

GOVERNING BOARD

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County of Sacramento

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DENISE LEE
Deputy Director

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

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

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

Thought of the day: "A child's life is like a piece of paper on which every person leaves a mark."

Chinese Proverb

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

DATE: Tuesday, July 16, 2013

TIME: 9:00 a.m.

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

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

AGENDA

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- Fiscal Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson (attached)
- Child Care Center Food Menu (attached)
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- C. Personnel/Bylaws Committee: Ms. Mayra Partida, Ms. LaTasha Windham, Ms. Alicia Kafka
- D. Social/Hospitality Committee: Ms. Colleen Fietzek, Mr. Jonathan White, Mr. Marshaun Tate, Ms. Vanessa Hawkins, Ms. LaTasha Windham, Ms. Rosa Gomez, Ms. Zoila Lucero, Ms. Alicia Kafka
- E. Men's Activities Affecting Children Committee: Mr. Marshaun Tate, Mr. Jonathan White, Ms. LaTasha Windham, Ms. Mayra Partida
- F. Early Child Development and Health Services & Parent/Family Support Committee: Ms. Vanessa Hawkins, Ms. Yadira Lopez, Ms. Mayra Partida, Ms. Praveena Chaudhary, Ms. Teressa Jay, Ms. LaTasha Windham, Ms. Elizabeth Hubbard (alt)

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- Chair's Report: Ms. LaTasha Windham
- Policy Council Report(s): Ms. LaTasha Windham, Ms. Teressa Jay, Ms. Mayra Partida, Mr. Marshaun Tate, and Ms. Alicia Kafka
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
 - ✓ Monthly Head Start Report
- Managers' Reports
 - Program Support Services Report – Ms. Brenda Campos
 - Parent/Family Support Report – Ms. Lisa Carr
 - Child Development and Education Services Report – Ms. Karen Gonzales
 - ✓ Region Reports (attached)

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DISTRIBUTION DATE: THURSDAY, JULY 18, 2013

Parent Advisory Committee (PAC) meeting hosted by:
LaTasha Windham, Chair; vacant, Vice Chair; Colleen Fietzek, Secretary;
Jonathan White, Treasurer; Mayra Partida, Parliamentarian

ITEM I - A – ROLL CALL

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

- ___ Vacant, Auberry Park Head Start
- ___ Vacant, Bannon Creek Head Start
- ___ Vacant, Broadway Early Learning Center
- ___ **Vanessa Hawkins, Country Wood Head Start**
- ___ Vacant, Crossroad Gardens Head Start
- ___ **Mayra Partida, Early Head Start (Home Base)**
- ___ **Cassandra Harvey, Elkhorn Head Start**
- ___ Vacant, Freedom Park Head Start
- ___ **Rosa Gomez, Fruitridge Head Start**
- ___ Vacant, Galt Head Start
- ___ **Alicia Kafka, Grizzly Hollow**
- ___ **Teresa Jay, Hillsdale Head Start**
- ___ **Colleen Fietzek, Home Based Head Start**
- ___ Vacant, Home Base
- ___ Vacant, Hopkins Park Head Start
- ___ **LaTasha Windham, Illa Collin Head Start**
- ___ Vacant, Job Corps Head Start
- ___ **Pamela Kelsey, Kennedy Estates Head Start**
- ___ Vacant, LaVerne Stewart Head Start
- ___ **Yadira Lopez, (Marie Cleveland's) Bright Beginning Head Start**
- ___ Vacant, Mather Head Start
- ___ **Praveena Chaudhary, Nedra Court Head Start**
- ___ Vacant, New Helvetia I Head Start
- ___ Vacant, New Helvetia II Head Start
- ___ **Celeste Casiano, Norma Johnson Head Start**
- ___ Vacant, North Avenue
- ___ Vacant, Northview Head Start
- ___ **Marshaun Tate, Parker Head Start**
- ___ Vacant, Phoenix Park Head Start
- ___ **Misty Sanders, Sharon Neese Early Learning Center**
- ___ Vacant, Solid Foundation Head Start
- ___ Vacant, Strizek Park Head Start
- ___ Vacant, Vineland Head Start
- ___ Vacant, Walnut Grove Head Start
- ___ Vacant, Foster Parent Representative
- ___ Vacant, Grandparent Representative
- ___ **Jonathan White, Male Involvement Representative**
- ___ Vacant, Past Parent/Community Representative
- ___ **Zoila Lucero, Past Parent/Community Representative**

ITEM I-A – ROLL CALL
(Continued)

Program Year 2012-2013 - New Representatives to be seated

___ Vacant, Auberry Head Start	___ Vacant, New Helvetia I Head Start
___ Vacant, Bannon Creek Head Start	___ Vacant, New Helvetia II Head Start
___ Vacant, Broadway Head Start	___ Vacant, Northview Head Start
___ Vacant, Crossroad Gardens Head Start	___ Vacant, North Avenue
___ Vacant, Freedom Park Head Start	___ Vacant, Phoenix Park
___ Vacant, Galt Head Start	___ Vacant, Solid Foundation Head Start
___ Vacant, Home Base Head Start Representative	___ Vacant, Strizek Park Head Start
___ Vacant, Hopkins Park Head Start	___ Vacant, Vineland Head Start
___ Vacant, Job Corps Head Start	___ Vacant, Foster Parent Representative
___ Vacant, LaVerne Stewart Head Start	___ Vacant, Grandparent Representative

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

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

COMMITTEE MEMBER	CENTER	11/20	12/18		01/15	02/26	03/19	3/26 *	04/23 #	05/21	06/18	07/16	08/20	09/17	10/15	11/19
Vacant Seated	AP															
Vacant Seated	BC															
Vacant Seated	BLC															
Vanessa Hawkins Seated 1/15	CW		E		X		X		X	X	U					
Vacant Seated	CR															
Mayra Partida Seated 11/20	EHS/HB	X	X		X		E		X	X	X					
Vacant	EHS/HB															
Cassandra Harvey Seated 5/21	EL									X	U					
Vacant Seated	FP															
Rosa Gomez Seated 11/20	FT	X	X		X		U		X	U	X					
Vacant	G															
Alicia Kafka Seated 11/20	GH	X	X		X		X		X	X	X					
Teressa Jay Seated 11/20	H	X	X		X		X		X	X	X					
Colleen Fietzek Seated 11/20	HB	X	X		X		X		X	X	X					
Vacant	HB															
LaTasha Windham Seated 11/20	IC	X	X		X		X		X	X	X					
Vacant Seated	HP															
Vacant	JC															
Pamela Kelsey Seated 3/19	K						X		X	X	U					
Vacant	LVS															
Yadira Lopez Seated 11/20	MCBB	X	X		X		U		X	X	E					
Vacant Seated	GSC															
Vacant Seated	M															
Tanisha Hardy Seated 3/19	NA						X		X	U	U					
Praveena Chaudhary Seated 12/18	NC		X		X		X		U	X	X					
Celeste Casiano Seated 6/18	NJ										X					
Vacant	NH2															
Seated	NV															
Marshaun Tate Seated 11/20	PA	X	X		X		X		E	X	X					
Vacant	PP															
Vacant	SF															
Misty Sanders Seated 3/19	SN						X		X	E	E					

COMMITTEE MEMBER	CENTER	11/20	12/18		01/15	02/26 *	03/19	3/26 **	04/23 #	05/21	06/18	07/16	08/20	09/17	10/15	11/19
Vacant Seated	SP															
Vacant Seated	V															
Vacant Seated	WG															
Vacant	FPR															
Seated	GPR															
Jonathan White Seated 3/19	MIR						X		X	X	E					
	OGC															
Vacant Seated	PPR															
Zoila Lucero Seated 11/20	PPR	X	X		X		X		E	E	X					

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. LaTasha Windham, at 821-8959 or 400-3546, or the Clerk of the Boards, Ms. Nancy Hogan, at 263-3827.

* No meeting was held 2/26/13
 ** Ethics training with Policy Council
 # Special meeting

**PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2012-2013**

(Continued)

Head Start Center Abbreviations

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

Representative Abbreviations

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

Attendance Record Abbreviations

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

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE JUNE 18, 2013 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the June 18, 2013 PAC meeting.

RECOMMENDATION:

Approve the minutes of the June 18, 2013 PAC meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

**SPECIAL 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, June 18, 2013
10:00 a.m.

I. Welcome

Call to Order/Roll Call: Ms. LaTasha Windham called the meeting to order at 10:10 a.m. Ms. Praveena Chaudhary read the Thought of the Day. The Pledge of Allegiance was recited. Ms. Fietzek called the roll call.

Members Present:

Teressa Jay
Colleen Fietzek
LaTasha Windham
Praveena Chaudhary
Mayra Partida
Rosa Gomez
Zoila Lucero
Marshaun Tate (arrived at 10:35 a.m.)
Alicia Kafka (arrived at 10:35 a.m.)

Members Absent:

Misty Sanders (excused)
Yadira Lopez (excused)
Vanessa Hawkins (unexcused)
Jonathan White (excused)
Pamela Kelsey (unexcused)
Cassandra Harvey (unexcused)
Tanisha Hardy (unexcused)

➤ **Seating and Introduction of New Member:**

The following new member was welcomed to the board and seated:
Celeste Casiano, Norma Johnson Early Learning Center

A quorum was not achieved.

III. Information Items

A. Standing Information

- PC/PAC Calendar of Events: Ms. Windham stated that there will be a PC/PAC Executive Committee meeting on Thursday, June 20, 9:30 in Olympus Room. And afterward at 11:00 a.m. there will be a PC/PAC Social/Hospitality Committee.
- Parent/Family Support Unit Events and Activities: No comments.
- Parent/Staff Recognitions: None.
- Fiscal Report/Corporate Card Monthly Statement of Account:
Ms. D'et Patterson reported that the Head Start budget should be 83% spent by this time in the fiscal year; the budget is currently at 84%. Staff expects to fully spend the budget. The administrative expenditures are at 9%,

significantly below the 15% allowable. The non-federal share is below 25% but there are a lot of non-federal share forms that have to be processed.

Ms. Partida inquired whether the sequestration budget has been approved. Ms. Patterson replied that the sequestration budget was submitted to the Office of Head Start and staff expects it to be approved. The sequestration budget was sent to board members last month.

- Child Care Center Food Menu: No questions.
- Community Resources-Parents/Staff: None.
- PC/PAC Joint Parent Activity Oral Report(s): Ms. Windham asked for members to report back on the trip. Ms. Fietzek reported back on the Sacramento Underground Tour. She learned a lot at the history museum. The underground was informative.

Ms. Windham learned about the floods and fire in the early days of Sacramento. The residents lived in cubby holes that were really dirty; it was a good experience because she did not know that much even though she was born and raised in Sacramento. It was a great tour and great lunch at LaTerraza.

Ms. Elizabeth Hubbard spoke of her experience at the Sacramento Underground tour. The tour guide was amazing and very high energy. She would do the tour again in a heartbeat!

- B. Governing Board Minutes of April 4, 2013: No questions.

IV. Committee Reports

- A. Executive Committee: Ms. Fietzek reviewed the Executive Committee critique.
- B. Budget/Planning Committee: Ms. Windham reported out that the budget expenditures are a little high right now. The next Budget/Planning Committee meeting will be in July.
- C. Personnel/Bylaws Committee: Ms. Windham stated that there will be a committee meeting at 9:30 a.m. on Friday, June 21. All board members were welcome to attend the meeting.
- D. Social/Hospitality Committee: Ms. Fietzek reported that the last meeting was June 14. Attendees talked about the End-of the Year Parent Appreciation Dinner and chose the theme, "Our Children Today Make a Difference Tomorrow." The event will be semi-formal. The location, menu, and entertainment will be discussed at the next meeting. The next meeting will be Thursday, June 20, at 11:00 a.m. in the Olympus Room.

- E. Male Involvement Committee: Ms. Fietzek reported that the Daddy and Me fishing trip was awesome! It was fun watching her son fish. Refreshments were provided as well as fishing poles and bait. Although it was hot, about 70-80 people showed up.

Mr. Marshaun Tate and Ms. Alicia Kafka arrived at 10:35 a.m.; a quorum was achieved.

V. Other Reports

- Chair's Report: Ms. Windham reported that SETA's Public Information Officer, Terri Carpenter, provided an oral report on www.sacramentowork.org. This job search program assists people to find jobs through a virtual one-stop center. The ***Helping People Succeed*** insert was distributed. This insert was included in the Sacramento News and Review; board members were urged to read the entire insert.

II. Consent Item

- A. Approval of the Minutes of the May 21, 2013 Special Meeting

Minutes were reviewed; no questions or corrections.

Moved/Tate, second/Jay, to approve the May 21, 2013 meeting minutes.
Show of hands vote: Aye: 9, Nay: 0, Abstentions: 1 (Windham)

V. Other Reports (continued)

- Policy Council Report(s): Ms. Mayra Partida reported that the budget for sequestration was presented for approval. Ms. Partida stated that it would be great to have more members involved at the committee level. She encouraged all parents to participate at the committee level throughout the year.
- Head Start Deputy Director's Monthly Report: No report.
- Managers' Reports
- Program Support Services Report: Ms. Brenda Campos next month will be a number of staff attending 2 ½ day training on the Affordable Care Act. SETA received a grant to provide training to the various entities that are working with/signing up people for the Affordable Care Act. In July or August, a brief presentation will be provided at the PAC meeting.

The Healthy Kids Grant is a collaboration between U. C. Davis and Sacramento State University. This is a four-year study geared at fighting childhood obesity; a number of centers were selected where interested parents were able to participate. The grant includes a tool to educate the parents and children throughout the year on healthy food choices and activities. In the study so far, it was found that 97% of children had at least one undesirable lipid value in their blood draw. Three percent of the children have low retinal values, vitamin A,

which comes from green leafy vegetables, and 85% of children screened had a low HDL level, cholesterol. There is a significant association between parenting and diet quality. The goal is to create a program to share with other Head Start grantees to survey parents to find out their needs in order to tailor it to each specific program. Ms. Campos stated that 68 families were videotaped while eating a meal; she stated that it was fascinating to see how differently families eat their meals.

Staff is working to ensure all health screenings are completed by July 31.

Ms. Partida asked about the classes closing. Ms. Campos stated that the only center that is closing is Countrywood. These closures will take place in the next fiscal year.

- Parent/Family Support Report: No report.
- Child Development and Education Services Report: No report.

VI. Center Updates: None.

VII. Discussion: None.

VIII. Public Participation: None.

IX. Adjournment: The meeting was adjourned at 11:00 a.m.

ITEM III-A – ACTION

APPOINTMENT OF VICE CHAIR

BACKGROUND:

The position of Vice Chair has been vacant due to the resignation of Ms. lyshiah Lacey. The PAC Chair, Ms. LaTasha Windham, has the authority to appoint a Vice Chair.

The Parent Advisory Committee will be asked to ratify the appointment of a Vice Chair.

RECOMMENDATION:

That the Parent Advisory Committee ratify the appointment of a Vice Chair for the Parent Advisory Committee.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B – ACTION

ELECTION OF POLICY COUNCIL ALTERNATES

BACKGROUND:

The PAC has six Representatives and six Alternates on the Sacramento County Head Start Policy Council (PC). Due to attrition, there are now alternate vacancies to fill. The purpose of this board item is to elect six Alternates to the Policy Council. Alternates will be expected to attend meetings when the seated Representative is unable to attend.

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 elect six (6) Alternates to the Policy Council.

NOTES:

Alternates nominated:

_____	_____
_____	_____
_____	_____

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
 - PC/PAC Calendar of Events: Ms. LaTasha Windham
 - Parent/Family Support Unit Events and Activities: Ms. LaTasha Windham
 - Parent/Staff Recognitions: Ms. LaTasha Windham
 - Fiscal Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson (attached)
 - Child Care Center Food Menu (attached)
 - Community Resources-Parents/Staff: Ms. LaTasha Windham

NOTES:

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Thursday, July 18, 2013 9:30 a.m. Olympus Room
Food Services Committee	Thursday, July 25, 2013 12:30 p.m. Oak Room
PC/PAC Personnel/ Bylaws Committee meeting	Friday, July 26, 2013 9:30 a.m. Olympus Room
PC/PAC Social/Hospitality Committee	Friday, July 26, 2013 11:30 a.m. Olympus Room
PC Executive Committee	Friday, August 2, 2013 9:00 a.m. Olympus Room
PC/PAC Social/Hospitality Committee meeting	Friday, August 9, 2013 9:00 a.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, August 13, 2013 9:00 a.m. Oak Room
PC/PAC Men's Activities Affecting Children Committee	Wednesday, August 21, 2013 10:00 – 11:30 a.m. Olympus Room

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES


EVENT

DATE

PC/PAC PC/PAC Men's Activities Affecting Children Committee	Wednesday, August 21, 2013 10:00 – 11:30 a.m. Olympus Room

SETA Head Start Menu

July 2013

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 3	1 Breakfast: Whole Grain Cereal, Orange, Milk Lunch: Macaroni & Cheese, Broccoli/Ranch Dip, Cantaloupe, Milk Snack: Strawberry Waffle, Whole Grain Grahams, Milk	2 Breakfast: Whole Wheat Waffles, Maple Syrup, Banana, Milk Lunch: Beef Ravioli, French Bread, Spinach Salad with Dressing, Orange, Milk Snack: Cheese Stick, Apple	3 Breakfast: Whole Grain Biscuit, Jelly, Diced Peach, Milk Lunch: Roasted Turkey, Whole Wheat Bread, Mayonnaise, Zucchini Sticks, Dip, Tangerine or Strawberries, Milk Snack: Cottage Cheese, Pineapple Tidbits	4 	5 
	8 Breakfast: Cheerios Whole Grain Cereal, Orange, Milk Lunch: Spanish Rice, Green Beans, Tangerine or Strawberries, Milk Snack: Cheese-It Crackers, Apricot Halves	9 Breakfast: Bagel/Cream Cheese, Orange, Milk Lunch: Teriyaki Chicken, Steamed Brown Rice, Sunomono Salad, Kiwi, Milk Snack: Tropical Treat Whole Grain Crackers, Apple	10 Breakfast: Oatmeal Cereal, Banana, Brown Sugar, Milk Lunch: Whole Wheat Pasta, Turkey, Tomato Sauce, Green Salad, Italian Dressing, Orange, Milk Snack: Rice Cakes, Diced Peach	11 Breakfast: Whole Grain Pancakes, Apple, Maple Syrup, Milk Lunch: Turkey and Cheese Roll-up in a Tortilla, Cole Slaw, Mango Chunks, Milk Snack: Strawberry Yogurt, Banana	12 Breakfast: Rice Krispies Cereal, Diced Apricot, Milk Lunch: Tuna Salad, Saltine Crackers, Baby Carrots, Cantaloupe, Milk Snack: Whole Grain Vanilla Fish Crackers, Milk
Week 1	15 Breakfast: Whole Grain Pancakes, Maple Syrup, Mango Chunks, Milk Lunch: Lemon Pepper Chicken, Peas/Carrots, Steamed Brown Rice, Orange, Milk Snack: Cottage Cheese, Cheese-It Crackers	16 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	17 Breakfast: Whole Grain Biscuit, Jelly, Diced Peach, Milk Lunch: Build a Burrito, Beans, Tortilla, Shredded Cheese, Lettuce, Tomato, Tangerine or Strawberries, Milk Snack: Sunrise Bites Whole Grain Crackers, Banana	18 Breakfast: Whole Wheat Bagel with Cream Cheese, Diced Pear, Milk Lunch: Cheese on Whole Wheat Bread, Cauliflower with Dip, Apple or Watermelon, Milk Snack: Jungle Whole Grain Crackers, Milk	19 Breakfast: Cheerios Whole Grain Cereal, Banana, Milk Lunch: Turkey Ham on Whole Wheat Bread, Cantaloupe, Baby Carrots, Mayonnaise, Milk Snack: Rice Cakes, Pineapple Tidbits
	22 Breakfast: Whole Wheat Raisin Bread, Apple, Milk Lunch: Oven Baked Chicken, Sweet Potatoes, Cantaloupe, Whole Wheat Dinner Roll, Milk Snack: Orange, Strawberry/Banana Yogurt	23 Breakfast: Whole Grain Pancakes, Maple Syrup, Kiwi, Milk Lunch: BBQ Beef Burger on Whole Wheat Bun, Mixed Vegetables, Tangerine or Strawberries, Milk Snack: Whole Wheat Strawberry Fish Crackers, Banana	24 Breakfast: Oatmeal/Raisins, Pineapple Tidbits, Brown Sugar, Milk Lunch: Chicken Chow Mein, Steamed Brown Rice, Apple or Watermelon, Milk Snack: Tropical Treat Whole Grain Crackers, Diced Pear	25 Breakfast: Crispix Cereal, Banana, Milk Lunch: Turkey Ham on Whole Wheat Bread, Cucumbers with Dip, Orange, Mayonnaise, Lowfat Milk Snack: Nutri Grain Whole Grain Bar, Milk	26 Breakfast: Dreamy Orange Whole Grain Mini Loaf, Diced Mango, Milk Lunch: Roasted Sliced Turkey on Whole Wheat Bread, Baby Carrots, Kiwi, Lowfat Milk Snack: American Cheese Quesadilla, Butter
Week 2	29 Breakfast: Whole Grain Cereal, Orange, Milk Lunch: Macaroni & Cheese, Broccoli/Ranch Dip, Cantaloupe, Milk Snack: Strawberry Waffle, Whole Grain Grahams, Milk	30 Breakfast: Whole Wheat Waffles, Maple Syrup, Banana, Milk Lunch: Beef Ravioli, French Bread, Spinach Salad with Dressing, Orange, Milk Snack: Cheese Stick, Apple	31 Breakfast: Whole Grain Biscuit, Jelly, Diced Peach, Milk Lunch: Enchilada Casserole with Tomato Sauce & Cheese, Sweet Corn Kernels, Kiwi, Milk Snack: Sound Bites Whole Grain Crackers, Raspberry Yogurt		
Week 3					

SETA Head Start Menu

Julio 2013

	lunes	martes	miércoles	jueves	viernes
Semana 3	1 Desayuno: Cereal de Grano Integral, Naranja, Leche. Comida: Macarrón con Queso, Brócoli con Aderezo Ranch, Melón, Leche. Bocadillo: Wafle de Fresa, Galletas Graham de Grano Integral, Leche.	2 Desayuno: Waffles de Trigo Integral, Miel de Arce, Plátano, Leche. Comida: Ravioli de Res, Pan Francés, Ensalada de Espinaca con Aderezo, Naranja, Leche. Bocadillo: Barita de Queso, Manzana.	3 Desayuno: Bizcocho de Grano Integral con Jalea, Durazno Picado, Leche. Comida: Pavo Asado, Pan de Trigo, Mayonesa, Baritas de Calabacita, Aderezo, Tanjarina o Fresa, Leche. Bocadillo: Requesón, Golosinas de Piña.	4 	5 
	8 Desayuno: Cereal Cheerios de Grano Integral, Naranja, Leche. Comida: Arroz Español, Ejotes, Tanjarina o Fresa, Leche. Bocadillo: Galletas Saladas Cheese-It, Mitades de Chabacano.	9 Desayuno: Bagel con Queso Crema, Naranja, Leche. Comida: Pollo Teriyaki, Arroz Integral a Vapor, Ensalada Sunomono, Kiwi, Leche. Bocadillo: Galletas Saladas Tropical Treat de Grano Integral, Manzana.	10 Desayuno: Cereal de Avena, Plátano, Azúcar Morena, Leche. Comida: Pasta de Trigo Integral con Pavo y Salsa de Jitomate, Ensalada con Aderezo Italiano, Naranja, Leche. Bocadillo: Galletas de Arroz, Durazno Picado.	11 Desayuno: Jotqueis de Grano Integral, Manzana, Miel de Arce (Maple), Leche. Comida: Pavo y Queso Enrollado en una Tortilla, Ensalada de Col, Trozos de Mango, Leche. Bocadillo: Yogur de Fresa, Plátano.	12 Desayuno: Cereal Rice Krispies, Chabacano Picado, Leche. Comida: Ensalada de Atún, Galletas Saladas, Zanahorias, Melón, Leche. Bocadillo: Peces de Galleta Salada de Grano Integral con Vainilla, Leche.
Semana 1	15 Desayuno: Jotqueis de Grano Integral, Miel de Arce, Trozos de Mango, Leche. Comida: Pollo con Limón y Pimienta, Chicharos y Zanahorias, Arroz Integral a Vapor, Naranja, Leche. Bocadillo: Requesón, Galletas Cheese-It.	16 Desayuno: Barra de Mollete de Trigo Integral y Plátano, Naranja, Leche. Comida: Hamburguesa de Res, Pan de Trigo Integral, Elote, Pepino en Vinagre, Mostaza y Catsup, Kiwi, Leche. Bocadillo: Barita de Queso, Manzana.	17 Desayuno: Bizcocho de Grano Integral con Jalea, Durazno Picado, Leche. Comida: Haga su Propio Burrito, Tortilla de Harina, Frijoles, Queso y Lechuga, Jitomate, Tanjarina o Fresa, Leche. Bocadillo: Minigalletas Sunrise Bites de Trigo Integral, Plátano.	18 Desayuno: Bagel de Trigo Integral con Queso Crema, Pera Picada, Leche. Comida: Queso en Pan de Trigo Integral, Coliflor con Aderezo, Manzana o Sandía, Leche. Bocadillo: Galletas Saladas Jungle de Grano Integral, Leche.	19 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.
	22 Desayuno: Pan de Trigo Integral con Pasas, Manzana, Leche. Comida: Pollo Horneado, Camote, Melón, Bollo de Trigo Integral para Cena, Leche. Bocadillo: Naranja, Yogur de Fresa y Plátano.	23 Desayuno: Jotqueis de Grano Integral con Miel de Arce, Kiwi, Leche. Comida: Hamburguesa Asada de Res en Pan de Trigo Integral, Verduras Mixtas, Tanjarina o Fresa, Leche. Bocadillo: Peces de Galleta Salada de Trigo Integral con Fresa, Plátano.	24 Desayuno: Avena con Pasas, Azúcar Morena, Golosinas de Piña, Leche. Comida: Chow Mein de Pollo, Arroz Integral a Vapor, Manzana o Sandía, Leche. Bocadillo: Galletas Saladas de Grano Integral Tropical Treat, Pera.	25 Desayuno: Cereal Crispix, Plátano, Leche. Comida: Jamón de Pavo con Pan de Trigo Integral, Pepino con Aderezo, Naranja, Mayonesa, Leche. Bocadillo: Barra de Grano Integral Nutri Grain, Leche.	26 Desayuno: Minibarra de Grano Integral Dreamy Orange, Mango Picado, Leche. Comida: Rebanada de Pavo Asado en Pan de Trigo Integral, Zanahorias, Kiwi, Leche. Bocadillo: Quesadilla de Queso Americano, Mantequilla.
Semana 3	29 Desayuno: Cereal de Grano Integral, Naranja, Leche. Comida: Macarrón con Queso, Brócoli con Aderezo Ranch, Melón, Leche. Bocadillo: Wafle de Fresa, Galletas Graham de Grano Integral, Leche.	30 Desayuno: Waffles de Trigo Integral, Miel de Arce, Plátano, Leche. Comida: Ravioli de Res, Pan Francés, Ensalada de Espinaca con Aderezo, Naranja, Leche. Bocadillo: Barita de Queso, Manzana.	31 Desayuno: Bizcocho de Grano Integral con Jalea, Durazno Picado, Leche. Comida: Enchilada Horneada con Salsa de Jitomate y Queso, Granos de Elote, Kiwi, Leche. Bocadillo: Galletas Saladas de Grano Integral, Yogur de Frambuesa.	 	

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 April 29, 2013 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, April 29, 2013
10:00 a.m.

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

Members Present:

Jimmie Yee, Chair, Governing Board; Member, Board of Supervisors
Jay Schenirer, Vice Chair, Governing Board Councilmember, City of Sacramento
Allen Warren, Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors
Sophia Scherman, Public Representative

II. Consent Items

- A. Minutes of the April 4, 2013 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Required Partner Representative to the Sacramento Works, Inc. Board
- D. Approval to Ratify the Submission of an Application to the Employment Development Department for Workforce Investment Act 15% and 25% funds for a Veteran's Employment-Related Assistance Program and Authorize the Executive Director to Execute the Agreement and Any Other Documents Required by the Funding Source
- E. Approval of Resolution to Accept Program Year 2013 Community Services Block Grant Discretionary Targeted Initiative Funds and Authorize the SETA Executive Director to Sign the Agreement and any Amendments to the Agreement
- F. Approval to Accept Funds from the California Department of Corrections and Rehabilitation to Implement a Transition Program at Folsom State Prison and Authorize the Executive Director to Execute the Agreement and any Modifications to the Agreement
- G. Approval of Annual Self-Assessment for 2013-2014 and Resulting Program Improvement Plan SETA-Operated Program
- H. Approval of Staff Recommendation for the Adult Vendor Services (VS) List

Ms. Scherman inquired about the number of people served in Item IID. Mr. Walker replied that in 2012, 59 participants were served; in 2013, it is expected that more people will be served with less money. Mr. Walker stated that only \$400,000 was authorized for this year, and last year, \$500,000 was authorized.

Mr. Nottoli inquired about IIF and asked about the reasoning behind the board item. Mr. Walker replied that SETA was approached by the Department of Corrections and asked to start up the program. This is a new population of females moving to the new facility being built at Folsom.

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

- A. Approve the April 4, 2013 minutes.
 - B. Approve the claims and warrants for the period 3/29/13 through 4/22/13.
 - C. Appoint Noah Harris to the vacant veteran's representative required partner seat on the Sacramento Works, Inc. Board of Directors.
 - D. Ratify the submission of the Veterans Employment Assistance Program application to the California Employment Development Department requesting \$400,000 to provide services to 60 veterans. Authorize the SETA Executive Director to execute the agreements, modifications and any other documents required by the funding sources.
 - E. Approval of resolution to accept program year 2013 Community Services Block Grant (CSBG) discretionary targeted initiative funds and authorize the SETA Executive Director to sign the agreement and any amendments to the agreement
 - F. Approve the acceptance of \$237,572 per year for FY 2013-14 and 2014-15 in funding from the California Department Corrections and Rehabilitation with a possible extension in 2015-16 and authorize the Executive Director to execute the agreement and any amendments to the agreement.
 - G. Approve Program Year 2012-2013 Self-Assessment and resulting Program Improvement Plan.
- Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval to Contract for Participant Payroll Services

Ms. Christine Welsch stated the Agency is seeking approval to contract with the Community College Foundation (CCF). After the release of an RFP on March 12, staff received two bids. The current provider, CCF, was the best bid and offered the most competitive workers' compensation rate. This is a non-profit foundation.

Moved/Nottoli, second/Schenirer, to approve contracting with the Community College Foundation for participant payroll services for a two year period beginning July 1, 2013.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

- 2. Approval to Submit a Proposal to the U.S. Department of Labor for Face Forward-Serving Juvenile Offenders Grant and Authorize the SETA Executive

Director to Execute the Subgrant Agreements, Modifications and any Other Documents Required by the Funding Source

Ms. Welsch stated that this proposal serves 18-24 year old youth, but the difference is they are looking at sealing the records of the offenders and will be working with a provider. This is a 39-month program. The Agency gets six months of planning in addition to the actual program for the \$1 million grant.

Moved/Schenirer, second/Scherman, to approve the submission of a proposal to the U.S. Department of Labor, Employment and Training Administration for Face Forward funding to serve juvenile offenders for up to \$1,000,000 and; Authorize the SETA Executive Director to execute any subgrant agreements, modifications, and any other documents required by the funding source.
Voice Vote: Unanimous approval.

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval to Adjust the Salary Range for the Classification of Executive Assistant

Mr. Yee opened a public hearing; no questions or comments. Ms. Stephany Murphy was introduced to the board.

Moved/Scherman, second/Warren, to close the public hearing and approve the proposed pay range for the classification of Executive Assistant.
Voice Vote: Unanimous approval.

4. Approval to Hire a Labor Relations Consultant

Mr. Rod Nishi stated that since 2011, when the City of Sacramento consolidated departments, SETA has utilized Mr. Ed Takach as a consultant to provide labor relations and act as chief negotiator for the Agency. On April 25, Mr. Takach resigned from the position of labor relations consultant. Staff is requesting approval to utilize the consulting services of Ms. Dee Contreras. Since labor negotiations have begun, it is important to fill this position and find that a non-competitive finding to support the hiring. Staff has identified the scope of services. Ms. Contreras would represent SETA as the chief negotiator and advise management staff dealing with employee relations. The fiscal impact will not exceed \$60,000 per year.

Mr. Greg Thatch read the following sole source finding: *The non-competitive procurement of labor relations consultant services for Ms. Dee Contreras is justified because the Agency is in current contract negotiations with the Union and is in immediate need of a consultant with expertise in labor relations and a full understanding of Agency operations. Dee Contreras is available and uniquely qualified to provide labor relations consulting services to the Agency based upon her previous experience in representing the Agency with respect to its labor relations.*

Moved/Yee, second/Scherman, to find that noncompetitive procurement of consulting services from Ms. Dee Contreras is justified because she is uniquely qualified to provide labor relations consulting services to the Agency based upon her previous experience in representing the Agency with respect to its labor relations and authorize the Executive Director to contract with Ms. Dee Contreras as a Labor Relations consultant at a rate of \$100 per hour not to exceed \$60,000 per year.

Mr. Schenirer asked what the timing would be if the board went to a bid process. Mr. Nishi replied that it would take at least a week to get public notice, so it would probably be a 30-day turn around period.

Ms. Contreras's primary duty would be to negotiate the labor contract. Once the contract is negotiated, she would then be available for interpretations of the contract.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 1 (Schenirer)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Reconsideration of Approval to Release WIA Adult/Dislocated Worker Request for Proposals for Sacramento Works Training Centers

Ms. Purdy reported that SETA received 13 proposals requesting over \$10 million. All of the current Sacramento Works Career Centers submitted proposals. At the last meeting, there was concern that there would be a lack of core services in the Elk Grove area. Staff has developed two items. The first item would be the reconsideration of the approval to release the RFP. Staff is recommending that the board NOT reconsider this item because changes in the service delivery are necessary due to changes in legislation. There is less of a need for a universal services environment due to virtual job seeking abilities.

Mr. Warren stated that there are no findings to extend or change the RFP and Ms. Purdy replied that the Agency has received 13 proposals to provide services throughout the community. All of the stakeholders that have been active have submitted proposals. This is in line with where state and federal legislation is going.

Mr. Thatch recommended discussing B-2 in conjunction with B-1; the Clerk called the item:

2. Consideration of Options for the Provision of One-Stop Services in Elk Grove

Ms. Robin Purdy reviewed the three options; staff is recommending that the board allow staff to move forward to complete the current process with the current RFP. If we move forward there is flexibility and it requires centers to be in areas of high unemployment, and work with institutions that serve low income customers, requires engaging employees, and engaging local employers.

The second option available today is to cancel the Sacramento Works training center RFP and release an RFP for career center services.

Option 3, is to separate out funds specifically for the Elk Grove community. Have to define the services that are needed in a certain geographic area, reduce the amount of funds available in the current RFP, and come back with a new RFP.

Speaker before the board:

Karen Malkiewicz from Elk Grove Unified School District: Elk Grove is very much in favor of the current RFP. When she saw the agenda, she was concerned because a lot of hours went into the production of the RFP. There are a large number of people that cannot access services because they are not employable. Staff cannot offer these people support to get through their barriers if they have no employable skills. The training center allows someone to come in and work their way up the training path. Ms. Malkiewicz feels there is a great need for this type of services. Mr. Nottoli asked if this was being supported by the superintendent and Ms. Malkiewicz replied yes.

Ms. Malkiewicz stated that there will continue to be intensive case management at the center. There will be a triage approach to the customers. The hard-to-serve customers will receive help through instructors, academic advisors, and job search staff.

Ms. Scherman stated that she strongly believes that the South County Career Center should remain a career center since it has a proven track record. She cannot support what Elk Grove Unified School District is proposing to do. She feels the South County Career Center is not being treated fairly.

Mr. Nottoli stated that the he is not comfortable telling the host what they have to do or cannot do. The district has come forward and they are the host site.

Ms. Kossick stated that in the original RFP, there is an expectation that services will be provided that are not just training services but will help all customers coming in. The training center will be working with the closest career center

Ms. Purdy stated that staff is also in the process of doing transition planning and all of the training centers will be affiliates of the one stop career center virtual center. Everyone would be able to go on-line and read case management notes

and implement a case review system between training centers and career centers. We do not want to lose the quality of the customer service that our career centers have. Staff is hoping that through the training center RFP, we will achieve a neighborhood service to provide intensive services that do not give up on the partnerships. Job seeker services will become more and more virtual but there will still be people that need to go to a place where computers are available. The Agency has purchased hardware and software for all of the career centers.

Mr. Warren asked for clarification of the various options available. Mr. Thatch believes it is Option 3 that says withhold a certain portion of the money and set it aside to do a focused procurement for the Elk Grove area. The key factor is that there is a finite amount of money. If the board goes with Option 3, the board has to keep out a certain amount of funds for the Elk Grove area, if needed.

Speakers before the board:

1. Sue Gilmore, Sacramento City Unified School District, Lemon Hill: The nation is changing and there needs to be a combination of Title 1 and Title II services. They worked really hard on their proposal and they do not want to have the RFP pulled back. They have worked out relationships with the local career centers. Ms. Gilmore recommends approving the staff recommendation and not change the RFP.
2. Danny Marquez, Crossroads Diversified Services: He never heard any issues with all of the public hearings. Even if there is a decision to keep a career center, we need to have a center way further south. With diminishing resources, we may want a lot of things but do we really need it?
3. Stephanie Nguyen, Asian Resources. Ms. Nguyen stated that Asian Resources serves the needs of the community. The transition to a training center will capture the needs of the people that come to their career center every day. It will help staff to work more closely with the customers. Ms. Nguyen asked the board to think of the other host agencies so if the decision is made for Elk Grove, they would also have to think of the other host agencies.

Mr. Thatch reviewed the options available to the board. If there is no motion for reconsideration, staff will come back with recommendations based on the current RFP and will allow at a later date to make a decision to withhold money for procurement for a one stop center in Elk Grove.

Items B-1 and B-2 died for a lack of a motion.

Mr. Warren stated that the ZIP code information does not include information for the 95838 ZIP code. Ms. Purdy stated that she has a request in to EDD LMI for

the ZIP codes that were left off from the report. There are eight additional ZIP codes to get the full area.

C. CHILDREN AND FAMILY SERVICES

1. Approval of Fiscal Year 2013-2014 Head Start/Early Head Start Budget
2. Approval of Fiscal Year 2013-2014 Head Start/Early Head Start Refunding Application
3. Approval of Fiscal Year 2013-2014 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals
4. Approval of Fiscal 2013-2014 Sacramento County Program Options/Grantee and Delegate Agencies

Ms. Denise Lee stated that this is the refunding application; the third year of a three year cycle. The funding will remain intact for the 2013-14 program year. There will be some changes since the Agency will be moving back to the traditional school year at several sites. It has been increasingly more challenging with federal reviews to prove that the tracks system fulfills the requirement of full enrollment. The Office of Head Start (OHS) decided not to make a finding in the last review. The major change is the SETA Operated Program is coming out of a year-round track system. The OHS agreed to keep our funding intact. Ms. Lee reviewed the various reductions in the centers with the Agency moving to a traditional school year for several sites.

Mr. Schenirer left at 11:19 a.m.

The full day Bannon Creek Center children will transition to Sharon Neese or Northview. Part of the issue was getting more capacity for the children. Staff will maximize the facility use in the centers.

SETA is in negotiations with Twin Rivers to open another center in Rio Linda, since there is a need to serve more children in Rio Linda. This new center will serve 80 children. New employees will be hired but they will be hired only for the traditional school year.

The majority of changes will impact staff by reducing their work schedules. Prior to being a track system, SETA had a traditional program and staff would qualify for unemployment during the summer months. Staff are being asked if they would like to have a reduced work year. The Agency is working with the union to work this through. There is a need to reduce 22 support staff positions in the budget since the centers will be closed during the summer months.

Ms. Lee stated that none of these recommendations address the upcoming sequestration. Staff received call from ACF to expect 5% lower funds, but it will now be a 5.72% reduction. SETA was asked to move forward with quality of

services in mind. However, staff has to look at programs and consider reducing funded enrollment and send the slots back. Ms. Lee has talked with the regional office about moving out of the track system and came to a verbal agreement not to open as many slots when sequestration comes. Staff will be coming back to the board with recommendations on sequestration cuts.

Mr. Warren left at 11:33 a.m.

Speakers before the board:

Clarrissa Jenkins: Ms. Jenkins stated that the layoff for five weeks will really affect her family and the services she provides to Head Start families.

Robert Silva: Mr. Silva stated that yes, the cuts will be a hardship but the staff have dealt with it before. Mr. Silva stated that if staff do not receive vacation time, there could be a morale issue, especially with a mandatory week off in December. There is a concern about quality of services. There is a mandate from ACF for teaching staff to have a Bachelor's degree; how will we hold these staff when there are no benefits.

Shondall Pearson: Special Education Field Tech. Ms. Pearson sat on PAC and PC and stated that this five week layoff will be very detrimental for her family. The morale has really gone down and asked the board to consider how it will affect staff and the Head Start families.

Patricia Marshall, Chapter Union President: Ms. Marshall stated that during contract negotiations, the Agency often says that they have to go to the board for approval. Ms. Marshall stated that it is important to focus on what is fair for co-workers through fairer hiring practices and removal of the glass ceiling. She feels that there needs to be better training for current employees and would like to see a fairer, less punitive discipline process. Close the contract loopholes so people know there will be a fairer contract.

Alma Hawkins: Ms. Hawkins stated that her interest is in maintaining the health benefits; the lower work hours also affects the retirement.

Afiya Simpson: Ms. Simpson stated that when she came to the Agency, she liked the Head Start motto, "Touching families making a difference". She understands the sequestration but it hard to have good morale when you are struggling. Ms. Simpson asked the board to consider another way to deal with the lower amount of money.

Karmen Ortloff: Ms. Ortloff asked that the board consider maintaining employee benefits throughout the year when looking at layoffs. The savings realized by the elimination of the benefits for staff should not be a windfall for the Agency from the backs of the lower paid employees. There should be a commitment to those being laid off to train them for vacant positions. There is no shared sacrifice. Ms. Ortloff stated that in recent labor negotiations, management stated that they will not take from the top to give to the bottom. Ms. Ortloff stated that is important for there to be shared sacrifice.

Mr. Nottoli stated that the staff has worked very hard and feels the impacts of those laid off; he recognizes the concerns expressed. The Agency needs to do

everything we can within our power to mitigate the stressors on staff and Head Start families.

Moved/Nottoli, second/Scherman, to approve Items C1-4 as follows:

1. Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Budget in the amount of \$50,410,127 for Basic and Training/Technical Assistance.
 2. Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Refunding Application.
 3. Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.
 4. Approve Fiscal Year 2013-2014 Sacramento County Program Options/Grantee and Delegate Agencies.
- Voice Vote: Unanimous approval.

IV. Information Items

- A. Fiscal Monitoring Report: No comment.
- B. Employer Success Stories and Activity Report No comment.
- C. Dislocated Worker Update: No comment.
- D. Unemployment Update/Press Release from the Employment Development Department: No comment.
- E. Unemployment Rate by Selected Sacramento County ZIP Codes: No comments.
- F. Head Start Reports: No comment.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick stated that there is a special Governing Board meeting scheduled for 1:30 p.m. on May 23. Ms. Kossick would like to keep this meeting as an opportunity to report back; this should not be a long meeting.
- C. Deputy Directors: No comment.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman appreciated the self assessment summary; the results are outstanding. Ms. Scherman complimented all of the staff at the centers.
- F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator:

Employee Organization: AFSCME Local 146

The board went into closed session at 11:55 a.m.; Mr. Thatch stated that there would not be a report out of closed session.

- #### **VII. Adjournment: The meeting was adjourned at 12:41 p.m. with no report out.**

ITEM V

COMMITTEE REPORTS

A. Executive Committee

Critique of the June 18, 2013 Parent Advisory Committee meeting.

GOOD!!!
Thank you staff for your reports.
Thank you board members for your participation.
Thank you members for waiting to be acknowledged before speaking.
NEEDS IMPROVEMENT
Please refrain from side bars.
Board members please be on time, seated, and ready for the meeting at 8:50 a.m.
If you are late to the meeting, please wait to be seated.
No electronic devices.

B. Budget/Planning Committee: Mr. Jonathan White, Ms. LaTasha Windham, Ms. Alicia Kafka, Ms. Mayra Partida

C. Personnel/Bylaws Committee: Ms. Mayra Partida, Ms. LaTasha Windham, Ms. Alicia Kafka

ITEM V – REPORTS (continued)

Page 2

- D. Social/Hospitality Committee: Ms. Colleen Fietzek, Mr. Jonathan White, Mr. Marshaun Tate, Ms. Vanessa Hawkins, Ms. LaTasha Windham, Ms. Rosa Gomez, Ms. Zoila Lucero, Ms. Alicia Kafka

- E. Men's Activities Affecting Children Committee: Mr. Marshaun Tate, Mr. Jonathan White, Ms. LaTasha Windham, Ms. Mayra Partida

- F. Early Child Development and Health Services & Parent/Family Support Committee: Ms. Vanessa Hawkins, Ms. Yadira Lopez, Ms. Mayra Partida, Ms. Praveena Chaudhary, Ms. Teressa Jay, Ms. LaTasha Windham, Ms. Elizabeth Hubbard (alt)

ITEM VI – OTHER REPORTS

BACKGROUND:

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

- Chair's Report: Ms. LaTasha Windham
- Policy Council Report(s): Ms. LaTasha Windham, Ms. Teressa Jay, Ms. Mayra Partida, Mr. Marshaun Tate, and Ms. Alicia Kafka
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
 - ⇨ Monthly Head Start Report
- Managers' Reports
 - Program Support Services Report – Ms. Brenda Campos
 - Parent/Family Support Report – Ms. Lisa Carr
 - Child Development and Education Services Report – Ms. Karen Gonzales
 - ✓ Region Reports (attached)

NOTES:

Head Start Monthly Report

July 2013

SETA Operated Program

Program Operations:

Summer is here and the hot weather has arrived with it. Summer is a time for fun in the sun and lots of water play at our centers. It is also a time to focus on those important skills that children will be taking with them to kindergarten. SETA teachers are using a summer activity packet that aligns with the Head Start Early Learning Framework as well as the dimensions of the CLASS assessment tool. The goal is to provide fun and engaging activities that kids love while also promoting Cognitive, Literacy, Social/Emotional, Physical skills and Approaches to Learning. This is also the time of year when we recognize all the hard work and play of our students. The centers have planned wonderful transition activities for children and their families to celebrate the big move to kindergarten.

Program Support Services:

Quality Assurance Unit. Onsite monitoring of SETA-Operated Program (SOP) Head Start and Early Head Start Home-based option was completed in June. Executive and Summary Reports will be available in July. An exit meeting with EGUSD Head Start to discuss monitoring results was held on June 13, 2013. Programs that will be monitored in July are EHS Home-based programs at SCUSD, SJUSD, River Oak Center for Children EHS and SCOE EHS.

Training and Technical Assistance. Each Delegate is now assigned a delegate liaison to follow up on correcting findings, providing support, and maintaining ongoing communication. The delegate liaison is also a Quality Assurance Analyst staff, but is not assigned to monitor the delegate program she serves as a liaison to. The delegate liaison will be reporting to Program Officer/Manager to discuss action plan for each delegate.

Delegate Kick-Off Event on October 24, 2013. The date for the annual delegate event for program year 2013-2014 has been set for October 24, 2013 to be held in Sacramento. Details of the event will be available next month.

Family Engagement Unit

Over the last several months, the Family Engagement Unit has worked on ways to involve fathers into the day to day happenings at the early learning centers, and to educate fathers and father figures on the importance of staying involved and connected to their child's education.

Six of the early learning sites have hosted a "Daddy and Me" breakfast or lunch. Over 75 men participated in classroom activities with their children, met as a group to talk about the research

linked to male involvement in a child's life and school success. Afterwards, fathers and their children shared a meal together.

In collaboration with the Department of Fish and Game, SETA Head Start hosed over 100 men and their families at a Daddy and Me fishing activity in Elk Grove Park. Each family received breakfast, fishing equipment and a quick tutorial on fishing to help them have great experience fishing with their children. On hand were also community resources for families, and discussion again on the importance of that father/child connection.

A five part discipline series; Love and Logic started on June 5 and will be wrapping up on July 10. Fifteen families have gone to a weekly workshop and have applied the strategies and techniques they learned in class. Families have all stated that the techniques they have learned have already made a difference in the way they parent their children.

Finally, at the MAAC meeting (Men's Activities Affecting Children) are in the process of looking at fatherhood curriculums to be implemented in the fall. Each weekly component will discuss various issues that fathers/men are dealing with and ways to stay connected with their children.

Elk Grove Unified School District

Enrollment

Elk Grove Unified School District Head Start has 14 classes on a traditional calendar which ended the school year on May 30, and seven (7) classes on a modified traditional calendar which ended the school year on June 26. Average daily attendance in the seven (7) classes that remained open in June was 88%.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the PreK social worker, Florence Oneto, and with the PreK psychologist, Teresa Gannon, to place students with an active IEP into the Head Start program. The program served 55 students (13%), with active IEPs during the 2012-2013 school year. This number exceeds the 10% minimum required by Head Start.

Health Services Update

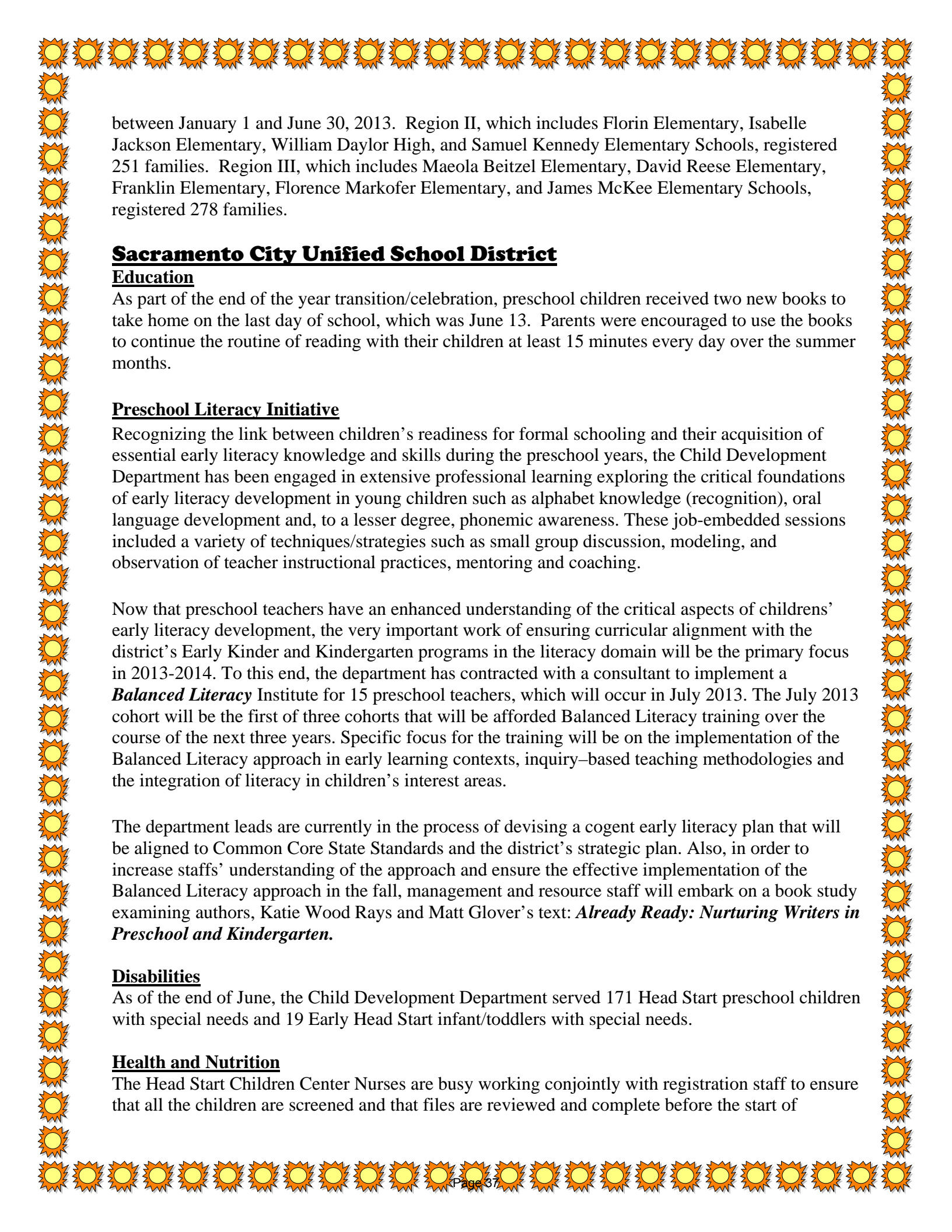
The program Educators are monitoring files and providing additional support to parents and para-educators to ensure that children in need of further dental or medical treatment receive those services.

In June, 3,574 meals were served to Head Start students.

Recruitment

An internal office calendar with registration dates for January through July has been created to ensure full enrollment and create a waiting list to fill vacancies if families move between registration and the first day of school in August.

Region I, which includes John Reith Elementary, Herman Leimbach Elementary, Charles Mack Elementary, Union House Elementary and Prairie Elementary Schools, registered 373 families



between January 1 and June 30, 2013. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, registered 251 families. Region III, which includes Maeola Beitzel Elementary, David Reese Elementary, Franklin Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, registered 278 families.

Sacramento City Unified School District

Education

As part of the end of the year transition/celebration, preschool children received two new books to take home on the last day of school, which was June 13. Parents were encouraged to use the books to continue the routine of reading with their children at least 15 minutes every day over the summer months.

Preschool Literacy Initiative

Recognizing the link between children's readiness for formal schooling and their acquisition of essential early literacy knowledge and skills during the preschool years, the Child Development Department has been engaged in extensive professional learning exploring the critical foundations of early literacy development in young children such as alphabet knowledge (recognition), oral language development and, to a lesser degree, phonemic awareness. These job-embedded sessions included a variety of techniques/strategies such as small group discussion, modeling, and observation of teacher instructional practices, mentoring and coaching.

Now that preschool teachers have an enhanced understanding of the critical aspects of children's early literacy development, the very important work of ensuring curricular alignment with the district's Early Kinder and Kindergarten programs in the literacy domain will be the primary focus in 2013-2014. To this end, the department has contracted with a consultant to implement a *Balanced Literacy* Institute for 15 preschool teachers, which will occur in July 2013. The July 2013 cohort will be the first of three cohorts that will be afforded Balanced Literacy training over the course of the next three years. Specific focus for the training will be on the implementation of the Balanced Literacy approach in early learning contexts, inquiry-based teaching methodologies and the integration of literacy in children's interest areas.

The department leads are currently in the process of devising a cogent early literacy plan that will be aligned to Common Core State Standards and the district's strategic plan. Also, in order to increase staffs' understanding of the approach and ensure the effective implementation of the Balanced Literacy approach in the fall, management and resource staff will embark on a book study examining authors, Katie Wood Rays and Matt Glover's text: *Already Ready: Nurturing Writers in Preschool and Kindergarten*.

Disabilities

As of the end of June, the Child Development Department served 171 Head Start preschool children with special needs and 19 Early Head Start infant/toddlers with special needs.

Health and Nutrition

The Head Start Children Center Nurses are busy working conjointly with registration staff to ensure that all the children are screened and that files are reviewed and complete before the start of

preschool in the fall. Nurses are also working closely with the parents to ensure that all medications and special diets are in place.

Nurses are also working on devising a schedule for dental screening and fluoride varnishing, in collaboration with Smile Keepers for the 2013-2014 school year. Finally, nurses are very busy providing health and dental education to prospective parents.

San Juan Unified School District

Education Services Update

As teachers submitted end of the year paperwork and CUM files, the guide entitled Beginning of the Year was given to them to review. The guide outlines strategies to involve the children in the beginning of the year routines, creation of class rules, introduction of interest areas, and introduction of all school site personnel.

Disabilities Services Update

Screening and preschool registration continues to be very busy. Screening days have increased to three days a week with longer hours in order to allow the increased volume of families coming through, ample time to fill out the Ages and Stages Questionnaires. Extra staff is available to assist families in filling out the paperwork and answer questions. The Care Management team reviews the ASQ and ASQ SE results to make recommendations (referrals, rescreens, etc.) as well as to complete the proper paperwork to put in the cum file for the teacher to see upon their return. The team meets every day immediately following screening so the process is complete within one day. Red Flag Checklists are completed and submitted to the appropriate staff members, such as the Mental Health Specialist and Special Education Staff, in order to get needed services started as soon as possible.

Mental Health Services Update

With First Five as a collaborator, the Mental Health Therapist provided support to the School Readiness Summer Camp Academy. Kinder-bound students are given social/emotional tools to begin school in the fall. The therapist conducted a workshop on Limit Setting and Healthy Attachment.

Nutrition Services Update

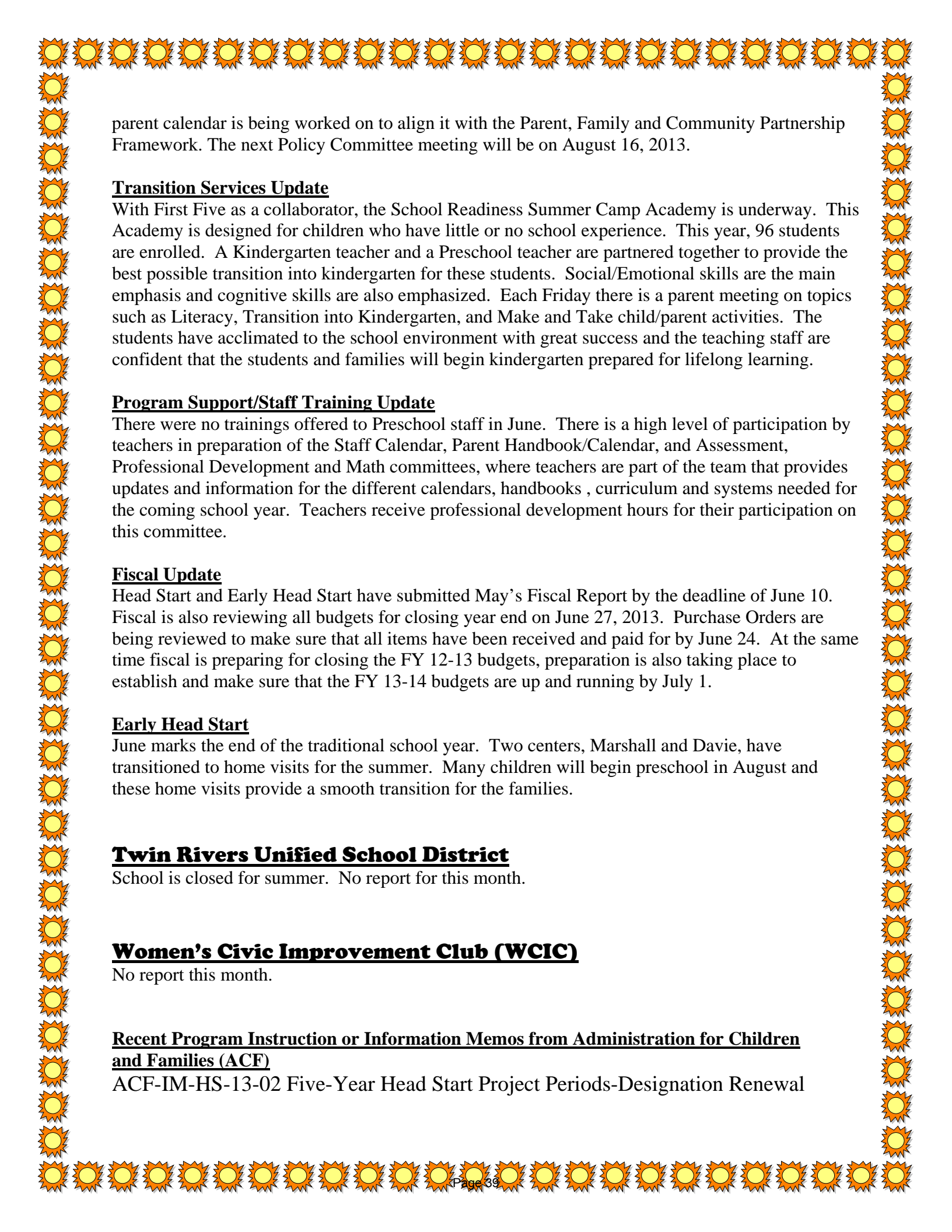
Health is distributing nutrition information to enrolling parents as they come to the screening room during the summer.

Health Services Update

Health is screening new and returning families three days a week during the summer months, in the Centralized Screening Room. Review of all reports and data in Child Plus continues for the year end PIR Report. Preparations have also begun for the upcoming Federal Review, which could begin as early as October, 2013.

Family and Community Partnerships Update

There was no Policy Committee meeting for the month of June. During this month the system for documenting the election of Policy Committee representatives has been updated. In addition, the



parent calendar is being worked on to align it with the Parent, Family and Community Partnership Framework. The next Policy Committee meeting will be on August 16, 2013.

Transition Services Update

With First Five as a collaborator, the School Readiness Summer Camp Academy is underway. This Academy is designed for children who have little or no school experience. This year, 96 students are enrolled. A Kindergarten teacher and a Preschool teacher are partnered together to provide the best possible transition into kindergarten for these students. Social/Emotional skills are the main emphasis and cognitive skills are also emphasized. Each Friday there is a parent meeting on topics such as Literacy, Transition into Kindergarten, and Make and Take child/parent activities. The students have acclimated to the school environment with great success and the teaching staff are confident that the students and families will begin kindergarten prepared for lifelong learning.

Program Support/Staff Training Update

There were no trainings offered to Preschool staff in June. There is a high level of participation by teachers in preparation of the Staff Calendar, Parent Handbook/Calendar, and Assessment, Professional Development and Math committees, where teachers are part of the team that provides updates and information for the different calendars, handbooks, curriculum and systems needed for the coming school year. Teachers receive professional development hours for their participation on this committee.

Fiscal Update

Head Start and Early Head Start have submitted May's Fiscal Report by the deadline of June 10. Fiscal is also reviewing all budgets for closing year end on June 27, 2013. Purchase Orders are being reviewed to make sure that all items have been received and paid for by June 24. At the same time fiscal is preparing for closing the FY 12-13 budgets, preparation is also taking place to establish and make sure that the FY 13-14 budgets are up and running by July 1.

Early Head Start

June marks the end of the traditional school year. Two centers, Marshall and Davie, have transitioned to home visits for the summer. Many children will begin preschool in August and these home visits provide a smooth transition for the families.

Twin Rivers Unified School District

School is closed for summer. No report for this month.

Women's Civic Improvement Club (WCIC)

No report this month.

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

ACF-IM-HS-13-02 Five-Year Head Start Project Periods-Designation Renewal

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

Site	Loc Id	Track II	# Enrolled 6/28/13	# Present 6/28/13	# Absent 6/28/13	# Term W/I 30 days
Off Track		1				
Off Track		2				
Off Track		3				
Auberry Park	1238A	3	18	13	5	2
Auberry Park	1238B	1	8	8	10	
Bannon Creek	1200A	1	19	15	4	1
Bannon Creek	1200B	1	20	15	5	
Bannon Creek	1200X	3	19	15	4	
Bright Beginnings	1201A	3	19	12	7	1
Bright Beginnings	1201B	3	20	9	11	
Bright Beginnings	1201C	3	20	8	12	
Bright Beginnings	1201D	3	20	12	8	
Broadway ELC	1246A	1	18	6	12	2
Broadway ELC	1246R	1	21	17	4	
Broadway ELC	1246U	EHS	8	7	1	
Broadway ELC	1246X	3	22	14	8	
Country Woods	1245A	1	16	10	6	1
Country Woods	1245B	3	19	10	9	
Country Woods	1245C	1	17	14	3	
Country Woods	1245D	3	12	7	5	2
Crossroad Gardens	1242A	3	20	18	6	
Crossroad Gardens	1242R	1	21	16	5	
Crossroad Gardens	1242U	EHS	8	8	0	
Crossroad Gardens	1242X	3	21	11	0	
EHS-HB OPTION	1230C	EHS	13	12	0	
EHS-HB OPTION	1230D	EHS	11	8	1	
EHS-HB OPTION	1230E	EHS	11	7	1	
EHS-HB OPTION	1230G	EHS	11	9	0	1
EHS-HB OPTION	1230H	EHS	12	5	7	
EHS-HB OPTION	1230I	EHS	12	10	2	
EHS-HB OPTION	1230J	EHS	11	5	3	1
EHS-HB OPTION	1230K	EHS	12	8	4	
EHS-HB OPTION***	1230L	EHS	12	0	12	
EHS-HB OPTION***	1230M	EHS	12	5	0	
EHS-HB OPTION***	1230N	EHS	12	8	2	
Elkhorn	1255A	3	17	10	7	3
Elkhorn	1255B	1	20	15	5	
Elkhorn	1255C	1	18	10	8	2
Elkhorn	1255D	1	15	13	2	5
Elkhorn	1233M	EHS	6	6	0	2
Elkhorn	1255U	EHS	8	6	2	
Elkhorn	1255X	1	20	18	2	1

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

Site	Loc Id	Track II	# Enrolled 6/28/13	# Present 6/28/13	# Absent 6/28/13	# Term W/I 30 days
Freedom Park	1239A	3	20	13	7	
Freedom Park	1239B	1	20	14	6	
Freedom Park	1239C	1	16	11	5	4
Freedom Park	1239D	1	18	11	7	2
Freedom Park	1239R	3	19	12	7	2
Freedom Park	1239X	3	22	17	5	
Fruitridge	1216A	3	16	13	3	4
Fruitridge	1216B	1	20	20	0	0
Fruitridge	1216C	1	18	15	3	2
Galt	1234A	1	18	13	5	2
Galt	1234B	1	19	15	4	1
Galt	1234C	3	17	12	5	3
Galt	1234D	3	19	12	7	1
Galt	1234E	3	16	13	3	4
Galt	1234F	1	18	11	7	2
Grizzly Hollow	1252A	1	20	14	6	
Grizzly Hollow	1252B	3	20	14	6	
Grizzly Hollow	1252U	EHS	8	6	2	
Hillsdale	1228A	1	16	9	7	4
Hillsdale	1228B	1	18	14	4	2
Hillsdale	1228C	3	17	7	10	3
Hillsdale	1228D	3	19	12	7	1
Hillsdale	1228R	3	16	10	6	5
Hillsdale	1228X	3	16	13	3	4
Home Base Option	1213A	1	12	12	0	
Home Base Option	1213B	5	13	7	6	
Home Base Option	1213C	1	10	7	2	1
Home Base Option	1213D	3	12	9	3	
Home Base Option	1213E	3	11	8	4	1
Home Base Option	1213F	3	12	0	12	

SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2012-2013

Site	Loc Id	Track II	# Enrolled 6/28/13	# Present 6/28/13	# Absent 6/28/13	# Term W/I 30 days
Hopkins Park	1253A	1	20	16	4	
Hopkins Park	1253B	3	20	12	8	
Hopkins Park	1253C	1	20	17	3	
Hopkins Park	1253D	3	20	16	4	
Illa Collin ELC	1221A	3	16	11	5	4
Illa Collin ELC	1221B	1	15	11	4	2
Job Corp	1237M	EHS	8	2	6	
Job Corp	1237U	EHS	7	3	4	1
Job Corp	1237X	3	21	14	7	
Kennedy Estates	1240A	1	19	9	11	1
Kennedy Estates	1240B	3	18	9	9	2
La Verne Stewart	1219A	1	18	13	5	2
La Verne Stewart	1219B	3	18	9	9	2
Mather	1223A	3	15	9	6	4
Mather	1223B	1	17	11	6	3
Mather	1223R	1	15	8	7	5
Mather	1223U	EHS	8	6	2	
Mather	1223X	3	17	11	6	4
Nedra Court	1244A	3	19	11	8	1
Nedra Court	1244B	1	17	9	8	
Nedra Court	1244C	1	19	16	3	1
New Helvetia I-EHS	1212U	EHS	15	15	0	
New Helvetia II-HS	1247A	1	19	13	6	
New Helvetia II-HS	1247B	1	19	14	5	1
Norma Johnson ELC	1214R	1	20	16	4	1
Norma Johnson ELC	1214U	EHS	6	5	1	2
Norma Johnson ELC	1214X	3	21	19	2	
North Avenue	1256A	1	19	13	6	1
North Avenue	1256B	3	20	13	7	
North Avenue	1256C	1	17	11	6	3
North Avenue	1256D	3	20	15	5	
North Avenue	1256X	3	15	11	4	4
Northview	1224A	1	19	8	11	1
Northview	1224B	3	19	8	11	1
Northview	1224R	1	19	13	6	2
Northview	1224U	EHS	8	4	4	
Northview	1224X	3	20	16	4	1
Parker Avenue	1207E	5	13	17	6	2

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 06/30/13)

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)	26	(12%)	N/A	
Elk Grove USD (420)	54	(13%)	N/A	
Sacramento City USD (1292)(147)	175	(14%)	17	(12%)
San Juan USD (700) (161)	101	(14%)	16	(10%)
WCIC (120)	12	(10%)	N/A	
SETA (2796) (345) (1878 Tracks)	205	(11%)	54	(16%)
County (4621)* (653)*	573	(12%)	87	(13%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SETA Head Start Food Service Operations Monthly Report * June 2013

June 3rd - Bannan Creek Center closes one PM Class

June 7th - WCIC and WCIC Playmate Closed
Daddy & Me at Northview Lunch provided for 40 guests

June 11th - Mather Center food reduced due to low numbers

June 10th -WCIC / Playmate One Full Day Class Opens for the Summer

June 12th - Daddy & Me at North Avenue Breakfast & Lunch provided for 20 guests

June 14th - Daddy & Me at Norma Johnson Breakfast provided for 20 guests

June 14th & 18th - Central Valley Fire Control serviced the Fire Control Systems at All of the Kitchens

June 21st - Minimum Day - no PM classes, except for WCIC Playmate

June 24th - Food Enhancement - Avocados - delivered to all Centers

June 24th & 25th - Food Service Review by Cris Cochran

Meetings and Trainings:

Cook / Driver Joyce Gray attended a Serv Safe Training on June 11, 2013

All of the Food Service Team attended a Wellness Activity - Healthy Cooking Made Easy provided by Teresita Saechao on June 14, 2013.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
39,252	23,170	24,420	2216

Total Amount of Meals and Snacks Prepared 89,058

Purchases:

Food	\$70,329.66
Non - Food	\$14,736.90

Building Maintenance and Repair: \$2,218.53

Kitchen Small Wares and Equipment: \$9,606.36

Vehicle Maintenance and Repair : \$1,895.48

Vehicle Gas / Fuel:	\$1,927.36
Normal Delivery Days	20

REGION I
2011-2012
BUDGET BALANCE

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

SITE	# OF CHILDREN	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Obligated	Remaining
Bright Beginnings 1201A	20	200.00								138.10					61.90
Bright Beginnings 1201B	20	200.00	11.64	6.77	15.02		5.62	5.94			44.70				110.31
Bright Beginnings 1201C	20	200.00		89.09			109.28	10.61	21.75						-40.89
Bright Beginnings 1201D	20	200.00		10.02	61.89		7.07					42.72			78.30
Fruitridge 1216A	20	200.00	21.55	71.05		28.74		70.81	35.04	23.75					-56.33
Fruitridge 1216B	20	200.00		16.69			36.00			38.02		17.28			92.01
Fruitridge 1216C	20	200.00	185.43	80.58	23.71			10.25	108.95	58.28	22.25				-289.45
Hopkins Park A	20	200.00	80.35					26.97				10.00			82.68
Hopkins Park B	20	200.00										12.00			188.00
Hopkins Park C	20	200.00			26.93			16.19	83.70			21.36			51.82
Hopkins Park D	20	200.00			19.28	10.73						42.45			127.54
Illa Collin 1221A	20	200.00		19.88			126.38	4.31				9.94			39.49
Illa Collin 1221B	20	200.00	32.30	13.72	31.78	1.72		15.71			23.86				80.91
Job Corp 1237X	20	200.00		58.79	9.69	5.90		55.84		19.07	26.99				-33.67
Job Corp - EHS 1237M	8	120.00								10.40					109.60
Job Corp - EHS 1237U	8	120.00									58.92				61.08
Kennedy E 1240A	20	200.00	22.40	39.84			44.56	18.52	5.12						18.15
Kennedy E 1240B	20	200.00					16.40	19.08		1.64		8.65			154.23
La Verne Stewart 1219A	20	200.00								39.39					160.61
La Verne Stewart 1219B	20	200.00													149.23
Mather 1223A	20	200.00	15.55	29.13		9.69	15.31		19.14	34.28	13.22	6.17			60.20
Mather 1223B	20	200.00		17.23				74.16		34.91		33.99			-16.60
Mather 1223R	20	200.00	60.47	13.79	18.35			24.80	19.38	5.09		31.23			40.68
Mather 1223X	20	200.00	32.30	11.85	31.15			11.79	21.59			64.28			27.04
Mather - E.H.S. 1223U	8	120.00						71.64		43.94	10.76				-6.34
Parker 1207E	12	144.00	17.20												126.80
TOTAL		4904.00	101.96	461.74	237.80	117.74	370.15	417.54	314.67	446.87	200.70	300.07	0.00	0.00	1377.30

APPROVED BY:

DATE:

7/8/13

REVIEWED BY:

DATE:

7/8/13


Signature of Program Manager (Karen Gonzales)


Signature of Fiscal Manager (D'et Patterson)

REGION II
2011-2012
BUDGET BALANCE

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

SITE	# OF CHILDREN	Beg. Bal	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Obligated	Remaining
Bannon Creek 1200A	20	200.00														200.00
Bannon Creek 1200B	20	200.00														200.00
Bannon Creek 1200X	20	200.00							9.44							190.56
Broadway 1246A	20	200.00		25.06					38.96							58.33
Broadway 1246R	20	200.00		11.80				40.72								120.87
Broadway 1246X	20	200.00														36.39
Broadway 1246U	8	80.00											106.50			-36.56
New Helvetia I 1212U	16	240.00														141.27
New Helvetia II 1247A	20	200.00														6.35
New Helvetia II 1247B	20	200.00														102.02
North Ave 1256A	20	200.00														108.32
North Ave 1256B	20	200.00														78.36
North Ave 1256C	20	200.00														97.48
North Ave 1256D	20	200.00														106.60
North Ave 1256X	20	200.00														94.71
Northview - E.H.S.1224U	8	120.00														-26.53
Northview 1224A	20	200.00														155.65
Northview 1224B	20	200.00														119.21
Northview 1224R	20	200.00														142.14
Northview 1224X	20	200.00														134.54
Solid Foundation A	20	200.00														-6.29
Solid Foundation B	20	200.00														73.11
Solid Foundation C	20	200.00														149.53
Vineland 1211A	20	200.00														71.78
Vineland 1211B	20	200.00														76.60
TOTAL		4840.00	52.87	179.42	410.12	190.49	93.72	224.28	177.27	279.39	315.48	119.19	403.33	0.00	0.00	2394.44

APPROVED BY:


Signature of Program Manager (Karerri Gonzales)

DATE: 7/8/13

REVIEWED BY:


Signature of Fiscal Manager (D'et Patterson)

DATE: 7/8/13

REGION III
2011-2012

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

SITE	# OF CHILDREN	Beg. Bal	BUDGET BALANCE												Remaining				
			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			
Elkhorn A	20	200.00			25.47										16.52	10.75			147.26
Elkhorn B	20	200.00			18.51										19.44				129.67
Elkhorn C	20	200.00	17.00	6.85	57.66							22.57			31.31	45.01			19.60
Elkhorn D	20	200.00			15.01						23.58	43.90			7.56	25.00	4.86		8.25
Elkhorn X	20	200.00			123.70														76.30
Elkhorn EHS	16	240.00			95.68										43.11	12.84			63.21
Freedom Park 1239A	20	200.00										74.52							125.48
Freedom Park 1239B	20	200.00			12.90										25.79	75.11			86.20
Freedom Park 1239C	20	200.00			16.99										62.64	14.04			106.33
Freedom Park 1239D	20	200.00	13.74	86.28	26.59	89.90	3.20												-117.83
Freedom Park 1239X	20	200.00		15.04	60.48												98.12		121.61
Freedom Park 1239R	20	200.00			8.05	8.62									70.81				112.52
Hillsdale 1228A	20	200.00		20.18	9.96							152.81			50.72				-76.59
Hillsdale 1228B	20	200.00			29.33	12.47									8.04	9.41	27.90		112.85
Hillsdale 1228C	20	200.00			64.25											6.24	54.67		74.84
Hillsdale 1228D	20	200.00			16.86											24.61	14.02		122.29
Hillsdale 1228R	20	200.00			5.03	15.57	27.42												80.71
Hillsdale 1228X	20	200.00			32.55							66.04							-56.03
Norma Johnson 1214F	20	200.00		58.87													97.58		
Norma Johnson 1214X	20	200.00		55.93	52.13	32.63	37.12					202.78					57.12		-141.11
Norma Johnson - EHS	8	120.00	78.66		10.65	88.44						11.88	48.66		21.77	20.99	30.40		-111.51
Sharon Neese 1249R	20	200.00			33.40							5.39	40.00				41.67		-208.59
Sharon Neese 1249X	20	200.00			33.25														70.11
Sharon N-EHS 1249U	16	240.00			13.87							33.05	27.60						140.92
Strizek 1225A	20	200.00			6.14														159.00
Strizek 1225B	20	200.00		65.75	15.71														193.86
TOTAL		5200.00	109.40	308.90	784.17	247.63	195.80	579.32	204.70	185.09	464.62	310.57	451.91	0.00	0.00	0.00	0.00	118.54	1357.89

APPROVED BY:



Signature of Program Manager (Karen Gonzales)

DATE:

7/18/13

REVIEWED BY:



Signature of Fiscal Manager (Det Patterson)


DATE:


7/18/13

REGION IV
2011-2012
BUDGET BALANCE

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

SITE	# OF CHILDREN	Beg. Bal	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Pending	Remaining
Auberry Park 1238A	20	200.00				26.70							43.19			130.11
Auberry Park 1238B	20	200.00										34.48				200.00
Country Woods 1245A	20	200.00				27.85										137.67
Country Woods 1245B	20	200.00											75.95			124.05
Country Woods 1245C	20	200.00					8.62	149.75								41.63
Country Woods 1245D	20	200.00						48.33					65.10			86.57
Crossroad - E.H.S. 1242U	8	120.00						5.80	49.25	94.50						-29.55
Crossroad G 1242R	20	200.00	48.53		11.38			48.93	128.51	18.10	104.55	83.75				-121.10
Crossroad G 1242X	20	200.00			194.78											-117.43
Crossroads - 1242A	20	200.00	38.82	65.32		109.64	35.64		58.60							-108.02
Galt 1234A	20	200.00				67.45				24.33		39.05	30.09			39.08
Galt 1234B	20	200.00		15.15			15.83						57.34			111.68
Galt 1234C	20	200.00											14.02			185.98
Galt 1234D	20	200.00		46.44	49.84	7.21	12.16		15.95	6.51	28.69	27.67	39.58			-34.05
Galt 1234E	20	200.00			34.58	40.47				42.24	34.74		34.71			13.26
Galt 1234F	20	200.00								21.37			16.99			161.64
Grizzly Hollow - E.H.S.	8	120.00														120.00
Grizzly Hollow 1252 A	20	200.00					35.76			10.00		45.94				108.30
Grizzly Hollow 1252B	20	200.00					12.81	43.69				86.27	16.65			40.58
Nedra 1244A	20	200.00						87.14	74.08	30.22		30.64				-22.08
Nedra 1244B	20	200.00			36.88			18.90	14.03	48.05		7.51	34.56			40.07
Nedra 1244C	20	200.00			25.23			58.83	22.83			4.30	71.17			17.64
Phoenix Park EHS1248U	6	90.00		9.67												80.33
Phoenix Park 1248A	20	200.00				16.93				10.00			25.00			148.07
Phoenix Park 1248B	20	200.00						10.22			73.83	54.93				61.02
Phoenix Park 1248X	20	200.00			53.29				81.13	25.88		20.09	45.07			-25.46
Walnut Grove 1235A	20	200.00	102.93			43.95						28.00				25.12
TOTAL		5130.00	190.28	136.58	405.98	313.50	147.52	471.59	315.87	459.71	241.81	462.63	569.42	0.00	0.00	1415.11

APPROVED BY:  DATE: 7/18/13
 Signature of Program Manager (Karen Gonzales)

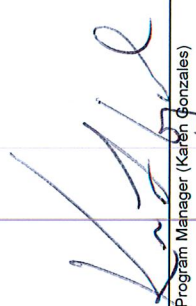
REVIEWED BY:  DATE: 7/18/13
 Signature of Fiscal Manager (Det Patterson)

HOME BASE
2011-2012
BUDGET BALANCE

PETTY CASH FUND 2012-2013
BUDGET \$70 PER CHILD and \$15 PER CHILD (EHS)

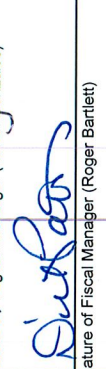
SITE	NUMBER OF CHILDREN	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Obligated	Remaining
B. Parnell	11	165.00													165.00
C. Bunge	11	165.00													165.00
D. Nichols	11	165.00													165.00
J. Crawford Blain	11	165.00													165.00
J. Jimenez	11	165.00													165.00
K. Aroyau	11	165.00													165.00
K. Lee	11	165.00	11.36												153.64
L. Letourneau	11	165.00	66.70					16.16	2.61			79.38			16.31
L. Moore	11	165.00	12.92												135.92
L. Schleicher	11	165.00				27.44									137.56
K. Afoyan	11	165.00													165.00
M. Supelveda	15	150.00										30.76			119.24
J. Isaac	15	150.00	40.27						36.41		56.22				17.10
L. Glines	15	150.00		3.99				5.38		6.54					121.65
M. Edwards	15	150.00					14.01		18.36						117.63
V. Oezhehovsky	15	150.00													150.00
R. Ramirez	15	150.00													150.00
TOTAL		2715.00	118.33	3.99	0.00	12.44	41.45	21.54	54.77	9.15	56.22	110.14	0.00	0.00	2274.05

APPROVED BY:


Signature of Program Manager (Karen Gonzales)

DATE: 7/8/13

REVIEWED BY:



Signature of Fiscal Manager (Roger Bartlett)

DATE: 7/8/13

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	2133.25	453.25	228.25	197.25	223.25	820.75	1176.00	1234.50	1708.75	68.25	5464.00
EHS	8500.00	375.00	148.50	457.53	0.00	42.00	180.00	0.00	0.00	0.00	0.00	0.00	0.00	7296.97
TOTAL	22500.00	543.25	272.75	2133.25	453.25	270.25	377.25	223.25	820.75	1176.00	1234.50	1708.75	68.25	12760.97

APPROVED BY:


Signature of Program Manager (Karen Gonzales)

DATE: 7/8/13

REVIEWED BY:


Signature of Fiscal Manager (Det Patterson)

DATE: 7/8/13

ITEM VII – CENTER UPDATES

BACKGROUND:

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

NOTES:

ITEM VIII- DISCUSSION

BACKGROUND:

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

NOTES:

ITEM IX – PUBLIC PARTICIPATION

BACKGROUND:

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

NOTES: