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Thought for the Day: "Dream BIG, dream small, dream in color, in black and white, then make them a reality. Dare to dream."

Esteemed Human Development International

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

DATE: Tuesday, October 18, 2011

TIME: 9:00 a.m.

LOCATION: SETA Board Room
925 Del Paso Blvd., Suite 100
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

I. Welcome

- A. Call to Order/Roll Call
- B. PAC Meeting Attendance Update

II. Consent Item

- A. Approval of Minutes for September 20, 2011 Special PAC Meeting

III. Action Items

- A. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Second Reading and Approval of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee
- B. Review of Applications and Election of Past Parent Representatives and Alternates
- C. Review of Applications and Election of Grandparent Representative and Alternate

- D. Review of Applications and Election of Foster Parent Representative and Alternate

Information Items

- A. Standing Information
- Introduction of Newly Seated Representatives
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
 - PC/PAC End-of-Year Appreciation Report(s)
 - ◆ Parent/Staff Recognitions
 - Parent/Family Support Unit Calendar of Events (attached) – Ms. Mary Brown
 - PC/PAC Calendar of Events – Ms. Mary Brown
 - Child Care Center Food Menu (attached)
- B. Governing Board Minutes of July 7, 2011 and August 4, 2011 (attached)

Committee Reports

- A. Executive Committee – Ms. Mary Brown
 - ◆ Critique of the Parent Advisory Committee Special Meeting, Tuesday, September 20, 2011
- B. Budget/Planning Committee – Ms. Mary Brown
- C. Male Involvement Committee – Mr. Victor Goodwin
- D. Health Services Advisory Committee (HSAC) – Ms. Yvette Hernandez

VI. Other Reports

- Chair's Report
- Policy Council Report(s) – Ms. Mary Brown, Ms. Erika Contreras, Ms. Socorro Gutierrez, Ms. Yvette Hernandez, Ms. Devon McCracken, and Ms. Connie Wallace
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report (Attached)
- Managers' Reports
 - ✓ Program Support Services Report – Ms. Brenda Campos
 - ◆ 2010-2011 Program Information Report (PIR) Summary – HS/EHS (attached)
 - ✓ Parent/Family Support Report – Ms. Lisa Carr
 - ✓ Early Child Development & Education Services Report – Ms. Karen Gonzales
 - ◆ Region Reports (attached)

VII. Center Updates

VIII. Discussion

IX. Public Participation

X. Adjournment

DISTRIBUTION DATE: THURSDAY, OCTOBER 13, 2011

ITEM I - A – ROLL CALL

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

- ___ Vacant, Auberry Park Head Start
- ___ Vacant, 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**
- ___ Vacant, 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**
- ___ Vacant, 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						✕	✕	✕	✕	U	E		
Vacant	BLC													
Vacant	COP													
Vacant	CW													
Vacant	CR													
Yvette Hernandez S/B Seated 08/11	EHS/HB										X	X		
Juan Mozqueda S/B Seated 08/11	EL										X	X		
Eloy Anzaldúa Seated 04/11	FP						✕	✕	✕	U	E	R		
Zoila Lucero Seated 4/11	FT						X	U	X	U	X	X		
Vacant	G													
Vacant	GH													
Vacant	GSC													
Vacant	H													
Devon McCracken S/B Seated 06/11	HB								E	X	X	X		
Vacant	HB													
Vacant	IC													
Kelly Martin S/B Seated 11/10	HP	U	X	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	X		
Vacant	LVS													
Vacant	MCBB													
Amanda Sokol Seated 08/11	M										X	X		
Praveena Chadhary Seated 11/10	NC	X	X	X	X	X	E	X	X	X	X	X		
Connie Wallace Seated 11/10	NJ	X	X	X	X	X	X	X	X	X	X	X		
Amy Johnson Seated 06/11	NH2								✕	✕	U	U		
Erika Contreras Seated 06/10	NV	X	X	X	X	X	U	AP	X	X	U	X		
Vacant	PA													
Vacant	PP													
Vacant	SF													
Misty Sanders S/B Seated 07/11	SN									X	X	X		
Vacant	SP													
Socorro Gutierrez Seated 02/11	V				X	X	E	X	X	X	X	X		
Laura Meza Seated 11/10	WG	X	X	X	X	X	X	X	X	E	X	X		
Vacant	WP													
Lashonda Tablit Seated 11/10	FPR	X	X	X	X	X	X	E	X	X	X	E		
Rebecca Lewis Seated 11/10	GPR	X	X	X	E	X	X	X	X	X	X	E		
Victor Goodwin S/B Seated 04/10	MIR						AP	X	X	X	X	X		
Tamara Knox Seated 11/10	PPR	X	PAC	X	X	E	X	X	X	X	X	E		
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 Clerk of the Boards, Ms. Nancy Hogan, at 263-3827**

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2010-2011
(Continued)

Head Start Center Abbreviations

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

Representative Abbreviations

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

Attendance Record Abbreviations

X:	Present
E:	Excused
AP:	Alternate Present
AE:	Alternate Excused
U:	Unexcused
PAC:	Parent Advisory Committee
R:	Resigned
S/B:	Should be, or should have been (seated)

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 20, 2011 SPECIAL PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the special PAC meeting of September 20, 2011.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE
MINUTES/SYNOPSIS

SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

September 20, 2011
9:00 a.m.

I. Welcome

A. Call to Order/Roll Call

Chair, Ms. Mary Brown, called the meeting to order at 9:12 a.m. Ms. Consuelo Lopez provided Spanish translation. The Pledge of Allegiance was recited. The Thought of the Day was read by Ms. Devon McCracken. Roll was called by Secretary, Ms. Connie Wallace; a quorum was confirmed.

Members Present:

Yvette Hernandez
Juan Mozqueda
Zoila Lucero (late arrival; on time for meeting)
Devon McCracken
Kelly Martin
Mary Brown
Amanda Sokol
Praveena Chaudhary
Connie Wallace
Erika Contreras
Misty Sanders
Socorro Gutierrez
Laura Meza
Victor Goodwin

Members Absent:

Monica Jones (E)
Eloy Anzaldua (resigned)
Amy Johnson (U)
LaShonda Tablit (E)
Rebecca Lewis (E)
Tamara Knox (E)

II. Consent Item

A. Approval of meeting minutes for the special meeting of the Parent Advisory Committee held August 16, 2011 was requested by Ms. Brown. Mr. Victor Goodwin moved to approve the minutes. Ms. Socorro Gutierrez seconded. There was no discussion.

Show of hands vote: Aye: 12, Nay: 0, Abstentions: 1 (Ms. Brown)
Motion approved.

III. Action Items

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

Ms. Brown reviewed the bylaws revisions. Ms. Brown requested a motion to 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.

Motion by Ms. Kelly Martin to 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. This motion was seconded by Ms. Amanda Sokol.

Show of hands vote: Ayes: 12, Nays: 0, Abstentions: 1 (Ms. Brown)
Motion approved.

Ms. Brown went on to share that the Bylaws Committee met several times and had requested input from PAC members.

Ms. Laura Meza requested that the bylaws be available in Spanish.

Show of hands revote: Aye: 11, Nay: 0, Abstentions: 2 (Ms. Brown, Ms. Meza).
Motion approved.

IV. Information Items

A. Standing Information

- Introduction of Newly Seated Representatives: No new representatives.
- Fiscal Report/Corporate Card Monthly Statement of Account: Mr. Roy Kim provided the final report for the end of the fiscal year, 2010-2011. He indicated that approximately \$500,000 was not spent which is 1% of the total grant. The grant was maximized. A second report, the first month of fiscal year 2011-2012, showed 8% of total expenses which is slightly under the 8.3% expected. Mr. Kim is providing assistance in Roger Bartlett's absence and informed the committee that he is temporarily the contact if there were questions.
- PC/PAC Joint Parent Activity Report(s) – Ms. Mary Brown

The Male Involvement Committee will be meeting on September 21, 2011, 9:00 a.m. in the Saturn Room.

Ms. Brown informed the committee of an event sponsored by the SETA Head Start Male Involvement program. The Chili Cook-Off will be held on October 12, 2011 6:00 to 8:30 p.m. at the SETA Head Start main office. This event celebrates "Grandparents, Kinship and You".

On September 22, 2011 the PAC Executive Committee will meet in the Redwood Room from 9:00 – 10:00 a.m.

September 29, 2011 is the date for the PC Executive Committee meeting from 9:00-10:00 a.m. in the Saturn Room.

- Parent/Family Support Unit Calendar of Events: No additional report.
- PC/PAC Calendar of Events and Activities: No additional report.
- Parent/Staff Recognition-Five Retirees: Grace Martinez, Dami De la Rosa, Dorothy Turner, Helen Simms, Glenda Josey – Ms. Denise Lee

Ms. Karen Gonzales began the recognition by introducing Ms. Glenda Josey. Ms. Gonzales reported that Ms. Josey first came to SETA Head Start in 1995. Ms. Josey became a teacher in 1998. She exemplified teaching and kept a clean and organized classroom.

Ms. Gonzales introduced Ms. Helen Simms, an employee of SETA Head Start since 1991. Ms. Simms assisted in the Rancho Cordova area centers. Ms. Gonzales described her as “dedicated, committed and a true champion.” Ms. Simms shared that she will be traveling in her retirement and expressed thanks to SETA Head Start.

Ms. Dorothy Turner was introduced by Ms. Gonzales having come to SETA Head Start in 1984 through the Good Neighbors program. At that time SETA Head Start had less than 400 children. Ms. Gonzales shared that Ms. Turner provided personal time and resources to prepare the children for school. Ms. Socorro Gutierrez shared additional praises. Manager Brenda Campos added that Ms. Turner and she had known each other for 27 years coming in through the same program and described Ms. Turner as part of the legacy and passion of SETA Head Start. Ms. Desha added that Ms. Turner was her eldest son’s favorite teacher at Good Neighbors.

At the completion of the recognition, Ms. Denise Lee described the significant contribution these women had made to SETA Head Start. She stated they provided services with wisdom and passion, being part of the grassroots teaching and parent connection. She thanked them for their service.

Ms. Brown thanked the SETA Head Start retirees for taking care of the children.

- Child Care Center Food Menu: No comments.
- Community Resources-Parents/Staff: No report.

V. Committee Reports

A. Executive Committee: Ms. Mary Brown

- Critique of the special meeting of the Parent Advisory Committee, August 16, 2011: Ms. Brown reviewed the critique.

- PC/PAC Executive Committee Meeting

Ms. Brown shared that Mr. Francisco Navarro is working on an orientation video for new board members. She requested input and comments on what would be helpful to new members. Comments should be given to Ms. Gutierrez after the meeting.

B. Budget/Planning Committee-Ms. Brown

- Ms. Brown shared that there was nothing to add to Mr. Kim's report.

C. Personnel/Bylaws Committee: No report

D. Social/Hospitality Committee-Ms. Mary Brown

- Ms. Brown shared information on the upcoming PC/PAC End of Year Parent Appreciation luncheon to be held at the Double Tree (by the Hilton Hotel) on Saturday, October 8, 2011 from 12:00 – 3:00 p.m. The luncheon theme is "Together Our Dreams Make a Difference". Members were requested to call Lori Black regarding lunch entree preferences and number of guests. A sign-up sheet would be passed around. Ms. Edenaugboye Davis, Director of the Women's Civic Improvement Club, will be the keynote speaker.

E. Early Childhood Development and Health Services Committee & Parent/Family Support Committee (AKA Customer Service/Attendance & child Safety Subcommittee): Ms. Lisa Carr will provide updates during the Manager report.

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

- Ms. Brenda Campos will provide information regarding the recent meeting held on August 30, 2011.

G. Male Involvement Committee-Mr. Victor Goodwin

- A fatherhood video was reviewed and discussed. The video was approved for parent viewing. The next meeting will be September 21 at 9:00 a.m.

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

- The most recent meeting of CPAC highlighted the community partners of SETA. Warmline, SMUD, several school districts, KVIE, to name a few, were in attendance providing valuable information regarding their services.

KVIE will be holding a community event with Sid the Science Kid on February 28.

The next CPAC meeting will be in April, 2012; time to be announced.

I. Health Service Advisory Committee (HSAC)-Ms. Yvette Hernandez

- The next HSAC meeting will be October 26, 2011 in the Sequoia Room.
- J. Food Services Committee-Mary Brown
- The Food Services Committee met on August 18. Ms. Campos will provide an update.

IV. Other Reports

➤ Chair's Report – Ms. Mary Brown

Ms. Brown shared that Ms. Katherine Yaipen-Faulter was hired by AmeriCorps.

A PAC recruitment application is available for Community Representatives: Past Parent, Grandparent & Foster Parent representatives to serve on the PAC. Completed applications should be returned to Ms. Marie Desha by October 11 at 4:00 p.m.

➤ Policy Council Report(s)-Ms. Mary Brown, Ms. Connie Wallace, Ms. Socorro Gutierrez, Ms. Erika Contreras, Ms. Devon McCracken and Ms. Yvette Hernandez: No report.

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

Ms. Lee presented information that the Board received letters from the Office of Head Start (OHS) regarding the current grant and supplemental grant. Funding for the ARRA grant will end in March 2012. This grant supports 196 spots for children in the centers. Once the Federal government votes on appropriations, there will be more information on the continuance of the supplemental grant which will then fold into the original grant. Ms. Lee will keep the Board posted on Federal developments.

➤ Manager's Reports

○ Program Support Services Report-Ms. Brenda Campos

Ms. Campos shared information on next week's visit of representatives from the Administration for Children and Family Services (ACF) on September 28 and 29. This visit is in response to the lead testing and parent participation findings. Parents will see posters and screensavers on attendance computers in centers to assist in lead testing awareness.

On October 26 the Health Services Advisory Committee will meet in the Sequoia Room from 5:30 – 7:00 p.m.

On August 18, the Food Services Committee met. Information was provided on the Child and Adult Care Food Program (CACFP) visit and findings. The meal count process and procedures was reviewed to address concerns.

The Monitoring and Evaluation Committee met on August 30, 2011. Members were given a report that provided monitoring results for SOP and Delegates. The monitoring took place twice in the past year, once after 45 days of the start of school and then again six months later.

- Parent Family Support Report-Ms. Lisa Carr

Ms. Carr reiterated the information regarding the Chili Cook-Off on October 12. She indicated that there will also be pizza and entertainment. Childcare will be available for the first 40 children.

Ms. Carr will provide an update on Sacramento Reads at the next meeting.

In November, parent workshops will be scheduled on discipline and social/emotional issues.

Ms. Carr provided information on the change of status of some of the Family Service Workers. This position was recently evaluated and staff was tested for skills and observed for performance. The process was voluntary. The position was divided into classes and once the results were received, staff could accept a higher class position. No staff was demoted. It was acknowledged this transition is difficult for some parents.

Ms. Carr indicated that educational screening results will be forthcoming; it takes time for the paperwork to be processed.

Ms. Carr, Ms. Lee, Ms. Gonzales and Ms. Campos will be attending the Office of Head Start 1st National Birth to Five Leadership Institute in Washington D.C. in October.

- Early Child Development and Education Services Report-Ms. Karen Gonzales

Ms. Gonzales shared she was involved in hiring for several positions. With that she is also preparing for training of the new staff. She shared that there is a shortage of substitutes and volunteers. The substitute position is open to the public. SETA collaborates with CSUS in an effort to recruit qualified staff.

Parents will see new Hatch computers at the SOP Early Learning Centers. These replacements will include Spanish language applications.

Early language observations are finishing up and reports will be available soon. Ms. Gonzales is in the process of reviewing the Hought/Mifflin curriculum.

Ms. Lee added information regarding the telephone system being installed at the centers. Some numbers have changed and encouraged parents to be aware of notices, postings, and/or staff conversations regarding the changes.

VII. Center Updates

Ms. Zoila Lucero shared with the Board and staff, through an interpreter, that she was very concerned and upset with the transfer of the Family Service Worker at her center, Fruitridge Early Learning Center. She stated that the FSW was very involved with the children and families and asked for help to keep her at the center.

Ms. Lee assured Ms. Lucero that her concerns were heard. Ms. Lee indicated that the placements, although difficult, were positive for the Family Service Workers. Other members added that they too were experiencing changes at their centers and realized that the changes were in the best interest of the staff member. Ms. Lee encouraged parents experiencing transitions to share their involvement and interest with new staff as they go through their transitions.

Ms. Sokol inquired as to the amount of male applicants for center positions. Ms. Gonzales indicated that there were very few male applicants which is typical. Ms. Lee added that this would be an excellent opportunity for the Male Involvement Committee to engage males in working in the classroom.

VI. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 10:44 a.m.

ITEM III-A – ACTION

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

BACKGROUND:

The Personnel/Bylaws Committee 2010-2011 met during the program year 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**.

A public hearing was opened on September 20, 2011 to hear testimony on modifications to the bylaws.

RECOMMENDATION:

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

NOTES:

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
PAC Final Approval: ~~11/23/10~~ 10/18/11

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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-thirds (2/3) vote of the 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.

- C. 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 4 5: 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 5 6: 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 6 7: 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 7 8: 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 Order¹ 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.

¹Robert's Rules of Order: *Simplified and Applied*, 2nd 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)~~ **one** staff and ~~a minimum of three (3) members~~

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) members~~ **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) members~~ **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) members~~ **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 III-B – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF
PAST PARENT REPRESENTATIVES AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee Past Parent applications to be reviewed and candidates elected for Program Year 2011-2012.

RECOMMENDATION:

That the Parent Advisory Committee elects two (2) Past Parent Representatives and two (2) Alternates.

NOTES:

Representatives nominated:

Representatives elected:

Alternates nominated:

Alternates elected:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF
GRANDPARENT REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee Grandparent applications to be reviewed and candidates elected for Program Year 2011-2012.

RECOMMENDATION:

That the Parent Advisory Committee elects one (1) Grandparent Representative and one (1) Alternate.

NOTES:

Representatives nominated:

Representative elected:

Alternates nominated:

Alternate elected:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-D – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF
FOSTER PARENT REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee Foster Parent applications to be reviewed and candidates elected for Program Year 2011-2012.

RECOMMENDATION:

That the Parent Advisory Committee elects one (1) Foster Parent Representative and one (1) Alternate.

NOTES:

Representatives nominated:

Representative elected:

Alternates nominated:

Alternate elected:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

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

- A. Standing Information
 - Introduction of Newly Seated Representatives
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
 - PC/PAC End-of-Year Appreciation Report(s)
 - ✓ Parent/Staff Recognitions
 - Parent/Family Support Unit Calendar of Events (attached) – Ms. Mary Brown
 - PC/PAC Calendar of Events – Ms. Mary Brown
 - Child Care Center Food Menu (attached)

NOTES:

CALENDAR OF EVENTS AND ACTIVITIES
PARENT/FAMILY SUPPORT UNIT



<u>EVENT</u>	<u>DATE</u>
Health Services Advisory Committee (HSAC) Meeting	Wednesday, October 26, 2011 5:30 p.m. to 7:00 p.m. 925 Del Paso Blvd. Sequoia Room

PC/PAC CALENDAR OF EVENTS



<u>EVENT</u>	<u>DATE</u>
PC/PAC Budget Planning Meeting	Tuesday, October 11, 2011 9:00 – 10:00 a.m. 925 Del Paso Blvd. Oak Room
PC/PAC Male Involvement Committee	Wednesday, October 19, 2011 9:00 a.m. 925 Del Paso Blvd. Saturn Room
Health Services Advisory Committee (HSAC) Meeting	Wednesday, October 26, 2011 5:30 p.m. to 7:00 p.m. 925 Del Paso Blvd. Sequoia Room

SETA Head Start Menu

October 2011

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 3	3 Breakfast: Multi Grain Cereal, Orange, Milk Lunch: Macaroni & Cheese, Broccoli/Ranch Dip, Cantaloupe, Milk Sanck: Strawberry Waffle, Whole Grain Grahams, Milk	4 Breakfast: Whole Wheat Apple Cinnamon Muffin, Banana, Milk Lunch: Beef Ravioli, French Bread, Spinach Salad with Dressing, Orange, Milk Sanck: Whole Wheat Banana Mini Loaf, Apples	5 Breakfast: Whole Grain Biscuit/Jelly, Diced Peaches, Milk Lunch: Enchilada Casserole with Tomato Sauce and Cheese, Sweet Corn Kernels, Kiwi, Milk Snack: Sound Bites Whole Grain Crackers, Peach Yogurt	6 Breakfast: Bagelette/Cream Cheese, Apple, Milk Lunch: Roasted Turkey on Whole Wheat Bread, Zucchini Strip with Dip, Tangerine or Strawberries, LF Milk Sanck: Cottage Cheese, Pineapple Tidbits	7 Breakfast: Whole Grain Cheerios, Orange, Milk Lunch: Swiss Cheese on Whole Wheat Bread, Sliced Tomatoes, Diced Apricots, Butter, Milk Snack: Fresh Kiwi, Goldfish Crackers
Week 4	10 Breakfast: Whole Wheat Blueberry Muffin, Cantaloupe, Milk Lunch: Spanish Rice, Sweet Kernel Corn, Tangerine or Strawberries, Milk Snack: Cheese-It Crackers, Apricot Halves	11 Breakfast: Bagel/Cream Cheese, Orange, Milk Lunch: Teriyaki Chicken, Steamed Brown Rice, Sunomono Salad, Kiwi, Milk Snack: Tropical Treat Whole Grain Crackers, Apple	12 Breakfast: Oatmeal Cereal, Banana, Brown Sugar, Milk Lunch: Whole Wheat Pasta with Tomato Sauce, Green Salad with Dressing, Orange, Milk Snack: Rice Cakes, Dices Peaches	13 Breakfast: Whole Grain Pancakes, Apple, Maple Syrup, Milk Lunch: Turkey and Cheese Roll-up in a Tortilla, Cole Slaw, Mango, Milk Snack: Strawberry Yogurt, Banana	14 Breakfast: Whole Grain Kix Cereal, Diced Apricots, Milk Lunch: Tuna Salad, Saltine Crackers, Baby Carrots, Cantaloupe, Milk Snack: Whole Wheat Apple Cinnamon Muffin, Milk
Week 5	17 Breakfast: Whole Grain Pancakes/Syrup, Mango Chunks, Milk Lunch: Chili Con Carne/Bean, Saltine Crackers, Diced Apricots, Milk Snack: Jungle Crackers, Milk	18 Breakfast: Whole Wheat Banana Muffin, Kiwi, Milk Lunch: Refried Beans, Flour Tortilla, Tomato Salsa, Tangerine or Strawberries, Milk Snack: Whole Wheat Kix Cereal, Milk	19 Breakfast: Whole Grain Biscuit/Jelly, Diced Peaches, Milk Lunch: Chicken Vegetable Stew, Whole e Wheat Dinner roll, Cantaloupe, Milk Snack: Sound Bites Whole Grain Crackers, Banana	20 Breakfast: Oatmeal with Raisins, Pineapple, Milk Lunch: Beef & Whole Wheat Macaroni, Tomato Sauce, Green Salad/Dressing, Orange, Milk Snack: Bean Dip, Flour Tortilla	21 Breakfast: Multi Grain Cheerios, Banana, Milk Lunch: Roasted Turkey on Whole Wheat Bread, Broccoli/Dip, Kiwi, Milk Snack: American Classic Wheat Crackers, Cheese Stick
Week 6	24 Breakfast: Oatmeal Cereal, Cantaloupe, Milk Lunch: Sloppy Joes on Whole Wheat Bun, Whole Kernel Corn, Apricots, Milk Snack: Lemon Dinosaur Crackers, Apple	25 Breakfast: Whole Grain Kix Cereal, Orange, Milk Lunch: Baked Chicken, Mixed Vegetables, Whole Wheat Texas Toast, Kiwi, Milk Snack: Cottage Cheese, Pineapple Tidbits	26 Breakfast: Whole Wheat Banana Muffin, Diced Pears, Milk Lunch: Salisbury Beef Steak/Gravy, Mashed Potatoes, Cantaloupe, Whole Wheat Dinner Roll, Milk Snack: Cheese Sticks, Apple	27 Breakfast: Bagel & Cream Cheese, Banana Lunch: Chicken and Noodles, California Blend Vegetables, Tangerine or Strawberries, Milk Snack: American Classic Wheat Crackers, Orange	28 Breakfast: Whole Wheat Blueberry Muffin, Diced Apricots, Milk Lunch: Swiss Cheese on Whole Wheat Bread, Broccoli/Dip, Orange, Milk Snack: Fish Crackers, Milk
Week 7	31 Breakfast: Crispix Cereal, Apple, Milk Lunch: Chicken Fried Brown Rice, Orange, Milk Snack: Cheese Sticks, American Classic Wheat Crackers				

Octubre 2011

	lunes	martes	miércoles	jueves	viernes
Semana 3	3 Desayuno: Cereal Multigrano, Naranja, Leche. Comida: Macarrón con Queso, Brócoli con Aderezo Ranch, Melón, Leche. Bocadillo: Cereal Multigrano, Naranja, Leche.	4 Desayuno: Mollete de Trigo Integral con Manzana y Canela, Plátano, Leche. Comida: Ravioli de Res, Pan Francés, Ensalada de Espinaca con Aderezo, Naranja, Leche. Bocadillo: Minibarra de Pan de Trigo Integral, Manzana.	5 Desayuno: Bizcocho de Grano Integral con Jalea, Durazno Picado, Leche. Comida: Enchilada Horneada con Salsa de Jitomate y Queso, Granos de Elote Dulce, Kiwi, Leche. Bocadillo: Galletas Saladas de Grano Integral Sound Bites, Yogur de Durazno.	6 Desayuno: Bagelette con Queso Crema, Manzana, Leche. Comida: Pavo Asado con Pan de Trigo Integral, Barritas de Calabacita con Aderezo, Tanagerina o Fresa, Leche Baja Bocadillo: Yogur de Fresa, Plátano.	7 Desayuno: Cheerios de Grano Integral, Naranja, Leche. Comida: Queso Suizo con Pan de Trigo Integral, Rebana-das de Jitomate, Chabacano Picado, Mantequilla, Leche. Bocadillo: Mollete de Trigo Integral con Manzana y Canela, Leche.
Semana 4	10 Desayuno: Mollete de Trigo Integral con Arándanos Azules, Melón, Leche. Comida: Arroz Español, Granos de Elote Dulce, Tanagerina o Fresa, Leche. Bocadillo: Galletas Saladas Cheese-It, Mitades de Chabacano.	11 Desayuno: Bagel con Queso Crema, Naranja, Leche. Comida: Pollo Teriyaki, Arroz Integral a Vapor, Ensalada Sunomono, Kiwi, Leche. Bocadillo: Galletas Saladas de Grano Entero Tropical Treat, Manzana.	12 Desayuno: Cereal de Avena, Plátano, Azúcar Morena, Leche. Comida: Pasta de Trigo Integral con Salsa de Jitomate, Ensalada Verde con Aderezo, Naranja, Leche. Bocadillo: Galletas de Arroz, Durazno Picado.	13 Desayuno: Jotqueis (Pancakes) de Grano Integral, Manzana, Miel de Arce (Maple), Comida: Pavo y Queso Enrollado en una Tortilla, Ensalada de Col, Mango, Leche. Bocadillo: Yogur de Fresa, Plátano.	14 Desayuno: Cereal Kix de Grano Integral, Chabacano Picado, Leche. Comida: Ensalada de Atún, Galletas Saladas, Zanahorias, Melón, Leche. Bocadillo: Mollete de Trigo In-tegral con Manzana y Canela, Leche.
Semana 5	17 Desayuno: Jotqueis (Pancakes) de Grano Integral con Miel, Trozos de Mango, Comida: Chile con Carne y Frijoles, Galletas Saladas, Chabacanos Picados, Leche. Bocadillo: Galletas Saladas Jungle, Leche.	18 Desayuno: Mollete de Trigo Inte-gral con Plátano, Kiwi, Leche. Comida: Frijoles Refritos, Tor-tilla de Harina, Salsa de Jitoma-te, Tanagerina o Fresa, Leche. Bocadillo: Cereal Kix de Trigo Integral, Leche.	19 Desayuno: Bizcocho de Grano Integral con Jalea, Durazno Picado, Leche. Comida: Caldo de Pollo con Verduras, Bollo para Cena de Trigo Integral, Melón, Leche. Bocadillo: Galletas Saladas de Grano Integral Sound Bites, Plátano.	20 Desayuno: Avena con Pasas, Piña, Leche. Lunch: Carne de Res con Macarrón de Trigo Integral, Salsa de Jitomate, Ensalada Verde con Aderezo, Naranja, Bocadillo: Puré de Frijoles, Tortilla de Harina.	21 Desayuno: Cheerios Multigrano, Plátano, Leche. Comida: Pavo Asado con Pan de Trigo Integral, Brócoli con Aderezo, Kiwi, Leche. Bocadillo: Galletas Saladas de Trigo con Queso Americano, Barrita de Queso.
Semana 6	24 Desayuno: Cereal de Avena, Melón, Leche. Comida: Sloppy Joes en Pan de Trigo Integral, Granos Enteros de Elote, Chabacano, Leche. Bocadillo: Galletas Saladas de Grano Integral Sunrise Bites, Leche.	25 Desayuno: Cereal Kix de Grano Integral, Naranja, Leche. Comida: Pollo Horneado, Verduras Mixtas, Pan Tostado de Trigo Integral Estilo Texas, Kiwi, Leche. Bocadillo: Requesón, Golosinas de Piña.	26 Desayuno: Mollete de Trigo Integral con Plátano, Pera Picada, Leche. Lunch: Bistec de Res Salisbury con Gravy, Puré de Papa, Melón, Bollo para Cena de Trigo Integral, Leche. Bocadillo: Barritas de Queso, Manzana.	27 Desayuno: Bagel con Queso Crema, Plátano, Leche. Comida: Tallarines con Pollo, Verduras Mezcla de California, Tanagerina o Fresa, Leche. Bocadillo: Galletas Saladas de Trigo American Classic, Naranja.	28 Desayuno: Mollete de Trigo Integral con Arándanos Azules, Chabacano Picado, Comida: Queso Suizo en Pan de Trigo Integral, Brócoli con Aderezo, Naranja, Leche. Bocadillo: Galletas en Forma de Pez, Leche.
Semana 7	31 Desayuno: Cereal Crispix, Manzana, Leche. Comida: Arroz Integral Frito con Pollo, Naranja, Leche. Bocadillo: Barritas de Queso, Galletas Saladas de Trigo American Classic.				

ITEM IV-C – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Governing Board minutes for the July 7, 2011 and August 4, 2011 meetings as attached.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, July 7, 2011
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:09 a.m.

Members Present:

Don Nottoli, Chair, SETA Governing Board; Member, Board of Supervisors
Jimmie Yee, Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento

Members Absent:

Sophia Scherman, Vice Chair, SETA Governing Board; Public Representative
Bonnie Pannell, Councilmember, City of Sacramento

Mr. Nottoli stated that Item III-A-3 will be continued to August 4; he requested a motion.

Moved/Yee, second/Schenirer, to move the Approval of New Classifications of Workforce System Analyst and Workforce System Administrator and Related Salary Ranges to the August 4 agenda.

Voice Vote: Unanimous approval.

- Recognition of Long-Term Employee: Ms. Cindy Sherwood-Green presented a 20 year service award to Mr. Mohsen Ghahremani for his outstanding work over the years.

- **Presentation:** Acknowledgement of Staff for Participation in the Volunteer Income Tax Assistance (VITA)/Earned Income Tax Credit (EITC) Project

Mr. Roy Kim stated that this item acknowledges staff that participated in the Volunteer Income Tax Assistance program. For the most recent tax year, the staff prepared a total of 2,121 returns with refunds totaling \$3.8 million. Over the past ten years, the partnerships have prepared 30,000 returns and generated over \$47 million for the community.

Allen Brock, Brigette Sullivan, Chi Cheng, Jennifer Fischer, Josie Werner, Keni Addison, Leticia Lujano, Lisa Flores, Magaly Wilson, Maria Steele, Marsha Mohtes-Chan, Mary Bonanno, Melanie Klinkamon, and Tammi Kerch. Also recognized was Martee Atkins for her administrative support for this program.

II. Consent Items

- A. Minutes of the June 2, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Ratify the Submission of the Application for Discretionary Targeted Assistance Grant Funds to Serve Newly Arrived Refugees, PY 2011-2012
- D. Ratify the Submission of a Proposal to the California Employment Development Department for Workforce Investment Act High Concentration of Eligible Youth Funds and Authorize the SETA Executive Director to Execute any Subgrant Agreements, Modifications and any Other Documents Required by the Funding Source
- E. Approval to Ratify the Submission of the Disability Employment Initiative Proposal to Serve Individuals with Disabilities
- F. Approval to Accept WIA 15% Discretionary Funds for Green Innovation Challenge
- G. Approval to Participate in the Jobs Innovation Accelerator Challenge Proposal for the Sacramento Region and Authorize the SETA Executive Director to Execute any Subgrant Agreements, Modifications and any other Documents Required by the Funding Source

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

- A. Approve the June 2, 2011 minutes.
 - B. Approve the claims and warrants for the period 5/26/11 through 6/29/11.
 - C. Ratify the submission of the application for Discretionary Targeted Assistance Discretionary Grant Funds to serve newly arrived refugees who have been unable to achieve economic self-sufficiency, PY2011-2012.
 - D. Ratify the submission of a proposal to the California Employment Development Department for Workforce Investment Act High Concentration of Eligible Youth funds and; authorize the SETA Executive Director to execute any subgrant agreements, modifications and any other documents required by the funding source.
 - E. Ratify the submission of the Disability Employment Initiative proposal to the State of California, EDD to improve the educational, training, and employment opportunities and outcomes of individuals with disabilities through the SWCC system.
 - F. Accept \$600,000 in Workforce Investment Act 15% Governors Discretionary funds to continue providing green workforce development programs.
 - G. Approve SETA's participation in the Sacramento Health Care and Biosciences Jobs and Innovation Accelerator Proposal, and authorize the Executive Director to enter into subgrant agreements, modifications, and any other documents required by the funding source.
- Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Second Revision to the Sacramento Employment and Training Agency 2010-2011 Budget

Mr. Thatch stated that this item can be approved only with 4/5 vote; since only three members are present at the today's meeting, the board cannot take action on this. Mr. Thatch suggested that the board do an intent to approve the motion which will be presented at the August 4 meeting.

Moved/Yee, second/Schenirer, to approve an intent to approve the second revision to the Sacramento Employment and Training Agency 2010-2011 budget.
Voice Vote: Unanimous approval.

2. Approval of Tentative Agreement to Labor Contract

Mr. Rod Nishi stated that this item is requesting approval of a tentative agreement with the labor union. The current labor contract that runs through 2013 has a clause that reopens benefit and salary schedules. This is an agreement that the union as voted upon and all three bargaining units have agreed to a one-time \$1,200 payment for employees on the books as of 7/1/11. The Policy Council reviewed and approved this tentative agreement at their June 28 meeting.

Moved/Yee, second/Schenirer, to approve the Tentative Agreement regarding wages and benefits.
Voice Vote: Unanimous approval.

3. Approval of 2011-2012 Compensation Recommendations for Unrepresented Confidential and Management Personnel and the Personnel Resolution Covering Unrepresented Employees

Ms. Kossick stated that this item reflects what was just approved in the previous item but for unrepresented employees.

Moved/Schenirer, second/Yee, to approve the report, and adopt the resolution to authorize the implementation of the proposed 2011-2012 one-time lump sum payment for unrepresented confidential and management employees on the effective date given in the report.
Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT

1. Approval to Accept Sacramento County Funds, Approval to Augment South County Services, Inc. for Continuation of Services, and Authorize the Executive Director to Sign any Required Contract, Modification, or Other Documents Required by the Funding Source

Ms. Cindy Sherwood-Green reported that South County Services has been a safety net program for years, working in the southern most portion of the county. Sacramento County has requested SETA to accept \$63,000 in funds to support SCS for up to four months after the receipt of the funds. SETA will retain \$3,000 of the funds for administrative purposes such as monitoring, contracting, and processing fiscal claims, and will augment the existing SCS subcontract for

\$60,000 to continue the provision of safety-net services in South Sacramento County through December 31, 2011.

Mr. Nottoli thanked SETA for working with SHRA to make available funds for South County. This is one of the only service providers that provides emergency services in the south county area.

Moved/Yee, second/Schenirer, to approve the acceptance of funds from Sacramento County, approve the augmentation of \$60,000 for South County Services to continue the provision of services in South Sacramento County, and authorize the Executive Director to sign any required contract, modification, or other documents required by the funding source.

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

2. Approval to Modify Sacramento City Unified School District - Skills and Business Education Center's Youth Vendor Services Contract

Ms. Marianne Sphar stated that this item requests approval to modify the Sacramento City Unified School District - Skills and Business Education Center's Youth Vendor Services contract. This was evaluated by a team and the modification is reasonable.

Moved/Yee, second/Schenirer, to approve the modification of the Sacramento City Unified School District – Skills and Business Education Center's Youth Vendor Services contract.

Voice Vote: Unanimous approval.

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions or comments.

B. Employer Success Stories and Activity Report: Mr. William Walker reported that staff is working on recruiting recently separated veterans for PG & E. So far, 74 veterans have been identified and 25 will be selected to go to class at American River College for Utility Line Workers. This is an enduring relationship that SETA has had with PG & E for years.

C. Dislocated Worker Update: Mr. Walker reported that SETA has been asked by the Sacramento County of Education to respond to 35 individuals that will be laid off. SETA had a 'jumpstart' program with City of Sacramento Police Department; 48 individuals responded to this program.

D. Audit Report from the Employment Training Panel: No questions or comments.

E. Funding for Workforce Investment Act, Title I, Adult/Dislocated Worker SETA-Operated One Stop Career Centers for Program Year 2011-2012: This report is in response to a request by Ms. Scherman for a listing of one stop operators.

F. Unemployment Update/Press Release from the Employment Development Department: No additional questions or comments.

G. Head Start Reports: No questions or comments.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: No report.

C. Deputy Directors: Ms. Robin Purdy reported that SETA was notified that the agency received a portion of the DOL National Emergency Grant. The applicant was coordinated with the South Bay WIB in Southern California. SETA's contracted amount will be \$1.8 million for two years.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 10:34 a.m.

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, August 4, 2011
10:00 a.m.

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

Members Present:

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

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento
Jimmie Yee, Member, Board of Supervisors

II. Consent Items

- A. Minutes of the July 7, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of One-Stop Share of Cost Agreement with the County Department of Human Assistance, PY 2011-2012

Consent items were reviewed. No corrections.

Ms. Pannell asked that the July 7 minutes be held until the September meeting.

Moved/Scherman, second/Pannell, to approve to continue the July 7, 2011 minutes to the September 1 agenda, and approve consent Items B and C as follows:

- B. Approve the claims and warrants for the period 6/30/11 through 7/28/11.
 - C. Approve the agreement for \$3,700,000 with the County Department of Human Assistance to continue One-Stop Services to CalWORKs customers and authorize the Executive Director to sign the agreement and any required documents pertaining to the agreement.
- Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Retiree Medical Insurance Subsidy and Retiree Medical and Dental Insurance Program Administrative Policy for Calendar Year 2012

Mr. Rod Nishi stated that this item has been brought before the board every year for the retiree subsidy/medical insurance program. This year staff is recommending to continue the current subsidy for retirees that retired on or before August 31, 2007. Mr. Nishi reviewed the current subsidy payment. SETA's subsidy used to line up with the county; the county's subsidy is now significantly less, with a good chance that it will ultimately come to zero. This is where the county was a year ago. Ms. Kossick stated that because the county has several different groups with several different amounts, SETA staff wanted to be somewhat consistent..

Moved/Pannell, second/Scherman, to approve Option A for the next calendar year and approve the Retiree Medical and Dental Insurance Program Administrative Policy, effective January 1, 2012.

Voice Vote: Unanimous approval.

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Final Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2011-2012

Mr. Roy Kim reported that this is the final budget for 2012 and represents a \$3.3 million decrease over last year's budget, primarily due to ARRA funds sunsetting. A public hearing was opened in June.

Moved/Scherman, second/Pannell, to close the public hearing and approve the SETA budget for 2011-2012.

Voice Vote: Unanimous approval.

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING** Approval of New Classifications of Workforce System Analyst and Workforce System Administrator and Related Salary Ranges

Mr. Nishi stated that he is presenting ten timed items with new job specifications and some reallocations. Ms. Scherman questioned if most are basically a clean-up on the job classifications. Mr. Nishi agreed but there are some that go beyond that parameter.

Mr. Rod Nishi stated that the Agency implemented a new web-based system virtual system to allow people to search for jobs in their place for work or home. This system requires dedicated staff to keep the data fresh. This relates to the new web-based system. The Workforce System Analyst position would be placed in the Clerical, Technical and Analytical bargaining unit. The Workforce System Administrator would be placed in the Supervisory bargaining unit. It is anticipated that some candidates may be internal so there may not be an additional increase in the budget.

Mr. Nottoli opened a public hearing.

Moved/Pannell, second/Scherman, to close the public hearing and adopt the modification to the Agency classification plan to approve the new job classifications for the Workforce System Analyst and Workforce System Administrator and the related salary ranges.

Voice Vote: Unanimous approval.

4. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Classifications of Children and Family Services Education Program Officer, Children and Family Services Support Services Program Officer, Children and Family Services Administrative Program Officer, Workforce Development Analytical Program Officer, Workforce Development Operational Program Officer, and the Related Salary Ranges

Mr. Nishi stated that the purpose of a job specification helps to recruit candidates for positions, and assists in the relationship between supervisor and employee. Recruitment for the position of Program Officer has been difficult since it lacks specificity for the jobs. This board item breaks the Program Officer job classification into five specific job specifications. Mr. Nishi reviewed the responsibilities for each Program Officer job classification. There will not be a financial impact on items 4 and 5.

Mr. Nottoli opened a public hearing.

Moved/Scherman, second/Pannell, to close the public hearing and adopt the modification to the Agency classification plan to approve the classifications of Children and Family Services Education Program Officer, Children and Family Services Support Services Program Officer, Children and Family Services Administrative Program Officer, Workforce Development Analytical Program Officer, Workforce Development Operational Program Officer and the related salary ranges.

5. Reallocation of Program Officers to Children and Family Services Education Program Officer, Children and Family Services Support Services Program Officer, Children and Family Services Administrative Program Officer, Workforce Development Analytical Program Officer, and Workforce Development Operational Program Officer

This item takes all staff in the Program Officer classification and reallocates them into their specific job classification. There were no questions.

Moved/Pannell, second/Scherman, to reallocate incumbent Program Officers to the newly established classifications as outlined in the board packet.

Voice Vote: Unanimous approval.

6. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revision to the Clerk of the Boards Job Specification and the Related Salary Range

Mr. Nishi stated that this classification was created in 1988 and expanded over the years. This position currently is in the Clerical, Technical and Analytical bargaining unit represented by the American Federation of State, County, and Municipal Employees (AFSCME). The Agency met with the Union and have reached agreement that this position is best served by being placed in the Unrepresented/Confidential Unit. The incumbent annualized financial impact would be \$2,517.

Mr. Nottoli opened a public hearing.

Moved/Pannell, second/Scherman, to close the public hearing and adopt the modification to the Agency classification plan to approve the revised job classification of Clerk of the Boards and the related salary range.
Voice Vote: Unanimous approval.

7. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of New Classification of Program Analyst and Related Salary Range

Mr. Nishi reviewed items 7 and 8 together.

The proposed Program Analyst is a new classification. The work of the Program Analyst is primarily the analysis work involving statistical recordkeeping. The new class describes this work using pertinent examples of duties undergirded by more relevant Knowledge and Ability requirements.

The Agency has met with the Union on this proposed job specification and pay range. The Union has no changes.

This item and former item on the Program Officer classification was reviewed and approved by the Policy Council.

Mr. Nottoli opened a public hearing.

Moved/panel, second/Scherman, to close the public hearing and adopt the modification to the Agency classification plan to approve the new job classification of Program Analyst and the related salary range.
Voice Vote: Unanimous approval.

8. Approval to Reallocate the Accounting Technician to Program Analyst

There were no questions on this item.

Moved/Pannell, second/Scherman, to approve the reallocation of Desiree Guerra, Accounting Technician to Program Analyst.
Voice Vote: Unanimous approval.

9. Approval to Reallocate a Head Start Education Specialist to Head Start Education Specialist Supervisor

Mr. Nishi stated that in 2009, the Agency applied for ARRA funds for the Early Head Start program. An Education Specialist has been performing higher duties. It is now known that this expansion is an on-going increase. Because of continued funding under expansion, there continues to be a need for the higher duties position and the Agency is requesting approval of this reallocation.

Mr. Nishi stated that staff have met with the union and came to an agreement.

Ms. Scherman inquired how many employees does this employee supervise and Mr. Nishi replied that she supervises six Early Head Start EHS preschool teachers.

Moved/Pannell, second/Scherman, to approve the reallocation of Dettie MacCracken, Head Start Education Specialist, to Head Start Education Specialist Supervisor.

Voice Vote: Unanimous approval.

10. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of New Classification of Family Services Worker and Related Salary Ranges

Mr. Nishi stated that this new classification is considered a 'deep class' because there are three salary ranges within the classification. The Agency has set up a process by which employees can present their skills and promote within the classification. Staff have been working with CE Technologies to develop the skills set and have identified the job classification with the ability to promote from one salary range to the next. Currently, there are 37 Family Service Workers; the next board item recommends taking the 37 incumbents and reallocating them to Range 1 which is the current FSW range. The approval of the new classification allows for two additional salary ranges. The number of higher-duties FSWs at various sites is determined upon the type of services provided.

Mr. Nottoli inquired how employees will be evaluated for higher salaries. Mr. Nish replied that the employee has to be assessed and the supervisor observes the work. The higher salary is also based on available funding. The Agency will not be able to afford to promote all FSWs to the Range 3 rate. The range of the FSWs will be based on the site the employee is assigned to and whether there is funding at the site. The steps relate to successful completion of their years of service.

Mr. Nottoli opened a public hearing.

Moved/Scherman, second/Pannell, to close the public hearing and adopt the modification to the Agency classification plan to approve the new job classification and salary ranges of Family Services Worker.

Voice Vote: Unanimous approval.

11. Approval to Reallocate Family Services Workers to Family Services Worker (Range 1)

No questions or comments.

Moved/Pannell, second/Scherman, to approve the reallocation of incumbent Family Services Workers to Range 1 of the new Family Services Worker deep classification.

Voice Vote: Unanimous approval.

12. Approval to Reallocate Incumbent of Head Start Typist Clerk III to Account Clerk II

Mr. Nishi stated that this item requests the reallocation for a Head Start Typist Clerk III to be reallocated to Account Clerk II. There will be no financial impact on this reallocation since the pay ranges are identical.

Moved/Pannell, second/Scherman, to approve the reallocation of Martee' Adkins, Head Start Typist Clerk III to Account Clerk II.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. Approval to Accept Workforce Investment Act Governor's 15% Discretionary Funds for the New Start Program and Augment and Extend Subgrantees

Ms. Robin Purdy stated that this item this requests approval to augment and extend four one stop services contracts for those participating in the New Start program. SETA received funds from EDD to serve parolees coming back to Sacramento County. The augmentation in the amount of \$28,000 would cover staffing through 3/31/12. Support services will be set aside to assist parolees in getting stable.

Mr. Nottoli inquired how staff is preparing for the additional number of parolees when the state releases them. Ms. Purdy replied that Sacramento County has more funds than most counties but the funding at six months at a time does not provide a lot of stability. This is for front-line staff to assist the parolees so they are referred to the appropriate programs. There are not a lot of funds for support services or wage subsidies for this population.

Mr. William Walker stated that approximately 2,400 more parolees are expected in Sacramento County. The Rio Cosumnes Correctional Center is being reconfigured to 'triage' the parolees into society. Accountability is the key.

Ms. Scherman inquired how will the funds be distributed. Mr. Walker stated that the funds will be based on the county facilities. All of the regions will be considered and the county will be taken as a whole. The cities within the county were at a meeting. The discussion has been around expansion of services at

RCCC. It is natural that RCCC become the hub for this activity. Staff is looking at all evidence based models to come up with the best solutions.

Ms. Purdy stated that \$30-35,000 will be put in a pool for the career centers to draw on for rental assistance, tools, and other support services.

Ms. Scherman would like to have a report from the various career centers; do they need more help and more money? How will the funds be dispersed? Ms. Purdy replied that the funds will be put in a 'pool' and each career center has the capacity to draw down from that pool. Mr. Walker's staff will work with the career centers to make sure the expenditure is allowable and reasonable. Mr. Walker will be making sure all other sources of funds are tapped prior to the use of these funds.

Mr. Nottoli asked that staff keep the board informed on how SETA and partners are able to draw funds to make a difference and assist law enforcement. The Board requested information on services and successes of the program.

Moved/Scherman, second/Pannell, to approve augmenting and extending the subgrant agreements of Asian Resources, Inc., Sacramento City Unified School District, Elk Grove Unified School District and Greater Sacramento Urban League for \$28,000 to continue funding staff to provide services through March 31, 2012.

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

Ms. Pannell stated that she is disgusted with this amount of money; this is a ridiculous amount of money to assist parolees.

2. Approval to Release a Request for Proposals (RFP) for Office and Classroom Space for the Galt One-Stop Career Center

Ms. Purdy stated that staff is requesting approval to release an RFP for office and career center space in the Galt area. The area has been widened to include Twin Cities Road.

Mr. Nottoli asked if staff had any discussion with DHA to collocate. Ms. Purdy stated that DHA is in lease negotiation for a space across from the high school. There is not enough space for the career center to be included in the DHA space. Staff has been and will continue to work with DHA. Staff is looking at what space is available to ensure there is a wide-variety of proposals.

Moved/Nottoli, second/Pannell, to approve the release of a Request for Proposals for approximately 4,000 sq. ft. of office and classroom space in the Galt area.
Voice Vote: Unanimous approval.

Youth Services: None.

IV. Information Items

- A. Summary of Media Coverage Received for SETA and Sacramento Works from January 1, 2011 through June 30, 2011: Ms. Terri Carpenter has done an outstanding job of getting coverage for the agency.
- B. Report On American Express Corporate Account Rewards Points Program: No questions.
- C. Workforce Investment Act Reauthorization Update: No questions.
- D. New and Pending Grants: No questions or comments.
- E. Fiscal Monitoring Reports: No questions or comments.
- F. Employer Success Stories and Activity Report: No questions.
- G. Dislocated Worker Update: No questions
- H. Unemployment Update/Press Release from the Employment Development Department: No questions.
- I. Head Start Reports: Ms. Denise Lee reported that the budget on Child Development received 15% across the board cut and 10% in standard day reimbursement; it was an 11% cut and the standard day reimbursement was not touched. Across the board there were either reduced hours or some centers shifted to not operating a full day program. For the Grantee Operated program, there was a \$600,000 reduction. Staff is looking at programs that are under earning, then determine how each contract will be reduced. There may be a reduction in the budget over the coming year. Yesterday staff received the award letter for the Head Start/Early Head Start grant. The ARRA funds will be ending September 30. Board members were reminded of the Elkhorn Open House; this center will serve 112 children in Head Start and Early Head Start. Mayor Kevin Johnson will be hosting a Sacramento Reads event at Forty Acres in Oak Park to discuss issues with poor attendance at schools.

V. Reports to the Board

- A. Chair: Mr. Nottoli asked that his colleagues receive the EDD/LMI unemployment information. Good information at the policy level and e-mail it to the city clerk and county clerk and surrounding City Clerks. This information reinforces the fact that SETA is the workforce expert.
- B. Executive Director: Ms. Scherman was wished a Happy Birthday on August 18. Ms. Kossick stated that staff is not sure how the recent congressional action will affect our program. All signs point to a decline in federal resources. After Labor Day, there may be some decision as to funding. Earlier in the year, the board requested occasional sessions about various SETA departments. Ms. Kossick would like to schedule the Children and Family Services Department update in September or October. Ms. Scherman suggested October and requested that

staff make sure that the agenda is managed so it is not a long meeting. Ms. Scherman is particularly interested in the RCCC program for ex-offenders.

Cisco System is doing some layoffs. While WARN letter has not yet been received, Mr. Walker's staff is already working on providing assistance.

- C. Deputy Directors: No additional report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Pannell congratulated Mr. Nottoli and his wife on recently celebrating 30 years of marriage.
- F. Public: No comments.
- VI. Adjournment: The meeting was adjourned at 11:18 a.m.

ITEM V – COMMITTEE REPORTS

BACKGROUND:

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

- Executive Committee
 - Critique of the Parent Advisory Committee meeting, September 20, 2011.

GOOD!!!
Thank you for management of cell phones.
Thank you for remaining seated during presentation.
Thank you, Ms. Consuelo Lopez, for translating.
Thank you, Mr. Jaime Serrano and Mr. Francisco Navarro, for PAC meeting support.
Thank you, Ms. Valerie Powell, for clerking the meeting.
Thank you, Ms. Nancy Hogan for assistance in setting up for the PAC meeting.
Thank you Board members for participating in discussion.
Thank you, Ms. Zoila Lucero, and Ms. Laura Meza, for advocating for your centers.
NEEDS IMPROVEMENT
Being seated at 8:30 a.m. prior to the meeting.
Please raise hands to be addressed by the Chair before speaking.

- Budget/Planning Committee
- Personnel/Bylaws Committee
- Male Involvement Committee
- Health Services Advisory Committee (HSAC)

NOTES:

ITEM VI – OTHER REPORTS

BACKGROUND:

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

- Chair's Report
- Policy Council Report(s) – Ms. Mary Brown, Ms. Erika Contreras, Ms. Socorro Gutierrez, Ms. Yvette Hernandez, Ms. Devon McCracken, and Ms. Connie Wallace
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report (Attached)
- Managers' Reports
 - ✓ Program Support Services Report – Ms. Brenda Campos
 - ◆ 2010-2011 Program Information Report (PIR) Summary – HS/EHS (attached)
 - ✓ Parent/Family Support Report – Ms. Lisa Carr
 - ✓ Early Child Development & Education Services Report – Ms. Karen Gonzales
 - ◆ Region Reports (attached)

NOTES:

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Monthly Head Start Report

October 2011

SETA Operated Program

Education Update:

Early Head Start Home Base staff went through an insightful training on creating successful socializations for families. This training focused on individualization and meaningful interactions. The information gathered through this professional development opportunity will be used in future planning for the Home Base Program.

SETA embarked on a partnership with SCOE to train Head Start staff on the CSEFEL (Center on the Social Emotional Foundations for Early Learning) model. Teaching team from the full inclusion classrooms at the Northview and Hillsdale Center attended a high-quality training on how to provide support to all children's social emotional development. Additional SETA staff also attended training on how to coach and train on the CSEFEL material, allowing sustainability for the project.

Family Partnership Unit:

September is a very busy month for Family Service Workers. They were busy ensuring that all of the early learning centers were fully enrolled, and that children received their 45 days health screens.

Family Service Workers also successfully assessed into their new ranges for their jobs. They spent time after work and on weekends studying for their online assessment. Staff was able to assess into three different levels, and along with feedback from their supervisors, were able increase pay and/or hours when they took on additional tasks. This is an exciting time for FSWs, and supervisors are working hard to develop training which will allow even more FSWs an opportunity to improve their skills and move ranges if they desire.

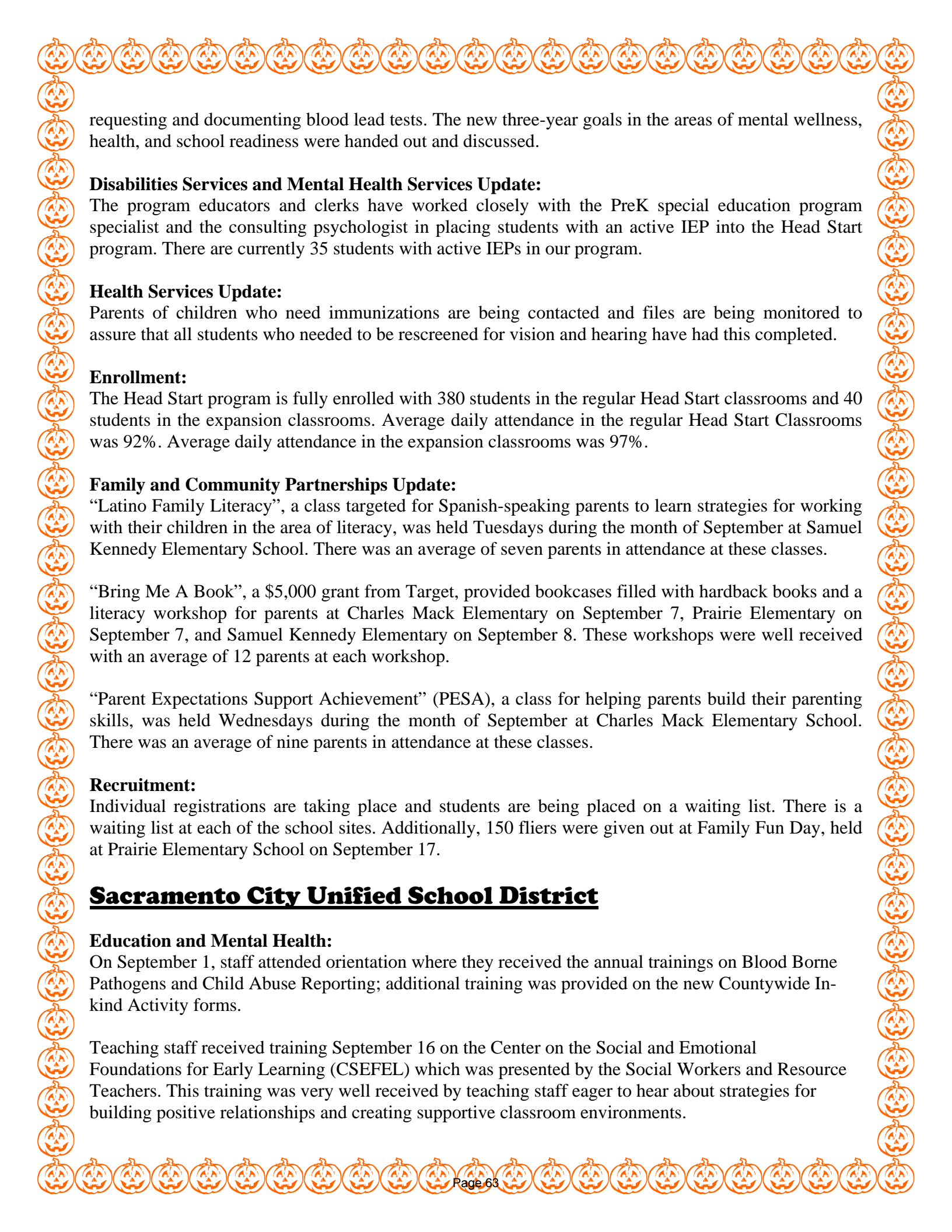
Our recruitment team has also been out at community events, publicizing all the good things Head Start has to offer. We recently attended the Prevention and Wellness Fair at the Sacramento Native American Health Center. We look forward to more opportunities to share about Head Start and Early Head Start and all the wonderful things we have to offer.

Elk Grove Unified School District

Education Services Update:

Liz Aguilar, Education Area Expert from the Sacramento Employment and Training Agency (SETA), provided training on how to use anecdotal notes for student assessment.

Claudia Charter, Program Specialist for PreK education, guided teachers through the revisions made for seeking support for mental and behavioral needs, attendance procedures, and procedures for

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requesting and documenting blood lead tests. The new three-year goals in the areas of mental wellness, health, and school readiness were handed out and discussed.

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 35 students with active IEPs in our program.

Health Services Update:

Parents of children who need immunizations are being contacted and files are being monitored to assure that all students who needed to be rescreened for vision and hearing have had this completed.

Enrollment:

The Head Start program is fully enrolled with 380 students in the regular Head Start classrooms and 40 students in the expansion classrooms. Average daily attendance in the regular Head Start Classrooms was 92%. Average daily attendance in the expansion classrooms was 97%.

Family and Community Partnerships Update:

“Latino Family Literacy”, a class targeted for Spanish-speaking parents to learn strategies for working with their children in the area of literacy, was held Tuesdays during the month of September at Samuel Kennedy Elementary School. There was an average of seven parents in attendance at these classes.

“Bring Me A Book”, a \$5,000 grant from Target, provided bookcases filled with hardback books and a literacy workshop for parents at Charles Mack Elementary on September 7, Prairie Elementary on September 7, and Samuel Kennedy Elementary on September 8. These workshops were well received with an average of 12 parents at each workshop.

“Parent Expectations Support Achievement” (PESA), a class for helping parents build their parenting skills, was held Wednesdays during the month of September at Charles Mack Elementary School. There was an average of nine parents in attendance at these classes.

Recruitment:

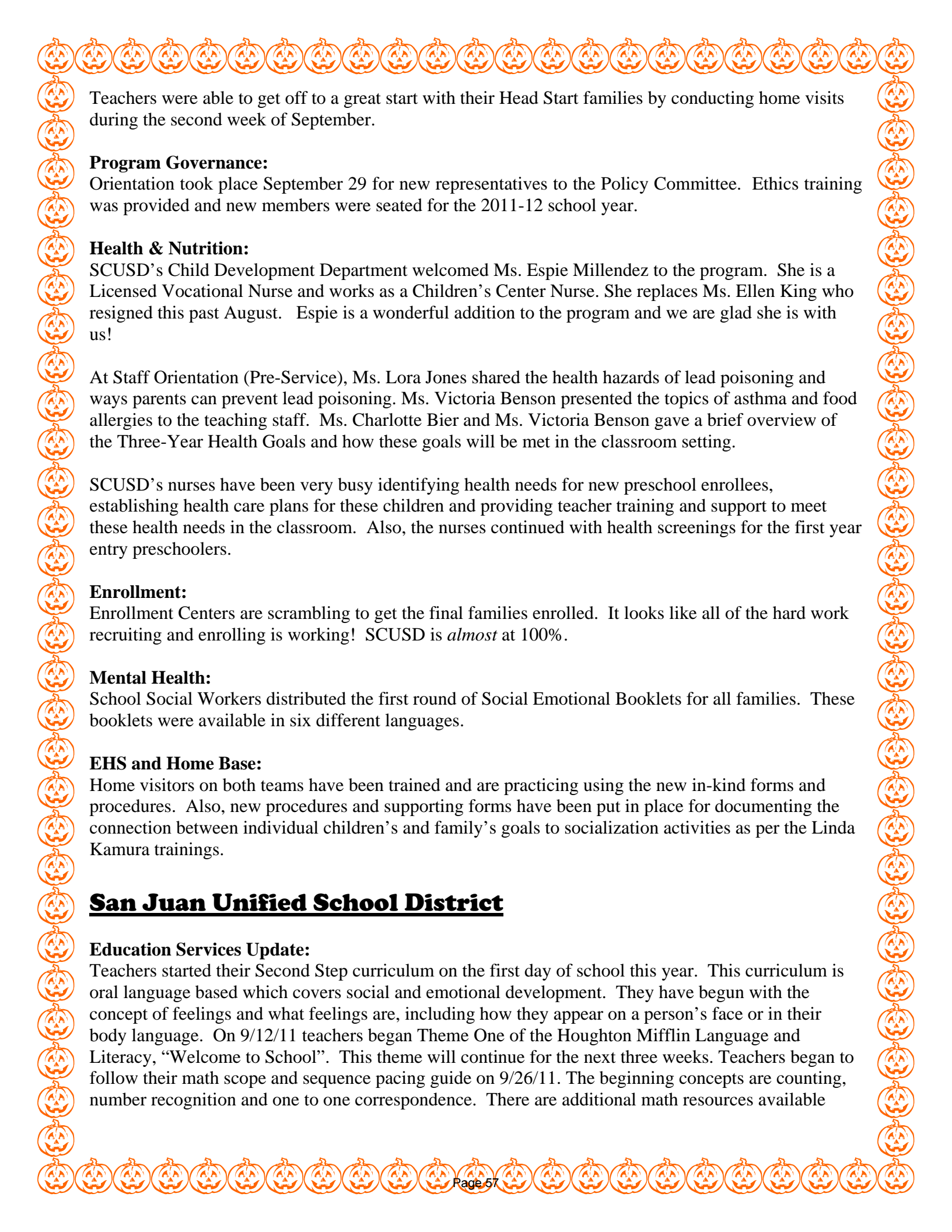
Individual registrations are taking place and students are being placed on a waiting list. There is a waiting list at each of the school sites. Additionally, 150 fliers were given out at Family Fun Day, held at Prairie Elementary School on September 17.

Sacramento City Unified School District

Education and Mental Health:

On September 1, staff attended orientation where they received the annual trainings on Blood Borne Pathogens and Child Abuse Reporting; additional training was provided on the new Countywide In-kind Activity forms.

Teaching staff received training September 16 on the Center on the Social and Emotional Foundations for Early Learning (CSEFEL) which was presented by the Social Workers and Resource Teachers. This training was very well received by teaching staff eager to hear about strategies for building positive relationships and creating supportive classroom environments.

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Teachers were able to get off to a great start with their Head Start families by conducting home visits during the second week of September.

Program Governance:

Orientation took place September 29 for new representatives to the Policy Committee. Ethics training was provided and new members were seated for the 2011-12 school year.

Health & Nutrition:

SCUSD's Child Development Department welcomed Ms. Espie Millendez to the program. She is a Licensed Vocational Nurse and works as a Children's Center Nurse. She replaces Ms. Ellen King who resigned this past August. Espie is a wonderful addition to the program and we are glad she is with us!

At Staff Orientation (Pre-Service), Ms. Lora Jones shared the health hazards of lead poisoning and ways parents can prevent lead poisoning. Ms. Victoria Benson presented the topics of asthma and food allergies to the teaching staff. Ms. Charlotte Bier and Ms. Victoria Benson gave a brief overview of the Three-Year Health Goals and how these goals will be met in the classroom setting.

SCUSD's nurses have been very busy identifying health needs for new preschool enrollees, establishing health care plans for these children and providing teacher training and support to meet these health needs in the classroom. Also, the nurses continued with health screenings for the first year entry preschoolers.

Enrollment:

Enrollment Centers are scrambling to get the final families enrolled. It looks like all of the hard work recruiting and enrolling is working! SCUSD is *almost* at 100%.

Mental Health:

School Social Workers distributed the first round of Social Emotional Booklets for all families. These booklets were available in six different languages.

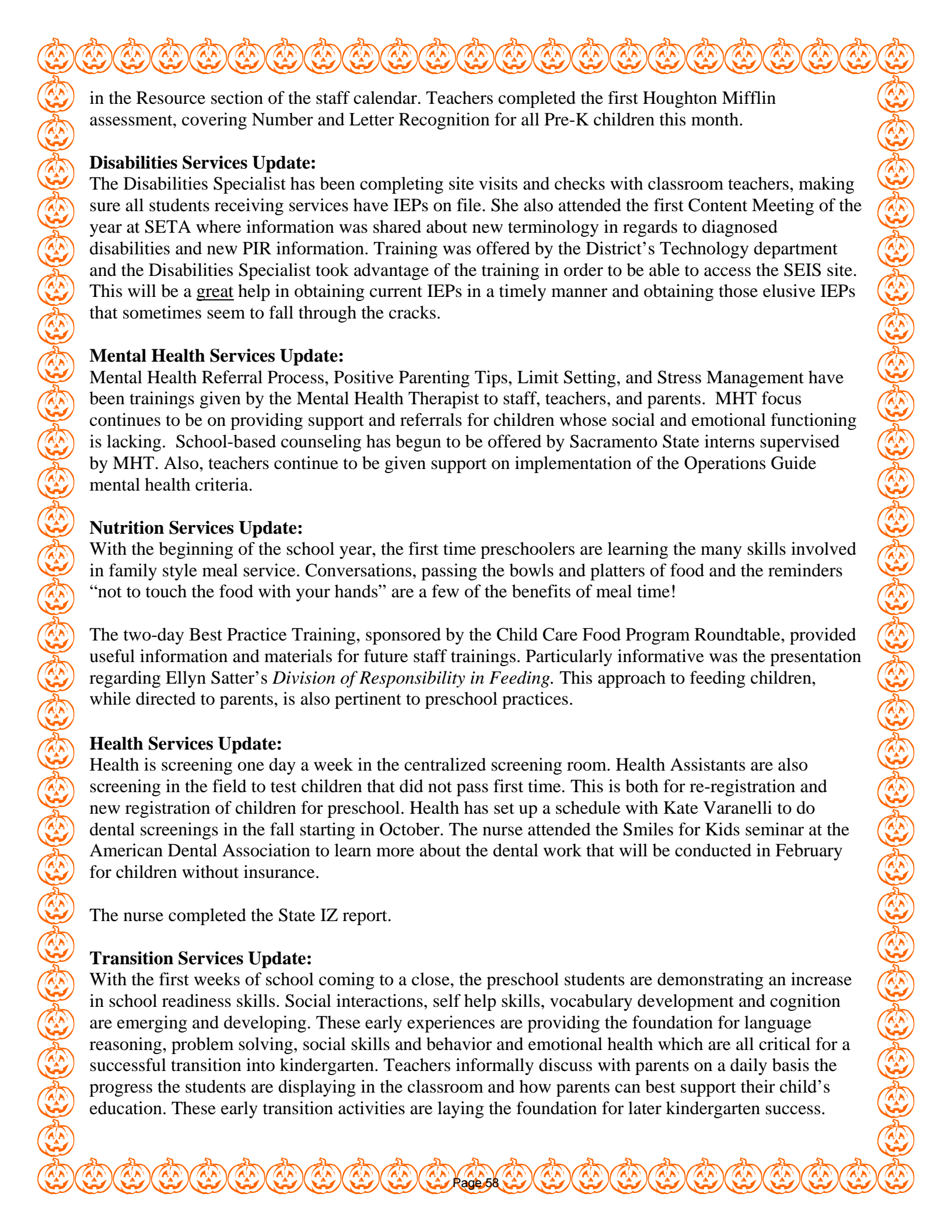
EHS and Home Base:

Home visitors on both teams have been trained and are practicing using the new in-kind forms and procedures. Also, new procedures and supporting forms have been put in place for documenting the connection between individual children's and family's goals to socialization activities as per the Linda Kamura trainings.

San Juan Unified School District

Education Services Update:

Teachers started their Second Step curriculum on the first day of school this year. This curriculum is oral language based which covers social and emotional development. They have begun with the concept of feelings and what feelings are, including how they appear on a person's face or in their body language. On 9/12/11 teachers began Theme One of the Houghton Mifflin Language and Literacy, "Welcome to School". This theme will continue for the next three weeks. Teachers began to follow their math scope and sequence pacing guide on 9/26/11. The beginning concepts are counting, number recognition and one to one correspondence. There are additional math resources available

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in the Resource section of the staff calendar. Teachers completed the first Houghton Mifflin assessment, covering Number and Letter Recognition for all Pre-K children this month.

Disabilities Services Update:

The Disabilities Specialist has been completing site visits and checks with classroom teachers, making sure all students receiving services have IEPs on file. She also attended the first Content Meeting of the year at SETA where information was shared about new terminology in regards to diagnosed disabilities and new PIR information. Training was offered by the District's Technology department and the Disabilities Specialist took advantage of the training in order to be able to access the SEIS site. This will be a great help in obtaining current IEPs in a timely manner and obtaining those elusive IEPs that sometimes seem to fall through the cracks.

Mental Health Services Update:

Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management have been trainings given by the Mental Health Therapist to staff, teachers, and parents. MHT focus continues to be on providing support and referrals for children whose social and emotional functioning is lacking. School-based counseling has begun to be offered by Sacramento State interns supervised by MHT. Also, teachers continue to be given support on implementation of the Operations Guide mental health criteria.

Nutrition Services Update:

With the beginning of the school year, the first time preschoolers are learning the many skills involved in family style meal service. Conversations, passing the bowls and platters of food and the reminders "not to touch the food with your hands" are a few of the benefits of meal time!

The two-day Best Practice Training, sponsored by the Child Care Food Program Roundtable, provided useful information and materials for future staff trainings. Particularly informative was the presentation regarding Elynn Satter's *Division of Responsibility in Feeding*. This approach to feeding children, while directed to parents, is also pertinent to preschool practices.

Health Services Update:

Health is screening one day a week in the centralized screening room. Health Assistants are also screening in the field to test children that did not pass first time. This is both for re-registration and new registration of children for preschool. Health has set up a schedule with Kate Varanelli to do dental screenings in the fall starting in October. The nurse attended the Smiles for Kids seminar at the American Dental Association to learn more about the dental work that will be conducted in February for children without insurance.

The nurse completed the State IZ report.

Transition Services Update:

With the first weeks of school coming to a close, the preschool students are demonstrating an increase in school readiness skills. Social interactions, self help skills, vocabulary development and cognition are emerging and developing. These early experiences are providing the foundation for language reasoning, problem solving, social skills and behavior and emotional health which are all critical for a successful transition into kindergarten. Teachers informally discuss with parents on a daily basis the progress the students are displaying in the classroom and how parents can best support their child's education. These early transition activities are laying the foundation for later kindergarten success.

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Family and Community Partnership:

The Policy Committee had one last regular meeting in September with 2010-2011 representatives. It was a small turn out as several reps who have children that age-out of the program often do not return for this meeting. We also held our appreciation/recognition lunch this month for representatives from the previous year and again it was a small turn out. The lunch was held at Rey Azteca Taqueria. This was suggested as the restaurant of choice by a representative whose husband is the cook there. Those who did attend enjoyed a delicious lunch and received awards recognizing and thanking them for their efforts on behalf of the program and all the children and families within it.

Program Support/Staff Training Update:

Teachers received information on the new Individualization Binder including the process for documenting evidence of anecdotal observations and individualized strategies that are created for all students three times a year. The first individualization period begins in September, followed by winter and spring individualization periods.

Teachers also discussed standardizing support for dual language learners in the preschool classrooms through the support of bilingual teaching assistants. One targeted strategy will be in pre-read Spanish or Russian during large group time. In addition, small group presentations in Spanish or Russian using Houghton-Mifflin language cards, or Second Step oral language cards will be reviewed during the three week theme. The collaboration of teachers and bilingual teaching assistants is required to ensure planning for home language support in the classroom.

Fiscal Update:

September ended the last of the Head Start and Early Head Start ARRA Grants. Final reports will be due to SETA on October 30. At that time funds that were once designated as ARRA will be rolled into the Base HS/EHS Funding. At this time, only half of the funds will be carried over to Head Start and Early Head Start Base Grant. Only half of the supplemental funds have been appropriated by the Federal Government, so this is why only half will be budgeted.

Head Start and Early Head Start August Reports were submitted to SETA by September 10, and were within current spending trends.

The final fiscal monitoring report was received for fiscal year 2009-10. No findings were reported.

Early Head Start:

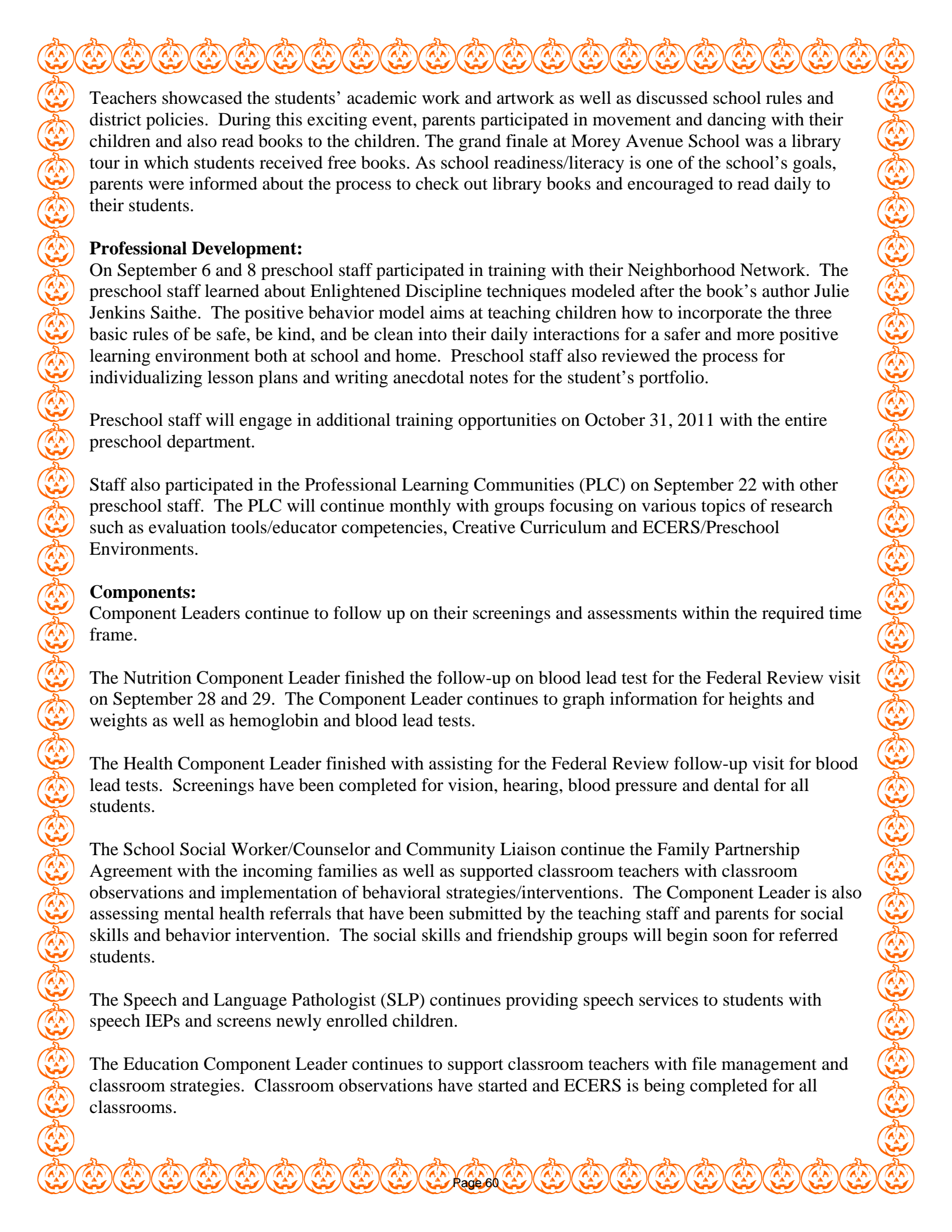
As of September 22, the new toddler center at Dom Way is licensed and open! Sixteen children and staff from Sierra Arden and Marshall are now attending in 2 new classrooms at this former elementary school. This is a collaboration site with the state CCTR program and Early Head Start. Many parents have commented that this location is much more convenient for them. With three preschool classes already on-site, this will provide for a smooth transition to preschool when these toddlers turn three years old.

Twin Rivers Unified School District

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

Events:

All schools completed Back to School Nights in which parents toured the school site and classrooms.

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Teachers showcased the students' academic work and artwork as well as discussed school rules and district policies. During this exciting event, parents participated in movement and dancing with their children and also read books to the children. The grand finale at Morey Avenue School was a library tour in which students received free books. As school readiness/literacy is one of the school's goals, parents were informed about the process to check out library books and encouraged to read daily to their students.

Professional Development:

On September 6 and 8 preschool staff participated in training with their Neighborhood Network. The preschool staff learned about Enlightened Discipline techniques modeled after the book's author Julie Jenkins Saithe. The positive behavior model aims at teaching children how to incorporate the three basic rules of be safe, be kind, and be clean into their daily interactions for a safer and more positive learning environment both at school and home. Preschool staff also reviewed the process for individualizing lesson plans and writing anecdotal notes for the student's portfolio.

Preschool staff will engage in additional training opportunities on October 31, 2011 with the entire preschool department.

Staff also participated in the Professional Learning Communities (PLC) on September 22 with other preschool staff. The PLC will continue monthly with groups focusing on various topics of research such as evaluation tools/educator competencies, Creative Curriculum and ECERS/Preschool Environments.

Components:

Component Leaders continue to follow up on their screenings and assessments within the required time frame.

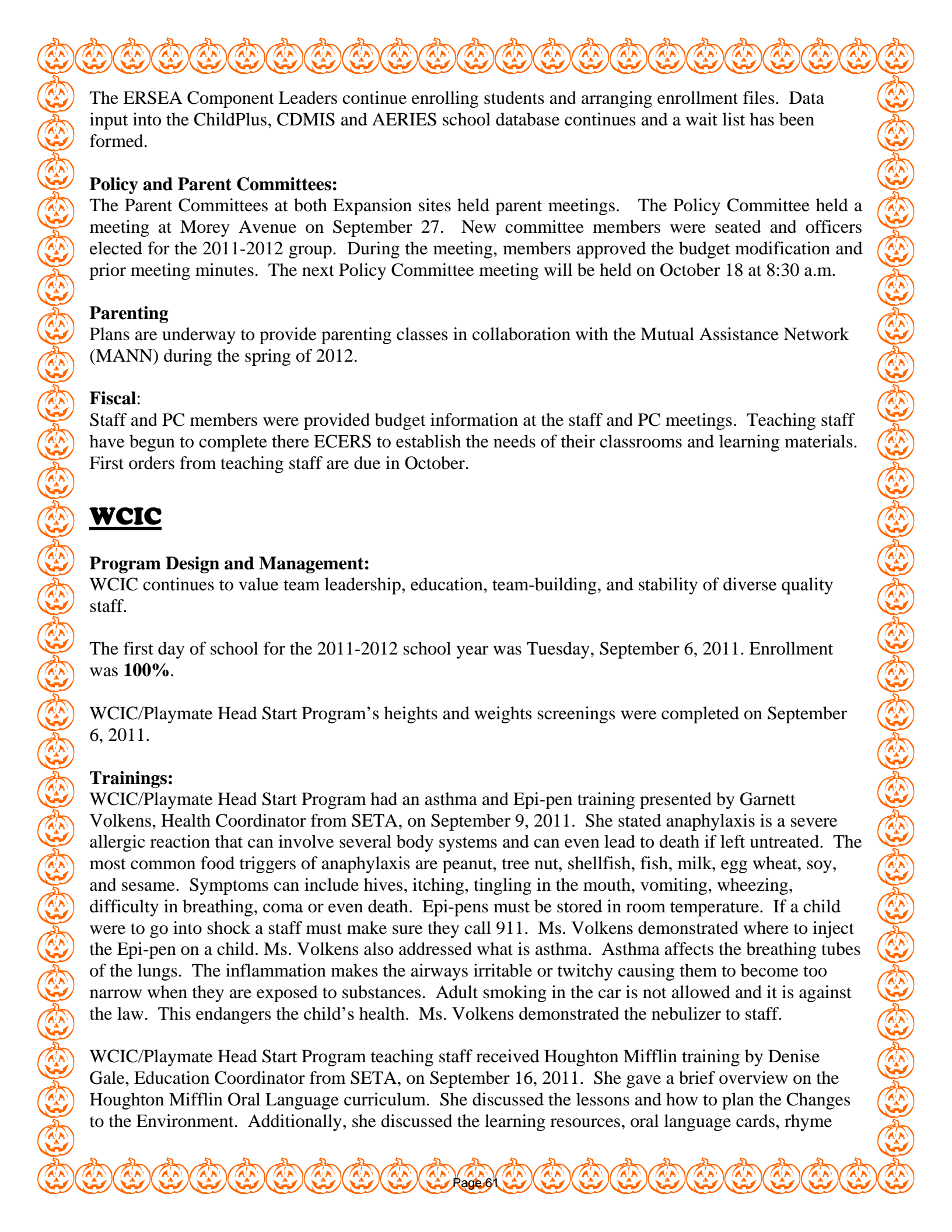
The Nutrition Component Leader finished the follow-up on blood lead test for the Federal Review visit on September 28 and 29. The Component Leader continues to graph information for heights and weights as well as hemoglobin and blood lead tests.

The Health Component Leader finished with assisting for the Federal Review follow-up visit for blood lead tests. Screenings have been completed for vision, hearing, blood pressure and dental for all students.

The School Social Worker/Counselor and Community Liaison continue the Family Partnership Agreement with the incoming families as well as supported classroom teachers with classroom observations and implementation of behavioral strategies/interventions. The 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 social skills and friendship groups will begin soon for referred students.

The Speech and Language Pathologist (SLP) continues providing speech services to students with speech IEPs and screens newly enrolled children.

The Education Component Leader continues to support classroom teachers with file management and classroom strategies. Classroom observations have started and ECERS is being completed for all classrooms.

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The ERSEA Component Leaders continue enrolling students and arranging enrollment files. Data input into the ChildPlus, CDMIS and AERIES school database continues and a wait list has been formed.

Policy and Parent Committees:

The Parent Committees at both Expansion sites held parent meetings. The Policy Committee held a meeting at Morey Avenue on September 27. New committee members were seated and officers elected for the 2011-2012 group. During the meeting, members approved the budget modification and prior meeting minutes. The next Policy Committee meeting will be held on October 18 at 8:30 a.m.

Parenting

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

Fiscal:

Staff and PC members were provided budget information at the staff and PC meetings. Teaching staff have begun to complete there ECERS to establish the needs of their classrooms and learning materials. First orders from teaching staff are due in October.

WCIC

Program Design and Management:

WCIC continues to value team leadership, education, team-building, and stability of diverse quality staff.

The first day of school for the 2011-2012 school year was Tuesday, September 6, 2011. Enrollment was **100%**.

WCIC/Playmate Head Start Program's heights and weights screenings were completed on September 6, 2011.

Trainings:

WCIC/Playmate Head Start Program had an asthma and Epi-pen training presented by Garnett Volkens, Health Coordinator from SETA, on September 9, 2011. She stated anaphylaxis is a severe allergic reaction that can involve several body systems and can even lead to death if left untreated. The most common food triggers of anaphylaxis are peanut, tree nut, shellfish, fish, milk, egg wheat, soy, and sesame. Symptoms can include hives, itching, tingling in the mouth, vomiting, wheezing, difficulty in breathing, coma or even death. Epi-pens must be stored in room temperature. If a child were to go into shock a staff must make sure they call 911. Ms. Volkens demonstrated where to inject the Epi-pen on a child. Ms. Volkens also addressed what is asthma. Asthma affects the breathing tubes of the lungs. The inflammation makes the airways irritable or twitchy causing them to become too narrow when they are exposed to substances. Adult smoking in the car is not allowed and it is against the law. This endangers the child's health. Ms. Volkens demonstrated the nebulizer to staff.

WCIC/Playmate Head Start Program teaching staff received Houghton Mifflin training by Denise Gale, Education Coordinator from SETA, on September 16, 2011. She gave a brief overview on the Houghton Mifflin Oral Language curriculum. She discussed the lessons and how to plan the Changes to the Environment. Additionally, she discussed the learning resources, oral language cards, rhyme

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and chant posters, teacher materials, technology and literature and math extension.

WCIC/Playmate Head Start Program received Pedestrian Safety training by Marta Chavez, Health Nutrition Specialist from SETA, on September 21, 2011. She addressed the parents on Pedestrian Safety, passed out Pedestrian Safety Rules for teaching children safety; Car Seat Resources in the Sacramento Area and the Crossing the Street song. Teaching children rules is one of the most important things parents can do. Parents need to have discussions with their children about safety rules; even though children know the rules, a parent should repeat them so they can learn them well. Colored flashcards can help children learn the different meaning of traffic lights. Don't let a child walk alone; they will never learn rules this way and likely will be unsafe. Accompany your child when walking around a busy street. This is the most important part of teaching children traffic safely rules. You cannot teach your child if you are not with the children. Most importantly, be a good role model.

WCIC/Playmate Head Start Program received Bloodborne Pathogens training by Garnett Volkens, Health Coordinator from SETA, on September 23, 2011. She addressed the staff on Bloodborne Pathogens and showed a video on Bloodborne Pathogens in Schools and the Human Side. You must wash hands, wear protective wear, and get the HBV Vaccine for protection. Good hand washing, antiseptic towel, and discarding needles in appropriate containers are what measures staff has to take. Staff must wear gloves when in contact with blood, have protective gear on, and use plastic bags to contain blood. When contaminated, gloves must be disposed of properly. Also, a first responder kit must be made available. A plastic bag can be a barrier in case one does not have any protective barrier. The HBV vaccine is 85% - 97% effective. Often, precautions are not taken because many people do not think they will encounter it, so education is critical.

WCIC/Playmate Head Start Program received In-Kind Home Activity training by Melanie Nicolas, Program Officer, (Program Support Services from SETA) on September 30, 2011. She gave an overview on the In-Kind Home Activity Record Form. She stated parents will need to learn how to fill out the form by teacher's teaching the theme/lesson plans for the week. Parents must do the home activity that is related to the lesson taught in the teacher's classroom in order for In-Kind to be counted. The In-Kind activity can be daily, weekly or monthly. If parents do not know how to read or write, teacher's can assist the parents in filling out the form(s).

Family and Community Partnerships:

WCIC/Playmate Head Start Program's community partners are as follows: City of Sacramento; U C Davis, AAFSA; Oak Park Community Center; The Effort Clinic; Enlightened Minds Group, Inc.; Suzanne Brooks, Musician; NIA Women of Purpose; several of Sacramento's Artists and Authors.

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

ACF-IM-HS-11-05

ACF-IM-HS-11-06

SETA Head Start

Food Service Operations Monthly Report

*September 2011

September 6th - The Cook / Drivers were reassigned to new delivery routes
or Satellite Kitchens for next program year.

Meetings and Trainings:

Connie Otwell attended Program Support Services Meeting on 9/9/11

All Food Service Staff attended the Quarterly Food Service Meeting with
Brenda Campos on 9/16/11. A Disaster Preparedness Training was also
provided by Valerie Powell

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
44,028	26,690	30,528	0

Total Amount of Meals and Snacks Prepared **101,246**

Purchases:

Food	\$81,190.16
Non - Food	\$19,238.91

Building Maintenance and Repair: **\$784.65**

Kitchen Small Wares and Equipment: **\$468.22**

Vehicle Maintenance and Repair : **\$1,707.86**

Vehicle Gas / Fuel: **\$2,135.30**
Normal Delivery Days **21**

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 09/30/11)

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)	11	(5%)	N/A	
Elk Grove USD (420)	35	(8%)	N/A	
Sacramento City USD (1292)(147)	52	(4%)	10	(7%)
San Juan USD (700) (161)	51	(7%)	10	(6%)
WCIC (120)	3	(2%)	N/A	
SETA (2796) (345) (1878 Tracks)	148	(8%)	32	(9%)
County (4621)* (653)*	300	(6%)	52	(8%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011

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

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011

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

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011

Site	Loc Id	Track II	# Enrolled 9/30/11	# Present 9/30/11	# Absent 9/30/11	# Term W/I 30 days
Hopkins Park	1253A	2	17	15	2	3
Hopkins Park	1253B	3	16	14	2	4
Hopkins Park	1253C	2	19	15	4	1
Hopkins Park	1253D	3	19	17	2	1
Illa Collin ELC	1221A	3	15	14	1	4
Illa Collin ELC	1221B	2	8	5	3	8
Job Corp	1237M	EHS	8	6	2	
Job Corp	1237U	EHS	8	7	1	
Job Corp	1237X	3	18	15	3	3
Kennedy Estates	1240A	2	19	19	0	1
Kennedy Estates	1240B	3	20	13	7	
La Riviera	1241M	EHS	8	7	1	
La Riviera	1241R	2	16	16	0	5
La Riviera	1241U	EHS	7	6	1	
La Riviera	1241X	3	20	18	2	
La Verne Stewart	1219A	2	17	14	3	1
La Verne Stewart	1219B	3	19	18	1	1
Mather	1223A	3	19	14	5	1
Mather	1223B	2	18	15	3	2
Mather	1223R	2	17	12	5	2
Mather	1223U	EHS	8	7	1	
Mather	1223X	3	17	15	2	1
Nedra Court	1244A	3	19	17	2	1
Nedra Court	1244B	2	16	14	2	4
Nedra Court	1244C	2	20	16	4	
New Helvetia I-EHS	1212U	EHS	16	16	0	
New Helvetia II-HS	1247A	2	18	10	8	2
New Helvetia II-HS	1247B	2	16	13	3	4
Norma Johnson ELC	1214R	2	19	12	7	1
Norma Johnson ELC	1214U	EHS	8	7	1	
Norma Johnson ELC	1214X	3	21	14	7	
Northview	1224A	2	20	10	10	
Northview	1224B	3	17	17	0	3
Northview	1224R	2	19	18	1	2
Northview	1224U	EHS	8	7	1	
Northview	1224X	3	20	20	0	1
Parker Avenue	1207E	5	11	10	1	3

2010-2011 Program Information Report (PIR) Summary Report-HS

	SOP	Twin	Elk	Sac City	San	WCIC	County
Administration							
Total Funded Enrollment	2796	211	420	1292	700	120	5539
Actual Enrollment	3859	238	475	1552	835	130	7089
# Enrolled < 45 days	402	9	20	111	44	3	589
# Total staff	413	32	64	218	126	17	870
# of classes	135	16	21	66	36	6	280
Child Demographics							
Age: 2 years old	3%	0%	0%	0%	0%	0%	2%
Age: 3 years old	40%	32%	9%	29%	35%	37%	34%
Age: 4 years old	48%	68%	91%	64%	65%	63%	57%
Age: 5 years old	9%	0%	0%	7%	0%	0%	7%
Hispanic	48%	29%	43%	50%	45%	31%	47%
Non -Hispanic	52%	71%	57%	50%	55%	69%	53%
Am. Indian/Alaska Native	1%	0%	3%	1%	0%	0%	1%
Asian	6%	19%	17%	17%	2%	21%	9%
Black or African America	26%	42%	19%	21%	12%	38%	24%
Native Hawaiian/Pac. Islander	2%	4%	2%	1%	1%	0%	1%
White	11%	8%	18%	29%	37%	2%	18%
Bi-racial/Multi-racial	8%	6%	2%	4%	8%	7%	6%
Other or Unspecified	46%	20%	39%	27%	40%	33%	40%
English	57%	69%	52%	53%	59%	51%	57%
Spanish	34%	16%	28%	30%	34%	27%	32%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	1%	0%	4%	0%	2%	0%	1%
East Asian	5%	13%	11%	14%	0%	20%	7%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%	1%	0%	0%
European/Slavic	1%	0%	0%	2%	3%	0%	1%
African	0%	0%	0%	0%	0%	0%	0%
Other or Unspecified	2%	1%	4%	1%	1%	2%	2%
# of Families	3694	204	475	1424	791	119	6707
# of One Parent Families	52%	49%	35%	51%	42%	62%	50%
# of Two Parent Families:	48%	51%	65%	49%	58%	38%	50%
..1 or both Employed	35%	31%	44%	38%	44%	23%	37%
..In School/Job Training	14%	3%	7%	7%	12%	12%	8%
..Unemployed/Retired/Disable	13%	21%	21%	11%	14%	15%	14%

2010-2011 Program Information Report (PIR) Summary Report-HS

	SOP	Twin	Elk	Sac City	San	WCIC	County
Health							
Med. Screenings Complete	101%	89%	104%	94%	103%	101%	100%
Needing Med. Treatment	11%	2%	11%	19%	1%	2%	11%
Rec'd Med. Treatment	86%	100%	100%	100%	100%	100%	93%
Dental							
Up to date on oral health care	105%	104%	93%	81%	83%	98%	96%
Needing Dental Treatment	16%	3%	44%	20%	18%	26%	19%
Dental Treatment Rec'd	89%	100%	78%	80%	98%	100%	87%
Immunization							
Complete/up to date for Age	102%	104%	103%	107%	105%	100%	103%
Health insurance							
Children with medical home	100%	100%	99%	77%	100%	103%	95%
Children with health insurance	99%	100%	99%	94%	100%	102%	98%
Staff Qualifications							
# of Teachers							
....Teachers with AA degree	48%	58%	5%	17%	0%	50%	29%
....Teachers with BA or higher	41%	42%	95%	71%	94%	50%	62%
ERSEA							
# over income	4%	8%	11%	8%	5%	0%	6%
# income below 100% poverty	31%	63%	51%	69%	57%	52%	45%
# children in foster care	3%	2%	2%	1%	2%	0%	2%
# families in homeless status	1%	0%	2%	0%	0%	0%	1%
# families receiving TANF	31%	22%	36%	21%	26%	48%	29%
Disabilities							
% Diagnosed	14%	10%	17%	13%	11%	11%	14%
% receiving special services	100%	100%	100%	100%	100%	100%	100%
Family Partnership							
% families receiving Family Services	81%	87%	60%	100%	91%	97%	85%
Education Screenings/Assessments							
# Completed Ed. Screenings	20%	76%	99%	62%	74%	56%	44%
Mental Health							
# of M.H.Consultations of kids	11%	24%	18%	6%	21%	1%	12%
# of Individual M.H. Assm'ts	380	43	80	60	46	1	610
# Referred outside for M.H.	379	31	18	39	31	1	498
Volunteers							
# of Volunteers	2313	226	645	1007	278	182	4651

2010-2011 Program Information Report (PIR) Summary -EHS

	SOP	Sac City	San Juan	County
Administration				
Total Funded Enrollment	345	147	161	653
Actual Enrollment	655	236	218	1109
Of enrollees, # Pregnant Women	18	40	8	66
# Enrolled < 45 days	35	21	13	69
# Total staff	129	33	39	201
# of classes	15	8	15	38
Child Demographics				
Age: under 1	18%	30%	17%	20%
Age: 1 years old	28%	32%	36%	31%
Age: 2 years old	38%	19%	42%	35%
Age: 3 years old	14%	2%	2%	9%
Hispanic	37%	53%	46%	42%
Non -Hispanic	63%	47%	54%	58%
Am. Indian/Alaska Native	1%	0%	0%	1%
Asian	5%	9%	2%	5%
Black or African America	30%	26%	15%	26%
Native Hawaiian/Pac. Islander	1%	1%	1%	1%
White	16%	2%	34%	16%
Bi-racial/Multi-racial	13%	17%	13%	14%
Other or Unspecified	34%	45%	34%	36%
English	72%	64%	71%	70%
Spanish	20%	27%	27%	23%
Native Central/South Am.	0%	0%	0%	0%
Middle Eastern/Indic	2%	0%	1%	1%
East Asian	4%	9%	0%	5%
Native No.American/Alaska	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%
European/Slavic	0%	0%	0%	0%
African	0%	0%	0%	0%
Other or Unspecified	2%	1%	0%	1%
# of Families	574	210	199	983
# of One Parent Families	62%	63%	58%	61%
# of Two Parent Families:	38%	37%	42%	39%
..1 or Both Employed	26%	19%	33%	26%
..In School/Job Training	5%	20%	12%	9%
..Unemployed/Retired/Disabled	12%	19%	9%	13%

2010-2011 Program Information Report (PIR) Summary -EHS

	SOP	Sac City	San Juan	County
Health				
Med Screenings Complete	104%	82%	99%	99%
Needing Med. Treatment	9%	17%	12%	11%
Rec'd Med. Treatment	89%	100%	70%	87%
Dental				
Up to date oral health care	104%	82%	99%	99%
Immunization				
Complete/up to date for Age	85%	107%	105%	93%
Health insurance				
Children with medical home	100%	99%	100%	100%
Children with health insurance	99%	99%	99%	99%
Staff Qualifications				
# of Teachers				
..Teachers with AA degree	33%	71%	21%	36%
..Teachers with BA or higher degree	27%	14%	24%	23%
ERSEA				
% Over Income	2%	1%	4%	2%
# income below 100% poverty	51%	77%	61%	59%
# children in foster care	9%	3%	3%	6%
# families in homeless status	1%	0%	0%	1%
# families receiving TANF	37%	19%	25%	31%
Disabilities				
% Diagnosed	19%	10%	19%	17%
% receiving special services	100%	100%	100%	100%
Family Partnership				
% Families receiving Family Services	100%	95%	92%	97%
Education Screenings/Assessments				
# Completed Ed. Screenings	35%	78%	55%	47%
Mental Health				
# of M.H.Consultations of kids	7%	6%	14%	8%
# of Individual M.H. Assm'ts	40	5	20	65
# Referred outside for M.H.	38	0	20	58
Volunteers				
# of Volunteers	180	210	25	415

ITEM VII – CENTER UPDATES

BACKGROUND:

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

NOTES:

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:

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: