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Executive Director

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*Thought for the Day: "People with goals succeed.  
Plant your own dream with a goal."*

*Esteemed Human Development International*

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

**Date:** Tuesday, January 17, 2012

**Time:** 9:00 a.m.

**Location:** SETA Boardroom  
925 Del Paso Blvd.  
Sacramento, CA 95815

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

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- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
- ✓ Monthly Head Start Report
- Managers' Reports
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#### **DISTRIBUTION DATE: THURSDAY, JANUARY 12, 2012**

Parent Advisory Committee (PAC) meeting hosted by:  
Socorro Gutierrez, Chair; Amber Taylor, Vice Chair;  
Devon McCracken, Secretary; Reina Florez, Treasurer;  
Rebecca Lewis, Parliamentarian

ITEM I - A – ROLL CALL

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

- \_\_\_ Vacant, Auberry Park Head Start
- \_\_\_ **Amber Taylor, Bannon Creek Head Start,**
- \_\_\_ **Kimberly Wesley, Broadway Early Learning Center**
- \_\_\_ Vacant, Country Woods Head Start
- \_\_\_ **Elda Perez, Crossroad Gardens Head Start**
- \_\_\_ **Reina Florez, Early Head Start/ Home Base**
- \_\_\_ **Juan Mozqueda, Elkhorn Head Start**
- \_\_\_ **Tami Joslin, Freedom Park Head Start**
- \_\_\_ **Zoila Lucero, Fruitridge Head Start**
- \_\_\_ Vacant, Galt Head Start
- \_\_\_ **Song Vang, Grant Skills Head Start**
- \_\_\_ Vacant, Grizzly Hollow Head Start
- \_\_\_ **Latrece Anderson, Hillsdale Head Start**
- \_\_\_ **Devon McCracken, Home Base**
- \_\_\_ Vacant, Home Base
- \_\_\_ Vacant, Hopkins Park Head Start
- \_\_\_ Vacant, Illa Collin Head Start
- \_\_\_ Vacant, Job Corps Head Start
- \_\_\_ **Tancy Vang, Kennedy Estates Head Start**
- \_\_\_ Vacant, LaVerne Stewart Head Start
- \_\_\_ **Brittney Givens, (Marie Cleveland's) Bright Beginning Head Start**
- \_\_\_ **Amanda Sokol, Mather Head Start**
- \_\_\_ **Praveena Chaudhary, Nedra Court Head Start**
- \_\_\_ Vacant, New Helvetia I Head Start
- \_\_\_ **Claudine Ayala, New Helvetia II Head Start**
- \_\_\_ **Connie Wallace, Norma Johnson Head Start**
- \_\_\_ **Erika Contreras, Northview Head Start**
- \_\_\_ **Johnny Sanders, Parker Avenue Head Start**
- \_\_\_ Vacant, Phoenix Park Head Start
- \_\_\_ Vacant, 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
- \_\_\_ Vacant, Foster Parent Representative
- \_\_\_ **Rebecca Lewis, Grandparent Representative**
- \_\_\_ Vacant, Male Involvement Representative
- \_\_\_ **Tamara Knox, Past Parent/Community Representative**
- \_\_\_ Vacant, Past Parent/Community Representative

**MEMBERS TO BE SEATED:**

- \_\_\_ Inedelia Lopez, Grizzly Hollow Head Start
- \_\_\_ Elvia Vasquez, Home Base
- \_\_\_ Taneisha Johnson, Hopkins Park Head Start

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 15, 2011 & December 20, 2011  
**PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2011-2012**

COMMITTEE MEMBER	CENTER	11/15	12/20	01/17	02/21	03/20	04/17	05/15	06/19	07/17	08/21	09/18	10/16	11/20
Vacant	AP													
<b>Amber Taylor Seated 11/15</b>	<b>BC</b>	X	X											
<b>Kimberly Wesley Seated 11/15</b>	<b>BLC</b>	X	E											
Vacant	COP													
Vacant	CW													
<b>Elda Perez Seated 11/15</b>	<b>CR</b>	X	X											
<b>Reina Florez Re-seated 12/20</b>	<b>EHS/HB</b>		X											
<b>Juan Mozqueda Seated 8/11</b>	<b>EL</b>	E	X											
<b>Tami Joslin Seated 12/20</b>	<b>FP</b>		X											
<b>Zoila Lucero Re-seated 12/20</b>	<b>FT</b>	X	X											
Vacant	G													
<b>Inedelia Lopez s/b/seated 12/20</b>	<b>GH</b>		U											
<b>Song Vang Seated 12/20</b>	<b>GSC</b>		X											
<b>Latrece Anderson Seated 11/15</b>	<b>H</b>	X	X											
<b>Devon McCracken Re-seated 12/20</b>	<b>HB</b>	X	X											
<b>Elvia Vasquez s/b/seated 12/20</b>	<b>HB</b>		U											
Vacant	IC													
<b>Taneisha Johnson s/b/seated 12/20</b>	<b>HP</b>		U											
Vacant	JC													
<b>Tancy Vang Seated 12/20</b>	<b>K</b>		X											
Vacant	LVS													
<b>Brittney Givens Seated 11/15</b>	<b>MCBB</b>	X	U											
<b>Amanda Sokol Seated 11/15</b>	<b>M</b>	X	E											
<b>Praveena Chadhary Seated 11/15</b>	<b>NC</b>	X	X											
<b>Connie Wallace Seated 11/15</b>	<b>NJ</b>	X	X											
<b>Claudine Ayala Seated 11/15</b>	<b>NH2</b>	X	U											
<b>Erika Contreras Seated 11/15</b>	<b>NV</b>	X	U											
<b>Johnny Sanders Seated 11/15</b>	<b>PA</b>	X	X											
Vacant	PP													
Vacant	SF													
	SN													
<b>Regina Brizzee s/b seated 11/15</b>	<b>SP</b>	U	U											
<b>Socorro Gutierrez Seated 11/15</b>	<b>V</b>	X	X											
<b>Laura Meza Seated 11/15</b>	<b>WG</b>	X	X											
Vacant	WP													
	FPR													
<b>Rebecca Lewis Seated 11/15</b>	<b>GPR</b>	X	X											
	MIR													
<b>M. Brown</b>	<b>OGC</b>	X	X											
<b>Tamara Knox Seated 12/20</b>	<b>PPR</b>		X											
Vacant	PPR													

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

1. First, call your Alternate(s) to see if they can attend in your place;
2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 263-4082; and
3. Third, please call the PAC Chair, Ms. Socorro Gutierrez, at 402-3822, or the Clerk of the Boards, Ms. Nancy Hogan, at 263-3827.

**PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE**  
**PROGRAM YEAR 2011-2012**  
(Continued)

**Head Start Center Abbreviations**

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

**Representative Abbreviations**

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

**Attendance Record Abbreviations**

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

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 20, 2011 PAC MEETING

BACKGROUND:

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

RECOMMENDATION:

Approve the minutes of the December 20, 2011 PAC meeting.

NOTES:

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

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

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

**Minutes/Synopsis**

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

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

Tuesday, December 20, 2011  
9:00 a.m.

**I. Welcome**

- A. Call to Order/Roll Call: Ms. Mary Brown called the meeting to order at 9:03 a.m. The Pledge of Allegiance was recited. Ms. Consuelo Lopez was introduced as the translator. It was announced that Ms. Connie Wallace will act as Secretary; Ms. Wallace called the roll and a quorum was confirmed. The Thought of the Day was read by Mary Brown.

**Members Present:**

Amber Taylor  
Elda Perez  
Juan Mozqueda  
Zoila Lucero (arrived at 9:17 a.m.)  
Latrece Anderson  
Praveena Chaudhary  
Connie Wallace  
Johnny Sanders  
Socorro Gutierrez  
Laura Meza  
Devon McCracken  
Mary Brown  
Rebecca Lewis

**Members Absent:**

Brittney Givens (U)  
Kimberly Wesley (E)  
Inedelia Lopez (E)  
Elvia Vasquez (U)  
Taneisha Johnson (U)  
Amanda Sokol (E)  
Claudine Ayala (U)  
Erika Contreras (U)  
Regina Brizzee (U)

New representatives were seated.

- ❖ Ms. Tami Joslin, Freedom Park Head Start
- ❖ Ms. Song Vang, Grant Skills Head Start
- ❖ Ms. Devon McCracken, Home Base
- ❖ Ms. Tancy Vang, Kennedy Estates Head start
- ❖ Ms. Tamara Knox, Past Parent Representative

New members introduced themselves.

Ms. Reina Florez, Early Head Start Home Base, was seated.

**II. Consent Item**

- A. Approval of Minutes for the November 15, 2011 Regular PAC Meeting

Moved/Gutierrez, second/Joslin, to approve the minutes of the November 15, 2011 PAC minutes.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 2 (Brown & Mozqueda)

### **III. Action Items**

#### **A. Selection of Representatives and Alternates to Attend the Annual California Head Start Association Parent Training Conference**

Ms. Desha stated that PAC representatives will be attending the meeting on January 30 and January 31, 2012 only.

Ms. Zoila Lucero arrived at 9:17 a.m.

Ms. Desha reviewed the conference details and the reimbursements parents will be eligible for when returning. All attendees are required to submit a written report upon their return.

Those interested in attending: Tami Joslin, Devon McCracken, Reina Florez, Song Vang. Attendees spoke of their interest in attending this meeting.

Moved/Wallace, second/Chaudhary, that the Parent Advisory Committee elect two representatives and two alternates to the Annual California Head Start Association Parent Training Conference

Show of hands vote: Aye: 17, Nay: 0, Abstentions: 1 (Brown)

#### Votes:

Tami: 2, Devon: 8, Reina: 5, Song: 3

#### Revote:

Tami: 2, Devon: 8, Reina: 4, Song: 3

Representatives: Devon McCracken and Reina Florez

Alternates: Song Vang and Tami Joslin

#### **B. Election of Parent Advisory Committee Officers**

Ms. Brown reviewed the duties of the officers. Ms. Brown stated that all of the officers will receive training in order to do their jobs.

Moved/Gutierrez, second/Taylor, that the Parent Advisory Committee elect officers for the 2011-2012 Program Year.

Show of hands vote: Aye: 17, Nay: 0, Abstentions: 1 (Brown)

Those interested in the Chair: Socorro Gutierrez and Latreece Anderson

#### Votes:



Socorro: 13, Latreece: 4  
(1 Abstention: Brown)

Ms. Socorro Gutierrez was voted in as Chair.

Vice Chair: Amber Taylor and Tami Joslin.

Votes:

Amber: 11, Tami: 5  
(2 Abstentions: Brown and Florez)

Ms. Amber Taylor was voted in as Vice Chair.

Secretary: Devon McCracken and Tami Joslin

Votes:

Devon: 13, Tami: 4  
(1 Abstention: Brown)

Ms. Devon McCracken was voted in as Secretary.

Treasurer: Reina Florez and Song Vang

Votes:

Reina: 11; Song: 6  
(1 Abstention: Brown)

Ms. Reina Florez was voted in as Treasurer.

Parliamentarian: Tami Joslin and Rebecca Lewis

Votes:

Tami: 4, Rebecca: 12  
(2 Abstentions: Brown and Lewis)

Ms. Rebecca Lewis was voted in as Parliamentarian.

Ms. Brown spoke of her experience in Head Start and was grateful for the experience she received as Chair. Ms. Desha thanked Ms. Brown for her outstanding work as Chair.

The new officers assumed their positions on the dais.

#### **IV. Information Items**

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

- PC/PAC Calendar of Events: Ms. Socorro Gutierrez reviewed the calendar of events.

Ms. Latreece Anderson asked why she was not chosen as the Vice Chair. Ms. Desha replied that the practice is if you are interested in an officer position, the board member must submit his or her name for consideration.

- Parent/Staff Recognitions
- Fiscal Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett congratulated the new officers and urged all board members to attend the Budget/Planning Committee meetings. January 10, 2012 is the next Budget/Planning Committee meeting to be held in the Oak Room.

Mr. Bartlett reviewed the report through November 30, 2011 which is four months into the budget year. Thirty percent of the expenditures are personnel related, which is consistent with the normal expenditures. In the Head Start basic grant, 27.8% of the budget has been spent. Mr. Bartlett reviewed a modification to the expenditures which was due to the close out date with the County Compass software system.

Ms. Lewis asked if the Agency is over budget or under budget? Mr. Bartlett replied that currently, the budget is under by 4-5% until the end of the year when some expenditures will be finalized. If the budget is overspent, no additional funds are granted.

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

B. Governing Board Minutes of October 6, 2011: No questions or comments.

## **V. Committee Reports**

- Executive Committee: Ms. Gutierrez reviewed the critique of the last meeting.
- Budget/Planning Committee: The next meeting will be January 10.

## **VI. Other Reports**

- Executive Director's Report: No report.
- Chair's Report: No report.
- Policy Council Report: No report.
  
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee welcomed board members. The SETA Head Start program is a very large team of parents and staff that provides services to a large number of Head Start families.

Ms. Lee stated that when Head Start was renewed in 2007, one of the things added to the renewal was for non-performing grantees to re compete for their grants. There is a very high level of accountability to ensure the children are able to go successfully into kindergarten. Programs that are not achieving high levels of accountability have to re compete for funds. The Office of Head Start

announced that the first group of 132 programs will be receiving letters that they will have to recompetete in order to continue receiving Head Start funds. SETA is not in this group required to recompetete. Some reasons for programs are required to recompetete include: fiscal Instability; facilities that are licensed by the state but the license was revoked; guidelines for teacher/child interactions are not met; if the audit does not come back clean; school readiness for children is not met which identifies things that the children need to go into kindergarten. Children are assessed three times a year to ensure that children achieve benchmark growth. The Office of Head Start will be releasing a Request for Proposals for which the 132 programs will have to submit proposals for Head Start funds. Ms. Lee will continue to keep board members aware of the recompetete process. SETA also receives CDE funding which sanctioning the 'braiding' of CDE and Head Start funding; this allows for services to be provided longer during the day. There will be a series of budget cuts in January and staff is expecting a \$23 million cut in the State preschool budget. It could mean that there are budget reductions either in Workforce or in the Head Start program.

Ms. Lee stated that SETA has proudly served the Sacramento area for 30 years and staff is looking for a variety of ways to celebrate 30 years of Head Start in the area. The next planning meeting is January 17 in the Oak Room.

Ms. Lewis inquired whether SETA would be able to compete for additional funds when the availability is announced. Ms. Lee replied that SETA is not at risk and is not required to recompetete for funds. If additional funds are available, staff will definitely submit a proposal.

Ms. Lee stated that she is not sure how the RFP will be rolled out; she thinks the funds will be available in the same area to ensure services will continue to be served. Under ARRA, there were opportunities for new programs to provide services. Ms. Lee stated that she is not sure how many of the 132 are in the Northern California area. If there is an expansion opportunity, SETA will continue to seek out funds. There are still 80% families that are eligible and going unserved. Ms. Lee stated that she does not believe that SETA is at risk. This would affect not just SETA's program but the delegate agencies as well. The Agency has re-invested in a quality assurance team that ensures that quality of services at the grantee and delegate level remain high.

➤ Managers' Reports

- Program Support Services Report – Ms. Brenda Campos reviewed the various areas which she oversees. Staff finally received licensing clearance so the Bright Beginnings center will open on January 3. The monthly food menu is also posted on the web page. Hard copies of the monthly menus are sent to the centers. Ms. Gutierrez inquired why the current menu is not included in the board packet and Ms. Campos replied that the menu generally is not ready until after the PAC meets. Next month board members will be choosing committees to participate on and Ms. Campos urged members to attend the Food Service

Committee scheduled for January 19, 9:00 a.m. in the Oak Room. This allows parents to learn how the menus are produced. Ms. Campos reported that staff is also working on a proposal for a new janitorial services contract.

- Parent/Family Support Report – Ms. Lisa Carr welcomed the new PAC members and reviewed her areas of responsibility.
  - ✓ Countywide Parent Conference Update: Ms. Carr stated that last year, SETA organized the first county-wide parent conference. Two meetings are scheduled in January to begin planning for the spring conference. The meetings are scheduled for January 13 and January 27 from 9-11 a.m. in the Redwood Room.
  - ✓ Program Self-Assessment: Ms. Carr reviewed program self-assessment process which entails a thorough overview of Head Start/home base partners. Parents wishing to do site reviews will only be able to look at your own child's file.
  - ✓ Healthy Marriage Program: Ms. Carr stated that SETA will be working to provide countywide workshops for parents. There are workshops for Single parents, partners that are co-parenting, and parents in a committed relationship. Parents that finish all of the workshops receive a \$50 stipend.
- Child Development and Education Services Report – Ms. Karen Gonzales distributed information on the school readiness goals. Head Start has always been a school readiness program. A few weeks ago, the Office of Head Start defined what school readiness goals are which came up with 18 goals with two additional goals for dual language learners. Ms. Gonzales reviewed the various goals for school readiness. There is a need to focus in on schools that assist children in being school ready. Teacher/Child Interaction reviews will be done in all Head Start classrooms. This is performed to guide the agency guidelines and the teachers' own goals. Ms. Taylor asked how the classrooms are being chosen and Ms. Carr replied that the classrooms are being chosen randomly but by the end of May, every classroom will be assessed.

Ms. Lewis asked if anyone on the education team would be partnering with other organizations to make the history books more accurate, especially with regard to: people of color. Ms. Gonzales is aware that there is a group working on the alignment of books but the alignment at the preschool level is very limited. It is primarily at ensuring the multi-cultural areas are expanded.

Ms. Elda Perez inquired whether services would still be provided to children who will be having a birthday in December. Ms. Gonzales, each district is offering transitional kindergarten for children born in September through December. Parents have a choice to keep their children in Head Start if it is their decision. As long as the children 'age quality' they can stay in Head Start.

Ms. Lee asked parents interested in participating in the self assessment process to contact staff by January 6.

**VII. Discussion**

Ms. Zoila Lucero reported that her last parent meeting will be December 21 where attendees will be decorating a cookie jar and making jewelry. She thanked the board for the opportunity to serve.

Ms. Lewis provided an update on the held 17<sup>th</sup> Annual Pak Park Christmas Festival. The community fed 614 people and there was a bike raffle where 115 brand new bicycles for all ages were raffled off. Each child was given two gifts. This event is held every year on the first Saturday of the December at the Oak Park Community Center.

Ms. Elda Perez wished everyone a Merry Christmas.

Ms. Anderson asked whether Head Start still helps out with children having difficulty with dental anesthesia; Ms. Campos offered to assist.

**VIII. Public Participation: No comments.**

**IX. Adjournment: The meeting was adjourned at 11:23 a.m.**

ITEM III-A – ACTION

SELECTION OF PARENT ADVISORY COMMITTEE MEMBERS 2011-2012

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee Representatives to select Standing and Program Area Committees for Program Year 2011-2012.

- 1) Head Start Personnel/Bylaws Committee Representatives

Overseen by: Marie Desha

Parliamentarian (Rebecca Lewis),  
\_\_\_\_\_  
\_\_\_\_\_

- 2) Head Start Budget/Planning Committee Representatives

Overseen by: Roger Bartlett & Denise Lee

Treasurer (Reina Florez),  
\_\_\_\_\_  
\_\_\_\_\_

- 3) Head Start Social/Hospitality Committee

Overseen by: Marie Desha

Secretary (Devon McCracken), Treasurer (Reina Florez),  
\_\_\_\_\_  
\_\_\_\_\_

- 4) Program Area Committees

- ♦ Early Childhood Development & Health Services Committee and Parent/Family Support Committee

Overseen by: Brenda Campos, Lisa Carr and Karen Gonzales

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ITEM III-A – ACTION (continued)  
Page 2

- 5) Monitoring and Evaluation, AKA Self-Assessment Committee  
**(Committee of the Whole)**  
Overseen by: Brenda Campos

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- 6) Food Services Committee  
Overseen by: Brenda Campos

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- 7) Male Involvement Committee  
Overseen by: Robert Silva

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RECOMMENDATION:

That PAC members select committees in which they will participate.

NOTES:

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

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

ITEM III-B – ACTION

SELECTION OF REPRESENTATIVE AND ALTERNATE TO THE  
SETA HEAD START HEALTH SERVICES ADVISORY COMMITTEE (HSAC)

BACKGROUND:

The Parent Advisory Committee is requested to select one (1) Representative and one (1) Alternate to serve on the Head Start Health Services Advisory Committee. This committee is an advisory group to the health program area plan, assists with creation of policies, and serves as one of our primary community resources for health information. Members on the committee include Head Start staff and parents and health professionals from the community with an interest in Head Start. The group meets two times per year for a dinner meeting. The next meeting is scheduled for Wednesday, February 22, 2012, 5:30 p.m. – 7:00 p.m. at SETA. An interest in health would be appropriate for those serving on this committee. Ms. Brenda Campos will be available to share information and answer questions.

Please see attached minutes of last meeting, Wednesday, October 26, 2011.

RECOMMENDATION:

That the Parent Advisory Committee select one (1) Representative and one (1) Alternate to the Health Services Advisory Committee.

NOTES:

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

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





## SETA Head Start Program Support Services

<b>Subject:</b>	Health Services Advisory Meeting	<b>Date:</b>	October 26, 2011
<b>Facilitator:</b>	Brenda Campos	<b>Minutes:</b>	Valerie Powell
<b>Attendees Present:</b>	<b>See Attached</b>		

Topic	Minutes	Action Items	Due By
Welcome and Introductions	Ms. Campos welcomed the group. Each member introduced themselves and the organization they represented.		
OHS Tri-annual Review Follow-up	<p>Ms. Campos provided a re-cap of the OHS Tri-annual Federal Review of the Head Start program. She stated that a team of 27 reviewers came to SETA for two weeks from January 24 through February 4. The reviewers audited the services of SETA Operated Programs, Delegate Programs and the Partners.</p> <p>A report was received and two findings were listed for further review:</p> <ul style="list-style-type: none"> <li>• In-Kind: Documentation of volunteer services</li> <li>• Health Screenings: The reviewers found that there were deficits in acquiring information from parents and physicians on Lead assessments and testing.</li> </ul> <p>ACF Representatives visited SETA to examine files and</p>		



## SETA Head Start Program Support Services

	<p>discuss the in-kind process on September 29 and 30. 96 files were examined with 100% documentation results. In addition, Program Support Services created an organization-wide campaign on the importance of lead assessment and education for families. Ms. Campos thanked the group for their assistance during the review and follow-up.</p>		
CACFP Review	<p>The California Adult and Child Food Program reimburses SETA Head Start for meal services to the centers. SETA provides over 4,200 meals a day. The State requires that 1/3 of the nutrition for child come from the meals served. Included in the services, children with special diets must be accommodated. SETA has over 150 children needing special diets. Centers and kitchens were inspected by State staff. There were a couple of findings regarding the accuracy of meal counts as parents come and go prior to the child being served and the implementation of “family style” service. Corrections were made and staff will be receiving a more comprehensive annual training regarding the requirements of the CACFP.</p> <p>Ms. Campos pointed out that in the 29 years SETA has been in operation, there has been no food poisoning outbreak and she attributes that to the food service staff with their practice of good hygiene and health practices. This school year there has been an introduction of healthier foods such as whole wheat and organics.</p>		



## SETA Head Start Program Support Services

<p>Dental Presentation: Study-Insurance and Dental Disparities</p>	<p>Taylor Priestly, post-graduate of UC-Berkeley, presented her graduate project on Insurance and Dental Disparities of which she used SETA Head Start data. Her findings indicated that there is a direct disparity between dental care and access to insurance. Those students that receive service support from insurance through HS funding are more likely to have better dental check-ups than those that do not have or take advantage of services. It was evident that the outreach efforts by SETA Head Start are successful in increasing the child and family wellness in dental health.</p>		
<p>Dental Presentation: SETA Head Start Dental Services 2008-Present</p>	<p>Meghan Marshall, Health Nutrition Specialist for SETA, prepared a presentation on the progression of dental services provided through SETA Head Start. Brenda Campos presented the information in her absence. The data indicated that through consistent and aggressive support of families in the program costs to SETA, as the last resort funding provider, have decreased over time as well as the children needing services even though enrollment has increased.</p>		
<p>Healthy Futures Grant Presentation</p>	<p>Melanie Nicolas, Program Officer in the Program Support Services unit, provided an overview of the grant funded project Healthy Futures.</p>		
<p>Next Meeting</p>	<p>Wednesday, February 22, 2012 from 5:30 – 7:00 p.m.</p>		

Approved By: Brenda Campos  
Date: 11/14/11

ITEM III-C – ACTION

SELECTION OF COMMUNITY PARTNERSHIPS ADVISORY COMMITTEE  
(CPAC) REPRESENTATIVE AND ALTERNATE

BACKGROUND:

The Parent Advisory Committee is requested to select one (1) Representative and one (1) Alternate to serve on the Community Partnership Advisory Committee (CPAC). This advisory committee is an advisory group to the Head Start social services program area of Head Start. Members of this committee include Head Start staff, parents and social services professionals from the community with an interest in the Head Start Program. Each program year a PAC Representative is selected to sit on this committee. The CPAC meetings will be held semi-annually. The next meeting is scheduled for Thursday, April 19, 2012, 9:00 – 10:30 a.m. at SETA in the Redwood Room. Having an interest in social service collaboration would be appropriate for those wishing to serve on this committee.

Ms. Terri Carpenter will be available to share additional information and answer questions.

Please see the attached minutes of the last meeting held on Thursday, September 15, 2011.

RECOMMENDATION:

That the Parent Advisory Committee select one (1) Community Partnership Advisory Committee Representative and one (1) Alternate to serve on the committee.

NOTES:

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

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

## SETA Head Start Program Support Unit

<b>Subject:</b>	CPAC Meeting Minutes	<b>Date:</b>	September 15, 2011
<b>Facilitator:</b>	Terri Carpenter, SETA Public Information Officer	<b>Minutes:</b>	Terri Carpenter
<b>Present:</b>	Belinda Malone, SETA Head Start; Carl Gayle, Cover the Kids; Claudia Charter, EGUSD; Denise Belcher, Child Abuse Prevention Center; Kelly Young, Warmline FRC; Luda Ivanyuk, SJUSD; Maria Gaona, SJUSD; Mary Brown, SETA PAC Chair; Moua Moua, WCIC/Playmate; Rocio Galvan Rice, EGUSD; Sandy Perez, EGUSD; Tanisha Mayers, KVIE; Teresa Cole, TRUSD; Terri Carpenter, SETA; Sam Starks, SMUD; Robert Silva, SETA Head Start; Francisco Navarro, SETA Head Start; Michelle McCarver, Sacramento County Department of Child Support Services; Willie Jean Peck, SETA PC Representative; David Aleman, SCUSD; Alma Hawkins, SETA Head Start.		

Topic	Minutes
1. Welcome and Introductions	Meeting was called to order. Terri Carpenter introduced herself and welcomed the attendees. Participants were self introduced.
2. Member Updates	Alma Hawkins- Grandparents' Month is September.  Grandparents, Kinship and You Event on October 12 <sup>th</sup> , 6:00-9:00 pm. at the SETA office- Chili cook-off and other activities, flyers distributed– Open to the community for participation.
	Michelle McCarver- Public outreach- Knows about services intended for relationship with parents- Develop relationships with families- Look further to needs of families for services (jobs, employment assistance)- Building relationships with partners- Changes from law enforcement program to service agency- Wants to step-up community outreach about changes in department focus.  August- Child Awareness Support Month- Materials sent to group- What can we do for the community? - Back to school drive & Mustard Seed School- 1,700 items collected for school.  Sacramento Stand Down- Program thru Veteran's Services- Service offered to homeless vets: Dental, medical, other, child support services available to homeless veterans.  Celebrate Sacramento- October 1 <sup>st</sup> - Dickinson/Pannell  October 26 <sup>th</sup> at Head Start.  Distributed brochure on "Smart Pay" Program, a payment plan for parents with past due support payments- Brochures available, contact Michelle for copies of the brochure- Available to come out to Head Start sites for presentations.

## SETA Head Start Program Support Unit

	<p>Robert Silva- Parent, Family &amp; Community Engagement Framework- Information distributed on a week of events and webcasts.</p> <p>Isela Murrieta from Child Abuse Prevention Council presenter of Mandated Reporting of Child Abuse and Neglect trainings, future dates 11/30/11, 1/25/12, 3/28/12 and 5/30/12- Brochures distributed- Phone 916-244-1959, e-mail imurrieta@thecapcenter.org</p> <p>Child Abuse Prevention Council of Sacramento, Inc. has been offering Quality Child Care Collaborative Trainings- Free trainings available to community- Topics: Happiest Baby on the Block, Safe Beginnings, Impact on Violence on Children- Future dates: 11/15/11, 6:00-8:00 pm, Impact of Violence on Children; 12/6/12, 6:00-8:00 pm., Understanding Temperament- Flyers distributed.</p>
	<p>Sam Starks- Stimulus funded programs: Free refrigerators, appliances- Energy efficient programs for low-income participants- Free appliances to stimulate energy efficiency- \$9,000 savings in rebates available to homeowners- \$99 for whole house audit- Ends March 2012.</p> <p>Louise Perez at CRP for low-income families/individuals for energy efficiency weatherization.</p> <p>Senior ID Program- Don't shut off parent's service without contacting me first.</p>
	<p>Willie Jean Peck- PC/PAC End of the Year Appreciation Event 10/8/11.</p>
	<p>Tanisha Mayers- Ready to Learn, workshops available for parents- Learning to Read, using public television as a tool for education- Books/videos available for parents- Available for outreach events- 4 workshops a year.</p>
	<p>Belinda Malone- SETA Head Start offers Parent Training Topics available for SETA Head Start as well as for delegate agencies- Brochures distributed.</p>
	<p>Carl Gayle- 50% staff reduction- Still ? sites- Help families to get low cost or free health insurance- Always willing to participate in community events: Russian, Hmong, Spanish, need for other languages check information online. Will provide new updated flyers to SETA and other partners- Contact Carl at 808-5722 or e-mail <a href="mailto:CGayle@cityofsacramento.org">CGayle@cityofsacramento.org</a> Also, provides staff trainings to complete screening forms.</p>
	<p>Francisco Navarro- SETA Head Start lead poisoning intensive campaign showing on You Tube channel- Send link on You Tube Channel.</p>
	<p>Terri Carpenter- Sacramento Works- <a href="http://Jobs.Sacramentworks.org">Jobs.Sacramentworks.org</a>- New job posting system- Information distributed.</p>
	<p>Kelly Young- Program for children with special needs- Early Head Start good resource for the families that ? work with children with disabilities- Work with families- Family picnic- Flyers distributed. Website <a href="http://www.warmlinefrc.org">www.warmlinefrc.org</a></p>
	<p>Meeting adjourned.</p>
	<p>Next meeting will be April 19, 2012, same place, same time.</p>

## ITEM IV-A – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

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

#### A. Standing Information

- PC/PAC Calendar of Events: Ms. Socorro Gutierrez
- Parent/Family Support Unit Events and Activities: Ms. Socorro Gutierrez
- Parent/Staff Recognitions: Ms. Socorro Gutierrez
- Fiscal Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett (attached)
- Child Care Center Food Menu (attached)
- Community Resources-Parents/Staff: Ms. Socorro Gutierrez

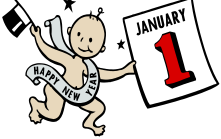


#### NOTES:

**PC/PAC CALENDAR OF EVENTS**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
SETA/Head Start 30 <sup>th</sup> Year Anniversary Committee Meeting	Tuesday, January 17, 2012 9:00 a.m. 925 Del Paso Blvd. Redwood Room
PAC Executive Committee Meeting	Thursday, January 19, 2012 9:00 a.m. 925 Del Paso Blvd. Redwood Room
Food Service Committee Meeting	Thursday, January 19, 2012 9:00 a.m. 925 Del Paso Blvd. Oak Room
PC Executive Committee Meeting	Thursday, January 26, 2012 9:00 a.m. 925 Del Paso Blvd. Oak Room
Countywide Parent Conference Planning Meeting	Friday, January 27, 2012 9:00 a.m. 925 Del Paso Blvd. Redwood Room
California Head Start Association 2012 Annual Parent Training Conference	Monday, January 30 – Tuesday, January 31, 2012 Hyatt Regency Orange County Garden Grove, CA
PC/PAC Budget/Planning Committee Meeting	Tuesday, February 3, 2012 1:00 – 3:00 p.m. 925 Del Paso Blvd. Oak Room
PC/PAC Budget/Planning Committee Meeting	Tuesday, February 7, 2012 9:00 a.m. – 11:00 a.m. 925 Del Paso Blvd. Oak Room
PC/PAC Budget/Planning Committee Meeting	Friday, February 17, 2012 9:00 a.m. – 11:00 a.m. 925 Del Paso Blvd. Oak Room
PC/PAC Budget/Planning Committee Meeting	Friday, February 24, 2012 9:00 a.m. – 11:00 a.m. 925 Del Paso Blvd. Oak Room



# January 2012

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1		<p>3</p> <p>Breakfast: Whole Grain Cheerios, Banana, Milk Lunch: Beef Patty on whole Wheat bun, whole Kernel Corn, Pickle, Orange, Milk Snack: String Cheese, Apple</p>	<p>4</p> <p>Breakfast: Whole Grain Biscuit/Jelly, Diced Peaches, Milk Lunch: Build a Burrito, Refried Beans, Flour Tortilla, Shredded Cheese &amp; Lettuce, Diced Tomato, Tangerine or Snack: Sunrise Bites Whole Grain Crackers, Banana</p>	<p>5</p> <p>Breakfast: Whole Wheat Banana Muffin, Diced Pears, Milk Lunch: Cheese on Whole Wheat Bread, Cauliflower with Dip, Apples or Watermelon, Butter, Milk Snack: Kix Whole Grain Cereal, Milk</p>	<p>6</p> <p>Breakfast: Whole Grain Cheerios, Banana, Milk Lunch: Turkey Ham on Whole Wheat Bread, Cantaloupe, Baby Carrots, Low Fat Milk Snack: Rice Cakes, Pineapple Tidbits</p>
Week 2	<p>9</p> <p>Breakfast: Whole Grain Kix Cereal, Apples, Milk Lunch: Oven Baked chicken, Sweet Potatoes, Cantaloupe, Whole Wheat Sweet Corn Muffin, Milk Snack: Oranges, Strawberry Yogurt</p>	<p>10</p> <p>Breakfast: Whole Grain Pancakes/Syrup, Kiwi, Milk Lunch: BBQ Beef Burger on Whole Wheat Bun, Mixed Vegetables, Tangerine or Strawberries, Milk Snack: Whole Wheat Apple Cinnamon Muffin, Banana</p>	<p>11</p> <p>Breakfast: Oatmeal/Raisins, Pineapple Tidbits, , Milk Lunch: Chicken Chow Mein, Steamed Brown Rice, Apple or Watermelon, Milk Snack: Tropical Treat, Whole Grain Crackers, Pear</p>	<p>12</p> <p>Breakfast: Crispix Cereal, Banana, Milk Lunch: Turkey Ham on Whole Wheat Bread, Cucumbers with Dip, Orange, Milk Snack: Dreamy Orange Whole Grain Mini Loaf, Milk</p>	<p>13</p> <p>Breakfast: Whole Wheat Blueberry Muffin, Diced Mango, Milk Lunch: Roasted Sliced Turkey on Whole Wheat Bread, Baby Carrots, Kiwi, Milk Snack: American Cheese Quesadilla, Butter</p>
Week 3	 <p>16</p>	<p>17</p> <p>Breakfast: Multi Grain Cereal, Orange, Milk Lunch: Beef Ravioli, French Bread, Spinach Salad with Dressing, Orange, Milk Snack: Whole Wheat Banana Mini Loaf, Apples</p>	<p>18</p> <p>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</p>	<p>19</p> <p>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</p>	<p>20</p> <p>Breakfast: Whole Grain Cheerios, Orange, Milk Lunch: Swiss Cheese on Whole Wheat Bread, Sliced Tomatoes, Diced Apricots, Butter, Milk Snack: Fresh Kiwi, Goldfish Crackers</p>
Week 4	<p>23</p> <p>Breakfast: Whole Wheat Blueberry Muffin, Cantaloupe, Milk Lunch: Spanish Rice, Sweet Kernel Corn, Tangerine or Strawberries, Milk Snack: Cheese-It Crackers, Apricot Halves</p>	<p>24</p> <p>Breakfast: Bagel/Cream Cheese, Orange, Milk Lunch: Teriyaki Chicken, Steamed Brown Rice, Sunomono Salad, Kiwi, Milk Snack: Tropical Treat Whole Grain Crackers, Apple</p>	<p>25</p> <p>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</p>	<p>26</p> <p>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</p>	<p>27</p> <p>Breakfast: Whole Grain Kix Cereal, Diced Apricots, Milk Lunch: Tuna Salad, Saltine Crackers, Baby Carrots, Cantaloupe, Milk Snack: Whole Wheat Apple Cinnamon Muffin, Milk</p>
Week 5	<p>30</p> <p>Breakfast: Whole Grain Pancakes/Syrup, Mango Chunks, Milk Lunch: Chili Con Carne/Bean, Saltine Crackers, Diced Apricots, Milk Snack: Jungle Crackers, Milk</p>	<p>31</p> <p>Breakfast: Whole Wheat Banana Muffin, Kiwi, Milk Lunch: Refried Beans, Flour Tortilla, Tomato Salsa, Tangerine or Strawberries, Milk Snack: Whole Wheat Kix Cereal, Milk</p>			

# Enerio 2012

	<b>lunes</b>	<b>martes</b>	<b>miércoles</b>	<b>jueves</b>	<b>viernes</b>
<b>Semana 1</b>	 <p>2</p>	<p>3</p>	<p>4</p>	<p>5</p>	<p>5</p>
<b>Semana 2</b>	<p>9</p>	<p>10</p>	<p>11</p>	<p>12</p>	<p>13</p>
<b>Semana 3</b>	 <p>16</p>	<p>17</p>	<p>18</p>	<p>19</p>	<p>20</p>
<b>Semana 4</b>	<p>23</p>	<p>24</p>	<p>25</p>	<p>26</p>	<p>27</p>
<b>Semana 5</b>	<p>30</p>	<p>31</p>			

ITEM IV-B – INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Governing Board minutes of November 3, 2011 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, November 3, 2011  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:05 a.m.

Members Present:

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

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento

Mr. Nottoli stated that two items would be continued to the December 1 Governing Board meeting:

Item II-D-Consent: Approval of the Abolishment of the Program Officer and Head Start Family Services Worker Classifications – and -

III-A-3-Action: **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Specification Revisions for the Accountant I Classification and Abolishment of the Accounting Technician Classification

II. **Consent Items**

- A. Minutes of the October 6, 2011 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Required Partner Member to the Sacramento Works, Inc. Board
- E. Approval to Modify Elk Grove Unified School District – Adult and Community Education's (EGACE) Youth Vendor Services Contract

The consent items were reviewed; no questions or corrections.

Moved/Scherman, second/Pannell, to continue Item II-D to the December 1 meeting and approve the consent items as follows:

- A. Approve the minutes of the October 6, 2011 meeting.
- B. Approve the claims and warrants for the period 9/30/11 through 10/27/11.

- C. Appoint Mr. Paul Castro to the vacant required partner seat on the Sacramento Works, Inc. Board of Directors.
- E. Approve the attached recommendation for modification of the Elk Grove USD – Adult and Community Education’s (EGACE) Youth Vendor Services contract.  
Voice Vote: Unanimous approval.

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

- 1. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick stated that Ms. Scherman would be chair, and Ms. Pannell would become Vice Chair, if the current rotation is continued.

Moved/Nottoli, second/Yee, to approve Ms. Scherman as Chair, and Ms. Pannell as Vice Chair.

Voice vote: Unanimous approval.

Ms. Kossick expressed appreciation to Mr. Nottoli for his outstanding leadership as chair. Ms. Scherman appreciated Mr. Nottoli’s consistent attendance at meetings.

- 2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Mr. Roy Kim introduced Ms. Carolyn Reynolds, Account Executive, for Arthur J. Gallagher. Ms. Reynolds reported that she went out to market to get the best possible coverage and pricing for SETA. Ms. Reynolds made note of the carriers that will write policies for public agencies are with either very high deductibles or the client having self-insurance, which is not SETA. Philadelphia is one of the largest markets that will write insurance for organizations such as SETA.

The premiums have increased 3.7% overall with property liability partly because of the new buildings at Bright Beginnings and Bannon Creek. In addition, there was an increase in the number of employees, computers, and assets.. Bannon Creek was added to the flood policy.

Mr. Kim was asked how many new employees there were and Mr. Kim replied that there has been an increased number of employees due to expansion programs. Last year there were a number temporary employees and vacant slots which have since been filled. The Directors and Officers liability premium is also based on the number of employees.

Ms. Pannell asked Ms. Reynolds to check with the city because Phoenix Park may be out of the flood zone. Ms. Reynolds will check to see if they are in the flood zone or not.

All coverages renewed exactly as expired and there are no changes in the limitations or coverages. There were no losses this year. Ms. Reynolds stated that she thinks there will be a change next year with a 10-12% increase. Every ten years there are peaks and valleys which will be the same for Workers' Compensation.

The board asked if there was anything the agency could do to lower the premium and Ms. Reynolds said no; the Agency definitely needs the coverage. A lot of the Directors and Officers coverage is employment practice liability, and this experiences peaks and valleys as well.

Ms. Scherman inquired whether if insurance goes up during the next cycle, Ms. Reynolds foresees SETA needing more insurance? Ms. Reynolds replied that she does not see issues in the future and that there have been no claims in the past five years that have gone anywhere close to the limits.

Ms. Reynolds will check on the premium savings to eliminate comprehensive coverage on older vehicles.

Moved/Pannell, Scherman, to approve the purchase Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

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

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

### **Refugee Services**

1. Approval of Revised Funding Recommendations for the Refugee Employment Social Services (RESS), Targeted Assistance (TA), Targeted Assistance Discretionary (TAD), and Older Refugee Discretionary (ORD) Programs, Program Year 2011-2012

Ms. Michelle O'Camb reviewed the revised funding recommendations for the RESS, TA, TAD and ORD programs. By leveraging the funds, staff was able to lower the costs for the program.

Ms. O'Camb explained that the Hmong Women's Heritage Association provides translation services, social services, crisis intervention, and information referral to public assistance..

Moved/Pannell, second/Scherman, to approve revised funding recommendations for the PY 2011-12 Refugee Employment Social Services (RESS), Targeted Assistance (TA), Targeted Assistance Discretionary (TAD), and Older Refugee Discretionary (ORD), as indicated on the attached funding charts.  
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

**One Stop Services:** None.

**Youth Services:** None.

## **C. CHILDREN AND FAMILY SERVICES**

1. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Ms. Denise Lee reviewed the bylaw modifications. There were discussions regarding reimbursement of costs for mileage and child care.

Moved/Yee, second/Pannell, to approve the modifications to the Policy Council bylaws.

Voice Vote: Unanimous approval.

2. Workshop/Overview of the Children and Family Services Department

Ms. Denise Lee reported that the SETA Head Start program provides services to 6,200 children county-wide. There are an additional 650 children (county wide) in the Early Head Start program. There are 229 classrooms countywide. These children are served in collaboration with five delegate agencies. There are 400 staff working in the program. Ms. Lee introduced the Head Start managers: Lisa Carr, Family Support Unit, Brenda Campos, Program Support Unit, and Karen Gonzales, Program Operations Unit who presented the Board members with operational information.

Board members expressed their appreciation for the presentation.

## **IV. Information Items**

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: Ms. Scherman asked if staff were in contact with a collection call center in Elk Grove. Ms. Scherman stated that she will research the company and call Mr. Walker.
- C. Dislocated Worker Update: Mr. William Walker reported that Goore's will be going out of business; SETA staff has contacted the company to offer assistance.

- D. Unemployment Update/Press Release from the Employment Development Department: No questions.
- E. Head Start Reports: Ms. Lee reported that there was a follow-up review on September 28-29 regarding the tracking of in-kind hours and blood lead levels. The reviewers were able to close out and recommend clearing the findings to the Office of Head Start. All three findings were dropped.

The center on LaRiviera Drive has served 56 families. Unfortunately this center has been deteriorating over time. The church's well is dry, and after \$30,000 in improvements it was decided to close the center. Some of the improvements were offset by offering free rent. Some of the children were moved to Mather and others to Broadway. Ms. Campos is working with two different brokers and Child Action to secure another child care facility. Mr. Nottoli suggested that staff consider SCOE as a site. Also, the Franchise Tax Board has a lot of space that may be available to be utilized for a center. Ms. Campos is also working with Folsom/Cordova School District to locate a site. Mr. Nottoli stated that Capital Christian Center may be another option.

Mr. Larsen reported that their office has been working on a termination settlement on the LaRiviera Head Start lease. There is a \$3,500 credit and legal counsel has worked out an arrangement to forego the credit to get out of the lease. Mr. Larsen stated that while this item is not on the agenda today, he asked of the board was okay with Ms. Kossick signing the agreement. All board members agreed that it was alright for Ms. Kossick to sign the agreement.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board
- F. Public: No comments.

**VI. Adjournment: The meeting was adjourned at 12:10 p.m.**



ITEM V

COMMITTEE REPORTS

✓ Executive Committee

Critique of the Parent Advisory Committee meeting, December 20, 2011.

<b>GOOD!!!</b>
Thank you, Ms. Consuelo Lopez, for translating.
Thank you, Ms. Mary Brown, for making reminder calls for the PAC meeting.
New Board members were eager to participate.
<b>NEEDS IMPROVEMENT</b>
All members seated at 8:50 a.m. prior to the meeting.
Management of cell phones (please remember to turn off all electronic devices)
Voting process.
No children at meetings.
Please remain seated during presentations.
Please notify Chair of meeting departure.
Clean board room, including putting name plates away.
<b>NO EATING IN BOARD ROOM.</b>
Attendance.

NOTES:

➤ Budget/Planning Committee – Ms. Socorro Gutierrez

NOTES:

## ITEM VI – OTHER REPORTS

### BACKGROUND:

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

- Executive Director's Report – Ms. Kathy Kossick
- Chair's Report – Ms. Socorro Gutierrez
- Policy Council Report(s) – Ms. Connie Wallace, Ms. Socorro Gutierrez, Ms. Amber Taylor, Ms. Claudine Ayala, Ms. Devon McCracken, and Ms. Latreece Anderson
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report
- Managers' Reports
  - Program Support Services Report – Ms. Brenda Campos
  - Parent/Family Support Report – Ms. Lisa Carr
    - ✓ Countywide Parent Conference Update
    - ✓ Healthy Family Workshops
  - Child Development and Education Services Report – Ms. Karen Gonzales
    - ✓ Region Reports (attached)

### NOTES:



# Monthly Head Start Report

January 2012

## **SETA Operated Program**

### **Education Update:**

The New Year brings us another cycle of CLASS observations SOP Head Start program. This tool assesses teacher effectiveness and interactions in the classroom. Information gathered will also allow us to measure the impact of the Mentor Coach project as well as give us information to plan for future professional development.

We are excited to welcome a new batch of Teachers and Site Supervisors to SETA. They will be participating in a 4 week New Teacher Training Session. Through this training, they will learn about SETA's approach and procedures in Education, Special Education, Mental Health, Health and Family Engagement. Our talented site staff shines as trainers in this collaborative learning opportunity!

### **Family Partnership Unit:**

The Family Support unit is in the process of developing workshops for parents around the topic of School Readiness; how to prepare themselves and how to make sure that their children are ready to transition to Kindergarten.

A topic that is closely related to school readiness is the topic of attendance. The Family Support unit is ready to roll out an initiative to educate parents about the importance of bringing their child to school each day, and the effects on children when they do not come to school regularly.

Family Service Workers are busy updating their Family Partnership Agreements and providing resources to parents.

### **Program Support Services Unit Update:**

#### **School Readiness for All**

On December 6, 2011, a meeting with ACF Program Specialist Shirley Karrer and Early Childhood Education Specialist Rob Colombini was held in our SETA offices.

A team from SETA that included Educational Consultant Liz Aguilar and Program Officer Melanie Nicolas presented on the status of School Readiness goals in our county. SETA-Operated Program (SOP) and three delegates (SJUSD, EGUSD, and WCIC) have adopted the same School Readiness Program Goals. TRUSD and SCUSD are in discussions in their programs if they will adopt the same goals or re-write them with a different focus for their own programs. SETA collects and aggregates assessment data for all programs that is used for program planning and evaluating outcomes. Grantee is assisting delegates and ensuring a plan is in place to meet federal mandates. SCUSD held a CLASS training in November, and SJUSD and EGUSD are holding one in January 2012.

### **Self-Assessment**

Members of Program Support Services Unit are participating in the annual Self-Assessment for Ongoing Monitoring of SOP. Site visits to interview staff and review documents were scheduled in December 2011 and January 2012. Final report is due February 1, 2012.

### **Content Area Services**

The Education/Disabilities Countywide Meeting was held on December 13, 2011 with representatives from all delegate agencies. School Readiness Goals was the primary topic of discussion. Mental Health Content Meeting and Family Partnerships Meeting were held on December 19, 2011. The primary topic of discussion was evaluating outcomes for Parent, Family and Community Engagement. Follow-up meeting is scheduled at delegate level to discuss outcome-based Family Partnerships Agreement process.

### **Monitoring Activities and Hiring of CFS Quality Assurance Analysts**

In December 2011, on-site monitoring, for compliance in the area of Health and Nutrition, Education, Disabilities, mandated screenings and follow-up, ERSEA and Family Partnerships was conducted by unit staff. Monitoring of the mandated 45 day developmental screens and the review of Individual Education Plans (IEPs) and referrals started in November and continues on a monthly basis with site visits. Summary screening reports are reviewed by staff on monthly basis and followed-up on as necessary. Each delegate provides the Disabilities Coordinator a monthly report on the number of children receiving early intervention and special educations services which is reported to PAC and PC.

A new CFS Quality Assurance Unit is in place as of January 3, 2012. Congratulations to the following staff that accepted the CFS Quality Assurance Analyst positions and will serve in their new capacity: Cami Saling, Heather McClellan, Judy Weber, Monica Avila, Monica Barber and Valerie Powell.

## **Elk Grove Unified School District**

### **Enrollment:**

The Office of Head Start has combined the regular Head Start and expansion programs into one program. Elk Grove Unified School District is funded to serve 420 students and is fully enrolled. The Average Daily Attendance for the month of November was 89%.

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

The program educators and clerks have worked closely with the PreK social worker, Florence Oneto, and with the PreK psychologist, Teresa Gannon, to place students with an active IEP into the Head Start program. There are 38 students with active IEPs being served.

### **Health Services Update:**

Program Educators are monitoring files and providing additional support to ensure that children who need health services receive them.

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

"Positive Discipline," a class designed to help parents learn behavior modification techniques and positive approaches to discipline was held at Prairie Elementary School on December 5, 2011. Twenty parents attended this class.

### **Recruitment:**

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

A calendar with registration dates for January through June 2012 has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2012 -2013 school year.

## **Sacramento City Unified School District**

No report for December 2011.

## **San Juan Unified School District**

### **Education Services Update:**

Teachers are introduced three new letters to children in December; Vv, Ww, and Xx. As children discover and use words beginning with these letters, they will be added to the Word Wall. December is also a Math Review month where all concepts maybe reviewed as needed.

The Education Self Review plan is being produced and will be implemented in January, 2012. Parents and teachers will participate in teams and will visit Head Start classrooms to document their observations in regard to the focus of the Self Review for 2012.

**Disabilities Services Update:**

This month the classroom teachers spent time connecting with the Speech Therapists on any outstanding referrals. Any concerns were reported to the Disabilities Specialist and connected with the Speech and Language Pathologist for needed support and follow up. The teachers also received their first semester DRDP-r data results. They have been using it as part of the need for Special Education referrals and individualizing. Open enrollment flyers have been distributed to all pre-K students and families; general education and special education. The systems committee has also had their first self review meeting for this school year.

**Mental Health Services Update:**

The Mental Health Therapist provided Holiday Stress Management parent support workshops throughout the month of December. The MHT provided families with community resource phone numbers in the event of need or crisis over the school break.

**Nutrition Services Update:**

The new tooth brushing procedure that was implemented in August is working very well in the classrooms. The process requires the children to sit at tables and apply toothpaste from a paper cup and brush their teeth as a group. The intent is to keep fluoride on teeth for a longer amount of time and to cut down on the time it takes children to wait for a turn at a sink. By the end of the school year, staff will have the opportunity to provide feedback regarding this process.

**Health Services Update:**

Health Services has been monitoring files in the office and the classrooms to ensure that all required paperwork is current in conjunction with ChildPlus. Staff also contacted parents who have no dental insurance and have a child that is in need of dental care.

**Family and Community Partnerships Update:**

This month the representatives received training on the materials in their Policy Committee binder including a review of the complaint procedure. In addition, the committee that reviews the Program Area Plans met this month. Content specialists presented to the parents their area of program specialty as well as reviewed any changes that were made to their program content section. A representative also joined an interview panel for the first time this program year. The budget committee has been formed and will begin to meet in January.

**Transition Services Update:**

The second half of the school year is underway and the pre-kindergarten children are advancing in their kindergarten readiness skills. The three-years-olds are demonstrating school readiness skills as well. The parents have been engaged with the teachers regarding home activities to encourage the continuation of advancements made and promote further progress. The teaching staff's goal at this point in the year is to assist the children in their further engagement of classroom activities that promote school readiness.

Open enrollment for kindergarten for the 2012-2013 school year is also underway and much support has been given to the parents to assist with this process.

**Program Support/Staff Training Update:**

In early December, George Dozet presented a wonderfully interactive workshop on *Music in Education* to all teachers, teaching assistants, and bilingual teaching assistants.

Teachers are completing a reflective assignment outlining the implementation of new strategies they have used as a result of the *Music in Education* training and the math training (Introduction of Division) from November.

**Fiscal Update:**

The results of the parent volunteer hours are higher than what is being required each month. This makes it easier for San Juan to meet the 25% match requirement. Also, many projects funded by Measure J that benefit Head Start and Early Head Start will be included into the Fiscal Report as the projects are completed. These projects are at Dom Way, Cottage, and possibly Encina.

Reconciliation for Head Start shows that expenses exceed the budget by approximately 5% and various ways are being considered for reduction. One area of reducing expenses will be in salary savings due to vacant positions. Early Head Start's expenses exceed the budget by approximately 2%. Possible reductions in EHS are also being considered.

As January comes into view preparing for the 2012-13 HS/EHS Budget will begin to take place. This will include meeting with the Budget Committee from the Parent Committee over the next 6 weeks.

Budget preparation will be ongoing as the State of California and the Federal Government review possible appropriations or reductions for the programs.

**Early Head Start:**

The 30 hours of CDE Infant/Toddler Foundations training concludes in December. The staff has become more reflective and purposeful in their planning process. This is evidenced by the activities and interactions seen in the classroom as well as through their planning documentation.

Home visits finish out the year by providing personalized connections between the caregivers and the families.

**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:**

During the month of December, Head Start students and staff participated in the Winters of Wonderland festival. This parent involvement event included a carnival of entertaining activities, exciting games and literacy stations for the enjoyment of all. Students were delighted with sensory tables filled with "snow", reading by the neighborhood librarian and a memorable snowflake art activity. The finale of the event was student performances of skits and songs that delighted the audience.



In partnership with the Sacramento Food Bank and Family Services, parents participated in a parent workshop entitled "Recycle-It's Only a Plastic Bag" on December 13th. The workshop provided parents with insightful information on the negative effects of plastic bags and benefits of recycling. The well attended and interactive workshop also demonstrated how to make reusable bags from t-shirts.

**Professional Development:**

Preschool staff participated in professional development on December 8<sup>th</sup> with the continued focus on implementation of the Enlightened Discipline philosophy. The book's author was present for the training opportunity and provided great insight to preschool staff regarding the three rules of be safe, be clean and be kind. Preschool staff will complete the last professional development opportunity with the author in March 2012.

**Components:**

The Nutrition Component Leader continued the hemoglobin and blood lead test follow-up, as well as planning for the monthly parents and student nutrition activities.

The Health Component Leader continued to follow-up on screenings and sent parents' notification for any needed medical information.

The School Social Worker/Counselor continued 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 continued 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 continued for referred students who need assistance with anger management techniques and social skills.

The Speech and Language Pathologist (SLP) continued providing speech services to students with speech IEPs.

The Education Component Leader continued to support classroom teachers with file management and classroom strategies. Teachers completed parent conferences and continued implementing the action plans from ECERS and DRDP results.

The ERSEA Component Leaders continued enrolling students and maintaining enrollment files. Data input into ChildPlus, CDMIS and AERIES school database continues and a wait list has been formed. The component leaders also continued their file monitoring to ensure all necessary documents are correctly completed.

#### **Policy and parent Committees:**

The Parent Committees meetings were held at both supplemental sites. The Policy Committee held their monthly meeting on December 10, 2011. During the meeting, members approved the prior meeting minutes, discussed the upcoming Black History Month program, by-law revisions and meeting dates. Members received copies of monthly component reports. The next Policy Committee meeting will be held on January 18 at 10:00am.

#### **Parenting:**

Parents were invited to attend parenting classes in collaboration with the nearby elementary school, Garden Valley. Plans are underway to provide parenting classes in collaboration with the Mutual Assistance Network (MANN) during spring of 2012 depending on space available.

#### **Fiscal:**

TRUSD completed the Head Start audit of in-kind hours and no concerns were noted. Teaching staff will complete their final classroom orders based on the results of their ECERS and DRDP results no later than February 2012.

## **WCIC**

#### **Program Design and Management:**

#### **Happy New Year to everyone from the entire WCIC Team/Family!!!**

WCIC's management values staff development/education, team leadership, team-building, and stability of diverse quality staff.

WCIC/Playmate Annual Self-Assessment took place from November 28, 2011 to December 15, 2011. Report includes: parents and staff engagement, 103 completed Self-Assessment Parent Questionnaires, Head Start facilities/sites safety checklists, staff and children file reviews, state licensing requirements review, Content Areas File Reviews; resulted in compliance and positive feedback. A copy of the report is forthcoming to SETA upon return from the holidays vacation schedule/school closure.

Ms. Davis, Executive Director/Head Start 30<sup>th</sup> Anniversary Celebration with WCIC/Playmate Head Start Programs was a success. The celebration took place November 17, 2011 through December 16, 2011. **“Theme: 30 days of Celebration for 30 years of Dedication.”** The community party was held on December 16, 2011; family and friends congratulated and thanked Ms. Davis for her unwavering dedication to the Sacramento community.

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

WCIC/Playmate Head Start Programs community supporters are scheduled to provide gifts to the children in January 2012, due to the December 2011 holidays vacation schedule/school closure. A report will be included in the January 2012 report.

#### **Health Screenings:**

WCIC/Playmate children received hearing re-screening from The Maryjane Rees Language, Speech and Hearing Center, Department of Speech Pathology and Audiology, California State University, Sacramento on December 2, 2011.

Family Services Workers continue to encourage the parents to get the children's annual physicals and dental exams and any dental follow-up treatments to meet our Head Start Performance Standards.

WCIC/Playmate Family Services Workers also continue to do 1<sup>st</sup> Height/Weight measurements on newly enrolled children.

**Early Childhood Education:**

WCIC/Playmate Head Start Programs Teachers received CLASS Observations the week of December 5-9, 2011 by Ms. Gwendolyn Jackson, Teacher/Reliable Assessor.

WCIC/Playmate Head Start Program staff received the Four Principles of Stress Management Training by Marilyn Palmer, Clinical Social Worker from Sacramento Employment Training Agency on December 9, 2011. She asked staff what stresses are relieved during our lunch hour. Staff stated some work out, shop, dance, and meditate. She stated when we have thoughts, it leads us to our emotional state. We create our emotions. Thoughts are inside our heads, emotions are inside our bodies and we have no choice but to own them. Power of choice is ours. Stress and emotions can be felt on physical level by tears, broken heart, and somatic problems. If we unsuccessfully deal with it, it may lead to difficulties such as medical issues, substance abuse or other health problems. We should always set healthy boundaries. It takes strength to identify limits. Limit setting is a healthy behavior.

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

ACF-IM-HS-11-06 Head Start and Early Head Start; Parent, Family and Community Engagement



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

Site	Loc Id	Track II	# Enrolled 12/22/11	# Present 12/22/11	# Absent 12/22/11	# Term W/ 30 days
Off Track		1				
Off Track		2				
Off Track		3				
Auberry Park	1238A	3	20	10	10	
Auberry Park	1238B	2	20	10	10	
Bannon Creek	1200A	2	20	11	9	
Bannon Creek	1200B	2	19	1	18	1
Bannon Creek	1200X	3	21	9	12	
Bright Beginnings	1201A	3	20	2	18	
Bright Beginnings	1201B	3	20	3	17	
Bright Beginnings	1201C	3	20	11	9	
Bright Beginnings	1201D	3	18	6	12	1
Broadway ELC	1246A	2	19	6	13	1
Broadway ELC	1246R	2	20	7	13	
Broadway ELC	1246U	EHS	8	5	3	
Broadway ELC	1246X	3	20	8	12	
Country Woods	1245A	2	19	11	8	1
Country Woods	1245B	3	19	10	9	1
Country Woods	1245C	2	20	11	9	
Country Woods	1245D	3	19	4	15	
Crossroad Gardens	1242A	3	20	19	1	
Crossroad Gardens	1242R	2	21	14	7	
Crossroad Gardens	1242U	EHS	8	1	7	
Crossroad Gardens	1242X	3	21	11	10	
EHS-HB OPTION	1230C	EHS	13	5	0	
EHS-HB OPTION	1230D	EHS	13	4	0	
EHS-HB OPTION	1230G	EHS	12	1	0	
EHS-HB OPTION	1230H	EHS	13	9	4	
EHS-HB OPTION	1230I	EHS	12	0	0	
EHS-HB OPTION	1230J	EHS	11	8	2	1
EHS-HB OPTION	1230K	EHS	12	8	2	
EHS-HB OPTION***	1230L	EHS	12	7	4	
EHS-HB OPTION***	1230M	EHS	11	3	8	
EHS-HB OPTION***	1230N	EHS	13	8	0	
Elkhorn	1255A	3	20	12	8	
Elkhorn	1255B	2	19	15	4	1
Elkhorn	1255C	2	20	13	7	
Elkhorn	1255D	2	20	6	14	
Elkhorn	1233M	EHS	9	6	3	
Elkhorn	1255U	EHS	8	3	5	
Elkhorn	1255X	2	20	10	10	1

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

Site	Loc Id	Track II	# Enrolled 12/22/11	# Present 12/22/11	# Absent 12/22/11	# Term W/I 30 days
Freedom Park	1239A	3	19	13	6	1
Freedom Park	1239B	2	19	8	11	1
Freedom Park	1239C	2	19	15	4	1
Freedom Park	1239D	2	20	11	9	
Freedom Park	1239R	3	20	8	12	1
Freedom Park	1239X	3	21	15	6	
Fruitridge	1216A	3	17	16	1	2
Fruitridge	1216B	2	21	14	7	
Fruitridge	1216X	2	20	20	0	
Galt	1234A	2	20	11	9	
Galt	1234B	2	20	5	15	
Galt	1234C	3	20	13	7	
Galt	1234D	3	20	5	15	
Galt	1234E	3	20	8	12	
Galt	1234F	2	19	10	9	
Grant Skills	1217A	2	20	16	4	
Grant Skills	1217B	3	20	9	11	
Grant Skills	1217C	2	20	10	10	
Grant Skills	1217D	3	12	5	7	2
Grant Skills	1217X	3	21	7	14	
Grizzly Hollow	1252A	2	20	5	15	
Grizzly Hollow	1252B	3	19	3	16	
Grizzly Hollow	1252U	EHS	8	5	3	
Hillsdale	1228A	2	20	5	15	
Hillsdale	1228B	2	20	3	17	
Hillsdale	1228C	3	20	16	4	
Hillsdale	1228D	3	20	3	17	
Hillsdale	1228R	3	21	6	15	
Hillsdale	1228X	3	21	10	11	
Home Base Option	1213A	2	11	0	0	1
Home Base Option	1213B	5	12	5	7	
Home Base Option	1213C	2	12	2	11	
Home Base Option	1213D	3	11	1	0	
Home Base Option	1213E	3	12	3	6	
Home Base Option	1213F	3	12	0	0	

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

Site	Loc Id	Track II	# Enrolled 12/22/11	# Present 12/22/11	# Absent 12/22/11	# Term W/I 30 days
Hopkins Park	1253A	2	20	15	5	
Hopkins Park	1253B	3	20	5	15	
Hopkins Park	1253C	2	20	15	5	
Hopkins Park	1253D	3	20	9	11	
Illa Collin ELC	1221A	3	16	12	4	
Illa Collin ELC	1221B	2	12	3	9	1
Job Corp	1237M	EHS	7	2	5	1
Job Corp	1237U	EHS	8	1	7	
Job Corp	1237X	3	19	8	11	2
Kennedy Estates	1240A	2	19	10	9	
Kennedy Estates	1240B	3	19	7	12	1
La Verne Stewart	1219A	2	17	10	7	1
La Verne Stewart	1219B	3	20	9	11	
Mather	1223A	3	20	11	9	
Mather	1223B	2	20	8	12	
Mather	1223R	2	21	10	11	
Mather	1223U	EHS	8	4	4	
Mather	1223X	3	21	4	17	
Nedra Court	1244A	3	20	13	7	
Nedra Court	1244B	2	20	14	6	
Nedra Court	1244C	2	20	15	5	
New Helvetia I-EHS	1212U	EHS	15	6	9	1
New Helvetia II-HS	1247A	2	20	7	13	
New Helvetia II-HS	1247B	2	20	1	19	
Norma Johnson ELC	1214R	2	20	12	8	1
Norma Johnson ELC	1214U	EHS	9	4	5	
Norma Johnson ELC	1214X	3	19	11	8	2
Northview	1224A	2	18	0	18	2
Northview	1224B	3	20	3	17	
Northview	1224R	2	19	7	12	1
Northview	1224U	EHS	8	1	7	
Northview	1224X	3	20	6	14	1
Parker Avenue	1207E	5	15	7	8	

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

Site	Loc Id	Track II	# Enrolled 12/22/11	# Present 12/22/11	# Absent 12/22/11	# Term W/ 30 days
Phoenix Park	1248R	2	21	15	6	
Phoenix Park	1248U	EHS	8	6	2	
Phoenix Park	1248X	3	20	18	2	
River Oak EHS HB***	1280A	EHS	13	0	0	
River Oak EHS HB***	1280B	EHS	12	5	4	
River Oak EHS HB***	1280C	EHS	11	5	6	1
River Oak EHS HB***	1280D	EHS	11	7	5	1
River Oak EHS HB***	1280E	EHS	12	0	0	
SCOE EHS HB***	1281A	EHS	12	7	5	
SCOE EHS HB***	1281B	EHS	13	7	6	
SCOE EHS HB***	1281C	EHS	12	2	5	
Sharon Neese ELC	1249M	EHS	7	6	1	1
Sharon Neese ELC	1249R	3	21	8	13	
Sharon Neese ELC	1249U	EHS	8	2	6	
Sharon Neese ELC	1249X	2	21	10	11	
Solid Foundation	1254A	3	20	6	14	
Solid Foundation	1254B	3	20	13	7	
Solid Foundation	1254C	2	20	8	12	
Strizek Park	1225A	2	19	12	7	1
Strizek Park	1225B	3	20	4	16	
Vineland	1211A	3	21	7	14	
Vineland	1211B	2	19	8	11	
Walnut Grove	1235A	3	19	10	9	
Whispering Pines	1215A	3	20	16	4	

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 12/31/11)

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)	14	(7%)	N/A	
Elk Grove USD (420)	38	(9%)	N/A	
Sacramento City USD (1292)(147)	122	(9%)	10	(7%)
San Juan USD (700) (161)	60	(9%)	17	(11%)
WCIC (120)	6	(5%)	N/A	
SETA (2796) (345) (1878 Tracks)	170	(9%)	42	(12%)
<b>County (4621)* (653)*</b>	<b>410</b>	<b>(9%)</b>	<b>79</b>	<b>(12%)</b>

\* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

# SETA Head Start

## Food Service Operations Monthly Report

### \*December 2011

December 1st - Grant Skills opens a PM Class with 10 children.

December 9th - Closed for SCOE / CFEL Training  
 Northview 1 AM & 1 PM Classes  
 Hillsdale 2 AM & 1 PM Classes

December 15th through January 3rd - SCOE Children on Winter Break.

December 19th through January 3rd - WCIC Classes Closed

December 22nd - Minimum Day All Classes - Except Parker

December 23rd, 12:00 Noon through January 3rd - Winter Break

**Meetings and Trainings:**

Program Support Services Meeting attended by the Food Service Staff  
 at Plaza Del Paso, December 9, 2011

Cook Drivers; Shantell Lutin & Lorena Meding attended  
 a SERV SAFE Training provided by, SYSCO on December 13, 2011

CFS Strategic Planning Retreat attended by Connie Otwell  
 December 15 & 16, 2011

Injury and Illness Prevention Plan attended by Connie Otwell  
 December 16th, 2011 at Plaza Del Paso

**Total Number of Meals and Snacks Prepared for All Kitchens**

Lunch	PM Snack	Breakfast	Field Trips
30,124	17,294	21,230	340

**Total Amount of Meals and Snacks Prepared** **68,988**

**Purchases:**

Food	\$56,974.30
Non - Food	\$13,135.58

Building Maintenance and Repair: \$120.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$1,314.57

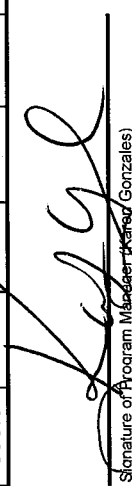
Vehicle Gas / Fuel:	\$1,735.70
Normal Delivery Days	16

REGION I  
2011-2012  
BUDGET BALANCE

PETTY CASH FUND 2011-2012  
BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Beg. Bal	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Obligated	Remaining
Bright Beginnings 1201A	20	200.00														200.00
Bright Beginnings 1201B	20	200.00				15.07										184.93
Bright Beginnings 1201C	20	200.00														200.00
Bright Beginnings 1201D	20	200.00														200.00
Fruitridge 1216A	20	200.00	16.06			55.26	53.26									75.42
Fruitridge 1216B	20	200.00				70.00										130.00
Fruitridge 1216X	20	200.00														200.00
Hopkins Park A	20	200.00														200.00
Hopkins Park B	20	200.00														200.00
Hopkins Park C	20	200.00														200.00
Hopkins Park D	20	200.00														200.00
Illa Collin 1221A	20	200.00	40.46	38.21	6.47	42.82										72.04
Illa Collin 1221B	20	200.00		25.46												174.54
Kenneoy E 1240A	20	200.00				40.00										160.00
Kennedy E 1240B	20	200.00														200.00
La Riviera 1241X	20	200.00		38.84												161.16
La Riviera 1241R	20	200.00														200.00
La Riv 1- E.H.S. 1241M	8	120.00				57.35										62.65
La Riv 2- E.H.S. 1241U	8	120.00				35.01										84.99
La Verne Stewart 1219A	20	200.00														200.00
La Verne Stewart 1219B	20	200.00			37.61	25.72										136.67
Mather 1223A	20	200.00	24.80													175.20
Mather 1223B	20	200.00				14.71										185.29
Mather 1223R	20	200.00														200.00
Mather 1223X	20	200.00			51.41											148.59
Mather - E.H.S. 1223U	8	120.00														120.00
Parker 1207E	12	144.00														144.00
<b>TOTAL</b>		<b>5104.00</b>	<b>81.32</b>	<b>102.51</b>	<b>95.49</b>	<b>355.94</b>	<b>53.26</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4415.48</b>

APPROVED BY:

  
Signature of Program Manager (Kathy Gonzales)

DATE:

1/10/12

REVIEWED BY:

  
Signature of Fiscal Manager (Roger Bartlett)

DATE:

1/10/12

REGION II  
2011-2012  
BUDGET BALANCE

REGION II  
2011-2012  
BUDGET BALANCE

PETTY CASH FUND 2011-2012 BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)		# OF CHILDREN	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Obligated	Remaining
SITE	Beg. Bal															
Auberry Park 1238A	200.00	20														200.00
Auberry Park 1238B	200.00	20														200.00
Bannon Creek 1200A	200.00	20														200.00
Bannon Creek 1200B	200.00	20				68.20										131.80
Bannon Creek 1200X	200.00	20														200.00
Broadway 1246R	200.00	20					147.69									52.31
Broadway 1246X	200.00	20														200.00
Grant Skills 1217A	200.00	20														200.00
Grant Skills 1217B	200.00	20				22.52										177.48
Grant Skills 1217C	200.00	20				32.28										167.72
Grant Skills 1217D	200.00	20														200.00
Grant Skills 1217X	200.00	20				43.09										156.91
Job Corp 1237X	200.00	20			55.27	22.95										121.78
Job Corp - EHS 1237M	120.00	8					21.54									98.46
Job Corp - EHS 1237U	120.00	8														120.00
New Helvetia I 1212U	240.00	16			31.22	9.69										199.09
New Helvetia II 1247A	200.00	20				32.33										167.67
New Helvetia II 1247B	200.00	20		4.92	31.16	24.84										139.08
Northview 1224A	200.00	20		45.00												155.00
Northview 1224B	200.00	20		41.76												158.24
Northview 1224R	200.00	20		40.00	11.77											148.23
Northview 1224X	200.00	20				146.99										53.01
Northview - E.H.S. 1224U	120.00	8														120.00
Solid Foundation A	200.00	20			9.13	80.85										110.02
Solid Foundation B	200.00	20														200.00
Solid Foundation C	200.00	20		14.79	10.93	38.78										135.50
<b>TOTAL</b>	<b>5000.00</b>		<b>0.00</b>	<b>146.47</b>	<b>149.48</b>	<b>522.52</b>	<b>166.23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4012.30</b>

APPROVED BY:

*Karen Gonzales*  
Signature of Program Manager (Karen Gonzales)

DATE:

1/10/12

REVIEWED BY:

*Roger Bartlett*  
Signature of Fiscal Manager (Roger Bartlett)

DATE:

1/10/12



REGION III  
2011-2012  
BUDGET BALANCE

PETTY CASH FUND 2011-2012  
BUDGET \$70 PER CHILD (HS) and \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Beg. Bal	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Obligated	Remaining
Elkhorn A	20	200.00			56.87	21.28										121.85
Elkhorn B	20	200.00		12.47	53.97		17.66									115.90
Elkhorn C	20	200.00		12.80			34.22									152.98
Elkhorn D	20	200.00				23.63	62.22									114.15
Elkhorn X	20	200.00	54.75		3.22											142.03
Elkhorn EHS	16	160.00														160.00
Freedom Park 1239A	20	200.00	42.00													158.00
Freedom Park 1239B	20	200.00					60.15									139.85
Freedom Park 1239C	20	200.00														200.00
Freedom Park 1239D	20	200.00				3.88										196.12
Freedom Park 1239X	20	200.00			39.00	28.10										132.90
Freedom Park 1239R	20	200.00				74.62										125.38
Hillsdale 1228A	20	200.00				24.37	108.05									67.58
Hillsdale 1228B	20	200.00			29.05											170.95
Hillsdale 1228C	20	200.00	33.53	26.50	22.03		13.32									104.62
Hillsdale 1228D	20	200.00			27.04	6.47										166.49
Hillsdale 1228R	20	200.00				16.28	11.85									171.87
Hillsdale 1228X	20	200.00		17.99		41.61										140.40
Norma Johnson 1214R	20	200.00				44.41	144.46									11.13
Norma Johnson 1214X	20	200.00	17.24	26.07	26.91											129.78
Norma Johnson - EHS	8	80.00			16.25											63.75
Sharon Neese 1249R	20	200.00				26.27	38.78									134.95
Sharon Neese 1249X	20	200.00					80.09									119.91
Sharon N-EHS 1249U	8	80.00					27.35									52.65
Strizek 1225A	20	200.00	15.71													184.29
Strizek 1225B	20	200.00														200.00
Vineland 1211A	20	200.00		32.52	39.50											127.98
Vineland 1211B	20	200.00		57.65												142.35
<b>TOTAL</b>		<b>5320.00</b>	<b>163.23</b>	<b>186.00</b>	<b>286.93</b>	<b>337.83</b>	<b>598.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3747.86</b>

APPROVED BY:

  
Signature of Program Manager (Karen Gonzales)

DATE:

1/10/12

REVIEWED BY:

  
Signature of Fiscal Manager (Roger Bartlett)

DATE:

1/10/12

REGION IV  
2011-2012  
BUDGET BALANCE

PETTY CASH FUND 2011-2012  
BUDGET \$10 PER CHILD (HS) AND \$15 PER CHILD (EHS)


SITE	# OF CHILDREN	Beg. Bal	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Pending	Remaining
Country Woods 1245A	20	200.00														200.00
Country Woods 1245B	20	200.00														200.00
Country Woods 1245C	20	200.00	15.09													184.91
Country Woods 1245D	20	200.00														200.00
Crossroad - E.H.S. 1242U	8	120.00														120.00
Crossroad G 1242R	20	200.00														200.00
Crossroad G 1242X	20	200.00														191.41
Crossroads - 1242A	20	200.00	16.17	14.42		8.59	73.81									95.60
Galt 1234A	20	200.00														200.00
Galt 1234B	20	200.00														200.00
Galt 1234C	20	200.00														200.00
Galt 1234D	20	200.00	21.24	20.64	25.37											132.75
Galt 1234E	20	200.00														200.00
Galt 1234F	20	200.00		7.34												192.66
Grizzly Hollow - E.H.S.	8	120.00														120.00
Grizzly Hollow 1252 A	20	200.00		56.01	23.55		26.04									94.40
Grizzly Hollow 1252B	20	200.00	8.84													191.16
Nedra 1244A	20	200.00	18.32	41.25	34.37	49.91										56.15
Nedra 1244B	20	200.00		13.99	27.22											158.79
Nedra 1244C	20	200.00		28.26	26.38	23.47										121.89
Phoenix Park EHS1248U	8	120.00														120.00
Phoenix Park 1248R	20	200.00	15.02	6.22		6.76										172.00
Phoenix Park 1248X	20	200.00			15.09	12.00	8.00									164.91
Walnut Grove 1235A	20	200.00														200.00
Whispering Pines 1215A	20	200.00														200.00
<b>TOTAL</b>		<b>4760.00</b>	<b>79.59</b>	<b>203.22</b>	<b>151.98</b>	<b>100.73</b>	<b>107.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4116.63</b>

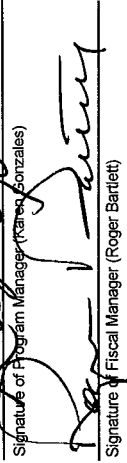
APPROVED BY:

REVIEWED BY:

DATE: 1/10/12

DATE: 1/10/12

  
Signature of Program Manager (Karen Gonzales)

  
Signature of Fiscal Manager (Roger Bartlett)

HOME BASE  
2011-2012  
BUDGET BALANCE

PETTY CASH FUND 2011-2012  
BUDGET \$10 PER CHILD and \$15 PER CHILD (EHS)

SITE	NUMBER OF CHILDREN	Beg. Bal	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Obligated	Remaining
B. Parnell	11	165.00														165.00
C. Bunge	11	165.00														165.00
C. Wynne	11	165.00														165.00
D. Nichols	11	165.00														165.00
H. McClellan	11	165.00	4.11	24.66		6.66										129.57
J. Jimenez	11	165.00														165.00
K. Aroyau	11	165.00														165.00
K. Lee	11	165.00														165.00
L. Letourneaux	11	165.00		13.55												151.45
L. Moore	11	165.00														165.00
L. Schleicher	11	165.00														165.00
K. Afoyan	11	165.00														165.00
P. Medrano	15	150.00														150.00
J. Isaac	15	150.00			84.34		2.14									63.52
L. Glines	15	150.00		11.23	18.89											119.88
M. Edwards	15	150.00					58.66									80.97
V. Oezhehovsky	15	150.00														150.00
R. Ramirez	15	150.00														150.00
<b>TOTAL</b>		2880.00	4.11	49.44	103.23	6.66	60.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2645.39

APPROVED BY:

  
Signature of Program Manager (Karen Gonzales)

DATE:

1/10/12

REVIEWED BY:

  
Signature of Fiscal Manager (Roger Bartlett)

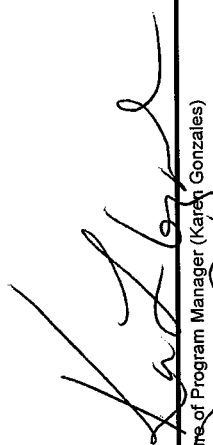
DATE:

1/10/12

FIELD TRIP FUND 2011-2012  
 BUDGET \$7 PER CHILD

SITE	Beg. Bal	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Remaining
Head Start	14000.00	218.25	218.25	1388.25	908.25	68.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11198.75
EHS	8500.00	0.00	155.25	665.00	140.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7539.75
<b>TOTAL</b>	<b>22500.00</b>	<b>218.25</b>	<b>373.50</b>	<b>1388.25</b>	<b>1048.25</b>	<b>68.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18738.50</b>

APPROVED BY:

  
 Signature of Program Manager (Karen Gonzales)

DATE:

1/21/12

REVIEWED BY:

  
 Signature of Fiscal Manager (Roger Bartlett)

DATE:

1/10/12

## ITEM VII- CENTER UPDATES

### BACKGROUND:

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

### NOTES

## ITEM VIII – DISCUSSION

### BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to discuss items not on the agenda.

### 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: