

Thought for the Day: Action is the foundational key to success  
~ Pablo Picasso

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**HEAD START/EARLY HEAD START**

**SPECIAL MEETING OF THE PARENT ADVISORY COMMITTEE**

**Date: Tuesday, September 20, 2011**  
**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.

**AGENDA**

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    - Introduction of Newly Seated Representatives
    - Fiscal Monthly Report/Corporate Card monthly Statement of Account
    - PC/PAC Joint Parent Activity Report(s) – Ms. Mary Brown
    - Parent/Family Support Unit Calendar of Events (Attached)
    - PC/PAC Calendar of Events and Activities (Attached)

- Parent/Staff Recognition – Five (5) Retirees: Grace Martinez, Dami De la Rosa, Dorothy Turner, Helen Simms, Glenda Josey – Ms. Denise Lee
- Child Care Center Food Menu (Attached)
- Community Resources - Parents/Staff – Ms. Mary Brown

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- A. Executive Committee – Ms. Mary Brown
  - Critique of the Parent Advisory Committee special meeting, August 16, 2011
  - PC/PAC Executive Committee Meeting
- B. Budget/Planning Committee – Ms. Brown
- C. Personnel/Bylaws Committee – Ms. Rebecca Lewis
- D. Social/Hospitality Committee – Ms. Mary Brown
  - PC/PAC End of Year Appreciation (see attachment)
- E. Early Childhood Development and Health Services Committee & Parent/Family Support Committee (AKA Customer Service/Attendance & Child Safety Subcommittee) – Ms. Mary Brown
- F. Monitoring and Evaluation Committee (AKA Self-Assessment Committee)
- G. Male Involvement Committee – Mr. Victor Goodwin
- H. Community Partnerships Advisory Committee (CPAC) – Ms. Monica Jones, Ms. Tamara Knox, and Ms. Kelly Martin
- I. Health Services Advisory Committee (HSAC) – Ms. Yvette Hernandez
- J. Food Services Committee – Ms. Mary Brown

**VI. Other Reports ..... 8**

- Chair’s Report – Ms. Mary Brown
- Policy Council Report(s) – Ms. Mary Brown, Ms. Connie Wallace, Ms. Socorro Gutierrez, Ms. Erika Contreras, Ms. Devon McCracken, and Ms. Yvette Hernandez
- Head Start Deputy Director’s Monthly Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report – (Attached)
- Managers’ Reports
  - ✓ Program Support Services Report – Ms. Brenda Campos
  - ✓ Parent/Family Support Report – Ms. Lisa Carr
    - Mayor Kevin Johnson’s Sacramento READS Campaign
  - ✓ Early Child Development and Education Services Report – Ms. Karen Gonzales
    - Region Reports (Attached)

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**Distribution Date: Friday, September 16, 2011**

*Parent Advisory Committee (PAC) meeting hosted by PAC Chair:  
 Chair, Mary Brown  
 Vice Chair, Tamara Knox  
 Secretary, Connie Wallace  
 Treasurer, Socorro Gutierrez  
 Parliamentarian, Rebecca Lewis*

**ITEM I-A – ROLL CALL**

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

- \_\_\_ **Vacant**, Auberry Park Head Start
- \_\_\_ Monica Jones, Bannon Creek Head Start
- \_\_\_ **Vacant**, Broadway Early Learning Center
- \_\_\_ **Vacant**, Countrywood Head Start
- \_\_\_ **Vacant**, Crossroads Garden Head Start
- \_\_\_ Yvette Hernandez, Early Head Start/ Home Base
- \_\_\_ Juan Mozqueda, Elkhorn Head Start
- \_\_\_ Eloy Anzaldua, Freedom Park Head Start
- \_\_\_ Zoila Lucero, Fruitridge Head Start
- \_\_\_ **Vacant**, Galt Head Start
- \_\_\_ **Vacant**, Grant Skills Center
- \_\_\_ **Vacant**, Grizzly Hollows
- \_\_\_ **Vacant**, Hillsdale Head Start
- \_\_\_ Devon McCracken, Home Base
- \_\_\_ **Vacant**, Home Base
- \_\_\_ Kelly Martin, Hopkins Park Head Start
- \_\_\_ **Vacant**, Illa Collin Head Start
- \_\_\_ **Vacant**, Job Corps Head Start
- \_\_\_ **Vacant**, Kennedy Estates Head Start
- \_\_\_ Mary Brown, La Riviera Head Start
- \_\_\_ **Vacant**, LaVerne Stewart Head Start
- \_\_\_ **Vacant**, Marie Cleveland's Bright Beginnings Head Start
- \_\_\_ Amanda Sokol, Mather Head Start
- \_\_\_ Praveena Chadhary, Nedra Court Head Start
- \_\_\_ Amy Johnson, New Helvetia 2 Head Start
- \_\_\_ Connie Wallace, Norma Johnson Head Start
- \_\_\_ Erika Contreras, Northview Head Start
- \_\_\_ **Vacant**, Parker Avenue Head Start
- \_\_\_ **Vacant**, Phoenix Park Head Start
- \_\_\_ Misty Sanders, Sharon Neese Early Learning Center
- \_\_\_ **Vacant**, Solid Foundation Head Start
- \_\_\_ **Vacant**, Strizek Park Head Start
- \_\_\_ Socorro Gutierrez, Vineland Head Start
- \_\_\_ Laura Meza, Walnut Grove Head Start
- \_\_\_ **Vacant**, Whispering Pines Head Start
- \_\_\_ LaShonda Tablit, Foster Parent Representative
- \_\_\_ Rebecca Lewis, Grandparent Representative
- \_\_\_ Victor Goodwin, Male Involvement Representative
- \_\_\_ Tamara Knox, Past Parent/Community Representative
- \_\_\_ **Vacant**, Past Parent/Community Representative

**New Representatives to be seated:**

None.

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

The PAC was seated on November 23, 2010  
**PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2010-2011**

COMMITTEE MEMBER	CENTER	11/23	12/14	01/25	02/22	03/22	04/26	05/17	06/21	07/19	08/16	09/20	10/18	11/15
Vacant	AP													
Monica Jones Seated 04/11	BC						X	X	X	X	U			
Vacant	BLC													
Vacant	COP													
Vacant	CW													
Vacant	CR													
Yvette Hernandez S/B Seated 08/11	EHS/HB										X			
Juan Mozqueda S/B Seated 08/11	EL										X			
Eloy Anzaldua Seated 04/11	FP						X	X	X	U	E			
Zoila Lucero Seated 4/11	FT						X	U	X	U	X			
Vacant	G													
Vacant	GH													
Vacant	GSC													
Vacant	H													
Devon McCracken S/B Seated 06/11	HB								E	X	X			
Vacant	HB													
Vacant	IC													
Kelly Martin S/B Seated 11/10	HP	U	X	X	X	X	X	X	X	X	X			
Vacant	JC													
Vacant	K													
Mary Brown Seated 11/10	LAR	X	X	X	X	X	X	X	X	X	X			
Vacant	LVS													
Vacant	MCBB													
Amanda Sokol Seated 08/11	M										X			
Praveena Chadhary Seated 11/10	NC	X	X	X	X	X	E	X	X	X	X			
Connie Wallace Seated 11/10	NJ	X	X	X	X	X	X	X	X	X	X			
Amy Johnson Seated 06/11	NH2								X	X	U			
Erika Contreras Seated 06/10	NV	X	X	X	X	X	U	AP	X	X	U			
Vacant	PA													
Vacant	PP													
Vacant	SF													
Misty Sanders S/B Seated 07/11	SN									X	X			
Vacant	SP													
Socorro Gutierrez Seated 02/11	V				X	X	E	X	X	X	X			
Laura Meza Seated 11/10	WG	X	X	X	X	X	X	X	X	E	X			
Vacant	WP													
Lashonda Tablit Seated 11/10	FPR	X	X	X	X	X	X	E	X	X	X			
Rebecca Lewis Seated 11/10	GPR	X	X	X	E	X	X	X	X	X	X			
Victor Goodwin S/B Seated 04/10	MIR						AP	X	X	X	X			
Tamara Knox Seated 11/10	PPR	X	PAC	X	X	E	X	X	X	X	X			
Vacant	PPR													

**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. Mary Brown, at 203-3829, or the PAC Clerk, Ms. Lori Black, at 263-4068

**PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE**  
**PROGRAM YEAR 2010-2011**  
(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>CR:</b>	Crossroads Garden	<b>M:</b>	Mather
<b>CW:</b>	Countrywood	<b>MCBB:</b>	Marie Cleveland Bright Beginnings
<b>EHS:</b>	Early Head Start	<b>NJ:</b>	Norma Johnson
<b>EL:</b>	Elkhorn	<b>NC:</b>	Nedra Court
<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
<b>S/B:</b>	Should be, or should have been (Seated)

**ITEM II-A – CONSENT**

**APPROVAL OF MINUTES FOR SPECIAL MEETING  
OF THE PARENT ADVISORY COMMITTEE, AUGUST 16, 2011**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the Special PAC Meeting of August 16, 2011.

**NOTES:**

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

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

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

**MINUTES/SYNOPSIS**

SETA Boardroom  
925 Del Paso Blvd.  
Sacramento, CA 95815

August 16, 2011  
9:00 a.m.

**I. Welcome**

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

The meeting was called to order at 9:10 a.m. Ms. Tamara Knox read the Thought of the Day. Ms. Connie Wallace called roll.

**Members Present:**

Zoila Lucero (9:15 arrival)  
Devon McCracken  
Kelly Martin  
Mary Brown  
Preveena Chadhary  
Connie Wallace  
Misty Sanders  
Socorro Gutierrez  
Laura Meza  
LaShonda Tablit  
Rebecca Lewis  
Victor Goodwin (9:20 arrival)  
Tamara Knox

**Members Absent:**

Monica Jones (U)  
Eloy Anzaldua (E)  
Amy Johnson (U)  
Erika Contreras (U)

**New Members Seated:**

Yvette Hernandez, Early Head Start/Home Base  
Juan Mozqueda, Elkhorn Head Start  
Amanda Sokol, Mather Head Start

**B. PAC Meeting Attendance Update – Attached.**

**Consent Items**

**A. Approval of Minutes for Special Meeting of the PAC, July 19, 2011**

The minutes were reviewed. No questions or comments.

Motion by Ms. Kelly Martin, seconded by Ms. Socorro Gutierrez, to approve the minutes of the July 19, 2011 PAC special meeting.

Show of hands vote: Ayes, 11. Nays, 0. Abstentions, 1 (Ms. Mary Brown).  
Revote: Ayes, 12. Nays, 0. Abstentions: 2 (Ms. Brown and Ms. Sokol).

(Ms. Zoila Lucero arrived at 9:15 a.m.)

### **III. Action Items**

#### **A. Election of Policy Council Representatives and Alternates**

Ms. Brown reviewed the duties of Policy Council Representatives.

Nominees: Yvette Hernandez, Socorro Gutierrez, Misty Sanders.

(Mr. Victor Goodwin arrived at 9:20 a.m.)

Nominees expressed their interest in serving on the Policy Council.

Ms. Amanda Sokol expressed interest in the Alternate position.

Motion by Ms. Sokol, seconded by Ms. McCracken, to elect two (2) Representatives and five (5) Alternates to the Policy Council.

Show of hands vote: Ayes, 15. Nays, 0. Abstentions, 1 (Ms. Brown).

Vote results:

Yvette Hernandez was elected PC Representative with 7 votes.

Socorro Gutierrez was elected PC Representative with 4 votes.

Misty Sanders was elected PC Alternate with 3 votes.

Ms. Hernandez and Ms. Gutierrez will serve on the Policy Council; Misty and Amanda will be Alternates.

### **IV. Information Items**

#### **A. Standing Information**

##### ➤ Introduction of Newly Seated Representatives

Ms. Amanda Sokol, Mr. Juan Mozqueda, and Ms. Yvette Hernandez introduced themselves and spoke of their children.

##### ➤ Fiscal Monthly Report/Corporate Card monthly Statement of Account

SETA has spent 95 percent of the overall grant, which includes CDE. Head Start Basic spent 97 percent of the grant. The numbers will change a bit; SETA has committed to spend as of July 31, but the actual numbers have not yet been posted. The final expenditure is expected to be 98 percent. SETA spent about \$25.6 million, leaving around \$500,000 left over. The final report in October will show the final result. Under Head Start Basic, \$7,302 in travel expenses was omitted.

The Corporate Credit Card utilized \$62,000 of goods and services. \$8,000 was for Workforce Development; most were allocated to Head Start. Wal-Mart cameras were incorrectly identified as administrative and should be Head Start.

##### ➤ PC/PAC Joint Parent Activity Report(s) – Ms. Mary Brown

Representatives and staff went to Old Sacramento and visited the



Old Sacramento Underground and the Old Sacramento History Museum. Lunch was at Subway. Everyone had a very nice time. There were five people that guaranteed attendance, but didn't show up. Ms. Brown advised Board Members that when they sign up for something to please show up.

- Parent/Family Support Unit Calendar of Events (Attached)

Ms. Brown reviewed the attached Parent/Family Support Calendar of Events.

- PC/PAC Calendar of Events and Activities (Attached)

Ms. Brown highlighted PC/PAC Calendar of Events and Activities. October 8, 2011, 12-3:00 p.m. is the End of Year Parent Appreciation luncheon at the Double Tree Hotel. The keynote speaker will be selected on August 22<sup>nd</sup> at the Social/Hospitality Committee meeting. The theme is "Together our Dreams Make a Difference." Colors are fuchsia, lime green and silver. Menu items will be chosen by sign-ups at the next meeting. Board Members may invite three guests; however, guests must pay for their luncheon costs (and parking, advance payment required), and the age requirement is 18 years of age and older (no children).

- Parent/Staff Recognition – None.
- Child Care Center Food Menu – Attached.
- Community Resources - Parents/Staff – None.

## **V. Committee Reports**

- A. Executive Committee – Ms. Mary Brown

Ms. Rebecca Lewis reviewed the critique of the last Parent Advisory Committee meeting.

- B. Budget/Planning Committee – Ms. Brown

Ms. Connie Wallace reported on the most recent meeting. The committee spoke of budget projections. Mr. Bartlett facilitated the meeting.

- C. Personnel/Bylaws Committee – Ms. Rebecca Lewis

Ms. Lewis spoke on the schedule. The last meeting was July 22<sup>nd</sup>. The Committee finalized all of the modifications to the PC/PAC bylaws to make next year a stellar year for participation and understanding of the bylaws.

- D. Social/Hospitality Committee – Ms. Mary Brown  
PC/PAC End of Year Appreciation (see attachment)

- E. Early Childhood Development and Health Services Committee & Parent/Family Support Committee (AKA Customer Service/Attendance & Child Safety Subcommittee) – Ms. Mary Brown

The next meeting will be held Friday, August 26, 1:30 p.m. in the Redwood Room. Several Board Members went to the lead assessment meeting. Ms. Brown referred to a flyer and brochure that was distributed. It was an eye-opening issue. She thought lead had been eradicated from most things. The brochure covers the areas where lead can be found. There is a big campaign to get the parents involved in the lead assessments.

F. Monitoring and Evaluation Committee (AKA Self-Assessment Committee)

Next Committee meeting date to be shared by Ms. Brenda Campos.

G. Male Involvement Committee – Mr. Victor Goodwin

Mr. Goodwin shared he and Ms. Knox were the only attendees; most of the events were tabled until tomorrow's meeting. The time has been changed to 11:00 a.m. to hopefully draw more Board members to participate. There will be a lot to talk about at this meeting.

H. Community Partnerships Advisory Committee (CPAC) – Ms. Monica Jones, Ms. Tamara Knox, and Ms. Kelly Martin

The next meeting is September 15<sup>th</sup>, 9:00 a.m., in the Sequoia Room.

I. Health Services Advisory Committee (HSAC) – Ms. Yvette Hernandez

The next meeting will be held October 26, 5:30–7:00 p.m., in the Sequoia Room.

J. Food Services Committee – Ms. Mary Brown

Ms. Brown reported the next meeting is Thursday, August 18, 9:00 a.m. – 10:30 a.m., in the Oak Room.

**VI. Other Reports**

➤ Chair's Report – Ms. Mary Brown

Ms. Brown reported several Board Members went to the Elkhorn Early Learning Center to attend the Open House. Supervisor Phil Serna attended. It is a beautiful center.

➤ Policy Council Report(s) – Ms. Mary Brown, Ms. Connie Wallace, Ms. Kelly Martin, Ms. Socorro Gutierrez, and Ms. Laura Meza

Ms. Brown reported that the PC includes community agencies and does a lot of what the PAC does in decision making. The Associate Teacher, Site Supervisor eligibility lists were approved.

➤ Head Start Deputy Director's Monthly Report – Ms. Denise Lee

Ms. Lee thanked Mr. Juan Mozqueda for speaking at the Elkhorn Open House. It was a really great event.

Mayor Kevin Johnson's group, Sacramento Reads, increases school attendance so kids are ready by third grade to attend school regularly. The Fade Out effect is due to kids

not coming to school regularly. The more kids miss class, the less engaged they will be in school.

Subcommittee is focusing in on customer service and attendance, but they are connected. Staff feels that parents are not sought out to come into the classroom. The kids need to be excited, which will draw the parents in, as well. Staff feels there is a direct correlation between customer service and attendance. Ms. Lee reviewed the SOP attendance report. It's crucial that all centers have full enrollment. There is a difference between being fully enrolled and the attendance rate of children. Ms. Lee reviewed the attendance report. She asked PAC members to look at the centers and try to figure out why parents are not bringing their children to class on a regular basis. Attendance is directly related to the budget and the amount of funds available. This is an import report and import for Board members to share this information with other parents.

Staff attended the California Head Start Conference (Leadership Conference) in San Diego. Director Yvette Sanchez-Fuente shared that there is always a threat for budget cuts, as many social services programs are being threatened. Head Start will be on topic when the debt ceiling comes before Congress again.

Child Outcomes is the ability to show accountability on how well children are prepared for preschool or kindergarten. We have now decided to roll out Family and Community Outcomes. This means that OHS will be measuring the accountability for children and as parents as well. In order to keep the funds for Head Start safe, accountability for both children and parents is being required. Ms. Lee will continue to keep parents informed.

Ms. Wallace shared that customer service is very important and it goes hand in hand with attendance. If the parents don't feel welcome, nothing is going to make them bring their children.

Ms. Zoila Lucero shared that she goes to school, but the teacher isn't there. Ms. Gonzales will follow up with Ms. Lucero on this issue.

It was asked if the all-day class can be established again. Ms. Lee answered that unfortunately the reason the full day class was reduced was due to a reduction in funding from the State. The need wasn't necessarily shown at the community level. If the funding comes back it will definitely warrant a look at refunding this again.

Ms. Consuelo Lopez was thanked for serving as the translator at the meeting. There is a sign-up sheet going around for the End of Year PC/PAC Appreciation Luncheon. Ms. Brown hopes all Board Members will attend; it's a very nice event.

- Monthly Head Start Report – (Attached)

➤ Managers' Reports

➤ Program Support Services Report

- Ms. Brenda Campos gave a follow-up report on children going to kindergarten. Health staff is also busy in doing enrollment. Because Head Start individualizes each child's needs, kids with special diets, every child needs a health care plan. If a child has asthma, allergy, whatever, each child needs a health care plan with a report from a physician and signatures from parents. Staff needs to speak with the parents regarding their child's physical issues. All children have a menu that is individualized

to themselves. There are registered dieticians that develop menus for kids with special diets. A child that has special needs cannot start our program without a health care plan in place. This is done for the safety of the child. SETA has received 35 to 40 special health care plans that are done every week at the beginning of the school year.

Head Start is in the process of a lead prevention campaign. Parents were asked to go back to the center and see if there are any lead prevention posters hanging up. Each center has been visited by Ms. Paula Perez who posted a lead prevention poster; there are also brochures available. Call Ms. Campos at 263-3881 if the poster is not there. Let FSW's know if parents want to have a workshop.

The PC/PAC is encouraged to attend the Tuesday, August 30 meeting on monitoring qualifications countywide.

Ms. Martin commented that with all of the health information that is needed, she initially thought the information being requested was intrusive; she now thinks it was great.

Ms. Knox gave thanks for the special diet for children. Her son is going to kindergarten and she wishes that Sacramento City U.S.D. would model after Head Start for special diets. Ms. Knox is appreciative that her son was exposed to food planning.

Ms. Sanders said that it is great that kids are exposed to food being served family style and her daughter wants to do it at home.

Ms. Gutierrez asked how many days does she have to get a blood sample. Ms. Campos answered to just let staff know when the blood sample will be taken.

- SETA Monitoring/Quality Assurance Review Report – Meeting date previously shared by Ms. Campos.
- Parent/Family Support Report – Ms. Lisa Carr – No report; Ms. Carr is on vacation.
  - Mayor Kevin Johnson's Third Grade Reading Campaign
  - Annual Countywide Parent Conference
- Early Child Development and Education Services Report – Ms. Karen Gonzales
  - Region Reports were handed out. Ms. Gonzales reported that this is a time for transition and a busy time for teachers. Some of the training taking place is training on creative curriculum moved from one book curriculum to a five-book set to give teachers more information to utilize. The teachers' feedback was that they were very happy with the training and it provided a lot of options. They have been doing teacher forums where teachers can come together and connect with what is going on in each other's classrooms. They will be doing a forum on building connections.

SETA is partnering with SCOE to pilot social emotional training for learning curriculum. This will be at the Northview and Hillsdale centers to assist teachers to

manage negative behavior in positive ways. 20 staff will be trained, including four staff that will be trained as trainers. This will raise the quality of our teaching staff.

There are a lot of environmental rating scores and an order of new material for the classrooms based on the scores. There are new musical systems. Gross motor materials are new, as well.

CFP training for meals. Teachers went through secondary training for how to make mealtime meaningful. Teachers have to develop a plan to let everyone know what the plan is, including substitutes and managers.

Ms. Sokol suggested that teachers do what her child's teacher did; she learned the home language of the children and greeted the children in their home language, including sign language. It makes the children more excited to come to school.

Ms. Sanders shared she likes the behavior training. Her daughter has ADHD and it is helpful when the teachers are trained on how to deal with ADHD. Ms. Gonzales shared that behavior management is a very high priority for classroom staff. Staff is excited to see what this new model will provide to deal with behavior problems.

Ms. Brown commented that Mr. Francisco Navarro is present at the meeting taking pictures for the End of Year Appreciation Luncheon. Mr. Jaime Serrano is present to assist with the communication and laptops.

## **VII. Center Updates**

Ms. Yevette Hernandez shared that she went to a socialization where there was gym equipment that is kid-sized. She wished all of the centers had this equipment to encourage kids to work out.

## **VIII. Discussion**

Ms. Lewis asked if she could discuss the Stand Up meeting that was held last week at the Sacramento Bee.

The meeting Tuesday at the Sacramento Bee was held to inform parents of the August 24<sup>th</sup> date set to spread the word, increase the amount of stake-holders, and get the statistics out that 35 percent of children read at grade level and 74 percent will never catch up. The proficiency goal is that by 2020 85 percent of children become proficient. The goal is to achieve 500,000 volunteer hours each year to elevate proficiency. It is important to talk with children and engage them in various types of discussions. Ms. Lewis will e-mail the agenda to Ms. Desha.

Ms. McCracken shared that it is important to know that 0 to 3 year-old children are learning to read, and from then on it is expected that they comprehend what they are reading.

The PAC membership roster was distributed; Ms. Brown asked that members check to see that their information is correct.

Committee roster: if any member wants to sit on a committee, see Ms. Brown.

Please see Ms. Burke for reimbursement(s) after meeting. PC/PAC reimbursement form must be filled out before leaving today (and submitted).

The Executive Committee was asked to stay to see Ms. Desha.

**Public Participation**

None.

**IX. Adjournment**

The meeting was adjourned at 10:38 a.m.

**ITEM III-A – ACTION**

**TIMED ITEM 9:00 A.M. PUBLIC HEARING**  
**First Reading of the Modification to the Bylaws of the**  
**SETA Operated Head Start/Early Start Parent Advisory Committee**

**BACKGROUND:**

The Personnel/Bylaws Committee 2010-2011 met several times to review and recommend revisions to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee.

Additions are indicated by blue *italic type*, deletions are indicated by red ~~strikethrough~~.

**RECOMMENDATION:**

Open a Public hearing, hear any additional testimony, and continue this item to the next Parent Advisory Committee meeting where the action of the Committee will be to close the public hearing and approve the amendments to the PAC Bylaws as attached.

**NOTES:**

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

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

**BYLAWS**

**FOR THE**

**SETA HEAD START/EARLY HEAD START**

**PARENT ADVISORY COMMITTEE**

PAC First Reading: ~~10/26/10~~ 09/20/11

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**BYLAWS  
FOR THE SETA HEAD START/EARLY HEAD START PARENT ADVISORY  
COMMITTEE**

## **Article I**

### **Name**

This committee shall be named the SETA Head Start /Early Head Start Parent Advisory Committee, hereinafter referred to as the PAC. Head Start and Early Head Start shall be referred to as HS and EHS.

### **SECTION 1: Definition of Parents**

#### **Parents**

Head Start parent means a Head Start child's mother or father, other family member who is a primary care giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree [in accordance with the Head Start Performance Standards, 45CFR 1306.3(h)]. All future reference of parents will be defined as such.

## **Article II**

### **Purpose, Powers, and Functions**

### **SECTION 1: Purpose**

The purpose of the PAC shall be to promote the objectives of the HS Child Development Program of the SETA Grantee Operated Head Start Program (referred to as SOP), State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PAC shall include, but not necessarily be limited to:

- A. Serve as a link between public and private organizations, the Grantee Policy Council, and the community it serves.
- B. Have the opportunity to initiate suggestions and ideas for program improvements and to receive a report on action taken by the administering agency with regard to its recommendations.
- C. Plan, coordinate, and organize activities for parents involved in the SOP with the assistance of staff, and ensure funds that are set aside from program budgets are used to support parent activities.

- D. Assist in communicating with parents and encourage their participation in the SOP to ensure that they understand their rights, responsibilities and opportunities in HS and EHS.
- E. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- F. Administer the Parent Activity funds for the SOP.

**SECTION 2: Powers, Duties, and Functions**

The PAC shall exercise all such powers, duties, and functions as granted to it, by the Policy Council.

- A. Individual members, shall not engage in any activities or assume any such powers, duties or functions that are contrary to or in conflict with state and federal law or applicable administrative regulations specifically including, but not limited to, the guidelines, regulations, or policies established by the Federal Department of Health and Human Services (DHHS), and the Administration for Children, and Families (ACF), SETA and the goals and objectives of the HS Program.
- B. The functions of the PAC, in partnership with staff and all other persons responsible, are as follows:
  - 1. Development and operation of all program content areas, including curriculum in the SOP.
  - 2. Assisting in carrying out SOP classroom activities.
  - 3. Planning, conducting, and participating in all programs and activities for SOP parents and staff.
  - 4. Participating in recruitment and screening of SOP employees (this function is contingent upon annual delegation from the Policy Council).
  - 5. Planning, developing, and ratifying the SOP Budget prior to final approval by the Policy Council (in reference to the Policy Council Bylaws).
  - 6. PAC reimbursements for reasonable expenses incurred by members conducting PAC business

## Article III

### Membership

#### SECTION 1: Members

The membership of the PAC shall consist of:

##### **A. Parent Representatives**

Parent Representatives must be a parent of a child/children currently enrolled in the Head Start program.

1. One (1) voting Representative elected per HS/EHS SOP center.
2. Two (2) voting Representatives elected from the SOP Home Base Program.
3. One (1) voting Representative elected from the SOP EHS/Home Base Program.

##### **B. Community Representatives**

Additional PAC members will include:

1. Two (2) voting Community Representatives referred to as Past Parent Representatives shall be elected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Past Parent elected to the PAC may not have a child/children currently enrolled in the HS program. Community members desiring to be reappointed must reapply for membership on a yearly basis. There will be two Alternates for Past Parents.
2. One (1) voting seat shall be specifically reserved for the Outgoing Chair, if not termed out. The Outgoing Chair reserves the right to relinquish this seat. The position may not be filled by any other party.
3. One (1) voting Male Involvement Representative (MIR) shall be elected by the SETA Operated Program Representative from Community Advocating Male Participation (C.A.M.P.) to sit on the committee. The Representative must be elected from the SOP MIRs or their Alternates based upon a recommendation from the SOP MIRs. *This Representative may or may not be a current parent.*
4. One (1) voting Foster Parent Representative selected by the outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Foster Parents elected to the PAC must have a child/children currently or previously enrolled in the HS Program. A Foster Parent desiring to be reappointed must reapply for membership on a yearly basis. There will be one Alternate for the Foster Parent Representative position.

5. One (1) voting Grandparent Representative elected by the Outgoing PAC. Representative may be elected by the current PAC if the outgoing PAC has been dissolved. The Grandparent elected to the PAC must have a child/children currently or previously enrolled in the SOP HS program. A Grandparent desiring to be reappointed must reapply for membership on a yearly basis. There will be one Alternate for the Grandparent Representative position.
- ~~6. By a two-third's (2/3) vote of members present and voting, the PAC may establish and select additional voting members who shall serve as community members of the PAC. However, at least 51% of the voting membership of the PAC shall consist of parents whose children are currently enrolled in the program.~~
- ~~7. Additional members may be added to ensure all program center options are proportionally represented on the PAC.~~
- ~~8. No SETA HS staff shall serve on the PAC except parents who occasionally substitute for regular HS or EHS staff. Occasional subbing is defined as once a week and/or not to exceed four (4) consecutive days in a month.~~

### ~~SECTION 2: Alternates~~

#### ~~SECTION 2: Policy Council Members~~

~~Six (6) SOP PAC Representatives and six (6) Alternates shall be elected to the Policy Council. Representatives must be a parent of a child/children currently enrolled in the Head Start program.~~

#### ~~SECTION 3: Alternates~~

Each SETA HS center holding membership on the PAC shall have a minimum of one Alternate. The Alternate(s) shall be elected in the same manner as the center Representative.

- A. Upon recognition of his or her status by the PAC Chair, an Alternate may be seated as a voting member of the PAC during the temporary absence of the elected Representative for whom he or she serves as an Alternate. However, an Alternate may not hold an office.
  1. In the event an Alternate does not cast a vote during the Program Year, Alternate will not have served as a PAC Representative and term is not counted.
- B. Alternates are encouraged to attend meetings of the PAC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Alternate is not replacing the Representative.
- C. Should the Representative member be unable to fulfill their term of office, the first Alternate shall automatically serve in that capacity with all rights and

privileges.

- D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, the National Head Start Association (NHSA) Annual Conference, and the California Head Start Association (CHSA) Conference.

### **~~SECTION 3: Policy Council Members~~**

~~Six (6) SOP PAC Representatives and six (6) Alternates shall be elected to the Policy Council. Representatives must be a parent of a child/children currently enrolled in the Head Start program.~~

### **SECTION 4 Other Provisions**

- A. *By a two-third's (2/3) vote of members present and voting, the PAC may establish and select additional voting members who shall serve as community members of the PAC.*
- B. *At least 51% of the voting membership of the PAC shall consist of parents whose children are currently enrolled in the program.*
- C. *Additional members may be added to ensure all program center options are proportionally represented on the PAC.*
- D. *No SETA HS staff (or member of their immediate families) shall serve on the PAC except parents who occasionally substitute for regular HS or EHS staff. Occasional subbing is defined as once a week and/or not to exceed four (4) consecutive days in a month.*

### **SECTION 45: California Head Start Association (CHSA) Representative/Alternate**

If requested by CHSA, one Representative and one Alternate shall be elected by the PAC to serve as the Parent Representative to the California Head Start Association. Representative/Alternate must be a current parent. This is a two (2) year term limit.

### **SECTION 56: Term of Office**

- A. The term of each member shall be for one (1) program year, and said person may not serve more than three (3) program years. During the term of office, present members (and Alternates) shall serve in that capacity until one of the following situations occur: the Representative's voluntary termination; a new Representative from the center/program they currently represent is seated; the Representative is removed per Section 6A; or the Representative is termed out. Until such occurrence, Representatives must continue to represent the center or agency they were chosen to represent.

**SECTION 67: Attendance**

It is each center Representative's responsibility to attend all PAC meetings and parent center meetings on a regular basis. If a member is unable to attend any PAC meeting, that member must notify: the Alternate and the Social Services/Parent Involvement (SS/PI) Coordinator, PAC Chair or Clerk of the Committee.

**A. Absences:**

Any member or Alternate missing two (2) consecutive meetings without an excused absence or missing a total of three (3) meetings (regular or special) excused/unexcused will be automatically removed. An excused absence shall include but not be limited to sickness or death in the family. A member requesting an excused absence must call prior to the meeting: the Alternate, if the Alternate is known, and the SS/PI Coordinator, PAC Chair or Clerk of the Committee.

**B. Reinstatement:**

The Representative or agency/group may request that a member who has been removed due to absences be reinstated *in the event the Alternate declines. This request must be in writing and submitted* ~~by submitting a letter to reinstate~~ to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PAC Executive Committee whether any Representative shall be reinstated.

**C. PAC Business:**

Members conducting PAC business and not at the PAC meeting, shall be neither present nor absent, but rather identified as PAC.

**D. Punctuality:**

Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator.

Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Committee accordingly.

**E. Quorum:**

For purposes of transacting the business of the PAC at any annual, regular, special, or emergency meeting, a quorum of the PAC shall be 51% of the current membership. A majority of the quorum must be current parents.

**SECTION 78: Removal**

A PAC Representative may be removed by two-thirds (2/3) vote of all members present and voting whenever, in the judgment of the committee, the best interest would be served. Action to remove a member must be on the agenda.

## Article IV

### Meetings

#### SECTION 1: Meetings

The PAC shall hold annual, regular, and special meetings.

A. **Annual Meeting**

The annual meeting of the PAC shall be held in November of each year.

B. **Regular Meetings**

Regular meetings of the PAC shall be held on the ~~fourth~~ *third* Tuesday of each month at 9:00 a.m. at the Administrative Office Board Room, unless notice is otherwise provided.

C. **Special Meetings**

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

#### SECTION 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting and PAC members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting notification as indicated below:

A. **Annual and Regular Meetings**

Notice of annual and regular meeting of the PAC shall be in writing and provided to all members of the PAC and posted at least seventy-two (72) hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. **Special Meetings**

Members of the PAC must be notified in writing of special meetings not less than twenty four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least seventy two (72) hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at a special meeting of the PAC,



excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings**

The PAC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section 2A or Section 2B of this Article IV, provided that the PAC determines that an emergency situation as defined by the Ralph M. Brown Act exists.

D. **Committee Meetings**

Members of the PAC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with section 2A and 2B, above, shall be delivered personally, or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

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

E. **Mailing Address**

1. Notices to all meetings of the PAC shall be in writing and delivered personally, or by mail, to the PAC members' address, as recorded in the PAC records. Representatives, Alternates, and Community members shall be personally responsible for the accuracy of mailing address.
2. Updated contact information should be submitted to the SS/PI Coordinator or Clerk of Committee within ten (10) calendar days of change.

**SECTION 3: Meeting Reimbursement**

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

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

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day, when attending conferences, workshops, trainings, orientation, Parent Leadership Institute or participation in the

Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, mileage/transportation will be provided for attending required meetings/obligations listed below:

1. PAC (regular, annual, emergency and special meetings)
2. Interview/screening/exam panels
3. Standing Committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality)
4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review – Monitoring/Evaluation Committee) and Program Self Assessment
5. Program Area Committees
6. Community Partnerships Advisory Committee (CPAC)
7. Health Services Advisory Committee (HSAC)
8. Ad Hoc (special) Committee Meetings
9. Governing Board meetings (only applies to the Chair or an Executive Officer in the absence of the Chair)
10. Food Services Committee
11. Workforce Investment Board and Committee Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)

~~B. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.~~

*B. Member/Alternates who are a spouse or significant other will not each receive reimbursement.*

*C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.*

#### **SECTION 4: Rules of Procedures**

- A. The PAC shall conduct all meetings, regular, annual, special, or emergency in conformance with the Ralph M. Brown Act, California Government Code, Section 54950, et. Seq.
- B. Except as specifically provided herein, Roberts Rules of Order<sup>1</sup> shall govern procedures in all meetings of the PAC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these bylaws or Roberts Rule of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice,

quorum and meeting requirements of this Article IV regarding special-meetings have been met.

**SECTION 5: Nominations/Elections**

PAC members or candidates must be present to be nominated or elected. However, if PAC member is absent due to PAC business, the member may be nominated or elected.

**SECTION 6: Voting**

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

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<sup>1</sup>Robert's Rules of Order: *Simplified and Applied*, 2<sup>nd</sup> ed., Copyright 2001.

## Article V

### Officers

#### **SECTION 1: Officers**

The officers of the PAC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

#### **SECTION 2: Election and Term of Office**

- A. Officers of the PAC shall be elected at the next regularly scheduled meeting following the annual PAC meeting by a plurality vote of the PAC members present and voting, providing a quorum is present. Officers shall take office immediately following the election.
- B. All PAC members are eligible to run for an Office/Officer position. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS, Home Base Option.
- C. 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.

#### **SECTION 3: Duties of Officers**

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

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start Association Conference (as funds allow for representation). The Chair shall be an ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 3, as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if 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.

- C. The Secretary shall keep a record of the current and preceding minutes at each meeting, record resolutions or motions adapted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee.
- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite PAC's business, work with staff and PAC Secretary and will oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

#### **SECTION 4: Vacancy**

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

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

## **Article VI**

### **Committees**

The quorum of the PAC shall be 51% of the committee membership. Membership is determined by the selection of the PAC. A majority (51%) of the quorum must be current parents. No committee meeting shall have a majority of PAC members present without proper public notice. Reference page Article III, Membership, Section 6, Attendance, A. Absences, for Standing and Program Area Committee meeting attendance.

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

## SECTION 1: Standing Committees

There is, hereby, created standing committees of the PAC. The following are standing committees: Executive, Budget/Planning, Personnel/Bylaws, and Social/Hospitality.

A. **Executive Committee**

The Executive Committee shall be comprised of all elected officers (per Article V of these By-laws). The Executive Committee shall perform the powers, duties, and functions of the PAC in emergency situations when the PAC cannot be convened or quorum cannot be obtained and such other powers, duties, and functions, as deemed necessary, be established by the PAC. The meeting may be called by the PAC Chair, the Head Start Deputy Director, the SETA Executive Director, or the SETA Governing Board. The committee shall report to the full PAC, in writing, all actions for ratification at the next meeting.

B. **Budget/Planning Committee**

Budget/Planning Committee shall be comprised of the Treasurer and ~~a minimum of two (2)~~ other ~~members~~ *Representatives* who shall be selected by the PAC promptly after each annual meeting. This Committee shall review all HS/EHS budgets and modifications for the HS/EHS funding year and submit their review to the full PAC for approval. It is recommended that all HS/EHS budget modifications and amendments be approved by the PAC prior to Policy Council approval. A monthly fiscal report shall be provided to the full PAC on the fiscal status of the HS/EHS budget. It shall be the duty of this committee to oversee the expenditures of the PAC and to report the acquired and expended amount of money to the full PAC.

C. **Personnel/Bylaws Committee**

The Personnel/Bylaws Committee shall be comprised of the Parliamentarian and ~~a minimum of two (2) members~~ *Representatives*. They shall be selected by the PAC promptly after each annual meeting. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws to the full PAC.

D. **Social/Hospitality Committee**

The Social/Hospitality Committee shall be comprised of the Secretary and Treasurer and ~~a minimum of two (2) members~~ *Representatives* selected by the PAC promptly after each annual meeting. The primary duty of this committee shall be to report to the full PAC all social activities.

## SECTION 2: Program Area Committees

There is hereby created Program Area Committees of the PAC. The following are Program Areas: Early Childhood Development and Health Services, Parent/Family Support and Monitoring and Evaluation.

- **Early Childhood Development and Health Services Committee** shall be comprised of ~~three (3)~~ staff and ~~a minimum of three (3)~~ Representatives who

shall plan and review the Early Childhood Development and Health Services program content area participate in curriculum/instruction and health and safety.

- **Parent/Family Support Committee** shall be comprised of one (1) staff and ~~a minimum of three (3)~~ Representatives who shall plan and review the Parent/Family Support program area.
- **The Male Involvement Committee** shall be comprised of one (1) staff and ~~a minimum of three (3)~~ Representatives who shall plan and review the Male Involvement program.
- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the Committee of the Whole who shall plan, review and oversee program.
- **The Food Services Committee** shall be comprised of one (1) staff and ~~a minimum of three (3)~~ Representatives who shall plan, review and oversee program food service.

PAC Representatives shall select at least two (2) Program Area committees to serve on as described above. Special circumstances may be excused by the Chair.

### **SECTION 3: Special Committees**

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

A report will be provided to the full PAC.

## **Article VII**

### **Reports**

#### **SECTION 1: Reports**

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

- ✓ Fiscal Reports (Budget Reports)
- ✓ Corporate Card Statement of Accounts (Credit Card Expense Report)
- ✓ *USDA Meal/Snacks Report* Child and Adult Care Food Program (CACFP) Report (~~SETA Operated — Program SOP~~) (~~USDA Meal/Snacks Report~~)
- ✓ Program Information Summaries (*Monthly Head Start Report*)

- ✓ Sacramento County ~~Head Start/Early Head Start~~ HS/EHS Program Enrollment Report (Enrollment Report)

## Article VIII

### Bylaws Amendment

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

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PAC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PAC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voting upon, and further, that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place except at a regular, annual or special meeting of the PAC.



**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 – Ms. Mary Brown
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
- PC/PAC Joint Parent Activity Report(s) – Ms. Mary Brown
- Parent/Family Support Unit Calendar of Events (Attached)
- PC/PAC Calendar of Events and Activities (Attached)
- Parent/Staff Recognition – Five (5) Retirees: Grace Martinez, Dami De la Rosa, Dorothy Turner, Helen Simms, Glenda Josey – Ms. Denise Lee
- Child Care Center Food Menu (Attached)
- Community Resources - Parents/Staff – Ms. Mary Brown

**NOTES:**

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**CALENDAR OF EVENTS AND ACTIVITIES**  
**PARENT/FAMILY SUPPORT UNIT**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
PC/PAC Male Involvement Meeting	Wednesday, September 21, 2011 9:00 a.m. 925 Del Paso Blvd. Saturn Room
Chili Cook-off – Celebrating Grandparents, Kinship, and You	Wednesday, October 12, 2011 6:00-8:30 p.m. 925 Del Paso Blvd. (Head Start side) (see attached flyer)

# Chili Cook-Off



And  
**Celebrating**  
**Grandparents, Kinship, and You**  
**Massages - Manicures - Laughing Yoga Class**  
**And More**

Wednesday, October 12, 2011  
 SETA Head Start Office 925 Del Paso Blvd.  
 Sacramento, CA 95815

Individuals, families, and organizations are welcome to compete – (Must Pre-Register)  
 Space is limited to the first 20 entries  
 Prizes for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and People's Choice Categories: Aroma, Appearance, and Taste



6:00 PM	Registration and Set-Up
6:00 PM	Choice of - Massage, Manicure, Pedicure, Hairdo, or Laughing Yoga Class
7:00 PM	Tasting Begins
7:30 PM	Judging
8:00 PM	Award Presentation
8:30 PM	Evaluation & Dismissal



**Child care Available to the first 40 who call first. Call Ms. Jody at 263-5423 or Ms. Alma at 263-0540 by TUESDAY, OCTOBER 4, 2011.**

**Don't Delay - Call Today**

## PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Social/Hospitality Committee Meeting	Wednesday, September 7, 2011 1:00-3:00 p.m. 925 Del Paso Blvd. Oak Room
PC/PAC Budget/Planning Committee Meeting	Tuesday, September 13, 2011 9:00 – 10:00 a.m. 925 Del Paso Blvd. Oak Room
Community Partnership Advisory Committee (CPAC) Meeting	Thursday, September 15, 2011 9:00-10:30 a.m. 925 Del Paso Blvd. Redwood Room
PAC Executive Committee Meeting	Thursday, September 22, 2011 9:00-10:00 a.m. 925 Del Paso Blvd. Redwood Room
PC/PAC Male Involvement Meeting	Wednesday, September 21, 2011 9:00 a.m. 925 Del Paso Blvd. Saturn Room
PC Executive Committee Meeting	Thursday, September 29, 2011 9:00 – 10:00 a.m. 925 Del Paso Blvd. Saturn Room

# SETA Head Start Menu - September 2011

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		
Week 2		 <b>Back to School</b>			1	<b>Breakfast:</b> Crispix Cereal, fresh Banana, Milk <b>Lunch:</b> Turkey Ham Sandwich on Whole Wheat Bread, Mayonnaise, Sliced cucumbers with dip, Oranges, low fat Milk <b>Snack:</b> Dreamy Orange Whole Grain Mini Loaf, Milk	2	<b>Breakfast:</b> Whole Wheat Blueberry Muffin, diced Mangoes, Milk <b>Lunch:</b> Roasted Sliced Turkey Sandwich on Whole Wheat Bread, Baby Carrots, Fresh Kiwi, Milk <b>Snack:</b> Rice Cakes, Pineapple tidbits		
Week 3	 <b>Labor Day</b>	6	<b>Breakfast:</b> Multi-grain cereal, fresh orange, milk <b>Lunch:</b> Beef Ravioli, French Bread, Spinach Salad with Dressing, fresh Orange, Milk <b>Snack:</b> Whole Wheat Banana Mini Loaf, fresh Apple	7	<b>Breakfast:</b> Whole Grain Biscuit with Jelly, diced Peaches, Milk <b>Lunch:</b> Enchilada Casserole with Tomato Sauce and Cheese, Sweet Corn Kernels, fresh Kiwi, Milk <b>Snack:</b> Sound Bites Whole Grain Crackers, Peach Yogurt	8	<b>Breakfast:</b> Bagelette with cream cheese, fresh Apples, Milk <b>Lunch:</b> Roasted Turkey Sandwich on Whole Wheat Bread, Zucchini sticks with dip, fresh Tangerine or Strawberries, Mayonnaise, Low fat Milk <b>Snack:</b> Cottage Cheese, Pineapple tidbits	9	<b>Breakfast:</b> Whole Grain Cheerios, fresh Orange, Milk <b>Lunch:</b> Swiss Cheese Sandwich on Whole Wheat Bread, Fresh Sliced Tomatoes, diced Apricots, Butter, Milk <b>Snack:</b> Fresh Kiwi, Goldfish Crackers	
Week 4	12	<b>Breakfast:</b> Whole Wheat Blueberry Muffin, fresh Cantaloupe, Milk <b>Lunch:</b> Spanish Rice, Sweet Kernel Corn, Tangerine or Strawberries, Milk <b>Snack:</b> Cheese-IT Crackers, Apricot halves	13	<b>Breakfast:</b> Bagel with cream cheese, fresh Orange, Milk <b>Lunch:</b> Teriyaki Chicken, Steamed Brown Rice, Sunomono Salad, fresh Kiwi, Milk <b>Snack:</b> Tropical Treat Whole Grain Crackers, fresh Apples	14	<b>Breakfast:</b> Oatmeal Cereal, fresh Bananas, Brown Sugar, Milk <b>Lunch:</b> Whole Wheat Pasta with Beef and Tomato Sauce, Green Salad with Italian Dressing, fresh Orange, Milk <b>Snack:</b> Rice Cakes, diced Peaches	15	<b>Breakfast:</b> Whole Grain Pancakes, fresh Apples, Maple Syrup, Milk <b>Lunch:</b> Turkey and Cheese Roll Up in a Tortilla, Cole Slaw, Mango chunks, Milk <b>Snack:</b> Strawberry Yogurt, Banana	16	<b>Breakfast:</b> Kix Whole Grain Cereal, diced Apricots, Milk <b>Lunch:</b> Tuna Salad, Saltine Crackers, Fresh Baby Carrots, Fresh Cantaloupe, Milk <b>Snack:</b> Whole Wheat Apple Cinnamon Muffin, Milk
Week 1	19	<b>Breakfast:</b> Whole Grain Pancakes with Maple Syrup, Mango chunks, Milk <b>Lunch:</b> Lemon Pepper Chicken, Peas and Carrots, Steamed Brown Rice, fresh Oranges, Milk <b>Snack:</b> Cottage Cheese, Cheese-IT Crackers	20	<b>Breakfast:</b> Whole Wheat Sweet Corn Muffin, fresh Orange, Milk <b>Lunch:</b> Beef Hamburger, Whole Wheat Bun, Whole Kernel Corn, Pickle Slices, Kiwi, Mustard & Ketchup, Milk <b>Snack:</b> String Cheese, fresh Apple	21	<b>Breakfast:</b> Whole Grain Biscuit with Jelly, diced Peaches, Milk <b>Lunch:</b> Build Your Own Burrito Refried Beans, Flour Tortilla, Shredded Cheese & Lettuce, fresh diced Tomato, fresh Tangerine or Strawberries, Milk <b>Snack:</b> Sunrise Bites Whole Grain Crackers, fresh Banana	22	<b>Breakfast:</b> Whole Wheat Banana Muffin, diced Pears, Milk <b>Lunch:</b> Cheese Sandwich on Whole Wheat Bread, Cauliflower with Dip, Apples or Watermelon, Butter, Milk <b>Snack:</b> Kix Whole Grain Cereal, Milk	23	<b>Breakfast:</b> Whole Grain Cheerios, fresh Bananas, Milk <b>Lunch:</b> Turkey Ham Sandwich on Whole Wheat Bread, fresh Cantaloupe, fresh Baby Carrots, Mayonnaise, low fat Milk <b>Snack:</b> Rice Cakes, Pineapple tidbits
Week 2	26	<b>Breakfast:</b> Kix Whole Grain Cereal, fresh Apples, Milk <b>Lunch:</b> Oven Baked Chicken, Sweet Potatoes, fresh Cantaloupe, Whole Wheat Sweet Corn Muffin, Milk <b>Snack:</b> Oranges, fresh Strawberry Yogurt	27	<b>Breakfast:</b> Whole Grain Pancakes with Maple Syrup, Kiwi, Milk <b>Lunch:</b> BBQ Beef Burger, Whole Wheat Bun, Mixed Vegetables, fresh Tangerine or Strawberries, Milk <b>Snack:</b> Whole Wheat Apple Cinnamon Muffin, fresh Banana	28	<b>Breakfast:</b> Oatmeal with Raisins, Pineapple tidbits, Brown Sugar, Milk <b>Lunch:</b> Chicken Chow Mein, Steamed Brown Rice, Apples or Watermelon, Milk <b>Snack:</b> Tropical Treat, Whole Grain Crackers, diced Pears	29	<b>Breakfast:</b> Crispix Cereal, fresh Banana, Milk <b>Lunch:</b> Turkey Ham Sandwich on Whole Wheat Bread, Sliced Cucumbers with dip, Fresh oranges, low fat Mayonnaise, Milk <b>Snack:</b> Dreamy Orange Whole Gran Mini Loaf, Milk	30	<b>Breakfast:</b> Whole Wheat Blueberry Muffin, diced Mangoes, Milk <b>Lunch:</b> Roasted Sliced Turkey on Whole Wheat Bread, fresh Baby Carrots, Fresh Kiwi, Milk <b>Snack:</b> American Cheese Quesadilla, Butter



## ITEM V - COMMITTEE REPORTS

### BACKGROUND:

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

- A. Executive Committee – Ms. Mary Brown
- Critique of the Parent Advisory Committee special meeting, August 16, 2011.

GOOD	NEEDS IMPROVEMENT
Thank you, board members, for maintaining all phone control.	Members please be seated by 8:50 a.m.
Thank you, Ms. Mary Brown, for making phone calls.	When you are going to be absent, please follow attendance guidelines (page 2 of agenda packet) by calling prior to meeting start time.
Thank you for remaining seated during presentations.	Prior to speaking, raise hand to be acknowledged by the Chair; and address the Chair prior to speaking.
Thank you, Ms. Consuelo Lopez, for translating.	Community resource information must be submitted to Ms. Marie Desha five (5) days prior to the meeting date.
Thank you for returning sign-in clipboard to the Chair.	
Thank you for being respectful to one another (boardroom decorum).	
Thank you, Mr. Francisco Navarro, for your support to the PAC.	
Thank you, Ms. LaShaun Burke and Ms. Nancy Hogan, for providing PC/PAC meeting reimbursements.	

- PC/PAC Executive Committee Meeting
- B. Budget/Planning Committee – Ms. Brown
- C. Personnel/Bylaws Committee – Ms. Rebecca Lewis
- D. Social/Hospitality Committee – Ms. Mary Brown
- PC/PAC End of Year Appreciation (see attachment)
- E. Early Childhood Development and Health Services Committee & Parent/Family Support Committee (AKA Customer Service/Attendance & Child Safety Subcommittee) – Ms. Mary Brown
- F. Monitoring and Evaluation Committee (AKA Self-Assessment Committee)
- G. Male Involvement Committee – Mr. Victor Goodwin
- H. Community Partnerships Advisory Committee (CPAC) – Ms. Monica Jones, Ms. Tamara Knox, and Ms. Kelly Martin
- I. Health Services Advisory Committee (HSAC) – Ms. Yvette Hernandez
- J. Food Services Committee – Ms. Mary Brown

### NOTES:

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The Head Start/Early Head Start  
Policy Council and Parent Advisory Committee  
cordially invite you to attend the 2010-2011  
SETA Head Start Annual End of the Year Parent Appreciation  
"Together our Dreams Make a Difference"

Double Tree by Hilton Hotel ~ Salon C  
2001 Point West Way  
Sacramento, CA  
Saturday, October 8, 2011, 12:00 p.m. - 3:00 p.m.  
Attire: Semi-formal

**LUNCHEON ENTREE SELECTIONS:**

\* Marinated Tri-Tip with Garlic Mashed Potatoes,  
Sautéed Mushrooms and Tomatoes in Red Sauce

\*Broiled Mahi Mahi with Rice Pilaf, topped with  
Grilled Pineapple and Mango Salsa

\*Or

\* Portobello Mushroom Lasagna with Three Cheeses,  
Fresh Herbs and Fire Roasted Tomato Sauce,  
topped with Fresh Portobello Mushrooms

Rolls and Butter

Assorted mixed Greens Starter

**DESSERT:** White Chocolate Strawberry Cheesecake with Strawberry Sauce

**BEVERAGES:** Coffee, Tea, Lemonade, and Iced Tea

**KEYNOTE SPEAKER:** Ms. Edenausageboye Davis, MPA

Guests (three per invitee) are responsible for their luncheon fee  
(non-refundable, advance payment required) ~ Cash or money order only.

Luncheon cost including service fee and tax: Tri-Tip & Mahi Mahi \$31.00, Vegetarian \$29.00.

Guest luncheon fees are due by 12 noon, Friday, September 30, 2011. (No Exceptions.)

RSVP by Friday, September 30, 2011.

Call Lori Black at 263-4068.





**ITEM VI – OTHER REPORTS**

**BACKGROUND:**

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

- Chair's Report – Ms. Mary Brown
- Policy Council Report(s) – Ms. Mary Brown, Ms. Connie Wallace, Ms. Socorro Gutierrez, Ms. Erika Contreras, Ms. Devon McCracken, and Ms. Yvette Hernandez
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report – (Attached)
- Managers' Reports
  - ✓ Program Support Services Report – Ms. Brenda Campos
  - ✓ Parent/Family Support Report – Ms. Lisa Carr
    - Mayor Kevin Johnson's Sacramento READS Campaign
  - ✓ Early Child Development and Education Services Report – Ms. Karen Gonzales
    - Region Reports (Attached)

**NOTES:**

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# Back to School



## Monthly Head Start Report

September 2011

### **SETA Operated Program**

#### **Program Support Services Update: HEALTHY FUTURES PROJECT 2011-2012 Galt Head Start Early Learning Center**

Since June 2011, the Galt Head Start Center has been participating in the Healthy Futures Project, a year-long SETA program funded by a Community Services Block Grant (CSBG) discretionary grant, in collaboration with SETA's Workforce Development Department. This project is funded to serve a total of 64 clients including youth and young adults (in partnership with Linkage to Education), and 32 families living in the Galt area targeting Head Start families. The program objective is to strengthen Head Start families' ability to avoid or overcome obesity and obesity-related conditions by providing the necessary skills, resources and experiences.

Enrolled families at the Galt Head Start will meet with a bilingual Spanish/English Registered Dietitian (R. D.) at a minimum of four occasions to develop a personalized family Nutrition Plan and to follow up with their progress. In partnership with Health Education Council's (HEC) In the Grow Program, nutrition and physical activity workshops will be scheduled throughout the year. Reading nutrition labels, food budgeting, cooking demonstrations and fun ways to be physically active are some of the workshop topics. Two fun field trips or active participation at a community health event such as fun run/walk will also be scheduled. Incentives and raffle prizes are available to encourage participation.

A parent orientation workshop that included physical movement, summer smoothie drink demonstration and pre-program assessment was held on August 4, 2011 at the St. Christopher's Multi-Purpose Center across from the Galt Head Start site. Lunch, program incentives and raffle prizes were offered to the attendees. Future meetings and events in the Galt site are scheduled for September 15, October 4, October 27 and December 16 (tentative).

Program contact for Healthy Futures at Galt Head Start is Melanie Nicolas at [mpnicola@headstart.seta.net](mailto:mpnicola@headstart.seta.net). Countywide Healthy Futures Project is coordinated by SETA Manager Cindy Sherwood-Green at [CindySG@delpaso.seta.net](mailto:CindySG@delpaso.seta.net) and Supervisor Victor Bonanno at [Victor@delpaso.seta.net](mailto:Victor@delpaso.seta.net)

### **Education Update:**

Classrooms are being observed using the ELLCO (Early Language and Literacy Classroom Observation) in August and September. This tool takes a focused look at how materials and teacher/child interactions promote language and literacy development. Information gained from these observations will be used by mentor coaches and teachers to plan for improvements.

Two Education Leadership staff attended the CLASS for Infants and Toddlers training in Minnesota. This is a new observation tool to be used in our Early Head Start classrooms to promote quality interactions. The preschool CLASS tool has been such a valuable and effective method of providing feedback to teachers and we are excited about the impact the CLASS tool will have on our EHS program.

### **Family Partnership Unit:**

#### **SACREADS**

SETA Head Start is proud to join Mayor Kevin Johnson and his initiative called SAC READS. We are partnering with school districts, local companies, non-profit agencies, colleges and universities, to name just a few, to ensure that by third grade, children are reading at their grade level. SETA Head Start is at the table to remind parents that the birth to five year old population must be part of the solution if we are looking to increase literacy among Sacramento's children. We are focusing on three areas: attendance at school, literacy, and summer learning. SETA is a year-round program, so our children are learning in the summer, but we are focusing our energies on families getting their children to school, and our continued emphasis on literacy.

### **Summer Parenting Series Comes to a Close**

August saw the close of our summer parenting series sponsored by the Child Abuse Council. The last workshop in the series was about Shaken Baby Syndrome. Parents learned about the dangers of shaken baby syndrome and ways to calm crying babies. Parents who attended these summer sessions also earned a certificate, along with all the great knowledge they received to help become better parents. The Family Support Unit will begin offering new parenting classes later in the fall.

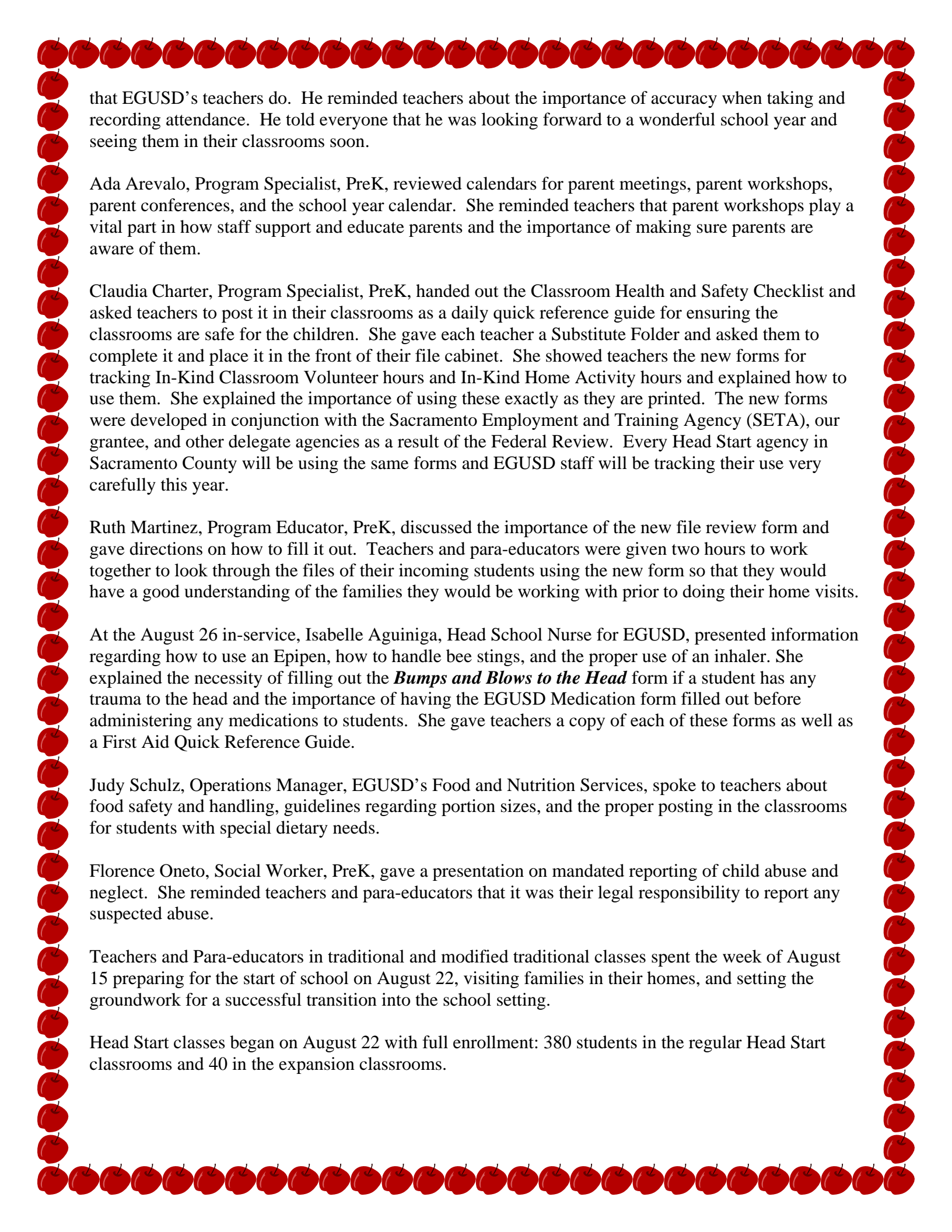
### **Recruitment and Enrollment-Busy, Busy, Busy**

Family Service Workers have been very busy enrolling new families into the Head Start classrooms and ensuring that all classes are fully enrolled. This summer has also allowed staff to be at many community recruitment events, including the Summer in the Park series sponsored by City Council Member Bonnie Pannell. Staff looks forward to many more opportunities to work in the community to let people know about all the wonderful things Head Start does for children and families in the community.

## **Elk Grove Unified School District**

### **Education Services Update:**

A half-day pre-service was held at Florin Elementary School on August 8, 2011. Bob Roe, Director, PreK-6, began the morning by welcoming everyone. He emphasized how important PreK is in the overall picture of education in Elk Grove Unified School District and how much he values the work



that EGUSD's teachers do. He reminded teachers about the importance of accuracy when taking and recording attendance. He told everyone that he was looking forward to a wonderful school year and seeing them in their classrooms soon.

Ada Arevalo, Program Specialist, PreK, reviewed calendars for parent meetings, parent workshops, parent conferences, and the school year calendar. She reminded teachers that parent workshops play a vital part in how staff support and educate parents and the importance of making sure parents are aware of them.

Claudia Charter, Program Specialist, PreK, handed out the Classroom Health and Safety Checklist and asked teachers to post it in their classrooms as a daily quick reference guide for ensuring the classrooms are safe for the children. She gave each teacher a Substitute Folder and asked them to complete it and place it in the front of their file cabinet. She showed teachers the new forms for tracking In-Kind Classroom Volunteer hours and In-Kind Home Activity hours and explained how to use them. She explained the importance of using these exactly as they are printed. The new forms were developed in conjunction with the Sacramento Employment and Training Agency (SETA), our grantee, and other delegate agencies as a result of the Federal Review. Every Head Start agency in Sacramento County will be using the same forms and EGUSD staff will be tracking their use very carefully this year.

Ruth Martinez, Program Educator, PreK, discussed the importance of the new file review form and gave directions on how to fill it out. Teachers and para-educators were given two hours to work together to look through the files of their incoming students using the new form so that they would have a good understanding of the families they would be working with prior to doing their home visits.

At the August 26 in-service, Isabelle Aguiniga, Head School Nurse for EGUSD, presented information regarding how to use an EpiPen, how to handle bee stings, and the proper use of an inhaler. She explained the necessity of filling out the ***Bumps and Blows to the Head*** form if a student has any trauma to the head and the importance of having the EGUSD Medication form filled out before administering any medications to students. She gave teachers a copy of each of these forms as well as a First Aid Quick Reference Guide.

Judy Schulz, Operations Manager, EGUSD's Food and Nutrition Services, spoke to teachers about food safety and handling, guidelines regarding portion sizes, and the proper posting in the classrooms for students with special dietary needs.

Florence Oneto, Social Worker, PreK, gave a presentation on mandated reporting of child abuse and neglect. She reminded teachers and para-educators that it was their legal responsibility to report any suspected abuse.

Teachers and Para-educators in traditional and modified traditional classes spent the week of August 15 preparing for the start of school on August 22, visiting families in their homes, and setting the groundwork for a successful transition into the school setting.

Head Start classes began on August 22 with full enrollment: 380 students in the regular Head Start classrooms and 40 in the expansion classrooms.

### **Disabilities Services and Mental Health Services Update:**

The program educators and clerks have worked closely with the PreK Special Education Program Specialist and the consulting Psychologist in placing students with an active IEP into the Head Start program. There are currently 34 students with active IEPs in the program.

### **Health Services Update:**

Height and weight measurements for each student were completed by the para-educators. Program educators are in the process of graphing each child's information and contacting parents with health concerns related to underweight or overweight issues.

### **Family and Community Partnerships Update:**

Plans are being made for Family Fun Day on September 17, at Prairie Elementary, which will offer information on the One Stop Career Center, the public library, Southgate Park and Recreation District, nutrition education, medical and dental insurance, and adult education. Free dental, vision, height, and weight screenings will be available to families.

### **Fiscal Update:**

The fiscal technician for the Head Start program has submitted the close-out report for the fiscal year 2010-2011.

### **Recruitment:**

EGUSD's PreK Team has been focused on filling classes and compiling waiting lists. Individual registrations have been held at all sites to increase the number of students on the waiting lists.

## **Sacramento City Unified School District**

### **Education and Child Development:**

SCUSD's 10-month, traditional teaching staff returned on August 31 for pre-service training. Nearly 100% of the preschool teachers were in attendance to receive information on several topics including: DRDP, Nutrition, Classroom Safety and Professional Development.

On August 29 and 30, SCUSD's Resource Teachers and Coordinators attended the District's Data Inquiry training. The goal of the training was for Resource Teachers to be able to lead teachers in the use of assessment results to improve teaching and student outcomes in our preschool classrooms.

The 2011-2012 Professional Development for the Child Development Department will focus on three areas: Social Emotional Development with two CSEFEL (Center for Social Emotional Foundation in Early Learning) trainings, three Language and Literacy trainings will be presented by Dr. Theresa Roberts, and the Math training will emphasize number sense.

### **Health:**

During the month of August, health screenings by Lisa Stevens, RJN, continued at the two registration sites. Mrs. Stevens assumed the responsibility for screenings at both centers since one of the Children's Center Nurses resigned at the first part of August.

Also during the month of August, the Head Start Program was audited by SETA for documentation of blood lead levels for the returning preschoolers for the 2011-2012 school year. According to feedback from SETA, the auditors were pleased with their findings.

### **EHS and Home Base:**

August 22, 23 & 24, the EHS home visiting team welcomed EHS home visiting staff from San Luis Obispo to share in a training by Linda Kamura on involving parents and individualizing for socializations. The training was very hands-on and staff learned many new socialization strategies and were very happy to see Linda return.

On August 31, EHS center based teachers began the first in a series that will total 46 hours of trainings on the new CA Infant/Toddler Learning Foundations by Judy Ishiura, trainer with WestEd.

## **San Juan Unified School District**

### **Education Services Update:**

The school year will begin with a theme entitled “Building Classroom Community.” The goal is to help children and families acclimate to the new classroom environment that includes learning centers, as well as provide time for teacher observations that will give knowledge about each child’s developmental levels and learning styles. Inviting families to participate in this year’s classroom activities is a priority in building a classroom community.

### **Disabilities Services Update:**

The first few weeks of August were fast and furious in our Screening Center, as staff screened hundreds of children in preparation for the new school year. Families were greeted and sent forth with their “passports” through the various screening stations, including Health, Developmental, and Family Partnership. The Care Management Team worked long and hard to complete the process so CUM folders could be made. Children were enrolled and any needed referrals /assessments could begin in the first week of school.

Newly hired Bilingual Assistants assisted in the screening process. New Full Inclusion Staff have completed home visits and are organizing their schedules to meet the needs of the students and classes that they serve. Garfield is now a full inclusion class that offers opportunities that allow students to participate in this class. Both teachers are establishing a workable schedule that creates a wonderful sharing and caring environment.

### **Mental Health Services Update:**

The Mental Health Therapist has a new counseling intern group oriented to ECE policies and prepared for placement at sites as mental health referrals arise. As parents begin the screening process for fall enrollment, families/children with identified needs are contacted by MHT for needed mental health services and follow up intervention.

### **Nutrition Services Update:**

The school year has begun by saying a fond farewell to the iconic Food Pyramid! Trainings will occur in October on the new Choose My Plate campaign.

### **Health Services Update:**

Health is screening three days a week in the centralized screening room, which will be reduced to once a week in September. The Health Team will be meeting with Kate Varanelli regarding conducting dental screenings in the fall. In addition, the Health Team has attended the mandatory *Smiles for Kids* training at the Dental Association so the families and children without insurance can attend in February for dental work. The nurse has also been training the teachers regarding seizures, Epipens, & other health conditions of children they have in their classrooms.

### **Family and Community Partnerships Update:**

The Policy Committee met in August. There was not a lot of business to attend to but a quorum was achieved. Everyone is looking forward with anticipation to the new school year.

### **Transition Services Update:**

The School Readiness team is in the process of distributing transitional backpacks to all students entering preschool. The backpacks contain many resources for both the students and the parents that support entering school for the first time.

### **Program Support/Staff Training Update:**

Teachers received new Education Binders with all master forms needed for the year. Additional resources were created by a Teacher Assessment Committee this summer and were added to the binder appendix.

There was also a training session for Bilingual Teaching Assistants where the new Bilingual Tool Kit was shared and the structure for dual language learners was discussed.

### **Fiscal Update:**

This is the final month for the 2010-11 Head Start and Early Head Start fiscal year. Staff is in the middle of closing out the fiscal year 2010-11 for San Juan Unified School District/Child Development Dept. (Fund 12). At the same time staff is preparing for the submission of the final close-out packet of the Head Start and Early Head Start FY 2010-11 due August 31, 2011.

Staff is in the process of gearing up for Head Start and State Preschool classes to begin, along with reviewing all fiscal policies with the Preschool and Infant/Toddler Teachers. In-Kind was a major focus as there continues to be a shift from obtaining the majority of the In-Kind funds from the collaboration option to obtaining more participation from parents in the classroom. A countywide in-kind class tracking form was created over the summer with input from the grantee and all the delegate agencies. Training was essential for the teachers so that parent hours could be maximized.

### **Early Head Start:**

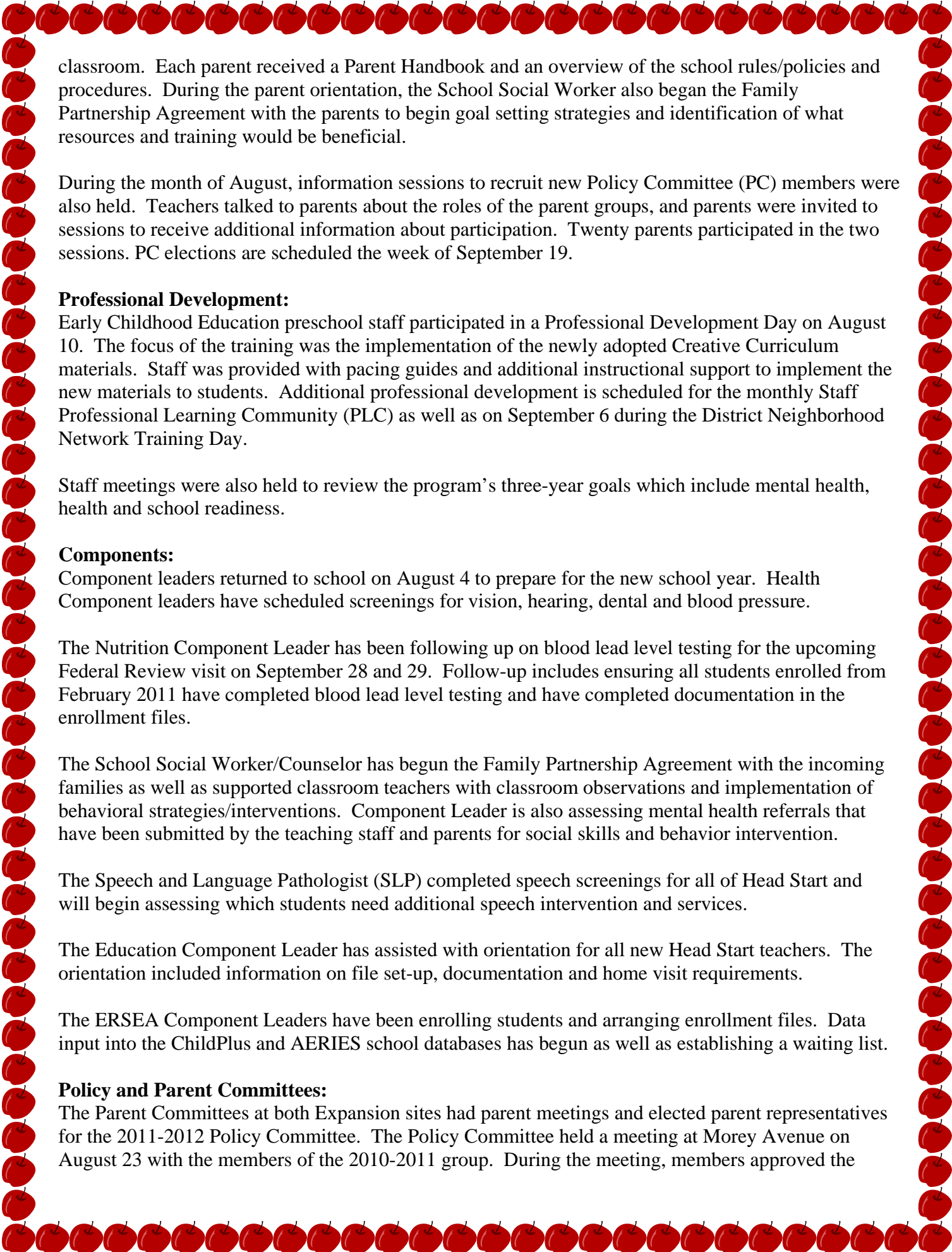
August brought about many exciting changes for the infant/toddler program and three new teachers were welcomed. Staff is still preparing to open a new site located at 1500 Dom Way (the district is renaming the site) and it is almost ready for licensing. Many children left for preschool as new families were welcomed to the program. Staff was happy to have many of the enrolled children in the combo model return to the centers after receiving home visits this summer. Staff also had two and a half days of staff training, and we were selected as one of five programs in the Sacramento area to receive PITC Partners for Quality – Infant/Toddler Reflective Curriculum Planning Process training through a grant from First 5.

## **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, and expansion updates.

### **Events:**

The 2011-2012 school year began on August 11 at all Head Start sites. Prior to the first day of school, parents engaged in the orientation process with their classroom teachers. The introductory session was a great opportunity for parents and the students to meet the classroom teacher as well as visit the



classroom. Each parent received a Parent Handbook and an overview of the school rules/policies and procedures. During the parent orientation, the School Social Worker also began the Family Partnership Agreement with the parents to begin goal setting strategies and identification of what resources and training would be beneficial.

During the month of August, information sessions to recruit new Policy Committee (PC) members were also held. Teachers talked to parents about the roles of the parent groups, and parents were invited to sessions to receive additional information about participation. Twenty parents participated in the two sessions. PC elections are scheduled the week of September 19.

### **Professional Development:**

Early Childhood Education preschool staff participated in a Professional Development Day on August 10. The focus of the training was the implementation of the newly adopted Creative Curriculum materials. Staff was provided with pacing guides and additional instructional support to implement the new materials to students. Additional professional development is scheduled for the monthly Staff Professional Learning Community (PLC) as well as on September 6 during the District Neighborhood Network Training Day.

Staff meetings were also held to review the program's three-year goals which include mental health, health and school readiness.

### **Components:**

Component leaders returned to school on August 4 to prepare for the new school year. Health Component leaders have scheduled screenings for vision, hearing, dental and blood pressure.

The Nutrition Component Leader has been following up on blood lead level testing for the upcoming Federal Review visit on September 28 and 29. Follow-up includes ensuring all students enrolled from February 2011 have completed blood lead level testing and have completed documentation in the enrollment files.

The School Social Worker/Counselor has begun the Family Partnership Agreement with the incoming families as well as supported classroom teachers with classroom observations and implementation of behavioral strategies/interventions. Component Leader is also assessing mental health referrals that have been submitted by the teaching staff and parents for social skills and behavior intervention.

The Speech and Language Pathologist (SLP) completed speech screenings for all of Head Start and will begin assessing which students need additional speech intervention and services.

The Education Component Leader has assisted with orientation for all new Head Start teachers. The orientation included information on file set-up, documentation and home visit requirements.

The ERSEA Component Leaders have been enrolling students and arranging enrollment files. Data input into the ChildPlus and AERIES school databases has begun as well as establishing a waiting list.

### **Policy and Parent Committees:**

The Parent Committees at both Expansion sites had parent meetings and elected parent representatives for the 2011-2012 Policy Committee. The Policy Committee held a meeting at Morey Avenue on August 23 with the members of the 2010-2011 group. During the meeting, members approved the



Supplemental Budget modification, discussed the current year enrollment and plans for the new Policy Committee group. The new group will be officially seated September 2011.

**Parenting:**

Plans are underway to provide parenting classes in collaboration with the Mutual Assistance Network (MAN) during spring of 2012.

**Fiscal:**

The close-out reports for the 2010-2011 have been completed by the Budget Analyst.

Teaching staff have begun to complete their ECERS to establish the needs of their classrooms and learning materials. First orders from teaching staff are due in October 2011.

**WCIC**

**Program Design and Management:**

WCIC values team leadership, education, team-building, and stability of diverse quality staff.

**Special Events:**

WCIC's Board of Directors, staff, customers, and community celebrated WCIC's 75<sup>th</sup> Anniversary during the week of August 1- 6, 2011. Activities included an Art Exhibit hosted by The Brick House; Children's Literacy & Storytelling hosted by NIA-Women of Purpose; Poetry and Spoken Word hosted by The Black Group, NSAA the Black Root, the Black United Fund of Sacramento Valley and Sacramento Area Black Caucus; Health, Wellness and Cease Fire Youth Symposium hosted by Enlightened Minds Group; House Party hosted by Brenda Usher and WCIC's Head Start staff; and Banquet Gala Celebration hosted by WCIC Board of Directors, staff and members. Special thank you acknowledgements were sent to over two hundred individuals and/or organizations for the fellowship that showed affection and appreciation for the work and leadership of the WCIC's 75<sup>th</sup> Anniversary Planning Committee.

There were 14 individuals and/or organizations that participated in the Banquet Table Sponsorships efforts, which have set a new standard for social responsibility in the Oak Park community, and have set a powerful example that will inspire other individuals, organizations, and companies to do the same.

The banquet featured a catered banquet, hat show, music, speakers and a special tea tribute to the founding mothers.

The entire WCIC Family appreciated everyone's willingness to get involved with WCIC, and with the funds that were raised during the weeklong celebration it looks very likely that WCIC will be able to maintain the Senior Nutrition Program for 2011-2012.

The weeklong festivities were a joyous celebration that included WCIC's 75 years of History, Founding Mothers Legacy, and acknowledgement of Playmate Head Start's Co-Founder, Nelwyn Garret England.



### **Early Childhood Education:**

During the month of August 2011, WCIC's Team was busy recruiting and enrolling children for the 2011-2012 program year to ensure 100% enrollment on the first day of school. The first day of school is scheduled for Tuesday, September 6, 2011.

Ms. Janet Wong-Acorda, Head Teacher, attended Mayor Kevin Johnson's Sacramento Reads/ Stand Up For Great Schools Campaign on August 24, 2011 at the Guild Theatre in Sacramento. Information on school districts that have the highest reading levels/academics were as follows: St. Hope/PS7 rated 90%; Crocker/Riverside Elementary rated 80%; Hearst Elementary rated 78%; Westlake Elementary rated 72%; and Genevieve Didion Elementary rated 71%. The featured guest was award winning teacher Rafe Esquith and his students, the Hobart Shakespeareans. The Hobart Shakespeareans is a public school classroom designed to improve the quality of life for economically disadvantaged children. The school is located in Central Los Angeles. Their enrollment is almost 2,000 students. The Hobart Boulevard Elementary School has 92% children that live in poverty. None of the children speak English as a primary language. In closing, the Hobart Shakespeareans students acted a Shakespeare play.

### **Family and Community Partnerships:**

UC Davis and Head Start Healthy Kids partnered with several WCIC/Playmate Head Start families. Several families participated in eating healthy foods and video taping of the project. Nutrition classes were offered from June 30, 2011 to August 11, 2011 at WCIC/Playmate for 1.5 hours a week. Blood draws were done on the children who participated in the Healthy Kids project. Stipends were paid for each parent that participated in the project.

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

ACF-IM-HS-11-03 Staff qualifications, preschool classroom teachers, infant-toddler, center-based caregiver, teachers

ACF-IM-HS-11-04 Staff qualifications, preschool classroom teachers, waiver

**SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011**

Site	Loc Id	Track II	# Enrolled 8/31/11	# Present 8/31/11	# Absent 8/31/11	# Term W/I 30 days
Off Track		1				
Off Track		2				
Off Track		3				
Auberry Park	1238A	3	18	17	1	2
Auberry Park	1238B	2	17	13	4	3
Bannon Creek	1200A	2	16	12	4	4
Bannon Creek	1200B	2	13	11	2	7
Bannon Creek	1200X	3	17	17	0	3
Bright Beginnings	1201A	3	18	16	2	2
Bright Beginnings	1201B	3	18	12	6	2
Bright Beginnings	1201C	3	18	14	4	2
Bright Beginnings	1201D	3	19	16	3	1
Broadway ELC	1246A	2	15	7	8	1
Broadway ELC	1246B	3	11	6	5	2
Country Woods	1245A	2	17	16	1	3
Country Woods	1245B	3	17	15	2	3
Country Woods	1245C	2	18	15	3	2
Country Woods	1245D	3	15	14	1	5
Crossroad Gardens	1242A	3	19	16	3	1
Crossroad Gardens	1242R	2	21	18	3	
Crossroad Gardens	1242U	EHS	7	7	0	1
Crossroad Gardens	1242X	3	21	20	1	
EHS-HB OPTION	1230C	EHS	12	10	1	
EHS-HB OPTION	1230D	EHS	10	9	3	2
EHS-HB OPTION	1230E	EHS	12	12	0	
EHS-HB OPTION	1230G	EHS	12	0	0	
EHS-HB OPTION	1230H	EHS	11	0	0	1
EHS-HB OPTION	1230I	EHS	10	5	3	1
EHS-HB OPTION	1230J	EHS	7	6	3	3
EHS-HB OPTION	1230K	EHS	10	3	3	2
EHS-HB OPTION***	1230L	EHS	11	8	4	
EHS-HB OPTION***	1230M	EHS	12	0	0	
EHS-HB OPTION***	1230N	EHS	12	4	1	
Elkhorn	1255A	3	20	17	3	
Elkhorn	1255B	2	18	16	2	2
Elkhorn	1255C	2	16	15	1	4
Elkhorn	1255D	2	20	13	7	
Elkhorn	1233M	EHS	8	7	1	
Elkhorn	1255U	EHS	8	6	2	
Elkhorn	1255X	2	20	18	2	1

## SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011

Site	Loc Id	Track II	# Enrolled 8/31/11	# Present 8/31/11	# Absent 8/31/11	# Term W/I 30 days
Freedom Park	1239A	3	19	15	4	1
Freedom Park	1239B	2	16	14	2	4
Freedom Park	1239C	2	17	16	1	3
Freedom Park	1239D	2	19	18	1	1
Freedom Park	1239R	3	21	16	5	
Freedom Park	1239X	3	21	20	1	
Fruitridge	1216A	3	20	16	4	
Fruitridge	1216B	2	20	17	3	
Fruitridge	1216X	2	19	18	1	1
Galt	1234A	2	16	14	2	4
Galt	1234B	2	15	15	0	5
Galt	1234C	3	14	12	2	6
Galt	1234D	3	14	12	2	6
Galt	1234E	3	18	17	1	2
Galt	1234F	2	7	6	1	13
Grant Skills	1217A	2	20	16	4	
Grant Skills	1217B	3	19	17	2	1
Grant Skills	1217C	2	19	19	0	1
Grant Skills	1217X	3	19	16	3	2
Grizzly Hollow	1252A	2	17	16	1	3
Grizzly Hollow	1252B	3	19	18	1	1
Grizzly Hollow	1252U	EHS	8	7	1	
Hillsdale	1228A	2	17	13	4	3
Hillsdale	1228B	2	19	18	1	1
Hillsdale	1228C	3	16	14	2	4
Hillsdale	1228D	3	18	13	5	2
Hillsdale	1228R	3	21	20	1	
Hillsdale	1228X	3	21	20	1	
Home Base Option	1213A	2	15	9	0	
Home Base Option	1213B	3	10	11	1	2
Home Base Option	1213C	2	4	1	2	5
Home Base Option	1213D	3	10	7	2	2
Home Base Option	1213E	3	11	9	1	1
Home Base Option	1213F	3	10	4	4	2

## SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011

Site	Loc Id	Track II	# Enrolled 8/31/11	# Present 8/31/11	# Absent 8/31/11	# Term W/I 30 days
Hopkins Park	1253A	2	19	14	5	1
Hopkins Park	1253B	3	17	14	3	3
Hopkins Park	1253C	2	20	16	4	
Hopkins Park	1253D	3	20	19	1	
Illa Collin ELC	1221A	3	12	8	4	6
Illa Collin ELC	1221B	2	15	11	4	4
Job Corp	1237M	EHS	8	7	1	
Job Corp	1237U	EHS	8	7	1	
Job Corp	1237X	3	18	17	1	3
Kennedy Estates	1240A	2	17	13	4	3
Kennedy Estates	1240B	3	19	18	1	1
La Riviera	1241M	EHS	9	7	2	
La Riviera	1241R	2	15	12	3	5
La Riviera	1241U	EHS	5	5	0	3
La Riviera	1241X	3	18	17	1	3
La Verne Stewart	1219A	2	15	12	3	5
La Verne Stewart	1219B	3	15	14	1	5
Mather	1223A	3	15	11	4	5
Mather	1223B	2	16	11	5	4
Mather	1223R	2	15	12	3	6
Mather	1223U	EHS	8	7	1	
Mather	1223X	3	19	17	2	2
Nedra Court	1244A	3	19	16	3	1
Nedra Court	1244B	2	17	16	1	3
Nedra Court	1244C	2	20	16	4	
New Helvetia I-EHS	1212U	EHS	16	14	2	
New Helvetia II-HS	1247A	2	20	14	6	
New Helvetia II-HS	1247B	2	15	8	7	5
Norma Johnson ELC	1214R	2	16	16	0	5
Norma Johnson ELC	1214U	EHS	8	8	0	
Norma Johnson ELC	1214X	3	18	15	3	3
Northview	1224A	2	16	13	3	4
Northview	1224B	3	18	12	6	2
Northview	1224R	2	20	15	5	1
Northview	1224U	EHS	8	7	1	
Northview	1224X	3	20	19	1	1
Parker Avenue	1207E	5	12	12	0	

**SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011**

Site	Loc Id	Track II	# Enrolled 8/31/11	# Present 8/31/11	# Absent 8/31/11	# Term W/I 30 days
Phoenix Park	1248R	2	20	20	0	1
Phoenix Park	1248U	EHS	8	8	0	
Phoenix Park	1248X	3	20	20	0	1
River Oak EHS HB***	1280A	EHS	9	6	2	3
River Oak EHS HB***	1280B	EHS	12	11	0	
River Oak EHS HB***	1280C	EHS	11	5	2	1
River Oak EHS HB***	1280D	EHS	11	4	3	1
River Oak EHS HB***	1280E	EHS	12	6	0	
SCOE EHS HB***	1281A	EHS	8	7	2	3
SCOE EHS HB***	1281B	EHS	12	4	1	
SCOE EHS HB***	1281C	EHS	12	10	1	
Sharon Neese ELC	1249R	3	20	15	5	1
Sharon Neese ELC	1249U	EHS	8	8	0	
Sharon Neese ELC	1249X	2	18	15	3	3
Solid Foundation	1254A	3	11	9	2	9
Solid Foundation	1254B	3	17	14	3	3
Solid Foundation	1254C	2	17	14	3	3
Strizek Park	1225A	2	20	19	1	
Strizek Park	1225B	3	18	18	0	2
Vineland	1211A	3	20	19	1	
Vineland	1211B	2	18	17	1	2
Walnut Grove	1235A	3	17	12	5	3
Whispering Pines***	1215A	5	20	7	13	
<b>***ARRA Expansion</b>						

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR JULY 2011**

**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	14	20	15	75%
Bannon Creek	80	40	37	20	37	93%
Broadway	40	20	13	20	13	65%
Country Woods	80	40	29	20	36	90%
Elkhorn	80	40	32	20	30	75%
Freedom Park	120	60	41	20	39	65%
Fruitridge	80	40	40	20	38	95%
Galt	120	60	55	20	54	90%
Grant Skills	80	40	35	20	41	103%
Grizzly Hollow	40	20	20	20	20	100%
Hillsdale	80	40	32	20	32	80%
Hopkins Park	80	40	34	20	34	85%
Illa Collin	40	20	15	20	14	70%
Kennedy Estates	40	20	14	20	16	80%
LaVerne Stewart	40	20	19	20	19	95%
Mather	40	20	18	20	18	90%
Nedra Court	80	40	38	20	37	93%
New Helvetia II	80	40	35	20	35	88%
Northview	40	20	12	20	17	85%
Solid Foundation	40	20	20	20	18	90%
Strizek Park	40	20	19	20	19	95%
Vineland	40	20	20	20	19	95%
<b>TOTAL</b>	<b>1400</b>	<b>700</b>	<b>592</b>	<b>Varied</b>	<b>601</b>	<b>86%</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
Crossroad Gardens	40	20	20	20	19	95%
Elkhorn	40	20	20	20	17	85%
La Riviera	40	20	20	20	20	100%
Mather	40	20	19	20	18	90%
Norma Johnson	40	20	19	20	19	95%
Northview	40	20	21	20	18	90%
Phoenix Park	40	20	20	20	18	90%
Sharon Neese	40	20	17	20	18	90%
<b>TOTAL</b>	<b>320</b>	<b>160</b>	<b>156</b>	<b>Varied</b>	<b>147</b>	<b>92%</b>

<b>Home Base Option</b>					
Center	Annual Funded Enrollment	Current Funded Enrollment	Current Enrollment	Weekly Home Visits	Socializations
Home Base	60	30	12	0 13 0 13 8	2
<b>TOTAL</b>	<b>60</b>	<b>30</b>	<b>12</b>	<b>0 0 0</b>	<b>2</b>

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR  
JULY 2011**

**TRACK III**

<b>Standard Option - Up to 6 hours/day, 5 days/week</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Auberry Park	20	18	20	15	75%
Broadway	20	9	20	7	35%
Cordova Lane-BB	80	58	20	45	56%
Country Woods	40	31	20	36	90%
Crossroad Garden	20	20	20	19	95%
Elkhorn	40	34	20	33	83%
Freedom Park	20	17	20	14	70%
Fruitridge	20	20	20	19	95%
Galt	60	51	20	48	80%
Grant Skills	20	14	20	15	75%
Grizzly Hollow	20	19	20	20	100%
Hillsdale	40	34	20	36	90%
Hopkins Park	40	37	20	35	88%
Illa Collin	20	16	20	16	80%
Kennedy Estates	20	17	20	18	90%
LaVerne Stewart	20	20	20	20	100%
Mather	20	18	20	19	95%
Nedra Court	20	14	20	16	80%
Northview	20	18	20	18	90%
Solid Foundation	40	38	20	38	95%
Strizek Park	20	9	20	13	65%
Vineland	20	15	20	20	100%
Walnut Grove	40	22	20	23	58%
<b>TOTAL</b>	<b>680</b>	<b>549</b>	<b>Varied</b>	<b>543</b>	<b>80%</b>

<b>Full Day Option - More than 6 hours/day, 5 days/week</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Bannon Creek	20	18	20	20	100%
Crossroad Gardens	20	20	20	17	85%
Freedom Park	40	30	20	30	75%
Grant Skills	20	13	20	13	65%
Hillsdale	40	35	20	26	65%
Job Corp	20	16	20	17	85%
LaRiviera	20	20	20	20	100%
Mather	20	16	20	15	75%
Norma Johnson	20	21	20	18	90%
Northview	20	19	20	19	95%
Phoenix Park	20	20	20	18	90%
Sharon Neese	20	19	20	19	95%
<b>TOTAL</b>	<b>280</b>	<b>247</b>	<b>Varied</b>	<b>232</b>	<b>83%</b>
<b>Home Base Option</b>					
Center Name	Funded Enrollment	Current Enrollment	Weekly Home Visits	Socializations	
Home Base	30	33	3 11 29 15 15	2	
<b>TOTAL</b>	<b>30</b>	<b>33</b>	<b>Varied</b>	<b>2</b>	



**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR  
JULY 2011**

**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	20	9	75%
<b>TOTAL</b>	<b>12</b>	<b>10</b>	<b>Varied</b>	<b>9</b>	<b>75%</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				0%
<b>TOTAL</b>	<b>20</b>	<b>0</b>	<b>Varied</b>	<b>0</b>	<b>0%</b>

<b>Early Head Start - Center Base Option</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Crossroad Gardens	8	8	20	8	100%
Elkhorn	16	16	20	14	88%
Grizzly Hollow	8	8	20	8	100%
Job Corp	16	16	20	15	94%
La Riviera	16	16	20	14	88%
Mather	8	8	20	7	88%
New Helvetia I	16	13	20	13	81%
Norma Johnson	8	7	20	7	88%
Northview	8	8	20	8	100%
Phoenix Park	8	8	20	8	100%
Sharon Neese ELC	8	8	20	8	100%
<b>TOTAL</b>	<b>120</b>	<b>116</b>	<b>Varied</b>	<b>110</b>	<b>92%</b>

<b>Early Head Start - Home Base Option</b>								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	109	99	0	49	63	62	65	2
<b>TOTAL</b>	<b>109</b>	<b>99</b>	<b>0</b>	<b>49</b>	<b>63</b>	<b>62</b>	<b>65</b>	<b>2</b>

<b>AARA EHS Expansion- Home Base Option</b>								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
EHS SOP	36	33	0	10	22	12	16	2
River Oak	60	58	3	31	41	43	32	2
SCOE	36	36	1	12	31	31	23	1
<b>TOTAL</b>	<b>132</b>	<b>127</b>	<b>4</b>	<b>53</b>	<b>94</b>	<b>86</b>	<b>71</b>	<b>5</b>

<b>Head Start - Home Base Option</b>								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits				Socializations	
Home Base	12	13	0	10	13	10	9	2
<b>TOTAL</b>	<b>12</b>	<b>13</b>	<b>0</b>	<b>10</b>	<b>13</b>	<b>10</b>	<b>9</b>	<b>2</b>

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 08/31/11)

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)	9	(4%)	N/A	
Elk Grove USD (420)	34	(8%)	N/A	
Sacramento City USD (1292)(147)	37	(3%)	2	(1%)
San Juan USD (700) (161)	50	(7%)	27	(16%)
WCIC (120)	2	(1%)	N/A	
SETA (2796)(1878 Tracks) (345)	120	(6%)	29	(8%)
<b>County (4621)* (653)*</b>	<b>252</b>	<b>(5%)</b>	<b>58</b>	<b>(9%)</b>

\* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

# Seta Head Start

## Food Service Operations Monthly Report

### \*August 2011

August 1st - Walnut Grove closes 1 AM Class

August 1st to 5th - WCIC - 75th Anniversary Celebration  
Solid Foundation Center Closed for Maintenance Projects

August 11 & 12 - Mather one AM and one PM class closed for Maintenance

August 12th - Open House at Elkhorn Head Start  
The Food Service provided the refreshments for the Children.

August 30th - Yearly Fire Inspection at the WCIC Kitchen.

#### Meetings and Trainings:

ECOLAB Food Safety Webinar 8/16 attended by Connie Otwell.

Leadership Meeting 8/17 attended by Connie Otwell.

PAC Food Service Meeting 8/18 attended by Connie Otwell

Total Number of Meals and Snacks Prepared for All Kitchens	Lunch	PM Snack	Breakfast	Field Trips
	45,664	27,895	32,439	80

Total Amount of Meals and Snacks Prepared	106,078
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#### Purchases:

Food	\$79,256.55
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Non - Food	\$16,608.84
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Building Maintenance and Repair:	\$1,029.43
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Kitchen Small Wares and Equipment:	\$62.02
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Vehicle Maintenance and Repair :	\$729.06
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Vehicle Gas / Fuel:	\$2,147.15
Normal Delivery Days	23

**ITEM VII – CENTER UPDATES**

**BACKGROUND:**

This agenda item provides an opportunity for Head Start (SOP) centers to give an update on their activities.

**NOTES:**

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**ITEM VIII – DISCUSSION**

**BACKGROUND:**

This agenda item allows Parent Advisory Committee Representatives the opportunity to ask questions about the program pertinent to their centers.

**NOTES:**

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**ITEM IX - 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.

**NOTES:**

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**ITEM X- ADJOURNMENT**

**NOTES:**

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