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*THOUGHT OF THE DAY: "Excellence is not a singular act, but a habit. You are what you repeatedly do."*

*Author, Shaquille O'Neal*

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

**DATE:** Tuesday, April 28, 2015

**TIME:** 9:30 a.m.

**LOCATION:** SETA Board Room  
925 Del Paso Blvd.  
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**

|  | <b><u>PAGE NUMBER</u></b> |
|--|---------------------------|
| <b>I. <u>Call to Order/Roll Call/Review of Board Member Attendance</u></b> | 1-5                       |
| ➤ PAC Meeting Attendance Update  |                           |
| ➤ Introduction of Newly Seated Representatives                             |                           |
| <b>II. <u>Consent Item</u></b>   |                           |
| A. Approval of the Minutes of the March 17, 2015 Regular Meeting           | 6-11                      |
| <b>III. <u>Action Items</u></b>  |                           |
| A. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Budget    | 12                        |

- B. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application 13-15
- C. Approval of Fiscal Year 2015-2016 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Five-Year Goals 16-26
- D. Approval of Fiscal 2015-2016 Sacramento County Program Options/Grantee and Delegate Agencies 27-30

**IV. Information Items**

- A. Standing Information Items 31-38
  - PC/PAC Calendar of Events – Ms. Jasmine Jamison
  - Parent, Family & Community Engagement - Events and Activities – Ms. Jasmine Jamison
  - Parent/Staff Recognitions – Ms. Jasmine Jamison
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson
  - Toastmasters Training – Ms. Jasmine Jamison
  - Child Care Center Food Menu (attached)
  - Community Resources – Parents/Staff: Ms. Jasmine Jamison
- B. Governing Board Minutes – February 5, 2015 39-45

**V. Committee Reports** 46-47

- Executive Committee Meeting Critique: Ms. Jasmine Jamison
- Budget/Planning Committee: Ms. Jasmine Jamison
- Personnel/Bylaws Committee: Ms. Jasmine Jamison
- Health Services Advisory Committee: Ms. Jasmine Jamison
- Men's Activities Affecting Children Committee (MAACC): Ms. Jasmine Jamison
- Social/Hospitality Committee: Ms. Jasmine Jamison
- Parent Ambassador Report: Ms. Jasmine Jamison

**VI. Other Reports** 48-66

- Chair's Report
- Policy Council Report(s): Mr. Todd Woods, Ms. Natalie Craig, Ms. Sabrina Lovelady, and Ms. Amanda Self
- 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 and Community Engagement Committee – Ms. Lisa Carr
  - Child Development & Education Services Report – Ms. Karen Gonzales

|       |                             |    |
|-------|-----------------------------|----|
| VII.  | <u>Center Updates</u>       | 67 |
| VIII. | <u>Discussion</u>           | 67 |
| IX.   | <u>Public Participation</u> | 67 |
| X.    | <u>Adjournment</u>          |    |

**DISTRIBUTION DATE: WEDNESDAY, APRIL 22, 2015**

Parent Advisory Committee meeting hosted by:  
Jasmine Jamison (Chair), Dawnna Paniagua (Vice Chair), Sabrina Lovelady (Secretary),  
Lenda Wheeler (Treasurer), Kenneth Tate (Parliamentarian).

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**
- \_\_\_ **Shalita Calhoun, 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
- \_\_\_ Vacant, Galt Head Start
- \_\_\_ Vacant, Grizzly Hollow
- \_\_\_ Vacant, 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
- \_\_\_ Vacant, Nedra Court Head Start
- \_\_\_ **Sabrina Lovelady, Norma Johnson Head Start**
- \_\_\_ Vacant, North Avenue Head Start
- \_\_\_ **Natalie Craig, Northview Head Start**
- \_\_\_ Vacant, Parker Head Start
- \_\_\_ Vacant, Phoenix Park Head Start
- \_\_\_ **Dawna 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**
- \_\_\_ Vacant, 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**

|  |
|--|
|  |
| ___ Gabriela Perez, Nedra Court Head Start                                 |
| ___ Calvin Sheppard, Men's Activities<br>Affecting Children Committee Rep. |
|  |
| ___ Vacant, Alder Grove I Head Start                                       |
| ___ Vacant, Galt Head Start  |
| ___ Vacant, Grizzly Hollow Head Start                                      |
| ___ Vacant, Hillsdale Head Start   |
| ___ Vacant, Home Base Head Start   |
| ___ Vacant, Home Base Head Start Rep.                                      |
| ___ Vacant, Hopkins Park Head Start  |
| ___ Vacant, Illa Collin Head Start   |
|  |
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|---|
|   |
| ___ Carlos Gutierrez, Job Corps Head Start                    |
|   |
|   |
| ___ Vacant, Marie Cleveland's Bright<br>Beginnings Head Start |
| ___ Vacant, Marina Vista Early Learning<br>Center             |
| ___ 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 | 2/24<br>** | 3/17 | 4/28<br># | 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     | X     |  | U    |            | X    |           |      |      |      |      |      |       |       |
| <b>Shalita Calhoun s/b/seated 12/16; seated 1/20</b> | CR     |       | U     |  | X    |            | X    |           |      |      |      |      |      |       |       |
| <b>Amanda Self Seated 11/18</b>                      | EHS/HB | X     | X     |  | X    |            | X    |           |      |      |      |      |      |       |       |
| Vacant   | EHS/HB |       |       |  |      |            |      |           |      |      |      |      |      |       |       |
| <b>Deanna Yee Seated 11/18</b>                       | EL     | X     | X     |  | X    |            | X    |           |      |      |      |      |      |       |       |
| <b>Destini Shepherd Seated 11/18</b>                 | FP     | X     | X     |  | X    |            | U    |           |      |      |      |      |      |       |       |
|  | FT     |       |       |  |      |            |      |           |      |      |      |      |      |       |       |
| <b>Enrique Esparza Seated 11/18</b>                  | G      | X     | X     |  | U    |            | U    |           |      |      |      |      |      |       |       |
| Vacant Seated  | GH     |       |       |  |      |            |      |           |      |      |      |      |      |       |       |
| Vacant Seated  | H      |       |       |  |      |            |      |           |      |      |      |      |      |       |       |
| Vacant Seated  | HB     |       |       |  |      |            |      |           |      |      |      |      |      |       |       |
| Vacant Seated  | HB     |       |       |  |      |            |      |           |      |      |      |      |      |       |       |
| Vacant Seated  | IC     |       |       |  |      |            |      |           |      |      |      |      |      |       |       |
|  | HP     |       |       |  |      |            |      |           |      |      |      |      |      |       |       |
| <b>Alofusi Baty s/b/seated 11/18; seated 12/16</b>   | JC     | X     | X     |  | U    |            | U    |           |      |      |      |      |      |       |       |
| Carlos Gutierrez Seated                              | JC     |       |       |  |      |            |      |           |      |      |      |      |      |       |       |
| <b>Joyce Turner Seated 5/20/14; reseated 3/17</b>    | K      | X     | X     |  | X    |            | X    |           |      |      |      |      |      |       |       |
| Vacant   | LVS    |       |       |  |      |            |      |           |      |      |      |      |      |       |       |
| Vacant Seated  | MCBB   |       |       |  |      |            |      |           |      |      |      |      |      |       |       |
| Vacant Seated  | MV     |       |       |  |      |            |      |           |      |      |      |      |      |       |       |
| Vacant Seated  | M      |       |       |  |      |            |      |           |      |      |      |      |      |       |       |
| Vacant Seated  | NA     |       |       |  |      |            |      |           |      |      |      |      |      |       |       |
| Gabriela Perez Seated                                | NC     |       |       |  |      |            |      |           |      |      |      |      |      |       |       |
| <b>Sabrina Lovelady reseated 12/16</b>               | NJ     | X     | X     |  | X    |            | U    |           |      |      |      |      |      |       |       |
| <b>Natalie Craig s/b/seated 11/18; seated 12/16</b>  | NV     | U     | X     |  | X    |            | X    |           |      |      |      |      |      |       |       |
| Vacant Seated  | PA     |       |       |  |      |            |      |           |      |      |      |      |      |       |       |
| Vacant Seated  | PP     |       |       |  |      |            |      |           |      |      |      |      |      |       |       |
| Vacant   | SF     |       |       |  |      |            |      |           |      |      |      |      |      |       |       |
| <b>Dawna Paniagua Seated 11/18</b>                   | SN     | X     | X     |  | X    |            | AP   |           |      |      |      |      |      |       |       |

| COMMITTEE MEMBER                 | CENTER | 11/18 | 12/16 |  | 1/20 | 2/24<br>** | 3/17 | 4/28<br># | 5/19 | 6/16 | 7/21 | 8/18 | 9/15 | 10/20 | 11/17 |
|----------------------------------|--------|-------|-------|--|------|------------|------|-----------|------|------|------|------|------|-------|-------|
| Todd Woods<br>reseated 12/16     | SP     | X     | X     |  | E    |            | X    |           |      |      |      |      |      |       |       |
| Vacant<br>Seated                 | V      |       |       |  |      |            |      |           |      |      |      |      |      |       |       |
| Rafaela Casillas<br>Seated 11/18 | WG     | X     | X     |  | U    |            | X    |           |      |      |      |      |      |       |       |
| Vacant                           | FPR    |       |       |  |      |            |      |           |      |      |      |      |      |       |       |
| Lenda Wheeler<br>Seated 11/18    | GPR    | X     | X     |  | X    |            | X    |           |      |      |      |      |      |       |       |
| Calvin Sheppard<br>Seated        | MAACC  |       |       |  |      |            |      |           |      |      |      |      |      |       |       |
| Jasmine Jamison<br>Seated 11/18  | OGC    | X     | X     |  | E    |            | X    |           |      |      |      |      |      |       |       |
| Kenneth Tate<br>Seated 11/18     | PPR    | X     | X     |  | X    |            | X    |           |      |      |      |      |      |       |       |
| Vacant<br>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 MARCH 17, 2015 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the March 17, 2015 PAC meeting.

RECOMMENDATION:

Approve the minutes of the March 17, 2015 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, March 17, 2015  
9:00 a.m.

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

Ms. Jasmine Jamison called the meeting was called to order at 9:06 a.m. The pledge of allegiance was recited; Ms. Jamison read the thought of the day. Ms. Jamison called the roll and a quorum was established.

**Members Present:**

Vanessa Diego  
Natalie Craig  
Joyce Turner  
Kenneth Tate  
Amanda Self  
Deanna Yee  
Shalita Calhoun  
Rafaela Casillas  
Jasmine Jamison  
Todd Woods  
Terri McMillin (alternate)  
Lenda Wheeler (seated at 9:25 a.m.)

**Members Absent:**

Sabrina Rasmussen (unexcused)  
Destini Shepherd (unexcused)  
Enrique Esparza (unexcused)  
Alofalusi Baty (unexcused)  
Dawwna Paniagua (alternate present)

**New Member seated:**

Ms. Joyce Turner, Kennedy Estates Head Start, was reseated.  
Ms. Terri McMillin, alternate, Sharon Neese, was seated.

Ms. Jamison stated that staff is awaiting information regarding Ms. Meza's status on the board; Ms. Nayeli Meza, Nedra Court Head Start, will not be seated today.

**II. Consent Item**

**A. Approval of the Minutes of the January 20, 2015 Regular Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Self, second/Woods, to approve the January 20, 2015 minutes.

Show of hands vote:

Aye: 10 (Calhoun, Casillas, Craig, Diego, McMillin, Self, Tate, Turner, Woods, Yee)

Nay: 0

Abstentions: 1 (Jamison)

### III. Action Items

#### A. Election of SETA-Operated Representative and Alternates to the Policy Council

Ms. Jamison reviewed current SETA-Operated Representatives to the PC and asked if any board member was interested in serving on the Policy Council. No one expressed interest in serving on the Policy Council.

Moved/Self, second/Tate, to table this item to the April PAC meeting.

Show of hands vote:

Aye: 10 (Calhoun, Casillas, Craig, Diego, McMillin, Self, Tate, Turner, Woods, Yee)

Nay: 0

Abstentions: 1 (Jamison)

#### B. Self-Assessment 2014-2015 and Resulting Program Improvement Plan

Ms. Lisa Carr reported that the Agency is required to perform an annual self-assessment. This is submitted with the grant with the Program Improvement Plan. Ms. Carr reviewed the Program Improvement plan. Ms. Carr thanked all of the parents that worked on the self-assessment process.

Moved/Tate, second/Craig, to approve the Program Year 2014-2015 Self-Assessment and resulting Program Improvement Plan.

Show of hands vote:

Aye: 10 (Calhoun, Casillas, Craig, Diego, McMillin, Self, Tate, Turner, Woods, Yee)

Nay: 0

Abstentions: 1 (Jamison)

#### C. Approval of the Parent Advisory Committee and Policy Council Joint Parent Activity

Ms. Jamison reviewed the board item which requests approval to plan a joint parent activity with the Policy Council. The activity still has to be decided upon but it must be educational. Last year, parents went to Shriner's Hospitals for Children. A recommended activity is to go to the Family History Center. The Social/Hospitality Committee will meet on April 21 to discuss possible activities.

Ms. Lenda Wheeler was seated at 9:25 a.m.

Moved/Yee, second/Diego, that the Parent Advisory Committee approve a joint parent activity with the Policy Council.

Show of hands vote:

Aye: 11 (Calhoun, Casillas, Craig, Diego, McMillin, Self, Tate, Turner, Wheeler, Woods, Yee)

Nay: 0

Abstentions: 1 (Jamison)

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

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

- PC/PAC Calendar of Events: Ms. Jamison reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson reported that we are at 53% of budget. The In-kind is 26.7% which is above the required of 25% and administrative costs are at 10.3% which is lower than the 15% allowable. The excess funds will be discussed at the next Budget/Planning Committee meeting to be held Friday, April 3 in the Oak Room.

Ms. Craig asked whether a machine could be purchased whereby children put their fingers into the machine to get their hemoglobin tested. Ms. Campos replied that there are two kinds of machines: one for lead and one for anemia. The one used for anemia is not accurate. The Office of Head Start is encouraging programs not to use this equipment because it gives a false positive. Ms. Campos stated that staff will work with parents and providers to understand the importance of why the blood test is needed rather than a scan.

- Toastmasters Training – Board members were reminded of the training which will be held immediately after the board meeting.
- CHSA Conference Reports: Mr. Todd Woods stated that he has the CHSA conference pictures in color if anyone was interested.

Ms. Amanda Self mentioned that there are a couple of reports missing. Ms. Desha replied that there are four reports that have not yet been submitted. There is only one PAC report that is missing.

Ms. Jamison spoke of how much she enjoyed the CHSA conference; it was very educational.

- Child Care Center Food Menu: No questions.
- Community Resources – Parents/Staff: Ms. Jamison reviewed information provided regarding services available at the Salvation Army. In addition, the I-Fest (International Festival) will be held Saturday, May 16; information was distributed.

- B. Governing Board Minutes: No questions or comments.

#### **V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Jamison reviewed the Executive Committee critique; the date of the critique should be January 20.
- Budget/Planning Committee: Ms. Calhoun attended the 3/13 meeting where attendees talked about medical insurance. In addition, there was discussion of the mentorship program. A new job classification will be reviewed and sent to the Policy Council for approval; the new classification is called Intervention Specialists.
- Personnel/Bylaws Committee: This committee will be meeting soon.



- Social/Hospitality Committee: Board members were encouraged to do some research for an activity. Committee members at the next meeting will review any ideas brought forward for consideration.
- Men's Activities Affecting Children Committee (MAACC): Mr. Woods reported that the MAACC event has been pushed back to April; he will get flyers from Mr. Silva for distribution to the board. Four board members showed up at the last MAACC meeting; there is no Chair but the committee is working on getting a Chair and more involvement by board members.

## **VI. Other Reports**

- Chair's Report: No report.
- Policy Council Report(s): Ms. Self reported that the Policy Council and the Parent Advisory Committee went through ethics training on February 24. The Ethics training was enlightening and entertaining; she learned quite a lot. The PC also approved a couple of eligibility lists.
- Head Start Deputy Director's Report: No additional report.
- Head Start Managers' Reports
  - ✓ Program Support Services Report – Ms. Brenda Campos stated that staff is in the process of hiring two QA analysts that go to SOP and the delegates to ensure the programs are in compliance. In the next couple of weeks will have another staff hired.

Ms. Campos clarified the procedure through which Head Start pays for medical and dental bills. There are very defined steps that must be taken. According to the performance standards, Head Start is the payer of last resort. Staff has to ensure that each child has medical and dental coverage at home. If parents do not have insurance, staff work with the parents to get insurance (MediCal or Covered CA). There are situations where families are between service and the child is experiencing issues, that is when Head Start covers the expenses. Or, if there is insurance and there is a huge co-pay, the Head Start program would work with the parents to see how much the parent pay and Head Start would pay the difference. There is a specific protocol and staff must document all of the efforts made to make sure the parents have their child covered. There are various avenues available and there are connections around the county to ensure children can get medical or dental care. Staff is VERY proactive to enroll families in insurance and have preventive dental exams to avoid very expensive dental care.

Ms. Campos reviewed the highlighted written policy regarding regular pest control and air pollutants; staff will be putting into place integrated pest management to ensure there is prevention of pests in the centers. There are various things that can be done to prevent infestation. The key is to do it in a natural way to prevent chemicals used in classrooms. At a future meeting Ms. Campos will provide an update on integrated pest management performed at the centers.

Ms. Campos reported that staff is being trained on how medication is administered to children. Parents approval and physician's guidance is required.

Ms. Craig inquired whether the agency is hiring substitute teachers. Ms. Campos shared this is an on-going opening and the Agency is constantly looking for substitute teachers. Staff diligently works on ensuring sub teachers are hired.

Ms. Deanna Yee inquired when the Food Services Committee would meet. Ms. Campos stated that the committee will receive an update on how the food services unit work and would follow up on scheduling a committee meeting. There will also be a field trip to the kitchen in the future.

- ✓ Parent/Family and Community Engagement Committee – Ms. Lisa Carr read and enjoyed the CHSA reports; it was great to read the reflections. It is important to go back to your center and get on the agenda at the parent meeting to talk about the experience at CHSA.

Ms. Carr referred to the monthly enrollment report for school year; the program achieved full enrollment again in February. The ADA is broken down according to center. Ms. Carr stated that it is very important for parents to bring their child to school every single day.

Ms. Carr stated that staff is busy with recruitment until October. Members of the Parent Ambassador Committee work on recruitment events and all board members should begin being notified of upcoming recruitment events. SETA staff member Claudia Martinez will be at Univision talking about the SETA Head Start program. The Agency is in the process of hiring a home base Education Coordinator. The Home Base Early Head Start program just finished up some training and will begin some additional training soon. Ms. Carr will talk to Ms. Gonzales about substitute teacher issue; there was a substitute teacher training recently.

Mr. Tate inquired why the enrollment at Job Corps dropped off so dramatically. Ms. Carr will call the site supervisor and find out why their percentage is not higher.

- ✓ Child Development & Education Services Report: No report.

**VII. Center Updates:** None.

**VIII. Discussion:** None.

**IX. Public Participation:** None.

**X. Adjournment:** The meeting was adjourned at 10:15 a.m.

ITEM III-A – ACTION

APPROVAL OF FISCAL YEAR 2015-2016  
HEAD START/EARLY HEAD START BUDGET

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Head Start/Early Head Start Budget for Fiscal Year 2015-2016 in the amount of \$51,057,991, which includes Basic and Training and Technical Assistance funds. Budget details are as follows:

|  |                     |
|--|---------------------|
| Head Start Basic (serves 4,700 children)           | \$42,836,113        |
| Head Start Training and Technical Assistance       | \$ 383,269          |
| Early Head Start Basic (serves 673 children)       | \$ 7,647,423        |
| Early Head Start Training and Technical Assistance | \$ 191,186          |
| TOTAL  | <u>\$51,057,991</u> |

The Budget/Planning Committee met during March and April, including Ms. Denise Lee, Deputy Director/Children and Family Services; Ms. Loretta Su, Fiscal Chief; Head Start Managers Ms. Brenda Campos, Ms. Lisa Carr, Ms. Karen Gonzales and Ms. D’et Patterson; Governance/Social Services/Parent Involvement Coordinator, Ms. Marie Desha and Head Start parents to provide input on the budget and program design.

A copy of the 2015-2016 Head Start/Early Head Start Budget will be sent under separate cover.

RECOMMENDATION:

Approve the Fiscal Year 2015-2016 Head Start/Early Head Start Budget in the amount of \$51,057,991 for Basic and Training/Technical Assistance.

**NOTES:**

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

ITEM III-B – ACTION

APPROVAL OF FISCAL YEAR 2015-2016  
HEAD START/EARLY HEAD START REFUNDING APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application.

A copy of the Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application will be sent under separate cover. A listing of SETA-Operated Program and delegate agency center locations, part of the refunding application, is attached for your review.

RECOMMENDATION:

Approve the Fiscal Year 2015-2016 Head Start/Early Head Start Refunding Application.

**NOTES:**

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

**SETA OPERATED HEAD  
START PROGRAM  
Funded enrollment: 2,028**

**Administrative Office:**  
925 Del Paso Blvd.,  
Suite 100  
Sacramento, CA 95815

**Alder Grove ELC**  
816 Revere Street  
Sacramento, CA 95818

**Auberry Park**  
8120 Power Inn  
Sacramento, CA 95828

**Bannon Creek**  
2775 Millcreek Drive  
Sacramento, CA 95833

**Bright Beginnings**  
10487 White Rock Road, P52  
Rancho Cordova, CA 95670

**Crossroad Gardens**  
7322 Florinwood Dr.  
Sacramento, CA 95823

**Elkhorn**  
5249 Elkhorn Blvd.  
Sacramento, CA 95660

**Freedom Park**  
6015 Watt Ave., S #5  
North Highlands, CA 95660

**Fruitridge**  
5746 40th Street  
Sacramento, CA 95824

**Galt**  
615 2<sup>nd</sup> Street  
Galt, CA 95632

**Grizzly Hollow**  
805 Elk Hills Drive  
Galt, CA 95632

**Hillsdale**  
5665 Hillsdale Ave., Bldg. 4  
Sacramento, CA 95842

**Hopkins Park**  
2317 Matson Drive  
Sacramento, CA 95822

**Illa Collin Center**  
3530 41<sup>st</sup> Avenue  
Sacramento, CA 95824

**Job Corps**  
3100 Meadowview  
Sacramento, CA 95832

**Kennedy Estates**  
6501 Elder Creek  
Sacramento, CA 95824

**LaVerne Stewart**  
5545 Sky Parkway  
Sacramento, CA 95823

**Marina Vista ELC**  
263 Seavey Circle  
Sacramento, CA 95818

**Mather**  
Mather Air Force Base  
10546 Peter A. McCuen Rd.  
Mather, CA 95655

**Nedra Court**  
#60 Nedra Court  
Sacramento, CA 95822

**Norma Johnson  
Early Learning Center**  
3265 Norwood Avenue  
Sacramento, CA 95838

**North Avenue Elem. School**  
1281 North Avenue  
Sacramento, CA 95838

**Northview**  
2401 Northview  
Sacramento, CA 95833

**Parker Avenue**  
4516 Parker Avenue  
Sacramento, CA 95820

**Phoenix Park**  
4400 Shining Star Dr.  
Sacramento, CA 95823

**Sharon Neese Early  
Learning Center**  
925 Del Paso Blvd., Suite 300  
Sacramento, CA 95815

**Solid Foundation**  
7505 Franklin Blvd.  
Sacramento, CA 95823

**Strizek Park**  
3829 Stephen Drive  
North Highlands, CA 95660

**Vineland**  
6450 20<sup>th</sup> Street  
Rio Linda, CA 95673

**Walnut Grove**  
14273 River Road  
Walnut Grove, CA 95690

**SETA Home Base Program  
(96)**

**ELK GROVE UNIFIED  
SCHOOL DISTRICT HEAD  
START  
Funded Enrollment:  
440**

**Administrative Office:**  
9510 Elk Grove-Florin Rd.,  
Room 214  
Elk Grove, CA 95624  
(916) 686-7595

**David Reese Elementary**  
7600 Lindale Drive  
Sacramento, CA 95828

**Florence Markofer  
Elementary**  
9759 Tralee Way  
Elk Grove, CA 95624

**Franklin Elementary**  
4611 Hood Franklin Road  
Elk Grove, CA 95757

**Florin Elementary**  
7300 Kara Drive  
Sacramento, CA 95828

**Herman Leimbach  
Elementary**  
8010 Grandstaff Drive  
Room B2  
Sacramento, CA 95823

**James McKee Elementary**  
8701 Halverson Drive  
Elk Grove, CA 95624

**John Reith**  
8401 Valley Lark Drive  
Sacramento CA 95823

**Maeola Beitzel**  
8140 Caymus Drive  
Sacramento CA 95829

**Prairie Elementary**  
5251 Valley Hi Drive  
Sacramento, CA 95823

**Samuel Kennedy  
Elementary**  
7037 Briggs Drive  
Sacramento, CA 95828

**Sierra Enterprise  
Elementary**  
9115 Fruitridge Road  
Sacramento, CA 95826

**Union House Elementary**  
7850 Deer Creek Dr.  
Sacramento, CA 95823

**William Daylor Continuation  
High School**  
6131 Orange Ave.  
Sacramento, CA 95823

**SACRAMENTO CITY  
UNIFIED SCHOOL  
DISTRICT HEAD START  
Funded Enrollment:  
1,211**

**Administrative Office:**  
Serna Center  
5735 47<sup>th</sup> Ave.  
Sacramento, CA 95824

**Abraham Lincoln  
Children's Center**  
3324 Glenmoor Drive  
Sacramento, CA 95827

**Bear Flag  
Children's Center**  
6620 Gloria Drive  
Sacramento, CA 95831

**Bowling Green Elementary-  
Chacon**  
6807 Franklin Blvd.  
Sacramento, CA 95823

**Bowling Green Elementary-  
McCoy**  
4211 Turnbridge Drive  
Sacramento, CA 95823

**Bret Harte  
Children's Center**  
2761 9th Avenue  
Sacramento, CA 95818

**Capital City (Ext Day)**  
7220 24<sup>th</sup> Street  
Sacramento, CA 95822

**Charles A. Jones Skills  
Children's Center**  
5451 Lemon Hill Ave.  
Sacramento, CA 95824

**Collis P. Huntington  
Elementary**  
5917 26th Street  
Sacramento, CA 95822

**Earl Warren Elementary**  
5420 Lowell Street  
Sacramento, CA 95820

**Edward Kemble Elementary**  
7495 29th Street  
Sacramento, CA 95822

**Elder Creek Elementary**  
7800 Lemon Hill Avenue  
Sacramento, CA 95824

**Ethel I. Baker Elementary**  
5717 Laurine Way  
Sacramento, CA 95824

**Ethel Phillips Elementary**  
2930 21st Avenue  
Sacramento, CA 95820

**Fr. Keith B. Kenny**  
3525 MLK Jr. Blvd.  
Sacramento, CA 95817

**Freeport**  
2118 Meadowview Drive  
Sacramento, CA 95832

**Fruitridge Elementary**  
4625 44<sup>th</sup> Street  
Sacramento, CA 95820

**Golden Empire Elementary  
(Ext Day)**  
9045 Canberra Drive  
Sacramento, CA 95826

**H. W. Harkness  
Elementary  
(Wrap Around)**  
2147 54th Avenue  
Sacramento, CA 95822

**Hiram Johnson**  
3535 65<sup>th</sup> Street  
Sacramento, CA 95820

**Hollywood Park**  
4915 Harte Way  
Sacramento, CA 95822

**Isador Cohen Elementary**  
9025 Salmon Falls Drive  
Sacramento, CA 95826

**James Marshall Elementary**  
9525 Goethe Road  
Sacramento, CA 95827

**John Bidwell Elementary**  
1730 65th Avenue  
Sacramento, CA 95822

**John Cabrillo Elementary**  
1141 Seamas Avenue  
Sacramento, CA 95822

**John Sloat**  
7525 Candlewood Way  
Sacramento, CA 95822

**Leataata Floyd**  
401 McClatchy Way  
Sacramento, CA 95818

**Lisbon**  
7555 S. Land Park Dr.  
Sacramento, CA 95831

**Marian Anderson**  
2850 49<sup>th</sup> Street  
Sacramento, CA 95817

**Mark Twain Elementary**  
4914 58<sup>th</sup> Street  
Sacramento, CA 95820

**Martin Luther King Jr.**  
480 Little River Way  
Sacramento, CA 95831

**Nicholas Elementary**  
6601 Steiner Drive  
Sacramento, CA 95823

**Oak Ridge Elementary**  
4501 Martin L King Jr. Blvd.  
Sacramento, CA 95820

**Pacific Elementary**  
6201 41<sup>st</sup> Street  
Sacramento, CA 95824

**Parkway Elementary**  
4720 Forest Parkway  
Sacramento, CA 95823

**Peter Burnett Elementary**  
6032 36th Avenue  
Sacramento, CA 95824

**Rosa Parks Elementary**  
2250 68<sup>th</sup> Avenue  
Sacramento, CA 95822

**Susan B. Anthony Elementary**  
7864 Detroit Blvd.  
Sacramento, CA 95832

**Washington Elementary**  
520 18<sup>th</sup> Street  
Sacramento, CA 95814

**Woodbine**  
2500 52<sup>nd</sup> Ave.  
Sacramento, CA 95822

**SCUSD Home Base (24)**

**SAN JUAN UNIFIED  
SCHOOL DISTRICT HEAD  
START  
668**

**Administrative Office:**  
5309 Kenneth Avenue  
Carmichael, CA 95608

**Coleman Elementary**  
6545 Beech Avenue  
Orangevale, CA 95662

**Cottage Elementary**  
2221 Morse Avenue  
Sacramento, CA 95825

**Dyer Kelly**  
2236 Edison Avenue  
Sacramento, CA 95821

**General Davie Jr. Primary Center**  
1500 Dom Way  
Sacramento, CA 95864

**Encina**  
1400 Bell Street  
Sacramento, CA 95825

**Garfield**  
3700 Garfield Avenue  
Carmichael, CA 95608

**Grand Oaks**  
7901 Rosswood Dr.  
Citrus Heights, CA 95621

**Howe Elementary**  
2404 Howe Avenue  
Sacramento, CA 95825

**Kingswood Elementary**  
5700 Primrose Drive  
Fair Oaks, CA 95610

**Lichen Elementary**  
8319 Lichen Drive  
Citrus Heights, CA 95621

**Marvin Marshall**  
5309 Kenneth Avenue  
Carmichael, CA 95608

**Pasadena Elementary**  
4330 Pasadena Avenue  
Sacramento, CA 95821

**Ralph Richardson Elementary**  
4848 Cottage Way  
Carmichael CA 95608

**Skycrest Elementary**  
5641 Mariposa Ave.  
Citrus Heights, CA 95610

**Sunrise Elementary**  
7322 Sunrise Blvd.  
Citrus Heights, CA 95610

**TWIN RIVERS USD  
ECD CENTER  
HEAD START  
Funded Enrollment:  
238**

**Morey Avenue**  
155 Morey Avenue  
Sacramento, CA 95838

**Oakdale Preschool Center**  
3708 Myrtle Avenue  
North Highlands, CA 95660

**Rio Linda Preschool Center**  
631 L Street  
Rio Linda, CA 95673

**WOMEN'S CIVIC  
IMPROVEMENT CLUB/  
PLAYMATE HEAD START  
Funded Enrollment:  
120**

**Administrative Office:**  
W.C.I.C./Playmate #2  
3555 3rd Avenue  
Sacramento, CA 95817

**Playmate**  
3930 8th Avenue  
Sacramento, CA 95817

**SETA OPERATED EARLY  
HEAD START  
Funded enrollment:  
369**

**SETA Early Head Start  
Administrative Office:**  
925 Del Paso Blvd.,  
Suite 100  
Sacramento, CA 95815

**Alder Grove Infant/Toddler Center**  
2640 A/B Muir Way  
Sacramento, CA 95818

**Crossroad Gardens**  
7322 Florinwood Dr.  
Sacramento, CA 95823

**Elkhorn**  
5249 Elkhorn Blvd.  
Sacramento, CA 95660

**Job Corps**  
3100 Meadowview  
Sacramento, CA 95832

**Marina Vista ELC**  
263 Seavey Circle  
Sacramento, CA 95818

**Mather Air Force Base**  
10546 Peter A. McCuen Rd.  
Mather, CA 95655

**Norma Johnson  
Early Learning Center**  
3265 Norwood Avenue  
Sacramento, CA 95838

**Northview**  
2401 Northview  
Sacramento, CA 95833

**Phoenix Park**  
4400 Shining Star Dr.  
Sacramento, CA 95823

**Sharon Neese  
Early Learning Center**  
925 Del Paso Blvd., S. 300  
Sacramento, CA 95815

**SETA/Partners  
Early Head Start  
Home Base (249)**

**SACRAMENTO CITY USD  
EARLY HEAD START  
Funded Enrollment:  
144**

**Sacramento City USD  
Administrative Office**  
Hiram Johnson Family  
Education Center  
3535 65<sup>th</sup> Street  
Sacramento, CA 95820

**Capital City**  
7220 24<sup>th</sup> Street  
Sacramento, CA 95822

**SCUSD EHS Home Base  
(120)**

**SAN JUAN USD EARLY  
HEAD START  
Funded Enrollment:  
160**

**San Juan Unified School  
District Early Head Start  
Administrative Office**  
5309 Kenneth Avenue  
Carmichael, CA 95608

**Encina Infant/Toddler Center**  
1400 Bell Street  
Sacramento, CA 95825

**Fair Oaks Infant/Toddler Center**  
10700 Fair Oaks Blvd.  
Fair Oaks, CA 95628

**General Davie Jr. Primary Center**  
1500 Dom Way  
Sacramento, CA 95864

**Marvin Marshall Toddler Center**  
5309 Kenneth Avenue  
Carmichael, CA 95608

**San Juan Infant/Toddler Center**  
7551 Greenback Lane  
Citrus Heights, CA 95610

**SJUSD Home Base (72)**

ITEM III-C – ACTION

APPROVAL OF FISCAL YEAR 2015-2016 HEAD START/EARLY HEAD START TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION TO BE IN ALIGNMENT WITH ESTABLISHED FIVE-YEAR GOALS AND OBJECTIVES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Fiscal Year 2015-2016 Head Start/Early Head Start Training/Technical Assistance Plan in the amount of \$383,269 for Head Start, and \$191,186 for Early Head Start. The Budget/Planning Committee met several times with Deputy Director/Children and Family Services Ms. Denise Lee; Loretta Su, Fiscal Chief; Head Start Managers Ms. Brenda Campos, Ms. Lisa Carr, Ms. Karen Gonzales and Ms. D'et Patterson; Governance/Social Services/Parent Involvement Coordinator Ms. Marie Desha and the parents to provide input on the plan and correlating budget.

RECOMMENDATION:

Approve the Fiscal Year 2015-2016 Head Start/Early Head Start Training/Technical grant application as aligned with established five-year goals and objectives.

**NOTES:**

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_



## Summary of 5-Year Goals and Objectives

**Goal 1 – School Readiness:** Increase school readiness outcomes by engaging families and staff in implementing effective, research-based strategies that support the Five Essential Domains of the Early Learning Framework to ensure a high quality learning experience.

### Objectives:

- 1) Implement a math curriculum that will increase children’s level of skill and knowledge as well as provide parents with information on supporting math in the home.

#### *Objective 1 - Activities:*

- Provide resources/ training on math curriculum (Math Works) linked to math indicators on DRDP;
- Schedule Make and Take sessions to produce the materials needed to carry out math activities;
- Increase the number of planned math activities that children participate in to 3 per week;
- Increase math materials in classrooms;
- Provide coaching on effective teaching practices with both individualized coaching and TLC (Teachers Learning and Collaborating) Group;
- Train School Readiness Aides (parents) on the how they will be able to support math activities during their volunteer hours;
- Provide home connection activities in the area of math. Time spent on home activities will be tracked.

#### *Objective 1 - Expected Outcomes:*

- Increase in numbers of classrooms that include math activities in daily lesson plans
- 5% improvement in child assessment data, particularly in the measures that assess Math knowledge and skills;
- Improvement in CLASS scores, particularly in Instructional Support;
- Increase in ECER scores, specifically in Math Activities;
- Parents will report increased awareness on supporting Math activities in the home.

- 2) Implement an effective approach to promote positive, significant and sustained outcomes for children by improving the quality of Instructional Support.

#### *Objective 2 – Activities:*

- Provide resources/training on problem solving, prediction/experimentation, classification/comparison as well as increasing how/why questions;
- Provide individualized mentor/coaching to teachers through the use of internal coaching as well as collaboration with Race to the Top;
- Facilitate two groups using the TLC (Teachers Learning and Collaborating) coaching model;
- Increase the use of video-recording in the classroom to improve teacher feedback;



- Provide resources/ training on utilizing small groups to introduce higher level concepts and activities.

*Objective 2 – Expected Outcomes:*

- Improvement in child assessment data, particularly in the measures that assess Approaches to Learning, Science and Math skills;
  - Improvement in CLASS scores, particularly in Concept Development;
  - Increase in ECER scores specifically in Language- Reasoning and Activities-Math, Science;
  - 16 Teachers (each year) will complete the TLC sessions.
-



**Goal 2 – Mental health/Social Services:** Assist families, children and staff with accessing mental health and social services through communication, advocacy, and education.

**Objectives:**

- 1) Increase formal collaborations with community agencies and professionals to improve access to culturally-responsive mental health and social services.

*Objective 1 - Activities:*

- Seek and formalize relationships with current and potential SETA Workforce and community partners with Memorandum of Understanding (MOU);
- Maintain, cultivate and evaluate active SETA Head Start membership and participation in various boards and collaborative groups;
- Engage HS/EHS parents as program ambassadors by sharing personal successes;
- Disseminate information to SOP leadership and staff (FSWs, Home Base Educators) to utilize services with partners.

*Objective 1 - Expected Outcomes:*

- SETA will have stronger collaborations which will lead to routine referrals and recommendations for enrollment in Head Start;
- Parents will share testimonial stories to encourage other parents to enroll in the program;
- Community collaborations will be strengthened to support families during their time in Head Start and thereafter.

- 2) Deepen and support the use of Reflective Practice strategies for effective communication and collaboration between staff members, families and community agencies.

*Objective 2 - Activities:*

- Coordinate at least 4 delegate consultation meetings between grantee consultant and delegates on the use of Reflective Practice within their programs;
- Grantee to host 2 countywide combined content meetings per year with the objectives of fostering collaboration and networking; promoting inclusion and deepening awareness of diversity;
- Assess delegate strengths and improvement areas in Parent Family and Community Engagement (PFCE) utilizing OHS materials.

*Objective 1 - Expected Outcomes:*

- Small group opportunities will be created to engage in critical reflection for personal and professional development;
- PFCE Outcomes reviewed and discussed at all content area meetings

- 3) Develop a program plan to evaluate and improve current Parent Family and Community Engagement (PFCE) program strategies using guidelines and resources provided by Office of Head Start.

*Objective 3 - Activities:*

- Content Coordinators will include the review and discussion of PFCE framework and training materials related to building Relationship-based Competencies for support staff (health, mental health, family service workers, etc.)
- Grantee will host 2 countywide combined content meetings annually (February and May) with the objectives of fostering collaboration and networking; promoting inclusion and deepening awareness of diversity.

*Objective 3 - Expected Outcomes:*

- Countywide training plan will be developed on how PFCE Outcomes are used to inform and guide practice in health, mental health, family engagement, disabilities, etc.
  - Summary of recommendations for agency strategic planning process
-



**Goal 3 – Enrollment/Recruitment:** Create innovative marketing/recruitment strategies to ensure full enrollment by increasing the community’s awareness of the value of early education programs and Head Start comprehensive services.

**Objective:**

- 1) SETA Head Start/Early Head Start will have greater name recognition in the community and increase enrollment and referral opportunities for families being served by other community agencies.

*Objective - Activities:*

- Identify community agencies in high need areas in which Family Services Workers IIIs can collaborate by 1) being on a community board, 2) by presenting information at a monthly meeting, or 3) being included in enrollment packets for the identified agencies;
- Through outreach opportunities, recruitment staff will identify and commit to participate in more community sponsored events;
- Work with the Parent Ambassador group to provide representation at community events;
- Head Start Managers will reach out and present information to content specific professional groups and organizations;
- Work with marketing agency to develop marketing materials that target high needs clients as identified in the program’s community assessment and enhance the website to ensure ease of use for clients;
- Increase SETA Head Start and Early Head Start’s participation in community events.

*Objective - Expected Outcomes:*

- Each year, 25% of Family Service Workers will have made contact with at least one of the identified community agencies;
  - Each year, the program will increase by 10% the number of community events that staff participate in;
  - 10% of all community events will include at least one parent ambassador annually;
  - Within each area of responsibility, each Head Start Manager will develop two content specific relationships each year in order to increase awareness of the Head Start and Early Head Start Program in their professional circles;
  - 35% of the professional relationships developed with FSWIIIs and Managers will result in a formal MOU with community agencies annually.
-

## PHILOSOPHY

SETA Head Start's program philosophy is based on the premise that all families share certain basic needs and that the Head Start population, in particular, can reap even greater benefits from a comprehensive service delivery system that ensures their needs are met. SETA's program mission is to improve the lives of low-income children by providing comprehensive child development services that are family focused, including education, health, nutrition, mental health and social services. SETA Head Start's goals are accomplished by involving parents in the complete operation and administration of the program and by supporting the growth of families and staff through the development of advocacy skills, enhanced self-esteem and empowerment. The overall goal is to develop a greater degree of independence among families and the decisions which impact their lives. Finally, SETA Head Start has established as its vision, "Touching Families, Making A Difference."

SETA continually strives to recruit, train and retain the highest quality staff. Ongoing training and technical assistance ensures that all staff are knowledgeable about the Head Start philosophy, goals and objectives, mission, values and Performance Standards of the Head Start and Early Head Start programs.

## PLANNING PROCESS

SETA employs an exacting strategic planning process to identify and accomplish the training, professional development and coaching needs of Head Start staff, parents, delegate agencies and partners. This process results in a T/TA Plan which carefully incorporates needs identified through PIR, OHS Monitoring Protocol, Self Assessment, Community Assessment, on-going quality assurance results, Desired Results and child outcomes, as well as analysis of embedded program and operational reporting systems such as ERSEA reports, ADA reports, disabilities reports, etc., and established countywide goals. Ultimately, under the direction of SETA's strong parent organizations (PC/PAC), specific dollars are allocated to these prioritized needs (see attached budget) to ensure staff, parents, delegate agencies and partners receive the necessary training and professional development to move SETA's organization forward.

Several T/TA planning sessions take place in late winter. Participants in the T/TA planning include the SETA Leadership team, Policy Council and Parent Advisory Committee members and delegate agency directors. Participants share information about their community assessment results, Program Self Assessment, most recent ERSEA and health and child outcomes reports, i.e., DRDP. Participants identify program strengths and service gaps. A number of areas are identified through these meetings as priorities for T/TA and countywide goal statements are formulated.

Sub-committees which include staff, parents and countywide content coordinators update written service plans and modify or develop policies and procedures for key management systems.

The Training and Technical Assistance Plan was the direct result of an exhaustive and highly collaborative partnership between Head Start grantee staff, parents, delegate agencies and partners. The plan was adjusted to align with The Five Year Goals and Objectives, and the Self-Assessment Action Plan. Items which were modified on the current T/TA to support specific PIP goals are denoted with an asterisk \*.

## OUTCOMES AND TIMETABLES

Outcomes and timetable attainment of the Program Improvement Plan will be tracked and measured on a monthly basis. Leadership Team and Management meetings are conducted weekly with specific agenda content.

[NOTES LEGEND: M=Mandated; GNO= Goals and Objectives; PIP= Program Improvement Plan; BP=Best Practice

| Training or Technical Assistance Strategy   | Participants              | T & TA Provider                                   | Content/Expected Outcome  | Timeline  | Estimated Cost     |         | Notes |
|---|---------------------------|---|---|---|--------------------|---------|-------|
|   |                           |   |   |   | T/TA Budget Source | HS EHS  |       |
| <b>Child Services and Consultants</b>   |                           |   |   |   |                    |         |       |
| <b>A. Consultants</b>   |                           |   |   |   |                    |         |       |
| Assistance to pregnant woman and new mothers on issues ranging from feeding to self-care. On-call consultants are also used to develop training for EHS staff on a variety of topics. | EHS Parents and EHS Staff | Consultants                                       | Depending on the consultants used and the audience, the expected outcomes range from increased knowledge on how to care for a newborn, or self-care techniques for the new parent. For staff, the expected outcomes include increased knowledge around topics important to EHS and how to provide quality services. | Consultants will be scheduled as needed in the program year 15/16 |                    | \$4,519 | PIP   |
| <b>Parent Services</b>  |                           |   |   |   |                    |         |       |
| <b>A. Parent Intern Training</b>  |                           |   |   |   |                    |         |       |
| Parents will be recruited to train for a variety of apprentice type jobs, including working with facilities, office work, working in the kitchen.                                     | HS/EHS parents            | Head Start staff<br>SETA<br>Workforce Job Coaches | HS/EHS parents will be offered the opportunity to learn skills, including soft skills that potentially may lead to permanent employment opportunities in the community.   | August 2015-July 2016   | \$11,100           |         | BP    |
| <b>B. Family Literacy Involvement Project</b>   |                           |   |   |   |                    |         |       |
| Parents will be provided books and other school readiness activities to do at home with their child(ren) monthly  | HS/EHS parents            | SS/PI Specialist                                  | Parents will be given a book monthly along with activity sheets to do monthly with their child. Activity sheets will focus on literacy and  | August 2015-July 2016   | \$13,000           |         | PIP   |

| Training or Technical Assistance Strategy     | Participants               | T & TA Provider                                      | Content/Expected Outcome  | Timeline              | Estimated Cost                                |         | Notes     |
|---|----------------------------|--|---|-----------------------|---|---------|-----------|
|   |                            |  |   |                       | T/TA Budget Source HS                         | EHS     |           |
|   |                            |  | math skills that parents can easily do at home with their child. The expected outcome will be increased literacy scores in children's assessment data, and increased knowledge about the importance of parent participation in school readiness activities.         |                       |   |         |           |
| <b>Training or Staff Development</b>          |                            |  |   |                       |   |         |           |
| <b>Teaching Pyramid Center-based training</b> | Grantee and Delegate Staff | Certified Teaching Pyramid Trainers                  | Consultants will be used to provide 4-full-day training of all modules of the Teaching Pyramid.   | Oct 2015-March 2016   | \$10,000                                      |         | GNO       |
| <b>Curriculum Training</b>                    | Grantee and Delegate Staff | Teaching Solutions                                   | Teaching Strategies will be contracted to provide in-service workshops for staff in the area of Creative Curriculum for Preschool. The expected outcome is for staff to have increased confidence in their ability to implement this curriculum in their classroom. | To be determined      | \$6,000                                       |         | BP        |
| <b>Practice-Based Coaching</b>                | Grantee and Delegate Staff | Education Coordinators and other identified trainers | Staff will work in a group format which provided support to teachers and aims to improve teaching practices and child outcomes.   | To be determined      | Costs covered under Mentor/Coaching line item |         | BP<br>GNO |
| <b>Career Incentive Plan Funds</b>            | HS/EHS Staff               | Community College and                                | Staff will have the opportunity to be reimbursed  | August 2015-July 2016 | \$28,159                                      | \$2,000 | BP        |

| Training or Technical Assistance Strategy   | Participants               | T & TA Provider                        | Content/Expected Outcome   | Timeline                 | Estimated Cost        |         | Notes |
|---|----------------------------|--|--|--------------------------|-----------------------|---------|-------|
|   |                            |  |  |                          | T/TA Budget Source HS | EHS     |       |
|   |                            | Universities and Teacher Credentialing | a set amount of money annually to continue their education and to keep up required teaching credentials.   |                          |                       |         |       |
| <b>CLASS Train-the Trainer</b>  | Education Coordinators     | Consultants                            | Staff will be trained as CLASS Trainers to certify reliable observers. This will ensure that there is trained staff to support CLASS countywide.                 | August 2015              | \$9,000               |         |       |
| <b>CLASS Reliability Observer Training</b>  | Grantee and Delegate Staff | Education Coordinators                 | Two CLASS Reliability Observer Training sessions for program staff. This cost will include Teachstone registration, materials, and CLASS Trainer Fees.           | TBA                      | \$7,000               |         |       |
| <b>CLASS Observation Assessment</b>   | Delegate Staff             | Consultants                            | Consultants will be hired in order to meet the countywide goal of 100% of Head Start classrooms to have received at least one CLASS Observation each year.       | Through out Program year | \$2,000               |         |       |
| <b>Mentor Coaches</b><br>One-on-one assigned coaches for staff in HS/EHS classrooms | HS/EHS Staff               | Mentor Coaches                         | Coaches will work individually with teachers in a practice based coaching model to improve curriculum implementation resulting in increased CLASS scores.        | October 2014-July 2015   | \$42,105              | \$2,500 | PIP   |
| <b>Reflective Practice</b>  | Education Coordinators     | Consultants                            | Staff will have the opportunity to be trained in implementation of Reflective Practice. This will give teaching staff the opportunity to participate in learning | TBA                      | \$2,000               | \$1,000 | PIP   |



| Training or Technical Assistance Strategy         | Participants                       | T & TA Provider                                      | Content/Expected Outcome  | Timeline              | Estimated Cost        |          | Notes |
|---|------------------------------------|--|---|-----------------------|-----------------------|----------|-------|
|   |                                    |  |   |                       | T/TA Budget Source HS | EHS      |       |
|   |                                    |  | mental health strategies for families they work with.   |                       |                       |          |       |
| <b>Out-of State Travel/ Conferences</b>           | Grantee Staff                      | WIPFLI, ChildPlus and Int'l Playground Certification | Staff will participate in the annual conferences to learn new information about fiscal, technology tracking systems, and playground certification.  | Nov 2015<br>July 2016 | \$12,000              |          |       |
| <b>Other Conference, Training, Resources</b>      | Grantee Staff                      | To Be Determined                                     | Staff and supervisors will have the opportunity to access training and resource funds throughout the program year in order to enhance and support services to children.   | TBA                   | \$13,000              |          |       |
| <b>EHS Teaching Pyramid For EHS Home Visitors</b> | Grantee and Delegate Home Visitors | WestED   | The entire county will now be using the Teaching Pyramid model to ensure continuity practice. This will reduce the need for outside referrals for mental health services, and better outcomes for children transitioning to preschool services. | Nov 2015-<br>May 2016 |                       | \$18,092 |       |
| <b>Delegate/Partner Support Services</b>          |                                    |  |   |                       |                       |          |       |
| Delegate Kick-off and on-site training            | Delegate Staff                     | Delegate Support Staff                               | The expected outcomes include continued support on policies and procedures and monitoring processes between the Grantee and delegate and partner agencies.  | November 2015         | \$3,200               |          | BP    |

ITEM III - D- ACTION

APPROVAL OF FISCAL 2015-2016 SACRAMENTO COUNTY PROGRAM  
OPTIONS/GRANTEE AND DELEGATE AGENCIES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve Fiscal Year 2015-2016 Sacramento County Program Options/Grantee and Delegate Agencies.

RECOMMENDATION:

Approve Fiscal Year 2015-2016 Sacramento County Program Options/Grantee and Delegate Agencies.

**NOTES:**

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

## HEAD START – Page 1 of 2

### SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES FY 2015-2016

| AGENCY   | Total Funded Enrollment* | OPTION 1<br>(CB)<br>Full-Day Collab.<br>5 days/week<br>9-10 hrs/day<br>46-49 weeks | OPTION 2<br>(CB)<br>Full-Day Collab<br>5 days/week<br>8 hrs/day<br>43-49 weeks | OPTION 3<br>(CB)<br>Full Day Collab.<br>5 days/week<br>6.5 hrs/day<br>32-36 weeks | OPTION 4<br>(CB)<br>Full Day Collab<br>5 days/week<br>8-9 hrs/day<br>35-36 weeks | OPTION 5<br>(CB)<br>Full Day<br>Collab<br>4 days/week<br>6.5 hrs/day<br>32 weeks | OPTION 6<br>(CB)<br>Part-Day<br>4 days/week<br>3.5-4 hrs/day<br>32-35 weeks | OPTION 7<br>(CB)<br>Part-Day/DS**<br>4 days/week<br>3.5 hrs/day<br>32 weeks |
|--|--------------------------|--|--|---|--|--|---|---|
| SETA   | 2,028                    | 220  | 132  |   |  |  | 360   |   |
| Elk Grove  | 440                      |  |  |   |  |  | 440   |   |
| Sac. City  | 1,211                    | 72   | 72   | 503   | 96   |  | 402   | 42  |
| San Juan   | 668                      |  |  |   |  | 240  | 54  | 374   |
| Twin Rivers  | 233                      |  |  |   | 20   |  |   | 213   |
| WCIC   | 120                      |  |  |   |  |  | 120   |   |
| <b>TOTALS</b>  | <b>4,700</b>             | <b>292</b>   | <b>204</b>   | <b>503</b>  | <b>116</b>   | <b>240</b>   | <b>1,376</b>  | <b>629</b>  |
| <b>Comments</b>  |                          |  |  |   |  |  |   |   |
| *Funded enrollment includes a proposed Head Start enrollment reduction of 99 slots and a HS-EHS conversion of 58 slots |                          |  |  |   |  |  |   |   |
| **DS = Double Session (same teacher teaches the AM and the PM class)   |                          |  |  |   |  |  |   |   |

*Please refer to individual Program Approach forms for specific detail of the above options.*

## HEAD START – Page 2 of 2

|   |
|---|
| <b>SACRAMENTO COUNTY HEAD START PROGRAM OPTIONS /GRANTEE &amp; DELEGATE AGENCIES<br/>FY 2014-2015</b> |
|---|

| AGENCY        | Total Funded Enrollment* | <u>OPTION 8</u><br>(CB)<br>Part-Day<br>5 days/week<br>4 hrs/day<br>46 weeks | <u>OPTION 9</u><br>(HB)<br>Home Base<br>48 weeks |  |  |  |  |  |
|---------------|--------------------------|---|--|--|--|--|--|--|
| SETA          | 2,028                    | 1,220   | 96   |  |  |  |  |  |
| Elk Grove     | 440                      |   |  |  |  |  |  |  |
| Sac. City     | 1,211                    |   | 24   |  |  |  |  |  |
| San Juan      | 668                      |   |  |  |  |  |  |  |
| Twin Rivers   | 233                      |   |  |  |  |  |  |  |
| WCIC          | 120                      |   |  |  |  |  |  |  |
| <b>TOTALS</b> | <b>4,700</b>             | <b>1,220</b>  | <b>120</b>                                       |  |  |  |  |  |

**Comments**

\*Funded enrollment includes a proposed Head Start enrollment reduction of 99 slots and a HS-EHS conversion of 58 slots

\*\*DS = Double Session (same teacher teaches the AM and the PM class)

*Please refer to individual Program Approach forms for specific detail of the above options.*

## EARLY HEAD START

### SACRAMENTO COUNTY PROGRAM OPTIONS / GRANTEE & DELEGATE AGENCIES

FY 2015-2016

| PROGRAM OPTIONS |                         |   |  |  |  |   |                              |
|-----------------|-------------------------|---|--|--|--|---|------------------------------|
| AGENCY          | Total Funded Enrollment | OPTION 1<br>(CB) Full Day<br>5 days/week<br>6.5 hrs/day<br>48-49 weeks  | OPTION 2<br>(CB) Full Day<br>5 days/week<br>7.5-8 hrs/day<br>48-49 weeks | OPTION 3<br>(CB) Full Day<br>5 days/week<br>9 hrs/day<br>48-49 weeks | OPTION 4<br>(CO)<br>2 days/week<br>6.5 hrs/day<br>48 weeks | OPTION 5<br>(CO)<br>1 day/week<br>6.5 hrs/day<br>48 weeks | OPTION 6<br>(HB)<br>48 weeks |
| SETA            | 369                     | 8   | 72   | 40   |  |   | 249                          |
| Sacramento City | 144                     |   | 8  |  |  | 16 <sup>2</sup>   | 120                          |
| San Juan        | 160                     |   | 80 <sup>3</sup>  |  | 8 <sup>4</sup>   |   | 72                           |
| <b>TOTALS</b>   | <b>673<sup>1</sup></b>  | <b>8</b>  | <b>160</b>   | <b>40</b>  | <b>8</b>   | <b>16</b>   | <b>441</b>                   |
| <b>Comments</b> |                         | <sup>1</sup> Funded enrollment includes 20 additional EHS slots due to request for conversion.<br><sup>2</sup> For combination option, 37 center-based days are offered during the school year, bi-weekly home visits are offered during the school year and weekly visits are offered during the summer.<br><sup>3</sup> For center based option, 173 center-based service days are offered, then the option becomes a home-based model with 14 home visits provided during the summer months (for 32 of the 80 children).<br><sup>4</sup> For combination option, 84 center-based service days are offered during the school year, bi-weekly home visits are offered during the school year and weekly home visits are offered during the summer. |  |  |  |   |                              |

*Please refer to individual Program Approach forms for specific detail on the above options.*

## 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
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson
  - Toastmasters Training – Ms. Jasmine Jamison
  - Child Care Center Food Menu (attached)
  - Community Resources – Parents/Staff: Ms. Jasmine Jamison

#### NOTES:

# May

2015

| Sun       | Mon                                      | Tue   | Wed   | Thu   | Fri  | Sat       |
|-----------|--|---|---|---|--|-----------|
|           | Toastmaster's Meeting – To Be Announced  |   |   |   | <b>1</b><br>1:00 p.m.<br>Parent Ambassadors Meeting<br>Olympus Room  | <b>2</b>  |
| <b>3</b>  | <b>4</b>                                 | <b>5</b>  | <b>6</b><br>9:00 a.m.<br>Social/Hospitality Committee<br>Olympus Room                   | <b>7</b>  | <b>8</b>   | <b>9</b>  |
| <b>10</b> | <b>11</b>                                | <b>12</b><br>9:00 a.m.<br><b>Elk Grove PC</b> Meeting<br>Prairie Pre-K 2<br>5251 Valley Hi Drive<br>Sacramento 95823<br><br>1:30 p.m.<br>PC/PAC Budget/Planning<br>Oak Room | <b>13</b>   | <b>14</b><br>9:00 a.m.<br><b>San Juan PC</b> Meeting<br>General Davie Center<br>1500 Dom Way Sacramento<br>95864<br><br>9:00 a.m.<br><b>Sacramento City PC</b><br>Meeting Capital City<br>Multipurpose Room, 7220 24th<br>Street Sacramento 95823 | <b>15</b>  | <b>16</b> |
| <b>17</b> | <b>18</b>                                | <b>19</b><br>9:00 a.m.<br>PAC Meeting<br>SETA Board Room<br><br>11:30 a.m.<br>Toastmaster's Meeting<br>Shasta Room  | <b>20</b><br>5:15 p.m.<br><b>WCIC PC</b> Meeting<br>3555 3rd Avenue<br>Sacramento 95817 | <b>21</b><br>8:30 a.m.<br><b>Twin Rivers PC</b> Meeting<br>155 Morey Avenue<br>Sacramento 95838<br><br>9:00 a.m.<br>PAC Executive Meeting<br>Olympus Room   | <b>22</b><br>10 a.m.<br>MAAC Meeting<br>Olympus Room<br><br>11:30 a.m.<br>Bylaws Committee Meeting<br>Olympus Room | <b>23</b> |
| <b>24</b> | <b>25</b>                                | <b>26</b><br>9:00 a.m.<br>PC Meeting<br>SETA Board Room   | <b>27</b>   | <b>28</b><br>9:00 a.m.<br>PC Executive Meeting<br>Olympus Room  | <b>29</b>  | <b>30</b> |
| <b>31</b> | <b>Parent Leadership Institute - TBA</b> |   |   |   |  |           |

## CALENDAR OF EVENTS

| <u>EVENT</u>                                  | <u>DATE</u>   |
|---|---|
| Men's Activities Affecting Children Committee | Friday, April 24, 2015<br>10:00 a.m.<br>Olympus Room        |
| PC/PAC Bylaws Committee                       | Friday, April 24, 2015<br>11:30 a.m.<br>Olympus Room        |
| PC Executive Committee                        | Thursday, April 30, 2015<br>9:00 a.m.<br>Olympus Room       |
| PAC Executive Committee                       | Thursday, April 30, 2015<br>10:30 a.m.<br>Olympus Room      |
| Parent Ambassadors Committee                  | Friday, May 1, 2015<br>1:00 p.m.<br>Olympus Room            |
| PC/PAC Social Hospitality Committee           | Wednesday, May 6, 2015<br>1:00 – 2:30 p.m.<br>Magnolia Room |
| PC/PAC Budget/Planning Committee              | Tuesday, May 12, 2015<br>1:30 p.m.<br>Oak Room              |
| PAC/PC Toastmasters Training                  | Date to be Announced.                                       |
| PAC Executive Committee                       | Thursday, May 21, 2015<br>9:00 a.m.<br>Olympus Room         |
| Men's Activities Affecting Children           | Friday, May 22, 2015<br>10:00 a.m.<br>Olympus Room          |
| PC/PAC Bylaws Committee                       | Friday, May 22, 2015<br>11:30 a.m.<br>Olympus Room          |
| Parent Leadership Institute                   | Date to be Announced.                                       |



SETA Operated & Delegate Agencies Combined Head Start/Early Head Start  
Expenditures for Fiscal Year 2014-2015  
For the Eight Months Ended March 31, 2015

|                         | Budget               | Admin               | Program              | YTD Expenses         | YTD %        | Remaining            | Non-Federal Share   | NFS YTD % | Admin % |
|-------------------------|----------------------|---------------------|----------------------|----------------------|--------------|----------------------|---------------------|-----------|---------|
| <b>Head Start Basic</b> |                      |                     |                      |                      |              |                      |                     |           |         |
| Twin Rivers             | \$ 1,589,191         | \$ 112,893          | \$ 934,127           | \$ 1,047,020         | 65.9%        | \$ 542,171           | \$ 274,253          | 26.2%     | 10.8%   |
| Elk Grove               | 3,125,314            | 160,742             | 1,832,436            | 1,993,178            | 63.8%        | 1,132,136            | 352,986             | 17.7%     | 8.1%    |
| Sac City                | 8,615,832            | 573,580             | 5,804,865.00         | 6,378,445            | 74.0%        | 2,237,387            | 1,603,037           | 25.1%     | 9.0%    |
| San Juan                | 4,570,140            | 380,992             | 2,810,815.00         | 3,191,807            | 69.8%        | 1,378,333            | 664,470             | 20.8%     | 11.9%   |
| WCIC                    | 826,068              | 64,648              | 512,949              | 577,597              | 69.9%        | 248,471              | 175,237             | 30.3%     | 11.2%   |
| SETA                    | 24,459,568           | 1,805,450           | 14,026,453           | 15,831,903           | 64.7%        | 8,627,665            | 4,446,340           | 28.1%     | 11.4%   |
| <b>Total</b>            | <b>\$ 43,186,113</b> | <b>\$ 3,098,305</b> | <b>\$ 25,921,645</b> | <b>\$ 29,019,950</b> | <b>67.2%</b> | <b>\$ 14,166,163</b> | <b>\$ 7,516,323</b> |           |         |

|                               |                     |                   |                     |                     |              |                     |                     |       |      |
|-------------------------------|---------------------|-------------------|---------------------|---------------------|--------------|---------------------|---------------------|-------|------|
| <b>Early Head Start Basic</b> |                     |                   |                     |                     |              |                     |                     |       |      |
| Sac City                      | \$ 1,537,042        | \$ 92,514         | \$ 950,946.00       | \$ 1,043,460        | 67.9%        | \$ 493,582          | \$ 110,301          | 10.6% | 8.9% |
| San Juan                      | 1,711,124           | 91,640            | 1,026,335.00        | 1,117,975           | 65.3%        | 593,149             | 238,021             | 21.3% | 8.2% |
| SETA                          | 4,049,257           | 237,100           | 2,455,361           | 2,692,461           | 66.5%        | 1,356,796           | 1,320,407           | 49.0% | 8.8% |
| <b>Total</b>                  | <b>\$ 7,297,423</b> | <b>\$ 421,254</b> | <b>\$ 4,432,642</b> | <b>\$ 4,853,896</b> | <b>66.5%</b> | <b>\$ 2,443,527</b> | <b>\$ 1,668,729</b> |       |      |

|                            |                   |             |                   |                   |              |                   |             |  |  |
|----------------------------|-------------------|-------------|-------------------|-------------------|--------------|-------------------|-------------|--|--|
| <b>Head Start T&amp;TA</b> |                   |             |                   |                   |              |                   |             |  |  |
| Twin Rivers                | \$ 7,500          |             | \$ 7,500          | \$ 7,500          | 100.0%       | \$ -              |             |  |  |
| Elk Grove                  | 9,000             |             | 8,116             | \$ 8,116          | 90.2%        | 884               |             |  |  |
| Sac City                   | 20,000            |             | 11,720            | \$ 11,720         | 58.6%        | 8,280             |             |  |  |
| San Juan                   | 15,000            |             | 4,178             | \$ 4,178          | 27.9%        | 10,822            |             |  |  |
| WCIC                       | 7,500             |             | -                 | -                 | 0.0%         | 7,500             |             |  |  |
| SETA                       | 335,361           |             | 113,578           | 113,578           | 33.9%        | 221,783           |             |  |  |
| <b>Total</b>               | <b>\$ 394,361</b> | <b>\$ -</b> | <b>\$ 145,092</b> | <b>\$ 145,092</b> | <b>36.8%</b> | <b>\$ 249,269</b> | <b>\$ -</b> |  |  |

|                                  |                   |             |                  |                  |              |                   |             |  |  |
|----------------------------------|-------------------|-------------|------------------|------------------|--------------|-------------------|-------------|--|--|
| <b>Early Head Start T&amp;TA</b> |                   |             |                  |                  |              |                   |             |  |  |
| Sac City                         | \$ 27,564         |             | \$ 12,267        | \$ 12,267        | 44.5%        | \$ 15,297         |             |  |  |
| San Juan                         | 30,912            |             | 13,133           | \$ 13,133        | 42.5%        | 17,779            |             |  |  |
| SETA                             | 121,618           |             | 19,371           | 19,371           | 15.9%        | 102,248           |             |  |  |
| <b>Total</b>                     | <b>\$ 180,094</b> | <b>\$ -</b> | <b>\$ 44,771</b> | <b>\$ 44,771</b> | <b>24.9%</b> | <b>\$ 135,324</b> | <b>\$ -</b> |  |  |

|                         |                      |                     |                      |                      |              |                      |                     |              |              |
|-------------------------|----------------------|---------------------|----------------------|----------------------|--------------|----------------------|---------------------|--------------|--------------|
| <b>TOTAL Head Start</b> |                      |                     |                      |                      |              |                      |                     |              |              |
| Twin Rivers             | \$ 1,596,691         | \$ 112,893          | \$ 941,627           | \$ 1,054,520         | 66.0%        | \$ 542,171           | \$ 274,253          | 26.0%        | 10.7%        |
| Elk Grove               | 3,134,314            | 160,742             | 1,840,552            | 2,001,294            | 63.9%        | 1,133,020            | 352,986             | 17.6%        | 8.0%         |
| Sac City                | 10,200,438           | 666,094             | 6,779,798            | 7,445,892            | 73.0%        | 2,754,546            | 1,713,338           | 23.0%        | 8.9%         |
| San Juan                | 6,327,176            | 472,632             | 3,854,461            | 4,327,093            | 68.4%        | 2,000,083            | 902,491             | 20.9%        | 10.9%        |
| WCIC                    | 833,568              | 64,648              | 512,949              | 577,597              | 69.3%        | 255,971              | 175,237             | 30.3%        | 11.2%        |
| SETA                    | 28,965,804           | 2,042,550           | 16,614,763           | 18,657,313           | 64.4%        | 10,308,491           | 5,766,747           | 30.9%        | 10.9%        |
| <b>Total</b>            | <b>\$ 51,057,991</b> | <b>\$ 3,519,559</b> | <b>\$ 30,544,150</b> | <b>\$ 34,063,709</b> | <b>66.7%</b> | <b>\$ 16,994,282</b> | <b>\$ 9,185,052</b> | <b>27.0%</b> | <b>10.3%</b> |

On Budget%  
66.7%

Required %  
25%      Max %  
15%

**SETA OPERATED PROGRAMS (SOP)**  
Expenditures for Fiscal Year 2014-2015  
For the Eight Months Ended March 31, 2015

| <b>SOP HEAD START (BASIC &amp; T&amp;TA)</b>       | Budget               | Total Expenditures   | Remaining Budget    | 66.7%        |
|--|----------------------|----------------------|---------------------|--------------|
| Personnel  | \$ 13,078,688        | \$ 8,110,002         | \$ 4,968,686        | 62.0%        |
| Fringe Benefits                                    | 7,271,750            | 5,003,890            | 2,267,860           | 68.8%        |
| Equipment  | 85,000               | -                    | 85,000              | 0.0%         |
| Travel (Out-of-State)                              | 12,000               | 6,307                | 5,693               | 52.6%        |
| Supplies   | 427,000              | 310,549              | 116,451             | 72.7%        |
| Occupancy  | 2,236,944            | 1,627,433            | 609,511             | 72.8%        |
| Local Travel                                       | 56,000               | 42,325               | 13,675              | 75.6%        |
| Nutrition Services                                 | 414,099              | 137,901              | 276,198             | 33.3%        |
| Child Services                                     | 135,000              | 27,844               | 107,156             | 20.6%        |
| Parent Services                                    | 129,300              | 66,960               | 62,340              | 51.8%        |
| Publications/Advertising/Printing                  | 30,000               | 350                  | 29,650              | 1.2%         |
| Training or Staff Development/Parent Aides         | 127,159              | 85,567               | 41,592              | 67.3%        |
| Operating Costs                                    | 791,989              | 526,352              | 265,637             | 66.5%        |
| <b>TOTAL SOP HEAD START (BASIC &amp; T&amp;TA)</b> | <b>\$ 24,794,929</b> | <b>\$ 15,945,481</b> | <b>\$ 8,849,448</b> | <b>64.3%</b> |
| Administrative %                                   |                      | 11.3%                |                     |              |

| <b>SOP EARLY HEAD START (BASIC &amp; T&amp;TA)</b>        | Budget              | Total Expenditures  | Remaining Budget    | 66.7%        |
|---|---------------------|---------------------|---------------------|--------------|
| Personnel   | \$ 1,896,962        | \$ 1,439,589        | \$ 457,373          | 75.9%        |
| Fringe Benefits   | 1,054,710           | 586,152             | 468,558             | 55.6%        |
| Travel (Out-of-State)                                     | 12,000              | 8,982               | 3,018               | 74.9%        |
| Supplies  | 20,000              | 13,784              | 6,216               | 68.9%        |
| Occupancy   | 191,263             | 130,200             | 61,063              | 68.1%        |
| Local Travel  | 22,500              | 8,718               | 13,782              | 38.7%        |
| Nutrition Services  | 51,181              | 17,646              | 33,535              | 34.5%        |
| Child Services  | 16,500              | 2,501               | 13,999              | 15.2%        |
| Parent Services   | 14,500              | 888                 | 13,612              | 6.1%         |
| Training or Staff Development/Parent Aides                | 71,924              | 10,388              | 61,536              | 14.4%        |
| Operating Costs   | 97,146              | 65,670              | 31,476              | 67.6%        |
| <b>TOTAL SETA EARLY HEAD START (BASIC &amp; T&amp;TA)</b> | <b>\$ 3,448,686</b> | <b>\$ 2,284,517</b> | <b>\$ 1,164,169</b> | <b>66.2%</b> |
| Administrative %  |                     | 10.5%               |                     |              |
| Partners/Contractual                                      | \$ 722,189          | \$ 427,314          | \$ 294,875          | 59.2%        |
| <b>TOTAL SOP EARLY HEAD START BASIC</b>                   | <b>\$ 4,170,875</b> | <b>\$ 2,711,831</b> | <b>\$ 1,459,044</b> | <b>65.0%</b> |
| Administrative %  |                     | 8.8%                |                     |              |

| <b>COMBINED SOP HS &amp; EHS</b>       | Budget               | Total Expenditures   | Remaining Budget     | 66.7%        |
|--|----------------------|----------------------|----------------------|--------------|
| Personnel                              | \$ 14,975,650        | \$ 9,549,592         | \$ 5,426,058         | 63.8%        |
| Fringe Benefits                        | 8,326,460            | 5,590,041            | 2,736,419            | 67.1%        |
| Equipment                              | 85,000               | -                    | 85,000               | 0.0%         |
| Travel (Out-of-State)                  | 24,000               | 15,289               | 8,711                | 63.7%        |
| Supplies                               | 447,000              | 324,332              | 122,668              | 72.6%        |
| Occupancy                              | 2,428,207            | 1,757,633            | 670,574              | 72.4%        |
| Local Travel                           | 78,500               | 51,043               | 27,457               | 65.0%        |
| Nutrition Services                     | 465,280              | 155,548              | 309,732              | 33.4%        |
| Child Services                         | 151,500              | 30,345               | 121,155              | 20.0%        |
| Parent Services                        | 143,800              | 67,848               | 75,952               | 47.2%        |
| Publications/Advertising/Printing      | 30,000               | 350                  | 29,650               | 1.2%         |
| Training or Staff Development          | 199,083              | 95,956               | 103,127              | 48.2%        |
| Operating Costs                        | 889,135              | 592,021              | 297,114              | 66.6%        |
| <b>TOTAL SETA HS &amp; EHS</b>         | <b>\$ 28,243,615</b> | <b>\$ 18,229,999</b> | <b>\$ 10,013,616</b> | <b>64.5%</b> |
| Administrative %                       |                      | 11.2%                |                      |              |
| Partners/Contractual                   | \$ 722,189           | \$ 427,314           | \$ 294,875           | 59.2%        |
| <b>TOTAL COMBINED SOP HS &amp; EHS</b> | <b>\$ 28,965,804</b> | <b>\$ 18,657,313</b> | <b>\$ 10,308,491</b> | <b>64.4%</b> |
| Administrative %                       |                      | 10.6%                |                      |              |



**SACRAMENTO EMPLOYMENT & TRAINING AGENCY  
CORPORATE CARD - AMERICAN EXPRESS  
STATEMENT OF ACCOUNT  
AS OF 3/12/15**



| DATE                        | VENDOR NAME                       | DESCRIPTION                            | AMOUNT                     | HS/ADMIN/WD |
|-----------------------------|-----------------------------------|--|----------------------------|-------------|
| 2/11/2015                   | Amazon                            | Special Diet Supplies                  | \$ 181.53                  | HS          |
| 2/11/2015                   | Amazon                            | Classroom Supplies                     | 31.90                      | HS          |
| 2/12/2015                   | All In One Poster                 | First Aid Posters                      | 558.54                     | HS          |
| 2/12/2015                   | Inland Business                   | Copier/Printer Maintenance & Supplies  | 1,372.47                   | ADMIN       |
| 2/13/2015                   | Amazon                            | Office Supplies                        | 159.48                     | ADMIN       |
| 2/21/2015                   | Hannibals                         | EHS-CCP Meeting                        | 307.60                     | HS          |
| 2/21/2015                   | Discovery Toys                    | Homebase Supplies                      | 96.58                      | HS          |
| 2/22/2015                   | Bode & Bode                       | Pad Locks for Head Start Centers       | 312.48                     | HS          |
| 2/24/2015                   | Child Safety Solutions            | Homebase Supplies                      | 351.64                     | HS          |
| 2/25/2015                   | Stamp X Press                     | Office Supplies                        | 17.35                      | ADMIN       |
| 2/26/2015                   | Amazon                            | Homebase Supplies                      | 74.78                      | HS          |
| 2/26/2015                   | Inland Business                   | Copier/Printer Maintenance & Supplies  | 1,142.73                   | ADMIN       |
| 2/26/2015                   | Pocket Full of Feelings           | Homebase Supplies                      | 449.89                     | HS          |
| 2/27/2015                   | Rackspace                         | Web Hosting                            | 43.19                      | ADMIN       |
| 2/27/2015                   | Amazon                            | Classroom Supplies                     | 9.39                       | HS          |
| 2/28/2015                   | Amazon                            | Classroom Supplies                     | 11.53                      | HS          |
| 3/1/2015                    | Amazon                            | Classroom Supplies                     | 43.62                      | HS          |
| 3/2/2015                    | Amazon                            | Classroom Supplies                     | 9.65                       | HS          |
| 3/2/2015                    | Amazon                            | Homebase Supplies                      | 42.35                      | HS          |
| 3/2/2015                    | Digital Communications            | VOIP Equipment Warranty Annual Renewal | 29,501.00                  | ADMIN       |
| 3/3/2015                    | Amazon                            | Classroom Supplies                     | 60.19                      | HS          |
| 3/4/2015                    | Medic First Aide                  | CPR/First Aid Class Supplies           | 2,564.27                   | HS          |
| 3/5/2015                    | Amazon                            | Classroom Supplies                     | 101.94                     | HS          |
| 3/5/2015                    | Frys                              | Office Supplies                        | 261.36                     | ADMIN       |
| 3/5/2015                    | WPS                               | Classroom Supplies                     | 286.44                     | HS          |
| 3/5/2015                    | Best Buy                          | Mentor Coaching Tablets                | 2,115.73                   | HS          |
| 3/5/2015                    | CDW                               | Computer Memory                        | 306.49                     | ADMIN       |
| 3/6/2015                    | Amazon                            | Classroom Supplies                     | 45.82                      | HS          |
| 3/12/2015                   | Med Plus                          | Health/Safety Supplies                 | 87.94                      | HS          |
| 2/12/2015                   | Deluxe                            | Checks                                 | 205.04                     | ADMIN       |
| 2/10/2015                   | National Employment Law           | ADA & FMLA Training                    | 895.00                     | ADMIN       |
| 2/11/2015                   | Southwest                         | WIPFLI Annual Conference               | 470.40                     | ADMIN       |
| 2/11/2015                   | Caesars Palace                    | WIPFLI Annual Conference               | 302.40                     | ADMIN       |
| 2/23/2015                   | WIPFLI                            | ERSEA Training                         | 195.00                     | HS          |
| 2/24/2015                   | PACE                              | PACE Regional Training                 | 420.00                     | HS          |
| 2/27/2015                   | Paypal *IDAOFCA                   | IDA Training                           | 65.00                      | HS          |
| 2/27/2015                   | WIPFLI                            | OMB Training                           | 1,500.00                   | ADMIN       |
| 3/3/2015                    | National Head Start               | NHSA Conference                        | 556.00                     | HS          |
| 3/3/2015                    | Fred Pryor Seminars               | Payroll Law Training                   | 596.00                     | ADMIN       |
| 3/4/2015                    | US Airways                        | NHSA Conference                        | 589.70                     | HS          |
| 3/6/2015                    | California Restaurant Association | Serv Safe Training                     | 115.00                     | HS          |
| <i>various</i>              | <i>various</i>                    | <i>various</i>                         | <u>13,552.53</u>           | <i>WD</i>   |
| Total American Express Bill |                                   |  | <u><b>\$ 60,009.95</b></u> |             |

Note: Administrative charges are allocated between Head Start and Workforce Development.

# April 2015

\*We Serve 1% Lowfat Milk

|        | Monday   | Tuesday   | Wednesday   | Thursday   | Friday  |
|--------|--|---|---|--|---|
| Week 4 |   |    | <p>1</p> <p>Breakfast: Oatmeal Cereal, Banana, Milk</p> <p>Lunch: Cheese Enchilada with Sauce, Green Salad, Orange, Milk</p> <p>Snack: Nutri Grain Bar, Diced Peaches</p>   | <p>2</p> <p>Breakfast: French Toast Sticks, Canned Apricots, Milk</p> <p>Lunch: Turkey and Cheese Rollup in a Whole Wheat Tortilla, Cole Slaw Salad, Diced Mango, Milk</p> <p>Snack: Strawberry Yogurt, Banana</p> | <p>3</p> <p>Breakfast: Blueberry Muffin Loaf, Apple, Milk</p> <p>Lunch: Tuna Salad, Wheat Thins Crackers, Baby Carrots, Cantaloupe, Milk</p> <p>Snack: Tropical Treats Crackers, Milk</p> |
| Week 5 | <p>6</p> <p>Breakfast: Pancakes, Diced Pear, Milk</p> <p>Lunch: Chicken Patty, Whole Wheat Bun, Carrots, Canned Apricots, Milk</p> <p>Snack: Apple Cinnamon Crackers, Diced Mango</p>      | <p>7</p> <p>Breakfast: Whole Grain Cheerios Cereal, Apple, Milk</p> <p>Lunch: Refried Beans, Whole Wheat Tortilla, Tomato Salsa, Strawberries or Tangerine, Milk</p> <p>Snack: Multi Grain Flakes Cereal, Milk</p>            | <p>8</p> <p>Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk</p> <p>Lunch: Sliced Turkey, Mini Whole Grain Bun, Potato Salad, Cantaloupe, Milk</p> <p>Snack: Sound Bites Crackers, Banana</p>                              | <p>9</p> <p>Breakfast: Oatmeal Cereal, Pineapple Tidbits, Raisins, Milk</p> <p>Lunch: Turkey Spaghetti, Green Salad, Canned Apricots, Milk</p> <p>Snack: Bean Dip, Whole Wheat Tortilla</p>                        | <p>10</p> <p>Breakfast: Dreamy Orange Muffin Loaf, Orange, Milk</p> <p>Lunch: Sliced Turkey, Whole Wheat Bread, Broccoli, Banana, Milk</p> <p>Snack: Apple, Cheese Stick</p>              |
| Week 6 | <p>13</p> <p>Breakfast: Oatmeal Cereal, Cantaloupe, Milk</p> <p>Lunch: Chicken Drumstick, Cornbread Muffin, Coleslaw, Canned Apricots, Milk</p> <p>Snack: Sunrise Bites Crackers, Milk</p> | <p>14</p> <p>Breakfast: Cheerios Cereal, Orange, Milk</p> <p>Lunch: Turkey Meat Sloppy Joes, Whole Wheat Bun, Whole Kernel Corn, Apple, Milk</p> <p>Snack: Peach Yogurt, Banana</p>   | <p>15</p> <p>Breakfast: Waffle Sticks, Diced Pear, Milk</p> <p>Lunch: Salisbury Beef Steak &amp; Gravy, Mini Whole Grain Bun, Mashed Potatoes, Cantaloupe, Milk</p> <p>Snack: Sun Butter, Apple Slices</p>                    | <p>16</p> <p>Breakfast: Whole Wheat Bagel, Canned Apricots, Milk</p> <p>Lunch: Chicken &amp; Noodles, Strawberries or Tangerine, Milk</p> <p>Snack: Mini Whole Grain Bun, Sliced Turkey</p>                        | <p>17</p> <p>Breakfast: Banana Muffin Loaf, Banana, Milk</p> <p>Lunch: Swiss-American Cheese on Whole Wheat Bread, Broccoli, Orange, Milk</p> <p>Snack: Lemon Dinosaur Crackers, Milk</p> |
| Week 7 | <p>20</p> <p>Breakfast: Crispix Cereal, Apple, Milk</p> <p>Lunch: Chicken, Rice, Peas &amp; Carrots, Orange, Milk</p> <p>Snack: Cheese Stick, Diced Mango</p>                              | <p>21</p> <p>Breakfast: Oatmeal Cereal, Pineapple Tidbits, Milk</p> <p>Lunch: Macaroni &amp; Cheese, Green Beans, Strawberries or Tangerine, Milk</p> <p>Snack: Strawberry Waffle Crackers, Milk</p>                          | <p>22</p> <p>Breakfast: Rice Krispies Cereal, Diced Peaches, Milk</p> <p>Lunch: BBQ Chicken, Whole Wheat Bun, Whole Kernel Corn, Cantaloupe, Milk</p> <p>Snack: Hummus, Pita Chips</p>  | <p>23</p> <p>Breakfast: French Toast Sticks, Apple, Milk</p> <p>Lunch: Beef Meatloaf and Sauce, Mashed Potatoes, Mini Whole Grain Bun, Canned Apricots, Milk</p> <p>Snack: Strawberry Yogurt Fruit Cup</p>         | <p>24</p> <p>Breakfast: Blueberry Muffin, Banana, Milk</p> <p>Lunch: Sliced Turkey, Whole Wheat Bread, Carrot Sticks, Orange, Milk</p> <p>Snack: Sunrise Bites Crackers, Apple</p>        |
| Week 1 | <p>27</p> <p>Breakfast: Pancakes, Diced Pear, Milk</p> <p>Lunch: Lemon Pepper Chicken, Peas &amp; Carrots, Brown Rice, Orange, Milk</p> <p>Snack: Cottage Cheese, Cheese-It Crackers</p>   | <p>28</p> <p>Breakfast: Whole Grain Cheerios Cereal, Cantaloupe, Milk</p> <p>Lunch: Sliced American Cheese, Whole Wheat Bread, Potato Salad, Apple or Watermelon, Milk</p> <p>Snack: Lemon Dinosaur Crackers, Diced Mango</p> | <p>29</p> <p>Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk</p> <p>Lunch: Whole Wheat Tortilla, Beans, Cheddar Cheese, Lettuce, Tomato, Strawberries or Tangerine, Milk</p> <p>Snack: Sunrise Bites Crackers, Banana</p> | <p>30</p> <p>Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk</p> <p>Lunch: Spanish Rice with Chicken &amp; Corn, Whole Kernel Corn, Mandarin Orange, Milk</p> <p>Snack: Apple Slices, Sun Butter</p>         |   |

|                 | lunes  | martes  | miércoles   | jueves  | viernes   |
|-----------------|--|---|---|---|---|
| <b>Semana 4</b> |   |    | <p>1</p> <p>Desayuno: Cereal de Avena, Plátano, Leche.<br/>Comida: Enchilada de Queso con Salsa, Ensalada Verde, Naranja, Leche.<br/>Bocadillo: Barra Nutri Grain, Durazno Picado.</p>  | <p>2</p> <p>Desayuno: Baritas de Pan Francés Tostado, Chabacano Enlatado, Leche.<br/>Comida: Tortilla de Trigo Integral, Rollo de Pavo y Queso, Ensalada de Col, Mango Picado, Leche.<br/>Bocadillo: Yogur de Fresa, Plátano.</p>   | <p>3</p> <p>Desayuno: Barra de Mollete con Arándanos Azules, Manzana, Leche.<br/>Comida: Ensalada de Atún, Galletas Wheat Thins, Zanahorias Tiernas, Melón, Leche.<br/>Bocadillo: Galletas Tropical Treats, Leche.</p>        |
| <b>Semana 5</b> | <p>6</p> <p>Desayuno: Jotqueis (Pancakes), Pera Picada, Leche.<br/>Comida: Torta de Pollo, Pan de Trigo Integral, Zanahorias, Chabacano Enlatado, Leche.<br/>Bocadillo: Galletas con Manzana y Canela, Mango Picado.</p> | <p>7</p> <p>Desayuno: Cereal Cheerios de Grano Integral, Manzana, Leche.<br/>Comida: Frijoles Refritos, Tortilla de Trigo Integral, Salsa de Jitomate, Fresas o Tanjarina, Leche.<br/>Bocadillo: Ojuelas de Cereal Multigrano, Leche.</p> | <p>8</p> <p>Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche.<br/>Comida: Rebanada de Pavo, Minipan de Grano Integral, Ensalada de Papa, Melón, Leche.<br/>Bocadillo: Galletas Sound Bites, Plátano.</p>                           | <p>9</p> <p>Desayuno: Cereal de Avena, Pasas, Piña Machacada, Leche.<br/>Comida: Espagueti con Carne de Pavo, Ensalada Verde, Chabacano Enlatado, Leche.<br/>Bocadillo: Puré de Frijoles, Tortilla de Harina de Trigo Integral.</p> | <p>10</p> <p>Desayuno: Barra de Mollete Dreamy Orange, Naranja, Leche.<br/>Comida: Rebanada de Pavo, Pan de Trigo Integral, Brócoli, Plátano, Leche.<br/>Bocadillo: Barita de Queso, Manzana.</p>                             |
| <b>Semana 6</b> | <p>13</p> <p>Desayuno: Cereal de Avena, Melón, Leche.<br/>Comida: Pierna de Pollo, Mollete de Harina de Maíz, Ensalada de Col, Chabacano Enlatado, Leche.<br/>Bocadillo: Galletas Sunrise Bites, Leche.</p>              | <p>14</p> <p>Desayuno: Cereal Cheerios, Naranja, Leche.<br/>Comida: Sloppy Joes de Carne de Pavo, Pan de Trigo Integral, Granos de Elote, Manzana, Leche.<br/>Bocadillo: Yogur de Durazno, Plátano.</p>                                   | <p>15</p> <p>Desayuno: Baritas de Waffle, Pera Picada, Leche.<br/>Comida: Bistec de Res Salisbury con Gravy, Minipan de Grano Integral, Puré de Papa, Melón, Leche.<br/>Bocadillo: Rebanadas de Manzana, Crema de Semillas de Girasol.</p>    | <p>16</p> <p>Desayuno: Bagel de Trigo Integral, Chabacano Enlatado, Leche.<br/>Comida: Pollo con Tallarines, Fresas o Tanjarina, Leche.<br/>Bocadillo: Minipan de Grano Integral, Rebanada de Pavo.</p>                             | <p>17</p> <p>Desayuno: Barra de Mollete con Plátano, Plátano Fresco, Leche.<br/>Comida: Rebanada de Queso Suizo-Americano, Pan de Trigo Integral, Brócoli, Naranja, Leche.<br/>Bocadillo: Galletas Lemon Dinosaur, Leche.</p> |
| <b>Semana 7</b> | <p>20</p> <p>Desayuno: Cereal Crispix, Manzana, Leche.<br/>Comida: Arroz con Pollo, Chicharos y Zanahorias, Naranja, Leche.<br/>Bocadillo: Barita de Queso, Mango Picado.</p>  | <p>21</p> <p>Desayuno: Cereal de Avena, Piña Machacada, Leche.<br/>Comida: Macarrón con Queso, Ejotes, Fresas o Tanjarina, Leche.<br/>Bocadillo: Galletas de Waffle de Fresa, Leche.</p>  | <p>22</p> <p>Desayuno: Cereal Rice Krispies, Durazno Picado, Leche.<br/>Comida: Pollo Asado, Pan de Trigo Integral, Granos de Elote, Melón, Leche.<br/>Bocadillo: Puré de Garbanzos, Trocizcos de Pita.</p>                                   | <p>23</p> <p>Desayuno: Baritas de Pan Francés Tostado, Manzana, Leche.<br/>Comida: Pastel de Carne de Res y Salsa, Puré de Papa, Pan de Grano Integral, Chabacano Enlatado, Leche.<br/>Bocadillo: Taza con Fresas y Yogur.</p>      | <p>24</p> <p>Desayuno: Mollete con Arándanos Azules, Plátano, Leche.<br/>Comida: Rebanada de Pavo, Pan de Trigo Integral, Barita de Zanahoria, Naranja, Leche.<br/>Bocadillo: Galletas Sunrise Bites, Manzana.</p>            |
| <b>Semana 1</b> | <p>27</p> <p>Desayuno: Jotqueis (Pancakes), Pera Picada, Leche.<br/>Comida: Pollo con Limón y Pimienta, Arroz Integral, Chicharos y Zanahorias, Naranja, Leche.<br/>Bocadillo: Requesón, Galletas Saladas Cheese-It.</p> | <p>28</p> <p>Desayuno: Cheerios de Grano Integral, Melón, Leche.<br/>Comida: Queso Americano, Pan de Trigo Integral, Ensalada de Papa, Manzana o Sandía, Leche.<br/>Bocadillo: Galletas Lemon Dinosaur, Trozos de Mango.</p>              | <p>29</p> <p>Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche.<br/>Comida: Tortilla de Trigo Integral, Frijoles, Queso Cheddar, Lechuga y Jitomate, Fresas o Tanjarina, Leche.<br/>Bocadillo: Galletas Sunrise Bites, Plátano.</p> | <p>30</p> <p>Desayuno: Bagel de Trigo Integral, Piña Machacada, Leche.<br/>Comida: Arroz Español con Pollo y Elote, Granos de Elote, Mandarina, Leche.<br/>Bocadillo: Rebanadas de Manzana, Crema de Semillas de Girasol.</p>       |   |

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 February 5, 2015 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, February 5, 2015  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:07 a.m.

Members Present:

Don Nottoli, Chair, Governing Board; Member, Board of Supervisors  
Sophia Scherman, Vice Chair, Governing Board; Public Representative  
Patrick Kennedy, Member, Board of Supervisors

Members Absent:

Allen Warren, Councilmember, City of Sacramento; Jay Schenirer,  
Councilmember, City of Sacramento

- ➔ Introduction of New Governing Board Member: Supervisor Patrick Kennedy: Mr. Nottoli introduced Mr. Kennedy and welcomed him. Mr. Kennedy said he looked forward to serving.

- ➔ Recognition of long-term employee: **Joan Kidwell**, Accountant I (35 years)

Ms. Mary Bonanno recognized Ms. Kidwell who started in 1980 and has been the longest duration employee in the history of SETA. Mr. Nottoli thanked Ms. Kidwell for her dedicated efforts.

II. **Consent Items**

- A. Minutes of the December 4, 2014 Regular Board Meeting  
B. Approval of Claims and Warrants  
C. Approval of Out-of-State Travel to Attend the Refugee Livelihoods: Innovations in Career Laddering Conference

Moved/Sherman, second/Kennedy, to approve the consent items as follows:

- A. Approve the December 4, 2014 minutes.  
B. Approve the claims and warrants for the period 11/26/14 through 1/29/15.  
C. Approve out-of-state travel for Michelle O’Camb to attend SMU’s Refugee Livelihoods: Innovations in Career Laddering conference in Dallas, TX on March 4-5, 2015 at a cost not to exceed \$1,800. Mr. Thatch said that the date of the event is now uncertain.

Roll Call Vote:  
Aye: 3 (Kennedy, Nottoli, Scherman)  
Nay: 0  
Abstentions: 0  
Absent: 2 (Warren, Schenirer)

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

1. Authorization for Executive Director to Negotiate and Execute an Agreement with Ray Morgan Company to Purchase Additional Licenses to use Laserfiche and to Develop Automated Workflows

No questions or comments on this item.

Moved/Sherman, second/Kennedy, to make the necessary sole source finding: Non-competitive procurement of additional Laserfiche licenses and services from Ray Morgan Company is justified because Ray Morgan Company is the only value-added reseller of Laserfiche software licenses and related services in California. In addition, authorize the Executive Director to negotiate an agreement with Ray Morgan Company to purchase additional licenses and services for an aggregate amount not to exceed \$100,000.

Roll Call Vote:  
Aye: 3 (Kennedy, Nottoli, Scherman)  
Nay: 0  
Abstentions: 0  
Absent: 2 (Warren, Schenirer)

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of New Job Classifications of Head Start/Early Head Start Coordinator (Health-Nutrition) (Supervisory and Non-Supervisory) and the Related Salary Schedules

Mr. John Allen stated that the intent of this item is to merge the Health Coordinator and Nutrition Coordinator into one role for greater compliance with Head Start regulations, greater efficiency, and service to our parents and families. No SETA employee will lose their job. We are using numerous consultants on a part time basis now. The goal is to have one or two full time employees.

Mr. Nottoli asked Mr. Allen if all employees require driver's license and if there has been any changes in the regulations. Mr. Thatch said he did not know of any circumstance where someone was disqualified from getting one.

Mr. Nottoli asked what would happen if they were disabled and Mr. Thatch said they would be reasonably accommodated.



Mr. Nottoli opened a public hearing; there were no comments.

Moved/Sherman, second/Kennedy, to make close the public hearing and approve the job classification of Head Start/Early Head Start Health/Nutrition Coordinator (Supervisory and Non-Supervisory) and the related salary ranges noted in the staff report.

Roll Call Vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Warren, Schenirer)

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Approval to Augment Sacramento Works Training Centers (SWTC) with CalWORKs Funds for Additional Adult Basic Education/General Education Diploma (GED) Training Opportunities

Ms. Michelle O’Camb said all training center providers offering ABE/GED were surveyed to solicit interest in these additional funds; four expressed interest. Staff has verified that all four have reached their ABE/GED enrollment goals for the entire year. Staff recommends that they be augmented the additional funds.

Ms. Scherman said after reading the fiscal monitoring reports, she is not pleased with the Greater Sacramento Urban League. Why are we augmenting their funding if they are not meeting their fiscal criteria? Ms. O’Camb said this item was prepared prior to them being on corrective action.

Ms. O’Camb said the Greater Sacramento Urban League is under a tuition based budget; any time they submit an invoice, it is based on actual enrollment.

Ms. Loretta Su stated that staff completed the fiscal monitoring report for the Greater Sacramento Urban League where there were some findings for corrective action. Ms. Su described aspects of how the Greater Sacramento Urban League was working toward being in fiscal compliance.

Ms. Scherman expressed concern with this item and will not support them on this agenda item.

Mr. James Shelby was asked to address the board item and address Ms. Scherman’s concerns regarding the augmenting any funding.

Mr. Shelby described the history behind the current fiscal issues and the process of finalizing the audits . Mr. Shelby said it is a challenge to keep things going when there is no cash flow. GSUL staff is doing the best they can and Mr. Shelby feels confident they have turned a corner. He indicated that once we get to June, they will have a positive cash flow again.

Mr. Nottoli asked Ms. Su and Ms. O’Camb if they were comfortable with the recommendation. Ms. O’Camb said the contract is fee based and any invoice is based on actual enrollments.

Ms. Su said from a fiscal standpoint we are working closely with Urban League to ensure that finances will be correct by the end of this fiscal year. Staff has not found any disallowed costs related to the SETA programs.

Ms. Scherman thanked Mr. Shelby for his attendance at the meeting. She has watched the Urban League slowly disintegrate and was pleased to learn he was back on board with the Urban League. Ms. Scherman said that right before Mr. Shelby arrived, she was not going to support the item on the augmentation but has changed her mind based on his testimony. Ms. Scherman requested Mr. Shelby come back in six months with a progress report.

Mr. Shelby stated that he intends to have staff attend a meeting every quarter. There is a new Finance Director and a new Vice President of Programs. Mr. Shelby extended an invitation for board members to tour their facility. Mr. Roy Kim was invited to their retreat last week and he had a chance to meet GSUL’s board members.

Moved/Kennedy, second/ Scherman, to approve the augmentation of CalWORKs funds to the SWTCs reflected in the funding chart included in the staff report.

Roll Call Vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Warren, Schenirer)

**C. CHILDREN AND FAMILY SERVICES:**

1. Approval of Selection Criteria for Enrollment in Early Head Start or Head Start

Ms. Denise Lee said this is our annual approval process for the selection criteria for Head Start and Early Head Start. There are no changes to the Head Start criteria, but there are significant changes to Early Head Start. Ms. Lee stated that the changes are mostly regarding teen moms. They are not called out by age, condensing some of our language.

Mr. Nottoli asked if we are 100 percent enrolled and Ms. Lee said that we are; our hours have been changed to accommodate school times.

Ms. Scherman asked if there is a criterion where a teacher has to have experience before they are hired for Head Start. Ms. Lee said Elk Grove hires all credentialed teachers. They have one of the highest qualified staff in the Sacramento Head Start program. They are thinking of changing the curriculum in the next two years.

Moved/Kennedy, second/Scherman, to approve the selection of criteria for enrollment in Early Head Start or Head Start.

Roll Call Vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Warren, Schenirer)

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

- A. Memorandum of Understanding with California Capital Financial Development Corporation: Mr. Kim said this MOU memorializes the partnership between SETA and California Capital.

Ms. Deborah Douglas expressed pleasure to be part of the organization and is looking forward to continue the long standing relationship.

- B. Sacramento Works First Quarter Performance Report: Mr. Kim stated that overall, we are meeting or exceeding our metrics.
- C. Fiscal Monitoring Reports: No comments.
- D. Employer Success Stories and Activity Report: Mr. William Walker stated that staff is in the process of figuring out how to provide services to Macy's.
- E. Dislocated Worker Update: Mr. Walker said C&C Plumbing has closed their doors.
- F. Unemployment Update/Press Release from the Employment Development Department: Mr. Kim said the employment rate is down to 6.2% for December, probably due to seasonal hiring.

Mr. Nottoli asked if the program does outreach in rural areas or to those with barriers. Mr. Kim stated that the Agency does outreach to limited English speaking and bi-cultural communities but there is always room for improvement.

Mr. Nottoli asked if we do much with River Delta and requested a report back on what services are provided.

G. Head Start Reports

Ms. Lee announced that SETA Head Start received a notice of award for the Early Head Start Childcare partnership grant. The partners will be Sacramento City Unified School District, Sacramento County Office of Education, National Human Development Foundation, and Kinderworld. These providers are already serving infants and toddlers and this will allow us to provide services that Head Start is known for while they stay in their local community setting. It is a five-year grant that started February 1st.

Ms. Lee said Head Start has moved away from indefinite grants to a five-year cycle. This will start in August. OHS will continue their support of as they always have but they will break up the review process.

Ms. Lee said there's a new monitoring report that we will provide on a quarterly basis. Each site is reviewed once a quarter, four times per year. The results of our first report are very good.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: No report.

C. Deputy Directors: No report.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: Mr. Nottoli stated that he will be out of state during the first week in March so there may be a quorum issue. Ms. Lee stated that staff will poll members to determine another date. Ms. Scherman said she thinks it is important to change the date because it is important to have a quorum as often as possible.

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

ITEM V  
COMMITTEE REPORTS

➤ Executive Committee

Critique of the March 17, 2015 Parent Advisory Committee meeting.

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|---|
| <b>GOOD!!!</b>  |
| Thank you Ms. Lisa Carr for sitting in for Ms. Denise Lee.  |
| Thank you Ms. Jasmine Jamison for a well facilitated and timely meeting.  |
| Thank you PAC members who provided and shared CHSA Parent Conference reports.   |
| Thank you Ms. D'et Patterson, Ms. Brenda Campos, Ms. Lisa Carr for shared managers reports.   |
| <b>NEEDS IMPROVEMENT</b>  |
| Attendance.   |
| PAC Representative recruitment.   |
| <b>REMINDERS</b>  |
| Please be on time and be seated by 8:50 a.m.  |
| No eating in the Board room.  |
| Please be recognized by the Chair before leaving your seat.   |
| If you will be late or will not attend the PAC board meetings, please call or e-mail Jasmine Jamison, Chair, Marie Desha, or Nancy Hogan. |

➤ Budget/Planning Committee

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➤ Personnel/Bylaws Committee

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ITEM V – COMMITTEE REPORTS (continued)  
Page 2

➤ Health Services Advisory Committee

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➤ Men's Activities Affecting Children Committee

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➤ Social/Hospitality Committee

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➤ Parent Ambassador Report

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## ITEM VI

### OTHER REPORTS

#### BACKGROUND:

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

- Chair's Report
- Policy Council Report(s): Mr. Todd Woods, Ms. Natalie Craig, Ms. Sabrina Lovelady, and Ms. Amanda Self
- 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 and Community Engagement Committee – Ms. Lisa Carr
  - ✓ Child Development & Education Services Report – Ms. Karen Gonzales

#### NOTES:

# Head Start Monthly Report

## April 2015



### **SETA Operated Program**

#### **Program Support Services Unit**

*Quality Assurance and Monitoring Unit* WCIC Head Start and TRUSD Head Start were monitored in the month of March. Summary Reports are being finalized for submission to SETA and Delegate administrators.

*Health, Nutrition and Safe Environments Self-Assessment Follow-Up* All Delegates have submitted their Corrective Action Plans in response to the results of the self-assessment review conducted in January-February. Plans are currently in review. Delegates that had immediate concerns already received follow-up onsite visits to clear and/or monitor progress.

#### **Program Operations Unit**

SETA is continuing on the path to creating a culture of mentor coaching in our program. The Office of Head Start sponsored a 2 day coaching training in Sacramento and SETA sent over 25 participants. Those that participated included teachers, site supervisors, education coordinators, program officers, management, and mental health and special education staff.

A flyer and applications were distributed to teachers and teaching site supervisors to participate in the two (2) TLC (Teachers Learning and Collaborating) cohorts that will begin in May. This will be a great opportunity for teachers to support each other through topics that reflect best teaching practices.

#### **Family Support Services Unit**

Our Social Service/Parent Involvement Specialist (SS/PI), Bob Silva, has been working with parents to tell their Head Start success story. These stories will be collected into a book for all the sites and shared at parent meetings. There is nothing more powerful than hearing how Head Start has impacted the lives of the families we serve in their own voices. We are also working to get a few of the success stories on our web page so families can click the link to hear and see families talk about their experiences with Head Start and Early Head Start.

Our other SS/PI Specialist, Belinda Malone, has been working with our community partners on parent workshops. One is the Grocery project, where families are invited to meet at a neighborhood grocery store. They are given a tour of the grocery store, along with low cost, healthy meal planning ideas. At the end of the tour, the stores give each family a gift card to spend at the store.



The other parent workshop, which will be coming up soon, is our Snap-Ed program. This is also about healthy eating ideas on a budget. A representative from the Snap-Ed program works with a group of parents to teach them how to select fruits, vegetables, whole grains, and low fat dairy products for a healthy diet.

Families also learn to use limited resources to plan, purchase and prepare food for the family, to be physically active every day and to store and handle food so it is safe to eat. At the end of the workshop, a nutritious meal is made and the families are able to eat together.

As always, SETA is proud to bring parent education to the families.

### **Program Governance**

The governance self-assessment was conducted Thursday, March 5 at SETA. An overview of the OHS Aligned Monitoring System was provided and explained. The new system supports transition from a definite grant period to a 5 year grant cycle and measures a HS/EHS program's quality and accountability. The assessment tool used was the Governance, Leadership and Oversight Capacity Screener. It determines an agency's compliance with federal regulation practices. "The Appendix A+ Chart: Governance and Management Responsibilities" (road map to program planning) was provided to show evidence the SETA Governing Board and Policy Council received all HS/EHS approval items, annual reports and all other program information as required.

After discussion, sharing and reviewing many governance documents, a team of parents and staff determined all agency program governance and federal laws are implemented and practiced.

Governance strengths:

Documentation of agenda, minutes, and training materials,  
Training opportunities for PC and PAC members, and  
Timely and useful monthly reports that contribute and support PC's decision-making.

Mr. William Walker, Workforce Development Manager, provided an excellent presentation at the March PC meeting on the Sacramento King's Apprenticeship Program. The Sacramento King's, in partnership with the Sacramento Works, Greater Sacramento Urban League, Center for Employment Inc., Asian Resources Inc., and La Familia Counseling Center Inc., have created employment opportunities for community members who are disadvantaged and low income (includes foster youth, ex-offender and veterans). Job training and employment opportunities include construction, plumbing, pipe fitting, electrician etc. Parents were very interested in the apprenticeship program and thanked Mr. Williams for shared information.

Mr. Jerry Gomez, former Associate Director for Federal Office of Head Start in San Francisco, provided SETA Governing Board training on their role and responsibilities Thursday, April 2 at 10 a.m., in the SETA Board Room. Two delegate governing board liaisons attended board orientation.

## **Elk Grove Unified School District**

### **Education Services Update**

Gerri LaCalle, Jennifer Ramirez, Yukkuen Ha, Carolyn Harvey, and Jaime Aguilar, PreK teachers, shared their findings from *The Creative Curriculum for Preschool* after piloting the program in their classrooms this school year. Each of them remarked that when using this curriculum, their students were excited about learning and appeared to be engaged in the lessons. They stated that the curriculum aligned well with the Head Start Child Development and Early Learning Framework as well as the California Preschool Learning Foundations. A vote will be taken the beginning of April regarding whether teachers want to move forward with presenting the curriculum to the Head Start Policy Committee and the Elk Grove Unified School District Board of Education for consideration for adoption in the 2015-2016 school year.

### **Enrollment**

The Elk Grove Unified School District is funded to serve 480 students and is fully enrolled. The average daily attendance (ADA) was 85%.

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

Our program educators and clerks have worked closely with Kate Barbero, PreK social worker and Alicia Valero-Kerrick, PreK psychologist, to place students with an active IEP into the Head Start program. There are 44 students with active IEPs being served, which is nine percent (9%) of our Head Start student population.

### **Health Services Update**

Program Educators are monitoring files and providing additional support to ensure that children in need of further dental treatment receive those services.

### **USDA Meals/Snacks**

Head Start students were served 11,418 meals during the month of March.

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

### **Fiscal Update**

This month's Fiscal report is attached.

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

Family education opportunities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated, in part, by the desires and needs of families expressed in a yearly survey and, in part, by the School Readiness grant. Every opportunity is utilized to inform parents of upcoming parent meetings and to encourage their attendance. Parents are informed of education opportunities during monthly classroom parent meetings, by publication of a monthly parent calendar, by their child's classroom teacher, and by the Academic Program Coordinator at their school site.

The following classes or workshops were held in March:

"Latino Family Literacy" classes were held on March 5, 12, 19, and 26 at Herman Leimbach Elementary School. These classes provide Spanish speaking parents with strategies for working with their children in the area of literacy and ways to establish a reading routine in their home. An average of ten (10) families attended these classes.

“English Family Literacy” classes were held at Samuel Kennedy Elementary School on March 3, 10, 17, and 24. This presentation provided our English speaking families with the same information on literacy, techniques and strategies as those provided in “Latino Family Literacy”. An average of three (3) families attended these workshops.

“Financial Fitness” was presented in partnership with KVIE, Sacramento at Charles Mack Elementary on March 4, at David Reese Elementary on March 11, and at Florin Elementary on March 18. Five (5) parents attended the class at Charles Mack Elementary, two (2) parents attended the class at David Reese Elementary, and three (3) parents attended the class at Florin Elementary. “Financial Fitness” is a workshop designed to help parents develop their children’s knowledge

about spending, saving, and giving money away. In addition, parents learned strategies that can be applied to their money management.

Proper car seat installation and use is important to keep children safe. On March 12, a “Car Seat Safety” workshop was held at Herman Leimbach 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. Sixteen (16) 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 raffled off at the end of the workshop.

“I Am Moving, I Am Learning” was held at Samuel Kennedy Elementary School on March 25. This class teaches parents that children who have daily physical activity perform better in school and how to use simple materials found at home to create fun, physically active experiences for their children. Six (6) families attended this class.

### **Recruitment**

Individual registrations are taking place and thirteen (13) students are on the wait list for the Head Start program.

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2015 -2016 school year.

## **Sacramento City Unified School District**

### **Health and Nutrition**

At the March Parent Council meeting, PC representatives were notified that supervisors from the Nutrition Services Department will be in attendance at the April PC meeting. Preschool menus will be shared and this will be an opportunity for parents to give feedback regarding meal service, ask nutritional questions and make suggestions for menu changes. All PC representatives were encouraged to speak to their site parents to see if there are any specific questions or comments they want shared related to meal service.

Nutrition Consultant, Karen Ito, is continuing to provide Parent Nutrition classes at preschool sites. Seven (7) workshops were offered in the month of March. Besides a cooking demonstration, parents engaged in conversation related to anemia/obesity prevention, adverse effects of junk food

and sugars, health benefits of fresh produce, label reading and portion control.

Preschool Nurses have been busy visiting classrooms to follow-up on any areas of concern related to health, to ensure all corrective actions from Self-Assessment are being addressed.

During the month of March, Preschool Nurses, our Facilities Specialist and Health/Nutrition Content Coordinator attended training on Lead Poisoning at SETA. Delegate agencies were given the name and phone number of the presenter and were encouraged to arrange similar trainings for parents and/or staff. This will be discussed at our next agency Health/Nutrition Content meeting.

### **Mental Health and Family Engagement**

EHS social workers attended a CSEFEL Teaching Pyramid Coaching Training, facilitated by West Ed at SETA.

Selected EHS staff finished the Infant/Toddler Family Coaching Teaching Pyramid training and social workers continue to attend the countywide Leadership Team Meetings to plan for the next steps for sustainability and continued home visiting staff training.

Selected EHS home visitors continue to attend the monthly Family Development Credentialing Training and have expressed how they are really learning from the class.

The social workers presented a parent workshop at the EHS School Readiness Day/Socialization on topic: Making a Connection, focusing on social emotional development for young children and relationship building between parent and child (CA CSEFEL materials).

Social workers are working collaboratively with Youth Development Department to create a more streamlined Pregnant and Parenting Teen program within SCUSD.

EHS staff has completed their second FPA goals with the families and responding to needs and providing support.

Social workers continue to monitor and support the FPA process.

Social workers continue to provide support and consultation/case management to staff.

Social workers continue to provide mental health support to referred children and families in EHS families through consultation with families.

### **Family and Community Engagement**

The Positive Solution for Families parenting evening workshop series was completed on March 19<sup>th</sup>. The workshop was provided in English and Spanish.

Social Workers and School Community Liaisons have been collecting and following up on goals established by families by the end of February.

Diversity was the topic for this month's Family Development Credential Training.

### **Special Education**

SCUSD served 151 Head Start Preschoolers with IEPs and 14 Early Head Start children with IFSPs in March.

A group of our full inclusion staff, which includes Head Start and Special Education staff, attended a social emotional training on Individualized Intensive Intervention Practices hosted at SETA on March 20<sup>th</sup>. The staff will be taking the new information back to their classrooms and collaborate on utilizing this new information with their students as needed.

We are beginning to hold many transition IEPs for many of our students who are going to be leaving our programs and attending kindergarten in the Elementary schools this fall, 2015. Families and Head Start staff have been working on “Kinder transition” all year long in a variety of ways, and are now determining the most appropriate placement for students providing the least restrictive environment for children with disabilities.

Special Education partners at SCUSD and SCOE, along with the Head Start staff and Coordinators are continuing to meet quarterly to make sure enrollment practices and ongoing planning for our full inclusion sites remain strong and seamless for our children and families, ensuring needs are being met for all.

### **Early Head Start and Home-Based**

Early Head Start had a successful socialization. Eight (8) families attended and parents learned about language and literacy for infants and toddlers. Each family received a board book to keep and read at home.

One of the home visitors, Yesenia Curiel, encouraged one of her families to speak to ALTA, the other agency that serves the family, about motor concerns in the child. ALTA referred the family to Pacific Medical, and they assessed the 20-month old child and will be fitting him for braces for his legs within the next few weeks.

We have assessed the new EHS classroom at Elder Creek and have started requesting work orders and ordering materials.

### **San Juan Unified School District**

#### **Education Services Update**

Teachers continued with the Box Study through March 20<sup>th</sup>, and they began the Let’s Move theme the following week. The letter focus was Jj, Hh, and Ii and the math concepts that were explored were Matching Objects in Sets to Numerals and Adding and Subtracting Hidden Objects in Sets. Home Visits were conducted the week of March 9<sup>th</sup>.

#### **Disabilities Services Update**

There are now 91 children with IEPs being served by the SJUSD preschool programs. It has been determined that the two (2) additional Full Inclusion classes have been a success. With the exception of a few minor staffing hiccups in recruiting/hiring the additional Instructional Assistants for those programs, everything went very well. One of the teachers went out on leave at the beginning of this year, but fortunately a very capable and eager long-term sub came in to cover the Full Inclusion class at Ralph Richardson. The Special Education Department for this district would very much like to add even more of the Full Inclusion classes for next year.



The topic is in discussion. This was the last full month of enrolling for this school year and there was still a small, but continuous, stream of families coming into the screening center. There are still several children in the assessment process for this year.

### **Mental Health Services Update**

The Mental Health Therapist continued to lend extra support to kindergarten-bound children's parents who have concern for the social/emotional readiness of their students. He has also continued to provide resources for counseling cases which are preparing to close in an effort to maintain and promote future mental health services. The parent resource board was also updated with new Post-Partum Depression literature.

### **Health & Nutrition Services Update**

Health maintained a screening schedule of one day per week in the centralized screening room. The health team continued to review students' health, nutrition, and immunization status, complete health screenings, and counsel families in various health areas as needed. The School Nurse completed Individualized Student Health Plans for those children who have health concerns. Health also began preparations for the 2015-2016 enrollment year. Smile Keepers' second round screenings will continue through April 8th.

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

The Policy Committee is an enthusiastic group. After the By Laws Sub-committee reviewed the document and made changes, it came to the full board for a first reading. There were several suggestions made at that time, and as a result the By-Laws Sub-committee is reconvening to look at the document again. New chairs have been ordered for the P/C meeting room with Policy Committee funds per the representatives' request. Representatives liked the idea of having a speaker at the last couple of meetings for the school year regarding various programs offered throughout the district. Plans are underway to secure presenters.

### **Transition Services Update**

Classroom teachers have completed the majority of the articulation cards for those students moving on to kindergarten. These will be distributed to the various kindergarten campuses where the preschoolers will attend school next year. Several classes have held their kindergarten readiness parent meetings this month. Others will occur next month. A calendar of readiness activities was made available by the School Readiness teams.

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

In the beginning of the month, teachers and assistants received CPR and First Aid training. Mid-month, teachers and assistants received training on expanding students' Depth of Knowledge in their literacy activities and the alignment of this work to the Preschool Learning Foundations and Curriculum Framework.

### **Fiscal Update**

This was a very busy month for the fiscal department. The team began meeting with coordinators and working on budget development for the upcoming 2015-2016 school year. The Head Start and Early Head Start grant applications were submitted. All resources were reconciled, and SETA fiscal reports were filed. Fiscal welcomed the newest team member, an Account Clerk I named Marcellis Shaw.

### **Early Head Start Update**

This month the whole EHS team, including all teachers and support staff, had the opportunity to attend the CAEYC Conference for either one or two days. The registration costs were funded through the district Common Core State Standards (CCSS) professional development monies. Staff chose sessions based on their professional interests and needs, as well as information gathered from ITERS and DRDP action plans. At the conference, teachers were also able to look at and discuss needed materials from both CCSS and STEM perspectives. Once decided upon, teachers were able to order materials for sites and Home Base classes during the month, which were also funded by district CCSS monies. The materials will be used to help supplement the work already being done in the program, using evidence-based practices to support the learning and development of both children and their families.

### **Twin Rivers Unified School District**

#### **Events**

All students celebrated Dr. Seuss Read to Achieve Day with special guest readers from the community and the TRUSD District Office. Students were delighted with various Dr. Seuss books and enjoyed a surprise visit from The Cat in the Hat and Things 1 and 2! Guest readers were provided certificates for reading to the students and all participants enjoyed the day!

#### **Professional Development**

The ECE workshop on March 26<sup>th</sup> for teaching staff was held at Morey Avenue. The workshop included an introduction by Karen Taylor of SETA related to Practice Based Coaching. Teachers were provided information about the coaching and mentoring program that Ms. Taylor hopes to begin in Spring 2015. The workshop also included work time to develop action plans for the latest CLASS and DRDP assessment scores. The next workshop will be in April 2015.

#### **Components**

Each Community Liaison continues working with their respective Complexes including meeting individually with parents to complete the Family Partnership Agreements and following up on the families' goals. The FPAs will permit the families to identify their goals and develop strategies to accomplish their goals. 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 as well as coordinating the parent involvement events. The Community Liaisons are also finishing the second round of growth assessments.

Our School Social Worker/Counselor is still on maternity leave until August 2015 and the programs have a substitute Social Worker and a MSW Intern. The Social Workers is on all sites from Monday through Thursday and assists with classroom support, behavior plans and facilitates parent meetings. The MSW Intern is on-site two days per week and assists with friendship and social skills groups with the students. He is participating in classroom support for behavioral concerns. The Head Start programs continue with a contracted SLP to assist with the speech screenings and testing while the district still looks for permanent staff. The SLP has started speech services for the students with IEPs and continues the testing process for students with failed screenings.

The Education Component Leader continues completing the classroom observations to assist with classroom 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 ERSEA Team continues to be busy ensuring all sites maintain full enrollment. The final date for 2014-15 enrollment was April 7<sup>th</sup>. The ERSEA Team has met and the upcoming enrollment year began on April 13<sup>th</sup> for new students.

### **Policy and Parent Committees**

The monthly meeting was held on March 12, 2015 at Morey. The agenda included the approval of the Grant application and the last meeting minutes. Parent Committee meeting was held at Rio Linda on March 25, 2015 with a great turnout of parents, however, the Oakdale Parent Committee Meeting on March 26, 2015 did not yield any participants. The Head Start Director is working with the Community Liaison and teaching staff to recruit parents to attend the upcoming meetings.

### **Fiscal**

The ordering of appropriate materials and supplies to support the Head Start programs continues as results of the action plans from CLASS observations, DRDP Spring assessments and ECERS have been provided.

## **Women's Civic Improvement Club (WCIC)**

### **Fiscal**

WCIC/Playmate Head Start Program's June 30, 2014 Audit Exit was held on March 19, 2015; the Audit is Unqualified.

### **Enrollment**

During the month of March 2015, WCIC's Enrollment was maintained at 100%.

### **Health**

WCIC/Playmate Head Start Program's children received second Height/Weight measurements on March 16-19, 2015. WCIC/Playmate Head Start Program newly enrolled children received Vision and Hearing Screenings and first Height/Weight measurements.

### **Trainings**

WCIC/Playmate Head Start Program's staff received Practice Based Coaching (PBC) and CLASS Training by Ms. Karen Taylor, Education Coordinator from Sacramento Employment and Training Agency (SETA, Grantee) on March 6, 2015. Ms. Taylor provided a "Practice Based Coaching Planning Agenda"; "Guides to the 15 minutes In-Service Suites"; and "Opened Ended Questions" Handouts. Ms. Taylor stated the PBC Training is aligned to work with the CLASS. The goals for the PBC is to assess the needs and set goals for coaching; create an action plan to guide coaching; and to review update on goals and action plans throughout the coaching partnership. Coaches need to engage in focused observations; record information about the observations; and use support strategies for improving or refining teaching practices; such as, model and prompts. The coaches selected are Ms. Janet, Head Teacher; Ms. Tuwe Mehn, Teacher; and Ms. Yong Yang, Teacher. All WCIC Teaching Staff will be Coaches. Teacher Aides will also be coached along with the Teachers. The Practice Based Coach Training is scheduled for April 8-9, 2015 at SETA from 8:00am -4:00pm.



WCIC/Playmate Head Start Program's staff and parents received the Disability Rights California Training by Ms. Phyllis Preston-Fowler, MCA Advocate on March 18, 2015. Ms. Preston-Fowler addressed the staff and parents on what type of services Disability Rights California has to offer.

Disability Rights California is a Non-Profit Organization. Ms. Phyllis passed out a handout on "An overview of Children's Success Stories". There are several critical services that Disability Rights California provide that is free of charge: To inform people with disabilities about their legal, civil and service rights; Technical assistance, training, publications and advocacy support for Californians with disabilities, their families and representatives; Peer self-advocacy services for people with psychiatric or developmental disabilities; Rights advocacy for clients with developmental disabilities who are receiving services at regional centers; Bring impact litigation and acting as amicus curiae in disability-related cases; and Represent individuals based on their priorities and case selection criteria. Ms. Phyllis gave some examples of what Disability Rights California can help people with are: People with disabilities solve disability-related problems; Rights to basic support, personal care, therapy and health care; Supplemental Security Income (SSI); In-Home Supportive Services (IHSS); Medi-Cal; and California Children's Services (CCS); Discrimination in housing, transportation, employment, and access to public and private programs and services; Abuse, neglect, and rights violations in an institution; Special Education Rights; Mental Health and Support Services that provide individualized treatment; and Regional Center Eligibility and Services that promote Independence such as: supported living and family supports.

WCIC/Playmate Head Start Program's staff and parents received Early Warning Signs of Special Needs Training by Ms. Kim Bonnema, Education Coordinator from Sacramento Employment and Training Agency (SETA, Grantee) on March 18, 2015. Ms. Bonnema addressed the staff and parents on Early Warning Signs of Special Needs. Special Needs can be influenced by a number of factors which include: Genetics; Temperament; Environment; Experience; Individual Growth and Development; Cultural Values; and Gender. The Risk Factors are Prematurity/Low Birth Weight; Parental or other exposures to drugs, alcohol or tobacco; Violence in the Community or Home;

Poor Nutrition; Family Stress; Poor Housing, Homelessness, and Death in the family. Inclusion is a full and active participation of children with disabilities. Inclusion is the program philosophy that promotes acceptance and respect of each child. The programs have a developmental rather than academic focus. Young children are more alike than different. Children with disabilities are children first.

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

ACF-IM-HS-15-02 Native Language Preservation, Revitalization, Restoration, and Maintenance in Head Start and Early Head Start Programs

**SETA Head Start/Early Head Start Enrollment Report**

**(Enrollment as of the last service day of the month)**

**Last Service Day of Month: 3/31/15**

| Site              | Loc Id | # Enrolled | # Present | # Absent | # Term W/I 30 | Total |
|-------------------|--------|------------|-----------|----------|---------------|-------|
| Alder Grove ELC   | 1247A  | 19         | 12        | 7        | 1             | 20    |
| Alder Grove ELC   | 1247B  | 20         | 11        | 9        | 0             | 20    |
| Auberry Park      | 1238A  | 20         | 18        | 2        | 1             | 21    |
| Auberry Park      | 1238B  | 19         | 15        | 4        | 1             | 20    |
| Bannon Creek      | 1200A  | 20         | 12        | 8        | 1             | 21    |
| Bannon Creek      | 1200B  | 20         | 17        | 3        | 0             | 20    |
| Bannon Creek      | 1200C  | 19         | 15        | 4        | 1             | 20    |
| Bannon Creek      | 1200D  | 19         | 16        | 3        | 2             | 21    |
| Bright Beginnings | 1201A  | 20         | 17        | 3        | 0             | 20    |
| Bright Beginnings | 1201B  | 19         | 8         | 11       | 1             | 20    |
| Bright Beginnings | 1201C  | 20         | 15        | 5        | 0             | 20    |
| Bright Beginnings | 1201D  | 18         | 14        | 4        | 3             | 21    |
| Crossroad Gardens | 1242A  | 20         | 13        | 7        | 0             | 20    |
| Crossroad Gardens | 1242B  | 20         | 16        | 4        | 1             | 21    |
| Crossroad Gardens | 1242R  | 23         | 14        | 9        | 0             | 23    |
| Crossroad Gardens | 1242X  | 23         | 18        | 5        | 0             | 23    |
| Elkhorn           | 1255A  | 20         | 15        | 5        | 1             | 21    |
| Elkhorn           | 1255B  | 20         | 16        | 4        | 0             | 20    |
| Elkhorn           | 1255C  | 20         | 14        | 6        | 0             | 20    |
| Elkhorn           | 1255D  | 20         | 16        | 4        | 0             | 20    |
| Elkhorn           | 1255X  | 23         | 15        | 8        | 0             | 23    |
| Freedom Park      | 1239A  | 20         | 12        | 8        | 3             | 23    |
| Freedom Park      | 1239B  | 18         | 14        | 4        | 2             | 20    |
| Freedom Park      | 1239C  | 20         | 10        | 10       | 2             | 22    |
| Freedom Park      | 1239D  | 20         | 13        | 7        | 0             | 20    |
| Freedom Park      | 1239R  | 22         | 19        | 3        | 0             | 22    |
| Freedom Park      | 1239X  | 22         | 13        | 9        | 0             | 22    |
| Fruitridge        | 1216A  | 20         | 9         | 11       | 0             | 20    |
| Fruitridge        | 1216B  | 20         | 15        | 5        | 0             | 20    |
| Fruitridge        | 1216C  | 20         | 14        | 6        | 0             | 20    |
| Fruitridge        | 1216D  | 20         | 16        | 4        | 2             | 22    |
| Galt              | 1234A  | 20         | 9         | 11       | 1             | 21    |
| Galt              | 1234B  | 20         | 18        | 2        | 0             | 20    |
| Galt              | 1234C  | 20         | 15        | 5        | 0             | 20    |
| Galt              | 1234D  | 19         | 10        | 9        | 2             | 21    |
| Galt              | 1234E  | 19         | 12        | 7        | 2             | 21    |
| Galt              | 1234F  | 20         | 16        | 4        | 0             | 20    |
| Grizzly Hollow    | 1252A  | 18         | 18        | 0        | 0             | 18    |
| Grizzly Hollow    | 1252B  | 20         | 15        | 5        | 0             | 20    |
| Hillsdale         | 1228A  | 18         | 7         | 11       | 2             | 20    |

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

|                                   |       |      |      |     |    |      |
|-----------------------------------|-------|------|------|-----|----|------|
| Sharon Neese                      | 1249X | 22   | 17   | 5   | 1  | 23   |
| Solid Foundation                  | 1254A | 20   | 9    | 11  | 1  | 21   |
| Solid Foundation                  | 1254B | 19   | 5    | 14  | 1  | 20   |
| Solid Foundation                  | 1254C | 20   | 6    | 14  | 1  | 21   |
| Solid Foundation                  | 1254D | 19   | 10   | 9   | 1  | 20   |
| Strizek Park                      | 1225A | 20   | 9    | 11  | 0  | 20   |
| Strizek Park                      | 1225B | 20   | 14   | 6   | 0  | 20   |
| Vineland                          | 1211A | 20   | 17   | 3   | 0  | 20   |
| Vineland                          | 1211B | 20   | 17   | 3   | 0  | 20   |
| Walnut Grove                      | 1235A | 20   | 16   | 4   | 0  | 20   |
| Alder Grove Infant/Toddler Center | 1212M | 6    | 5    | 1   | 3  | 9    |
| Alder Grove Infant/Toddler Center | 1212U | 7    | 5    | 2   | 1  | 8    |
| Crossroad Gardens                 | 1242U | 7    | 6    | 1   | 1  | 8    |
| Elkhorn                           | 1255M | 7    | 6    | 1   | 1  | 8    |
| Elkhorn                           | 1255U | 7    | 5    | 2   | 1  | 8    |
| Job Corp                          | 1237M | 6    | 4    | 2   | 2  | 8    |
| Job Corp                          | 1237U | 7    | 7    | 0   | 3  | 10   |
| Marina Vista ELC                  | 1246U | 8    | 6    | 2   | 1  | 9    |
| Mather                            | 1223U | 7    | 3    | 4   | 0  | 7    |
| Norma Johnson                     | 1214U | 8    | 7    | 1   | 2  | 10   |
| Northview                         | 1224U | 7    | 5    | 2   | 1  | 8    |
| Phoenix Park                      | 1248U | 8    | 5    | 3   | 0  | 8    |
| Sharon Neese                      | 1249M | 8    | 5    | 3   | 1  | 9    |
| Sharon Neese                      | 1249U | 8    | 4    | 4   | 0  | 8    |
| TOTALS for Head Start             |       | 1976 | 1325 | 651 | 83 | 2059 |

|               |             |  |  |  |  |  |
|---------------|-------------|--|--|--|--|--|
| HS Totals     | 1875        |  |  |  |  |  |
| Drops w/in 30 | 66          |  |  |  |  |  |
| P/S Home Base | 121         |  |  |  |  |  |
| Total         | <b>2062</b> |  |  |  |  |  |
| EHS Totals    | 101         |  |  |  |  |  |
| Drops w/in 30 | 17          |  |  |  |  |  |
| EHS Home Base | 148         |  |  |  |  |  |
| River Oaks    | 60          |  |  |  |  |  |
| SCOE          | 36          |  |  |  |  |  |
| Total         | <b>362</b>  |  |  |  |  |  |
| GRAND TOTAL   | <b>2424</b> |  |  |  |  |  |

## SETA Head Start/Early Head Start

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

Period: March 2015

| Part Day Classes  |                   |            |              |       |                 |      |
|-------------------|-------------------|------------|--------------|-------|-----------------|------|
|                   |                   |            | Present Only |       | Present/Excused |      |
| Center Name       | Funded Enrollment | Total Days | ADA          | % ADA | ADA             | %ADA |
| Alder Grove ELC   | 40                | 16         | 28           | 70%   | 38              | 95%  |
| Auberry Park      | 40                | 16         | 31           | 78%   | 38              | 95%  |
| Bannon Creek      | 80                | 20         | 67           | 84%   | 77              | 96%  |
| Bright Beginnings | 80                | 16         | 57           | 71%   | 75              | 94%  |
| Crossroad Gardens | 20                | 20         | 33           | 165%  | 40              | 200% |
| Elkhorn           | 80                | 20         | 68           | 85%   | 78              | 98%  |
| Freedom Park      | 80                | 20         | 62           | 78%   | 75              | 94%  |
| Fruitridge        | 80                | 20         | 65           | 81%   | 77              | 96%  |
| Galt              | 120               | 20         | 100          | 83%   | 117             | 98%  |
| Grizzly Hollow    | 40                | 16         | 33           | 83%   | 40              | 100% |
| Hillsdale         | 80                | 20         | 53           | 66%   | 74              | 93%  |
| Hopkins Park      | 80                | 20         | 60           | 75%   | 77              | 96%  |
| Illa Collin       | 40                | 16         | 33           | 83%   | 40              | 100% |
| Kennedy Estates   | 40                | 16         | 30           | 75%   | 38              | 95%  |
| La Verne Sterwart | 40                | 20         | 32           | 80%   | 39              | 98%  |
| Marina Vista ELC  | 20                | 20         | 14           | 70%   | 17              | 85%  |
| Mather            | 80                | 20         | 56           | 70%   | 74              | 93%  |
| Nedra Court       | 60                | 20         | 48           | 80%   | 58              | 97%  |
| Norma Johnson     | 40                | 20         | 32           | 80%   | 38              | 95%  |
| North Avenue      | 80                | 20         | 65           | 81%   | 79              | 99%  |
| Northview         | 80                | 20         | 60           | 75%   | 79              | 99%  |
| Phoenix Park      | 40                | 20         | 28           | 70%   | 34              | 85%  |
| Solid Foundation  | 80                | 19         | 65           | 81%   | 77              | 96%  |
| Strizek Park      | 40                | 20         | 31           | 78%   | 40              | 100% |
| Vineland          | 40                | 16         | 33           | 83%   | 40              | 100% |
| Walnut Grove      | 20                | 16         | 17           | 85%   | 20              | 100% |



## SETA Head Start/Early Head Start

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

Period: March 2015

| Full Day Classes  |                   |            |              |       |                 |      |
|-------------------|-------------------|------------|--------------|-------|-----------------|------|
|                   |                   |            | Present Only |       | Present/Excused |      |
| Center Name       | Funded Enrollment | Total Days | ADA          | % ADA | ADA             | %ADA |
| Crossroad Gardens | 44                | 21         | 39           | 89%   | 46              | 105% |
| Elkhorn           | 22                | 21         | 19           | 86%   | 23              | 105% |
| Freedom Park      | 44                | 21         | 36           | 82%   | 42              | 95%  |
| Hillsdale         | 44                | 21         | 36           | 82%   | 44              | 100% |
| Job Corp          | 22                | 21         | 15           | 68%   | 20              | 91%  |
| Marina Vista ELC  | 44                | 21         | 35           | 80%   | 41              | 93%  |
| Mather            | 22                | 21         | 18           | 82%   | 23              | 105% |
| Norma Johnson     | 22                | 21         | 19           | 86%   | 21              | 95%  |
| North Avenue      | 22                | 21         | 19           | 86%   | 21              | 95%  |
| Northview         | 22                | 21         | 19           | 86%   | 21              | 95%  |
| Phoenix Park      | 22                | 20         | 18           | 82%   | 22              | 100% |
| Sharon Neese      | 44                | 21         | 37           | 84%   | 43              | 98%  |

## SETA Head Start/Early Head Start

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

Period: March 2015

| Early Head Start Classes          |                   |            |              |       |                 |      |
|-----------------------------------|-------------------|------------|--------------|-------|-----------------|------|
|                                   |                   |            | Present Only |       | Present/Excused |      |
| Center Name                       | Funded Enrollment | Total Days | ADA          | % ADA | ADA             | %ADA |
| Alder Grove Infant/Toddler Center | 16                | 21         | 11           | 69%   | 15              | 94%  |
| Crossroad Gardens                 | 8                 | 21         | 7            | 88%   | 8               | 100% |
| Elkhorn                           | 16                | 21         | 13           | 81%   | 15              | 94%  |
| Job Corp                          | 16                | 21         | 9            | 56%   | 12              | 75%  |
| Marina Vista ELC                  | 8                 | 21         | 7            | 88%   | 8               | 100% |
| Mather                            | 8                 | 21         | 5            | 63%   | 7               | 88%  |
| Norma Johnson                     | 8                 | 21         | 6            | 75%   | 7               | 88%  |
| Northview                         | 8                 | 21         | 5            | 63%   | 6               | 75%  |
| Phoenix Park                      | 8                 | 20         | 6            | 75%   | 8               | 100% |
| Sharon Neese                      | 16                | 21         | 13           | 81%   | 16              | 100% |



# SETA Head Start Food Service Operations Monthly Report \*March 2015

**March 6th - Minimum Day Preschool and EHS Full Day Classes.**

**March 13th - CSEFEL Training Closed Classes: Bannon 1 AM, Hillsdale 2 AM.**

**March 30th - Holiday Cesar Chavez Day**

**March 31st - through April 3rd - Sprink Break Traditional Centers and SCOE Children on Break**

**Trainings:**

Cook/Driver Rosa Alatorre attended a CPR Class on March 24th

Cook/Driver Lorena Medina attended an Excel Computer Training on March 25th

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

| Lunch  | PM Snack | Breakfast | Field Trips |
|--------|----------|-----------|-------------|
| 40,892 | 24,404   | 26,012    | 400         |

**Total Amount of Meals and Snacks Prepared 91,708**

**Purchases:**

|            |             |
|------------|-------------|
| Food       | \$68,971.95 |
| Non - Food | \$14,037.86 |

**Building Maintenance and Repair: \$80.00**

**Janitorial & Restroom Supplies: \$0.00**

**Kitchen Small Wares and Equipment: \$0.00**

**Vehicle Maintenance and Repair : \$0.00**

**Vehicle Gas / Fuel: \$1,529.86**  
     Normal Delivery Days 21



# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(March 31, 2015)

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)           | 24 (9.88 %)                    | N/A                                    |
| Elk Grove USD (480)             | 44 (9 %)                       | N/A                                    |
| Sacramento City USD (1312)(144) | 151 (11.5 %)                   | 15 (10%)                               |
| San Juan USD (700) (160)        | 94 (13.4%)                     | 20 (12.5 %)                            |
| WCIC (120)                      | 12 (10 %)                      | N/A                                    |
| SETA (2002) (349)               | 220 (11 %)                     | 67 (19.43%)                            |
| <b>County (4857)* (653)**</b>   | <b>545 (10.9%)</b>             | <b>102 (15.3%)</b>                     |

\*AFE = Annual Funded Enrollment

\*\*% AFE = Percentage of Annual Funded Enrollment

## 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: