

Thought for the Day: It takes a whole village to raise a child.
~ African proverb

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HEAD START/EARLY HEAD START

SPECIAL MEETING OF THE PARENT ADVISORY COMMITTEE

Date: Tuesday, August 16, 2011
Time: 9:00 a.m.
Location: SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

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

AGENDA

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- Parent/Staff Recognition
- Child Care Center Food Menu (Attached)
- Community Resources - Parents/Staff – Ms. Mary Brown

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

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- Chair’s Report – Ms. Mary Brown
- Policy Council Report(s) – Ms. Mary Brown, Ms. Connie Wallace, Ms. Kelly Martin, Ms. Socorro Gutierrez, and Ms. Laura Meza
- Head Start Deputy Director’s Monthly Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report – (Attached)
- Managers’ Reports
 - ✓ Program Support Services Report – Ms. Brenda Campos
 - SETA Monitoring/Quality Assurance Review Report
 - ✓ Parent/Family Support Report – Ms. Lisa Carr
 - Mayor Kevin Johnson’s Third Grade Reading Campaign
 - Annual Countywide Parent Conference
 - ✓ Early Child Development and Education Services Report – Ms. Karen Gonzales
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Distribution Date: Friday, August 12, 2011

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

ITEM I-A – ROLL CALL

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

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

New Representatives to be seated:

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

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
Donyea Elmore S/B Seated 02/11	AP				E	E	X	X	X	U				
Monica Jones Seated 04/11	BC						X	X	X	X				
Vacant	BLC													
Vacant	COP													
Vacant	CW													
Vacant	CR													
Yvette Hernandez S/B Seated 08/11	EHS/HB													
Juan Mozqueda S/B Seated 08/11	EL													
Eloy Anzaldua Seated 04/11	FP						X	X	X	U				
Zoila Lucero Seated 4/11	FT						X	U	X	U				
Vacant	G													
Vacant	GH													
Vacant	GSC													
Vacant	H													
Devon McCracken S/B Seated 06/11	HB								E	X				
Vacant	HB													
Vacant	IC													
Kelly Martin S/B Seated 11/10	HP	U	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				
Vacant	LVS													
Vacant	MCBB													
Melissa Keehley Seated 05/11	M							X	X	X Resigned				
Praveena Chadhary Seated 11/10	NC	X	X	X	X	X	E	X	X	X				
Connie Wallace Seated 11/10	NJ	X	X	X	X	X	X	X	X	X				
Amy Johnson Seated 06/11	NH2								X	X				
Erika Contreras Seated 06/10	NV	X	X	X	X	X	U	AP	X	X				
Vacant	PA													
Vacant	PP													
Vacant	SF													
Misty Sanders S/B Seated 07/11	SN									X				
Vacant	SP													
Socorro Gutierrez Seated 02/11	V				X	X	E	X	X	X				
Laura Meza Seated 11/10	WG	X	X	X	X	X	X	X	X	E				
Vacant	WP													
Lashonda Tablit Seated 11/10	FPR	X	X	X	X	X	X	E	X	X				
Rebecca Lewis Seated 11/10	GPR	X	X	X	E	X	X	X	X	X				
Victor Goodwin S/B Seated 04/10	MIR						AP	X	X	X				
Tamara Knox Seated 11/10	PPR	X	PAC	X	X	E	X	X	X	X				
Yvette Hernandez Seated 11/10	PPR	X	X	X	X	X	X	X	X	X				

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

- 1. First, call your Alternate(s) to see if they can attend in your place;**
- 2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 263-4082; and**
- 3. Third, please call the PAC Chair, Ms. Mary Brown, at 203-3829, or the PAC Clerk, Ms. Lori Black, at 263-4068**

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

Head Start Center Abbreviations

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 Bright Beginnings
EHS:	Early Head Start	NJ:	Norma Johnson
EL:	Elkhorn	NC:	Nedra Court
FP:	Freedom Park	NH2	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 FOR SPECIAL MEETING
OF THE PARENT ADVISORY COMMITTEE, JULY 19, 2011**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the Special PAC Meeting of July 19, 2011.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

MINUTES/SYNOPSIS

SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

July 19, 2011
9:00 a.m.

I. Welcome

A. Call to Order/Roll Call

The meeting was called to order at 9:14 a.m. The Pledge of Allegiance was recited. The Thought for the Day was read by Ms. Tamara Knox. Ms. Connie Wallace called roll; a quorum was confirmed.

Members Present:

Monica Jones (9:35 arrival)
Kelly Martin
Mary Brown
Melissa Keehley
Praveena Chaudhary
Connie Wallace
Erika Contreras (9:19 arrival)
Socorro Gutierrez (9:21 arrival)
LaShonda Tablit
Rebecca Lewis
Victor Goodwin (9:20 arrival)
Tamara Knox
Yvette Hernandez

Members Absent:

Donyea Elmore (U)
Eloy Anzaldua (U)
Zoila Anzaldua (U)
Laura Meza (U) (E)

New Members Seated:

Devon McCracken, Home Base Head Start
Amy Johnson, ~~Home Base~~ New Helvetia II (9:19 arrival)
Misty Sanders, Sharon Neese Head Start

B. PAC Meeting Attendance Update – Attached.

II. Consent Items

A. Approval of Minutes for Special Meeting of the PAC, June 21, 2011

Background information read by Ms. Mary Brown.

Motion by Ms. Kelly Martin, seconded by Ms. Rebecca Lewis, to approve the minutes of June 21, 2011.

No discussion.

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

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

III. Action Items

A. Election of Policy Council Alternates

Background read by Ms. Brown.

Motion by Ms. Knox, seconded by Ms. Lewis, to elect four Alternates to the Policy Council.

Ms. Brown shared that the Policy Council is the legal governing body for SETA (the Head Start/Early Head Start Program), and the meeting is held the 4th Tuesday at 9:00 a.m. This position reports to the PAC the information received at the PC Delegate Agencies of four school districts (and a non-profit). Parents must have a child enrolled in the Head Start program.

Sole nominee, Ms. Devon McCracken, was elected to the Policy Council as Alternate.

Ayes, 14. Nays, 0. Abstentions, 1 (Ms. Brown). No discussion. Motion carried.

IV. Information Items

A. Standing Information

- Introduction of Newly Seated Representatives – Ms. Devon McCracken from Early Head Start Preschool (Early Head Start/Home Base) introduced herself. Ms. Amy Johnson from New Helvetia II Head Start introduced herself.
- Fiscal Monthly Report/Corporate Card monthly Statement of Account

Mr. Roger Bartlett reported that the reports reflect that SETA is 11 months through the year and would have expected to spend around 92 percent of the entrusted funds, but overall are spending around 86 percent. SETA has plans to spend 95-96 percent. SETA will probably spend around \$1 million seven in payroll and related costs in the month of July. There are a number of Deferred Maintenance projects that are no longer deferred and being entered into. The modular at Bright Beginnings is in the final stages of completion. SETA is waiting for the review of the construction so it can be released for final payment; hopefully, by the end of August.

Mr. Bartlett went over the expenditures of the American Express Card from the Corporate Card Statement of Account report attached. There's nothing unusual to report. \$30,000 was spent on Workforce related activities, and the remainder (of the \$78,208.32 total American Express Corporate Card expenditures) was spent on Head Start.

- Parent/Family Support Unit Calendar of Events

Ms. Brown read the attached calendar events.

➤ PC/PAC Calendar of Events and Activities

Ms. Brown went over the attached calendar events.

Today from 2-3:00 p.m. will be Mayor Kevin Johnson's Campaign, Stand Up for Education, Sacramento Third Grade Reading Initiative, at City Hall, 3rd Floor. (RSVP at 808-7191.)

(Ms. Monica Jones arrived at 9:35 a.m.)

➤ Parent/Staff Recognition

➤ Ms. Melissa Keehley will be moving to Tennessee in a week and a half. Her daughter will be going into the 3rd best school in the state. Her Alternate at Mather will take her place at the next meeting. Ms. Keehley enjoyed being on the PAC.

➤ Child Care Center Food Menu (Attached)

➤ Community Resources - Parents/Staff – Ms. Mary Brown – None.

B. SETA Head Start Community Partner Recognition and Appreciation

Ms. Melanie Nicolas read the background information. Community Partner, Health Education Council (HEC) and staff members Ms. Marcella Gonsalves, Ms. Rose Xiong, and Ms. Dawn Martin, were recognized for being dedicated to providing access, education, advocacy, and training to empower individuals towards a healthy life.

Many Head Start centers have gardens through the In the Grow program. Some parents were able to work at center food stands to earn extra income.

Mr. Francisco Navarro prepared the plaques that were presented.

Ms. Gonsalves shared that it has been a wonderful partnership, it is delightful to partner with Head Start, and they couldn't have done it without the parents.

Ms. Brown shared on the PC/PAC Parent Activity, Old Sacramento Underground tour and History Museum tour. (Flyer attached.) Anyone who would like to attend can sign up today, even though the RSVP date has passed. Ms. Melissa Keehley's Alternate, Amanda Sokol, and Mr. Victor Goodwin signed up. Ms. Marie Desha advised that the Agency is not liable for accidents should parents decide to drive their own vehicles and not use the light rail transportation provided by SETA.

C. Governing Board Minutes of June 2, 2011 – Attached.

V. Committee Reports

A. Executive Committee

Ms. Brown read the attached report and thanked Ms. Knox and Ms. Chadhary for arriving at the meeting early, at 8:50 a.m.

B. Budget/Planning Committee

Ms. Brown reported that Mr. Bartlett always does a wonderful job. Mr. Roy Kim did a good job at the last meeting in Mr. Bartlett's absence.

C. Personnel/Bylaws Committee

Ms. Rebecca Lewis reported that the Committee met consecutively and completed the reading of the Bylaws on time. Several modifications were made. The next meeting is Friday, July 22nd, 10:00 a.m., in the Oak Room.

Ms. Lewis invited everyone to attend with their questions, suggestions, or just to observe so they can get involved next year. (If Ms. Desha has jury duty, the meeting will be postponed.)

D. Social/Hospitality Committee

Ms. Knox reported that the Committee went over details for the End of Year Parent Appreciation. (Border) paper was selected for certificates and invitations. There are some surprises in the works for attendees.

Ms. Brown shared the event is October 8th at the Double Tree Holiday Inn, 12–3:00 p.m. Sign-up to follow. This event is the Agency's recognition of parents being on the Boards and Committees. Up to three guests are allowed but they must be 18 years of age or older. Semi-formal attire. More information to follow monthly until the event.

E. Early Childhood Development and Health Services Committee & Parent/Family Support Committee (AKA Customer Service/Attendance Subcommittee) – Ms. Mary Brown – (See Ms. Lisa Carr's report.)

F. Monitoring and Evaluation Committee (AKA Self-Assessment Committee) – No report.

G. Male Involvement Committee – Mr. Victor Goodwin – No report.

There will be a meeting tomorrow.

Ms. Martin shared that Mr. Bob Silva will give last season's polo shirts that the Committee designed to all those who attend tomorrow's meeting.

H. Community Partnerships Advisory Committee (CPAC) – ~~Vacant~~. Ms. Monica Jones, Ms. Tamara Knox, and Ms. Kelly Martin are Committee members. No report.

I. Health Services Advisory Committee (HSAC) – Ms. Yvette Hernandez – No meeting until October.

J. Food Services Committee – Ms. Mary Brown – No report.

The next meeting is August 18th, 9-10:30 a.m.

VI. Other Reports

➤ Chair's Report – Ms. Mary Brown

Ms. Brown reiterated on the parent activity and the End of Year Parent Appreciation; guests will pay for their meal, but Board Members' meals are paid for. The theme colors for the End of Year activity are fuchsia, green and silver.

- Policy Council Report(s) – Ms. Mary Brown, Ms. Connie Wallace, Ms. Kelly Martin, Ms. Socorro Gutierrez, and Ms. Laura Meza – No report.
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report – (Attached)
- Managers' Reports
 - ✓ Parent/Family Support Report

Ms. Lisa Carr shared that Ms. Lee was not in attendance due to a personal emergency.

Ms. Carr reported that about four years ago the union requested a wage and job classifications study. As a result all SETA Workforce and SETA Head Start jobs were studied. Each unit was given questionnaires.

Some changes have come about on the Head Start side. The FSW position has evolved over the last couple of years. Next week SETA will be taking to the Governing Board and PC a proposal that the FSW class will become a "deep class."

Proposal for FSW Deep Class Range System:

Range I – FSW's stay at current status, no change in hours, pay, and no layoffs.

Range II – After successfully passing an assessment given by Sac State, FSW's receive a 5 percent pay increase to perform the regular 7-hour FSW duties, and to do data entry for health events/screenings.

Range III – FSW's will receive an additional approximately 5 percent (4.92 to 5. something) over Range II, making approximately 10 percent above the initial FSW pay for FSW's who perform their regular FSW duties; have a caseload of 60 straight Head Start, or just 40 for the CSPP site, full-day state preschool; do all their data entry for health events/screenings; and data entry of all their (enrollment) applications.

There will be a union meeting tonight for clarification on the FSW range system. Management has called a meeting with FSW's tomorrow morning at 10:00 a.m. for questions and answers. These changes don't come with layoff or reduction of pay for staff, but come with an opportunity for staff to move up the career ladder.

The SETA Fiscal Department side reclassified their Account Technicians to Accountant I. Head Start has an Account Technician who, rather than doing accounting work, was doing analyst work. She has been reclassified to a Program Analyst with no additional pay.

Ms. Dettie McCracken has for the last two years been working at temporary higher duties as an Education Coordinator Supervisor. It is being recommended that she be reclassified.

There is a generic job specification for Program Officer that covers Workforce and Head Start which doesn't allow for proper recruitment when there are openings. Workforce has split its Program Officer titles into two.

Head Start/CSF has split its Program Officer titles into three:

- 1) Program Officer, Program Support (Family Support Unit, Ms. Reta Keirse and Ms. Sharon Adams)
- 2) Program Officer, Administrative Support (Ms. Robin Carusso and Ms. Melanie Nicolas)
- 3) Program Officer, Education, who are the four staff working in Operations. The feds now require that all education people must hold a bachelor's degree in education.

Because these jobs are not interchangeable, less generic and more detailed job specifications were needed (e.g., you have to have special skills to write a grant, as with Ms. Caruso.) No additional pay; job descriptions are just accurately reflective of duties.

SETA began Customer Service meetings as a result of poor attendance at Head Start centers. FSW's, Early Head Start Educators, Site Supervisors, Teachers, Managers, and Parents formed a group, met, and looked at underlying issues.

The first meeting was a really hard focus group with three components:

- 1) What teachers are doing in the classroom that is not welcoming to parents. Data shows distinct differences in center attendance with different teachers.
- 2) FSW's need to have files that are ready to go. When a family doesn't show up, FSW files can show all that services were offered, home visits were done, etc., and they can then fill that absentee slot with another family.
- 3) Why are parents not bringing their children to school, and how SETA can educate parents on the importance of bringing their children to school.

The next meeting is Wednesday; Board Members are welcome to attend.

Mayor Johnson's Stand Up for Reading Third Grade Reading Campaign is looking at reading success from birth through the third grade. Some parents were there. The Mayor sent three of his staff to do a focus group with the parents and was very impressed with the amount of information the parents shared with them.

There will be a Stakeholder's meeting today (City Hall, third floor, 2:00 p.m.) for one hour with school districts and community agencies; everyone is invited to attend. The Mayor is looking at three issues: attendance, school readiness, and summer learning.

The Mayor is doing an event August 24th, 1:00 p.m. (3:00-5:00 p.m.) Flyer to follow. Channel 6 will be there with community agencies, the Muppets, Clifford the Big Red Dog, and other characters. From 5:30-6:30 the Mayor will be doing a focus group and a get out the information. The location is the Forty Acres Art Gallery in Oak Park.

Ms. Brown shared the event will be August 24th, at ~~the Guild Theater~~, (Forty Acres Art Gallery in Oak Park) 3:00 to 5:00 p.m. From ~~5:00~~ (5:30) to 6:30 p.m. there will be the focus group with the Mayor. Ms. Carr will get flyers out to centers, pending information from the Mayor's staff.

- ✓ Program Support Services Report – Ms. Brenda Campos reported that the Food Services Committee meeting is August 18th, 9-10:30 a.m. The Board was invited to attend. At this meeting Ms. Campos will cover the findings from the Department of Education's tri-annual review of the Child Care Food Program, including areas identified as needing to be addressed, and how SETA addressed them. SETA's response is due to the DOE this Wednesday. Ms. Campos will also share food services issues and get parent input.

In January the OHS review had a finding as it relates to lead screening; all children have to have at least one blood lead level screening. There will be a meeting (PC/PAC Early Childhood Development & Health Services Committee [AKA Child Safety Subcommittee Lead Assessment]) August 11th, 9:00-11:00 a.m., Oak Room, to share with PAC and PC parents the issues on lead, OHS's findings, and what SETA and delegates are doing to correct. On the 28th of September our ACF specialist will come out and do a follow-up evaluation on what SETA has done to address the lead issue. We will also meet with Mr. Roger Bartlett and fiscal staff to go over another area of non-compliance with in-kind.

SETA is starting the Program Information Report which is going to the feds in August.

SETA recently purchased a raccoon costume (see fiscal report, Corporate Card Account). The raccoon (health services staff), and other characters go out to our centers talks to children about safety and other topics.

Ms. Wallace shared that lead is an important issue, and the WIC program is also making sure children are being tested for it. Parents will be hearing a lot about lead screening, whether through SETA, WIC, or other agencies.

Early Child Development and Education Services Report – Ms. Karen Gonzales –
No report.

- Region Reports (Attached).

VII. Center Updates

Mr. Goodwin shared that two weekends ago his children entered a girls' self esteem beauty pageant. His Head Start child won the Little Miss Capitol City Mini Miss National Queen title; his younger daughter won the Little Miss Capitol City Baby Queen title. Mr. Goodwin was the sound engineer at the pageant. The contest will be shown on TV; Mr. Goodwin will provide details to the Board.

Mr. Goodwin shared that the End of Year Parent Appreciation is always held near his daughter's birthday; he may miss it this year because he is planning a vacation close to that time.

Mr. Goodwin recommended that Board Members buy the five dollar discount book; it will save a lot of money at the county fair.

Ms. Jones shared on the 11th Annual Healthy Kid's Day, Saturday, August 13th, 10:00 a.m.-2:00 p.m., at Inderkom High School (free event), and other community events. (Flyers provided to Ms. Brown.)

VIII. Discussion

No discussion.

IX. Public Participation

None.

X. Adjournment

Meeting adjourned at 10:26 a.m.

ITEM III-A – ACTION

ELECTION OF POLICY COUNCIL REPRESENTATIVES AND ALTERNATES

BACKGROUND:

There are currently two (2) vacant Representative positions and five (5) vacant Alternate positions to the Sacramento County Head Start Policy Council.

The duties of these Representatives and Alternates include:

- ✓ Attend monthly Policy Council meetings held at the SETA Boardroom on the fourth Tuesday of each month at 9:00 a.m.
- ✓ Attend Committee meetings as needed
- ✓ Report to the PAC members information received and decisions made by the Policy Council
- ✓ Policy Council Representatives must be a parent of children currently enrolled in the Head Start/Early Head Start program

RECOMMENDATION:

That the Parent Advisory Committee elects two (2) Representatives and five (5) Alternates to the Policy Council.

NOTES:

Representatives nominated:

Representatives elected:

Alternates nominated:

Alternates 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:

- Introduction of Newly Seated Representatives – Ms. Mary Brown
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
- PC/PAC Joint Parent Activity Report(s) – Ms. Mary Brown
- Parent/Family Support Unit Calendar of Events (Attached)
- PC/PAC Calendar of Events and Activities (Attached)
- Parent/Staff Recognition – Ms. Mary Brown
- Child Care Center Food Menu (Attached)
- Community Resources - Parents/Staff – Ms. Mary Brown

NOTES:

CALENDAR OF EVENTS AND ACTIVITIES
PARENT/FAMILY SUPPORT UNIT

<u>EVENT</u>	<u>DATE</u>
PC/PAC Male Involvement Meeting	Wednesday, August 17, 2011 11:00 a.m. 925 Del Paso Blvd. Saturn Room
Happiest Baby on the Block & Shaken Baby Free Parent Training	Tuesday, August 23, 2011 6:00-8:00 p.m. 925 Del Paso Blvd. Shasta Room (Flyer attached)
Sacramento READS! Community Resource Fair	Wednesday, August 24, 2011 3:00-5:00 p.m. 40 Acres in Oak Park 3428 3 rd Ave., Sacramento, CA (Flyer attached)
PC/PAC Early Childhood Development & Health Services Committee (AKA Customer Service/Attendance Sub- committee) Meeting	Friday, August 26, 2011 1:30 p.m. 925 Del Paso Blvd. Redwood Room



Child Abuse Prevention Council
of Sacramento, Inc.

Free Parent Training

August 23, 2011 6:00 pm - 8:00 pm

Happiest Baby on the Block & Shaken Baby

You will learn sensible advice for soothing babies cries
and increase their sleep.

- **All workshops are free and are offered on a first come, first serve basis.**
- **Dinner and Childcare will be provided.**



To reserve, contact Ron Jones @ 263-0609

Sacramento READS!

You're Invited!!! August 24th Community Resource Fair

Come out for an afternoon of free fun and activities!

30+ vendors and activities including: Sesame Street featuring Abby Cadabby, Scholastic Books featuring Clifford the Big Red Dog, Sacramento Zoo, Crocker Art Museum, story time with the Sacramento Library, face painting and much more!

Event Details:

When: August 24th, 2011 3:00-5:00pm

Where: 40 Acres in Oak Park
3428 3rd Ave
Sacramento, CA 95817



Sponsored by Mayor Kevin Johnson and Sacramento READS!

Sacramento READS!

¡Usted está invitado! 24 de agosto Feria de Recursos Comunitarios

Venga a una tarde de actividades divertidas y gratuitas.

Más de 30 vendedores y actividades incluyendo: Sesame Street presentando a Abby Cadabby, Scholastic Books presentando a Clifford the Big Red Dog, Zoológico de Sacramento, Museo de Arte Crocker (*Crocker Art Museum*), hora de narración de cuentos con la Biblioteca de Sacramento, dibujos en la cara (*face painting*) y mucho más!

Detalles del evento:

Cuándo: 24 de agosto, 2011, 3:00-5:00 pm

Dónde: 40 Acres in Oak Park
3428 3rd Ave
Sacramento, CA 95817



Patrocinado por el Alcalde Kevin Johnson y Sacramento READS!

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Male Involvement Meeting	Wednesday, August 17, 2011 11:00 a.m. 925 Del Paso Blvd. Saturn Room
PAC Executive Committee Meeting	Thursday, August 18, 2011 10:30 – 11:30 a.m. 925 Del Paso Blvd. Neptune Room
PAC Food Service Committee Meeting	Thursday, August 18, 2011 9:00-10:30 a.m. 925 Del Paso Blvd. Oak Room
PC/PAC Social/Hospitality Committee Meeting	Monday, August 22, 2011 12:30-2:30 p.m. 925 Del Paso Blvd. Oak Room
Sacramento READS! Community Resource Fair	Wednesday, August 24, 2011 3:00-5:00 p.m. 40 Acres in Oak Park 3428 3 rd Ave., Sacramento, CA (Flyer attached)
PC Executive Committee Meeting	Thursday, August 25, 2011 9:00 – 10:00 a.m. 925 Del Paso Blvd. Olympus Room
PC/PAC Personnel/Bylaws Committee Meeting	Friday, August 26, 2011 10:00 a.m. – 12:00 p.m. 925 Del Paso Blvd. Oak Room
Early Childhood Development & Health Services Committee (AKA Customer Service/Attendance Sub- committee) Meeting	Friday, August 26, 2011 1:30 p.m. 925 Del Paso Blvd. Redwood Room
PC/PAC Monitoring & Evaluation Committee Meeting	Tuesday, August 30, 2011 9:00 – 10:30 a.m. 925 Del Paso Blvd. Redwood Room (Flyer attached.)
PC/PAC Budget/Planning Committee Meeting	Tuesday, September 13, 2011 9:00 – 10:00 a.m. 925 Del Paso Blvd. Oak Room

PAC/PC

Program Support Services Unit – Monitoring and Evaluation Meeting



You are invited to attend the annual Monitoring and Evaluation Meeting held by the Program Support Services Unit. This meeting is being held to provide an overview of the activities of the past year, the CACFP Audit results, and the Tri-Annual OHS Review. Management will share strengths and areas of improvement.

We encourage you to attend as this is an excellent opportunity to hear about the Program Support Services and provide input for future planning.

The meeting will be held on Tuesday, August 30. The meeting times will be 9:00 – 10:30 a.m. and will be located in the Redwood Room.



We look forward to seeing you!

If you have any questions, please contact Valerie Powell, (916) 263-5658.

Program Support Services



Manager: Brenda Campos
925 Del Paso Blvd.
Suite 200
Sacramento, CA 95815
Valerie Powell
Phone: (916) 263-5658
VJPowell@seta.headstart.net

SETA Head Start Menu - August 2011

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
1	Breakfast: Kix Whole Grain Cereal, fresh Apples, Milk Lunch: Oven Baked Chicken, Sweet Potatoes, fresh Cantaloupe, Whole Wheat Sweet Corn Muffin, Milk Snack: Oranges, fresh Strawberry Yogurt	2	Breakfast: Whole Grain Pancakes with Maple Syrup, Kiwi, Milk Lunch: BBQ Beef Burger, Whole Wheat Bun, Mixed Vegetables, fresh Tangerine or Strawberries, Milk Snack: Whole Wheat Apple Cinnamon Muffin, fresh Banana	3	Breakfast: Oatmeal with Raisins, Pineapple tidbits, Brown Sugar, Milk Lunch: Chicken Chow Mein, Steamed Brown Rice, Apples or Watermelon, Milk Snack: Tropical Treat, Whole Grain Crackers, diced Pears	4	Breakfast: Crispix Cereal, fresh Banana, Milk Lunch: Turkey Ham Sandwich on Whole Wheat Bread, Mayonnaise, Sliced cucumbers with dip, Oranges, low fat Milk Snack: Dreamy Orange Whole Grain Mini Loaf, Milk	5	Breakfast: Whole Wheat Blueberry Muffin, diced Mangoes, Milk Lunch: Roasted Sliced Turkey Sandwich on Whole Wheat Bread, Baby Carrots, Fresh Kiwi, Milk Snack: Rice Cakes, Pineapple tidbits
Week 2									
8	Breakfast: Multi Grain Cereal, fresh Apples, Milk Lunch: Macaroni & Cheese, fresh Broccoli with Ranch Dip, fresh Cantaloupe, Milk Snack: Strawberry Waffle, Whole Grain Grahams, Milk	9	Breakfast: Whole Wheat Apple Cinnamon Muffin, fresh Bananas, Milk Lunch: Beef Ravioli, French Bread, Spinach Salad with Dressing, fresh Orange, Milk Snack: Whole Wheat Banana Mini Loaf, fresh Apple	10	Breakfast: Whole Grain Biscuit with Jelly, diced Peaches, Milk Lunch: Enchilada Casserole with Tomato Sauce and Cheese, Sweet Corn Kernels, fresh Kiwi, Milk Snack: Sound Bites Whole Grain Crackers, Peach Yogurt	11	Breakfast: Bagelette with cream cheese, fresh Apples, Milk Lunch: Roasted Turkey Sandwich on Whole Wheat Bread, Zucchini sticks with dip, fresh Tangerine or Strawberries, Mayonnaise, Low fat Milk Snack: Cottage Cheese, Pineapple tidbits	12	Breakfast: Whole Grain Cheerios, fresh Orange, Milk Lunch: Swiss Cheese Sandwich on Whole Wheat Bread, Fresh Sliced Tomatoes, diced Apricots, Butter, Milk Snack: Fresh Kiwi, Goldfish Crackers
Week 3									
15	Breakfast: Whole Wheat Blueberry Muffin, fresh Cantaloupe, Milk Lunch: Spanish Rice, Sweet Kernel Corn, Tangerine or Strawberries, Milk Snack: Cheese-IT Crackers, Apricot halves	16	Breakfast: Bagel with cream cheese, fresh Orange, Milk Lunch: Teriyaki Chicken, Steamed Brown Rice, Sunomono Salad, fresh Kiwi, Milk Snack: Tropical Treat Whole Grain Crackers, fresh Apples	17	Breakfast: Oatmeal Cereal, fresh Bananas, Brown Sugar, Milk Lunch: Whole Wheat Pasta with Beef and Tomato Sauce, Green Salad with Italian Dressing, fresh Orange, Milk Snack: Rice Cakes, diced Peaches	18	Breakfast: Whole Grain Pancakes, fresh Apples, Maple Syrup, Milk Lunch: Turkey and Cheese Roll Up in a Tortilla, Cole Slaw, Mango chunks, Milk Snack: Strawberry Yogurt, Banana	19	Breakfast: Kix Whole Grain Cereal, diced Apricots, Milk Lunch: Tuna Salad, Saltine Crackers, Fresh Baby Carrots, Fresh Cantaloupe, Milk Snack: Whole Wheat Apple Cinnamon Muffin, Milk
Week 4									
22	Breakfast: Whole Grain Pancakes with Maple Syrup, Mango chunks, Milk Lunch: Lemon Pepper Chicken, Peas and Carrots, Steamed Brown Rice, fresh Oranges, Milk Snack: Cottage Cheese, Cheese-IT Crackers	23	Breakfast: Whole Wheat Sweet Corn Muffin, fresh Orange, Milk Lunch: Beef Hamburger, Whole Wheat Bun, Whole Kernel Corn, Pickle Slices, Kiwi, Mustard & Ketchup, Milk Snack: String Cheese, fresh Apple	24	Breakfast: Whole Grain Biscuit with Jelly, diced Peaches, Milk Lunch: Build Your Own Burrito Refried Beans, Flour Tortilla, Shredded Cheese & Lettuce, fresh diced Tomato, fresh Tangerine or Strawberries, Milk Snack: Sunrise Bites Whole Grain Crackers, fresh Banana	25	Breakfast: Whole Wheat Banana Muffin, diced Pears, Milk Lunch: Cheese Sandwich on Whole Wheat Bread, Cauliflower with Dip, Apples or Watermelon, Butter, Milk Snack: Kix Whole Grain Cereal, Milk	26	Breakfast: Whole Grain Cheerios, fresh Bananas, Milk Lunch: Turkey Ham Sandwich on Whole Wheat Bread, fresh Cantaloupe, fresh Baby Carrots, Mayonnaise, low fat Milk Snack: Rice Cakes, Pineapple tidbits
Week 1									
29	Breakfast: Kix Whole Grain Cereal, fresh Apples, Milk Lunch: Oven Baked Chicken, Sweet Potatoes, fresh Cantaloupe, Whole Wheat Sweet Corn Muffin, Milk Snack: Oranges, fresh Strawberry Yogurt	30	Breakfast: Whole Grain Pancakes with Maple Syrup, Kiwi, Milk Lunch: BBQ Beef Burger, Whole Wheat Bun, Mixed Vegetables, fresh Tangerine or Strawberries, Milk Snack: Whole Wheat Apple Cinnamon Muffin, fresh Banana	31	Breakfast: Oatmeal with Raisins, Pineapple tidbits, Brown Sugar, Milk Lunch: Chicken Chow Mein, Steamed Brown Rice, Apples or Watermelon, Milk Snack: Tropical Treat, Whole Grain Crackers, diced Pears				
Week 2									

Happy Summer!

Menú de SETA Head Start – Agosto del 2011

LUNES		MARTES		MIÉRCOLES		JUEVES		VIERNES	
1	Breakfast: Cereal Integral Kix, Manzana fresca, Leche. Comida: Pollo Horneado, Camote, Melón fresco, Bizcocho Integral de Trigo y Maíz, Leche. Bocadillo: Naranja fresca, Yogur de Fresa.	2	Desayuno: Jotqueis (Pancakes) Integrales con Miel de Arce (Maple), Kiwi, Leche. Comida: Hamburguesa Asada de Res, Pan Integral, Verduras Mixtas, Tanagerina o Fresas frescas, Leche. Bocadillo: Bizcocho Integral de Manzana y Canela, Plátano fresco.	3	Desayuno: Avena con Pasas, golosinas de Piña, Azúcar Morena, Leche. Comida: Chow Mein de Pollo, Arroz Integral a Vapor, Manzana o Sandía, Leche. Bocadillo: Obsequio Tropical, Galletas Integrales Saladas, Peras picadas.	4	Desayuno: Cereal Crispix, Plátano fresco, Leche. Comida: Emparedado de Jamón de Pavo en Pan de Trigo Integral, Pepinos Rebanados con aderezo, Naranja fresca, Mayonesa baja en grasa, Leche. Bocadillo: Naranja Dreamy, Minibarra de Pan de Trigo Integral, Leche.	5	Desayuno: Mollete de Trigo Entero y Arándanos Azules, Mango picado, Leche. Comida: Emparedado de Queso Suizo en Pan de Trigo Integral, Jitomate Fresco Rebanado, Chabacano picado, Mantequilla, Leche. Bocadillo: Quesadilla de Queso Americano, Mantequilla.
	Semana 2								
8	Desayuno: Cereal Multigrano, Naranja fresca, Leche. Comida: Macarrón y Queso, Brócoli fresco con aderezo Ranch, Melón fresco, Leche. Bocadillo: Waffle de Fresa, Galletas Grahams Integrales, Leche.	9	Desayuno: Mollete de Trigo Integral con Manzana y Canela, Plátano fresco, Leche. Comida: Ravioli de Res, Pan Francés, Ensalada de Espinaca con Aderezo, Naranja fresca, Leche. Bocadillo: Pan de Trigo Integral Minibarra, Manzana fresca.	10	Desayuno: Bizcocho Integral con Jalea, Durazno picado, Leche. Comida: Enchilada Horneada con Puré de Jitomate y Queso, Granos de Elote, Kiwi fresca, Leche. Bocadillo: Galletas Integrales Saladas, Yogur de Durazno.	11	Desayuno: Bagelette con Queso Crema, Manzana fresca, Leche. Comida: Emparedado de Pavo Rostizado en Pan de Trigo Integral, Barras de Calabacita con aderezo, Tanagerina o Fresas frescas, Mayonesa baja en calorías, Leche. Bocadillo: Requesón, golosinas de Piña.	12	Desayuno: Cereal Integral Cheerios, Naranja fresca, Leche. Comida: Emparedado de Queso Suizo en Pan de Trigo Integral, Jitomate fresco rebanado, Durazno picado, Mantequilla, Leche. Bocadillo: Kiwi fresca, Galletas Goldfish.
	Semana 3								
15	Desayuno: Mollete de Trigo Integral y Arándanos Azules, Melón fresco, Leche. Comida: Arroz Español con Pollo, Granos de Elote, Tanagerina o Fresas, Leche. Bocadillo: Galletas Cheese-it, Mitades de Chabacano.	16	Desayuno: Bagel con Queso Crema, Naranja fresca, Leche. Comida: Pollo Teriyaki, Arroz Integral a Vapor, Ensalada Sunomono, Kiwi fresca, Leche. Bocadillo: Obsequio Tropical, Galletas Integrales Saladas, Manzana fresca.	17	Desayuno: Cereal de Avena, Plátano fresco, Azúcar morena, Leche. Comida: Pasta de Trigo Integral con Res y Puré de Jitomate, Ensalada Verde con Aderezo Italiano, Naranja fresca, Leche. Bocadillo: Galletas de Arroz, Durazno picado.	18	Desayuno: Jotqueis (Pancakes) de Grano Integral, Manzana fresca, miel de Arce (Maple), Leche. Comida: Pavo y Queso Enrollados en una Tortilla, Ensalada de Col (Coleslaw), Mango en trozos, Leche. Bocadillo: Yogur de Fresa, Plátano.	19	Desayuno: Cereal Integral Kix, Chabacano picado, Leche. Comida: Ensalada de Atún, Galletas Saladas, Zanahorias Pequeñas frescas, Melón fresco, Leche. Bocadillo: Mollete de Trigo Integral con Manzana y Canela, Leche.
	Semana 4								
22	Desayuno: Jotqueis (Pancakes) de Grano Integral con Miel de Arce (Maple), Mango en trozos, Leche. Comida: Pollo con Limón y Pimienta, Chicharos y Zanahorias a Vapor, Arroz Integral, Leche. Bocadillo: Requesón, Galletas Cheese-it.	23	Desayuno: Mollete de Trigo Integral y Maíz, Naranja fresca, Leche. Comida: Hamburguesa de Res, Pan de Trigo Integral, Granos de Elote, Kiwi, Mostaza y Ketchup, Leche. Bocadillo: Barras de Queso, Manzana fresca.	24	Desayuno: Bizcocho de Grano Integral con Jalea, Durazno picado, Leche. Comida: Haga su Propio Burrito, Frijoles Refritos, Tortilla de Harina, Queso Rayado y Lechuga, Tanagerina o Fresas frescas, Leche. Bocadillo: Galletas Saladas Sunrise de Grano Integral, Plátano fresco.	25	Desayuno: Mollete de Trigo Integral y Plátano, Pera picada, Leche. Comida: Emparedado de Queso en Pan de Trigo Integral, Manzana o Sandía, Coliflor y Aderezo, Mantequilla, Leche. Bocadillo: Cereal de Grano Integral Kix, Leche.	26	Desayuno: Cereal integral Cheerios, plátano fresco, leche Comida: Emparedado de jamón de pavo en pan de trigo integral, melón fresco, zanahorias frescas, mayonesa leche descremada 2%. Bocadillo: Galletas de arroz, golosinas de piña.
	Semana 1								
29	Breakfast: Cereal Integral Kix, Manzana fresca, Leche. Comida: Pollo Horneado, Camote, Melón fresco, Bizcocho Integral de Trigo y Maíz, Leche. Bocadillo: Naranja fresca, Yogur de Fresa.	30	Desayuno: Jotqueis (Pancakes) Integrales con Miel de Arce (Maple), Kiwi, Leche. Comida: Hamburguesa Asada de Res, Pan Integral, Verduras Mixtas, Tanagerina o Fresas frescas, Leche. Bocadillo: Bizcocho Integral de Manzana y Canela, Plátano fresco.	31	Desayuno: Avena con Pasas, golosinas de Piña, Azúcar Morena, Leche. Comida: Chow Mein de Pollo, Arroz Integral a Vapor, Manzana o Sandía, Leche. Bocadillo: Obsequio Tropical, Galletas Integrales Saladas, Peras picadas.				
	Semana 2								

¡Feliz Verano!

ITEM V - COMMITTEE REPORTS

BACKGROUND:

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

- A. Executive Committee – Ms. Mary Brown
 - Critique of the Parent Advisory Committee special meeting, July 19, 2011.

GOOD	NEEDS IMPROVEMENT
Thank you, Ms. Connie Myers, for making meeting reminder phone calls.	Members arriving on time.
Thank you, Board Members, for maintaining all phone control.	When you are going to be absent, please follow attendance guidelines (page 2 of agenda) by calling prior to meeting start time.
Thank you for returning sign-in clipboard to Chair.	Community resource information must be submitted to Ms. Marie Desha five (5) days prior to meeting date.

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

NOTES:

ITEM VI – OTHER REPORTS

BACKGROUND:

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

- Chair's Report – Ms. Mary Brown
- Policy Council Report(s) – Ms. Mary Brown, Ms. Connie Wallace, Ms. Erika Contreras, and Ms. Devon McCracken
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report – (Attached)
- Managers' Reports
 - ✓ Program Support Services Report – Ms. Brenda Campos
 - SETA Monitoring/Quality Assurance Review Report
 - ✓ Parent/Family Support Report – Ms. Lisa Carr
 - Mayor Kevin Johnson's Third Grade Reading Campaign
 - Annual Countywide Parent Conference
 - ✓ Early Child Development and Education Services Report – Ms. Karen Gonzales
 - Region Reports (Attached)

NOTES:



Monthly Head Start Report

July 2011

SETA Operated Program

Program Support Services Update:

Employee Wellness Program

SETA Children and Family Services is collaborating with SETA Workforce Development to implement an Employee Wellness Program. A survey was sent to staff to provide input as to types of activities which were of interest to them. The results were tabulated and the top five are: Emotional wellness and physical activity, stress management, nutrition education, weight management, and health/fitness evaluation. A committee has been formed to determine how to provide a wide variety of activities in a fun and convenient way to benefit staff whether you are in the central office, child development center or a one stop career center.

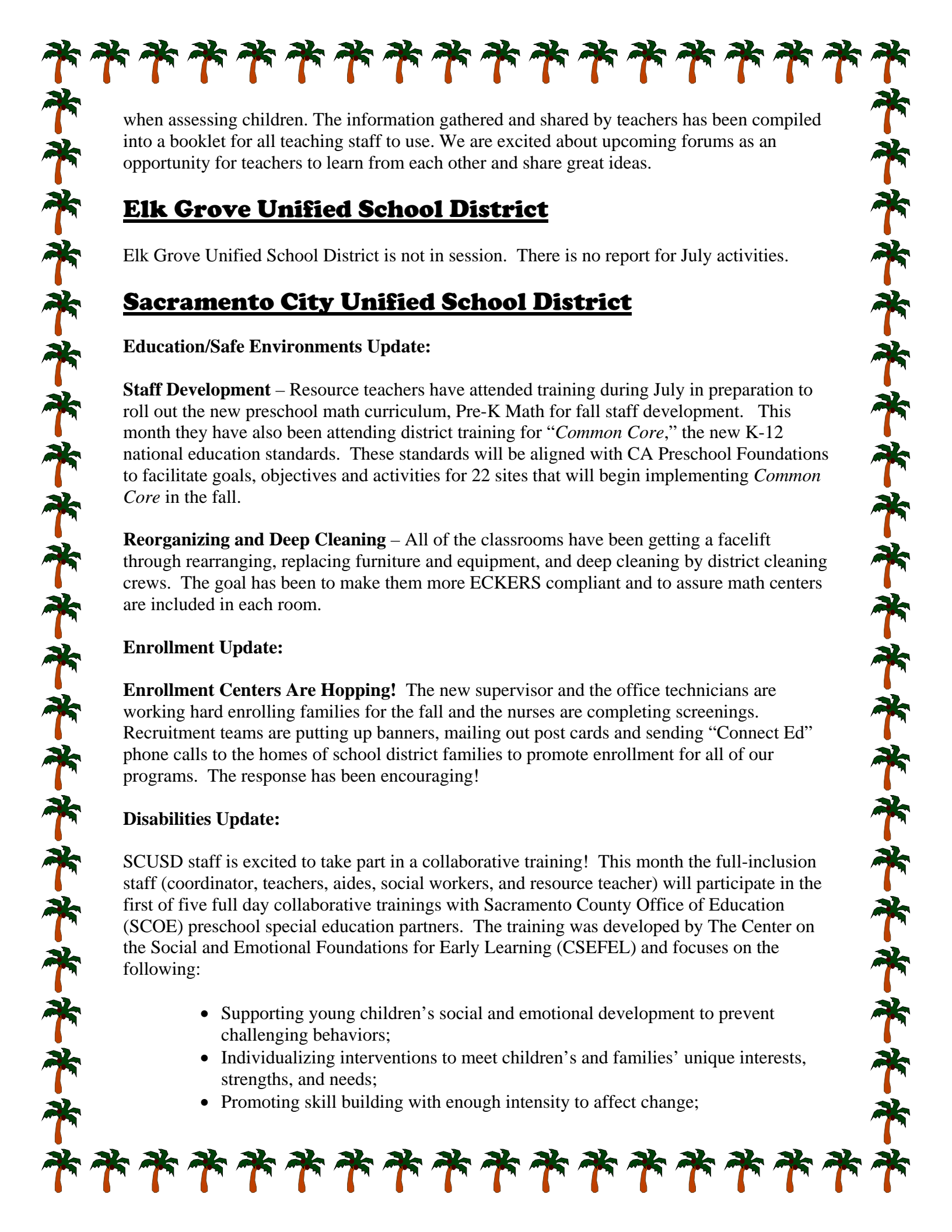
Addressing Disruptive Behaviors and Intruders at Head Start Centers

During the recent Disaster Preparedness Plan trainings, staff expressed concern regarding how to handle situations when disruptive behaviors occur or when an uninvited or unidentified person comes on campus. There is an increased awareness and incidence of disruptive behaviors. It is time to revisit the current procedures to assure effectiveness toward the safety of the children, parents and staff. The committee that includes Head Start staff, professionals in the field and law enforcement are meeting to develop policies and procedures along with a training plan for staff to continue to support a safe and healthy environment for the children and staff of SETA Head Start.

Education Update:

Head Start Teachers went through a very well received training on the latest version of the Creative Curriculum. The curriculum is now in 5 volumes with focused books on supporting literacy and mathematics. Teacher feedback indicated that the information from the training would be effectively incorporated into daily classroom activities and the environment.

The Mentor Coach project has continued to support teachers throughout the summer. They held a Teacher Forum on the Desired Results Developmental Profile and strategies to be used



when assessing children. The information gathered and shared by teachers has been compiled into a booklet for all teaching staff to use. We are excited about upcoming forums as an opportunity for teachers to learn from each other and share great ideas.

Elk Grove Unified School District

Elk Grove Unified School District is not in session. There is no report for July activities.

Sacramento City Unified School District

Education/Safe Environments Update:

Staff Development – Resource teachers have attended training during July in preparation to roll out the new preschool math curriculum, Pre-K Math for fall staff development. This month they have also been attending district training for “*Common Core*,” the new K-12 national education standards. These standards will be aligned with CA Preschool Foundations to facilitate goals, objectives and activities for 22 sites that will begin implementing *Common Core* in the fall.

Reorganizing and Deep Cleaning – All of the classrooms have been getting a facelift through rearranging, replacing furniture and equipment, and deep cleaning by district cleaning crews. The goal has been to make them more ECKERS compliant and to assure math centers are included in each room.

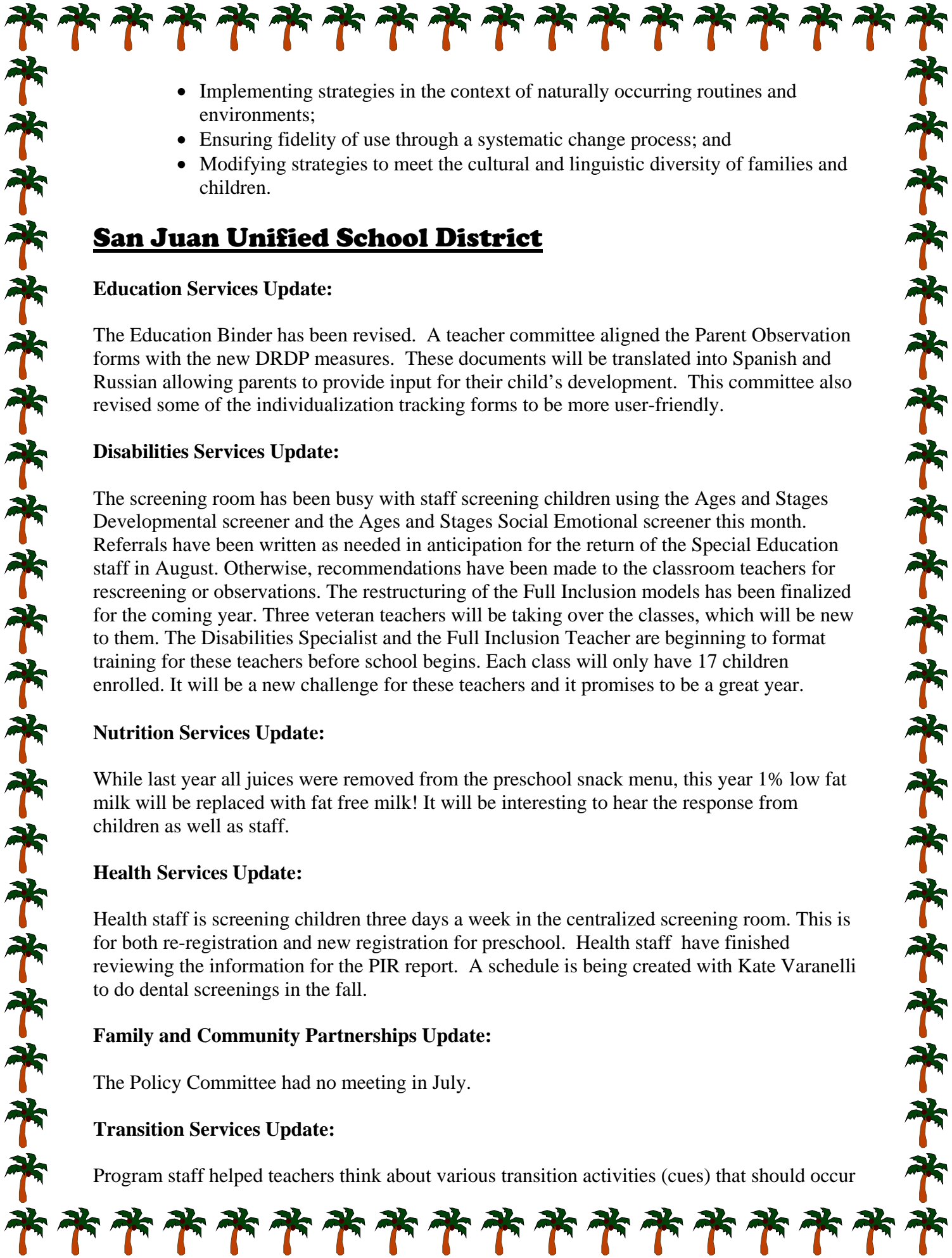
Enrollment Update:

Enrollment Centers Are Hopping! The new supervisor and the office technicians are working hard enrolling families for the fall and the nurses are completing screenings. Recruitment teams are putting up banners, mailing out post cards and sending “Connect Ed” phone calls to the homes of school district families to promote enrollment for all of our programs. The response has been encouraging!

Disabilities Update:

SCUSD staff is excited to take part in a collaborative training! This month the full-inclusion staff (coordinator, teachers, aides, social workers, and resource teacher) will participate in the first of five full day collaborative trainings with Sacramento County Office of Education (SCOE) preschool special education partners. The training was developed by The Center on the Social and Emotional Foundations for Early Learning (CSEFEL) and focuses on the following:

- Supporting young children’s social and emotional development to prevent challenging behaviors;
- Individualizing interventions to meet children’s and families’ unique interests, strengths, and needs;
- Promoting skill building with enough intensity to affect change;

- 
- Implementing strategies in the context of naturally occurring routines and environments;
 - Ensuring fidelity of use through a systematic change process; and
 - Modifying strategies to meet the cultural and linguistic diversity of families and children.

San Juan Unified School District

Education Services Update:

The Education Binder has been revised. A teacher committee aligned the Parent Observation forms with the new DRDP measures. These documents will be translated into Spanish and Russian allowing parents to provide input for their child's development. This committee also revised some of the individualization tracking forms to be more user-friendly.

Disabilities Services Update:

The screening room has been busy with staff screening children using the Ages and Stages Developmental screener and the Ages and Stages Social Emotional screener this month. Referrals have been written as needed in anticipation for the return of the Special Education staff in August. Otherwise, recommendations have been made to the classroom teachers for rescreening or observations. The restructuring of the Full Inclusion models has been finalized for the coming year. Three veteran teachers will be taking over the classes, which will be new to them. The Disabilities Specialist and the Full Inclusion Teacher are beginning to format training for these teachers before school begins. Each class will only have 17 children enrolled. It will be a new challenge for these teachers and it promises to be a great year.

Nutrition Services Update:

While last year all juices were removed from the preschool snack menu, this year 1% low fat milk will be replaced with fat free milk! It will be interesting to hear the response from children as well as staff.

Health Services Update:

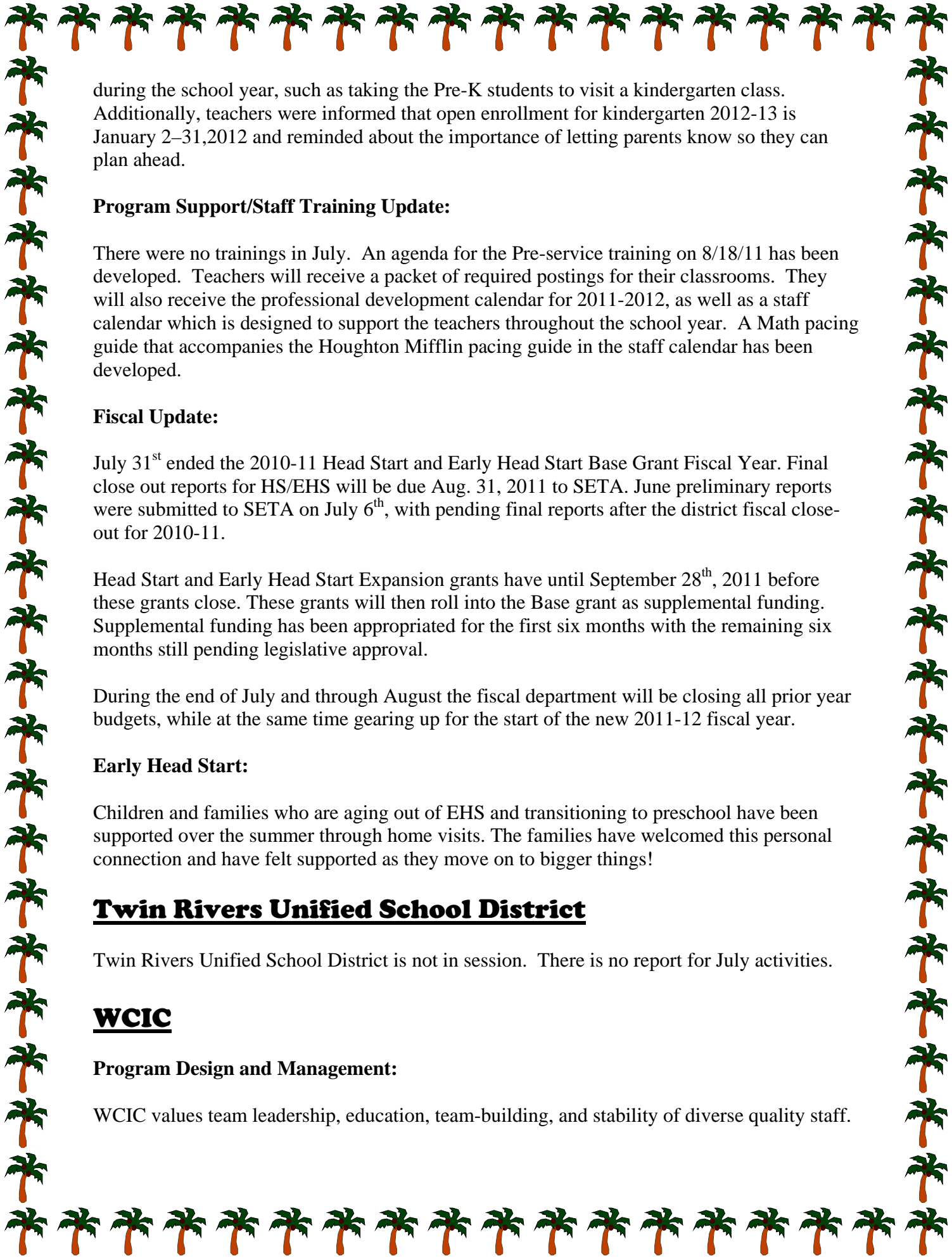
Health staff is screening children three days a week in the centralized screening room. This is for both re-registration and new registration for preschool. Health staff have finished reviewing the information for the PIR report. A schedule is being created with Kate Varanelli to do dental screenings in the fall.

Family and Community Partnerships Update:

The Policy Committee had no meeting in July.

Transition Services Update:

Program staff helped teachers think about various transition activities (cues) that should occur



during the school year, such as taking the Pre-K students to visit a kindergarten class. Additionally, teachers were informed that open enrollment for kindergarten 2012-13 is January 2–31, 2012 and reminded about the importance of letting parents know so they can plan ahead.

Program Support/Staff Training Update:

There were no trainings in July. An agenda for the Pre-service training on 8/18/11 has been developed. Teachers will receive a packet of required postings for their classrooms. They will also receive the professional development calendar for 2011-2012, as well as a staff calendar which is designed to support the teachers throughout the school year. A Math pacing guide that accompanies the Houghton Mifflin pacing guide in the staff calendar has been developed.

Fiscal Update:

July 31st ended the 2010-11 Head Start and Early Head Start Base Grant Fiscal Year. Final close out reports for HS/EHS will be due Aug. 31, 2011 to SETA. June preliminary reports were submitted to SETA on July 6th, with pending final reports after the district fiscal close-out for 2010-11.

Head Start and Early Head Start Expansion grants have until September 28th, 2011 before these grants close. These grants will then roll into the Base grant as supplemental funding. Supplemental funding has been appropriated for the first six months with the remaining six months still pending legislative approval.

During the end of July and through August the fiscal department will be closing all prior year budgets, while at the same time gearing up for the start of the new 2011-12 fiscal year.

Early Head Start:

Children and families who are aging out of EHS and transitioning to preschool have been supported over the summer through home visits. The families have welcomed this personal connection and have felt supported as they move on to bigger things!

Twin Rivers Unified School District

Twin Rivers Unified School District is not in session. There is no report for July activities.

WCIC

Program Design and Management:

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



Special Events:

WCIC's staff, Board of Directors and members have been working on WCIC's 75th Anniversary Celebration. The Planning Committee members are planning an exciting weeklong schedule of events for August 1- 6, 2011. Activities include an Art Exhibit hosted by The Brick House; Children's Literacy & Storytelling hosted by NIA-Women of Purpose; Poetry and Spoken Word hosted by The Black Group, NSAA the Black Root, the Black United Fund of Sacramento Valley and Sacramento Area Black Caucus; Health, Wellness and Cease Fire Youth Symposium hosted by Enlightened Minds Group; House Party hosted by Brenda Usher and WCIC Staff; and Banquet Gala Celebration hosted by WCIC Board of Directors, staff and members.

Early Childhood Education:

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

Family and Community Partnerships:

WCIC/Playmate Head Start Program has partnered with the UC Davis Healthy Kids Project. The project has several WCIC/Playmate Head Start parents involved. There were five, 75 minute education sessions that were provided to parents. The parents received tailored nutrition and child feeding information, and set goals based on their personalized assessment. Each education session featured research-based nutritional, physical activity and child feeding information and was complimented with food tastings and interactive activities. The session topics included were: Get Moving with your Kids; Making Veggies & Fruits Yummy; Planning Healthy Meals for your Kids; Building Strong Kids; and Make a Change by Trying New Foods.

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

ACF-IM-HS-11-01 Participation in Your State's Race to the Top Early Learning Challenge Plan

ACF-IN-HS-11-01 Head Start's Father's Day Communication in Support of Responsible Fatherhood

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011

Site	Loc Id	Track II	# Enrolled 7/29/11	# Present 7/29/11	# Absent 7/29/11	# Term W/I 30 days
Off Track		1				
Off Track		2				
Off Track		3				
Auberry Park	1238A	3	18	11	7	2
Auberry Park	1238B	1	14	9	5	6
Bannon Creek	1200A	1	19	12	7	1
Bannon Creek	1200B	1	18	8	10	2
Bannon Creek	1200X	3	18	15	3	3
Bright Beginnings	1201A	3	16	10	6	1
Bright Beginnings	1201B	3	12	10	2	5
Bright Beginnings	1201C	3	16	14	2	1
Bright Beginnings	1201D	3	14	7	7	3
Broadway ELC	1246A	1	13	4	9	7
Broadway ELC	1246B	3	9	5	4	9
Country Woods	1245A	1	14	10	4	6
Country Woods	1245B	3	16	13	3	4
Country Woods	1245C	1	15	11	4	4
Country Woods	1245D	3	15	13	2	4
Crossroad Gardens	1242A	3	20	13	7	
Crossroad Gardens	1242R	1	20	18	2	1
Crossroad Gardens	1242U	EHS	8	6	2	
Crossroad Gardens	1242X	3	20	13	7	2
EHS-HB OPTION	1230C	EHS	12	9	0	
EHS-HB OPTION	1230D	EHS	14	6	4	
EHS-HB OPTION	1230E	EHS	13	8	0	
EHS-HB OPTION	1230G	EHS	12	12	0	
EHS-HB OPTION	1230H	EHS	11	4	2	1
EHS-HB OPTION	1230I	EHS	13	10	3	
EHS-HB OPTION	1230J	EHS	10	9	0	2
EHS-HB OPTION	1230K	EHS	13	7	3	
EHS-HB OPTION***	1230L	EHS	10	8	3	2
EHS-HB OPTION***	1230M	EHS	10	3	5	2
EHS-HB OPTION***	1230N	EHS	13	5	3	
Elkhorn	1255A	3	20	10	10	
Elkhorn	1255B	1	16	13	3	1
Elkhorn	1255C	1	15	10	5	2
Elkhorn	1255D	1	14	11	3	
Elkhorn	1233M	EHS	8	5	3	
Elkhorn	1255U	EHS	8	5	3	
Elkhorn	1255X	1	21	13	8	

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011

Site	Loc Id	Track II	# Enrolled 7/29/11	# Present 7/29/11	# Absent 7/29/11	# Term W/I 30 days
Freedom Park	1239A	3	17	14	3	3
Freedom Park	1239B	1	16	14	2	4
Freedom Park	1239C	1	14	19	5	4
Freedom Park	1239D	1	11	6	5	9
Freedom Park	1239R	3	13	10	3	5
Freedom Park	1239X	3	17	15	2	4
Fruitridge	1216A	3	20	18	2	
Fruitridge	1216B	1	16	16	0	1
Fruitridge	1216X	1	20	15	5	
Galt	1234A	1	17	13	4	3
Galt	1234B	1	20	12	8	
Galt	1234C	3	17	10	7	3
Galt	1234D	3	15	6	9	5
Galt	1234E	3	18	16	2	2
Galt	1234F	1	18	6	12	2
Grant Skills	1217A	1	18	12	6	2
Grant Skills	1217B	3	14	11	3	1
Grant Skills	1217C	1	17	16	1	2
Grant Skills	1217X	3	13	10	3	4
Grizzly Hollow	1252A	1	20	9	11	
Grizzly Hollow	1252B	3	19	12	7	1
Grizzly Hollow	1252U	EHS	8	5	3	
Hillsdale	1228A	1	13	6	7	7
Hillsdale	1228B	1	19	16	3	1
Hillsdale	1228C	3	15	6	9	5
Hillsdale	1228D	3	19	14	5	1
Hillsdale	1228R	3	20	16	4	1
Hillsdale	1228X	3	16	10	6	1
Home Base Option	1213A	1	12	8	0	
Home Base Option	1213B	5	13	9	3	
Home Base Option	1213C	1	0	0	0	12
Home Base Option	1213D	3	10	0	0	2
Home Base Option	1213E	3	13	8	3	
Home Base Option	1213F	3	12	7	2	

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011

Site	Loc Id	Track II	# Enrolled 7/29/11	# Present 7/29/11	# Absent 7/29/11	# Term W/I 30 days
Hopkins Park	1253A	1	16	12	4	
Hopkins Park	1253B	3	17	17	0	3
Hopkins Park	1253C	1	18	8	10	2
Hopkins Park	1253D	3	20	15	5	
Illa Collin ELC	1221A	3	16	9	7	1
Illa Collin ELC	1221B	1	15	8	7	3
Job Corp	1237M	EHS	8	6	2	
Job Corp	1237U	EHS	8	4	4	
Job Corp	1237X	3	16	12	4	4
Kennedy Estates	1240A	1	14	11	3	5
Kennedy Estates	1240B	3	17	15	2	3
La Riviera	1241M	EHS	8	3	5	
La Riviera	1241R	1	20	14	6	1
La Riviera	1241U	EHS	8	3	5	
La Riviera	1241X	3	20	17	3	1
La Verne Stewart	1219A	1	19	6	13	1
La Verne Stewart	1219B	3	20	16	4	
Mather	1223A	3	18	14	4	2
Mather	1223B	1	18	9	9	2
Mather	1223R	1	19	13	6	2
Mather	1223U	EHS	8	4	4	
Mather	1223X	3	16	10	6	1
Nedra Court	1244A	3	14	12	2	6
Nedra Court	1244B	1	18	15	3	2
Nedra Court	1244C	1	20	16	4	
New Helvetia I-EHS	1212U	EHS	13	11	2	3
New Helvetia II-HS	1247A	1	19	12	7	1
New Helvetia II-HS	1247B	1	17	7	10	
Norma Johnson ELC	1214R	1	19	13	6	1
Norma Johnson ELC	1214U	EHS	7	7	0	1
Norma Johnson ELC	1214X	3	18	13	5	1
Northview	1224A	1	16	8	8	4
Northview	1224B	3	18	5	13	2
Northview	1224R	1	21	13	8	
Northview	1224U	EHS	8	5	3	
Northview	1224X	3	19	8	11	2
Parker Avenue	1207E	5	10	5	5	1

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

TRACK III

Standard Option - Up to 6 hours/day, 5 days/week						Full Day Option - More than 6 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA	Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Auberry Park	20	20	22	19	95%	Bannon Creek	20	20	22	19	95%
Cordova Lane-BB	80	50	22	62	78%	Broadway	20	20	22	19	95%
Country Woods	40	39	22	38	95%	Crossroad Gardens-FD	20	19	22	19	95%
Crossroad Garden	20	20	22	20	100%	Freedom Park	40	33	22	34	85%
Elkhorn	20	20	22	19	95%	Grant Skills	20	15	22	17	85%
Freedom Park	20	16	22	16	80%	Hillsdale	40	22	22	28	70%
Fruitridge	20	19	22	19	95%	Job Corp	20	20	22	19	95%
Galt	60	57	22	59	98%	LaRiviera	20	23	22	21	105%
Grant Skills	20	14	22	16	80%	Mather	20	12	22	16	80%
Grizzly Hollow	20	20	22	20	100%	Norma Johnson	20	16	22	14	70%
Hillsdale	40	39	22	38	95%	Northview	20	18	22	19	95%
Hopkins Park	40	35	22	35	88%	Phoenix Park	20	21	22	19	95%
Illa Collin	20	16	22	17	85%	Sharon Neese	20	22	22	20	100%
Kennedy Estates	20	20	22	20	100%						
LaVerne Stewart	20	20	22	20	100%						
Mather	20	20	22	19	95%	TOTAL	300	261	Varied	264	88%
Nedra Court	20	19	22	20	100%						
Northview	20	19	22	16	80%	Home Base Option					
Solid Foundation	40	38	22	39	98%	Center Name	Funded Enrollment	Current Enrollment	Weekly Home Visits	Socializations	
Strizek Park	20	19	22	20	100%	Home Base	30	34	12 18 16 28 18	2	
Vineland	20	19	22	20	100%						
Walnut Grove	40	30	22	28	70%	TOTAL	30	34	Varied	2	
TOTAL	640	569	Varied	580	91%						

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

TRACK V

Extended Option - Up to 6 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Parker	12	10	20	11	92%
TOTAL	12	10	Varied	11	92%

AARA Expansion- Up to 4 hours/day, 5 days/week					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Whispering Pines	20	20	22	19	95%
TOTAL	20	20	Varied	19	95%

Early Head Start - Center Base Option					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Crossroad Gardens	8	7	22	7	88%
Grizzly Hollow	8	8	22	8	100%
Job Corp	16	13	22	12	75%
La Riviera	16	16	22	16	100%
Mather	8	8	22	7	88%
New Helvetia I	16	15	22	14	88%
Norma Johnson	8	8	22	7	88%
Northview	8	9	22	8	100%
Phoenix Park	8	8	22	7	88%
Sharon Neese ELC	8	8	22	7	88%
TOTAL	104	100	Varied	93	89%

Early Head Start - Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits					Socializations
Home Base	109	105	47	77	76	69	67	2
TOTAL	109	105	47	77	76	69	67	2

AARA EHS Expansion- Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits					Socializations
EHS SOP	36	35	15	25	27	11	17	2
River Oak	60	58	24	41	42	45	23	2
SCOE	36	39	12	27	29	28	29	2
TOTAL	132	132	51	93	98	84	69	6

Head Start - Home Base Option								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits					Socializations
Home Base	12	13	7	12	8	9	11	2
TOTAL	12	13	7	12	8	9	11	2

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 07/31/11)

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

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

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	21	(10%)	N/A	
Elk Grove USD (420)	71	(17%)	N/A	
Sacramento City USD (1292)(147)	170	(13%)	15	(10%)
San Juan USD (700) (161)	80	(11%)	30	(19%)
WCIC (120)	13	(11%)	N/A	
SETA (2796) (345) (1878 Tracks)	210	(11%)	64	(19%)
County (4621)* (653)*	565	(12%)	109	(17%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

Seta Head Start

Food Service Operations Monthly Report

* July 2011

July 6th - Elkhorn Centers Opens two Toddlers Classes.
 All Preschool classes increased to 20 count servings.

July 7th - Home Base Socials Provided Paper goods for Socials
 cost \$294.39.

July 11th - Kennedy Estates classes cut to 15 count servings

July 15th - Class Changes:
 Broadway - Full Day Classes to 1 AM & 1 PM Class
 Fruitridge - 1 Full Day Class to 1 AM Class

July 15th & 16th - Central Kitchen was painted & FRP Repaired.
 RJ Painting completed the project over the weekend.
 cost \$2000.00

July 18th - WCIC Hood Fire System Serviced by Kevin Uker
 from Central Valley Fire Control

Meetings and Trainings:
 No Meeting or Trainings Attended this month.

Total Number of Meals and Snacks Prepared for All Kitchens				
	Lunch	PM Snack	Breakfast	Field Trips
	39,376	24,340	28,827	500
Total Amount of Meals and Snacks Prepared				93,043

Purchases:
 Food \$69,816.63
 Non - Food \$13,950.99

Building Maintenance and Repair: \$750.69

Kitchen Small Wares and Equipment: \$10,093.51

Vehicle Maintenance and Repair : \$4,095.11

Vehicle Gas / Fuel: \$2,093.71
 Normal Delivery Days 20

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:

ITEM X- ADJOURNMENT

NOTES:
