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Thought for the Day: I will come again & conquer you because as a mountain you can't grow, but as a human, I can  
– Sir Edmund Hillary

**HEAD START/EARLY HEAD START**  
**REGULAR MEETING OF THE PARENT ADVISORY COMMITTEE**

**Date:** Tuesday, May 25, 2010  
**Time:** 9:00 a.m.  
**Location:** SETA Boardroom  
925 Del Paso Blvd.  
Sacramento, CA 95815

While the Head Start Parent Advisory Committee (PAC) welcomes and encourages participation in the Committee meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under the jurisdiction of the Head Start Parent Advisory Committee and not on the posted agenda may be addressed by the general public under the Public Participation item of this agenda. The Head Start Parent Advisory Committee limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject.

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**Distribution Date: Friday, May 21, 2010**

*Parent Advisory Committee (PAC) meeting hosted by PAC Officers:  
Chair, Jeanine Vandermolén  
Vice Chair, Mary Brown  
Secretary, Katherine Arrue  
Treasurer, Kiesha Spriggs  
Parliamentarian, Eva Borja*

**ITEM I-A – ROLL CALL**

The Parent Advisory Committee Secretary will call the roll for the following members:

- \_\_\_ **Vacant**, Auberry Park Head Start
- \_\_\_ Zenobia Prothro, Bannon Creek Head Start
- \_\_\_ **Vacant** , Broadway Early Learning Center
- \_\_\_ Eva Borja, Center of Praise Head Start
- \_\_\_ **Vacant**, Countrywood Head Start
- \_\_\_ **Vacant**, Crossroads Garden Head Start
- \_\_\_ Mukeya Richardson, Early Head Start/ Home Base
- \_\_\_ **Vacant**, Florin Meadows Head Start
- \_\_\_ **Vacant**, Freedom Park Head Start
- \_\_\_ **Vacant**, Fruitridge Head Start
- \_\_\_ Luis Ramos, Galt Head Start
- \_\_\_ **Vacant**, Grant Skills Center
- \_\_\_ **Vacant**, Grizzly Hollows
- \_\_\_ **Vacant**, Hillsdale Head Start
- \_\_\_ Tamara Knox, Home Base
- \_\_\_ **Vacant**, Home Base
- \_\_\_ Kelly Martin, Hopkins Park Head Start
- \_\_\_ **Vacant**, Illa Collin Head Start
- \_\_\_ **Vacant**, Job Corps Head Start
- \_\_\_ David Quintero, Kennedy Estates Head Start
- \_\_\_ Mary Brown, La Riviera Head Start
- \_\_\_ Victor Goodwin, LaVerne Stewart Head Start
- \_\_\_ **Vacant**, Marie Cleveland’s Bright Beginnings Head Start
- \_\_\_ Charity Achusim, Mather Head Start
- \_\_\_ Michelle Burgess, Nedra Court Head Start
- \_\_\_ **Vacant**, New Helvetia 1 Head Start
- \_\_\_ Yvette Hernandez, New Helvetia 2 Head Start
- \_\_\_ Connie Wallace, Norma Johnson Head Start
- \_\_\_ Corey Hazewood, Northview Head Start
- \_\_\_ **Vacant**, Parker Avenue Head Start
- \_\_\_ Katherine Yaipen-Faulter, Phoenix Park Head Start
- \_\_\_ **Vacant**, Sharon Neese Early Learning Center
- \_\_\_ Zakkiyyah Spikes, Solid Foundation Head Start
- \_\_\_ Dina Patterson, Strizek Park Head Start
- \_\_\_ Kara Mann, Vineland Head Start
- \_\_\_ Laura Meza, Walnut Grove Head Start
- \_\_\_ Lacy Berry, Whispering Pines Head Start
- \_\_\_ **Vacant**, Foster Parent Representative
- \_\_\_ **Vacant**, Grandparent Representative
- \_\_\_ Troy Luna, Male Involvement Representative
- \_\_\_ Jeanine Vandermolen, Past Parent/Community Representative
- \_\_\_ Kiesha Spriggs, Past Parent/Community Representative

**New Representatives to be seated:**

- \_\_\_ Lashonda Tablit, Florin Meadows Head Start
- \_\_\_ Kareme Wilson, Sharon Neese Head Start

**ITEM I- B – PAC MEETING  
ATTENDANCE UPDATE**

The PAC was seated on November 30, 2009  
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2009-2010

COMMITTEE MEMBER	CENTER	11/30	12/18	01/26	02/23	03/23	04/27	05/25	06/22	07/27	08/24	09/28	10/26	11/23
Vacant	AP													
Zenobia Prothro Seated 11/09	BC	X	E	E	X	X	X							
Vacant	BLC													
Eva Borja Seated 11/09	COP	X	X	X	AP	X	X							
Vacant	CW													
Vacant	CR													
Mukeya Richardson S/B Seated 02/10	EHS/HB				AP	X	X							
Vacant	FM													
Vacant	FP													
Phoua Lee Seated 11/09	FT	X	X	X	X	U	R AP							
Luis Ramos Seated 02/10	G				X	X	X							
Vacant	GH													
Juanita Ayala Seated 12/09	GSC		X	X	X	U	R							
Vacant	H													
Tamara Knox Seated 11/09	HB	X	X	E	X	X	X							
Vacant	HB													
Vacant	IC													
Kelly Martin Seated 11/09	HP	X	X	X	X	X	X							
Vacant	JC													
David Quintero Seated 11/09	K	X	X	X	X	X	X							
Mary Brown Seated 11/09	LAR	X	X	X	X	X	X							
Victor Goodwin Seated 01/10	LVS			X	X	X	X							
Vacant	MCBB													
Charity Achusim Seated 04/10	M						X							
Michelle Burgess Seated 04/10	NC						X							
Connie Wallace Seated 04/10	NJ						X							
Vacant	NH1													
Yvette Hernandez S/B Seated 11/09	NH2	E	X	X	X	X	X							
Vacant	NV													
Corey Hazewood Seated 03/10	NV					X	E							
Vacant	PA													
Katherine Yaipen-Faulter S/B Seated 11/09	PP	E	X	X	X	X	X							
Zakkiyyah Spikes Seated 04/10	SF						X							
Kareme Wilsom S/B Seated 05/10	SN													
Dina Patterson Seated 11/09	SP	X	X	X	U	X	X							
Kara Mann Seated 11/09	V	X	X	X	U	X	E							
Laura Meza Seated 11/09	WG	X	E	X	X	X	X							
Lacy Berry Seated 04/10	WP						X							
Vacant	FPR													
Vacant	GPR													
Troy Luna Seated 04/10	MIR						X							
Kiesha Spriggs Seated 11/09	PPR	X	X	X	X	X	X							
Jeanine Vandermolen Seated 11/09	PPR	X	X	X	X	X	X							

**Members: If you cannot attend a meeting and are going to be absent, you must:**

1. First, call your Alternate(s) to see if they can attend in your place;
2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 263-4082; and
3. Third, please call the PAC Chair, Ms. Jeanine Vandermolen, at 837-1176, or the PAC Clerk, Ms. Lori Black, at 263-4068

**PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE**  
**PROGRAM YEAR 2008-2009**  
(Continued)

**Head Start Center Abbreviations**

<b>AP:</b>	Auberry Park	<b>K:</b>	Kennedy Estates
<b>BC:</b>	Bannon Creek	<b>LAR:</b>	La Riviera
<b>BLC:</b>	Broadway Early Learning Center	<b>LVS:</b>	LaVerne Stewart
<b>COP:</b>	Center of Praise	<b>M:</b>	Mather
<b>CR:</b>	Crossroads Garden	<b>MCBB:</b>	Marie Cleveland Bright Beginnings
<b>CW:</b>	Countrywood	<b>NJ:</b>	Norma Johnson
<b>EHS:</b>	Early Head Start	<b>NC:</b>	Nedra Court
<b>FM:</b>	Florin Meadows	<b>NH1:</b>	New Helvetia 1
<b>FP:</b>	Freedom Park	<b>NH2:</b>	New Helvetia 2
<b>FT:</b>	Fruitridge	<b>NV:</b>	Northview
<b>G:</b>	Galt	<b>PA:</b>	Parker Avenue
<b>GH:</b>	Grizzly Hollow	<b>PP:</b>	Phoenix Park
<b>GSC:</b>	Grant Skills Center	<b>SF:</b>	Solid Foundation
<b>H:</b>	Hillsdale	<b>SN:</b>	Sharon Neese
<b>HB:</b>	Home Based	<b>SP:</b>	Strizek Park
<b>HP:</b>	Hopkins Park	<b>V:</b>	Vineland
<b>IC:</b>	Illa Collin	<b>WG:</b>	Walnut Grove
<b>JC:</b>	Job Corps	<b>WP:</b>	Whispering Pines

**Representative Abbreviations**

<b>FPR:</b>	Foster Parent Representative
<b>GPR:</b>	Grandparent Representative
<b>MIR:</b>	Male Involvement Representative
<b>OGC:</b>	Out Going Chair
<b>PPR:</b>	Past Parent Representative

**Attendance Record Abbreviations**

<b>X:</b>	Present
<b>E:</b>	Excused
<b>AP:</b>	Alternate Present
<b>AE:</b>	Alternate Excused
<b>U:</b>	Unexcused
<b>PAC:</b>	Parent Advisory Committee
<b>R:</b>	Resigned

**ITEM II-A – CONSENT ITEM**

**APPROVAL OF MINUTES FOR PAC REGULAR MEETING APRIL 27, 2010**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the PAC Regular Meeting of April 27, 2010.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

**REGULAR MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE**

**MINUTES/SYNOPSIS**

SETA Boardroom  
925 Del Paso Blvd.  
Sacramento, CA 95815

April 27, 2010  
9:00 a.m.

**I. Welcome**

**A. Call to Order/Roll Call**

Ms. Jeanine Vandermolen called the meeting to order at 9:19 a.m. The Pledge of Allegiance was recited. The Thought for the Day was read by Ms. Kiesha Spriggs. Ms. Dolores Castillo provided Spanish translation for Ms. Laura Meza. Roll was called; a quorum confirmed.

**Members Present:**

Zenobia Prothro  
Eva Borja (9:25 arrival)  
Mukeya Richardson  
Luis Ramos  
Phoua Lee (AP –  
Elizabeth Esparaza)  
Tamara Knox  
Kelly Martin  
David Quintero (9:22 arrival)  
Mary Brown  
Victor Goodwin  
Yvette Hernandez  
Katherine Yaipen-Faulter  
Dina Patterson  
Laura Meza  
Jeanine Vandermolen  
Kiesha Spriggs

**Members Absent:**

Juanita Ayala (E)  
Corey Hazewood (E)  
Kara Mann (E)

**New Members Seated:**

Troy Luna, Male Involvement Representative  
Charity Achusim, Mather Head Start  
Michelle Burgess, Nedra Court Head Start  
Connie Wallace, Norma Johnson Head Start  
Zakkiyyah Spikes, Solid Foundation Head Start (9:25 arrival)  
Lacy Berry, Whispering Pines Head Start

**B. PAC Meeting Attendance Update**

Ms. Katherine Yaipen-Faulter read the Attendance Update absentee requirements.

## **II. Consent Item**

### **A. Approval of Minutes for PAC Meeting March 23, 2010 (attached)**

Motion by Mr. Victor Goodwin to approve the minutes. Seconded by Mr. David Quintero.

Discussion: Ms. Mary Brown asked for clarification on the parent conference components, which appear to be only for Male Involvement and Grandparents (Page 2, Item VI. Other Reports, paragraph 2). Ms. Lisa Carr clarified that Male Involvement and Grandparents will be two workshop components of the parent conference, but the conference will not exclusively target those two populations.

Motion restated by Mr. Goodwin to accept the minutes as modified with the above clarification. Seconded by Mr. Quintero. Show of hands vote: Ayes, 18. Nays, 0. (Abstention vote was clarified for new Representatives.)

Second vote: Ayes, 14. Nays, 0. Abstentions, 6 (Ms. Vandermolen, Ms. Charity Achusim, Ms. Elizabeth Esparaza, Ms. Mukeya Richardson, Ms. Lacy Berry, and Mr. Troy Luna). Motion carried.

## **III. Action Items**

### **A. Approval of Fiscal Year 2010-2011 Head Start/Early Head Start Budget (Handout provided.)**

(New Representative, Ms. Zakkiyah Spikes arrived at 9:25 a.m. and was seated. Ms. Eva Borja arrived at 9:25 a.m. Ms. Borja may vote since she will not sit next to the Chair.)

Ms. Vandermolen read background information. Head Start Deputy Director Denise Lee asked the PAC to approve the Head Start/Early Head Start proposed budget for Program Year August 1, 2010 through July 21, 2011. This budget is for the entire County of Sacramento; SETA Operated Programs, and SETA's five Delegate Agencies' Head Start Programs (Elk Grove U.S.D., San Juan U.S.D., Sac City U.S.D., Twin Rivers S.D., and WCIC/Playmate). The Head Start budget is just over \$41 million; the Early Head Start budget is just over \$5 million. Ms. Lee apologized for parents not receiving appropriate time to read the budget proposal, but assured the parents that the budget had been through thorough review by the Leadership Team, the Management Team, and the parent Budget/Planning Committee, which meets monthly, and met every week on Friday in March.

Ms. Lee went over the Budget handout. 80 percent of the budget is for Personnel, including fringe benefits at 50.8 percent. Due to tight budgets over the last two years, out-of-state travel was done away with. It has been reinstated for parents and a few accompanying staff. Monies will be put on reserve for unexpected playground equipment expenses and preschool food transport vehicle expenses. Ms. Lee explained other items in the grant budget proposal, including classroom supplies, and medical/dental expenses.

Budgeted conferences for Head Start are the WIPFLI Annual Conference, NV, the National Head Start Association Conference, TX, and the National Head Start Association Parent Conference, VA; for Early Head Start are the 0-3 Conference, AZ, and the National Head Start Association Parent Conference, VA, all totaling \$23,200, \$4,800 of which is from T/TA (Training and Technical Assistance). This year with the



1.8 COLA increase SETA is able to sustain staff and is not looking at layoffs or furloughs, and would not have gone for out-of-state travel funds if staff were at risk.

Ms. Elizabeth Esparaza, Alternate, Fruitridge, inquired about CPR classes for parents. Ms. Lee shared that CPR classes are usually only offered to PC/PAC Board members; it would be difficult affording the expense of the over 6,000 families served. CPR certification is offered by certified staff to 315 field staff at Head Start centers, as well as to some in-house staff. SETA can train 12 parents at a time. An informational flyer will be provided prior to training. Ms. Lee asked that if parents register for training to please show up for the training. SETA is looking at offering a Saturday CPR training or reference guide for families this year.

Ms. Esparaza asked how Fruitridge can get an inexpensive security camera; the center has been broken into, it is highly traveled through by strangers, and there was a shooting a couple of months ago and the center was closed. Ms. Lee advised Ms. Esparaza to work with the Site Supervisor on suggestions, who will bring them to the Program Officer or Manager. Ms. Lee introduced Ms. Karen Gonzales, Program Operations Manager, who replaced Ms. Lee, and shared that there is a safety line item in the budget.

Motion by Ms. Zenobia Prothro to approve the Fiscal Year 2010-2011 Head Start/Early Head Start Budget. Seconded by Ms. Brown.

Discussion: A parent asked if this was the only opportunity to review the budget prior to voting, considering it was just distributed to Representatives. Ms. Vandermolen answered yes, that Members have been going over the budget for the last couple of months and already voted on prior budgets. Ms. Lee clarified that this road map for the future will be sent to ACF for their review and approval to send funds to SETA in the 2010-2011 Fiscal Year; however, there will be other opportunities to provide feedback, etc., through the monthly Budget/Planning Committee.

Show of hands vote: Ayes, 21. Nays, 0. Abstentions, 1 (Ms. Vandermolen). Motion carried.

B. Approval of Fiscal Year 2010-2011 Head Start/Early Head Start Grant Application

The *Item III-B Action, Approval of Fiscal Year 2010-2011 Head Start/Early Head Start Grant Application* handout was provided. T/TA Plan attached. Ms. Vandermolen read the background information.

Ms. Lee explained that SETA submits a funding application every year. The federal government requires that agencies set three-year program goals and objectives. SETA is now in year three of the program grant and will rewrite the Goals and Objectives next year. Ms. Lee went over the SOP and Delegate Agencies Goals and Objectives set two years ago (Program Narrative, Goals/Objectives Update – Year 2, beginning on Page 13 of the handout), which included mental wellness, obesity prevention, oral language development, and community assessment of countywide Head Start slot distribution needs.

Updates on program changes (beginning on Page 23 of handout):

- Florin Meadows Early Learning Center's closure (due to high cost of needed center

repair, and there being 61 other Head Start centers in a five-mile radius), was extended one year through the last part of August, 2010, funded by stimulus dollars received. Parents were given new locations. Staff will be relocated to new locations.

- Operational hours were reduced last year in full-day classrooms, based on attendance data (very few children being dropped off before 7:30 a.m., and being picked up after 5:30 p.m.). This allowed the reduction of one hour (11 hours to 10 hours) and the necessity for staff during this time. This year, unless stimulus dollars go away, staff will lose one work hour, but will be able to make it up in substitute time in another program.
- A change in Head Start Deputy Director: Ms. Maureen Dermott was replaced by Ms. Denise Lee; and Ms. Lee's vacant Manager position was filled by Ms. Karen Gonzales.
- Replacing the old modular with a new modular at Bannon Creek, which has two small classrooms and a kitchen. The kitchen will be at another location, with uninterrupted food services to Bannon Creek, and there will be two very large classrooms.

Motion by Ms. Yaipen-Faulter, seconded by Ms. Tamara Knox, to approve the Fiscal Year 2010-2011 Head Start/Early Head Start Grant Application.

Show of hands vote: Ayes, 21. Nays, 0. Abstentions, 1 (Ms. Vandermolten).

C. Approval of Fiscal Year 2010-2011 Head Start/Early Head Start Training/Technical Assistance (T/TA) Grant Application as Aligned with Established Three-Year Goals (attached)

Ms. Vandermolten read background information. Ms. Lisa Carr explained that the T/TA plan came to be because a lot of parents and staff came together and looked at what we want for parents and staff; what's working, and what needs more T/TA. The Office of Head Start puts T/TA funds aside for Head Start/Early Head Start parents and staff. SETA has a budget of approximately \$384,000. CPR is required for licensing and training is provided to staff on an ongoing basis. One of the priorities for parents was training in CPR. SETA offered it to parents last year, but the 8-hour course was unsuccessful. SETA will be offering parents a CPR Saturday course. This course will consist of an overview in CPR for infants/toddlers/adults, choking, and basic first aid. No CPR certification will be given. This will be a family event offered in the 2010-2011 grant year.

As a result of parents asking for an increase in the number parents sent to out-of-state conferences, the number of parents budgeted for increased from four to six this year.

Parents asked for a countywide parent conference. SETA will provide parents a conference atmosphere here in Sacramento, with the exception of one or two out-of-state conferences. Money was allocated for guest speakers, keynote speakers, the Grandparent Conference, a Male Involvement strand, and Delegate Agencies will be included. A cost-saving location will be selected, rather than a hotel.

Staff professional development training has been narrowed down over the past two years. Managers want for more intensive, in-depth staff training in a variety of topics, including CLASS (Classroom Assessment Scoring System); language and literacy, the new DRDP Assessment, and best practices for Early Head Start Educators. Next year SETA will be focusing on pregnant mothers and children under the age of three. Ms. Carr's unit is looking at best practices in social services and will be taking on Transition (to kindergarten) and Oral Language for parents. Ms. Carr explained the attached 2010-2011 T/TA Plan, highlighting certain points. Ms. Carr thanked the Budget/Planning Committee Members for their assistance; SETA could not have done it without the Committee.

A Representative inquired about the career incentive plan for PC/PAC parents or parents in general. Ms. Carr referred to the last page of the attached T/TA Plan, *Parent Career Incentive Program* for details. If parents maintain a C average, upon receipt, SETA will reimburse (up to \$600 per grant year) school expenses not covered through financial aid. Those interested see their Family Services Worker or Home Visitor.

Ms. Brown shared that a list of (commonly used Head Start) acronyms are in the Parent Resource Manual. (Ms. Vandermolten cautioned the Board on side barring.) Ask Ms. Marie Desha or Ms. Lori Black if interested in checking out the Manual for two-week (or longer) intervals. The Manual is not available in electronic format in its entirety; only parts are available through SETA Head Start's link. Ms. Mokena Richardson asked why the Manual is only available for checkout, and not given to Representatives. Ms. Vandermolten explained that in the past parents received one, but the Manual is very large and expensive to duplicate. Ms. Lee shared that SETA is working on an abridged version for next year to access online, and a smaller piece to take home.

Motion by Mr. Goodwin, seconded by Mr. Quintero, to approve the Fiscal Year 2010-2011 Head Start/Early Head Start Training/Technical Assistance (T/TA) Grant Application as Aligned with Established Three-Year Goals.

Show of hands vote: Ayes, 21. Nays, 0. Abstentions, 1 (Ms. Vandermolten). Motion carried.

#### D. Approval of County-Wide Head Start and Early Head Start Center Locations

Ms. Vandermolten read background information. Ms. Lee commented that SETA is seeking the PAC's approval of Head Start locations to assure service in areas needing service. There are no changes to current countywide center roster, with the exception of Florin Meadows, which will close in the fall.

Discussion: Ms. Brown commented that on *Appendix E, Page 2*, the hours of operation for La Riviera are 8:00 a.m.-4:00 p.m. Ms. Lee clarified that this is an error and should read 7:30 a.m.-5:30 p.m. There are no proposed changes to the hours of operation for this year.

Motion by Ms. Tamara Knox, seconded by Ms. Kelly Martin, to approve the County-Wide Head Start and Early Head Start Center Locations.

Motion restated by Ms. Knox to include the corrected time modification for La Riviera. Seconded by Ms. Martin.

Show of hands vote: Ayes, 21. Nays, 0. Abstentions, 1 (Ms. Vandermolen). Motion carried.

E. Approval of Fiscal Year 2010-2011 SETA Operated Program (SOP) Tracks (attached)

Ms. Vandermolen read background information. Ms. Lee explained the SOP Tracks. The track system maximizes the opportunity to utilize facilities and staff all year, rather than having to pay for facilities and lay off staff when school was closed for the summer. Ms. Lee gave the history of the need for full-day services and how partnering with the CDE made full-day services possible. With these tracks, SETA can meet full funded enrollment (currently 2,784) in 12 months rather than 9 months. SETA is the only program in the nation to operate under this system. SETA is seeking the PAC's approval to continue the current track system. This system meets federal requirements. *Track Description* and *Program Tracks Calendar* attached.

Ms. Brown commented that a public official wants to change the date for entering school from December to September and asked if that will affect Head Start. Ms. Lee answered that it will affect the age eligibility of the child entering Head Start, as well as kindergarten. Ms. Lee thinks that the bill (she thinks AB 1259) has not been voted on yet, and it may have a positive impact in Head Start.

Ms. Prothro is concerned that she has been unable to get her three-year-old in preschool; she has been on a waiting list for a long period of time. Ms. Lee advised her to speak with Ms. Carr after the meeting.

Motion by Ms. Ahusim, to approve the Fiscal Year 2010-2011 SETA Operated Program Tracks. Seconded by Ms. Eva Borja.

Show of hands vote: Ayes, 21. Nays, 0. Abstentions, 1 (Ms. Vandermolen). Motion Carried.

(Ms. Kiesha Spriggs, Ms. Kelly Martin, and Ms. Eva Borja were excused at 11:00 a.m. The Secretary was excused for Point of Personal Privilege.)

F. Approval of Fiscal Year 2010-2011 Sacramento County Program Options/Grantee and Delegate Agencies (attached)

Ms. Vandermolen read background information. Ms. Lee explained the Head Start/Early Head Start Program Options (center based and home based). Centers are four days (therapeutic preschool) to five days per week, and 3 ½ to 11 hours per day, based on needs and funding throughout the county (SOP and Delegate Agencies).

No discussion. Motion by Ms. Prothro, seconded by Ms. Richardson, to approve the Fiscal Year 2010-2011 Sacramento County Program Options/Grantee and Delegate Agencies.

Show of hands vote: Ayes, 18. Nays, 0. Abstentions, 1 (Ms. Vandermolen). Motion carried.

G. Approval To Submit A Reprogramming Request/Budget Modification For Head Start Program Improvement Funds (attached)

Ms. Vandermolten read background information. Ms. Lee explained that this item is for modification of funds for the current year. Any funds that are under spent nationwide are put back out to bid by the feds. We can put in for Health and Safety items only. Along with the Stimulus dollars, SETA also applied for Program Improvement dollars. One of SETA's Delegate Agencies over projected (\$199,122) on replacement flooring cost. The actual cost was \$67,321; leaving a balance of \$131,801. SETA wants to reprogram the balance to other uses, rather than give them back. SETA also applied for state funds and received an approval letter.

Ms. Lee referred the Board to *Program Improvement Funds Reprogramming Request Fiscal Year 2009-2010 Narrative (revised April 26, 2010)* handout, *Priority 48 – Replacement of HVAC System (Northview)* and *Priority 49 – Resurfacing of Unsafe Rubber Surface (Sharon Neese)*. These are not new items. Both were approved by the State Department of Education. SETA is seeking approval to reprogram these items.

Ms. Lee referred the Board to the *Additional Priority Projects on Narrative Page 6*. SETA is seeking approval for these items should any additional funds become available. Wooden playhouses detailed on Page 3, *Priority 44*.

Mr. Goodwin commented that in the *Narrative, Page 5, Priority 48*, third line, "*Remove carport...*" should be "*Remove carpet...*"

Motion by Ms. Brown, seconded by Ms. Richardson, that the PAC approve the submission of a Reprogramming request/budget modification for Head Start Program Improvement funds in the amount of \$131,801, plus additional modification if funds become available.

Show of hands vote: Ayes, 18. Nays, 0. Abstentions: 1 (Ms. Vandermolten). Motion carried.

H. Approval to Submit a Budget Modification Request for Head Start Basic Funds

Ms. Vandermolten read background information. *Item III-H – Action* handout provided.

Mr. Roger Bartlett reported that SETA is asking for permission to move money from other areas in the basic budget to a different category, specifically, to move \$460,000 from *Other* category (Occupancy) into *Equipment* to cover the purchase price of two modular units (Bannon Creek and Bright Beginnings). SETA has been unable to find a financing source willing to subordinate their interest to the federal interest. Also, because of the ARRA Stimulus funding, which has helped us transfer some spending from basic budget into the AARA funds, SETA is under spent in the basic budget. The funds from *Other* would be coming from *Occupancy* (see last page of the handout).

Ms. Richardson asked for clarification on whether modulares will be purchased for the two centers or not, or if the money will be used to purchase two vehicles. Mr. Bartlett answered SETA is continuing to try get financing for the modulares. Finding financing has been difficult, if the loan were to default, finance companies don't like that the

federal government has prior interest in properties bought with federal money. This (modification) will allow SETA to buy the modulars outright.

Motion by Ms. Brown, seconded by Mr. Goodwin, that the PAC approves the submission of a budget modification request for Head Start Basic funds in the amount of \$460,000.

Show of hands vote: Ayes, 17 (Ms. Dina Patterson out on Point of Personal Privilege). Nays, 0. Abstentions, 1 Ms. Vandermolén).

I. Approval of SETA Head Start/Early Head Start Self Assessment Results for 2009-2010 (attached)

Ms. Carr reported that SETA has to do a Self Assessment every year. The five major Self Assessment teams developed were: Program Design and Management, Education and Disabilities, Family Community Partnerships, Health and Nutrition, and Home Base. In addition to parent interviews, this year SETA put out parent surveys. SETA is thrilled that parents submitted 681 survey questionnaires. Ms. Carr went over the Summary of Parent Survey Results (last page of distributed *Program Improvement Plan*). The results show that SETA is doing a good job. All parent comments on things that need to be improved upon were taken to heart; suggestions will be looked at and systems tweaked, if necessary.

Motion by Ms. Richardson, seconded by Ms. Knox, to approve the SETA Head Start/Early Head Start Self Assessment Results for 2009-2010.

Show of hands vote: Ayes, 18. Nays, 0. Abstentions, 1 (Ms. Vandermolén). Motion carried.

(Ms. Zenobia Prothro left meeting at 11:31.)

**IV. Information Items**

A. Standing Information

➤ Introduction of Newly Seated Representatives

The following newly seated Representatives introduced themselves:  
Mr. Troy Luna, Ms. Lacy Berry, Ms. Zakkiyyah Spikes, Ms. Michelle Burgess, Ms. Connie Wallace, and Ms. Charity Achusim.

➤ Parent/Family Support Unit Calendar of Events and PC/PAC Calendar of Events attached.

Ms. Vandermolén highlighted some of the Calendar items. Basic First Aid for Parents, Thursday, May 13<sup>th</sup>, 6-8 p.m. CPAC meeting, April 28<sup>th</sup> 8-10:30 a.m. Bylaws Committee meeting, Thursday, April 29<sup>th</sup>, 9-11 a.m. PAC Food Services Committee meeting, Thursday, May 13<sup>th</sup>, 9 a.m.

➤ Parent/Staff Recognitions

Ms. Karen Gonzales, Manager, introduced herself. She has been with the Agency since 1994, serving as a Head Teacher, Site Supervisor, and Regional



Program Officer, prior to her management position.

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Roger Bartlett reported that he made changes to the fiscal report. He added a summary of expenditures for the CDE program (Page 2, attached). This year he transferred \$1,200,000 of excess expenditures of CDE into the Head Start program. SETA is under spent; 8 months it is at 57 percent, and should be at 67 percent of the grant. \$460,000 will be spent on modulars if ACF approves it. Part of the under expenditure is because of ARRA Stimulus grants received. SETA has been using the Corporate Card for Kaiser insurance premiums because the card allows bonus points that can be converted for other purchases. Future large purchases will be made with the card for this reason.

- SETA Operated Program Monthly Enrollment/ADA Report – Contact Ms. Elsie Bowers with questions at 263-3920, or bring your question to the next meeting.
- Annual Parent Leadership Institute: (Oral) Reports, “*Effective Communication for Team Building*,” Ms. Betsy Haas, Trainer.

Ms. Vandermolen shared that 45 parents signed up for the training, but only 22 showed up. It was a great day; parents who did not attend missed a lot. Awards were distributed to those unable to attend. Extra training folders were available.

Ms. Brown commented that Betsy Haas is a phenomenal speaker. Ms. Brown has used some of the strategies learned (speaking the language of animals; lion, monkey, elephant, dolphin) at the training.

Ms. Vandermolen took an extra personality test home from the training to share with friends.

- Child Care Center Food Menu – Attached.
- Community Resources - PAC Representatives/Staff – None.

B. Governing Board Minutes of April 1, 2010 – Attached.

#### V. **Committee Reports**

- Executive Committee report read by Ms. Vandermolen.

Mr. Troy Luna, Male Involvement Representative, reported that Sunday, May 2<sup>nd</sup>, there will be a Daddy and Me Day at Discovery Museum, Gold Rush History Center, Old Sacramento, from 12-3 p.m., lunch provided. Sunday parking is free on the outskirts of Old Sacramento, near the Crocker Art Museum. Mr. Luna asked the Board to get a flyer (available in English and Spanish) from him and take it to their center.

#### VI. **Other Reports**

- Chair’s Report – Ms. Jeanine Vandermolen – Tabled.

- Policy Council Report(s) – Mr. David Quintero, Ms. Kelly Martin, Ms. Mary Brown, Ms. Katherine Yaipen-Faulter, Ms. Kara Mann and Ms. Yvette Hernandez – Tabled.
- Head Start Deputy Director’s Monthly Report – Ms. Denise Lee – Tabled.
- Managers’ Reports
  - Child Development and Education Services Monthly Report – Tabled.  
Ms. Karen Gonzales
    - ✓ Region Monthly Reports
  - Program Support Services Monthly Report – Ms. Brenda Campos – Tabled.
  - Parent/Family Support Report – Ms. Lisa Carr – Tabled.

**VII. Public Participation**

None.

**VIII. Adjournment**

Meeting adjourned at 11:49 a.m.



**ITEM III-A – ACTION**

**APPROVAL TO SUBMIT AN APPLICATION TO THE ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF) FOR AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)/HEAD START EXPANSION GRANT FOR 2010 (YEAR 2)**

**BACKGROUND:**

In 2009, the Administration for Children and Family Services (ACF), Office of Head Start, awarded SETA 150 preschool slots to reach underserved children and families residing in the designated federally approved service areas. Expansion funds increased the number of pre-school age children served in the Sacramento County Head Start program; Sacramento was awarded \$1,034,433 for a two-year period.

Attached is the application for Sacramento County for Year 2. SETA will be reapplying for funds to serve 150 children and families.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

**RECOMMENDATION:**

That the Parent Advisory Committee approve the submission of an Application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/Head Start Expansion Grant for 2010 (Year 2).

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

# BUDGET NARRATIVE - HS

## OVERVIEW

Along with on-going fiscal monitoring routines, SETA Head Start/Early Head Start hosts monthly budget planning meetings to review, analyze and provide feedback on the current budget and monthly expenditures. The committee consists of parents from the Budget/Planning Committee along with the Deputy Director, Fiscal Manager, Fiscal Chief and Head Start Managers. Discussions include, but are not limited to, monthly expenditures and fluctuations, cost-savings ideas, new budget requests and general updates. In review of 6 month expenditures for HS Expansion, the committee approved to reduce the number of line items within each cost category.

## PERSONNEL

SETA budgeted \$78,669 for two (2) teaching staff who support 18 children enrolled at the Whispering Pines Early Learning Center. Staff includes one Site Supervisor and one Associate Teacher. Additionally, one Education Specialist is allocated to Head Start expansion to provide support and training/technical assistance for special projects such as CLASS, ECERS, the new oral language curriculum rollout and monitoring. Allocations for this position were based on funded enrollment (HS and EHS expansion) and time distribution for work duties. See *Schedule A-1*.

## FRINGE BENEFITS

Both expansion employees receive SETAs full benefit package including medical/dental, retirement, life insurance and disabilities plans. Fringe benefits are estimated to be \$184,159 which represents 50.5% of salaries as follows: FICA 7.5%, UI 1.0%, Workers Comp 2.0%, Health/Dental 14.7%, and Retirement 25.3%.

## TRAVEL

No items have been budgeted in this category.

## EQUIPMENT

No items have been budgeted in this category.

## SUPPLIES

Child/Family Supplies – Classroom supplies will be purchased to ensure children and teachers have needed supplies and materials on hand to ensure quality programming, including safe and healthy environments. A portion of the Child/Family Supply budget is reserved for ECERS

enhancements; while the remaining portion is provided to individualize environments, supplies and materials in accordance with children’s interests and themes. \$3,500 has been budgeted.

Medical/Dental/Disabilities - In accordance with the Head Start Performance Standards, funds are allocated \$3,000 for medical, dental and disabilities supplies and materials for children and the supplies in the classroom.

Food Service – \$1000 has been budgeted for food service supplies such as cups, plates, forks/spoons and serving utensils.

**CONTRACTUAL**

SETA will continue to fund five (5) delegate agencies to provide Head Start Expansion services. Aligned with the Sacramento County Community Assessment funded enrollment will be distributed as follows:

Elk Grove Unified School District	40
Sacramento City Unified School District	20
San Juan Unified School District	20
Twin Rivers Unified School District	32
Women’s Civic Improvement Club	20

There were no major changes in the Sacramento County Community Assessment and overall underserved areas remain unchanged. Hence, service levels and funding distribution will remain the same.

**CONSTRUCTION**

No items have been budgeted in this category.

**SCHEDULE H - OTHER**

Occupancy – Rent in amount of \$12,000 is budgeted for Whispering Pines Early Learning Center, which includes janitorial and utilities. \$900 is budgeted to support center phone lines and a fax machine.

Operating Costs - Administrative services and supplies (\$11,451) will be allocated for the operation of SETA’s support departments including Information Technology, Fiscal, Human Resources, and Payroll, and the Executive Director’s Office. Costs incurred in these departments will be allocated between Head Start and other agency activities using formulae that take into consideration the volume of agency activities measured in several verifiable ways.

Non-Federal Share – A full 25% (\$258,609) has been budgeted for non-federal share which will come primarily from State funds used to support the program.

**ITEM III-B – ACTION**

**APPROVAL TO SUBMIT AN APPLICATION TO THE ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF) FOR AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)/EARLY HEAD START EXPANSION GRANT FOR 2010 (YEAR 2)**

**BACKGROUND:**

In 2009, the Administration for Children and Family Services (ACF), Office of Head Start, awarded SETA 150 preschool slots to reach underserved children and families residing in the designated Federally approved service areas. Expansion funds increased the number of pre-school age children served in the Sacramento County Head Start program; Sacramento was awarded \$1,034,433 for a two-year period.

Attached is the application for Sacramento County for Year 2. SETA will be reapplying for funds to serve 150 children and families.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

**RECOMMENDATION:**

That the Policy Council approve the submission of an Application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/Head Start Expansion Grant for 2010 (Year 2).

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

# BUDGET NARRATIVE - EHS

## OVERVIEW

Along with on-going fiscal monitoring routines, SETA Head Start/Early Head Start hosts monthly budget planning meetings to review, analyze and provide feedback on the current budget and monthly expenditures. The committee consists of parents from the Budget/Planning Committee along with the Deputy Director, Fiscal Manager, Fiscal Chief and Head Start Managers. Discussions include, but are not limited to, monthly expenditures and fluctuations, cost-savings ideas, new budget requests and general updates. In review of 6 month expenditures for EHS Expansion, the committee approved to reduce the number of line items within each cost category.

## PERSONNEL

SETA budgets \$364,671 for eight (8) staff which provide direct services as well as support services. Three (3) EHS Educators will provide direct services to 36 home base families along with five (5) support staff who support all expansion staff, including the partner staff at SCOE and ROCC that serve an additional 96 families. *Schedule A-1* outlines details of personnel.

## FRINGE BENEFITS

All regular employees receive SETAs full benefit package including medical/dental, retirement, life insurance and disabilities plans. Fringe benefits are estimated to be \$184,159 which represents 50.5% of salaries as follows: FICA 7.5%, UI 1.0%, Workers Comp 2.0%, Health/Dental 14.7%, and Retirement 25.3%.

## TRAVEL

Thorough and up-to-date information is essential for continued growth and individual staff development. While SETA has restricted out-of-state travel during the past year, funds have been budgeted in Training and Technical Assistance to ensure the new EHS Educators attend the Zero to Three Conference in Phoenix AZ. See *Schedule C*. The Zero to Three Conference has a proven track record for providing high quality, current and relevant infant/toddler workshops. Funds will cover registration fees, travel, accommodations, and per diem for meals for three staff members.

## EQUIPMENT

No items have been budgeted in this category.

## SUPPLIES

Office and Children/Family Supplies – SETA budgets \$7,000 for office supplies and \$12,000 for child/family supplies. Supplies and materials are budgeted to support office work and in-home teaching practices to ensure quality programming. In addition, the Home Base unit supports a toy lending library which stocks educational supplies, materials and activities for parents to use during the week to expand and reinforce home visit lessons.

Medical/Dental/Disabilities - In accordance with the Head Start Performance Standards, funds are allocated \$12,000 for medical, dental and disabilities supplies and materials for infants/toddlers and pregnant women.

Literacy – Aligned with SETAs 3-Year Goals and Objectives, \$7,000 has been budgeted to support oral language/literacy activities for infant/toddlers.

## CONTRACTUAL

SETA will continue to fund two delegate agencies and two partners through expansion efforts. Aligned with the Sacramento County Community Assessment funded enrollment will be distributed as follows:

Sacramento City Unified School District	32
San Juan Unified School District	32
Sacramento County Office of Education	36
River Oak Center for Children	60

There were no major changes in the Sacramento County Community Assessment and overall underserved areas remain unchanged. Hence, service levels and funding distribution will remain the same.

## CONSTRUCTION

No items have been budgeted in this category.

## SCHEDULE H - OTHER

Occupancy - Liability insurance is provided by Philadelphia Insurance Company and covers all potential risks that SETA Early Head Start might be subjected to.

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

Socializations/Field Trips - Socializations will be provided twice monthly and rotated in geographic areas to ensure all families have an opportunity to attend. Funds (\$3,000) will be available for field trips, visiting experts, parent meetings and a family cooking activity (as guided in our *Sprouts Newsletter*). Transportation assistance for families with special needs are also provided as needed for socializations.

Parent Services – Parent Services includes \$2,625 for Policy Committee and Parent Advisory Committee member reimbursements and Parent Center Activities.

Operating Costs - Operating costs include funds for advertising vacant employment opportunities, employee fingerprinting and background checks and administrative services and supplies. Administrative services and supplies will be allocated for the operation of SETA's support departments including Information Technology, Fiscal, Human Resources, and Payroll, and the Executive Director's Office. Costs incurred in these departments will be allocated between Early Head Start and other agency activities using formulae that take into consideration the volume of agency activities measured in several verifiable ways. Partnership Support Resources are budgeted in the amount of \$13,936 to ensure supplies, materials, forms and resources are available to partners as mandated by the grantee.

Non-Federal Share – A full 25% (\$176,931) has been budgeted for non-federal share which will come primarily from State funds used to support the program.

**ITEM III-C – ACTION**

**APPROVAL OF POLICY COUNCIL/PARENT ADVISORY COMMITTEE JOINT  
PARENT ACTIVITY**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to discuss and approve a joint parent activity with the Policy Council. An update on the parent activity will be shared at the Policy Council meeting.

See attached information on the Parent Activity Fund.

**RECOMMENDATION:**

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

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_



# PARENT ACTIVITY FUND

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## ***How can the parent activity fund be used?***

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

**ITEM IV-A – INFORMATION**

**STANDING INFORMATION**

**BACKGROUND:**

This agenda item provides an opportunity for information to be shared on the following:

- Introduction of Newly Seated Representatives
- Parent/Family Support Unit Calendar of Events – Ms. Jeanine Vandermolen
- PC/PAC Calendar of Events – Ms. Jeanine Vandermolen
- Parent/Staff Recognitions – Ms. Jeanine Vandermolen/Ms. Denise Lee
  - ✓ Countrywood Head Start Staff
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
- i. SETA Operated Program Monthly Enrollment/ADA Report – Ms. Elsie Bowers
  - ✓ SOP Enrollment Report for School Year 2009-2010 (April)
- ii. Child Care Center Food Menu (Attached)
- iii. Community Resources – PAC Representatives/Staff – Ms. Jeanine Vandermolen

**NOTES:**

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## PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Health Services Advisory Committee (HSAC) Meeting	Wednesday, May 26, 2010 5:30 p.m. 925 Del Paso Blvd. Sequoia Room
PC/PAC Personnel/Bylaws Committee Meeting	Thursday, May 27, 2010 10:00 a.m. 925 Del Paso Blvd. Olympus Room
PAC Executive Committee Meeting	Thursday, May 27, 2010 9:00 a.m. 925 Del Paso Blvd. Redwood Room
Male Involvement Committee Meeting	Friday, May 28, 2010 11:00 a.m. 925 Del Paso Blvd. Redwood Room
PC Executive Committee Meeting	Thursday, June 3, 2010 9:00 a.m. 925 Del Paso Blvd. Redwood Room
PC/PAC Budget/Planning Committee Meeting	Tuesday, June 8, 2010 9:00 a.m. 925 Del Paso Blvd. Redwood Room
PC/PAC Social/Hospitality Committee Meeting	Wednesday, June 9, 2010 1:00 p.m. 925 Del Paso Blvd. Shasta Room
Early Childhood Development & Health Services (AKA Child Safety Committee) Emergency Preparedness for Families Subcommittee Meeting	Friday, June 11, 2010 9:30 a.m. 925 Del Paso Blvd. Redwood Room
PAC Executive Committee Meeting	Thursday, June 24, 2010 9:00 a.m. 925 Del Paso Blvd. Olympus Room

**PC/PAC CALENDAR OF EVENTS**

**EVENT**

**DATE**

PC/PAC Bylaws Committee Meeting	Thursday, June 24, 2010 10:00 a.m. 925 Del Paso Blvd. Olympus Room
PC Executive Committee Meeting	Thursday, July 1, 2010 9:00 a.m. 925 Del Paso Blvd. Olympus Room

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR MARCH 2010**

**TRACK I**

<b>Standard Option - Up to 6 hours/day, 5 days/week</b>						
Center Name	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Total Days	ADA	%ADA
Auberry Park	40	20	20	21	20	100%
Bannon Creek	80	40	40	22	42	105%
Center of Praise	40	20	20	21	20	100%
Country Woods	80	40	38	21	38	95%
Florin Meadows	40	20	19	22	19	95%
Freedom Park	120	60	58	22	58	97%
Fruitridge	80	40	40	21	38	95%
Galt	120	60	60	21	58	97%
Grant Skills	80	40	40	22	40	100%
Grizzly Hollow	40	20	20	21	19	95%
Hillsdale	80	40	39	22	37	93%
Hopkins Park	80	40	38	22	39	98%
Kennedy Estates	40	20	16	21	17	85%
LaVerne Stewart	40	20	20	21	20	100%
Mather	40	20	19	21	19	95%
Nedra Court	80	40	35	21	35	88%
New Helvetia II	40	20	19	22	18	90%
Northview	40	20	18	22	19	95%
Solid Foundation	40	20	20	22	20	100%
Strizek Park	40	20	19	22	19	95%
Vineland	40	20	20	22	19	95%
Walnut Grove	40	20	20	21	19	95%
<b>TOTAL</b>	<b>1320</b>	<b>660</b>	<b>638</b>	<b>Varied</b>	<b>633</b>	<b>96%</b>

<b>Full Day Option - More than 6 hours/day, 5 days/week</b>						
Center Name	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Total Days	ADA	%ADA
Broadway	40	20	21	22	18	90%
Crossroad Gardens	40	20	21	21	19	95%
Illa Collin	40	20	19	21	19	95%
Job Corp	40	20	19	22	18	90%
La Riviera	40	20	22	21	21	105%
Mather	40	20	20	21	21	105%
Norma Johnson	40	20	19	22	18	90%
Northview	40	20	21	22	20	100%
Phoenix Park	40	20	20	21	18	90%
Sharon Neese	40	20	20	22	18	90%
<b>TOTAL</b>	<b>400</b>	<b>200</b>	<b>202</b>	<b>Varied</b>	<b>190</b>	<b>95%</b>

<b>Home Base Option</b>						
Center	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Weekly Home Visits		Socializations
Home Base	60	30	32	22	27	22 20 6
<b>TOTAL</b>	<b>60</b>	<b>30</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>6</b>

<b>Therapeutic Pre-School Option - Up to 4 hours/day, 4 days/week</b>						
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA	
Crossroad	10	11	18	10	100%	
Sharon Neese	10	9	18	9	90%	
<b>TOTAL</b>	<b>20</b>	<b>20</b>	<b>Varied</b>	<b>19</b>	<b>95%</b>	

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR MARCH 2010**

**TRACK III**

<b>Standard Option - Up to 6 hours/day, 5 days/week</b>						<b>Full Day Option - More than 6 hours/day, 5 days/week</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA	Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Auberry Park	20	20	21	20	100%	Bannon Creek	20	21	22	21	105%
Bright Beginnings	80	80	21	80	100%	Broadway	20	22	22	18	90%
Center of Praise	20	20	21	19	95%	Center of Praise	20	20	21	18	90%
Country Woods	40	38	21	39	98%	Crossroad Gardens	20	21	21	19	95%
Florin Meadows	20	20	22	20	100%	Freedom Park	40	40	22	38	95%
Freedom Park	20	20	22	19	95%	Fruitridge	20	21	21	20	100%
Galt	60	60	21	57	95%	Grant Skills	20	20	22	21	105%
Grant Skills	40	40	22	40	100%	Hillsdale	40	38	22	38	95%
Grizzly Hollow	20	20	19	20	100%	La Riviera	20	21	21	20	100%
Hillsdale	40	40	22	38	95%	Mather	20	20	21	21	105%
Hopkins Park	40	39	22	40	100%	Norma Johnson	20	20	22	21	105%
Kennedy Estates	20	19	21	17	85%	Northview	20	21	22	20	100%
LaVerne Stewart	20	20	21	20	100%	Phoenix Park	20	20	21	18	90%
Mather	20	19	21	19	95%	Sharon Neese	20	20	22	17	85%
Nedra Court	20	20	21	20	100%	<b>TOTAL</b>	<b>320</b>	<b>325</b>	<b>302</b>	<b>310</b>	<b>97%</b>
New Helvetia II	20	19	22	20	100%	<b>Home Base Option</b>					
Northview	20	20	22	18	90%	Center Name	Funded Enrollment	Current Enrollment	Weekly Home Visits	Socializations	
Solid Foundation	40	40	22	39	98%	Home Base	30	24	24 24 24 23	2	
Strizek Park	20	20	22	20	100%						
Vineland	20	20	22	20	100%						
Walnut Grove	20	19	21	19	95%						
<b>TOTAL</b>	<b>620</b>	<b>613</b>	<b>Varied</b>	<b>604</b>	<b>97%</b>						

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR MARCH 2010**

**TRACK V**

<b>Extended Option - Up to 6 hours/day, 5 days/week</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Parker	12	10	21	11	92%
<b>TOTAL</b>	<b>12</b>	<b>10</b>	<b>Varied</b>	<b>11</b>	<b>92%</b>

<b>AARA Expansion- Up to 4 hours/day, 5 days/week</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Whispering Pines	20	20	21	20	100%
<b>TOTAL</b>	<b>20</b>	<b>20</b>	<b>Varied</b>	<b>20</b>	<b>100%</b>

<b>Early Head Start - Center Base Option</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Crossroad Gardens	8	7	21	8	100%
Grizzly Hollow	8	7	21	7	88%
Job Corp	16	16	22	14	88%
La Riviera	16	15	21	14	88%
Mather	8	5	21	5	63%
New Helvetia I	16	14	22	15	94%
Norma Johnson	8	8	22	8	100%
Northview	8	8	22	6	75%
Phoenix Park	8	8	21	8	100%
Sharon Neese ELC	8	8	22	7	88%
<b>TOTAL</b>	<b>104</b>	<b>96</b>	<b>Varied</b>	<b>92</b>	<b>88%</b>

<b>Early Head Start - Home Base Option</b>								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits					Socializations
Home Base	109	112	74	77	85	77	38	2
<b>TOTAL</b>	<b>109</b>	<b>112</b>	<b>74</b>	<b>77</b>	<b>85</b>	<b>77</b>	<b>38</b>	<b>2</b>

<b>AARA EHS Expansion- Home Base Option</b>								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits					Socializations
EHS SOP	36	38	24	25	21	23	16	2
River Oak	60	61	39	41	33	37	29	0
SCOE	36	33	25	28	19	27	15	2
<b>TOTAL</b>	<b>132</b>	<b>132</b>	<b>88</b>	<b>94</b>	<b>73</b>	<b>87</b>	<b>60</b>	<b>4</b>

<b>Head Start - Home Base Option</b>								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits					Socializations
Home Base	12	12	9	10	9	10	3	2
<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>9</b>	<b>10</b>	<b>9</b>	<b>10</b>	<b>3</b>	<b>2</b>





# May 2010 Head Start Menu



Mon	Tue	Wed	Thu	Fri
<p>3. [week 6] Breakfast: Crispix Cereal and Fresh Cantaloupe Lunch: Sloppy Joes, Whole Wheat Bun, Whole Kernel Corn and Apricots Snack: Rice Krispies Cereal and Milk</p>	<p>4. Breakfast: Oatmeal Cereal and Fresh Orange Lunch: Baked Chicken, Mixed Vegetables, Whole Wheat Texas Toast and Kiwi Snack: Cottage Cheese and Pineapple, tidbits</p>	<p>5. Breakfast: Cinnamon Raisin Bread and Diced Pears Lunch: Salisbury Beef Steak with Gravy, Mashed Potatoes, Dinner Roll and Fresh Cantaloupe Snack: Soft Pretzel and Fruit Mix</p>	<p>6. Breakfast: Bagel &amp; Cream Cheese and Fresh Tangerine or Strawberries Lunch: Refried Beans, Corn Tortillas, Diced Tomatoes and Fresh Banana Snack: Classic Cracker and Orange Juice</p>	<p>7. Breakfast: Blueberry Muffin and Diced Apricots Lunch: Swiss Cheese Sandwich on Whole Wheat Bread, Broccoli with Dip, Fresh Orange Snack: Fish Crackers and Milk</p>
<p>10. [week 7] Breakfast: Granola Cereal and Fresh Apples Lunch: Chicken Fried Rice and Fresh Orange Snack: Cheese Sticks and Classic Crackers</p>	<p>11. Breakfast: Oatmeal and Bananas Lunch: Macaroni &amp; Cheese, Seasoned Green Beans, Strawberries or Tangerines Snack: Blueberry Waffle Graham and Grape Juice</p>	<p>12. Breakfast: Bran Muffin and Diced Peaches Lunch: BBQ Chicken Sandwich on a bun, Peas &amp; Carrots, and Cantaloupe Snack: Soft Pretzel and Diced Pears</p>	<p>13. Breakfast: Pancakes with Maple syrup and Applesauce Lunch: Beef Meat loaf and Gravy, Mashed Potatoes, Canned Apricots, Dinner Roll Snack: Strawberry Yogurt and Fruit Cups</p>	<p>14. Breakfast: Rice Krispies Cereal and Pineapple Lunch: Roasted Turkey Sandwich, Whole Wheat Bread, Fresh Carrot Sticks and Kiwi Snack: Bagelettes and Apple Juice</p>
<p>17. [week 1] Breakfast: French Toast and Mango Chunks Lunch: Lemon Pepper Chicken, Peas &amp; Carrots, Steamed Rice and Fresh Oranges Snack: Applesauce and Cheese-It Crackers</p>	<p>18. Breakfast: Corn Flakes and Mandarin Oranges Lunch: Beef Hamburger, Whole Wheat Bun, Whole Kernel Corn, Pickle Slices and Kiwi Snack: String Cheese and Banana</p>	<p>19. Breakfast: Biscuit with Jelly and Diced Peaches Lunch: Build Your Own Burrito, Refried Beans, Flour Tortillas, Shredded Cheese &amp; Lettuce, Fresh Diced Tomato and Fresh Tangerine or Strawberries Snack: Ritz Crackers and Fresh Apple</p>	<p>20. Breakfast: Bran Muffin and Diced Pears Lunch: Cheese Sandwich, Cauliflower with Dip, and Diced Apricots Snack: Kix Cereal and Milk</p>	<p>21. Breakfast: Cheerios Cereal and Fresh Bananas Lunch: Turkey Ham Sandwich, Fresh Cantaloupe, Fresh Baby Carrots Snack: Rice Cakes and Pineapple Juice</p>
<p>24. [week 2] Breakfast: Rice Krispies Cereal and Fresh Apples Lunch: Oven Baked Chicken, Sweet Potatoes, Fresh Cantaloupe and Corn Bread Muffin Snack: Mandarin Orange and Strawberry Yogurt</p>	<p>25. Breakfast: Pancakes with Syrup and Fruit Mix Lunch: BBQ Beef Burger, Whole Wheat Buns, Mixed Vegetables, Fresh Tangerines/ Strawberries Snack: Soft Pretzel and Grape Juice</p>	<p>26. Breakfast: Oatmeal with Raisins and Pineapple tidbits Lunch: Enchiladas with Tomato Sauce &amp; Cheese, Steamed Broccoli and Apple or Watermelon Snack: Animal Crackers and Diced Pears</p>	<p>27. Breakfast: Crispix Cereal and Fresh Banana Lunch: Turkey Ham Sandwich, Sliced Cucumbers with Dip, Fresh Raw Oranges Snack: Corn Flake Cereal and Milk</p>	<p>28. Breakfast: Blueberry Muffin and Diced Apricots Lunch: Roasted Sliced Turkey, Whole Wheat Bread, Fresh Baby Carrots and Kiwi Snack: American Cheese Quesadilla</p>
<p>31. [week 3]  <b>Holiday</b></p>	<p><b>Hey Teachers! We would like to remind you that all Preschool meals and some snacks are to be served with 2%Milk and All Toddler meals and some snacks are served with Whole Milk</b></p> <p>Monday of each week will indicate which menu cycle applies to that week. SETA Head Start has a 7 week menu cycle.</p>			

**ITEM IV-B – INFORMATION**  
**GOVERNING BOARD MINUTES**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review the Governing Board minutes of April 1, 2010 attached.

**NOTES:**

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**REGULAR MEETING OF THE  
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
GOVERNING BOARD**

Minutes/Synopsis

*(The minutes reflect the actual progression of the meeting.)*

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

Thursday, April 1, 2010  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Kevin McCarty called the meeting to order at 10:07 a.m.

Members Present:

Kevin McCarty, Chair, SETA Governing Board; Councilmember, City of Sacramento  
Sophia Scherman, Public Representative  
Jimmie Yee, Member, Board of Supervisors

Members Absent:

Don Nottoli, Vice Chair, SETA Governing Board; Member, Board of Supervisors  
Bonnie Pannell, Councilmember, City of Sacramento

**II. Consent Items**

The consent calendar was reviewed; no questions or comments.

- A. Minutes of the March 4, 2010 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification Extension

Moved/Scherman, second/Yee, to approve the consent calendar as follows:

- A. Approve the March 4, 2010 minutes.
- B. Approve the claims for the period 2/24/10 through 3/25/10.
- C. Approve the temporary reclassification of Chi Cheng, Employment Services Supervisor, for an additional three months.

Voice Vote: Unanimous approval.

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

- 1. Approval to Release a Request for Proposals (RFP) for One-Stop Career Center Office Space in the Foothill Farms Area

Ms. Christine Welsch reported that since 1998, SETA has procured career center space in the Foothill Farms area. In 2000, a larger space was leased and this lease has expired. Staff is requesting approval to release a new RFP to acquire

office space; the current career center leases 14,279 square feet. This office is also shared with the Department of Human Assistance.

Ms. Scherman inquired how many customers visit this career center and Ms. Purdy replied approximately 6,000 had been served through December, 2009. Ms. Noteboom stated that Hillsdale will serve about 9,000 customers this year.

Moved/Scherman, second/Yee, to approve the Release of the Request for Proposals for leased office and classroom space for the Sacramento Works Career Center in the Foothill Farms area of Sacramento.

Voice Vote: Unanimous approval.

## **B. WORKFORCE INVESTMENT ACT**

1. Appointment of Required Partner Member to the Sacramento Workforce Investment Board

Kathy Kossick reviewed this item which would fill a required partner seat (Job Corps) on the WIB.

Moved/Yee, second/Scherman, to appoint Mr. Brian Broadway to the Sacramento Works, Inc. Board of Directors.

Voice Vote: Unanimous approval.

2. Approval of Workforce Investment Act/American Recovery and Reinvestment Act (WIA/ARRA) Annual Plan Modification

Ms. Melissa Noteboom and Ms. Sandra Kinsey reviewed the two documents which are modifications for the WIA and ARRA plans. These documents look back at what has taken place over the past year. A public hearing was opened for 30 days with no comments submitted. The WIB approved these modifications. The caps for scholarships for customers were upped to \$5,000 with \$10,000 with the approval from a manager. The data indicated that the number of job losses has eased over the recent past.

A question was asked whether staff continue tracking people that do not continue looking for jobs. Ms. Noteboom replied that customers such as those that come into career centers are eventually 'soft exited.'

Moved/Scherman, second/Yee, to approve the modifications to the 2009-2010 Sacramento Local Workforce Investment Act and Local American Recovery and Reinvestment Act Strategic Five Year Plan.

Voice Vote: Unanimous approval.

3. Approval to Modify Workforce Investment Act/American Recovery and Reinvestment Act Subgrant Agreements for Workplace Training

Ms. Purdy stated that this modification is for two providers of workplace training activities, North State BIA and Asian Resources. They were funded out of dislocated worker and adult program and TANF emergency contingency funds.

This item requests adjusting these different funding sources to accommodate the actual mix of clients.. In addition, the Asian Resources OJT program was recommended increased funding to match higher hourly wages and a longer training period.

Ms. Scherman inquired how youth are tracked. Ms. Purdy stated that the youth and adult programs have overlapping eligibility.

Moved/Yee, second/Scherman, to approve the staff recommendation to modify Workforce Investment Act/American Recovery and Reinvestment Act subgrant agreements for Workplace Training as outlined in the board agenda.

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

4. Approval to Augment Elk Grove Unified School District with WIA Dislocated Worker Funds for One Stop Services Subgrant Agreement

Ms. Scherman asked that this item be rescheduled when there is a full quorum. Ms. Kathy Hamilton, Elk Grove Unified School District, stated that extended hours begin tonight. There are currently two 32 hours per week employees and this item requests augmented funding to pay for 40 hours per week. If this item is postponed, Ms. Hamilton stated that she will look at the budget for the month of April to see how to pay staff.

Ms. Kossick stated that this is a timely issue because of the dislocations that are occurring in Elk Grove. Ms. Scherman stated that her issue is that \$10,000 isn't enough money; more funding needs to be provided to the career centers. Ms. Kossick stated that the board can act on this board item to approve the \$10,000 and come back for more money at a later date.

Moved/Scherman, second/Yee, to approve an augmentation of the WIA One Stop Services Subgrant Agreement with the Elk Grove Unified School District in the amount of \$10,000 in WIA Dislocated Worker funding, bringing the total funding for Elk Grove USD to \$717,479.

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

Ms. Purdy stated that staff is filling out a survey to submit a proposal for National Emergency Grant funds which target layoffs.

**C. HEAD START**

1. Approval of Out of State Travel to Attend the WIPFLI Annual Management Conference

Mr. Roy Kim stated that this item requests sending three staff to the WIPFLI conference in July in Las Vegas, Nevada. This conference is designed for Head Start and Early Head Start programs, and funds are available in the Training/Technical Assistance budget.

Moved/Scherman, second/Yee, to approve out of state travel to the WIPFLI Annual Management Conference in July, 2010, for an approximate cost of \$4,500. Voice Vote: Unanimous approval.

**D. COMMUNITY SERVICES BLOCK GRANT:** No items.

**E. REFUGEE PROGRAMS:** No items.

**IV. Information Items**

A. Fiscal Monitoring Reports: No questions or comments.

B. Head Start Fiscal Report: No questions or comments.

C. Head Start Policy Council Minutes: No questions or comments.

D. Unemployment Rates for Sacramento County: No questions or comments.

E. Dislocated Worker Update: No questions or comments.

F. Media Highlights: Ms. Terri Carpenter will be working on a blitz on the summer youth job program.

**V. Reports to the Board**

A. Chair: No report.

B. Executive Director: No report.

C. Deputy Directors: No report.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: No comments.

**VI. Adjournment:** The meeting was adjourned at 10:42 a.m.

## ITEM V – COMMITTEE REPORTS

### **BACKGROUND:**

This agenda item provides an opportunity for the PAC Executive Committee and Program Area Committees to provide a report.

➤ Executive Committee

- Critique of the Parent Advisory Committee meeting, April 27, 2010

<b>GOOD</b>	<b>NEEDS IMPROVEMENT</b>
1. Attendance.	1. Board Members' participation in voting process (making motions and seconds).
2. Thank you, Ms. Dolores Guzman, for translating.	2. Please address the Chair before asking questions or making motions, or ask for Point of Personal Privilege.
3. Thank you, Ms. Jeanine Vandermolen and Ms. Marie Desha, for reminder calls to PAC Representatives to attend the Board meeting.	
4. Thank you Parent/Family Support Unit for recruiting new Board members.	
5. Thank you for turning off cell phones.	
6. Thank you, Ms. Denise Lee, for a clear explanation of the budget items.	

- Budget/Planning Committee
- Personnel/Bylaws Committee
- Social/Hospitality Committee
- Early Childhood Development and Health Services Committee and Parent/Family Support Committee (AKA Child Safety Committee)
  - ✓ Emergency Preparedness for Families (Subcommittee)
- Emergency Preparedness for Families (Subcommittee)
- Monitoring and Evaluation Committee (AKA Self-Assessment Committee)
- Male Involvement Committee
- Community Partnerships Advisory Committee (CPAC)
- Health Services Advisory Committee (HSAC)

### **NOTES:**

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## ITEM VI – OTHER REPORTS

### BACKGROUND:

This agenda item provides an opportunity for other reports to be shared with PAC.

- Chair's Report – Ms. Jeanine Vandermolen
- Policy Council Report(s) – Mr. David Quintero, Ms. Kelly Martin, Ms. Mary Brown, Ms. Katherine Yaipen-Faulter, Ms. Kara Mann and Ms. Yvette Hernandez
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
- Managers' Reports
  - Child Development and Education Services Monthly Report – Ms. Karen Gonzales
    - ✓ Region Monthly Reports
    - ✓ Monthly Head Start Report
  - Program Support Services Monthly Report – Ms. Brenda Campos
  - Parent/Family Support Report – Ms. Lisa Carr

### NOTES:

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**ITEM VII - PUBLIC PARTICIPATION**

**BACKGROUND:**

Participation of the general public at the SETA-Operated Program Parent Advisory Committee meeting is encouraged. Members of the audience are asked to address their request to the Chair if they wish to speak.

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**ITEM VIII - ADJOURNMENT**

**NOTES:**

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