | | |
| B. Cullen s/b/s 11/26 | EHS/SJ | U | | | | | | | | | | | | | |
| T. Espinoza Seated 11/26 | ELK | X | | | | | | | | | | | | | |
| C. Fietzek Seated 11/26 | SOP | X | | | | | | | | | | | | | |
| J. Fietzek Seated 8/27/12 | MAACC | X | | | | | | | | | | | | | |
| C. Fimbres Seated 11/26 | SAC | X | | | | | | | | | | | | | |
| P. Hill s/b/s 11/26 | EHS SAC | U | | | | | | | | | | | | | |
| K. Ingram Seated 11/26 | Twin Rivers | X | | | | | | | | | | | | | |
| L. Litka Seated 11/26 | SJ | X | | | | | | | | | | | | | |
| J. Kline Seated | Comm. Rep. | X | | | | | | | | | | | | | |
| W. Peck Seated 11/26 | FOSTER | X | | | | | | | | | | | | | |
| R. Pontiflet Seated 11/26 | SOP | X | | | | | | | | | | | | | |
| R. Siackasorn Seated 11/26 | WCIC | X | | | | | | | | | | | | | |

| BOARD MEMBER | SITE | 11/26 | 12/17 * | | | | | | | | | | | | |
|------------------------------|-------------|--------------|--------------------|--|--|--|--|--|--|--|--|--|--|--|--|
| A. Soberanes Seated 11/26 | SOP | X | | | | | | | | | | | | | |
| K. Tate Seated 11/26 | SOP | X | | | | | | | | | | | | | |
| L. Williams Seated 11/26 | SJ | X | | | | | | | | | | | | | |
| L. Windham Seated 11/26 | SOP | X | | | | | | | | | | | | | |
| S. Wormley Seated 11/26 | SAC | X | | | | | | | | | | | | | |

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 |
| MAACC | 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 12/4/13

ITEM II-A - CONSENT

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

BACKGROUND:

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

RECOMMENDATION:

That the Policy Council approve the November 26 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, November 26, 2013
9:00 a.m.

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

Mr. Nse Akang called the meeting to order at 9:02 a.m. and Ms. Ana Calderon 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:

Steven Wormley, Sacramento City Unified School District
Carolyn Wilson, Twin Rivers Unified School District
Teresa Jay, SETA-Operated Program
Colleen Fietzek, SETA-Operated Program
Alicia Kafka, SETA-Operated Program (seated at 9:14 a.m.)
LaTasha Windham, SETA-Operated Program (seated at 9:25 a.m.)
Justin Fietzek, Home Base Option
Ana Calderon, Early Head Start (SETA)
Nse Akang, Foster Parent Representative

Members Absent:

Annette Duran, WCIC/Playmate (unexcused)

II. Consent Item

A. Approval of the Minutes of the October 22, 2013 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Calderon, second/Wilson, to approve the October 22, 2013 minutes.

Show of hands vote: Aye: 6, Nay: 0, Abstentions: 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 board item; there was no additional public testimony.

Moved/Calderon, second/Jay, to close the public hearing and approve modifications to the bylaws of the SETA-Operated Head start/Early Head start Policy Council.

Show of hands vote: Aye: 6, Nay: 0, Abstentions: 1 (Akang)

B. **CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

Pursuant to Government Code Section 54957

Dropped from the agenda.

IV. **Information Items**

A. Standing Information Items

- Parent/Staff Recognition: Mr. Akang presented Ms. Carolyn Wilson a perfect attendance certificate of recognition. Ms. Wilson presented Mr. Akang with a perfect attendance certificate of recognition.

Ms. Kafka arrived at 9:14 p.m.

- Committee Reports: Mr. Nse Akang
 - ✓ Executive Committee: Ms. Colleen Fietzek reviewed the Executive committee critique.

Ms. Akang announced the following members is termed out: Carolyn Wilson

Ms. Teressa Jay and Ms. Alicia Kafka are stepping down; Ms. Annette Duran has been replaced with another representative; and Mr. Justin Fietzek is holding his seat.

- Seating of New Policy Council Members (2013-2014): Ms. Justin Fietzek seated new members.

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
Kris Ingram, Twin Rivers Unified School District
Richina Siackasorn, WCIC/Playmate Child Development Center
Ana Calderon, Early Head Start (SETA)
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.

- New Policy Council representatives absent:

Saleema Ali, Twin River Unified School District (excused)
Brittany Amonoo, WCIC/Playmate Child Development Center (unexcused)
Patrice Hill, Early Head Start (Sac. City) (unexcused)
Bethel Cullen, Early Head Start (San Juan) (unexcused)

Ms. Genevieve Deignan, Sacramento Food Bank & Family Services will be seated in January, 2014. Ms. Deignan will be unable to attend the November and December PC meetings due to Holiday food distributions.

- Introduction of Policy Council Members: New board members introduced themselves.

Ms. LaTasha Windham was seated at 9:25 a.m.

- How to Present and Make Motions: Mr. Akang reviewed the process by which motions are made.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reviewed the delegate Head Start fiscal report. The Agency is required to have a 25% match of non-federal funds. This comes in the form of parent volunteers, FLIP, services that are donated to the agency. Administrative costs must not be more than 15% of the budget; right now the administrative expenses are around 10%. The credit card expense report was reviewed.

Ms. Toni Espinoza was seated at 9:44 a.m.

- Board Procedures
 - ✓ Reimbursements & Budget/Planning: Ms. Patterson urged board members to consider joining the Budget/Planning Committee meeting. Second Tuesday of each month at 9:00 a.m. in the Oak Room. Ms. Patterson reviewed the reimbursement policy.
 - ✓ Personnel: Ms. Bonnie Bilger discussed the opportunity for the Policy to participate in the Head Start hiring process. Parents serve on the screening or interview process for Head start employees. Applicants that pass the screening and testing process are on an eligible list for one year.

Ms. Willie Jean Peck left at 9:54 a.m.

- ✓ Conflict of Interest: Ms. Nancy Hogan provided information on conflict of interest statements that must be filed for each board member.
- Officer Elections – December 17, 2013: Mr. Akang stated that officer

elections will be held at the special Policy Council meeting scheduled for Tuesday, December 17.

- Parent, Family & Community Engagement Committee Unit/Calendar of Events: No additional report.
- PC/PAC Calendar of Events: Attached.
- Community Resources: Parents/Staff: None.

B. Governing Board Minutes for the September 5, 2013 Meeting: No questions or comments.

C. Fiscal Monitoring Report: No questions or comments.

V. **Other Reports**

A. Executive Director's Report: Ms. Kathy Kossick reviewed the workforce department and distributed information on the Sacramento Works training and career centers.

B. Head Start Deputy Director's Report: Ms. Denise Lee urged board members to consider participating in the committees; this provides an opportunity for parents to shape the services that are offered. Ms. Lee asked parents to review the reports included in board packets.

C. Head Start Managers' Monthly Reports

- Brenda Campos: No report.
- Lisa Carr, Parent/Family Support Unit: For the SOP, Ms. Carr supervises the Family Services Workers. Ms. Carr is passionate about attendance in classrooms. In January, Ms. Carr will be presenting the importance of how far kids fall back when they do not attend school regularly. There will be a visual of what happens to children by the third grade. There will be a fatherhood program on how they can support their children for school readiness.
- Karen Gonzales: No report.

D. Chair's Report: Ms. Ana Calderon reported out on the Sacramento County Maternal Child Advisory Board. A copy of the report will be provided at the December PC meeting.

E. Open Discussion and Comments: No comments.

F. Public Participation: Ms. Teressa Jay welcomed the new board and spoke of how Head Start has helped her grandson. She is proud to report that he is now in kindergarten and is now getting A's.

VI. **Adjournment**: The meeting was adjourned at 10:40 a.m.

ITEM III-A – ACTION

APPROVAL TO DELEGATE AUTHORITY TO THE PARENT ADVISORY COMMITTEE TO FUNCTION IN THE SCREENING AND INTERVIEWING OF PROSPECTIVE APPLICANTS DIRECTLY RELATED TO THE SETA-OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Parent Advisory Committee's involvement in screening and interviewing prospective applicants directly related to the SETA-Operated Program. Reference the Policy Council bylaws:

Article II Purpose, Powers, Duties and Functions, Section 2: Powers, Duties and Functions, E.12: *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.)*

RECOMMENDATION:

That the Policy Council approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B - ACTION

ELECTION OF POLICY COUNCIL OFFICERS FOR PROGRAM YEAR 2013-2014

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect officers for the 2013-2014 program year. The duties of the Policy Council officers shall be as prescribed in the Policy Council Bylaws, Article V, Section 3 – Duties of Officers. These duties are as follows:

Section 3: Duties of Officers

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

- 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. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.

ITEM III-B - ACTION (Continued)
Page 2

- 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.

In addition, Section 2, B of the Bylaws states: 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.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council elect:

Chair:

Vice Chair:

Secretary:

Treasurer:

Parliamentarian:

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-C – ACTION

SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND
THE ANNUAL CALIFORNIA HEAD START ASSOCIATION (CHSA) PARENT
TRAINING CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for Policy Council to elect two (2) Representatives and two (2) Alternates to attend the Annual California Head Start Association (CHSA) Parent Training Conference, Tuesday-Wednesday, January 21 & 22, 2014, Hyatt Regency San Francisco Airport, 1333 Old Bayshore Highway, Burlingame, CA 94010

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Policy Council elects two (2) Representatives and two (2) Alternates to attend the Annual California Head Start Association (CHSA) Parent Training Conference.

NOTES:

Representatives nominated:

Alternates elected:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

POLICY COUNCIL REPRESENTATIVE CONFERENCE **ATTENDANCE GUIDELINES**

The following guidelines for Policy Council Representatives attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be given to Policy Council (PC) Representatives who have not had an opportunity to attend a Head Start Conference.
2. The PC Representative must give a written report to the PC at the next scheduled PC meeting upon his/her return from the parent conference (local or out-of-state). The Travel Approval and Expense Claim Form will not be approved until written report has been received.
3. The PC Representative's report must include the PC Representative's name, conference title, date, location, and workshops attended.
4. Networking information and additional comments are optional.



CHSA Parent and Family Engagement Conference & Health Institute
Burlingame, CA • January 2014

CHSA Parent & Family Engagement Conference & Health Institute

Theme: Healthy Habits Start with Families



CHSA Parent and Family Engagement Conference & Health Institute
Burlingame, CA • January 2014

The California Head Start Association invites you to join us in Burlingame, CA January 21 - 24, 2014 for our event that houses our Parent & Family Engagement Conference & Health Institute.

Event Details

New Conference Offering this Year

CHSA is doing something new this year: With the National Head Start Association holding their annual conference in Long Beach, CHSA is moving our education conference offerings to that event. For anyone who ordinarily attends the CHSA Education Conference, we hope that you will join us at NHSA in April.

This year our winter conference will feature our regular Parent and Family Engagement conference, paired with our Health Institute. While the Health Institute traditionally has been held in the Spring, we are excited to be offering it in conjunction with our PFE event.

Parent and Family Engagement Conference – January 21 & 22



CHSA's Parent and Family Engagement conference provides trainings with content for Head Start parents and staff who work with and support parents. It will include the latest content on the Family Engagement Framework, as developed by the Office of Head Start presented by the National Center on Parent, Family and Community Engagement. Additional workshops for both parents and FSW's will center on communication skills, parenting techniques, child development and more. **New for 2014** we will be hosting a two day intensive Leadership Challenge training for parents and FSW's to develop their leadership skills. Space is limited for this track so sign up fast!

Audience: HS/EHS Parents & Policy Council Members, FSW's, Family Engagement Staff, Home Visitors.

Health Institute – January 23 & 24

Pre-Institute Health Certification Training – January 22



CHSA's Health Institute provides trainings with content for Head Start staff who work with families on all issues regarding health including physical and mental wellbeing. This year's theme of Healthy Habits Start with Families includes workshops centered on how to work with families on Nutrition, Stress Management, Health Conditions, Safety and much more. The Office of Head Start's National Center on Health will be providing workshops centered around their seven health initiatives as well as providing our closing keynote address. In addition to the regular Institute we will also be holding Pre-Institute Certification Trainings on topics ranging from vision screening, safe food handling to hearing screening.

Audience: Managers, Consultants and Coordinators all in the areas of Mental Health, Nutrition, and General Health as well as Program Directors, and Family Service Workers looking to expand their knowledge in the area of health.

Travel Details

Hotel Reservations

Hotel: Hyatt Regency San Francisco Airport
1333 Old Bayshore Hwy, Burlingame, CA 94010

Room Rate: Single/double \$149

In Room Internet: Free with overnight room reservation

Parking: 50% Discount Self-Parking \$10 per day

Reservation Code: CHSA 2014SFO **Reservations:** 1.888.421.1442

Airport: San Francisco International Airport

To/From San Francisco Airport:

Complimentary Shuttle: The Hyatt Regency San Francisco Airport complimentary shuttle is available every day, 24 hours a day and runs every 10 to 15 minutes. From San Francisco International Airport (SFO), take your luggage to the Departures Level, center island, and look for the area marked "Hotel Shuttle." The shuttle is a large bus

marked "Hyatt Regency and Marriott".

For late night arrivals from 12:00a.m. - 4:46a.m.: Free shuttles pick up for Hyatt Regency San Francisco Airport every 30 minutes.

- **When**

- Tuesday, January 21, 2014 - Friday, January 24, 2014

- **Where**

- Hyatt Regency San Francisco Airport

1333 Bayshore Highway

Burlingame, CA 94010

888-421-1442

CHSA Parent & Family Engagement Conference & Health Institute

REGISTRATION FEES

Attendee Cancellation: California Head Start Association Purchase/Refund Policy: No refunds will be given after January 7, 2014. If you cancel your registration before January 7, 2014 CHSA will charge a \$50 administrative fee per registrant. All cancellations or requests for refunds must be made in writing and received by CHSA prior to the cancellation deadline of January 7, 2014.

Parent & Family Engagement Conference - January 21 & 22

Regular - \$358.00 member/\$415.00 non-member

Leadership Challenge– 21 & 22

~This registration includes PFE general sessions and meals

Regular - \$383.00 member/\$440.00 non-member

Health Institute Pre-Institute Certificate Trainings - January 22

Preschool Vision Screening Certification - 3:00 - 6:00pm

Regular - \$115

Preschool Hearing Screening Certification

Regular - \$115

Safe Food Handling Certification

Early-bird - \$125

Regular - \$145

Health Institute- January 23 & 24

Regular - \$361.00 member/\$415.00 non-member

Additional Registration Information

Lead Presenters receive a 50% discount off the regular membership rate for the Parent & Family Engagement Conf. & Health Institute only.

They do not receive the discount on pre-institutes or special strands. This discount offer is non-transferable to your co-presenters or staff of your agency.

Food Details:

- Parent & Family Engagement Conference: Continental Breakfast 1/21, Lunch 1/22
- Health Institute: Continental Breakfast 1/23, Lunch 1/24.

CHSA Parent & Family Engagement Conference & Health Institute

Preliminary Agenda - 4-Day Snapshot

Please check back regularly for updates and changes.

| January 21, Tuesday | January 22, Wednesday | January 23, Thursday | January 24, Friday |
|---|--|--|---|
| Parent & Family Engagement Conference - Day 1 | Parent & Family Engagement Conference - Day 2 Health Institute Pre-Institutes | Health Institute - Day1 | Health Institute - Day2 |
| Registration 8:00-4:00 | Health Activity 6:30am Breakfast (<i>on your own</i>) | Health Activity 6:30am Registration 7:30am-4:00pm | Health Activity 6:30am Breakfast (<i>on your own</i>) |
| Opening Session Continental Breakfast (provided) 8:00-9:00am <i>Local Entertainment</i> 8:00-9:00am | Registration 7:30am-4:30pm Advocacy Area 8:30am-12:30pm | Exhibits & Community Resources 8:30am-3:30pm Advocacy Area 8:30am-12:30pm | Registration 8:30am-1:00pm Workshops 9:00 – 10:30am |
| Keynote: Ron Herndon 9:00-10:15am | Exhibits & Community Resources 8:30am-3:30pm | _____ | Workshops 10:45 – 12:15am |
| _____ | Workshops 9:00-10:30am | Opening Session Continental Breakfast (<i>Provided</i>) 7:30-9:00am <i>Local Entertainment</i> 8:00-9:00am | Lunch Break (<i>provided</i>) 12:15-12:45pm |
| Head Start Story Video "booth" 10:30am-5:00pm | Workshops 10:45am-12:15pm | _____ | _____ |
| Community Resource | Lunch (<i>Provided</i>) | Keynote: | Closing Session <i>Showing HS Videos</i> |

| | | | |
|--|--|---|--|
| Tables (P-Foyer) 8:00am-3:30pm | 12:15–12:45pm _____ | Lorrene Ritchie 9:00- 10:15am _____ | Keynote: OHS National Center on Health |
| Workshops 10:30am-12:00pm | Closing Session <i>Showing HS Videos</i> | Head Start Story Video "booth" | 12:45-2:00pm |
| Lunch (<i>on your own</i>) 12:00 – 1:15pm | Keynote: Steve Saffron | 10:30 am-5:00pm Lunch Break (<i>on your own</i>) | _____ |
| Workshops 1:30-3:00pm | 12:45-2:00pm _____ | 12:00am-1:15 pm | |
| Workshops 3:15-4:45pm | Health Institute Pre- Institutes 3:30–5:30pm | Workshops 1:30–3:00 pm | |
| PFE Reception 5:00–6:00pm | _____ | Workshops 3:15-4:45 pm | |
| | | HI Cluster Reception 3:00–6:00pm | |

-
- [General Info](#)
 - [Event Details](#)
 - [Keynote Speakers](#)
 - [Workshops](#)
 - [Leadership Challenge](#)
 - [HI Certificate Trainings](#)
 - [Awards](#)

CHSA Parent & Family Engagement Conference & Health Institute

PARENT AND FAMILY ENGAGEMENT CONFERENCE

Opening Keynote: Ronald D. Herndon, Past Board Chair, National Head Start Association

Tuesday, January 21



Ron Herndon served as chairman of the National Head Start Association from 1993 - 2013. As chairman, he served as an ambassador representing the needs of the Head Start community to members of Congress, the administration, and the general public. He also provided guidance and leadership to the 49-member board that sets policy and determines direction for the association. He serves as Director of the Head Start Program in Portland, Oregon.

[Ron Herndon's Bio](#)

Closing Keynote: Steve Saffron, National Trainer and Educator

Wednesday, January 22



Steve Saffron has been a national trainer and motivational speaker since 1989. Steve's educational skills along with his keynotes and workshops have earned him the "Phoenix Choice" award for community service. Steve also received the "Leadership Inspiration" award from the Arizona Future Business Leaders of America. Recently, the Salt River Pima/Maricopa Indian Community honored him with the "Devoted and Distinguished Service" award for over twenty years of educational service with the Indian community.

[Steve Saffron's Bio](#)

HEALTH INSTITUTE

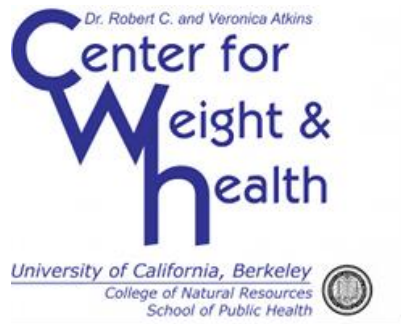
Opening Keynote: Lorrene Ritchie, PhD, RD, Director of Research, U.C. Berkeley's Atkins Center for Weight and Health

Thursday, January 23



Lorrene Ritchie, PhD, RD, is Director of Research at U.C. Berkeley's Atkins Center for Weight and Health where she has conducted research on child nutrition and obesity prevention for over a decade. Dr. Ritchie obtained her doctorate in Nutrition at U.C. Berkeley.

[Lorrene Ritchie's Bio](#)



Link to: [Center for Weight & Health, UC Berkeley](#)

Closing Keynote:

Office of Head Start National Center on Health

Friday, January 24



Link to: [National Center on Health](#)

**WORKSHOPS
BEING
OFFERED AT
THE CHSA
CONFERENCE**

(subject to change)

Playing Favorites: How unintended preferences widen the gap

Patricia Nan Anderson

Trainer & consultant, The Skillful Teacher

You and your colleagues treat everyone equally. Even so, chances are you harbor hidden preferences that favor one group over another. If these preferences are hidden from you, how do you find them? Examine this puzzle in ways guaranteed to surprise you and lead you to more fair, equal interactions.

Using the Home As Learning Environment

Magda Bedros

Comprehensive Services Manager, Contra Costa County

How to use every day activities to educate children. How to foster learning during shopping, driving, cooking, washing, walking . How to use everyday materials to make learning home games for children.

Oral Health & Nutrition

george barghouth

Dental Director, Gardner Family Network

This presentation will show the importance of Nutrition for Oral Health It will also help the audience understand how important Oral health is & what factors cause & influence tooth decay. The very important measures to take to prevent tooth decay will be covered. Furthermore it will illustrate the importance of dental care in pregnancy as well.

Deal With Stress...or Stress Will Deal With You

LaTayne Bruce

Life Coach, LTB Holdings LLC

Anything that poses a challenge or a threat to our well-being is a stress. LaTayne shares 10 interactive tips on stress relief that are both thought provoking and humorous. LaTayne helps her audience to see that stressful events can be the largest single factor that impacts physical and emotional welfare.

What Do I Say? Supporting Families of Children with Special Needs

Joannie Busillo-Aguayo

Assistant Professor, CSU Northridge

One of the most challenging tasks facing early childhood educators is knowing how to engage and interact with families who have children with special needs. From the point of sharing initial concerns with families to implementing children's individual education plans, educators often seek guidance on what to say and how to say it. This workshop will provide practical tips and tools for working with families from a strengths-based and family-centered perspective.

Strength-based Engagement and Resolution

Joseph M Castro Jr

Coordinator Family Services and Community Partnerships, CAPSLO

The Strength-based Engagement approach is integral toward establishing effective communication in a broad range of relationships, including personal, professional, etc. The Strength-based Engagement approach also serves as a foundation for accomplishing conflict resolution and attaining a win-win resolution.

A Cup of Literacy

Josie Campos

Parent Involvement Coordinator, Foundation for Early Childhood Education Inc

Joining a book club is both an escape and a journey into something rich and rewarding: it's a safe place to exchange ideas and experiences. It provides an opportunity to understand the joy of reading as you share a cup of coffee with friends. Join us as we share thoughts on how to engage families in your community with this new and innovative project.

Get a "Head Start" on your role as a Policy Council Representative

Tobi Dixon

Governance Manager, Orange County Head Start

Learn about the unique roles and responsibilities of the Policy Council. Head Start governance and the regulations are complicated. It is important to get it right. Having a strong Policy Council who understand regulations is needed for organizations to stay in compliance. Through examples and best practices, Policy Council members will learn about conducting effective meetings and making informed decisions.

Using PFCE's Integrating Strategies for Program Progress: from Involvement to Engagement

Barbara Easton

ECES, OHS CA TTA Network

Using the PFCE on-line tool, this session will walk participants through how to use this tool to move families from involvement to engagement in their children's education. Participants will be able to use this document in real time at the conference.

Early Learning, Math at Home, a Parent Guide

Paul Giganti, Jr.

Director of Special Projects, California Mathematics Council

We all know mathematics is one of the key subjects students must understand to get into college and the career of their choice. But not everyone understands that math learning starts at birth, and the first five years of children's lives are critical to their success in this important subject in elementary, middle, and high school. Parents can and should play an important role in early math learning since parent attitudes and interaction with their children not only plant the seeds of important math concepts, but send a powerful message to very young children about the importance of mathematics, and learning in general. This presentation is centered around the new booklet, Early Learning, Math at Home, published by the California Mathematics Council, for

Resiliency - A Family Affair

Steven Erwin

Consultant, Kaplan Early Learning Company

Home Base Educators and Teachers will have an opportunity to recognize and support resilience as model in assisting parents and children social and emotional growth.

Supporting Home Language and Cultural Roots of Children in Head Start and Early Head Start

Vicky Greening

OHS CA TTA Manager, OHS CA TTA Network

This session will review current research on the impact of culture and second language acquisition on learning as well as explore guidance on best practice in supporting the home language and cultural roots. This will include using OHS "Revisiting the Multicultural Principles" and other resources.

Emotions-You and Your Child

Lora Groppetti

LMFT, CSB Head Start

Emotions give us information about what we're experiencing and help us know how to react. As children, parents and caregivers learn to recognize feelings in themselves and others they will be more responsive and less reactive. The more confident parents and caregivers are the more they will be effective in taking care of the child's needs and interests.

Vision & Voice - equipping families for leadership

Gina Guillemette

Director of Program and Evaluation, Parent Services Project

Vision & Voice is a family leadership training program that strengthens the skills and capacity of families to take greater leadership roles in their community and the systems serving their children. This workshop will highlight key aspects of family leadership, provide examples of skill-building activities Head Start staff and family leaders can incorporate within their programs, and highlight examples of Head Start programs using Vision & Voice as part of their family and community partnership efforts. Parent Services Project has partnered with multiple Head Start programs in recent years to provide the Vision & Voice program within the context of the program and has conducted training for Head Start Policy Council

Navigating Nutrition

Kathy Gruver

Dr., Alternative Medicine Cabinet

We hear so much on TV about what is really healthy and what we should avoid. It's difficult to navigate the truth. Let Dr. Kathy Gruver in this fun and informative workshop give you simple tools and tips to provide the healthiest meals for your family. Learn the truth about high fructose corn syrup and GMOS. Learn simple label reading and a few quick, nutritious meals to provide optimum health for your family. And what the best things are to add and subtract for true wellness.

Approaches to Measuring Family Outcomes within the Head Start Family Engagement Framework

Peter Huffaker

Partner, CCR Analytics

Participate in an interactive discussion about the latest research and current practices related to measuring Family Outcomes within the Head Start Family Engagement Framework. Drawing upon academic literature and case studies from the field, we will share insights into the various methods for defining, measuring, and analyzing family outcomes data. We will also address plans to publish Family Engagement outcomes as part of advocacy efforts for Head Start.

Building Health Self-Regulation Skills

Leah Kalish

MA, Move with Me Action Adventures

This hands-on workshop will help you and your child build healthy self-regulation skills. Explore fun ways to de-stress, self-care, and activate executive function. Play games that improve focus, self-awareness, posture, self-control, and confidence. Practice turning common books into movement stories for active, creative play that builds fitness, coordination, listening and direction following. Experiment with five simple self-regulation techniques to support emotional management, impulse control, and resilience.

"OUT OF THE TWILIGHT ZONE"- DISCIPLINE FROM THE INSIDE OUT

Ronald Mah

LMFT, author, consultant, LMFT

Focus is on understanding and addressing the underlying emotional and psychological issues that arise in children & adults in discipline situations; and how adults use their understanding of their own feelings and needs (& insecurities) to more effectively and appropriately discipline children. Participants will learn how to make accurate diagnoses of the discipline situation so they may be able to effectively apply the discipline techniques discussed.

Innovative Practices to Support Family Engagement

Bonnie MacKenzie

ECES, OHS CA TTA Network

Grantees across the state have been developing strategies and methods to support quality Family Engagement. This presentation will have a panel of grantees who will provide information on their model and on the results of their innovative practices that have shown to positively impact family engagement and child outcomes.

"ME AND YOU, KID" BUILDING SELF-ESTEEM IN THE ADULT-CHILD SYSTEM

Ronald Mah

LMFT, author, consultant, LMFT

The presentation uses the building of a house as a metaphor for teaching how the adults' forming of their own self-esteem and psychological health are the foundation to building the self-esteem of children. Seven fundamentals to creating the foundation in the adult-child system to build self-esteem. Seven guidelines to building self-esteem in the child.

CHILDHOOD STRESS, "INTRUSIONS INTO THE MAGIC KINGDOM"

Ronald Mah

LMFT, author, consultant, LMFT

Focus is on helping adults understand how stress is appropriate and essential to healthy development. What makes stress potentially harmful and how becoming stress "free" aborts opportunities for growth. The relationship between stress and self-esteem is explored.

Team Building through Effective Communication

sheri Marinovich

Management Systems Coordinator, PACE

Clear and effective communication is an essential element to building effective and productive teams. This workshop will review key elements needed to communicate with Team Members through exercises that emphasize clear and respectful communication, effective conflict resolution, and onverbal skills that can be implemented within their work environment.

How to Take Care of Yourself and Still Reach Your Goals

Sheri Marinovich

Management Systems Coordinator, PACE

This workshop will provide participants with an opportunity to explore their numerous roles and goals while developing a plan that they can implement at work and at home to ensure that they set time aside to take care of themselves. Participants will engage in activities that will help them to understand the importance of self care and communicating their needs to others, while maintaining their roles and responsibilities at home and at work. We hope for all participants to leave with the understanding that it is OK for them to take care of themselves and have a plan on how to implement a program of self care.

Bilingual Songs, Games, Rhymes to inspire academic success / Canciones Bilingues para Inspirar el exito academico

Jose-Luis Orozco

Bilingual Educator, Children's Author & Recording Artist, Arcoiris Records

This highly interactive workshop demonstrates how to use songs, rhymes, rhythms and games in classrooms, on a daily basis, to enhance a child's motor, language acquisition, literacy, social, cognitive and developmental skills, while promoting cultural diversity and positive self-esteem. Teachers learn to use music to develop phonemic awareness and vocabulary that leads toward fluency. The rich heritage of music from the Spanish-speaking world, used in both English and Spanish, teaches Latin American culture, history, and oral traditions. Teachers will practice methods of using movement,

Stress/Anger Management-Control del Estres y la Ira

Marcelino Rodriguez

Parent Engagement Training Coordinator, Northern California Child Development Inc.

This workshop explores the challenges parents face in everyday life in the fast paced culture we live in. By learning to know themselves, participants will be able to identify stressors and determine how to manage stressful situations in a healthy way.

Este taller explora los desafios que los padres confrontan en la vida diaria. Al aprender a conocerse a si mismos los participantes podran identificar las cosas que los estresan y poder manejar esas situaciones de una manera saludable.

Communicating with Skill and Heart: How to Effectively Communicate with your child's Teacher

Betina Steiger

Assistant Director Direct Services, PACE

Communication is the most important ability for a parent when advocating for their child's education. This workshop will review key elements needed to communicate with Skill and Heart through exercises that emphasize clear and respectful communication, effective conflict resolution, and nonverbal skills that can be implemented immediately with your child's Teacher.

Promoting Engagement Outcomes

Deborah Ross

Director of TTAS, HS University

is designed to build the capacity of Head Start staff who work directly with families. Participants will learn how to apply the PFCE outcomes to their daily work, demonstrate the skills necessary for forming supportive engagements with families, develop creative approaches for providing engagement activities to families and assess their own skills in effectively engaging with families and establish plans for professional development accordingly.

Parents' Guide to Meeting with Your Lawmakers

Patrick Stelmach

State Organizer, California Fair Share

The workshop will train parents how to plan, prepare and conduct a meeting with a lawmaker, whether it be a city council member, a government administrator, or a Member of Congress. The presentation will give context as to why parents would meet with a lawmaker, what should be the goals of the meeting, and how to understand the lawmakers' perspective on an issue. The presentation will explain how to develop a plan of action, how to prepare for the meeting, and go over a typical agenda. The presentation will lay out general principles for determining what lawmakers to meet with and how to identify potential champions for your cause. After the presentation, participants will split up into small groups for discussion and planning a hypothetical meeting.

Male Involvement Ambassador Program- How to get men involved and keep them involved in Head Start/ Early Head Start

Grayson Thomas

Executive Director, Golden Sierra Life Skills

Attendees will be given information on how to recruit and install a male involvement program in an exciting, interactive and hands on workshop.

Participants will leave with the understanding that the roll of a father/father figure is crucial to the brain development of a child.

Step by Step: Developing the Components of Family Engagement

Rebecca Votaw

ECES, OHS CA TTA Network

This session will cover the process necessary to support family engagement including developing family engagement goals, using data, having a team, measuring progress and effecting change

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
 - PC/PAC Calendar of Events – Mr. Nse Akang
 - Parent/Staff Recognitions – Mr. Nse Akang
 - Community Resources-Parents/Staff – Mr. Nse Akang
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson

NOTES:

January

2014

| <i>Sun</i> | <i>Mon</i> | <i>Tue</i> | <i>Wed</i> | <i>Thu</i> | <i>Fri</i> |
|---|---|---|--|---|---|
| December Thursday, December 19, 2013 9 a.m.: PAC Executive Committee - Olympus Room 10:30 a.m.: PC Executive Committee – Olympus Room | | | 1 Agency Closed | 2 | 3 |
| 5 | 6 | 7 8:30 a.m. Orientation Training SETA Board Room | 8 9:00 -11:30 a.m. Countywide Community Assessment & Goal Setting Meeting Sequoia Room | 9 | 10 8:30 a.m. Officer Training Shasta Room |
| 12 | 13 | 14 9:00 a.m. Elk Grove PC Meeting Prairie Pre-K 2 5251 Valley Hi Drive Sacramento 95823 9:00 a.m. Budget/Planning Committee Meeting SETA; Oak Room | 15 5:15 p.m. WCIC PC Meeting 3555 3rd Avenue Sacramento 95817 10 a.m. MAACC Meeting SETA; Olympus Room | 16 11:00 a.m. Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823 9:00 a.m. San Juan PC Meeting General Davie Center 1500 Dom Way Sacramento 95864 8:30 a.m. Twin Rivers PC Meeting 155 Morey Avenue Sacramento 95838 | 17 |
| 19 | 20 HOLIDAY Agency Closed Luther King, Jr. | 21 | 22 | 23 9:00 a.m. PAC Executive Committee Meeting Olympus Room | 24 |
| 26 | 27 | 28 | 29 Community Resource Fair Location TBA | 30 9:00 a.m. PC Executive Committee Meeting Olympus Room | 31 |

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The October 3, 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, October 3, 2013
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 10:03 a.m.

Members Present:

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

- ✓ **Recognition of Retiring Employee:** Rod Nishi, Administration Department Chief Ms. Kossick recognized Mr. Nishi's 29 years of service at SETA.

Speaker before the board:

Mr. Frederick Gayle expressed his appreciation of Mr. Nishi over the years and wished him well in his retirement.

➔ **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 10:28 a.m. The board went back into session at 10:35 a.m. There was no report out of closed session.

II. **Consent Items**

- A. Minutes of the September 5, 2013 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Adjust Zones in the Broadband/Performance Management Policy

The consent items were reviewed; no questions or corrections.

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

- A. Approve the September 5, 2013 minutes.
- B. Approve the claims and warrants for the period 8/29/13 through 9/26/13.
- C. Approve the modification to the salary ranges of Zone 1 to \$63,153-\$136,890 and Zone 2 to \$48,396-\$96,791.
Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of the Labor Agreements

There were no questions or corrections. Mr. Yee expressed appreciation to all involved in the labor negotiations and congratulated all on the successful agreements.

Moved/Schenirer, second/Warren, to approve the labor agreements effective October 3, 2013 – June 30, 2016.

Voice Vote: Unanimous approval.

- 2. Approval of 2013-14 Compensation Recommendations for Unrepresented Confidential and Management Personnel and the Personnel Resolution Covering Unrepresented Employees

There were no questions or corrections.

Moved/Scherman, second/Schenirer, to approve the report, and adopt the resolution to authorize the implementation of the proposed 2013-2014 compensation recommendations for unrepresented confidential and management employees on the effective dates given in the report.

Voice Vote: Unanimous approval.

Mr. Warren left at 10:37 a.m.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services

- 1. Approval of Staff Funding Extension Recommendations for Refugee Employment Social Services (RESS), Targeted Assistance (TA) and Discretionary Programs, Program Year (PY) 2013-2014

Ms. Scherman expressed appreciation of the thorough staff report. Ms. Michelle O’Camb reviewed high points over the year. The Agency recently received a 6.5% increase in funding for the first time in years.

Mr. Yee stated that it was eye opening as far as Sacramento County to learn that there are 150,000 refugees in the county and learn about all of the services provided to this population.

Moved/Scherman, second/Schenirer, to approve the funding extensions for the Refugee Employment Social Services (RESS), Targeted Assistance (TA), Targeted Assistance Discretionary (TAD), and Older Refugee Discretionary Grant (ORDG) programs for PY 2013-14 effective October 1, 2013 as indicated in the board packet with the following stipulations:

1. If final TAD and ORDG allocations are less than anticipated, SETA will reduce the amounts allocated to Refugee Program providers proportionately.
2. TA, TAD, and ORDG funds will be allocated in two increments. The first increment will cover program services from October 1, 2013 through April 30, 2014. The second increment will be allocated contingent upon receipt of funds from ORR and will cover program services from May 1, 2014 through September 30, 2014.
3. PY 2013-14 funding will be subject to satisfactory year-end program performance and satisfactory fiscal reviews.
4. VESL/ES service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
5. All VESL/ES and ES Stand Alone budgets must include a minimum of 5% for supportive services.
6. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, eight hours a day, from October 1, 2013, through September 30, 2014.

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

One Stop Services: None.

Community Services Block Grant: None.

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. California Workforce Investment Board Performance Measures: No questions.
- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: No questions.
- D. Dislocated Worker Update: No questions.
- E. Unemployment Update/Press Release from the Employment Development Department

Mr. Nottoli asked if SETA had a strategy to work with people located in areas with very high unemployment rates. Is there a way to redouble efforts to get the number of unemployed people down in these areas? Ms. Kossick stated she will give a more thorough report next month. What is important is to find the assets in the affected area to link all resources together. That is the key.

F. Head Start Reports: No additional report.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick announced that Mr. Roy Kim was recently appointed the Deputy Director for Administrative Services and Ms. Loretta Su has been appointed the Fiscal Department Chief. With the government shut down, the Agency will experience no immediate effects. Our Head Start program has been funded for 2013 with no issues. Workforce funding should be fine for at least a month. Depending upon what happens, staff will inform the board if other measures are needed.

C. Deputy Directors: No report.

D. Counsel: No report.

E. Members of the Board: Ms. Scherman announced that Santa will be in Elk Grove on Saturday, November 30.

F. Public: Mr. Jeffery Tardaguila, a public advocate, stated that he recently visited a program close to SETA that works with the homeless and ex-offenders. Mr. Tardaguila left a packet of information regarding this program and urged staff to collaborate.

VI. Adjournment: The meeting was adjourned at 10:49 a.m.

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information is are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Laurie Clothier **DATE:** November 27, 2013
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
River Oak Center for Children

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|------------------|-----------------|----------------|------------------------|-----------------------|
| Early Head Start | Basic | \$426,473 | 8/1/12-7/31/13 | 8/1/12-7/31/13 |

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 10/16/13-10/17/13

| AREAS EXAMINED | SATISFACTORY | | COMMENTS/ RECOMMENDATIONS | |
|--------------------------------------|---------------------|------------|--------------------------------------|-----------|
| | YES | NO | YES | NO |
| 1 Accounting Systems/Records | X | | | |
| 2 Internal Control | X | | | |
| 3 Bank Reconciliation's | X | | | |
| 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 | | N/A | | |
| 10 Adherence to Budget | X | | | |
| 11 In-Kind Contribution | X | | | |
| 12 Equipment Records | | N/A | | |

Program Operator: River Oak Center for Children

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

MEMORANDUM

TO: Dr. Sara Haycox **DATE:** November 27, 2013
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| Head Start | Basic | \$ 1,363,453 | 8/1/12-7/31/13 | 8/1/12-7/31/13 |
| Head Start | T & TA | \$ 7,500 | 8/1/12-7/31/13 | 8/1/12-7/31/13 |

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: Sept. 23-25 and Nov. 5, 2013

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

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

The total costs as reported to SETA have been traced to the delegate's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board
Policy Council

ITEM V

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!!! |
| Welcome to the new members! Thank you New Members for full participation in the seating of the members. |
| Thank you outgoing board members for your year of outstanding service. |
| Thank you to Ms. Carolyn Wilson for three years of outstanding service and commitment to Head Start. |
| Thank you parents/staff for introductions. |
| Thank you for recognizing the Chair prior to speaking. |
| 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. |

B. Budget/Planning Committee: LaTasha Windham, Steven Wormley, and Nse Akang

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.
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- B. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.
- Monthly Head Start Report (attached)
 - Countywide Community Assessment & Goal Setting Meeting
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- C. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- ✓ Brenda Campos: Grantee Program Support Services
 - ⇨ Tuberculosis Policy Update
 - ✓ 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.



Monthly Head Start Report December 2010

SETA Operated Program

Program Support Services

Quality Assurance Unit: Follow-up site visits by assigned delegate liaisons were conducted in the month of November. Regular Quality Assurance monitoring activities will resume in January 2014.

Training and Technical Assistance: Countywide content meetings were held in 11/7/2013 (EHS Countywide Meeting); 11/12/2013 (Mental Health and Family Partnerships); 11/14/2013 (EHS Partners Meeting) and 11/15/2013 (Governance Meeting). Individual delegate meetings were also held with program content specialists to address items identified on their QA Response Plans.

Elk Grove Unified School District

Education Services Update

The agency-wide results from the Desired Results Developmental Profile (DRDP) used by teachers to assess their students' social and academic strengths and weaknesses during the fall was presented by Karin Nakahira-Young, PreK Instructional Coach, at the teacher in-service held on November 22, 2013. Teachers were given an opportunity to review and discuss the results and to review the plan of action created by Karin Nakahira-Young and Claudia Charter, PreK Program Specialist, to address the areas of weaknesses. Based on these results, all Head Start teachers need to focus on teaching expressions of empathy, awareness of diversity in others, letter, symbol and print recognition as well as fine motor skills and personal safety during the winter months.

Teachers were provided the results of the DRDP for their individual classes. Time was allotted to discuss the results, develop their individual classroom plans, and develop individual student goals and action plans.

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 November was 88%.

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 54 students with active IEPs being served which is thirteen percent (13%) of our Head Start student population.

Health Services Update

Florence Oneto, PreK Social Worker and Teresa Gannon, PreK Psychologist, are scheduling observations and follow-up meetings in response to needs discussed at the Co-Op meetings which were held at James McKee Elementary, Florence Markofer Elementary, Samuel Kennedy Elementary, Herman Leimbach Elementary, Sierra Enterprise Elementary, John Reith Elementary, William Daylor School, Prairie Elementary, David Reese Elementary, Franklin Elementary, Maeola Beitzel Elementary, Isabelle Jackson Elementary, Florin Elementary Charles Mack and Union House Elementary between October 22 and November 7, 2013. Family and Student Support Teams (FASST) meetings have been scheduled to offer guidance and support to teachers and families of students of concern.

USDA Meals/Snacks

Head Start students were served 6,664 meals during the month of November. This month's Elk Grove Meals/Snack calendars are attached.

Fiscal Update

This month's Fiscal Report is attached.

Family and Community Partnerships Update

A "Latino Family Literacy" workshop was held on November 5, November 12, and November 19 at Charles Mack Elementary School. The class provides Spanish-speaking parents with information to assist them in strategies for establishing a reading routine in their home. An average of six (6) parents attended the workshop.

Proper car seat installation and use is important to keep children safe. On November 7 a "Car Seat Safety" workshop was held at David Reese Elementary School. Parents were taught the proper way to install a car seat. We provided parents with information on the laws and requirements about car seat usage. Thirty-one (31) parents took advantage of this wonderful learning opportunity. The workshop is presented in collaboration with the Valley Hi Resource Center and they receive 20 car seats each month. Ten (10) of those car seats are allocated to PreK and were raffled off at the end of the workshop.

"Financial Fitness" was presented in partnership with KVIE, Sacramento at Herman Leimbach Elementary School on November 6, at Samuel Kennedy Elementary School on November 20, and at David Reese Elementary School on November 21. Eight parents attended the class held at Herman Leimbach Elementary, four parents attended the class held at Samuel Kennedy Elementary, and fourteen parents attended the class held at David Reese Elementary. Financial Fitness is a workshop designed to help parents develop their children's knowledge about spending, saving, and giving money away. In addition, parents learn strategies they can apply to their own money management.

Recruitment

PreK registrations continue to take place and students are placed on a waiting list. The Head Start classes are fully enrolled and each school has a waiting list. Families are notified when space becomes available.

Sacramento City Unified School District

Special Needs Child Department recently hired a new Special Education Coordinator, Anne Bolden Schultze. Anne will be assuming the role of Coordinator and her primary responsibilities will be Early Head Start center-based and home-based services as well as preschool inclusive practices (special education). Anne previously served in the capacity of Coordinator for the County Head Start and Early Head Start program for which she provided specific oversight for Special Education and Mental Health services, referrals and special concerns and Memorandums of Understanding (MOUs) with local service agencies, etc. Anne also coordinated services with ALTA, provided support for children in inclusive practices classrooms and conducted child observations. Additionally, she has represented Yolo County as a member of the Region 9 and the State/Head Start Collaborative Inclusion Work Consortium. Finally, Anne comes to SCUSD with over twenty years of experience in the fields of early care and education and family.

Head Start Full-inclusion Teachers, Instructional Aides and SCUSD Special Education Staff had the opportunity to participate in CSEFEL “Going Deeper” Training on November 8 and “Going Even Deeper” on November 15 at SETA. Trainings were presented by WestEd and were follow-ups to intensive training staff received the last two years on the Teaching Pyramid Framework, building relationships and increasing social emotional development in children.

On November 8 staff received information and tools on recognizing challenging behaviors, tracking systems, and how to recognize the function behind the behaviors as well as ways to positively support excellent learning opportunities while addressing these behaviors.

On November 15 staff received information on temperament, how to recognize children’s unique temperament styles and how best to enhance learning opportunities for children, given the new knowledge about temperament.

Mental Health

The social work team has completed Mental Wellness Observations in November. The first set of goal setting with parents was completed. Parent meetings have been held at different sites on several topics. Social workers will continue program monitoring to prepare for the federal review. Child and family needs emanating from the social social/emotional screening processes will be addressed by appropriate staff.

Health and Nutrition

Nurses provided several health, nutrition and safety presentations to parent groups at various preschool sites this month. The Dental Varnish clinics are continuing at preschool sites throughout the fall season. Nurses will be following up with parents who have children with dental disease and/or dental concerns as noted by the dental hygienist. The Health and

Nutrition Committee met on November 20 to devise/update the TB Policy and to discuss updates relative to nutrition services. Nurses attended the SETA Health and Nutrition Content Meeting on November 8. Nurses also continue to conduct sensory screenings on all newly enrolled preschoolers and continue with screening updates on currently enrolled preschoolers.

Nurses are still in the process of conducting in depth audits of the health section of each Head Start class file at their respective school sites. The data will be a cross-referenced with Child Plus entries of the same information in order to identify discrepancies between the two systems.

Nurses will continue to cover duties/functions of the recently vacated nurse position. The vacancy has been re-posted and interviews are slated to be conducted in the near future.

Teaching and Learning

November's professional learning included John Dueck, Consultant, who presented a workshop to teaching staff on connecting the Common Core State Standards to Pre-K Math. Teachers learned about integrating numerals into different areas of the classroom, discussing numerals in print in a meaningful context, and exposing preschool children to quantities represented in different forms. The consultant shared many hands-on activities for teachers to practice during the training.

On November 8 and December 6, Denise Lee, Deputy Director, SETA Head Start, also presented important information to a cross-section of staff about the upcoming Federal Review. The presentation was well received by staff and very informative.

Education

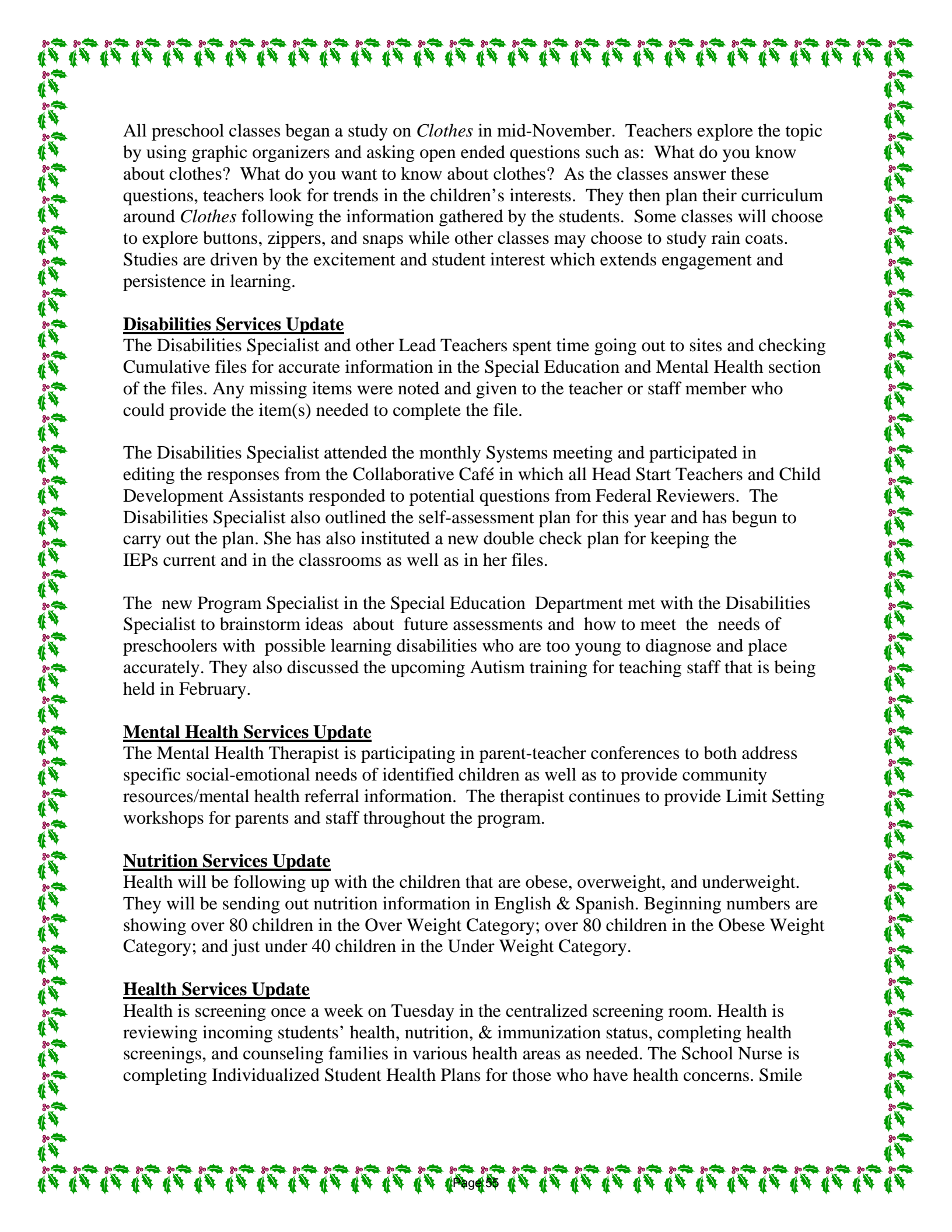
On November 1, the first Balanced Literacy cohort engaged in additional professional learning. Balanced literacy work was launched in select classrooms this past October. On November 15, there was a CSEFEL cohort 2 and cohort 3 training for classrooms and resource staff at SETA. Child sitter and substitute aide training was held in November to orient the child sitters and substitute instructional aides on classroom practices.

All 60-day screeners for Head Start enrolled students were submitted (DRDP). Additionally, classroom teachers conducted their first IDP parent conference or home visit. Class observations are being conducted in 75% of the Head Start programs as a part of the self-assessment process.

San Juan Unified School District

Education Services Update

Teachers are meeting with parents to share the progress of their children and parents are being introduced to the Head Start School Readiness domains through our new IDP Worksheet. Parents will work with the teachers using *A Parent's Guide to School Readiness*, a publication which was created jointly by SETA delegates. This guide includes information for parents of children going to Kindergarten next year, and suggestions for home activities which can support growth in school readiness skills.



All preschool classes began a study on *Clothes* in mid-November. Teachers explore the topic by using graphic organizers and asking open ended questions such as: What do you know about clothes? What do you want to know about clothes? As the classes answer these questions, teachers look for trends in the children's interests. They then plan their curriculum around *Clothes* following the information gathered by the students. Some classes will choose to explore buttons, zippers, and snaps while other classes may choose to study rain coats. Studies are driven by the excitement and student interest which extends engagement and persistence in learning.

Disabilities Services Update

The Disabilities Specialist and other Lead Teachers spent time going out to sites and checking Cumulative files for accurate information in the Special Education and Mental Health section of the files. Any missing items were noted and given to the teacher or staff member who could provide the item(s) needed to complete the file.

The Disabilities Specialist attended the monthly Systems meeting and participated in editing the responses from the Collaborative Café in which all Head Start Teachers and Child Development Assistants responded to potential questions from Federal Reviewers. The Disabilities Specialist also outlined the self-assessment plan for this year and has begun to carry out the plan. She has also instituted a new double check plan for keeping the IEPs current and in the classrooms as well as in her files.

The new Program Specialist in the Special Education Department met with the Disabilities Specialist to brainstorm ideas about future assessments and how to meet the needs of preschoolers with possible learning disabilities who are too young to diagnose and place accurately. They also discussed the upcoming Autism training for teaching staff that is being held in February.

Mental Health Services Update

The Mental Health Therapist is 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 therapist continues to provide Limit Setting workshops for parents and staff throughout the program.

Nutrition Services Update

Health will be following up with the children that are obese, overweight, and underweight. They will be sending out nutrition information in English & Spanish. Beginning numbers are showing over 80 children in the Over Weight Category; over 80 children in the Obese Weight Category; and just under 40 children in the Under Weight Category.

Health Services Update

Health is screening once a week on Tuesday in the centralized screening room. Health is reviewing incoming students' health, nutrition, & 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. Smile

Keepers Dental Screenings are continuing in the classrooms. Health is also reviewing and monitoring files in preparation for the Federal Review.

Family and Community Partnerships Update

The Policy Committee met on the 14 of November with a large turnout of representatives. There have been several opportunities this month for parents to participate in areas outside of the regularly scheduled meeting. Parents signed up to review program area plans, to make site visits for self-assessment and for the assembly of emergency supply back packs for classrooms. It has been a busy and productive month.

Transition Services Update

During the month of November, the transition team members worked on the Special Education Transition Checklist. They took the existing document, turned it into a checklist form, and then adjusted the form to create a more streamlined and user-friendly document. User training for teachers will be set up in late spring or early fall. The classroom teachers were given the upcoming schedule of open enrollment times/dates to share with their families.

Program Support/Staff Training Update

Teachers were given the November First Friday professional development day to prepare for parent conferences. There was no training. San Juan is using the new IDP Worksheet, shared by SETA, which organizes the DRDP measures into the five Head Start School Readiness domains. This extra time was needed to become familiar with this new form.

November 20 was a combination training; part one was time for teachers to analyze their class DRDP reports and to implement plans to individualize lesson plans for the needs of their class based on this data. The second part was a training on *Teacher Interactions and How These Encourage Meaningful Child Conversations*. The training materials were taken from a new binder from the National Center for Quality of Teaching and Learning (NCQTL) from the office of Head Start. This training included research, teachers sharing ideas, videos of exemplars, and reflection activities. The training was well received by teachers.

Fiscal Update

November was a very busy month as the accounting staff continued to work on the 1st Interim Report for the Board of Education. The 1st Quarter Interim Report will be approved by the Board of Education in December and will be given to the Sacramento Office of Education and the California Department of Education. This report is done quarterly and is done by each fund and by each resource. It looks at the current fiscal year projections and the next two years out in order to review solvency.

All Head Start and Early Head Start Fiscal Reports were submitted on time to SETA. All required reports mandated by the School Readiness Act were provided to the Parent

Committee Meeting and to the Board of Education. Two furlough days that were budgeted into the submitted grants to SETA and ACF have been rescinded and 1% adjustment to all salaries were added back into the personnel lines. This additional cost was included into the 1st Interim Projections for fiscal year 2013-14. Adjustments were made so that both Head Start and Early Head Start would be solvent.

Early Head Start

With the first round of assessment done and the implementation of the new IDP tool, EHS classroom staff completed their first Parent Conferences for the year. Staff professional development was focused on Federal Review preparations and revisiting topics highlighted in the last self review. The EHS leadership team continues to explore more expanded professional development opportunities for staff, including possible new after-hours PITC and RIE trainings, which will include Home Base staff.

The Nutrition and Mental Health Lead attended two conferences, the PITC Graduate conference and the CA Child Care Food Program conference. The Family and Community Engagement Lead is attending ongoing district professional development on coaching classroom teachers. All Leads also attended the first in an ongoing series of program-wide lead and administrative meetings designed to promote cross program collaboration, information sharing, and the professional development of support staff through a book club discussion and reflection format.

Twin Rivers Unified School District

Highlights: challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r, self assessment, PIR, program highlights and significant program changes, expansion updates, etc.

Events

This month the Head Start programs were busy hosting a variety of events at both sites. In connection with our School Readiness goals, a Family Literacy Night was held on November 20. With guest readers from our community partners, students were treated to storytelling and a delicious dinner from the Nutrition Department. Participants received certificates and were encouraged to continue reading daily for at least 15 minutes. The programs also celebrated Hmong New Years with dancers from the local high school's Hmong Club. Students wore their ethnic clothing and learned how to do some traditional dances. The parents were also treated to a Hmong rice dish as part of this annual event. In appreciation of our grandparents, a Family Night was held and grandparents played Bingo for prizes at the Morey Avenue site. Grandparents were informed about the importance of helping their grandchildren with learning and of how valuable they are to the family unit.

Professional Development

On November 7, as part of the monthly Professional Development Workshops with the ECE Department, the teaching staff participated in an overview of the CLASS observation tool. Teaching staff watched vignettes from the Teachstone website and critiqued the videos to assess their understanding of the observational tool. Teachers' review of the tool will assist with their upcoming CLASS observations being conducted by the Head Start Director and Education Resource Teacher.

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.

The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis for the Nutrition Component. Oakdale students were provided dental varnishings on December 13 in collaboration with our local community partner.

Our School Social Worker/Counselor continues providing classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. The multidisciplinary Team completed meetings with the parents of students who have been identified with challenging behaviors or academic concerns. Together the team strategized 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 social skills groups have begun for all students identified by teachers or parents. The groups meet weekly with the School Social Worker.

The Community Liaisons continue completing 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 CLASS observation with the Head Start Director for all classrooms. Classroom observations to assist with behavior management by the Education Resource Teacher continues and planning for the monthly Education Component meetings. Teaching staff are in the progress of completing action plans for their ECERS and CLASS assessments that will facilitate improvement in any needed areas.

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.

All staff continue to update and revise their binders in preparation for the upcoming Federal Review Visit. Staff meetings to discuss the protocol and practice the protocol questions have also been completed. The SETA Quality Assurance Team has also assisted during the month of November in reviewing files, observing classrooms and monitoring the various components to ensure the TRUSD Head Start Programs are ready for the upcoming Federal Review visit.

Policy and Parent Committees

The monthly meeting for the Policy Committee was held on November 14 at Morey. The agenda included the election of the Chair and approval of previous meeting minutes. The revisions of the Bylaws and first reading were also completed. The Parent Committee meeting was held on November 13 at Oakdale and information was given from all of the monthly reports.

Parent Trainings

The monthly parent meeting focused on Healthy Cooking for the holidays and was facilitated by the School Social Worker in collaboration with the Nutrition Department. Parents were provided healthy recipes and reminded of the importance of healthy eating for the entire family.

Fiscal

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

WCIC

Enrollment

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

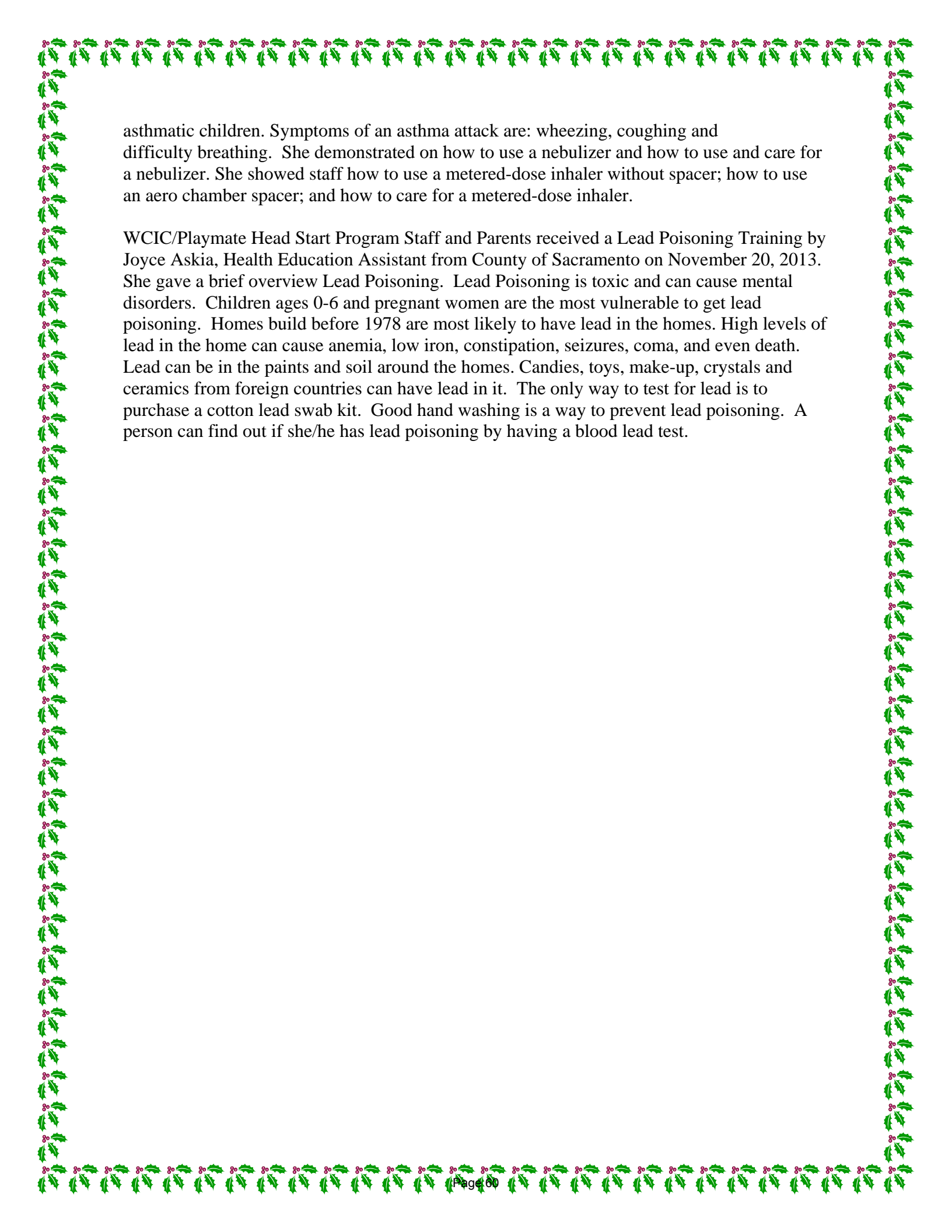
Health

WCIC/Playmate Head Start Program Staff received a Blood borne Pathogens Training by Garnett Volkens, Health Coordinator from Sacramento Employment and Training Agency on November 8, 2013. Ms. Volkens showed staff a video on Blood borne Pathogens in Schools and the Human Side. The video showed how people can contract HIV and Hepatitis B virus (HBV). In order to protect yourself, you must wash hands, wear protective wear, get HBV Vaccine. Good hand washing, antiseptic towels, and discarding needles in appropriate containers are what measures one must take. You must use plastic bags to contain blood and properly dispose of gloves when contaminated. You need to wear gloves when in contact with blood and wear protective gear. Plastic bags can be a barrier in case you do not have any protective barrier. HBV vaccine is 85% - 97% effective. Hep B vaccine is not 100% effective. Wearing a mask is a good way to protect from tracking anything. Real life stories were shown on the video on how HBV can affect people. Hep B can cause liver failure and cancer.

WCIC/Playmate Head Start Program Staff received an Anaphylaxis and Seizure Training by Garnett Volkens, Health Coordinator from Sacramento Employment and Training Agency on November 15, 2013. Ms. Volkens addressed the staff on Anaphylaxis and Seizure Training. She stated anaphylaxis is a severe allergic reaction that can involve several body systems and can even lead to death if left untreated. The most common food triggers of anaphylaxis are peanuts, tree nut, shellfish, fish, milk, egg, wheat, soy, and sesame. Staff must be familiar with the three A's which are: Awareness, Avoidance, and Action. Awareness: Know what to do in an emergency; Avoidance: Read labels each and every time and clean counters, tables and utensils well to avoid cross contamination and Action: Carry emergency medication at all times and have the child's care plan and posted in the classroom at all times.

Epi-pens must be stored in room temperature. If a child were to go into shock the staff must make sure another staff calls 911 in order for the child to get help. Ms. Volkens demonstrated where to inject the intramuscular area using the Epi-pen.

The second Topic was "What is Asthma?" She stated asthma affects the breathing tubes of the lungs. An asthmatic child is more likely to have inflammation of the airways than non-



asthmatic children. Symptoms of an asthma attack are: wheezing, coughing and difficulty breathing. She demonstrated on how to use a nebulizer and how to use and care for a nebulizer. She showed staff how to use a metered-dose inhaler without spacer; how to use an aero chamber spacer; and how to care for a metered-dose inhaler.

WCIC/Playmate Head Start Program Staff and Parents received a Lead Poisoning Training by Joyce Askia, Health Education Assistant from County of Sacramento on November 20, 2013. She gave a brief overview Lead Poisoning. Lead Poisoning is toxic and can cause mental disorders. Children ages 0-6 and pregnant women are the most vulnerable to get lead poisoning. Homes build before 1978 are most likely to have lead in the homes. High levels of lead in the home can cause anemia, low iron, constipation, seizures, coma, and even death. Lead can be in the paints and soil around the homes. Candies, toys, make-up, crystals and ceramics from foreign countries can have lead in it. The only way to test for lead is to purchase a cotton lead swab kit. Good hand washing is a way to prevent lead poisoning. A person can find out if she/he has lead poisoning by having a blood lead test.

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

November, 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 | 1,994 | 101 |
| San Juan USD | 693 | 703 | 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 | 331 | 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.



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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 11/30/13)

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

| <u>Agency/AFE (HS)*(EHS)**</u> | <u>Head Start #IEP (% AFE)</u> | <u>Early Head Start #IFSP (% AFE)</u> |
|---------------------------------|--------------------------------|--|
| Twin Rivers USD (211) | 6 (3 %) | N/A |
| Elk Grove USD (420) | 54 (13%) | N/A |
| Sacramento City USD (1292)(147) | 115 (9 %) | 15 (10 %) |
| San Juan USD (693) (161) | 76 (11%) | 18 (11%) |
| WCIC (120) | 8 (6 %) | N/A |
| SETA (1974) (345) | 180 (9 %) | 38(11 %) |
| County (4710)* (653)** | 439 (9 %) | 71 (11%) |

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

ITEM VI-OTHER REPORTS (continued)
Page 2

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

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