

*THOUGHT OF THE DAY: "Gratitude is a powerful process for shifting your energy and bringing more of what you want into your life. Be grateful for what you already have and you will attract more good things."*

*Author: Rhonda Byrne, The Secret*

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

**DATE:** Tuesday, December 16, 2014

**TIME:** 9:00 a.m.

**LOCATION:** SETA Board Room  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

**AGENDA**

**PAGE NUMBER**

- I. Call to Order/Roll Call/Review of Board Member Attendance** 1-5
  - PC Meeting Attendance Update
  - Introduction of Newly Seated Representatives
- II. Consent Item**
  - A. Approval of the Minutes of the November 18, 2014 Regular Meeting 6-11
- III. Action Items**
  - A. Election of Parent Advisory Committee Officers 2014-2015 12-13

**GOVERNING BOARD**

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**ALLEN WARREN**  
Councilmember  
City of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**JIMMIE YEE**  
Board of Supervisors  
County of Sacramento

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Phone: (916) 263-3804  
Fax: (916) 263-3779

Website:  
<http://www.headstart.seta.net>

B.	Election of SETA-Operated Representatives and Alternates to the Policy Council	14
C.	Selection of Representatives and Alternates to Attend the Annual California Head Start Association (CHSA) Parent Training Conference	15-29
<b>IV.</b>	<b><u>Information Items</u></b>	
A.	Standing Information Items	30-33
➤	PC/PAC Calendar of Events – Ms. Jasmine Jamison	
➤	Parent/Staff Recognitions – Ms. Jasmine Jamison	
➤	Community Resources-Parents/Staff – Ms. Jasmine Jamison	
➤	Child Care Center Menu (attached)	
➤	Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson	
B.	Governing Board Minutes of November 6, 2014 (attached)	34-41
<b>V.</b>	<b><u>Committee Reports</u></b>	
➤	Executive Committee Meeting Critique: Ms. Jasmine Jamison	42
<b>VI.</b>	<b><u>Other Reports</u></b>	43-60
➤	Chair’s Report	
➤	Policy Council Report(s): Mr. Susana Hernandez, Ms. Dawнна Paniagua, and Ms. Destini Shepherd	
➤	Head Start Deputy Director’s Report – Ms. Denise Lee	
✓	Monthly Head Start Report (attached)	
➤	Head Start Managers’ Reports	
•	Program Support Services Report – Ms. Brenda Campos	
•	Parent/Family Support Report – Ms. Lisa Carr	
•	Child Development & Education Services Report – Ms. Karen Gonzales	
<b>VII.</b>	<b><u>Center Updates</u></b>	61
<b>VIII.</b>	<b><u>Discussion</u></b>	61
<b>IX.</b>	<b><u>Public Participation</u></b>	61
<b>X.</b>	<b><u>Adjournment</u></b>	

**DISTRIBUTION DATE: WEDNESDAY, DECEMBER 10, 2014**

Policy Council meeting hosted by:  
Ms. Jasmine Jamison, Chair

ITEM I - A – ROLL CALL

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

- \_\_\_ Vacant, Alder Grove I Head Start
- \_\_\_ Vacant, Alder Grove II Head Start
- \_\_\_ Vacant, Auberry Park Head Start
- \_\_\_ **Vanessa Diego, Bannon Creek Head Start**
- \_\_\_ Vacant, Crossroad Gardens Head Start
- \_\_\_ **Amanda Self, Early Head Start (Home Base)**
- \_\_\_ **Deanna Yee, Elkhorn Head Start**
- \_\_\_ **Destini Shepherd, Freedom Park Head Start**
- \_\_\_ Vacant, Fruitridge Head Start
- \_\_\_ **Enrique Esparza, Galt Head Start**
- \_\_\_ **Eliana Mendoza, Grizzly Hollow**
- \_\_\_ **Maria Sutton, Hillsdale Head Start**
- \_\_\_ Vacant, Home Based Head Start
- \_\_\_ Vacant, Home Base
- \_\_\_ Vacant, Hopkins Park Head Start
- \_\_\_ Vacant, Illa Collin Head Start
- \_\_\_ Vacant, Job Corps Head Start
- \_\_\_ **Joyce Turner, Kennedy Estates Head Start**
- \_\_\_ Vacant, LaVerne Stewart Head Start
- \_\_\_ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- \_\_\_ Vacant, Marina Vista Early Learning Center
- \_\_\_ Vacant, Mather Head Start
- \_\_\_ **Susana Hernandez, Nedra Court Head Start**
- \_\_\_ Sabrina Rasmussen, Norma Johnson Head Start
- \_\_\_ Vacant, North Avenue Head Start
- \_\_\_ Vacant, Northview Head Start
- \_\_\_ Vacant, Parker Head Start
- \_\_\_ Vacant, Phoenix Park Head Start
- \_\_\_ **Dawanna Paniagua, Sharon Neese Early Learning Center**
- \_\_\_ Vacant, Solid Foundation Head Start
- \_\_\_ **Todd Woods, Strizek Park Head Start**
- \_\_\_ Vacant, Vineland Head Start
- \_\_\_ **Rafaela Casillas, Walnut Grove Head Start**
- \_\_\_ Vacant, Foster Parent Representative
- \_\_\_ **Lenda Wheeler, Grandparent Representative**
- \_\_\_ **Kenny Williams, Men's Activities Affecting Children Committee Representative**
- \_\_\_ **Kenneth Tate, Past Parent/Community Representative**
- \_\_\_ Vacant, Past Parent/Community Representative
- \_\_\_ **Jasmine Jamison, Outgoing Chair**

**ITEM I-A – ROLL CALL**  
(Continued)

**Program Year 2014-2015 - New Representatives to be seated**

___ Shalita Calhoun, Crossroad Gardens Head Start
___ Lucia Charboneau, Home Base Head Start
___ Alofalusi Baty, Job Corps Head Start
___ Vacant, Alder Grove I Head Start
___ Vacant, Home Base Head Start Rep.
___ Vacant, Hopkins Park Head Start
___ Vacant, Illa Collin Head Start
___ Vacant, Marie Cleveland's Bright Beginnings Head Start
___ Vacant, Marina Vista Early Learning Center

___ Natalie Craig, Northview Head Start
___ Sabrina Rasmussen, Norma Johnson Head Start
___ Todd Woods, Strizek Park Head Start
___ Vacant, North Avenue Head Start
___ Vacant, Parker Head Start
___ Vacant, Phoenix Park Head Start
___ Vacant, Solid Foundation Head Start
___ Vacant, Foster Parent Rep

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 18, 2014 & December 16, 2015  
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM  
YEAR 2014-2015**

COMMITTEE MEMBER	CENTER	11/18	12/16		1/20	2/17 **	3/17	4/21 *	5/19	6/16	7/21 *	8/18	9/15	10/20	11/17
Vacant Seated	AG I														
	AG II														
Vacant Seated	AP														
<b>Vanessa Diego Seated 11/18</b>	BC	X													
Shalita Calhoun Seated	CR														
<b>Amanda Self Seated 11/18</b>	EHS/HB	X													
Vacant	EHS/HB														
<b>Deanna Yee Seated 11/18</b>	EL	X													
<b>Destini Shepherd Seated 11/18</b>	FP	X													
	FT														
<b>Enrique Esparza Seated 11/18</b>	G	X													
<b>Elianna Mendoza Seated 11/18</b>	GH	X													
<b>Maria Sutton Seated 11/18</b>	H	X													
Lucia Charboneau s/b/seated 11/18	HB	U													
Vacant Seated	HB														
Vacant Seated	IC														
	HP														
Alofalusi Baty s/b/seated 11/18	JC	E													
<b>Joyce Turner Seated 5/20/14</b>	K	E													
Vacant	LVS														
Vacant Seated	MCBB														
Vacant Seated	MV														
Vacant Seated	M														
Vacant Seated	NA														
<b>Susana Hernandez Seated 11/18</b>	NC	X													
<b>Sabrina Rasmussen seated 4/22</b>	NJ	X													
Natalie Craig s/b/seated 11/18	NV	U													
Vacant Seated	PA														
Vacant Seated	PP														
Vacant	SF														
<b>Dawna Paniagua Seated 11/18</b>	SN	X													

COMMITTEE MEMBER	CENTER	11/18	12/16		1/20	2/17 **	3/17	4/21 *	5/19	6/16	7/21 *	8/18	9/15	10/20	11/17
<b>Todd Woods</b> Seated 5/20; reseated	SP	X													
Vacant Seated	V														
<b>Rafaela Casillas</b> Seated 11/18	WG	X													
Vacant	FPR														
<b>Lenda Wheeler</b> Seated 11/18	GPR	X													
<b>Kenny Williams</b> Seated 6/17	MAACC	E													
<b>Jasmine Jamison</b> Seated 11/18	OGC	X													
<b>Kenneth Tate</b> Seated 11/18	PPR	X													
Vacant Seated	PPR														

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

1. First, call your Alternate(s) to see if they can attend in your place;
2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 263-4082; and
3. Third, please call the PAC Chair, Ms. Jasmine Jamison, at 220-8736, or the Clerk of the Boards, Ms. Nancy Hogan, at 263-3827.

**\*\* Ethics training with Policy Council**

**# Special meeting**

**PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE**  
**PROGRAM YEAR 2014-2015**  
(Continued)

**Head Start Center Abbreviations**

<b>AG I</b>	Alder Grove Early Learning Ctr.	<b>K:</b>	Kennedy Estates
<b>AG II:</b>	Alder Grove Infant/Toddler	<b>LVS:</b>	LaVerne Stewart
<b>AP:</b>	Auberry Park	<b>MV</b>	Marina Vista Early Learning Center
<b>BC:</b>	Bannon Creek	<b>M:</b>	Mather
<b>BB:</b>	Bright Beginnings	<b>MCBB</b>	Marie Cleveland's Bright Beginnings
<b>CR:</b>	Crossroad Gardens	<b>NJ:</b>	Norma Johnson
<b>EHS:</b>	Early Head Start	<b>NA:</b>	North Avenue
<b>EL:</b>	Elkhorn	<b>NC:</b>	Nedra Court
<b>FP:</b>	Freedom Park	<b>NA</b>	North Avenue
<b>FT:</b>	Fruitridge	<b>NV:</b>	Northview
<b>G:</b>	Galt	<b>PA:</b>	Parker Avenue
<b>GH:</b>	Grizzly Hollow	<b>PP:</b>	Phoenix Park
<b>H:</b>	Hillsdale	<b>SF:</b>	Solid Foundation
<b>HB:</b>	Home Based	<b>SN:</b>	Sharon Neese
<b>HP:</b>	Hopkins Park	<b>SP:</b>	Strizek Park
<b>IC:</b>	Illa Collin	<b>V:</b>	Vineland
<b>JC:</b>	Job Corps	<b>WG:</b>	Walnut Grove

**Representative Abbreviations**

<b>FPR:</b>	Foster Parent Representative
<b>GPR:</b>	Grandparent Representative
<b>MAACC:</b>	Men's Activities Affecting Children Committee
<b>OGC:</b>	Out Going Chair
<b>PPR:</b>	Past Parent Representative

**Attendance Record Abbreviations**

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

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 18, 2014 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the November 18, 2014 PAC meeting.

RECOMMENDATION:

Approve the minutes of the November 18, 2014 PAC meeting.

**NOTES:**

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

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



**REGULAR MEETING OF THE  
HEAD START PARENT ADVISORY COMMITTEE**  
*(Minutes reflect the actual progress of the meeting.)*

SETA Board Room  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Tuesday, November 18, 2014  
9:00 a.m.

**I. Call to Order/Roll Call/Review of Board Member Attendance**

Ms. Jasmine Jamison called the meeting to order at 9:04 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Jamison called the roll.

**Members Present:**

Kenneth Tate  
Sabrina Rasmussen  
Todd Woods  
Jasmine Jamison  
LaTasha Windham  
Lenda Wheeler (seated at 9:13 a.m.)

**Member Absent:**

Kenny Williams (excused)  
Colleen Fietzek (excused)  
Joyce Turner (excused)

Ms. Jamison asked Mr. Kenneth Tate to serve as Parliamentarian and Ms. Sabrina Rasmussen as Secretary.

**II. Consent** (2013-2014 Parent Advisory Committee)

**A. Approval of Minutes for PAC Regular Meeting October 21, 2014**

Minutes were reviewed; no questions or corrections.

Moved/Windham, second/Woods, to approve the October 21, 2014 minutes.

Show of hands vote:

Aye: 4 (Rasmussen, Tate, Windham, Woods)

Nay: 0

Abstentions: 1 (Jamison)

**III. Action Items** (2013-2014 Parent Advisory Committee)

**A. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Second Reading and Approval of the Modifications to the Bylaws of the SETA Operated Head Start/Early Head Start Parent Advisory Committee

Ms. Jamison reviewed the board item. There was no additional public testimony.

Moved/Tate, second/Rasmussen, to close the public hearing and approve modifications to the bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee.

Show of hands vote:  
Aye: 4 (Rasmussen, Tate, Windham, Woods)  
Nay: 0  
Abstentions: 1 (Jamison)

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

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

- Parent/Staff Recognitions: Ms. Jamison presented plaques to Mr. Kenneth Tate and Mr. Todd Woods.
- Introduction to Toastmasters Report(s): Mr. Tate provided a report on the Toastmasters training by Ms. Jackie Bates. The first training was November 14. Mr. Tate urged all board members to consider participating in this training.

Ms. Lenda Wheeler was seated at 9:13 a.m.

Ms. Jamison reviewed the Toastmasters training available to all board members. Board members will be taught methods to improve public speaking. It is also a great confidence builder!

- Committee Reports:
  - ✓ Executive Committee: Ms. Jamison reviewed the critique of the last meeting.
  - ✓ Budget/Planning Committee: Ms. Windham provided a report. Ms. D'et Patterson does a great job informing board members in these meetings.
  - ✓ Parent Ambassador Committee Report: The upcoming meetings have been canceled.
- Seating of New Parent Advisory Committee Representatives (2014-2015): Ms. Jamison will relinquish the Past Parent Representative position and serve as Outgoing Chair. The following new board members were seated:

Vanessa Diego, Bannon Creek Head Start  
Amanda Self, Early Head Start Home Base  
Itza Martin, Crossroad Gardens Head Start  
Deanna Yee, Elkhorn Head Start  
Destini Shepherd, Freedom Park  
Enrique Esparza, Galt Head Start  
Eliana Mendoza, Grizzly Hollow  
Maria Sutton, Hillsdale Head Start  
Susana Hernandez, Nedra Court  
Dawnna Paniagua, Sharon Neese Early Learning Center  
Rafaela Casillas, Walnut Grove Head Start  
Lenda Wheeler, Grandparent Rep.  
Kenneth Tate, Past Parent Representative  
Jasmine Jamison, Outgoing Chair

New Members to be seated but not present:  
Lucia Charboneau, Home Base (unexcused)  
Alofalusi Baty, Job Corps Head Start (excused)

Natalie Craig, Northview Head Start (unexcused)

Ms. Jamison announced that Ms. Sabrina Rasmussen, Mr. Todd Woods, Ms. Joyce Turner, and Mr. Kenny Williams will continue to hold their seats until they are re-elected or replaced.

- Introduction of PAC Representatives (2014-2015): Board members introduced themselves
- Introduction of SETA Head Start Staff: Staff introduced themselves.
- How to Make and Present Motions – Ms. Jamison reviewed the process by which board members make motions.
- Fiscal Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson: Ms. Patterson reviewed expenditures through October 31. Funding is divided into four areas: Head Start Basic, Early Head Start Basic, Head Start Training/Technical Assistance (T/TA) and EHS T/TA. SETA is the Head Start grantee for Sacramento County. Services are provided by SETA and five delegate agencies. Funds cannot be rolled over from one year to the next; all funds must be expended each fiscal year. The non-federal share is volunteering. The Head Start funds come from the federal government, and the grantee is required to have a 25% non-federal match in the form of volunteering in the classrooms. The administrative expenditures are currently at 11.3% which is much less than the 15% maximum.
- Board Procedures
  - ✓ Reimbursements and Budget/Planning – Ms. D’et Patterson reviewed the reimbursement policy and how the reimbursements are paid out. The Budget/Planning Committee meets at 1:00 p.m. the second Tuesday of each month to review the budget and monthly expenditures.
  - ✓ Personnel – Ms. Bonnie Bilger reviewed the process by which parents can be involved in the hiring of Head Start staff including teaching staff that work in the Head Start classrooms. This can be a very educational opportunity to get a ‘behind the scenes’ look at the hiring process. Time spent on personnel activities is reimbursable for mileage and child care.
  - ✓ Conflict of Interest – Ms. Nancy Hogan reviewed the agency’s conflict of interest code; all board members are required to file during their tenure on the board.
- Officer Elections – December 16, 2014: Ms. Jamison urged those considering running for an officer position to review the bylaws to learn of the officer responsibilities.

### III. **Action Items** (2014-2015 Parent Advisory Committee)

#### B. Election of SETA-Operated Representatives and Alternates to the Policy Council

Moved/Tate, second/Self, to elect SETA representatives and alternates

Show of hands vote:

Aye: 15 (Casillas, Diego, Esparza, Hernandez, Mendoza, Martin, Paniagua, Rasmussen, Self, Shepherd, Sutton, Tate, Wheeler, Woods, Yee)

Nay: 0

Abstentions: 1 (Jamison)

Speaker before the board:

Mr. Tyray Reid asked if he could be on the PC since he is his wife's alternate. Ms. Desha replied that he cannot hold a Board position as an alternate. He would become a PAC Representative if his wife resigned or was removed from the board. However, Mr. Reid was urged to consider participating in the MAACC.

Those interested in serving on the PC: Dawnna Paniagua, Itza Martin, Susana Hernandez, Destini Shepherd

Aye: 15 (Casillas, Diego, Esparza, Hernandez, Mendoza, Martin, Paniagua, Rasmussen, Self, Shepherd, Sutton, Tate, Wheeler, Woods, Yee)

Nay: 0

Abstentions: 1 (Jamison)

Another board item will be placed on the December agenda to fill the two remaining SOP board slots.

#### **IV. Information Items (continued)**

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

- PC/PAC Calendar of Events – Ms. Jamison reviewed the calendar of events.
- Community Resources: Information from the Sacramento Food Bank and Family Services was distributed.
- Child Care Center Food Menu: Ms. Brenda Campos stated that Family Services Workers can provide a copy of the menu.

##### **B. Governing Board Minutes of October 2, 2014: No questions.**

##### **C. Region IX Scholarship Opportunities – Ms. Jamison reviewed the scholarship information.**

#### **V. Other Reports**

- Chair's Report – No report.
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee asked PAC members to plan to attend a 'meet and greet' scheduled for Wednesday, December 10, 9:00 – 10:30 a.m. This will be a great way for parents and family services workers to get to know each other. Ms. Lee stated that the federal government comes out to review the program every three years. SETA/Head Start received our final report in July; there were some concerns and corrective action noted. These issues will be completely resolved by next month.
- Managers' Reports

- Program Support Services Report: Ms. Brenda Campos reviewed the Food Services Operations monthly report. This report is provided monthly. There are four kitchens in the county that provides meals for all SOP centers.
- Parent/Family Support Report: Ms. Lisa Carr spoke of the importance of full enrollment and regular attendance of all Head Start children.
- Child Development and Education Services Report: No report.

Ms. Yee and Ms. Mendoza were excused at 11:23 a.m.

**VI. Center:** No reports.

**VII. Discussion:** No comments.

**VIII. Public Participation**

Ms. LaTasha Windham, past PAC and PC Chair.

The next Toastmasters class will be announced.

**IX. Adjournment:** The meeting was adjourned at 11:30 a.m.

## ITEM III-A – ACTION

### ELECTION OF PARENT ADVISORY COMMITTEE OFFICERS 2014-2015

#### BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for Program Year 2014-2015. 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 2B: All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS, Home Base Option.

#### **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.

ITEM III-A – ACTION (continued)  
Page 2

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

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

ELECTION OF SETA-OPERATED REPRESENTATIVES AND  
ALTERNATES TO THE POLICY COUNCIL

BACKGROUND:

This agenda item provides an opportunity for the PAC to elect SETA-Operated Representatives and Alternates to the Sacramento County Head Start Policy Council (PC). Bylaws provide six SOP slots on the Policy Council; three were elected at the November 18 meeting which leaves three slots yet to be filled.

The duties of Representatives include:

- ✓ Attend monthly Policy Council meetings held at the SETA Boardroom on the fourth Tuesday of each month at 9:00 a.m.
- ✓ Attend Committee meetings as needed
- ✓ Report to the PAC members information received and decisions made by the Policy Council

PC Bylaws referenced – Article III – Membership, Section 2A: Parent Representatives: The above parent representatives must be a parent of a child/children currently enrolled in the Head Start/Early Head Start program.

RECOMMENDATION:

That the Parent Advisory Committee elect three Representatives and three Alternates.

NOTES:

Representative nominated:

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

Alternates nominated:

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

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

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



ITEM III-C – 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 three (3) Representatives and three (3) Alternates to attend the Annual California Head Start Association (CHSA) Parent Training Conference, Monday-Tuesday, February 2 & 3, 2015, Los Angeles Airport Marriott, 5855 West Century Blvd., Los Angeles, CA 90045.

Please see attached Conference Attendance Guidelines and conference information.

RECOMMENDATION:

That the Parent Advisory Committee elect three (3) Representatives and three (3) Alternates to attend the Annual California Head Start Association (CHSA) Parent Training Conference.

NOTES:

Representatives elected:

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

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 - 2015 Annual Conference

**Theme: 50 Years of Opportunity**

---

The California Head Start Association invites you to join us in Los Angeles, CA **February 2-6** houses our Parent & Family Engagement Conference, Education Conference, Research Institute as the Awards Dinner and Public Policy Breakfast. Every year CHSA gathers professionals from across the state to attend our Annual Conference. The conference provides innovative training, wonderful professional development, and a forum for exploring best practices from across the state. These training opportunities allow professionals to share their approaches to materials in their respective areas.

**50 YEARS of OPPORTUNITY** -- For fifty years Head Start has been the premier model for providing opportunity for success in school and in life. Since the summer of 1965, more than 31 million children have benefited from Head Start's comprehensive services. Head Start has also served as a laboratory for innovation, discovery, and research in the field of child development. Please join us in celebrating this important milestone for Head Start.

### Event Details

---

#### **Parent and Family Engagement Conference –February 2 & 3**

CHSA's Parent and Family Engagement Conference provides trainings for Head Start parents and staff who support parents. It will include the latest on the Family Engagement Framework, as developed by the OHS' National Center on Parent, Family and Community Engagement. Additional workshops for both parents and family service staff will center on communication skills, parenting techniques, child development and more.

Audience: HS/EHS Parents & Policy Council Members, FSWs, Family Engagement Staff/Advocates.

#### **Edward Zigler Research Institute – February 3**

Research Institute Theme: Understanding Toxic Stress and Strategies for Responding.

Toxic stress occurs when a child experiences strong, frequent, and/or prolonged adversity, without adequate protective factors. Research is revealing ways that this disrupts the development of brain architecture and other organ systems which is also revealing caregiver and family engagement strategies to help buffer this stress and ameliorate its effects. Learn the dynamics of toxic stress in young children and ways that Head Start can help intervene and support. *The Institute is co-sponsored by CHSA, RIXHSA, and NHSA.*

#### **Education Conference – February 4-6**

CHSA's Education Conference advances the knowledge and skills of those involved in the education of young children. The event imparts developmentally appropriate practices, teaches critical new skills, broadens awareness of educational resources. **New for 2015:** the National Center for Quality Teaching and Learning will host the Manager Training Institute.

Audience: Teachers, site managers, home based supervisors, child development and education managers and program directors for both HS and EHS.

### **Public Policy Breakfast – February 4**

In 2015, CHSA will be introducing its very first state legislative bill, to create a birth to five license for child development centers. Come learn about this proposal and also catch up on other state and federal proposals affecting early childhood programs, in the ever changing political landscape.

### **Awards Dinner - February 5**

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 2015 we have swapped the usual luncheon time slot for an evening program from 6:30-8:30pm. This is an event you won't want to miss!



### **Travel Details**

---

#### **Event Location - Los Angeles Airport Marriott**

5855 West Century Blvd. Los Angeles, CA 90045

Ph: 310-641-5700

Room Rate: Single/Double - \$139

Deadline: January 12, 2015

Online Reservations: 800.344.2626 | Click here to: [Book your Room Reservation](#)

Self-Parking: \$20

Airport Shuttle: Free from LAX (The shuttle picks up every 40 minutes from the designated hotel)

#### **Planner**

[California Head Start Association](#)

# California Head Start Association - 2015 Annual Conference

## Preliminary Agenda - 5-Day Snapshot

Please check back regularly for updates and changes.

<i>February 2, Monday</i> Parent & Family Engagement Conference - Day 1	<i>February 3, Tuesday</i> Parent & Family Engagement Conference - Day 2 Research Institute	<i>February 4, Wednesday</i> Education Conference - Day 1 Public Policy Breakfast	<i>February 5, Thursday</i> Education Conference - Day 2 Awards Dinner
Registration 7:30-4:00 (TBD)  Opening Session Breakfast(provided) 7:30-9:00am (local entertainment 8:00-9:00am) Keynote : Tom Grayson 9:00-10:15am (TBD)  Community Resource Tables (TBD) 8:00-3:30pm  Workshops 10:30- 12:00pm  Lunch Break (On Your Own) 12:00 – 1:15pm  Workshops 1:30-3:00pm  Workshops 3:15-4:45pm  PFE Reception 5:00 – 6:30pm (TBD)	Health Activity: 6:30am  Breakfast (On Your Own)  Registration 7:30- 3:00pm Advocacy Area 8:30- 12:30 (TBD)  Workshops 9:00 – 10:30am  Workshops 10:45 – 12:15pm  Lunch (Provided) 12:00 – 12:45pm  Closing Session Keynote: National Center on Health 12:45-2:00 (TBD)  7:30am – 3:30pm Research Institute Featured Researcher:  *CHSA V.I.P. President's Reception 7:00 -9:00pm. Special	Registration 7:30-4:00 (TBD)  8:00am- 9:30am Public Policy Breakfast Keynotes: (TBD)  Opening Session (local entertainment 9:00-10:00am) Keynote: National Center on Health 10:00- 11:30am Location: TBD  Exhibit Pavilion 11:30am- 4:00pm Coffee Provided – 8:00- 9:30am (TBD)  Advocacy Area 8:00- 3:30pm (TBD)  Lunch Break (on your own) Exhibit Pavilion Open 11:30 -1:30pm  Workshops 1:30 – 3:00pm	Health Activity: 6:30am  Registration 7:30-3:00 (TBD)  Exhibit Pavilion 7:30am - 2:30pm Breakfast (provided) 7:30-9:00am (TBD)  Workshops 8:30 – 10:00am  Workshops 10:15 – 11:45pm  Lunch Break (On Your Own) CHSA 2016 Event Raffle Exhibit Pavilion Open 12:00 – 2:00pm (TBD)  Workshops 2:00 – 3:30pm  Workshops 3:45– 5:15pm  Awards Dinner 6:30-

## California Head Start Association - 2015 Annual Conference

### Los Angeles Airport Marriott Hotel

---



The Los Angeles Airport Marriott Hotel is one of our sophisticated LAX hotel boasting a resort style social events or a relaxing day in the sun. Guests enjoy excellent dining options at any of our four on-site favorites and American cuisine or grab a signature

Located just two blocks from LAX, the hotel boasts services and offers convenient access to the city's nightlife as well as corporate offices, golf and spa stops at the hotel every thirty minutes to transport to Beach for shopping or beach going. A perfect corporate services, our LAX airport hotel will surprise you a

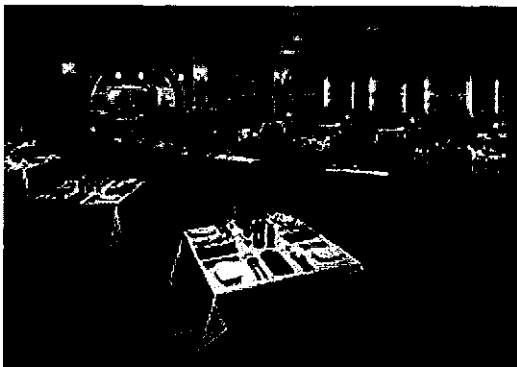
Los Angeles Airport Marriott  
5855 West Century Blvd. Los Angeles, CA 90045  
Ph: 310-641-5700  
Room Rate: Single/Double - \$139  
Deadline: January 12, 2015  
Online Reservations: [Reservations](#)

Self-Parking: \$20

Airport Shuttle: Free from LAX (The shuttle picks up every 40 minutes from the designated hotel shuttle area)

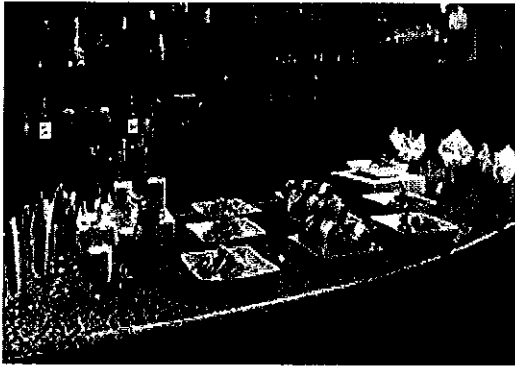
### Onsite Dining Options

---



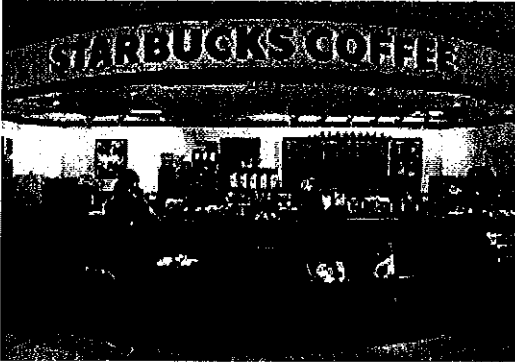
#### **JW's Steakhouse**

Our steakhouse features premium steaks, fresh seafood, and an award-winning kitchen where the menu dazzles both locals and guests alike.



**Latitude 33**

Discover the comfort of old favorites and seasonal California dishes.



**Starbucks®**

Jump start your day with specialty coffees, variety of pastries, and more.



**Champions Sports Bar**

Champions Sports Bar providing excellent food and a great mix of drinks and spirits. Features 35 large flat screen HD TV's provide a great blend of great music in the evening.

[CLICK HERE FOR MORE DETAILS ABOUT EACH RESTAURANT](#)

**Manhattan Beach Shuttle**

---

**MANHATTAN BEACH SHUTTLE –OCEAN EXPRESS**

Ocean Express is a private shuttle service for hotel guests and tenants in the LAX area. It is not public transit but offers the great amenities in the surrounding area, including shopping, dining and, of course, the beach. Purchase a ticket, hop aboard and relax as we take you to some of the best restaurants, shops and beaches Southern California has to offer.

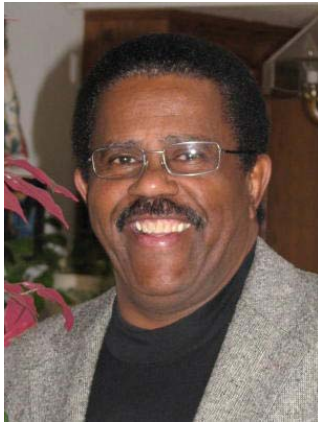
PLEASE NOTE – SPECIAL WINTER SCHEDULE DURING OUR EVENT The shuttle will continue to start at 9:00am and end at 8:00pm. The last scheduled pick-up for stop #7, Downtown Manhattan Beach will be 8:30pm, at stop #8, Manhattan Beach at 8:40pm and stop #9, Plaza El Segundo at 8:45pm.

## California Head Start Association - 2015 Annual Conference

### Keynote Speakers

#### Opening Keynote Parent and Family Engagement Conference Monday, February 2 – 9:15-10:15am

##### Tom Grayson



[Tom Grayson's Bio](#)



##### Keynote Topic:

Mr. Grayson will inspire and inform attendees; using down to earth examples of the effects that toxic parenting can have on children and the family, and the philosophy of the Broken Heart of Men and Women. He will describe the importance of positive and effective communication skills between parents, and communication between parents to their child. Tom will speak to the importance of positive parenting and co-parenting that will encourage and support the development of children birth – 5 years of age and the social and emotional influence that parents have on their children. You will be empowered and gain inspiration to become a more nurturing and effective parent and teacher to your children and each-other.

#### Closing Keynote Parent and Family Engagement Conference Tuesday, February 3 – 1:00-2:00pm AND Opening Keynote Education Conference Wednesday, February 4-10:30-11:30am

**Rob Corso, Research Assistant Professor, Vanderbilt University**  
**Neal Horen, Director, ECE Division Georgetown University Center**



##### Speaking Topic: Self Care Practices in the Head Start World

When our own resources are low and our stress level is too high, it's hard to have patience and support for others. This session will help you consider both your own stress levels and how to design a wellness program for your entire staff..

Topics covered will include: • Assessing one's own wellness, Identifying stressors and stress responses • Supporting healthy habits for staff • Conversations to help deal with stress and change • Developing a program plan for ongoing staff wellness





[Rob Corso's Bio](#)

[Neal Horen's Bio](#)



**Closing Keynote Education Conference**  
Friday, February 6 – 8:30-9:30am

**Kimberly Johnson**



[Kimberly Johnson's Bio](#)



**Keynote Topic: How To Stay D.R.I.V.E.N. – Charting a BOLDER Course**

Have you ever felt like throwing in the towel and saying “That’s it – I’m done!!”? Well, Children’s Author and Motivational Speaker, Kimberly P. Johnson will take that thought right out of your mind!! She will have you on your feet and celebrating your profession. After this keynote, you’ll be ready to inspire everyone you meet. Her passion for education and motivating young minds will grab your attention and rejuvenate your spirit. Her humor and knowledge will encourage you to give your BEST, even when you don’t feel like it. If you need a reminder of why you do what you do, don’t miss this keynote presentation!! Kimberly will give you strategies on how to continue moving forward in your profession and loving it along the way!! You’re guaranteed to leave laughing, inspired and feeling the “passion” for education!!

## California Head Start Association - 2015 Annual Conference

**WE ARE EXCITED TO HAVE FIVE OFFICE OF HEAD START NATIONAL CENTERS REPRESENTED AT OUR CONFERENCE.**



Quality Teaching and Learning

Early Head Start Resource Center

Cultural and Linguistic Responsiveness

Parent, Family and Community Engagement

Health

### National Center Three Hour Workshops

[Workshop Descriptions](#)

- Measuring What Matters in Family Engagement
- Understanding the Impact of Maternal Depression on Infants and Toddlers
- Using CLASS to Support Quality Classrooms
- Taking an In-Depth look at CLASS Data to Support Professional Data and coaching
- Supervising and Supporting Quality HB Programs
- Every day, Every child, Every moment - Activities to Increase Use of High Quality Teaching Strategies.
- Instructional Supports for Infants and Toddlers: It's Called Responsive Caregiving
- Collecting Quality Infant and Toddler Data for Program Improvement
- Connecting Our World Through Languages
- Supporting Home Language for Infants and Toddlers

#### Parent and Family Engagement Conference Workshops

##### Parent and Family Engagement Conference Workshops Samples

- Implementing a Successful Parent Ambassador Program to meet the needs of your community
- How Culture Impacts Family Violence and Child Protective Services Response
- Home to School Connection: Linking DRDP to Family Partnership Goals
- Male Involvement Programs: Fathers as Partners in the Education of Children using STEM Principles
- Communicating with Skill and Heart: How to Effectively Communicate with Your Child's Teacher

[CLICK HERE FOR A CURRENT LIST OF WORKSHOP OFFERINGS](#)

Specific dates/times and additional workshops will be added soon.

#### Education Conference Workshops

##### Education Conference Workshop Samples

- Child Abuse Reporting Law: Recognition, Assessment, and Reporting: A Child Welfare Response
- How to Ensure Home Visitor Safety in an Unpredictable Environment
- It's All About the Children: Using Children's Interests and Data Sources to Individualize the Curriculum to Maximize Learning & Outcomes
- Building the Capacity of Instructional Leaders: A Pathway to ECE Quality
- Ready to Teach from the Start: Supporting Novice Teachers for Success
- Home to school connection: linking DRDP to family partnership goals
- Science, Technology, Engineering, Art, and Math (STEAM) education and young learners... it is not too early!

[CLICK HERE FOR A CURRENT LIST OF WORKSHOP OFFERING](#)

Specific dates/times and additional workshops will be added soon.

#### NEW 2015 – NCQTL Education Managers Institute

NEW 2015 – NCQTL Education Managers Institute

February 5 & 6

*Monica Adrian, Behavior Support Specialist, Merced County Office of Education*

### **Opening Doors and Closing the Opportunity Gap**

Merced County Office of Education's Abriendo Puertas Program and Head Start/Early Head Start have a strong partnership that helps to build relationships with the elementary schools, recruit parents, and helps build the bridge between the early childhood years and elementary years.

Latino families in Merced County with young children have been participating in the Abriendo Puertas in Merced County program. Many of the families participating are of Mexican heritage, are low income, have low literacy levels, low education levels, and primarily speak Spanish.

*Ramona Araiza, Program Governance/Management Systems Manager, MAAC Child Development Program*

### **Implementing a Successful Parent Ambassador Program to meet the needs of your community**

This workshop will provide participants with an overview of how a Parent Ambassador program supports the Family Engagement Outcomes, specifically Families as Advocates and Leaders. Participation in a Parent Ambassador program reaches beyond Policy Council and Parent Center Committees. The workshop will provide guidance and tools for programs to develop their own Parent Ambassador Program. Participants will receive a list of recommended trainings parents will need to be successful and to be able assist in training parents at the local centers, to participate in advocacy and recruitment efforts in the community.

*Magda Bedros, Comprehensive Services Manager, Contra Costa County*

### **Using the Home As Learning environment**

Learn to use everyday routine activity as learning opportunity for your child. Learn how to teach your child during cooking, diapering, napping, shopping, washing, walking, driving, and playing. learn how to use homemade games and materials to prepare your child for school.

*Dr. Nicoline Ambe, Dr., Speaker Nicoline Ambe International*

### **7 Steps To Raising A High Achiever**

For almost all children who get good grades in school, their parents played a crucial role in helping them succeed. From a very early age, their parents imbued them with a love for learning. They set high academic goals for their children, and held them to those goals. They encouraged their children to focus on school and to see school as an important part of their future success. The parents impressed the lessons of responsibility on their children, and as a result, their children raised their grades and positioned themselves for a successful future in college, career and life. This presentation will give parents step-by-step strategies that they can immediately implement at home to help their children succeed in school.

*Luiza Balyan-Rodriguez, Operations Manager, Pacific Clinics Head Start/Early Head Start*

### **Parent Driven Family Engagement**

This workshop will introduce a fresh and new approach to Family Development. The approach is relationship driven and utilizes a strength based approach to working with families. Learn about tools that your staff can use to help families assess their needs, strengths, and develop goals. Help your teaching and family service staff work in partnership with each family to achieve their child goals as well as family goals. We will also cover how this process aligns to the PFCE Framework.

*Ronald Burke, Children's Services Administrator, LA County DCFS*

### **How Culture Impacts Family Violence and Child Protective Services Response**

This workshop will explore cultural issues that may have an impact on domestic violence, violence towards children, including GLBT youth, and teen dating. The workshop will also explore how cultural issues impact the reporting and non-reporting of suspected child abuse and neglect, and how Child Protective Services (CPS) responds to allegations involving domestic violence.

*Shalek Chappill-Nichols, Master Teacher/ Activity Developer,  
R.A.F.T*

### **Setting the tone for effective discipline**

Setting the tone for effective discipline is a positive discipline workshop. This workshop will use different hands-on activities that can be used to promote effective social and emotional learning environment in the home. We will explore the major social emotional skills (confidence, develop relationships, concentration and persistence, effectively communicate emotions, be attentive, solve a social problems, and self-regulation) using literacy, math, science, and art activities. Also, parents will have the opportunity to learn ways to have a meaningful relationship that will promote a positive environment to create a successful learning.

*Alan-Michael Graves, Director, Project Fatherhood, Children's  
Institute, Inc.*

### **Taking Fatherhood work to the next level**

This workshop introduces participants to Project Fatherhood: an innovative, evidence-informed program to engage fathers in the lives of their children. It is based on the premise that men who become fathers love their children, but often lack the ability and the resources to overcome barriers to connect with their kids. Unresolved trauma, losses in their own lives, lack of positive role models, and complications in relationships with the mothers of their children, create barriers to effective engagement.

*Tom Grayson, Executive Director, Golden Sierra Life Skills*

### **Male Involvement Programs: Fathers as Partners in the Education of Children**

In this workshop Mr. Grayson will use wit and humor to show participants how to use the Male Ambassador Program to encourage, support, and involve father/father figures in the lives of their children who are involved in the Head Start Program, using STEM educational concepts to support learning. This workshop will help attendees learn how the Male Ambassador Program can help support fathers as they become valuable partners in supporting their child's education, and show how fathers using simple everyday items and activities can foster a child's overall development, and a love of learning and discovery that will help them prepare for future success.

*Jerry Endres, Project Director, Matrix Outcomes Model*

### **Why Families are Having Positive Outcomes.**

This workshop will demonstrate the Family Development Matrix assessment and case management for family support across California utilizing the Family Strengthening Protective factors and Pathway to Prevent Child Abuse and Neglect intervention practices.

A presentation of the core outcome measures to identify family strengths and issues, the integration of interventions and practices from both national research and local practices, a family empowerment plan for setting families directed goals/actions and reporting for effectiveness through a case management process.

*Tom Grayson, Executive Director, Golden Sierra Life Skills*

### **Male Involvement Programs: Fathers as Partners in the Education of Children using STEM Principles**

Tom Grayson uses wit, and humor to engage all workshop participants, staff and parents, in hands on activities that will help them gain better understanding of the importance of the role that father/father figures play in encouraging children in the areas of science, technology, engineering, and math, and reading. Grayson uses the Male Involvement Ambassador Program to show how fathers in the Head Start systems can be encourage and learn to use every day items and simple activities to reinforce the concepts of the STEM learning system, and the successful *Daddy Read to Me and Daddy in the Picture* programs to engage, and support early literacy and social awareness in their children, 0 - 5 years of age. Fathers who engage in these activities will help to stimulate brain development of their children and encourage a love for learning and self-discovery and prepare them for future learning and educational experiences.

*Carolyn Heyliger-Graham, Sr. Account Executive, ChildPlus  
Software*

### **Family Engagement Outcomes & CLASS, Tracking with ChildPlus.net**

In this session you will learn how to collect data and use reports to improve teacher-child interactions and family goal-oriented relationships.

*Leah Kalish, MA, Trainer/Developer/Consultant, Move with Me Yoga Adventures*

### **Integrate Stories, Yoga, & Self-Regulation Skills for Family Fun & Self-Care**

In this participatory workshop, attendees discover the vitally important developmental benefits of movement and how to integrate more playful yoga and self-care activities into their daily routine and story time to enhance family fun and self-care. We will learn games that build self-awareness and self-control. We explore simple mind-body activities that enhance self-regulation, well-being, receptivity, and ease in learning. We use storybooks for movement/yoga adventures that develop fun fitness and healthy family bonding.

*Karina Loza, Disabilities Consultant, LACOE*

### **Family Violence 101**

Many studies have indicated that domestic violence is a significant problem in the United States. Alarming statistics indicate that at least 1.3 million women were battered by their spouses or significant partners. Additionally, the National Center for Injury Prevention and Control indicated that more than 4.8 million women experience intimate partner violence and rape throughout rural and urban communities in the United States. This workshop will discuss the cycle of violence, cultural variables related to family violence, the effects of trauma on children's development, and an evidence-based prevention program.

*Jennifer Wickliff, Family & Community Services Coordinator, E Center Head Start Programs*

### **Home to School Connection: Linking DRDP to Family Partnership Goals**

In this workshop, participants will gain a greater understanding of the power of data driven decision making to improve outcomes for children and families. By aggregating and analyzing the DRDP data and family partnership school readiness goal data, family services and education staff can collaboratively guide and encourage families to develop intentional family partnership goals and school readiness goals for the child based on the lowest measures. With ongoing monitoring, communication, and analysis of data, participants will gain strategies to strengthen the engagement between teachers, family services staff and parents.

*Debbie Karaman, Burn Prevention Educator, Children's Burn Foundation*

### **Careful, That's Hot!/Cuidado, Esta Caliente!**

This workshop covers common child burns, burn prevention, degrees of burn and burn first aid. The information is valuable for parents, teachers, childcare workers, and home visitors. Each participant receives handouts and safety items, and the program can be brought to individual facilities. Esta taller cubre quemaduras en niños, prevención, grado de quemadura, y primeros auxilios. La información es importante para padres, maestro/as, personas que cuidan para niños, y visitantes de casa. Cada persona recibe información y cosas para prevención, y el programa está disponible a todos lugares en el sur de California.

*Osiel R. Madrigal, Ed.D., Social Services Manager, Santa Ana Unified School District*

### **Guiding Families in Scoring a Goal!**

Unfortunately, many Head Start families live day to day without placing much thought about the future. Thus, understanding the concept of a goal and setting one can be challenging for some. This workshop is designed to assist family service workers in guiding families to establish a goal and helping them achieve it.

*Sheri Marinovich, Early Childhood Education Consultant, Child Care Alliance of Los Angeles*

### **How to Take Care of Yourself and Your Children when Faced with Adversity**

This workshop will provide parents an opportunity to explore their numerous roles and goals while developing a plan they can implement to ensure they set time aside to take care of themselves and nurture their children. Parents will engage in activities that will help them to understand the importance of self care and communicating their needs to others, while maintaining their roles and responsibilities at home and work.

*Sheri Marinovich, Early Childhood Education Consultant, Child Care Alliance of Los Angeles*

### **Making Healthy Changes that Benefit Your Child's Academic Achievement**

This workshop will provide parents with information and skills detailed in the National Early Care & Education Learning Collaboratives: Taking Steps to Healthy Success Program. Participants will learn and understand the direct connection between their Child's Academic Achievement and: Active Play, Breastfeeding, Cutting Down on Screen time, Drinking Milk and Water, and Eating Healthy Foods. Through hands on activities and demonstrations participants will leave the workshop with activities that can be immediately implemented at home and school.

*Pamela Pritchard, Assistant Director, Community Action Partnership of Kern*

### **Sharing Data and Child Outcomes**

All families want to know how their child is doing in school and how parents can help. Data is a powerful tool for partnering with parents; assessment data helps programs understand children's learning and development. This workshop will examine positive strategies in which staff can present data to parents in a meaningful and constructive way. Let's explore communication styles and ways to avoid parent-teacher conference pitfalls.

*Anna Reyner, Director of Training, Discount School Supply*

### **Renew Your Passion! Replenish your Energy, Creativity and Zest for Life**

Renew your sense of purpose and reduce stress in this relaxing, hands-on art workshop. This safe, nurturing and creative environment will put you back in touch with your passion for work and life. Leave the high-tech world behind and engage in a high-touch, collaborative art experience that will energize and surprise you. Learn simple art therapy techniques for relaxation and self-discovery. Take time to practice these techniques on your own, then engage in creative art collaborations in small groups. No artistic experience necessary!

*April Morris, Partner, CCR Analytics*

### **Exploring the Link between Child Outcomes and Family Outcomes**

Do you want to connect the data you collect on your children with the data you collect on your families? Join CCR Analytics to explore a case study of a Head Start program linking child assessment data with family outcomes data. We will review a framework for doing integrated child and family data analysis, present the insights derived from the integrated analysis, and discuss how to use the data to guide program choices. This workshop will be lively and interactive. Come prepared to engage.

*Anna Reyner, Director of Training, Discount School Supply*

### **Energy Booster**

Renew your passion in this energizing hands-on art workshop that will boost your energy and raise your spirits. Relax, unwind and experience the power of creativity as a form of self renewal and self care. Reduce burnout and improve peer communication. Engage in small group collaborations as well as individual art exercises that will put you in touch with the power of your own creativity. Absolutely no artistic "talent" required and a good time for all is guaranteed.

*Leora Riley, Child/Youth Educational Consultant, LKR Educational Consulting*

### **Family Literacy Fun!**

It's all about having fun while learning! This presentation will focus on the students and their families being the stars at a fun-filled, educational, hands-on literacy event that use books, interactive games and music to present educational concepts in a great way that the whole family will like. This workshop will focus on the ease of planning and implementing a family literacy event that actually gets parents involved. In addition, demonstrating creative ways to involve parents with supporting and enhancing their children's literacy and language arts skills.

*Wesley Samms, Outreach & Enrollment Coordinator, California Coverage & Health Initiatives (CCHI)*

### **Health Care Reform: Connecting Kids and Families to Coverage | La Ley del Cuidado de Salud: Conectando a niños y familias a un seguro médico.**

With the implementation of the Affordable Care Act, millions of uninsured children, parents, and others are eligible to enroll in new health coverage programs. Head Start sites are the perfect avenues to inform individuals about health coverage options and connect them to coverage. This presentation will describe the ALL IN Campaign a health coverage outreach campaign and CCHI's local efforts in the community, focused on equipping Head Start programs, schools, and child care with the tools they need to: 1) inform families about health care programs available through Covered California, Medi-Cal, as well as other opportunities for coverage and care; and 2) connect children, parents, and uninsured employees to coverage. This presentation will provide an overview of health coverage options available through ACA, describe tools and resources available to Head Start providers through the ALL IN Campaign and CCHI, and provide tips for how Head Start providers can connect families to health coverage. Finally, this presentation will provide participants an opportunity to ask questions and learn how they can join ALL IN and CCHI's efforts and make a healthy difference for their own Head Start sites.

--

*Tena Sloan, LMFT, Early Childhood Specialist, Tena Sloan Training and Consulting*

### **Building Strong Alliance with Difficult to Engage Parents**

When a child enters a Head Start classroom, their parents and program staff become significant contributors to that child's development, learning and overall well-being. Not all parents come ready to partner and the reason for this difficulty often is confusing and frustrating. This presentation will offer ideas for understanding the underlining common reasons for the conflicts and practical, easily-to-implement strategies to turn around these relationships.

*Jennifer Wickliff, Family & Community Services Coordinator, E Center Head Start Programs*

### **Parents as Partners in School Readiness**

Following the Head Start philosophy that parents are the first, most important teachers of their children, participants will learn about concrete, strength based practices that all families need for school readiness and positive child outcomes beyond the third grade. Participants will discuss the importance and the roles that parents, education and family services staff have in this process. Participants will practice using hands on tools and resources that both parents and staff can use to support the child and family for success in the classroom and in the home. Join us for a fun, interactive experience to strengthen skills as partners in lifelong learning.

*Christine Slaymaker, Family Services Manager, CAP/Head Start*

### **Using the Family Engagement Outcomes for Success**

The 7 Family Engagement Outcomes are a concise and relatable tool to build relationship and understanding with parents and parent groups. Creating common and individual parent identified goals within the Framework that move the family, child and program forward in ways that can be measured and supported in ongoing Family and Child development, Come learn the Possibilities.

*Betina Steiger, Early Childhood Education Consultant, Child Care Alliance of Los Angeles*

### **Communicating with Skill and Heart: How to Effectively Communicate with Your Child's Teacher**

Communication is the most important ability for a parent when advocating for their child's education. this workshop will review key elements needed to communicate with Skill and Heart through exercises that emphasize clear and respectful communication, effective conflict resolution, and nonverbal skills that can be implemented immediately with your child's Teacher

*Jennifer Wickliff, family and community Services Coordinator, E Center:Head Start Programs*

### **Sensory Integration**

We all have preferences within our senses. Sensory integration refers to how people use the information provided by all the sensations coming from within the body and from the external environment. The brain uses information about sights, sounds, textures, smells, tastes, and movement in an organized way, then a person will behave and responds accordingly. Our senses keep us safe, make us feel comfortable, and in some cases encourage us to seek out or avoid situations without a conscience thought or effort. Through a hands-on approach, this workshop will let participants explore different sensory inputs and adaptations to activities to individualize for children that they can include in their classroom to allow children of all abilities to have success in the classroom and home environment. Get ready to learn how all five senses can be incorporated into daily activities to be inclusive of all children.

## ITEM IV- A – INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

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

- A. Standing Information Items
- PC/PAC Calendar of Events – Ms. Jasmine Jamison
  - Parent/Staff Recognitions – Ms. Jasmine Jamison
  - Community Resources-Parents/Staff – Ms. Jasmine Jamison
  - Child Care Center Menu (attached)
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson

#### NOTES:








## CALENDAR OF EVENTS







<u>EVENT</u>	<u>DATE</u>
PAC Officer Elections	Tuesday, December 16, 2014 9:00 a.m. SETA Board Room
PC/PAC Toastmasters Training	Tuesday, December 16, 2014 11:30 a.m. Shasta Room (lunch provided)
PAC Executive Committee	Wednesday, December 17, 2014 11:00 a.m. Olympus Room
PC Officer Elections	Thursday, December 18, 2014 9:00 a.m. SETA Board Room
PC Executive Committee	Monday, December 22, 2014 10:00 a.m. Redwood Room
PC/PAC New Member Orientation	Friday, January 9, 2015 9:00 a.m. – 1:00 p.m. (Registration at 8:30 a.m.) SETA Board Room
County-wide Officer Training	Friday, January 16, 2015 9:00 a.m. – 12:30 p.m. (Registration at 8:30 a.m.) Redwood Room
PAC/PC Toastmasters Training	Tuesday, January 20, 2015 11:30 a.m. Shasta Room (lunch provided)
PAC Executive Committee	Thursday, January 22, 2015 9:00 – 10:00 a.m. Olympus Room
PC Executive Committee	Thursday, January 27, 2015 9:00 a.m. Olympus Room

SETA Head Start Menu

# December 2014

\*We Serve 1% Lowfat Milk

	Monday	Tuesday	Wednesday	Thursday	Friday		
Week 2	1 Breakfast: Multi Grain Flakes Cereal, Apple, Milk Lunch: Beef BBQ Burger, Whole Wheat Bun, Mixed Vegetables, Cantaloupe, Milk Snack: Strawberry Banana Yogurt, Orange	2 Breakfast: French Toast Sticks, Diced Pear, Milk Lunch: Chicken Drumstick, Macaroni Salad, Sliced Tomato, Apple or Watermelon, Milk Snack: Rice Krispies Cereal, Milk	3 Breakfast: Oatmeal Cereal, Raisins, Pineapple Tidbits, Milk Lunch: Chicken, Rice, Peas & Carrots, Strawberries or Tangerine, Milk Snack: Hummus, Vegetable Stick Melody	4 Breakfast: Crispix Cereal, Banana, Milk Lunch: Turkey Ham on Whole Wheat Croissant, Baby Carrots, Orange, Milk Snack: Nutri Grain Bar, Milk	5 Breakfast: Dreamy Orange Muffin Loaf, Apple, Milk Lunch: Sliced Turkey on Whole Wheat Bread, Sliced Cucumbers, Cantaloupe, Milk Snack: American Cheese Quesadilla		
	8 Breakfast: Kashi Berry Blossoms Cereal, Orange, Milk Lunch: Macaroni & Cheese, Green Peas, Cantaloupe, Milk Snack: Sound Bites Crackers, Milk	9 Breakfast: Waffle Sticks, Applesauce, Milk Lunch: Beef Ravioli, Mini Whole Grain Bun, Spinach Salad, Orange, Milk Snack: Apple Slices, Sun Butter	10 Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Chicken Fajitas, Whole Kernel Corn, Cantaloupe, Milk Snack: Raspberry Yogurt Fruit Cup	11 Breakfast: Whole Wheat Bagel, Banana, Milk Lunch: Sliced Turkey on Whole Wheat Bread, Baby Carrots, Tangerine or Strawberries, Milk Sanck: Cottage Cheese, Pineapple Tidbits	12 Breakfast: Banana Muffin Loaf, Orange, Milk Lunch: Swiss-American Cheese on Whole Wheat Tortilla, Zucchini Sticks, Canned Apricots, Milk Snack: Milk, Strawberry Waffle Crackers		
Week 4	15 Breakfast: Rice Krispies Cereal, Cantaloupe, Milk Lunch: Beef Hamburger, Whole Wheat Bun, Whole Kernel Corn, Orange, Milk Snack: Cheese-It Crackers, Canned Fruit Mix	16 Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk Lunch: Teriyaki Chicken, Brown Rice, Sunomono Salad, Canned Apricots, Milk Snack: Whole Grain Cheerios Cereal, Milk	17 Breakfast: Oatmeal Cereal, Banana, Milk Lunch: Cheese Enchilada and Sauce, Green Salad, Orange, Milk Snack: Nutri Grain Bar, Diced Peaches	18 Breakfast: French Toast Sticks, Canned Apricots, Milk Lunch: Turkey and Cheese Rollup in a Whole Wheat Tortilla, Cole Slaw Salad, Diced Mango, Milk Snack: Strawberry Yogurt, Banana	19 Breakfast: Blueberry Muffin Loaf, Apple, Milk Lunch: Tuna Salad, Wheat Thins Crackers, Baby Carrots, Cantaloupe, Milk Snack: Tropical Treats Crackers, Milk		
	22 Breakfast: Pancakes, Diced Pear, Milk Lunch: Chicken Patty, Whole Wheat Bun, Carrots, Canned Apricots, Milk Snack: Apple Cinnamon Crackers, Diced Mango	23 Breakfast: Whole Grain Mufin, Orange, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Broccoli, Banana, Milk Snack: MJM Cracker, Milk					
							

	lunes	martes	miércoles	jueves	viernes
Semana 2	1 Desayuno: Ojuelas de Cereal Multigrano, Manzana, Leche. Comida: Hamburguesa de Res, Pan de Trigo Integral, Verduras Mixtas, Melón, Leche. Bocadillo: Naranja, Yogur de Fresa y Plátano.	2 Desayuno: Baritas de Pan Francés Tostado, Pera Picada, Leche. Comida: Pierna de Pollo, Ensalada de Macarrón, Rebanada de Jitomate, Manzana o Sandía, Leche. Bocadillo: Cereal Rice Krispies, Leche.	3 Desayuno: Cereal de Avena, Piña Machacada, Pasas, Leche. Comida: Pollo, Arroz Integral, Chicharos y Zanahorias, Fresa o Tanjarina, Leche. Bocadillo: Puré de Garbanzos, Baritas de Verduras.	4 Desayuno: Cereal Crispix, Plátano, Leche. Comida: Rebanada de Jamón de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Naranja, Leche. Bocadillo: Barra Nutri Grain, Leche.	5 Desayuno: Barra de Mollete Dreamy Orange, Manzana, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Rebanadas de Pepino, Melón, Leche. Bocadillo: Quesadilla de Queso Americano.
Semana 3	8 Desayuno: Cereal Kashi Berry Blossoms, Naranja, Leche. Comida: Macarrón con Queso, Ejotes, Melón, Leche. Bocadillo: Galletas Saladas Sound Bites, Leche.	9 Desayuno: Baritas de Waffle, Puré de Manzana, Leche. Comida: Ravioli de Res, Minipan de Grano Integral, Ensalada de Espinacas, Naranja, Leche. Bocadillo: Rebanadas de Manzana, Crema de Semillas de Girasol.	10 Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Fajitas de Pollo, Granos de Elote, Melón, Leche. Bocadillo: Taza de Fruta de Frambuesa y Yogur.	11 Desayuno: Bagel de Trigo Integral, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Fresa o Tanjarina, Leche. Bocadillo: Requesón, Piña Machacada.	12 Desayuno: Barra de Mollete con Plátano, Naranja, Leche. Comida: Queso Suizo-Americano, Tortilla de Trigo, Baritas de Calabacita, Chabacano Enlatado, Leche. Bocadillo: Galletas de Waffle de Fresa, Leche.
Semana 4	15 Desayuno: Cereal Rice Krispies, Melón, Leche. Comida: Hamburguesa de Res, Pan de Trigo Integral, Granos de Elote, Naranja, Leche. Bocadillo: Galletas Saladas Cheese-It, Mezcla de Fruta Enlatada.	16 Desayuno: Bagel de Trigo Integral, Piña Machacada, Leche. Comida: Pollo Teriyaki, Arroz Integral, Ensalada Sunomono, Chabacano Enlatado, Leche. Bocadillo: Cereal Cheerios de Grano Integral, Leche.	17 Desayuno: Cereal de Avena, Plátano, Leche. Comida: Enchilada de Queso con Salsa, Ensalada Verde, Naranja, Leche. Bocadillo: Barra Nutri Grain, Durazno Picado.	18 Desayuno: Baritas de Pan Francés Tostado, Chabacano Enlatado, Leche. Comida: Tortilla de Trigo Integral, Rollo de Pavo y Queso, Ensalada de Col, Mango Picado, Leche. Bocadillo: Yogur de Fresa, Plátano.	19 Desayuno: Barra de Mollete con Arándanos Azules, Manzana, Leche. Comida: Ensalada de Atún, Galletas Saladas Wheat Thins, Zanahorias Tiernas, Melón, Leche. Bocadillo: Galletas Tropical Treats, Leche.
Semana 5	22 Desayuno: Jotqueis (Pancakes), Pera Picada, Leche. Comida: Torta de Pollo, Pan de Trigo Integral, Zanahorias, Chabacano Enlatado, Leche. Bocadillo: Galletas con Manzana y Canela, Mango Picado.	23 Desayuno: Mollete de Grano Integral, Naranja, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Brócoli, Plátano, Leche. Bocadillo: Galletas MJM, Leche.			
					

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 November 6, 2014 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, November 6, 2014  
10:00 a.m.

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

Members Present:

Allen Warren, Chair, Governing Board; Councilmember, City of Sacramento  
Don Nottoli, Vice Chair, Governing Board; Member, Board of Supervisors  
Jimmie Yee, Member, Board of Supervisors

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento  
Sophia Scherman, Public Representative

While waiting for a quorum, Mr. Warren stated that the information items would be reviewed.

IV. **Information Items**

- A. Models of Collaboration Between Workforce Investment and Refugee Resettlement Stakeholders Report and Webinar

Ms. Michelle O'Camb stated that about a year ago, SETA's integrated workforce investment and refugee resettlement system was one of the three models highlighted in a report commissioned by the Office of Refugee Resettlement and the Employment and Training Administration. Ms. O'Camb participated in a webinar to feature the report.

- B. Fiscal Monitoring Reports: No questions or comments.

- C. Employer Success Stories and Activity Report: Mr. William Walker reported that Smart and Final recently had a recruitment event at Mark Sanders; they are expanding in the Florin/Freeport area. The recruitment event at Mark Sanders drew 500 people and the company made offers to 100 people. Additional stores in Natomas and Elk Grove are being planned.

- D. Dislocated Worker Update: Mr. Walker reported that Volcano Staffing will be laying off 170 people. They are moving their production center to Costa Rica but their operations center will remain in Sacramento.
- E. Unemployment Update/Press Release from the Employment Development Department: Ms. Kossick stated that Mr. George Marley was not available to attend due to a conflict. The unemployment rate is 6.6% in September and is trending in the right direction.
- F. Head Start Reports: Ms. Denise Lee stated that staff was expecting to make clearance of the review findings by November 6. Additional time was requested to enforce some additional health/safety policies at delegate agencies. Staff received the requested extension to December 12 which will allow more time for training and technical assistance to ensure everything is in place.

Mr. Nottoli arrived at 10:11 a.m.

Ms. Lee reviewed the Program Information Report (PIR) which reports the statistical outcome for the Head Start and Early Head Start programs. This report provides information on how many children are served and the demographics of the families. The data is compared to other programs in the region and the nation and in many ways, SETA/Head Start is above many other programs.

Ms. Lee reviewed the process of gathering the data for the report and how staff work with parents to get their children their dental and medical screenings.

Mr. Warren extended congratulations to Mr. Yee for his outstanding public service record.

## **II. Consent Items**

- A. Minutes of the October 2, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Public Sector Member to the Community Action Board: Dropped from the agenda.
- E. Approval of Staff Recommendation for the Adult Vendor Services (VS) List

Ms. Kossick stated that Item IIC is dropped from the agenda and Item IID will be moved to the action calendar.

Moved/Nottoli, second/Yee, to approve the consent items as follows:

- A. Approve the October 2, 2014 minutes
  - B. Approve the claims and warrants for the period 9/26/14 through 10/29/14.
  - E. Approve the addition of SACTO to the Adult Vendor Services List
- Voice Vote:

Aye: 3 (Nottoli, Warren, Yee)  
Nay: 0  
Abstentions: 0  
Absent: 2 (Schenirer and Scherman)

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

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

Mr. Warren nominated Mr. Nottoli as Chair and Ms. Scherman as Vice Chair. The new officers will assume their positions tomorrow.

Moved/Warren, second/Yee, to elect Mr. Nottoli as Chair and Ms. Scherman as Vice Chair of the SETA Governing Board.

Voice Vote:

Aye: 3 (Nottoli, Warren, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Scherman)

Ms. Kossick presented Mr. Warren with a 'traditional' outgoing Chair gift, a Head Start necktie.

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

Mr. Ken Urrutia, Area Vice President for Arthur J. Gallagher & Co., presented the insurance quote for the coming year; he will be reporting next month on workers compensation insurance. An updated summary of premiums was distributed. The Directors and Officers insurance quote came in higher due to Employment Practices Liability coverage purchased. Other increases were noted. The Accident insurance premium is up 40% which is a direct result of the number of participants receiving the insurance.

No public comments were heard.

The insurance quote is a draft "worst case" version and the final numbers will be brought to the board.

Moved/Nottoli, second/Yee, to delegate to the Executive Director the authority to negotiate and procure the various forms of insurance outlined in the staff report with amounts not to exceed those outlined in the insurance quote.

Voice Vote:

Aye: 3 (Nottoli, Warren, Yee)  
Nay: 0  
Abstentions: 0  
Absent: 2 (Schenirer and Scherman)

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revision to the Salary Schedule for Workforce Development Analyst III

Mr. Roy Kim stated that this board item will correct an error in the original pay range established in 2011. The revision to Step D would be consistent with the remaining salary steps.

Mr. Warren opened a public hearing. There was no testimony.

Moved/Yee, second/Nottoli, to close the public hearing and approve the new pay rate for Step D of the WDA III job classification at \$26.23.

Voice Vote:

Aye: 3 (Nottoli, Warren, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Scherman)

4. Appointment of One Economic Development Member and One Labor Sector Member to the Sacramento Works, Inc. Board

Ms. Kossick stated that this item forwards applicants for two vacancies on the Sacramento Works board. The Economic Development and Labor vacancies are both due to the retirement the incumbent board members.

Mr. Walter DiMantova submitted an application to fill the Economic Development seat. Two candidates submitted applications for the Labor seat: Kevin Ferreria and Mr. David Kieffer.

Mr. Nottoli asked how would the two labor applicants mesh with the Workforce Investment Board; what are we looking for to balance out the board? Ms. Kossick replied that right now, the WIB has six labor seats. Mr. Kieffer has a healthcare services background and is being recommended by the Central Labor Council. Mr. Ferreira is with Ironworkers and Building Construction.

Moved/Nottoli, second/Yee, to appoint Mr. Kevin Ferreira to the Labor seat, and Mr. Walter DiMantova t the Economic Development seat. The Board recognizes that Mr. Camp will be retiring shortly and Mr. Kieffer's application will be held and considered at a later time.

Voice Vote:

Aye: 3 (Nottoli, Warren, Yee)

Nay: 0



Abstentions: 0  
Absent: 2 (Schenirer and Scherman)

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant: None.

### Refugee Services

1. Approval to Fund the International Rescue Committee, Augment Supportive Services to Refugee Program Service Providers, and Set Aside Funding for Scholarships Under the Refugee Social Service and Targeted Assistance Funding Program Year (PY) 2014-15

Ms. Michelle O’Camb reviewed this item. When the funding recommendations were made in September, the final award was not known so the preliminary funding was approved. The final award notification was received in October resulting in an increase of \$130,659. With the additional funding received, staff is, recommending funding the International Rescue Committee in the amount of \$72,967. In addition, four current RESS providers will be augmented to increase allocations available for supportive services.

Ms. O’Camb read Stipulation #5 into the record; Mr. Thatch asked that when the board takes action, that Stipulation #5 be included in the motion.

Moved/Nottoli, second/Yee, to approve staff augmentation recommendations for the Refugee Social Services (RSS), Targeted Assistance (TA) programs for PY 2014-2015 as indicated above and on the attached funding charts. Additionally, approve the following stipulations:

- 1) IRC must ensure open entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
- 2) All VESL/ES and ES Stand Alone budgets must include a minimum allocation of 10% for supportive services.
- 3) IRC must ensure program services are available Monday through Friday, at least eight (8) hours a day, from December 1, 2014 through September 30, 2015.
- 4) Refugees receiving refugee resettlement or Match Grant employment services from IRC will not be eligible to participate in IRC’s RSS-funded VESL/ES program.
- 5) Funding to IRC is contingent upon its ability to provide the full and local Board Resolutions required under the RSS and TA RFP for non-profit organizations, as well as required for the execution of a RSS and TA delegate agreement.

Voice Vote:

Aye: 3 (Nottoli, Warren, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Scherman)

## One Stop Services

2. Concurrence with the Sacramento Works Employer Outreach Committee to Approve EMRL to Provide Marketing, Advertising, Graphic Design and Website Maintenance Services and Authorize the Executive Director to Sign the Contract and Additional Extensions

Ms. Terri Carpenter reviewed this item. A Request for Quotes (RFQ) was released on August 8 and four proposals were submitted. The Sacramento Works Employer Outreach Committee reviewed the proposal material and listened to the marketing pitches. The EOC recommends EMRL to serve as the vendor to provide marketing, advertising, graphic design, and website maintenance services.

Mr. Thatch stated that this is not a concurrence item.

Moved/Yee, second/Nottoli, to approve EMRL as the vendor selected to provide marketing, advertising, graphic design and website maintenance services to SETA at a flat hourly rate of \$100 per hour not to exceed 50 hours per month. Authorize the Executive Director to approve a one year contract for a not to exceed amount of \$60,000 with the option to extend the contract for two additional one year terms. Any extension recommendations will come back to the board as consent items.

Voice Vote:

Aye: 3 (Nottoli, Warren, Yee)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer and Scherman)

3. Approval to Deobligate and Reallocate Regional Industry Cluster of Opportunity (RICO) Funds from Greenwise Joint Venture to SARTA

Ms. Robin Purdy reviewed this item. Mr. Nottoli inquired why Greenwise returned the funding and Ms. Purdy replied that there was a change in leadership early in the year. Greenwise had a large donation at the start of the year and the donation has been spent. They are not having as easy a time raising additional funds so they are trying to focus their resources on other things.

Moved/Nottoli, second/Yee, to deobligate \$16,830 from the Greenwise Joint Venture RICO agreement and augment the RICO agreement with the Sacramento Regional Technology Alliance (SARTA) with this amount to complete a Dealer/SalesForce Training video, coordinate three Ride & Drive events, and complete a series of videos to be linked to websites to educate the public on the benefits of electric vehicles.

Voice Vote:

Aye: 3 (Nottoli, Warren, Yee)

Nay: 0  
Abstentions: 0  
Absent: 2 (Schenirer and Scherman)

**C. CHILDREN AND FAMILY SERVICES:** None.

**V. Reports to the Board**

- A. Chair: Mr. Warren stated that last week, one of the biggest economic drivers for the region was begun; the new arena will be a huge economic stimulus. This is an opportunity to put a lot of people back to work.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Mr. Nottoli asked why Harold Ford was included on the dislocated worker report. Mr. William Walker replied that they sold their business to another company. Volcano has been laying people off; they are downsizing and moving their operations to Costa Rico.
- F. Public: None.

**VI. Adjournment:** The meeting was adjourned at 10:56 a.m.

ITEM V  
COMMITTEE REPORTS

➤ Executive Committee

Critique of the November 18, 2014 Parent Advisory Committee meeting.

<b>GOOD!!!</b>
Thank you to all Head Start staff and parents for your introductions to new Parent Advisory Committee members.
Thank you, Ms. Jasmine Jamison (PAC Chair) for a timely and well facilitated annual meeting.
<b>NEEDS IMPROVEMENT</b>
Please remain seated during presentations.
<b>REMINDERS</b>
No eating in the Board room.
Please be recognized by the Chair before leaving your seat.

## ITEM VI

### OTHER REPORTS

#### BACKGROUND:

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

- Chair's Report
- Head Start Deputy Director's Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report (attached)
- Head Start Managers' Reports
  - ✓ Program Support Services Report – Ms. Brenda Campos
  - ✓ Parent/Family Support Report – Ms. Lisa Carr
  - ✓ Child Development & Education Services Report – Ms. Karen Gonzales

#### NOTES:

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 11/30/14)

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 (243)	13 (5 %)	N/A
Elk Grove USD (480)	35 (7.3 %)	N/A
Sacramento City USD (1312)(144)	105 (8 %)	16 (11%)
San Juan USD (700) (160)	78 (11%)	17 (10.6 %)
WCIC (120)	2 (1.6 %)	N/A
SETA (2002) (349)	157 (7 %)	61 (17%)
<b>County (4857)* (653)**</b>	<b>390 (8%)</b>	<b>94 (14.4%)</b>

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SETA Head Start/Early Head Start Enrollment Report						
(Enrollment as of the last service day of the month)						
Last Service Day of Month: 11/26/2014						
Site	Loc Id	# Enrolled	# Present	# Absent	# Term W/I 30	Total
Alder Grove ELC	1247A	19	9	10	0	19
Alder Grove ELC	1247B	17	8	9	1	18
Auberry Park	1238A	20	7	13	0	20
Auberry Park	1238B	20	11	9	0	20
Bannon Creek	1200A	19	5	14	1	20
Bannon Creek	1200B	20	8	12	0	20
Bannon Creek	1200C	19	13	6	2	21
Bannon Creek	1200D	19	16	3	1	20
Bright Beginnings	1201A	19	11	8	0	19
Bright Beginnings	1201B	15	7	8	0	15
Bright Beginnings	1201C	18	8	10	1	19
Bright Beginnings	1201D	16	13	3	1	17
Crossroad Gardens	1242A	20	12	8	0	20
Crossroad Gardens	1242R	22	12	10	0	22
Crossroad Gardens	1242X	22	14	8	0	22
Elkhorn	1255A	20	17	3	1	21
Elkhorn	1255B	19	15	4	1	20
Elkhorn	1255C	19	12	7	1	20
Elkhorn	1255D	20	13	7	0	20
Elkhorn	1255X	22	14	8	1	23
Freedom Park	1239A	19	9	10	2	21
Freedom Park	1239B	20	16	4	1	21
Freedom Park	1239C	19	11	8	1	20
Freedom Park	1239D	19	14	5	2	21
Freedom Park	1239R	22	10	12	0	22
Freedom Park	1239X	22	8	14	0	22
Fruitridge	1216A	19	5	14	1	20
Fruitridge	1216B	20	4	16	0	20
Fruitridge	1216C	19	5	14	1	20
Fruitridge	1216D	18	4	14	2	20
Galt	1234A	20	13	7	0	20
Galt	1234B	20	17	3	0	20
Galt	1234C	19	8	11	0	19
Galt	1234D	20	13	7	0	20
Galt	1234E	20	13	7	0	20
Galt	1234F	20	16	4	0	20
Grizzly Hollow	1252A	20	9	11	0	20
Grizzly Hollow	1252B	20	12	8	0	20
Hillsdale	1228A	20	4	16	0	20
Hillsdale	1228B	20	13	7	0	20

Hillsdale	1228C	18	3	15	2	20
Hillsdale	1228D	20	13	7	1	21
Hillsdale	1228R	21	3	18	2	23
Hillsdale	1228X	21	3	18	1	22
Hopkins Park	1253A	16	5	11	0	16
Hopkins Park	1253B	16	9	7	1	17
Hopkins Park	1253C	16	6	10	0	16
Hopkins Park	1253D	18	8	10	1	19
Illa Collin	1221A	17	9	8	0	17
Illa Collin	1221B	18	7	11	0	18
Job Corp	1237X	21	8	13	2	23
Kennedy Estates	1240A	18	8	10	3	21
Kennedy Estates	1240B	20	15	5	0	20
La Verne Sterwart	1219A	20	11	9	1	21
La Verne Sterwart	1219B	20	15	5	0	20
Marina Vista ELC	1246A	19	14	5	1	20
Marina Vista ELC	1246R	18	10	8	0	18
Marina Vista ELC	1246X	19	11	8	0	19
Mather	1223A	17	7	10	3	20
Mather	1223B	19	13	6	1	20
Mather	1223C	20	8	12	0	20
Mather	1223D	17	13	4	2	19
Mather	1223X	19	6	13	0	19
Nedra Court	1244A	18	11	7	0	18
Nedra Court	1244B	20	15	5	2	22
Nedra Court	1244C	14	10	4	1	15
Norma Johnson	1214A	20	13	7	1	21
Norma Johnson	1214B	18	10	8	3	21
Norma Johnson	1214X	22	17	5	0	22
North Avenue	1256A	19	13	6	3	22
North Avenue	1256B	20	11	9	1	21
North Avenue	1256C	17	13	4	3	20
North Avenue	1256D	17	6	11	1	18
North Avenue	1256X	19	15	4	0	19
Northview	1224A	20	2	18	1	21
Northview	1224B	19	11	8	0	19
Northview	1224C	20	9	11	0	20
Northview	1224D	19	13	6	1	20
Northview	1224X	22	12	10	1	23
Phoenix Park	1248A	20	10	10	2	22
Phoenix Park	1248B	20	10	10	0	20
Phoenix Park	1248X	21	13	8	1	22
Sharon Neese	1249R	22	7	15	2	24
Sharon Neese	1249X	22	9	13	0	22



Solid Foundation	1254A	18	12	6	0	18
Solid Foundation	1254B	20	8	12	0	20
Solid Foundation	1254C	18	6	12	0	18
Solid Foundation	1254D	17	8	9	1	18
Strizek Park	1225A	20	9	11	1	21
Strizek Park	1225B	20	14	6	0	20
Vineland	1211A	20	12	8	0	20
Vineland	1211B	18	11	7	0	18
Walnut Grove	1235A	18	13	5	0	18
Alder Grove Infant/Toddler Center	1212M	8	5	3	1	9
Alder Grove Infant/Toddler Center	1212U	8	1	7	0	8
Crossroad Gardens	1242U	8	5	3	1	9
Elkhorn	1255M	8	5	3	1	9
Elkhorn	1255U	8	6	2	1	9
Job Corp	1237M	7	4	3	0	7
Job Corp	1237U	6	1	5	3	9
Marina Vista ELC	1246U	8	4	4	0	8
Mather	1223U	7	3	4	1	8
Norma Johnson	1214U	8	6	2	0	8
Northview	1224U	8	4	4	0	8
Phoenix Park	1248U	8	6	2	0	8
Sharon Neese	1249M	8	1	7	0	8
Sharon Neese	1249U	8	2	6	1	9
<b>TOTALS for Head Start</b>		<b>1895</b>	<b>1010</b>	<b>885</b>	<b>76</b>	<b>1971</b>
HS Totals	1787					
Drops w/in 30	67					
P/S Home Base	112					
<b>Total</b>	<b>1966</b>					
EHS Totals	108					
Drops w/in 30	9					
EHS Home Base	146					
River Oaks	60					
SCOE	36					
<b>Total</b>	<b>359</b>					
<b>GRAND TOTAL</b>	<b>2325</b>					

## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2014 to 2015

Period: November 2014

Full Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Crossroad Gardens	44	17	36	82%	43	98%
Elkhorn	22	17	18	82%	22	100%
Freedom Park	44	17	35	80%	42	95%
Hillsdale	44	17	30	68%	40	91%
Job Corp	22	17	16	73%	20	91%
Marina Vista ELC	44	17	29	66%	35	80%
Mather	22	17	15	68%	19	86%
Norma Johnson	22	17	19	86%	22	100%
North Avenue	22	17	14	64%	16	73%
Northview	22	17	17	77%	21	95%
Phoenix Park	22	17	17	77%	21	95%
Sharon Neese	44	16	33	75%	43	98%

## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2014 to 2015

Period: November 2014

Part Day Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Alder Grove ELC	40	13	26	65%	36	90%
Auberry Park	40	13	32	80%	40	100%
Bannon Creek	80	15	62	78%	78	98%
Bright Beginnings	80	13	50	63%	63	79%
Crossroad Gardens	20	15	15	75%	20	100%
Elkhorn	80	15	63	79%	76	95%
Freedom Park	80	15	62	78%	73	91%
Fruitridge	80	15	57	71%	75	94%
Galt	120	15	95	79%	114	95%
Grizzly Hollow	40	13	31	78%	39	98%
Hillsdale	80	15	56	70%	75	94%
Hopkins Park	80	15	46	57%	66	83%
Illa Collin	40	13	25	63%	32	80%
Kennedy Estates	40	13	28	70%	38	95%
La Verne Sterwart	40	15	33	83%	39	98%
Marina Vista ELC	20	15	15	75%	18	90%
Mather	80	16	46	57%	66	83%
Nedra Court	60	15	45	75%	51	85%
Norma Johnson	40	15	30	75%	37	93%
North Avenue	80	15	54	68%	73	91%
Northview	80	15	53	66%	74	93%
Phoenix Park	40	15	29	73%	38	95%
Solid Foundation	80	15	59	74%	73	91%
Strizek Park	40	15	28	70%	40	100%
Vineland	40	13	30	75%	37	93%
Walnut Grove	20	13	13	65%	16	80%

## SETA Head Start/Early Head Start

## Monthly Program Enrollment Report for School Year 2014 to 2015

Period: November 2014

Early Head Start Classes						
			Present Only		Present/Excused	
Center Name	Funded Enrollment	Total Days	ADA	% ADA	ADA	%ADA
Alder Grove Infant/Toddler Center	16	17	10	63%	14	88%
Crossroad Gardens	8	17	6	75%	8	100%
Elkhorn	16	17	13	81%	16	100%
Job Corp	16	17	10	63%	14	88%
Marina Vista ELC	8	17	7	88%	8	100%
Mather	8	17	6	75%	8	100%
Norma Johnson	8	17	7	88%	8	100%
Northview	8	17	6	75%	7	88%
Phoenix Park	8	17	6	75%	8	100%
Sharon Neese	16	16	11	69%	15	94%



# SETA Head Start Food Service Operations Monthly Report \*November 2014

**November 7th** - Kathy Kossick visited the Central Kitchen  
Minimum day Preschool & EHS Full-Day Classes  
Sharon Neese Center closed

**November 11th** - Veteran's Day Holiday

**November 14th** - SETA Mini Resource Fair - supplies provided

**November 26th** - Preschool A&B Classes closed

**November 27th & 28th** - Thanksgiving Holiday

## Meetings:

Central Kitchen Food Service Meeting November 21st - Email sent to all Food Service Staff with information.

Preschool Shine Program: Connie Otwell attended a meeting at the WCIC Playmate Center November 24th.

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

Lunch	PM Snack	Breakfast	Field Trips
31,560	18,712	20,558	640

Total Amount of Meals and Snacks Prepared 71,470

## Purchases:

Food	\$62,308.29
Non - Food	\$10,484.66

Building Maintenance and Repair: \$1,946.07

Janitor & Restroom Supplies \$0.00

Kitchen Small Wares and Equipment: \$50.98

Vehicle Maintenance and Repair : \$92.70

Vehicle Gas / Fuel: \$917.28  
Normal Delivery Days 17



## Monthly Head Start Report December 2014

### SETA-Operated Program

#### Program Support Services Unit

##### *Quality Assurance (QA) Unit.*

- (1) Unannounced safety and supervision visits for 2nd quarter period started on November 12, 2014. About 33% of delegate classes have been visited as of reporting date. Enhanced safety and supervision protocol using the Step Up to SUPERVision training and implementation of individual Classroom Safety Plans is now mandated countywide. In addition, all follow-up visits to close out items identified during the October 2-3, 2014 unannounced visits were completed.
- (2) Individual Exit meetings were conducted at several SETA-Operated Programs (SOP) Head Start centers that were monitored in September and October.

##### *Training and Technical Assistance Activities.*

- (1) CLASS Training to certify CLASS Reliable Observers were hosted by SETA Head Start on November 3-4, 2014 and instructed by CLASS Trainers Liz Aguilar and Denise Gale. Seventeen (17) staff from Grantee and Delegates participated in the training. Participants are in the process of taking the certification test. After successful completion of the test, they will be added to the pool of certified CLASS-reliable observers in the county. CLASS is a standardized tool used by Head Start to measure quality teacher-child interactions to support quality teaching and children's learning. CLASS observations are conducted at all Head Start classes in Sacramento County and are being used by the Grantee to monitor quality and plan for professional development training and coaching.
- (2) Program Support Services Unit and Quality Assurance Unit hosted a panel presentation and a mini-Community Resource Fair at the SETA Administration Office on November 14, 2014. Sixty (60) Delegate staff from various service areas attended the event. The panel presentation "*Serving Our Diverse Community*" was moderated by Carl Mack, Ph.D. and the following distinguished guests comprised the panel: Katherine Elliott, Ph.D., Tatiana Glebova, Ph.D. and Ramona A. Norton, Ph.D. The mini-Community Resource Fair included 8 local community agencies providing emergency food, emergency shelter, mental health services, health insurance for adults and children and other community resources.
- (3) Countywide Home Base Meeting attended by Home Educators/Home Visitors and support staff for EHS and HS was held on November 21, 2014. Meeting agenda included a speaker (Ms. Debra Sarmento) from Warm Line Family Resource Center and Safety Kit Inventory Demo.

(4) Education/Disability Coordinator Kim Bonnema and School Readiness Coordinator Karen Taylor have started evaluating Disability Services Plans at the Delegates and following up on Fall 2015 DRDP results and CLASS observations.

### **Family Engagement Unit**

The family engagement staff is in the process of compiling the results of our Family Outcomes survey, given to all parents enrolled in our countywide EHS and Head Start programs. Once we finish aggregating data, staff will have an opportunity to analyze the things they are doing well, and where more thought and perhaps changes to what is offered to parents is available. We look forward to sharing this data with our boards in January.

The recruitment staff has continued in their effort to get and maintain full enrollment. Most of the community events have slowed down, although SETA Head Start was at the tree lighting ceremony and community outreach fair in Rancho Cordova. Staff was available to answer questions and sign families up for a follow up call at this wonderful event. We have reached out to our community partners, including SHRA, local churches, local community centers, and Council member Allen Warren is adding something to his newsletter reminding families about enrolling in the Head Start programs too. We appreciate all of the effort made to ensure all eligible families know about the wonderful services EHS and Head Start offer.

Staff who work directly with families have been working feverishly to link those families who need extra support, whether that includes, food, toys, or mental health support, with agencies that provide those types of services. We strive to ensure that families receive the services they need in order to move them toward self-sufficiency.

### **Program Operations**

November brought the end of the first assessment period for children in the Head Start program. Each child is assessed on a variety of skills and knowledge using the DRDP (Desired Results Developmental Profile). Throughout the last couple months, teachers have recorded observations of children as they participate in daily activities. These observations were then used to accurately assess skills levels. Results were turned in to the main office where reports were generated based on child, classroom, center, program and county wide data.

Teachers participated in data analysis sessions where they planned enhancements to their classroom environments and activities in response to the class strengths and developing skills. Teachers will also be meeting with parents to go over individual child results and a plan will be developed to identify strategies that support growth in the school and home environment. Literacy and math have been identified as being areas to support. SETA has developed a new math resource that identifies targeted activities that correspond to the DRDP learning measures. Teachers responded very positively to the new resource and focus and indicated they are excited to go back and try new ideas in their classrooms.

### **Program Governance**

SETA Head Start held its first Introduction to Toastmaster's course (Speechcraft) for parents on Friday, November 14, 2014. The trainer is Ms. Jackie Bates (Distinguished Toastmaster, DTM). The course is a pilot training offered through a series of Toastmaster trainings for SETA Head Start/Early Head Start Policy Council (PC) and SETA-Operated Parent Advisory Committee (PAC) members. Parents have an opportunity to learn public speaking skills that will assist them

in their role as leaders, share their parent stories, voices their personal and community concerns as advocates, at public forums. PC/PAC attendance will be monitored, and if well attended the program year, a Toastmasters Club for parents will be hosted at SETA, program year 2015-2016.

The Annual SETA Head Start/Early Head Start PC annual meeting was held Tuesday, 11/25/2014, and the SETA-Operated PAC Annual meeting Tuesday, 11/18/14 at the SETA Administration Bldg., Board Room. New PC and PAC members were seated and introduced; staff introduced themselves. An invitation was extended to PC/PAC to attend the first *PC/PAC Meet and Greet Breakfast* Wednesday, December 10, 2014 at the SETA Administration Bldg., Sequoia Room, 9:00 a.m. to 10:30 a.m. Parents will have an opportunity to informally communicate, get acquainted with their peers prior to officer elections and participate in board activities. This event also affords an awesome venue for parents to connect, get to know their Family Services Worker and delegate support staff. PAC officer's election is Tuesday, December 16, 2014 at PAC (Regular meeting) and PC Thursday, December 18, 2014 (Special meeting).

## **Elk Grove Unified School District**

### **Education Services Update**

The agency-wide results from the Desired Results Developmental Profile (DRDP) used by teachers to assess their students' social and academic strengths and weaknesses during the fall was presented by Karin Nakahira-Young, PreK instructional coach, at the teacher in-service held on November 14, 2014. Teachers were given an opportunity to review and discuss the results and to review the plan of action created by Karin Nakahira-Young and Claudia Charter, PreK Program Specialist, to address the areas of weaknesses. Based on these results, all Head Start teachers need to focus on teaching expressions of empathy, awareness of diversity in others, letter, symbol and print recognition as well as fine motor skills and personal safety during the winter months.

Teachers were provided the results of the DRDP for their individual classes. Time was allotted to discuss the results, develop their individual classroom plans, and develop individual student goals and action plans.

### **Enrollment**

The Elk Grove Unified School District Head Start Program is fully enrolled with 480 students in the program. Average Daily Attendance (ADA) for the month of November was 87%.

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

Our program educators and clerks have worked closely with Catherine Barbero, PreK social worker and with Teresa Gannon, PreK Psychologist, to place students with an active IEP into the Head Start program. There are 35 students with active IEPs being served which is seven percent (7%) of our Head Start student population.

### **Health Services Update**

Catherine Barbero, PreK social worker, is scheduling observations and follow-up meetings in response to needs discussed at the Co-Op meetings which were held at James McKee Elementary, Florence Markofer Elementary, Samuel Kennedy Elementary, Herman Leimbach Elementary, Sierra Enterprise Elementary, John Reith Elementary, William Daylor School, Prairie Elementary, David Reese Elementary, Franklin Elementary, Maeola Beitzel Elementary, Isabelle Jackson Elementary, Florin Elementary Charles Mack and Union House Elementary between October 24 and November 7, 2014. Family and Student Support Team (FASST) meetings have been scheduled to offer guidance and support to teachers and families of students of concern.



### **USDA Meals/Snacks**

Head Start students were served 7,368 meals during the month of November. This month's Elk Grove Meals/Snack calendars are attached.

### **Fiscal Update**

This month's Fiscal Report is attached.

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

"What To Do with the Mad You Feel", a class for parents to learn strategies on how to help their children learn the self-control necessary to manage anger and channel it into a productive activity, was held at Samuel Kennedy Elementary School on November 5, at Charles Mack Elementary School on November 13, at David Reese Elementary School on November 18, and at Florin Elementary School on November 19. Six (6) families attended the workshop at Samuel Kennedy Elementary School. Six (6) families attended the workshop at Charles Mack Elementary School. Fifteen (15) families attended the workshop at David Reese Elementary School. Six (6) families attended the workshop at Florin Elementary School.

Proper car seat installation and use is important to keep children safe. On November 20 a "Car Seat Safety" workshop was held at David Reese Elementary School. Parents were taught the proper way to install a car seat and were provided information on the laws and requirements regarding car seat usage. Twenty-three (23) parents took advantage of this wonderful learning opportunity. The workshop is presented in collaboration with the Valley Hi Resource Center which receives 20 car seats each month. Ten (10) of those car seats were allocated to PreK and were raffled off at the end of the workshop.

### **Recruitment**

Individual registrations are taking place and 14 students are on the wait list for the Head Start program.

## **Sacramento City Unified School District**

### **Health and Nutrition**

- Nurses have been conducting parent education meetings at several Child Development Sites (CHDV) preschool sites during the month of November. Foci for the meetings included topics on nutrition, dental health and communicable illnesses and how to reduce the spread of diseases.
- CHDV nurses have also been very busy completing phone contacts to parents of Head Start preschoolers who are at risk for obesity, overweight and underweight status. Parents who requested additional assistance with nutritional issues have been referred to Child Development's Registered Dietitian for follow-up. In addition, children who are at risk for or who have been diagnosed with anemia have also been referred to the Registered Dietitian. And in an effort to be proactive in preventing lead poisoning, the preschool nurses have reviewed several health factors in the child's health record to identify preschoolers at risk for lead exposure. These "at risk" preschoolers have also been referred to the Registered Dietitian for additional nutritional support services regarding lead poisoning prevention.
- Finally, CHDV have met with ERSEA Supervisor and the Health and Nutrition Supervisor about the duties and responsibilities of the Health Clerk especially as it pertains to the registration process at the beginning of the school year. Several ideas and suggestions

for a more streamlined and efficient registration process have been shared by the nurses and will be further vetted in subsequent meetings with a cross section of CHDV staff over the course of the next couple of months.

- In November, the lead CHDV nurse sent an e-mail alert to teachers regarding Enterovirus D68. This was followed with the nurses providing written materials to all their preschool sites on Enterovirus D68. These materials included a cover letter for parents, a CDC Infographic (English and Spanish) for posting in the classroom and the CDC handout, “Parents Learn the Facts about Enterovirus D68” (English and Spanish).
- Nurses spoke to the teaching staff at the last professional learning meeting about communicable illness with a status update on Enterovirus D68. Other communicable illness informational materials were also distributed to the teachers for distribution to parents or for posting in their classroom such as “Is your Child Well Enough to be in School Today?” and “Is it Influenza or a Common Cold?” Teachers requested this information be provided to them in Spanish as well.
- Nurses have also spoken to the November Policy Council Meeting about communicable illness and have given them a status update from the Center for Disease Control (CDC) on Enterovirus D68. The written materials recently shared with the teaching staff on Enterovirus D68 and other communicable illnesses were also provided to the PC members for their review.
- CHDV Nurses have also participated in Sacramento City Unified School District’s (SCUSD) Sexual Harassment Training in November and a nurse representative attended SETA’s Multicultural Health Faire, where she visited several exhibit tables. The nurse also attended SETA’s Health, Nutrition and Safe Environments Committee Meeting, which was held later that same day.

### **Mental Health**

- Selected Early Head Start staff continues to attend the series of the CA CSEFEL for the home visitors servicing Infants and Toddlers.
- Social Workers have revamped the Home base staff meeting agenda to include what SW entitles: “The Home Visitor’s Corner”. The segment is specifically targeted to address and explore many of the professional needs and interests of the home visitor. The first meeting took place in Nov.
- Social workers continue to support pregnant and parenting women and engaging in home visitors to assist teaching staff in addressing mental health or behavioral issues within the family.
- Also, the new FPA process is firmly in place at SCUSD. Staff is currently using the new forms and the social workers are actively providing feedback to staff on the importance of a more thorough follow up process. The staff is also beginning to gain a greater understanding of the implementation process.

### **Special Education:**

- To date, SCUSD’s CHDV department is serving 105 Head Start preschool children and 16 Early Head Start children. During this month, all CHDV staff, including our special education and SCOE full inclusion staff, engaged in a Safety and Supervision training to learn how to implement the new child health and safety, with particular focus on ensuring that all children

are accounted for throughout the learning day. These teams also worked together to develop site supervision plans to increase and maintain cross-communication and collaboration among teaching staff—plans that speak directly to the individual needs of all of the children and plans that will facilitate rapid response in the case of unusual circumstances or emergencies.

- A representative number of full-inclusion Head Start staff participated in the November 7<sup>th</sup> Teaching Pyramid training, which was held at SETA. The focus of discussion was on going “deeper” with regard to children’s social emotional development. Teachers gained more knowledge, tools, and strategies to work more effectively with children with more challenging behaviors. This training was a sequel to last year’s trainings for teachers provided by West Ed.

### **Early Head Start & Home Based**

- Selected EHS Home Visitors have been participating in SCOE’s Teaching Pyramid for Home Visitors. Head Start Home Visits have been pretty successful, which includes very engaging, successful and well attended group socializations. During one recent socialization, the Sacramento Fire Department visited the site and families had the opportunity to talk to firefighters about safety. Children had the opportunity to tour and sit in the fire engine.
- It is important to note that SCUSD has joined the Home Visiting Collaborative at First 5. This will be a worthwhile experience for staff and very beneficial to the program over time.

### **Preschool Education**

CHDV teachers are doing well with the launch of Balanced Literacy in the preschool classrooms. Twenty-eight early adopters (teachers) have become quite invested in the project. Resource teaching staff has been intimately engaged in leading the effort and writing curriculum for various units. Teachers have also been working closely with a math consultant to assist teachers in devising and integrating developmentally appropriate numeracy learning in all of the domains.

## **San Juan Unified School District**

### **Education Services Update**

Teachers began the Clothes Study on November 17. They are focusing on the letters Uu, Yy, and Ww. The math concepts being presented are Constructing Sets, Ordinality, Adding and Subtracting in Sets, and Numerical Comparisons. November and December are Parent Conference months and teachers will be meeting with families to complete the IDP Worksheets with classroom strategies, family input and home strategies. Bilingual Teaching Assistants will assist those families who are English Language Learners throughout this process.

### **Disabilities Services Update**

The Disabilities Specialist attended the Mini Resource Fair and the Disabilities/Education Content Meeting at SETA on Friday, November 14. At the meeting it was shared that work will continue with Dr. Mack and that CLASS trainings and reliable observers are a priority. A discussion also occurred pertaining to the continued challenges regarding “SUPERvision.” During the month of November, referrals from classroom teachers continued to be submitted and documented. Because of the volume of referrals and concerns, it is a big challenge this year to make sure all children are screened, assessed and serviced in a timely manner. A modified screening schedule took place this month due to all the holidays, but all families who came to the Screening Center were accommodated and greeted with a friendly smile.

### **Mental Health Services Update**

The Mental Health Therapist has been busy giving a variety of informative talks on topics ranging from the Mental Health Referral Process, to Positive Parenting Tips, to Limit Setting, and different Stress Management tips and tricks. These talks are given to program staff, teachers, and parents. The focus of the Mental Health Therapist continues to be on providing support and referrals for children whose social and emotional functioning is lacking. He also continues to offer support to teachers on the implementation of the Operations Guide mental health criteria.

### **Nutrition Services Update**

Two Early Childhood Education staff members from SJUSD were fortunate enough to have the opportunity to attend the annual SHINE (Shaping Healthy Impressions through Nutrition and Exercise) forum. Presenters included staff from CDE, UCD and SHAPE. The staff came away with CDs, books and activities to enhance nutrition and movement in the classroom.

### **Health Services Update**

Health is screening in the centralized screening room every Tuesday, barring non-operational, non-school days such as the November holidays. Health is reviewing students' health, nutrition, and immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. The Health Team is continuing to work with Smile Keepers to complete dental screenings in the classrooms through the end of the month. Families of children that do not have dental insurance and need treatment will be called to see if they would like to participate in the Smiles for Kids program.

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

The Policy Committee's newly elected executive board ran the November meeting with great success. Suggestions made by the new executive board were put in place to help improve representatives' understanding of their roles and to increase a sense of belonging and a feeling of being welcomed. The changes were well received. Sub committees were also formed due to the response from representatives indicating an interest in getting more involved in the work of the Policy Committee.

### **Transition Services Update**

Parent conferences have been a focus this month. The teachers received the necessary data and are completing the children's IDPs. This document is completed with the assistance of the parents. Children's strengths and emerging skills are discussed. The parents have an opportunity to plan activities to support the students at home. This partnership between the teacher and parents further supports the children in their learning process.

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

In November teachers were given the time to analyze and plan whole class strategies based on their fall DRDP data. They created goals and teacher-facilitated activities to further the progress of their students in the areas of cognitive, social-emotional, and physical development. Teachers turned a copy of this analysis and planning in to their lead teachers and kept a copy for their lesson planning. Teachers also received a training by CPIN on Volume 3 of the Preschool Learning Foundations and Curriculum Framework. There were activities around the topics of History/Social Science and Science. The correlation between History/Social Science and social-emotional development was highlighted, as the focus of this topic is Self and Society and Becoming a Preschool Community Member.

## **Fiscal Update**

November has been another busy month as programs are in full swing. Staffing changes increased the work load and added extra responsibilities for all. With the help of a great substitute and the hard work of the account clerks, the team is working through the changes. SETA reports for Head Start and Early Head Start were signed and submitted on the 10<sup>th</sup>. Final adjustments for 1<sup>st</sup> Interim were completed and programs were reconciled.

## **Early Head Start**

This month the Early Head Start classroom staff worked in teams to develop their classroom DRDP Action Plans as part of the First Friday training. During that time, the EHS Home Base staff received further training and support on their newly adopted HELP curriculum and assessment. Also this month, classroom staff did home visits or classroom conferences to discuss DRDP results with parents and to get parent input on strategies for home and school. In a long-anticipated occasion, this month the EHS staff received new classroom and support staff iPads, as well as some initial training on tips and tricks for using them. The iPads were loaded with interactive apps to help extend classroom learning, as well as apps to support anecdotal evidence gathering and documentation and display. The iPads for Home Base and support staff will also help support families in finding and navigating community resources, and maintaining closer communication among staff and parents.

# **Twin Rivers Unified School District**

## **Events**

This month the programs were busy celebrating diversity through physical activity, food sampling and artistic crafts. The programs celebrated Hmong New Years with dancers from the local high school's Hmong Club. Students wore their ethnic clothing and learned how to do some traditional dances. The parents were also treated to Hmong egg rolls as part of this annual event.

The Rio Linda site continues to operate at the alternate location of Sierra View due to the classroom not being licensed yet. The anticipated completion date is projected to be January 2015.

The Oakdale site continues to operate with substitute staffing until further notice.

## **Challenges**

The recruitment of eligible students/families continues to be an issue for the Rio Linda site and slightly for the Morey site. For Rio Linda, the families' incomes exceed the eligible levels so recruitment efforts will continue to fill the 18 vacant slots. Community Liaisons are distributing fliers and packets to local area churches and businesses.

## **Professional Development**

On November 7, as part of the monthly Professional Development Workshops with for ECE staff, the teaching staff participated in an overview of the Race to the Top program with the Program's Coach, Lynn Archer. During the workshop, staff also reviewed the transition policy for pick-up/drop-off times and agreed on the use of an universal transition log.

## **Components**

The fourth Community Liaison has been interviewed and should be onboard in late December or early January 2015. Community Liaisons continue working with their respective complexes to complete Family Partnership Agreements with all parents and provide services/resources as needed. The staffing group also continues providing monthly nutrition activities and the tracking of blood lead results, hemoglobin and lead risk assessments for Childplus tracking purposes.

Our School Social Worker/Counselor continues providing in classroom support to students

having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. Case staffing with the School Psychologist, Lead Teacher, Head Start Director and Social Worker continue every other week to discuss strategies and techniques for any students displaying academic difficulties or challenging behaviors. The School Social Worker and multi-disciplinary team completed the first round of meetings with parents to discuss any behavior or academic concerns noted by teaching staff.

The Community Liaisons continue meeting individually with parents to complete the Family Partnership Agreements. The FPAs will permit the families to identify their goals and develop strategies to accomplish their goals.

The Head Start programs still do not have a Speech and Language Pathologist (SLP) assigned to the three sites as the district has 5 vacant SLP positions.

The Education Component Leader continues completing the classroom observations to assist with behavior management and planning for the monthly Education Component meetings. File checks are also occurring monthly to ensure the teachers' files continue the appropriate documentation and assessment information. The Coordinator is also meeting with teachers to develop action plans for the DRDP Tech reports from the Fall assessment.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families to keep the program fully enrolled. Fliers for local business and community based agencies have been delivered for recruitment purposes. The ERSEA Component Leaders are busily enrolling to fill vacant slots from students who have dropped from the program. The Program Design and Management component leaders will begin updating the personnel files in December.

### **Policy and Parent Committees**

The monthly meeting was held on November 13 at Morey. The agenda included the approval of the last meeting minutes and the Community Liaison hiring list. Parent Committee meetings were held at Rio Linda on November 18 and cancelled at Oakdale due to Officers being ill.

The classroom parent meetings for November 2014 focused on school readiness and how to interpret the assessments given to students

### **Fiscal**

The ordering of appropriate materials and supplies to support the Head Start programs has started as results of the CLASS observations, DRDP Fall assessments and ECERS have been provided.

## **WCIC**

### **Enrollment**

During the month of November 2014, WCIC's Enrollment was maintained at 100%.

### **Trainings:**

- A. WCIC/Playmate Head Start Program's staff received a Bloodborne Pathogens Training by Ms. Garnett Volkens, Health Coordinator from SETA Head Start on November 7, 2014. Ms. Volkens addressed the staff on Bloodborne Pathogens. She showed staff a video on Bloodborne Pathogens. There is no cure for HEP B and C and HIV. Hep C Virus affects the liver and is the most serious of the three. HCV is spread most commonly through inadvertent exposure to infected blood. Intravenous [drug abuse](#) is the most common mode of transmission. Patients who do not develop symptoms of chronic infection with HCV have extensive scarring of the liver ([cirrhosis](#)). Some individuals, however, may have [fatigue](#) and other non-specific symptoms in the absence of cirrhosis. A minority of

patients with HCV have symptoms from organs outside of the liver. Treatment results in reduced inflammation and scarring of the liver in most sustained responders and also occasionally in those who relapse or do not respond. Preventative exposure and precaution is wearing a barrier. Sharps containers must be on site and disposed properly. Washing hands with antibacterial soap under warm water for 20 seconds is good hygiene. We must use plastic bags to contain blood and properly dispose of gloves when contaminated. We need to wear gloves when in contact with blood and have protective gear on. A plastic bag can be a barrier in case we do not have any protective barrier. HBV vaccine is 85% - 97% effective. Heb B vaccine is not 100% effective. Wearing a mask is a good way to protect from tracking anything.

- B. Ms. Davis, Executive Director/Head Start and three Teachers (Ms. Mehn, Ms. Thao, and Ms. Yang) attended the Sacramento County Office of Education (SCOE) Preschools Shine Nutrition and Physical Activity Forum on Saturday, November 15, 2014 from 8:00 a.m. to 5:00 p.m. at SETA. This was an excellent training!!!
- C. WCIC/Playmate Head Start Program's staff and parents/guardians received the Money Wisdom for Women presentation by Ms. Anita Johnson, Financial Psychologist on November 19, 2014. Ms. Johnson passed out a book "Financial Management for Small Business". She asked, "How people felt about budgeting?" She stated every first Saturday of the month she offers a group meeting from 11:00 a.m. to 12:30 p.m. to discuss issues on money. People need to have a financial spending plan and to try not to live pay check to pay check. The good investments are to invest in banks, because banks will never go out of business. Banks pay high dividends/high interest rates than any other. Bank stocks are good. Parents can follow Anita Johnson on Facebook if they need more information.

### Information Memorandums and Program Information Reports

No reports for this month.

## ITEM VII – CENTER UPDATES

### BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to discuss events going on at their center.

### NOTES:

## ITEM VIII - DISCUSSION

### BACKGROUND:

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

### NOTES:

## ITEM IX – PUBLIC PARTICIPATION

### BACKGROUND:

Participation of the general public at the SETA-Operated Program Parent Advisory Committee meeting is encouraged. Members of the audience are asked to address their request to the Chair if they wish to speak.

### NOTES: