

GOVERNING BOARD

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County of Sacramento

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DENISE LEE
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Thought for the Day: "We are each of us angels with only one wing, and we can only fly embracing one another."

Author: Luciano Crescenza

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

Date: Tuesday, December 18, 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.

AGENDA

PAGE NUMBER

I. Welcome

- A. Call to Order/Roll Call/Seating of New Members 1-7
- B. PAC Meeting Attendance Update
 - Introduction of Newly Seated Representatives

II. Consent Item

- A. Approval of Minutes for the November 20, 2012 Regular PAC Meeting 8-15

III. Action Items

- A. Election of Parent Advisory Committee Officers 16-17
- B. Selection of Representatives and Alternates to Attend the Annual California Head Start Association (CHSA) Parent Training Conference 18-25

IV.	<u>Information Items</u>	
A.	Standing Information	26-34
	➤ PC/PAC Calendar of Events: Ms. Socorro Gutierrez	
	➤ Parent/Staff Recognitions	
	➤ 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	
B.	Governing Board Minutes of October 4, 2012 (attached)	35-41
V.	<u>Committee Reports</u>	42
	➤ Executive Committee	
	➤ Budget/Planning Committee	
VI.	<u>Other Reports</u>	43-62
	➤ Chair’s Report	
	➤ Policy Council Report(s) – Ms. Teressa Jay, Ms. LaTasha Windham, Ms. Iyshiah Lacey, Ms. Mayra Partida, Mr. Anthony Nelson, and Mr. Marshaun Tate	
	➤ 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	
	• Child Development and Education Services Report – Ms. Karen Gonzales	
	✓ Region Reports (attached)	
VII.	<u>Discussion</u>	63
VIII.	<u>Public Participation</u>	63
IX.	<u>Adjournment</u>	

DISTRIBUTION DATE: WEDNESDAY, DECEMBER 12, 2012

Parent Advisory Committee (PAC) meeting hosted by:
Chair: Socorro Gutierrez

ITEM I - A – ROLL CALL

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

- ___ Vacant, Auberry Park Head Start
- ___ **Alma Amaya, Bannon Creek Head Start,**
- ___ Vacant, Broadway Early Learning Center
- ___ Vacant, Country Wood Head Start
- ___ Vacant, Crossroad Gardens Head Start
- ___ **Mayra Partida, Early Head Start (Home Base)**
- ___ **Marlem Medrano, Elkhorn Head Start**
- ___ Vacant, Freedom Park Head Start
- ___ **Rosa Gomez, Fruitridge Head Start**
- ___ Vacant, Galt Head Start
- ___ **Alicia Kafka, Grizzly Hollow**
- ___ **Teressa Jay, Hillsdale Head Start**
- ___ **Colleen Fietzek, Home Based Head Start**
- ___ Vacant, Home Base
- ___ Vacant, Hopkins Park Head Start
- ___ **LaTasha Windham, Illa Collin Head Start**
- ___ Vacant, Job Corps Head Start
- ___ Vacant, Kennedy Estates Head Start
- ___ Vacant, LaVerne Stewart Head Start
- ___ **Yadira Lopez, (Marie Cleveland's) Bright Beginning Head Start**
- ___ **Iyshiah Lacey, Mather Head Start**
- ___ Vacant, Nedra Court Head Start
- ___ Vacant, New Helvetia I Head Start
- ___ Vacant, New Helvetia II Head Start
- ___ Vacant, Norma Johnson Head Start
- ___ Vacant, North Avenue
- ___ Vacant, Northview Head Start
- ___ **Marshaun Tate, Parker Head Start**
- ___ Vacant, Phoenix Park Head Start
- ___ **Joseph Washington, Sharon Neese Early Learning Center**
- ___ Vacant, Solid Foundation Head Start
- ___ Vacant, Strizek Park Head Start
- ___ **Shelly Fuentes, Vineland Head Start**
- ___ Vacant, Walnut Grove Head Start
- ___ Vacant, Foster Parent Representative
- ___ Vacant, Grandparent Representative
- ___ **Anthony Nelson, Male Involvement Representative**
- ___ **Johnny Sanders, Past Parent/Community Representative**
- ___ **Zoila Lucero, Past Parent/Community Representative**
- ___ **Socorro Gutierrez, Outgoing Chair**

ITEM I-A – ROLL CALL
(Continued)

Program Year 2012-2013 - New Representatives to be seated

___ John White, Broadway Head Start
___ Vanessa Hawkins, Country Wood Head Start
___ Jasmine Burmingham, Crossroad Gardens Head Start
___ Rick Mason, Freedom Park
___ Vacant, Auberry Park
___ Vacant, Galt Head Start
___ Vacant, Home Base Head Start Representative
___ Vacant, Hopkins Park Head Start
___ Vacant, Job Corps Head Start
___ Vacant, Kennedy Estates Head Start
___ Vacant, LaVerne Stewart Head Start
___ Vacant, New Helvetia I Head Start

___ Praveena Chaudhary, Nedra Court Head Start
___ Angelique Foster, North Avenue Head Start
___ Victoria Torres, Strizek Park Head Start
___ Vacant, New Helvetia II Head Start
___ Vacant, Norma Johnson Head Start
___ Vacant, Northview Head Start
___ Vacant, Phoenix Park
___ Vacant, Solid Foundation Head Start
___ Vacant, Walnut Grove Head Start
___ Vacant, Foster Parent Representative
___ Vacant, Grandparent Representative

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 20, 2012 & December 18, 2012
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2012-2013**

COMMITTEE MEMBER	CENTER	11/20	12/18		01/15	02/19	03/19	04/16	05/21	06/18	07/16	08/20	09/17	10/15	11/19
Seated	AP														
Alma Amaya Seated 11/20	BC	X													
John White Seated	BLC	U													
Vacant	COP														
Vanessa Hawkins Seated	CW														
Jasmine Burmingham Seated	CR	E													
Mayra Partida Seated 11/20	EHS/HB	X													
Vacant	EHS/HB														
Marlem Medrano Seated 11/20	EL	X													
Rick Mason Seated	FP														
Rosa Gomez Seated 11/20	FT	X													
Vacant	G														
Alicia Kafka Seated 11/20	GH	X													
Teressa Jay Seated 11/20	H	X													
Colleen Fietzek Seated 11/20	HB	X													
Vacant	HB														
LaTasha Windham Seated 8/21	IC	X													
Vacant Seated	HP														
Vacant	JC														
Vacant Seated	K														
Vacant	LVS														
Yadira Lopez Seated 11/20	MCBB	X													
Vacant Seated	GSC														
Iyshiah Lacey Seated 11/20	M	X													
Angelique Foster Seated	NA	U													
Praveena Chaudhary Seated	NC														
Seated	NJ														
Vacant	NH2														
Seated	NV														
Marshaun Tate Seated 11/20	PA	X													
Vacant	PP														
Vacant	SF														

COMMITTEE MEMBER	CENTER	11/20	12/18		01/15	02/19	03/19	04/16	05/21	06/18	07/16	08/20	09/17	10/15	11/19
Joseph Washington Seated 11/20	SN	X													
Victoria Torres Seated	SP														
Shelly Fuentes Seated 11/20	V	X													
Seated	WG														
Vacant	FPR														
Seated	GPR														
Anthony Nelson s/b seated 7/17; seated 8/21	MIR														
	OGC														
Johnny Sanders Seated 11/20	PPR	X													
Zoila Lucero Seated 11/20	PPR	X													
Socorro Gutierrez Seated 11/15/11	OGC														

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 2012-2013
(Continued)

Head Start Center Abbreviations

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

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)
CD:	Child Dropped.

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	04/24*	05/15	06/19	07/17	08/21	09/18	10/16	11/20
Johnny Sanders Seated 11/15	AP	X	X	X		E	X	X	X	X	E	X	X	X
Amber Taylor Seated 11/15	BC	X	X	X		X	X	X	X	X	E	X	X	X
Derek Adams Seated 6/19	BLC								X	E	X	X	U	U
Vacant	COP													
Vacant Seated	CW													
Vacant	CR													
Vacant	EHS/HB													
Vacant	EHS/HB													
Juan Mozqueda Seated 1/17	EL	E	X	X		X	X	X	U	X	X	X	X	U
Vacant Seated	FP													
Vacant	FT													
Vacant	G													
Vacant	GH													
Hodari Polk s/b Seated 3/20	H					U	X	X	X	X	X	U	X	X
Vacant	HB													
Vacant	HB													
LaTasha Windham Re-seated 8/21	IC										X	X	X	X
Vacant Seated	HP													
Vacant	JC													
Vacant Seated	K													
Vacant	LVS													
Vacant	MCBB													
Vacant Seated	GSC													
Amanda Sokol Seated	M												U	X
Angelique Foster s/b/S 8/21	NA										U	X	U	U
Vacant	NC													
Connie Wallace Seated 11/15	NJ	X	X	X		X	X	X	X	X	X	E	X	X
Vacant	NH2													
Erika Contreras Seated 11/15	NV	X	U	X		X	E	X	X	X	X	X	X	U
Vacant	PA													
Asontie Hudson s/b seated 7/17; seated 8/21	PP									U	X	X	X	X
Vacant	SF													
Vacant	SN													
Vacant	SP													
Socorro Gutierrez Seated 11/15	V	X	X	X		X	X	X	X	X	X	X	X	X
Laura Meza Seated 11/15	WG	X	X	X		X	X	X	X	X	X	X	X	X
Vacant	FPR													
Rebecca Lewis Seated 11/15	GPR	X	X	X		X	X	X	X	X	E	X	X	X
Anthony Nelson s/b seated 7/17; seated 8/21	MIR									U	X	X	E	X
Vacant	OGC													
Tamara Knox Seated 12/20	PPR		X	X		X	X	X	X	X	X	E	E	X
Vacant	PPR													

*** Special Meeting**

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)

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G:	Galt	PA:	Parker Avenue
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U:	Unexcused
PAC:	Parent Advisory Committee
R:	Resigned
S/B:	Should be, or should have been (seated)
CD:	Child Dropped.

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 20, 2012 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the November 20, 2012 PAC meeting.

RECOMMENDATION:

Approve the minutes of the November 20, 2012 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, November 20, 2012
9:00 a.m.

I. Welcome

Call to Order/Roll Call

Ms. Socorro Gutierrez called the meeting to order at 9:12 a.m.; the Pledge of Allegiance was recited. Ms. Gutierrez read the Thought of the Day. Ms. Connie Wallace was asked to serve as Parliamentarian. Ms. Amber Taylor was asked to serve as Secretary and called the roll. Ms. Nicole Castejon served as the translator.

Ms. Amanda Sokol was seated and welcomed to the board.

Members Present:

Johnny Sanders (arrived at 9:15 a.m.)
Hodari Polk
Connie Wallace (arrived at 9:12 a.m.)
Rebecca Lewis (arrived at 9:12 a.m.)
Socorro Gutierrez
Amanda Sokol
LaTasha Windham (arrived at 9:14 a.m.)
Amber Taylor (arrived at 9:17 a.m.)
Asontie Hudson (arrived at 9:20 a.m.)
Anthony Nelson (arrived at 9:20 a.m.)
Tamara Knox
Laura Meza (arrived at 10:15 a.m. and sat in the audience)

Members Absent:

Erika Contreras (unexcused)
Juan Mozqueda (excused)
Derek Adams (unexcused)

II. Consent Item (2011-2012 Parent Advisory Committee)

A. Approval of Minutes for PAC Regular Meeting October 16, 2012

The minutes were reviewed; no questions or corrections.

Moved/Lewis, second/Polk, to approve the October 16, 2012 minutes.
Show of hands vote: Aye: 8, Nay: 0, Abstentions: 1 (Gutierrez)

Mr. Johnny Sanders arrived at 9:15 a.m.

III. **Action Item** (2011-2012 Parent Advisory Committee)

A. Modification to the Reimbursement Policies and Procedures of the SETA Operated Head Start/Early Head Start Policy Council/Parent Advisory Committee

Mr. Roger Bartlett reviewed this item; Head Start management is recommending the modification to the policies and procedures. It will eliminate the confusion for reimbursement for school age children and children that are in one of the Head Start classrooms. The parent has to write out why reimbursement of expenses is being requested for a school age/Head Start age child.

Mr. Bartlett stated that there will be wording included on the form asking for a reason that a child is being asked for expense reimbursement.

Moved/Sokol, second/Knox, to approve the modifications to the reimbursement policies and procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed.

Show of hands vote: Aye: 8, Nay: 0, Abstentions: 1 (Gutierrez)

Ms. Asontie Hudson and Mr. Anthony Nelson arrived at 9:20 a.m.

B. Review of Applications and Election of Past Parent Representatives and Alternates

Ms. Zoila Lucero spoke of her interest in serving on the PAC as a Past Parent Representative.

Moved/Hudson, second/Sanders, to approve Zoila Lucero as a Past Parent Representative.

Show of hands vote: Aye: 9, Nay: 0, Abstentions: 1 (Gutierrez)
(Mr. Nelson stepped out of the room at 9:30 a.m.)

Ms. Connie Wallace left at 9:35 a.m.

Ms. Zoila Lucero was seated as a Past Parent Representative.

IV. **Information Items**

A. Standing Information

➤ Parent/Staff Recognitions: None.

➤ Committee Reports:

- Executive Committee: Ms. Taylor reviewed the critique of the last PAC meeting.
- Budget/Planning Committee: Ms. Gutierrez reported on the last meeting that was held on November 13.
- Health Services Advisory Committee Report: Ms. Taylor reported that these meetings are held twice a year and are very informative. The committee

discussed changes to the way staff grade the health assessment for children. There is a Kaiser-sponsored asthma training program that will be available at three centers. Tuberculosis testing requirements will be modified as well. Those parents that volunteer hours 16 hours or more in the classroom will still be required to have a TB testing; parents volunteering less than 16 hours per month are not required to have a test.

Ms. Amber Taylor presented an award to Ms. Socorro Gutierrez as Chair, which is a perfect attendance award for both PAC and PC.

Ms. Zoila Lucero was presented with a plaque of appreciation and gift for the outstanding work she has done over the year.

➤ Seating of New Parent Advisory Committee Representatives (2012-2013)

Ms. Taylor called the new representatives up to be seated.

- ❖ Ms. Alma Amaya, Bannon Creek
- ❖ Ms. Mayra Partida, Early Head Start/Home Base
- ❖ Ms. Marlem Medrano, Elkhorn
- ❖ Ms. Rosa Gomez, Fruitridge
- ❖ Ms. Alicia Kafka, Grizzly Hollow
- ❖ Ms. Teressa Jay, Hillsdale
- ❖ Ms. Colleen Fietzek, Home Base
- ❖ Ms. Yadira Lopez, Marie Cleveland's Bright Beginnings
- ❖ Ms. Iyshiah Lacey, Mather
- ❖ Ms. Marshaun Tate, Parker Avenue
- ❖ Mr. Joseph Washington, Sharon Neese
- ❖ Ms. Shelly Fuentes, Vineland
- ❖ Mr. Johnny Sanders, Past Parent Representative

New Members Not Present:

- Mr. John White, Broadway Early Learning Center (unexcused)
- Ms. Jasmine Birmingham, Crossroad Gardens (excused)
- Ms. Angelique Foster, North Avenue (unexcused)

Mr. Hodari Polk left at 9:55 a.m.

➤ Introduction of PAC Representatives (2012-2013)
Parents introduced themselves. Ms. Iyshiah Lacey read a poem entitled "Change".

Ms. LaTasha Windham is holding a seat at Illa Collin
Mr. Anthony Nelson is holding a Male Involvement seat
Mr. Johnny Sanders is coming back as Past Parent

Termed out representatives include: Ms. Connie Wallace, Ms. Erika Contreras, Ms. Laura Meza, Ms. Rebecca Lewis, and Ms. Tamara Knox.

- Ms. Amber Taylor commended all of the new members for being involved.
- Introduction of SETA Head Start Staff: Mr. Roger Bartlett, Ms. Karen Gonzales, and Ms. Brenda Campos, and Ms. Denise Lee introduced themselves.

Ms. Laura Meza, Walnut Grove, is termed out but was acknowledged for the outstanding work she has provided over the three years. Ms. Meza was presented with a perfect attendance award.

- How to Present and Make Recommendations: Ms. Gutierrez reviewed the process by which motions are made.
- Fiscal Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett provided an update on the expenses, in-kind, and the process by which SETA finds the lowest price for an item.

A board member asked how the in-kind form is processed and Mr. Bartlett replied that the teachers reviews the in-kind forms and inserts the information into a computer program.

Mr. Bartlett was asked if a center could have a computer available to parents for résumés and Mr. Bartlett replied no because it is not benefitting the Head Start program. Mr. Bartlett stated that there are computers at SETA that are available to prepare résumés and access jobs sites. The workforce side of the Agency has lots of benefits to assist job seekers. The Family Services Workers can connect parents with a nearby career center. Mr. Bartlett reviewed the tuition reimbursement available to parents. The reimbursement is limited to \$300 per semester but if there is a scholarship to pay for the full attendance at school, there will be no reimbursement. The next Budget/Planning Committee meeting is scheduled for Tuesday, December 11 in the Oak Room.

- Board Procedures
 - Reimbursements and Budget/Planning: Mr. Bartlett reported that SETA will reimburse parents for the actual cost of participating in meetings. Reimbursement will not be done for training or optional meetings. The Agency will reimburse for mileage (from home to SETA and back) and child care. If board members take public transportation, the Agency will reimburse for the bus ticket. For child care, the Agency will reimburse at the rate of \$8.00 per hour for a maximum of \$30.00 per day. Child care will not be reimbursed for children that should be in school.
 - Personnel: Ms. Bonnie Bilger stated that parent participation is required for Head Start personnel transactions. Every time a new Head Start employee is hired, parents have to serve in the process. The first opportunity is either by screening the applications to determine who meets minimum qualifications or serving on the committee that scores the applicants' oral examinations. The second way parents have input into personnel transactions is once the hiring exams are done, the applicants that pass are placed on an eligibility list; this list will be brought to the PC for approval. The third way is the approval of

employee terminations that come through discipline. These are done during closed sessions. A sign in sheet was distributed for parents interested in working in the personnel area. Staff will call and work with the parent regarding their availability. Parents will be trained on the process.

- Conflict of Interest: Ms. Nancy Hogan reviewed the conflict of interest policy. All board members are required to file statements during while on the board.

➤ Officer Elections: Officer elections will be held December 18, 2012

III. **Action Items (2012-2013 Parent Advisory Committee)** (continued)

C. Election of Policy Council Representatives and Alternates

Ms. Gutierrez reviewed the board item. The Policy Council representative must be a parent with children currently enrolled in the program.

Ms. Shelley Fuentes was temporarily asked to serve as Secretary.

Moved/Lacey, second/Nelson, to elect six Representatives and six Alternates to serve on the Policy Council.

Show of hands vote: Aye: 16, Nay: 0, Abstention: 1 (St. Mary)

Those interested in serving on the PC:

Teressa Jay
Allen Smith
Marshaun Tate
Joseph Washington
LaTasha Windham
Alma Amaya
lyshiah Lacey,
Mayra Partida
Anthony Nelson
Alicia Kafka

Ms. Rebecca Lewis left at 11:37 a.m.

Votes:

Teressa: 2
Allen: 5
Marshaun: 1
Joseph: 0
LaTasha: 2
Alma: 0
lyshiah: 2
Mayra: 2
Anthony: 2
Alicia: 1

PC Representatives will be: Ms. Teressa Jay, Mr. Allen Smith, Ms. LaTasha Windham, Ms. Iyshiah Lacey, Mr. Anthony Nelson, and Ms. Mayra Partida.

PC Alternates will be: Mr. Marshaun Tate, Ms. Alicia Kalfka, Ms. Alma Amaya, and Mr. Joseph Washington.

IV. Information Items (continued)

A. Standing Information

- Calendar of Events and Activities, Parent/Family Support Unit: Ms. Gutierrez reviewed the upcoming events.
- PC/PAC Calendar of Events: No questions.
- Community Resources: A free health care fair will be held in December.
- Child Care Center Food Menu: No questions.

B. Governing Board Minutes of September 7, 2012: No questions.

V. Other Reports

- Chair's Report: No additional report.
- Parent Meeting Attendance Incentive: Ms. Gutierrez reviewed the incentive program where parents will receive a parent meeting attendance ticket for every meeting they attend. The tickets will be collected and a drawing will be held for a prize. Board members were asked to hold on to their ticket.
- Head Start Deputy Director's Monthly Report: Ms. Denise Lee will provide a full report next month.
- Managers' Reports
 - Program Support Services Report: Ms. Brenda Campos stated that the Health Services Advisory Committee minutes will be distributed at a later date. Ms. Campos introduced Ms. Robyn Caruso who spoke of the Self Assessment program; the performance standards require an annual self assessment which will be done in early January. The assessment will provide an opportunity to examine the program and services and to identify strengths and areas for improvement. The results are provided with the annual grant every year. Parents will be working with safe environments staff which will be looking at the indoor/outdoor environments. A training will be held for all that want to participate on Tuesday, January 8, 2013, 9:30 a.m. in the Oak Room. The week of January 14 will be the review of the centers. Ms. Desha has a sign-up sheet for those that wish to participate in the process.

Ms. Lee reported that staff will put together an interview panel which will also take place during the week of January 14. Another opportunity for parents is to utilize a quick checklist; go to the center and pull your child's file to identify the services provided to your child. This is an opportunity to provide feedback.

- Parent/Family Support Report: No report.

- Child Development and Education Services Report: Ms. Karen Gonzales stated that since the meeting is so long, she offered to call centers and tell staff that parents would be late picking up their child. The parent will be excused from picking up their child late.

VI. Discussion

Ms. Lacey asked why fresh fruit is not available in the three preschool classrooms. Ms. Lee replied that Sacramento City Unified School District has a special grant for a garden project. Ms. Campos replied that Head Start provides fresh fruits and vegetables at all of the meals.

Ms. Lacey asked about field trips for her center. She asked how do you go about parent involvement to make sure the children are able to go to carnivals and other events? Ms. Gonzales replied that at the full day centers, the activities will be brought on site. Each center has funds available for field trips; if you work with the site supervisor they can tell you what falls into the category of what is considered educational.

VII. Public Participation: None.

VIII. Adjournment: the meeting was adjourned at 12:05 p.m.

ITEM III-A – ACTION

ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2012-2013

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2012-2013. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 3: Duties of Officers.

SECTION 3: Duties of Officers

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

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start Parent Association Conference. The Chair shall be an ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 3, as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall keep a record of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite PAC's business, work with staff and PAC Secretary and will oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality Committee, and the Parent Ambassador Committee.

ITEM III-A – ACTION (continued)

- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

RECOMMENDATION:

That the Parent Advisory Committee elect a Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Chair:

Vice Chair:

Secretary:

Treasurer:

Parliamentarian:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-B – ACTION

SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND
THE ANNUAL CALIFORNIA HEAD START ASSOCIATION (CHSA) PARENT
TRAINING CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for Parent Advisory Committee to elect two (2) Representatives and two (2) Alternates to attend the Annual California Head Start Association (CHSA) Parent Training Conference, Monday-Tuesday, February 4 & 5, 2013, Paradise Point Resort and Spa, San Diego, CA.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Parent Advisory Committee elects two (2) Representatives and two (2) Alternates to attend the Annual California Head Start Association (CHSA) Parent Training Conference.

NOTES:

Representatives nominated:

Alternates elected:

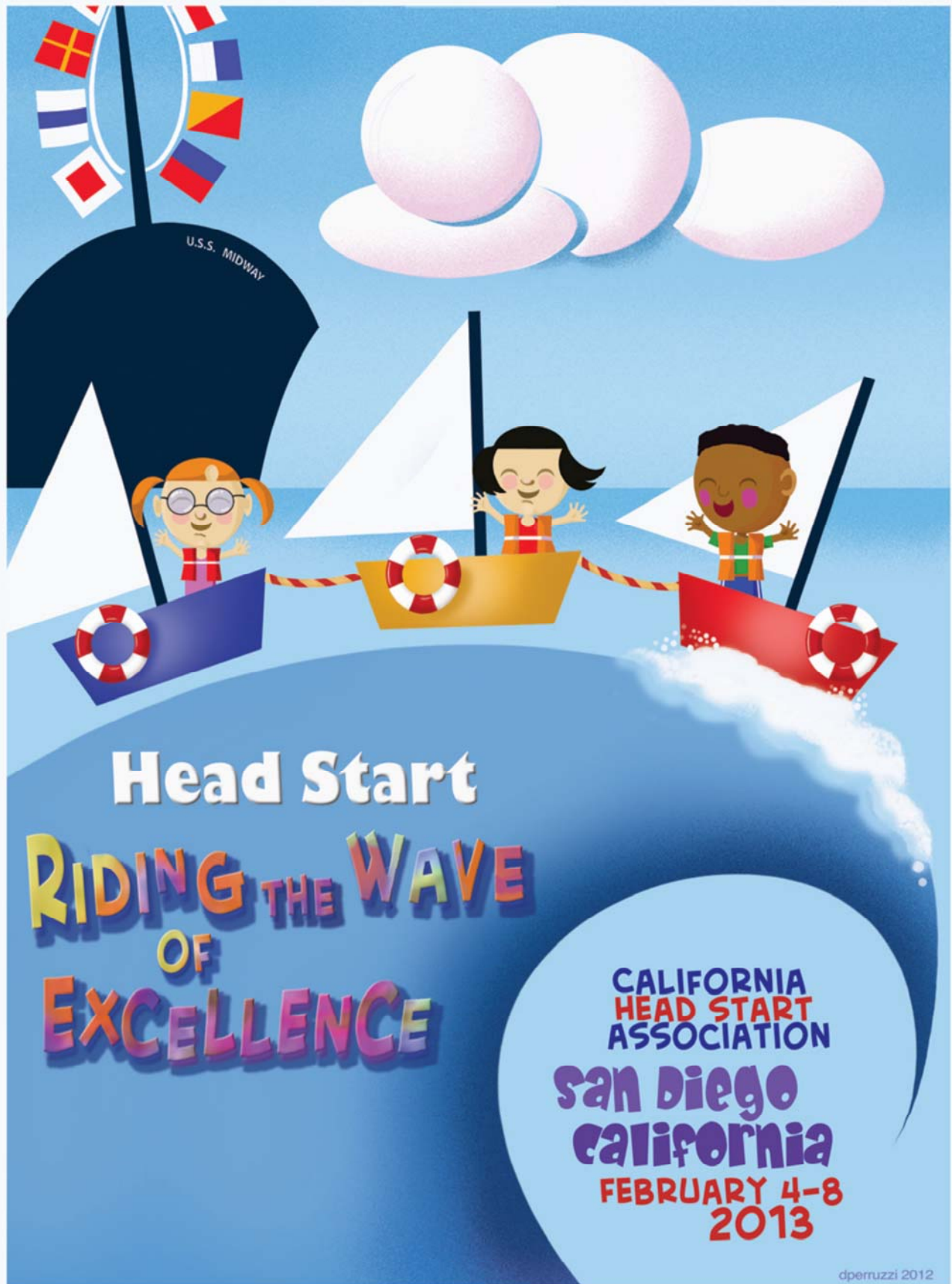
ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

PARENT ADVISORY COMMITTEE REPRESENTATIVE CONFERENCE ATTENDANCE GUIDELINES

The following guidelines for Parent Advisory Committee Representatives attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be given to Parent Advisory Committee (PAC) Representatives who have not had an opportunity to attend a Head Start Conference.
2. The PAC Representative must give a written report to the PAC at the next scheduled PAC meeting upon his/her return from the parent conference (local or out-of-state). The Travel Approval and Expense Claim Form will not be approved until written report has been received.
3. The PAC Representative's report must include the PAC Representative's name, conference title, date, location, and workshops attended.
4. Networking information and additional comments are optional.



California Head Start Association - 2013 Annual Conference

Preliminary Agenda - 5-Day Snapshot

Please check back regularly for updates and changes.

February 4, Monday	February 5, Tuesday	February 6, Wednesday	February 7, Thursday	February 8, Friday
Parent & Family Engagement Conference - Day 1 CHSA & RIX Board Mtg.	Parent & Family Engagement Conference - Day 2 Research Institute	Education Conference - Day 1 Public Policy Breakfast	Education Conference - Day 2 Awards Luncheon	Education Conference - Day 3
Registration (Location) 7:30-4:00 Continental Breakfast (provided) 7:30-9:00am Opening Session (Location) <i>Local Entertainment</i> Keynote: Stedman Graham 9:00-10:15am Head Start Story Video "booth" 10:30am-5:00pm Community Resource Tables 8:00am-3:30pm Workshops 10:30am-12:00pm Lunch (Provided) (Location) 12:00 - 1:15pm Workshops 1:30-3:00pm Workshops 3:15-4:45pm PFE Reception (Location)	Health Activity 6:30am (Location) Registration (Location) 7:30am-4:00pm Advocacy Area 8:30am-12:30pm Workshops 9:00-10:30am Workshops 10:45am-12:15pm Lunch (Provided) 12:15-12:45pm Closing Session (Location) <i>Local Entertainment</i> Keynote: Jose-Luis Orozco 12:45-2:00pm Research Institute (Location) 7:30am-5:00pm Featured Researchers: Dr. Mariale Hardiman Dr. Mary Helen	Registration (Location) 7:30am-4:00pm Advocacy Area 8:30am-3:30pm Public Policy Breakfast <i>Pre-Purchase Required*</i> 8:00am- 9:30am (Location) Keynote: Robert Fellmeth Opening Session (Location) <i>Local Entertainment</i> Keynote: Alison Gopnik 10:00- 11:30am Exhibit Pavilion (Location) 11:30am-4:00pm Head Start Story Video"booth" 11:30am-3:30pm Lunch Break Exhibit Pavilion Open 11:30am-1:30pm Workshops	Health Activity 6:30am (Location) Registration (Location) 7:30am-3:00pm Exhibit Pavilion 7:30am-3:00pm Continental Breakfast (Provided) Head Start Story Video"booth" 7:30am-3:30pm Workshops 8:30 - 10:00am Workshops 10:15 - 11:45am Awards Luncheon <i>Pre-Purchase Required*</i> (Location) 12:00-2:00pm Lunch Break/ Exhibit Pavilion 12:00-2:00pm Workshops 2:00-3:30pm Workshops 3:45-5:15pm	Registration (Location) 7:30-11:00 Workshops 8:30-10:00am Workshops 10:15-11:45pm Closing Session (Location) Keynote: Rob Peck 12:00-1:15pm \$5.00 boxed lunch <i>Pre-Purchase Required*</i>

Entertainment

5:00-6:00pm

*CHSA Board Meeting

Board members only

*RIXHSA Board Meeting

Board members only

Immordino-Yang

1:30-3:00pm

Midday Break with

Exhibitors

(Snack Provided)

3:00-3:30pm

Workshops

3:30-5:00pm

California Head Start Association - 2013 Annual Conference



Theme: Riding the Wave of Excellence

The California Head Start Association invites you to join us in San Diego, CA February 4-8, 2013 for our weeklong event that houses our Parent & Family Engagement conference, Education Conference, Research Institute, and additional special events such as the Awards Luncheon and Public Policy Breakfast

Event Details

Parent and Family Engagement Conference –February 4 & 5

CHSA's Parent and Family Engagement conference provides trainings with content for Head Start parents and staff who work with and support parents. It will include the latest content on family engagement, as developed by the Office of Head Start . This event will be invaluable for Head Start Parents/guardians, parent involvement coordinators, Policy Council members, family service outreach workers and advocates.

Edward Zigler Research Institute – February 5

The Research Institute will present leaders in the early childhood care and education community with research on the science that is the basis for their work with families and research on the interventions and practices that are most effective for supporting and engaging vulnerable families.

Education Conference – February 6-8

CHSA's Education conference advances the knowledge and skills of those involved in the education of children age zero to five. This event imparts developmentally appropriate practices, teaches critical new skills, broadens awareness and disseminates valuable educational resources. This event is ideal for Teachers, site managers, home based supervisors, child development and education managers, family and community partnership managers and program directors for both HS and EHS.

Public Policy Breakfast – February 6

This morning plenary features a policy leader and advocate Professor Robert Fellmeth of the Children's Advocacy Institute.

Awards Luncheon- February 7

Each year CHSA honors special individuals from within California's Head Start Community: Administrator, Program Services Staff, Educator, Support Staff, Parent, Friend of Head Start, and Lifetime Special Award. This inspiring event is regarded as a conference highlight. New for 2013 we will have special entertainment by Rob Peck. This is not an event to miss!

Travel Details

Hotel - Paradise Point Resort and Spa

1404 Vacation Road San Diego, CA 92109

Hotel Reservations: 800.344.2626

Room rate: Single/double \$159 (Price includes free internet in overnight room)

Free parking for day use attendees

50% discount on overnight parking. \$16.00 per vehicle/per night

This is a beautiful garden style spread out property. Bring comfortable shoes!

***Please note:** Paradise Point does not have walking distance restaurants near the property. All of the hotel restaurants will have limited meal options provided at the Federal Per Diem rate when we are not serving food as well as cash and carry options located near the meeting space. Each overnight room is also equipped with refrigerators where attendees can store additional groceries or snacks. Some basic food items can also be purchased at the Island Market.*

Airport & Shuttles

San Diego International Airport (SAN)

When

Monday, February 4, 2013 - Friday, February 8, 2013

Where

Paradise Point Resort and Spa
1404 Vacation Road
San Diego, CA 92109
858.274.4630

Planner

California Head Start Association

California Head Start Association – 2013 Annual Conference



California Head Start Association cancellation and refund policy: **CHSA charges an administrative fee of \$50 per cancellation. All cancellations or requests for refunds must be made in writing and received by CHSA prior to the registration deadline of January 18, 2013. Cancellations or requests received after January 18, 2013 WILL NOT BE REFUNDED.**

- *Sending payment does not count as registration. You must fully complete and receive confirmation email to be registered for the event.*-

Early bird Rate Ends - November 16, 2012

Parent & Family Engagement Conference - February 4-5

Early bird- \$329 member/\$365 non-member

Regular- \$359 member/\$395 non-member

**There is not a one day option for the PFE Conference*

Edward Zigler Research Institute – February 5

Early bird- \$199 member/\$225 non-member

Regular- \$209 member/\$235 non-member

Education Conference - February 6-8

Early bird- \$299 member/\$335 non-member

Regular- \$329 member/\$365 non-member

Education Conference ONE DAY (Wednesday, Thursday, or Friday)

Early bird - \$145 member/\$170 non-member

Regular - \$155 member/\$180 non-member

Public Policy Breakfast – February 6

\$55member/\$65 non-member

Awards Luncheon – February 7

\$55 member/\$65 non-member

Additional Registration Information

Lead Presenters will be given a 50% discount at the membership regular rate on all major events if they would like to attend. (Parent & Family Engagement Conf. & Education Conf.) It is not mandatory that a Lead Presenter register for the event if they are planning on teaching their workshop and leaving. All co-presenters must register for the conference at the normal rate.

Food Details:

- Parent & Family Engagement Conference: Continental Breakfast 2/4, Lunch 2/4 & 2/5
- Edward Zigler Research Institute: Continental Breakfast & Lunch.
- Education Conference: Continental Breakfast 2/7, Boxed Lunch (\$5) 2/8.

Please note: *Paradise Point does not have walking distance restaurants near the property. All of the hotel restaurants will have limited meal options provided at the Federal Per Diem rate when we are not serving food as well as cash and carry options located near the meeting space. Each overnight room is also equipped with refrigerators where attendees can store additional groceries or snacks. Some basic food items can also be purchased at the Island Market.*

REGISTRATION PRICING PRINTABLE FORM

ONSITE REGISTRATION WILL BE AVAILABLE FOR EVENTS THAT ARE NOT SOLD OUT. ONSITE PRICING WILL BE LISTED IN JANUARY 2013.

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

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

- A. ➤ PC/PAC Calendar of Events: Ms. Socorro Gutierrez
- Parent/Staff Recognitions
- 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

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Friday, December 21, 2012 9:00 a.m. Olympus Room
PC Executive Committee Meeting	Thursday, January 3, 2013 9:00 a.m. Olympus Room
PC/PAC Orientation	Friday, January 4, 2013 9:00 a.m. to 1:00 p.m. Registration at 8:30 a.m. Board Room
Program Self Assessment Parent Training Safe Environments & Governance	Tuesday, January 8, 2013 9:00 a.m. – 11:30 a.m. Oak Room
PC/PAC Budget/Planning Committee Meeting <i>meeting canceled</i>	Tuesday, January 8, 2013 9:00 a.m. – 10:00 a.m. Oak Room
PC/PAC Officer Training	Friday, January 11, 2013 9:00 a.m. to 12:30 p.m. Registration at 8:30 a.m. Sequoia Room
California Head Start Association Annual Conference	Monday-Tuesday, February 4 & 5, 2013 Paradise Point Resort and Spa San Diego, CA

**SETA Operated & Delegate Agencies Combined Head Start/Early Head Start
Expenditures for Fiscal Year 2012-2013
For the Four Months Ended November 30, 2012**

Year to Date	Budget	Admin	Program	YTD Expenses	% YTD	Remaining	Non-Federal Share
Basic Head Start							
Twin Rivers	\$ 1,363,453	\$ 33,811	273,919	\$ 307,730	23%	\$ 1,055,723	\$ 95,538
Elk Grove	2,700,186	63,639	707,457	771,096	29%	1,929,090	99,656
Sac City	8,376,924	153,694	1,588,571	1,742,265	21%	6,634,659	258,469
San Juan	4,511,491	126,537	880,590	1,007,127	22%	3,504,364	102,165
WCIC	815,467	19,994	178,711	198,705	24%	616,762	51,865
SETA	24,864,377	884,704	7,417,882	8,302,586	33%	16,561,791	1,230,440
Total	\$ 42,631,898	\$ 1,282,379	\$ 11,047,130	\$ 12,329,509	29%	\$ 30,302,389	\$ 1,838,133
Basic Early Head Start							
Sac City	\$ 1,517,317	\$ 28,475	\$ 300,649	\$ 329,124	22%	\$ 1,188,193	\$ 52,647
San Juan	1,689,165	39,021	408,384	447,405	26%	1,241,760	52,678
SETA	3,997,292	115,387	1,115,198	1,230,584	31%	2,766,708	433,237
Total	\$ 7,203,774	\$ 182,883	\$ 1,824,231	\$ 2,007,113	28%	\$ 5,196,661	\$ 538,562
T & TA Head Start							
Twin Rivers	\$ 7,500	\$ -	\$ 1,832	\$ 1,832	24%	5,668	-
Elk Grove	9,000	-	-	-	0%	9,000	-
Sac City	20,000	-	-	-	0%	20,000	-
San Juan	15,000	-	1,568	1,568	10%	13,432	-
WCIC	7,500	-	4,943	4,943	66%	2,557	-
SETA	335,361	-	37,543	37,543	11%	297,818	-
Total	\$ 394,361	\$ -	\$ 45,886	\$ 45,886	12%	\$ 348,475	\$ -
T & TA Early Head Start							
Sac City	\$ 27,564	\$ -	\$ 6,027	\$ 6,027	22%	\$ 21,537	\$ -
San Juan	30,912	-	1,000	1,000	3%	29,912	-
SCOE	15,000	-	-	-	0%	15,000	-
SETA	106,618	-	2,389	2,389	2%	104,229	-
Total	\$ 180,094	\$ -	\$ 9,416	\$ 9,416	5%	\$ 170,678	\$ -
TOTAL SETA HEAD START							
Twin Rivers	\$ 1,370,953	\$ 33,811	\$ 275,751	\$ 309,562	23%	\$ 1,061,391	\$ 95,538
Elk Grove	2,709,186	63,639	707,457	771,096	28%	1,938,090	99,656
Sac City	9,941,805	182,169	1,895,247	2,077,416	21%	7,864,389	311,116
San Juan	6,246,568	165,558	1,291,542	1,457,100	23%	4,789,468	154,843
WCIC	822,967	19,994	183,654	203,648	25%	619,319	51,865
SCOE	15,000	-	-	-	0%	15,000	-
SETA	29,303,648	1,000,090	8,573,012	9,573,102	33%	19,730,546	1,663,677
Total Grant Award	\$ 50,410,127	\$ 1,465,261	\$ 12,926,663	\$ 14,391,924	29%	\$ 36,018,203	\$ 2,376,695
Administration Costs @15%	\$2,158,789	10.18%					
Non-Federal Share @25%	\$3,597,981	16.51%					

SETA OPERATED PROGRAMS (SOP) - HEAD START BASIC
Expenditures for Fiscal Year 2012-2013
For the Four Months Ended November 30, 2012

HEAD START BASIC	Budget	Administrative Expenditures	Program Expenditures	Total	Remaining Budget	Expenditures as % of Budget (4 mo = 33.3%)
PERSONNEL	\$ 20,382,118	\$ 642,797	\$ 5,985,766	\$ 6,628,563	\$ 13,753,555	32.52%
TRAVEL	11,200	-	3,572	3,572	7,628	31.89%
EQUIPMENT	90,000	-	-	-	90,000	0.00%
SUPPLIES	396,500	-	126,945	126,945	269,555	32.02%
OCCUPANCY	2,218,662	30,431	732,598	763,029	1,455,633	34.39%
CHILD SERVICES	133,524	-	32,203	32,203	101,321	24.12%
PARENT SERVICES	68,391	-	11,568	11,568	56,823	16.91%
NUTRITION SERVICES	504,226	38,407	301,757	340,164	164,062	67.46%
TRAINING/STAFF DEVELOPMENT	90,000	-	13,112	13,112	76,888	14.57%
OPERATING COSTS	969,756	173,068	210,362	383,430	586,326	39.54%
TOTAL HEAD START BASIC	\$ 24,864,377	\$ 884,704	\$ 7,417,882	\$ 8,302,586	\$ 16,561,791	33.39%

SETA OPERATED PROGRAM (SOP) - HEAD START T & T/A
Expenditures for Fiscal Year 2012-2013
For the Four Months Ended November 30, 2012

HEAD START T & T/A	Budget	Administrative Expenditures	Program Expenditures	Total	Remaining Budget	Expenditures as % of Budget (4 mo = 33.3%)
PERSONNEL	\$ 104,054	\$ -	\$ -	\$ -	\$ 104,054	0.00%
TRAVEL	4,800	-	2,811	2,811	1,989	58.56%
CHILD SERVICES	61,700	-	1,150	1,150	60,550	1.86%
PARENT SERVICES	47,018	-	140	140	46,878	0.30%
TRAINING/STAFF DEVELOPMENT	117,789	-	33,442	33,442	84,347	28.39%
TOTAL HEAD START T & TA	\$ 335,361	\$ -	\$ 37,543	\$ 37,543	\$ 297,818	11.19%

SETA OPERATED PROGRAM (SOP) - EARLY HEAD START BASIC
Expenditures for Fiscal Year 2012-2013
For the Four Months Ended November 30, 2012

EARLY HEAD START BASIC	Budget	Administrative Expenditures	Program Expenditures	Total	Remaining Budget	Expenditures as % of Budget
						(4 mo = 33.3%)
PERSONNEL	\$ 2,839,012	\$ 95,709	\$ 950,262	\$ 1,045,971	\$ 1,793,041	36.84%
TRAVEL	10,400	-	1,532	1,532	8,868	14.73%
SUPPLIES	54,500	-	2,515	2,515	51,986	4.61%
CONTRACTUAL	757,233	-	110,688	110,688	646,545	14.62%
OCCUPANCY	162,038	-	35,658	35,658	126,380	22.01%
CHILD SERVICES	36,046	-	668	668	35,378	1.85%
PARENT SERVICES	11,109	-	483	483	10,626	4.35%
NUTRITION SERVICES	43,759	-	-	-	43,759	0.00%
OPERATING COSTS	83,195	19,677	13,393	33,070	50,125	39.75%
TOTAL EARLY HEAD START BASIC	\$ 3,997,292	\$ 115,387	\$ 1,115,198	\$ 1,230,584	\$ 2,766,708	30.79%

SETA OPERATED PROGRAM (SOP) - EARLY HEAD START T & T/A
Expenditures for Fiscal Year 2012-2013
For the Four Months Ended November 30, 2012

EARLY HEAD START T & T/A	Budget	Administrative Expenditures	Program Expenditures	Total	Remaining Budget	Expenditures as % of Budget
						(4 mo = 33.3%)
PERSONNEL	\$ 27,975	\$ -	\$ -	\$ -	\$ 27,975	0.00%
TRAVEL	3,000	-	489	489	2,511	0.00%
CHILD SERVICES	18,900	-	-	-	18,900	0.00%
PARENT SERVICES	8,306	-	-	-	8,306	0.00%
TRAINING/STAFF DEVELOPMENT	47,637	-	1,901	1,901	45,737	96.01%
OPERATING COSTS	800	-	-	-	800	0.00%
TOTAL EARLY HEAD START T&TA	\$ 106,618	\$ -	\$ 2,389	\$ 2,389	\$ 104,229	2.24%

SETA OPERATED PROGRAMS (SOP) - SUMMARY
Expenditures for Fiscal Year 2012-2013
For the Four Months Ended November 30, 2012

SUMMARY	Budget	Administrative Expenditures	Program Expenditures	Total	Remaining Budget	Expenditures as % of Budget
HEAD START BASIC	\$ 24,864,377	\$ 884,704	\$ 7,417,882	\$ 8,302,586	\$ 16,561,791	33.39%
HEAD START BASIC T&TA	\$ 335,361	\$ -	\$ 37,543	\$ 37,543	\$ 297,818	11.19%
EARLY HEAD START BASIC	\$ 3,997,292	\$ 115,387	\$ 1,115,198	\$ 1,230,584	\$ 2,766,708	30.79%
EARLY HEAD START T&TA	\$ 106,618	\$ -	\$ 2,389	\$ 2,389	\$ 104,229	2.24%
TOTAL SETA OPERATED PROGRAMS	\$ 29,303,648	\$ 1,000,090	\$ 8,573,012	\$ 9,573,102	\$ 19,730,546	32.67%











**SACRAMENTO EMPLOYMENT & TRAINING AGENCY
CORPORATE CARD - AMERICAN EXPRESS
STATEMENT OF ACCOUNT - Head Start
AS OF 11/10/12**

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/ADMIN
10/11/2012	Things Remembered	Staff Recognitions	371.69	Admin
10/11/2012	Best Buy	Classroom equipment	\$53.86	HS
10/11/2012	M&Q Packaging	Pan Savers	\$484.06	HS
10/11/2012	Target	31ea Classroom TVs	\$4,651.68	HS
10/12/2012	Things Remembered	Staff Recognitions	\$231.63	Admin
10/12/2012	Redleaf Press	Classroom supplies	\$97.38	HS
10/12/2012	SEP Software	Sesaam Network Backup	\$6,635.00	Admin
10/12/2012	Sacramento Balloon Co	PC/PAC Parent Appreciation	\$147.83	HS
10/13/2012	Hilton Garden Inn	PC/PAC Parent Appreciation	\$497.66	HS
10/15/2012	Costco	Delegate Kickoff supplies	\$183.15	HS
10/16/2012	Best Buy	Vaccum cleaner	\$26.93	HS
10/18/2012	Hannibal's Catering	Breakfast Delegate Kickoff	\$566.94	HS
10/18/2012	Hannibal's Catering	Lunch Delegate Kickoff	\$1,157.02	HS
10/18/2012	Adobe Systems	Software	\$759.58	Admin
10/19/2012	Things Remembered	Staff Recognitions	\$140.08	Admin
10/24/2012	Amazon.com	Books	\$137.55	HS
10/24/2012	Dollar General	Kitchen supplies	\$382.71	HS
10/25/2012	Office Max	Office Lamp	\$68.92	Admin
10/26/2012	SOS Survival Products	First aid kit	\$205.24	HS
10/30/2012	Racspace Cloud	Data Storage	\$90.20	Admin
10/30/2012	Amazon.com	Safety supplies	\$34.50	HS
10/31/2012	Hilton Garden Inn	PC/PAC Parent Appreciation	\$468.00	HS
11/3/2012	Redleaf Press	Books	\$104.77	HS
11/7/2012	Nexadental	Tooth brushes and paste	\$813.79	HS
11/7/2012	EBS	Typewriter Ribbon	\$25.00	Admin
11/7/2012	ClafinMedical	Infant ear tips	\$970.24	HS









11/7/2012	Display2Go	23ea A-frame Blackboards	\$1,701.71	HS
11/7/2012	Medical Device Depot	Pediatric ear tips	\$404.30	HS
11/7/2012	Medco	Medical supplies	\$406.35	HS
11/9/2012	Things Remembered	Staff Recognitions	\$274.71	Admin
11/9/2012	Uline	Classroom supplies	\$255.16	HS
11/9/2012	GFOA	Kim Membership	\$150.00	Admin
10/16/2012	Bahia Hotel	Travel San Diego	\$1,160.96	HS
10/29/2012	NHSA	Parent Conf Registrations	\$1,550.00	HS
10/31/2012	US Airways	Parent Conf Travel	\$1,731.00	HS
11/2/2012	CHSA	2013 Annual Conference Reg	\$2,811.00	HS
11/8/2012	Southwest Air	Travel - Las Vegas	\$312.40	HS
11/8/2012	Philadelphia Ins Co	FEMA Flood	\$3,302.00	Admin
10/24/2012	Uniden America	Shipping	\$10.00	HS
10/24/2012	Cash n Carry	Food supplies	\$163.35	HS
10/25/2012	Cooks Ace Hardware	Warehouse supplies	\$113.09	HS
10/30/2012	Home Depot	Classroom supplies	\$120.45	HS
10/30/2012	Sports Authority	Classroom supplies	\$333.88	HS
10/11/2012	Ikea	Classroom items	\$473.95	HS
10/2/2012	Swanson & Sons Locksmiths	Key Tags	\$64.65	HS
10/2/2012	Home Depot	Classroom supplies	\$132.17	HS
10/4/2012	Cash n Carry	Kitchen supplies	\$80.41	HS
10/4/2012	Costco	Diapers, soap, wipes	\$3,453.11	HS
10/12/2012	Target	Radio	\$109.88	HS
Various	Various	Various	\$12,386.69	WF
	Total American Express Bill		<u>\$50,434.94</u>	

Note: Administrative charges are allocated between HS and Work Force.

December 2012

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 2	3 Breakfast: Whole Wheat Raisin Bread, Apple, Milk Lunch: Oven Baked Chicken, Sweet Potatoes, Cantaloupe, Whole Wheat Dinner Roll, Milk Snack: Oranges, Strawberries, Banana Yogurt	4 Breakfast: Whole Grain Pancakes, Maple Syrup, Kiwi, Milk Lunch: BBQ Beef Burger on Whole Wheat Bun, Mixed Vegetables, Tangerine or Strawberries, Milk Snack: Whole Wheat Strawberry Fish Crackers, Banana	5 Breakfast: Oatmeal/Raisins, Pineapple Tidbits, Brown Sugar, Milk Lunch: Chicken Chow Mein, Steamed Brown Rice, Apple or Watermelon, Milk Snack: Tropical Treat Whole Grain Crackers, Diced Pears	6 Breakfast: Crispix Cereal, Banana, Milk Lunch: Turkey Ham on Whole Wheat Bread, Cucumbers with Dip, Orange, Mayonnaise, Lowfat Milk Snack: Nutri Grain Whole Grain Bars, Milk	7 Breakfast: Dreamy Orange Whole Grain Mini Loaf, Diced Mango, Milk Lunch: Roasted Sliced Turkey on Whole Wheat Bread, Baby Carrots, Kiwi, Lowfat Milk Snack: American Cheese Quesadilla, Butter
Week 3	10 Breakfast: Whole Grain Cereal, Orange, Milk Lunch: Macaroni & Cheese, Broccoli/Ranch Dip, Cantaloupe, Milk Snack: Strawberry Waffle, Whole Grain Grahams, Milk	11 Breakfast: Whole Wheat Waffles, Maple Syrup, Banana, Milk Lunch: Beef Ravioli, French Bread, Spinach Salad with Dressing, Orange, Milk Snack: Cheese Stick, Apple	12 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, Raspberry Yogurt	13 Breakfast: Whole Wheat Bagel/Cream Cheese, Apple, Milk Lunch: Roasted Turkey/Whole Wheat Bread, Zucchini with Dip, Tangerine or Strawberries, Mayonnaise, Milk Snack: Cottage Cheese, Pineapple Tidbits	14 Breakfast: Whole Grain Cheerios, Orange, Milk Lunch: Swiss Cheese on Whole Wheat Bread, Sliced Tomatoes, Diced Apricots, Butter, Milk Snack: Fresh Kiwi, Goldfish Whole Grain Crackers
Week 4	17 Breakfast: Whole Wheat Blueberry Muffin Loaf, Cantaloupe, Milk Lunch: Spanish Rice, Green Beans, Tangerine or Strawberries, Milk Snack: Cheese-It Crackers, Apricot Halves	18 Breakfast: Bagel/Cream Cheese, Orange, Milk Lunch: Teriyaki Chicken, Steamed Brown Rice, Sunomono Salad, Kiwi, Milk Snack: Tropical Treat Whole Grain Crackers, Apple	19 Breakfast: Oatmeal Cereal, Banana, Brown Sugar, Milk Lunch: Whole Wheat Pasta, Turkey, Tomato Sauce, Green Salad, Italian Dressing, Orange, Milk Snack: Rice Cakes, Diced Peaches	20 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	21 Breakfast: Dreamy Orange Muffin Loaf, Mixed Fruit Cup, Milk Lunch: Cheese Sandwich on Whole Wheat Bread, Baby Carrots, Orange, Milk Snack: Lemon Dinosaur Crackers, Box of Apple Juice
	24 	25 	26 	27 	28 
	31 				

Diciembre 2012

	lunes	martes	miércoles	jueves	viernes
Semana 2	3 Desayuno: Pan de Trigo Integral con Pasas, Manzana, Leche. Comida: Pollo Horneado, Camote, Melón, Bollo de Trigo para Cena, Leche. Bocadillo: Naranja, Fresas, Yogur de Plátano.	4 Desayuno: Jotqueis de Grano Integral con Miel de Arce, Kiwi, Leche. Comida: Hamburguesa Asada de Res en Pan de Trigo Integral, Verduras Mixtas, Tanjarina o Fresa, Leche. Bocadillo: Peces de Galletas Saladas de Trigo Integral con Fresa, Plátano.	5 Desayuno: Avena con Pasas, Golosinas de Piña, Azúcar, Leche. Comida: Chow Mein de Pollo, Arroz Integral a Vapor, Manzana o Sandía, Leche. Bocadillo: Obsequio Tropical, Galletas Saladas de Grano Integral, Pera.	6 Desayuno: Cereal Crispix, Plátano, Leche. Comida: Jamón de Pavo con Pan de Trigo Integral, Pepino con Aderezo, Naranja, Mayonesa, Leche. Bocadillo: Barras de Grano Integral Nutri Grain, Leche.	7 Desayuno: Minibarra de Grano Integral Dreamy Orange, Mango Picado, Leche. Comida: Rebanada de Pavo Asado en Pan de Trigo Integral, Zanahorias, Kiwi, Leche. Bocadillo: Quesadilla de Queso Americano, Mantequilla.
	10 Desayuno: Cereal de Grano Integral, Naranja, Leche. Comida: Macarrón con Queso, Brócoli con Aderezo Ranch, Melón, Leche. Bocadillo: Wafle de Fresa, Galletas Graham de Grano Integral, Leche.	11 Desayuno: Waffles de Trigo Integral, Miel de Arce, Plátano, Leche. Comida: Ravioli de Res, Pan Francés, Ensalada de Espinaca con Aderezo, Naranja, Leche. Bocadillo: Barita de Queso, Manzana.	12 Desayuno: Bizcocho de Grano Integral con Jalea, Durazno Picado, Leche. Comida: Enchilada Horneada con Salsa de Jitomate y Queso, Granos de Elote, Kiwi, Leche. Bocadillo: Galletas Saladas de Grano Integral, Yogur de Frambuesa.	13 Desayuno: Bagel de Trigo Integral con Queso Crema, Manzana, Leche. Comida: Pavo Asado, Pan de Trigo, Mayonesa, Baritas de Calabacita, Aderezo, Tanjarina o Fresa, Leche. Bocadillo: Requesón, Golosinas de Piña.	14 Desayuno: Cheerios de Grano Integral, Naranja, Leche. Comida: Queso Suizo con Pan de Trigo Integral, Rebanadas de Jitomate, Chabacano Picado, Mantequilla, Leche. Bocadillo: Kiwi, Pescados Dorados de Galletas de Trigo Integral.
Semana 4	17 Desayuno: Barra de Mollete de Trigo con Arándanos Azules, Melón, Leche. Comida: Arroz Español, Ejotes, Tanjarina o Fresa, Leche. Bocadillo: Galletas Saladas Cheese-It, Mitades de Chabacano.	18 Desayuno: Bagel con Queso Crema, Naranja, Leche. Comida: Pollo Teriyaki, Arroz Integral a Vapor, Ensalada Sunomono, Kiwi, Leche. Bocadillo: Galletas Saladas Tropical Treat de Grano Integral, Manzana.	19 Desayuno: Cereal de Avena, Plátano, Azúcar Morena, Leche. Comida: Pasta de Trigo Integral con Pavo y Salsa de Jitomate, Ensalada con Aderezo Italiano, Naranja, Leche. Bocadillo: Galletas de Arroz, Durazno Picado.	20 Desayuno: Jotqueis de Grano Integral, Manzana, Miel de Arce (Maple), Leche. Comida: Pavo y Queso Enrollado en una Tortilla, Ensalada de Col, Mango, Leche. Bocadillo: Yogur de Fresa, Plátano.	21 Desayuno: Barra de Mollete de Trigo Integral, Taza de Fruta Mixta, Leche. Comida: Sandwich de Queso en Pan de Trigo Integral, Naranja, Zanahorias, Leche. Bocadillo: Dinosaurios de Galleta con Limón, Caja de Jugo de Manzana.
	24 	25 	26 	27 	28 
31 					

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the October 4, 2012 meeting.

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, October 4, 2012
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:04 a.m.

Members Present:

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

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the September 7, 2012 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Sacramento Works Youth Council Member
- D. Appointment of Education and Required Partner Members to the Sacramento Works, Inc. Board
- E. Approval of Staff Recommendation for the Youth Vendor Services (VS) List

The consent items were reviewed; no questions or corrections.

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

- A. Approve the September 7, 2012 minutes
- B. Approve the claims and warrants for the period 8/30/12 through 9/26/12.
- C. Appoint Mr. Matt Perry to the Sacramento Works Youth Council.
- D. Appoint Mr. Jonathan Raymond to the vacant Education Sector seat, and Mr. Jim Wong to the vacant Required Partner seat on the Sacramento Works, Inc. Board of Directors.
- E. Approve the addition of Wind Youth Services to the Youth VS List.
Voice vote: Unanimous approval.

III. Action Items

A. **GENERAL ADMINISTRATION/SETA:** None.

B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services

1. Approval of Staff Funding Extension Recommendations for Refugee Employment Social Services (RESS), Targeted Assistance (TA) and Discretionary Programs, Program Year (PY) 2012-2013

Ms. Michelle O’Camb reviewed this item. The Office of Refugee Resettlement has not indicated when the final allocation will be received. Staff is anticipating an 11% overall decrease in funding. The decrease in funds is due to a decrease in the numbers of refugees relocated to Sacramento and an ORR policy which allows a dual allocation of RESS funds to San Diego County, reducing the funding available to other impacted California Counties.

Ms. Scherman expressed concern that there is no confidence in when the funds will be available. Ms. O’Camb stated that it is very much a concern of staff. This could have a devastating impact on community based organizations and overall service delivery.

As a result of ORR’s decision to fund TA, TAD, and ORDG incrementally, staff is recommending funding 52% of the TA, TAD, and ORDG allocations to program providers to cover seven months, and 42% for the remaining five months of the program year contingent upon the receipt of funds from ORR.

Mr. Nottoli arrived at 10:13 a.m.

Ms. O’Camb reviewed the staff funding recommendations. The funding decreases will eliminate funding for Social Adjustment and Cultural Orientation, and will significantly decrease the older refugee discretionary program allocations. This is not a result of poor performance on behalf of the program operators.

Mr. Nottoli asked that a clear and logical explanation be given as to why there appears to be a disproportionate amount of funding allocated to San Diego. The Board supported staff drafting a letter from the Board outlining concerns with the methodology used in allocating RESS funds to California and requesting information from the State and ORR.

Staff is seeking approval to a corrected stipulation #2 for funding TA, TAD, and ORDG providers from October 1, 2012 through April 30, 2013 for the first

increment of funding. The second increment of funding will cover May 1, through September 30, 2013

Speaker before the board: Ms. Laura Leonelli, South East Asian Assistance Center.

Mr. Nottoli asked that part of the action include reaching out to state representative and county lobbyist to push for answers on RESS funding allocations for refugees and asylees in Sacramento. It is important to fight for every penny that comes our way to assist refugees.

Moved/Nottoli, second/Yee, to approve the funding extensions for the Refugee Employment Social Services (RESS), Targeted Assistance (TA), Targeted Assistance Discretionary (TAD), and Older Refugee Discretionary Grant (ORDG) programs for PY 2012-2013 effective October 1, 2012 as indicated in the attached charts with the following stipulations:

1. If final RESS, TA, TAD, and ORDG allocations are less than anticipated, SETA will reduce the amounts allocated to Refugee Program providers proportionately.
2. TA, TAD, and ORDG funds will be allocated in two increments. The first increment will cover program services from October 1, 2012 through April 30, 2013. The second increment will be allocated contingent upon receipt of funds from ORR and will cover program services from May 1, 2013 through September 30, 2013.
3. PY 2012-13 funding will be subject to satisfactory year-end program performance and satisfactory fiscal reviews.
4. VESL/ES service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
5. All VESL/ES and ES Stand Alone budgets must include a minimum of 5% for supportive services.
6. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, eight hours a day, from October 1, 2012, through September 30, 2013.
7. In addition, staff is asked to contact the state representative and the county lobbyist to push for answers to insure the funding for the refugees and asylees in Sacramento is appropriate.

Voice Vote: Unanimous approval.

One Stop Services

2. Approval of the Acceptance of the Augmentations of First and Second Increment National Emergency Grant (NEG) Funds and Authorization to Augment NEG Funding to North State Building Industry Foundation

Ms. O’Camb reported that this item is seeking approval to accept the additional \$500,000 in NEG OJT funding. The additional funding will be used to replace \$233,573 in WIA Dislocated Worker formula funds awarded to NSBIF by the Governing Board in the OJT funding extension recommendations for PY 2012-13.

Moved/Yee, second/Pannell, to approve the acceptance of an additional \$287,558 in first increment NEG OJT funding from the State, EDD to cover five NEG OJTs that carried over from last program year into this current year, to augment NSBIF \$53,582 to cover 11 NEG OJTs and to cover SETA’s costs for 17 OJT contracts, and the ongoing coordination and oversight of the program. In addition, approve the acceptance of an additional \$500,000 in second increment NEG OJT funding from the State EDD to replace \$233,573 in WIA Dislocated Worker formula funds awarded to NSBIF for PY 2012-13, to cover SETA’s costs for the ongoing coordination and oversight of the program, and to set funds aside to provide OJT opportunities to 19 NEG eligible clients at the SWCC in Galt.
Voice Vote: Unanimous approval.

Community Services Block Grant: None.

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

- A. 2014-2018 WIA Five-Year Strategic Plan: Ms. Kossick reported that staff is beginning the planning process for the next five year strategic plan. A public hearing is scheduled October 24. Staff will present the plan to the board before April.
- B. Fiscal Monitoring Reports: No questions or comments.
- C. Employer Success Stories and Activity Report: No questions.
- D. Dislocated Worker Update: Mr. William Walker reported that Comcast is closing their call center in Natomas which will affect 476 employees. These dislocated employees do have marketable skills but the concern is that they make \$14-\$16 per hour which is more than other companies. There are some people that will be offered relocation. Two job fairs will be held for Comcast employees.

Campbell’s Soup also notified SETA that they will be closing their South Sacramento facility. Although an official WARN notice has not been received, Campbell’s will be dislocating between 700-800 employees. Many of the jobs are specific to the industry. SETA staff have done some assessment at the Campbell’s Soup facility and many of the employees have very low literacy skills. SETA management has been working with Campbell’s Soup to ease the burden

of the dislocated employees. The State of California is committed to assisting the dislocated employees to transition to new jobs.

Mr. Yee reported that the County Executive and Supervisors Yee and Nottoli met with Campbell's Soup to ask why they are shutting down their plant. Their reply was that demand for soup has gone down and that the Sacramento plan had the highest cost per unit. It was a very good meeting.

- E. Unemployment Update/Press Release from the Employment Development Department: No questions.
- F. Head Start Reports: Ms. Denise Lee reported that the Whispering Pines closure has been completed. Most of the supplies and materials were distributed to other centers. There were seven families eligible to return; some families went to Hopkins and three went to Nedra Court.

V. Reports to the Board

- A. Chair: The Giant Pumpkin Festival will be held in Elk Grove.
- B. Executive Director: Ms. Kossick reported that SETA is working with EDD for the Honor a Hero, Hire a Vet event at the McClellan Convention Center.

In April/May of 2012, the Agency began a wellness program with Kaiser. Dr. Ernie Bodai will be coming to SETA to talk about breast cancer awareness month this evening; all board members were welcomed to attend.

All staff were invited to participate in a fitness activity for 8 weeks and 40% of staff signed up forming 27 teams. The average minutes of activity per person was 2,400 minutes. Prizes were provided to the top three teams. Ms. Kossick expressed her appreciation for the partnership with Kaiser. The prizes were provided by Kaiser, i.e., water bottles or healthy snacks. Ms. Scherman suggested having the top three groups be taken to lunch.

The Agency has applied and received a \$20,000 grant from PG & E for outreach and education for veterans. This will be part of the VEAP grant that SETA already has from EDD.

- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

VI. CLOSED SESSION:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(subdivision (a) of Section 54956.9)

UNITED STATES OF AMERICA, *ex rel.* MAUREEN DERMOTT-MORRISON v.
SACRAMENTO EMPLOYMENT TRAINING AGENCY
U.S. District Court, Eastern District of California Case No. 2:10-CV02048 KJM
GGH

The board adjourned into closed session at 11:03 a.m. Mr. Thatch reported out of closed session at 11:15 a.m. that there was no report out of closed session.

VII. Adjournment: The meeting was adjourned at 11:15 a.m.

ITEM V

COMMITTEE REPORTS

✓ Executive Committee

Critique of the November 20, 2012 Parent Advisory Committee meeting.

GOOD!!!
Thank you, Ms. Amber Taylor, for standing in for Secretary.
Thank you, Ms. Rebecca Lewis, for acting as Parliamentarian.
Thank you, Ms. Nicole Castrejon, for translating.
Thank you for not eating in the board room.
Thank you, newly seated representatives, for arriving on time and patiently waiting to be seated.
Thank you, Outgoing Chair for all your hard work and for supporting the newly seated
Thank you, newly seated representatives, for staying during the entire meeting.
Thank you, Ms. LaShaun Burke and Ms. Nancy Hogan, for providing PC/PAC reimbursements.
NEEDS IMPROVEMENT
Arrive on time and start on time.
Please be seated at 8:50 a.m. prior to the start of the meeting, and plan on remaining to the end of the meeting.
Please remain seated during all presentations.
Please raise your hand and wait to be called on by the Chair before speaking.
Please remember to call in to either your Chair or Ms. Marie Desha prior to meeting if you are unable to attend the meeting.

NOTES:

➔. Budget/Planning Committee:

ITEM VI – OTHER REPORTS

BACKGROUND:

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

- Chair's Report
- Policy Council Report(s) – Ms. Teressa Jay, Ms. LaTasha Windham, Ms. Iyshiah Lacey, Ms. Mayra Partida, Mr. Anthony Nelson, and Mr. Marshaun Tate
- 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
 - Child Development and Education Services Report – Ms. Karen Gonzales
 - ✓ Region Reports (attached)

NOTES:

Head Start Monthly Report

December 2012

SETA Operated Program

Program Operations:

November brought the end of the fall assessment period for children enrolled in our program. Each child was assessed using the Desired Results Developmental Profile across the 11 domains of the Head Start Early Learning Framework. Teachers attended workshops to pick up their data results and to systematically analyze their data for strengths, developing skills, and patterns. Based on this analysis, teachers created a Summary of Findings along with an action plan addressing their next steps to maximize the effectiveness of the classrooms. Agency data shows that children are performing at higher levels in the areas of Creative Arts, Physical Development, and Approaches to Learning.

This data follows the trends of past years and is typical for the beginning of the school year. Developing skills include Literacy Knowledge, Mathematics, and Social Studies. As the year moves forward, teachers will use intentional activities and individualization to raise skills and knowledge in these areas.

Program Support Services:

Delegate Monitoring and Technical Assistance Activities. Content Coordinators conducted on-site visits at all Delegates to monitor compliance in follow-up services on children's screening results and referrals; CLASS observation; education requirements, enrollment eligibility verification, health and nutrition services, and family partnerships. Delegates submitted new protocols related to providing appropriate services resulting from new BMI (Body Mass Index) categories used by the program. First quarterly meetings with individual delegates were completed in November to monitor progress on county-wide School Readiness Goals (SRG). Overview meetings were held to discuss the new Parent, Family and Community Engagement (PFCE) Framework released by Office of Head Start.

Quality Assurance (QA) Unit. The SETA Quality Assurance (QA) Monitoring Tool iPad app is now available and its use is being piloted at 11 SETA-Operated Program (SOP) sites in October and November. QA Unit is closely working with SETA Information Technology (IT) Consultant in addressing technical issues related to the application and in developing various monitoring reports for supervisors and managers.

Family Support Services:

In November, the topic of the monthly parent meeting was getting families ready for kindergarten. This was the first of four parent meetings dedicated to the topic of ensuring that parents and children are ready for kindergarten. Families will be registering their kindergarten-bound children in January or February of 2013, and there are a lot of things needed in order for that to happen. Staff also talk to parents about the importance of routines, of regular daily attendance, and making sure that children have a place to do their homework. It's not too early to instill those habits.

A six-week Positive Parenting workshop, held in the evening at the Del Paso Office, was recently completed. Parents were offered childcare and dinner, and an opportunity to learn about positive parenting and discipline. Each session gave parents an opportunity to try out new techniques, and to report back to the group how it went. It also built positive peer interactions between parents, which in turn provided support for parenting challenges. It is hoped that this workshop will again be offered in the spring.

New School Readiness Aides have been trained, and have been volunteering in their child's classroom. Staff is hearing quite a bit of positive feedback about how helpful it is to teachers to have an additional person in the classroom that can read stories and work with small groups of children. Last month, the School Readiness Aides had an opportunity to visit American River College, take a tour and meet with a counselor.

Staff has also been busy at the sites, making sure that all parents have been met with, and that that a Family Partnership Agreement has been done with each parent, outlining their goals and timeline.

Elk Grove Unified School District

Education Services Update:

Irene Ladd, Instructional Coach, shared the agency-wide results from the Desired Results Developmental Profile (DRDP) that teachers used to assess their students' social and academic strengths and weakness during the fall. Teachers were given an opportunity to review and discuss the strengths and weaknesses and to review the plan of action created by Irene Ladd and Claudia Charter, Program Specialist, to address the areas of weakness. Based on the results of the DRDP, all Head Start teachers will focus on teaching expression of empathy, awareness of diversity in others, symbol, letter and print knowledge, fine motors skills, and personal safety, during the winter months.

Teachers were given the results of the DRDP for their individual classes. Time was allotted to discuss the results with one another and to develop their individual classroom plans as well as begin work on developing individual student goals and action plans.

Florence Oneto, PreK Social Worker, and Alegna Atkins, PreK teacher, presented information about the value of reframing our thoughts when working with students with challenging behaviors. Reframing how we think about a behavior can help us work with a child more effectively by helping us look at the possible underlying motivation for the behavior. Teachers were given the opportunity to discuss behaviors that they find challenging and to practice reframing their thoughts.

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 88%.

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 46 students with active IEPs being served.

Health Services Update:

Florence Oneto, Social Worker, and Teresa Gannon, Psychologist, are scheduling observations and follow-up meetings in response to needs discussed at the CoOp meetings. Family and Student Support Teams (FASST) meetings have been scheduled to offer guidance and support to teachers and families of students of concern.

6,458 meals were served to our Head Start students during the month of November.

This month's Elk Grove Meals/Snack calendars are attached.

Family and Community Partnerships Update:

"Latino Family Literacy", a class for Spanish speaking parents, was held November 2 and 9 at Charles Mack Elementary School. This class teaches parents how to read aloud with their children and gives them strategies for establishing a reading routine in their home. Six parents were in attendance at these classes.

"Car Seat Safety", a workshop to teach the proper way to install a car seat and the law regarding age and weight requirements was held on November 8 at David Reese Elementary School. Ten parents attended this workshop and each parent received a free car seat.

"Parent-Child Relationships", a workshop which addresses the importance of building positive relationships in the family and teaches methods to promote positive behavior in children, was held at Charles Mack Elementary School on November 13 and David Reese Elementary School on November 15. Thirteen parents attended the workshop at Charles Mack Elementary and fifteen parents attended the workshop at David Reese Elementary.

"Discover Art", a class where parents learn the importance of art in children's lives as a form of self expression and creativity as well as participate in hands-on art activities they can do with their children at home was held at Anna Kirchgater Elementary School on November 29. Fifteen parents attended the 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.

Sacramento City Unified School District

Teaching and Learning:

Dr. Theresa Roberts continues to engage our teaching staff in professional learning focused on language and literacy. Specific emphasis over the course of the next several months will be on children's oral language development. Teaching staff will be using explicit storybook planning, questioning strategies, vocabulary instruction and retelling activities to support children's oral language development.

Prior to the Thanksgiving break, teachers had an opportunity to share children's progress with parents during parent/teacher conferences.

Health and Nutrition:

Nurse Lisa Stevens has begun the process of engaging parents in discussions about a variety of talks focusing on health education and family well-being. The discussions have been well received by the parents.

The implementation dental varnish clinics continued throughout the month of November, with teachers and nurses making a concerted effort to increase the number of children receiving these services. Child development nurses, in conjunction with LVN students from CAJ Skills nursing program, will be following up with those children with identified dental concerns.

The Mark Twain preschool site received a review by SETA staff, which focused on the health/nutrition component. Nurse Espie Millendez indicated that the report yielded no findings at this preschool site.

Child Development's Registered Dietitian, Karen Ito, has been working closely with two Dietetic Interns from Sacramento State over the course of the past month. The interns developed a Power Point presentation on Body Mass Index to present to parents. The presentation was received with great interest. The student interns have also provided significant support to ensure that children's special diets are fully implemented.

Child Development Nurses Victoria, Espie Millendez, Lisa Stevens and First Five Nurse Paula Kuhlman met with SCUSD Health Services Coordinator Pam Whipple and the Child Development Director Wanda Roundtree to begin the work of increasing collaboration between the two departments. Discussion will ensue on how to best serve children with complex medical needs in Child Development classrooms when children do not qualify for special education services.

Nurses Espie Millendez and Lisa Stevens attended the Health and Nutrition Meeting at SETA this month and Victoria Benson attended a Child Development Health/Nutrition meeting, which consisted of Policy Council parents and Child Development staff. The objectives of the meeting were to review the Health and Nutrition Service Area Plan and provide feedback and suggestions. Nurses Victoria and Lisa Stevens revisited the nutrition component of the Service Area Plan in a subsequent meeting with the Registered Dietitian Consultant, Karen Ito.

Child Development program's policy and procedures document for monitoring and follow-up of Body Mass Index was completed and submitted to SETA this month.

Mental Health:

Child Development is beginning to implement the monthly parent education workshop series: Positive Solutions for Families. The workshop series is offered in both English and Spanish and will continue over the course of the next few months. A program self-assessment in the areas of Family and Community Partnerships and Mental Health is currently in progress. Additionally, mental wellness observations are currently being conducted in Head Start classrooms as well as CLASS observations in select classrooms. Social workers are providing individual coaching support to teachers in order to ensure the effective implementation of CSEFEL pyramid strategies in the classrooms and additional workshops will be made available to staff over time. Some of the support offered to teachers in the implementation of CSEFEL strategies have occurred in the context of Common Planning Time (CPT) for teachers.

Early Head Start:

A Teen Parent Group is currently being facilitated at American Legion on a twice monthly basis. Early Head Start Social Worker, Janet Love, is assisting in the facilitation of the group meetings, along with a Youth Development Nurse.

Prenatal services are currently underway and are being provided by the EHS nurse and EHS Social Worker over the course of this school year.

San Juan Unified School District

Education Services Update:

Classrooms finished the study of clothes in November with pictorial documentation of the different directions in which student-interest led the curriculum. The curriculum included clothing, costume stores, a fashion show, uniform experts; and more! During this study teachers continued with the focus on the letters T, O, and X. The math activities involved numerical comparison and constructing sets. Students have just begun the introduction to division.

Disabilities Services Update:

The Disabilities Self-Assessment Team met and shared the results from the data collected from the assessment tool. It was determined that areas of concern included the following: 1) signatures on IEPs, 2) goals/coding on lesson plans, and 3) all screening complete within the 45 day timeline. An action plan was created by the team and will be put into place soon. The Disabilities Specialist has begun preparing the box for the upcoming SETA self-review in January. All screening records and special education updates were collected from the teachers for this first part of the year. Reminders were sent out to teachers who have not completed/turned in their forms. For the children who were rescreened, the records were reviewed and forms were checked to assure the results were indicated. 100% had been completed.

Mental Health Services Update:

Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management have been presented by the Mental Health Therapist to staff, teachers, and parents. The Therapist's focus continues to be on providing support and referrals for children whose social and emotional functioning is lacking. Also, teachers continue to be given support on implementation of the Operations Guide mental health criteria.

Nutrition Services Update:

The CACFP audit is scheduled for the week of December 3rd. With this comes the task of preparation. Site monitoring is complete, indicating staff is well prepared and knowledgeable of programs. The results of everyone's hard work and dedication will be in the next report!

Health Services Update:

Health staff is screening one day a week in the centralized screening room. Health has completed reviewing all the immunization, health, and nutrition status of the children enrolled for the 2012-2013 school year to this point. Health is traveling out to classroom sites to complete or reattempt needed screenings. Health is participating in the *Smiles for Kids* program again this year to provide dental services to children who have no dental home or insurance. Smile Keepers is completing dental screenings & fluoride applications for the children in the classrooms. The Health Assistants & School Nurse is following up with all the children that need to be seen by the dentist. Health completed the self-review.

Family and Community Partnerships Update:

Parent representatives from the Policy Committee assisted with the preliminary self-assessment process by joining with staff to do content focused site visits for the six Head Start and two Early Head Start sites that were selected. As part of the self-assessment, parent surveys went out to the eight sites in both English and Spanish. Policy Committee reps helped the sites distribute the surveys to ensure that as many parents as possible complete them. The discussion at this month's PC Executive Board meeting centered around ways to recruit parent participation at sites, and how to continue to develop relationships and participation among the Policy Committee members.

Transition Services Update:

Parent conferences were held in November. The DRDP data has been used to assist with the student's Individual Education Plans and shared with the parents. The teachers have been discussing the children's progress thus far and together with the parents have been developing strategies that the children can work on at home. The parents have been very pleased with their child's achievements and are actively involved in the in-home activities.

Program Support/Staff Training Update:

The third training provided for project-based learning was held on Nov. 2nd. This was attended by all teachers and assistants. The focus of the training was the integration of learning concepts on a day to day basis, a review of the dialogic reading strategy called CROWD (Completion, Recall, Open-ended questions, 'W' questions, Distancing), and a time to reflect on the project-based learning approach pilot program.

Fiscal Update:

Head Start and Early Head Start submitted fiscal and attendance reports for October on or before the 10th of November in accordance to our contract. At this time both programs are within the projected budgeted percentages through October 2012.

HS and EHS also just finished a fiscal audit for prior year 2011-2012 which ended July 31st, 2012 and no findings or compliance issues were found.

Both budgets as of November reflect the restoration of the full 11 day furlough reductions, step/column freezes, and 100% of the Leadership Stipends. The two firm furlough days will remain in effect for the remainder of this year and fiscal year 2013-14.

Early Head Start:

The first education cycle of the year is completed. DRDP and health screening results were shared with families during the first home visits and parent conferences. Case management meetings integrated family goals into Individualized Education Plans, and School Readiness Goals were added for each child.

Preparation for the tri-annual Child Care Food Program review provided a nutrition focus for the month. Serving seasonal fruits and vegetables encourage children to try new foods.

Self-Assessment data collection is finishing up with parent surveys completed by families.

Twin Rivers Unified School District

Events:

In a celebration of diversity, the Head Start programs participated in a Hmong New Years Celebration on November 9th. This event included a Hmong dance performance by Classroom 2A students and teachers and Hmong book reading as part of our literacy goals. The Resource Teacher taught the students how to count in Hmong and a fashion show of ethnic clothing and jewelry were also a part of the parent involvement event. The students learned new Hmong dance steps and enjoy traditional Hmong music during the event. The parents were treated to a Hmong rice dish and all students made ethnic paper hats, belts and art decorations for their classrooms.

Professional Development:

The Head Start Leadership Team participated in an onsite training with Grantee staff on the School Readiness Goals Plan and the Family, Parent and Community Engagement Framework. During the session, staff received additional information about the intended outcomes for parents and the group brainstormed on techniques to introduce the framework to the teaching staff at the next staff meeting.

The Morey Avenue program recently had SMART Boards installed in all of the preschool classrooms. The first of three training sessions was held on November 30th to begin learning about the interactive learning boards. The SMART Boards will assist with the electronic components of the Creative Curriculum materials and enable teaching staff to provide additional learning materials via internet. The additional sessions of SMART Board training will be held on December 7th and 14th.

Teachers are also scheduled for the next Creative Curriculum workshop related to the Ball investigation study on December 13th. The workshop will be held at the District Office and is mandatory for all teachers with voluntary participation for teacher assistants. The ECE Leadership Team will continue with the focus of math and utilizing the Mighty Minutes and Intentional Teaching Cards as part of the daily routine.

Components:

The Nutrition Component Leader will transfer to another school site effective December 3rd. The new substitute Health Assistant will be Kelli Carrillo. She will work with the District Nurse and SETA's Health staff to get the appropriate

training to continue follow-up on Nutrition duties and the nutritional needs of the students. The nutrition activities in the classrooms continue with a focus of vegetables and fruits that grow on trees to align with the Tree investigation theme in Creative Curriculum.

The Health Component Leader continues reviewing students' files for medical concerns and continues following up on students' needing additional documents. The Health Component leader is also working closely with the classroom teachers and Resource Teacher on the Safe Environment checklist to ensure all of the components of the monitoring tool are fully met.

Our School Social Worker/Counselor continues classroom observations to assist with intervention strategies and behavioral techniques for all classrooms. The Head Start program is currently filling the vacancy for the other Community Liaison position; meanwhile, the Social Worker has been assisting with the Family Partnership Process due to the staff shortage. The job listing had to be reposted and the final filing date is December 6th. The interviews will be scheduled at the earliest convenience of the Human Resources staff with both staff and PC parents as part of the interview panel. The mental health and social skills groups are being facilitated with approximately 18 students participating in the weekly sessions.

Plans for the annual Winterfest have been finalized with Oakdale celebrating on December 19th and Morey Avenue on December 20th. The Parent Appreciation Days will also be held on December 17th and December 13th at both sites. In connection with TRUSD's health and obesity goals, the zumba classes continue on Tuesdays and Thursdays. Parents and staff are exercising in a fun and engaging environment that focuses on healthy exercising to foster healthy habits.

The Community Liaison continues to meet with families to complete their Family Partnership Profiles and begin assessing their goals with the Family Partnership Agreement as well as providing resources and information. The Community Liaison and Social Worker also continue the plan and facilitate the monthly meetings in each of the Morey Avenue classrooms and at Oakdale.

The Speech and Language Pathologist continues providing direct services to students needing speech therapy at both sites.

The Education Component Leader continues to support teaching staff with classroom observations and suggestions for improving classroom management skills and student engagement strategies. The ECERS action plans have been completed and the CLASS observations are currently being conducted. The teaching staff will develop CLASS action plans in collaboration with the Resource Teacher.

The ERSEA component continues to meet with parents to fill any vacancies and both sites are fully enrolled with established wait lists.

The Program Design and Management component leader continues to meet weekly with the ERSEA team to draft the ERSEA manual with anticipated completion by the end of December 2012.

Policy and parent Committees:

The Policy Committee meeting originally held on November 7th was rescheduled to November 15th due to low parent participation. The Parent Committee meeting at Oakdale was held on November 27th. The agendas included election of PC officers, bylaw review and planning of the Winterfest Festival. The next Policy Committee meeting will be held on December 18th and Parent Committee meeting on December 11th. The agenda will include the approval of the Social Worker and Community Liaison positions, selection of fundraiser and brainstorming for the Black History Month program.

Parent Trainings:

The parenting classes in collaboration with the Birth and Beyond North Highlands Resource Center and Mutual Assistance Network continues and parents are encouraged to attend. The November parent training was "Healthy Cooking" and was facilitated by Mrs. Dayal, a Morey Avenue classroom teacher. The focus was on cooking with tofu and the value of healthy eating habits. The next parent training will be "Making Reindeer Food" with a focus on how to interact with your child with low cost arts and crafts activities.

The classroom parent meetings for December will also focus on the introduction of the Family, Parent, Community Engagement Framework and its alignment with the School Readiness Goals Plan for TRUSD. Parents will be given information on the Framework and provided information on ways to participate and foster better home to school connections.

Fiscal:

The Budget Analyst provided another budget overview for the ECE certificated staff at the ECE Leadership Team meeting on December 29th. Teachers ordered materials related to their ECERS assessment results and the orders are beginning to arrive.

WCIC

Management:

During the month of November 2012, WCIC/Playmate Head Start Program's Management Team continued review, revisions, and updates as needed of Policies and Procedures, Written Service Plans, Board and PC By-Laws, and In-House Monitoring discussions/assessments.

Enrollment:

During the month of November 2012, WCIC's enrollment was 100%.

Education:

WCIC/Playmate Head Start Program's Education Team received "The Importance of Mathematics for Preschoolers Training" by Alicia Barron, Education Coordinator from Sacramento Employment Training Agency on November 14, 2012. She provided handouts on "Finding the Math" and "Key Aspects of Preschool Math". Ms. Alicia stated math is an everyday routine. In young children, during the first year of their life, they begin to develop math concepts and skills. Parents are the child's first teacher. Parents need to talk, play, and carry out routines with their children in order for children to learn math. Parents need to make math fun by asking children: how many, repeating patterns, count, shapes, and symmetrical patterns. Ms. Alicia also discussed number sense, geometry, measurement, math language and spatial relations.

WCIC/Playmate Head Start Programs Education Team received a Science Training by Alicia Barron, Education Coordinator from SETA on November 30, 2012. Ms. Alicia stated all children have a desire to learn. The Three Areas of Science are: Life Science, Physical Science and Earth and the Environment. Children need to be exposed to awareness when learning in the Discovery Areas. Children need to have a chance for exploration. Children need physical properties to feel feathers, bounce and roll balls, run hands through shaving cream, and spin tops, etc. Children need to inquire and learn to seek answers to questions such as: "How can I make the car go down the ramp faster?" And children need to use the information they have for specific purposes such as: spilled paper clips with magnets; use of magnifying glass to count the number of legs on a beetle, etc. Opened- ended questions allow children to express what they are thinking. They do not demand a response, but leave space for children to answer thoughtfully.

Health:

WCIC/Playmate Head Start Programs Team received the Bloodborne Pathogens Training by Garnett Volkens, Health Coordinator from SETA on November 2, 2012. Ms. Garnett showed staff a video on "Bloodborne Pathogens in Schools and the Human Side". The video showed how people can contract HIV and HBV. In order to protect themselves, people must wash hands, wear protective wear and get the HBV Vaccine. Proper hand washing, antiseptic towels, and discarding of needles in an appropriate/sharps containers are the measures people have to take in order to protect themselves from bloodborne pathogens. When in contact with blood, everyone needs to wear gloves and have protective gear. A first responder kit must be available. A plastic bag can be a barrier in case we do not have any protective barrier. HBV vaccine is 85% - 97% effective. Hep B vaccine is not 100% effective. Wearing a mask is a good way for protection from tracking anything. Bleach and water is a good way to disinfect areas of contaminated areas.

WCIC/Playmate Head Start Programs' children received Hearing Screenings on November 16, 2012 for the second visits by CSUS, Department of Speech Pathology and Audiology.

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

ACF-IM-HS-12-07 Supporting Children and Families after Hurricane Sandy

ACF-IM-HS-12-08 Disposition of Older Modular Units

ACF-IM-HS-12-09 E-Rate Discount Options

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

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

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

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

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

Site	Loc Id	Track II	# Enrolled 11/30/12	# Present 11/30/12	# Absent 11/30/12	# Term W/I 30 days
Hopkins Park	1253A	3	20	15	5	
Hopkins Park	1253B	2	20	16	4	
Hopkins Park	1253C	3	19	12	7	1
Hopkins Park	1253D	2	18	12	6	2
Illa Collin ELC	1221A	2	14	8	6	2
Illa Collin ELC	1221B	3	20	11	9	
Job Corp	1237M	EHS	8	4	4	
Job Corp	1237U	EHS	8	6	2	
Job Corp	1237X	2	18	14	4	2
Kennedy Estates	1240A	3	17	12	5	3
Kennedy Estates	1240B	2	15	8	7	
La Verne Stewart	1219A	3	20	15	5	
La Verne Stewart	1219B	2	20	20	0	
Mather	1223A	2	20	13	7	
Mather	1223B	3	19	11	8	1
Mather	1223R	3	19	13	6	1
Mather	1223U	EHS	8	7	1	
Mather	1223X	2	21	19	2	
Nedra Court	1244A	2	20	14	6	
Nedra Court	1244B	3	14	9	5	2
Nedra Court	1244C	3	20	17	3	
New Helvetia I-EHS	1212U	EHS	16	9	7	
New Helvetia II-HS	1247A	3	19	11	8	1
New Helvetia II-HS	1247B	3	19	12	7	1
Norma Johnson ELC	1214R	3	20	15	5	1
Norma Johnson ELC	1214U	EHS	6	5	1	2
Norma Johnson ELC	1214X	2	21	15	6	
North Avenue	1256A	3	18	13	5	2
North Avenue	1256B	2	20	14	6	
North Avenue	1256C	3	18	12	6	2
North Avenue	1256D	2	20	16	4	
North Avenue	1256X	2	19	14	5	2
Northview	1224A	3	20	12	8	
Northview	1224B	2	20	11	9	
Northview	1224R	3	21	13	8	
Northview	1224U	EHS	8	4	4	
Northview	1224X	2	21	19	2	
Parker Avenue	1207E	5	11	7	4	1

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 11/30/12)

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)	20	(9%)	N/A	
Elk Grove USD (420)	46	(11%)	N/A	
Sacramento City USD (1292)(147)	96	(7%)	13	(9%)
San Juan USD (700) (161)	78	(11%)	7	(4%)
WCIC (120)	4	(3%)	N/A	
SETA (2796) (345) (1878 Tracks)	139	(7%)	36	(10%)
County (4621)* (653)*	383	(8%)	56	(9%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

Seta Head Start

Food Service Operations Monthly Report

*November 2012

November 2nd - Classes Closed for Training, Northview 1 AM & Hillsdale 2 AM & 1 PM
Nedra Court Closed for Pest Treatment

November 9th - Parker closed for Pest Treatment

November 12th - Veteran's Day Holiday

November 16th & 19th - Broadway Closed for Plumbing Repair

November 19th through 26th - Nedra Court, LaVern Stewart & Parker Closed for
Pest Treatment

November 22nd & 23rd Thanksgiving Holiday

Meetings and Trainings:

Program Support Services - Food Service Staff Meeting November 16th
at Plaza Del Paso attended by all the Food Service Staff

Total Number of Meals and Snacks Prepared for All Kitchens			
Lunch	PM Snack	Breakfast	Field Trips
38,092	22,820	26,342	440

Total Amount of Meals and Snacks Prepared	87,694
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Purchases:

Food	\$67,642.65
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Non - Food	\$16,754.39
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Building Maintenance and Repair:	\$860.98
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Kitchen Small Wares and Equipment:	\$399.47
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Vehicle Maintenance and Repair :	\$200.16
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Vehicle Gas / Fuel:	\$1,566.78
Normal Delivery Days	19

REGION I
2011-2012
BUDGET BALANCE

PETTY CASH FUND 2012-2013
BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)


SITE	# OF CHILDREN	Beg. Bal	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Obligated	Remaining
Bright Beginnings 1201A	20	200.00														200.00
Bright Beginnings 1201B	20	200.00		11.64	6.77	15.02										166.57
Bright Beginnings 1201C	20	200.00	10.16		89.09											100.75
Bright Beginnings 1201D	20	200.00			10.02											189.98
Fruitridge 1216A	20	200.00	21.55	5.39	71.05											102.01
Fruitridge 1216B	20	200.00		16.69												183.31
Fruitridge 1216C	20	200.00		185.43	80.58											-66.01
Hopkins Park A	20	200.00		80.35												119.65
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			19.88											180.12
Illa Collin 1221B	20	200.00	32.30		13.72											153.98
Job Corp 1237X	20	200.00		57.39	58.79											83.82
Job Corp - EHS 1237M	8	120.00														120.00
Job Corp - EHS 1237U	8	120.00														120.00
Kennedy E 1240A	20	200.00	22.40		39.84											137.76
Kennedy E 1240B	20	200.00														200.00
La Verne Stewart 1219A	20	200.00														200.00
La Verne Stewart 1219B	20	200.00		21.64	29.13											149.23
Mather 1223A	20	200.00	15.55	9.21	17.23											158.01
Mather 1223B	20	200.00		59.75	13.79											126.46
Mather 1223R	20	200.00		60.47												139.53
Mather 1223X	20	200.00		32.30	11.85											155.85
Mather - E.H.S. 1223U	8	120.00														120.00
Parker 1207E	12	144.00		17.20												126.80
TOTAL		4904.00	101.96	557.46	461.74	15.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3767.82


APPROVED BY:

REVIEWED BY:

DATE: 12/10/12

DATE: 12/10/12


Signature of Program Manager (Kasey Schnitzler)


Signature of Fiscal Manager (Roger Bartlett)

REGION II
2011-2012
BUDGET BALANCE

BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Beg. Bal	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Obligated	Remaining
Bannon Creek 1200A	20	200.00														200.00
Bannon Creek 1200B	20	200.00														200.00
Bannon Creek 1200X	20	200.00														200.00
Broadway 1246A	20	200.00	25.06													174.94
Broadway 1246R	20	200.00	11.80													188.20
Broadway 1246X	20	200.00		57.11												142.89
Broadway 1246U	8	80.00		37.25												42.75
New Helvetia I 1212U	16	240.00		78.27												161.73
New Helvetia II 1247A	20	200.00	46.74	57.07												96.19
New Helvetia II 1247B	20	200.00			6.47											200.00
North Ave 1256A	20	200.00														193.53
North Ave 1256B	20	200.00	29.81													170.19
North Ave 1256C	20	200.00	29.99													170.01
North Ave 1256D	20	200.00	36.02	4.31												159.67
North Ave 1256X	20	200.00		105.29												94.71
Northview - E.H.S.1224U	8	120.00	7.54													112.46
Northview 1224A	20	200.00														200.00
Northview 1224B	20	200.00			30.43											169.57
Northview 1224R	20	200.00														200.00
Northview 1224X	20	200.00	12.49													187.51
Solid Foundation A	20	200.00		33.92	33.59											132.49
Solid Foundation B	20	200.00														200.00
Solid Foundation C	20	200.00														200.00
Vineland 1211A	20	200.00	32.84													167.16
Vineland 1211B	20	200.00														200.00
TOTAL		4840.00	52.87	179.42	410.12	33.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4164.00

APPROVED BY:

Kudryk
Signature of Program Manager (Kathy Gonzales)

DATE: 12/10/12

REVIEWED BY:

Rogert Bartlett
Signature of Fiscal Manager (Roger Bartlett)

DATE: 12/10/12

REGION III
2011-2012

BUDGET \$10 PER CHILD (HS) and \$15 PER CHILD (EHS)

BUDGET BALANCE

SITE	# OF CHILDREN	Beg Bal	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Obligated	Remaining
Elkhorn A	20	200.00			25.47											174.53
Elkhorn B	20	200.00			18.51											181.49
Elkhorn C	20	200.00	17.00	6.85	57.66											118.49
Elkhorn D	20	200.00			15.01											184.99
Elkhorn X	20	200.00			123.70											76.30
Elkhorn EHS	16	240.00			95.68											144.32
Freedom Park 1239A	20	200.00														200.00
Freedom Park 1239B	20	200.00			12.90											187.10
Freedom Park 1239C	20	200.00			16.99											183.01
Freedom Park 1239D	20	200.00	13.74	86.28	26.59											73.39
Freedom Park 1239X	20	200.00		15.04	60.48											124.48
Freedom Park 1239R	20	200.00			8.05											191.95
Hillsdale 1228A	20	200.00		20.18	9.96											169.86
Hillsdale 1228B	20	200.00			29.33											170.67
Hillsdale 1228C	20	200.00			64.25											135.75
Hillsdale 1228D	20	200.00			16.86											183.14
Hillsdale 1228R	20	200.00			5.03											194.97
Hillsdale 1228X	20	200.00			32.55											167.45
Norma Johnson 1214F	20	200.00		58.87												141.13
Norma Johnson 1214X	20	200.00		55.93	52.13											91.94
Norma Johnson - EHS	8	120.00	78.66		10.65											30.69
Sharon Neese 1249R	20	200.00			33.40											166.60
Sharon Neese 1249X	20	200.00			33.25											166.75
Sharon N-EHS 1249U	16	240.00			13.87											226.13
Strizek 1225A	20	200.00			6.14											193.86
Strizek 1225B	20	200.00		65.75	15.71											118.54
TOTAL		5200.00	109.40	308.90	784.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3997.53

APPROVED BY:

Katya Gyl
Signature of Program Manager (Kateri Covazzales)

DATE: 12/10/12

REVIEWED BY:



Roger Bartlett
Signature of Fiscal Manager (Roger Bartlett)

DATE: 12/10/12

REGION IV
2011-2012
BUDGET BALANCE

PETTY CASH FUND 2012-2013
BUDGET \$10 PER CHILD (HS) AND \$15 PER CHILD (EHS)

SITE	# OF CHILDREN	Beg. Bal	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Pending	Remaining
Auberry Park 1238A	20	200.00														200.00
Auberry Park 1238B	20	200.00														200.00
Country Woods 1245A	20	200.00														200.00
Country Woods 1245B	20	200.00														200.00
Country Woods 1245C	20	200.00														200.00
Country Woods 1245D	20	200.00														200.00
Crossroad - E.H.S. 1242U	8	120.00														120.00
Crossroad G 1242R	20	200.00	48.53		11.38											140.09
Crossroad G 1242X	20	200.00			194.78											5.22
Crossroads - 1242A	20	200.00	38.82	65.32												95.86
Crossroads - 1242A	20	200.00														200.00
Galt 1234A	20	200.00														184.85
Galt 1234B	20	200.00		15.15												200.00
Galt 1234C	20	200.00														200.00
Galt 1234D	20	200.00		46.44	49.84											103.72
Galt 1234E	20	200.00			34.58											165.42
Galt 1234F	20	200.00														200.00
Grizzly Hollow - E.H.S.	8	120.00														120.00
Grizzly Hollow 1252 A	20	200.00														200.00
Grizzly Hollow 1252B	20	200.00														200.00
Nedra 1244A	20	200.00														200.00
Nedra 1244B	20	200.00			36.88											163.12
Nedra 1244C	20	200.00			25.23											174.77
Phoenix Park EHS1248U	6	90.00		9.67												80.33
Phoenix Park 1248A	20	200.00														200.00
Phoenix Park 1248B	20	200.00														200.00
Phoenix Park 1248X	20	200.00			53.29											146.71
Walnut Grove 1235A	20	200.00	102.93													97.07
TOTAL		5130.00	190.28	136.58	405.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4397.16

APPROVED BY:  DATE: 12/10/12
 REVIEWED BY:  DATE: 12/10/12

HOME BASE
2011-2012
BUDGET BALANCE

PETTY CASH FUND 2012-2013
BUDGET \$10 PER CHILD and \$15 PER CHILD (EHS)

SITE	NUMBER OF CHILDREN	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Obligated	Remaining
B. Parnell	11	165.00													165.00
C. Bunge	11	165.00													165.00
D. Nichols	11	165.00													165.00
J. Crawford Blain	11	165.00													165.00
J. Jimenez	11	165.00													165.00
K. Aroyau	11	165.00													165.00
K. Lee	11	165.00	11.36												153.64
L. Letourneau	11	165.00	66.70												98.30
L. Moore	11	165.00	12.92												152.08
L. Schleicher	11	165.00													165.00
K. Afoyan	11	165.00													165.00
M. Supelveda	15	150.00													150.00
J. Isaac	15	150.00	40.27												109.73
L. Glines	15	150.00		3.99											146.01
M. Edwards	15	150.00													150.00
V. Oezhehovsky	15	150.00													150.00
R. Ramirez	15	150.00													150.00
TOTAL		2715.00	118.33	12.92	3.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2579.76

APPROVED BY:

Karen Gonzalez
Signature of Program Manager (Karen Gonzales)

DATE:

12/10/12

REVIEWED BY:

Roger Bartlett
Signature of Fiscal Manager (Roger Bartlett)

DATE:

12/10/12

FIELD TRIP FUND 2012-2013
 BUDGET \$7 PER CHILD


SITE	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Remaining
Head Start	14000.00	124.25	2133.25	519.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11055.25
EHS	8500.00	375.00	448.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7528.50
TOTAL	22500.00	543.25	2133.25	519.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18583.75

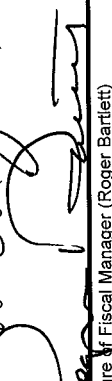
APPROVED BY:

DATE:

REVIEWED BY:

DATE:


 Signature of Program Manager (Karen Gonzales)


 Signature of Fiscal Manager (Roger Bartlett)

12/10/12

12/10/12

ITEM VII- DISCUSSION

BACKGROUND:

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

NOTES:

ITEM VIII – 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: