

GOVERNING BOARD

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County of Sacramento

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County of Sacramento

Thought for the Day: "To improve the golden moment of opportunity, and catch the good that is within our reach, is the great art of life."

Author: William James

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

Date: Tuesday, November 20, 2012

Time: 9:00 a.m.

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

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

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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

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DISTRIBUTION DATE: WEDNESDAY, NOVEMBER 14, 2012

Parent Advisory Committee (PAC) meeting hosted by:
Socorro Gutierrez, Chair; Vacant, Vice Chair;
Vacant, Secretary; Vacant, Treasurer;
Vacant, Parliamentarian

ITEM I - A – ROLL CALL

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

- ___ **Johnny Sanders, Auberry Park Head Start**
- ___ **Amber Taylor, Bannon Creek Head Start,**
- ___ **Derek Adams, Broadway Early Learning Center**
- ___ Vacant, Country Wood Head Start
- ___ Vacant, Crossroad Gardens Head Start
- ___ Vacant, Early Head Start/ Home Base
- ___ **Juan Mozqueda, Elkhorn Head Start**
- ___ Vacant, Freedom Park Head Start
- ___ Vacant, Fruitridge Head Start
- ___ Vacant, Galt Head Start
- ___ Vacant, Grizzly Hollow Head Start
- ___ **Hodari Polk, Hillsdale Head Start**
- ___ Vacant, Home Base
- ___ Vacant, Home Base
- ___ Vacant, Hopkins Park Head Start
- ___ **LaTasha Windham, Illa Collin Head Start**
- ___ Vacant, Job Corps Head Start
- ___ Vacant, Kennedy Estates Head Start
- ___ Vacant, LaVerne Stewart Head Start
- ___ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- ___ Vacant, Mather Head Start
- ___ Vacant, Nedra Court Head Start
- ___ Vacant, New Helvetia I Head Start
- ___ Vacant, New Helvetia II Head Start
- ___ **Connie Wallace, Norma Johnson Head Start**
- ___ Angelique Foster, North Avenue
- ___ **Erika Contreras, Northview Head Start**
- ___ **Johnny Sanders, Parker Avenue Head Start**
- ___ **Asontie Hudson, Phoenix Park Head Start**
- ___ Vacant, Sharon Neese Early Learning Center
- ___ Vacant, Solid Foundation Head Start
- ___ Vacant, Strizek Park Head Start
- ___ **Socorro Gutierrez, Vineland Head Start**
- ___ **Laura Meza, Walnut Grove Head Start**
- ___ Vacant, Foster Parent Representative
- ___ **Rebecca Lewis, Grandparent Representative**
- ___ **Anthony Nelson, Male Involvement Representative**
- ___ **Tamara Knox, Past Parent/Community Representative**
- ___ Vacant, Past Parent/Community Representative

MEMBER TO BE SEATED:

- ___ Amanda Sokol, Mather Head Start

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

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

COMMITTEE MEMBER	CENTER	11/15	12/20	01/17	02/21	03/20	04/24*	05/15	06/19	07/17	08/21	09/18	10/16	11/20
Johnny Sanders Seated 11/15	AP	X	X	X		E	X	X	X	X	E	X	X	
Amber Taylor Seated 11/15	BC	X	X	X		X	X	X	X	X	E	X	X	
Derek Adams Seated 6/19	BLC								X	E	X	X	U	
Vacant	COP													
Vacant Seated	CW													
Vacant	CR													
Vacant	EHS/HB													
Vacant	EHS/HB													
Juan Mozqueda Seated 1/17	EL	E	X	X		X	X	X	U	X	X	X	X	
Vacant Seated	FP													
Zoila Lucero Seated 11/15	FF	X	X	U		X	X	X	X	E	X	X	E	
Vacant	G													
Vacant	GH													
Hodari Polk s/b Seated 3/20	H					U	X	X	X	X	X	U	X	
Vacant	HB													
Vacant	HB													
LaTasha Windham Re-seated 8/21	IC										X	X	X	
Vacant	IC													
Vacant Seated	HP													
Vacant	JC													
Vacant Seated	K													
Vacant	LVS													
Vacant	MCBB													
Vacant Seated	GSC													
Amanda Sokol Seated	M												U	
Angelique Foster s/b/S 8/21	NA										U	X	U	
Praveena Chadhary Seated 11/15	NC	X	X	X		X	X	E	E	X	X	X	E	
Connie Wallace Seated 11/15	NJ	X	X	X		X	X	X	X	X	X	E	X	
Vacant	NH2													
Erika Contreras Seated 11/15	NV	X	U	X		X	E	X	X	X	X	X	X	
Vacant	PA													
Asontie Hudson s/b seated 7/17; seated 8/21	PP									U	X	X	X	
Vacant	SF													
Vacant	SN													
Vacant	SP													
Socorro Gutierrez Seated 11/15	V	X	X	X		X	X	X	X	X	X	X	X	
Laura Meza Seated 11/15	WG	X	X	X		X	X	X	X	X	X	X	X	
Vacant	FPR													
Rebecca Lewis Seated 11/15	GPR	X	X	X		X	X	X	X	X	E	X	X	
Anthony Nelson s/b seated 7/17; seated 8/21	MIR									U	X	X	E	
Vacant	OGC													
Tamara Knox Seated 12/20	PPR		X	X		X	X	X	X	X	X	E	E	
Vacant	PPR													

*** Special Meeting**

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

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

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

Head Start Center Abbreviations

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

Representative Abbreviations

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

Attendance Record Abbreviations

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

ITEM I-A – ROLL CALL
(Continued)

Program Year 2012-2013 - New Representatives to be seated

___ Alma Amaya, Bannan Creek Head Start	___ Yadira Lopez, (Marie Cleveland's) Bright Beginnings
___ Rosa Gomez, Fruitridge Head Start	___ Johnny Sanders, Past Parent Representative
___ Mayra Partida, Early Head Start (Home Base)	___ Iyshia Lacey, Mather Head Start
___ Allen N. Smith, Freedom Park	___ Marlem Medrano, Elkhorn Head Start
___ Alicia Kafka, Grizzly Hollow	___ Teresa Jay, Hillsdale Head Start
___ Joseph Washington, Sharon Neese	___ Shiloh Fuentes, Vineland Head Start
___ Jasmine Birmingham, Crossroad Gardens Head Start	___ Angelique Foster, North Avenue Head Start
___ John White, Broadway Head Start	___ Marshaun Tate, Parker Head Start
___ Colleen Fietzek, Home Based Head Start	
___ Vacant, Nedra Court Head Start	___ Vacant, Grandparent Representative
___ Vacant, Norma Johnson Head Start	___ Vacant, Walnut Grove Head Start
___ Vacant, Northview Head Start	___ Vacant, Strizek Park Head Start
	___ Vacant, Foster Parent Rep.

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

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

COMMITTEE MEMBER	CENTER	11/20	12/18	01/15	02/19	03/19	04/16	05/21	06/18	07/16	08/20	09/17	10/15	11/19
Seated	AP													
Alma Amaya Seated	BC													
John White Seated	BLC													
Vacant	COP													
Vacant Seated	CW													
Jasmine Burmingham Seated	CR													
Mayra Partida Seated	EHS/HB													
Vacant	EHS/HB													
Marlem Medrano Seated	EL													
Allen N. Smith Seated	FP													
Rosa Gomez Seated	FT													
Vacant	G													
Alicia Kafka Seated	GH													
Teresa Jay Seated	H													
Colleen Fietzek Seated	HB													
Vacant	HB													
Seated	IC													
Vacant	IC													
Vacant Seated	HP													
Vacant	JC													
Vacant Seated	K													
Vacant	LVS													
Yadira Lopez Seated	MCBB													
Vacant Seated	GSC													
Iyshia Lacey Seated	M													
Angelique Foster Seated	NA													
Seated	NC													
Seated	NJ													
Vacant	NH2													
Seated	NV													

COMMITTEE MEMBER	CENTER	11/20	12/18	01/15	02/19	03/19	04/16	05/21	06/18	07/16	08/20	09/17	10/15	11/19
Marshaun Tate Seated	PA													
Vacant	PP													
Vacant	SF													
Joseph Washington Seated	SN													
Vacant	SP													
Shiloh Fuentes Seated	V													
Seated	WG													
Vacant	FPR													
Seated	GPR													
Anthony Nelson s/b seated 7/17; seated 8/21	MIR													
	OGC													
Johnny Sanders Seated	PPR													
Vacant	PPR													

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

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2012-2013
(Continued)

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GH:	Grizzly Hollow	PP:	Phoenix Park
H:	Hillsdale	SF:	Solid Foundation
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U:	Unexcused
PAC:	Parent Advisory Committee
R:	Resigned
S/B:	Should be, or should have been (seated)
CD:	Child Dropped.

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 16, 2012 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the October 16, 2012 PAC meeting.

RECOMMENDATION:

Approve the minutes of the October 16, 2012 PAC meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

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

Minutes/Synopsis

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

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

Tuesday, October 16, 2012
9:00 a.m.

I. Welcome

Call to Order/Roll Call: Ms. Socorro Gutierrez called the meeting to order at 9:10 a.m.; the Pledge of Allegiance was recited. Ms. Gutierrez read the Thought of the Day. Ms. Johnny Sanders was asked to serve as Secretary and called the roll. Ms. Consuelo Lopez served as the translator.

Members Present:

Johnny Sanders
Hodari Polk
Connie Wallace (arrived at 9:12 a.m.)
Erika Contreras
Rebecca Lewis (arrived at 9:12 a.m.)
Socorro Gutierrez
LaTasha Windham (arrived at 9:14 a.m.)
Juan Mozqueda
Amber Taylor (arrived at 9:17 a.m.)
Laura Meza (arrived at 9:34 a.m.)
Asontie Hudson (arrived at 9:40 a.m.)

Members Absent:

Praveena Chaudhary (excused)
Derek Adams (unexcused)
Tamara Knox (excused)
Zoila Lucero (excused)
Anthony Nelson (unexcused)

Ms. Connie Wallace arrived at 9:10 a.m. and resumed the duties of Secretary.

IV. Information Items

- B. 'Breathe California' Program for Asthmatic Children. Ms. Megan Marshall reviewed the Breathe Sacramento Program. The centers were selected due to the high number of asthmatic children. Prizes will be provided for all attendees.

Ms. LaTasha Windham arrived at 9:15 a.m.

A. Standing Information

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reported that the Agency has spent 17% of the grant as of this date. Administrative costs are running at 9 1/2%. Mr. Bartlett explained that due to billing, there shows no revenue under the Head Start Basic, nutrition services. Staff recently sent a bill in to the state and it is expected that \$111,000 so there

should be around \$300,000 in revenue due which will reduce the bill considerably.

Ms. Amber Taylor arrived at 9:18 a.m. and a quorum was established.

II. Consent Item

A. Approval of Minutes for PAC Meeting September 18, 2012

No questions or corrections to the minutes.

Moved/Lewis, second/Sanders, to approve the minutes of the September 18, 2012 meeting.

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

III. Action Items

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

Ms. Gutierrez reviewed the modifications to the PAC bylaws.

Mr. Sanders asked why parents missing a meeting due to work are shown as absent. Ms. Gutierrez stated that board members were welcomed to make modifications to the bylaws at committee meetings and when the bylaws were first presented for approval. Ms. Desha urged Mr. Sanders to attend the Personnel/Bylaws Committee meeting and bring up this issue before the committee.

Moved/Taylor, second/Sanders, to close the public hearing and approve the amendments to the PAC Bylaws.

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

IV. Information Items (continued)

A. Standing Information (continued)

Parent/Staff Recognitions: Ms. Gutierrez and Ms. Taylor presented the following staff with certificates of appreciation: José Diaz, Roger Bartlett, Leticia Lujano, and Ronald Jones.

Ms. Gutierrez thanked board members that attended the End-of-Year Parent Appreciation Dinner.

III. Action Items (continued)

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

Ms. Desha distributed a copy of an application from Mr. Johnny Sanders who expressed interest in serving as a Past Parent on the PAC.

Ms. Laura Meza arrived at 9:34 a.m.

Ms. Gutierrez reviewed the application submitted by Mr. Sanders. Mr. Sanders spoke of his interest in serving as a Past Parent Representative.

Moved/Taylor, second/Polk, to elect Mr. Johnny Sanders as a Past Parent Representative.

Show of hands vote: Aye: 9, Nay: 0, Abstentions: 1 (Gutierrez)

Ms. Gutierrez welcomed Mr. Sanders back for another year on the PAC.

C. Review of Applications and Election of Grandparent Representative and Alternate – and -

D. Review of Applications and Election of Foster Parent Representative and Alternate

There are no applicants that have applied for the Grandparent or Foster Parent Representative/Alternate. Ms. Gutierrez asked that items C and D be tabled until the next meeting.

Moved/Taylor, second/Contreras, to table III-C and III-D to the November meeting.

Show of hands vote: Aye: 9, Nay: 0, Abstentions: 1 (Gutierrez)

Ms. Asontie Hudson arrived at 9:40 a.m.

E. Election of Representative and Alternate to Attend the National Head Start Association (NHSA) Annual Parent Training Conference, Saturday, December 1 – Wednesday, December 5, 2012, Grape Vine (Dallas), Texas

Ms. Marie Desha reviewed the conference details. The NHSA hosts two conferences per year. The budget for this conference is \$1,561 per person. Two PAC representatives and two PC representatives will be attending. Ms. Desha reviewed the child care reimbursement amounts for parents attending. A written report is required from all attendees. Ms. Desha urged attendees to make sure

child care is already in place. If the representative cannot attend, notify Ms. Desha immediately to ensure the slot can be filled.

Ms. Taylor reported that she attended the last conference and learned a lot. She got to choose the classes she was wanted to attend.

Moved/Taylor, second/Sanders, to elect one representative and one alternate to attend the NHSA Annual Parent Training Conference.

Show of hands vote: Aye: 10, Nay: 0, Abstentions: 1 (Gutierrez)

Those interested in attending: Johnny Sanders, Hodari Polk, LaTasha Windham, Asontie Hudson, Rebecca Lewis.

Vote:

Johnny: 2

Hodari: 0

LaTasha: 2

Asontie: 1

Rebecca: 5

Run off for alternate:

Johnny: 3

LaTasha: 7

Ms. Rebecca Lewis will be the representative and Ms. LaTasha Windham will serve as the alternate.

IV. Information Items (continued)

A. Standing Information (continued)

- PC/PAC Calendar of Events and Activities: parent conference planning committee meeting coming up on Friday, October 19.
- Parent/Family Support Unit Calendar of Events: No additional reports.
- Parent/Staff recognitions: Certificates of appreciation were given to Ms. Consuelo Lopez and Ms. Laura Meza. Ms. Meza received a certificate for three years of service to the Head Start program. Ms. Gutierrez appreciated Ms. Meza's participation in the meetings. Ms. Meza spoke of her gratitude for her three years of service on the board.
- PC/PAC End-of-Year Appreciation 2011-2012 Reports: Ms. Amber Taylor thanked the committee for their outstanding work planning the event. The food was wonderful. Ms. Windham thought the dinner was pleasant and a great experience. Mr. Polk appreciated the event as well. Ms. Hudson thought it was really nice. Ms. Lewis thanked the volunteers assisting in the setup of the room. Mr. Sanders enjoyed the event. Ms. Connie Wallace thanked the board for

acknowledging her daughter. Ms. Gutierrez thanked the committee for doing an excellent job.

- Community Resources - Parent/Staff:
 - Voter Registration Outreach Update: Ms. Socorro Gutierrez reported that ten centers have been covered and there have been some parents that signed up. Ms. Gutierrez asked that any interested parent please see her for information. Ms. Lewis asked if Galt has been taken care of; Ms. Lewis will contact Ms. St. Mary.
 - Child Care Center Food Menu: No questions.
- C. Governing Board Minutes of August 2, 2012: No questions or comments.

V. Committee Reports

- A. Executive Committee: Ms. Wallace reviewed the Executive Committee critique.
- B. Budget/Planning Committee: No additional report; the next meeting will be November 13.
- C. Personnel/Bylaws Committee: No more meetings for the year.
- D. Social/Hospitality Committee: All members were thanked for their outstanding work on the End-of-Year Parent Appreciation
- E. Male Involvement Committee: The next meeting will be October 17.
- F. Community Partnerships Advisory Committee: This committee met last month.
- G. Health Services Advisory Committee: The meeting will be next Wednesday at 5:30 p.m.

VI. Other Reports

- Chair's Report: Ms. Gutierrez reported that she will be one of the representatives attending the conference in Texas.
- Policy Council Report: The meeting will be next Tuesday.
- Head Start Deputy Director's Monthly Report: Ms. Denise Lee addressed Ms. Meza request regarding extended hours at Walnut Grove; the challenge is the staffing for this center. Staff is working on this issue. Ms. Meza also asked for a bus to assist in the transportation of the children. Ms. Lee replied that having a bus is cost prohibitive; there are very few programs that can afford to do a bus program.

Ms. Karen Gonzales stated that an extra hour was provided at Walnut Grove because the current parents have indicated that as a group, they do not need extended hours. Ms. Meza submitted a paper with signatures from the parents that are requesting the extensions. Ms. Meza stated that the signatures were from current parents.

Ms. Lee expressed appreciation to Ms. Gutierrez and Ms. St. Mary for applying for the grant funds for the voter registration program. It is very important to have parent involvement in the voter registration program. The state and federal budgets are very tight. It is important for parents, as recipients of Head Start

services, to express through their votes how important Head Start is to their families.

Ms. Taylor asked Ms. Lee which proposition will affect this program. Ms. Lee replied that the California Head Start Association is in strong support of proposition 30 and 38.

Ms. Lewis stated that if parents are not sure which way is beneficial for your child, there is the second of three debates and there will be fundamental differences between the candidates. Ms. Lewis urged parents to vote.

➤ **Managers' Reports**

- **Program Support Services Report** – Ms. Megan Marshall reported that next week is National Lead Awareness Week. There will be posters in the classrooms and lead awareness button will be distributed. A button was distributed to the board members.
- **Parent/Family Support Report** – Ms. Lisa Carr expressed her appreciation for the End-of-Year Parent Appreciation Dinner. Family engagement unit has implemented the school readiness program. Many SOP centers have a parent aide and a school readiness aide; there is one per classroom. It is a two-hour commitment and cannot be the same person. It is hoped that the school readiness aide will be a venue as a career ladder for parents wanting to work with young children. There will be a field trip to American River College to talk to parents about educational opportunities.

Ms. Carr encouraged parents to become involved in the planning committee for the Parent Conference. This year's conference was wonderful!

- **Child Development and Education Services Report:** Ms. Karen Gonzales reported that there is one more week of observation time before the teachers do their first assessment on the children. Staff is collecting data on the children and this will show the progression of the child through the school year. The first assessment period ends in October. Teachers are going through Scribbles to Script training. This training assists teachers in reminding them of the pre-writing skills needed by children and to ensure the activities are involved with the children. Parents were encouraged to ask teachers how the various trainings for teachers are going. All of the centers are regulated by California State Licensing. All Site Supervisors will be receiving training on state licensing.

Ms. Lee distributed information for Salvation Army holiday programs.

VII. Discussion: No comments.

VIII. Public Participation: No comments.

IX. Adjournment: Meeting was adjourned at 10:55 a.m.

ITEM III-A – ACTION

MODIFICATION TO THE REIMBURSEMENT POLICIES AND PROCEDURES OF THE SETA-OPERATED HEAD START/EARLY HEAD START POLICY COUNCIL/PARENT ADVISORY COMMITTEE

BACKGROUND:

The Head Start Management is recommending a revision to the Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee to modify the language regarding reimbursements for child care.

The revision is identified in the italic type (see items F & G attached)

RECOMMENDATION:

That the Policy Council/Parent Advisory Committee approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

PC/PAC Reimbursement Policies and Procedures

MILEAGE

1. Reimbursements will be made for actual costs of attending the REQUIRED meetings and other obligations associated with your participation as a member/officer of SETA Head Start PC/PAC.
 - a. Reimbursement will not be made for attendance at optional meetings or training meetings.
2. Mileage will be calculated from your residence or workplace to the SETA offices or other location where the meeting is being held. If you come to the meeting directly from home and then proceed to your workplace, SETA will reimburse you for the total mileage incurred.
 - a. For example, assume that your home is five miles from the SETA offices, but your workplace is 20 miles from the SETA offices. You attend a meeting held at the SETA offices at 8:30 a.m. and then proceed directly to your workplace. You would be reimbursed for 25 total miles.
 - b. However, if you attend the meeting at 8:30 and then return home prior to proceeding to work, you would be reimbursed for 10 miles.
 - c. If you came directly from work to attend a meeting held at 1:00 p.m. and then returned directly to work, you would be reimbursed for 40 miles.
3. If you utilized public transportation to attend a meeting at SETA, you would be reimbursed for the actual costs of that transportation.
 - a. Assume that you attended a meeting and rode RT Light Rail from your house to SETA offices and back to your house. You would be reimbursed for the cost of a round trip ticket.
 - b. If you were working out of town and rode Greyhound and RT Light Rail to attend a meeting at SETA and then rode RT Light Rail to your home after the meeting, you would be reimbursed for the cost of the Greyhound ticket to Sacramento and the RT Light Rail passes to SETA and home.

CHILD CARE

1. SETA will reimburse you at the rate of \$8.00 per hour, up to a maximum of \$30 per day, for the number of hours of child care necessitated by your attendance/participation in REQUIRED PC/PAC meetings when your child(ren) are cared for by a non-SETA care provider.
 - a. Reimbursement will not be made for child care provided by spouse/significant other.
 - b. Reimbursement will be for actual costs incurred up to a maximum of \$8.00 per hour, no matter how many children are cared for.

- c. If the PC/PAC meeting that you attend runs for two hours, but you must incur child care for an additional hour for the travel time to and from SETA offices, you will be reimbursed for three hours. If you arrange child care for the day in order to run some errands, attend the PC/PAC meeting, and meet a friend for lunch, you will be reimbursed only for the two hours of the PC/PAC meeting.
- d. For attendance at conferences as a representative of SETA Head Start, the maximum reimbursement will be \$8.00 per hour up to \$30 for each 24 hour period of time away from home.
- e. No reimbursement for child care will be available when attendance at meetings, conferences, or training events is voluntary.
- f. No reimbursement for child care will be available for children thirteen (13) years of age and older, unless special circumstances exist. An example of special circumstances might be a special needs child.*
- g. No reimbursement for child care will be available for children of any age who are in a Head Start program or who would normally be in school unless the child is out of school for a valid reason, such as being off track, being ill. Home schooled children might be a reasonable exception to this policy.*

FREQUENCY OF REIMBURSEMENT

1. Following the submission of the appropriate requests for reimbursement, every reasonable effort will be made to process reimbursements and have either cash or petty cash checks available to be picked up from a Petty Cash Custodian one week following the meeting, or at the next meeting attended.

Effective Date: _____

Modified October 27, 2009

ITEM III-B – ACTION

REVIEW OF APPLICATIONS AND ELECTION OF
PAST PARENT REPRESENTATIVES AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee Past Parent applications to be reviewed and candidates elected for Program Year 2012-2013.

RECOMMENDATION:

That the Parent Advisory Committee elects two (2) Past Parent Representatives and two (2) Alternates.

NOTES:

Representatives nominated:

Representatives elected:

Alternates nominated:

Alternates elected:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

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

- A. Standing Information
 - Parent/Staff Recognitions
 - Committee Reports:
 - ✓ Executive Committee: Ms. Socorro Gutierrez
 - ✓ Budget/Planning Committee: Ms. Socorro Gutierrez
 - ✓ Health Services Advisory Committee Report: Ms. Amber Taylor
 - Seating of New Parent Advisory Committee Representatives (2012-2013)
 - Introduction of PAC Representatives (2012-2013)
 - Introduction of SETA Head Start Staff
 - How to Present and Make Recommendations – Ms. Socorro Gutierrez
 - Fiscal Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett (attached) Committee Reports
 - Board Procedures
 - Reimbursements and Budget/Planning – Mr. Roger Bartlett
 - Personnel – Ms. Bonnie Bilger
 - Conflict of Interest – Ms. Nancy Hogan
 - Officer Elections – December 18, 2012 (Board Meeting)

NOTES:

COMMITTEE REPORTS

✓ Executive Committee

Critique of the October 16, 2012 Parent Advisory Committee meeting.

GOOD!!!
Thank you, Mr. Johnny Sanders, for standing in for Secretary.
Thank you, Ms. Consuelo Lopez, for being present to translate.
Thank you, Chair, for making reminder calls for the PC meeting.
Thank you for not eating in the board room.
Thank you, Ms. LaShaun Burke and Ms. Nancy Hogan, for providing PC/PAC reimbursements.
Thank you, board members, for completing reimbursement forms in blue or black in only.
Thank you for a clean board room including putting name plates away.
Thank you for turning off all electronic devices prior to start time of the meeting.
NEEDS IMPROVEMENT
Arrive on time and start on time.
Please be seated at 8:50 a.m. prior to the start of the meeting, and plan on remaining to the end of the meeting.
Plan to attend committee meeting(s) that you have signed up to participate.
Please raise your hand and wait to be called on by the Chair before speaking.
Members remain seated during all presentations.

NOTES:

→. Budget/Planning Committee: Ms. Rebecca Lewis, Mr. Johnny Sanders, Ms. Connie Wallace, Ms. Amber Taylor, and Ms. Socorro Gutierrez

→. Health Services Advisory Committee (HSAC): Ms. Amber Taylor

ITEM III-C – ACTION

ELECTION OF POLICY COUNCIL REPRESENTATIVES AND ALTERNATES

BACKGROUND:

Each year PAC elects six (6) Representatives and six (6) Alternates to the Sacramento County Head Start Policy Council (PC).

The duties of these Representatives and Alternates include:

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

RECOMMENDATION:

That the Parent Advisory Committee elects six (6) Representatives and six (6) Alternates to the Policy Council.

NOTES:

Representatives nominated:

Alternates elected:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-A – INFORMATION (continued)

STANDING INFORMATION

BACKGROUND:

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

A. Standing Information

- Chair's Report: Ms. Socorro Gutierrez
 - ✓ Parent Meeting Attendance Incentive
- Calendar of Events and Activities, Parent/Family Support Unit (attached)
- PC/PAC Calendar of Events (attached)
- Community Resources - Parent/Staff: Ms. Socorro Gutierrez
- Child Care Center Food Menu (attached)

NOTES:







PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Positive Discipline for Children Series	November 7 and 14 Dinner 6:00 – 6:30 p.m. Workshop: 6:30 – 8:30 p.m. Sequoia Room
PAC Executive Committee	Monday, November 26, 2012 9:30 a.m. Olympus Room (Chair only – all other officer positions null and void.)
PC Executive Committee	Thursday, November 29, 2012 9:00 a.m. Olympus Room (Chair only – all other officer positions null and void.)
National Head Start Association (NHSA) 29 th Annual Parent Training Conference	Saturday, December 1, 2012 to Tuesday, December 5, 2012 Grape Vine, Texas

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

<u>EVENT</u>	<u>DATE</u>
Positive Discipline for Children Series	November 7 and 14 Dinner 6:00 – 6:30 p.m. Workshop: 6:30 – 8:30 p.m. Sequoia Room

November 2012

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 4				<p>1</p> <p>Breakfast: Whole Grain Pancakes, Apple, Maple Syrup, Milk Lunch: Turkey and Cheese Roll-up in a Tortilla, Cole Slaw, Mango, Milk Snack: Strawberry Yogurt, Banana</p>	<p>2</p> <p>Breakfast: Rice Krispies Cereal, Diced Apricot, Milk Lunch: Tuna Salad, Saltine Crackers, Baby Carrots, Cantaloupe, Milk Snack: Vanilla Whole Grain Fish Crackers, Milk</p>
Week 5	<p>5</p> <p>Breakfast: Whole Grain Pancakes/ Syrup, Mango Chunks, Milk Lunch: Chili Con Carne/Beans, Saltine Crackers, Diced Apricot, Milk Snack: Jungle Crackers, Milk</p>	<p>6</p> <p>Breakfast: Whole Wheat Banana Muffin Bar, Kiwi, Milk Lunch: Refried Beans, Flour Tortilla, Tomato Salsa, Tangerine or Strawberries, Milk Snack: Rice Krispies Cereal, Milk</p>	<p>7</p> <p>Breakfast: Whole Grain Biscuit/Jelly, Diced Peaches, Milk Lunch: Beef Hamburger, Whole Wheat Bun, Seasoned Carrots, Cantaloupe, Milk Snack: Sound Bites Whole Grain Crackers, Banana</p>	<p>8</p> <p>Breakfast: Oatmeal with Raisins, Pineapple, Brown Sugar, Milk Lunch: Turkey & Whole Wheat Macaroni, Tomato Sauce, Green Salad/Dressing, Orange, Milk Snack: Bean Dip, Flour Tortilla</p>	<p>9</p> <p>Breakfast: Whole Grain Cheerios, Banana, Milk Lunch: Roasted Turkey on Whole Wheat Bread, Mayonnaise, Broccoli with Dip, Kiwi, Milk Snack: American Classic Wheat Crackers, Cheese Stick</p>
Week 6	 <p>12</p>	<p>13</p> <p>Breakfast: Rice Krispies Cereal, Orange, Milk Lunch: Baked Chicken, Mixed Vegetables, Whole Wheat Texas Toast, Kiwi, Butter, Milk Snack: Cottage Cheese, Pineapple Tidbits</p>	<p>14</p> <p>Breakfast: Whole Wheat Waffles, Maple Syrup, Diced Pear, Milk Lunch: Salisbury Beef Steak/Gravy, Mashed Potatoes, Whole Wheat Dinner Roll, Butter, Cantaloupe, Milk Snack: Cheese Sticks, Apple</p>	<p>15</p> <p>Breakfast: Bagel & Cream Cheese, Banana, Milk Lunch: Chicken and Noodles, Peas and Carrots, Tangerine or Strawberries, Milk Snack: American Classic Wheat Crackers, Orange</p>	<p>16</p> <p>Breakfast: Whole Wheat Blueberry Muffin Loaf, Diced Apricot, Milk Lunch: Swiss Cheese on Whole Wheat Bread, Lowfat Mayonnaise, Broccoli/Dip, Orange, Milk Snack: Fish Crackers, Milk</p>
Week 7	<p>19</p> <p>Breakfast: Crispix Cereal, Apple, Milk Lunch: Beef Meat Loaf and Sauce, Mashed Potatoes, Dinner Roll, Apricots, Milk Snack: Strawberry Yogurt, Fruit Cup</p>	<p>20</p> <p>Breakfast: Rice Krispies Cereal, Banana, Milk Lunch: Roasted Turkey on Whole Wheat Bread, Lowfat Mayonnaise, Carrot Sticks, Kiwi, Milk Snack: Sunrise Bites Whole Grain Crackers, Apple</p>	<p>21</p> <p>Breakfast: Cheerios Cereal Bar, Mixed Fruit Cup, Milk Lunch: Cheese on Whole Wheat Bread, Baby Carrots, Orange, Milk Snack: Lemon Dinosaur Crackers, Box of Apple Juice</p>	 <p>22</p>	 <p>23</p>
Week 8	<p>26</p> <p>Breakfast: Rice Krispies Cereal, Diced Apricot, Milk Lunch: Lemon Pepper Chicken, Peas/Carrots, Steamed Brown Rice, Orange, Milk Snack: Cottage Cheese, Cheese-It Crackers</p>	<p>27</p> <p>Breakfast: Whole Wheat Banana Muffin Bar, Orange, Milk Lunch: Beef Hamburger on whole Wheat bun, whole Kernel Corn, Pickle, Kiwi, Mustard & Ketchup, Milk Snack: String Cheese, Apple</p>	<p>28</p> <p>Breakfast: Whole Grain Biscuit/Jelly, Diced Peaches, Milk Lunch: Build a Burrito, Beans, Tortilla, Shredded Cheese/Lettuce, Tomato, Tangerine or Strawberries, Milk Snack: Sunrise Bites Whole Grain Crackers, Banana</p>	<p>29</p> <p>Breakfast: Whole Wheat Bagel with Cream Cheese, Diced Pears, Milk Lunch: Cheese on Whole Wheat Bread, Cauliflower with Dip, Apples or Watermelon, Butter, Milk Snack: Jungle Whole Grain Crackers, Milk</p>	<p>30</p> <p>Breakfast: Whole Grain Cereal, Banana, Milk Lunch: Turkey Ham on Whole Wheat Bread, Cantaloupe, Baby Carrots, Mayonnaise, Milk Snack: Rice Cakes, Pineapple Tidbits</p>

Noviembre 2012

	lunes	martes	miércoles	jueves	viernes
Semana 4				<p>1</p> <p>Desayuno: Jotqueis de Grano Integral, Manzana, Miel de Arce (Maple), Leche. Comida: Pavo y Queso Enrollado en una Tortilla, Ensalada de Col, Mango, Leche.</p> <p>Bocadillo: Yogur de Fresa, Plátano.</p>	<p>2</p> <p>Desayuno: Cereal Rice Krispies, Chabacano Picado, Leche. Comida: Ensalada de Atún, Galletas Saladas, Zanahorias, Melón, Leche.</p> <p>Bocadillo: Pescados de Galleta de Trigo Integral con Vainilla, Leche.</p>
Semana 5	<p>5</p> <p>Desayuno: Jotqueis (Pancakes) de Grano Integral con Miel, Mango, Leche. Comida: Chile con Carne y Frijoles, Galletas Saladas, Chabacanos Picados, Leche. Bocadillo: Galletas Saladas Jungle, Leche.</p>	<p>6</p> <p>Desayuno: Barra de Mollete de Trigo Integral con Plátano, Kiwi, Leche. Comida: Frijoles Refritos, Tortilla de Harina, Salsa de Jitomate, Tanjarina o Fresa, Leche. Bocadillo: Cereal Rice Krispies, Leche.</p>	<p>7</p> <p>Desayuno: Bizcocho de Grano Integral con Jalea, Durazno Picado, Leche. Comida: Hamburguesa de Res en Pan de Trigo Integral, Zanahorias Sazonadas, Melón, Leche. Bocadillo: Galletas Saladas de Grano Integral Sound Bites, Plátano.</p>	<p>8</p> <p>Desayuno: Avena con Pasas, Piña, Azúcar Morena, Leche. Comida: Carne de Pavo con Macarrón de Trigo Integral, Puré de Jitomate, Ensalada con Aderezo, Naranja, Leche Bocadillo: Puré de Frijoles, Tortilla de Harina.</p>	<p>9</p> <p>Desayuno: Cheerios de Grano Integral, Plátano, Leche. Comida: Pavo en Pan de Trigo Integral, Brócoli con Aderezo, Mayonesa, Kiwi, Leche. Bocadillo: Galletas Saladas de Trigo American Classic, Barita de Queso.</p>
Semana 6	 <p>12</p>	<p>13</p> <p>Desayuno: Cereal Rice Krispies, Naranja, Leche. Comida: Pollo Horneado, Verduras Mixtas, Pan Tostado de Trigo Integral Estilo Texas, Kiwi, Mantequilla, Leche. Bocadillo: Requesón, Golosinas de Piña.</p>	<p>14</p> <p>Desayuno: Waffles de Trigo Integral, Miel de Arce, Pera Picada, Leche. Comida: Bistec de Res Salisbury con Gravy, Puré de Papa, Melón, Bollo para Cena de Trigo Integral, Leche. Bocadillo: Barita de Queso, Manzana.</p>	<p>15</p> <p>Desayuno: Bagel con Queso Crema, Plátano, Leche. Comida: Tallarines con Pollo, Chicharos y Zanahorias, Tanjarina o Fresa, Leche. Bocadillo: Galletas Saladas de Trigo American Classic, Naranja.</p>	<p>16</p> <p>Desayuno: Barra de Mollete de Trigo y Arándanos, Chabacano, Leche. Comida: Queso Suizo en Pan de Trigo Integral, Brócoli con Aderezo, Naranja, Mayonesa, Leche. Bocadillo: Galletas en Forma de Pez, Leche.</p>
Semana 7	<p>19</p> <p>Desayuno: Cereal Crispix, Manzana, Leche. Comida: Pastel de Carne Molida de Res con Salsa, Puré de Papa, Chabacano, Bollo para Cena, Leche. Bocadillo: Yogur de Fresa, Taza de Fruta.</p>	<p>20</p> <p>Desayuno: Cereal Rice Krispies, Plátano, Leche. Comida: Pavo Asado en Pan de Trigo Integral, Mayonesa, Zanahorias, Kiwi, Leche. Bocadillo: Galletas Saladas de Trigo Sunrise Bites, Manzana.</p>	<p>21</p> <p>Desayuno: Barra de Cereal Cheerios, Taza de Fruta Mixta, Leche. Comida: Queso en Pan de Trigo Integral, Naranja, Zanahorias, Leche. Bocadillo: Dinosaurios de Galleta Salada con Limón, Jugo de Manzana.</p>	 <p>22</p>	 <p>23</p>
Semana 1	<p>26</p> <p>Desayuno: Cereal Rice Krispies, Chabacano Picado, Leche. Comida: Pollo con Limón y Pimienta, Chicharos y Zanahorias, Arroz Integral a Vapor, Naranja, Leche. Bocadillo: Requesón, Galletas Cheese-It.</p>	<p>27</p> <p>Desayuno: Barra de Mollete de Trigo Integral y Plátano, Naranja, Leche. Comida: Hamburguesa de Res, Pan de Trigo, Elote, Pepino en Vinagre, Mostaza y Catsup, Kiwi, Leche. Bocadillo: Barita de Queso, Manzana.</p>	<p>28</p> <p>Desayuno: Bizcocho de Grano Integral con Jalea, Durazno Picado, Leche. Comida: Haga su Propio Burrito, Frijoles, Tortilla, Queso y Lechuga, Jitomate, Tanjarina o Fresa, Leche. Bocadillo: Minigalletas Sunrise Bites de Trigo Integral, Plátano.</p>	<p>29</p> <p>Desayuno: Bagel de Trigo Integral con Queso Crema, Pera Picada, Leche. Comida: Queso en Pan de Trigo Integral, Coliflor con Aderezo, Manzana o Sandía, Mantequilla, Leche. Bocadillo: Galletas Saladas Jungle de Grano Integral, Leche.</p>	<p>30</p> <p>Desayuno: Cheerios de Grano Integral, Plátano, Leche. Comida: Jamón de Pavo en Pan de Trigo Integral, Melón, Zanahorias, Mayonesa, Leche Baja en Grasa. Bocadillo: Galletas de Arroz, Golosinas de Piña.</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 September 7, 2012 meeting.

NOTES:

**SPECIAL 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, September 7, 2012
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Pannell called the meeting to order at 10:00 a.m.

Members Present:

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

Members Absent:

Sophia Scherman, Chair, SETA Governing Board; Public Representative
Jay Schenirer, Councilmember, City of Sacramento

II. **Consent Items**

- A. Minutes of the August 2, 2012 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Required Partner Representative to the Sacramento Works, Inc. Board
- D. Approval to Change Head Start Program Approach for the Fiscal Year 2012-2013

The consent items were reviewed; no questions or corrections.

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

- A. Approve the August 2, 2012 minutes
- B. Approve the claims and warrants for the period 7/26/12 through 8/29/12.
- C. Appoint Mr. Jay Onasch to the vacant required partner seat on the Sacramento Works, Inc. Board of Directors.
- D. Approve the change to the Head Start program approach for the SETA Operated Program and Sacramento City Unified School District, for Fiscal Year 2012-2013 as outlined in the board packet.
Voice vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Retiree Medical Insurance Subsidy and Retiree Medical and Dental Insurance Program Administrative Policy for Calendar Year 2013

Ms. Kathy Kossick reported that this item requests approval for retiree subsidy. The board is presented with three options to consider. Staff is recommending maintaining the current subsidy which would cost \$26,568 for 22 individuals.

Moved/Yee, second/Nottoli, that the Board approve Option A for the next calendar year and approve the Retiree Medical and Dental Insurance Program Administrative Policy, effective January 1, 2013.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. Approval to Accept Funds from the Sacramento County Sheriff's Department to Serve Re-entry Customers and Authorize the Executive Director to Execute the Subgrant Agreement, Modification and Other Documents Required by the Funding Source

Mr. William Walker reviewed this item. In February, 2012, a proposal was submitted to the Bureau of Justice Assistance (BJA), which was funded in August of 2012. The BJA provided \$747,057 to fund the Second Chance Technology Training Program at the Sacramento County Sheriff's Rio Cosumnes Correctional Facility. This will be a three-year program training 60 males and 40 females.

Mr. Walker stated that the grant will pay for half of the wages for the trainees while the employers will pay the other half. Beutler has been lined up as one of the employers.

Moved/Nottoli, second/Yee, to approve the acceptance of \$266,100 from the Sacramento County Sheriff's Department and authorize the Executive Director to execute the subgrant agreement, modification, and other documents required by the funding source.

Voice Vote: Unanimous approval.

Community Services Block Grant: No items.

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

A. Reduced Funding from the Sacramento County Department of Human Assistance

Mr. Nottoli reported that there had been discussion this week that there are sufficient funds through CalWORKs to cover the current fiscal year, but that the cuts will affect fiscal Year 2013-2014. There could potentially be a loss of some career centers. Ms. Kossick stated that the budget cuts will be changing depending upon the budget cuts from Congress.

Mr. Kim reported that there was a last minute change to the CalWORKs budget. Staff is hopeful that the actual unspent CalWORKs funds will be higher and the actual reduction will be much less than the \$2.1 million cut anticipated.

B. Report on American Express Corporate Account Rewards Points Program, FY 2012

Mr. Kim reviewed the annual report regarding the Reward Points that are accumulated over the year. Mr. Kim explained that there was a higher usage of points this year because an employee retired and the points that were assigned to the employee's card are not transferrable and had to be expended during the fiscal year.

C. Fiscal Monitoring Reports: No questions.

D. Employer Success Stories and Activity Report

Mr. Nottoli inquired how the hiring for the new call center was going. Mr. Walker reported that SETA assisted in the hiring of a HR manager. At this point all new hires for ACT will be coming to SETA for testing. ACT has hired 170 individuals. At this point, the new hires are in training. Once the training has been completed and the new hires are 'on the floor,' a new group of employees will be cycled in.

E. Dislocated Worker Update: No questions.

F. Unemployment Update/Press Release from the Employment Development Department: No comments.

G. Head Start Reports: No report.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick stated that SETA met last week with the Organization for Economic Cooperative Development, based in Paris, that is doing an international study on local job creation. This group visited two WIBS in California (SETA and NORTEC), and two WIBs in Michigan. This group is also working with many other countries. Staff will share the results when they come out.

Ms. Kossick reported that SETA will be meeting next week with 16 senior officials from China visiting to see how the Agency works with employers and serves job seekers.

- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Mr. Nottoli reported that he had an opportunity to visit the White Rock Head Start center; he really enjoyed it.
- F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (subdivision (a) of Section 54956.9)

**KAREN MILTON v. SACRAMENTO EMPLOYMENT & TRAINING AGENCY
EQUAL Employment Opportunity Commission Case No. 846-2012-57015**

The board went into closed session at 10:20 a.m.

The board went back into session at 10:53 a.m. Ms. Pannell reported that there was no report out of closed session.

VII. Adjournment: The meeting was adjourned at 10:53 a.m.

ITEM V – OTHER REPORTS

BACKGROUND:

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

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

NOTES:

Monthly Head Start Report

November 2012



SETA-Operated Program

Program Support Services:

Quality Assurance (QA) Unit - The 2012 SETA Head Start Monitoring and Quality Assurance Tool is now available and electronic copies can be accessed by going to the following link:

<http://psscfs.sacramentoheadstart.net/QA/index.html>. Two formats (full document and a checklist format) are available. QA Analysts have begun monitoring visits on October 22 at SETA-Operated Head Start centers. October, November and December monitoring schedule involves SETA-Operated centers.

The annual SETA Head Start Delegate Kick Off was successfully held on October 18, 2012 at the Scottish Rite Masonic Temple in Sacramento. Highlights of the event included an inspiring keynote speech by former School Superintendent Delaine Eastin. Other speakers were CHSA Executive Director Rick Mockler and Rob Colombini of STG International, California State TTA Center for Head Start.

Content Coordinators have resumed monthly onsite monitoring visits of Delegates in October. QA Unit staff will begin monitoring the delegates in February 2013. CLASS Observations, child file and document reviews, and one-on-one meetings with content staff comprise SETA monitoring activities. Regular Content Meetings for program year 2012-2013 have commenced in September.

Elk Grove Unified School District

Education Services Update

Liz Aguilar, Education Consultant from the Sacramento Employment and Training Agency (SETA), presented information on the Emotional Support domain piece of the Classroom Assessment Scoring System (CLASS). Teachers were given the opportunity to watch several vignettes and discuss what they had seen happening in each of them. The presentation was well received with many teachers commenting that they appreciated the opportunity to revisit this important concept.

Enrollment

The Elk Grove Unified School District Head Start Program is fully enrolled with 420 students in the program. Average Daily Attendance for the month of October was 91%.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the PreK social worker, Florence Oneto, and with the PreK psychologist, Teresa Gannon, to place students with an active IEP into the Head Start program. There are 40 students with active IEPs being served.

Health Services Update

Representatives from Smile Keepers visited Head Start classrooms this month to provide fluoride treatments and discuss dental health. Program educators are monitoring files and providing additional support to ensure that children who have further need of dental treatment receive it.

14,532 meals were served to our Head Start students this month.

Family and Community Partnerships Update

“Latino Family Literacy”, a class for Spanish speaking parents to learn strategies for working with their children in the area of literacy, was held at Charles Mack Elementary on October 5, 12, 19, and 26. An average of 13 parents attended these classes.

Read To Me Daddy/Pizza For Papa, a workshop designed to help males learn the critical impact the male role model has upon a child’s development and success in life, as well as give strategies for making the most of the time they spend with their children, was held at Charles Mack on October 16, at Samuel Kennedy on October 17, at David Reese on October 18, at Herman Leimbach on October 19, and at Florin Elementary on October 24. Thirty-two parents attended the workshop at Charles Mack. Twenty parents attended the workshop at Samuel Kennedy. Thirty-one parents attended the workshop at David Reese. Twelve parents attended the workshop at Herman Leimbach, and thirty-four attended the workshop at Florin Elementary.

Recruitment

The Head Start classes are fully enrolled. Each school site has a waiting list and families are notified when space becomes available.

Sacramento City Unified School District

Teaching and Learning:

The teaching staff participated in the Center for Social and Emotional Foundations for Early Learning (CSEFEL) training modules 1 and 2, which were presented by social workers and resource teachers. During these trainings, staff had the opportunity to build their knowledge and learn additional strategies to build positive relationships with children and support high quality classroom environments.

Teacher Collaboration Meetings (TCM) and Common Planning Time (CPT) meetings are being offered to teachers. The purpose is to facilitate opportunities for teachers to get together to review children’s work and/or assessment data and discuss their classroom practices to determine how they can improve child outcomes. Staff will meet on a monthly or bi-monthly basis to collaborate in small groups.

Health and Nutrition:

The fall and winter Dental Varnish Clinics through Smile Keepers have begun. The Child Development Nurses are working closely with the teachers to increase parent/child participation with this valuable program. In addition, the nurses have begun follow-up with parents regarding any dental concerns identified through this program. There have been heightened efforts to provide all preschool students with dental health information and submit documentation for proper tracking through the Child Plus System.

Initial sensory screenings for Head Start preschoolers, were completed by the Child Development Nurses on October 18, 2012. The nurses are continuing to visit the classrooms to screen preschoolers who were absent at the time of initial screening dates.

Victoria Benson, in conjunction with Dr. Nho Le-Hinds in Health Services, has arranged for licensed vocational nursing students from the CAJ Skills Center LVN Program to work with the nurses in SCUSD's preschool program. Espie Millendez and Victoria Benson have been mentoring these students during their clinical rotation. They have given them a variety of learning experiences, such as assisting with the dental varnish clinics, performing vision and blood pressure screenings, and assisting with Body Mass Index (BMI) follow-up with parents.

Subsequent to Sensory Screenings, the nurses have been focusing their efforts on Body Mass Index follow-up from the fall height, weight and BMI measurements of the Head Start preschoolers. Parents whose children fall within the "underweight", "overweight" and "obese" parameters, and specified WIC criteria according to the new SETA BMI Policy, were contacted recently by phone. A bilingual LVN student provided valuable BMI follow-up with Spanish-speaking parents.

The nurses are reporting an increased number of Head Start parents requesting Nutrition Counseling Services since they have initiated personal contact through phone calls.

Lisa Stevens reports the completion of a recent SETA Health/Nutrition Audit at Bowling Green Preschool. A notation was made by the SETA auditor regarding tooth-brushing, however, due to physical constraints within this particular classroom, a Waiver for tooth-brushing activities has been on file for this particular site.

Lisa Stevens and Victoria Benson attended the Health Services Advisory Committee Meeting at SETA on October 24th.

Lisa Stevens and Tammy Sanchez continue to maintain a close working relationship with Nutrition Services. A meeting was held this month with Nutrition Services as a continuation of collaborative efforts to address Special Diets and Food Allergies for preschoolers. The nurses have developed and implemented a Special Diets/Food Allergy tracking form which is shared monthly with Nutrition Services and the department's registered dietitian.

Victoria Benson and Tammy Sanchez attended the afternoon session of the SETA Kick-Off on October 18th. The break-out session focused on SETA's monitoring tool for Health, Nutrition and Safe Environments for Head Start and Early Head Start programs.

Lisa Stevens, Charlotte Bier (Child Development Resource Teacher), Karen Ito and Victoria Benson attended the Regional Network Meeting of the California Preschool Instructional Network on October 31st. The meeting was held at the Sacramento County Office of Education and focused on the Health Foundations and Framework in Volume 2 of the Preschool Learning Foundations and the Preschool

preschool routines and shared informative and colorful nutrition handouts. Victoria reports she has already had occasion to share some of the valuable materials that were provided at this conference.

Karen Ito, Registered Dietitian consultant, shares the following information : In October 2012, SCUSD's Child Development launched the nutrition grant project, "Let's Eat Right Now", through funding provided by the Sierra Sacramento Valley Medical Society Alliance. The program promotes the consumption of "fresh from the farm" seasonal produce, in preventing anemia and obesity. The program is taking place at three preschools; Leatata Floyd, James Marshall and Susan B. Anthony (the latter two preschools being within Sacramento City Unified School District.) Once a month, children are provided with fresh, seasonal produce from Capay Organics which are incorporated into nutrition activities in the classroom. Child Development recognizes the importance of introducing a wide variety of fresh fruits and vegetables to preschool children who are beginning to develop their taste preference for food. Another component of the program is nutrition education and cooking classes for parent/guardians. A two-week series of classes on "Preventing Anemia" is currently being offered. Fresh, seasonal produce for these classes are also provided by Capay Organics. Children and parents/guardians go home with the produce they have tasted, so they can prepare the food and share it with their families.

San Juan Unified School District

Education Services Update:

Teachers completed their first DRDP assessments of students as of October 25. Teachers will use this data to individualize for each child in their class as well as to create whole class activities. This next assessment period will run through the month of February.

Teachers began the pilot study of *Clothes* on October 29, a project-based learning experience designed for all preschool children. As teachers experience this new teaching paradigm, language, literacy and math learning concepts will be integrated. Activities will occur in all classes with a focus on the letters "U", "Y", and "W", along with the introduction of "T", "O", and "X". The Math focus will be on numerical comparisons using vocabulary, such as; "more", "less" and "fewer".

Disabilities Services Update:

The Disabilities Specialist prepared for the self-assessment process, in conjunction with the "mock" Federal Review. A team was assembled and a checklist prepared for team members to use when reviewing the chosen sites. The SETA monitoring tool and the Federal Review tool were used as a blue print in creating the checklist. The Screening Center remains open although the hours have decreased due to fewer families needing to complete screenings. October was also the month that teachers completed any necessary rescreens on their students who have been enrolled from the beginning of the year.

Mental Health Services Update:

The Mental Health Therapist has been participating in parent/teacher conferences to both address specific social/emotional needs of identified children and to provide community resources and mental health referral information. The Therapist continues to provide Limit Setting workshops for parents and staff throughout the program. Implementation of follow-up services is ongoing.

Along with tasting, they had the chance to touch, smell, and see the variations of leaves from the colorful rainbow chard to the green fan of collard greens. The training was provided to remind teachers of multiple ways to introduce healthy eating to young children. Each classroom received the book, Lettuce Introduce You: Poems about Food, by Laura Purdie Salas.

Health Services Update:

Health Services is now screening one day a week in the centralized screening room and has completed reviewing all the immunization, health, and nutrition status of the children for the 2012-2013 school year. Health Services is traveling to classroom sites to complete or reattempt the 45 day screenings. The nurse has completed the State Immunization Report and submitted it to the State. They are participating in the *Smiles for Kids* program again this year to provide dental services to children who have no dental home or insurance.

Family and Community Partnerships Update:

The new Policy Committee representatives were seated at the first meeting for the 2012-2013 school year. Refreshments were available before the start of the formal meeting. The representatives were given initial training on Policy Committee procedures and outgoing Executive Board officers were presented with appreciation plaques.

Program Area Plan Review teams and Self Review site visit teams were formed and meetings are being scheduled for both groups in early November. The Executive Board for PC was elected during the meeting and met later in the month, receiving further information and starting the process of setting each month's PC agenda. The Parent Involvement Lead Teacher attended the Delegate Kickoff meeting, hearing more information about the changes to the content and the new focus on Family Engagement that is coming from OHS. Information was shared during the Executive Board meeting.

Transition Services Update:

October has been a busy month with the completion date of the first DRDP data. When the compiled data is returned to the teachers, lesson plans and individualization will reflect the continued needs of the students.

Harvest Festivals have also been occurring at sites with the theme of Literacy. Parents have been involved in making books with their children and obtaining community resources on a variety of topics including school readiness and the importance of reading to their children.

Program Support/Staff Training Update:

Teachers were offered an early October training on the California Child Care Food Program (CCFP) as well as materials and activities from I Am Moving, I Am Learning. (*See the Nutrition report for details.*)

In mid-October there was the first training, in a series of three, on Project Based Learning tied to our SJUSD Strategic Plan and Head Start plan to increase child outcomes. On October 19, John Gunnarson presented an introduction to studies where learning concepts are taught in the context of students' interests.

The second training on this topic was October 25 and was a non-mandatory opportunity for teachers and child development assistants. This series will be completed in November.

The October reports were submitted in a timely matter and payment was received. The SETA Kickoff was informative and prepared us for the coming grant year with knowledge and excitement. Staff is currently preparing for the Fiscal Audit Review in January.

Early Head Start:

The annual self-assessment data collection and the annual Service Area Plan updates are in full swing. In addition to early preparations for the federal review next year, preparations are also in full gear for the tri-annual Child Care Food Program review in early December, along with unannounced site visits next October.

The General Davie, Jr. Primary Center re-naming and dedication ceremony health fair was a big success despite the rain. The site located at 1500 Dom Way continues to grow as an early learning center collaboration with Early Head Start, Head Start, School Readiness and many community partners.

Twin Rivers Unified School District

Highlights: challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r, self assessment, PIR, program highlights and significant program changes, expansion updates, etc.

Events:

The annual Fall Festival events were held at Oakdale and Morey on October 25 and 29. During the well-attended events, students had the opportunity to participate in a haywagon ride, musical walk and other carnival games. The students also danced along with the Robo Band to classical preschool songs as a part of the school's goal of reducing obesity.

In celebration of the nationwide "Red Ribbon Week", the school social worker also facilitated classroom meetings to discuss the importance of saying no to drugs and keeping our bodies healthy. Parent meetings were also held in all classrooms to discuss healthy habits and the dangers of drugs.

Professional Development:

The ECE Leadership Team facilitated professional development training on October 31. This full-day workshop will included a refresher training on the Enlightened Discipline concepts of Be Kind, Be Safe and Be Clean implemented last year for all of the preschool programs. The training also provided information on creative ways to implement Alpha Friends to increase letter recognition and knowledge of letter sounds. A review of licensing requirements was completed. The training also provided an in-depth focus on math within Creative Curriculum. Teachers participated in intentional teaching moments to increase their knowledge of math vocabulary, skills and ways to incorporate math into their learning centers and daily schedule.

All component leaders, ECE Director and HS Director attend the annual Delegate Kickoff event on October 18 in collaboration with SETA and the other delegate agencies. The event focused on the Quality Monitoring tool and the introduction of the Family Parent Community Engagement Framework. Additional meetings have been scheduled to continue working with SETA to focus on the implementation of the FPCE in alignment with the School Readiness goals.

Nutrition and Health:

The Nutrition Component Leader continues inputting the nutrition information into the Childplus database and following up on the nutritional needs of students. Referrals to the Registered Dietician are being completed for BMI calculations. The nutrition activities in the classrooms continue with a focus of vegetables and fruits that grow on trees to align with the Tree investigation theme in Creative Curriculum.

The Health Component Leader continues reviewing students' files for medical concerns and continues following up on students' needing additional documents. Students participated in vision, dental and hearing screenings at Morey and Oakdale in collaboration with our local community partners. The inputting of health information continues in the Childplus database.

The School Social Worker/Counselor continues classroom observations to assist with intervention strategies and behavioral techniques for all classrooms. The Head Start program is currently filling the vacancy for the other Community Liaison position so the Social Worker has been assisting with the Family Partnership Process due to the staff shortage. The interviews are scheduled for November 6 with both staff and PC parents as part of the interview panel. The mental health and social skills groups are scheduled to begin the week of November 5 for any students referred by teaching staff or parents for additional assistance with behavior modifications. Planning for the annual Winterfest is underway as well as the annual Hmong New Year celebration.

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

The Speech and Language Pathologist (SLP) has completed the initial screenings at both sites and students with speech IEP are receiving speech services.

The Education Component Leader continues to support teaching staff with classroom observations and suggestions for improving classroom management skills and student engagement strategies. The ECERS assessments have been completed and staff are working with Education Resource teacher to develop classroom specific action plans.

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

The Program Design and Management component continues to meet weekly with the ERSEA team to draft the ERSEA manual. The Head Start Director meet with all staff individually on October 23 to discuss their goals and encouraged all staff to actively seek training opportunities to fulfill their goals.

Policy and Parent Committees:

The first Policy Committee meeting was held on October 10 and the first Parent Committee meeting was held on October 17. The agendas included election of PC officers, bylaw review and planning of the Fall Festival. The next Policy Committee meeting will be held on November 7 and Parent Committee meeting on November 14. The agenda will include the approval of the Social Worker and Community Liaison positions, selection of fundraiser and brainstorming for the Winterfest event.

Parent Trainings:

The parenting classes in collaboration with the Birth and Beyond North Highlands Resource Center and Mutual Assistance Network started and parents are encouraged to attend. The next parent training will be held on November 14 for both the morning and afternoon classes on healthy cooking tips.

Fiscal:

The Budget Analyst provided another budget overview for the ECE certificated staff at the Professional Development Day on October 31. Teachers have begun ordering materials and supplies based on their ECERS assessment results.

WCIC

Management:

Congratulations to Ms. Brenda Usher, Winner of 2013 CHSA Lifetime Special Award; Ms. Davis nominated Ms. Usher.

Enrollment:

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

Education:

WCIC/Playmate Head Start Programs received an Oral Language Training by Alicia Barron, Education Coordinator from Sacramento Employment Training Agency on October 5, 2012. She asked teaching staff "What is Language?" Language is a system of words with rules for their use in speaking, reading and writing. Rules for Language are: Sounds of Language (Phonology), Structure of Language (Syntax) and Meaning of Languages (Semantics). She addressed the teaching staff on Oral Language Developmental Continuum for preschool children ages 3 and 4. The descriptors for preschool children are: listen attentively for short periods; follow directions during daily/classroom routines; focus on own needs when listening; talk about daily experiences; may or may not use complete sentences; communication nonverbally; and ask what unfamiliar words mean. Preschool children ages 4 and 5 years old should be able to respond to stories, poems, rhymes, music, actions songs; follow 2-3 step directions; respond to questions; listen attentively for increasing periods; connect information and events to life experiences; know print is reading stories; retell stories or events in chronically order; uses more complex sentences and seek/share information and appreciate social interactions. She passed out a brochure on Promoting Oral Language Development.

WCIC/Playmate Head Start Programs received a Second Step Curriculum Training Part 2 by Melanie Nicolas, Program Officer, Program Support Services from Sacramento Employment Training Agency on October 12, 2012. She addressed the staff on Second Step Curriculum Part 2. She gave an overview on Second Step Curriculum objectives: how children listen and focus attention in class; children have empathy; children manage emotions; children make friends; and children solve problems. Ms. Melanie asked staff to review the Second Step Unit 5. Staff tried a variety of methods of effective learning by doing songs, games and activities with children. Teachers need to integrate with everyday routines and weekly lesson plans and work with teaching partners. The final Second Step Training is scheduled for December 7, 2012 at WCIC/Playmate Head Start Program.

WCIC/Playmate Head Start Programs received a School Readiness and CLASS Training by Liz Aguilar, Education Consultant from Sacramento Employment Training Agency on October 17, 2012.

She addressed the parents and staff on School Readiness and CLASS. She provided handouts on “SETA Head Start School Readiness Goals.” Ms. Liz gave an overview on the Essential Domains such as: Physical Development and Health; Social Emotional Development; Approaches to Learning; Language and Literacy; and Cognitive and General Knowledge. The School Readiness Goals correlates with the Framework Domains Elements and California DRDP Measures. School Readiness Goals have been established for the 2012- 2013 school year. The goals were created from the Head Start Child Development and Early Learning Framework and aligned with the Creative Curriculum Objectives.

Ms. Liz gave a brief overview of CLASS. CLASS acronyms are: Classroom Assessment Scoring System. CLASS is used in all Head Start Programs. CLASS Domains are designed to create common metric and vocabulary that is used to describe various aspects of quality across the early childhood levels. Ms. Liz stated Emotional Support was scored the highest nationwide and Instructional Support was considered to be the lowest of all Classroom Domains. CLASS will be assessed in the classrooms three times a year. Federal Government will receive these scores to determine how teachers are meeting these goals.

WCIC/Playmate Head Start Programs received a Math Activities Training by Alicia Barron, Education Coordinator from SETA on October 19, 2012. She presented on Math Activities. She passed out a handout on “High Five Math Resource Guide”. She gave an overview on Individualization, Numbers and Operations, Geometry and Spatial Sense, Patterns, and Measurement in Math for preschool. “High Five Math Guide” is for teachers to provide strong research base about early childhood math. It is to encourage a decision making approach to math education and professional development and also to supply professional development resources, tools and approached for education leaders to promote high quality math education. Teachers will benefit using the guide to help children individualize and create new levels of math experience.

WCIC/Playmate Head Start Programs received a Mandating Reporting of Child Abuse and Neglect Training by Joyce Bilyeu from Child Abuse Prevention Council on October 26, 2012. She presented on Mandating Reporting of Child Abuse and Neglect. She gave a brief overview on employee notification forms, phone reports, prepare and written reports, suspect of child abuse or neglect, etc. She stated Sacramento County is approximately dealing with 20% physical abuse; 8% sexual abuse; 14% emotional abuse; and 49% neglect. She stated it is unlawful corporal punishment if an adult spanks and leave a mark on the child’s body. She demonstrated with a baby doll on Shaken Baby Syndrome and how it can affect an infant brain if shaken. It does not take much for an adult to shake a child to death. It can be as little as a whiplash effect to cause brain damage. Staff that work in the field of childcare are mandated reporters, we must make a report if there is at all a reason to suspect child abuse of any kind. If failure to report, staff can lose their credential. There are steps to reporting. Staff can call CPS (916) 875-KIDS or law enforcement. A written report must be completed within 36 hours of the report. Forms can be downloaded from www.ag.ca.gov/childabuse/forms.php. She also stated Shaken Baby Syndrome of My Pledge Certificate has been distributed to mothers who have newborns/infants.

Health:

WCIC/Playmate Head Start Programs’ children received a Sacramento County Smile Keepers Dental Health Program dental screening and fluoride vanishes on October 2, 2012 and October 3, 2012.

WCIC/Playmate Head Start Programs' children received dental screenings on October 15, 2012 from Dr. Eric D. Phillips.

WCIC/Playmate Head Start Programs' children received CSUS, Dept. of Speech Pathology and Audiology hearing screening on October 5, 2012.

WCIC/Playmate Head Start Programs received a Physical Activity by Phil Bensing from Health Education Council on October 17, 2012. He addressed the parents and staff on Physical Activity. He passed out a "Power Up in 10" Pamphlet. Mr. Bensing stated adults need to have 30 minutes of physical activity daily in order to reduce the risk of chronic diseases. In order to keep your weight in control, adults need to do Moderate Intensity Physical Activity each day. Moderate Intensity Activity is what makes your heart beat faster than normal. Vigorous Intensity Activity is when adults breathe hard and sweat such as: jumping jacks, dancing and basketball. He demonstrated what adults can do at home even when people have busy lives with the family. Children need to have at least 60 minutes of physical activity each day. How to reach a goal is to incorporate 10-15 minutes of physical activity daily. Adults need to set simple and short term goals and try to make it fun.

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

ACF-PI-HS-12-03 Non-Competitive 5-Year Grant Awards

ACF-IM-HS-12-06 All Head Start and Early Head Start Agencies and Delegate Agencies located in the states of Connecticut, New Jersey, and New York and other areas affected by Hurricane Sandy and recovery efforts

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

Site	Loc Id	Track II	# Enrolled 10/31/12	# Present 10/31/12	# Absent 10/31/12	# Term W/I 30 days
Off Track		1				
Off Track		2				
Off Track		3				
Auberry Park	1238A	2	19	17	2	1
Auberry Park	1238B	3	18	15	3	2
Bannon Creek	1200A	3	20	18	2	
Bannon Creek	1200B	3	13	13	0	2
Bannon Creek	1200X	2	21	19	2	
Bright Beginnings	1201A	2	20	15	5	
Bright Beginnings	1201B	2	20	14	6	
Bright Beginnings	1201C	2	20	16	4	
Bright Beginnings	1201D	2	20	19	1	
Broadway ELC	1246A	3	19	15	4	1
Broadway ELC	1246R	3	20	16	4	1
Broadway ELC	1246U	EHS	7	6	1	1
Broadway ELC	1246X	2	20	18	2	1
Country Woods	1245A	3	19	14	5	1
Country Woods	1245B	2	19	16	3	1
Country Woods	1245C	3	19	16	3	1
Country Woods	1245D	2	19	17	2	1
Crossroad Gardens	1242A	2	20	20	0	
Crossroad Gardens	1242R	3	21	18	3	
Crossroad Gardens	1242U	EHS	8	6	2	
Crossroad Gardens	1242X	2	21	18	3	
EHS-HB OPTION	1230C	EHS	12	8	0	
EHS-HB OPTION	1230D	EHS	12	8	2	
EHS-HB OPTION	1230E	EHS	7	5	3	
EHS-HB OPTION	1230G	EHS	12	10	0	
EHS-HB OPTION	1230H	EHS	12	3	7	
EHS-HB OPTION	1230I	EHS	12	7	5	
EHS-HB OPTION	1230J	EHS	11	10	1	1
EHS-HB OPTION	1230K	EHS	12	8	1	
EHS-HB OPTION***	1230L	EHS	13	7	1	
EHS-HB OPTION***	1230M	EHS	13	1	1	
EHS-HB OPTION***	1230N	EHS	13	7	5	
Elkhorn	1255A	2	20	13	7	
Elkhorn	1255B	3	20	14	6	
Elkhorn	1255C	3	19	14	5	
Elkhorn	1255D	3	20	17	3	
Elkhorn	1233M	EHS	7	5	2	1
Elkhorn	1255U	EHS	8	7	1	
Elkhorn	1255X	3	21	18	3	

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

Site	Loc Id	Track II	# Enrolled 10/31/12	# Present 10/31/12	# Absent 10/31/12	# Term W/I 30 days
Freedom Park	1239A	2	19	13	6	1
Freedom Park	1239B	3	19	18	1	1
Freedom Park	1239C	3	18	11	7	2
Freedom Park	1239D	3	19	14	5	1
Freedom Park	1239R	2	21	17	4	
Freedom Park	1239X	2	21	19	2	
Fruitridge	1216A	2	20	18	2	
Fruitridge	1216B	3	20	17	3	
Fruitridge	1216C	3	20	19	1	
Galt	1234A	3	20	17	3	
Galt	1234B	3	20	18	2	
Galt	1234C	2	20	17	3	
Galt	1234D	2	20	16	4	
Galt	1234E	2	20	18	2	
Galt	1234F	3	19	16	3	
Grizzly Hollow	1252A	3	20	18	2	
Grizzly Hollow	1252B	2	20	17	3	
Grizzly Hollow	1252U	EHS	8	8	0	
Hillsdale	1228A	3	19	16	3	1
Hillsdale	1228B	3	20	15	5	
Hillsdale	1228C	2	20	14	6	
Hillsdale	1228D	2	20	14	6	
Hillsdale	1228R	2	21	11	10	
Hillsdale	1228X	2	21	19	2	
Home Base Option	1213A	3	12	12	0	
Home Base Option	1213B	5	13	10	2	
Home Base Option	1213C	3	8	4	5	
Home Base Option	1213D	2	10	6	4	2
Home Base Option	1213E	2	12	7	1	
Home Base Option	1213F	2	11	5	5	

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

Site	Loc Id	Track II	# Enrolled 10/31/12	# Present 10/31/12	# Absent 10/31/12	# Term W/I 30 days
Hopkins Park	1253A	3	20	18	2	
Hopkins Park	1253B	2	20	17	3	
Hopkins Park	1253C	3	20	16	4	
Hopkins Park	1253D	2	20	14	6	
Illa Collin ELC	1221A	2	14	11	3	1
Illa Collin ELC	1221B	3	18	14	4	2
Job Corp	1237M	EHS	7	6	1	1
Job Corp	1237U	EHS	8	8	0	
Job Corp	1237X	2	19	13	6	
Kennedy Estates	1240A	3	18	13	5	1
Kennedy Estates	1240B	2	13	11	2	5
La Verne Stewart	1219A	3	18	14	4	
La Verne Stewart	1219B	2	19	15	4	1
Mather	1223A	2	19	18	1	1
Mather	1223B	3	18	9	9	1
Mather	1223R	3	20	17	3	1
Mather	1223U	EHS	8	8	0	
Mather	1223X	2	21	18	3	
Nedra Court	1244A	2	20	18	2	
Nedra Court	1244B	3	15	12	3	1
Nedra Court	1244C	3	20	18	2	
New Helvetia I-EHS	1212U	EHS	16	14	2	
New Helvetia II-HS	1247A	3	19	14	5	
New Helvetia II-HS	1247B	3	19	9	10	1
Norma Johnson ELC	1214R	3	20	16	4	
Norma Johnson ELC	1214U	EHS	7	5	2	
Norma Johnson ELC	1214X	2	21	19	2	
North Avenue	1256A	3	19	13	6	1
North Avenue	1256B	2	20	14	6	
North Avenue	1256C	3	20	11	9	
North Avenue	1256D	2	20	16	4	
North Avenue	1256X	2	19	14	5	2
Northview	1224A	3	20	12	8	
Northview	1224B	2	19	15	4	1
Northview	1224R	3	20	17	3	1
Northview	1224U	EHS	8	8	0	
Northview	1224X	2	20	13	7	1
Parker Avenue	1207E	5	11	8	3	5

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 10/31/12)

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

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

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	13	(6%)	N/A	
Elk Grove USD (420)	40	(10%)	N/A	
Sacramento City USD (1292)(147)	96	(7%)	12	(8%)
San Juan USD (700) (161)	78	(11%)	7	(4%)
WCIC (120)	4	(3%)	N/A	
SETA (2796) (345) (1878 Tracks)	124	(6%)	34	(10%)
County (4621)* (653)*	355	(8%)	53	(8%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SETA Head Start Food Service Operations Monthly Report *August 2012

August 8th - New Helvetia I & II closed no water.

August 23rd - Walnut Grove closed no water

August 28th - New Helvetia I & II closed no water.

August 31st - Whispering Pines and Crossroads Kitchen Closed
 Crossroads Kitchen Production moved to Mather Kitchen
 Classes will increase at Phoenix Park due to Whispering Pines closure.

Meetings and Trainings:

Serv Safe Training attended by Melissa Smith and Beth Rush, August 7th.

Food Service Staff Meeting at Plaza Del Paso August 17th.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
44,720	26,592	31,912	400

Total Amount of Meals and Snacks Prepared **103,624**

Purchases:

Food	\$75,310.87
Non - Food	\$15,796.16

Building Maintenance and Repair:	\$65.90
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Kitchen Small Wares and Equipment:	\$4,569.49
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Vehicle Maintenance and Repair :	\$1,623.18
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Vehicle Gas / Fuel:	\$2,762.30
Normal Delivery Days	23

SETA Head Start Food Service Operations Monthly Report *September 2012

September 3rd - Holiday

September 4th - The Cook / Drivers were reassigned to new delivery routes or Satellite Kitchens for next program year.

September 10th - WCIC Classes Return from Summer Break

Meetings and Trainings:

Rosa Alatorre and Connie Otwell attended MS 2010 Orientation on September 20th at Plaza Del Paso.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
39,276	23,452	27,236	240

Total Amount of Meals and Snacks Prepared **90,204**

Purchases:

Food	\$69,095.58
Non - Food	\$14,318.03

Building Maintenance and Repair:	\$1,188.51
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Kitchen Small Wares and Equipment:	\$178.03
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Vehicle Maintenance and Repair :	\$925.57
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Vehicle Gas / Fuel:	\$2,269.98
Normal Delivery Days	19

SETA Head Start Food Service Operations Monthly Report *October 2012

October 8th - WCIC Classes Closed observance of Indigenous People's Day

October 19th - Nedra Court Closed - gas left on over night

October 23rd & 31st - Home Base Field Trips - Lunch and Snack provided

October 25th - Kennedy Estates Center Closed due to water repairs.

Meetings and Trainings:

Lawrence Prophet and Joyce Gray attended a SERVE SAFE Training on October 9th.

Cheryl Barton and Rosa Alatorre attended the CACFP Conference October 15th through October 17th in San Diego.

Connie Otwell Attended the Association of Nutrition & Food service Professionals Fall Regional Meeting October 25th.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
46,364	28,276	31,724	840

Total Amount of Meals and Snacks Prepared 107,204

Purchases:

Food \$85,202.00

Non - Food \$23,505.93

Building Maintenance and Repair: \$1,582.65

Kitchen Small Wares and Equipment: \$586.15

Vehicle Maintenance and Repair : \$1,292.88


Vehicle Gas / Fuel: \$2,825.25

Normal Delivery Days 23


REGION I
2012-2013
BUDGET BALANCE

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

SITE	# OF CHILDREN	Beg. Bal	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Obligated	Remaining
Bright Beginnings 1201A	20	200.00														200.00
Bright Beginnings 1201B	20	200.00		11.64	6.77											181.59
Bright Beginnings 1201C	20	200.00	10.16		89.09											100.75
Bright Beginnings 1201D	20	200.00			10.02											189.98
Fruitridge 1216A	20	200.00	21.55	5.39	71.05											102.01
Fruitridge 1216B	20	200.00		16.69												183.31
Fruitridge 1216C	20	200.00		185.43	80.58											-66.01
Hopkins Park A	20	200.00		80.35												119.65
Hopkins Park B	20	200.00														200.00
Hopkins Park C	20	200.00														200.00
Hopkins Park D	20	200.00														200.00
Illa Collin 1221A	20	200.00			19.88											180.12
Illa Collin 1221B	20	200.00	32.30		13.72											153.98
Job Corp 1237X	20	200.00		57.39	58.79											83.82
Job Corp - EHS 1237M	8	120.00														120.00
Job Corp - EHS 1237U	8	120.00														120.00
Kennedy E 1240A	20	200.00	22.40		39.84											137.76
Kennedy E 1240B	20	200.00														200.00
La Verne Stewart 1219A	20	200.00														200.00
La Verne Stewart 1219B	20	200.00		21.64	29.13											149.23
Mather 1223A	20	200.00	15.55	9.21	17.23											158.01
Mather 1223B	20	200.00		59.75	13.79											126.46
Mather 1223R	20	200.00		60.47												139.53
Mather 1223X	20	200.00		32.30	11.85											155.85
Mather - E.H.S. 1223U	8	120.00														120.00
Parker 1207E	12	144.00		17.20												126.80
TOTAL		4904.00	101.96	557.46	461.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3782.84

APPROVED BY: 
Signature of Program Manager (Karen Gonzales)

DATE: 10/13/12

REVIEWED BY: 
Signature of Fiscal Manager (Roger Bartlett)

DATE: 11/13/12

REGION II
2012-2013
BUDGET BALANCE

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

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


APPROVED BY:


Signature of Program Manager (Karen Gonzales)

DATE:

11/13/12

REVIEWED BY:


Signature of Fiscal Manager (Roger Bartlett)


DATE:

11/13/12

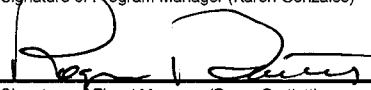
REGION III
2012-2013
BUDGET BALANCE

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

SITE	# OF CHILDREN	Beg. Bal	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Obligated	Remaining
Elkhorn A	20	200.00			25.47											174.53
Elkhorn B	20	200.00			18.51											181.49
Elkhorn C	20	200.00	17.00	6.85	57.66											118.49
Elkhorn D	20	200.00			15.01											184.99
Elkhorn X	20	200.00			123.70											76.30
Elkhorn EHS	16	240.00			95.68											144.32
Freedom Park 1239A	20	200.00														200.00
Freedom Park 1239B	20	200.00			12.90											187.10
Freedom Park 1239C	20	200.00			16.99											183.01
Freedom Park 1239D	20	200.00	13.74	86.28	26.59											73.39
Freedom Park 1239X	20	200.00		15.04	60.48											124.48
Freedom Park 1239R	20	200.00			8.05											191.95
Hillsdale 1228A	20	200.00		20.18	9.96											169.86
Hillsdale 1228B	20	200.00			29.33											170.67
Hillsdale 1228C	20	200.00			64.25											135.75
Hillsdale 1228D	20	200.00			16.86											183.14
Hillsdale 1228R	20	200.00			5.03											194.97
Hillsdale 1228X	20	200.00			32.55											167.45
Norma Johnson 1214F	20	200.00		58.87												141.13
Norma Johnson 1214X	20	200.00		55.93	52.13											91.94
Norma Johnson - EHS	8	120.00	78.66		10.65											30.69
Sharon Neese 1249R	20	200.00			33.40											166.60
Sharon Neese 1249X	20	200.00			19.38											180.62
Sharon N-EHS 1249U	16	240.00			13.87											226.13
Strizek 1225A	20	200.00			6.14											193.86
Strizek 1225B	20	200.00		65.75	15.71											118.54
TOTAL		5200.00	109.40	308.90	770.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4011.40

APPROVED BY: 
Signature of Program Manager (Karen Gonzales)

DATE: 11/13/12

REVIEWED BY: 
Signature of Fiscal Manager (Roger Bartlett)

DATE: 11/13/12

REGION IV
2012-2013
BUDGET BALANCE

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

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

APPROVED BY: *Karen Gonzales*
Signature of Program Manager (Karen Gonzales)

REVIEWED BY: *Roger Bartlett*
Signature of Fiscal Manager (Roger Bartlett)

DATE: 11/13/12

DATE: 11/13/12

HOME BASE
2012-2013
BUDGET BALANCE

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

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

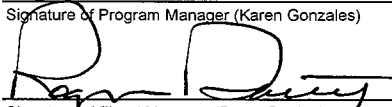
APPROVED BY:


Signature of Program Manager (Karen Gonzales)

DATE:

11/13/12

REVIEWED BY:



Signature of Fiscal Manager (Roger Bartlett)


DATE:

11/13/12

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

SITE	Beg. Bal	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Remaining
Head Start	14000.00	168.25	124.25	1912.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11795.25
														0.00
EHS	8500.00	375.00	0.00	448.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7677.00
														0.00
TOTAL	22500.00	543.25	124.25	1912.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19472.25

APPROVED BY: 
 Signature of Program Manager (Karen Gonzales)

REVIEWED BY: 
 Signature of Fiscal Manager (Roger Bartlett)

DATE: 11/13/12

DATE: 11/13/12

ITEM VI- DISCUSSION

BACKGROUND:

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

NOTES:

ITEM VII – 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: